

ORDINANCE NO. OR17-430

**AN ORDINANCE AMENDING THE CITY BUDGET FOR FISCAL YEAR 2017 FOR THE CITY OF STOCKBRIDGE; 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 2017 on December 27, 2016;

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 that whenever the city council shall amend the budget to provide for a new employee position, the following documents shall be included as exhibits to an ordinance providing for the new employee position: a numbered budget amendment which indicates the budget line item where funding for the new employee position is to be located within the budget and establishing the amount of funds within that line item allocated for the new employee position(s); a restated organizational chart indicating the new employee position; and a job description and salary range for the new employee position; and

WHEREAS, having complied with all necessary legal requirements, the City Council wishes to amend the 2016 budget with the budget amendment marked accordingly and attached hereto and to establish the full-time position of Public Information Officer;

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 budget amendment numbered 2017-001 (which includes a budget line item where funding for the position of Public Information Officer is to be located within the budget and establishing the amount of funds within that line item allocated for the position of Public Information Officer) is incorporated herein by reference and is hereby adopted as an amendment to the Budget for Fiscal Year 2017 for the City of Stockbridge, Georgia.

The document attached hereto as Exhibit "B" comprised of:

- (a) a restated organizational chart indicating the position of Public Information Officer and

- (b) a job description and salary range for the position of Public Information Officer is incorporated herein by reference and is hereby adopted as an amendment to the Budget for Fiscal Year 2017 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.

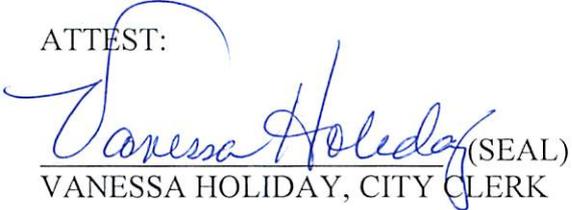
**SECTION 5. Repeal of Conflicting Provisions.** Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**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.

SO ORDAINED this 25<sup>th</sup> day of April 2017.

  
JUDY NEAL, MAYOR

ATTEST:

  
VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:

  
MICHAEL WILLIAMS, CITY ATTORNEY

Date Presented to Mayor:

4-28-2017

Date Received from Mayor:

5-2-2017

**CITY OF STOCKBRIDGE**

**BUDGET AMENDMENT**

NUMBER 2017 - 001

DATE 04/25/2017

ACCOUNT	PROJECT	DESCRIPTION	Increases	Decreases
100-00000-389040		From Reserves		407,750
100-11100-531747	A	Civic Events - Municipal Dinner	3,000	
100-11100-531747	B	Paint Henry Blue Sponsor & Cities Week	2,000	
100-13000-511100	C	Economic Development Position open 3 months		18,000
100-13000-511100	D	Executive Staff Salary Adjustment	10,000	
100-15100-511100	E	Public Information Officer - 6 months	33,750	
100-15100-521100	F	Lobbyist to defend EL proposal	150,000	
100-15100-521218	G	Ethics Investigation	10,000	
100-15100-523855	H	Incubator expenses - One Henry	3,000	
100-15100-531120	I	Election Expense	8,000	
100-15350-541400	K	New Servers - Disaster Recovery	150,000	
100-15650-522216	L	Camellia Garden at PD Park	11,000	
100-15650-531142	M	Defibulators for City Hall and MMCC buildings	11,000	
100-62200-522224	O	Fountain at PD Park	30,000	
100-74500-511100	P	Code Enforcement		21,900
100-74500-512400	P	Pension		4,000
100-75700-511100	P	GIS Planning	25,900	
100-75700-512400	P	Pension	4,000	
275-15100-531730	R	RSVP for Main Street	56,000	
275-15100-531730	S	Branding Initiative	62,000	
275-00000-389040		Hotel / Motel Fund Balance		118,000
		Totals	569,650	569,650

First Quarter Budget Amendments.

EXHIBIT A  
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Entered \_\_\_\_\_

Approved \_\_\_\_\_

## **Job Title: Public Information Officer (Public Relations Specialist)**

**Job Summary:** This is a staff position reporting to the City Manager, designed to promote, disseminate public information through various media outlets, and the marketing strategy for the City through media relations, internet and other necessary means. This position is responsible for preparing news release and advisories, public service announcements, statements, brochures, newsletters and reports of both technical and general content; preparing speeches; citizen engagement, maintain relationships with civic organizations the business community; website design, maintenance of city website and social media content; advises management and officials on aspects of public communication and marketing and may act as the spokesperson and will advise those who are speaking on behalf of the City of Stockbridge.

**Class Characteristics:** This is the full-performance classification level.

### **Essential Duties & Responsibilities:**

- Researches articles, reports, policies and other documents in preparation of articles and speeches including accurate data and information.
- Drafts news articles for publication, press releases, public service announcements, city newsletter, media advisories and speeches to inform the public and for distribution to the news media.
- Develops story ideas and promotional concepts for city activities and organizes internal projects and activities.
- Maintains constant liaison with reporters, editors and the general news media and may attend press functions.
- Responds to questions, complaints and requests for information by telephone, in person or by mail from the news media, general public, elected and City Officials, outside agencies, employees, superiors, etc.
- Monitors and peruses newspapers and other publications for articles related to the City and clips, catalogs and maintains files for news articles.
- Proficient in photography to update content on websites and library.
- Plan or direct communication programs to maintain favorable public perceptions of the City's accomplishments, agenda, and other areas of City interest. Ability to create marketing strategies.

EXHIBIT   B    
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**Public Information Officer (Continued)**

- Proficient in developing public relations strategies that will influence public opinion or promote ideas, products or services;
- Confers with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; make recommendation to assist management in making needed improvements.
- Organizes and employs resources to achieve project objectives;
- Performs a variety of routine and complex administrative, technical and professional work related to the development of marketing strategies, graphic design, content management for social media.
- Coordinates special assignments as requested to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to management, public interest groups, and others.
- Proficient in making presentations to decision-makers and the public;
- Strong public speaking and interviewing skills.
- Performs other duties as related to the job description.

**Knowledge Required by the Position:**

- Ability to establish and maintain effective working relationships with those encountered during work;
- Ability to exercise sound independent judgment within established guidelines;
- Ability to instruct others in work procedures and provide specific project direction;
- Uses independent judgment and discretion in the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards and resolving problems.
- Knowledge of marketing strategy including principles methods and techniques for promoting government and community relations.
- Knowledge of media production, communication, and dissemination techniques and methods. Including alternative ways to inform and entertain via written, oral, visual media, and social media.
- Ability to prepare clear visual displays;
- Ability to present ideas persuasively;
- Knowledge of local government organization and the functions and practices of a municipal government;

**Supervisory Controls:** The work of this position is performed under the general supervision of the City Manager.

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

**Public Information Officer (Continued)**

**Complexity:** The work consists of administrative duties.

**Personal Contacts:** Contacts are typically with senior management, co-workers, elected officials, vendors, contractors, developers, local and state government agencies, news media and the general public.

**Purpose of Contacts:** Contacts typically occur in order to give and exchange information, solve problems, resolve conflicts and provide services.

**Physical Demands:** This work is performed indoors and outdoors with the employee sitting, standing, walking, bending, crouching, carrying pulling, balancing, kneeling or stooping and may require physical exertion over moderately long periods of time. The employee may lift light objects.

**Work Environment:** Work is performed in an indoor and outdoor environment.

**Supervisory and Management Responsibility:** None

**Minimum Qualifications:** Bachelor's degree in Communications, Journalism, English, Marketing, Public Affairs, Business or Public Administration and 3 – 5 years of experience in public relations and community relations or related area preferred. Valid State of Georgia Driver's License.

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## City of Stockbridge 2017 Pay Scale

Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
Program Assistant (PT)	Administration	Main Street Manager	10	\$ 11.00	\$ 16.26	\$ 22,440.00	\$ 33,170.40
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
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

EXHIBIT  
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## City of Stockbridge 2017 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
Administrative Assistant	Municipal Court	Court Clerk	14	\$ 14.63	\$ 21.51	\$ 30,430.40	\$ 44,740.80
Deputy Court Clerk	Municipal Court	Court Clerk	14	\$ 14.63	\$ 23.82	\$ 30,430.40	\$ 49,545.60
Conference Center Coordinator	Administration	Conference Center & Events Manager	14	\$ 14.63	\$ 21.61	\$ 30,430.40	\$ 44,948.80
Accounts Payable Clerk	Administration	Treasurer	15	\$ 15.38	\$ 23.89	\$ 31,990.40	\$ 49,691.20
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	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40
Purchasing Clerk	Administration	Treasurer	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40
Stormwater Supervisor	Stormwater	Public Works Director	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40
GIS/Planner	Administration	Administration & Community Services Director	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Code Enforcement Officer	Administration	Administration & Community Services Director	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60

## City of Stockbridge 2017 Pay Scale

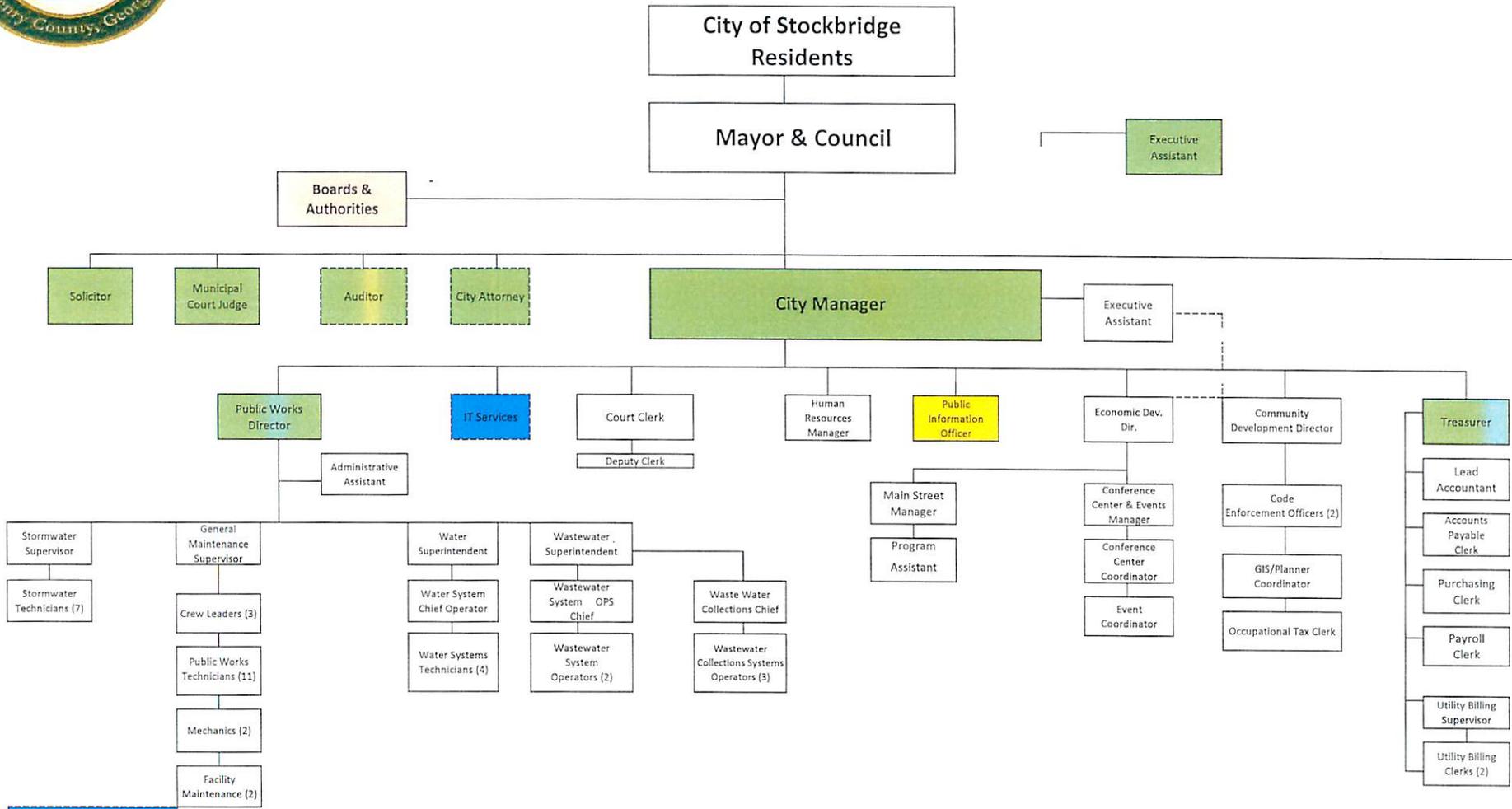
Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
Deputy City Clerk	Administration	City Clerk	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Mechanic/ASE Certified	Public Works	General Maintenance Supervisor	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Utility Billing Supervisor	Water	Treasurer	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
Public Information Officer	Administration	City Manager	21	\$ 20.58	\$ 30.40	\$ 42,806.40	\$ 63,232.00
Wastewater Collections Chief Operator	Wastewater	Wastewater Reclamation Plant Superintendent	21	\$ 20.58	\$ 30.40	\$ 42,806.40	\$ 63,232.00
Wastewater Systems Chief Operator	Wastewater	Wastewater Reclamation Plant Superintendent	21	\$ 20.58	\$ 30.40	\$ 42,806.40	\$ 63,232.00
Water System Chief Operator	Water	Water Superintendent	21	\$ 20.58	\$ 30.40	\$ 42,806.40	\$ 63,232.00
Conference Center & Events Manager	MMCC	Administration & Community Services Director	21	\$ 20.58	\$ 30.40	\$ 42,806.40	\$ 63,232.00

## City of Stockbridge 2017 Pay Scale

Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
Court Clerk	Municipal Court	City Manager	21	\$ 20.58	\$ 33.60	\$ 42,806.40	\$ 69,888.00
Main Street Manager	Administration	Administration & Community Services Director	21	\$ 20.58	\$ 30.40	\$ 42,806.40	\$ 63,232.00
Human Resources Manager	Administration	City Manager	22	\$ 21.61	\$ 32.30	\$ 44,948.80	\$ 67,184.00
Lead Accountant	Administration	Treasurer	22	\$ 21.61	\$ 31.93	\$ 44,948.80	\$ 66,414.40
Facilities Supervisor	Public Works	Public Works Director	25	\$ 25.01	\$ 36.96	\$ 52,020.80	\$ 76,876.80
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
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	\$ 42.76	\$ 57,366.40	\$ 88,940.80
City Clerk	Executive	Mayor & Council	28	\$ 28.96	\$ 42.80	\$ 60,236.80	\$ 89,024.00
Treasurer	Executive	City Manager	28	\$ 28.96	\$ 42.80	\$ 60,236.80	\$ 89,024.00
Economic Development Director	Administration	City Manager	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



City of Stockbridge -- Organizational Chart -- Approved January 1, 2017



Contracted Services

Appointed Position

New/Amended Position