



HISTORIC  
FRANKLIN  
TENNESSEE

Item #5 (b)  
Finance  
12/16/10

## MEMORANDUM

December 13, 2010

**TO:** Budget & Finance Committee  
**FROM:** Eric S. Stuckey, City Administrator  
Russell Truell, Assistant City Administrator / CFO  
Mark Hilty, Water Management Director  
**SUBJECT:** Proposed Organizational Changes for the Water Management Department

### Purpose

The purposes of the proposed organizational changes are to provide for appropriate staffing levels for the cross connection control program and for adequate supervisory personnel for the Water Distribution and Wastewater Collection Divisions. The existing and proposed organization charts are attached.

### Background

**Cross Connection Control Program:** The cross connection control program within the Water Distribution Division is managed by City staff and is currently budgeted for one Backflow Inspector Senior (vacant, pay grade 17) and two Backflow Inspectors (filled, pay grade 16). The program requires extensive organization and filing of inspection, testing, and other documentation. At this time, field staffing is at appropriate levels with the ability to utilize additional trained staff if necessary. The Water Management Department proposes that the Backflow Inspector Senior position be changed to an Administrative Assistant (pay grade 12) position to provide for office skills necessary to maintain program records.

**Supervisory personnel for the Water Distribution and Wastewater Collection Divisions:** The Wastewater Collection Superintendent, William Sullivan, has recently retired. In reviewing existing and long term supervisory needs of the Service Divisions (Water Distribution and Wastewater Collection) it is necessary to provide for increased supervisory capacity to better manage work load and to bring the span of control and responsibility to reasonable levels. The proposed changes to the supervisory positions of the Wastewater Collection and Water Distribution are as follows:

- Reclassification of the Water Distribution Superintendent to Service Division Superintendent (maintain pay grade of 20)
- Remove Wastewater Collection Superintendent position (pay grade 20)
- Create 2 new positions: Water Distribution Assistant Superintendent and Wastewater Collection Assistant Superintendent (estimated pay grades of 19, consistent with other assistant superintendent positions within the department).

The Water Management Department requests that the hiring process for the Wastewater Collection Assistant Superintendent position start immediately and to fill the Water Distribution Assistant Superintendent position in FY 2012 or FY 2013.

### Financial Impact

The following tables present the financial impact for the two categories of proposed organization changes.



<b>Cross Connection Control Program</b>					
<b>JOB TITLE</b>	<b>GRADE</b>	<b>MIN</b>	<b>MID</b>	<b>MAX</b>	<b>Action</b>
Backflow Inspector Senior	17	\$ 41,252	\$ 51,565	\$ 61,878	Remove
Administrative Assistant	12	\$ 32,823	\$ 40,282	\$ 47,742	Add
<b>TOTALS</b>		<b>\$ (8,429)</b>	<b>\$ (11,283)</b>	<b>\$ (14,136)</b>	

<b>Supervisory personnel for the Water Distribution and Wastewater Collection Divisions</b>					
<b>JOB TITLE</b>	<b>GRADE</b>	<b>MIN</b>	<b>MID</b>	<b>MAX</b>	<b>Action</b>
Water Distribution Superintendent	20	\$ 47,324	\$ 59,800	\$ 72,276	Remove
Wastewater Collection Superintendent	20	\$ 47,324	\$ 59,800	\$ 72,276	Remove
Service Division Superintendent	20	\$ 47,324	\$ 59,800	\$ 72,276	Add
Water Distribution Assistant Superintendent	19	\$ 45,205	\$ 56,918	\$ 68,631	Add
Wastewater Collection Assistant Superintendent	19	\$ 45,205	\$ 56,918	\$ 68,631	Add
<b>TOTALS</b>		<b>\$ 43,087</b>	<b>\$ 54,036</b>	<b>\$ 64,985</b>	

### Options

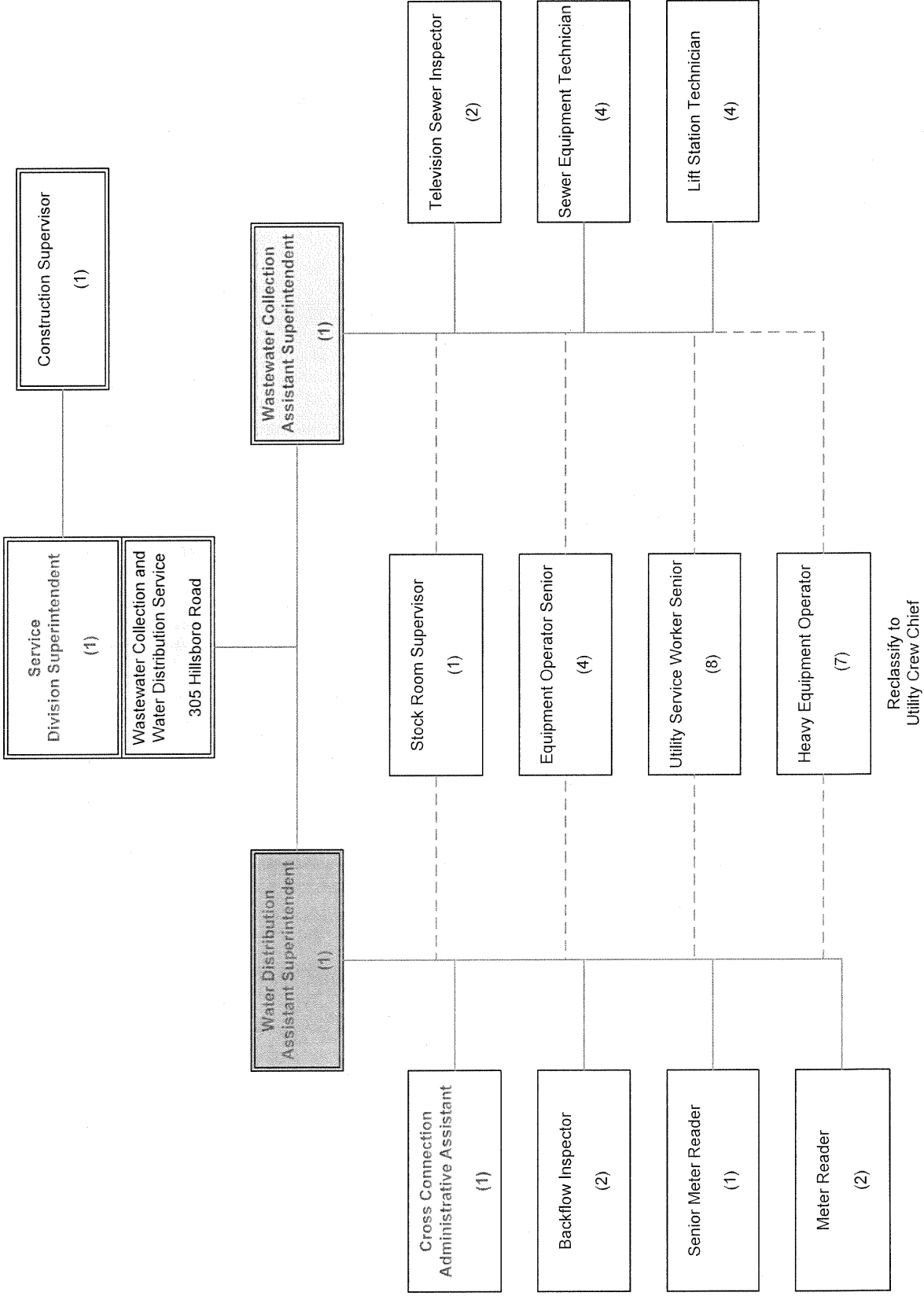
Options include the following:

1. Maintain existing organization,
2. Implement all or a portion of the proposed changes,
3. Evaluate other alternatives to serve the needs of the Cross Connection Control program and the supervisory needs of the Water Distribution and Wastewater Collection Divisions.

### Recommendation

Staff recommends that the City implement the proposed changes to provide for necessary staffing of the Cross Connection Control program and supervisory capacity of the Water Distribution and Wastewater Collection Divisions.

Water Management Department  
 Water Management Service Division  
 Proposed Organization Amendment



Water Management Department  
 Water Management Service Divisions  
 Existing Organization

