

Introduction: July 7, 2025

Agenda Item: Resolution 2025-36

> AMENDING RESOLUTION 2024-76 AND AUTHORIZING POSITION TITLES AND THE NUMBER OF POSITIONS FOR EACH TITLE FOR

CITY OF FRANKLIN PERSONNEL FOR THE YEAR 2025

Submitted by: Jenna Trice, Finance Director

Scope/Description: Due to an upcoming resignation, the Income Tax Administrator

position is being increased from one to two authorized positions.

This resolution also removes the Street Superintendent position with the retirement of Mark George, removes the full-time Senior City Engineer position and full-time Assistant City Engineer position. Mr. Conway will continue to serve part-time as the Senior City Engineer

and Mr. Damian is the full-time City Engineer.

Can be accommodated within the current budget. **Budget Impact:**

Exhibits: Exhibit A: List of Authorized Positions

Recommendation: Approval

CITY OF FRANKLIN, OHIO RESOLUTION 2025-36

AMENDING RESOLUTION 2024-76 AND AUTHORIZING POSITION TITLES AND THE NUMBER OF POSITIONS FOR EACH TITLE FOR CITY OF FRANKLIN PERSONNEL FOR THE YEAR 2025

WHEREAS Section 3.03 of the City of Franklin Charter grants this Council the power to fix the number of employees in the various offices, departments, divisions, bureaus, boards and commissions of the City, by ordinance or resolution; and

WHEREAS, Section 171.04 of the Codified Ordinances of the City of Franklin requires this Council, by ordinance or resolution, to establish a yearly list of position titles and the number of positions that may be filled under each title for each department of the City government; and

WHEREAS, on December 16, 2024, this Council passed Resolution 2024-76 Authorizing position titles for each title for City of Franklin personnel for the Year 2025;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, a majority of the members of Council present concurring, that:

<u>Section 1</u>. The attached list, Exhibit A, of position titles and the number of positions to be filled under each title for the year 2025 is hereby authorized and approved, subject to the availability of funds authorized in the Annual Appropriations Ordinance:

<u>Section 2</u>. It is hereby found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 3. This Resolution shall become effective July 7, 2025.

ADOPTED: July 7, 2025	
ATTEST:	APPROVED:
Khristi Dunn, Clerk of Council	Brent Centers, Mayor
	CERTIFICATE
I, the undersigned Clerk of Council for the Fra correct copy of a resolution passed by that b	anklin City Council, do hereby certify that the foregoing is a true and ody on July 7, 2025.
	 Khristi Dunn, Clerk of Council

R-25-36 Exhibit A City of Franklin Authorized Position Titles

	Authorize	u rusitivii iii	1162	
	<u>Full Time</u>	<u>Part-Time</u>	<u>Seasonal</u>	<u>Volunteer</u>
A. Council:	4			
Clerk of Council	1	0	0	0
B. Administration:				
City Manager	1	0	0	0
Assistant City Manager	1	0	0	0
Admin. Assistant to City Manager	0	0	0	0
Secretary to City Manager	0	1	0	0
Human Resources Specialist	1	0	0	0
Seasonal Intern	0	0	4	0
C. Finance Department:				
Finance Director	1	0	0	0
Finance Clerk	0	1	0	0
Payroll Clerk	1	0	0	0
Accounts Payable Clerk	1	0	0	0
Income Tax Division:				
Income Tax Administrator	<u>2</u> 1	0	0	0
Income Tax Clerk	1	1	2	0
Utility Billing Division:				
Utility Billing Administrator	1	0	0	0
Utility Clerk	1	1	0	0
,				
D. Law Department:				
Law Director	0	1 (contractual)		
Prosecutor	0	1 (contractual)		
E. Public Works Department:				
Public Works Director	1	0	0	0
Assistant Public Works Director	1	0	0	0
Administrative Assistant for Public Works	1	0	0	0
Custodian	1	0	0	0
Seasonal Labor	0	0	12	0
Parks Division:				
Park Worker/Lead	1	0	0	0
Park Worker	1	0	0	0
Recreation/Event Coordinator	0	1	0	0
Parks & Recreation Personnel	0	0	15	0
Stormwater Division:				
Utility Person – Stormwater	2	0	0	0

R-25-36 Exhibit A

City of Franklin Authorized Position Titles

Streets Division: Fundamental (a) Part-Time (a) Season (a) Columntal (a) Water Division Sewer Division: Water Division & Sewer Division: Water & Sewer Lead 2 0 0 0 Water Treatment Division: Water Treatment Division: Water Treatment Superintendent 1 0 0 0 Water Operator 1 0 0 0 0 Water Operator 1 0 0 0 0 Water Operator 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		Authorize	a Position III	ies	
Street Superintendent 1		<u>Full Time</u>	Part-Time	<u>Seasonal</u>	<u>Volunteer</u>
Water Division & Sewer Division: Water & Sewer Lead 2 0 0 0 Water & Sewer Lead 2 0 0 0 Utility Person 8 0 0 0 Water Treatment Division: Water Operator 1 0 0 0 Landscape Beautification Division: User Treatment Superintendent 1 0 0 0 Landscape Beautification Division: User Treatment Superintent 0 0 0 0 0 Seasonal Laborer 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0					
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Utility Person 8 0 0 0 Water Treatment Division: Water Operator 1 0 0 0 Water Operator 1 0 0 0 Landscape Beautification Division: Landscape Beautification Division: 3 0 Seasonal Laborer 0 0 0 0 Seasonal Laborer 0 0 0 0 0 Seasonal Laborer 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0<	Water Division & Sewer Division:				
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Landscape Beautification Division: Landscape Beautification Division Head 1 0 0 0 Seasonal Laborer 0 0 3 0 F. Safety Department: Safety Director 0 0 0 0 Assistant to the Safety Director 0 0 0 0 Administrative Assistant for Safety Departmen 0 1 0 0 Chief 1 0 0 0 Administrative Assistant for Fire & EMS 0 1 0 0 Captain 1 0 0 0 Captain 1 0 0 0 Firefighter 12 0 0 0 Second Lieutenant 0 0 0 2 Volunteer Firefighter 1 0 0 0 Captain 1 0 0 0 Captain 1 0 0 0 Captain<	Water Treatment Superintendent	1	0	0	0
Landscape Beautification Division Head	Water Operator	1	0	0	0
Landscape Beautification Division Head	Landscape Beautification Division:				
F. Safety Department: Safety Director O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O	_	1	0	0	0
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Administrative Assistant for Fire & EMS 0 1 0 0 Captain 1 0 0 0 Lieutenant 5 0 0 0 Firefighter 12 0 0 0 Second Lieutenant 0 0 0 2 Volunteer Firefighter 0 0 0 65 Police Division: 2 0 0 0 65 Police Division: 1 0 0 0 65 Police Division: 2 0 0 0 0 0 Captain 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0					
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Lieutenant 5 0 0 0 Firefighter 12 0 0 0 Second Lieutenant 0 0 0 2 Volunteer Firefighter 0 0 0 65 Police Division: " Second Firefighter Chief 1 0 0 0 Captain 1 0 0 0 Captain 1 0 0 0 Sergeant 5 0 0 0 Patrol Officer 22 0 0 0 Cadet (included in Patrol Officers Total) 2 0 0 0 School Resource Officer 0 1 0 0 Lead Dispatcher 6 0 0 0 Property Room & Evidence Manager 0 1 0 0 Reserve Officer 0 0 0 5 Reserve Dispatcher 0 0 0 5	Administrative Assistant for Fire & EMS	0	1	0	0
Firefighter 12 0 0 0 Second Lieutenant 0 0 0 2 Volunteer Firefighter 0 0 0 65 Police Division: Chief 1 0 0 0 Chief 1 0 0 0 Captain 1 0 0 0 Lieutenant 0 0 0 0 Sergeant 5 0 0 0 Patrol Officer 22 0 0 0 Cadet (included in Patrol Officers Total) 2 0 0 0 School Resource Officer 1 0 0 0 Lead Dispatcher 1 0 0 0 Dispatcher 6 0 0 0 Reserve Officer 0 0 0 5 Reserve Dispatcher 0 0 0 5 Building & Zoning Division: 0			0	0	0
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Senior City Engineer <u>0</u> + 1 0 0	Reserve Dispatcher	0	0	0	5
City Engineer 1 0 0 0	Senior City Engineer	<u>0</u> 1	1	0	0
	City Engineer	1	0	0	0

R-25-36	City of Franklin			
Exhibit A	Authorized Position Titles			
	<u>Full Time</u>	<u>Part-Time</u>	<u>Seasonal</u>	<u>Volunteer</u>
Building & Zoning Division contd:				
Assistant City Engineer	<u>0</u> 1	0	0	0
Zoning Official	0	1	0	0
Code Official	1	0	0	0
Property Maintenance	1	1	0	0
G. Boards & Commissions:				

H. Municipal Court:

Civil Service Comm. Secretary

Municipal Court positions as authorized by the Ohio Revised Code or Municipal Court Judge

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