

ORDINANCE NO. OR15-367

**AN ORDINANCE AMENDING THE CITY BUDGET FOR FISCAL YEAR 2015 FOR THE CITY OF STOCKBRIDGE TO ESTABLISH THE POSITION OF CONFERENCE CENTER COORDINATOR; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

**WITNESSETH:**

WHEREAS, the City of Stockbridge ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents located within the corporate limits of the City;

WHEREAS, the City adopted its final operating budget for fiscal year 2014 on December 11, 2014;

WHEREAS, Section 6.27 (b) of the City Charter provides that the City Council by majority vote may make changes in the appropriations contained in the current operating budget at any regular meeting or special or emergency meeting called for such purposes;

WHEREAS, Section 3.04.060 of the Stockbridge Municipal Code provides for certain criteria for budget amendments involving the creation of new employee positions;

WHEREAS, having complied with all necessary legal requirements, the City Council wishes to amend the 2015 budget with the organizational chart and budget amendment marked accordingly and attached hereto;

THEREFORE, THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY ORDAINS:

**SECTION 1. Adoption by Reference.** The document attached hereto as Exhibit "A" comprised of:

- (a) A numbered budget amendment which indicates the budget line item where funding for Conference Center Coordinator is to be located within the budget and establishing the amount of funds within that line item allocated for the Conference Center Coordinator;
- (b) A restated organizational chart indicating the Conference Center Coordinator and
- (c) A job description and salary range for the Conference Center Coordinator,

is incorporated herein by reference and is hereby adopted as an amendment to the Budget for Fiscal Year 2015 for the City of Stockbridge, Georgia.

**SECTION 2. Public Record.** This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Stockbridge.

**SECTION 3. Approval of Execution.** The Mayor is hereby authorized to sign all documents necessary to effectuate this Ordinance.

**SECTION 4. Attestation.** The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

**SECTION 5. Codification and Severability.**

(a) It is hereby declared to be the intention of the City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were upon their enactment believed by the City Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intention of the City Council that to the greatest extent allowed by law each and every section, paragraph, sentence, clause or phrase of this ordinance is severable from every other section, paragraph, sentence, clause or phrase of this ordinance. It is hereby further declared to be the intention of the City Council that to the greatest extent allowed by law no section, paragraph, sentence, clause or phrase of this ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this ordinance.

(c) In the event that any section, paragraph, sentence, clause or phrase of this ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the ordinance and that to the greatest extent allowed by law all remaining Sections, paragraphs, sentences, clauses, or phrases of the ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

**SECTION 5. Repeal of Conflicting Provisions.** Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

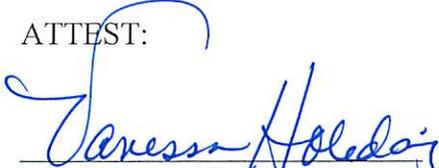
**SECTION 6. Effective Date.** This ordinance shall become effective immediately upon its adoption by the Mayor and City Council of the City of Stockbridge as provided in the City Charter.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

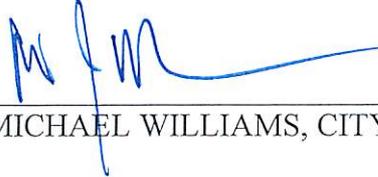
SO ORDAINED this 8<sup>th</sup> day of June, 2015.

  
TIM THOMPSON, Mayor

ATTEST:

  
VANESSA HOLIDAY, CITY CLERK (SEAL)

APPROVED AS TO FORM:

  
MICHAEL WILLIAMS, CITY ATTORNEY

Date Presented to Mayor: 6/11/2015

Date Received from Mayor: 6/12/2015



**CITY OF STOCKBRIDGE**

**BUDGET AMENDMENT**

*NUMBER* 2015-003

*DATE* 06/8/2015

<i>ACCOUNT</i>	<i>PROJECT</i>	<i>DESCRIPTION</i>	<i>Debits</i>	<i>Credits</i>
100-90000-611200		Transfer From GF to MMCC	\$24,000	
100-15100-523850		PERSONNEL SERVICE *		\$24,000
555-00000-391100		OPERATING TRANSFERS IN		24,000
555-15650-511100		REGULAR EMPL. SALARIES	17,500	
555-15650-512100		GRP INSRNC MEDICAL/DENTAL	5,125	
555-15650-512110		GROUP INSURANCE LIFE	51	
555-15650-512111		GROUP INSURANCE VISION	36	
555-15650-512200		MEDICARE 1.45%	260	
555-15650-512401		PENSION	525	
555-15650-512700		WORKER'S COMPENSATION	503	
		Totals	\$48,000	\$48,000

Budget impact on adding Full time head plus benefits to MMCC for six months in 2015.

\* Conference Center Coordinator to be funded out of this budgeted line item.

*Entered*

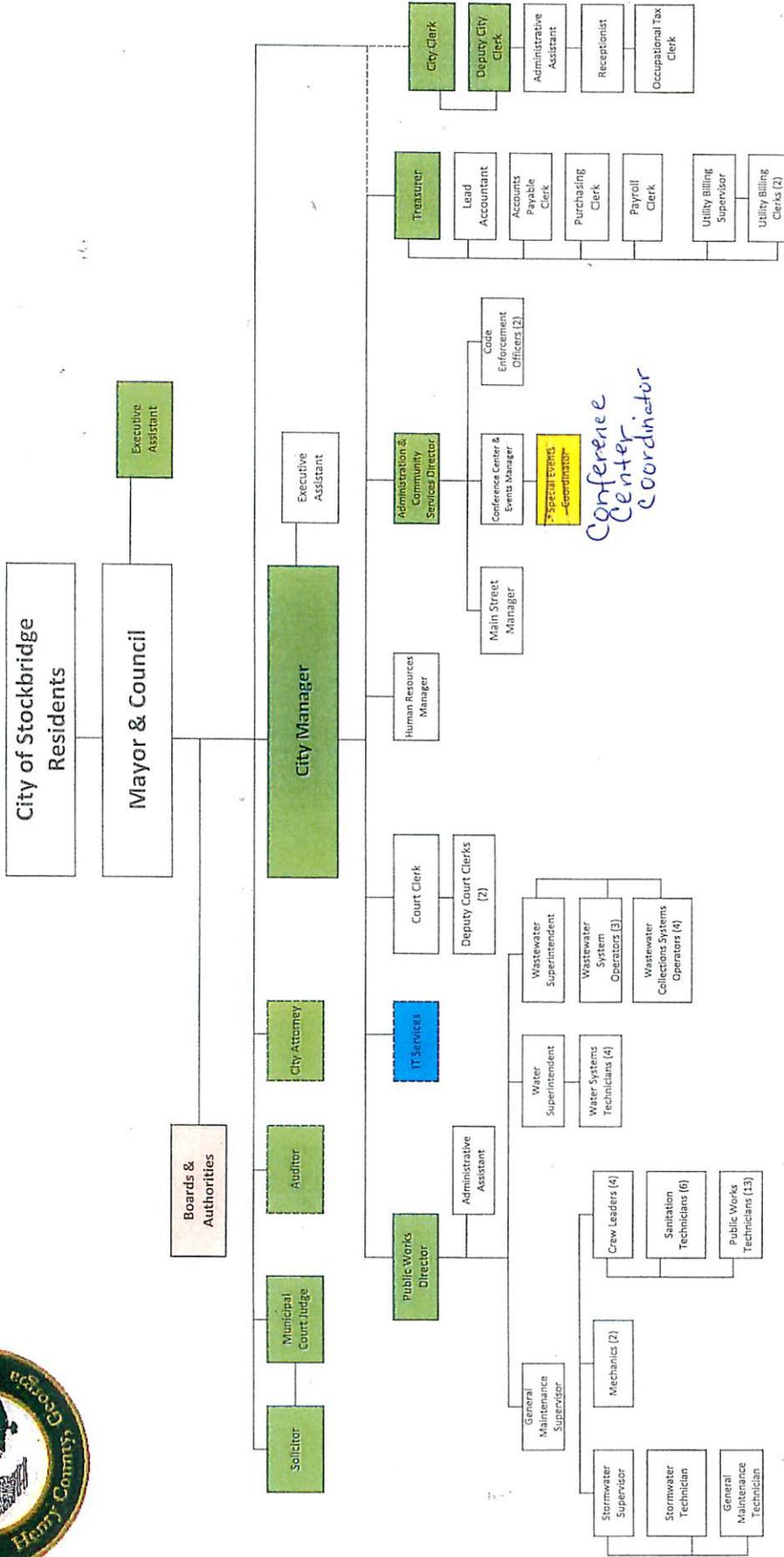
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*Approved*

\_\_\_\_\_

Exhibit A(a)

City of Stockbridge -- Organizational Chart -- Proposed May 26, 2015



Contracted Service  
 Appointed Position  
 Updated job class

## Job Title: Conference Center Coordinator

**Job Summary:** The purpose of this position is to provide high level support to Conference Center and Events department for the City of Stockbridge. This position will provide administrative support and perform clerical duties for the Conference Center and Events Department, including sales, event, and programming support services.

**Class Characteristics:** This is a full-time performance classification level requiring evening and some weekend work.

### Major Duties:

- Welcomes guests by greeting them in person;
- Operates telephone switchboard to answer, screen and forward calls, providing information, taking messages and scheduling appointments;
- Maintains safe and clean reception area by complying with procedures, rules, and regulations;
- Responsible for office inventory and center supplies and orders replacement materials;
- Provides clerical and data entry assistance to the Conference Center and Events department, including typing letters and memoranda, creating reports and other documents;
- Sorts and distributes incoming mail;
- Knowledgeable of process for receiving, processing and accounting of deposits and refunds for the Conference Center and Events Department;
- Communicates with prospective clients and vendors concerning facility rules and regulations and preferred vendor information;
- Conducts tours and generally provides information about the availability and functionality of the City facilities;
- Issues contracts to clients;
- Assists with administration of key check-out;
- Assists with the preparation of event and program files, announcements, flyers, informational bulletins, news releases, and other marketing materials for City sponsored events and facilities;
- Assists with website content management;
- Other duties as assigned

### Knowledge Required by the Position:

- Ability to communicate clearly and in a pleasant manner with the general public, elected officials and other City employees.

- Ability to comprehend and make inferences from material written in the English language such as laws, rules, ordinances, regulations, and procedures governing public procurement;
- Ability to work cooperatively with other City employees and the public.
- Ability to work safely without presenting a direct threat to self or others;
- Ability to work independently
- Ability to coordinate the logistics of event planning
- Ability to provide excellent customer service;
- Ability to coordinate and set up audio/visual equipment;
- Ability to solve problems and make decisions using independent judgment;
- Ability to operate a motor vehicle;
- Ability to establish and maintain effective working relationships with City officials, coworkers, vendors and the public
- Excellent written and verbal communication skills;
- Knowledge of City ordinances, policies and procedures;
- Knowledge of modern office procedures and equipment;
- Skill in using a variety of computer programs for administrative functions;
- Ability to juggle multiple projects and tasks.

**Supervisory Controls:** The work of this position is performed under the general supervision of the Conference Center and Events Manager.

**Guidelines:** Guidelines include City and departmental manuals, policies and procedures.

**Complexity:** The work consists of interpersonal, administrative and clerical duties, and time management skills.

**Personal Contacts:** Contacts are typically with co-workers, business and community leaders, vendors, and the public.

**Purpose of Contacts:** Contacts typically occur to give and exchange information and to market the City's conference and community centers and multiplex facility[A1].

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**Job Title: Conference Center Coordinator** (continued).

**Physical Demands:** This work is generally performed indoors in an office setting and involves light to moderate lifting, standing, bending, crouching, carrying, pulling, kneeling, stooping and walking through City facilities for extended periods of time.

**Work Environment:** This work is generally performed indoors in an office and in City facilities.

**Supervisory and Management Responsibility:** None.

**Minimum Qualifications:** Associate's degree and three (3) years of experience in sales, marketing, communication or related field, and one (1) year experience coordinating special events; Intermediate to advanced experience / knowledge with Microsoft Office Suite; any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job; valid State of Georgia Driver's License.

**Preferred Qualifications:** Bachelor's degree in sales, marketing, communications, or related field and one (1) year of experience coordinating special events; Intermediate to advanced experience / knowledge with Microsoft Office Suite; any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job; valid State of Georgia Driver's License.

## City of Stockbridge 2015 Proposed Pay Scale

Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
General Maintenance Technician	Stormwater	Stormwater Supervisor	10	\$ 11.00	\$ 16.26	\$ 22,880.00	\$ 33,820.80
Public Works Technician	Public Works	Crew Leader	10	\$ 11.00	\$ 16.26	\$ 22,880.00	\$ 33,820.80
Receptionist	Administration	City Clerk	10	\$ 11.00	\$ 16.26	\$ 22,880.00	\$ 33,820.80
Sanitation Technician	Sanitation	Crew Leader	10	\$ 11.00	\$ 16.26	\$ 22,880.00	\$ 33,820.80
Stormwater Technician	Stormwater	Stormwater Supervisor	10	\$ 11.00	\$ 16.26	\$ 22,880.00	\$ 33,820.80
Wastewater Collections Systems Operator I	Sewer	Wastewater Reclamation Plant Superintendent	10	\$ 11.00	\$ 16.26	\$ 22,880.00	\$ 33,820.80
Wastewater Systems Operator I	Sewer	Wastewater Reclamation Plant Superintendent	11	\$ 12.00	\$ 17.72	\$ 24,960.00	\$ 36,857.60
Water Systems Technician I	Water	Water Superintendent	11	\$ 12.00	\$ 17.72	\$ 24,960.00	\$ 36,857.60
Utility Billing Clerk	Sanitation	Utility Billing Supervisor	12	\$ 12.90	\$ 19.06	\$ 26,832.00	\$ 39,644.80
Utility Billing Clerk	Sewer	Utility Billing Supervisor	12	\$ 12.90	\$ 19.06	\$ 26,832.00	\$ 39,644.80
Mechanic	Public Works	General Maintenance Supervisor	13	\$ 14.00	\$ 20.69	\$ 29,120.00	\$ 43,035.20
Wastewater Collections Systems Operator II	Sewer	Wastewater Reclamation Plant Superintendent	13	\$ 14.00	\$ 20.69	\$ 29,120.00	\$ 43,035.20
Wastewater Systems Operator II	Sewer	Wastewater Reclamation Plant Superintendent	13	\$ 14.00	\$ 20.69	\$ 29,120.00	\$ 43,035.20
Water Systems Technician II	Water	Water Superintendent	13	\$ 14.00	\$ 20.69	\$ 29,120.00	\$ 43,035.20

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## City of Stockbridge 2015 Proposed Pay Scale

Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
Administrative Assistant	Administration	City Clerk	14	\$ 14.63	\$ 21.61	\$ 30,430.40	\$ 44,948.80
Administrative Assistant	Public Works	Public Works Director	14	\$ 14.63	\$ 21.61	\$ 30,430.40	\$ 44,948.80
Deputy Court Clerk	Municipal Court	Court Clerk	14	\$ 14.63	\$ 23.82	\$ 30,430.40	\$ 49,545.60
Special Events Coordinator	Administration	Conference Center & Events Manager <i>Coordinator</i>	14	\$ 14.63	\$ 21.61	\$ 30,430.40	\$ 44,948.80
Accounts Payable Clerk	Administration	Treasurer/CFO	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40
Crew Leader	Public Works	General Maintenance Supervisor	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40
Crew Leader	Sanitation	General Maintenance Supervisor	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40
Occupational Tax Clerk	Administration	City Clerk	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40
Payroll Clerk	Administration	Treasurer/CFO	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40
Purchasing Clerk	Administration	Treasurer/CFO	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40
Stormwater Supervisor	Stormwater	General Maintenance Supervisor	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40
Code Enforcement Officer	Administration	Administration & Community Services Director	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Deputy City Clerk	Administration	City Clerk	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Mechanic/ASE Certified	Public Works	General Maintenance Supervisor	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60

## City of Stockbridge 2015 Proposed Pay Scale

Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
Utility Billing Supervisor	Water	Treasurer/CFO	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Wastewater Systems Operator III	Sewer	Wastewater Reclamation Plant Superintendent	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Water Systems Technician III	Water	Water Superintendent	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Wastewater Systems Operator IV	Sewer	Wastewater Reclamation Plant Superintendent	17	\$ 16.93	\$ 25.01	\$ 35,214.40	\$ 52,020.80
Water Systems Technician IV	Water	Water Superintendent	17	\$ 16.93	\$ 25.01	\$ 35,214.40	\$ 52,020.80
Executive Assistant	Governing Body	Mayor & Council	18	\$ 17.78	\$ 26.26	\$ 36,982.40	\$ 54,620.80
Executive Assistant	Administration	City Manager	18	\$ 17.78	\$ 26.26	\$ 36,982.40	\$ 54,620.80
Conference Center & Events Manager	MMCC	Administration & Community Services Director	21	\$ 20.58	\$ 30.40	\$ 42,806.40	\$ 63,232.00
Court Clerk	Municipal Court	Judges & Solicitor	21	\$ 20.58	\$ 30.40	\$ 42,806.40	\$ 63,232.00
Main Street Manager	Administration	Administration & Community Services Director	21	\$ 20.58	\$ 30.40	\$ 42,806.40	\$ 63,232.00
Human Resources Manager	Administration	Administration & Community Services Director	22	\$ 21.61	\$ 31.93	\$ 44,948.80	\$ 66,414.40
Lead Accountant	Administration	Treasurer/CFO	22	\$ 21.61	\$ 31.93	\$ 44,948.80	\$ 66,414.40
General Maintenance Supervisor	Public Works	Public Works Director	25	\$ 25.01	\$ 36.96	\$ 52,020.80	\$ 76,876.80
Wastewater Reclamation Plant Superintendent	Sewer	Public Works Director	25	\$ 25.01	\$ 36.96	\$ 52,020.80	\$ 76,876.80

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## City of Stockbridge 2015 Proposed Pay Scale

Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
Water Superintendent	Water	Public Works Director	25	\$ 25.01	\$ 36.96	\$ 52,020.80	\$ 76,876.80
Public Works Director	Public Works	City Manager	27	\$ 27.58	\$ 40.67	\$ 57,366.40	\$ 84,593.60
City Clerk	Executive	Mayor & Council	28	\$ 28.96	\$ 42.80	\$ 60,236.80	\$ 89,024.00
Treasurer/CFO	Executive	Mayor & Council	28	\$ 28.96	\$ 42.80	\$ 60,236.80	\$ 89,024.00
Administration & Community Services Director	Administration	City Manager	34	\$ 39.54	\$ 55.15	\$ 82,243.20	\$ 114,712.00
City Manager	Executive	Mayor & Council	36	\$ 42.78	\$ 63.22	\$ 88,982.40	\$ 131,497.60

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