

ORDINANCE NO. 24-21

AN ORDINANCE OF THE CITY OF SPRING HILL, TENNESSEE, THE FIRST AMENDMENT OF THE FISCAL YEAR 2024-25 BUDGET

WHEREAS, the Board of Mayor and Aldermen has been made aware that the previously approved budget for the fiscal year July 1, 2024 through June 30, 2025 needs to be amended; and

WHEREAS, the Board of Mayor and Aldermen desire to amend Ordinance 24-12, the same being the Appropriation Ordinance for the City of Spring Hill, Tennessee for the Fiscal Year July 1, 2024 through June 30, 2025;

NOW THEREFORE BE IT ORDAINED BY THE CITY OF SPRING HILL, TENNESSEE, AS FOLLOWS:

SECTION 1. That amounts hereinafter set out constitute the estimated revenues and the budgeted expenditures for the City of Spring Hill, Tennessee, and the said sums specified herein are hereby appropriated for the purpose of meeting the expenses of the various departments and programs of the City of Spring Hill for the fiscal year beginning July 1, 2022 and ending June 30, 2023, to wit:

**LINE ITEM
AMENDMENTS**

GL Code	R/E	Division	Description	Revenue	Expenses	Fund Balance	Effect
110-41650-53291	E	Human Resources	Other Operating Supplies		\$4,000		Increase Expenses
110-42210-53265	E	Fire Administration	Turn Out Gear		\$3,771		Increase Expenses
110-41650-33452	R	Human Resources	Parks & Rec Grants	\$2,000			Increase Revenues
110-42210-33452	R	Fire Administration	Parks & Rec Grants	\$1,885			Increase Revenues
110-42200-53451	E	Fire	Firefighting Tools		\$75,000		Increase Expenses
110-42200-52621	E	Fire	Repairs and Maintenance Machinery and Equipment		\$5,013		Increase Expenses
110-41100-52521	E	Legislation	Legal Services		\$20,000		Increase Expenses
110-41310-55314	E	Administration	Storage Rental		\$16,614		Increase Expenses
110-43120-52544	E	Traffic	Traffic Engineering Services		(\$11,087)		Decrease Expenses
110-43120-52549	E	Traffic	Other Professional Services		(\$3,082)		Decrease Expenses
110-43120-52651	E	Traffic	Repairs & Maintenance Grounds & Ground Improvement		(\$48,745)		Decrease Expenses
110-43110-54226	E	Streets	Pedestrian Safety		(\$169,100)		Decrease Expenses
110-43110-52672	E	Streets	Sidewalk - New		(\$63,500)		Decrease Expenses
110-43110-54221	E	Streets	Guardrails		(\$8,050)		Decrease Expenses
110-43110-59411	E	Streets	Vehicles		(\$101,394)		Decrease Expenses
110-43110-52681	E	Streets	Repair and Maintenance Roads and Streets		(\$465,275)		Decrease Expenses
110-42100-53261	E	Police	Clothing		(\$250)		Decrease Expenses
110-42100-59824	E	Police	Capital Outlay - THSO Grant		(\$14,400)		Decrease Expenses

110-41641-52722	E	Information Technology	Contract IT Operation/Services		(\$2,250)		Decrease Expenses
110-41641-52723	E	Information Technology	Subscription Services		(\$1,895)		Decrease Expenses
110-41641-52724	E	Information Technology	Support Services		(\$6,523)		Decrease Expenses
110-41641-52725	E	Information Technology	Software Support Contract		(\$6,389)		Decrease Expenses
110-41641-53141	E	Information Technology	Portable Electronic Devices		(\$3,359)		Decrease Expenses
110-41641-59710	E	Information Technology	Other Machinery		(\$25,569)		Decrease Expenses
110-41100-51461	E	Legislation	Workers Comp		1,255		Increase Expenses
110-41200-51461	E	Judicial	Workers Comp		618		Increase Expenses
110-41310-51461	E	Administration	Workers Comp		14,409		Increase Expenses
110-41320-51461	E	Communications	Workers Comp		6,088		Increase Expenses
110-41500-51461	E	Finance	Workers Comp		12,073		Increase Expenses
110-41650-51461	E	Human Resources	Workers Comp		8,531		Increase Expenses
110-41700-51461	E	Capital Improvement Program	Workers Comp		4,490		Increase Expenses
110-42110-51461	E	Police Administration	Workers Comp		2,948		Increase Expenses
110-42121-51461	E	Police Criminal Investigation	Workers Comp		1,974		Increase Expenses
110-42150-51461	E	Police Support	Workers Comp		11,871		Increase Expenses
110-42210-51461	E	Fire Administration	Workers Comp		9,969		Increase Expenses
110-42220-51461	E	Fire Operations	Workers Comp		118,050		Increase Expenses
110-42230-51461	E	Fire Training	Workers Comp		4,697		Increase Expenses
110-42240-51461	E	Fire Marshal	Workers Comp		6,412		Increase Expenses
110-42500-51461	E	Emergency Operations	Workers Comp		2,405		Increase Expenses
110-43100-51461	E	Public Works Administration	Workers Comp		6,367		Increase Expenses
110-44400-51461	E	Parks & Recreation	Workers Comp		1,240		Increase Expenses
110-44700-51461	E	Parks Maintenance	Workers Comp		2,494		Increase Expenses
110-44800-51461	E	Library	Workers Comp		13,491		Increase Expenses
110-46100-51461	E	Planning	Workers Comp		4,378		Increase Expenses
110-46200-51461	E	Codes	Workers Comp		5,881		Increase Expenses
110-47220-51461	E	Microbusiness Specialist	Workers Comp		2,502		Increase Expenses
110-51610-57611	E	Transfers Out	Transfers Out - General Fund		\$500,000		Increase Expenses
110-41100-55112	E	Legislation	PEP Insurance Coverage		40,965		Increase Expenses
110-42210-55112	E	Fire Administration	PEP Insurance Coverage		26,556		Increase Expenses
110-42220-55112	E	Fire Operations	PEP Insurance Coverage		10,058		Increase Expenses
110-43110-55112	E	Streets	PEP Insurance Coverage		74,800		Increase Expenses

110-43120-55112	E	Traffic	PEP Insurance Coverage		7,320		Increase Expenses
110-44700-55112	E	Parks Maintenance	PEP Insurance Coverage		1,610		Increase Expenses
110-27111	FB	Fund Balance - Unappropriated				-93,096	Decrease Equity
150-42100-59411	E	Police	Vehicles		(\$542,756)		Decrease Expenses
150-27111	FB	Fund Balance - Unappropriated				542,756	Increase Equity
210-43200-52952	E	Sanitation	Brush Disposal & Brush Grinding		(\$53,750)		Decrease Expenses
210-27111	FB	Fund Balance - Unappropriated				53,750	Increase Equity
311-48002-59123	E	Buckner Lane	Capital Design		\$213,971		Increase Expenses
311-48005-59122	E	Harvey Park Greenway	Capital Environment		\$8,800		Increase Expenses
311-27111	FB	Fund Balance - Unappropriated				-222,771	Decrease Equity
313-48023-59123	E	City Hall Renovations	Capital Design		\$58,500		Increase Expenses
313-27111	FB	Fund Balance - Unappropriated				-58,500	Decrease Equity
410-52110-53141	E	Water Distribution	Portable Electronic Devices		\$66,100		Increase Expenses
410-52308-59601	E	June Lake Water Tank	Capital CEI		\$13,000		Increase Expenses
410-52220-52691	E	Sewer Collection	Repair and Maintenance - Other		\$60,000		Increase Expenses
410-52010-52541	E	Utilities Administration	Consulting Engineering		\$519,500		Increase Expenses
410-52210-59421	E	Waste Water Treatment Plant	Machinery and Equipment		\$145,000		Increase Expenses
410-52405-59123	E	Sewer Inflow and Infiltration	Capital Design		\$574,500		Increase Expenses
410-52010-59411	E	Utilities Administration	Vehicles		\$105,000		Increase Expenses
410-52220-59421	E	Sewer Collection	Machinery and Equipment		\$36,000		Increase Expenses
410-52302-59121	E	WTP-Install Membranes to Replace Filters	Capital Planning		\$50,000		Increase Expenses
410-52309-59601	E	Southside Water Tank	Capital CEI		\$350,000		Increase Expenses
410-52610-33450	R	Grants - Other	Grants - Other	\$2,398,760			Increase Revenues
410-52610-59123	E	Capital Design	Capital Design		\$2,712,000		Increase Expenses
410-52610-59601	E	Capital CEI	Capital CEI		\$176,200		Increase Expenses
410-52620-33450	R	Grants - Other	Grants - Other	\$800,000			Increase Revenues
410-52620-59123	E	Capital Design	Capital Design		\$1,000,000		Increase Expenses
410-52620-52631	E	Public Relations	Public Relations		\$90,000		Increase Expenses
410-52407-59125	E	Kedron/Mahlon Moore Gravity Sewer	Capital Site Construction		\$146,868		Increase Expenses
410-52409-33450	R	Upgrade WWTP Waste Production Capacity	Grants - Other	\$2,369,085			Increase Revenues
410-52409-59123	E	Upgrade WWTP Waste Production Capacity	Capital Design		\$1,341,581		Increase Expenses

410-52409-59125	E	Upgrade WWTP Waste Production Capacity	Capital Site Construction		\$917,653		Increase Expenses
410-52316-59123	E	Westview Subdivision Interconnect	Capital Design		\$10,500		Increase Expenses
410-52317-59123	E	Williamsburg Subdivision Interconnect	Capital Design		\$24,000		Increase Expenses
410-52320-59123	E	Upgrade Stonecreek Drive to 10"	Capital Design		\$2,200		Increase Expenses
410-52319-59123	E	Cleburne 16" from Freehand to Beechcroft	Capital Design		\$515,000		Increase Expenses
410-52319-59131	E	Cleburne 16" from Freehand to Beechcroft	Capital Easement Acquisition		\$63,000		Increase Expenses
410-52314-59123	E	Bypass BPS at Miles Johnson	Capital Design		\$43,500		Increase Expenses
410-52420-59123	E	Kedron Square 12" upgrade	Capital Design		\$151,500		Increase Expenses
410-52421-59123	E	Grassy Branch 30" Parallel Trunk	Capital Design		\$744,000		Increase Expenses
410-52324-59123	E	Raw Water Intake	Capital Design		\$214,500		Increase Expenses
410-52504-33450	R	Asset Management Plan	Grants - Other	\$500,000			Increase Revenues
410-52504-59123	E	Asset Management Plan	Capital Design		\$750,000		Increase Expenses
410-52305-59123	E	WTP Capacity Upgrade to 6MGD	Capital Design		(\$84,192)		Decrease Expenses
410-52302-59123	E	WTP-Install Membranes to Replace Filters	Capital Design		(\$625,000)		Decrease Expenses
410-52610-59125	E	#N/A	Capital Site Construction		(\$12,595,000)		Decrease Expenses
410-52620-59125	E	#N/A	Capital Site Construction		(\$3,000,000)		Decrease Expenses
410-52503-59121	E	Urban Growth Boundary Capacity Study Update	Capital Planning		(\$23,978)		Decrease Expenses
410-52403-59125	E	WWTP - Oxidation Repair	Capital Site Construction		(\$237,047)		Decrease Expenses
410-52404-59123	E	Royalton Woods Gravity Sewer	Capital Design		(\$84,260)		Decrease Expenses
410-52010-51461	E	Utilities Administration	Workers Comp		\$2,352		Increase Expenses
410-52100-51461	E	Water Treatment Plant	Workers Comp		\$5,198		Increase Expenses
410-52110-51461	E	Water Distribution	Workers Comp		\$2,763		Increase Expenses
410-52210-51461	E	Waste Water Treatment Plant	Workers Comp		\$6,829		Increase Expenses
410-52220-51461	E	Sewer Collection	Workers Comp		\$2,391		Increase Expenses
410-52100-55112	E	Water Treatment Plant	PEP Insurance Coverage		72,471		Increase Expenses
410-27111	FB	Fund Balance - Unappropriated				11,803,716	Increase Equity
416-43150-59411	E	Stormwater	Vehicles		\$44,000		Increase Expenses
416-43150-36922	R	Stormwater	Loan Proceeds	\$2,700,000			Increase Revenues
416-52701-59125	E	Augusta Trace	Capital Site Construction		\$348,147		Increase Expenses
416-52704-59125	E	Wyngate	Capital Site Construction		\$662,195		Increase Expenses

416-52703-59125	E	Cameron Farms	Capital Site Construction		\$209,395		Increase Expenses
416-52702-59125	E	Buckner Place	Capital Site Construction		\$875,344		Increase Expenses
416-43150-59421	E	Stormwater	Machinery and Equipment		\$80,464		Increase Expenses
416-43150-52918	E	Stormwater	Street Sweeping		(\$15,451)		Decrease Expenses
416-43150-52549	E	Stormwater	Other Professional Services		(\$18,491)		Decrease Expenses
416-43150-59000	E	Stormwater	CAPITAL OUTLAY		(\$3,313)		Decrease Expenses
416-27111	FB	Fund Balance - Unappropriated				517,710	Increase Equity
520-30000-36965	R	Revenues	Transfers In	\$500,000			Increase Revenue
520-41641-34614	R	Information Technology	Operating Transfer In To Info Tech - IS Revenue	\$158,614			Increase Revenue
520-41641-52722	E	Information Technology	Contract IT Operation/Services		\$58,103		Increase Expenses
520-41641-52723	E	Information Technology	Subscription Services		\$3,513		Increase Expenses
520-41641-52724	E	Information Technology	Support Services		\$6,523		Increase Expenses
520-41641-52725	E	Information Technology	Software Support Contract		\$80,484		Increase Expenses
520-41641-52726	E	Information Technology	Installation Contract & Services		\$9,991		Increase Expenses
520-41642-34613	R	GIS	Operating Transfer In To GIS - IS Revenue	\$3,553			Increase Revenue
520-41642-51461	E	GIS	Workers Comp		\$3,553		Increase Expenses
520-41800-34617	R	Facilities	Operating Transfer In Facilities - IS Revenue	\$376,297			Increase Revenue
520-41800-52661	E	Facilities	Repair and Maintenance Buildings		\$102,000		Increase Expenses
520-41800-53241	E	Facilities	Janitorial Supplies		\$45,000		Increase Expenses
520-41800-55311	E	Facilities	Building and Office Rental		\$229,297		Increase Expenses
520-43170-34612	R	Fleet	Operating Transfer In to Fleet - IS Revenue	\$1,664			Increase Revenue
520-43170-51461	E	Fleet	Workers Comp		\$1,664		Increase Expenses
520-46300-34611	R	Engineering	Operating Transfer In to Engineering - IS Revenue	\$3,935			Increase Revenue
520-46300-51461	E	Engineering	Workers Comp		\$3,935		Increase Expenses
520-27111	FB	Fund Balance - Unappropriated				500,000	Increase Equity
410-52000-36971	R	W&S Revenues	Operating Transfer In from Water Department	\$3,043,948			Increase Revenue
410-52000-36972	R	W&S Revenues	Operating Transfer In from Sewer Reserves	\$5,549,449			Increase Revenue
410-27111	FB	Fund Balance - Unappropriated				\$8,593,397	Increase Equity
413-61100-57604	E	Transfers	Operating Transfer Out to Water Sewer Fund		\$3,043,948		Increase Expenses
413-27111	FB	Fund Balance - Unappropriated				(\$3,043,948)	Decrease Equity
414-61100-57604	E	Transfers	Operating Transfer Out to Water Sewer Fund		\$5,549,449		Increase Expenses
414-27111	FB	Fund Balance - Unappropriated				(\$5,549,449)	Decrease Equity
601-47300-33110	R	CDBG Grant	Grant - CDBG	(\$114,000)			Decrease Revenue
601-47300-52545	E	CDBG Grant	Consultant's Services		(\$114,000)		Decrease Expenses

BE IT FURTHER ORDAINED, that all other Ordinances and Resolutions in conflict herewith be, and the same hereby, are repealed.

PASSED AND ADOPTED BY THE BOARD OF MAYOR & ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE, THIS THE 2nd DAY OF DECEMBER, 2024.



JIM HAGAMAN, MAYOR

ATTEST: 

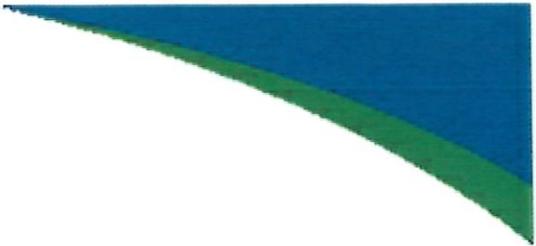
APRIL GOAD, CITY
RECORDER

LEGAL FORM APPROVED: 

PATRICK CARTER, CITY ATTORNEY

Passed on 1st Consideration: December 2, 2024

Passed on 2nd Consideration: December 16, 2024



STAFF MEMORANDUM

TO: Board of Mayor and Alderman
FROM: Rebecca Holden, Finance Director
Tony Tolstedt, Assistant City Administrator
DATE: December 12, 2024
RE: Ordinance 24-21: FY 25 Budget Amendment #1

PURPOSE:

Ordinance 24-21 provides for the first budget amendment for the FY 25 budget. The provided ordinance is meant to provide modification to the previously adopted budget and detail those changes for BOMA consideration.

DESCRIPTIONS

The attached ordinance and spreadsheet provide details pertaining to the proposed changes to the various lines throughout the budget. Some of the more significant items are as follows:

PO Rollbacks

Some of the proposed modifications result from rolled-back purchase orders (POs) carried over during the initial budget process. These rolled POs provided additional authority in the current budget to account for expenditures from the previous fiscal year that were either incurred at the year's end or received after the start of the new fiscal year but spent before the prior fiscal year closed. These reductions were anticipated and are detailed in the supporting documentation.

Public Entity Partners (PEP):

PEP was underbudgeted and the provided adjustments account for the additional funds needed.

Workers Compensation:

Workers Comp was underbudgeted and the provided adjustments account for the additional funds needed.

Operating Transfer for 520:



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\$500,000 of fund balance from the general fund needs to be moved to 520 for operating cash flow purposes. With the creation of the fund, no fund balance was transferred causing the fund to run in negative cash. A transfer needs to be made in order to keep cash positive as the invoicing process to departments happens after services have been fulfilled.

410 Capital Modifications:

Modifications to the 410 Capital plan are proposed following staff review. Those details are provided in the attached documentation and in a separate memo which is forthcoming.

BA#2

Going forward, budget amendments will be done on a quarterly basis. The next budget amendment will need to address some of the internal service fund transfers from other funds. The finance department, in coordination with the appropriate departments are currently working on documenting the process for invoicing departments. Once that is completed, budgets will need to be adjusted accordingly. The next budget amendment will also address more of the capital changes that are ongoing conversations between leadership and department heads. The proposed timeline for BA#2 is tentatively scheduled for January.

FINANCIAL IMPACT:

The financial impact of the changes is denoted in the attached documents and through the ordinance.

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve Ordinance 24-21 as presented.

GL Code	R/E	Division	Description	Revenue	Expenses	Fund Balance	Effect
110-27111	FB	Fund Balance - Unappropriated				-93,096	Decrease Equity
150-27111	FB	Fund Balance - Unappropriated				542,756	Increase Equity
210-27111	FB	Fund Balance - Unappropriated				53,750	Increase Equity
311-27111	FB	Fund Balance - Unappropriated				-222,771	Decrease Equity
313-27111	FB	Fund Balance - Unappropriated				-58,500	Decrease Equity
410-27111	FB	Fund Balance - Unappropriated				11,803,716	Increase Equity
416-27111	FB	Fund Balance - Unappropriated				517,710	Increase Equity
520-27111	FB	Fund Balance - Unappropriated				500,000	Increase Equity
	FB	Total				13,043,565	Increase