



Philip Craighead  
Mayor

# CITY OF LEBANON

*Office of the Mayor*

200 North Castle Heights Avenue  
Lebanon, TN 37087

philipcraighead@lebanontn.org

615-443-2839  
Fax 443-2851

## MEMORANDUM

To: Lebanon City Council  
From: Philip Craighead, Mayor  
Date: July 31, 2009  
Re: Reduction in Force Plan  
JFFC Administrative Secretary Position

After reviewing the proposal from Floyd Center Director Tim Hill and Finance Commissioner Russell Lee's response, I agree the Organizational Flow Chart for the Floyd Center should be amended to abolish the Administrative Secretary Position and retain a Full Time Clerk Position. The Center would then have two Full-Time Clerks. Commissioner Lee has analyzed the expenditures and has determined funding is available without using the Capital Expenditure for Striping and Sealing the Parking Lot and instead using the overestimated funding for utilities for the \$7,000 needed.

If the Council agrees, I concur with Tim's recommendation to move the present Administrative Secretary employee into the Clerk Position. The Clerk Position's salary would remain at the current rate and the individual transferring into the position would take a pay cut. Both Clerk Positions would be at the pay rate of \$10.87 per hour. The positive net effect to the General Fund would be \$20.36.

PC/daj

Attachments

To: Lebanon City Council  
Cc: Mayor Craighead; Russell Lee  
From: Tim Hill (JFFC)  
Subject: Reduction in Force

Before the passing of Ordinance 09-3561 on 1<sup>st</sup> reading Monday night July 27<sup>th</sup>, Kathy Warmath asked me to revisit my Reduction in Force plan that was presented that night and see if there was a way to fund a full time clerk instead of the administrative secretary's position without using the capital line item of sealing and striping the parking lot (\$13,000). I am unable to find anymore reductions in my budget than what I presented on the first proposal. After changing the two positions the attached sheet will show that I am short \$6979.64 of the amount needed to fully fund this position. I would like the Council to consider putting this full time position back into the 09-10 budget for the JFFC.

If approved I would recommend we move the administrative secretary (who's job is being abolished) who has seniority and has been with the JFFC since the beginning to fill this position. The knowledge of billing and accounts receivable would be a plus in any transition move we make. This person would be able to help fulfill the needs at the front desk area as well as assist in cross training in the corporate accounts. This position would stay at the rate it is now and require a pay cut for this individual.

Thank you for the consideration.

Tim Hill

Payroll Budget 2008-2010

#	Employee Name	Position Title	FY	Grade Step	09-10 Annual		Annual Salary	Salary	FICA	Insurance	Retirement	TOTAL SALARY + BENEFITS	UNEMPLOYMENT SAVINGS	NET TOTAL
					Rate	Hours								
4430		Clerk	B.6		10.87	1668.66	20,290.59	20,290.59	1,552.23	9,424.87	2,891.41	34,159.10	(5,491.20)	28,667.90
4430	Part-Time	Casual Care (Pt)			8.45	(1,068.00)	(9,024.60)	(9,024.60)	(690.38)			(9,714.98)		(9,714.98)
4430	Part-Time	Clerks Poolhouse (Pt)			8.45	(501.00)	(4,233.45)	(4,233.45)	(323.86)			(4,557.31)		(4,557.31)
4430	Part-Time	Wellness Assistant (Pt)			8.97	(768.00)	(6,888.96)	(6,888.96)	(527.01)			(7,415.97)		(7,415.97)
TOTAL ADDED BACK												12,470.84		

**Philip Craighead**

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**From:** Russell Lee  
**Sent:** Friday, July 31, 2009 9:42 AM  
**To:** Philip Craighead  
**Cc:** Tim Hill  
**Subject:** Floyd Center Expenditures

If you recall, in the initial preparation of the budget I explained that I had based Utility allocations for City Departments upon the Projected FY 08-09 amounts. I have, in some cases, adjusted those amounts after review of actual costs received subsequent to the original estimate.

While not all Utility expenditures for FY 08-09 have been paid and posted I asked for specific information and whether final bills have been received. For the Floyd Center when final bills have been paid and posted the final total is just under \$195,300.

Since I budgeted \$205,000 based upon earlier projections, I feel that reducing this amount to \$198,000 is reasonable and frees up \$7,000 that can be utilized which will comply with Ms. Warmath's request that only recurring funding be used in funding the Clerk's position.

If you have any questions, please contact me.

Russell W. Lee  
Commissioner of Finance and Revenue  
City of Lebanon  
200 N. Castle Heights Avenue  
Lebanon, TN 37087  
Office 615-443-2805, Ext. 229  
Cell 615-306-2844



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## MEMORANDUM

To: Lebanon City Council  
From: Philip Craighead, Mayor  
Date: July 31, 2009  
Re: Reduction in Force Plan  
Engineering Administrative Secretary Position

Following the July 27<sup>th</sup> City Council Meeting, Public Works Commissioner Jeff Baines submitted a proposal to reorganize the Building Inspection & Engineering Department staff. Jeff recommends eliminating the Building Inspection Permit Tech Position and maintaining the Engineering Administrative Secretary Position. The Engineering Administrative Secretary Position will absorb additional duties.

After reviewing Jeff's proposal, I concur with his recommendation. We will eliminate the 100% General Fund position and maintain the 32% General Fund position. These adjustments and some additional part-time money (for Cemetery, Public Works & Street Department) will result in a positive net savings to the General Fund of \$1,696.00.

PC/daj

Attachment

Attachments for 8/04/09  
City Council Meeting  
Page 5 of 16



## CITY OF LEBANON

JEFF BAINES P.E.  
Commissioner of Public Works  
200 Castle Heights Avenue North  
Suite 300  
Lebanon, Tennessee 37087  
Phone: (615) 443-2824  
FAX: (615) 443-2899

PHILIP CRAIGHEAD, Mayor  
200 North Castle Heights Avenue  
Suite 100  
Lebanon, Tennessee 37087

### MEMORANDUM

TO: Mayor Philip Craighead

FROM: Jeff Baines, P.E. *JB*  
Commissioner of Public Works

DATE: July 29, 2009

RE: Reduction In Force Proposal

After review and consideration of the changes made in the Reduction In Force Ordinance at the Monday July 27, 2009 Council meeting I am, after conferring with the other supervisors in Building Inspection and Engineering recommending the appropriate amendment be drafted to reorganize the Building Inspection and Engineering Department staffs as follows:

Since Council has agreed to maintain the Plans Examiner and Building Inspector (Certified) positions I am recommending the Building Inspection Permit Tech position (100% General Fund) be eliminated and the Engineering Administrative Secretary position (32% General Fund) be maintained.

It is the manager's recommendation that we need to maintain the position with the higher skill level and capable of fulfilling the most tasks as well as a position that has previously assisted with writing of electrical permits at Public Works, Cemetery secretarial duties, personnel information related to time sheets, petty cash, requisitions for supplies (for Engineering, Building Inspection, Planning and Public Works Administration), taking and preparation of minutes for Planning Commission and Beautification Commission, assembling and mailing of much correspondence as required, along with the daily routine duties such as typing correspondence for Building Inspection and Engineering staff, and answering the phones and assisting callers as necessary either personally or by forwarding to appropriate personnel, etc.

Budget/Payroll Information:

<u>Position</u>	<u>Total Annual Cost</u>	<u>General Fund Portion</u>
Permit Tech	\$43,040.92	\$43,040.92
Administrative Secretary	\$43,826.93	<u>\$14,024.62</u>
* Annual Reduction to General Fund		\$29,016.30

\*Note: The Permit Tech is eligible to retire.

Assuming that the Permit Tech retires effective 10/31/09 the savings for FY 09/10 would be approximately \$15,838.00. This is assuming we are paying the Permit Tech's salary thru 10/31 ± and we have already paid the Engineering Administrative Secretary for one month's salary (July).

We also save approximately \$1,408.00 of General Fund cost related to the Administrative Secretary's unemployment.

Actual Realized Savings to General Fund for FY 09/10 is approximately \$17,246.00.

This savings should allow for some part time money to be appropriated as follows:

Cemetery -- \$1,800 (100% General Fund) for a person to be available at the Cemetery when manager is off for an extended period such as vacation or illness. Would support approximately 15 days. Otherwise Engineering Administrative Secretary will be the contact person when the manager is unavailable and will be responsible to contact backup personnel to mark grave sites, sell a burial internment right if a need arises, update and maintain records and provide such backup for the Cemetery managers, etc.

Public Works -- \$7,500 (50% General Fund) to provide some part time assistance for electrical permit writing. This should cover two days per week with the balance having to be absorbed by the Street Department Secretary and Engineering Administrative Secretary for most weeks. This will allow us to basically maintain the permit writing with only three employees involved.

Street Department -- \$10,000 (100% General Fund) for seasonal help of one employee for six to seven months ±.

This would leave a positive effect on General Fund of \$1,696.00.

If agreeable to Mayor and Council the budget could be appropriately amended on second reading on 8/11/09.

*[Handwritten signature]*

7/30/09

**Ordinance 09-3569  
Reduction In Force**

Proposed Amendment # \_\_\_\_\_

Section \_\_. Upon passage of this Ordinance the employees holding the abolished Street Worker I, Street Worker II, Street Equipment Operator and Maintenance Worker I positions shall be temporarily reassigned to the utility departments.

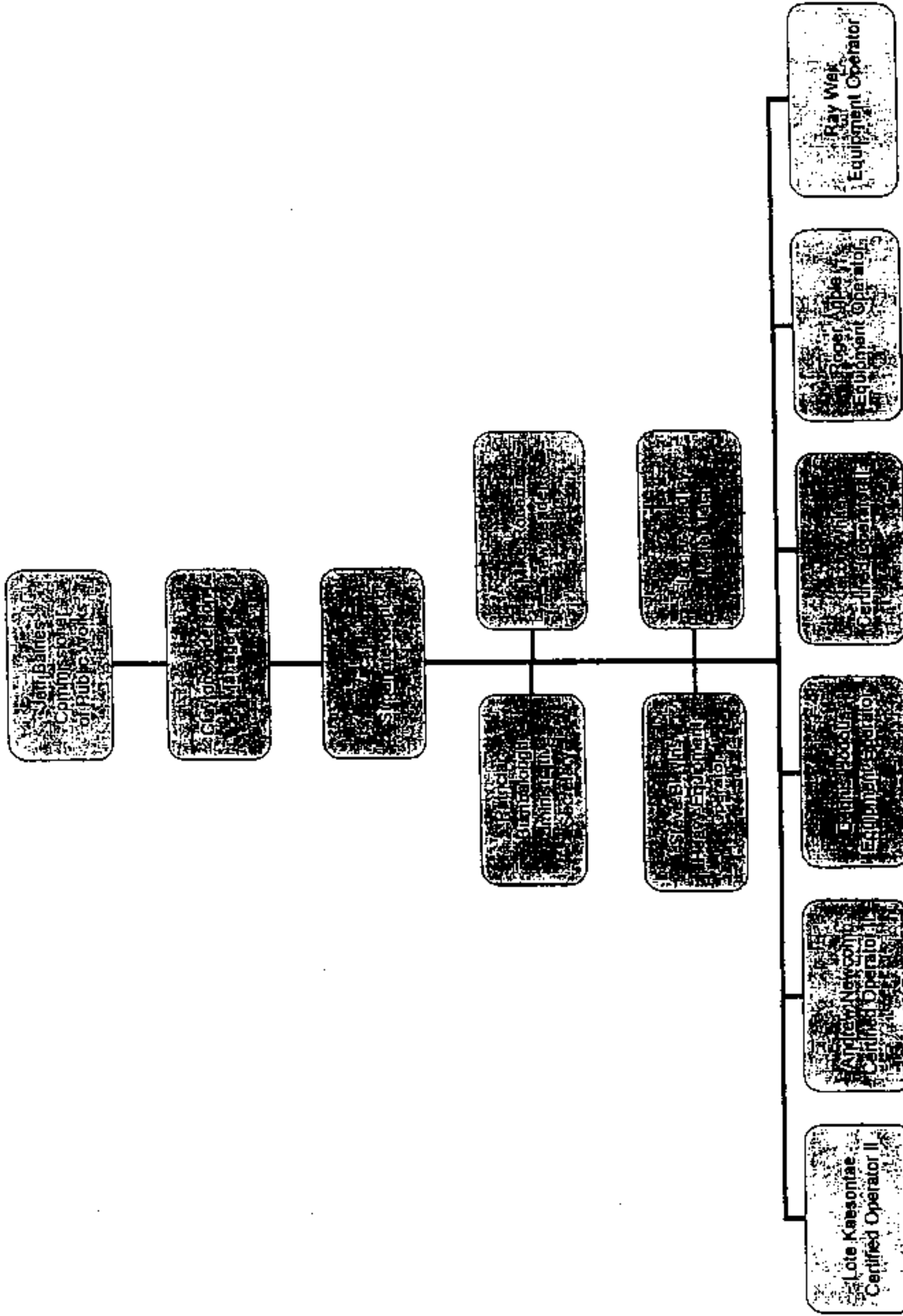
Two employees shall be assigned to sewer collection, one to water distribution, and one to gas distribution.

Upon passage of the FY 09/10 budget the Commissioner of Public Works shall reassign as necessary the current department workers to vacant/new positions and place the above mentioned workers in the appropriate positions per each employee's skills.

Pay rates shall not exceed the budgeted rates as available in the FY 09/10 budget unless approved by City Council.

# Water Distribution

July 14, 2009

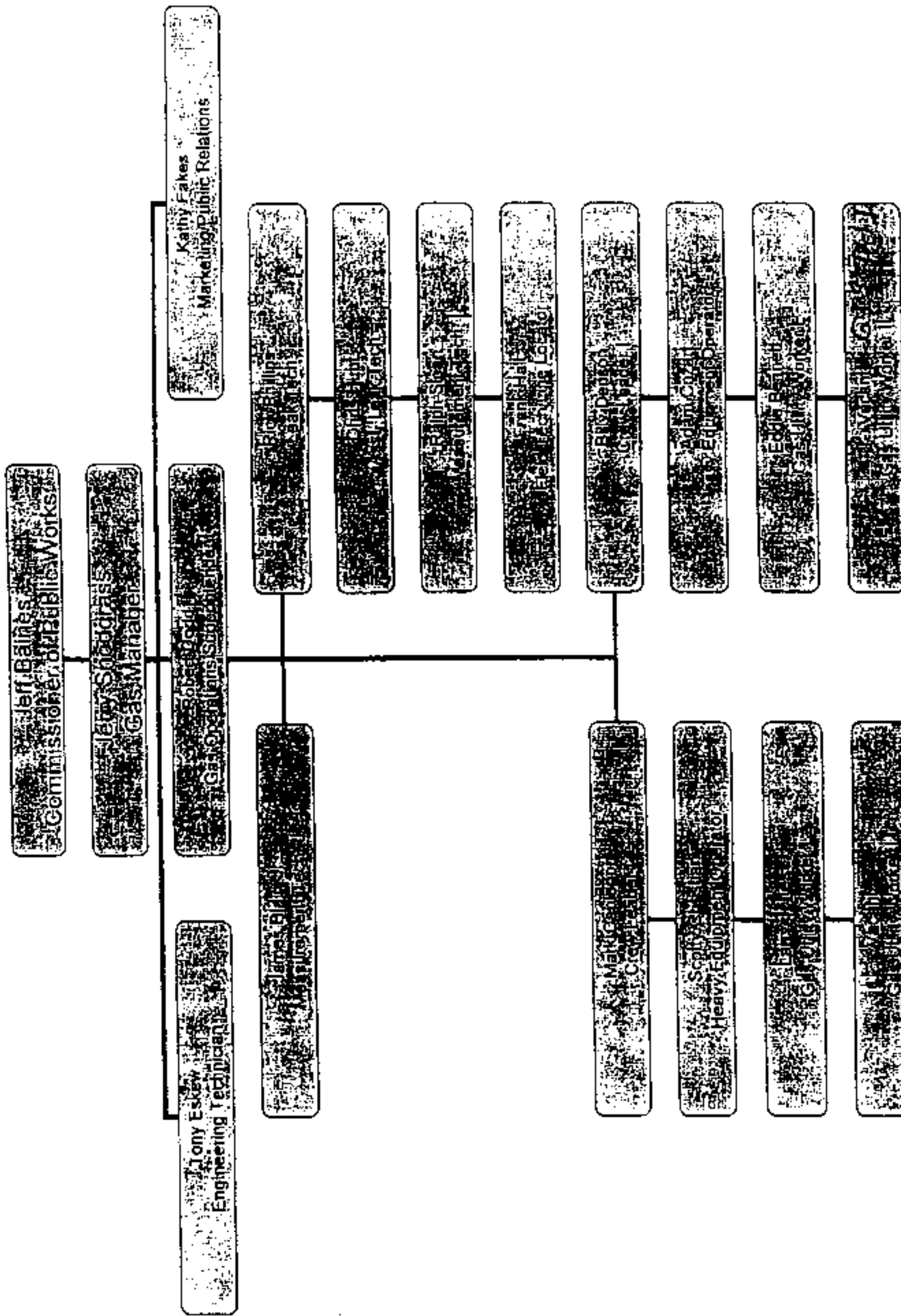


*Current employee should be promoted to Meter Tech position  
The vacancy could then be filled by one of the employees  
that is affected by the RIF.*



# Gas Department

July 14, 2009



*One of the employees affected by the RIF could fill the vacant number position*

[DATE]

[EMPLOYEE NAME]  
[EMPLOYEE ADDRESS]  
[EMPLOYEE CITY, STATE, ZIP CODE]

**RE: Reduction in Force Notice**

Dear [EMPLOYEE NAME]:

In response to the current budget crisis facing the City of Lebanon as a result of decreased sales tax revenue, decreased development, and lack of work, the City Council and City management have been forced to reduce the City's workforce. Careful and deliberate thought has been given to the impact such a reduction in force will have on staff, programs, and services in our department. This crisis requires difficult decisions and actions that have resulted in the elimination of your position as part of the reduction in force. Due to a reduction in budget, it is with regret that you are hereby informed that your employment with the City of Lebanon is anticipated to end on August 04, 2009. Please know that we understand the personal impact of this difficult decision and rest assured that it was a business decision only, and not a personal one.

You will be compensated fully for any unused vacation and/or comp time that you will have accrued as of August 04, 2009. It is the policy of the City of Lebanon that you will not be compensated for any unused sick time. However, should you regain employment with the City of Lebanon in another position by August 04, 2010, any unused sick time will be reapplied to your account. Additionally, upon your retirement under the Tennessee Consolidated Retirement System (TCRS), if you are eligible, such unused sick time may be added to your length of service for proper calculation of potential retirement benefits under the TCRS.

If you have five (5) years of continuous service or more with the City of Lebanon, you have vested in the City's retirement plan under the TCRS. Because various issues such as length of service and early retirement options will affect when you may retire under the TCRS and how much you will draw upon retirement, any questions regarding retirement under the TCRS should be directed to a TCRS representative, who may be reached at 615-253-8702.

[EMPLOYEE NAME]

[DATE]

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Pursuant to City of Lebanon policy, if you have at least ten (10) years of service and are at least age sixty (60), with the last ten (10) years of service being continuous employment with the City, or if you have thirty (30) years of service, regardless of age, then you are eligible to receive lifetime benefits, which currently includes health insurance, vision insurance, and life insurance, through the City's benefits program once you retire, subject to the levels and limits of coverage being received by employees. You must be eligible to retire, and must retire, before triggering the city-sponsored lifetime benefits package.

Because you are currently enrolled in the City's benefits program, the City will continue to pay for your individual health insurance coverage until August 31, 2009. Any questions regarding your insurance coverage should be directed to either Julia Thompson (Ext. 234) or Jennifer Parker (Ext. 236) at 615-443-3605.

The City of Lebanon will not contest any applications seeking eligibility for unemployment benefits provided by the state of Tennessee. However, it is your responsibility to apply for such benefits should you so desire. The City of Lebanon will not be making or assisting with such application on your behalf. Separation notices that will be needed to make an application for unemployment benefits with the State will be available in the Personnel Department by 9:00 am on Wednesday, August 05, 2009, for pickup. Additionally, you will receive a print out reflecting any accrued and unused sick time, vacation time, and comp time.

The City of Lebanon has contracted with a third party to administer health benefits for former employees under the Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA coverage is a temporary continuation of health coverage at group rates. You will receive a packet in the mail from the City's third party COBRA administrator, Infinisource, with more information. The customer service phone number for Infinisource is 1-800-300-3838 or 1-866-320-3040.

It is vital that the City have your most recent address in the event benefit notices or tax forms need to be mailed. Please make sure the Personnel and Payroll Departments have this information. We wish you the best in your future endeavors.

Sincerely,

[DEPARTMENT HEAD]





**Ordinance No. 09-3569  
August 4, 2009**

**Proposed Amendment #1**

**Section X:** Upon passage of this Ordinance, the employees holding the abolished Street Worker II and Street Equipment Operator positions set forth in Exhibit A shall be temporarily reassigned to the Sewer Collection Department as extra workers. Upon the passage of a 2009 – 2010 Fiscal Year budget, which shall create two new positions in the Sewer Collection Department comprising an Inflow and Infiltration Crew, two current Sewer Collection Department employees shall be promoted to these two newly created positions. The two workers temporarily reassigned to the Sewer Collection Department as extra workers shall then be permanently assigned to the two positions vacated by the promotion of the two current workers to the Inflow and Infiltration Crew.

**Ordinance No. 09-3569  
August 4, 2009**

**Proposed Amendment #2**

**Section X:** Upon passage of this Ordinance, the employee holding the abolished Maintenance Worker I position set forth in Exhibit A shall be temporarily reassigned to the Water Distribution Department as an extra employee to that department, whose pay rate shall be the same as the abolished Maintenance Worker I position. Upon the anticipated retirement of the current Water Distribution Department Meter Technician on August 28, 2009, a current Water Distribution Department employee shall be promoted to fill that position. The employee temporarily reassigned to the Water Distribution Department as an extra worker shall then be placed into the position vacated by the promoted employee and shall become a permanent worker in such position with the pay scale reflecting that position.

**Ordinance No. 09-3569  
August 4, 2009**

**Proposed Amendment #3**

**Section X:** Upon passage of this Ordinance, the employee holding the abolished Street Worker I position set forth in Exhibit A shall be transferred to the Gas Department to the currently frozen and vacant Utility Worker I position. Upon the transfer, the pay rate for the position shall not exceed the budgeted rate available in the 2009 – 2010 Fiscal Year budget unless approved by council.