

RESOLUTION 26-212

A RESOLUTION OF THE CITY OF SPRING HILL, TENNESSEE, TRANSFERRING CITY RECORDER FROM FINANCE TO ADMINISTRATION DEPARTMENT

WHEREAS, Resolution 26-61 delegates certain administrative and personnel authority to the City Administrator while reserving interdepartmental position transfers to the Board of Mayor and Aldermen; and

WHEREAS, the Delegation of Administrative Duties adopted by Resolution 26-61 reserves personnel changes between departments, including position transfers, to the Board; and

WHEREAS, the Board of Mayor and Aldermen has determined that the City Recorder position should be organizationally aligned within the Administration Department to better support the administrative functions of the City; and

WHEREAS, the City Recorder will no longer serve as the City's Treasurer, and those statutory treasury duties have been reassigned by separate Board action; and

WHEREAS, the City Recorder position will assume the responsibilities of Executive Assistant while continuing to perform the statutory duties of City Recorder, with no increase in the total number of authorized positions.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF SPRING HILL, TENNESSEE:

1. The position of **City Recorder** is hereby transferred from the **Finance Department** to the **Administration Department**, effective upon adoption of this Resolution.
2. The City Recorder shall no longer perform the duties of City Treasurer.
3. The City Recorder position shall assume the responsibilities assigned to the Executive Assistant position under the direction of the City Administrator.
4. This organizational change does not increase the total number of authorized positions or the adopted personnel budget.
5. The City Administrator is authorized to implement all administrative actions necessary to carry out this Resolution, including updating organizational charts,

job descriptions, reporting relationships, and related administrative records
consistent with Resolution 26-61.

ADOPTED this 6th day of July, 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney