

ORDINANCE NO. OR 13-310

AN ORDINANCE ADOPTING THE CITY BUDGET, INCLUDING JOB DESCRIPTIONS, PAY SCALE, AND CITY ORGANIZATIONAL CHART FOR FISCAL YEAR 2013 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; and

WHEREAS, Mayor Mark Alarcon has submitted to the City Council a proposed operating budget for fiscal year 2013 as required by Section 6.24 of the City Charter; and

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

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

WHEREAS, Section 6.25 (b) of the City Charter provides that after the conducting of 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; and

WHEREAS, the City Council properly adopted its final operating budget for fiscal year 2013 prior to the December 31, 2012 deadline; and

WHEREAS, the City Council desires to re-adopt the same budget so as to add the position of Assistant Public Works Director, delete one unfilled position of Senior Lead, delete one unfilled position of Public Works Technician, and add relevant job descriptions, pay scales, and City organizational chart in the final budget document in official City records; and

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 in detail 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 as its 2013 budget the attached budget document entitled "City of Stockbridge 2013 Adopted Budget" comprised of the General Fund, the Capital Projects Funds, the Enterprise Funds, the Trust Funds, job descriptions, pay scale, and organizational chart marked accordingly and attached hereto; and

WHEREAS, the City Council of the City of Stockbridge, Georgia, in the exercise of their sound judgment and discretion, after giving thorough thought to all implications involved, and keeping in mind the public interest and welfare of the citizens of the City, have determined it to be

in the best interest of the citizens of the City that this ordinance and the document attached hereto be adopted as the 2013 adopted budget in accordance with Section 6.25 of the City Charter.

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

SECTION 1. Adoption by Reference. The document entitled "City of Stockbridge 2013 Adopted Budget," comprised of the General Fund, the Capital Project Funds, the Enterprise Funds, Trust Funds, job descriptions, pay scale, and organizational chart marked accordingly and attached hereto, are incorporated herein by reference and are hereby adopted as the Budget for Fiscal Year 2013 for the City of Stockbridge, Georgia.

SECTION 2. Special Authorization. The Treasurer shall be authorized to reallocate departmental appropriations among various line item expenditures of that department as said officer believes necessary. The Treasurer shall also be authorized to effect interdepartmental transfers, in the same fund, not to exceed \$50,000.00. Any such transfers shall be reported to the governing authority at its next regular meeting and shall be entered in the minutes.

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.

First Reading:	<u>December 11, 2012</u>
Second Reading:	<u>December 18, 2012</u>
Public Hearing:	<u>December 11 + 18, 2012</u>
Third Reading:	<u>December 27, 2012</u>

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 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 May, 2013.


MARK A. ALARCON, Mayor

ATTEST:

 (SEAL)
RHONDA A. BLACKMON, City Clerk

APPROVED AS TO FORM:


WILLIAM J. LINKOUS, III, City Attorney

Job Title: Assistant Public Works Director

Job Summary: This position is responsible to assist the Public Works Director in planning, organizing, directing and integrating the City's public works and utilities activities and functions; provides expert professional assistance to the Public Works Director and to City management in areas of expertise, including engineering technology, municipal water distribution, stormwater program management, wastewater collection and treatment, solid waste management, facility and fleet management, and street and landscape maintenance; deputy level responsibility for policy development, program planning, fiscal management, administration, and operational direction.

A specific collateral duty of this position will be to function as owner's project manager to provide construction management oversight of capital improvement projects, including: construction of Streetscapes and sidewalks, Wastewater Treatment improvements, street repaving, intersection improvements, stormwater drainage improvements regional flood control, etc.

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

Major Duties:

- Plans, organizes, controls, integrates and evaluates the work of the Public Works Department;
- Develops, implements and monitors long-term plans, goals and objectives focused on achieving the City's mission and City Council priorities;
- Directs the development of and monitors performance against the annual department budget;
- Manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards;
- Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets;
- Regularly monitors performance and provides coaching for performance improvement and development;
- Provides assistant leadership and works with department staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's mission and values;

Job Title: Assistant Public Works Director (continued)

- Integrates and directs the efforts and results of supervisors and staff engaged in the maintenance and repair of the City's public works, solid waste management, water distribution and wastewater collection system infrastructure;
- Assists in the preparation of new City ordinances and the revision of existing ordinances;
- Advises the Public Works Director, citizen groups, individuals, contractors and others on departmental issues;
- Assembles necessary resources to solve a broad range of programmatic and service delivery problems in the delivery of public works and utilities services;
- Coordinates, reviews and approves the work of contract service providers, including engineers, rubbish collectors, public works maintenance and construction contractors, public utilities maintenance and construction contractors, landscape architects and contractors, tree maintenance contractors and others;
- Monitors developments related to public works and utilities matters, evaluates their impact on City operations, and implements policy and procedure improvements;
- Represents the City in negotiations with other agencies, utilities, groups and individuals on a wide variety of issues pertaining to public works and public utilities;
- Develops specifications and bid documents for a variety of public works and public utilities-related designs, construction and maintenance projects;
- Recommends contract awards, negotiates contract provisions and coordinates, reviews and approves contractor's performance;
- Reviews and advises on development plans and permits for work in City right-of-ways;
- Performs other duties as assigned.

Knowledge Required by the Position:

- Knowledge of the theory, principles, practices and techniques of water/wastewater, and stormwater engineering technology, solid waste management, and public works and utilities maintenance functions;
- Knowledge of applicable federal, state and local law, codes and regulations governing the administration of public works and public utilities functions and activities;
- Knowledge of the principles and practices of public administration, including budgeting, purchasing and the maintenance of public records;

Job Title: Assistant Public Works Director (continued)

- Knowledge of or ability to learn the City's organizational structure, departmental functions and inter-relationships;
- Skill in using a variety of computer programs for administrative functions;
- Ability to communicate clearly and effectively, orally and in writing;
- Ability to read, analyze and interpret complex documents;
- Ability to prepare clear and concise reports;
- Ability to establish and maintain effective working relationships with elected officials, city officials, employees and the public.
- Knowledge of modern office procedures and equipment;
- Consistently demonstrate ability to respond to changing situations in a flexible manner in order to meet current needs, such as reprioritizing work as necessary;
- Ability to take the initiative to make decisions/choices without direct supervision;
- Ability to carry out oral and written instructions;
- Ability to maintain an organized office environment;
- Ability to exercise judgment to resolve constituent inquiries.
- Knowledge of risk management with ability to adhere to and instruct subordinates on safe equipment operating procedures and respond to dangerous situations accordingly.

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

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.

Job Title: Assistant Public Works Director (continued)

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 water 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 management and supervision of all staff in the Public Works, Water and Sewerage departments.

Minimum Qualifications: Bachelor's degree in in civil engineering, a related field of engineering, environmental science or technology, or a closely related field supplemented by three (3) years of direct experience in public works, including water, sewer, stormwater, solid waste management, streets and roads, parks, and facility and fleet management; 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 2013 Pay Scale

Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
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	General Maintenance 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 System Technician I	Sewer	Wastewater Reclamation Plant Superintendent	11	\$ 12.00	\$ 17.72	\$ 24,960.00	\$ 36,857.60
Water System 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 System Technician 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	Cultural & Leisure Services	Cultural & Leisure Services Manager	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 I	Municipal Court	Court Clerk	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

City of Stockbridge 2013 Pay Scale

Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
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
Deputy Court Clerk II	Municipal Court	Court Clerk	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
Code Enforcement Officer	Administration	City Planner	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
Deputy Court Clerk III	Municipal Court	Court 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	City Clerk	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Wastewater System Technician 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 System Technician 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	Administration	City Manager	18	\$ 17.78	\$ 26.26	\$ 36,982.40	\$ 54,620.80
Procurement Manager	Administration	Treasurer	18	\$ 17.78	\$ 26.26	\$ 36,982.40	\$ 54,620.80
Court Clerk	Municipal Court	City Manager	21	\$ 20.58	\$ 30.40	\$ 42,806.40	\$ 63,232.00

City of Stockbridge 2013 Pay Scale

Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
Cultural & Leisure Services Manager	Cultural & Leisure Services	Community & Economic Development Officer	21	\$ 20.58	\$ 30.40	\$ 42,806.40	\$ 63,232.00
Multiplex Program Manager	Cultural & Leisure Services	Community & Economic Development Officer	21	\$ 20.58	\$ 30.40	\$ 42,806.40	\$ 63,232.00
Finance Administrator	Administration	Treasurer	22	\$ 21.61	\$ 31.93	\$ 44,948.80	\$ 66,414.40
Human Resources Manager	Administration	City Manager	22	\$ 21.61	\$ 31.93	\$ 44,948.80	\$ 66,414.40
Assistant Public Works Director	Administration	Public Works Director	25	\$ 25.01	\$ 36.96	\$ 52,020.80	\$ 76,876.80
City Planner	Administration	City Manager	25	\$ 25.01	\$ 36.96	\$ 52,020.80	\$ 76,876.80
Community & Economic Development Officer	Administration	City Manager	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	\$ 40.67	\$ 57,366.40	\$ 84,593.60
City Clerk	Executive	City Manager	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 Manager	Executive	Mayor & Council	36	\$ 42.78	\$ 63.22	\$ 88,982.40	\$ 131,497.60

City of Stockbridge Budgeted 2013 Positions

Job Title	Positions	Billing Department	Budget	FLSA	Reports To
City Manager	1	Executive	100 11100	EX	Mayor & Council
City Clerk	1	Executive	100 11100	EX	City Manager
Treasurer	1	Executive	100 11100	EX	City Manager
Accounts Payable Clerk	1	Administration	100 15100	NE	Treasurer
Administrative Assistant	1	Cultural & Leisure Services	100 15100	NE	Cultural & Leisure Services Manager
City Attorney	1	Administration	100 15100	N/A	City Manager
City Planner	1	Administration	100 15100	EX	City Manager
Code Enforcement Officer	1	Administration	100 15100	NE	City Planner
Community & Economic Development Officer	1	Administration	100 15100	EX	City Manager
Deputy City Clerk	1	Administration	100 15100	NE	City Clerk
Executive Assistant	1	Administration	100 15100	EX	City Manager
Finance Administrator	1	Administration	100 15100	EX	Treasurer
Human Resources Manager	1	Administration	100 15100	EX	City Manager
Occupational Tax Clerk	1	Administration	100 15100	NE	City Clerk
Payroll Clerk	1	Administration	100 15100	NE	Treasurer

City of Stockbridge Budgeted 2013 Positions

Job Title	Positions	Billing Department	Budget	FLSA	Reports To
Procurement Manager	1	Administration	100 15100	EX	Treasurer
Receptionist	1	Administration	100 15100	NE	City Clerk
Associate Judge	1	Municipal Court	100 25000	N/A	City Manager
Associate Solicitor	1	Municipal Court	100 25000	N/A	City Manager
Court Clerk	1	Municipal Court	100 25000	EX	City Manager
Deputy Court Clerk (I, II, III or IV)	2	Municipal Court	100 25000	EX	Court Clerk
Judge	1	Municipal Court	100 25000	N/A	City Manager
Solicitor	1	Municipal Court	100 25000	N/A	City Manager
Administrative Assistant	1	Public Works	100 42200	NE	Public Works Director
Assistant Public Works Director	1	Public Works	100 42200	EX	Public Works Director
Crew Leader	4	Public Works	100 42200	NE	General Maintenance Supervisor
General Maintenance Supervisor	1	Public Works	100 42200	EX	Public Works Director
Mechanic	2	Public Works	100 42200	NE	General Maintenance Supervisor
Public Works Director	1	Public Works	100 42200	EX	City Manager
Public Works Technician	15	Public Works	100 42200	NE	Crew Leader

City of Stockbridge Budgeted 2013 Positions

Job Title	Positions	Billing Department	Budget	FLSA	Reports To
Utility Billing Clerk	1	Sewer	505 43300	NE	Utility Billing Supervisor
Wastewater Collections Systems Operator (I or II)	4	Sewer	505 43300	NE	Wastewater Reclamation Plant Superintendent
Wastewater Reclamation Plant Superintendent	1	Sewer	505 43300	EX	Public Works Director
Wastewater System Technician (I, II, III or IV)	3	Sewer	505 43300	NE	Wastewater Reclamation Plant Superintendent
Utility Billing Supervisor	1	Water	505 44200	EX	City Clerk
Water Superintendent	1	Water	505 44200	EX	Public Works Director
Water Systems Technician (I, II, III or IV)	4	Water	505 44200	NE	Water Superintendent
Stormwater Technician	2	Stormwater	510 42500	NE	General Maintenance Supervisor
Crew Leader	1	Sanitation	540 45200	NE	General Maintenance Supervisor
Sanitation Technician	6	Sanitation	540 45200	NE	Crew Leader
Utility Billing Clerk	1	Sanitation	540 45200	NE	Utility Billing Supervisor
Cultural & Leisure Services Manager	1	Cultural & Leisure Services	555 15650	EX	Community & Economic Development Officer
Multiplex Program Manager	1	Cultural & Leisure Services	560 15650	EX	Community & Economic Development Officer

City of Stockbridge Organizational Chart

May 13, 2013

