

## MEMORANDUM

---

June 12, 2010

**TO:** City of Franklin Board of Mayor and Alderman

**FROM:** Eric Stuckey, City Administrator  
Vernon Gerth, ACA-Community and Economic Development  
Shirley Harmon, Human Resources Director

**SUBJECT:** Resolution 2010-46 – Preservation Planner Responsibilities

---

### Purpose

The purpose of this memo is to request consideration of Resolution 2010-46 that extends the temporary assignment of the City's Preservation Planner responsibilities to existing employee Building Inspector, Steve Valley and Student Intern, Amanda Hall through December 31, 2010 or until such time as the regular position is filled.

### Background

Since 2008 the City has experienced declining tax revenues and subsequently has selectively delayed filling vacated positions. The majority of the Preservation Planner's essential responsibilities have been assigned to Building Inspector Steve Valley and Student Intern Amanda Hall. Both Mr. Valley and Ms. Hall have performed admirably while representing the City in their current, but temporary capacity. Several months ago, the City's Human Resources Department conducted a nationwide search for the Historic Preservation Planner. After interviewing potential candidates, it was determined to be in the best interest of the City to leave the staffing of the position as currently filled and to request an extension the shared Preservation Planner responsibilities through December 31, 2010 or until such time the regular position of Preservation Planner is filled. If Resolution 2010-46 is approved, it has been determined the City would commence another search shortly after October 1, 2010 or sooner if determined by the City Administrator.

### Financial Impact

No significant financial impact is expected. Currently, the Preservation Planner position is budgeted as a full-time position in the Planning and Sustainability Department; accordingly, the City has been able to provide full-time employee, Steve Valley of the Building and Neighborhood Services Department, with a 5% stipend during this interim period from those funds. The City also plans to convert the classification and designated pay (increasing her hourly rate) of the Student Intern position in the Planning and Sustainability Department to that of a temporary and part-time Planner Position.

### Recommendation

Approval of Resolution 2010-46 endorsing the current staffing and sharing of responsibilities of Franklin's Preservation Planner, temporarily through December 31, 2010 or until such time as the regular position is filled.

**RESOLUTION 2010-46**

**A RESOLUTION TO EXTEND THE SHARING OF THE PRESERVATION PLANNER RESPONSIBILITIES THROUGH DECEMBER 31, 2010 OR UNTIL SUCH TIME THE POSITION IS FILLED.**

**WHEREAS**, the City of Board of Mayor and Aldermen has adopted a Human Resource Manual that establishes uniform policies and procedures for employees service to the City; and

**WHEREAS**, due to the significant impact on the City's revenues caused by the downturn in the National, State, and Local economy, the City desires to selectively delay the filling of vacated positions until such time it is fiscally responsible to recruit and fill the positions permanently; and

**WHEREAS**, Building Inspector Steve Valley and Student Intern Amanda Hall have willfully shared in the responsibilities of Preservation Planner for several months and after a nationwide search it is desired to extend this sharing of responsibilities through December 31, 2010 at which time the recruitment and selection of a regular full-time Preservation Planner should be complete; and

**WHEREAS**, Student Intern Amanda Hall's internship expires on August 2, 2010, it is desired to convert the funding of the Planning and Sustainability Student Intern to that of a temporary part-time Planner.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Mayor and Aldermen of the City of Franklin, Tennessee, that Building Inspector Steve Valley and Student Intern Amanda Hall shall continue to share the responsibilities of Preservation Planner through December 31, 2010 or until such time the position is filled.

**BE IT FURTHER RESOLVED** by the Board of Mayor and Aldermen that Building Inspector Steve Valley will continue to receive a 5% stipend and Student Intern Amanda Hall shall be classified as a part-time planner effective July 1, 2010.

**IT IS SO RESOLVED AND DONE** on this 22<sup>nd</sup> day of June 2010.

**ATTEST:**

**CITY OF FRANKLIN, TENNESSE**

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

By: \_\_\_\_\_  
**JOHN C. SCHROER**  
Mayor