

RESOLUTION 25-223

A RESOLUTION TO ADOPT A REVISED SCHEDULE OF AUTHORIZED POSITIONS FOR FISCAL YEAR 2025-2026

WHEREAS, the City of Spring Hill is committed to ensuring proper financial oversight, transparency, and accountability in the administration of grant funds; and

WHEREAS, the City has experienced growth in the number, size, and complexity of grant programs, requiring enhanced monitoring, compliance, and reporting to meet state and federal standards; and

WHEREAS, the position of CIP/Finance/Grant Specialist was originally placed within CIP Administration to provide project support, but many of the duties now focus on financial tracking, reporting, and compliance of grants, aligning more closely with the Finance Department; and

WHEREAS, reclassifying this position to the Finance Department with the title of Grants Specialist will better align staff responsibilities with departmental functions, improve efficiency in financial management, and ensure grant compliance is properly integrated with the City's overall accounting structure; and

WHEREAS, this reclassification will strengthen internal controls, provide consistency in financial reporting, and better support both current and future grant opportunities pursued by the City; and

NOW, THEREFORE BE IT RESOLVED, the City of Spring Hill Board of Mayor and Aldermen:

Approve the reclassification of the CIP/Finance/Grant Specialist position from CIP Administration to the Finance Department, with the updated title of Grants Specialist.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 15th day of September 2025.



Matt Fitterer, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney



REQUEST: *Approval of reclassification of one CIP/Finance/Grant Specialist position in CIP Administration to a Grants Specialist position within the Finance Department.*

SUBMITTED TO: Board of Mayor and Aldermen

SUBMITTED BY: Rebecca Holden, Finance Director

DATE: September 8, 2025

BACKGROUND:

The City of Spring Hill has seen significant growth in the number and complexity of state and federal grant programs. These programs require detailed financial tracking, strict compliance with regulations, and timely reporting.

The CIP/Finance/Grant Specialist position was originally placed in the CIP Administration division to provide support for capital projects. However, the position's duties have shifted toward grant administration, maintaining and tracking reimbursements, preparation of financial reports, compliance monitoring, and coordination with outside agencies.

Reclassifying this position from CIP Administration to the Finance Department as a Grants Specialist will better align responsibilities with the financial management and internal controls required for grant oversight. This move will enhance efficiency, improve accountability, and strengthen the City's capacity to manage current and future grant opportunities.

FINANCIAL IMPACT:

The reclassification of the CIP/Finance/Grant Specialist to a Grants Specialist position will not result in a material increase in cost beyond the existing budget allocation for the position. The reclassification is primarily a change in title, departmental assignment, and job function alignment.

Any minor cost differences associated with salary range adjustments can be absorbed within the FY 2025–2026 budget due to savings from earlier position vacancies.

STAFF RECOMMENDATION:

Staff recommends approval of the attached Resolution 25-223, authorizing the reclassification of one CIP/Finance/Grant Specialist position from CIP Administration to the Finance Department, with the updated title of Grants Specialist. This change will ensure proper financial oversight of grant programs, strengthen compliance and reporting, and provide the City with the necessary structure to pursue and manage future grant opportunities.