

**RESOLUTION 23-50**

**A RESOLUTION TO AMEND THE ADOPTED SCHEDULE OF AUTHORIZED POSITIONS FOR FY2022-2023 WITHIN THE POLICE DEPARTMENT BY REMOVING A PATROL OFFICER POSITION AND ADDING AN ACCOUNT CLERK POSITION**

**WHEREAS**, the Board of Mayor and Alderman of the City of Spring Hill passed and adopted Resolution 22-115 approving a Schedule of Authorized Positions for Fiscal Year 2022-2023 providing for specific positions required for the function and operations of the city government; and

**WHEREAS**, departmental administrative support staffing has remained unchanged and the growth in the Police Department and related administrative workload has increased during that time; and

**WHEREAS**, the Police Department requests authorization to change a Police Officer position (P101) to an Administrative Assistant position (E); and

**WHEREAS**, the change will allow for more efficient operations within the Police Department by segregating the purchasing and invoice payment functions from the existing Administrative Assistant (Office Manager), which will expedite the order process, decrease turnaround in invoice payment time and reduce the number of coding errors.

**NOW, THEREFORE BE IT RESOLVED**, that the City of Spring Hill Board of Mayor and Alderman authorizes a change of personnel in the Police Department by removing a Police Officer position and adding an Administrative Assistant position.

**Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 20th day of March, 2023.**

  
Jim Hagaman, Mayor

ATTEST:

  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
Patrick Carter, City Attorney



**REQUEST:**        *Approval of Resolution 23-50*

**SUBMITTED BY:**   Don Brite, Chief of Police

**DATE:**            March 20<sup>th</sup>, 2023

**RE:**                change in position control within the police department.

**ATTACHMENTS:**   Resolution 23-50  
                             Resolution 22-115

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**PURPOSE:**

The purpose of this request is to seek approval to change a sworn police officer position to a civilian position to assist with purchasing and invoice payment functions due to increased workload.

**BACKGROUND:**

Spring Hill BOMA approved Resolution 22-115, Schedule of Authorized Positions for FY 2022-23, providing for specific positions required for the function and operations of the city government. The Police Department request to move a vacant police position to a civilian position. The current police position is an administrative position that serves a role assisting with administrative patrol work. This position does not impact the manpower dedicated to the role that police officers have investigating and responding to criminal or incident calls of service. This will allow the police department to add a civilian position to aide in purchasing and invoice functions, of the department, that has increased due the growth of the department.

**FINANCIAL IMPACT:**

The cost of salary and benefits will be absorbed, no additional funding will be required.

**STAFF RECOMMENDATION:**

Staff recommends approval.

**RESOLUTION 22-115**

**RESOLUTION TO ADOPT A SCHEDULE OF AUTHORIZED POSITIONS FOR FISCAL YEAR 2022-2023; PROVIDING FOR REPEAL OF CONFLICTING SCHEDULES; AND, PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the City of Spring Hill is committed to providing adequate and appropriate staffing levels and delivering an excellent level of services by maintaining a quality workplace for our employees; and

WHEREAS, TCA §6-4-101 requires the City Administrator to recommend specific positions required for the function and operations of the city government, and

WHEREAS, this Position Authorization is supported by the Comprehensive Budget 2022-2023, and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE,

1. Effective July 1, 2022, all previous authorization commitments are rescinded.
2. The number of authorized positions and salary ranges for City employees for the 2022-2023 fiscal year shall become effective on July 1, 2022.
3. The authorized positions list attached hereto as Exhibit A and the salary schedule attached hereto as Exhibit B are approved and adopted.

Passed and adopted this 6th day of June, 2022

  
Jim Hagaman, Mayor

ATTEST:

  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
Patrick Carter, City Attorney



**Salary Grid for Fire Department Employees**  
**S Grades are for 2756 Employees and A Grades are for 2080 Employees**

Proposed Grade	22 Min	22 Max	22 Min Annual	22 Max Annual	Old Grade	23 Min	23 Max	23 Min Annual	23 Max Annual
S101	12.89	17.73	29,084	39,991	E	13.28	18.26	36,596	41,191
S201	14.65	20.14	33,050	45,444	F	15.09	20.75	41,587	46,808
S221	16.41	22.56	37,016	50,898	G	16.90	23.24	46,577	52,425
S301	20.58	28.30	46,433	63,846	I	21.20	29.15	58,426	65,761
S401	28.92	39.76	65,236	89,699	K	29.78	40.95	82,085	92,390
A301	23.05	31.70	47,948	65,929	I	23.74	32.65	65,437	67,907
A301	23.05	31.70	47,948	65,929	I	23.74	32.65	65,437	67,907
A401	32.39	44.53	67,364	92,625	K	33.36	45.87	91,935	95,404
A501	36.27	49.88	75,448	103,740	L	37.36	51.37	102,967	106,853
A601	40.63	55.86	84,501	116,189	M	41.84	57.54	115,323	119,675

**P1XX Grade for 2236 Employees and P200 and Up for 2080 Employees**

Proposed Grade	22 Min	22 Max	22 Min Annual	22 Max Annual	Old Grade	23 Min	23 Max	23 Min Annual	23 Max Annual
P101	19.41	26.69	43,396	59,669	F	22.46	26.04	50,217	58,215
P102	21.74	29.89	48,606	66,833		24.70	28.64	55,239	64,037
P103	-	-	-	-		27.17	31.50	60,763	70,440
P102	21.74	29.89	48,606	66,833	G	25.70	29.80	57,475	66,629
P103	-	-	-	-		28.17	32.66	62,999	73,033
P104	24.34	33.47	54,433	74,846	H	29.89	34.65	66,839	77,485
P105	-	-	-	-		32.88	38.12	73,523	85,233
P201	34.21	47.03	71,149	97,830	K	35.67	49.04	74,191	102,013
P202	-	-	-	-		39.59	54.44	82,352	113,234
P301	38.31	52.68	79,695	109,580	L	44.74	61.52	93,058	127,955
P401	42.91	59.01	89,261	122,733	M	50.56	69.51	105,155	144,589

## Position by Grade and Position Number

Pos #	Position	Adjusted Grade	Min 23 Hourly	Max 23 Hourly	Min 23 Annual	Max 23 Annual
101						
101	<b>City Administrator</b>					
101	City Administrator	P	76.92	76.92	160,000	160,000
102						
102	<b>Assistant City Administrator</b>					
102	Assistant City Administrator	O	55.46	76.25	115,352	158,609
103						
103	<b>Chief</b>					
103	Chief	A601	55.44	57.54	115,323	119,675
103	Chief	P401	50.56	69.51	105,155	144,589
104						
104	<b>Director 3</b>					
104	Director 3	N	49.52	68.08	102,993	141,615
105						
105	<b>Director 2</b>					
105	Director 2	M	44.21	60.79	91,958	126,442
106						
106	<b>City Recorder</b>					
106	City Recorder	I	28.10	38.63	58,441	80,356
111						
111	<b>Director 1</b>					
111	Director 1	L	39.47	54.28	82,105	112,895
123						
123	<b>Deputy Chief</b>					
123	Deputy Chief	A501	49.50	51.37	102,967	106,853
123	Deputy Chief	P301	44.74	61.52	93,058	127,955
141						
141	<b>Manager</b>					
141	Manager	I	28.10	38.63	58,441	80,356
162						
162	<b>Superintendent</b>					

162	Superintendent	K	35.24	48.46	73,308	100,799
171	Assistant Director					
171	Assistant Director	I	28.10	38.63	58,441	80,356
172	Chief Building Official					
172	Chief Building Official	K	32.44	44.45	67,485	92,455
201	Civil Engineer					
201	Civil Engineer	L	39.47	54.28	82,105	112,895
202	Sr Planner					
202	Sr Planner	K	32.44	44.45	67,485	92,455
203	Sr Accountant					
203	Sr Accountant	I	28.10	38.63	58,441	80,356
204	Finance Associate					
204	Finance Associate	I	46.83	64.39	58,441	80,356
211	Associate Engineer					
211	Associate Engineer	K	36.34	49.78	75,583	103,550
212	Associate Planner					
212	Associate Planner	I	28.10	38.63	58,441	80,356
245	Fire Marshal					
245	Fire Marshal	A401	44.20	45.87	91,935	95,404
246	Asst Fire Marshal					
246	Asst Fire Marshal	A301	23.74	24.64	65,437	67,907
251	Specialist 2					
251	Specialist 2	J	31.47	43.27	65,454	89,999

253								
253	Lieutenant	P201	33.18	49.04	74,191	102,013		
253	Lieutenant							
255								
255	Specialist 1	I	28.10	38.63	58,441	80,356		
255	Specialist 1							
256								
256	Data Analyst	H	25.09	34.49	52,179	71,747		
256	Data Analyst							
311								
311	Technician 2	G	22.40	30.80	46,589	64,059		
311	Technician 2							
321								
321	Technician 1	F	20.00	27.50	41,597	57,196		
321	Technician 1							
332								
332	Inspector	G	22.40	30.80	46,589	64,059		
332	Inspector							
333								
333	Codes Enforcement Officer	F	20.00	27.50	41,597	57,196		
333	Codes Enforcement Offi							
412								
412	Police Sgt	P104	29.89	34.65	66,839	77,485		
412	Police Sgt							
422								
422	Police Detective	P102	25.70	29.80	57,475	66,629		
422	Police Detective							
431								
431	Police Officer 3	P103	27.17	31.50	60,763	70,440		
431	Police Officer 3							
434								
434	Police Officer	P101	22.46	26.04	50,217	58,215		
434	Police Officer							
441								



611	Account Clerk 2	G	22.40	30.80	46,589	64,059
611	Account Clerk 2					
621	Administrative Assistant 2	F	18.41	25.22	38,292	52,462
621	Administrative Assistant					
622	Account Clerk 1	E	16.61	25.05	23,218	51,068
622	Account Clerk 1					
631	Administrative Assistant 1	E	17.86	24.55	37,140	51,068
631	Administrative Assistant					
633	Receptionist	E	17.86	24.55	37,140	51,068
633	Receptionist					
699	Intern	B	0.00			
699	Intern					
711	Field Technician 1	F	20.00	27.50	41,597	57,196
711	Field Technician 1					
711	Field Technician 2	G	22.40	30.80	46,589	64,059
711	Field Technician 2					
721	Mechanic 2	H	25.09	34.49	52,179	71,747
721	Mechanic 2					
722	Mechanic 1	G	22.40	30.80	46,589	64,059
722	Mechanic 1					
801	Assistant Superintendent	J	31.47	43.27	65,454	89,999
801	Assistant Superintendent					
811	Supervisor	I	28.10	38.63	58,441	80,356
811	Supervisor					

821								
821	Crew Chief	H	25.09	34.49	52,179	71,747		
821	Crew Chief							
831								
831	Operator 3	H	25.09	34.49	52,179	71,747		
831	Operator 3							
832								
832	Operator 1	F	20.00	27.50	41,597	57,196		
832	Operator 1							
832	Operator 2	G	22.40	30.80	46,589	64,059		
832	Operator 2							
833								
833	Operator 1	F	20.00	27.50	41,597	57,196		
833	Operator 1							
841								
841	Maintenance Worker 3	F	20.00	27.50	41,597	57,196		
841	Maintenance Worker 3							
842								
842	Maintenance Worker 2	E	17.86	24.55	37,140	51,068		
842	Maintenance Worker 2							
843								
843	Maintenance Worker 1	D	15.94	21.92	14,920	45,596		
843	Maintenance Worker 1							
843	Maintenance Worker 2	E	14.68	24.55	30,526	51,068		
843	Maintenance Worker 2							
855								
855	Custodian	D	15.94	21.92	33,161	45,596		
855	Custodian							
857								
857	Groundskeeper	D	15.94	21.92	16,581	22,798		
857	Groundskeeper							

## Authorized Positions by Department

Dept Code	Department	Pos #	Adjusted Grade	Position	Count of Name
41320	Administration	101	P	City Administrator	1
		102	O	Assistant City Administrator	1
		105	M	Director 2	1
		111	L	Director 1	1
		255	I	Specialist 1	2
		521	J	Project Manager	1
		602	G	Executive Assistant	1
		699			4
		711	G	Field Technician 2	1
		104	N	Director 3	1
41500	Finance	106	I	City Recorder	1
		203	I	Sr Accountant	1
		601	G	Bookkeeper	1
		611	G	Account Clerk 2	4
		633	E	Receptionist	1
		699			1
		251	J	Specialist 2	1
		255	I	Specialist 1	2
		256	H	Data Analyst	1
		105	M	Director 2	1
41641	IT	255	I	Specialist 1	1
		105	M	Director 2	1
		255	I	Specialist 1	1
		311	G	Technician 2	1
		201	L	Civil Engineer	1
		211	K	Associate Engineer	1
		332	G	Inspector	5
		105	M	Director 2	1
		202	K	Sr Planner	1
		212	I	Associate Planner	2
41642	GIS	321	F	Technician 1	1
		105	M	Director 2	1
		202	K	Sr Planner	1
		212	I	Associate Planner	2
		321	F	Technician 1	1
		105	M	Director 2	1
		202	K	Sr Planner	1
		212	I	Associate Planner	2
		321	F	Technician 1	1
		105	M	Director 2	1
41650	Human Resources	202	K	Sr Planner	1
		212	I	Associate Planner	2
		321	F	Technician 1	1
		105	M	Director 2	1
		202	K	Sr Planner	1
		212	I	Associate Planner	2
		321	F	Technician 1	1
		105	M	Director 2	1
		202	K	Sr Planner	1
		212	I	Associate Planner	2
41670	Engineering	321	F	Technician 1	1
		201	L	Civil Engineer	1
		211	K	Associate Engineer	1
		332	G	Inspector	5
		105	M	Director 2	1
		202	K	Sr Planner	1
		212	I	Associate Planner	2
		321	F	Technician 1	1
		105	M	Director 2	1
		202	K	Sr Planner	1
212	I	Associate Planner	2		
41710	Development	321	F	Technician 1	1
		105	M	Director 2	1
		202	K	Sr Planner	1
		212	I	Associate Planner	2
		321	F	Technician 1	1
		105	M	Director 2	1
		202	K	Sr Planner	1
		212	I	Associate Planner	2
		321	F	Technician 1	1
		105	M	Director 2	1

Dept Code	Department	Pos #	Adjusted Grade	Position	Count of Name
41710	Development	521	J	Project Manager	1
		631	E	Administrative Assistant 1	1
41720	Building & Codes	172	K	Chief Building Official	1
		332	G	Inspector	3
		333	F	Codes Enforcement Officer	2
41800	Facilities	631	E	Administrative Assistant 1	2
		162	K	Superintendent	1
		842	E	Maintenance Worker 2	1
		855	D	Custodian	2
42100	Police	103	P401	Chief	1
		123	P301	Deputy Chief	2
		253	P201	Lieutenant	5
		311	G	Technician 2	1
		321	F	Technician 1	1
		412	P104	Police Sgt	14
		422	P102	Police Detective	7
		431	P103	Police Officer 3	2
		434	P101	Police Officer	43
		621	F	Administrative Assistant 2	1
42200	Fire	622	E	Account Clerk 1	2
		103	A601	Chief	1
		123	A501	Deputy Chief	1
		245	A401	Fire Marshal	1
		246	A301	Asst Fire Marshal	1
		441	S401	Battalion Chief	3
		442	A401	Assistant Chief	1
		443	S301	Fire Captain	13
			A301	Fire Captain	1
		451	S221	Fire Engineer	15
		462	S201	Firefighter	27
		162	K	Superintendent	1
		332	G	Inspector	1
821	H	Crew Chief	1		
42425	Stormwater				

Dept Code	Department	Pos #	Adjusted Grade	Position	Count of Name
42425	Stormwater	831	H	Operator 3	1
		841	F	Maintenance Worker 3	1
43100	Streets	843	D	Maintenance Worker 1	1
		162	K	Superintendent	1
		332	G	Inspector	1
		631	E	Administrative Assistant 1	1
		821	H	Crew Chief	5
		832	G	Operator 2	2
43110	Streets	833	F	Operator 1	1
		842	E	Maintenance Worker 2	8
		843	D	Maintenance Worker 1	2
		105	M	Director 2	2
		211	K	Associate Engineer	1
		631	E	Administrative Assistant 1	1
		162	K	Superintendent	1
		721	H	Mechanic 2	1
43170	Streets	722	G	Mechanic 1	1
		821	H	Crew Chief	1
43200	Sanitation	832	G	Operator 2	3
		842	E	Maintenance Worker 2	2
44400	Recreation	162	K	Superintendent	1
		811	I	Supervisor	1
44700	Parks	111	L	Director 1	1
		531	E	Recreation Assistant	4
44800	Library	842	E	Maintenance Worker 2	2
		857	D	Groundskeeper	4
		111	L	Director 1	1
		171	I	Assistant Director	1
52100	Utilities Water Distribution	541	H	Library Tech 2	6
		542	E	Library Tech 1	6
		711	F	Field Technician 1	1
		162	K	Superintendent	1
		711	G	Field Technician 2	2

Dept Code	Department	Pos #	Adjusted Grade	Position	Count of Name
52100	Water Distribution	811	I	Supervisor	2
		832	F	Operator 1	1
		841	F	Maintenance Worker 3	2
		842	E	Maintenance Worker 2	1
		843	E	Maintenance Worker 2	2
			D	Maintenance Worker 1	1
52110	Water Treatment Plant	162	K	Superintendent	1
		311	G	Technician 2	1
		722	G	Mechanic 1	1
		801	J	Assistant Superintendent	1
		831	H	Operator 3	1
		832	F	Operator 1	3
		162	K	Superintendent	1
52200	Wastewater Plant	722	G	Mechanic 1	1
		811	I	Supervisor	1
		831	H	Operator 3	1
		832	F	Operator 1	1
		833	F	Operator 1	1
		842	E	Maintenance Worker 2	1
		162	K	Superintendent	1
		801	J	Assistant Superintendent	1
		821	H	Crew Chief	1
		842	E	Maintenance Worker 2	4
52211	Sewer Collection System	843	D	Maintenance Worker 1	3
		141	I	Manager	1
		204	I	Finance Associate	1
		622	E	Account Clerk 1	3
52316	Gen Fund Support Services	102	O	Assistant City Administrator	1
		105	M	Director 2	1
		255	I	Specialist 1	1
52317	Utility Management				
<b>Grand Total</b>					<b>314</b>