

ORDINANCE NO. OR18-462

AN ORDINANCE AMENDING THE CITY BUDGET FOR FISCAL YEAR 2018 FOR THE CITY OF STOCKBRIDGE TO RECLASSIFY THE POSITION OF BUSINESS SERVICES SUPERVISOR; 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 2018 on December 19, 2017;

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 2018 budget to establish the position of Business Services Supervisor;

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 the reclassified position of Business Services Supervisor is to be located within the budget and establishing the amount of funds within that line item allocated for the reclassified position of Business Services Supervisor.
- (b) A restated organizational chart indicating the reclassified position of Business Services Supervisor; and
- (c) a job description and salary range for the reclassified position of Business Services Supervisor

is incorporated herein by reference and is hereby adopted as an amendment no. 2018-004 to the Budget for Fiscal Year 2018 for the City of Stockbridge, Georgia.

SECTION 2. Authorization of Temporary Pay Increase. The City Manager is authorized to provide a *temporary* ten percent (10%) pay increase for the person designated as Business Services Supervisor pending the results of the City's ongoing 2018 Wage and Salary Survey.

SECTION 3. 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 4. Approval of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Ordinance.

SECTION 5. 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 6. 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 7. Repeal of Conflicting Provisions. Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

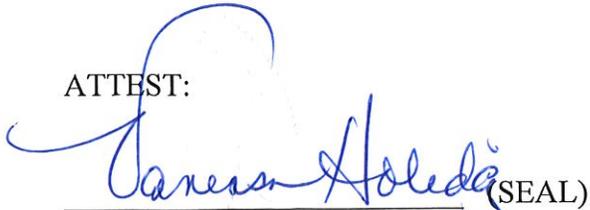
SECTION 8. Effective Date. This ordinance shall become effective immediately upon its adoption by the Mayor and City Council of the City of Stockbridge as provided in the City Charter.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

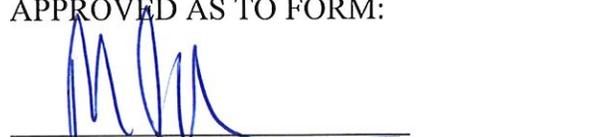
SO ORDAINED this 25th day of April, 2018.


ANTHONY S. FORD, MAYOR

ATTEST:


(SEAL)
VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:


MICHAEL WILLIAMS, CITY ATTORNEY

Date Presented to Mayor: 4/27/2018

Date Received from Mayor: 5/7/2018

EXHIBIT "A"

Job Title: Business Services Supervisor

Job Summary: The purpose of this position is to provide high level administrative support to the Business Services Division. Provide supervision over the operations and staff in business licensing; and permitting; monitor and approve business licenses; enforce business license code; issue related licenses and regulatory permits; and assist with the administrative functions of the Community Development Department.

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

Primary Duties and Responsibilities:

- Supervises the business license program, and assures compliance with municipal code, policies and regulations, develops and implements document processing and records management procedures.
- Conducts tax collection activities for business licenses and related regulatory permits through research and field inspections, researches legal filings and identifies tax collection opportunities.
- Ensures the inspection of new businesses to assure that proper licenses and permits have been obtained; advises proprietors on regulations governing licenses and permits; requests violation notices and coordinates with code enforcement to pursue and resolve compliance issues and license revocation proceedings.
- Oversees the processing of applications and issuance of related licenses and permits; provides information on fees and regulations to applicants; assists applicants in completing forms; collects fees and maintains files and records; manages account collections, settlements and delinquencies.
- Provides customer service; processes documents, applications and fees; responds to questions and resolves issues within scope of authority; coordinates work with other city departments as needed.
- Supervises staff through appropriate work oversight; plans, prioritizes and coordinates work assignments; trains, coaches and instructs employees as required; monitors work, and reviews work activities.
- May assist the department director in the preparation of the annual budget and provide oversight of the budget expenses during the fiscal year.
- Compiles program information and prepares reports; maintains license and permit records, and tax collection and compliance statistics, assures that all program records are properly maintained.

Business Services Supervisor (cont'd)

- Liaison between intra-departments (code enforcement, GIS, planning, building and permitting divisions).
- Attend the meetings and assist with the preparation of the Stockbridge Association of Businesses (SAB) agenda and minutes.
- Evenings and weekend time will be required;
- Performs other duties as assigned by the Department Director.

Knowledge, Skills and Abilities Required by the Position:

- Must be able to communicate clearly and in a pleasant manner with the general public, elected officials and other City employees.
- Must have knowledge of municipal codes, policies and regulations governing license and permit programs;
- Must be able to work independently;
- Must be able to coordinate the logistics of business meetings;
- Must be able to provide excellent customer service;
- Must have knowledge of procedures for processing and issuing business licenses and related permits;
- Must have knowledge of the principles of records management and retention.
- Must have the ability to research techniques for business activities to assure compliance with license and tax requirements.
- Must be able to solve problems and make decisions using independent judgment;
- Skilled in supervising and coordinating business license operations.
- Skilled in supervision of staff, delegating tasks and authority, and may evaluate staff performance.
- Ability to operate a motor vehicle;
- Must have excellent written and verbal communication skills;
- Knowledge of City ordinances, policies and procedures;
- Knowledge of modern office procedures and equipment;
- Must be skilled in using a personal computer utilizing standard and specialized software;
- Ability to juggle multiple projects and tasks.

Supervisory Controls: The work of this position is performed under the general supervision of the Administration and Community Services Director.

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

Complexity: The work consists of interpersonal, administrative

Business Services Supervisor (cont'd)

management 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 to the public and staff.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is frequently required to sit, walk, bend, reach for tools, objects or controls.
- The employee may occasionally lift and or move up to 25 pounds.

Work Environment: Work is performed primarily in an office setting.

Supervisory Responsibility: May supervise staff in occupational tax, permitting and consultants.

Minimum Qualifications:

Bachelor's degree in business administration or management with three (3) to five (5) years of related experience in occupational tax, business license/permitting field. Intermediate to advanced experience and knowledge of 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 2018 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
Facility Technician	Events	Conference Center & Events Manager	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

City of Stockbridge 2018 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
Program Assistant	Main Street	Main Street Manager	14	\$ 14.63	\$ 21.51	\$ 30,430.40	\$ 44,948.80
Deputy Court Clerk	Municipal Court	Court Clerk	14	\$ 14.63	\$ 21.51	\$ 30,430.40	\$ 44,948.80
Conference Center Coordinator	MMCC	Conference Center & Events Manager	14	\$ 14.63	\$ 21.51	\$ 30,430.40	\$ 44,948.80
Events Coordinator	Events	Conference Center & Events Manager	14	\$ 14.63	\$ 21.51	\$ 30,430.40	\$ 44,948.80
Accounts Payable Clerk	Administration	Treasurer	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	Business Services	Administration & Community Services Director	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
Stormwater Supervisor	Stormwater	Public Works Director	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40
GIS/Planner Technician	Planning	Senior Planner	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Code Enforcement Officer	Code Enforcement	Administration & Community Services Director	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60

City of Stockbridge 2018 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
Procurement Specialist	Administration	Treasurer	17	\$ 16.93	\$ 25.01	\$ 35,214.40	\$ 52,020.80
Executive Assistant	Administration	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
Business Services Supervisor	Business Services	Community Development Director	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

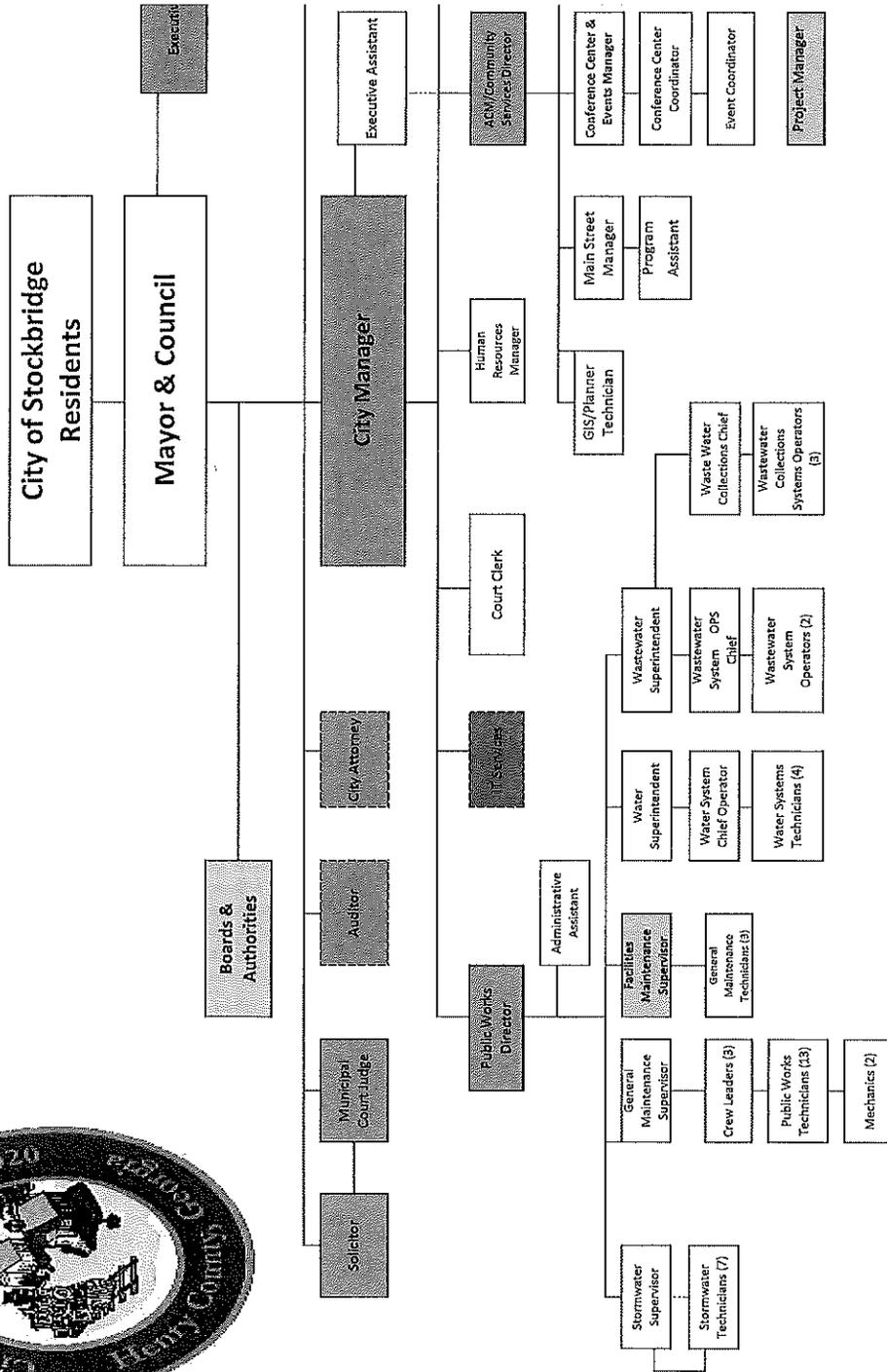
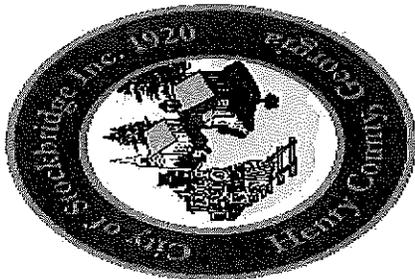
City of Stockbridge 2018 Pay Scale

Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
Water System Chief Operator	Water	Water Superintendent	21	\$ 20.58	\$ 30.40	\$ 42,806.40	\$ 63,232.00
Conference Center & Events Manager	Events	Administration & Community Services Director	21	\$ 20.58	\$ 30.40	\$ 42,806.40	\$ 63,232.00
Court Clerk	Municipal Court	City Manager	21	\$ 20.58	\$ 33.60	\$ 42,806.40	\$ 69,888.00
Main Street Manager	Main Street	Administration & Community Services Director	21	\$ 20.58	\$ 30.40	\$ 42,806.40	\$ 63,232.00
Human Resources Manager	Executive	City Manager	22	\$ 21.61	\$ 31.93	\$ 44,948.80	\$ 66,414.40
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
Senior Planner	Planning Administration	Administration & Community Services 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

City of Stockbridge 2018 Pay Scale

Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
Economic Development Director	Executive	City Manager	28	\$ 28.96	\$ 42.80	\$ 60,236.80	\$ 89,024.00
Administration & Community Services Director	Executive	City Manager	34	\$ 39.54	\$ 55.15	\$ 82,243.20	\$ 114,712.00
Assistant City Manager	Executive	City Manager	35	\$ 37.56	\$ 61.60	\$ 78,124.80	\$ 128,128.00
City Manager	Executive	Mayor & Council	36	\$ 42.78	\$ 63.22	\$ 88,982.40	\$ 131,497.60

City of Stockbridge -- Organizational Chart -- Proposed A



- Contracted Services
- Appointed Position
- Reclass Position
- Vacant Positions

CITY OF STOCKBRIDGE

BUDGET AMENDMENT

NUMBER 2018 - 004

DATE 4/25/2018

<i>ACCOUNT</i>	<i>PROJECT</i>	<i>DESCRIPTION</i>	<i>Increases</i>	<i>Decreases</i>
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100-15160-511100		Regular Salaries - Business Services	1,134	
100-74100-511100		Regular Salaries - Planning & Zoning		1,134
Totals			1,134	1,134

First Quarter Budget Amendments. ***Amount is based on 10% supplemental increase for 15 weeks.**

Entered _____

Approved _____