



HISTORIC
FRANKLIN
TENNESSEE

ITEM #11
FINANCE
01-16-14

MEMORANDUM

January 9, 2014

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Vernon Gerth, ACA, Community Development
Catherine Powers, Director, Planning and Sustainability
Paul Holzen, Director, Engineering

SUBJECT: Reorganization of Planning and Sustainability and Engineering Departments

Purpose

The purpose of this agenda item is to consider a reorganization of the Planning and Sustainability and Engineering Departments to provide a more efficient work environment to serve the public, development community, and the City.

Background

Recently, the Department of Planning and Sustainability has experienced two vacancies in the Current and Long Range Planning Supervisor positions. As a result of these vacancies, it has been decided that that the Department should reorganize to provide four teams of co-leaders and allow for greater attention to Long Range planning.

This reorganization (See Exhibit A) will provide for Supervisors who are also co-leaders resulting in four teams of co-leaders plus a long range full-time Senior Planner and a part-time Long Range Principal Planner. The Long Range Planner will provide support to the supervisors and co-leaders to assure that Long Range Planning is a priority and that it does not become diminished because of the demands of current planning associated with development.

The reorganization contemplates eliminating the Current and Long Range divisions and dividing supervision/co-leader teams along geographic lines, with each team responsible for both current and long range planning in its respective area. This is important in assuring that co-leaders (both Engineers and Planners) are involved in all aspects of development, long range planning and infrastructure. Staff anticipates developing a long range work plan to be discussed at the February 20th Joint Conceptual Workshop.

To support the reorganization, one full-time Staff Engineer will need to be hired and a current part-time Planning Assistant position will become full-time. Additionally, one Principal Planner position will be reclassified to a Senior Planner position.



Finally, recent turnover in the Engineering Department has created the need and opportunity to reorganize the department and modify two job titles. The City currently owns and operates 100+ traffic signals and a traffic operation center. Considering this information, staff recommends replacing the TOC Supervisor I position with a Traffic Engineer II position to help with the management of the Traffic Operations Center. Signal Capital Projects, Transportation Planning and Signal Timing Plans throughout the City. The changes are listed on the below table:

Narrative of Personnel Changes	Pay Grade	Financial Impact
Change Job Title of Current and Long Range Supervisors to Planning Supervisors	I (no change in grade)	No Impact
Add ½ Planning Assistant	E	\$20,000
Reclassify Principal Planner to Senior Planner	From H to G	(\$10,000)
Add 1 Staff Engineer II	H	\$63,500
Traffic/Transportation Engineer Title Change to Traffic Engineer III	I (No change in pay grade)	No Impact
Reclassify TOC Supervisor I Position to Traffic Engineer II	From G to H	\$6,500

Financial Impact

Engineering Budget – Increase of \$63,500 plus benefits

TOC Budget – Increase of \$6,500

Planning Budget - \$20,000 plus benefits

It is anticipated that much or all of the additional amount in the TOC budget and Planning and Sustainability budget will be offset by vacancies.

Recommendation

To approve Resolution 2014-10.

RESOLUTION 2013-81

A RESOLUTION TO AMEND THE TABLE OF ORGANIZATION FOR THE PLANNING AND SUSTAINABILITY DEPARTMENT AND THE ENGINEERING DEPARTMENT

WHEREAS, the Board of Mayor and Aldermen of the City of Franklin, Tennessee, desires to modify the Planning and Sustainability Department and Engineering Department organizational charts; and

WHEREAS, the modification to the Planning and Sustainability Department and Engineering Department organizational charts will require additional expense for the approved FY2013-2014 budget.

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

- Section 1.** The following positions shall be revised as part of the FY2013-2014 Planning and Sustainability Departments organizational chart:
- Long Range Planning Supervisor and Current Planning Supervisor job title shall be revised to Planning Supervisor
 - One Principal Planner shall be revised to a Senior Planner
 - One half time Planning Assistant shall be revised to a full time Planning Assistant
- Section 2.** \$20,000 in additional funding shall be added to the Planning and Sustainability Departments FY2013-2014 budget to cover the full time Planning Assistant position as shown on Attachment A – Revised Planning and Sustainability Department Organizational Chart.
- Section 3.** The following positions shall be revised as part of the FY2013-2014 Engineering Departments organizational chart:
- ITS/Traffic Project Manager shall be revised to Traffic Engineer II
 - Traffic Engineer job title shall be revised to Traffic Engineer III
 - One full time Staff Engineer II position shall be added to the FY2013-2014 Engineering Department Budget
- Section 4.** \$60,000 in additional funding shall be added to the Engineering Department FY2013-2014 budget to cover the additional full time Staff Engineer II position as shown on Attachment B – Revised Engineering Department Organizational Chart.
- Section 5.** This Resolution shall be effective upon adoption.

IT IS SO RESOLVED AND DONE on this ____ day of _____ 2014.

ATTEST:

CITY OF FRANKLIN, TENNESSE

By: _____

**Eric S. Stuckey
City Administrator**

By: _____

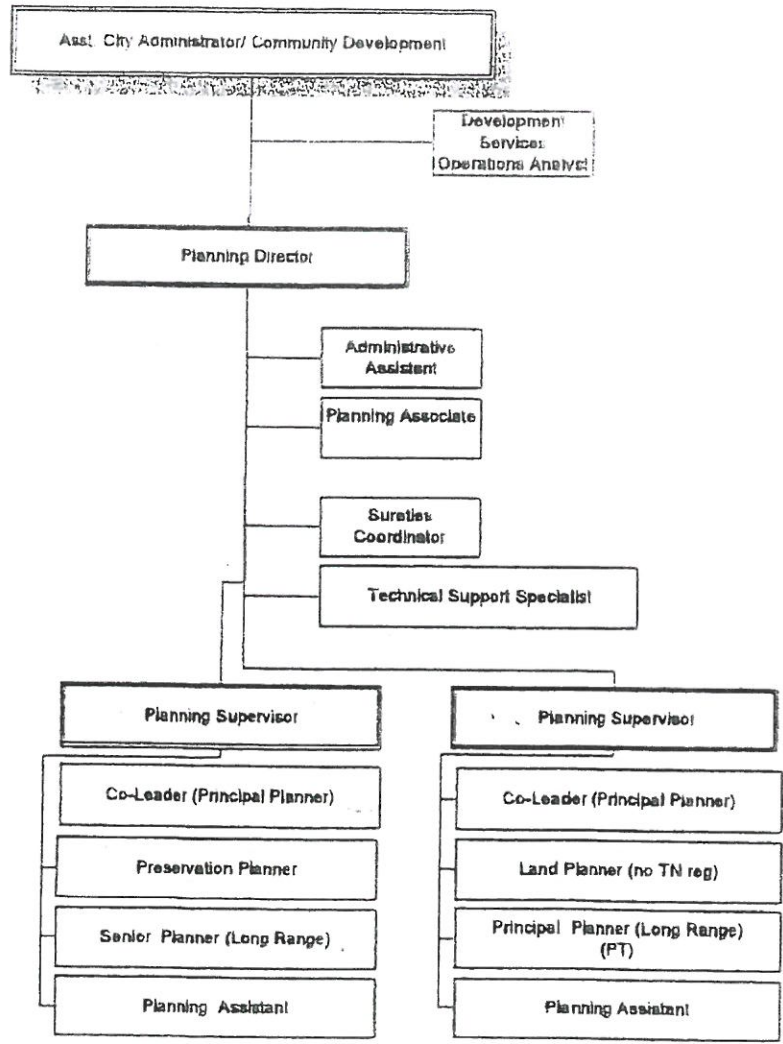
**Dr. Ken Moore
Mayor**

Approved as to Form

By: _____

**Shauna R. Billingsley
City Attorney**

ATTACHMENT A: PLANNING AND SUSTAINABILITY DEPARTMENT REORGANIZATION CHART



1 Staff Engineer

Change Principal Planner to Senior Planner

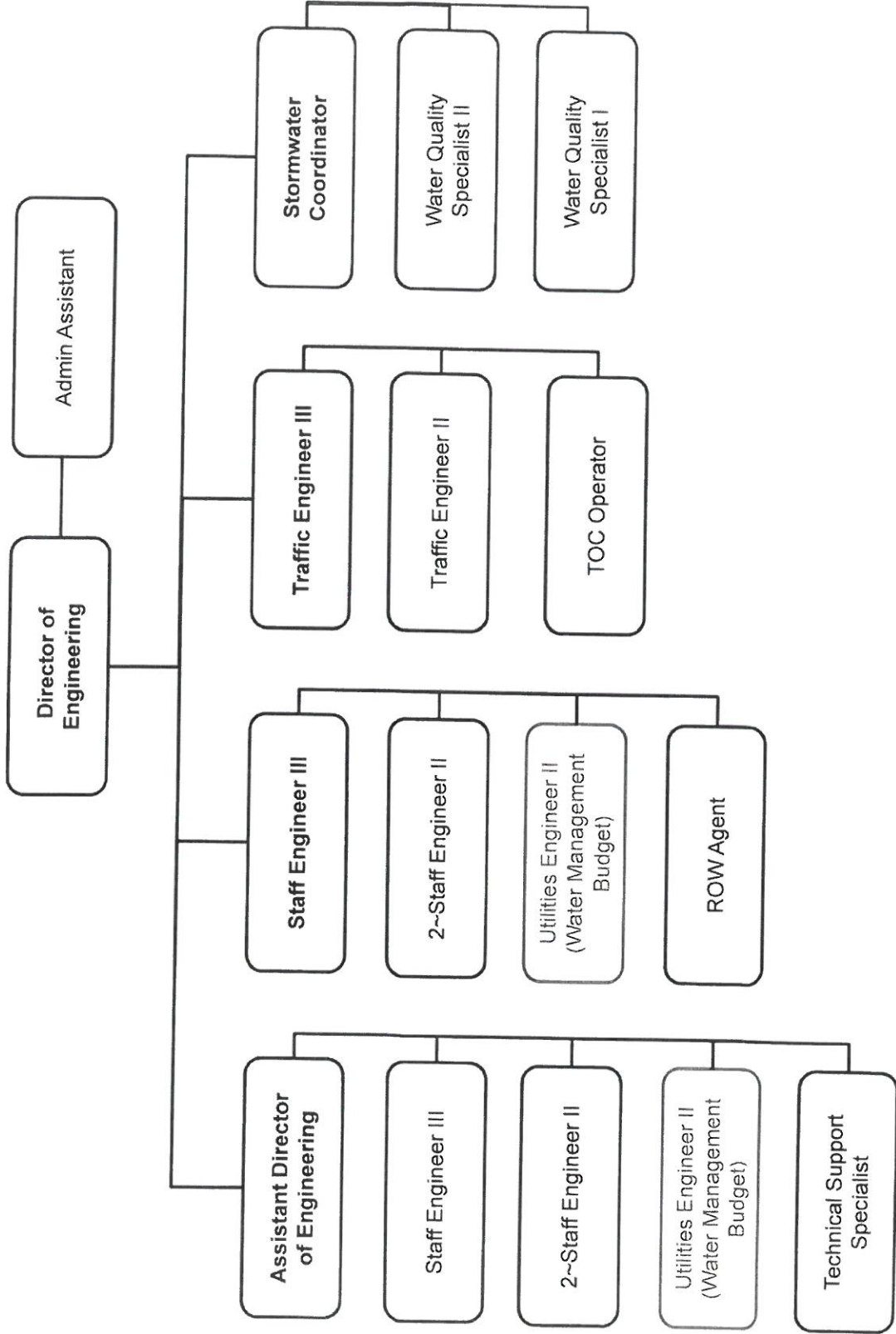
Change Part-Time Planning Assistant to Full Time Planning Assistant

City of Franklin
 2013-2014 Fiscal Year Budget
 General Fund - Planning & Sustainability
 Personnel by Position

Position	Pay Grade	FY 2013 - 2014		Not Funded	Pay Grade	FY 2014 - 2015 Revised		Not Funded
		Full-Time	Part-Time			Full-Time	Part-Time	
ACA Community Development	26	1	0	0	N	1	0	0
Planning Director	25	1	0	0	L	1	0	0
Long Range Planning Supervisor	22	1	0	0	I	1	0	0
Current Planning Supervisor	22	1	0	0	I	1	0	0
Principal Planner	21	2	0	0	H	3	1	0
Land Planner (TN reg)	21	1	0	1	G	1	0	1
Preservation Planner/Planner Sr	19	1	0	0	G	1	0	0
Development Services Operations Analyst	---	0	0	0	G	1	0	0
Operational Analyst	TBD	0	0	0	---	0	0	0
Sustainability and Grants Coordinator	17	1	0	0	G	0	0	0
Land Planner (No Trn. reg)	19	1	0	0	F	1	0	0
Sureties Coordinator	17	1	0	0	F	1	0	0
Technical Support Specialist	15	0	0	0	E	1	0	0
Planning Assistant	14	1	1	0	E	1	1	0
Planning Associate	14	1	0	0	D	1	0	0
Administrative Assistant	12	1	0	0	D	1	0	0
Permit Technician	12	1	0	0	D	0	0	0
Planner (Part-Time)	---	0	1	0	---	0	0	0
Intern	---	0	1	0	---	0	1	0
TOTAL		15	3	1		16	3	1

Narrative of Personnel Changes	New Position		Reclassification	
	Title	Pay Grade	From Job Title Current and Long Range Supervisors	To Job Title Planning Supervisors
Change Job Title of Current and Long Range Supervisors to Planning Supervisors				I
Add 1/2 Planning Assistant		E		
Reclassify Principal Planner to Senior Planner			Principal Planner	Senior Planner
				G

Attachment B - Revised Engineering Department Organizational Chart



City of Franklin
 2013-2014 Fiscal Year Budget
 Personnel by Position

Engineering Department

Position	Pay Grade	FY 2013-2014		FY 2013-2014 Revised		
		Full-Time	Part-Time	Full-Time	Part-Time	Not Funded
Director of Engineering	L	1	0	1	0	0
Assistant Director of Engineering	J	1	0	1	0	0
Staff Engineer III	I	2	0	2	0	0
Staff Engineer II	H	3	0	4	0	0
Staff Engineer I	G	0	0	0	0	0
Right of Way Agent	G	1	0	1	0	0
Technical Support Specialist	E	1	0	1	0	0
Administrative Asst.	D	1	0	1	0	0
TOTALS		10	0	11	0	0

Narrative of Personnel Changes	New Position		Reclassification		
	Title	Pay Grade (Actual if known or Anticipated)	From Job Title	To Job Title	Pay Grade (if reclassification creates new job title)
1 Staff Engineer II Position Added	Staff Engineer II	H			

Traffic Operations Center (TOC)

Position	Pay Grade	FY 2013-2014			FY 2013-2014 Revised		
		Full-Time	Part-Time	Not Funded	Full-Time	Part-Time	Not Funded
Traffic/Transportation Engineer	I	1	0	0	0	0	0
Traffic Engineer III	I	0	0	0	1	0	0
TOC Supervisor I	G	1	0	0	0	0	0
Traffic Engineer II	TBD	0	0	0	1	0	0
ITS Specialist	F	0	0	0	0	0	0
TOC Operator	E	1	0	0	1	0	0
TOTALS		3	0	0	3	0	0

Narrative of Personnel Changes	New Position		Reclassification	
	Title	Pay Grade (Actual if known or Anticipated)	From Job Title	To Job Title
Traffic/Transportation Engineer Title Change to Traffic Engineer III			Traffic / Transportation Engineer	Traffic Engineer III
TOC Supervisor I Position Removed				
Traffic Engineer II Position Added	Traffic Engineer II	TBD		