

RESOLUTION 26-44

A RESOLUTION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH BTA CONSULTING FOR A PAY PLAN UPDATE AND CONVERSION TO A STEP-BASED PAY STRUCTURE.

WHEREAS, the Board of Mayor and Aldermen recognizes the importance of maintaining a fair, transparent, and competitive compensation system for City employees; and

WHEREAS, BTA Consulting conducted a comprehensive pay and compensation study for the City in June 2023, which serves as the foundation of the City's current pay plan; and

WHEREAS, staff has identified the need to update portions of the existing pay plan, review areas of potential pay disparity, and convert the current structure into a clearly defined step-based pay plan using updated market data; and

WHEREAS, BTA Consulting possesses significant institutional knowledge of the City's job classifications, compensation data, and pay plan framework, and the Board of Mayor and Aldermen finds that, due to this historical knowledge, it is in the best interest of the City to bypass the Request for Proposals process and continue working with BTA Consulting to ensure the timely completion and delivery of the pay plan update.

NOW, THEREFORE, BE IT RESOLVED that the Board of Mayor and Aldermen approve this resolution authorizing the City to enter into a professional services agreement with BTA Consulting in an amount not to exceed \$11,930, for the purpose of updating the City's pay plan and converting it to a step-based pay structure.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon adoption.

Passed and adopted on the 2nd day of February, 2026.


Matt Fitterer, Mayor

ATTEST:


April Goad, City Recorder

LEGAL FORM APPROVED:


Patrick Carter, City Attorney

STAFF MEMORANDUM

TO: Board of Mayor and Aldermen

FROM: Kelly Tenace, Human Resources Director

DATE: 01/28/2026

SUBJECT: Resolution 26-44 | PROFESSIONAL SERVICES AGREEMENT WITH BTA CONSULTING FOR PAY PLAN UPDATE AND CONVERSION TO A STEP-BASED PAY STRUCTURE

STAFF RECOMMENDATION:

Staff recommends the Board approve a professional services agreement with BTA Consulting in the amount of \$11,930, to be paid from undesignated and unencumbered funds in the General Fund, to conduct a targeted update of the City's existing pay and compensation plan and convert the plan to a structured step-based pay system.

BACKGROUND:

In June 2023, through an engagement between the City and BTA Consulting, they completed a comprehensive pay and compensation study. That work included an in-depth review of job descriptions, internal equity, external market data, and the development of the City's current pay plan framework. Since that time, the City's pay plan has been implemented and relied upon as the foundation for employee compensation decisions.

Following delivery of the original study, certain modifications were made to the pay plan outside of BTA's recommended structure. Those adjustments were not consistently applied, nor were they supported by documented market data or internal equity analysis. As a result, staff has identified pay disparities and inconsistencies within the current plan that warrant further review.

Given BTA Consulting's familiarity with the City's workforce, compensation data, and job classification system, staff believes it is both practical and fiscally responsible to re-engage the original consultant to perform this work. The proposed scope includes updating relevant market data, reviewing areas of the plan where inconsistencies exist, and converting the current structure into a clearly defined step-based pay plan. This approach will promote transparency, consistency, and fairness in employee compensation and provide a more sustainable framework for future pay administration.

FINANCIAL IMPACT:

The cost of this agreement is \$11,930, funded in the General Fund using vacancy savings from the Human Resources Director position. This item covers consulting services only; any pay adjustments would require separate Board approval.

SUPPORTING DOCUMENTS:

None



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