

STAFF MEMORANDUM

TO: Board of Mayor and Aldermen

FROM: Chris Clausi | Assistant City Administrator

DATE: May 28, 2026

SUBJECT: Resolution 26-172: A resolution authorizing the engagement of Vernon Gerth for Development Services consulting services

STAFF RECOMMENDATION:

Staff recommends approval of the resolution authorizing the engagement of Vernon Gerth to provide consulting services as Interim Development Services Director for the City of Spring Hill.

BACKGROUND:

The City is currently in a transition period within the Development Services Department and has identified the need for interim leadership, operational support, and organizational guidance to ensure continuity of services and continued progress on development review operations.

The proposed agreement with Vernon Gerth provides for consulting services related to interim department leadership, development review coordination, policy and process evaluation, organizational support, stakeholder engagement, and special projects as requested by the City Administrator.

Under the agreement, Mr. Gerth will serve as Interim Development Services Director and will work collaboratively with City staff, elected officials, developers, consultants, and community stakeholders. Services will include support for development applications, permitting coordination, inspections coordination, process improvements, workflow evaluations, and implementation support for the Accela Civic Platform.

The agreement also includes operational assessments, process improvement recommendations, policy and procedural review summaries, organizational evaluations, and progress reporting to City administration.



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Spring Hill, Tennessee 37174
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Compensation under the agreement will be at a rate of \$170 per hour, inclusive of time, materials, and travel expenses. Beginning June 1, 2026, 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.

FINANCIAL IMPACT:

Consulting services will be compensated at a rate of \$170 per hour, inclusive of time, materials, and travel expenses.

SUPPORTING DOCUMENTS:

Gerth – Spring Hill Consulting Agreement



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