



City of Stockbridge
Bringing People
Together

STOCKBRIDGE CITY COUNCIL

Mayor Judy Neal

Mayor Pro Tem Anthony S. Ford

Councilman Elton Alexander

Councilman John Blount

Councilwoman LaKeisha Gantt

Councilwoman Neat Robinson

CITY MANAGER

Michael Harris

CITY CLERK

Vanessa Holiday

DEPUTY CLERK

Randi Rainey

CITY ATTORNEY

Michael Williams

Council Meeting
Agenda
April 25, 2017 6:00 PM



Council Chamber 2nd Floor

4640 N. Henry Blvd.

Stockbridge, GA 30281

Website: www.cityofstockbridge.com

Phone: 770-389-7900

Fax: 770-389-7912



AGENDA COUNCIL MEETING CITY OF STOCKBRIDGE

TUESDAY, APRIL 25, 2017 6:00 PM

Mayor & City Council

Judy Neal, Mayor
Anthony S. Ford, Mayor Pro Tem
Elton Alexander, Councilman
John Blount, Councilman
LaKeisha Gantt, Councilwoman
Neat Robinson, Councilwoman

Administration

Michael Harris, City Manager
Vanessa Holiday, City Clerk
Randi Rainey, Deputy City Clerk
Michael Williams, City Attorney

- I. Call to Order**
- II. Invocation- City Chaplain, Dr. Terrance Gattis, Mt. Olive Baptist Church**
- III. Pledge of Allegiance**
- | | | |
|-----------------------|----------------|---------------|
| IV. Roll Call | Present | Absent |
| Mayor Pro Tem Ford | _____ | _____ |
| Councilman Alexander | _____ | _____ |
| Councilman Blount | _____ | _____ |
| Councilwoman Gantt | _____ | _____ |
| Councilwoman Robinson | _____ | _____ |
- V. Adoption of the Agenda**
- VI. Review of Minutes for 3/13/2017 and 3/28/2017**
 - Review of Draft Minutes for March 13, 2017**
 - Review of Draft Minutes for March 28, 2017**

PUBLIC COMMENTS

PRESENTATION

Item # 1 - Henry County Police Services- Public Safety Update

Presented by: North Precinct Captain Phillip Bratton

Item # 2 - First Quarter Public Works Update

Presented by: Decius Aaron

Item # 3 - First Quarter Finance Update

Presented by: Linda Nabers

NEW BUSINESS

Item # 4 - Ordinance- 2016 Year-End Budget Amendment #2016-014 & #2016-015

Presented by: Linda Nabers

Item # 5 - Ordinance- First Quarter 2017 Budget Amendment #2017-001

Presented by: Linda Nabers

Item # 6 - Public Information Officer, Pay Class, Job Description and Org.Chart

Presented by: Renee Wheeler

Item # 7 - Naming GCIC Agency Head for the City

Presented by: Anita Gunnoe

CITY MANAGER'S COMMENTS

COUNCIL'S COMMENTS

MAYOR'S COMMENTS

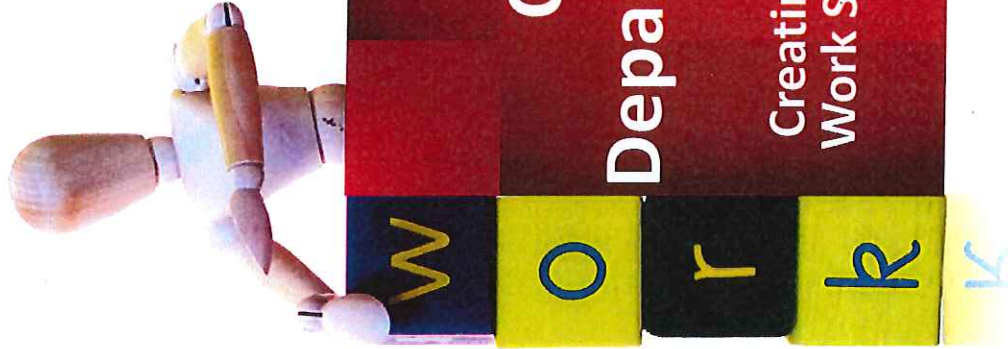
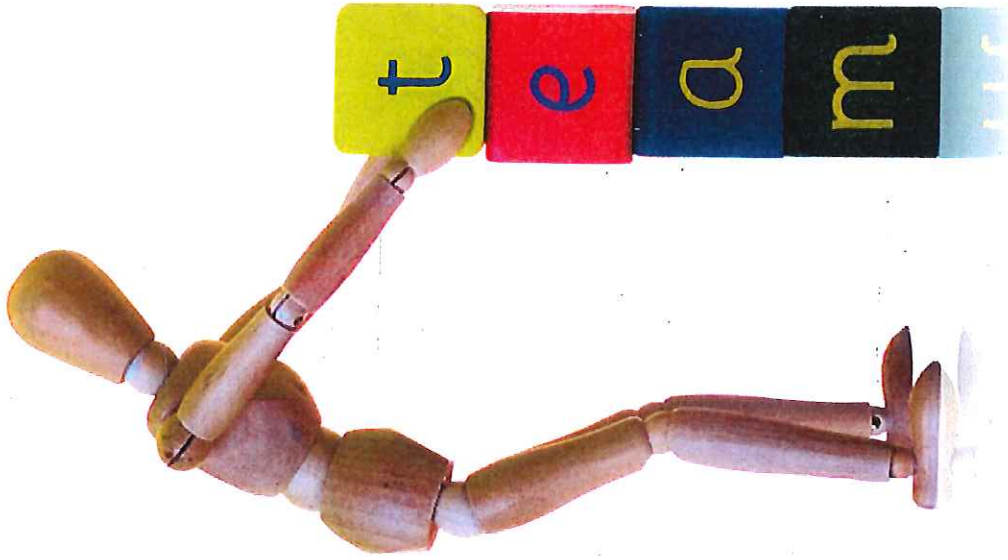
Thursday, April 27th at 6:00 pm - Stockbridge Trail Mix and Ribbon Cutting at Reeves
April 25, 2017 6:00 PM 4640 N. Henry Stockbridge, GA 30281 Phone: (770) 389-7900

EXECUTIVE SESSION (Exemptions to the Georgia Open Meetings Acts)

Motion to Adjourn.

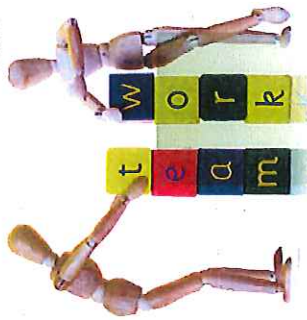
**Draft Minutes for
March 13, 2017 are
Under Edit
and Review
for approval on
May 8, 2017.**

**Henry County
Police Department
North Precinct
Update
Presented by:
Capt. Phillip Bratton**



City of Stockbridge Department of Public Works

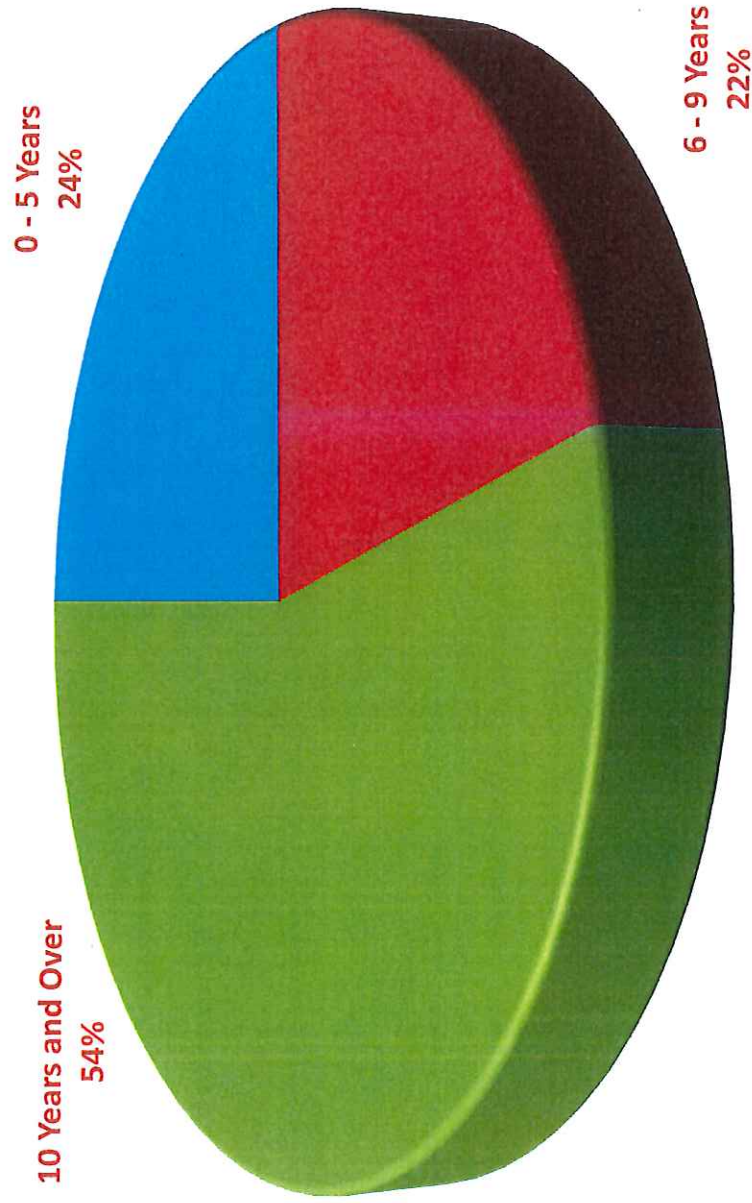
Creating Focus While Enacting Effective
Work Strategies for a Sustainable Future

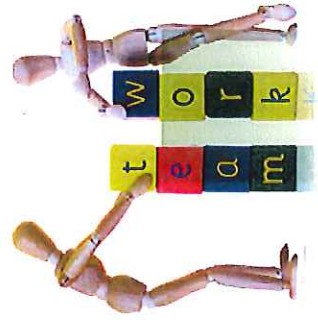


Public Works Staff

Employees who have been with an organization for many years have considerable knowledge of the organization's culture and its services. They have experienced many changes within the workplace and consequently understand what works and what doesn't. In performing their job duties day after day, they develop a strong knowledge base, which results in higher productivity because fewer mistakes are made.

By being with an organization for a number of years, long-term employees reflect a stable work environment, which improves morale. Each time an employee quits or is terminated, it disrupts the work environment because a suitable replacement must be found. Further, in an economy where jobs are scarce, long-term employees indicate a secure work environment. High turnover can create uncertainty in existing employees, as they begin to wonder whether they'll be next.





Self Assessment

- How can we make better use of our resources?
- What can we do to better leverage our staff resources?
- What changes can we implement to increase efficiency?

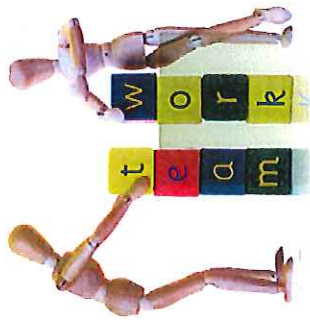


Department Survey

CITY OF STOCKBRIDGE



PUBLIC WORKS DEPARTMENT SURVEY



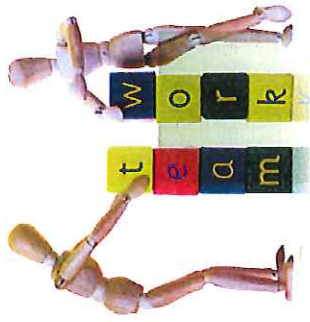
Survey Results

RATING	Excellent	Above Average	Average	Below Average	Fail
PW Administration	5	3	2	0	0
Facility Maintenance	5	3	2	0	0
Sanitation	3	5	2	0	0
Parks, Pavilions and Trails	1	6	3	0	0
Stormwater Maintenance	0	3	7	0	0
General Maintenance	2	5	3	0	0
Water	0	5	5	0	0
Fleet Maintenance	0	6	4	0	0
Wastewater	2	5	3	0	0
Cemeteries	0	0	0	0	0

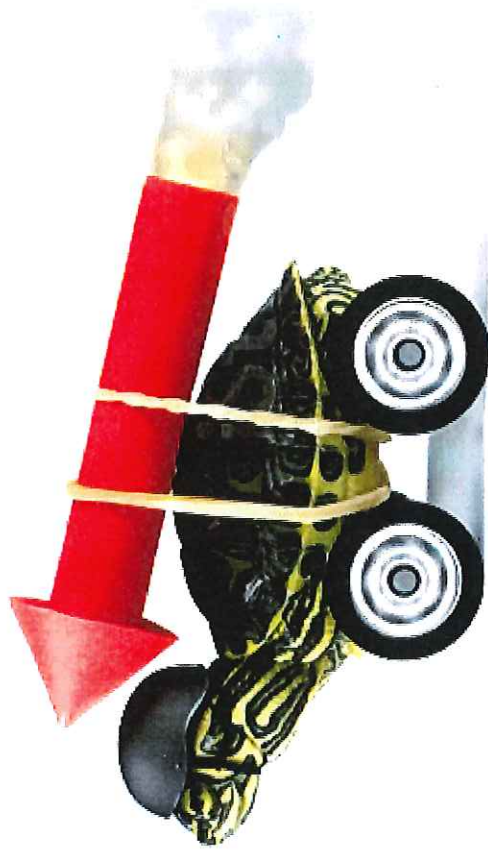


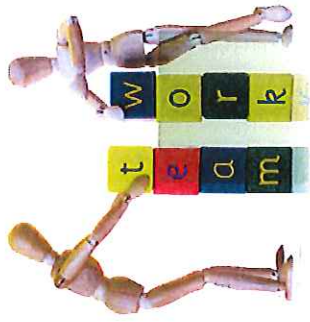
Why Change?

Change is important for any organization because without change, an organization will lose its competitive edge and fail to meet the needs of its customers.

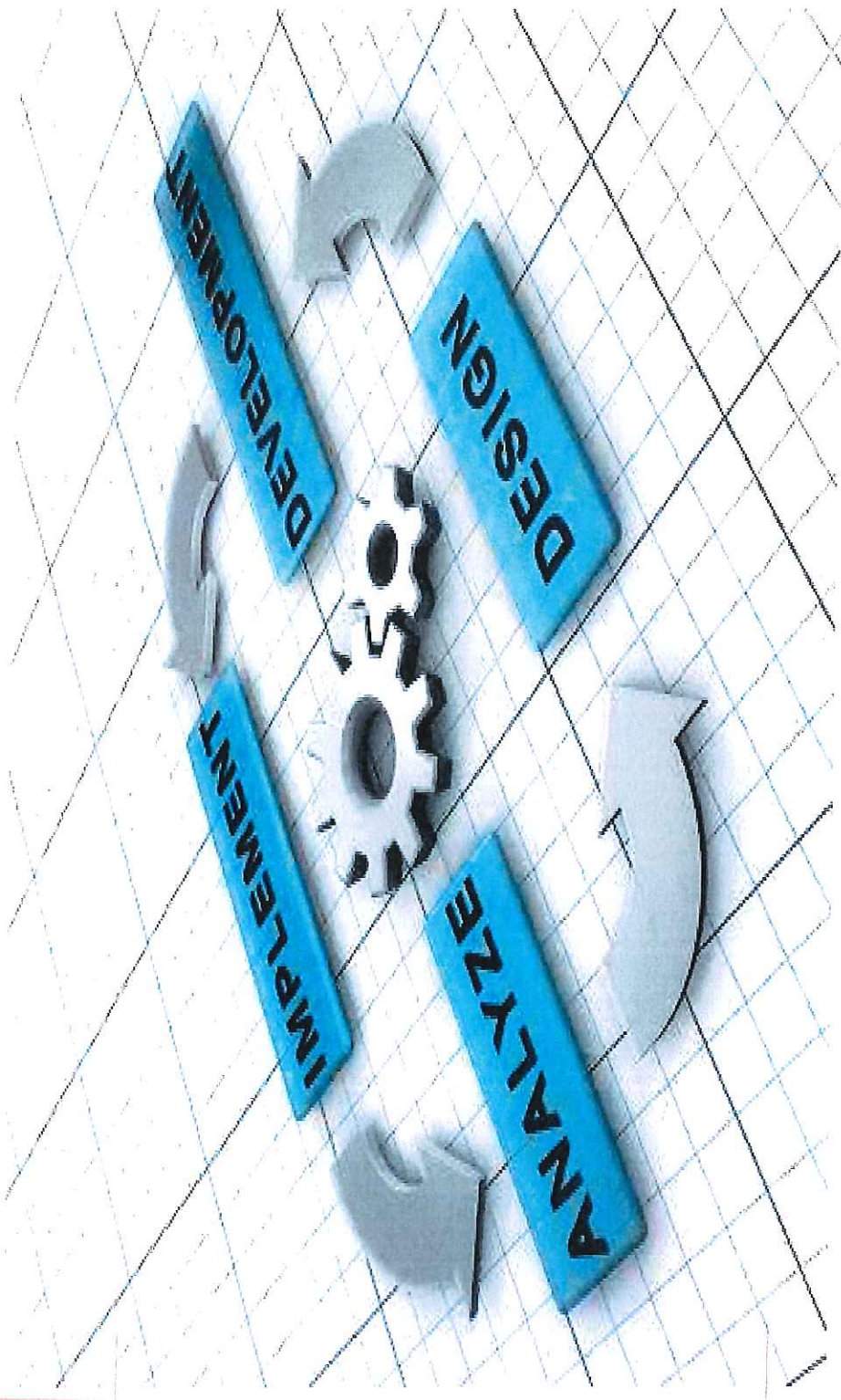


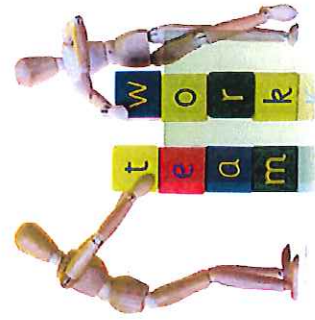
**Introducing change and
transformation has to be done
carefully, sensitively and
collaboratively**





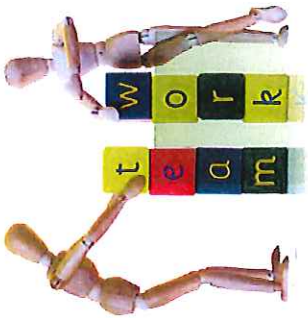
How Do We Get There





Building the Foundation

- Anyone who has been involved in the building of a house knows the importance of a solid foundation. Without a firm foundation, the rest of the structure is weak and likely destined for an early demise or at least significant problems. In the same way, a successful organization needs to have a strong foundation and the first step is to review the public works ordinances and resolutions and the development of a strategic plan.
- Strategic planning is important to an organization because it provides a sense of direction and outlines measurable goals. Strategic planning is a tool that is useful for guiding day-to-day decisions and also for evaluating progress and changing approaches when moving forward.
- The process of strategic planning can be as important to an organization as the results. Strategic planning can be an especially valuable process when it includes employees in all departments and at all levels of responsibility thinking about how their activities and responsibilities fit into the larger picture, and about their potential contributions.





The Daily Attendance Report provides real time data

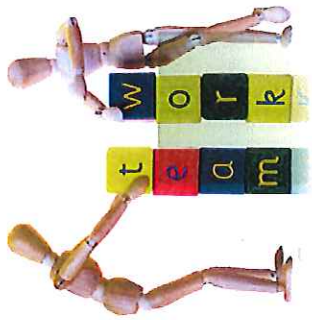
that is used to reprioritize tasks to account for absent team members and crew availability

[illegible]



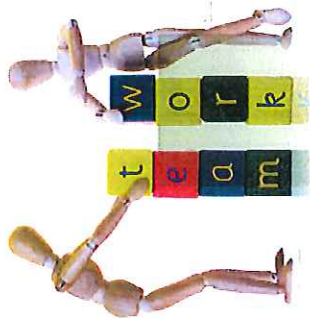
Computerized Work Order System

There are many benefits of a Computerized Maintenance Management System (CMMS). These include not just the obvious benefit of tracking and justifying the dates, employees, locations and descriptions of work performed, but they also can be used to define appropriate service levels that are achievable with a given number of labor hours and at a defined level of productivity. The benefits of increased productivity are that the same work levels may be accomplished at less cost, or more work will be accomplished for the same cost, with work quality remaining constant. The CMMS should be the primary vehicle by which the Department reports on work activity and the productivity of the resources utilized in accomplishing the work.



PUBLIC WORKS PROJECTS

UPDATE!



ADMINISTRATION

Career Track

The Difference Career Tracks Make

If you can help your employees develop career paths within your organization, you'll keep them engaged and working toward that next step. You'll also be more likely to retain your employees, since they won't need to leave in order to advance in their career.

The end result of offering career paths for employees is higher retention, a broader depth of industry- and company-specific expertise from tenured employees, and the kind of dedication that comes from seeing your organization as their career, not just a stop along the way. The loyalty your organization will gain from employees who are invested in the success of the organization is absolutely invaluable.



According to a Brookings Institute study, nearly eighty-five (85) percent of an organization's assets are related to intangible capital tied up in knowledge and human talent.

Employee longevity is critical to an organization's success and has never been more important. Among the reasons are:

Long-Term Employees Have a Strong Knowledge Base

Long-term employees have a wealth of knowledge in techniques, materials and production procedures.

Long-Term Employees Pass Down Their Skills to New Employees and Operations Run More Smoothly

When problems arise, long-term employees most likely have seen those same problems in the past and know exactly how to overcome them quickly without slowing down operations. In turn, waste and errors are kept to a manageable level.

Long-Term Employees Create Better Productivity

Knowing the ropes and showing them to co-workers makes long-term employees invaluable to an organization. Years of experience in an organization have shown them shortcuts that lessen the time it takes to get a number of things done. In addition, long-term employees have a better knowledge of how to reduce waste in the work process and therefore increase productivity.

Long-Term Employees Add Stability to the Workforce and Build Confidence and Morale

An employee who has been with an organization for a number of years shows newer employees that the organization has a good working environment. If it didn't, they would have found employment elsewhere.

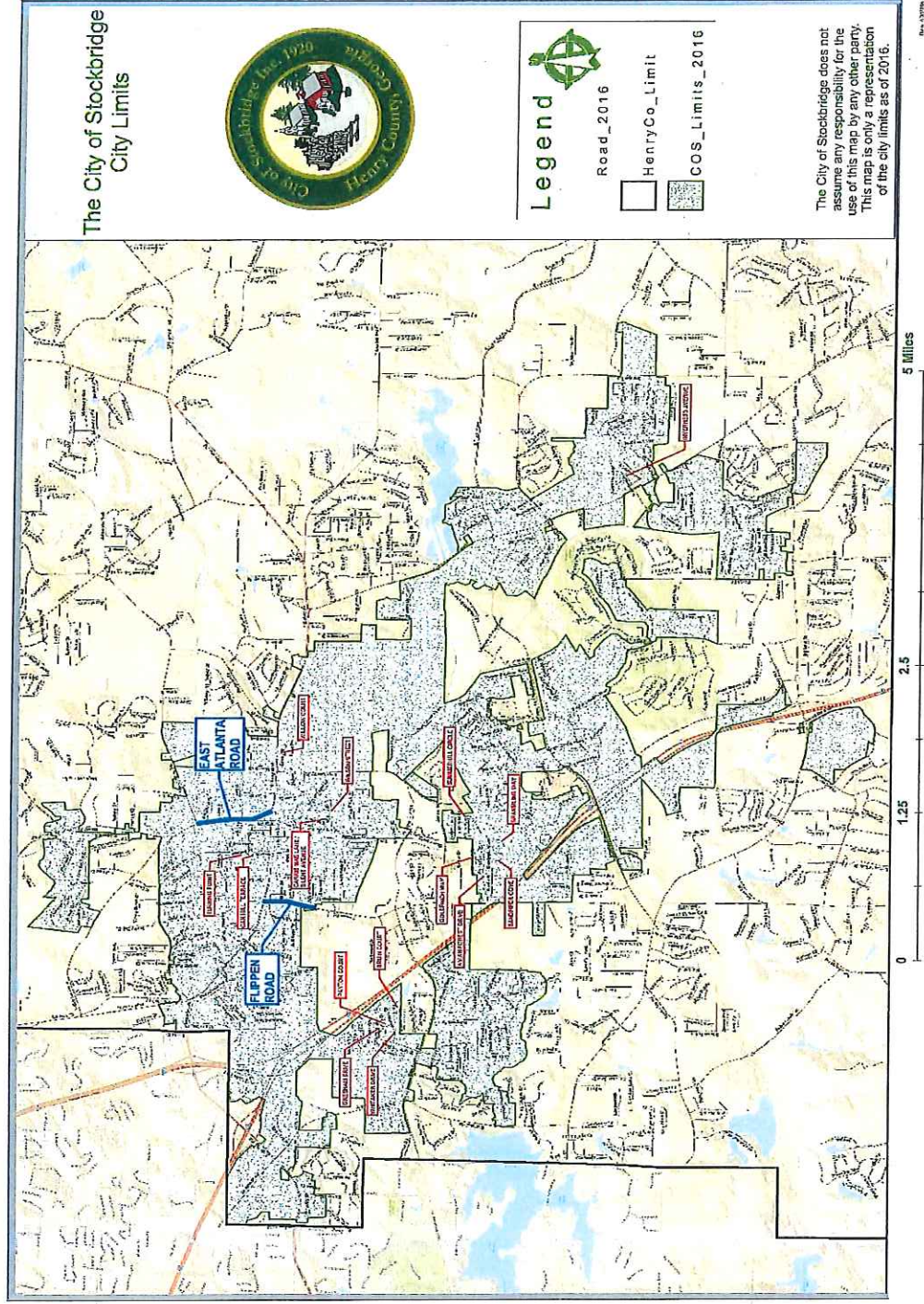
In addition to the above, long-term employees also are more likely on time, they get along with other employees, they execute tasks that are expected of them and they come to work.



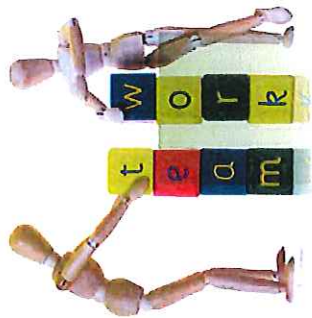
STREETS

LMIG

- Willow CT (Lambert DR to Dead End)
- Wilson ST (Wilson AVE to Jennings Way)
- Carrie Mae LN (Second ST to Wilson ST)
- Payton CT (cul-de-sac to cul-de-sac)
- Whitaker DR (Brentwood PKWY to cul-de-sac)
- Bruin CT (Whitaker DR to the cul-de-sac)
- Gresham DR (Brentwood PKWY to cul-de-sac)
- Avian Forest DR (Flippen RD to Goldfinch Way)
- Goldfinch Way (Avian Forest DR to the cul-de-sac)
- Sandpiper Cove (Goldfinch Way to the cul-de-sac)
- Brambling Way (cul-de-sac to cul-de-sac)
- Summer Hill CIR (Banks RD to Summer Hill CIR)
- Oak Hill TER (Center ST to Dead End)
- Turning Point (Center ST to cul-de-sac)
- Inverness AVE (US HWY 23/GA Route 42 to cul-de-sac)
- East Atlanta RD (US HWY 23/GA Route 42 to City Limits at Old Conyers RD)
- Flippen RD (US HWY 23/GA Route 42 to City Limits)



Resurfaced seventeen (17) streets (5 miles) under 2016 LMIG



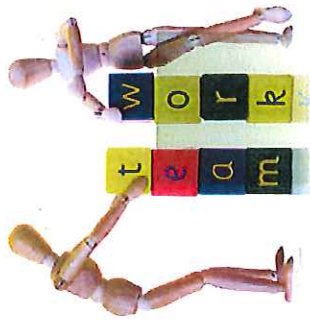
East Atlanta Road

Before



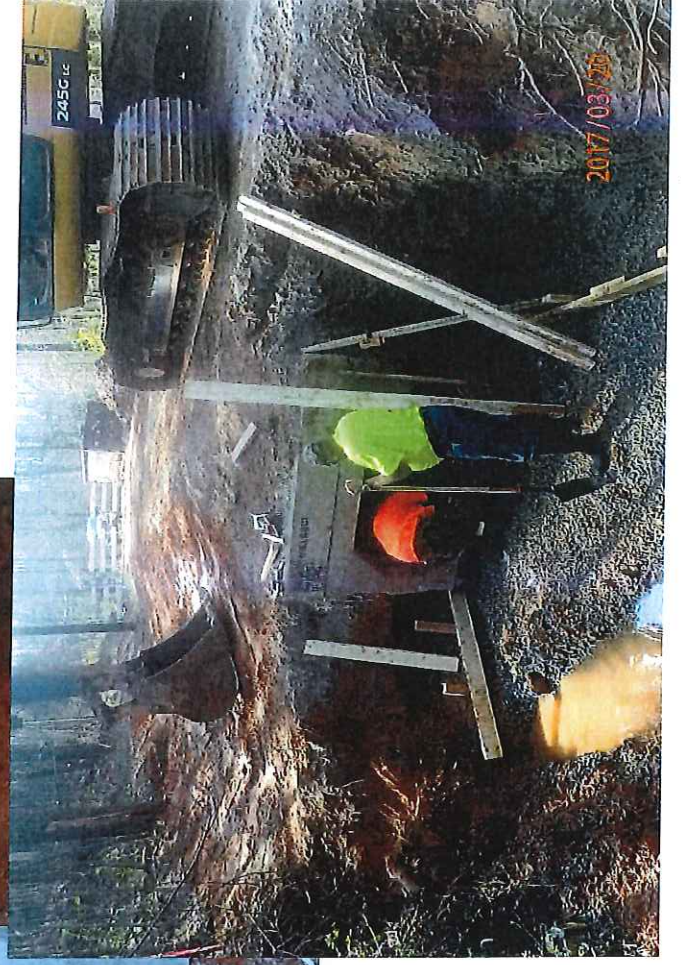
After

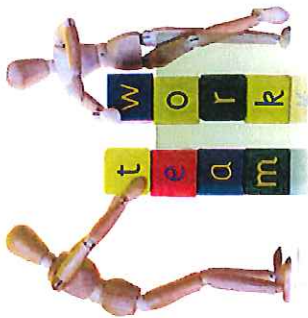




STORMWATER

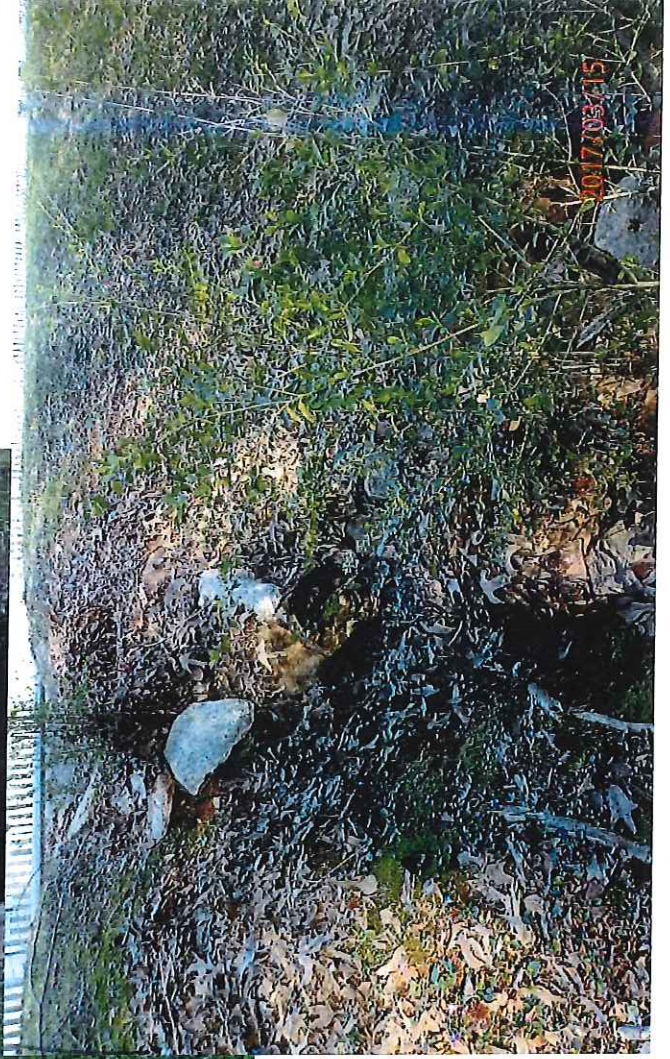
Mays Road Culvert Replacement



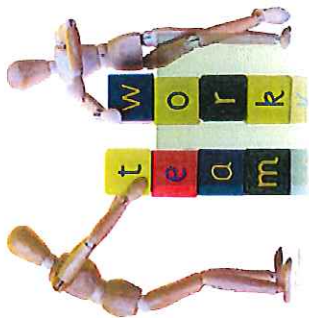


In the Design Phase

Bryant Street @ North Lee Street



Meadow Ridge Drive @ Davis Road

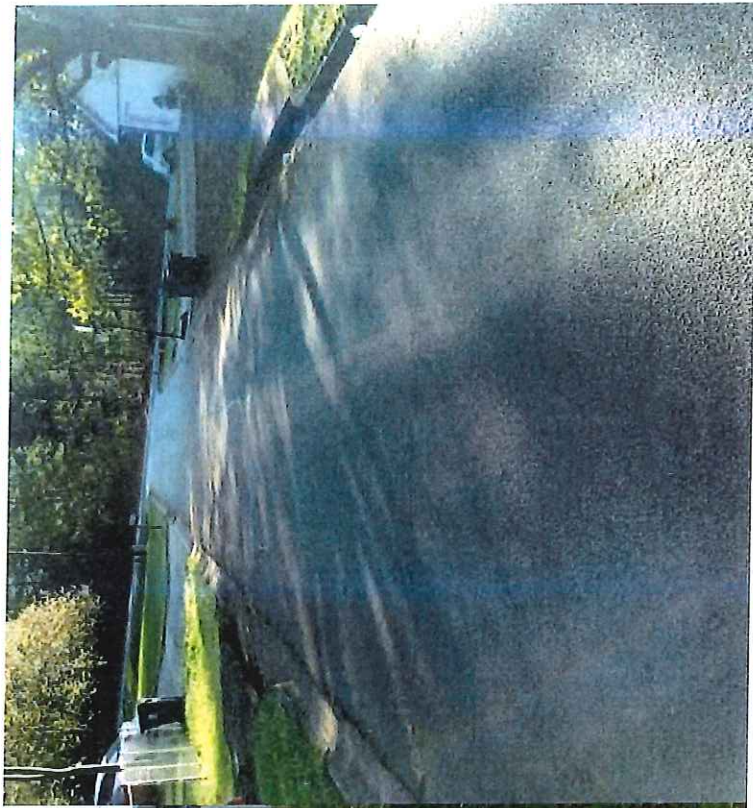


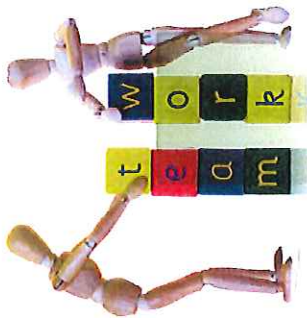
In the Design Phase

Mann BLVD@ North Henry BLVD



Davis Road@ Landover Drive



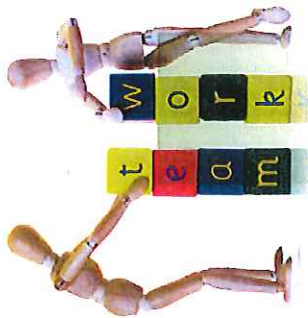


PARKS

Clark Park



- Four (4) restrooms pressured washed and painted.
- Two (2) pavilions pressure washed and painted.
- Three (3) concrete paths poured.
- Creeks banks cleared and trees/limbs trimmed.
- Middle bridge cleaned and stained and deck boards and hand railing replaced as needed.



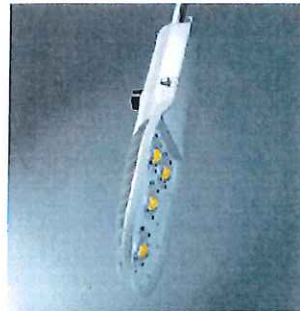
Clark Park Lighting Upgrade (Scheduled to Commence in May 2017)

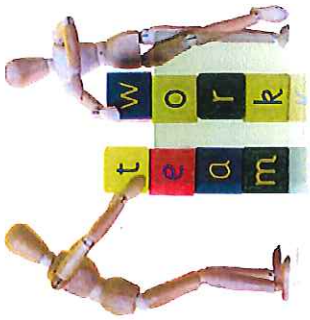
Georgia Power Company proposes the following:

- Install (32) 75w LED post top fixtures
- Install (8) 150w LED area fixtures
- Install (2) 255w LED flood fixtures at playground
- Install (1) 30' direct bury bronze aluminum pole fed underground
- Remove all existing GA Power leased HID lighting
- Light will be photocell controlled for dusk to dawn operation.

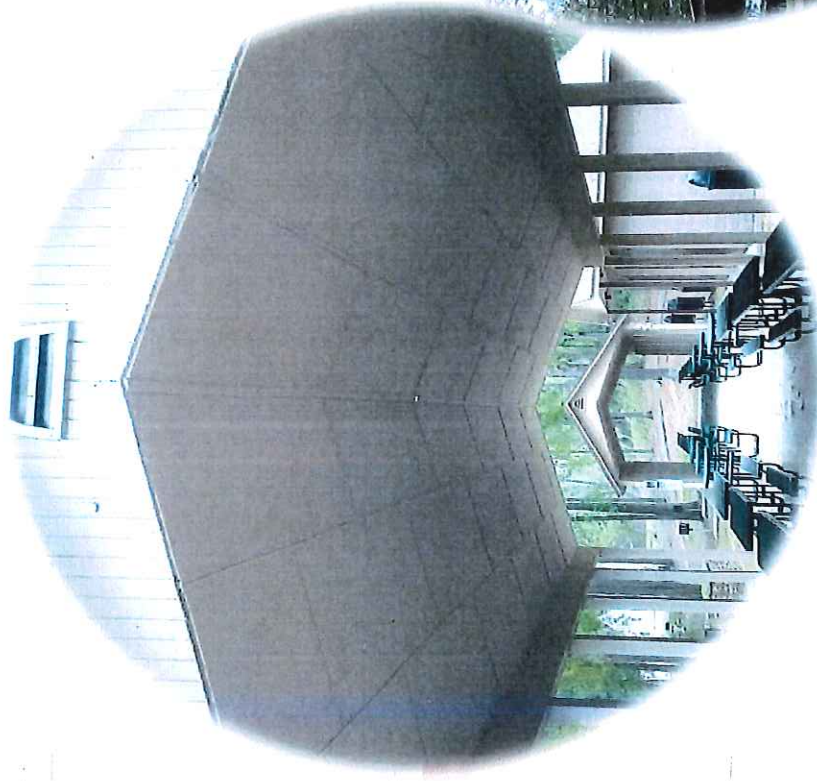
Fixture to be used in this installation pictured below: Eaton Lighting LED

Traditionaire Post Top; Eaton Lighting LED Maximus; Eaton Lighting UFLD Flood



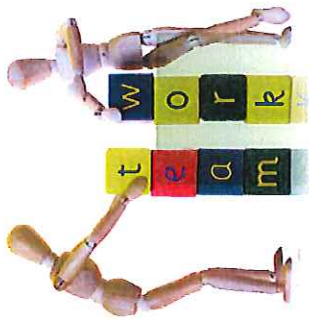


Gardner Park



- Two (2) pavilions pressure washed and painted.
- Two (2) bathrooms pressure washed and cleaned.
- Flag pole and marker relocated.

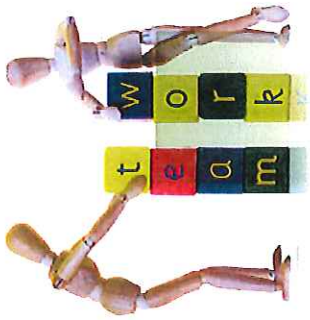




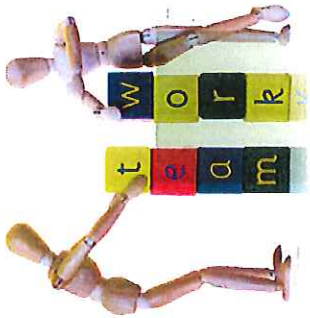
Memorial Park



- Two (2) pavilions pressure washed and painted.
- Two (2) restrooms pressured washed and painted.
- One gazebo pressure washed and painted.



FUTURE PARK PROJECTS



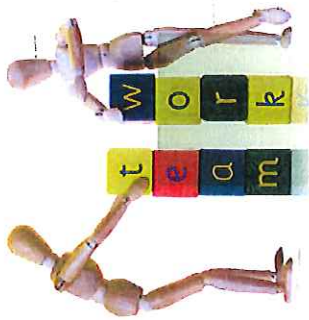
Municipal Park

Replace Fountain

Benefits of Water Fountains

The sound of running water is a natural psychological relaxant, helping people to unwind and even to fall asleep. An outdoor water fountain provides this stress-reducing benefit whether one is intently listening to it or it simply babbles in the background. Fountains reinforce this type of stress reduction by also drowning out other sounds that are possibly irritating, such as traffic, construction, barking neighbor dogs, nearby conversations, or other annoyances.





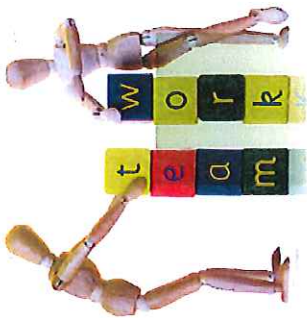
GA Power Camera System

City would have web and/or app based access to the footage from all of the cameras. The storage is cloud based or the cameras have onboard storage capability and the length of storage can be determined by the City. Standard storage time is 7 – 30 days depending on the system installed but this can be extended per the City's requirement. These systems can also be set up (where service area permits) to federate with the local police department that would give them access to the footage as well. Proposal includes the installation, consumption (no metering required) and ongoing maintenance as well as the internet signal needed for communication lumped into a monthly fee per system. Also offer pan, tilt, zoom cameras as well as cameras with license plate readers (LPR's).

Reeves Creek Trail

Install Security Cameras





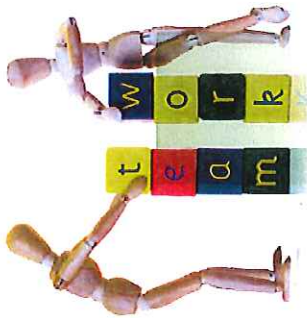
Gardner Park

Replace 2 Tennis Courts

Benefits of Playing Tennis

- It's a Head-to-Toe Workout
- Improves Your Cognitive Skills
- It's Good for Your Heart
- It's Not a Seasonal Sport
- It Can Help You Lose Weight
- Anyone Can Play





WATER

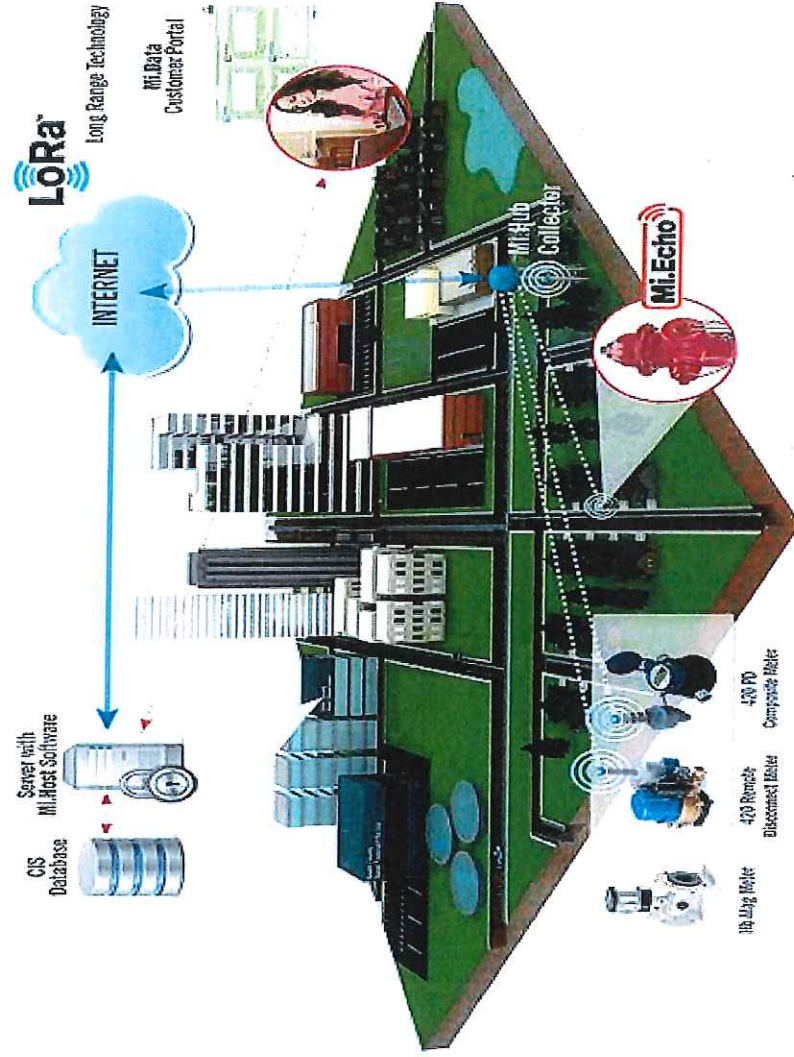
Scheduled to Commence in May 2017

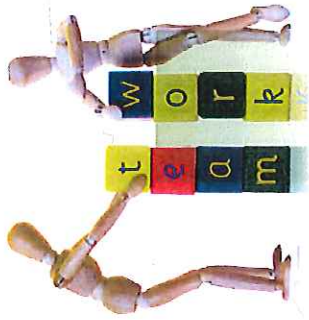
AMI Metering System

Benefits of AMI

AMI helps utilities streamline their billing process in many ways. These include reducing the labor necessary to read traditional water meters, as well as streamlined bill generation. Furthermore, the data gathered by AMI can reveal problematic areas within the system and better manage the production, storage and distribution of water. It can also help utilities substantially decrease non-revenue water by detecting water loss both in the distribution network and at customer endpoints – a huge cost for utilities. A utility's ability to detect and prevent leaks, theft and all other major sources of water loss is greatly enhanced by the strategic use of the data that AMI generates.

AMI's two-way communication gives utilities real-time data to better serve their customers. It also gives customers the information they need to conserve water, thereby lowering their water bills. More accurate billing and reduced water losses can become a reality, along with cost-effective, targeted maintenance. Customer segmentation analytics can help utilities understand their customers better, helping them design targeted rate structures and other programs.



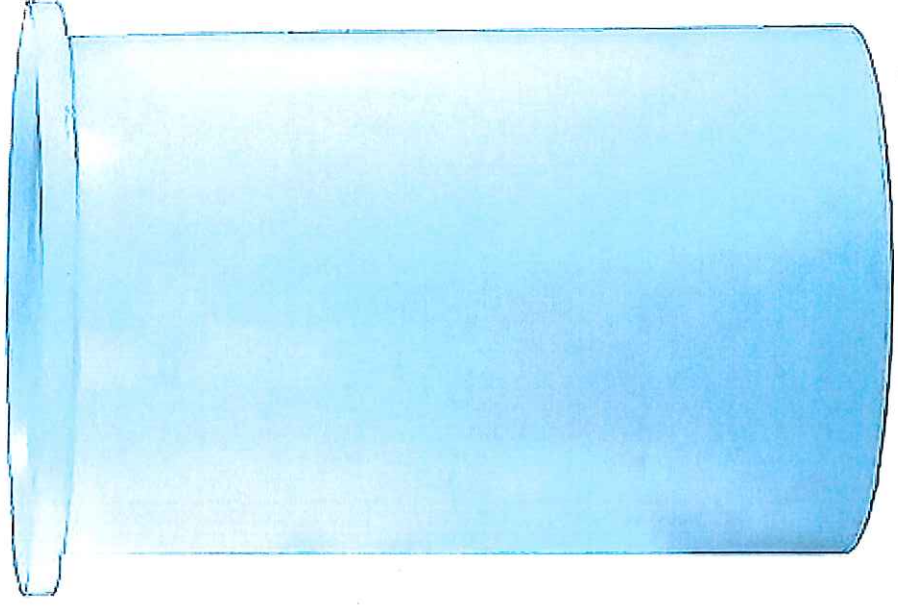


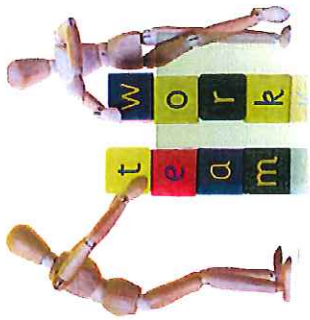
Scheduled to Commence in June 2017

Transitioning from gas chlorination and mixing chemicals (Fluoride and Corrosion Inhibitor) to mini-bulk treatment chemicals.

Benefits of Mini-bulk System

The mini-bulk system provides improved safety because the vendor's employee transfers the chemical from the delivery truck into the storage tank, minimizing City staff's accidental exposure.





Upcoming Projects

Upgraded Supervisory Control and Data Acquisition (SCADA) System

A SCADA system is an assemblage of computer and communications equipment designed to work together for the purpose of controlling a process. One of the major benefits of a SCADA system is the fact management always has timely and accurate data available to them at any time. Besides control, SCADA systems also perform monitoring, data logging, alarming and diagnostic functions so that large, complicated process systems can be operated in a safe manner and maintained by a relatively small staff. The real time data can be used to optimize the operation of the plant and its related components. Specific benefits of a SCADA system include reductions in energy costs through more efficient usage and shifting of loads to off-peak hours, reductions in maintenance costs and increases in effective capacity through optimization of processes.

Updated Water Infrastructure Maps

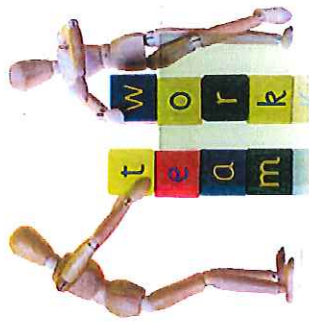
Geographic Information System (GIS) is a great tool for updating, locating, mapping and analyzing infrastructure such as mains, storage tanks, valves, hydrants, air release valves, blow offs, meters, services, etc. Once established, a GIS can be enhanced to serve as a critical link for meeting ongoing data maintenance requirements, supporting numerous data analysis/reporting activities and interfacing with other applications.

Water Infrastructure Master Plan

Master plans provide information to make sound decisions on investment in infrastructure improvements – the right location and appropriate size for anticipated needs. Creating an infrastructure master plan that reflects local vision for growth and development provides the City with defensible data and documents to support its needs. A master plan also identifies ways to improve or optimize system performance, such as energy optimization of pumping through hydraulic modeling of the water system. It also identifies capital needs early so that rates can be planned well into the future to fund on-going O&M as well as capital projects.

Standards and Specification Manual

A Standards and Specifications Manual is used as a guide for the planning, design and construction of the water distribution system and facilities. Guidelines, basic design criteria, standards and mapping are presented in Standards. The manual is not intended to cover all circumstances and must be supplemented and/or modified as the situation dictates.



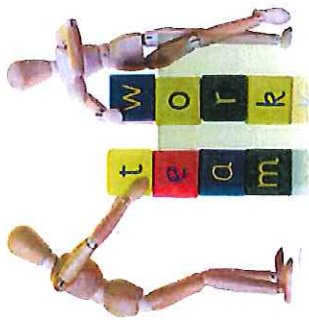
WASTEWATER

The City's Stephen D. Peurifoy Wastewater Treatment Plant earned GAWP Gold Award for 100% compliance in 2016

The Gold/Platinum Awards recognizes water facilities that have had no NPDES permit or pretreatment violations during the preceding calendar year.

The City has received the Gold/Platinum award 5 of the last 6 years.



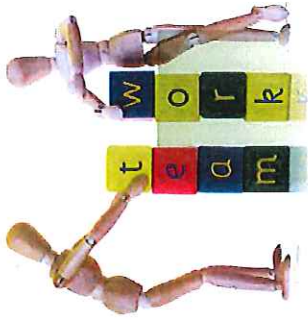


Old Atlanta Road Force Main Project

Completed March 2017

Replaced one thousand (1,000) linear feet of deteriorating force main and three (3) manholes on Old Atlanta.





Scheduled to Commence in May 2017

Willow Springs/Southwinds Liftstations

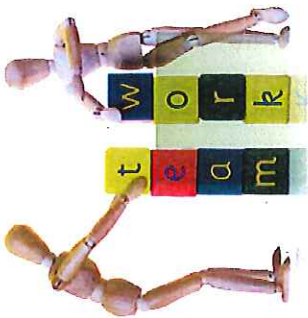
The Willow Springs and Southwinds liftstations are twenty-five (25) years old and have surpassed the manufacturer's recommended life expectancy and are in need of continuous maintenance.



Willow Springs Liftstation Rehabilitation



Southwinds Liftstation Rehabilitation



In the Design Phase

Upgraded Headworks

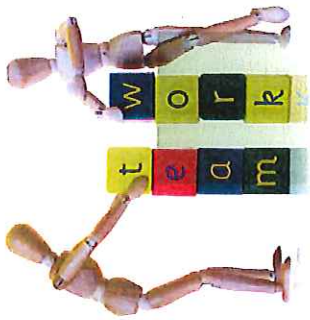
The headworks is twenty-five (25) years old and have surpassed the manufacturer's recommended life expectancy. The headworks consists of the bar screen, flow grit removal, flow monitor and influent liftstation. The bar screen and grit removal are out of service thirty (30) percent of the time for repairs. The influent liftstation receives flow from eleven (11) liftstations throughout the City and is critical to plant operation.



Headworks Main Pumping Station

Bar Screen/Grit Removal

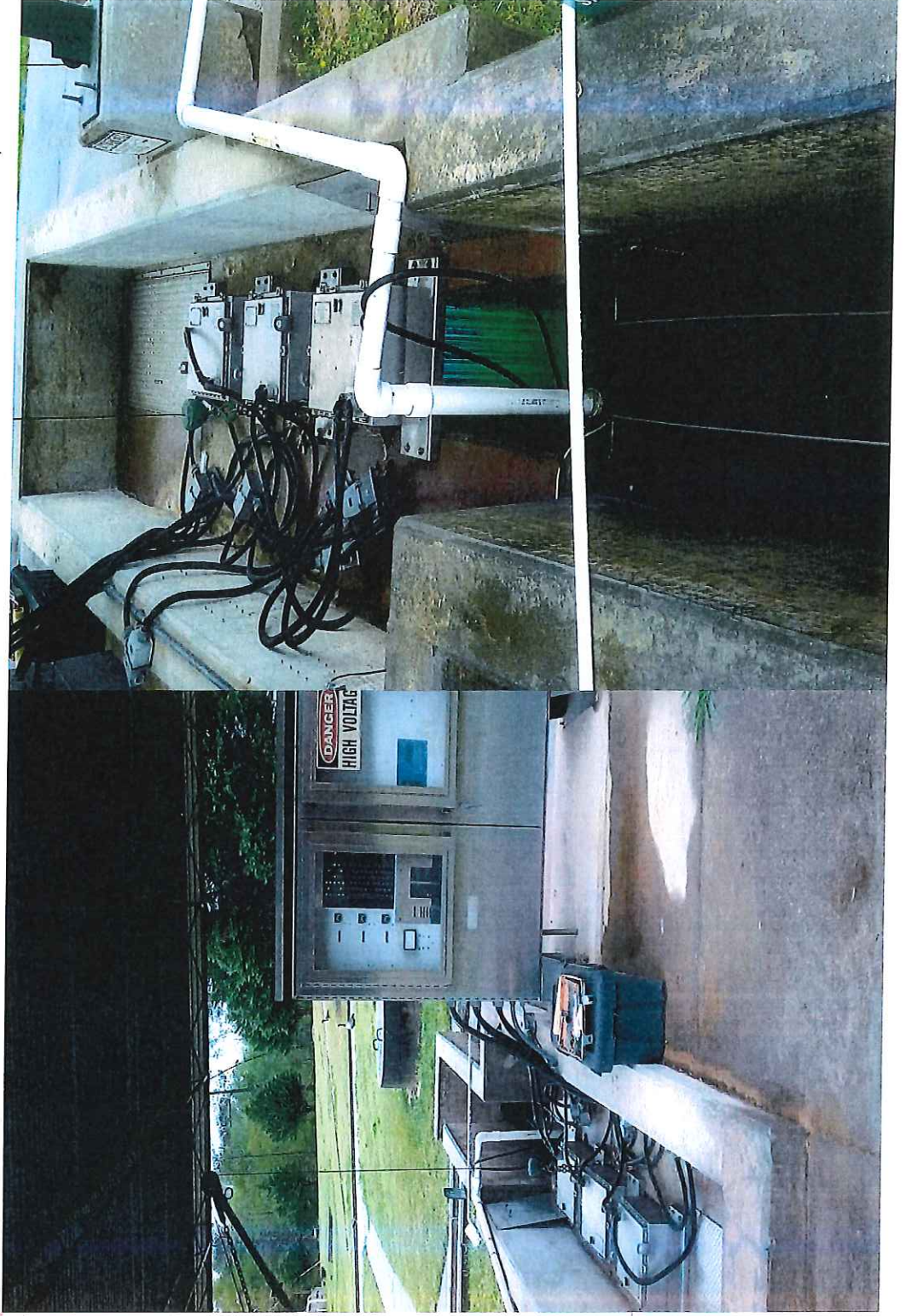
Influent Pit



In the Design Phase

Upgraded UV Disinfection

The ultra-violet (UV) disinfection and filtration systems are twenty-five (25) years old and have surpassed the manufacturer's recommended life expectancy. Because some parts have been discontinued replacement parts have had to be purchased from EBAY.





Upcoming Projects

Upgraded Supervisory Control and Data Acquisition (SCADA) System

A SCADA system is an assemblage of computer and communications equipment designed to work together for the purpose of controlling a process. One of the major benefits of a SCADA system is the fact management always has timely and accurate data available to them at any time. Besides control, SCADA systems also perform monitoring, data logging, alarming and diagnostic functions so that large, complicated process systems can be operated in a safe manner and maintained by a relatively small staff. The real time data can be used to optimize the operation of the plant and its related components. Specific benefits of a SCADA system include reductions in energy costs through more efficient usage and shifting of loads to off-peak hours, reductions in maintenance costs and increases in effective capacity through optimization of processes.

Updated Water Infrastructure Maps

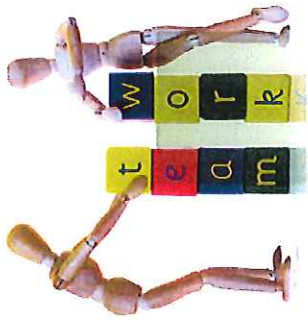
Geographic Information System (GIS) is a great tool for updating, locating, mapping and analyzing infrastructure such as mains, liftstations, air release valves, manholes, laterals, etc. Once established, a GIS can be enhanced to serve as a critical link for meeting ongoing data maintenance requirements, supporting numerous data analysis/reporting activities and interfacing with other applications.

Water Infrastructure Master Plan

Master plans provide information to make sound decisions on investment in infrastructure improvements – the right location and appropriate size for anticipated needs. Creating an infrastructure master plan that reflects local vision for growth and development provides the City with defensible data and documents to support its needs. A master plan also identifies ways to improve or optimize system performance, such as energy optimization of pumping through hydraulic modeling of the wastewater system. It also identifies capital needs early so that rates can be planned well into the future to fund on-going O&M as well as capital projects.

Standards and Specification Manual

A Standards and Specifications Manual is used as a guide for the planning, design and construction of the wastewater collection system and facilities. Guidelines, basic design criteria, standards and mapping are presented in Standards. The manual is not intended to cover all circumstances and must be supplemented and/or modified as the situation dictates.



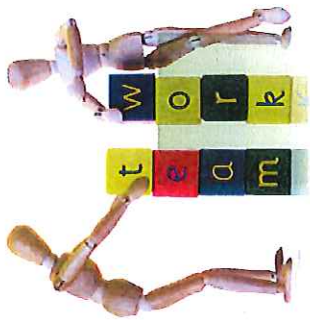
FACILITIES

Preliminary Design for Public Works Administrative Building

Completed Facility Projects

- Installed new electrical circuit in Merle Manders Conference Center kitchen.
- Implemented quarterly HVAC maintenance for all City buildings.
- Delta Plumbing conducted an assessment of plumbing system at Merle Manders Conference Center.





FLEET

New Work Truck for Wastewater Division

Fleet Maintenance

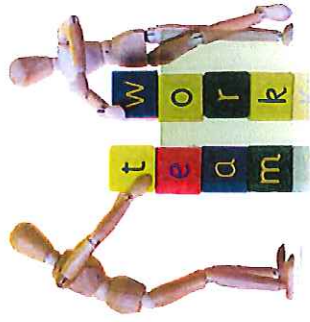
Fleet management is an important function for any City. The responsibilities of Fleet Maintenance are the strategic planning, acquisition and maintenance of vehicles and large equipment to support municipal functions at the lowest long-term cost.

An effective fleet management program should include policies and procedures on acquisition, maintenance, replacement and disposal of vehicles.

Many cities pick a specific number of years or rely on staff opinion to determine when to replace a vehicle. A much more cost effective method is to track each vehicle's total life cycle costs from the date of its acquisition to its point of disposition.

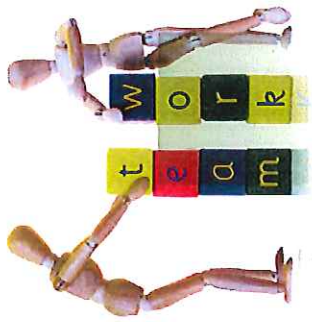
New Service Truck for Fleet



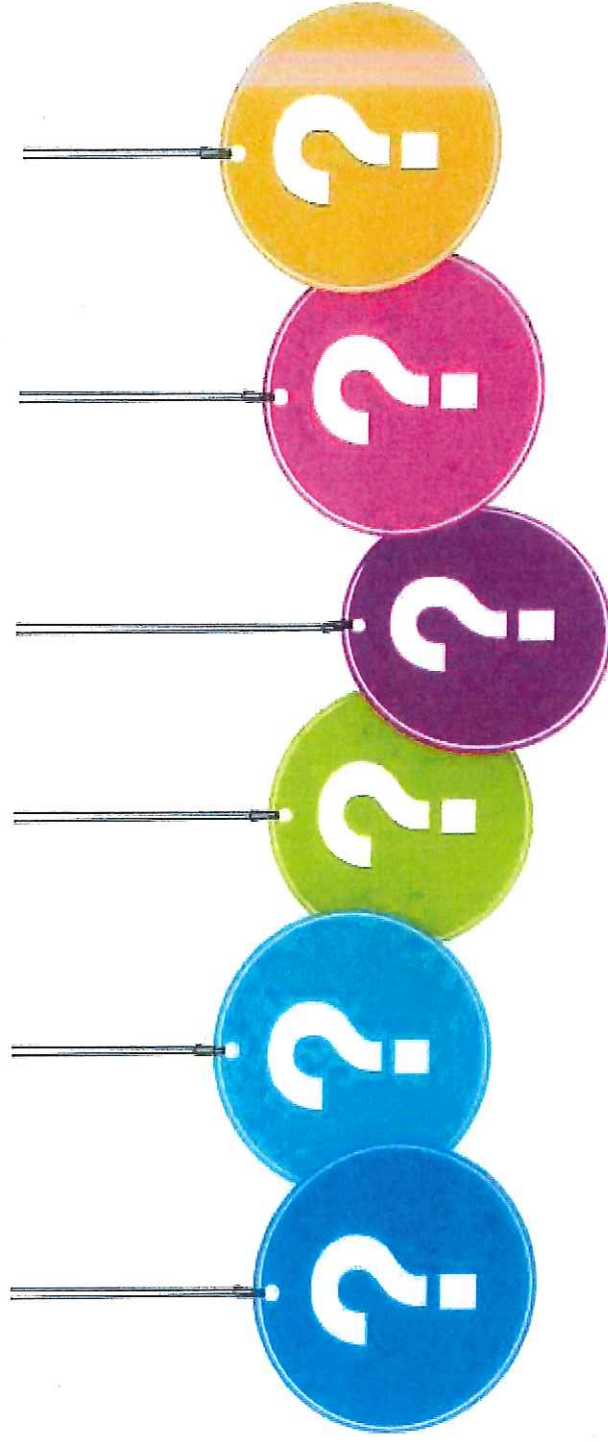


SUMMARY

Increasing regulations and costs, coupled with diminishing revenues and resources, impact our ability to deliver core services, meet customer expectations and maintain what we already have. And aging, deteriorating and obsolete infrastructure, along with rising expectations of what infrastructure should deliver, challenge our ability to meet public expectations. While these issues are within our capacity to act upon effectively, new realities mean we can no longer afford to manage as we have in the past. The adoption of a more modern sustainable business approach will enable us to increase efficiencies, reduce costs and improve our effectiveness. By focusing on the critical issues, Public Works can greatly enhance its ability to provide sustainable solutions for the community we serve.



QUESTIONS



**CITY OF STOCKBRIDGE - 1ST QUARTER 2017
PERCENTAGE OF BUDGET YEAR COMPLETED 25%**

Description	2017 Budget Amended	2017 1st Quarter Budget	YTD Actual	2017 Encumbrances	2017 Actual + Encumbrances	YTD 1st Quarter Variances	% of YTD Budget
Taxes							
Licenses and Permits	\$8,129,550 *	\$1,357,988	\$1,508,437		\$1,508,437	\$150,449	111.08%
Intergovernmental	\$180,500	\$45,125	\$171,456		\$171,456	\$126,931	379.96%
Fines and Forfeitures	\$239,600 **	\$239,600	\$239,653		\$239,653	\$53	100.02%
Charges for Services	\$113,000	\$28,250	\$17,909		\$17,909	(\$10,341)	63.40%
Investment Income	\$500	\$125	\$684		\$684	\$559	547.16%
Other Revenues	\$1,000	\$250	\$423		\$423	\$173	169.20%
Total General Fund Revenues	\$232,600	\$58,150	\$148,581		\$148,581	\$90,431	255.51%
	\$8,896,750	\$1,729,488	\$2,087,143	\$0	\$2,087,143	\$357,655	120.63%
Expenses							
General government							
Governing	\$2,883,800	\$720,950	\$497,121	**	\$139,843	\$83,986	88.35%
Executive	\$271,100	\$67,775	\$62,260	\$8,800	\$71,060	(\$3,285)	104.85%
Administrative	\$739,200	\$184,800	\$112,794	\$61	\$112,855	\$71,945	61.07%
Information Technology	\$1,683,000	\$420,750	\$297,262	\$130,982	\$428,244	(\$7,494)	101.78%
Judicial	\$190,500	\$47,625	\$24,805		\$24,805	\$22,820	52.08%
Public Safety	\$265,675	\$66,419	\$55,470	\$2,145	\$57,615	\$8,804	86.75%
Public Works and parks	\$400,000	\$100,000	\$33,915		\$33,915	\$66,085	33.92%
City Events	\$2,902,630	\$725,658	\$480,777	\$352,365	\$833,142	(\$107,485)	114.81%
Housing and development	\$203,815	\$50,954	\$12,204	\$222	\$12,426	\$38,528	24.39%
Code Enforcement	\$750,185	\$187,546	\$116,872	\$5,096	\$121,968	\$65,578	65.03%
Main Street Program	\$192,840	\$48,210	\$33,647	\$663	\$34,310	\$13,900	71.17%
GIS Planning	\$205,445	\$51,361	\$40,995	\$2,447	\$43,442	\$7,919	84.58%
Total expenses	\$351,900	\$87,975	\$42,230	\$1,986	\$44,216	\$43,759	50.26%
	\$7,406,105	\$1,851,526	\$1,196,359	\$499,671	\$1,696,030	\$155,496	91.60%
Operating income (loss)	\$1,490,645	(\$122,039)	\$890,784	(\$499,671)	\$391,113		
Other financing sources (uses):							
Transfer out							
MMCC & DDA subsidy	(\$276,785)	(\$102,946)	(\$102,946)	\$0	(\$102,946)	\$0	
URA debt service	(\$1,213,860)	(\$925,126)	(\$925,126)	\$0	(\$925,126)	\$0	
Total other financing sources (uses)	(\$1,490,645)	(\$1,028,072)	(\$1,028,072)	\$0	(\$1,028,072)	\$0	
Net Change in fund balances	\$0	(\$1,150,111)	(\$137,289)	(\$499,671)	(\$636,960)		

* Backed out Ga Power Franchise and Insurance Premium revenues from 1st quarter for comparison (Ga Power rec'd Feb for prior year; Insurance Premium rec'd Oct for prior year)

\$1,087,609 and \$1,510,000, respectively

** Local Maintenance Improvement Grant received in first quarter

City of Stockbridge - 1st quarter 2017 - Preliminary
Summary Financial Statement as of March 31, 2017

REVENUES

Total General Fund revenues:

\$2,087,143

\$105,253	General Property Taxes, including franchise fees, intangible recording and real estate transfer taxes
\$575,341	General Sales and Use Taxes (Local Option Sales Tax / LOST)
\$103,710	Sales and Use Taxes for beer, liquor, and wine
\$724,134	Business Taxes (occupational and insurance premium taxes)
\$171,456	License, Permits and Regulatory Fees
\$239,653	Intergovernmental - LMIG
\$684	Charges for Services (printing and bad check fees)
\$17,909	Fines and Forfeitures
\$423	Investment Income
\$64,098	Rents and Royalties (park pavilions, tower lease, etc.)
\$84,483	Other Revenues / Transfers In

EXPENSES

Total General Fund expenses:

\$2,121,485

\$62,260	Governing Body
\$112,794	Executive
\$297,262	Financial and Administrative
\$24,805	Information Technology
\$76,952	Government Buildings and Property
\$55,470	Judicial
\$33,915	Public Safety
\$394,799	Public Works
\$12,204	City Events
\$9,026	Parks
\$33,647	Code Enforcement
\$40,995	Main Street Program
\$42,230	GIS Planning
\$925,126	Debt Service Payment for URA and transfer for MIMCC

CITY OF STOCKBRIDGE - LAST QUARTER 2017
PERCENTAGE OF BUDGET YEAR COMPLETED 25%

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City of Stockbridge - 1st quarter 2017 - Preliminary
Financial Statement - Other Funds as of March 31, 2017

Hotel / Motel Fund

REVENUES \$41,705

EXPENSES \$30,651

\$6,952 Tourism
\$18,246 To Chamber
\$5,453 Other

Urban Redevelopment Fund

REVENUES \$925,126

EXPENSES \$925,126

Transfers In

\$625,000 Principal
\$300,126 Interest
\$0 Other

Capital Project Grant Fund - LCI/TE

REVENUES \$0

EXPENSES \$1,310

Interest Revenue

\$0 Bank Charges
\$1,310 Easements Davis Road Sidewalks
\$0 Other

City of Stockbridge - 1st quarter 2017 - Preliminary
Financial Statement - Other Funds as of March 31, 2017

Water / Sewer Fund

REVENUES \$558,943

\$247,553	Sewer Revenue
\$311,390	Water Revenue
\$0	SPLOST Contributed Capital
\$0	Interest Revenue

EXPENSES \$777,586

\$289,653	Sewer Expenses
\$300,644	Water Expenses
\$11,314	GEFA Interest
\$162,100	Depreciation
\$13,875	Transfer Out

Stormwater Fund

REVENUES \$11,988

\$11,988	Stormwater Revenue
----------	--------------------

EXPENSES \$127,990

\$108,155	Stormwater Expenses
\$5,960	Depreciation
\$13,875	Transfer Out

Sanitation Fund

REVENUES \$322,591

\$322,591	Sanitation Revenue
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EXPENSES \$302,230

\$293,730	Sanitation Expenses
\$8,500	Depreciation

City of Stockbridge - 1st quarter 2017 - Preliminary
 Financial Statement - Other Funds as of March 31, 2017

MMCC Fund

REVENUES		<u><u>\$73,596</u></u>
	Conference Center Revenues	
	Transfers In	
EXPENSES		<u><u>\$95,155</u></u>
	Conference Center Expenses	
	Depreciation	
	Other	

TSCC Fund

REVENUES		<u><u>\$19,322</u></u>
	Community Center Revenues	
EXPENSES		<u><u>\$12,869</u></u>
	Community Center Expenses	
	Depreciation	
	Other	

City of Stockbridge - 1st quarter 2017 - Preliminary
 Financial Statement - Other Funds as of March 31, 2017

SPLOST III

REVENUES		<u>\$138</u>
	SPLOST Interest Revenues	

EXPENSES		<u>\$2,000</u>
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\$2,000	Sidewalks / Trail Plan
\$0	Other

SPLOST IV

REVENUES		<u>\$562,253</u>
\$554,246	SPLOST Revenues	
\$8,007	SPLOST Interest Revenues	

EXPENSES		<u>\$139,747</u>
\$52,275	Professional Services Public Works Building	
\$368	Sewer Line Replacement	
\$87,074	Water Meter Replacement	
\$30	Other	

CITY OF STOCKBRIDGE

BUDGET AMENDMENT

NUMBER 2016-014

DATE 4/25/2017

ACCOUNT	PROJECT	DESCRIPTION	Debits	Credits
100-00000-3XXXXX		General Fund Revenues		602,746
100-11100-5XXXXX		Governing Body Expenses		42,060
100-13000-5XXXXX		Executive Expenses		45,410
100-15100-5XXXXX		Financial Administrative Expenses		239,982
100-16350-5XXXXX		Information Technology		3,781
100-16650-5XXXXX		Government Buildings / Property Expenses		296,285
100-25000-5XXXXX		Municipal Court Expenses		188,116
100-32100-5XXXXX		Police Administration Expenses		598,676
100-42200-5XXXXX		Public Works Expenses		519,734
100-61900-5XXXXX		City Events Expenses		54,634
100-62200-5XXXXX		Parks Expenses		2,523
100-74500-5XXXXX		Code Enforcement		49,043
100-75500-5XXXXX		Main Street Program		94,826
100-75700-5XXXXX		Planning and Development		41,785
100-90000-612000		Transfers Out - URA		2,499
100-00000-389040		To Fund Balance	2,782,100	
275-00000-3XXXXX		Hotel Motel Revenues		81,493
275-15100-5XXXXX		Hotel Motel Expenses	23,905	
275-00000-389040		Hotel Motel Fund Balance	57,588	
340-00000-3XXXXX		TE Revenues	125,446	
340-42202-5XXXXX		TE Admin Expenses	32,923	
340-42311-5XXXXX		TE Public Works Expenses		126,550
340-75500-531700		Product Dev Grant Expenses		2,535
340-00000-389040		TE Fund Balance		29,284
350-00000-3XXXXX		URA Revenues	2,500	
350-15100-5XXXXX		URA Expenses		2,500
350-80000-58XXXX		URA Debt Service		
350-00000-389040		From URA Fund Balance		
		Totals	3,024,462	3,024,462

2016 End of Year Budget Adjustments for Funds 100, 275, 340, 350
General Fund, Hotel/Motel, TE, and URA

Entered _____

Approved _____

CITY OF STOCKBRIDGE

BUDGET AMENDMENT

NUMBER 2016-015

DATE 4/25/2017

ACCOUNT	PROJECT	DESCRIPTION	Debits	Credits
355-00000-3XXXXX		DDA Fund Revenues		
355-15650-5XXXXX		DDA Fund Expenses	65,609	
355-00000-389040		DDA Fund Balance		65,609
495-00000-3XXXXX		Cemetery Fund Revenues	350	
495-15650-5XXXXX		Cemetery Fund Expenses		350
495-00000-389040		Cemetery Fund Balance	-	
505-00000-3XXXXX		Contributed Capital - SPLOST, fixed assets, ins		370,521
505-43300-3XXXXX		Sewer Revenues		170,560
505-44200-3XXXXX		Water Revenues		162,798
505-43300-5XXXXX		Sewer Expenses		278,878
505-44200-5XXXXX		Water Expenses	411,104	
505-80000-5XXXXX		Debt Services		80,680
505-00000-389040		Water / Sewer Fund Balance	652,333	
100-61900-531730		Operating Transfer Out		
510-00000-3XXXXX		Stormwater Revenues	258,729	
510-42500-5XXXXX		Stormwater Expenses		307,052
510-00000-389040		Stormwater Fund Balance	48,323	
540-00000-3XXXXX		Sanitation Revenues	408,786	
540-45200-5XXXXX		Sanitation Expenses		571,955
540-00000-389040		Sanitation Fund Balance	163,169	
560-00000-3XXXXX		TSCC Revenues		48,601
560-00000-5XXXXX		TSCC Expenses	17,440	
560-00000-389040		From TSCC Fund Balance	31,161	
		Totals	2,057,004	2,057,004

2016 End of Year Budget Adjustments for Funds 355, 495, 505, 510, 540, 560

DDA, Cemetery Fund, Water/Sewer, Stormwater, Sanitation, TSCC

Entered _____

Approved _____

CITY OF STOCKBRIDGE

BUDGET AMENDMENT

DRAFT

NUMBER 2017 - 001

DATE 04/25/2017

ACCOUNT	PROJECT	DESCRIPTION	Increases	Decreases
100-00000-389040		From Reserves		2,557,750
100-11100-531747	A	Civic Events - Municipal Dinner	3,000	
100-11100-531747	B	Paint Henry Blue Sponsor & Cities Week	2,000	
100-13000-511100	C	Economic Development Position open 3 months		18,000
100-13000-511100	D	Executive Staff Salary Adjustment	10,000	
100-15100-511100	E	Public Information Officer - 6 months	33,750	
100-15100-521100	F	Lobbyist to defend EL proposal	150,000	
100-15100-521218	G	Ethics Investigation	10,000	
100-15100-523855	H	Incubator expenses - One Henry	3,000	
100-15100-531120	I	Election Expense	8,000	
100-15350-541400	J	Fiber Network Infrastructure	350,000	
100-15350-541400	K	New Servers - Disaster Recovery	150,000	
100-15650-522216	L	Camellia Garden at PD Park	11,000	
100-15650-531142	M	Defibrillators for City Hall and MMCC buildings	11,000	
100-32100-523215	N	Payment to Henry County for Policing Services	300,000	
100-62200-522224	O	Fountain at PD Park	30,000	
100-74500-511100	P	Code Enforcement		21,900
100-74500-512400	P	Pension		4,000
100-75700-511100	P	GIS Planning	25,900	
100-75700-512400	P	Pension	4,000	
100-75700-541100	Q	Land Acquisition	1,500,000	
275-15100-531730	R	RSVP for Main Street	56,000	
275-15100-531730	S	Branding Initiative	62,000	
275-00000-389040		Hotel / Motel Fund Balance		118,000
		Totals	2,719,650	2,719,650

First Quarter Budget Amendments.

Entered _____

Approved _____

Job Title: Public Information Officer (Public Relations Specialist)

Job Summary: This is a staff position reporting to the City Manager, designed to promote, disseminate public information through various media outlets, and the marketing strategy for the City through media relations, internet and other necessary means. This position is responsible for preparing news release and advisories, public service announcements, statements, brochures, newsletters and reports of both technical and general content; preparing speeches; citizen engagement, maintain relationships with civic organizations the business community; website design, maintenance of city website and social media content; advises management and officials on aspects of public communication and marketing and may act as the spokesperson and will advise those who are speaking on behalf of the City of Stockbridge.

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

Essential Duties & Responsibilities:

- Researches articles, reports, policies and other documents in preparation of articles and speeches including accurate data and information.
- Drafts news articles for publication, press releases, public service announcements, city newsletter, media advisories and speeches to inform the public and for distribution to the news media.
- Develops story ideas and promotional concepts for city activities and organizes internal projects and activities.
- Maintains constant liaison with reporters, editors and the general news media and may attend press functions.
- Responds to questions, complaints and requests for information by telephone, in person or by mail from the news media, general public, elected and City Officials, outside agencies, employees, superiors, etc.
- Monitors and peruses newspapers and other publications for articles related to the City and clips, catalogs and maintains files for news articles.
- Proficient in photography to update content on websites and library.
- Plan or direct communication programs to maintain favorable public perceptions of the City's accomplishments, agenda, and other areas of City interest. Ability to create marketing strategies.

Public Information Officer (Continued)

- Proficient in developing public relations strategies that will influence public opinion or promote ideas, products or services;
- Confers with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; make recommendation to assist management in making needed improvements.
- Organizes and employs resources to achieve project objectives;
- Performs a variety of routine and complex administrative, technical and professional work related to the development of marketing strategies, graphic design, content management for social media.
- Coordinates special assignments as requested to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to management, public interest groups, and others.
- Proficient in making presentations to decision-makers and the public;
- Strong public speaking and interviewing skills.
- Performs other duties as related to the job description.

Knowledge Required by the Position:

- Ability to establish and maintain effective working relationships with those encountered during work;
- Ability to exercise sound independent judgment within established guidelines;
- Ability to instruct others in work procedures and provide specific project direction;
- Uses independent judgment and discretion in the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards and resolving problems.
- Knowledge of marketing strategy including principles methods and techniques for promoting government and community relations.
- Knowledge of media production, communication, and dissemination techniques and methods. Including alternative ways to inform and entertain via written, oral, visual media, and social media.
- Ability to prepare clear visual displays;
- Ability to present ideas persuasively;
- Knowledge of local government organization and the functions and practices of a municipal government;

Supervisory Controls: The work of this position is performed under the general supervision of the City Manager.

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

Public Information Officer (Continued)

Complexity: The work consists of administrative duties.

Personal Contacts: Contacts are typically with senior management, co-workers, elected officials, vendors, contractors, developers, local and state government agencies, news media 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 objects.

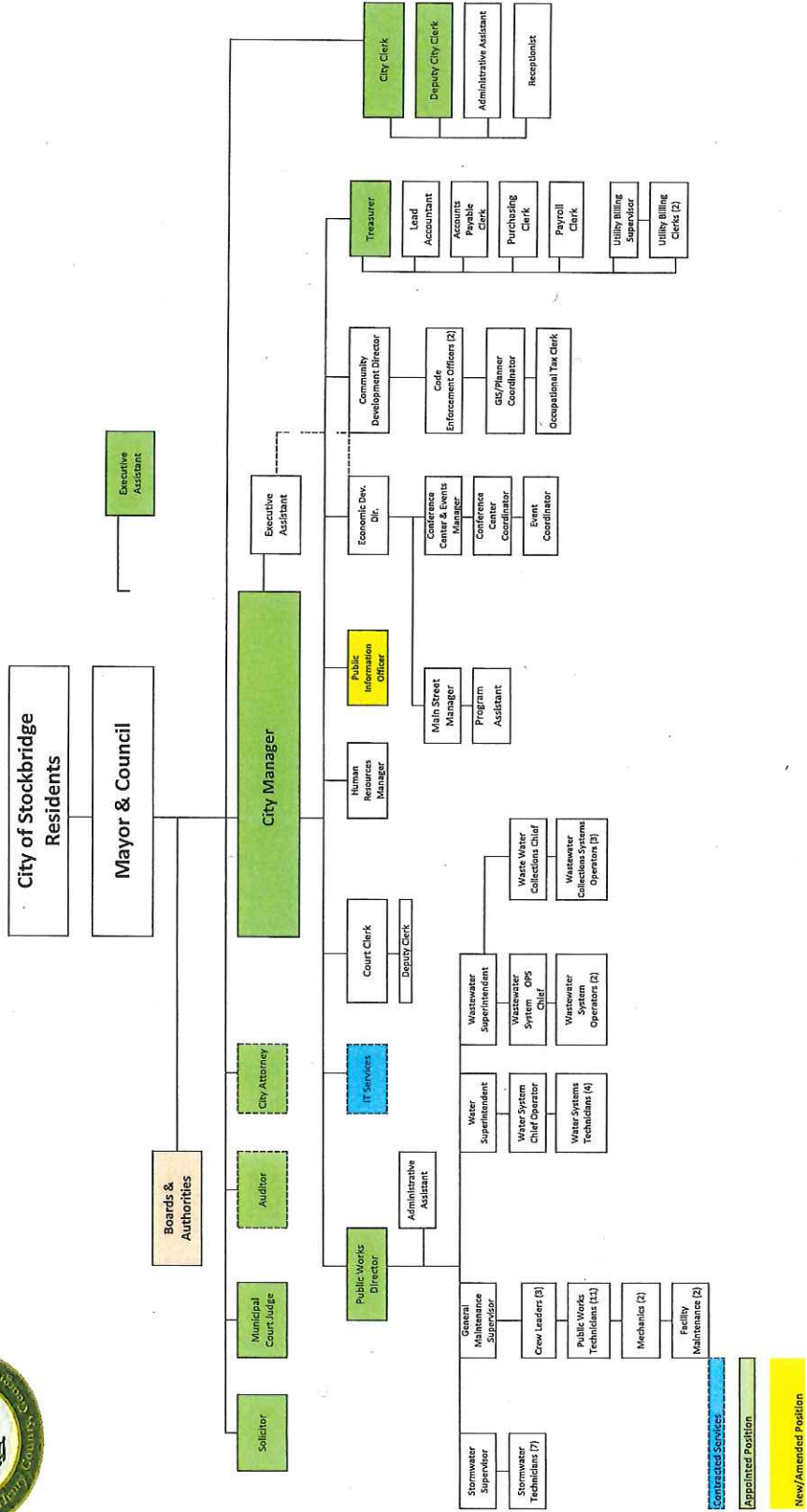
Work Environment: Work is performed in an indoor and outdoor environment.

Supervisory and Management Responsibility: None

Minimum Qualifications: Bachelor's degree in Communications, Journalism, English, Marketing, Public Affairs, Business or Public Administration and 3 – 5 years of experience in public relations and community relations or related area preferred. Valid State of Georgia Driver's License.

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City of Stockbridge -- Organizational Chart -- Proposed April 25, 2017



City of Stockbridge 2017 Pay Scale

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
Stormwater Technician	Stormwater	Stormwater Supervisor	10	\$ 11.00	\$ 16.26	\$ 22,880.00	\$ 33,820.80
Wastewater Collections Systems Operator I	Sewer	Wastewater Reclamation Plant Superintendent	10	\$ 11.00	\$ 16.26	\$ 22,880.00	\$ 33,820.80
Wastewater Systems Operator I	Sewer	Wastewater Reclamation Plant Superintendent	11	\$ 12.00	\$ 17.72	\$ 24,960.00	\$ 36,857.60
Water Systems Technician I	Water	Water Superintendent	11	\$ 12.00	\$ 17.72	\$ 24,960.00	\$ 36,857.60
Utility Billing Clerk	Sanitation	Utility Billing Supervisor	12	\$ 12.90	\$ 19.06	\$ 26,832.00	\$ 39,644.80
Utility Billing Clerk	Sewer	Utility Billing Supervisor	12	\$ 12.90	\$ 19.06	\$ 26,832.00	\$ 39,644.80
Mechanic	Public Works	General Maintenance Supervisor	13	\$ 14.00	\$ 20.69	\$ 29,120.00	\$ 43,035.20
Wastewater Collections Systems Operator II	Sewer	Wastewater Reclamation Plant Superintendent	13	\$ 14.00	\$ 20.69	\$ 29,120.00	\$ 43,035.20
Wastewater Systems Operator II	Sewer	Wastewater Reclamation Plant Superintendent	13	\$ 14.00	\$ 20.69	\$ 29,120.00	\$ 43,035.20
Water Systems Technician II	Water	Water Superintendent	13	\$ 14.00	\$ 20.69	\$ 29,120.00	\$ 43,035.20

City of Stockbridge 2017 Pay Scale

Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
Administrative Assistant	Administration	City Clerk	14	\$ 14.63	\$ 21.61	\$ 30,430.40	\$ 44,948.80
Administrative Assistant	Public Works	Public Works Director	14	\$ 14.63	\$ 21.61	\$ 30,430.40	\$ 44,948.80
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
Stormwater Supervisor	Stormwater	Public Works Director	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40
GIS/Planner	Administration	Administration & Community Services Director	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Code Enforcement Officer	Administration	Administration & Community Services Director	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60

City of Stockbridge 2017 Pay Scale

Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
Deputy City Clerk	Administration	City Clerk	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Mechanic/ASE Certified	Public Works	General Maintenance Supervisor	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Utility Billing Supervisor	Water	Treasurer	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Wastewater Systems Operator III	Sewer	Wastewater Reclamation Plant Superintendent	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Water Systems Technician III	Water	Water Superintendent	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Wastewater Systems Operator IV	Sewer	Wastewater Reclamation Plant Superintendent	17	\$ 16.93	\$ 25.01	\$ 35,214.40	\$ 52,020.80
Water Systems Technician IV	Water	Water Superintendent	17	\$ 16.93	\$ 25.01	\$ 35,214.40	\$ 52,020.80
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
Public Information Officer	Administration	City Manager	21	\$ 20.58	\$ 30.40	\$ 42,806.40	\$ 63,232.00
Wastewater Collections Chief Operator	Wastewater	Wastewater Reclamation Plant Superintendent	21	\$ 20.58	\$ 30.40	\$ 42,806.40	\$ 63,232.00
Wastewater Systems Chief Operator	Wastewater	Wastewater Reclamation Plant Superintendent	21	\$ 20.58	\$ 30.40	\$ 42,806.40	\$ 63,232.00
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

City of Stockbridge 2017 Pay Scale

Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
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
Treasurer	Executive	City Manager	28	\$ 28.96	\$ 42.80	\$ 60,236.80	\$ 89,024.00
Economic Development Director	Administration	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

Naming the GCIC & CJIS Agency Head for the City

Agency Head will authorize an agreement between the GCIC State Administrator of the Georgia & CJIS network and an Agency accessing and/or obtaining information from the GCIC network.