

VERNON GERTH | CIVIC AND DEVELOPMENT ADVISOR

CONSULTING SERVICES AGREEMENT

This Consulting Services Agreement (“Agreement”) is entered into between the City of Spring Hill (“City”) and Vernon Gerth (“Consultant”) for consulting services related to interim leadership and operational support for the Development Services Department.

Purpose of Engagement

The purpose of this engagement is to provide interim leadership, operational support, policy evaluation, and organizational guidance for the City’s Development Services functions. This role is intended to ensure continuity of operations while advancing the City’s goals of improving development review efficiency, strengthening interdepartmental coordination, enhancing customer service, and supporting long-term organizational effectiveness.

The Consultant shall report directly to the City Administrator and work collaboratively with City staff, elected officials, developers, consultants, and community stakeholders.

Interim Department Leadership

- Serve as Interim Development Services Director and provide day-to-day leadership for the department.
- Support staff in managing development applications, plan review coordination, permitting activities, inspections coordination, and customer service functions including the implementation of the Accela Civic Platform for development services.
- Assist with departmental decision-making and operational oversight to ensure continuity and consistency of services.
- Coordinate with City administration regarding departmental priorities, workload management, and strategic initiatives.

Development Review and Project Coordination

- Oversee and support the review of residential, commercial, and mixed-use development projects.
- Facilitate coordination between Development Services, Public Works, Engineering, Utilities, Fire, Parks, and other departments involved in the development review process.
- Assist in identifying opportunities to improve development review timelines, communication, and procedural consistency.
- Provide guidance on complex development issues, project challenges, and process-related concerns.

Policy and Process Evaluation

- Conduct a comprehensive review of existing development policies, procedures, and operational practices.
- Evaluate current workflows associated with permitting, plan review, approvals, and development coordination.
- Review policies and procedures previously developed or implemented by the Development Services Department and identify opportunities for refinement or improvement.

- Develop practical recommendations to enhance efficiency, accountability, transparency, and customer experience.

Organizational and Team Support

- Engage directly with department staff to assess operational strengths, challenges, and resource needs.
- Support team development through mentoring, communication, and collaborative problem-solving.
- Promote a positive and professional organizational culture focused on accountability, teamwork, and service excellence.
- Assist City leadership in identifying both short-term operational needs and long-term organizational opportunities.

Stakeholder and Community Engagement

- Serve as a point of contact for developers, engineers, consultants, contractors, and community stakeholders as needed.
- Participate in meetings with City leadership, boards, commissions, and external stakeholders related to development services matters.
- Support efforts to maintain productive working relationships between the City and development community.

Special Projects and Additional Assignments

- Perform additional assignments and strategic initiatives as requested by the City Administrator.
- Assist with special studies, policy analysis, operational assessments, or implementation efforts related to development services and organizational improvement.

Deliverables

- Operational observations and recommendations
- Process improvement strategies
- Policy and procedural review summaries
- Organizational and workflow assessments
- Development review coordination recommendations
- Status updates and progress reports to City administration

Compensation

The Consultant's services shall be provided at a rate of \$170 per hour, inclusive of time, materials, and travel expenses. Beginning Monday, June 1, 2026, and based on current commitments, the Consultant anticipates dedicating approximately four days (32 hours) per week during the initial 30 to 45 days, with availability increasing thereafter as schedule allows. Additional hours or expanded services may be authorized by the City Administrator as needed. The Consultant has also identified a planned ten-day vacation in mid-July.

CITY OF SPRING HILL

CONSULTANT

By: _____

By: _____

Name: _____

Vernon Gerth

Title: _____

Date: _____

Date: _____