

ORDINANCE NO. OR15-383

AN ORDINANCE ADOPTING THE CITY BUDGET FOR FISCAL YEAR 2016 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, Mayor Tim Thompson has submitted to the City Council a proposed operating budget for fiscal year 2016 as required by Section 6.24 of the City Charter;

WHEREAS, the City Council has had an opportunity to examine the Mayor's proposed budget;

WHEREAS, the City Council has complied with Chapter 81 of Title 36 of the Georgia Code by holding the properly noticed public hearings on and adoption of the City budget as follows:

First Reading and Public Hearing:	November 9, 2015
Second Reading and Public Hearing:	November 24, 2015
Third Reading and Adoption:	December 14, 2015

WHEREAS, Section 6.25 (b) of the City Charter provides that after conducting a budget hearing the City Council shall adopt the final operating budget for the ensuing fiscal year not later than December 31 of each year;

WHEREAS, Section 6.25 (b) of the City Charter provides that the adoption of the budget shall take the form of an appropriations ordinance setting out the estimated revenues by sources making appropriations according to fund, and by organizational unit, purpose, or activity; and

WHEREAS, having complied with all necessary legal requirements, the City Council wishes to adopt the Fiscal Year 2016 budget with the budget amendment marked accordingly and attached hereto;

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

SECTION 1. Adoption by Reference. The documents attached hereto as Exhibit "A" comprised of an annual operating budget for fiscal year 2016, an organizational chart and a pay and classifications document are incorporated herein by reference and are hereby adopted as the Budget for Fiscal Year 2016 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 14th day of December, 2015.

Alphonso Thomas
ALPHONSO THOMAS, Mayor Pro Tem

ATTEST:

Vanessa Holiday
VANESSA HOLIDAY, CITY CLERK
(SEAL)

APPROVED AS TO FORM:

[Signature]
MICHAEL WILLIAMS, CITY ATTORNEY

Date Presented to Mayor: 12-15-2015 *Pro Tem*

Date Received from Mayor: 12-23-2015 *Pro Tem*

EXHIBIT A

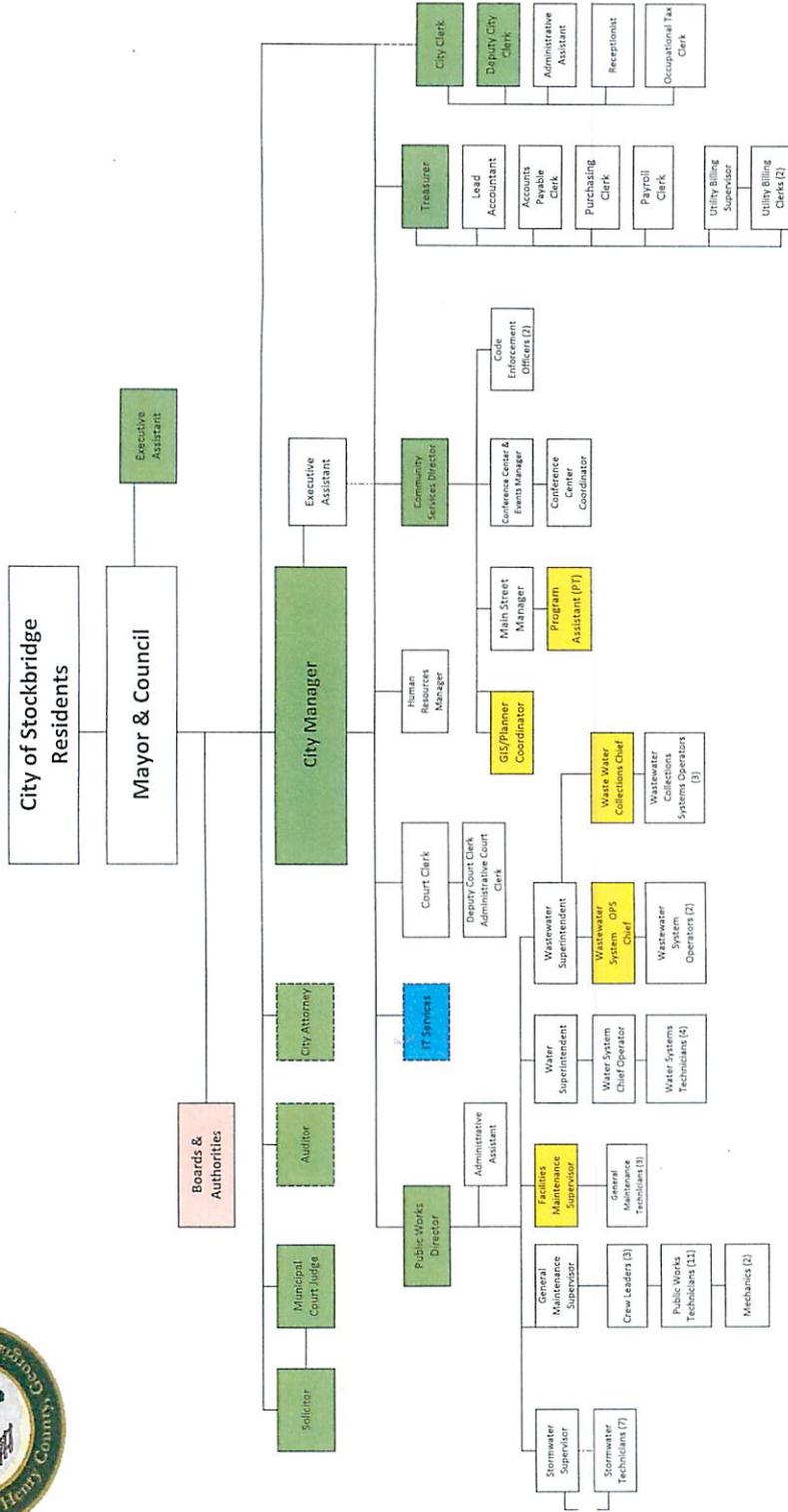
CITY OF STOCKBRIDGE GENERAL FUND 2016 BUDGET DISCUSSIONS

		2016 Original Proposal	2016 Finance Committee	Unfavorable Increase
100-11100-523500	Travel	\$10,000	\$12,000	(\$2,000)
100-11100-523700	Education and Training	\$6,000	\$15,000	(\$9,000)
100-11100-523910	Council Initiatives	\$0	\$12,500	(\$12,500)
100-11100-531132	Committee Supplies	\$0	\$500	(\$500)
100-15100-521217	Legal	\$100,000	\$200,000	(\$100,000)
100-15100-523500	Travel	\$4,000	\$5,000	(\$1,000)
100-15100-523600	Dues and Fees	\$19,500	\$16,350	\$3,150
100-15100-523700	Education and Training	\$8,000	\$10,000	(\$2,000)
100-15100-531120	Elections Expense	\$0	\$500	(\$500)
100-42200-531233	Street Lights	\$325,000	\$400,000	(\$75,000)
100-61900-531727	Memorial Day	\$5,000	\$6,000	(\$1,000)
100-61900-531729	Summer Events	\$10,000	\$37,500	(\$27,500)
100-61900-531737	Veterans Day	\$5,000	\$10,000	(\$5,000)
		<u>\$492,500</u>	<u>\$725,350</u>	<u>(\$232,850)</u>
	Electricity impact for transferred City properties			\$40,000
	Landscaping to include MLK Sr Trail			\$50,000
	Grant writer - Contractor			\$7,000
	Case holder for MLK Sr artifacts			\$2,000
	2016 Inaugral celebration not budgeted			\$3,000

City of Stockbridge -- Organizational Chart -- Proposed January 1, 2016



EXHIBIT A
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- Contracted Services
- Appointed Position
- New Position

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EXHIBIT _____



City of Stockbridge 2015 Pay Scale

EXHIBIT
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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
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

City of Stockbridge 2015 Pay Scale

Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
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
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

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City of Stockbridge 2015 Pay Scale

Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
Stormwater Supervisor	Stormwater	Public Works Director	15	\$ 15.38	\$ 28.17	\$ 31,990.40	\$ 58,593.60
GIS/Planner	Administration	Administration & Community Services Director	16	\$ 15.38	\$ 28.17	\$ 31,990.40	\$ 58,593.60
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
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
Wastewater Collections Chief Operator	Wastewater	Wastewater Reclamation Plant Superintendent	21	\$ 17.78	\$ 26.26	\$ 36,982.40	\$ 54,620.80

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City of Stockbridge 2015 Pay Scale

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Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
Wastewater Systems Chief Operator	Wastewater	Wastewater Reclamation Plant Superintendent	21	\$ 17.78	\$ 26.26	\$ 36,982.40	\$ 54,620.80
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
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

City of Stockbridge 2015 Pay Scale

EXHIBIT A
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Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
Treasurer	Executive	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

Job Title: Wastewater Treatment Systems Chief Operator

Job Summary: This position is responsible for the technical and administrative work in directing and carrying out the operations of the Wastewater Treatment Plant (WWTP) in the City of Stockbridge. This position works under the direction of the Wastewater Reclamation Plant Superintendent.

Class Characteristics:

Major Duties for Wastewater Treatment Systems Chief Operator:

- Reviews and oversees the technical aspects of the work of the Wastewater System Operators assigned to the WWTP, provides training and instruction for these staff, and performs quality checks on their work.
- Assists the Wastewater Reclamation Plant Superintendent in the scheduling of work shift assignments for Wastewater System Operators.
- Conducts various tests on incoming and outgoing water to ensure safety standards set by national, state and local governments are adhered to; tests include but are not limited to settle ability, suspended solids, total solids and fecal chloroform; retrieves samples for further lab analysis;
- Responsible for upkeep and maintenance of all equipment in the Water Reclamation Facility; adheres to preventive maintenance program set by the Wastewater Plant Superintendent;
- Retrieves wastewater samples for lab analysis;
- Calibrates the dissolved oxygen meter, pH meter and inspects lab equipment;
- Records readings concerning output, efficiency and operational use of pumps and facility equipment; maintains record of findings;
- Operates various hand tools, power tools and light and heavy equipment for maintenance & repair of the city's collections system;
- Checks, maintains and cleans equipment, trucks, trailers and tools;
- Perform a variety of skilled and unskilled manual duties in the maintenance and care of the sewage system including repair of weir walls and other modifications to regulators, outfalls and manhole structures that may be required to insure proper operation;
- Participates in safety training including but not limited to confine space entry, explosion atmosphere, traffic, general safety;
- Performs other duties as assigned.

Job Title: Wastewater Treatment Systems Chief Operator
(continued)

Additional Duties for Wastewater Treatment Systems Chief Operator:

- Performs lab analysis of wastewater samples to gauge production of the Water Reclamation facility and the quality of the water being released by the facility;
- Maintains inventory of all lab supplies, plant chemical, spare parts, etc.
- Inspects grease traps utilized by commercial restaurants, regulates grease haulers and maintains detailed records of grease disposal;
- Requires 24/7/365 on call responsibility
- Inventories all materials utilized by the Sewage Department and maintains accurate records for audit compliancy;
- Train, direct and coordinate the work of lower level staff at the direction of the Wastewater Treatment Plant Superintendent.
- Fills in for Superintendent when unavailable.
- Requisitions materials, supplies and equipment.

Knowledge Required by the Position:

- Knowledge of City of Stockbridge infrastructure and geography;
- Knowledge of water reclamation facility operations including safety precautions, productivity and water treatment and testing;
- Knowledge of City ordinances, policies and procedures;
- Knowledge of basic mathematical functions such as addition, subtraction and division;
- Knowledge of basic chemistry and biology;
- Knowledge of OSHA, EPA, EPD, state and local rules and regulations;
- Knowledge of confined space entry;
- Knowledge of computer programs and functions;
- Skill operating a variety of water treatment and laboratory equipment;
- Skill operating a variety of tools, equipment and commercial vehicles;
- Ability to run, interpret and apply tests to Biological application;
- Ability to operate machinery requiring a high level of dexterity and perform duties in a variety of weather conditions;
- Ability to pay attention to detail;
- Ability to o Ability to work well with others;
- Ability to operate machinery requiring a high level of dexterity and perform duties in a variety of weather conditions;

Job Title: Wastewater Treatment Systems Chief Operator

(continued)

- Ability to adhere to safe equipment operating procedures and respond to dangerous situations accordingly;
- Ability to make decisions and solve problems;
- Ability to identify and troubleshoot malfunctions in the city's water reclamation facility;
- Ability to establish and maintain effective working relationships with City officials, employees and the public;
- Ability to communicate effectively with co-workers and the general public.

Supervisory Controls: The work of this position is performed under the general supervision of the Wastewater Treatment Plant Superintendent.

Guidelines: Guidelines include OSHA, EPA, EPD, state and federal safety regulations and City and departmental safety manuals, policies and procedures.

Complexity: The work consists of administrative and supervisory duties and manual labor involving the proper use of a variety of equipment.

Personal Contacts: Contacts are typically with co-workers, general public, vendors and state officials.

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 to heavy objects and use equipment requiring a high degree of dexterity.

Work Environment: Work is performed in an indoor and outdoor environment with or within sewage where the employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, slippery or uneven surfaces, confined spaces and possible sustained periods in hot, cold or inclement weather. The work may

Job Title: Wastewater Treatment Systems Chief Operator

(continued)

require use of protective devices such as gloves and safety jackets.

Supervisory and Management Responsibility: This position is responsible for the supervising of the Wastewater treatment plant operators, under the direction of the Wastewater Reclamation Plant Superintendent.

Minimum Qualifications:

- High school diploma or equivalent required, a minimum of Eight (8) years of related work experience is required of which at least (3) year of experience must be at a level equivalent to a Wastewater System Technician III, preferably with supervisory responsibilities, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job; must possess a valid State of Georgia Driver's License; must possess or obtain within 12 months of hire a Georgia Class II Wastewater License; Georgia Commercial Driver's License, Flaggers license, Confined Spaces Certification, and Trenching/Shoring and F.O.G. Inspector training

Job Title: Wastewater Collections Systems Chief Operator

Job Summary: This position is responsible for the technical and administrative work in directing and carrying out the operations of the City's wastewater collection system and appurtenances including preventive and corrective maintenance, safety considerations, and completing and maintaining required reports and records. This position works under the direction of the Wastewater Reclamation Plant Superintendent.

Class Characteristics:

Major Duties for Wastewater Collections Systems Chief Operator:

- Reviews and oversees the technical aspects of the work of the Wastewater Collections Systems Operators in the Sewage Department, provides training and instruction for these staff, and performs quality checks of their work.
- Assists the Wastewater Reclamation Plant Superintendent in the scheduling of work shift assignments for Wastewater Collections Systems Operators.
- Responsible for upkeep and maintenance of all equipment in the Collections Systems Group; adheres to preventative maintenance program set by the Wastewater Plant Superintendent.
- Operates various hand tools, power tools and light and heavy equipment for maintenance and repair of the city's collections system;
- Checks, maintains and cleans equipment, trucks, trailers and tools;
- Performs landscaping and grading functions at all sewage sites, on sewer right-of-ways, at lift stations, and the Water Reclamation Facility;
- Provides corrective and preventive maintenance on the collection system;
- Perform a variety of skilled and unskilled manual duties in the maintenance and care of the collection system including repair of weir walls and other modifications to regulators, outfalls and manhole structures that may be required to insure proper operation;
- Reports and log spills of the sewer system;
- Performs test on streams concerning spills;
- Records readings concerning output, efficiency and operational use of pumps and facility equipment; maintains record of findings;

Job Title: Wastewater Collections Systems Chief Operator

(continued)

- Cleans sewer lines using a variety of methods and equipment such as a jet machine and a rodding machine, video camera equipment and a vacuum truck;
- Assists in the repair of the collection system lines or stations;
- Uses chemicals for cleaning and odor control;
- Participates in safety training including but not limited to confine space entry, explosion atmosphere, traffic, general safety;
- Performs other duties as assigned.

Additional Duties:

- Runs dye tests of services or sewer line to determine if the service is in the collection system;
- Tracks down and documents collection system malfunctions and institutes proper corrective actions;
- Investigates and documents any and all claims of damage caused by the collection system;
- Investigates claims for abatements;
- Assists in effort to find illegal entry and dumping into the collection system;
- Requires 24/7/365 on call responsibility;
- Inventories all materials utilized by the Sewage Department and maintains accurate records for audit compliancy;

Knowledge Required by the Position:

- Knowledge of the City of Stockbridge infrastructure and geography;
- Knowledge of the City of Stockbridge collections system including sewers, manholes and fixtures, and sewage pump stations;
- Knowledge of or ability to learn operational characteristics, services, and activities of a wastewater collections maintenance program;
- Knowledge of or ability to learn principles and practices of program development and administration;
- Knowledge of or ability to learn pertinent federal, state, and local laws, codes, and regulations;
- Knowledge of or ability to learn current methods, terminology, equipment, tools, and materials utilized in the maintenance, repair, and construction of wastewater collection structures and systems including sewage mains and appurtenances;
- Knowledge of or ability to learn types and level of maintenance and repair activities generally performed in a wastewater collections maintenance program;
- Knowledge of or ability to learn backflow and cross-connection

control principles;

Job Title: Wastewater Collections Systems Chief Operator

(continued)

- Knowledge of or ability to learn wastewater boundaries within the city;
- Knowledge of or ability to learn principles and practices of record keeping and report preparation;
- Knowledge of or ability to learn occupational hazards and standard safety precautions;
- Knowledge of or ability to learn office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases;
- Ability to participate in the management of a utilities maintenance program;
- Ability to respond to requests and inquiries from the general public;

- Ability to interpret and apply federal, state, and local policies, laws, and regulations;
- Ability to ensure adherence to safe work practices and procedures;
- Ability to estimate time, material, and labor costs for maintenance and repair projects;
- Ability to compile data, maintain records and files, and participate in the preparation of clear and concise reports;
- Ability to participate in the provision of a high level of customer service to internal and external customers;
- Ability to read and interpret maps, plans, sketches, schematics, diagrams, and blueprints;
- Ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications;
- Ability to demonstrate an awareness and appreciation of the cultural diversity of the community;
- Ability to communicate clearly and concisely, both orally and in writing;
- Ability to establish and maintain effective working relationships with those contacted in the course of work;
- Knowledge of or ability to learn City of Stockbridge infrastructure and geography;
- Knowledge of or ability to learn City ordinances, policies and procedures;
- Skill operating a variety of tools, equipment and commercial vehicles.

Job Title: Wastewater Collections Systems Chief Operator
(continued)

Additional Duties:

- Train, direct and coordinate the work of lower level staff of the Collections System Group.

Supervisory Controls: The work of this position is performed under the general supervision of the Wastewater Treatment Plant Superintendent.

Guidelines: Guidelines include OSHA, EPA, EPD, state and federal safety regulations and City and departmental safety manuals, policies and procedures.

Complexity: The work consists of administrative and supervisory duties and manual labor involving the proper use of a variety of equipment.

Personal Contacts: Contacts are typically with co-workers 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 to heavy objects and use equipment requiring a high degree of dexterity.

Work Environment: Work is performed in an indoor and outdoor environment with or within sewage where the employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, slippery or uneven surfaces, confined spaces and possible sustained periods in hot, cold or inclement weather. The work may require use of protective devices such as gloves and safety jackets.

Supervisory and Management Responsibility: This position is responsible for the supervising of the Wastewater Collections System Operators, under the direction of the Wastewater Superintendent.

Job Title: Wastewater Collections Systems Chief Operator
(continued)

Minimum Qualifications:

- High school diploma or equivalent required, a minimum of eight (8) years of related work experience required of which at least three (3) years of experience must be at a level equivalent to a Collections Systems Operator II, preferably with supervisory responsibilities, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job; Must possess a valid State of Georgia Driver's License; must possess, or obtain within 12 months of hire a Georgia Wastewater Collection License, a Georgia Commercial Driver's License; Flagger License, Confined Spaces Certification, and trenching/shoring.

Job Title: Facilities Maintenance Supervisor

Job Summary: This position is responsible for planning, organizing and supervising the City facility operations for the City of Stockbridge.

Major Duties:

- Oversees the maintenance for City facilities including HVAC, electrical, plumbing, carpentry, roofs, building access systems and other duties as required;
- Supervises the activities of technicians and skilled trades staff responsible for carrying out the services and functions of the Department; this includes assignment and review of construction projects, maintenance and repair activities, providing assistance, evaluating performance, administering discipline and recommending hiring, termination and pay changes through the Public Works Director;
- Evaluates work and contacts outside contractors when jobs need to be outsourced and reviews work when completed, performs routine inspections of facilities to evaluate work in progress and completed work.
- Ensures department is in compliance with City Council policy directives;
- Develops, recommends and monitors the Departmental budget;
- Coordinates facilities maintenance resources to respond to urgent repair, production floor arrangement, or clean-up situations in City buildings;
- Assists the Public Works Director and City administration in developing short- and long-range plans in the area of Facilities Maintenance;
- Develops, recommends and implements work schedules, operating policies and procedures in order to accomplish departmental goals and objectives;
- Communicates with the Public Works Director, City administration and elected officials regarding Facilities Maintenance operations; prepares reports and correspondence related to departmental activities, direction and accomplishments; attends, staff and City Council meetings as required;
- Enforces the Facilities Management safety and loss prevention program and participates on the safety committee and conducts safety meetings with staff.
- Manages purchase orders and vendor relations for the Facilities Maintenance Department; signs off on purchase orders, except for large purchases that require approval of the City Manager or City Council;
- Communicates with Stockbridge residents to resolve customer service concerns;
- Performs other duties as assigned.

Knowledge Required by the Position:

- Knowledge of municipal property and infrastructure maintenance and repair;
- Knowledge of the hazards, safety precautions and proper operation of equipment, and machinery used in the repair and maintenance of buildings and grounds.
- Knowledge of City ordinances and codes, policies and procedures;
- Knowledge of modern management and supervisory techniques;
- Knowledge of modern office procedures and equipment;
- Skill in using a variety of computer programs for administrative functions;
- Excellent written and verbal communication skills;

Job Title: Facilities Maintenance Supervisor (continued)

- Ability to adhere to and instruct subordinates on safe equipment operating procedures and respond to dangerous situations accordingly;
- Ability to establish and maintain effective working relationships with City officials, vendors, employees and the public;
- Ability to operate a motor vehicle;
- Ability to develop long-range work plans and guide the work of subordinates to meet the goals and objectives set for the Facility Maintenance Department.
- Ability to assist in the development and administer departmental budget;

Supervisory Controls: The work of this position is performed under the general supervision of the Public Works Director and/or the City Manager.

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

Complexity: The work consists of administrative and supervisory duties with occasional manual labor involving the proper use of a variety of equipment.

Personal Contacts: Contacts are typically with co-workers, elected officials, management, vendors, contractors, developers 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 to heavy objects and use equipment requiring a high degree of dexterity.

Work Environment: Work is performed in an indoor environment where the employee is exposed to noise, dust, dirt, grease, irritating chemicals, slippery or uneven surfaces, and confined spaces. The work may require use of protective devices such as gloves and safety jackets.

Supervisory and Management Responsibility: This position is responsible for the management and supervision of all staff in the Facilities Maintenance Department.

Job Title: Facilities Maintenance Supervisor (continued)

Minimum Required Qualifications:

High School diploma or GED. Minimum of five (5) years of comprehensive experience in building maintenance including experience in commercial trades or a related field; two years supervisory experience required. Must possess one of the following state licenses: Master Plumber, Electrician, or Commercial HVAC. An equivalent combination of training, education and experience will be considered. Associates or Bachelor's Degree preferred in a related field.

Job Title: Planner/GIS Specialist

Job Summary: This position is responsible for supporting the comprehensive planning, community development and basic master planning efforts and for the collection and use of all geo-spatial data for the City of Stockbridge.

Major Duties:

- Analyzes planning issues and determines project schedules and priorities;
- Assists City staff in the enforcement of local ordinances and in interpreting city codes and comprehensive plans;
- Assists in maintaining the database of information for planning purposes, updating the division's maps and assigning addresses and street names per City standards;
- Assists in the development and implementation of zoning, subdivision regulations, capital improvement plans, land use plans, annexation studies, and other plans, studies, and codes to meet the City's needs;
- Attends various hearings and meetings as needed;
- Establishes and maintains effective working relationships with other employees, officials, and all members of the general public;
- Evaluates land use proposals for conformity to established plans and ordinances;
- Maintains and update official City maps, including the zoning, annexation, and similar maps;
- Organizes and administers research studies, conducts analyses and prepares reports/recommendations regarding land use, infrastructure improvement, environmental requirements and other matters;
- Organizes and employs resources to achieve project objectives;
- Performs a variety of routine and complex administrative, technical and professional work related to the development and implementation of land use and related municipal plans and policies;
- Plans, administers and coordinates multiple, complex advance/special projects;
- Prepares and makes presentations to decision-makers and the public;
- Prepares property site plans, zoning plans and sketches in ArcGIS and planning-related software;
- Responsible for the development and management of all GIS data for the City; maintains GIS datasets for utility billing, planning, parks, water, sewer and stormwater functions; develops maps, overlays and new data sets as required;

Job Title: Planner/GIS Specialist (continued)

- Reconciles City tax digest with GIS database annually; surveys inconsistencies to maintain accurate record of parcels within City limits;
- Performs field surveys to collect GIS data requiring the use of GPS and other computer-based survey equipment
- Provides customer service regarding parcel location, zoning and ownership boundary information;
- Develops maps and plats as needed by the City for various uses;
- Performs other duties as assigned.

Knowledge Required by the Position:

- Ability to establish and maintain effective working relationships with those encountered in the course of the work;
- Ability to exercise sound independent judgment within established guidelines;
- Ability to interpret and understand engineering and architectural plans, concepts and methodologies;
- Ability to interpret maps, site and building plans and specifications, graphs and statistical data;
- Ability to prepare clear and concise technical documents, reports, correspondence and other written materials, including staff reports to the City Council and other boards/committees;
- Ability to prepare clear visual displays;
- Ability to present ideas persuasively;
- Ability to research, analyze and summarize planning data both manually and with computer programs;
- Ability to understand and apply those aspects of federal, state and local laws, regulations, policies, procedures and standards pertaining to the planning process;
- Knowledge of local government organization and the functions and practices of a municipal planning unit;
- Knowledge of math concepts, including statistical analysis techniques and formulae relevant to the planning process;
- Knowledge of methods used in developing information for advance planning and capital improvement projects;
- Knowledge of terminology, symbols, methods, techniques and instruments used in planning.
- Knowledge of modern office procedures and equipment;
- Knowledge of City and County ordinances, policies and procedures;
- Knowledge of database development and management;
- Knowledge of City codes and ordinances;

Job Title: Planner/GIS Specialist (continued)

- Knowledge of general office equipment and software programs related to surveying and geographic information management;
- Skill in completing complex, technical assignments with frequent interruptions and within deadlines;
- Skill in using a variety of computer programs for administrative functions;
- Ability to communicate clearly and in a pleasant manner with the general public, elected officials and other City employees;
- Ability to use GPS survey equipment and geographic information systems;
- Ability to maintain digital and physical records;
- Ability to compile GIS data for a variety of different needs;
- Ability to establish and maintain effective working relationships with City officials, employees and the public.

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

Guidelines: Guidelines include City code of ordinances, City and departmental safety manuals, policies and procedures.

Complexity: The work requires the application of highly technical skills and keen attention to detail.

Scope and Effect: The purpose of this position is to develop and manage all geographic information for the City in support of a variety of City functions.

Personal Contacts: Contacts are typically with co-workers, elected officials and the general public.

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

Physical Demands: This work is typically performed in an office setting, requires standing and sitting and involves occasional light lifting.

Job Title: Planner/GIS Specialist (continued)

Work Environment: This work is performed indoors in an office setting, outdoors for field work and involves moderate exposure to inclement weather and slippery or uneven surfaces. The work may require use of protective devices such as hard hat, gloves and safety jacket.

Supervisory and Management Responsibility: None

Minimum Qualifications:

Bachelor's degree in urban planning, city planning, GIS or a closely-related field supplemented by two (2) years progressively responsible work experience in a related field; valid State of Georgia Driver's License; equivalent combination of education and experience.

Job Title: Main Street Program Assistant

Job Summary: This is skilled administrative and clerical work responsible for administrative support to the Main Street.

Class Characteristics: This is the part-time position.

Major Duties:

- Assists in meeting planning, scheduling and preparation; makes appointments; travel arrangements; community meetings; for Main Street.
- Assistance with the planning, coordination, and/or implementation of Main Street projects and special events (will require occasional afterhours and weekend work)
- Communicates with other departmental staff on requests from the Main Street.
- Compiles data for daily, monthly and annual reports; responds to information requests and prepares reports for distribution to Main Street;
- Coordinates services with outside vendors, contractors and staffing agencies;
- Files and retrieves materials and data from department computerized and manual filing systems; maintains the department's filing system;
- Maintains maintenance schedule and records for department vehicles and equipment;
- Manages supplies and equipment use through departmental check-out system; issues supplies and equipment keys to general staff;
- Processes external mail as well as inter-departmental City correspondence;
- Receives and responds to public inquiries on the telephone and in-person; provides information and refers inquiries to other City staff, the Main Street Advisory Board, local business/property owners, downtown stakeholders, and community volunteers when required;
- Maintaining the Main Street Program office website and social media outlets
- Assistance with and/or planning, coordination, and implementation of Main Street communications
- Requests purchase orders;
- Performs other duties as assigned.

Job Title: Main Street Program Assistant (continued)

Knowledge Required by the Position:

- Ability to compile data and write clear, concise reports;
- Ability to establish and maintain effective working relationships with City officials, employees and the public;
- Ability to maintain an organized office environment;
- Excellent written and verbal communication skills; Proficient mathematical skills;
- General knowledge of municipal government;
- Knowledge of City ordinances, policies and procedures;
- Knowledge of modern office procedures and equipment;
- Knowledge of the operation of a variety of tools and equipment;
- Skill in using a variety of computer programs Microsoft Word; Excel, PowerPoint, Outlook for administrative functions.

Supervisory Controls: The work of this position is performed under the general supervision of the Main Street Director.

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

Complexity: The work consists of administrative and clerical duties.

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

Purpose of Contacts: Contacts typically occur in order to give and exchange information and provide services.

Physical Demands: This work is performed indoors in an office setting and involves occasional moderate lifting and occasional use of equipment requiring a high degree of dexterity.

Work Environment: This work is performed indoors in an office setting.

Supervisory and Management Responsibility: None.

Minimum Qualifications: Associate's or Bachelor's Degree in Business Administration or Management, Communications, Community Affairs, Public Affairs, or Web Design or 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
GENERAL FUND 2016 BUDGET DISCUSSIONS

		2016 Original Proposal	2016 Finance Committee	Unfavorable Increase
100-11100-523500	Travel	\$10,000	\$12,000	(\$2,000)
100-11100-523700	Education and Training	\$6,000	\$15,000	(\$9,000)
100-11100-523910	Council Initiatives	\$0	\$12,500	(\$12,500)
100-11100-531132	Committee Supplies	\$0	\$500	(\$500)
100-15100-521217	Legal	\$100,000	\$200,000	(\$100,000)
100-15100-523500	Travel	\$4,000	\$5,000	(\$1,000)
100-15100-523600	Dues and Fees	\$19,500	\$16,350	\$3,150
100-15100-523700	Education and Training	\$8,000	\$10,000	(\$2,000)
100-15100-531120	Elections Expense	\$0	\$500	(\$500)
100-42200-531233	Street Lights	\$325,000	\$400,000	(\$75,000)
100-61900-531727	Memorial Day	\$5,000	\$6,000	(\$1,000)
100-61900-531729	Summer Events	\$10,000	\$37,500	(\$27,500)
100-61900-531737	Veterans Day	\$5,000	\$10,000	(\$5,000)
		<u>\$492,500</u>	<u>\$725,350</u>	<u>(\$232,850)</u>
	Electricity impact for transferred City properties			\$40,000
	Landscaping to include MLK Sr Trail			\$50,000
	Grant writer - Contractor			\$7,000
	Case holder for MLK Sr artifacts			\$2,000
	2016 Inaugural celebration not budgeted			\$3,000