ORDINANCE NO. 07-05

AN ORDINANCE TO ESTABLISH THE POSITION AND OUTLINE OF DUTIES AND RESPONSIBILITIES OF THE CITY MANAGER AND AN ORDINANCE TO REPEAL ORDINANCE NO. 02-01

WHEREAS, the City of Sky Valley has created the position of city manager; and,

WHEREAS, the City of Sky Valley wishes to adopt and establish duties and procedures for the city manager position.

THEREFORE, the Council of the City of Sky Valley hereby ordains:

I.   Ordinance No. 02-01 of the Code of Ordinances of the City of Sky Valley, Georgia is hereby repealed in its entirety and a new Ordinance is enacted to read as follows:

Section 1. OFFICE OF CITY MANAGER

(a)   The position of the city manager of the City of Sky Valley is hereby created.

Section 2. DUTIES GENERALLY:

The City Manager shall be responsible for the day-to-day operation of the City. The responsibility of the City Manager shall include:

(a)   Day to day management of the government of the city.

(b)   Direct control of the activities of all department heads including the police chief as the head of the Police Department in conformance with the City Charter and this Code.

(c)   Preparation and maintenance of an annual budget and capital improvements plan for all city functions and operations.

(d)   Serve as the finance director.

(e)   Public relations and disbursement of public information.

(f)   Development and maintenance of a personnel plan.

(g)   Maintenance and enforcement of administrative procedures.

(h)   Advise the city council on a continuous basis as to the operation of the city government.

(i)   Preparation of agenda for all meetings of the city commission.

(j)   Perform all other duties in keeping with the position as city manager as authorized or instructed by the mayor and the city council.

Section 3. SUPERVISION, APPOINTMENT AND REMOVAL

(a)   The council may employ a city manager for an indefinite term or pursuant to a contract for a defined term as the chief operating officer of the city to be responsible for the day-to-day management of the government of the city.

(b)   The city manager shall report to the mayor and city council as requested and at council meetings

(c)   The mayor shall have supervisory oversight of the city manager.

(d)   The mayor shall nominate the city manager from a list of qualified candidates chosen by a search committee which shall consist of the mayor, council president, one councilor, and two citizens chosen by the mayor and approved by the city council.

II.   SHOULD ANY SECTION OR PROVISION OF THIS ORDINANCE BE DECLARED BY A COURT OF COMPETENT JURISDICTION TO BE UNCONSTITUTIONAL OR INVALID SUCH DECLARATION SHALL NOT AFFECT THE VALIDITY OF THE ORDINANCE AS A WHOLE OR ANY PART THEREOF OTHER THAN THE PART SO DECLARED TO BE UNCONSTITUTIONAL OR INVALID. ALL RESOLUTIONS AND ORDINANCES AND PARTS OF RESOLUTIONS AND ORDINANCES IN CONFLICT WITH THE PROVISIONS OF THIS ORDINANCE ARE HEREBY REPEALED.

III.   This ordinance will become effective May 14, 2007.

It is so ordained and approved by vote of the City Council of the City of Sky Valley this 14th day of May, 2007.
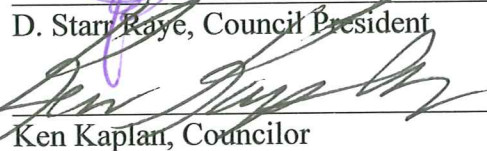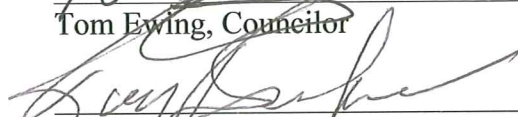
Approved:

Steve Brett, Mayor

D. Starr Raye, Council President

Ken Kaplan, Councilor

(signature)
Carolyn Burgess, Councilor

(signature)
Tom Ewing, Councilor

(signature)
Ray Becker, Councilor

Attest:

(signature)
Mandy Cantrell, City Clerk

Read and adopted on the 14th day of May, 2007.