



LEGISLATIVE COVER MEMO

Introduction: May 2, 2022

Agenda Item: **Resolution 2022-37**

AMENDING RESOLUTION 2022-23 AND AUTHORIZING POSITION TITLES AND THE NUMBER OF POSITIONS FOR EACH TITLE FOR CITY OF FRANKLIN AND FRANKLIN MUNICIPAL COURT PERSONNEL FOR THE YEAR 2022

Submitted by: Cindi Chibis, Human Resource

Scope/Description: This Resolution provides for the creation of a part-time interim Finance Director and addition of a patrol officer for traffic enforcement.

Budget Impact: None.

Exhibits: Exhibit A: Position Titles and Number of Positions

Recommendation: Approval

CITY OF FRANKLIN, OHIO
RESOLUTION 2022-37

AMENDING RESOLUTION 2022-23 AND AUTHORIZING POSITION TITLES AND THE NUMBER OF POSITIONS FOR EACH TITLE FOR CITY OF FRANKLIN AND FRANKLIN MUNICIPAL COURT PERSONNEL FOR THE YEAR 2022

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 1901.33 of the Ohio Revised code provides that the judge of a municipal court may appoint one or more mental health professionals, one or more probation officers, an assignment commissioner, deputy assignment commissioners, and other court aides on a full-time, part-time, hourly, or other basis and one or more typists, stenographers, statistical clerks, and official court reporters; 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 March 21, 2022 this Council passed Resolution 2022-23 authorizing position titles for each title for City of Franklin personnel for the Year 2022;

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

Section 1. The attached list, Exhibit A, of position titles and the number of positions to be filled under each title for the year 2022 is hereby authorized and approved, subject to the availability of funds authorized in the Annual Appropriations Ordinance:

Section 2. It is 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. The changes set forth in this Resolution are effective immediately.

ADOPTED: May 2, 2022

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on May 2, 2022.

Khristi Dunn, Clerk of Council

City of Franklin
Authorized Position Titles

	<u>Full Time</u>	<u>Part-Time</u>	<u>Seasonal</u>	<u>Volunteer</u>
A. Council:				
Clerk of Council	1	0	0	0
B. Administration:				
City Manager	1	0	0	0
Admin. Assistant to City Manager	1	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
Interim Finance Director	0	1	0	0
Finance Clerk	0	1	0	0
Payroll Clerk	1	0	0	0
Accounts Payable Clerk	1	0	0	0
<u>Income Tax Division:</u>				
Income Tax Administrator	1	0	0	0
Income Tax Clerk	1	1	0	0
Seasonal Income Tax Clerk	0	0	2	0
<u>Utility Billing Division:</u>				
Utility Billing Administrator	1	0	0	0
Utility Clerk	1	1	0	0
D. Law Department:				
Law Director	0	1 (contractual)		
Prosecutor	0	1	0	0
E. Public Works Department:				
Public Works Director	1	0	0	0
Secretary to Director	1	0	0	0
Custodian	1	0	0	0
Seasonal Labor	0	0	10	0
<u>Parks Division:</u>				
Park Worker/Lead	1	0	0	0
Park Worker	1	0	0	0
Recreation/Event Coordinator	0	1	0	0
Pool Manager	0	0	1	0
Asst. Pool Manager	0	0	1	0
Parks & Recreation Personnel (including Lifeguards)	0	0	40	0

City of Franklin
Authorized Position Titles

	<u>Full Time</u>	<u>Part-Time</u>	<u>Seasonal</u>	<u>Volunteer</u>
<u>Stormwater Division:</u>				
Utility Person – Stormwater	2	0	0	0
<u>Streets Division:</u>				
Street Superintendent	1	0	0	0
Utility Person – Street	4	0	0	0
<u>Water Division & Sewer Division:</u>				
Water & Sewer Superintendent	1	0	0	0
Utility Person	7	0	0	0
<u>Water Treatment Division:</u>				
Water Treatment Superintendent	1	0	0	0
F. Safety Department:				
Safety Director	0	0	0	0
Assistant to the Safety Director	0	0	0	0
<u>Fire & EMS Division:</u>				
Chief	1	0	0	0
Secretary to Fire & EMS Division	0	2	0	0
Captain	1	0	0	0
Lieutenant	3	0	0	0
Firefighter	12	0	0	0
Second Lieutenant	0	0	0	9
Volunteer Firefighter	0	0	0	65
<u>Police Division:</u>				
Chief	1	0	0	0
Captain	0	0	0	0
Lieutenant	2	0	0	0
Sergeant	3	0	0	0
Patrol Officer	20 21	0	0	0
School Resource Officer	0	1	0	0
Dispatcher	7	0	0	0
Property Room & Evidence Manager	0	1	0	0
Reserve Officer	0	0	0	12
Reserve Dispatcher	0	0	0	5
<u>Building & Zoning Division:</u>				
City Engineer	1	0	0	0
Zoning Official	0	0	0	0
Code Official	1	0	0	0

City of Franklin
Authorized Position Titles

	<u>Full Time</u>	<u>Part-Time</u>	<u>Seasonal</u>	<u>Volunteer</u>
G. Boards & Commissions:				
Planning Comm. Secretary	0	1	0	0
Civil Service Comm. Secretary	0	1	0	0
H. Municipal Court:				
Judge	0	1	0	0
Magistrate	1	0	0	0
Chief Bailiff	1	0	0	0
Deputy Bailiff	0	2	0	0
Security Officer	0	1	0	0
Clerk of Courts	1	0	0	0
Court Administrator	1	0	0	0
Chief Deputy Clerk	1	0	0	0
Deputy Clerk	5	1	0	0
Chief Probation Officer	1	0	0	0
Probation Officer II	1	0	0	0
Probation Officer I	1	0	0	0