

RESOLUTION 24-144

RESOLUTION TO ADOPT A SCHEDULE OF AUTHORIZED POSITIONS FOR FISCAL YEAR 2025; 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 2024-2025, and

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

1. Effective July 1, 2024, all previous authorization commitments are rescinded.
2. The number of authorized positions for City employees for the 2024-2025 fiscal year shall become effective on July 1, 2024.
3. The authorized positions list attached hereto as Exhibit A is approved and adopted.

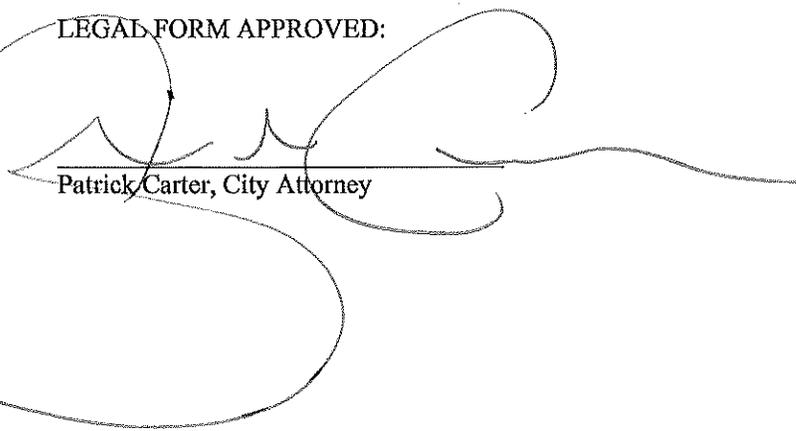
Passed and adopted this 17th day of June, 2024


Jim Hagaman, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney

Fund	Department	Position Title	Sum of FTE Existing	Sum of FTE New	Sum of Total FTE		
110	Administration	Assistant City Administrator	2	0	2		
		City Administrator	1	0	1		
		Executive Assistant	1	0	1		
		Intern	4	0	4		
		Specialist 1	1	0	1		
	Administration Total			9	0	9	
	CIP	CIP/Finance/Grant Specialist	0	1	1		
		Director 2	1	0	1		
		Project Assistant	1	0	1		
	CIP Total			2	1	3	
	Development	Administrative Assistant 1	2	0	2		
		Administrative Assistant 2	1	0	1		
		Associate Planner	3	0	3		
		Chief Building Official/Deputy Dev Director	1	0	1		
		Codes Enforcement Officer	2	0	2		
		Deputy Building Official	1	0	1		
		Director 2	1	0	1		
		Electrical Inspector	0	2	2		
		Inspector	4	0	4		
		Project Manager	1	1	2		
		Sr Planner	1	0	1		
		Technician 1	1	0	1		
		Development Total			18	3	21
		Economic Development					
	Economic Engagement Coordinator			1	0	1	
	Economic Development Total			1	0	1	
	Emergency Operations						
Director 1			1	0	1		
Emergency Operations Total			1	0	1		
Finance	Account Clerk 1	1	0	1			
	Account Clerk 2	4	1	5			
	Accounting Manager	1	0	1			
	Assistant Finance Director	0	1	1			
	City Recorder	1	0	1			
	Director 3	1	0	1			
	Receptionist	1	0	1			
	Sr Accountant	1	0	1			
	Finance Total			10	2	12	
Fire	Administrative Assistant 2	1	0	1			
	Assistant Chief	2	0	2			
	Asst Fire Marshal	1	0	1			
	Battalion Chief	3	0	3			
	Chief	1	0	1			
	Deputy Chief	1	0	1			
	Fire Captain	14	0	14			
	Fire Engineer	15	0	15			
	Fire Inspector	1	0	1			
	Firefighter	41	0	41			
	Firefighter P/T	1.8	0	1.8			
	Fire Total			81.8	0	81.8	
Human Resources	Director 2	1	0	1			
	Manager	1	0	1			
	Specialist 1	2	0	2			
Human Resources Total			4	0	4		
Judicial	Municipal Court Judge	0.1	0	0.1			

110 Judicial Total			0.1	0	0.1
Library	Assistant Director		1	0	1
	Director 1		1	0	1
	Library Tech 1		4.5	0	4.5
	Library Tech 2		4.5	0	4.5
	Circulation Coordinator		1	0	1
Library Total			12	0	12
Parks	Groundskeeper		5	0	5
	Maintenance Worker 2		2	0	2
	Superintendent		1	0	1
Parks Total			8	0	8
Police	Administrative Assistant 2		2	0	2
	Captain		1	0	1
	Chief		1	0	1
	City Counselor		1	0	1
	Deputy Chief		2	0	2
	Evidence Mgr		1	0	1
	Evidence Technician		1	0	1
	Lieutenant		7	0	7
	Police Detective		8	0	8
	Police Officer		42	4	46
	Police Sgt		12	0	12
	Records Clerk 2		2	0	2
Police Total			80	4	84
Public Works	Administrative Assistant 1		1	0	1
	Administrative Assistant 2		1	0	1
	Assistant Director		1	0	1
	Crew Chief		5	0	5
	Director 2		1	0	1
	Engineer		1	0	1
	Inspector		1	0	1
	Maintenance Worker 1		0.725	0	0.725
	Maintenance Worker 2		8	2	10
	Operator 1		1	0	1
	Operator 2		2	0	2
	Superintendent		1	0	1
	Technican 2		2	0	2
Public Works Total			25.725	2	27.725
Recreation	Director 1		1	0	1
	Recreation Assistant		2.55	0	2.55
	Recreation Program Manager		1	0	1
Recreation Total			4.55	0	4.55
Communications	Director 1		1	0	1
	Specialist 1		2	0	2
Communications Total			3	0	3
110 Total			260.175	12	272.175
210 Sanitation	Crew Chief		1	0	1
	Maintenance Worker 2		2	0	2
	Operator 2		3	0	3
Sanitation Total			6	0	6
210 Total			6	0	6
410 Utilities	Locator		1	0	1
	Account Clerk 1		2.625	0	2.625
	Administrative Assistant		1	0	1
	Assistant Cross Connection Coordinator		1	0	1
	Assistant Director/Engineer		0	1	1

410 Utilities		Assistant Superintendent	2	0	2	
		Collections Program Coordinator	0	1	1	
		Crew Chief	1	0	1	
		Cross Connection Coordinator	1	0	1	
		Director 2	1	0	1	
		Finance Associate	0.6	0	0.6	
		Maintenance Supervisor	2	0	2	
		Maintenance Worker 1	6	0	6	
		Maintenance Worker 2	3	1	4	
		Maintenance Worker 3	5	0	5	
		Maintenance Worker 3 (Hydrant Maint)	0	1	1	
		Mechanic 1	2	0	2	
		Operations Technology Auto Controls Analyst	1	0	1	
		Operator 1	5	0	5	
		Operator 2	2	0	2	
		Operator 3	3	1	4	
		Project Manager	0	1	1	
		Superintendent	4	0	4	
		Supervisor	2	0	2	
		System Operator 1	0	1	1	
	Water Quality Technician	1	0	1		
	Utilities Total	47.225	7	54.225		
410 Total		47.225	7	54.225		
416 Public Works		Crew Chief	1	0	1	
		Inspector	1	0	1	
		Inspector	0	1	1	
		Maintenance Worker 1	1	0	1	
		Maintenance Worker 3	1	0	1	
		Operator 3	1	0	1	
		Superintendent	1	0	1	
		Public Works Total	6	1	7	
416 Total		6	1	7		
520 GIS		Data Analyst	1	0	1	
		Director 2	0	1	1	
		Specialist 1	1	0	1	
		GIS Total	2	1	3	
	IT		IT Director	0	1	1
			Specialist 2	1	1	2
		IT Total	1	2	3	
	Facilities		Crew Chief	1	0	1
			Custodian	2	0	2
			Maintenance Worker 2	0	1	1
			Superintendent	1	0	1
		Facilities Total	4	1	5	
	Public Works		Mechanic 2	2	0	2
			Superintendent	1	0	1
			Supervisor	1	0	1
		Public Works Total	4	0	4	
	Development		Associate Engineer	1	0	1
			Civil Engineer	1	0	1
			Inspector	4	0	4
			Lead Inspector	1	0	1
	Development Total	7	0	7		
520 Total		18	4	22		
Grand Total		337.4	24	361.4		

Cross Connection Coordinator	1	0	1
Director 2	1	0	1
Finance Associate	0.6	0	0.6
Maintenace Supervisor	2	0	2
Maintenance Worker 1	6	0	6
Maintenance Worker 2	3	1	4
Maintenance Worker 3	5	0	5
Maintenance Worker 3 (Hydrant Maint)	0	1	1
Mechanic 1	2	0	2
Operations Technology Auto Controls Analyst	1	0	1
Operator 1	5	0	5
Operator 2	2	0	2
Operator 3	3	1	4
Project Manager	0	1	1
Superintendent	4	0	4
Supervisor	2	0	2
System Operator 1	0	1	1
Water Quality Technician	1	0	1
416	6	1	7
43100	6	1	7
Public Works	6	1	7
Crew Chief	1	0	1
Inspector	1	0	1
Inspector	0	1	1
Maintenance Worker 1	1	0	1
Maintenance Worker 3	1	0	1
Operator 3	1	0	1
Superintendent	1	0	1
520	18	4	22
41641	1	2	3
IT	1	2	3
IT Director	0	1	1
Specialist 2	1	1	2
41642	2	1	3
GIS	2	1	3
Data Analyst	1	0	1
Director 2	0	1	1
Specialist 1	1	0	1
41800	4	1	5
Facilities	4	1	5
Crew Chief	1	0	1
Custodian	2	0	2
Maintenance Worker 2	0	1	1
Superintendent	1	0	1

43100		4	0	4
Public Works		4	0	4
Mechanic 2		2	0	2
Superintendent		1	0	1
Supervisor		1	0	1
46000		7	0	7
Development		7	0	7
Associate Engineer		1	0	1
Civil Engineer		1	0	1
Inspector		4	0	4
Lead Inspector		1	0	1
Grand Total		337.125	24	361.125

Fund	Department	Position Title	Sum of FTE Existing	Sum of FTE New	Sum of Total FTE
110	Administration	Assistant City Administrator	2	0	2
		City Administrator	1	0	1
		Executive Assistant	1	0	1
		Intern	4	0	4
		Specialist 1	1	0	1
	Administration Total		9	0	9
	CIP	CIP/Finance/Grant Specialist	0	1	1
		Director 2	1	0	1
		Project Assistant	1	0	1
	CIP Total		2	1	3
	Development	Administrative Assistant 1	2	0	2
		Administrative Assistant 2	1	0	1
		Associate Planner	3	0	3
		Chief Building Official/Deputy Dev Director	1	0	1
		Codes Enforcement Officer	2	0	2
		Deputy Building Official	1	0	1
		Director 2	1	0	1
		Electrical Inspector	0	2	2
		Inspector	4	0	4
		Project Manager	1	1	2
		Sr Planner	1	0	1
		Technician 1	1	0	1
	Development Total		18	3	21
	Economic Development	Economic Engagement Coordinator	1	0	1
	Economic Development Total		1	0	1
	Emergency Operations	Director 1	1	0	1
	Emergency Operations Total		1	0	1
	Finance	Account Clerk 1	1	0	1
		Account Clerk 2	4	1	5
		Accounting Manager	1	0	1
		Assistant Finance Director	0	1	1
		City Recorder	1	0	1
		Director 3	1	0	1
		Receptionist	1	0	1
		Sr Accountant	1	0	1
	Finance Total		10	2	12
	Fire	Administrative Assistant 2	1	0	1
		Assistant Chief	2	0	2
		Asst Fire Marshal	1	0	1
		Battalion Chief	3	0	3
		Chief	1	0	1
		Deputy Chief	1	0	1
		Fire Captain	14	0	14
		Fire Engineer	15	0	15
		Fire Inspector	1	0	1
		Firefighter	41	0	41
		Firefighter P/T	1.8	0	1.8
	Fire Total		81.8	0	81.8
	Human Resources	Director 2	1	0	1
		Manager	1	0	1
		Specialist 1	2	0	2
	Human Resources Total		4	0	4
	Judicial	Municipal Court Judge	0.1	0	0.1

110 Judicial Total			0.1	0	0.1
Library	Assistant Director		1	0	1
	Director 1		1	0	1
	Library Tech 1		4.5	0	4.5
	Library Tech 2		4.5	0	4.5
	Circulation Coordinator		1	0	1
Library Total			12	0	12
Parks	Groundskeeper		5	0	5
	Maintenance Worker 2		2	0	2
	Superintendent		1	0	1
Parks Total			8	0	8
Police	Administrative Assistant 2		2	0	2
	Captain		1	0	1
	Chief		1	0	1
	City Counselor		1	0	1
	Deputy Chief		2	0	2
	Evidence Mgr		1	0	1
	Evidence Technician		1	0	1
	Lieutenant		7	0	7
	Police Detective		8	0	8
	Police Officer		42	4	46
	Police Sgt		12	0	12
	Records Clerk 2		2	0	2
Police Total			80	4	84
Public Works	Administrative Assistant 1		1	0	1
	Administrative Assistant 2		1	0	1
	Assistant Director		1	0	1
	Crew Chief		5	0	5
	Director 2		1	0	1
	Engineer		1	0	1
	Inspector		1	0	1
	Maintenance Worker 1		0.725	0	0.725
	Maintenance Worker 2		8	2	10
	Operator 1		1	0	1
	Operator 2		2	0	2
	Superintendent		1	0	1
	Technican 2		2	0	2
Public Works Total			25.725	2	27.725
Recreation	Director 1		1	0	1
	Recreation Assistant		2.55	0	2.55
	Recreation Program Manager		1	0	1
Recreation Total			4.55	0	4.55
Communications	Director 1		1	0	1
	Specialist 1		2	0	2
Communications Total			3	0	3
110 Total			260.175	12	272.175
210 Sanitation	Crew Chief		1	0	1
	Maintenance Worker 2		2	0	2
	Operator 2		3	0	3
Sanitation Total			6	0	6
210 Total			6	0	6
410 Utilities	Locator		1	0	1
	Account Clerk 1		2.625	0	2.625
	Administrative Assistant		1	0	1
	Assistant Cross Connection Coordinator		1	0	1
	Assistant Director/Engineer		0	1	1

410	Utilities	Assistant Superintendent	2	0	2
		Collections Program Coordinator	0	1	1
		Crew Chief	1	0	1
		Cross Connection Coordinator	1	0	1
		Director 2	1	0	1
		Finance Associate	0.6	0	0.6
		Maintenance Supervisor	2	0	2
		Maintenance Worker 1	6	0	6
		Maintenance Worker 2	3	1	4
		Maintenance Worker 3	5	0	5
		Maintenance Worker 3 (Hydrant Maint)	0	1	1
		Mechanic 1	2	0	2
		Operations Technology Auto Controls Analyst	1	0	1
		Operator 1	5	0	5
		Operator 2	2	0	2
		Operator 3	3	1	4
		Project Manager	0	1	1
		Superintendent	4	0	4
		Supervisor	2	0	2
		System Operator 1	0	1	1
		Water Quality Technician	1	0	1
	Utilities Total		47.225	7	54.225
410 Total			47.225	7	54.225
416	Public Works	Crew Chief	1	0	1
		Inspector	1	0	1
		Inspector	0	1	1
		Maintenance Worker 1	1	0	1
		Maintenance Worker 3	1	0	1
		Operator 3	1	0	1
		Superintendent	1	0	1
	Public Works Total		6	1	7
416 Total			6	1	7
520	GIS	Data Analyst	1	0	1
		Director 2	0	1	1
		Specialist 1	1	0	1
	GIS Total		2	1	3
	IT	IT Director	0	1	1
		Specialist 2	1	1	2
	IT Total		1	2	3
	Facilities	Crew Chief	1	0	1
		Custodian	2	0	2
		Maintenance Worker 2	0	1	1
		Superintendent	1	0	1
	Facilities Total		4	1	5
	Public Works	Mechanic 2	2	0	2
		Superintendent	1	0	1
		Supervisor	1	0	1
	Public Works Total		4	0	4
	Development	Associate Engineer	1	0	1
		Civil Engineer	1	0	1
		Inspector	4	0	4
		Lead Inspector	1	0	1
	Development Total		7	0	7
520 Total			18	4	22
Grand Total			337.4	24	361.4