

STAFF MEMORANDUM

TO: Board of Mayor and Alderman

FROM: Kelly Tenace – HR Director

DATE: 07/02/2026

SUBJECT: Resolution 26-212 transfer of City Recorder from Finance Department to Administration Department

STAFF RECOMMENDATION:

Staff recommends approval of Resolution 26-212 transferring the City Recorder position from the Finance Department to the Administration Department.

BACKGROUND:

Resolution 26-61 established the Delegation of Administrative Duties and clarified the respective authority of the Board of Mayor and Aldermen and the City Administrator. Under that policy, interdepartmental personnel changes, including transfers between departments, remain subject to Board approval.

The proposed organizational change transfers the City Recorder position from the Finance Department to the Administration Department. This change aligns the position with the administrative functions of the City Administrator while maintaining the statutory responsibilities of the City Recorder.

Following Board action appointing the Finance Director as City Treasurer, the City Recorder will no longer perform treasury duties. Instead, the position will assume the responsibilities previously assigned to the Executive Assistant, providing direct administrative support to the City Administrator and enhancing coordination of Board operations, records management, and executive administrative functions. This change better aligns responsibilities with the City's organizational structure and operational needs. The transfer represents a reassignment of existing duties and does not create any additional positions.

FINANCIAL IMPACT:

None. The transfer is organizational in nature and does not increase the number of authorized positions or the adopted personnel budget.



City of Spring Hill | Finance Department

199 Town Center Parkway
Spring Hill, Tennessee 37174
rholden@springhilltn.org

SUPPORTING DOCUMENTS:

- Resolution 26-212 – Transfer of City Recorder from Finance Department to Administration Department
- Resolution 26-61 – Delegation of Administrative Authority
- Delegation of Administrative Duties Policy

This version also aligns with your earlier memorandum appointing the Finance Director as City Treasurer, making the two actions complementary: one transfers the statutory Treasurer duties to Finance, while the other moves the City Recorder into Administration to function as the City Recorder/Executive Assistant.



City of Spring Hill | Finance
199 Town Center Parkway
Spring Hill, Tennessee 37174