

RESOLUTION 25-209

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 building inspector was authorized as part of the Comprehensive Budget 2025-2026 and is currently vacant; 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 a building inspector (pay grade "H") to a residential plans examiner (pay grade "I") will benefit Spring Hill's customers and improve the City's review and response times for residential applications for both new and existing alterations.

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

Approve the reclassification of a building inspector position to a residential plans examiner.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 2nd day of September, 2025.



Matt Fitterer, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney



REQUEST: Resolution 25-209

SUBMITTED BY: Dara Sanders, Development Services Director

DATE: September 2, 2025

RE: Development Services Personnel Reclassification

BACKGROUND:

The Development Services Department Codes Division includes four (4) Building Inspectors that are responsible for performing new construction inspections to ensure compliance with federal, state and local regulations.

A typical staffing approach for a Codes Division within a city comparable to Spring Hill includes one Building Official, a Senior Plans Examiner, and a Residential 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 one (1) Codes Inspector (pay grade "H") position to a Residential Plans Examiner (pay grade "I").

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 an improvement in operations in the Codes Division. Staff is requesting to reclassify a vacant Building Inspector position to Residential Plans Examiner.

On August 5, 2025, the Board of Mayor and Aldermen approved a request to reclassify the Deputy Building Official position (Pay Grade K) to the Senior Plans Examiner position (Pay Grade J), resulting in salary cost savings. As a result of those cost savings, this request to will not result in an increase to the Development Services Department salaries budgeted for fiscal year 2025-2026.