

ORDINANCE NO. OR16-403

AN ORDINANCE AMENDING THE CITY BUDGET FOR FISCAL YEAR 2016 FOR THE CITY OF STOCKBRIDGE TO CREATE THE POSITION OF EVENTS COORDINATOR; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

WITNESSETH:

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

WHEREAS, the City adopted its final operating budget for fiscal year 2016 on December 14, 2015;

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 to establish the full-time position of Events Coordinator;

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 position of Events Coordinator is to be located within the budget and establishing the amount of funds within that line item allocated for the position of Events Coordinator;
- (b) a restated organizational chart indicating the position of Events Coordinator; and
- (c) a job description and salary range for the position of Events Coordinator is incorporated herein by reference and is hereby adopted as an amendment to 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.

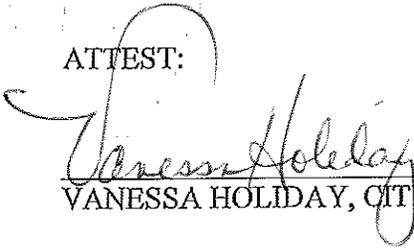
SECTION 5. Repeal of Conflicting Provisions. Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

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.

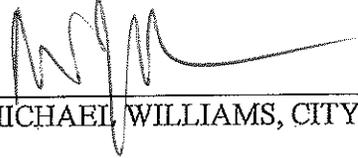
SO ORDAINED this 13th day of June, 2016.


ANTHONY S. FORD, MAYOR PRO TEM

ATTEST:

 (SEAL)
VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:


MICHAEL WILLIAMS, CITY ATTORNEY

Date Presented to Mayor: 6-14-2016

Date Received from Mayor: 6-14-2016

CITY OF STOCKBRIDGE

BUDGET AMENDMENT

NUMBER 2016 - 008

DATE 05/31/2016

<i>ACCOUNT</i>	<i>PROJECT</i>	<i>DESCRIPTION</i>	<i>Increases</i>	<i>Decreases</i>
100-61900-511100		Regular Employee Salaries	26,250	
100-61900-512100		Group Insurance Medical and Dental	10,620	
100-61900-512110		Group Insurance Life	290	
100-61900-512111		Group Insurance Vision	585	
100-61900-512200		Medicare	380	
100-61900-512400		Pension	4,725	
100-61900-512600		Unemployment Insurance	585	
100-61900-512700		Workers Compensation	145	
100-61900-512851		HRA Deductible	1,000	
100-61900-523245		Telecommunications	585	
100-61900-523500		Travel	290	
100-61900-523700		Education & Training	290	
100-61900-531110		Computer Expense	12,600	
100-61900-531750		Uniforms	100	
100-00000-389040		From Reserves		58,445
		Totals	58,445	58,445

This amendment is to add the Events Coordinator Position to the 2016 Budget.
Seven months June - December 2016

Entered _____

Approved _____

Job Title: Events Coordinator

Job Summary: The Events Coordinator is responsible for assisting in the smooth operation of city-sponsored events for the designated location they are assigned to. This position will work seamlessly with the Conference Center Manager to deliver first-class customer service throughout the event process.

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

Major Duties:

- Responsible for opening and closing the centers for scheduled events with assigned staff.
- Assists in executing City-sponsored or sanctioned events and programs as directed;
- Assists with the preparation of marketing events and developing announcements, flyers, informational bulletins, coordinate news releases, electronic and other related communications for City-sponsored or sanctioned events and programs;
- Provide concierge service during meetings and events when requested;
- Recruits volunteers for events and event-planning committees; organizes and conducts informational and training meetings.
- Reviews event proposals to ensure they are in compliance with co-sponsorship activities.
- Secures/reserves city property used for events.
- Arranges external sponsorship for events; oversees activities, ensures consistent funding levels are maintained.
- Oversees traffic coordination, set up, clean-up and dismantling of events.
- Assist the department in advance preparation of events;
- Assist in enforcing public use policies during events;
- Assists in other ways as directed by Conference Center/Event Manager.
- Develops and maintains necessary records for each event/activity.
- Provide administrative assistance to the Center Manager by aiding in the organization of events;
- Evenings and weekend time will be required;
- Performs other duties as assigned.

Knowledge Required by the Position:

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

- Ability to comprehend and make inferences from material written in the English language such as laws, rules, ordinances, regulations, and procedures governing public procurement;

Job Title: Special Events Coordinator (continued)

- Ability to work cooperatively with other City employees and the public.
- Ability to work safely without presenting a direct threat to self or others;
- Ability to work independently and in a high-pressure, multi-tasked environment amid frequent interruptions and to redirect focus of attention to tasks.
- Ability to coordinate the logistics of event planning
- Ability to provide excellent customer service;
- Ability to coordinate and set up audio/visual equipment;
- Ability to solve problems and make decisions using independent judgment;
- Ability to prioritize and handle multiple tasks in an effective, efficient manner.
- Ability to operate a motor vehicle;
- Ability to establish and maintain effective working relationships with City officials, coworkers, vendors and the public
- Excellent written and verbal communication skills;
- Ability to maintain records within filing systems (file management)
- Knowledge of City ordinances, policies and procedures;
- Knowledge of modern office procedures and equipment;
- Proficient in using a variety of computer software programs for administrative/event planning functions;
- Knowledge of laws and regulations pertaining to public assembly facilities, public safety rules and regulations and building regulations;

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

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

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

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

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

Job Title: Special Events Coordinator (continued)

Physical Demands: This work is generally performed indoors in an office setting and involves light to moderate lifting, standing, bending, crouching, carrying, pulling, kneeling, stooping and walking through City facilities for extended periods of time. Able to lift a minimum of 20lbs.

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

Supervisory and Management Responsibility: None.

Minimum Qualifications: Associate's degree or Bachelor's degree in Marketing, Public Relations, Hospitality Management, Event Planning plus two (2) years of college or technical coursework required supplemented by three (3) years of experience performing administrative and event planning support; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job; must have a valid State of Georgia Driver's License. The Events Coordinator must be energetic, imaginative, well organized, and capable of performing effectively in an independent situation. Excellent verbal and written communication skills are essential in this position. Must be able to work a flexible schedule, which will include weekends and evening hours.

EXHIBIT A
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City of Stockbridge 2016 Pay Scale

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

EXHIBIT A
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City of Stockbridge 2016 Pay Scale

Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
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
Deputy Court Clerk	Municipal Court	Court Clerk	14	\$ 14.63	\$ 23.82	\$ 30,430.40	\$ 49,545.60
Events Coordinator	Administration	Conference Center & Events Manager	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	\$ 22.73	\$ 31,990.40	\$ 47,278.40
Crew Leader	Public Works	General Maintenance Supervisor	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40
Crew Leader	Sanitation	General Maintenance Supervisor	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40
Occupational Tax Clerk	Administration	City Clerk	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40
Payroll Clerk	Administration	Treasurer	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	General Maintenance Supervisor	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40

EXHIBIT A
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City of Stockbridge 2016 Pay Scale

Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
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
Water System Chief Operator	Water	Water Superintendent	21	\$ 20.58	\$ 30.40	\$ 42,806.40	\$ 63,232.00
Conference Center & Events Manager	NMCC	Administration & Community Services Director	21	\$ 20.58	\$ 30.40	\$ 42,806.40	\$ 63,232.00
Court Clerk	Municipal Court	City Manager	21	\$ 20.58	\$ 30.40	\$ 42,806.40	\$ 63,232.00

EXHIBIT A
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City of Stockbridge 2016 Pay Scale

Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
Main Street Manager	Administration	Administration & Community Services Director	21	\$ 20.58	\$ 30.40	\$ 42,806.40	\$ 63,292.00
Human Resources Manager	Administration	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
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	\$ 40.67	\$ 57,366.40	\$ 84,593.60
City Clerk	Executive	Mayor & Council	28	\$ 28.96	\$ 42.80	\$ 60,236.80	\$ 89,024.00
Treasurer	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

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