

**RESOLUTION 2013-79**

**A RESOLUTION TO BE ENTITLED: "A RESOLUTION TO AMEND THE 2013-2014 BUDGET RELATIVE TO PERSONNEL CHANGES FROM SEASONAL EMPLOYEE(S) TO FULL-TIME EMPLOYMENT."**

**WHEREAS**, the Board of Mayor and Aldermen established the annual budget for the City of Franklin for the Fiscal Year 2013-2014, by Ordinance 2013-22, effective July 1, 2013; and

**WHEREAS**, on August 27, 2013 the Board of Mayor and Aldermen adopted a revised Position Classification Plan and Pay Plan through Resolution 2013-45; and

**WHEREAS**, on November 26, 2013 the Board of Mayor and Aldermen amended the FY 2013-14 Budget to reflect the Position Classification Plan and Pay Plan through Resolution 2013-72; and

**WHEREAS**, the City of Franklin Parks Department Organizational and Personnel Chart currently possesses thirty-three (33) full-time employees and eighteen (18) seasonal employees; and

**WHEREAS**, the City has found that the removal of three (3) seasonal employee positions to support the funding one (1) currently unfunded full-time Grounds Worker position and the funding of one (1) new additional Landscape Worker position would promote more efficient operations within the Parks Department; and

**WHEREAS**, the Board of Mayor and Aldermen desires to adopt the amended FY 2013-14 Organizational and Personnel Chart for the City of Franklin General Fund, Parks Department, which shows this change; and

**WHEREAS**, the Board of Mayor and Aldermen believes it is in the best interest of the City of Franklin to adopt such change.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Mayor and Aldermen for the City of Franklin as follows:

**Section 1.** The City of Franklin hereby adopts the amended Organizational and Personnel Chart for the City of Franklin General Fund Parks Department, to be incorporated within the FY 2013-14 Budget, as shown in Exhibit A, attached.

**Section 2.** That this Resolution shall be effective upon adoption.

**IT IS SO RESOLVED AND DONE** on this \_\_\_\_ day of December, 2013.

**ATTEST:**

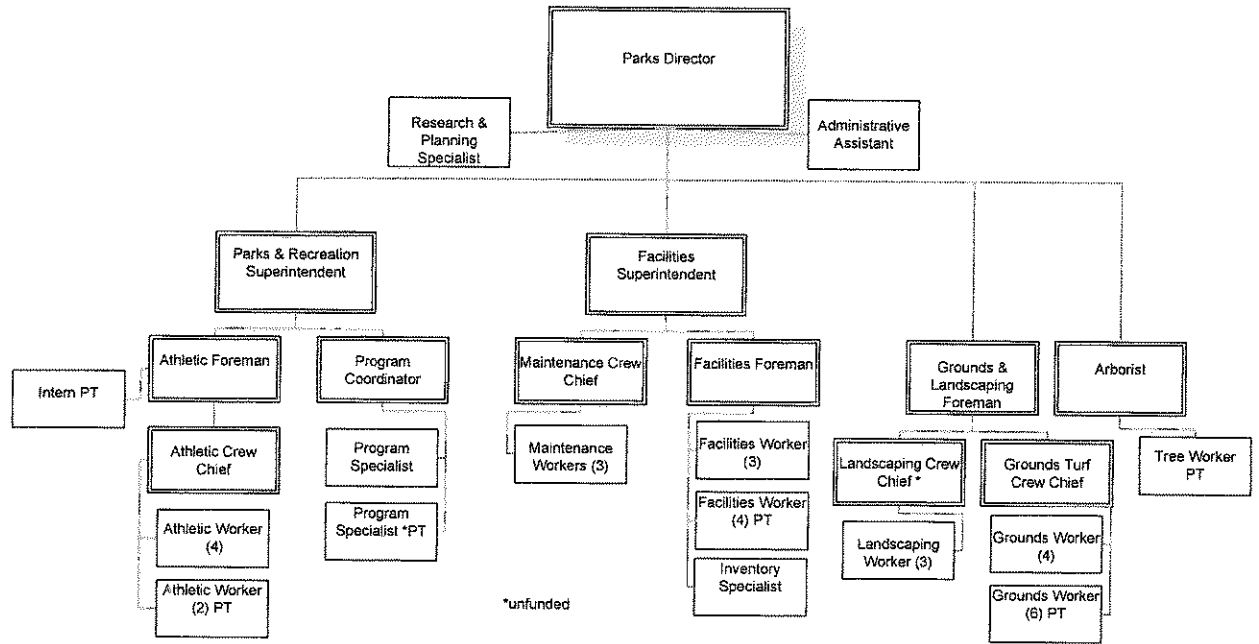
**CITY OF FRANKLIN, TENNESSEE**

BY:

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

BY:

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





November 25, 2013

TO: Board of Mayor and Alderman

FROM: Eric Stuckey, City Administrator  
Vernon Gerth, ACA Community & Economic Development  
Shirley Harmon, Human Resources Director  
Lisa R. Clayton, Parks Director

SUBJECT: Personnel Change from Seasonal Employees to Full-Time Employment

**Purpose**

The purpose of this memorandum is to provide the Board of Mayor and Alderman (BOMA) is request the hiring of two full-time Parks Department employees in the place of hiring three seasonal workers due to the changes Federal regulations regarding seasonal employees.

**Background**

In the fiscal budget of 2013-14, the Parks Department has three seasonal employees budgeted for the landscaping division. Seasonal workers have always been used within the Parks & Recreation field due to an increase in work through certain “seasons” times for the year. The seasonal employees generally are allowed to work a maximum of 1,500 hours with no benefits. The employment for each seasonal employee returning on a yearly basis was with a minimum of (3) three months hiatus from the position. The department budgeted to hire (18) eighteen seasonal workers within seven different divisions.

Since October 15, 2013, the new requirements (Fair Labor Standards) have been implemented regarding benefit eligibility but not without some consequences. The Parks Department is only allowed under the new guidelines to work “seasonal” employees for a specific period from “March – November” which is typically the months recreational activities start and finish, i.e. spring baseball through fall football. However, the large portion of work for the department in divisions that do not fall within the new criteria is the Tree Workers and Landscape Workers. The majority of work for these two divisions takes place in the fall through winter and early spring. Routine maintenance of existing plant material and projects take place during the summer or what the Reform Act calls “recreational” timeframe. Therefore, the department is proposing the following:

<i>Franklin Parks Department Landscape Worker</i>				
<b>Seasonal Worker Personnel Cost</b>		<b>2-Full-Time Employee(s) Personnel Cost</b>		<b>TOTAL SALARY</b>
Landscape Worker (Seasonal)	\$ 20,708.00	Landscape Worker (Full-Time)	\$ 27,640.00	Plus Benefits = \$ 43,574.00
Landscape Worker (Seasonal)	\$ 20,708.00	Grounds Worker (Full-Time)	\$ 27,640.00	Plus Benefits = \$ 43,574.00
Landscape Worker (Seasonal)	\$ 20,708.00	<b>TOTAL</b>	<b>\$ 55,280.00</b>	<b>\$87,148.00</b>
<b>TOTAL</b>	<b>\$62,124.00</b>	total salary w/out benefits		
<b>2014-15 Fiscal Year Total</b>		<b>Half Fiscal Year (12 pay periods left in FY 2014)</b>		<b>TOTAL SALARY</b>
(2) Full-Time Cost	\$ 87,148.00	(1) Full-Time Cost	\$ 13,820.00	Plus Benefits = \$ 21,787.00
(3) Seasonal Cost	\$ 62,124.00	(1) Full-Time Cost	\$ 13,820.00	Plus Benefits = \$ 21,787.00
<b>Difference</b>	<b>\$25,024.00</b>	<b>TOTAL</b>	<b>\$ 27,640.00</b>	<b>\$43,574.00</b>
		total salary w/out benefits		



**Financial Impact**

For the remainder of the current fiscal year, the total budget impact would be \$25,024.00. The Parks Department has existing funding within current budget to absorb the additional cost. The new fiscal year budget for 2014-15 will be a total amount of \$87,148. The current personnel chart has one (1) Grounds Worker full-time unfunded and two (2) full-time Landscape Workers. The Department is requesting to fund the Grounds Worker position and add one new full-time Landscape Worker position. These two changes would bring the total full-time position to 34 and 15 part-time.

The full-time Grounds Worker would work within the Landscaping Division in the off-season and return to the Grounds Division once the mowing season begins. Both divisions work under the direction of the Grounds & Landscaping Foreman.

**Recommendation**

Approval of the proposed staffing changes is recommended to enhance overall service and is supported by savings within these divisions.

City of Franklin 2014-2015 Fiscal Year Budget General Fund - Parks Personnel by Position							
Position	Pay Grade	FY 2014		Not Funded	UDATED FY 2014		Not Funded
		Full-Time	Part-Time		Full-Time	Part-Time	
Parks Director	L	1	0	0	1	0	0
Facilities Superintendent	H	1	0	0	1	0	0
Parks & Recreation Superintendent	G	1	0	0	1	0	0
Athletic Foreman	F	1	0	0	1	0	0
Grounds & Landscape Foreman	F	1	0	0	1	0	0
Facilities Foreman	F	1	0	0	1	0	0
Programming Coordinator	E	1	0	0	1	0	0
Arborist	E	1	0	0	1	0	0
Research & Planning Specialist	E	1	0	0	1	0	0
Athletics Crew Chief	E	1	0	0	1	0	0
Grounds Turf Crew Chief	E	1	0	0	1	0	0
Landscape Crew Chief	E	1	0	1FT	1	0	1FT
Maintenance Crew Chief	E	1	0	0	1	0	0
Program Specialist	D	1	1	1 PT	1	1	1 PT
Admin Assistant	D	1	0	0	1	0	0
Equipment Operator	D	0	0	0	0	0	0
Inventory Specialist	D	1	0	0	1	0	0
Maintenance Worker	C	3	0	0	3	0	0
Athletic Workers	B	5	2	1 FT	5	2	1 FT
Athletic Turf Worker	B	0	0	0	0	0	0
Tree Worker	B	0	1	0	0	1	0
Facilities Worker	B	3	4	0	3	4	0
Grounds Worker	B	4	6	1 FT	4	6	0
Landscaping Worker	B	2	3	0	3	0	0
Intern	---	0	1	0	0	1	0
<b>TOTALS</b>		<b>33</b>	<b>18</b>	<b>4</b>	<b>34</b>	<b>15</b>	<b>3</b>