

**ORDINANCE 2013-11**

**TO BE ENTITLED: "AN ORDINANCE TO AMEND THE TABLE OF ORGANIZATION FOR THE FIRE DEPARTMENT."**

**WHEREAS**, the Board of Mayor and Aldermen of the City of Franklin, Tennessee, desires to modify the Franklin Fire Department organizational chart.

**NOW, THEREFORE:**

**SECTION I: BE IT ORDAINED** BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF FRANKLIN, Tennessee, that the Franklin Fire Department be approved for changing a 30 hour part-time Administrative Assistant to a 40 hour full-time Administrative Assistant position. This change will be reflected in the new Franklin Fire Department organizational chart.

**SECTION II: BE IT ORDAINED** BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF FRANKLIN, Tennessee, that the Franklin Fire Department budget be increased by approximately \$2,000 for the fiscal 2013 Budget.

**SECTION III: BE IT FINALLY ORDAINED** BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF FRANKLIN, Tennessee, that this Ordinance shall take effect from and after its passage on second and final reading, the public health, safety and welfare requiring it.

**ATTEST:**

**CITY OF FRANKLIN, TENNESSEE**

BY: \_\_\_\_\_  
**ERIC S. STUCKEY**  
City Administrator

BY: \_\_\_\_\_  
**DR. KEN MOORE**  
Mayor

PASSED FIRST READING \_\_\_\_\_

PUBLIC HEARING HELD: \_\_\_\_\_

PASSED SECOND READING \_\_\_\_\_




## MEMORANDUM

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March 4, 2013

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator   
Rocky Garzarek, Fire Chief

SUBJECT: Ordinance amending the table of organization for the Franklin Fire Department

### Purpose

The purpose of this item is to amend the existing table of organization for the Fire Department to account for reclassification of a 30-hour employee (with benefits) to allow for the hiring of a 40 hour employee.

### Background

Currently as the Franklin Fire Department organizational chart identifies (2) full-time Administrative Assistants and (1) part-time Administrative Assistant this part time employee receives full benefits.

The amendments are as follows:

### **Changes to Organization Chart in General Fund since passage of budget.**

**Franklin Fire Department:** Conversion of one (1) existing part-time Administrative Assistant position to full-time and the creation of an administrative assistant position. We continue to expand the role of our Administrative Assistants and the services need to make our agency more responsive to our internal and external customers.

### Financial Impact

This reclassification will affect the General Fund, for the approximate amount of \$2,000 for the remainder of the current budget. It is anticipated that this additional expense will be absorbed within the existing

### Recommendations

Approval of the proposed modification to the City's table of organization is recommended.