RESOLUTION 24-276

A RESOLUTION TO ADOPT THE CONTINUITY OF OPERATIONS PLAN (COOP) HOSTED IN THE BOLD PLANNING SOFTWARE, MANAGED BY WILLIAMSON COUNTY EMERGENCY MANAGEMENT

WHEREAS, the City of Spring Hill recognizes the importance of maintaining essential functions and services during emergencies, disruptions, and disaster events; and

WHEREAS, a Continuity of Operations Plan (COOP) is necessary to ensure that critical municipal functions can continue with minimal disruption during such times; and

WHEREAS, the City of Spring Hill, in partnership with Williamson County Emergency Management, has been provided access to the Bold Planning software for the development, maintenance, and execution of the City's COOP; and

WHEREAS, Williamson County Emergency Management will manage and provide oversight for the COOP housed within Bold Planning, ensuring that the City's COOP aligns with both local and regional standards of preparedness and response; and

WHEREAS, the City of Spring Hill acknowledges that an adopted COOP will enhance the resilience of municipal operations and promote coordinated responses across departments and agencies;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE:

Section 1: The City of Spring Hill formally adopts the Continuity of Operations Plan as hosted in the Bold Planning software.

Section 2: All City departments and personnel shall comply with the protocols and procedures outlined in the COOP to ensure continuity of essential operations in case of emergencies.

Section 3: The City of Spring Hill will coordinate with Williamson County Emergency Management to review, update, and exercise the COOP as necessary to maintain its effectiveness and relevance.

Section 4: The Mayor, or their designee, is authorized to take any actions necessary to implement and uphold the City's Continuity of Operations Plan in collaboration with Williamson County Emergency Management.

Passed and adopted this 18th day of November, 2024.
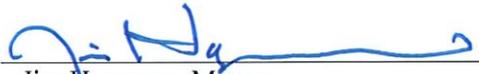
Jim Hagaman, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney

TO: Board of Mayor and Alderman

FROM: Greg Boyd, EMA Director

DATE: November 13, 2024

RE: Resolution 24-276

Purpose

The purpose of the City of Spring Hill's Continuity of Operations Plan (COOP) is to ensure essential city operations in the event of disruptions. The COOP provides guidance for maintaining services during emergencies, such as natural disasters, cyber-attacks, pandemics, or any situation that might impair our ability to serve the public.

Plan Overview

The COOP is designed with no additional budget impact. The plan includes clearly defined procedures for essential functions, personnel roles, and relocation or remote work protocols if necessary.

Key Components

1. Identification of Essential Functions

Each department has identified critical services that must remain operational during a disruption. This prioritization allows us to allocate resources to support the most important services.

2. Delegation of Authority and Succession Planning

The COOP establishes authority delegation and succession plans. Should key decision-makers be unavailable, these pre-identified leaders are prepared to assume responsibilities to maintain continuity.

3. Alternate Operating Locations and Remote Work

If City facilities become unusable, designated alternative locations or remote work strategies will be implemented. Each department has protocols in place to allow for flexible work

arrangements, minimizing service interruptions while keeping employees safe.

4. Data and Communications Backup
All essential data is regularly backed up, and communications systems are reinforced to ensure that information can flow securely and consistently. These practices are essential to prevent data loss and ensure accurate public information in crisis situations.

5. Testing and Training
To ensure preparedness, the COOP includes regular training and testing exercises. These exercises keep staff ready to implement COOP protocols effectively and allow us to make any necessary adjustments to the plan based on evolving risks.

Implementation
Effective immediately, all department heads are asked to review the COOP, familiarize their teams with it, and ensure all employees understand their roles during an emergency. Department heads also have the opportunity to request modifications which would be approved again by the BOMA for substantiative changes following review by appropriate city staff.

CONTINUITY OF GOVERNMENT (COG)

CITY OF SPRING HILL

01/25/2024
FINAL

FOR OFFICIAL USE ONLY

Table of Contents

Highlight the words 'INSERT TABLE HERE' under this paragraph. Then in the "References" menu of Word, select "Insert Table of Contents" from the Table of Contents icon. Make any formatting changes in that screen, or click OK for the default format. Then select "Update Table" to update page numbers. Lastly, highlight and delete these instructions.

INSERT TABLE HERE

DISTRIBUTION

This document shall be distributed to the City of Spring Hill Fire Department and all leadership positions of organizations within City of Spring Hill as changes or updates to this plan occur.

FOR OFFICIAL USE ONLY

WARNING: This document is FOR OFFICIAL USE ONLY. It contains information that is sensitive, but unclassified, and may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with local government policies relating to For Official Use Only information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of an authorized government official.

This document is to be used to implement the Continuity of Government Plan and directs the notifications and actions of personnel in response to an emergency or continuity event affecting City of Spring Hill. Unauthorized use of this information may constitute an invasion of privacy.

Plan Approval and Authorization

The undersigned acknowledge they have reviewed City of Spring Hill and approve the contents and scope of the COG.

_____   _____
Chris Clausi - interim   Date
City Administrator, City of Spring Hill

PROMULGATION STATEMENT

Transmitted herewith is the Continuity of Operations / Continuity of Government (COOP/COG) Plan for City of Spring Hill. It provides a framework in which City of Spring Hill, along with its officials, departments, agencies, and other entities, can plan and perform their respective essential functions during a disruption, disaster or national emergency.

This Continuity of Operations/Continuity of Government Plan was prepared in accordance with direction from Presidential Decision Directive 67, Federal Continuity Directive 1, Federal Continuity Directive 2, and Continuity Guidance Circular 1. It is in accordance with other existing Federal, State, and local statutes and understanding of the various departments involved. This Plan supersedes any previous COOP/COG Plans and has been concurred by the Fire Chief of City of Spring Hill. It will be reviewed and re-certified annually. Recipients are requested to advise the City of Spring Hill Executive Team of any changes which might result in its improvement or increase in its usefulness.

APPROVED: _____   **DATE: _____**

Graig Temple / Fire Chief

EXECUTIVE SUMMARY

City of Spring Hill recognizes that there are natural, man-made and terrorist threats that can impact the ability to perform essential functions that serve government organizations, citizens and private business. While the majority of these incidents cannot be prevented, many can be mitigated to reduce the impact through preventive measures to protect government assets or to rapidly recover from incidents in an organized and coordinated manner.

The key purpose of Continuity of Operations/Continuity of Government (COOP/COG) planning is to reduce the consequences of a disaster to acceptable levels and to ensure that City of Spring Hill has sufficient resources and planning alternatives to continue its essential operations. Although when and how a disaster will occur is not known, the fact that future disasters will happen is certain. How well (or poorly) the COOP/COG plan is designed and implemented will determine the response, recovery, resumption, and restoration capabilities of City of Spring Hill.

The City of Spring Hill Continuity of Government plan, also referred to as "COG" is a strategic planning effort that helps ensure that City of Spring Hill has sufficient resources and planning alternatives to continue its essential operations should facilities and personnel be affected by any adverse event such as fire, severe storm, power disturbance/interruption or an emergency or disaster due to terrorism, natural or technological hazard.

The Continuity of Government plan serves as the coordination point for the recovery of essential functions for City of Spring Hill. While each individual organization within City of Spring Hill develops an individual Continuity of Operations Plan (COOP) to address the functions at the organizational level, many resources required by these organizations will be organized, prioritized and coordinated by the Executive Team level of City of Spring Hill. This plan serves to coordinate the decision making process and those key resources for City of Spring Hill.

Note: The generic term "organization" is used to refer to all entities of County and City government. When a specific department, organization, office, board, or commission is tasked within the Continuity of Government plan, its official title will be used.

COOP vs. COG

Continuity of Operations Planning (COOP)

Continuity of Operations planning is a planning strategy created within individual organizations to ensure their ability to continue the performance of their essential functions during a wide range of potential disruptions. Essentially, it is the capability of maintaining the core operations and essential functions of their organization under all eventualities. This is accomplished through the development of plans, procedures, and provisions for leadership succession, essential functions, alternative facilities, personnel, resources, interoperable communications, and essential records/databases. Within City of Spring Hill, there are 12 distinct Continuity of Operations plans that have been developed as an overall framework for the establishment of Continuity of Government. Each of these 12 plans is unique in nature specific to the organizations structure and operations, and has been tailored to address the following key elements of their continuity planning requirements:

- Essential Functions (Ranked by Priority)

- Essential Records / Vital Resources

- Orders of Succession

- Delegations of Authority

- Alternate Facilities

- COOP Teams and Responsibilities

- Communications

- Alert Notification

- Testing, Training, and Exercises

Continuity of Government Planning (COG)

This Continuity of Government Plan for City of Spring Hill is the summation of the most critical and major elements of each of the 12 Continuity of Operations Plans highlighted above. As such, this Continuity of Government plan supports a higher level of planning which serves as the framework for the preservation, maintenance, or reconstitution of the institution of the overall City of Spring Hill government. Through the coordination of these 12 individual continuity planning strategies and elements within City of Spring Hill, the Executive Team has better visibility to develop a unified and cohesive Continuity of Government Plan that results in the ability to carry out essential functions and operational responsibilities of City of Spring Hill.
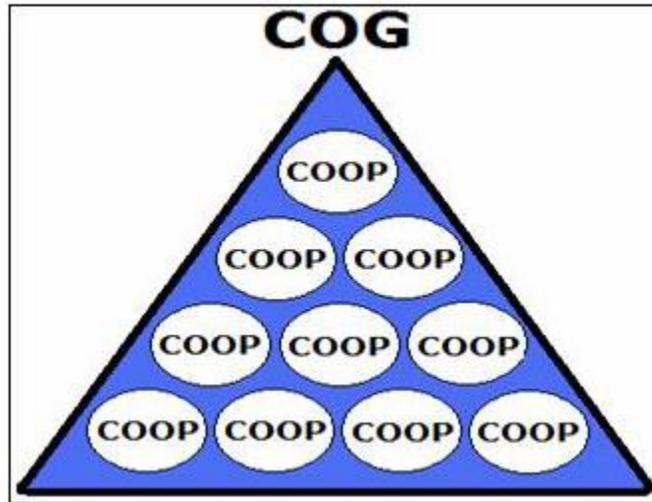
Illustration of Individual COOP's Combining to Make Overall COG

Provided below is a list of organizations within City of Spring Hill that have developed Continuity of Operations plans as part of this ongoing Continuity of Government initiative. Participating organizations are listed alphabetically by name:

- City of Spring Hill Building Codes and Inspection

- City of Spring Hill City Administration

- City of Spring Hill Communications

- City of Spring Hill Finance

- City of Spring Hill Fire Department

- City of Spring Hill GIS/IT

- City of Spring Hill Human Resources

- City of Spring Hill Library

- City of Spring Hill Planning & Zoning

- City of Spring Hill Police Department

- City of Spring Hill Public Works

- City of Spring Hill Utilities

PLANNING ASSUMPTIONS

The Continuity of Government plan assumes that all City of Spring Hill organizations have Continuity plans in place for their organizations and locations necessary to maintain or recover essential functions. Organizations are expected to understand their space allocation needs and

communicate that to the proper continuity team when they don't have the ability to organize their own alternate site plan.

This plan assumes that City of Spring Hill in coordination with the City of Spring Hill Fire Department will form specific Continuity Teams designed to address the situation and meet the needs and requirements of City of Spring Hill during continuity events. At a minimum, these Continuity Teams will consist of leadership, management, and key decision makers within City of Spring Hill who are thereby responsible for implementing the Continuity of Government plan and its actions as required.

The assumptions listed below serve as a scope of an incident that could occur and what other situations may exist that will need to be considered in the recovery of essential functions:

- An incident or operational disruption has occurred within City of Spring Hill which impacts the ability to perform or deliver of one or more organization's essential functions.

- Whatever the incident, the consequences can be summarized to manageable situations that City of Spring Hill, its organizations, and their private partners can manage.

- One or more City of Spring Hill organizations are becoming overwhelmed in their ability to recover from the incident independently.

- Services provided by private enterprise, local government(s) and/or the federal government may be impacted.

- Power, fuel, water, food, medical, power and telecommunications sources and supply chains may be impacted.

CONTINUITY TEAMS

The activation and implementation of the Continuity of Government plan is performed in conjunction with the details of the City of Spring Hill Emergency Operations Plan (EOP). Policy Support and executive leadership is a vital part of any response and the EOP guidelines for Policy Support sets forth the roles and responsibilities as part of the overall Incident Command System (ICS). For the City of Spring Hill, the Continuity Teams and its members act as the primary decision-makers for Policy Support during the activation of the COG and for addressing the requirements regarding all COG issues.

In order for City of Spring Hill to successfully manage and execute the actions contained within this Continuity of Government Plan, it is necessary to develop specific Continuity Teams which will have the responsibility in their various areas to oversee the design, strategy, and ongoing development and coordination of the Continuity of Government Plan as a whole. In addition, Continuity Team members will serve a significant role in the response and decision making process of the Continuity of Government plan when disruptions occur. The following are Continuity Teams developed specifically for City of Spring Hill:

Planning Team

Planning team

Planning Team Members - City of Spring Hill

Team Member	Team Responsibility/Role
Greg Boyd - Director City of Spring Hill Spring Hill Emergency Management Home: 615-947-3610 Cell: 615-924-4641 Work Email: gboyd@springhilltn.org	
Tony Tolstedt - Assistant City Administrator City of Spring Hill Spring Hill Administration Spring Hill Executive Support Cell: 3073598452 Work Email: ttolstedt@springhilltn.org	

OBJECTIVES

The City of Spring Hill COG is designed to address and accomplish the following objectives:

- Ensure uninterrupted command, control, and leadership of City of Spring Hill.

- Protect critical facilities, systems, equipment and records.

- Become operational within three (3) business days (or sooner) and maintaining capability for up to 30 days (or until primary facility is restored to full operation).

- Resume technology operations and support for time-sensitive business operations in the event existing technology processing has been rendered inoperable.

- Reduce the operational effects of a disaster on time-sensitive business operations through a set of pre-defined and flexible procedures to be used in directing recovery operations.

- Resume production processing of the most time-sensitive computer systems, network services and applications within three (3) business days (or sooner) following the disruptive event.

- Provide a proper work environment for displaced staff while their facilities and their contents are being restored.

- Resume and maintain adequate service levels to residents and businesses of City of Spring Hill.

SCOPE

This plan includes a comprehensive list identifying the time-sensitive and less time-sensitive essential functions, automated technology, and support areas for City of Spring Hill. This plan will be activated in the event any primary facility or a portion of a primary facility is involved in an emergency involving a disruption of operations for three (3) days or more or is declared unusable for normal operations.

This plan addresses resumption and recovery in any emergency or disaster situation. It does not address building emergency and evacuation procedures or on-site resumption and recovery procedures which are addressed in each organizations individual Continuity of Operations plan. Actions related to the physical restoration process, in terms of primary site restoration, recovery de-activation, migration and reestablishment of normal operations, termination/shutdown of recovery operations at alternate sites, integration of supporting activities with other departments to ensure essential functions can be performed, and post-recovery operations are also addressed in each organization's COOP.

This plan is based on the formal approval of the Fire Chief of those critical business functions and associated support functions identified as time-sensitive. A list of essential functions and services provided by each organization of City of Spring Hill has been arranged in order of priority is documented in their respective COOP's and identifies the essential functions operations, essential records and resources, and periods of time for which and after which disruptions could result in significant losses to City of Spring Hill.

Each summary contained within the City of Spring Hill COG shall include:

- The line of succession for their organization, with a minimum of three alternates.

- A minimum of two (2) points-of-contact for their organization, including the leadership of the organizations and a designated Continuity Coordinator.

- A list of all essential functions of the organization, arranged in order of priority of those critical functions essential to the mission of the organization's operations.

- A list of Essential Records and Vital resources used by each organization within City of Spring Hill, including documentation of the protection, duplication and movement of these items.

- A specified Alternate Facility location identified for each Primary Facility where an organization operates.

Additionally, this document serves as a starting point for the recovery of City of Spring Hill government operations. Included in this document is a list of all participating City of Spring Hill organizations, Department Heads, Continuity Planning Chiefs and their contact information. These people are responsible for developing, maintaining and implementing their own organizational level continuity plans with the assistance of the City of Spring Hill Fire Department.

While all plans can be overwhelmed by the events presented, this plan attempts to address the consequences of an unknown incident by taking into account the needs of the citizens, businesses, and City of Spring Hill organizations, and how those needs could be met in an impacted environment. The goal is to perform as much pre-work in the form of coordination, prioritization, alternate work methods, or any other means necessary so that during an incident, focus can be on resolving issues instead of making decisions that could have been resolved in advance.

PHASE I: ACTIVATION OF CONTINUITY OF GOVERNMENT PLAN

This plan serves as a coordination document of the resources available to City of Spring Hill in a time of disruption or crisis.

Analysis of the situation is important with as many verifiable facts as possible. Status of facilities

and/or the functions impacted is the outcome of the analysis along with any time frames for recovery that the incident will allow.

Once a decision has been made to activate the City of Spring Hill Continuity of Government plan, the Fire Chief will execute the plan and coordinate with the appropriate Continuity Teams. Each City of Spring Hill organization will then be contacted to activate their COOP at the direction of the Fire Chief.

In the event of limited resources, allocation of resources will be made by the Fire Chief or their designee. Each organization in City of Spring Hill has designated a specific individual to serve as their organization's Continuity Coordinator to communicate directly with their internal leadership and provide information and requirements to the Fire Chief on continuity of operations planning.

The support of organizations that perform the most essential functions will be prioritized and become the focal point at that time. Relocation of staff, resources and functions are coordination activities that will need to be considered as well as the availability of any private sector supplies or services such power, water, telecommunications, and fuel. All participating organizations of City of Spring Hill have identified essential functions as part of their continuity planning efforts. With these lists which identify each organization's essential functions, the City of Spring Hill has the ability to broadly view the overall framework of functions and prioritize them based on specific criteria; including life/safety, financial, public perception, and recovery time requirements. While this is an objective measure of the priority, subjective decisions can be made based on this priority as to a potentially different order of restoration should occur. It is also not expected that in any one incident that all functions are impacted to the point of requiring restoration. This prioritized list would then be used to identify the functions impacted, what the recovery time would be, and what alternative arrangements are going to be put in place so that a clear and concise communication can be made to the media and public as to the functions impacted.

PHASE II: ALTERNATE FACILITY AND CONTINUITY OF OPERATIONS

This section speaks to how City of Spring Hill will conduct its functions during a Continuity Plan activation scenario.

Each City of Spring Hill organization shall activate its COOP and understand its place in the priority of City of Spring Hill functions.

Activation of the plan shall consider life/safety aspects first and that response to the incident may take a higher priority than the restoration of services, particularly when organization staff members have homes and families impacted by the incident.

Any resource, facility or staff shortages shall be reported to the Fire Chief or their designee.

PHASE III: RECONSTITUTION / RETURN TO NORMAL OPERATIONS

During Prevention, the primary responsibilities of City of Spring Hill organizations include:

- Plan to protect employees.

- Plan for the protection and duplication of Essential Records and Vital Resources.

- Plan for the efficient resumption of mission essential functions.

- Plan for and identify potential alternate operating sites.

- Plan to support and communicate with the Fire Chief and designated Continuity Teams.

- Plan to streamline the reporting of resumption and recovery progress to the Fire Chief.

- Provide and maintain a current Continuity of Operations Plan.

- Review and re-approve Continuity of Operations Plan annually.

During Response, the primary responsibilities of City of Spring Hill organizations include:

- Establish an immediate and controlled presence for response.

- Conduct a preliminary assessment of incident impact, known injuries, extent of damage, and disruption to the organizations operations and essential functions.

- Determine if and/or when access to the affected facilities will be allowed.

- Provide the Fire Chief with the facts necessary to make informed decisions regarding subsequent resumption and recovery activity.

During Resumption, the primary responsibilities of City of Spring Hill organizations include:

- Monitor and report progress of the resumption operations.

- Notify and appraise the Fire Chief of the situation.

- Mobilize and activate the personnel necessary to facilitate the resumption process.

- Notify employees, vendors and other internal and external individuals and organizations.

During Recovery, the primary responsibilities of City of Spring Hill organizations include:

- Prepare for and/or implement procedures to facilitate and support the recovery of less time sensitive operations.

- Mobilize additional personnel and support organizations as required.

- Maintain an information flow regarding the status of recovery operations among employees, vendors and other internal and external individuals and organizations.

During Restoration, the primary responsibilities of City of Spring Hill organizations include:

- Manage salvage, repair and/or refurbishment efforts at the affected facility.

- Prepare procedures necessary to the relocation or migration of essential functions to the new or repaired facility.

- Implement procedures necessary to mobilize operations, support and technology agency relocation.

- Manage the relocation effort as well as perform employee, vendor, and customer notification before, during and after relocation or migration.

KEY PERSONNEL

Key personnel are those required to implement the Continuity Plan. These involve the leadership and management personnel of the organization and any other personnel as identified in the organizations plan. There are logistical staff that assist in setting up and supporting the operational staff and functions that the organization performs. There are operations personnel who perform the Mission Essential Functions of the organization. There are reconstitution personnel that are preparing the impacted site or a whole new site if the damage is severe, for operations again. Note that personnel should NOT be assigned double duty on multiple teams during a Continuity Plan implementation. Stress levels will be high, burnout will be an issue to be dealt with and availability of staff will be impacted post incident.

ESSENTIAL RECORDS AND RESOURCES

Essential Records, Vital Resources, databases, systems and other elements critical to operations are the responsibility of each individual organization to manage, mitigate and proactively protect from potential incidents. Mitigation efforts include converting paper records to electronic forms, ensuring storage areas are not susceptible to water damage, and ensuring that a records retention policy is in place to avoid storing large amounts of records that are out-dated and beyond their useful life.

Organizations should recognize in their assessment of what records and resources are truly vital to their operations. Given the considerable expense in recovering damaged records, organizations need to properly assess what is truly vital. Efforts to mitigate destructive effects on records will be repaid many times over if an incident occurs.

If there is an incident that damages hardcopy records, there will be a need to assist organizations with document or artifact restoration services.

The following is a list of Essential Records and Resources which have been identified as critical to the operations of City of Spring Hill. The Essential Records and Resources are listed in order of priority.

Essential Record: Tyler

Type: Web Based

Description:

Tyler is used for Payroll and Budget

Plans for Protection, Duplication, and Movement of Records:

Protected and maintained by Spring Hill IT Department

Location and Accessibility of Essential Records:

Primary Location: Spring Hill City Hall
199 Town Center Parkway
Spring Hill, TN 37174
USA

Format: Electronic - Remote Data Storage
Backup Location: To be Provided

Remote Accessible: Yes

Accuracy and Currency of Records

Review/Update Date: 01/26/2022

Essential Record: ArcGIS

Type: Web Based

Description:

ArcGis is a wenbased mapping program that all leadership in the city can use. Water lines, sewer lines, etc. can be located using the program.

Plans for Protection, Duplication, and Movement of Records:

Webmased and monitored by our City IT department

Location and Accessibility of Essential Records:

Primary Location: Other - Specify Location in Comments
Format: Electronic - Other
Backup Location: To be Provided

Remote Accessible: No

Essential Record: Central Square

Type: Web Based

Description:

Web based software for the fire department and police department to use in the apparatus that it attached to the CAD system for dispatch.

Plans for Protection, Duplication, and Movement of Records:

County IT department

Location and Accessibility of Essential Records:

Primary Location: Other - Specify Location in Comments
Format: Electronic - Other
Backup Location: To be Provided

Remote Accessible: Yes

Accuracy and Currency of Records

Review/Update Date: 01/26/2022

Essential Record: VT SCADA

Type: Software

Description:

Utility management software

Remote Accessible: No

TEST, TRAINING, AND EXERCISING / PLAN MAINTENANCE

It is necessary for all levels of personnel, including those appointed or elected, to maintain their understanding of the goals and objectives of continuity planning; including how the plan affects their area, its overall design, and the strategy it employs. Awareness of Continuity Planning best practices and the basic discussion areas it addresses is crucial and how it differs from emergency response type plans.

All personnel within City of Spring Hill should be tested and trained on their organizations plans so they are aware of their organizations COOP and its contents. The process of testing, training, and exercising the plans should include, but not limited to the following areas: what are the mission essential functions of the organization, what essential records and resources are critical for the organization to continue its functions, who are the key leadership personnel within the organization and who are their designated alternates, what alternate facilities have been identified as potential sites for relocation, and that each employee should have a plan for their family in case of emergency.

Tests and exercises can take on a number of forms. The most basic is an orientation that resembles a meeting where aspects of the plan are discussed with employees. A test may be of a new piece of equipment or procedure. A tabletop exercise is a realistic scenario posed in a conference room environment to key people in the organization who are asked to use the plan and their own knowledge to respond and recover from the scenario proposed. A functional exercise involves the actual use of equipment, moving of people, etc, from one organization,

facility or division. A full scale exercise is a larger scale event than the functional exercise involving a large number of organizations, private sector, local government and/or federal government.

Maintenance/Review of the plan shall occur on a quarterly basis. This can occur during a staff meeting where staff identifies changes in contact information and function.

The following is a list of testing, training, exercise, and plan maintenance events that have taken place in the creation and ongoing development and of the City of Spring Hill Continuity of Government Plan. This list of events is arranged by date of occurrence.

CITY OF SPRING HILL MAIN CONTACTS BY ORGANIZATION

The following is a list of Main Contacts for continuity planning initiatives for each of the organizations within City of Spring Hill. This list is arranged alphabetically by organization.

City of Spring Hill Building Codes and Inspection
Leadership: Dara Sanders Development Services Director dsanders@springhilltn.org

City of Spring Hill City Administration
Leadership: Chris Clausi City Administrator cclausi@springhilltn.org 931-486-2252

City of Spring Hill Communications
Leadership: Lucas Wright Communications Director lwright@springhilltn.org

City of Spring Hill Finance
Leadership: Rebecca Holden Director rholden@springhilltn.org 931-486-2252

City of Spring Hill Fire Department
Leadership: Graig Temple Fire Chief gtemple@springhilltn.org

City of Spring Hill GIS/IT
Leadership: Nick Hoeldtke Director jpewitt@springhilltn.org

City of Spring Hill Human Resources
Leadership: Chris Clausi Director cclausi@springhilltn.org 931-451-0939

City of Spring Hill Library
Leadership: Dana Juriew Library Director

City of Spring Hill Planning & Zoning
Leadership: Dara Sanders Development Services Director dsanders@springhilltn.org

City of Spring Hill Police Department
Leadership: Don Brite Chief of Police dbrite@springhilltn.org

City of Spring Hill Public Works
Leadership: Steven Scroggins Public Works Director tscroggins@springhilltn.org 931-486-2252

City of Spring Hill Utilities
Leadership: Jessica Weaver Utility Director jweaver@springhilltn.org 931-486-2252

PRIMARY FACILITIES AND ALTERNATE FACILITIES

The following is a list of Primary Facilities and their corresponding Alternate Facilities for each of the organizations within City of Spring Hill. This list is arranged alphabetically by organization.

City of Spring Hill Building Codes and Inspection
Spring Hill City Annex - No Alternate Specified
Spring Hill City Hall - No Alternate Specified

City of Spring Hill City Administration
Spring Hill City Annex - No Alternate Specified
Spring Hill City Hall - Spring Hill Senior Citizens Center (1st Choice)
Spring Hill City Hall - Spring Hill Fire Station 2 (2nd Choice)
Spring Hill Fire Station 2 - No Alternate Specified
Spring Hill Senior Citizens Center - No Alternate Specified

City of Spring Hill Communications
Remote - No Alternate Specified
Spring Hill City Hall - Spring Hill Senior Citizens Center (1st Choice)
Spring Hill City Hall - Spring Hill Fire Station 2 (2nd Choice)
Spring Hill City Hall - Remote (3rd Choice)
Spring Hill Fire Station 2 - No Alternate Specified
Spring Hill Police Department - No Alternate Specified
Spring Hill Senior Citizens Center - No Alternate Specified

City of Spring Hill Finance
Spring Hill City Hall - No Alternate Specified
Spring Hill Senior Citizens Center - No Alternate Specified

City of Spring Hill Fire Department
Allendale Elementary School - No Alternate Specified
Community Baptist Church - No Alternate Specified
Fire Administration - Fire Station 2 (1st Choice)
Fire Station 1 - Spring Hill Senior Citizens Center (1st Choice)
Fire Station 1 - UAW Spring Hill (2nd Choice)
Fire Station 2 - Marvin Wright Elementary School (1st Choice)
Fire Station 2 - Community Baptist Church (2nd Choice)
Fire Station 3 - Williamson County Recreation Center (1st Choice)
Fire Station 3 - Allendale Elementary School (2nd Choice)
Marvin Wright Elementary School - No Alternate Specified
Spring Hill Senior Citizens Center - No Alternate Specified
UAW Spring Hill - No Alternate Specified
Williamson County Recreation Center - No Alternate Specified

City of Spring Hill GIS/IT
City Hall - No Alternate Specified
I.T. Department - City Hall (1st Choice)
I.T. Department - Remote Work (1st Choice)
Public Works - No Alternate Specified
Remote Work - No Alternate Specified

City of Spring Hill Human Resources
Spring Hill City Annex - No Alternate Specified
Spring Hill City Hall - No Alternate Specified

Spring Hill Senior Citizens Center - No Alternate Specified

City of Spring Hill Library
Remote Work - No Alternate Specified
Spring Hill Public Library - No Alternate Specified
Spring Hill Senior Citizens Center - No Alternate Specified

City of Spring Hill Planning & Zoning
City Hall Annex - No Alternate Specified
Remote - No Alternate Specified
Spring Hill City Hall - No Alternate Specified
Spring Hill Senior Citizens Center - No Alternate Specified

City of Spring Hill Police Department
Police Department - Headquarters - Police Department - Support Services (1st Choice)
Police Department - Support Services - Police Department - Headquarters (1st Choice)

City of Spring Hill Public Works
City Hall Annex - No Alternate Specified
Parks & Recreation Building - No Alternate Specified
Public Works - No Alternate Specified
Public Works Shop - No Alternate Specified
Spring Hill Senior Citizens Center - No Alternate Specified

City of Spring Hill Utilities
Buckner Road Tank and Mountain View Pump Station - No Alternate Specified
By-Pass Pump Station - No Alternate Specified
City Hall and Pump Station - No Alternate Specified
Duplex Road Pump Station - No Alternate Specified
New Highway 31 Pump Station - No Alternate Specified
Northside Tank - No Alternate Specified
Old Highway 31 Pump Station - No Alternate Specified
Raw Water Intake - No Alternate Specified
Spring Hill Public Works - No Alternate Specified
Spring Hill Waste Water Plant - No Alternate Specified
Water Treatment Plant - No Alternate Specified

ORDERS OF SUCCESSION – CITY OF SPRING HILL

The following is a list of Orders of Succession identified for each of leadership positions for City of Spring Hill organizations. This list is arranged alphabetically by organization.

Orders of Succession for City of Spring Hill

- Chief of Police, City of Spring Hill, Don Brite

Orders of Succession for City of Spring Hill Building Codes and Inspection

Leadership Succession for Development Services Director, City of Spring Hill, Dara Sanders

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Orders of Succession for City of Spring Hill City Administration

Leadership Succession for City Administrator, City of Spring Hill, Chris Clausi

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Orders of Succession for City of Spring Hill Communications

Leadership Succession for Communications Director, City of Spring Hill, Lucas Wright

---

Orders of Succession for City of Spring Hill Finance

Leadership Succession for Director, City of Spring Hill, Rebecca Holden

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Orders of Succession for City of Spring Hill Fire Department

Leadership Succession for Fire Chief, City of Spring Hill, Graig Temple

- Deputy Fire Chief, City of Spring Hill, Kevin Glenn
- Assistant Chief of Training, City of Spring Hill, Dominic Orlando
- Battalion Chief, City of Spring Hill, Brian Garza

Orders of Succession for City of Spring Hill GIS/IT

Leadership Succession for Director, City of Spring Hill, Nick Hoeldtke

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Orders of Succession for City of Spring Hill Human Resources

Leadership Succession for Director, City of Spring Hill, Chris Clausi

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Orders of Succession for City of Spring Hill Library

Leadership Succession for Library Director, City of Spring Hill, Dana Juriew

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Orders of Succession for City of Spring Hill Planning & Zoning

Leadership Succession for Development Services Director, City of Spring Hill, Dara Sanders

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Orders of Succession for City of Spring Hill Police Department

Leadership Succession for Chief of Police, City of Spring Hill, Don Brite

- Deputy Chief, City of Spring Hill, Jason Fogle
- Deputy Chief, City of Spring Hill, Kenneth Seibold
- Captain, City of Spring Hill, Justin Whitwell

Orders of Succession for City of Spring Hill Public Works

Leadership Succession for Public Works Director, City of Spring Hill, Steven Tyler Scroggins

- Assistant Public Works Director, City of Spring Hill, Chris Dugan
- Streets Senior Crew Chief, City of Spring Hill, Jay Hughes
- Facilities Superintendent, City of Spring Hill, Dakota Mercer

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Orders of Succession for City of Spring Hill Utilities

Leadership Succession for Utility Director, City of Spring Hill, Jessica Weaver

- Distribution Superintendent, City of Spring Hill, T.C. Norman
- Water Plant Superintendent, City of Spring Hill, Jeremy Vanderford
- Interim Wastewater Treatment Superintendent, City of Spring Hill, Greg Shouse

ANNEX:
CONTACTS ROSTER

City of Spring Hill Contacts

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