

RESOLUTION 25-179

A RESOLUTION TO ADOPT A REVISED SCHEDULE OF AUTHORIZED POSITIONS FOR FISCAL YEAR 2025-2026

WHEREAS, the City of Spring Hill is committed to providing adequate and appropriate staffing levels and delivering an excellent level of services by maintaining a quality workplace for our employees; and

WHEREAS, a position allocation for a deputy building official was authorized as part of the Comprehensive Budget 2025-2026 and is now vacant as a result of an internal promotion; and

WHEREAS, the opportunity to implement a new staffing structure has occurred since the adoption of the budget; and

WHEREAS, industry standards for cities comparable to Spring Hill utilize one or more plans examiners to support one building official; and

WHEREAS, this reclassification of the deputy building official (pay grade "K") to a senior plans examiner (pay grade "J") will result in cost savings to the City.

NOW, THEREFORE BE IT RESOLVED, the City of Spring Hill Board of Mayor and Aldermen:

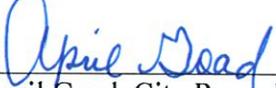
Approve the reclassification of a vacant deputy building official position to a senior plans examiner.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 5th day of August, 2025.



Matt Fitterer, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney



REQUEST: Resolution 25-179

SUBMITTED BY: Dara Sanders, Development Services Director

DATE: August 5, 2025

RE: Development Services Personnel Reclassification

BACKGROUND:

The Development Services department Codes Division includes two Building Official Positions – the Chief Building Official and Deputy Building Official – and these positions are responsible for the performing all building permit and certificate of occupancy requests.

A typical staffing approach for a Codes Division within a city comparable to Spring Hill includes one Building Official, a Senior Plans Examiner, and an Associate Plans Examiner. The Plans Examiners perform the bulk of the review and approval work and utilize the Building Official to support the approval of large, complex projects and to provide building code interpretations. This support structure allows the Building Official to focus on operations, policy, employee training and management, and assisting the Department and City leadership.

PROPOSAL:

To convert the Deputy Building Official (pay grade "K") position to a Senior Plans Examiner (pay grade "J").

DISCUSSION:

Spring Hill's Chief Building Official position was vacated this year, and the vacant position was recently awarded to the City's Deputy Building Official. This shift in personnel has presented an opportunity to restructure the Codes Division to align with industry standards and to improve operations, customer service, and predictability.

This reclassification is expected to result in salary savings to the City because of the associated pay grade differences. Staff will also evaluate reclassifying a vacant Building Inspector position to Associate Plans Examiner.