

ORDINANCE 22-04

**AN ORDINANCE OF THE CITY OF SPRING HILL, TENNESSEE, AMENDING
SPRING HILL MUNICIPAL CODE TITLE 5, CHAPTER 1, SECTION 5-102
REGARDING PAYMENT OF EXPENDITURES**

WHEREAS, the Board of Mayor and Aldermen of the City of Spring Hill may, pursuant to its charter and general laws of the State of Tennessee, enact regulatory ordinances protecting and promoting the general welfare, health, and safety of its citizens; and

WHEREAS, the Spring Hill Municipal Code, Title 5, Chapter 1, Section 5-102 currently states:

“§ 5-102 EXPENDITURES TO BE MADE BY CHECK ONLY.

All expenditures for any purpose shall be made by check signed by the Mayor and the Recorder. Expenditures for goods or services other than employees’ wages or salaries shall be made only after receipt of a proper invoice and acknowledgment by the party receiving the goods or services and after approval by the Mayor or City Administrator.”

WHEREAS, the Board of Mayor and Aldermen desire to update this section.

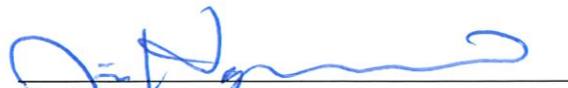
NOW, THEREFORE, BE IT BE ORDAINED BY THE CITY OF SPRING HILL, TENNESSEE, BOARD OF MAYOR AND ALDERMEN, that Title 5, Chapter 1, Section 5-102 shall be amended to read,

“§ 5-102 EXPENDITURES

All expenditures for any purpose shall be made ACH, Bank Draft, Electronic Funds Transfer, Wire Transfer or by check. Checks must contain two signatures by two of the following: City Finance Director, City Recorder, City Administrator, Assistant City Administrator, Vice Mayor and/or Mayor. Expenditures for goods or services other than employees’ wages or salaries shall be made only after receipt of a proper invoice and acknowledgment by the party receiving the goods or services and after approval by the Department Head, Finance Director and/or City Administrator.”

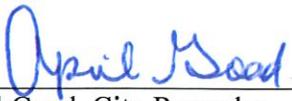
BE IT FURTHER ORDAINED, that all Ordinances in conflict herewith be, and the same hereby are, repealed or changed accordingly.

Passed and adopted by the Board of Mayor and Alderman of the City of Spring Hill, Tennessee, on this 22nd of February, 2022.



Jim Hagaman, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick M. Carter, City Attorney

Passed on First Reading: _____

Passed on Second Reading: _____



REQUEST: *Approval of Ordinance 22-04*
SUBMITTED BY: Debra Dutcher, Finance Director; April Goad, City Recorder
DATE: February 2, 2022
RE: To amend Title 5, Chapter 1, Section 5-102 of the Spring Hill Code of Ordinances.
ATTACHMENTS: Ordinance 22-04; Copy of current Code Section

PURPOSE:

The purpose of this ordinance is to update and correct the section of the Spring Hill Municipal Code regarding payment of expenditures.

BACKGROUND:

The Spring Hill Municipal Code, Title 5, Chapter 1, Section 5-102 states that expenditures are to be made "by check only" and that checks are to be signed by "Mayor and Recorder".

We need to update code to allow expenditures to be paid by electronic means (Bank Draft, ACH, EFT, Wire Transfer). Also, we need to update code to reflect correct authorized signers (Two of the following: Mayor, Vice-Mayor, City Finance Director, City Administrator, Assistant City Administrator, City Recorder.)

FINANCIAL IMPACT:

None.

STAFF RECOMMENDATION:

Staff recommends approval.

CHAPTER 1: MISCELLANEOUS

Section

- 5-101 Official depository for city funds
- 5-102 Expenditures to be made by check only
- 5-103 Credit and debit card payments made to the city

§ 5-101 OFFICIAL DEPOSITORY FOR CITY FUNDS.

Any bank or banks within the boundaries of Maury or Williamson Counties can be designated as a depository of municipal funds, in any sum or sums deemed appropriate for any banking need of the municipality.

(2011 Code, § 5-101)

Statutory reference:

Specific charter provisions on depositories of municipal funds, see Tenn. Code Ann. § 6-4-402

§ 5-102 EXPENDITURES TO BE MADE BY CHECK ONLY.

All expenditures for any purpose shall be made by check signed by the Mayor and the Recorder. Expenditures for goods or services other than employees' wages or salaries shall be made only after receipt of a proper invoice and acknowledgment by the party receiving the goods or services and after approval by the Mayor or City Administrator.

(2011 Code, § 5-102)

§ 5-103 CREDIT AND DEBIT CARD PAYMENTS MADE TO THE CITY.

(A) The city shall accept credit or debit card payments for any tax, license, fine, utility bill, fee, or other money due the city.

(B) Added to each credit or debit card payment is a processing fee equal to the amount paid to the city's third-party processor.

(C) A service charge of \$25 shall be imposed on any transaction that is not honored by the credit or debit card company issuing the card or entity upon which the funds are drawn, unless the card and cardholder are present and the declination is communicated to the municipal official at the time the transaction is processed.