


## MEMORANDUM

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December 3, 2010

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

**FROM:** Eric Stuckey, City Administrator   
Candace Connell, Assist Director, HR Department

**SUBJECT:** Resolution 2010-86 – Extension of Temporary Assignments

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### **Purpose**

The purpose of this memorandum is to request consideration of Resolution 2010-86 that extends the temporary assignments of Housing Development Coordinator Clay Matthews, Planning Associate Kathleen Sauseda, and Permit Tech Pat Springer through the remainder of this fiscal year which ends June 30, 2010.

### **Background**

Since 2008 the City has experienced declining tax revenues and subsequently has selectively delayed filling vacated positions. Approximately six (6) months ago the City commenced work on implementing a comprehensive utility billing and accounting solution that requires extensive planning, oversight, and involvement from multiple employees. Assistant City Recorder Steve Sims was asked to effectively implement this utility billing solution. Housing Development Coordinator Clay Matthews and Planning Associate Kathleen Sauseda have willingly accepted temporary assignments and responsibilities that allow the City to provide continuity of existing services and implement the enhanced utility billing solution. In addition, Permit Tech Pat Springer accepted and served in the role of sign design standard administrator. If the Board of Mayor and Alderman approve Resolution 2010-86, the temporary assignments are expected to cease no later than June 30, 2011 that coincides with end of this fiscal year.

### **Financial Impact**

No significant financial impact is expected. Currently, Housing Development Coordinator Clay Matthews, Planning Associate Kathleen Sauseda, and Permit Tech Pat Springer receive compensation to reflect their temporary assignments and related responsibilities and, will continue to do so through the duration of their assignment.

### **Recommendation**

Staff recommends approval of Resolution 2010-86 and the continuation of the temporary assignments through June 30, 2011 or sooner as determined by the City Administrator.

**RESOLUTION 2010-86**

**A RESOLUTION TO EXTEND THE TEMPORARY ASSIGNMENTS FOR HOUSING DEVELOPMENT COORDINATOR CLAY MATTHEWS, PLANNING ASSOCIATE KATHLEEN SAUSEDA, AND PERMIT TECH PAT SPRINGER THROUGH JUNE 30, 2011.**

**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**, approximately six (6) months ago, Assistant City Recorder Steve Sims was assigned to implement a new utility billing software, Housing Development Coordinator Clay Matthews and Planning Associate Kathleen Sauseda, and Permit Tech Pat Springer have willingly accepted responsibilities that are essential for the City to continue services that protect the health, safety, and welfare of our residents and maintain Franklin's desirable quality of life; and

**WHEREAS**, the City desires to extend the temporary assignments of Housing Development Coordinator Clay Matthews, Planning Associate Kathleen Sauseda, and Permit Tech Pat Springer through the remainder of the fiscal year which ends June 30, 2011 or until such time it is fiscally responsible to commence recruiting for vacant positions prior to June 30, 2011.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Mayor and Aldermen of the City of Franklin, Tennessee, that Housing Development Coordinator Clay Matthews, Administrative Secretary Kathleen Sauseda, and Permit Tech Pat Springer shall continue serving in their respective temporary capacity and responsibilities through the remainder of the fiscal year which ends June 30, 2011 or sooner, if so determined by the City Administrator.

**IT IS SO RESOLVED AND DONE** on this 14<sup>th</sup> day of December 2010.

**ATTEST:**

**CITY OF FRANKLIN, TENNESSE**

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

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