

RESOLUTION 25-213

A RESOLUTION TO ADOPT A REVISED SCHEDULE OF AUTHORIZED POSITIONS FOR FISCAL YEAR 2025-2026

WHEREAS, the City of Spring Hill is committed to providing adequate and appropriate staffing levels and delivering an excellent level of services by maintaining a quality workplace for our employees; and

WHEREAS, the Senior Center is currently staffed by two part-time Recreation Assistants of equal rank and title, without a designated lead position to oversee day-to-day operations; and

WHEREAS, the duties, responsibilities, and daily operations of the Senior Center more appropriately require a supervisory employee with the title of Senior Center Coordinator, rather than Recreation Assistant; and

WHEREAS, this reclassification will allow the Senior Center to extend operating hours, expand programming for seniors, and provide needed support for large community events; and

NOW, THEREFORE BE IT RESOLVED, the City of Spring Hill Board of Mayor and Aldermen:

Approve the reclassification of one part-time Recreation Assistant position to a full-time Senior Center Coordinator position at pay grade "F."

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 2nd day of September, 2025.



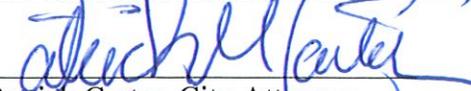
Matt Fitterer, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney



REQUEST: *Approval of reclassification of one part-time Recreation Assistant position to a full-time Senior Center Coordinator position.*

SUBMITTED TO: Board of Mayor and Aldermen

SUBMITTED BY: Kayce Williams, Parks and Recreation Director

DATE: August 28, 2025

BACKGROUND:

The Senior Center provides essential programs and services for one of our most vulnerable populations. Currently, the facility is staffed only by two part-time Recreation Assistants with no designated staff member responsible for oversight. This leaves a gap in supervision and continuity of service. By converting one part-time position to a full-time Senior Center Coordinator, the city can ensure that the Senior Center has a dedicated professional overseeing day-to-day operations, coordinating programming, and ensuring our visitors receive consistent, high-quality services.

The Coordinator will also help expand hours of operation and introduce new programs that further enrich the lives of our senior residents, while assisting with large community events as needed.

FINANCIAL IMPACT:

The cost to reclassify one part-time Recreation Assistant to a full-time Senior Center Coordinator (Pay Grade F at \$22/hour) for the 10 months remaining in FY25 is \$63,412.61. This amount covers wages, taxes, estimated benefits, and overtime. Funding will be provided through a \$25,862.65 budget reallocation from the Recreation division to the Senior Center division (44420), with the remaining \$37,549.96 covered by Fund Balance.

The total annual cost of the Senior Center Coordinator position is \$78,862, representing an increase of \$52,999 compared to the cost of the part-time Recreation Assistant it replaces.

STAFF RECOMMENDATION:

Staff recommends approval of the attached Resolution 25-213, authorizing the reclassification of one part-time Recreation Assistant to a full-time Senior Center Coordinator, adoption of the necessary budget amendment, and assignment of the position at pay grade "F." This change will ensure effective leadership of the Senior Center, allow for expanded services and programs for Spring Hill seniors, and provide additional event support as needed.