

ORDINANCE NO. OR18-477

**AN ORDINANCE AMENDING THE CITY BUDGET FOR FISCAL YEAR 2019 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 2019 on December 18, 2018;

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 2019 budget to transfer a position from the Public Works staff to the events staff;

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

**SECTION 1. Adoption by Reference.** The document attached hereto as Exhibit "A" is incorporated herein by reference and is hereby adopted as Budget Amendment No. 2019-001 to the Budget for Fiscal Year 2019 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 6. Repeal of Conflicting Provisions.** Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

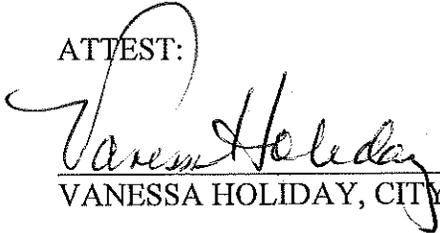
**SECTION 7. Effective Date.** This ordinance shall become effective immediately upon its adoption by the Mayor and City Council of the City of Stockbridge as provided in the City Charter.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

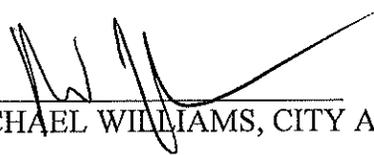
SO ORDAINED this 31<sup>st</sup> day of January, 2019.

  
ANTHONY S. FORD, MAYOR

ATTEST:

 (SEAL)  
VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:

  
MICHAEL WILLIAMS, CITY ATTORNEY

Date Presented to Mayor: 2-3-19

Date Received from Mayor: 2-3-19







City of Stockbridge

Payroll Set: 01 - PY CITY - CITY OF STOCKBRIDGE

Payroll Set CITY OF STOCKBRIDGE

# History Report

By Employee  
Report Dates: 1/1/2019 to 1/17/2019

## Report Totals

Year: 2019

Checks: 3  
Net: 1,905.27

Earnings	Units	Amount
ANNUAL - ANNUAL LEAVE	56.00	1,077.70
HOLIDAY - HOLIDAY	24.00	461.88
HOURLY - HOURLY	40.00	769.79
	<b>120.00</b>	<b>2,309.37</b>

Deductions	Subject To	Employer	Employee
W52 FAM HLTH - WK52 FAMILY HEALTH CO...	0.00	0.00	53.13
W52 LTD AT - WK52 LONG TERM DISABILITY...	0.00	0.00	23.55
W52 VOL LIFE CH AT - WK52 VOLUNTARY LIF...	0.00	0.00	1.26
W52 VOL LIFE EE AT - WK52 VOLUNTARY LIF...	0.00	0.00	7.74
W52 VOL LIFE SP AT - WK52 VOLUNTARY LIF...	0.00	0.00	3.87
		<b>0.00</b>	<b>89.55</b>

Taxes	Subject To	Employer	Employee
FED WH - FEDERAL W/H	2,256.24	0.00	168.81
GA WH - GA STATE W/H	2,256.24	0.00	113.01
MC - MEDICARE TAXABLE	2,256.24	32.73	32.73
SUI - STATE UNEMPLOYMENT TAXABLE	2,309.37	0.00	0.00
		<b>32.73</b>	<b>314.55</b>



City of Stockbridge

# Budget Report Account Summary

For Fiscal: 2019 Period Ending: 01/31/2019

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 510 - STORMWATER</b>						
Expense						
<u>510-42500-511100</u>	REGULAR EMPL. SALARIES	279,488.66	279,488.66	20,365.88	20,365.88	259,122.78 92.71 %
<u>510-42500-511300</u>	OVERTIME	5,000.00	5,000.00	118.93	118.93	4,881.07 97.62 %
<u>510-42500-512100</u>	GRP INSRNC MEDICAL/DENTAL	85,000.00	85,000.00	0.00	0.00	85,000.00 100.00 %
<u>510-42500-512110</u>	GROUP INSURANCE LIFE	1,600.00	1,600.00	0.00	0.00	1,600.00 100.00 %
<u>510-42500-512111</u>	GROUP INSURANCE VISION	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
<u>510-42500-512200</u>	MEDICARE 1.45%	4,000.00	4,000.00	292.09	292.09	3,707.91 92.70 %
	<b>Expense Total:</b>	<b>376,088.66</b>	<b>376,088.66</b>	<b>20,776.90</b>	<b>20,776.90</b>	<b>355,311.76 94.48 %</b>
	<b>Fund: 510 - STORMWATER Total:</b>	<b>376,088.66</b>	<b>376,088.66</b>	<b>20,776.90</b>	<b>20,776.90</b>	<b>355,311.76 94.48 %</b>
	<b>Report Total:</b>	<b>376,088.66</b>	<b>376,088.66</b>	<b>20,776.90</b>	<b>20,776.90</b>	<b>355,311.76 94.48 %</b>



City of Stockbridge

# Budget Report Account Summary

For Fiscal: 2019 Period Ending: 01/31/2019

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 555 - MERLE MANDERS CONFERENCE CENTER</b>						
<b>Expense</b>						
<u>555-15650-511100</u>	REGULAR EMPL. SALARIES	139,417.22	139,417.22	10,122.87	10,122.87	129,294.35 92.74 %
<u>555-15650-511300</u>	OVERTIME	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
<u>555-15650-512100</u>	GRP INSRNC MEDICAL/DENTAL	60,000.00	60,000.00	0.00	0.00	60,000.00 100.00 %
<u>555-15650-512110</u>	GROUP INSURANCE LIFE	1,200.00	1,200.00	0.00	0.00	1,200.00 100.00 %
<u>555-15650-512111</u>	GROUP INSURANCE VISION	800.00	800.00	0.00	0.00	800.00 100.00 %
<u>555-15650-512200</u>	MEDICARE 1.45%	2,100.00	2,100.00	142.86	142.86	1,957.14 93.20 %
<u>555-15650-512401</u>	RETIREMENT CONTRIBUTIONS	19,500.00	19,500.00	0.00	0.00	19,500.00 100.00 %
	<b>Expense Total:</b>	<b>224,017.22</b>	<b>224,017.22</b>	<b>10,265.73</b>	<b>10,265.73</b>	<b>213,751.49 95.42 %</b>
	<b>Fund: 555 - MERLE MANDERS CONFERENCE CENTER Total:</b>	<b>224,017.22</b>	<b>224,017.22</b>	<b>10,265.73</b>	<b>10,265.73</b>	<b>213,751.49 95.42 %</b>
	<b>Report Total:</b>	<b>224,017.22</b>	<b>224,017.22</b>	<b>10,265.73</b>	<b>10,265.73</b>	<b>213,751.49 95.42 %</b>

## **Job Title: Public Works Technician – Events Support**

**Job Summary:** Employees in this class perform a variety of manual, semi-skilled and skilled labor in the performance of general maintenance at the Merle Manders Conference Center and Ted Strickland Community Center, event preparations to include event setups and breakdowns at the Merle Manders Conference Center, Ted Strickland Community Center and City Hall for numerous monthly workshops and events.

### **Class Characteristics:**

The position of Public Works Technician- Events Support is an entry-level classification.

### **Major Duties:**

- Reviews event requirement plans with Conference Center Manager and services, setup and breakdown facilities for various types of events.
- Inspects Merle Manders Conference Center and Ted Strickland Community Center daily to determine functional systems and detect malfunctions and needed repair making notes and recommendations using a pre-established check list.
- Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. incandescent and fluorescent bulbs and tubes, ballasts, etc.).
- Replaces and repairs ceiling tiles and ceiling grid systems to correct damaged, stained or broken tiles using hand tools.
- Removes blockages to restroom/kitchen facilities to restore the flow and drainage of waste water and products using appropriate tools and materials (e.g. hand, electrical and sewer snakes, plunger, caustic chemicals and acids, etc.).
- Performs general maintenance work (e.g. general janitorial duties, pick up litter in parking lots, sweeps floors, pressure wash and clean decks and entrance ways, hangs pictures, etc.) to maintain a clean, safe work area for employees.
- Cleans restrooms and collects trash and other debris in the Merle Manders Conference Center and Ted Strickland Community Center after events.
- Performs landscaping upkeep tasks on City property and Clark Park after City events or Council initiatives.
- Operates various small tools and equipment for maintenance and repair functions.
- Responds to public inquiries in a courteous manner and provides information within scope of knowledge or refers to other employees as appropriate.
- Checks, maintains and cleans equipment, trucks and tools.

- Responsible for following proper safe operating procedures for all equipment to ensure safety of all members of department, City staff and Stockbridge community.
- Performs other related duties as assigned.

**Knowledge Required by the Position:**

- Ability to adhere to safe equipment operating procedures and respond to dangerous situations accordingly;
- Ability to communicate effectively with co-workers and the general public;
- Ability to establish and maintain effective working relationships with a wide range of persons, including supervisors, peers, other city employees, vendors and the general public;
- Knowledge of City ordinances, department policies and procedures;
- Knowledge of interpersonal communication skills;
- Knowledge of the hazards, safety precautions and proper operation of equipment, trucks and machinery used in the repair and maintenance of buildings, grounds, etc.;
- Skill operating a variety of tools, equipment and commercial vehicles.
- Knowledge of layout and production of printed materials.
- Ability to work well in a high-pressure, multi-tasked environment amid frequent interruptions and to redirect focus of attention to a task after an interruption.

**Supervisory Controls:** Work in this position is performed under the general supervision of the Conference Center Manager.

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

**Complexity:** The work consists of manual labor and technical duties involving the proper use of a variety of equipment, set-up and breakdown of tables, chairs, and other ancillary equipment or apparatus.

**Personal Contacts:** Contacts are typically with co-workers and the general public.

**Purpose of Contacts:** Contacts typically occur to give and exchange information 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 be required to lift light to heavy objects up to 25 lbs., and use equipment requiring a high degree of dexterity.

**Work Environment:** Work is performed in an indoor and outdoor environment. Must be able and willing to work after normal business hours and on the weekends.

**Supervisory and Management Responsibility:** NONE

**Minimum Qualifications:**

High school degree or diploma required; work experience operating hand tools and setting up and breaking down for an event; acceptable valid State of Georgia driver's license and motor vehicle record required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

