

RESOLUTION 24-81

RESOLUTION TO ADOPT A REVISED SCHEDULE OF AUTHORIZED POSITIONS FOR FISCAL YEAR 2023-2024; 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, a position allocation was authorized as part of the Comprehensive Budget 2023-2024, and

WHEREAS, new requirements and opportunities have come to light since the adoption of the budget,

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

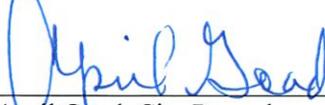
1. Effective April 1, 2024, all previous authorization commitments are rescinded.
2. The number of authorized positions and salary ranges for City employees for the 2023-2024 fiscal year shall become effective on April 1, 2024.
3. The authorized positions list attached hereto as Exhibit A are approved and adopted.

Passed and adopted this 1st day of April, 2024.



Jim Hagaman, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney

Personnel Authorization as of 04/01/2024									
Dept Code	Department	Type	Position Title	Authorized Positions	Div Total				
41200	Judicial	3	Municipal Court Judge	0.1	0.1				
41310	Administration	1	City Administrator	1	1				
		1	Assistant City Administrator	2	2				
		1	Specialist 1	2	1				
		2	Executive Assistant	1	1				
		4	Intern	4	4				
					9				
41320	Communications	1	Director 1	1	1				
		1	Specialist 1	2	2				
					3				
41500	Finance	1	Director 3	1	1				
		1	Accounting Manager	1	1				
		1	Sr Accountant	1	1				
		2	Account Clerk 2	3	4				
		2	Account Clerk 1	1	1				
		2	Receptionist	1	1				
		1	Administrative Assistant	1	0				
		1	City Recorder	1	1				
					10				
41641	IT	1	Specialist 2	1	1				
		2	Data Analyst	1	0				
					1				
41642	GIS	1	Director 2	1	1				
		2	Data Analyst	0	1				
		1	Specialist 1	1	1				
					3				

41650	Human Resources	1	Director 2	1		1		1	
		1	Manager	0	1	1		1	
		2	Specialist 1	1				1	
		2	Technician 2	1				1	4
41700	CIP	1	Director 2	0	1	1		1	
		2	Project Manager	0	1	1		1	2
41800	Facilities	1	Superintendent	1				1	
		1	Crew Chief	0	1	1		1	
		2	Maintenance Worker 2	1	-1	0		0	
		2	Custodian	2		2		2	4
42100	Police	1	Chief	1				1	
		1	Deputy Chief	2				2	
		1	Captain	1				1	
		1	Lieutenant	7				7	
		2	Technician 2	1				1	
		2	Technician 1	1				1	
		2	Police Sgt	14				14	
		2	Police Detective	7				7	
		2	Police Officer 3	2				2	
		2	Police Officer	41				41	
		2	Administrative Assistant 2	1				1	
		2	Account Clerk 2	2				2	80
42200	Fire	1	Chief	1				1	
		1	Deputy Chief	1				1	
		1	Fire Marshal	1				1	
		2	Asst Fire Marshal	1				1	
		2	Battalion Chief	3				3	
		2	Assistant Chief	1				1	

	2	Fire Captain	1	1	1
	2	Fire Engineer	15	15	15
	2	Firefighter	28	13	41
	2	Fire Inspector	1	1	1
	3	Firefighter	1.2	1.2	1.2
	2	Administrative Assistant 2	1	1	1
					68.2
42500	1	Director 1	1	1	1
43100	1	Director 2	2	-1	1
	1	Project Manager	1	-1	0
	1	Assistant Director	1	1	1
	1	Engineer	1	1	1
	2	Administrative Assistant 2	1	1	1
					4
43110	1	Superintendent	1	1	1
	2	Crew Chief	4	4	4
	2	Inspector	1	1	1
	2	Operator 2	2	2	2
	2	Operator 1	1	1	1
	2	Maintenance Worker 2	8	8	8
	3	Maintenance Worker 1	1.45	1.45	1.45
	2	Administrative Assistant 1	1	1	1
					19.45
43120	1	Crew Chief	1	1	1
	2	Technician 2	2	2	2
					3
43150	1	Superintendent	1	1	1
	2	Inspector	1	1	1
	2	Crew Chief	1	1	1
	2	Operator 3	1	1	1
	2	Maintenance Worker 3	1	1	1
	2	Maintenance Worker 1	1	1	1
					6

43170	Fleet	1	Superintendent	1				1	
		2	Supervisor	1				1	
		2	Mechanic 2	1				1	
		2	Mechanic 1	1				1	4
43200	Sanitation	2	Crew Chief	1				1	
		2	Operator 2	3				3	
		2	Maintenance Worker 2	2				2	6
44400	Recreation	1	Superintendent	1				1	
		2	Supervisor	1				1	
		3	Recreation Assistant	2.55				2.55	4.55
44700	Parks	2	Supervisor	1				1	
		2	Maintenance Worker 2	2				2	
		3	Groundskeeper	4				4	7
44800	Library	1	Director 1	1				1	
		2	Assistant Director	1				1	
		2	Library Tech 2	5				5	
		3	Library Tech 2	0.375				0.375	
		2	Library Tech 1	2				2	
		3	Library Tech 1	2.35				2.35	11.725
46100	Planning	1	Director 2	1				1	
		1	Sr Planner	1				1	
		1	Associate Planner	2				2	
		2	Technician 1	1				1	
		2	Project Manager	1				1	
		2	Administrative Assistant 1	1				1	7
46200	Building & Codes	1	Chief Building Official/Deputy Dev Direct	1				1	

		2	Deputy Building Official	0	1	1
		2	Inspector	3	1	4
		2	Codes Enforcement Officer	2		2
		2	Administrative Assistant 1	2		10
46300	Engineering	1	Civil Engineer	1		1
		1	Associate Engineer	1		1
		2	Inspector	5		7
52010	Utility Admin	1	Director 2	1		1
		1	Specialist	1		1
		1	Administrative Assistant	1		3
52050	Gen Fund Support Services	1	Supervisor	1		1
		2	Account Clerk 1	2		2
		3	Account Clerk 1	0.625		0.625
		3	Finance Associate	0.6		4.225
52100	Water Treatment Plant	1	Superintendent	1		1
		2	Assistant Superintendent	1		1
		2	Supervisor	1		1
		2	Technician 2	1		1
		2	Mechanic 1	1		1
		2	Operator 3	1	1	2
		2	Operator 2	1		1
		2	Operator 1	4	-1	3
						11
52110	Water Distribution	1	Superintendent	1		1
		1	Supervisor	1		1
		2	Technician 2	1		1
		2	Technician 1	1		1
		2	Field Technician 1	1		1
		2	Maintenance Worker 3	1	1	2



REQUEST: *Approval of Additional Staffing and Promotion of staff in budget amendment*

SUBMITTED BY: Tyler Scroggins, Public Works Director

DATE: February 26, 2024

RE: Personnel Authorization Amendment

PURPOSE:

To approve staff request to employ 1 new position, a janitorial position, and promote one position, facilities maintenance worker, to Facilities/Janitorial Crew Leader.

BACKGROUND:

Due to obtaining Station Hill as City occupied facility, a new janitorial position is needed to maintain this building. The current two janitors are unable to maintain the current facilities as well as this new facility.

The existing facilities maintenance worker is being promoted to a Crew Leader. The amount of facility maintenance requests has increased and this employee will oversee janitorial employees as well as handle all maintenance requests.

FINANCIAL IMPACT:

The financial impact will be approximately \$97,000 for these two positions. This will need to be funded by the budget amendment.

ACTION REQUIRED (INCLUDE DEADLINE /PRIORITY):

BOMA approval is needed immediately to have the ability to post this position and promote the facilities maintenance worker position.



REQUEST: Approval of Resolution 24-18

SUBMITTED BY: Debra A. Dutcher, Finance Director

DATE: March 26, 2024

RE: Personnel Authorization

ATTACHMENTS:

PURPOSE:

To approve staff request to employ 1 new position in the Finance Department, an Accounting Clerk II in FY24.

BACKGROUND:

The Finance Department is short-staffed and needs a person that can provide help for two very busy positions in the department as well as fill in for these positions should they need to take time off for vacation or other reasons. The workload has increased significantly over the last 5 years, and we would like to spread out some of the work, so it is more manageable. Primarily I am looking for someone to assist and provide coverage with Accounts Payable and Payroll, two very essential roles in the organization.

FINANCIAL IMPACT:

The financial impact will be approximately \$100,000 annually in wages plus benefits for this position. For this budget year the impact should be about 1/6th of this cost, which is approximately \$16,000 if we are able to find and hire a candidate before the end of FY24.

ACTION REQUIRED (INCLUDE DEADLINE /PRIORITY):

BOMA approval is needed to have the ability to hire this position.



REQUEST: Approval of Resolution 24-81

SUBMITTED BY: M. Dwayne Hicks, Interim Development Director

DATE: February 26, 2024

RE: Personnel Authorization

ATTACHMENTS: Backup Data

PURPOSE:

To approve staff request to employ 2 new positions, an Electrical Inspector and a Deputy Building Official / Chief Electrical Inspector.

BACKGROUND:

We have requested approval for an exemption from the State Fire Marshals Office to enforce the Electrical Codes and collect the fees from these permits and inspections. We expect to receive this exemption in the near future. We will need 2 electrical inspectors for this to happen. In this process we are also trying to build depth within our department with a back-up for the Building Official. We cannot start this program with existing staff.

FINANCIAL IMPACT:

The financial impact will be approximately \$160,000 salaries plus benefits for these two positions. For this budget year the impact should be about 1/3 of this cost. These impacts should be offset by the purchase of the electrical permits should be about \$65,000 this year (based on starting April 1st) and approximately \$300,000 to \$500,000 in next years budget. This years remaining budget is unpredictable due to the actual start date of the program and the actual number of electrical permits previously issued by the State by have not been completed. This will need to be funded by budget amendment.

ACTION REQUIRED (INCLUDE DEADLINE /PRIORITY):

BOMA approval needed immediately to have the ability to post these positions and be ready to employ these individuals upon written approval of the exemption from the State.



REQUEST: *Approval of Promotion of staff in Personnel Authorization*

SUBMITTED BY: Jessica Weaver, Utility Director

DATE: April 1, 2024

RE: Personnel Authorization Amendment

ATTACHMENTS:

PURPOSE:

To approve staff requests for reclassification and promotions of 4 employees in the Utility department and position authorization for 1 full time sewer collections worker to be added back to the position control.

BACKGROUND:

The Utility Department requests four position changes within the department.

Reclassification of One Water Plant Operator 1 position to a Water Plant Operator 3 Position. This will subsequently provide for the following: 1. Promotion for one employee from a Plant Operator 2 to a Plant Operator 3; 2. Promotion for one employee from a Plant Operator 1 to a Plant Operator 2

Reclassification of One Water Maintenance Worker 2 position to a Water Maintenance Worker 3 position. This will subsequently provide for the following: Promotion for one Employee from Water Maintenance Worker 2 to a Water Maintenance Worker 3

Reclassification of One Sewer Collections Worker 1 Position to a Sewer Collections Worker 3 Position. This will subsequently provide for the following: Promotion for one employee from Sewer Collections Worker 1 to Sewer Collections Worker 3

Upon investigation of the last position control presented to the Board, it was discovered that there was a vacant sewer collections worker position not included in the total count of workers. Staff requests approval for the adjustment to the position control to include the missing sewer collection vacancy bringing the total number of positions assigned to the sewer collections division back to ten (10) total staff members.



FINANCIAL IMPACT:

Funding for these position changes was included in this fiscal year's projections and not additional funding is needed for these changes.

STAFF RECOMMENDATION:

Staff recommend approval of this request for position reclassifications and allow Human Resources and the Utility Director to complete the processes for these positions and hiring of the vacant sewer collections worker position.