



Invites your interest in its next
City Administrator

First Review of Applications:
April 18, 2025



SLAVIN MANAGEMENT
CONSULTANTS





Spring Hill, Tennessee - Middle Tennessee's Community of Choice

One of the fastest growing communities in the country, Spring Hill (est. pop. 62,000), about 35 miles south of Nashville, within the metro Nashville region, is experiencing its moment and is the community of choice for many new companies and families. Spring Hill is located off Interstate 65 and has many state routes and highways providing convenient access. From 2010 to 2020, Spring Hill was in the top ten of the nation's fastest growing communities with a minimum population of 50,000. From 2010 to 2020, Spring Hill's population grew by nearly 50% and an astonishingly 276% from 2000 to 2010. The near-term forecast for growth indicates a growth rate of 78% by 2030 and by 2050, the City is expecting a population of nearly 110,000. Today, the trajectory of growth continues with large mixed-use master plan developments in the development pipeline. Spring Hill's proximity to Nashville makes it an attractive destination and provides a convenient location near Nashville's diverse array of dining, entertainment, cultural attractions and professional sports.

Spring Hill was incorporated in 1837 and today is approximately 29 square miles and located in two counties (Maury and Williamson). According to historical records, early settlers moved into the area as early as 1809. One of those early settlers built a cabin near a natural spring which would later become the Town's namesake. Later, the Civil War played a role in the history of the community. In November of 1864, the town was the location of a major battle between Union and Confederate soldiers. The Battle of Spring Hill as it was named, was an important period in the war when Union forces prevailed, moving towards Nashville that would later lead to the fall of the Confederate capital in Richmond, Virginia (source: American Battlefield Trust). Spring Hill has many historic sites with the notable Rippa Villa, built in 1855. The 160-year old Rippa Villa home is owned by the City and operated by the Battle of Franklin Trust. Rippa Villa is on 98 acres and open for daily tours.

A Great Community with a Healthy Economy

Spring Hill historically has been known for its picturesque setting, comprising of rolling hills, rich pastures and agriculture. In the mid-1980's the Spring Hill area became the Middle Tennessee ground central for the automotive industry, and arguably the nation. In 1985, General Motors began construction on a new \$3.5 billion Saturn manufacturing plant on 2,400 acres. Production of the first vehicles occurred in 1990. At the start of the Saturn vehicles production in 1990, Spring Hill's population was only 1,464. The ever evolving nature of the automobile industry led to a new vehicle production lines of the Cadillac XT5 and XT6 SUV's and more recently the all-electric Cadillac Lyriq, in 2022. A joint venture with LG Energy Solution also has led to the construction of the Ultium Cell batteries at the Spring Hill manufacturing site. GM has constructed over 7.9 million square feet on its 2,400-acre campus and employees nearly 4,000 people, making this manufacturing site GM's largest in the nation. Having base manufacturing jobs from GM has resulted in a substantial supply chain within Spring Hill and the general area resulting in estimates of nearly 15,000 related supply chain jobs.

From the housing perspective, the City issued 307 single family building permits in 2024. However, over the last couple of years, the City has experienced more residential growth in multifamily development, providing a diversity of housing options. The current high interest rates and housing needs have resulted in a shift toward more rental housing activity. For the current fiscal year, staff estimates that an additional 700 multifamily units will be constructed. The median housing price continues to fluctuate with the area's rapid growth but estimates as of the end of 2024 are approximately \$550,000. Despite the increasing trend of single family housing prices, Spring Hill continues to be highly competitive for housing affordability. It is notable that new residents and companies' attraction to the region has likely taken notice of the Tennessee Legislature's 2021 repeal of the state's income tax. The State levies a gross receipts tax, with the State rate at 7%. Spring Hill levies a local sales tax rate of 2.75%. Tennessee is one of just eight states with no income tax. Spring Hill is also a relatively young community (median age, 35) and affluent community with a high median household income of \$106,658 according to the U.S. Census Bureau.

Recreation and Events

Local festivals are also active in Spring Hill, with Hill Fest in June and "Campin' in the Park" in September. In the fall, the Whole Hog festival is held and includes children's events, a tractor show, crafts fair, live music, and local food options. Spring Hill is home to World Wide Stages solidifying its entertainment connection with Nashville where the 32,000 square foot facility provides an attractive venue for the music, film and television industry.

The City owns and operates five City parks and has cooperative relationships with both Williamson and Maury Counties for convenient access to County parks and facilities. Within the City and region, is planned an extensive 36-mile greenway network that will provide alternative connectivity options for the community. The City recently acquired 48-acres for a new park and currently included in the City's park system is, the 30-acre Fischer Park at Port Royal which is the largest and City's newest park. A fully A.D.A. accessible park, it includes active play areas, splash pad, pavilions and an amphitheater for movie nights. Other parks, include the Walnut Street Skate Park is designed for skateboards, inline skates, BMX, freestyle scooters and non-motorized scooters. Spring Hill's remaining three parks (Harvey, Evans and McLemore) include traditional playgrounds, athletic fields, picnic areas, basketball courts, with Evans Park also including a dog park. The City also operates a very busy full-service library with dynamic programming for all ages and abilities to Williamson and Maury County residents.

Within the Spring Hill region are fishing, hunting and kayaking recreation opportunities. The 290 mile Duck River winds through Maury County and is also the City's main source of potable drinking water. According to regional sources, the Duck River is known as the most biologically diverse river in North America, with 151 species of fish, 60 freshwater muscle species and 22 species of aquatic snails. Additionally, there are four State parks within the region. The State of Tennessee does not charge entrance fees to any of their State parks.

Today, Spring Hill is a full-service community and home to over 62,000 in population. The community is experiencing significant non-residential investment adding to the diversity of shopping and dining opportunities in the community. Spring Hill has the benefits of a smaller community and the regional benefits of a major urban center within the Nashville metropolitan area making the quality of life exceptional.

Schools and Higher Education

Spring Hill's school system is a leader within the state. Both Maury and Williamson County Schools are highly performing districts with Williamson County Schools receiving a Tennessee Department of Education "Advancing" designation. Maury County schools educate over 13,000 students while Williamson County Schools, the larger of the two county school system, educates over 42,000. There are over 4 private schools serving the region as well. Higher education opportunities within the region include Columbia State Community College, Middle Tennessee Research and Education Center, Williamson College, Tennessee State University and Vanderbilt University, Middle Tennessee State University in Murfreesboro, Lipscomb University, Belmont University, and Fisk University.

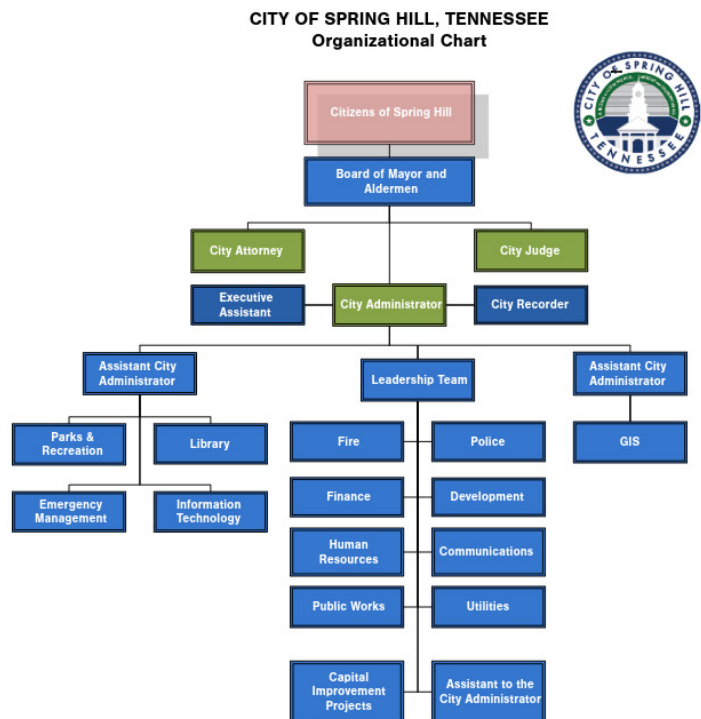
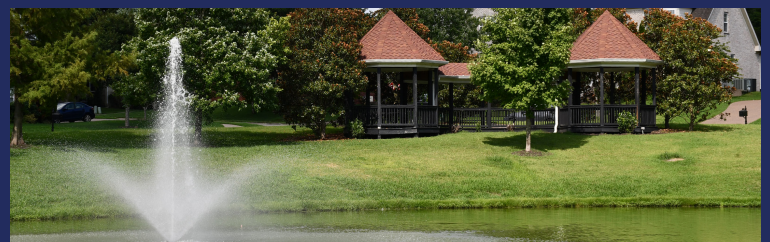


About the City Government

The City of Spring Hill is a Board-City Administrator form of government, virtually identical to the Council – Manager form of government. The City Administrator reports to a nine (9) member Board of Alderman (BOMA), including a directly elected Mayor. All members serve four-year staggered terms with elections every two years. Despite being a high growth community, with a lot of new residents, Spring Hill residents are engaged with its local government with interests in service and in support of a long-term perspective of the best interests of the community. There is an election on April 10, 2025, in which the Mayor and four Aldermen seats are on the ballot for election. Two Aldermen are not running for reelection. It is anticipated that City Administrator semifinalists will be reviewed and presented to the new BOMA after the April 10, 2025 election allowing them the opportunity to provide input and direction on the process appointing their next City Administrator. It is also expected that a new City Administrator would be available to take office by the start of the new fiscal year on or about July 1, 2025.

Along with the City Attorney and City Judge, the City Administrator is one of three positions appointed directly by the Board. The City Administrator oversees all remaining staff, has authority over all personnel decisions and advises the Board on all policy matters. Spring Hill does have an adopted charter. Although there is currently not a residency requirement in the City charter the two previous City Administrator contracts included a residency provision and it is the BOMA's expectation to remain in the City Administrator's contract.

The City Administrator's office includes two Assistant City Administrators who have varying degrees of responsibility and oversight. The current fiscal year 2024/25 budget of \$249.2m supports fifteen (15) departments and 362 full time equivalent positions. Primary operating fund revenues are split nearly evenly between two sources: sales taxes and property taxes of approximately \$32m in total. The City receives state shared revenues of \$6.8m based on an adopted statutory formula. Including all other funds, the total operating budget is \$94.7m and a capital improvements program budget of \$155.5m. As expected, most of the City's total budget is prioritized in the capital improvements program due to infrastructure needs accommodating new growth. The City enjoys a strong AA+ bond rating, which was reaffirmed during a recent ratings review. The City's fund balance represents approximately 68% of general fund expenditures also indicative of prudent and fiscally responsible budgetary best practices.





Essential Duties of the City Administrator as prescribed in the City Charter

- Administer the business of the municipality;
- Make recommendations to the Board for improving the quality and quantity of public services to be rendered by the officers and employees to the inhabitants of the municipality;
- Keep the Board fully advised as to the conditions and needs of the municipality;
- Report to the Board the condition of all property, real and personal, owned by the municipality and recommend repairs or replacements as needed;
- Recommend to the Board and suggest the priority of programs or projects involving public works or public improvements that should be undertaken by the municipality;
- Recommend specific personnel positions, as may be required for the needs and operations of the municipality and may propose personnel policies and procedures for approval of the Board; and,
- The City Administrator shall oversee, manage and supervise the duties of all employees of the City, including department heads, the Chief of Police, the City Recorder, the Building Inspector, the Superintendent of Public Works and the Superintendent of the sewer disposal system;
- Pursuant to the City Charter § 63-106(b)(2) and by this subsection (B)(3), the Board of Mayor and Aldermen has designated the City Administrator as having responsibility to employ, promote, discipline, suspend and discharge all employees and department heads. Nothing in the city's Personnel Policy, Charter or city code shall be construed as granting a property interest to employees or department heads in their continued employment;
- The City Administrator may suspend any employee of the city, including department heads, for dereliction of duty or failure to perform duties prescribed by him or her, the Mayor or the Board of Mayor and Aldermen;
- The City Administrator may act as purchasing agent for the municipality in the purchase of all materials, supplies and equipment for the proper conduct of the municipality's business;
- The City Administrator shall prepare and submit the initial proposed annual budget and capital programs to the Board of Mayor and Aldermen.

Notable Public and Private Sector Projects

As referenced in the City's 2023 Comprehensive Annual Financial Report, the Nashville metropolitan area has experienced a remarkable 22% growth in jobs and employment over the past 5 years. The current high interest rates have reduced the demand for new owner-occupied single-family housing, leading to a significant increase in the need for rental properties, Spring Hill is no exception to what the Nashville region has experienced by way of type of housing currently under development. Additionally, the strategic importance of Nashville as a logistics hub, driven by the demand for just-in-time inventory, has fueled a boom in logistics warehouses and light manufacturing spaces. Spring Hill is also benefiting from City-driven economic initiatives as noted below.

- In response to these economic shifts, Spring Hill has seen a shift in the type and number of permits. While developers previously focused on single-family dwellings, there is now a more complex mix of industrial, commercial, and multi-family housing. This diversification is essential for broadening the City's property tax base and simultaneously presents some challenges.
- Legacy Pointe is underway, developing a commercial mixed-use district. The project includes 600,000 square feet of commercial space, as well as 1,000 hotel rooms, a 17.37-acre dedication of historical battlefield lands, and approximately 2,150 residential dwelling units. In total, this is a \$30 million capital investment in Spring Hill.
- June Lake mixed-use project, associated with a new I-65 interchange opened in 2024, is making significant progress with its residential units and holds exciting commercial potential. Currently, this singular project in Spring Hill represents the most significant private sector investment in the Nashville metro area.
- Additionally, the Spring Hill Commerce Center has received zoning approval for a 5 million square foot industrial complex on the east side of I-65. This marks the first significant development in that area.
- Spring Hill is also active with over 40 active development sites under construction. Alongside the new hotels mentioned earlier, three more hotels are planned, providing visitors with convenient lodging options, and boosting the City's sales tax revenue.
- Several major road projects are in progress throughout the City.
- Construction of the new Police Station is underway and slated to open in a couple of months.
- Construction is underway of Fire Station #4.



A TOP RANKED CITY

Thousands of new residents are moving to Spring Hill every year. Here are a few reasons why.

- WalletHub ranked Spring Hill in the **Top 100 of Best Small Cities in America**;
- According to Yahoo.com, Spring Hill was the 8th fastest growing city in Tennessee in 2024

Niche has ranked Spring Hill in the **Top 25 Best Cities in Tennessee** in the following categories:

- Best Suburbs to Raise a Family
- Best Suburbs for Young Professionals
- Best Suburbs to Live
- Suburbs with the Best Public Schools

Issues, Opportunities and Challenges

The City is forward-thinking, creative yet reflective of the importance of its history. The Board of Mayor and Aldermen recognize the value in understanding the history of the community allows it to strategically connect to the future. As leadership changes at the political and executive levels, there remains a continuity of a philosophy to maintain levels of service but evaluate new ways, methods, and systems to deliver services to adjust to an ever changing environment. The next City Administrator will be expected to have an understanding and demonstrated success in managing or working at an executive level, in a community experiencing population growth and has worked with and through similar challenges. Spring Hill recognizes that there are significant infrastructure needs to accommodate its current pace of growth and development by exploring new water delivery sources, options for treatment of wastewater and addressing traffic congestion within the community, as the first tier priorities. The organization has a strong and very capable executive team that should be properly consulted and empowered to use their talents as entrepreneurial, forward-thinking and reliable advisors to the City Administrator.

Preferred Characteristics and Demonstrated Experience of the Ideal Candidate

- Visible demonstration of honesty, integrity, and trust.
- Politically astute but not politically active.
- Fair, balanced and leads with diplomacy, tact, exhibits empathy and professionalism in every interpersonal interaction.
- Exceptional communicator with the Board of Mayor and Aldermen, staff and the community, with the ability to adapt communication style to the message. Ability to speak with clarity on expectations and outcomes.
- Takes the necessary time to develop relationships with community stakeholders and members of the community particularly with those who traditionally may have not had as much interaction, support or focus by the City.
- Have ability to distill complex information on projects or program updates, with transparency, and generally, be available when needed.
- Places organizational culture as a priority and who recognizes the value of the existing staff as part of the team, highly competent in contributing to the overall mission of the organization; exhibits a servant leader philosophy, “first among equals” and a mentor to the staff.
- Clear ability and willingness to delegate assignments and not micromanage executive team.
- Active listening skills with an open-door policy where employees should feel welcomed and approachable, providing a safe space to openly share thoughts, ideas, concerns; exhibiting emotional intelligence.
- Expertise in finance, budget with an emphasis on creating financial and strategic plans pertaining to infrastructure, including wet utilities, public safety and parks.
- Expertise in negotiations, completing development agreements with fair outcomes for the community.
- Ability to articulate a vision for the future of the City; can develop a strategic plan and establish a path that elevates Spring Hill to the next level.
- Is calm under pressure, unflappable to criticism.
- Demonstrates the importance and understanding of the need for a healthy work/life balance both personally and for staff.
- Serve as an ambassador and champion representing Spring Hill within the region and state.
- Demonstrated success working in a first-tier suburban community within a major metropolitan region.
- Recognizes the critical value and importance of recurring, routine communication updates, oftentimes using varying methods and strategies with the City Council.
- Demonstrates independence, and professional approach to elected officials by treating all fairly, in a nonpartisan manner.
- Demonstrates humility and the professionalism, tact and diplomacy when having to say “no” or make a negative recommendation.

POSITION REQUIREMENTS

Education and Experience :

Requires a combination of education and experience equivalent to attainment of an MPA or MBA combined with at least 5 years of increasingly responsible local government management experience gained in a community or other public agency similarly situated in population (or larger) and complexity to Spring Hill is preferred. Experience in budget, finance, capital improvement programs relating to water, wastewater, economic development, and/or development services is desired. This opportunity would be ideal for an individual who is an existing City Manager or City Administrator with similar experience in the issues and opportunities identified herein. However, an experienced Assistant City Manager/Administrator in another jurisdiction with a comparable or larger organization may be considered and with experience as stated.

COMPENSATION AND BENEFITS

Compensation for the position will be highly competitive. Beginning compensation is negotiable based on qualifications and experience. The City provides excellent employee benefits which include generous paid time off, medical, dental vision, prescription drug, a flexible spending account, life/AD&D, long term disability, retirement benefits, an educational savings program and more.

TO APPLY

The recruitment will remain open until the position is filled. The first review of applications is scheduled for April 18, 2025. To apply, please send a letter of application, detailed résumé, and current salary to:

Robert E. Slavin, President or John Kross, Southwest Regional Manager.

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Electronic submissions are preferred.

THE CITY OF SPRING HILL IS AN EQUAL OPPORTUNITY EMPLOYER



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