

ANNUAL OPERATING + CAPITAL EQUIPMENT

BUDGET

City of Spring Hill, Tennessee

Fiscal Year 2023 - 2024





City of

SPRING HILL
TENNESSEE

931.486.2252 | www.springhilltn.org

199 Town Center Parkway
Spring Hill, Tennessee 37174

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LETTER FROM THE MAYOR

July 1, 2023

Dear Members of the Board, City Administrator Caskie, and fellow Spring Hill Residents:

I am excited to introduce the FY 2024 Annual Budget for the City of Spring Hill.

The Board of Mayor and Aldermen has formulated a responsible budget that is both balanced and effective towards the goal of continuously improving our community. The FY 24 Budget reflects our shared priorities, illustrates our enduring fiscal responsibility to the Spring Hill community while also catering to the residents' needs for the future.

Members of the Board of Mayor and Aldermen created a responsible budget that is balanced, sustainable, and based on shared priorities. It is the City's updated plan of action to ensure long-term fiscal responsibility while addressing residents' priorities for the future.

The primary objective of BOMA has been to confront the challenges posed by regional expansion while concurrently enriching the quality of life for the residents. A key aspect of this endeavor involves providing quality services such as water, sewer, public safety, and transportation initiatives. Moreover, we aim to cultivate fresh and enhanced prospects for residents to engage in work, shopping, and recreational activities within the city limits.

Noteworthy capital projects being carried over from last year include the Spring Hill Police Headquarters, the widening and extension of Buckner Lane and Buckner Road, and the finalization of a new I-65 Interchange. New projects include improving the flow on Port Royal Road and Countess, which will become the first city sponsored roundabout, and the planning for both Fire Station #4 and the expansion of the Wastewater Treatment Plant by relocating the Public Works facility. In addition to these items, we are continuing to work to fund other transportation and service needs such as the library and the widening of Kedron and Port Royal.

By managing our resources, Spring Hill will continue to maintain stable finances to accomplish those projects needed in our community over the long term. This budget aligns with our ongoing efforts in this regard. In fact, last year, S&P Global Ratings elevated Spring Hill's municipal credit rating to AA+, a testament to the city's sensible planning and efficient management practices.

I extend my gratitude to BOMA and the outstanding City staff for their contribution in making Spring Hill an exceptional place to reside. Our residents, whose interests we earnestly represent, rightfully deserve the best.

While the elected officials and City staff are important to the operations of the city, it is the contribution of the volunteers who serve on the various board and commissions that make our team well rounded and successful.

Thank you for your support of our community. It is a pleasure and a privilege to serve you as Mayor.

Sincerely,



Jim Hagaman, Mayor

City of Spring Hill, Tennessee

July 1, 2023

Dear Members of the Board and fellow Spring Hill Residents:

By state statute, each city in Tennessee must adopt a balanced budget. This budget is organized into specific funds which have dedicated uses or revenues that must be kept separate from other uses or revenues.

Spring Hill adopted its 2023-24 budget on June 20, 2023, at the second reading of Ordinance 23-10 during its regular Board of Mayor and Aldermen meeting.

The City has 25 funds which include a General Fund, Water & Sewer Fund, Sanitation Fund, Stormwater Fund, and Tourism Fund as well as a host of Capital Project and Special Revenue funds. The General Fund houses most of the traditional City expenditures, while the Water & Sewer, Stormwater, and Sanitation funds provide for the operations of the more business-like services known as Enterprise funds.

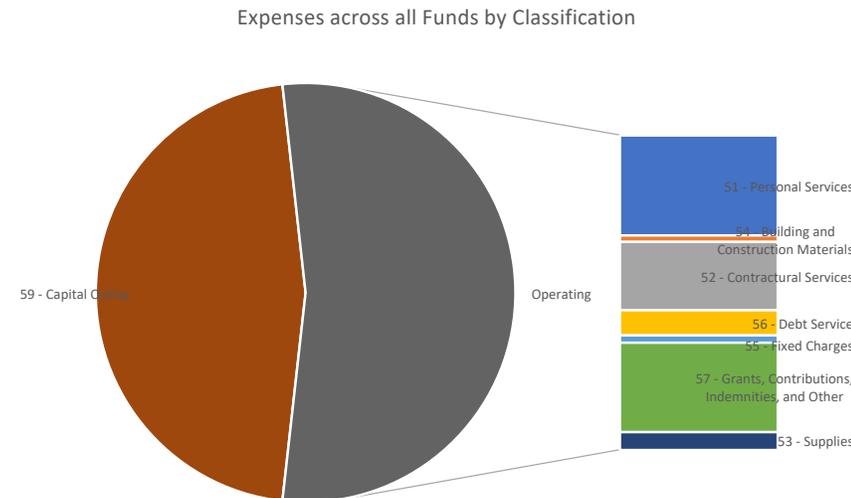


Fig. 1

to do an annual budget, annualized operating budgets are a short-term way of looking at the life of a city. Road projects can take up to 10 years to complete through all the phases and processes. Some capital equipment purchases can take over two years to arrive. If a piece of equipment needs staff to operate, then it doesn't make sense to budget for purchase of that equipment and the staff to operate it in the same year.

The City of Spring Hill has prepared a 10-year Revenue Forecast, a 10-year Capital Improvements Plan, a 5-year Personnel Projection, and a 2-year Operational Budget. This multi-year budgeting process is not uncommon as it helps to forecast several ways. Fig. 1 shows the percentage of the budget that is being spent on personnel, contract services, and supplies. The City's annual budget serves as a work plan for the upcoming year and commonly lays the groundwork for many years to come. The total city budget for the 2023-24 year is estimated to be: \$179,681,969. This means that 46.5% of all funds being spent in the next 12 months is planned to be spent to support capital improvements. The remainder of the 53.5% is being spent to support ongoing operations. While most governments of our size and larger spend 65-70% of their operating costs on personnel costs, the City of Spring Hill spends between 32.5% - 46% of their operating funds on personnel costs. Due to this shortage of staff, more money is spent on outside contracts.

41% percent of the general fund budget goes to providing public safety services to the community. The Development Services Department, which oversees Planning, Zoning, Code Enforcement, and Engineering, accounts for 26% of the total expenditures but only 4% of the City's tax revenues are used to support Development Services. The development community pays fees to support development services functions.

In addition to the services that Spring Hill provides, there are several activities that must go into supporting those services. Often called internal services, they support the operations that provide the direct services. They include hiring and dealing with personnel; managing the fleet of vehicles that make the services happen; providing technology and data for the staff; and the Internet of Things to communicate with each other, paying the bills and the staff, and providing buildings for the employees to work from.

24 Approved Budget by Functional area

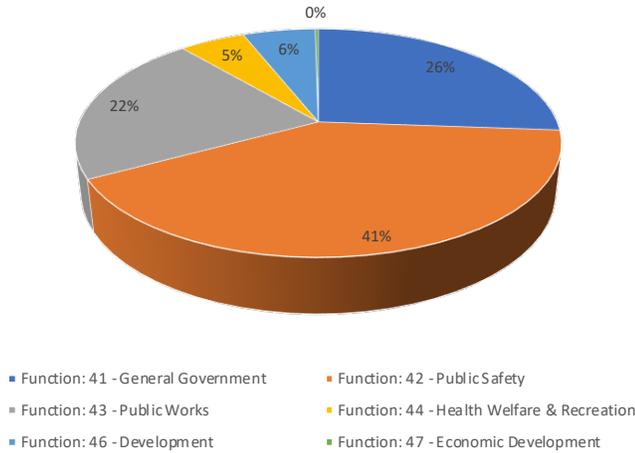


Fig. 2

In addition to all these services, there is the overhead: the management, administration, and financial management of the multitude of services, activities and events that go on annually within the city. Each department within this document has prepared goals for the coming year. In some cases, the goal may be a multi-year achievement

but the objectives that can be accomplished within the year are identified. All these departmental goals can be clustered under the seven primary goals set by the Board of Mayor and Aldermen. There was no property tax increase. Ongoing personnel shortages, hyperinflation, and a highly competitive employee market necessitated a pay compensation study to align our salary offerings with those of surrounding communities. The study was done by a Nashville based firm who does a significant number of Tennessee communities. Our salary plans were adjusted, employees were brought into the appropriate range for their duties and an annual increase was provided. For those employees who have been paid less than the competitive salary and have tenure beyond 1 – 2 years, their salaries were not moved within the range to account for their experience and tenure. This is a potential midyear adjustment so we can respect the experience and loyalty of our senior employees. There was a moderate increase to the employee health program by our new provider, Tennessee Partners for Health Program offered by the State of Tennessee.

General Fund

The General Fund is the primary fund for municipal services and supports the overall activities of the City. Taxes, either property or sales are the primary source of revenues for this fund. The property tax rate is set annually by Ordinance. Ordinance 23-08 is the Tax Ordinance for this budget year. Neither Williamson County nor Maury reassessed their property in 2023 and the Board of Mayor and Alderman elected to maintain the same tax rate as the previous year. The growth in property tax revenues is due to local growth of primarily Industrial in Maury County and Residential in both Williamson and Maury.

While sales tax collection continued to increase at a rate faster than inflation, it was less robust than it has been in previous years. Due to the unforeseen nature of the economic forecast during the entire budget process, the sales tax budget was not increased to the level it has been at in the last two years. The staff continues to forecast, monitor, evaluate and adjust budget expectations as revenues are received. For several years, building up a fund balance to be able to support the capital needs and to protect the city from economic downturns was a priority. Several new positions have been created over the past two years. This year, the new positions included setting the organization up for future success by creating middle management positions that allow for future growth and providing backup positions for critical jobs. Additionally, a couple of positions were added where the payback would be recovered in decreased consultant costs or increased revenues.

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LETTER FROM THE CITY ADMINISTRATOR

State Street Aid Fund

State Street Aid is one of several state shared taxes which are distributed to the cities in the state based on population. The per capita allocation fluctuates based on revenues. The revenues in this fund must be spent on road and street related expenditures. The City of Spring Hill has chosen to use these funds to pay for the debt that was taken out to construct Reserve Blvd and to pay some of the required paving to keep the local streets in the best condition possible. In this budget year, the city is estimated to get \$36.83 per capita in revenue from the state in this fund. This is not the only place the city uses paving money but these funds must be isolated to their own fund by state law. There is a reasonable fund balance available in the fund of nearly \$900,000.

Tourism Fund

In the Fall of 2021, the Board of Mayor and Alderman raised the rate of the Hotel/Motel Tax from 3% to 4%. This was in response to a State law change in 2020 which permitted the maximum rate or such as 4%. The increase went into effect on January 1, 2022. In the 2022-23 Budget, the City agreed to support the development of larger tourism activity by contracting with the Williamson County Convention and Visitor’s Bureau for overall management of the City’s tourism program. This contract is a commitment to provide 25% of its total revenue for all tourism management. With the expected arrival of a Nashville Predator’s Youth Hockey facility, the location of the United States Tennis Association’s Southern Regional facility, and other potential sports tourism venues, it is important that the City lay the appropriate groundwork for capitalizing on the tourism potential of the City.

Water & Sewer Fund

The Water and Sewer Fund provides safe and clean potable water for all residences and businesses in the city. It is also responsible for returning clean wastewater to Rutherford Creek. The current capacity for Water and Wastewater Treatment is 5 MGD (Million Gallons per Day). In addition to the city’s treatment capacity, there is a contract between the City and Columbia Power and Water Service for up to 3 MGD more of treated water. The current limits on utility expansion is the inability to obtain a permit from the state the right to discharge more than 5 MGD into Rutherford Creek. The City is hard at work to find alternate methods of discharge.

This budget, through the capital plan, focuses on the ability of the utility to serve the growing community. This budget includes increased growth for staff capacity to manage the growing utility needs and ongoing deferred and preventative maintenance of large and expensive machinery that is required in the treatment process.

The future revenue requirements for the expansion of the water and

sewer facilities are in front of us. In order to prepare for that day, a cost-of-service study was approved during the 2021-22 fiscal year. It is currently underway. It is anticipated that this year’s expenditures not covered by revenue will be covered by fund balance, and then next year when the rate increases are put into place, they will be sufficient to cover what is used for operational costs this year.

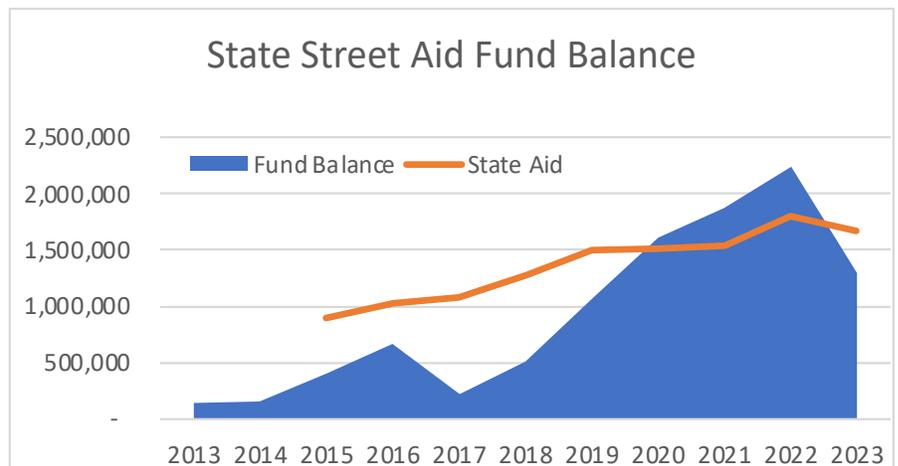


Fig. 3

ANNUAL BUDGET

LETTER FROM THE CITY ADMINISTRATOR

The most important operational improvement is the funding of a position to implement an industrial pretreatment program, which has been a requirement of the city for the past decade. We are very close to implementing the ordinance which requires that a staff member manage and report to the state on this program. Additionally, we believe this person can also manage and improve our Fats, Oils, and Grease (FOG) requirements for restaurants and public education for our residents.

Stormwater Management

On November 19, 2007, the stormwater management program was created by ordinance 07-45. This ordinance enabled the city of Spring Hill to comply with the requirements of the National Pollution Discharge Elimination Systems (NPDES) permit. The City chose to comply with this requirement by establishing a stormwater utility fund and program. Fees for this program were established at a rate of \$3.50 per equivalent residential unit. That fee remained the same from 2009 until 2023 when it was increased to \$5.25 for Residential ERUs and \$5.00 for Commercial ERUs.

The rate will continue to increase over the next couple of years and then an annualized rate of inflation will be used to determine the new rate. This will allow the stormwater fund to keep up with the growing demands of an increasingly larger city as well as to take care of known issues that preexisted the date of the development of the program.

And the interfund loan between the water and sewer fund and the stormwater fund was utilized this year to provide \$4 million to the stormwater fund for capital programs that were desperately needed. Work continues on these programs today and construction is expected to start on the first one's next spring.

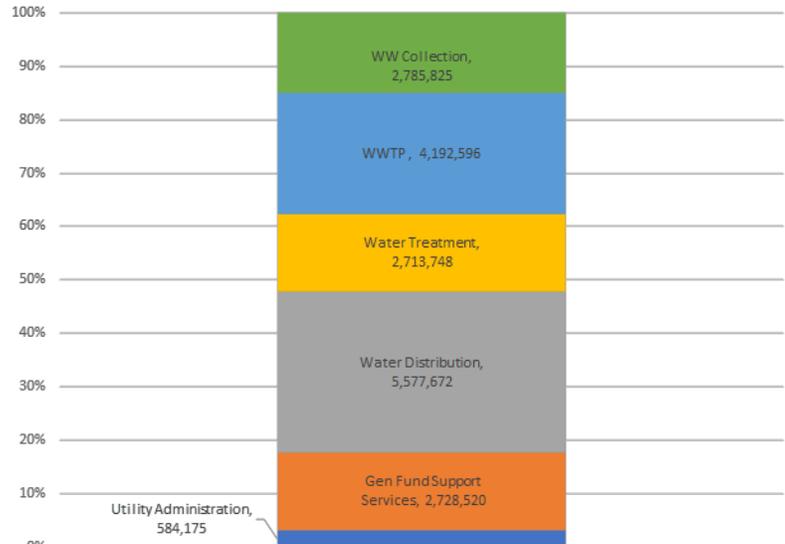


Fig. 4

Sanitation Fund

The Sanitation Fund has previously held all the activities for the contracted waste services that was provided under a contract with Waste Management. In addition to those services, the public works staff of the City also provide weekly collections of yard waste and bulky waste. All the costs associated with these additional waste programs, including assigned personnel, are accounted for in the Sanitation Fund. During the 2022-23 Fiscal year, a cost-of-service study was completed by Raftelis to accurately identify the costs associated with providing this service and set charges accordingly. The current rates for residents are:

Total Sanitation Collections: \$22.25

Trash: \$10.86

Recycling: \$4.65

City Services: \$6.74

Bulky waste pick up was previously collected for free but in the recent update to the rate, bulky waste now has a charge of \$25 per collection and is provided on demand instead of a being a route, with unlimited use.

ANNUAL BUDGET

LETTER FROM THE CITY ADMINISTRATOR

As always, budgets are not put together by just one person or even one department. It is the input and effort of all the leadership team and their staff that works to prepare the best estimate possible. In static times, the budget can be fairly predicted 18 months ahead of expenditures. In these turbulent economic times, both from a cost and availability perspective, a budget is an estimate, and the estimates may need to change over time. It is my desire that the City work within the confines of the budget available but not make sacrifices to the quality of services or the delivery of an excellent project just due to budget constraints. We cannot do everything at once, but we should strive to do everything well. This document is a guide to help us achieve that mission. I wish to thank the many members of the City staff, boards and committees that put untold number of hours into completing this document.

Sincerely,

A handwritten signature in black ink that reads "Pamela S. Caskie". The signature is written in a cursive, flowing style.

Pamela S. Caskie
City Administrator

Government Structure

Board of Mayor & Aldermen

Mayor

Jim Hagaman

Aldermen Ward 1

John Canepari

Jason Cox

Aldermen Ward 2

Matt Fitterer

William Pomeroy

Aldermen Ward 3

Brent Murray

Kevin Gavigan

Aldermen Ward 4

Vincent Fuqua

Trent Linville

Key Staff

City Administrator

Pamela S. Caskie

Assistant City Administrator | Utilities

Dan Allen

Assistant City Administrator | Admin

Tony Tolstedt

City Attorney

Patrick Carter

City Recorder

April Goad

Departments

Communications Director [Interim]

Tony Tolstedt

Development Director

Peter Hughes

Emergency Management Director

Greg Boyd

Finance Director

Debra Dutcher

Fire Chief

Graig Temple

Human Resources Director

Richard Stokes

IT Director

Nick Hoeldke

Library Director

Dana Juriew

Parks & Recreation Director

Kayce Williams

Police Chief

Don Brite

Public Works Director

Tyler Scroggins

Utility Director

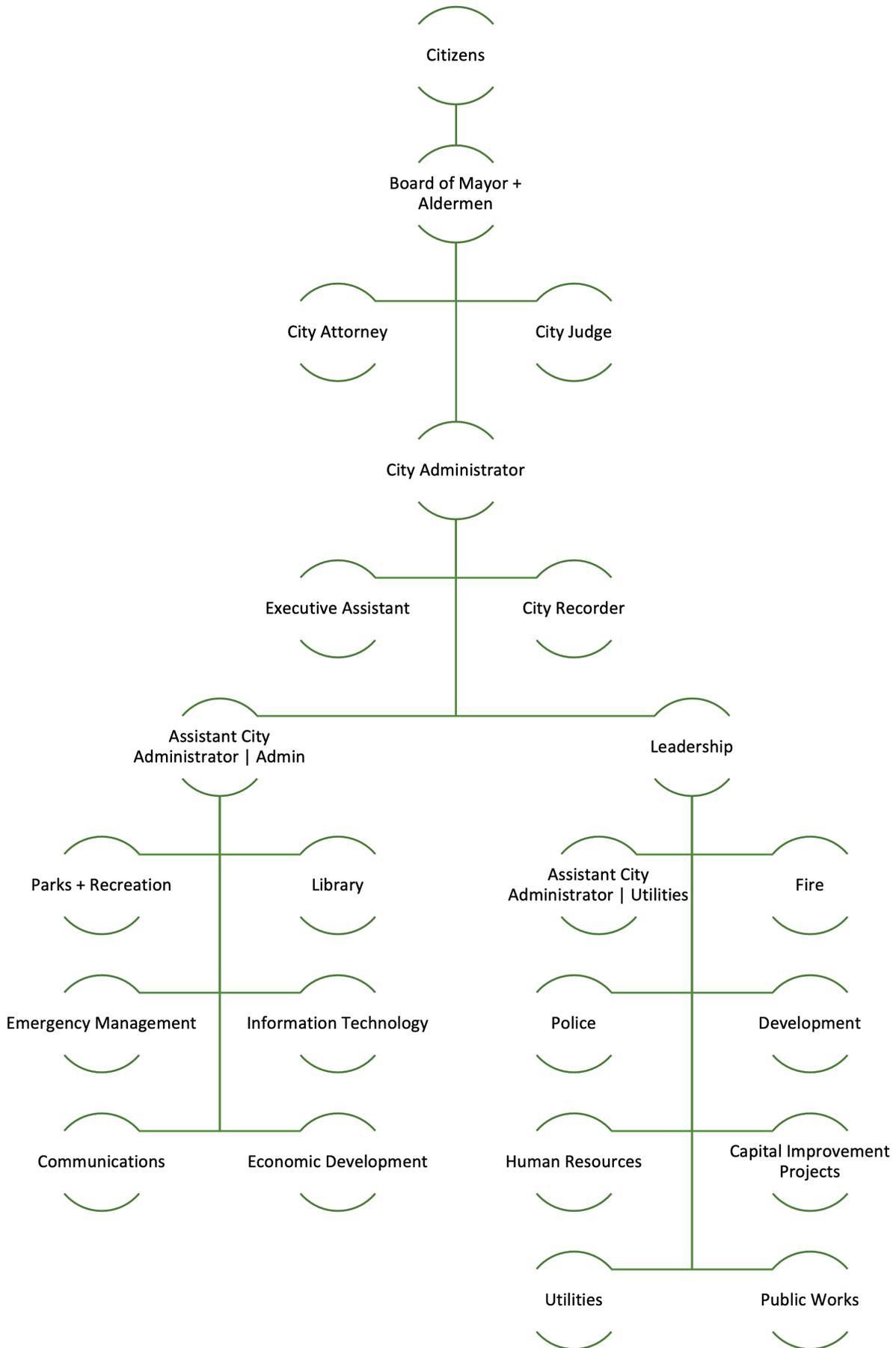
Jessica Weaver



City of
SPRING HILL
T E N N E S S E E

ANNUAL BUDGET

CITY ORGANIZATIONAL CHART



ANNUAL BUDGET

BUDGET FORMAT | BUDGET ORGANIZATION | FINANCIAL STRUCTURE

Budget Format

The multi-year budget document for the City of Spring Hill (the City), provides historical, present, and future comparisons of revenues and expenditures; allocations of resources, both financial and personnel; and descriptions of anticipated annual accomplishments for the various departments and funds.

Budget Organization

The budget document is organized to provide a summary of the total budget, with revenues and expenditures for each fund. The major portion of the budget consists of detail pages that contain a description of the funds and information related to within the respective funds, if applicable. Personnel schedules are included along with major accomplishments of the current year and ongoing projects/priorities for the new budget year.

Financial Structure

The City of Spring Hill, like most governmental entities, organizes its finances into funds. A fund is a fiscal and accounting entity with a selfbalancing set of accounts that make up its assets, liabilities, fund balance/equity, revenues, and expenditures or expenses as appropriate. It is also the legal level of budget control for the City, and the City complies with State law in its annual budgeting by adopting an annual appropriated budget for each fund. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped into three generic fund types and two broad fund categories as follows: Governmental Funds are used to account for activities primarily supported by taxes, grants and similar revenue sources. These include the General Fund, Special Revenue Funds and Capital Projects Funds.

General Fund

The General Fund is the principal fund of the City and is used to account for all activities of the City not included in other specified funds. The General Fund accounts for normal recurring activities of the City (i.e., Police, Fire, Public Works, Streets & Highways, Parks & Recreation, Library, Information Technology, Communications, General Government, etc.).

Special Revenue Funds

Special Revenue Funds such as the State Street Aid Fund, Impact Fees Fund, Adequate Facilities Fund and Sanitation Fund, among others, are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than capital projects (and debt service if that's added).

Capital Projects Funds

The Capital Projects Fund and the 18-75 Capital Projects Fund are used to account for financial resources segregated for the acquisition or construction of major capital facilities other than those financed by enterprise operations. The 18-75 Capital Projects Fund was established to track a portion of property tax proceeds (from a tax increase) dedicated to a specific set of projects as detailed in Resolution No. 18-75. Other than the specific portion of tax proceeds earmarked for the 18-75 Capital Projects fund, other funding sources for both Capital Projects Funds include proceeds from the issuance of debt and operating transfers from the General Fund and other funds.

ANNUAL BUDGET

FINANCIAL STRUCTURE | BASIS FOR BUDGETING | BASIS OF ACCOUNTING

Enterprise Funds

The City's Enterprise Funds (Water/Sewer Fund, Stormwater Fund, Sewer Development Fund and Water Development Fund) are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body and/or the requirements under state law are that the costs of providing goods or services to the general public be financed/recovered primarily through user charges.

Basis For Budgeting

In Tennessee, it is a requirement that the budget approved by the Board of Mayor and Aldermen be balanced (planned expenditures equal anticipated revenues).

Budget Amendments may be made to the initial appropriation ordinance at any time during a current fiscal year. Except for emergency expenditures, increased appropriations may be made only after two considerations of a budget amendment. The City Administrator may authorize amendments within the budgets of each department. Transfers between departments or revisions to increase or decrease any fund must be approved by the Board of Mayor and Aldermen via a budget amendment. All appropriations lapse at the end of the fiscal year except for items that have an approved purchase order, but the goods or services have not been fulfilled prior to the end of the year. The funds for these obligations will be encumbered with approval from the Board of Mayor and Aldermen. The City of Spring Hill budgets and accounts for all funds (governmental and enterprise funds) on a basis consistent with generally accepted accounting principles (GAAP). Budgets for the General Fund, Special Revenue Funds, Capital Projects Funds and Enterprise Funds are adopted on a basis consistent with the basis of accounting as described in the next section of the budget, which is the same basis as used in the City's audited financial statements.

Basis Of Accounting

All governmental funds are accounted for using the modified accrual basis of accounting, a basis consistent with generally accepted accounting principles (GAAP). Revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period.

Accordingly, revenues are recorded when received in cash, except that revenues subject to accrual (generally 60 days after year-end) are recognized when due. Property tax revenues are recognized in the fiscal year for which they were levied. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, with the exception general obligation bond/note principal and interest, which are reported when due. The City's Enterprise Funds (Water and Sewer, Stormwater, Water Development and Sewer Development) are accounted for using the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

ANNUAL BUDGET

BUDGETING: SOURCES OF FUNDS

Budgeting: Sources of Funds

Fund	Revenues Fund Sources
110 - General Fund	<ul style="list-style-type: none"> Property Taxes Local Sales Taxes Other Local Taxes State-Shared Revenue Licenses and Permits Fines and Fees Grant Proceeds Interest Earnings
121 - State Street Aid Fund	<ul style="list-style-type: none"> State-Shared Gas Taxes Interest Earnings
122 - E-Citation Fund	<ul style="list-style-type: none"> Traffic Citations [Expired 8.15.21]
124- Impact Fee Fund	<ul style="list-style-type: none"> One-Time Fees on New Development Interest Earnings
125 - Adequate Facilities Fund	<ul style="list-style-type: none"> One-Time Fees on New Development Interest Earnings
140 - Tourism Fund	<ul style="list-style-type: none"> Occupancy Tax Interest Earnings
210 - Sanitation Fund	<ul style="list-style-type: none"> User Fees for Sanitation & Recycling Interest Earnings
311 - Capital Projects 18-75	<ul style="list-style-type: none"> Transfer from General Fund Interest Earnings
313 - Capital Projects Fund	<ul style="list-style-type: none"> Debt Proceeds Transfers from Other Funds Interest Earnings
410 - Water Sewer Fund	<ul style="list-style-type: none"> User Fees Debt Proceeds Grant Proceeds Transfers from Water Sewer Development Interest Earnings
413 - Water Development Fund	<ul style="list-style-type: none"> One-Time Fees on New Development Interest Earnings
414 - Sewer Development Fund	<ul style="list-style-type: none"> One-Time Fees on New Development Interest Earnings
416 - Stormwater Fund	<ul style="list-style-type: none"> User Fees Interest Earnings
611 - Library Memorial Fund	<ul style="list-style-type: none"> Private Donations Fines and Fees
619 - Drug Fund	<ul style="list-style-type: none"> Fines and Forfeitures Proceeds from Disposal of Seized Goods

ANNUAL BUDGET

BUDGETING: USES OF FUNDS

Budgeting: Uses of Funds

Fund	Revenues Fund Sources
110 - General Fund	<ul style="list-style-type: none"> • Departmental Activity Programs • Facility Operations and Maintenance • Operating Transfers to Capital Projects Funds • Debt Service Payments
121 - State Street Aid Fund	<ul style="list-style-type: none"> • Street Maintenance and Resurfacing • Street Maintenance Equipment • Debt Service Payments
122 - E-Citation Fund	<ul style="list-style-type: none"> • Electronic Citation Program Expenses
124- Impact Fee Fund	<ul style="list-style-type: none"> • Road Improvements • Construction of New Facilities
125 - Adequate Facilities Fund	<ul style="list-style-type: none"> • Road Improvements • Other Capital Improvements • Debt Service Payments
140 - Tourism Fund	<ul style="list-style-type: none"> • Marketing Tourism • Support for Rippavilla Operations
210 - Sanitation Fund	<ul style="list-style-type: none"> • Sanitation and Recycling Services • Sanitation Equipment
311 - Capital Projects 18-75	<ul style="list-style-type: none"> • Projects as Authorized in Resolution 18-75 • Debt Service Payments
313 - Capital Projects Fund	<ul style="list-style-type: none"> • Construction of New Facilities • Road Improvements • Other Infrastructure Improvements • Debt Service Payments • Facility Construction • Infrastructure Improvements • Debt Service Payments
410 - Water Sewer Fund	<ul style="list-style-type: none"> • Water Sewer System Infrastructure • Utility Billing • Improvements and Maintenance • Operations
413 - Water Development Fund	<ul style="list-style-type: none"> • Transfers to Water Sewer Fund 410
414 - Sewer Development Fund	<ul style="list-style-type: none"> • Transfers to Water Sewer Fund 410
416 - Stormwater Fund	<ul style="list-style-type: none"> • Stormwater Management Programs • Infrastructure Improvements
611 - Library Memorial Fund	<ul style="list-style-type: none"> • Library programming • Reserve for Technology and Equipment
619 - Drug Fund	<ul style="list-style-type: none"> • Drug Enforcement and Education • Non-Recurring General Law Enforcement Expenditures

ANNUAL BUDGET

BUDGETED FUND RELATIONSHIPS

Budgeted Fund Relationships

Relationship of Departments and Functions to Funds

General	Special Revenue	Enterprise	Capital Projects
Legislative Board	State Street Aid	Water Sewer	18-75 Capital Projects
City Court	E-Citation Fees	Stormwater	Capital Projects
Administration	Impact Fees	Water Development	
Finance	Adequate Facilities	Sewer Development	
Technology	Tourism	Sanitation	
Human Resources	Library		
Planning & Zoning			
Building & Codes			
Facilities			
Risk Management			
Police			
Fire			
Public Works			
Highways & Streets			
Park Facilities			
Recreation Programs			
Library			

History of Spring Hill

Settlement

The Cherokee, Chickasaw, and Shawnee hunted on this land known as Spring Hill. The soil, rich with the decay of prehistoric vegetation, was a natural attraction to wildlife and Native Americans. Settlers coming with land grants for western expansion valued the beauty and fertility of the rolling hills and natural springs. Early settlers venturing out into the west had a strong faith in the land and the future community. Soon, the community was complete with churches, schools, doctors, lawyers, blacksmiths, and merchants. Beautiful mansions, estates, churches, and plantations created a new landscape. Some of these structures are still standing and reflect the pride of the early people who were the Spring Hill community. Spring Hill, with the advent of the railroad, was an early link to Nashville and its cultural institutions.



Civil War

In 1861, there came the threat of the Civil War. The people of Spring Hill struggled through the occupation of both Union and Confederate troops. The townspeople grew stronger and closer to each other and formed a bond that was difficult for newcomers to understand. The occupation and battle of Spring Hill was a prelude to the famous battle of Franklin. After the war, even though almost destroyed by tornadoes and fire, the town grew. Spring Hill was known nationally for the breeding of livestock, its rich pastures, agriculture and for its dedication to quality education.



The Battle of Spring Hill: November 29, 1864

Spring Hill was the prelude to the Battle of Franklin. On the night of November 28, 1864, General John Bell Hood's Army of Tennessee marched toward Spring Hill to get astride Major General John M. Schofield's Union army's life line. Cavalry skirmishing between Brigadier General James H. Wilson's Union cavalry and Major General Nathan Bedford Forrest's Confederate troop continued throughout the day as the Confederates advanced. November 29, Hood's infantry crossed Duck River and converged on Spring Hill. In the meantime, Major General Schofield reinforced the troops, holding the crossroads at Spring Hill. In late afternoon, the Federals repulsed a piecemeal Confederate infantry attack. During the night, the rest of Schofield's command passed from Columbia through Spring Hill to Franklin. This was, perhaps, Hood's best chance to isolate and defeat the Union army. The engagement has been described as "one of the most controversial non-fighting events of the entire war."

Economic Growth

In 1980, the once predominantly agricultural town entered a new period of economic diversification and growth, with the addition of the General Motors Saturn Plant. As a quiet, agricultural community with a population of around 1,200, some people whose families lived in Spring Hill for generations had reservations about the influx of people and commerce. Spring Hill's proximity to Nashville and the coming expansion of Middle Tennessee's automotive industry was the beginning of big changes for Spring Hill. The economic growth is what brought jobs, rapid population growth, and a new era of suburban development to Spring Hill.

Automotive Boom

By the 1990s, new people, in big numbers, moved to our historic town, changing it forever into a city. In the end, the energy and vitality of the economy allowed everyone in Spring Hill to move forward in business, education, and the arts. The Saturn Plant, and its later manifestations, became an anchor to Spring Hill's economy. The Saturn plant employed thousands of residents until its closure in 2007. Later, Spring Hill diversified its economy and reopened the plant in 2010, stabilizing the community. With the second surge of population growth in Spring Hill, the City began to see steady growth with new residential communities, shopping centers, and schools.

Community Vision Statement

Spring Hill is a community that seeks to maintain its small town feel and sense of place. We strive to improve the quality of life for our citizens by providing choices and opportunities for our citizens in all stages of life. While we continue to grow economically and socially, we strive to preserve our natural and cultural legacies preserving our rich history, natural resources, and community identity. The City of Spring Hill's development pattern will reflect the expectations of the community and our commitment to building and maintaining an authentic sense of community, with logical locations for neighborhoods, activity centers, and civic institutions. We expect to kept pace with the City's growth by investing in our schools, parks, roads, and public services to value the health and wellbeing of the community. We commit to economic and community development by creating a robust and diverse collaborative business infrastructure that is both productive and competitive.

ANNUAL BUDGET

LOCATION | DEMOGRAPHIC PROFILE

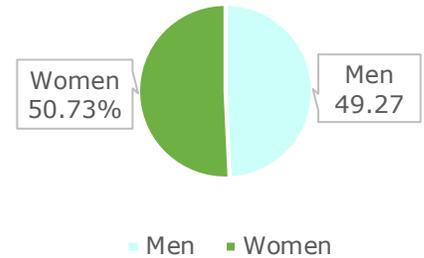
Location

Spring Hill covers approximately 28.7 square miles and is located 35 miles south of Nashville, Tennessee. The city is situated within two counties, Maury and Williamson, and is part of the greater Cumberland Region that includes Cheatham, Davidson, Dickson, Maury, Montgomery, Robertson, Rutherford, Sumner, Williamson, and Wilson counties.

Demographic Profile

The most recent count from the U.S. Census Bureau in 2020 shows Spring Hill with a population of 50,595; however, according to U.S. Census projections, Spring Hill had an estimated population of 55,800 as of July 1, 2022. That ranks Spring Hill as the 14th largest city in Tennessee and the 716th largest city in the country. Spring Hill's population roughly consists of 50.73% Women and 49.27% Men with a Total Median Age of roughly 35.3 years. Census data shows that Spring Hill has an average household income of \$107,205 with a poverty rate of 2.5%. The median house value within the city is \$339,300, while the median rent is \$1,631 per month.

Spring Hill Sex Ratio



Spring Hill Median Age



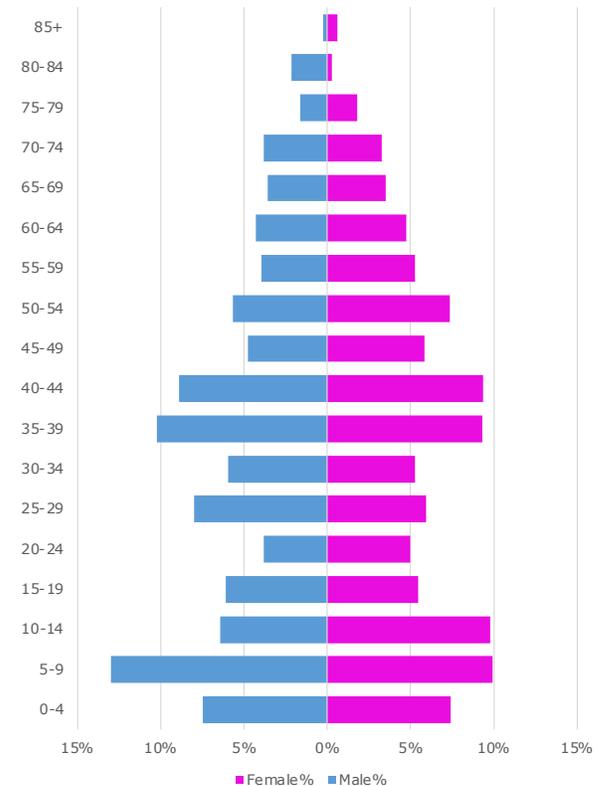
Renter vs Owner Occupied by Household Type



Population

Spring Hill's population grew to 29,036 in 2010, an increase of 276% between 2000 and 2010. Likewise, Spring Hill is projected to grow by another 78% from 2010 to 2030. While growth presents great challenges for Spring Hill, it also generates new opportunities for economic expansion, community development, and quality of life improvements for current and future residents.

Spring Hill Population Pyramid 2023



ANNUAL BUDGET

LIVABILITY

Livability

The City of Spring Hill is located 35 miles south of Nashville, Tennessee. Covering nearly 30 square miles, Spring Hill lies within two counties – Williamson County to the north and Maury County to the south. The Spring Hill Board of Mayor and Aldermen adopts annual budgets which include a general fund, enterprise funds, and a capital improvement fund for city expenses and construction of public improvement projects during the fiscal year. Copies of annual budgets and financial reports are available on the City’s website.



Recreation

Spring Hill has a variety of opportunities for recreation, both active and passive, throughout the city. Cooperative partnerships with both Williamson and Maury counties also give citizens convenient access to County parks and facilities. The City is the proprietor of a beautiful historic estate consisting of the 160-year-old Rippavilla Plantation and its 98 protected acres. The property is operated by the Battle of Franklin Trust and is open for tours daily. Spring Hill’s public parks include Evans Park, Walnut Street Skate Park, McLemore Park, Harvey Park, and Fischer Park at Port Royal which is the City’s newest and largest park and home of the 5,500-square-foot splash pad. Our canine friends have their own special play area at Evans Park called Barkley Park. Additional park amenities include picnic pavilions, playgrounds, multi-use athletic fields, basketball courts, walking trails, passive greenspace areas, and restrooms. Longview Recreation Center offers both indoor and outdoor facilities as part of Williamson County’s Parks and Recreation system. Adjacent to the infamous Spring Hill Battlefield sits Maury County’s 36-acre Jerry Irwin Park. Altogether, the citizens of Spring Hill have access to over 94 acres of indoor and outdoor recreation opportunities. Additionally, the walking trail at Jerry Irwin Park, combined with the other City park walking trails, are part of a 36 mile greenway network that will provide alternative transportation connectivity throughout the entire city once completed.



Community Events

Spring Hill is host to many events throughout the year. Annual events from Spring Hill’s Parks & Recreation Department include, Hill Fest, Christmas Parade, and Campin’ In The Park. Many nonprofit and corporate sponsored events also take place in Spring Hill such as the Whole Hog Festival supporting The Well food pantry, the Rotary Club’s Grey Ghost 5K, and the Chamber of Commerce’s Experience Spring Hill. Although once in the shadow of Music City, Spring Hill has come into it’s own as many fine artists and musicians have chosen Spring Hill to be their hometown. A multitude of fantastic events, combined with great food, fun times, and a welcoming community spirit, make Spring Hill the perfect place to discover new friendships and try new things.



CITY OF SPRING HILL, TENNESSEE

ANNUAL OPERATING & CAPTIAL EQUIPMENT BUDGET

July 1, 2023 - June 30, 2024



931.486.2252 | www.springhilltn.org

199 Town Center Parkway
Spring Hill, Tennessee 37174

Budget Procedure

The City of Spring Hill Charter provides the City Administrator shall prepare and submit the initial Proposed Annual Budget and Capital Program which presents a complete financial plan for the ensuing year to the Board of Mayor and Aldermen (BOMA). The following information accompanies the Proposed Budget to the BOMA a complete financial plan of all city funds and activities for the ensuing fiscal year, a description of important features of the budget, any major changes from the current year expenditures and revenues and reasons for such changes and any material changes the City Administrator considers important information to relay to the BOMA.

To confirm all relevant information is considered during the budget process, a budget schedule is prepared to facilitate the decision-making process by providing overall direction to City departments. Generally speaking, the Leadership Team begins working on their next year's budget almost as soon as the new fiscal year begins. By January, they are directed to begin working on prepping the next two years' budgets. They are expected to provide estimates of the year end's final expenditures for each line item, forecast the next two years and itemize any increases that are requested for any additional personnel, capital items, or programmatic improvements. Information is compiled by staff and then reviewed by the budget team which the City Administrator has tasked with the responsibility. Responsibilities include the review of the information provided by the department heads as well as completing the revenue projections.

This year's recommendations included new staff positions, capital requests and new programmatic requests. This budget is then transmitted to the BOMA in a presentation conducted by the City Administrator at meeting of the BOMA. At this time, the budget is presented to the Board for individual review. The BOMA normally schedules at least two work sessions. The session provides the opportunity for the BOMA to ask questions about the Proposed Budget and to request additional information. This session also offers the BOMA the opportunity to include other additions to the Proposed Budget.

After budget work sessions with the BOMA, they discuss the Proposed Budget for the first and second consideration with a public hearing scheduled prior to second and final consideration and approval of the Appropriations and Tax Levy Ordinances. The public hearing is noticed in the newspapers of general circulation in the area of Spring Hill according to the Charter, requiring tentative appropriation ordinance be published with not less than ten (10) days prior to consideration by the BOMA.

The first/second consideration and public hearing provides formal citizen input to the BOMA on decisions and issues related the Budget. The first consideration of the Appropriations and Tax Levy Ordinances is held at the regular meeting in May for the BOMA to formally consider, amend as deemed necessary and adopt on first consideration. During the June regular meeting, the approval of second and final considerations of the Appropriations Ordinance and Tax Levy Ordinance, the Board effectively adopts the Budget for the new fiscal year beginning July 1, and sets the tax rate to fund the Budget.

Amendments may be made to the original Appropriations Ordinance at any time during a current fiscal year. Increased appropriations may be made only after approval of first and second consideration. Departments may make adjustments within the budgets of each department. All appropriations lapse at the end of the fiscal year.

Budgeted Funds

The City of Spring Hill, Tennessee, like most governmental entities, organizes its finances into funds. A fund is a fiscal and accounting entity with a self-balancing set of accounts. It is also the legal level of budgetary control for the City, and the City adheres to the requirements of State law in its annual budgeting by adopting an annual appropriated budget for its general and special revenue funds.

In Tennessee, it is a requirement that the budget approved by the BOMA be balanced, meaning planned expenditures equal anticipated revenues. Fund revenues and expenditures are budgeted using modified accrual accounting concepts where expenditures are recognized when incurred and payment is due, and revenues are recognized when they are measurable and available (within 60 days). This is the same basis used in the City’s audited financial statements. In addition to the General Fund, the City has separate special revenue funds and a capital projects fund that are restricted as to how the revenues can be used.

General Fund

The City’s primary operating fund that accounts for all financial resources of the general government (administration, police, fire, public works etc.), except those required to be accounted for in another fund.

State Street Aid Fund

Special Revenue fund for the accounting of the portion of State gasoline tax that is shared with cities, based on population. State law requires these funds be used for the maintenance of streets and sidewalks. The funds are restricted by State and Federal regulations.

Impact Fees Fund

Special Revenue fund for the accounting of fees assessed upon development activity. These fees are collected to pay for system improvements (recreation/parks, streets, and public safety) as detailed within the City Ordinance 15-04 on the proceeds of impact fees from new development.

Adequate Facilities Tax Fund

Special Revenue fund for the accounting of fees collected for the expenditures specified in City Ordinance 94-02, which assess a privilege tax on the business of development.

Tourism Fund

Special Revenue fund for the accounting of the 3% occupancy tax collected by the City. The funds are restricted by State law for the development of tourism within the City of Spring Hill.

Sanitation Fund

Special Revenue fund for the accounting of fees collected in the garbage and recycling pickup of residents.

Capital Projects Fund

The Capital Projects Fund is used to account for financial resources segregated for the acquisition of or construction of major capital facilities other than those financed by enterprise operations. Funding sources include operating transfers from the General Fund designated by Resolution 19-40. This fund is committed to specific projects established in Resolution 18-75.

Water and Sewer Fund

Proprietary fund for the accounting of user charges and fees and expenses of the operations of the City’s Water Distribution, Water Treatment, Wastewater Treatment, and Sewer Collection systems. This fund is also included in the City’s audited financial statements.

Stormwater Fund

Proprietary fund for the accounting of fees collected for the purpose of preventive maintenance of drainage areas, as well as remediation of circumstances that cause flooding and pollution.

Library Fund

Special Revenue fund for the accounting of activities and operation of the City’s library system, including the private donations made to support operations.

Drug Fund

Special Revenue fund for the accounting of drug fines collected for furthering drug investigations.

ANNUAL BUDGET

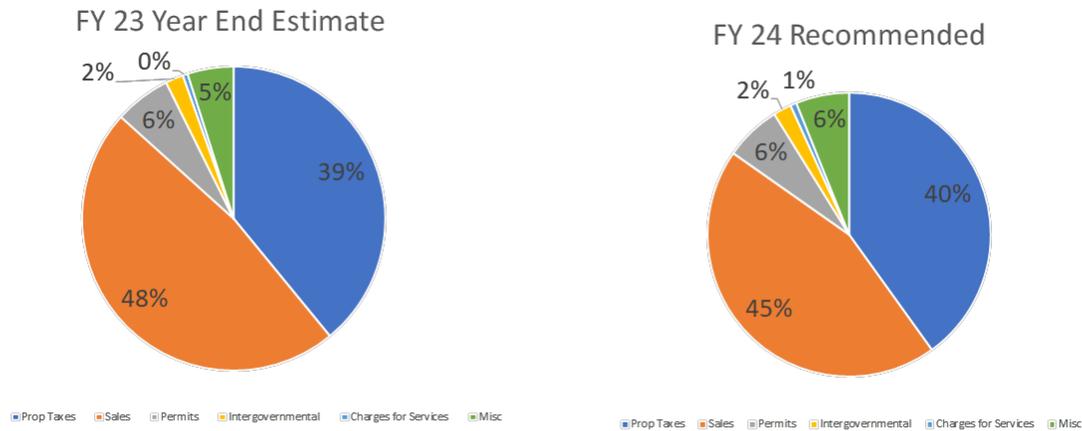
REVENUES & EXPENSES

Revenues & Expenses

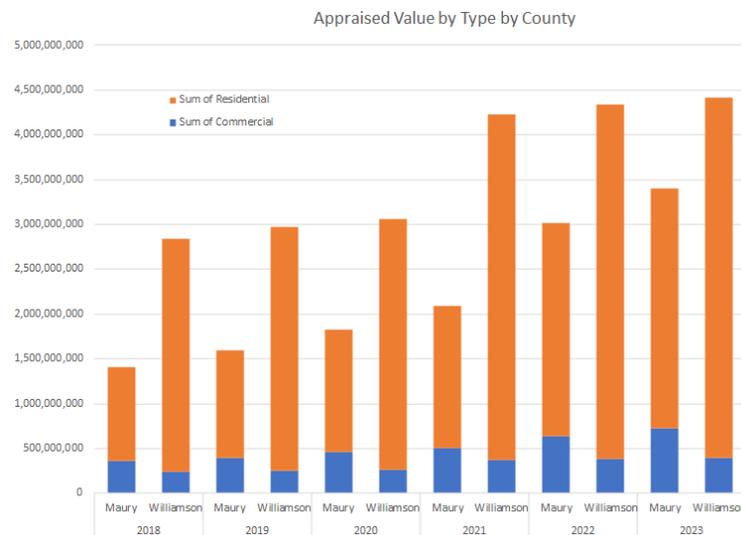
The General Fund is comprised of several types of revenues. Property Tax is based on the market value of the asset. The Assessed Value is a percentage of Appraised Value. At the time of appraisal, the asset should be equal to the market value, plus or minus the margin of error. Different types of assets are assessed at different percentages. *Figure 1* identifies the percentage that each asset is assessed. It is a goal of the city to diversify the tax base which means reducing the dependency on property tax of residential homes.

Asset Type	% of Market Appraisal Assesment
Residential	25%
Farm	25%
Open Space	25%
Personal Property	30%
Commercial	40%
Industrial	40%
Multi-Family Residential	40%
Public Use (Churches, Government Buildings, Non-Profits)	0%

Figure 1



For the 2023-24 budget, property tax is estimated to be 40% of the general fund’s revenues and 86% of this comes from residential values. As a greater number of industrial projects and commercial activities come on line, this number should drop to a more acceptable level for a city of 60,000 population. As property



taxes are collected one year in arrears, the table below shows the 2023 tax values which will be collected in the 2023-24 tax year.

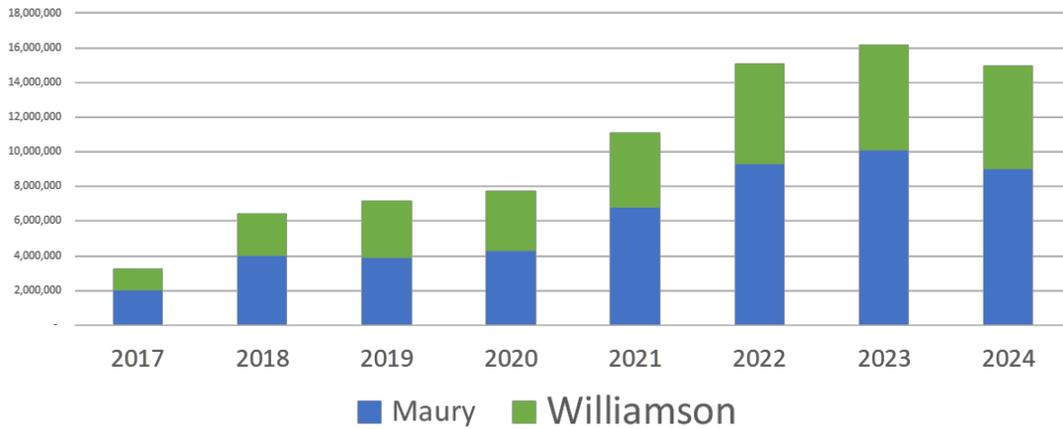
The tax rate has been held steady for the past three years. In 2021 (for tax year 2021-22), Williamson County reassessed, leading to a reduction in the overall rate and in 2022, Maury County did the same. Once again, the city lowered the rate to maintained the equalized rate. In 2023 and 2024, the tax rate has been maintained at .739 cents per \$100 of assessed value.

ANNUAL BUDGET

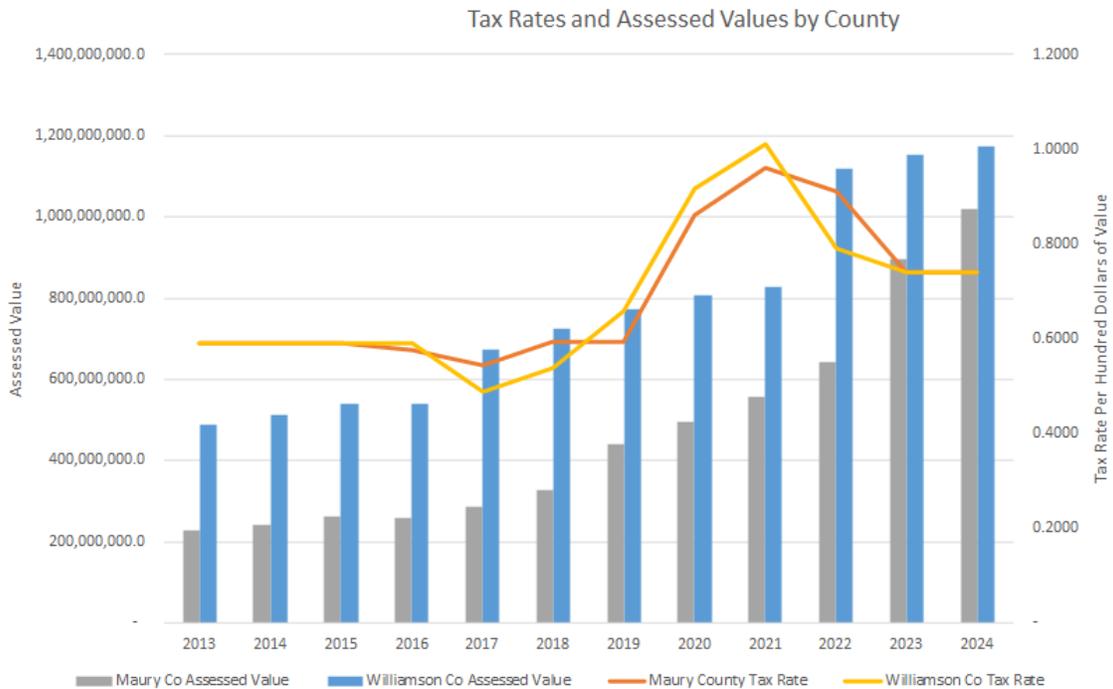
REVENUES & EXPENSES

Sales tax is also a dominant revenue for the city and in the coming year is expected to be more than 45% of the overall General Fund revenue. Turbulent economic times make projection of sales tax a challenge and therefore the best practice is to be conservative. As result, sales tax is currently projected to be less than what was collected in 2022-23 and slightly less than was collected in 2021-22. It is estimated that the city should a positive actual over budget at the end of the 2023-24 budget year. Maury County continues to provide approximately 60% of the City’s overall sales.

Sales Taxes



As the City moves into cost accounting for both revenue and expenditures, revenues for permits, licenses, charges for services and intergovernmental revenues will be attributed to the division which is received the benefit of the revenue or did the work to generate the revenue. In the 2023-24, those funds are estimated to be 15% of the overall revenue budget. In the coming years, it is expected that these revenues will increase as we attempt to fully fund those services that should be supported by fees.



ANNUAL BUDGET

GENERAL FUND SUMMARY | LEGISLATIVE

Board of Mayor and Alderman

The BOMA is the legislative and policy-making body of the City. It is made up of nine members: the Mayor and eight Aldermen. The Mayor is elected at-large, meaning that they can be from any ward in the City. The aldermen are elected every two years by an at large vote for each seat, with each Alderman living in the ward where their seat is located. This ensures that all wards have equal representation on the BOMA.

The BOMA is responsible for making significant decisions about the city, including but not limited to:

- Adoption of the City budget.
- Passage of Municipal Ordinances.
- Appointment of City Officials and Committees.

The BOMA appoints three positions: the City Administrator, the City Attorney, and the City Judge. The City Administrator is responsible for the day-to-day operations of the city government. The City Attorney is responsible for providing legal advice to the BOMA and the city’s departments. The City Judge presides over municipal court.

- The BOMA is an important part of the City Government. They are responsible for making the decisions that shape the city’s future. As such, keep in mind the following items:
- It is important for citizens to get involved in the BOMA process and to make their voices heard.
- The BOMA meets on the first and third Mondays of each month at 6:00 PM in the courtroom at City Hall. The public is welcome and encouraged to attend BOMA meetings.
- BOMA meetings are open to the public and are streamed on the City’s official website.
- The BOMA website has a calendar of upcoming meetings and agendas.

Legislation 41100

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	113,206	230,180	203,716	208,385
52 - Contractual Services	299,032	567,450	385,236	516,750
53 - Supplies	1,370	2,750	2,513	2,600
55 - Fixed Charges	76,003	80,000	21,664	75,819
56 - Debt Service	-	-	15	-
57 - Grants, Contributions, Indemnities, and Other	5,513,805	9,322,203	10,409,304	5,770,152
59 - Capital Outlay	-	17,000	299	-
	6,003,416	10,219,582	11,022,746	6,573,706

ANNUAL BUDGET

GENERAL FUND SUMMARY | CITY COURT

City Court

Dedicated to the principles of fairness, neutrality, and professionalism, the Spring Hill Municipal Court ensures that all litigants and attorneys receive equitable and exemplary judicial services. The presiding judge takes a solemn oath to uphold and enforce the relevant laws of the State of Tennessee and the Code of Ordinances of the City of Spring Hill, demonstrating respect for the provisions enshrined in the United States Constitution. Located at City Hall, the Municipal Court holds jurisdiction over Class C Misdemeanor traffic offenses and Code of Ordinance violations exclusively within the city limits of Spring Hill.

In 2022, Attorney Nichole Dusche was carefully selected by the BOMA (Board of Mayor and Aldermen) to assume the position of municipal court judge. Her appointment brings to the court her legal expertise and unwavering commitment to justice, enhancing the court's effectiveness and ensuring a just resolution for all matters brought before it.

Assisting in the smooth functioning of the court is the Spring Hill court clerk, Jennifer Mitchell, whose office is conveniently located inside City Hall, just across from the courtroom. The Court Clerk manages records, guides litigants through legal procedures, and offers indispensable support to all parties involved.

Municipal Court Violations 2023

Month	Total # of Violations	Monthly Court Net Revenue
July - 22	448	27,826
August - 22	494	26,489
September - 22	City Court Hiatus	7,215
October - 22	367	26,065
November - 22	285	22,543
December - 22	204	14,067
January - 23	212	20,832
February - 23	241	18,755
March - 23	248	19,678
April - 23	280	19,210
May - 23	241	16,359
June - 23	331	25,310
Total	3,351	244,339

Judicial 41200

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	30,414	30,413	29,186	32,654
52 - Contractual Services	8,250	11,095	1,256	11,850
53 - Supplies	547	715	153	800
55 - Fixed Charges	288	400	265	329
57 - Grants, Contributions, Indemnities, and Other	-	100	100	2,130
	39,499	42,723	30,960	47,763

ANNUAL BUDGET

GENERAL FUND SUMMARY | ADMINISTRATION

Administration

The City Administrator is the chief administrative officer of the municipality. They are responsible for the day-to-day operations of the city government, including:

1. Administer the business of the municipality. This includes overseeing all city departments and ensuring that they are operating efficiently and effectively.
2. Make recommendations to the board for improving the quality and quantity of public services. This includes working with the board to develop new programs and services, and to improve existing ones.
3. Keep the board fully advised as to the conditions and needs of the municipality. This includes monitoring the city's finances, infrastructure, and other assets, and identifying areas where improvement is needed.
4. Report to the board the condition of all property, real and personal, owned by the municipality and recommend repairs or replacements as needed. This includes ensuring that the city's property is well-maintained and that any necessary repairs or replacements are made in a timely manner.
5. 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. This includes working with the board to develop a long-term plan for the city's infrastructure, and to identify specific projects that should be prioritized.
6. Recommend specific personnel positions, as may be required for the needs and operations of the municipality, and propose personnel policies and procedures for approval of the board. This includes ensuring that the city has the right number of employees with the right skills to meet the needs of the community, and that the city's personnel policies are fair and equitable.
7. Perform such other duties as may from time to time be designated or required by the board. This includes any other duties that the board may assign to the City Administrator, such as representing the city at public events or serving on various committees.

Administration 41310

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	-	737,000	195,817	1,027,814
52 - Contractual Services	82,167	108,549	85,478	99,050
53 - Supplies	19,923	93,736	64,625	114,150
55 - Fixed Charges	616	5,000	4,820	11,046
57 - Grants, Contributions, Indemnities, and Other	935	4,117	1,429	100,907
59 - Capital Outlay	-	45,300	8,000	43,000
	103,641	993,702	360,169	1,395,968

ANNUAL BUDGET

GENERAL FUND SUMMARY | INFORMATION TECHNOLOGY

Information Technology

The Information Technology (IT) Department collaborates with VC3, an IT and cybersecurity service provider, to maintain the computer infrastructure of the city.

The IT Department provides hands-on assistance to employees with computer and software issues, ensuring all network aspects align with quality standards. This includes installing new software, routine software updates, installing and repairing computer hardware, and providing general assistance with other electronic devices.

The Department hosts regular training for software used throughout the organization and serves as a consultant for staff.

IT also handles the safekeeping of information across all city departments. The Department oversees data storage, loads new data into the system, creates backup copies of data, and assists in the recovery of digital assets when needed.

In conjunction with VC3, IT coordinates cybersecurity efforts by assessing potential threats and effectively managing the user base within the organization.

Information Technology 41641

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	203,242	326,961	119,268	229,253
52 - Contractual Services	357,935	872,462	635,885	1,447,777
53 - Supplies	102,383	357,667	204,805	185,000
55 - Fixed Charges	3,737	7,516	3,916	3,284
57 - Grants, Contributions, Indemnities, and Other	-	-	-	29,992
59 - Capital Outlay	17,210	275,109	9,9789	347,249
	684,507	1,839,715	973,663	2,242,554

ANNUAL BUDGET

GENERAL FUND SUMMARY | GEOGRAPHIC INFORMATION SYSTEM

Geographic Information System

A Geographic Information System (GIS) is the backbone of a modern city. Much more than a map, GIS is a data management tool that uses the geography of the community to organize data. Information about a private property—such as the building permits issued, the tax assessment, or the city services that are connected or city assets such as water lines, roads, pavement conditions, or the presence of a sidewalk. The combination of the data when put together provides great insight for decision making within the city.

GIS 41642

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	-	170,577	104,149	220,075
52 - Contractual Services	-	158,691	37,845	81,500
53 - Supplies	-	53,200	40,031	-
55 - Fixed Charges	-	-	258	459
57 - Grants, Contributions, Indemnities, and Other	-	-	-	48,760
	-	382,468	182,283	350,794

Emergency Management

The City of Spring Hill Emergency Management (SHEM) Department — a new addition to our municipality — was established in 2022. Since that time, SHEM has worked to implement and improve emergency management capabilities and response within our community.

The Department collaborates with other municipal agencies across Williamson and Maury counties to effectively prepare for and respond to emergency situations. SHEM also actively engages with residents and businesses, emphasizing personal preparedness.

Accomplishments

- Responded to and implemented a cost recovery plan for a gas main break on Wilkes Lane in September 2022.
- Assisted with organized delivery of 1,600 trash cans to Florida hurricane relief victims in October 2022.
- Assisted in emergency response during the extreme cold weather and alerted city officials regarding rolling blackouts implemented by TVA in December of 2022.
- Coordinated with Public Works to provide public information regarding road closures throughout Spring Hill during severe flooding in February 2023.
- Pushed National Weather Service briefings for “uncommon” severe weather system bringing high-speed, straight-line winds through Spring Hill in March 2023 that led to downed trees, and power outages.
- Began implementation of the DOD software “Team Awareness Kit” (TAK), hosting the local server for Spring Hill, Williamson County, and Maury County.

Goals

- Prepare emergency operations plan (EOP) and train the process through tabletop exercises in conjunction with local agencies and other municipal departments.
- Analyze and update early warning systems for extreme weather events.
- Build out TAK capabilities and train other City departments on use of software.
- Increase awareness of and subscriptions to the city’s emergency notification service (Hyper-Reach).
- Coordinate additional National Incident Management System (NIMS) Training for City departments.

Emergency Operations 42500

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	-	-	-	129,685
52 - Contractual Services	-	-	-	55,750
53 - Supplies	-	-	-	14,900
55 - Fixed Charges	-	-	-	468
59 - Capital Outlay	-	-	-	5,000
	-	-	-	205,803

ANNUAL BUDGET

GENERAL FUND SUMMARY | PARKS & RECREATION

Parks & Recreation

The Spring Hill Parks and Recreation Department is dedicated in providing quality recreational programs, community events, and public facilities which include parks, green space, playgrounds, athletic fields, community rental space, senior center, greenways and multi-use trails. We take great pride in promoting health and wellness, conservation, family time, outdoor leisure activities, new experiences, and opportunities for the community to gather. We work every day to enhance the quality of life for all Spring Hill residents and we are always looking years ahead at new amenities and offerings to fulfill the needs of our citizens.



Accomplishments

- Completed the Walnut Street Skate Park expansion design with Spohn Ranch.
- Installed Communication Boards at Fischer Park, Harvey Park, and Evans Park playgrounds. Partnership with Arise Physiotherapy.
- Completed our first full year of operations at the Spring Hill Community Senior Center.
- Proud recipients of a \$1.5M TAP grant award to connect 2 sections of the Peter Jenkins Greenway.
- Proud recipients of an \$800,000 LPRF grant award for improvements to Fischer Park and Walnut Street Skate Park.
- Hired additional Recreation Assistant as our Senior Center Recreation Assistant.
- Successfully held our first HILL FEST Paint the Sky in June for approximately 4000 attendees.
- Successfully held our first Campin’ In The Park event for 150 campers.
- Applied for a \$500,000 DIDD grant to renovate the Harvey Park playground into a fully inclusive and accessible playground.



Parks & Recreation 44400

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	-	-	-	292,415
52 - Contractual Services	-	-	-	36,565
53 - Supplies	-	-	-	49,903
55 - Fixed Charges	-	-	-	3,777
59 - Capital Outlay	-	-	-	33,909
	-	-	-	481,570

ANNUAL BUDGET

GENERAL FUND SUMMARY | PARKS & RECREATION

Goals

- Replace playground equipment in Evans Park. We have completed inspections of all city park playground equipment. The playground equipment at Evans Park is by far in the worst disrepair per the current national safety standards. This playground is currently under renovation and should be completed in Fall 2023.
- Replace playground equipment in Harvey Park. The Department of Intellectual and Developmental Disabilities (DIDD) has provided \$2.5 million in new funding aimed at creating more inclusive parks and playgrounds in communities across Tennessee. We have applied for a \$500,000 award to remove the old non-inclusive equipment and replace it, including new surfacing, to make Harvey Park a 100% inclusive and accessible. Awards will be announced in September of 2023.
- Purchase portable seating for recreation events. An inventory of portable seating that we can take to any of our events provides an ongoing comfort for the attendees and reduces the cost of events by eliminating the need to rent seating or purchase temporary seating per event. BOMA has budgeted \$5,000 in FY 23/24 to purchase additional commercial grade outdoor chairs for our community events.
- Increase our Facebook presence by 20%. We made a conscious decision in January of 2021 to work on our content and increase our following to better inform the public of offerings/events. In January 2021, our Facebook Reach was 14.6K, our Facebook Page visits were at 2.5K, and our New Facebook Page Likes were 217. Currently, our Facebook Reach has increased by 573% to 98.2K, Facebook Page Visits increased by 659% to 18.9K, and new Facebook Page Likes are up 470% to 1.2K. Our number of followers has increased 25% from 4.9K to 6.1K. According to the benchmarking statistics, our growth rate is higher than other entities in our category. Our rank is above the 75th percentile. We would like to continue the growth in all areas, but we would specifically like to increase our number of followers by 10%. We believe that will tell us we are improving our touchpoints in the city and that the public likes the shift we have made in not only our online content, but also our community events.
- Monthly luncheons at the Senior Center. We have had monthly guest speaker luncheon presentations at the Seniors Center since we opened in April 2022. All reservations were filled with waiting lists for every luncheon. Our membership has grown to almost 400 and we average around 520 patron visits monthly.
- Grow our two newest community events. We introduced 2 new community events this year. We want these events to become part of Spring Hill's DNA for the foreseeable future, so we felt these events needed to be very intentional to gain the interest of the newcomers to our area but also be of interest to our long-time locals. Founder's Day gives our residents a look at the agricultural history of our city and Campin' In The Park is an opportunity for people to experience camping in beautiful Tennessee at a beginner level without having to travel or make a huge investment. Both events are off to a great start and we would like to double our attendance next year.



ANNUAL BUDGET

GENERAL FUND SUMMARY | PARKS & RECREATION



**CITY OF SPRING HILL
PARKS & RECREATION**

EVENTS

2023

MARCH 29 Vietnam Veterans Day @ Fischer Park

MAY 26 Memorial Day @ Fischer Park

MAY 29 Splash Pad Opening @ Fischer Park

JUNE 3 Hill Fest: Paint the Sky! @ Fischer Park

JUNE 16 Nashville Opera on Wheels @ Senior Center

JUNE 23 Senior Community Dance @ UAW Hall

JULY 4 The Well's 5K, Fun Run & Parade @ Summit HS

JULY 14 Skate Showcase @ Walnut Street Skate Park

SEPTEMBER 4th Splash Pad Closes @ Fischer Park

SEPTEMBER 23-24 Campin' In The Park @ Fischer Park

OCTOBER 3 Night Out Against Crime @ Fischer Park

OCTOBER 28 Trunk or Treat @ Fischer Park

DECEMBER 1 Santa's Mailbox @ the Library

DECEMBER 9 Kiwanis Christmas Parade on Main Street

**DECEMBER 16 Friends of the Parks
Santa's Worskshop**

 **931-487-0027**
www.springhilltn.org
parks@springhilltn.org



 Please Take
Our Event
Survery!



ATHLETIC SUPPORT, LEAGUES, ORGANIZATIONS, AND SCHOOLS

- Spring Hill Little Leage
- Spring Hill Lion’s Club
- Spring Hill Sports Association
- United States Tennis Association
- South Williamson Athletics
- Battle Creek Middle School
- Rotary Club
- Kiwanis Club
- The Well
- Spring Hill Chamber of Commerce
- General Federation of Women’s Clubs
- Daughters of the American Revolution
- Friends of the Spring Hill Parks



Estimated 2023 Event Attendance

2023 Community Event	Month	Location	Attendance
Hill Fest	June	Fischer Park	3,500-4,000
Dolly Disco Senior Dance	June	UAW Hall	200
4th of July Bike Parade	July	Summit High School	100-150
Skate Showcase	July	Walnut Street Skate Park	100-150
Campin’ In The Park	September	Fischer Park	150-200
Trunk or Treat	October	Fischer Park	2,000
Christmas Parade	December	Main Street	4,000-5,000

Senior Center

First opened in April of 2022, the Spring Hill Community Senior Center has become a place for social engagement, fitness and educational classes, and games with friends. The Spring Hill Community Senior Center is open Monday through Friday from 10:00 am to 3:00 pm for adults age 55 and over. Each week, the Senior Center sends out a newsletter detailing the events of the week as well as a monthly calendar full of events for members to prepare for.



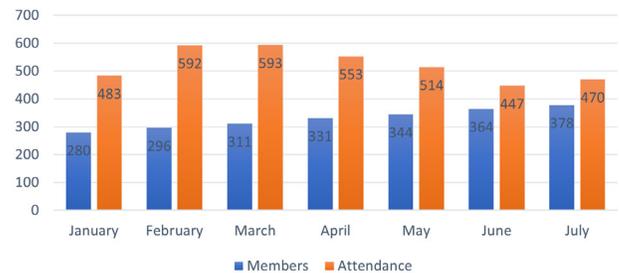
Accomplishments

- Completed first full year of operations.
- Planted a garden at the Senior Center to provide fresh herbs and vegetables to our Senior Citizens.
- Hired Senior Center Recreation Assistant.
- Filled all reservations for every luncheon of the year.
- Hosted the first 'Dolly Disco' Senior Dance

Goals

- Grow Facebook presence and website traffic by 5%.
- Grow Senior Center membership by 20%
- Increase monthly average patron visits by 25%

Senior Center Monthly Attendance 2023



Senior Center 44420

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	-	25,998	7,544	24,350
52 - Contractual Services	-	24,448	13,816	31,145
53 - Supplies	27,373	56,000	27,743	42,600
55 - Fixed Charges	-	8,000	6,480	1,000
56 - Debt Service	-	44	153	-
57 - Grants, Contributions, Indemnities, and Other	-	-	-	12,390
	-	-	-	111,485

ANNUAL BUDGET

GENERAL FUND SUMMARY | LIBRARY

Library

What’s Happening At The Library?

INNOVATION | INSPIRATION |
DISCOVERY | DELIGHT

Our loud and welcoming library is a place for people of all ages to connect with library materials, resources and programs.

Beyond books, e-books, audio and video, we offer events that educate, entertain and enlighten. We provide information about and referral to important government and local agencies. We also house much of the history of Spring Hill in our growing archive.



Accomplishments

Between July 1, 2022 and June 30, 2023:

- Welcomed 72,698 visitors with 359,556 items checked out
- Added 2,933 patrons
- Created 627 original programs, hosting 22,322 attendees
- Answered 13,139 reference questions
- Hosted 4090 uses of library computers
- Appreciated 116 volunteers providing 4,704 hours of work (equivalent to 2 full-time positions)



Library 44800

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	762,463	821,660	821,660	852,928
52 - Contractual Services	106,404	111,111	111,111	87,780
53 - Supplies	131,728	116,923	116,923	110,900
55 - Fixed Charges	5,491	9,132	9,132	8,173
57 - Grants, Contributions, Indemnities, and Other	1,970	-	-	105,236
59 - Capital Outlay	36,410	96,537	84,754	400
	1,044,466	1,155,363	1,143,580	1,165,417

ANNUAL BUDGET

GENERAL FUND SUMMARY | LIBRARY

Goals

- Community Public Service
- Early Literacy
- Information Fluency
- Civic Engagement
- Staffing for Growth
- Facility Development
- Cooperative Relationships

During the month of June the Library tracked 1,489 participants in our Summer Reading program. The theme was “All Together Now.” Marsha Gallardo and Jessica Gray again did an incredible job creating the PR, programs and prize redemption. Attendance for the 73 June Summer Reading programs was 3410.

Programs

- Art Break and Idea Lab
- Sewing Studio and Craft Crew
- Memoir writing and photography workshops
- Local history and cultural presentations
- Artist-of-the-Month classes
- Teens In Real Life: College prep, self-defense and self-awareness, art therapy
- Maker’s Market
- Ballet and yoga
- Lego, Pokemon, Manga, Video games, Mah Jongg, Chess
- One-on-one tech help with electronic devices
- Coping with Grief
- Inclusive Meet and Greet for patrons with intellectual and developmental disabilities
- Care Care Clinic
- Book Clubs



ANNUAL BUDGET

GENERAL FUND SUMMARY | LIBRARY

Special Programs

- Our Story Time includes stories and puppets, songs performed live, original crafts. Baby Time involves learning fine motor skills and a lot of socialization, both between babies and between parents!
- Other special programs were given by Bernat Rosner, who survived the Holocaust as a young boy and HK Derryberry, the subject of the book entitled *The Awakening of HK Derryberry: My Unlikely Friendship with the Boy Who Remembers Everything*.
- Offered library tours to over 200 children from the Boys & Girls Club.
- Partnered with the Spring Hill Police Department to provide self-defense classes for teens and children.
- Co-hosted “Stand Down for Safety Day” on October 10 with Assistant Fire Chief, which included eight hours of workplace safety.
- Partnered with the United Way and VITA to provide 296 low-income residents with free tax filing assistance, resulting in \$254,739 in refunds. While a large number are senior citizens, another 24 working low-income families received the Earned Income Tax Credit, totaling \$37,252. The approximate savings to taxpayers benefitting from this free service is \$88,800.
- Participated along with many city departments in the Chamber of Commerce Experience Spring Hill event, with over 3,000 attendees, as well as Trunk-or-Treat with the Spring Hill Police Department at Fischer Park.



Finance

Accomplishments

- We were able to completely redesign our chart of accounts to allow us to collect more granular data. This will allow us to have more detailed financial reports so we can make better financial decisions.
- We hired Joseph Lascala as our Accounting Manager. Joseph comes to us with over 11 years of governmental accounting experience from the City of Glasgow, KY, as its Finance Officer. Joseph holds a BBA in Accounting and has over 20 years of accounting experience in the private sector as well. He has been an invaluable addition to the team.
- We issued a Request for Proposal (RFP) for banking services as is required by the Comptroller’s office every four years. Six banks submitted proposals and each of the banks were invited to present their proposals to staff and our Board of Finance and Accounting Committee (BFAC). At the recommendation of staff and BFAC, the Board of Mayor and Aldermen (BOMA) selected Pinnacle Bank as our new banking partner. Preparation for this transition was started at the end of June with a go-live date of July 1, 2023.

Utility Billing Accounts

Type	Maury County	Williamson County	Total
Residential	7,808	10,720	18,528
Commercial	354	183	537
Total Billing	8,162	10,903	19,065

- At the end of FY23, we also transitioned to pooled cash which allowed us to use more of the features built into our accounting system. Pooled Cash is the consolidation of operating cash into one primary bank account. Any restricted use funds remain in their stand-alone accounts. This allowed us to reduce the number of checking accounts we maintain from 31 down to less than 10, reducing the costs of printing checks and making payables and bank reconciliations a faster and more efficient process.
- We’ve added positive pay to all our bank accounts to enhance our internal controls. Positive pay allows the bank to identify and prevent any fraudulent check activity.
- Procedure manuals were created for each position in the Finance Department, and we will continue to refine them in FY23.
- There are several large stormwater projects that need to be completed, so we have applied for and received authorization from the Comptroller’s office to issue a \$4M interfund loan. The Water and Sewer Fund is loaning the stormwater fund up to \$4 million on an as needed draw down basis with a 12-year term at 2% interest.
- Earned a ‘AA+’ bond rating from S&P Global Ratings bond rating agency.

Ticket Violations Processed

FY 2022	FY 2023
3,744	3,351

ANNUAL BUDGET

GENERAL FUND SUMMARY | FINANCE

Goals

- Hire a qualified accountant, administrative assistant, and part-time utilities clerk to assist with the increasing workload in the Finance Department.
- Once additional staff is hired, begin cross training program for key departmental positions.
- Update policy manuals for submission to BOMA for approval.

Finance 41500

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	361,944	886,784	752,848	981,334
52 - Contractual Services	128,440	261,443	165,456	204,173
53 - Supplies	38,170	67,679	14,169	23,000
55 - Fixed Charges	918	6,140	3,695	1,325
56 - Debt Service	-	12,000	3,417	22,000
57 - Grants, Contributions, Indemnities, and Other	1,515	-	-	139,480
	530,987	1,234,046	939,594	1,371,312

Total Number of Tax Bills Sent by Tax Year

County Type	Actual 2021	Actual 2022	Estimated 2023
Maury County Real Estate	7,249	7,999	8,786
Maury County Personal	706	809	900
Maury County Total	7,955	8,808	9,686
Williamson County Real Estate	11,263	11,688	11,862
Williamson County Personal	916	975	1,100
Williamson County Total	12,179	12,663	12,964
Spring Hill Total	20,134	21,471	22,650

ANNUAL BUDGET

GENERAL FUND SUMMARY | HUMAN RESOURCES

Human Resources

The mission of the Spring Hill Human Resources Department is to grow and support our City’s most valuable resource, our employees, and to further enhance our community as a preferred place to live, work, and raise a family due to excellence in our workforce.

This is achieved by:

- Adopting and promoting fair practices that comply with the law and promote the City’s goals.
- Providing and facilitating training and educational activities.
- Advising City departments and department heads in human resource matters.
- Encouraging innovation and positive change.
- Rewarding excellence in job performance, etc.

The Spring Hill Human Resources Department is responsible for administering the drug and alcohol testing program, pre-employment hiring activities, monitoring equal employment opportunity compliance, the Family Medical Leave Act requirements, sexual harassment regulations, accommodations for disabled workers under the Americans with Disabilities Act (ADA), the Fair Labor Standards Act (FLSA), workplace safety standards under OSHA, Worker’s Compensation, Property, Auto and Liability Insurance and the public records law as it pertains to personnel files.

Human Resources 41650

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	165,020	523,572	365,173	560,070
52 - Contractual Services	23,820	70,153	50,984	29,390
53 - Supplies	9,927	4,590	1,897	5,000
55 - Fixed Charges	60	1,020	578	1,886
57 - Grants, Contributions, Indemnities, and Other	-	-	-	38,674
	198,827	599,335	418,631	635,019

ANNUAL BUDGET

GENERAL FUND SUMMARY | HUMAN RESOURCES

Accomplishments

- Implemented new pay schedule for police and firefighters.
- Updated City’s confined space entry policy.
- Adopted and implemented a Lockout/Tagout policy.
- Adopted and implemented a Hazardous Communication Policy.
- Revised employee vacation leave policy to allow employees to accrue leave monthly.
- Revised employee holiday policy with the addition of Juneteenth Day.
- Updated Health Insurance Contribution and Reimbursement Policy.
- Adopted a Flexible Benefit Plan including a Health Flexibility Spending Account.
- Implemented a Classification and Compensation study results.
- Completed OSHA 300 log for 2022/2023.
- Completed Title VI surveys for Dept. of Transportation and Dept. of Military.
- Contracted with Data Facts to begin conducting background checks.
- Implemented new HRIS System (Paylocity) to address recruitment, performance, communication, on-boarding and learning.
- Provided Interviewing and Selection Training.
- Arranged for Drug Free Workplace Supervisory Training.
- Provided training on Personnel Actions Request (PARS).
- Arranged for Public Records Training.
- Conducted Training Needs Assessment in cooperation with the Staff Development Committee.

Goals

- Review and Modify HR Policy document.
- Full implementation of Paylocity’s platforms - Recruitment, On-boarding, Performance, Learning and Community.
- Continue update of job descriptions
- Implement Annual Training Schedule.



BENEFITS & PERKS

Here are some of the benefits we offer:

- 8 Different State Medical Insurance Options, Including No-cost To Employee Options For Family Coverage
- 2 State Dental and 2 State Vision Options for FT Employees
- American Fidelity Supplemental Policies
- \$25,000 Employer-paid Life Insurance, AD&D
- 13 Paid Holidays
- Separate Vacation And Sick Time Banks For FT Employees
- Tuition Reimbursement Program And Other Education Assistance
- Adoption Assistance Program
- Longevity Award Program
- Participation In State Pension Plan (TCRS)
- 401(K) And 457(B) Retirement Options

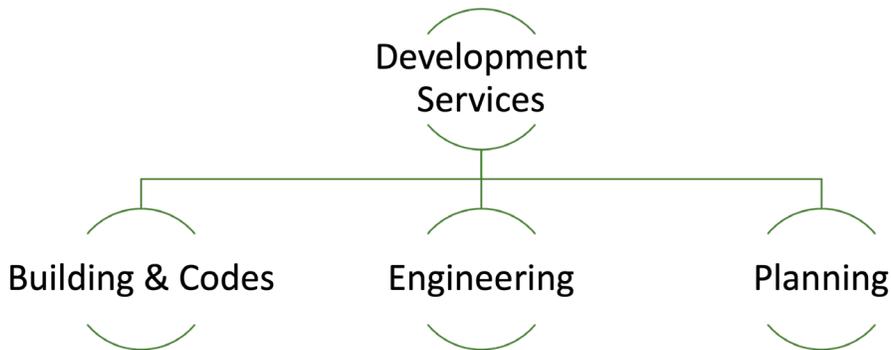
www.springhilltn.org/jobs

The City of Spring Hill | 199 Town Center Parkway
PO Box 789 | Spring Hill, TN 37174
931.486.2252



Development Services

The Development Services Department for the City of Spring Hill is made up of the Engineering, Building Codes, Permitting, and Planning departments. When fully staffed, Development Services will have 22 employees. As a whole, this department works to improve the quality of life for Spring Hill residents and stakeholders, including the business community. The City of Spring Hill has a population of more than 55,000. Over the next ten years, the population is projected to grow an additional 29,000 to 49,000 residents. The following information is a short summary of each department’s description, performance metrics and goals for the next year.



ANNUAL BUDGET

GENERAL FUND SUMMARY | DEVELOPMENT SERVICES

Planning

The Planning Department is responsible for providing professional planning recommendations to the Board of Mayor and Aldermen (BOMA), the Planning Commission (PC) and the Board of Zoning Appeals (BOZA) on all development applications. These applications range from annexations, site plan, special use, administrative applications, etc. The Planning Department is charged with administering policy that conform with best practices of current planning and long-range planning as they relate to the Unified Development Code (UDC) and the Spring Hill Rising 2040 Comprehensive Plan.

Planning 46100

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	317,190	606,287	401,557	716,794
52 - Contractual Services	16,979	225,305	32,759	208,200
53 - Supplies	22,167	19,650	7,889	18,100
55 - Fixed Charges	2,159	18,461	8,428	1,716
57 - Grants, Contributions, Indemnities, and Other	-	8,234	176	275,495
59 - Capital Outlay	-	114,700	33,572	5,000
	358,494	992,637	484,380	1,225,304

Metrics

From July 2022 to June 2023, the Planning Department has reviewed 124 planning applications that were intended to be heard by the Planning Commission and/or the BOMA; the department has also heard 27 BOZA applications and has approved over 81 Administrative applications. With the rate of development, growth of the population and interest in the city, we don't foresee any significant slowing down in development soon.

Accomplishments

The Planning Department has brought forward several UDC amendments that have been discussed with PC and BOMA. These include, parking reductions, Tree City USA, preliminary and final plat efficiency, public verses private infrastructure requirements, etc. Through these amendments and actively listening to the elected and appointed officials, leadership and our residents it was determined the city's long-range comprehensive plan needs to be updated. Staff is in the process of finalizing the request for qualifications and request for proposals which would allow the city to move forward with identifying the consultant who will be tasked with working with city and all of our stakeholders to update our comprehensive plan.

ANNUAL BUDGET

GENERAL FUND SUMMARY | DEVELOPMENT SERVICES

Engineering

The Engineering Department is responsible for reviewing the engineering portion of development, site plans to include applicable utilities, infrastructure, drainage, floodplain and engineering studies related to the development. The Engineering Department includes the Development Inspectors who are tasked with onsite inspections of applicable utilizes and infrastructure.

Engineering 46300

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	-	731,364	581,811	684,193
52 - Contractual Services	-	43,667	27,128	25,500
53 - Supplies	-	41,400	7,419	43,000
55 - Fixed Charges	-	-	8,565	577
57 - Grants, Contributions, Indemnities, and Other	174	1,693	1,693	99,199
59 - Capital Outlay	-	80,000	31,308	-
	174	898,124	657,925	852,469

Metrics

Since July 2022 to June 2023 the Engineering Department has held pre-construction meetings and inspected more than 46 developments throughout the City of Spring Hill. The Department has also reviewed all planning submissions during this time.

Accomplishments

The Engineering Department successfully moved the National Floodplain Insurance Program (NFIP) amendment through the PC and BOMA. The Department has worked to educate developers and potential applicants on the requirements of the NFIP, which has led to more compliance with these regulations. The department has also created and implements an inspection process through ESRI Field Maps for inspection logs and tracking developments in real time. Additionally, the Department has worked to create a more efficient engineering submittal and review process to include examples, the engineering 40 Percent Checklist, the Fire Code Checklist, and other directives.

ANNUAL BUDGET

GENERAL FUND SUMMARY | DEVELOPMENT SERVICES

Building & Codes

The Building Department completes several development related functions for the City of Spring Hill. Some of these functions are assisting citizens with development questions, permit approval, building inspections, plan review, the calculation of permitting fees, etc. The Building Department continuously promotes internal communication between city staff and stakeholders to positively move development forward as approved by the Planning Commission. The Building Department also serves as Code Enforcement in both a proactive the city. The Codes Department receives citizen and stakeholder complaints focused on aesthetic and/or development improvements that may not be consistent with Building Codes, UDC and the Code of Ordinance.

Codes 46200

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	599,542	660,045	591,993	680,921
52 - Contractual Services	117,968	124,812	87,991	126,535
53 - Supplies	22,161	31,490	13,158	18,990
55 - Fixed Charges	99,579	91,000	81,004	110,767
57 - Grants, Contributions, Indemnities, and Other	96	12,351	431	154,733
59 - Capital Outlay	26,359	-	-	-
	865,704	919,698	774,577	1,091,046

Metrics

The Building and Codes Department has issued on average 782 code enforcement violations per year beginning in 2019 to date; of the total violations only 72 were escalated to Circuit Court. In addition to Code Enforcement the department averages 14,471 residential and commercial building inspections per year beginning in 2019 to date.

Accomplishments

Due to the rapid population growth within the City, past technological advances were in need of improvement. The Building and Codes Department working with other departments within the City identified an improved system which would allow online submittal of permits, plans, plan review, planning applications and payment of associated fees. The system is known as Tyler Energov and we are currently testing the system to migration to a 2023 version prior to implementing online permitting portal.

ANNUAL BUDGET

GENERAL FUND SUMMARY | POLICE

Police Department

The Spring Hill Police Department has 73 sworn budgeted positions with 7 civilian positions that serves a population over 55,000 residents. The department has three divisions, Patrol, Detectives, and Support/ Training. The Department is State Accredited through the Tennessee Law Enforcement Accreditation Program (TLEA).

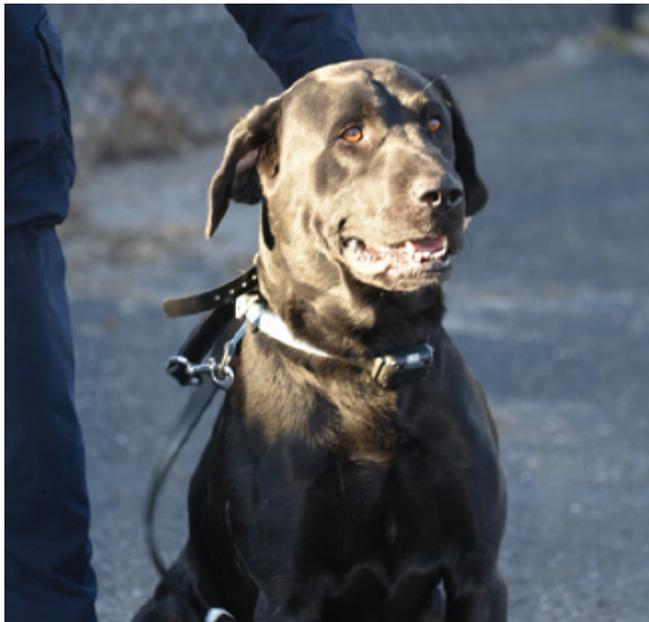


Police 42100

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	5,716,268	6,739,399	6,204,583	7,728,306
52 - Contractual Services	452,340	671,097	470,770	1,136,059
53 - Supplies	540,757	1,040,620	703,233	771,220
55 - Fixed Charges	329,208	323,950	376,609	230,660
57 - Grants, Contributions, Indemnities, and Other	6,594	169,682	49,909	1,452,672
59 - Capital Outlay	1,112,744	1,148,557	556,539	441,820
	8,157,911	10,093,305	8,361,642	11,760,737

Divisions

There are specialized units within the department: K-9, traffic, SWAT, traffic reconstructionist (CIRT), bicycle, crime scene, Drone (UAV), Motorcycle unit, narcotics and vice unit.



Patrol Division works in 12-hour shifts and are assigned to patrol the City’s six patrol zones. Each patrol officer has a personal take home vehicle that is equipped with Laptop, camera system, and radar. When not answering calls of service, patrol will take proactive stance with community policing, traffic enforcement, neighborhood and business checks, in order to keep the residents safe and help provide the quality of life one expects.

Detectives’ Division investigates criminal activity, both property and personal crimes, They receive extensive training to aid them in investigation and court. They are assigned a variety of investigations to include; background checks, theft, fraud, sex abuse, assault, robbery, vandalism, death investigations, alcohol/drug investigations, any other criminal activity and assist patrol and other agencies with investigations.

Support and Training Division provides training to the Department for required training each officer is to receive each year. Training includes, driving, defensive tactics, firearms, mental health, domestic violence, child sex abuse, use of force, and other areas of training deemed necessary to provide them the skills and knowledge to perform their duties. The Support and Training Division also assists the Department in recruitment of new officers through the hiring process.

ANNUAL BUDGET

GENERAL FUND SUMMARY | POLICE

Accomplishments

- Hired three additional civilian positions.
- Transition to new RMS software.
- Created new Crime Suppression Unit with a supervisor.
- Awarded contract to start construction on new Police Headquarters.
- Created three new command staff positions, one Captain and two Lieutenants.
- Added an additional officer to the digital forensics position for ICAC investigations.
- Continue CIT, Critical Incident Training and 40 hours specialized training for Mental Health

Activities	2019	2020	2021	2022
Calls for Service	39,863	53,305	54,037	54,500
Motor Vehicle Accidents	1,674	1,196	1,572	1,509
Number of Arrests	1,030	982	881	915
Traffic Citations	4,269	3,736	4,761	4,592
Incident Reports	2,845	3,200	2,703	2,798
Traffic Stops	10,661	8,357	8,675	8,245
	8,157,911	10,093,305	8,361,642	11,760,737

Goals

- Maintain best practices utilizing IACP and TACP policies for the good of the department
- Train all department employees on Central Square RMS starting in September 2023
- Work with Hensel & Phelps Construction during the construction phase of the new Police HQ
- Continue CIT training to certify officers in mental health response calls
- Train officers on VCIF grant equipment and utilize equipment to combat violent crimes
- Plan to budget for new services needed for the new Police HQ building



ANNUAL BUDGET

GENERAL FUND SUMMARY | POLICE

Highway Safety Grant 42130

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	-	13,214	1,086	25,956
53 - Supplies	-	11,500	12,132	25,000
	-	24,714	13,218	50,956

Dispatch 42150

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
52 - Contractual Services	452,340	671,097	470,770	1,136,059
55 - Fixed Charges	329,208	323,950	376,609	230,660
	8,157,911	10,093,305	8,361,642	11,760,737

2023 Goals and Objectives

Safe and Secure Community

- Enhance the Spring Hill Police Department’s commitment to our community policing philosophy.
- Continue to identify and respond to the effects of city growth regarding the delivery of public safety services, in order to; maintain and/or improve response times and the crime rate, improve environmental health and community safety efforts, and maintain and improve citizens’ perception of Public Safety.
- Maintain index crime clearance rates at or above the national average for comparable cities, and routinely evaluate other clearance rates and enforcement activity, as necessary, to proactively respond to community needs.
- Conduct an analysis of specific Departmental operations and functions.
- Continue to develop Homeland Security strategies

Economic Vitality and Affordable Living

- While the Spring Hill Police Department’s Strategic Agenda does not specifically address this Council Goal and Indicator, the overall agenda influences economic vitality and affordable living issues.



ANNUAL BUDGET

GENERAL FUND SUMMARY | POLICE

Efficient Infrastructure

- Evaluate the Department’s infrastructure to ensure members have a professional physical work environment that maximizes performance and customer service.

Quality of Life

- Develop and implement new or improved quality of life strategies that enhance our partnerships in the community, with a continued emphasis on youth and older populations.

Core Area and Neighborhoods

- While the Spring Hill Police Department’s Strategic Agenda does not specifically address this Council Goal and Indicator, the overall agenda influences the core area and neighborhoods.

Internal Perspectives

- Communicate and demonstrate the Spring Hill Police Department’s Mission and Values to members of the Department and community.
- Continue a comprehensive recruiting plan that reflects our commitment to a diverse workforce, mirroring the community.
- Continued evaluation of the Department’s pay and benefit structure to ensure that compensation is commensurate with the responsibilities of the position.
- Continue to enhance the Department’s information and technology capabilities.



ANNUAL BUDGET

GENERAL FUND SUMMARY | FIRE

Fire Department

The Spring Hill Fire Department is a career fire department providing fire, rescue, and medical first response services to the citizens of Spring Hill. The Department is comprised of three shifts (A, B, C) that work 48 hours on duty and 96 hours off duty. The Department has three fire stations that cover nearly 30 square miles. Each shift has a minimum staffing requirement of 13 personnel which staffs two engines, one truck company, and one heavy rescue company. A Battalion Chief supervises each of the three shifts.

Fire 42200

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	5,956,517	6,991,448	6,496,111	7,296,833
52 - Contractual Services	386,794	674,630	411,454	551,536
53 - Supplies	259,882	406,800	324,989	524,025
54 - Building and Construction Materials	-	-	-	60,000
55 - Fixed Charges	126,745	169,267	144,633	45,192
56 - Debt Service	433,113	433,119	433,119	431,365
57 - Grants, Contributions, Indemnities, and Other	23	41,171	4,464	926,145
59 - Capital Outlay	310,708	2,600,810	492,864	1,902,927
	7,473,782	11,317,244	8,307,635	11,738,024



ANNUAL BUDGET

GENERAL FUND SUMMARY | FIRE

Accomplishments

- Replacement of Rescue 62
- Beginning design phase of new Engine 64 for 2024 delivery
- Designed the new Fire Station #4
- Hired three new firefighters for FAST Truck Program
- Beginning a FAST Truck Program in 1st Quarter FY23/FY24
- Purchased a mobile office trailer for Fire Administration
- Replaced Apparatus Bay Doors and Apparatus Bay Floor at Fire Station #3
- Created Community Risk Reduction (CRR) Manager position
- Responded to over 3,500 responses in 2022
- Trained over 10,852 hours in 2022
- Promoted new Fire Marshal, Assistant Fire Marsh and Fire Inspector along with new Captains and Engineer in the Operations Division
- Ordered new 100' Straight Ladder Truck (Quint) for 2026 delivery
- Successfully trialing a new 48 hour on / 96 hour off schedule
- Five Year Plan Includes:
 - Construct Fire Station #4 at the northeast corner of Buckner Lane and Duplex Road
 - Move Fire Administration into long term office location
 - Build new Fire Station #5 located near Saturn Parkway and Kedron Road
 - Expand the Fire Department Training area and facilities to include a fire training tower
 - Procurement of design services for the construction of Fire Station 1. Plans to complete design and be prepared for construction in FY28
 - Provide major building maintenance to Fire Station #2 and Fire Station #3
 - Achieve Fire Department Accreditation through the Center for Public Safety Excellence

Goals

- Achieve ISO Class 1 Public Protection Classification
- Follow vehicle replacement schedule to replace and add vehicles to the fleet
- If awarded with Staffing for Adequate Fire and Emergency Response (SAFER) grant, hire 13 additional firefighters and train them with internal academy
- Increase staffing in the Fire Marshal's Office with more Fire Inspectors
- Work to secure funding for the Tennessee Retirement Bridge Supplement for First Responders

ANNUAL BUDGET

GENERAL FUND SUMMARY | PUBLIC WORKS

Public Works Administration

The Public Works Administration provides the oversight for its multiple divisions. In addition to daily oversight, this division oversees the capital projects that are underway or planned within the City.

Public Works Department consists of eight divisions:

- Public Works Administration
- Highway & Streets
- Facilities
- Fleet
- Traffic Calming
- Stormwater
- Sanitation
- Park Maintenance

Public Works Administration 43100

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	-	439,523	446,818	667,704
52 - Contractual Services	-	16,220	11,086	44,966
53 - Supplies	-	14,600	3,918	21,500
55 - Fixed Charges	-	-	-	1,526
57 - Grants, Contributions, Indemnities, and Other	-	-	252	45,976
59 - Capital Outlay	-	-	-	28,000
	-	470,343	462,074	809,672

ANNUAL BUDGET

GENERAL FUND SUMMARY | PUBLIC WORKS

Highway & Streets

Accomplishments

- Our Streets department crews are finally almost back up to full staffing for the allotted budget year. We have one open position for a concrete crew member remaining.
- Our asphalt crew performed repairs on the roadways by laying a season total of 854.54 tons of asphalt.
- Our new asphalt hot box purchased last year has made a huge impact for the crew allowing us to haul a four-ton load of asphalt for smaller roadway repairs with the hydraulic dump body making the jobs more effective and efficient in a timely manner.
- Our mowing crews continue to take great pride in mowing City Hall, Library, and the police station, as well as the rest of our city-owned properties.
- Hiring of a very skilled concrete crew chief and an equipment operator.
- Our bush hog crew members continue to take great pride in mowing roadways and city right of ways weekly. This crew recently agreed to some route changes that were made from how they were accustomed to mowing their routes which will save us the city on maintenance and fuel costs tremendously. In this crews down time they do a great job and take pride in picking up litter along their routes at 8 to 10 locations a month.
- Assisted with tornado cleanup in Wayne County, Tennessee this past spring.

Goals

- Focus on concrete repairs and working on ADA ramps that are non-compliant within each subdivision throughout our city.
- Install new sidewalks throughout areas of the city using our new sidewalk program.
- Continue pushing our asphalt repairs as needed making our roadways safe for travel.
- Peruse funding our signal department to enable us to change all signal lighting over to LED lighting saving on electricity as well as longevity of equipment and maintenance.
- Continuously provide up to date equipment and safe working practices to our employees preventing any work-related incidents keeping our workers comp claims down.

Streets 43110

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	568,815	1,595,535	1,135,802	1,491,713
52 - Contractual Services	1,715,066	5,582,402	4,380,563	4,571,093
53 - Supplies	170,805	243,456	143,199	213,900
55 - Fixed Charges	97,638	137,073	110,727	304,986
57 - Grants, Contributions, Indemnities, and Other	51,265	88,341	16,685	645,041
59 - Capital Outlay	458,375	1,356,464	501,617	611,319
	3,169,789	9,108,281	6,372,412	7,860,389

ANNUAL BUDGET

GENERAL FUND SUMMARY | PUBLIC WORKS

Facilities

Accomplishments

- Completed 312 work orders.
- Ran 3400 feet of communication cable.
- Installed new handrails and awnings at City Hall.
- Installed new Fire Admin building at Fire Station #1.
- Solicited RFP and installed new TVs in courtroom.
- Facilities Superintendent obtained OSHA 10.

Goals

- Replace fire protection system at City Hall to include strobes and removal of fire pump.
- Complete driveway repair and sidewalk repairs at City Hall.
- Facilities tech to obtain OSHA 10.
- Replace awnings and gutters at public works.
- Fiber optic connectivity to the public works admin trailers.

Facilities 41800

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	135,308	289,384	227,112	309,578
52 - Contractual Services	101,255	150,676	97,514	178,455
53 - Supplies	9,187	58,600	23,683	63,550
55 - Fixed Charges	11,848	7,000	10,664	10,594
57 - Grants, Contributions, Indemnities, and Other	214	4,117	839	32,745
59 - Capital Outlay	25,199	285,276	17,491	60,555
	283,011	795,053	377,304	655,477

ANNUAL BUDGET

GENERAL FUND SUMMARY | PUBLIC WORKS

Fleet

Accomplishments

- Purchase of a new scan tool to assist with diagnostics and maintain vehicles in house.
- Filled new mechanic position.
- OSHA compliant for the Shop/State inspections and vehicle inspection sheets.
- Installed safety lighting systems on vehicles and equipment.
- Shop/Inventory organization for data and better work flow.

Goals

- Adopt a new billing and budget process.
- Dedicate more time in the office for the Fleet Superintendent to ensure data accuracy for reports.
- Dedicate more time for preventive maintenance for vehicles and equipment.
- Implement a better scheduling program for fleet vehicles and equipment.
- Purchase specialty tools and equipment to perform repairs and maintenance on light and heavy duty equipment and vehicles.

Fleet 43170

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	-	229,991	224,033	263,104
52 - Contractual Services	-	109,170	15,825	294,750
53 - Supplies	-	199,500	72,278	301,900
55 - Fixed Charges	-	6,000	4,751	7,358
57 - Grants, Contributions, Indemnities, and Other	-	-	(30,937)	14,870
59 - Capital Outlay	-	-	-	16,000
	-	544,661	285,950	897,982

ANNUAL BUDGET

GENERAL FUND SUMMARY | PUBLIC WORKS

Traffic Calming

Accomplishments

- Upgraded Peak controllers to McCain controllers at 10 intersections.
- Upgraded conflict monitors to MMUs at eight intersections
- Facilities Superintendent Obtained Work Zone Safety and Traffic Signal Level 1 credentials.
- Brought on three new intersections (Williford, Bucker/Thompson Station Rd, Kroger)
- Implemented GIS PMs and inventory on Signals and Signs

Goals

- Hire new traffic signal tech
- Updated proprietary letter with transition to ATC cabinets
- Install communication on Duplex Road signals
- Install communication at 50% of school lights
- Signal tech level 2 certification for one of the signal techs

Traffic 43120

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	-	-	-	267,088
52 - Contractual Services	-	960,000	199,160	1,230,257
53 - Supplies	-	15,000	5,656	36,400
54 - Building and Construction Materials	-	5,000	3,108	217,549
55 - Fixed Charges	-	-	-	2,575
57 - Grants, Contributions, Indemnities, and Other	-	-	72	-
	-	980,000	207,996	1,753,870

ANNUAL BUDGET

GENERAL FUND SUMMARY | PUBLIC WORKS

Stormwater

Accomplishments

- Updated Ordinance to reflect all the new changes required for new NPDES state permit.
- Received one set of plans for CIP drainage project.
- Increased ERU rates to help aid in stormwater maintenance projects.
- Completed approximately 129 maintenance projects which include detention basin maintenance and repair, catch basin repair, outfall repairs, jetting storm pipes, and installation of new storm pipes.
- Completed over 590 storm water inspections which include active job sites, outfall locations, detention basins, dry weather screening, and commercial businesses.
- Participated in Tennessee Tree Day and distributed 200 free trees to the public.
- Sponsored “Keep Spring Hill Clean” in the Adopt-A-Street program and continuing cash for trash program.

Goals

- Install Cured in Place Piping Lining throughout the city.
- Complete one to two of the CIP drainage projects and have the rest ready for construction.
- Complete Stream Monitoring for NPDES permit requirements.
- Participate in another stream bank restoration project with Tennessee Environmental Counsel throughout the City.

Stormwater 43150

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	445,990	437,319	477,223	519,772
52 - Contractual Services	240,849	444,351	323,333	573,705
53 - Supplies	68,791	97,109	60,005	76,740
54 - Building and Construction Materials	-	-	-	44,000
55 - Fixed Charges	214,653	112,300	13,002	118,700
56 - Debt Service	3,293	165,567	36,335	131,563
57 - Grants, Contributions, Indemnities, and Other	630	218,742	3,757	-
59 - Capital Outlay	-	63,000	69,855	251,511
	974,205	1,538,388	983,511	1,716,023

ANNUAL BUDGET

GENERAL FUND SUMMARY | PUBLIC WORKS

Sanitation

Accomplishments

- Carried two Knuckle Boom trucks to assist Wayne County cleanup tornado damage this spring.
- Worked diligently cleaning up brush and bag routes as the routes became overwhelmed with the flash freeze debris this spring that took place during this past winter.
- Brush pickup for 2022 totaled 21,229 stops between three Knuckle Boom trucks with June being their highest total of 3,182 stops.
- Bulk Item Pickup for 2022 totaled 4,806 stops with May being the Knuckle Booms highest total of 698 stops.
- Bag pickup for 2022 totaled 47,151 stops with May being the highest month with a total of 7,532 stops.

Goals

- Gear towards providing newer equipment to aid in improving more user-friendly equipment towards our bag route pickup and cut down on maintenance expenses.
- Once Sanitation funds are built up, remove our oldest Knuckle Boom truck from our fleet that is becoming dangerous to operate due to its age and hours of use and replace this truck with a new one.
- Continue pushing employees to obtain their CDLs to aid in assisting the Sanitation Department as needed.

Sanitation 43200

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	6,411	369,014	352,862	405,339
52 - Contractual Services	2,753,865	3,487,594	3,429,692	3,937,219
53 - Supplies	-	65,525	46,930	158,000
55 - Fixed Charges	-	-	16,937	-
56 - Debt Service	-	-	641	-
57 - Grants, Contributions, Indemnities, and Other	452	41,171	4,912	51,315
	2,760,729	3,963,303	3,851,976	4,551,873

ANNUAL BUDGET

GENERAL FUND SUMMARY | PUBLIC WORKS

Park Maintenance

Accomplishments

- Complete remodel of restrooms at Evans Park
- Renovated City signs on both sides of town
- Rebuilt ¼ pipe at Walnut Street Skate Park
- Renovated fields at Fischer Park
- Repaired fields at Evans Park

Goals

- Renovate fields at Evans Park
- Replace non function water table feature at splash pad with new feature.
- Reskin ½ pipe at Walnut Stree Skate Park
- Small remodel of Harvey Park restrooms, new partition in men’s room (floors and paint walls)
- Straighten out creek at Evans Park to mitigate erosion
- Repair ditches in islands at Fischer Park
- Mulch to McLemore Park

Parks Maintenance 44700

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	459,757	587,722	498,616	356,611
52 - Contractual Services	170,051	350,512	182,184	428,979
53 - Supplies	97,299	106,466	53,003	56,388
54 0 Building and Construction Materials	-	-	-	40,000
55 - Fixed Charges	20,815	19,250	17,762	3,071
57 - Grants, Contributions, Indemnities, and Other	5,434	23,234	17,385	80,379
59 - Capital Outlay	167,866	3,044,344	96,805	235,239
	921,222	4,131,529	865,756	1,200,667



Funds

Governmental Funds

General Fund

Special Revenue Funds

Capital Projects Funds

Enterprise Funds

ANNUAL BUDGET

FUNDS | UTILITY ADMINISTRATION

Utility Administration

City of Spring Hill Utility staff put forth significant effort to develop a new strategic plan that looks to the future, focuses our work to fulfill our mission, and articulates concrete actions to move the City toward its strategic goals. The staff completed a robust and comprehensive strategic planning process with Board presentation and approval through Resolutions in 2022.

Mission

The City of Spring Hill Utility Department delivers transparent, accessible, and timely regulatory oversight while working collaboratively with customers, stakeholders, and the general public.

Vision

To serve the public, by ensuring essential utility services are delivered to consumers in a safe, reliable, economical, and environmentally sound manner.

This mission is achieved through responsible and informed oversight of public utilities and a focus on economic, operational, environmental, and societal concerns associated with balanced regulation and future impacts of present-day decisions.

Core Values

Service | Professional Excellence | Transparency & Accountability | Collaboration & Teamwork



Utilities Administration 52010

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	108,147	458,699	440,596	351,079
52 - Contractual Services	4,688	343,178	136,838	356,559
53 - Supplies	3,428	27,048	10,471	14,000
55 - Fixed Charges	71	1,000	777	1,180
57 - Grants, Contributions, Indemnities, and Other	-	-	214	32,364
59 - Capital Outlay	-	-	-	-
	116,334	829,925	588,897	755,182

ANNUAL BUDGET

FUNDS | WATER TREATMENT PLANT

Water Treatment Plant

The Water Treatment Plant provides for the production, storage, treatment, and distribution of potable water supplies to approximately 60,000 customers in compliance with applicable regulations. The Water Treatment Plant is designed to produce 4 million gallons per day and operates 24/7 every day of the year. The Plant consistently produces finished water that meets or exceeds all State and Federal standards for drinking water quality. Staff includes four Grade IV Certified Operators. The plant has a State Certified Bacteriological Lab to ensure that the produced water contains no bacteria. In April 2023, the State of Tennessee Department of Environment and Conservation (TDEC) conducted a “Sanitary Survey” of the water system which earned an “Approved” rating of 100%.

Accomplishments

- Maintenance of the water treatment process by achieving annual cleaning and inspections of the wet well to improve pump efficiency.
- Installed aeration mixers in the wet well to help minimize sediment buildup.
- Purchased a tractor with pallet forks, bucket, bushhog, and box blade for maintenance of grounds and material handling.
- Replaced outdated online turbidimeters with new white LED Swan Turbidimeters.
- Replaced outdated benchtop turbidimeter with new laser Hach Turbidimeter.
- SCADA upgrade completed.
- Completed first two quarters of UCMR5.

Goals

- Install carport at raw water intake for tractor and implement storage.
- Install carport at water plant for vehicles and extra space for carbon storage.
- Enhance safety training within the water plant through monthly training program.
- Complete design of filters from traditional sand filtration media to gravity membrane filtration due to age of media.
- Complete installation of camera system at all locations for compliance with Homeland Security recommendation.
- Complete last two quarters of UCMR5.

Water Treatment Plant 52100

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	573,184	994,543	837,541	1,056,205
52 - Contractual Services	571,276	672,940	517,588	685,607
53 - Supplies	40,632	66,078	50,638	75,500
54 - Building and Construction Materials	299,883	372,000	336,596	372,000
55 - Fixed Charges	46,134	749,000	49,472	63,240
56 - Debt Service	20,406	392,566	389,427	405,289
57 - Grants, Contributions, Indemnities, and Other	-	8,234	1,975	-
59 - Capital Outlay	-	104,500	94,512	65,000
	1,551,514	3,359,861	2,277,749	2,722,841

ANNUAL BUDGET

FUNDS | WASTEWATER TREATMENT PLANT

Wastewater Treatment Plant

The Wastewater Treatment Plant provides for the treatment of sewage water from domestic and commercial users of the City in compliance with the national pollutant discharge elimination system permit which is administered by the Tennessee Department of Environment and Conservation Water Resources Division. The Wastewater Treatment Plant is designed to treat 5 million gallons average per day with a 5-stage Bardenpho process designed to consistently produce effluent that meets or exceeds all State and Federal standards for wastewater treatment.

Accomplishments

- Both Oxidation Structures were lined and operational.
- Repairs to sludge belt press through collaboration with vendors and Utility staff
- Additional Training for all wastewater staff on Oxidation basin operation
- Scada hardware replaced and operational.
- Reduced sludge and removed old sludge. We are currently working with new sludge and fine tuning the plant.
- Repaired UV system with new bulbs and wires for optimum efficiency

Goals

- Complete mud well and clear well lining project
- Upgrade Waste Production Capacity and source additional disposal site
- Cross train department personnel on all wastewater treatment plant functions
- Install centrifuge presses for faster sludge removal.
- Purchase a new truck for sludge trailer moving.
- Hire a Pre-Treatment Coordinator and begin the pretreatment program.
- Additional training for all employees in wastewater treatment

Wastewater Treatment Plant 52210

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	598,201	689,722	581,685	760,099
52 - Contractual Services	849,481	1,268,848	1,042,744	1,223,609
53 - Supplies	107,137	187,600	95,771	170,500
54 - Building and Construction Materials	165,962	220,000	160,807	250,000
55 - Fixed Charges	1,824,923	939,684	116,152	836,860
56 - Debt Service	224,250	860,200	860,200	860,551
57 - Grants, Contributions, Indemnities, and Other	2,156	89,272	322	30,226
59 - Capital Outlay	-	352,904	100,928	300,000
	3,772,111	4,608,230	2,958,609	4,431,845

ANNUAL BUDGET

FUNDS | SEWER COLLECTION

Sewer Collections

The Sewer Collections Department operates and maintains over 200 miles of underground sewer lines, manholes, lift stations, control structures, and force mains that gather used water from residential and nonresidential customers and convey the flow to the Wastewater Treatment Plant. Maintaining wastewater collection infrastructure – pump stations, force mains, and sewers is an integral component of the proper management of a treatment system and critical to preventing illegal wastewater releases.

Accomplishments

- Completed SCADA hardware upgrade.
- Completed 14,355 feet of inspected sewer lines.
- Increased total CCTV line footage during rain event when it is most critical including 14,355 feet of inspected sewer lines.
- Incorporate Wincan Software within the Inflow and Infiltration GIS mapping for more effective and searchable historic records.
- Completed CCTV of all sewer lines traveling under creeks

Within Sewer Collections, Inflow and Infiltration is a focal point for our community. Inflow and Infiltration (I/I) is defined as the stormwater and groundwater that enter a sewer system and significantly limits the ability of the sewer system to convey sewer flows. Groundwater (infiltration) seeps into sewer pipes through holes, cracks, joint failures, and faulty connections. This year, our I&I program has been restructured to better meet the community expectations. This program has been functioning with one full time employee until FY22 when two additional maintenance workers were approved. These additional workers along with utilizing the entire sewer collections department has moved this program in the right direction.

Goals

- Begin routine maintenance inspections of sewer trunk lines.
- Enhance the public outreach for the FOG (Fats, Oils, Grease) program through our newly approved Pretreatment coordinator.
- Compile Collection System Maintenance Program Procedures
- Repair 100 manhole leaks that have been located.
- Repair Creek Crossing infiltration discovered at Grassy Branch Creek.

Sewer Collection 52220

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	532,124	944,845	541,933	961,567
52 - Contractual Services	520,416	159,167	113,383	161,600
53 - Supplies	91,555	161,400	90,266	139,500
54 - Building and Construction Materials	-	-	-	-
55 - Fixed Charges	241,253	737,138	28,957	734,183
57 - Grants, Contributions, Indemnities, and Other	119	8,234	1,440	209,307
59 - Capital Outlay	-	1,024,746	779,957	358,500
	1,385,467	3,035,530	1,555,935	2,564,657

ANNUAL BUDGET

FUNDS | WATER DISTRIBUTION

Water Distribution

The Water Distribution System tracks all water resource issues, advocates policy and direction, participates in regional resource and infrastructure planning, evaluates growth impacts, projects future water demands, and identifies programs and projects to expand water supplies. The system is responsible for all water system repairs and maintenance activities and ensures meter reading accuracy. The Water Distribution System plans and manages our water portfolio to assure adequate water supplies for current and future needs, promotes water conservation, maintains compliance with federal and state water laws.

Accomplishments

- Arbor Valley Tank Agreement executed with 1.5 million-gallon tank beginning construction this fall;
- Highway 31 water booster station completed construction
- Repaired the 104 identified leaks detected in the FY21 leak detection assessment
- Water quality optimized through the biannual flushing program;
- Completed the first phase of the Fire Hydrant Rehabilitation Program through contracted services with DMD Consultants with partnered assistance from the Spring Hill Fire Department with rehabilitation to 1100 fire hydrants.

Goals

- To provide the best continual, uninterrupted water services as efficiently as possible.
- Ensure the City water system is 100% lead free by testing every unknown service line within the city that were installed prior to 1988 when the implementation of the lead ban occurred;
- Ensure our City water loss totals are at an absolute minimum through the continued use of water loss studies, ensuring leak detection is a daily task;
- Create understanding and support from customers and all other interested parties
- Ensure ongoing, timely, costeffective, reliable and sustainable maintenance throughout our water distribution system;
- Continued interdepartmental coordination with Spring Hill Fire Department to maintain fire hydrants, examine, pressure test, repair, and refurbish throughout the system;
- Strive to create an integrated and well-coordinated team while recruiting and retaining a workforce that is competent, motivated, adaptive, and committed to our City.

Water Distribution 52110

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	798,493	993,878	862,644	869,767
52 - Contractual Services	314,217	896,470	680,448	807,841
53 - Supplies	1,204,702	1,955,000	1,773,448	2,313,200
54 - Building and Construction Materials	195,766	448,123	226,918	1,023,123
55 - Fixed Charges	1,001,319	781,324	91,106	94,154
56 - Debt Service	-	95,165	92,106	94,154
57 - Grants, Contributions, Indemnities, and Other	1,840	8,234	4,504	239,943
59 - Capital Outlay	-	937,172	148,188	467,000
	3,516,337	6,115,366	3,879,338	5,903,668

ANNUAL BUDGET

FUNDS | SANITATION SERVICES

Sanitation Services

The Sanitation Fund accounts for revenues and expenditures related to residential solid waste collection and recycling throughout the City. Sanitation and recycling services are contracted out by the City after a bid process is conducted and following bid award by the Board of Mayor and Aldermen. Waste Management is the current vendor providing those services. Garbage is collected on a weekly basis and recycling is collected biweekly. The contract with Waste Management also provides that they will be the exclusive provider for commercial garbage collection. Those costs are billed directly to businesses by Waste Management. The City has an agreement with Marshall County Materials Recycling Facility (MRF) to dispose of recyclables. During a portion of FY 2020-21, the MRF declined to take the City's recyclables citing an unacceptable level of contamination and, as a result, Waste Management had to transport the recyclables to their facility in Nashville at an increased cost. City staff members continue to work with residents to communicate what materials are recyclable and to resolve the contamination problem. This fund periodically provides a budget allocation for brush grinding, which is also a contracted service.

Sanitation 43200

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
51 - Personal Services	6,411	369,014	352,862	405,339
52 - Contractual Services	2,753,865	3,487,594	3,429,692	3,937,219
53 - Supplies	-	65,525	46,930	158,000
55 - Fixed Charges	-	-	16,937	-
56 - Debt Service	-	-	641	-
57 - Grants, Contributions, Indemnities, and Other	452	41,171	4,912	51,315
	2,760,729	3,963,303	3,851,976	4,551,873

ANNUAL BUDGET

FUNDS | STATE STREET AID

State Street Aid

This activity accounts for revenue and expenditures from the City’s share of State gasoline taxes. The State distributes the taxes to municipalities based on per capita population. Tennessee law requires that these receipts be kept in a separate fund and used for construction and maintenance of City streets and certain related street expenditures.

Streets are defined as streets, highways, avenues, boulevards, public owned right-of-ways, bridges, tunnels, public parking areas, and other public ways dedicated to public use and maintained for general public travel lying within a municipality’s corporate boundaries. Related street expenditures include construction, reconstruction, improvements, and maintenance of streets, including paving, repaving, grading and drainage, repairs, cleaning, acquisition and maintenance of rights-of-way, and extension and widening of existing streets.

Other allowable expenses include acquisition or lease or lease/purchase of trucks and other equipment necessary in the construction and maintenance of streets. This includes the purchase, construction or leasing of facilities to store such equipment, street lighting, signage and other traffic control devices as well as administrative and other necessary expenses in connection with such street improvements.

State Street Aid 43190

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
52 - Contractual Services	1,075,794	3,149,880	2,251,105	1,842,571
56 - Debt Service	359,585	233,282	237,427	230,705
59 - Capital Outlay	-	130,000	130,000	-
	1,435,379	3,513,162	2,618,533	2,073,276

ANNUAL BUDGET

FUNDS | TRAFFIC IMPACT FEES

Traffic Impact Fees

This fund accounts for revenue and expenditures from impact fees assessed by the City for residential and non-residential development. Impact fees and a corresponding fund were adopted by Ordinance 15-04 dated December 21, 2015, and implemented in March 2016 per the Impact Fee Schedule included within that ordinance. Impact fees are imposed at the time of a building permit or certificate of occupancy issuance in an amount based upon the gross square footage of residential or nonresidential development and the number of such units. Revenues from the fees are used to finance public facilities and services, the demand for which is generated by new development in annexed development subareas, instead of requiring the public at-large to fund those improvements.

The fees shall be spent on new or enlarged capital facilities improvements that substantially benefit those developments that pay the fees.

Impact Fees 43110

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
52 - Contractual Services	11,106	-	-	-
56 - Debt Service	-	-	-	-
57 - Grants, Contributions, Indemities, and Other	200,000	2,700,000	2,747,380	4,370,000
59 - Capital Outlay	129,712	1,610,399	20,090	423,912
	340,818	4,310,399	2,767,470	4,793,912

ANNUAL BUDGET

FUNDS | ADEQUATE FACILITIES

Adequate Facilities

This activity accounts for revenue and expenditures from the City’s share of Adequate Facilities Taxes on new developments. The tax is tied to the building permit process and is based upon the premise that adding new residential and non-residential development will require demand for additional public facilities and services (roads, police, fire, parks, sanitation, utility services).

The tax “apportions the cost of providing additional public facilities and services among existing and future users of such facilities in proportion to the demands for these facilities generated by such users.” Tax dollars are segregated within the Adequate Facilities Fund and are used for capital improvements reasonably attributable to new development.

Adequate Facilities 46050

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
52 - Contractual Services	29,090	59,616	43,614	-
53 - Supplies	14,178	-	-	-
56 - Debt Service	736,053	739,869	740,011	735,076
57 - Grants, Contributions, Indemities, and Other	-	1,064,000	54,398	4,302,786
59 - Capital Outlay	1,457,056	1,785,587	93	75,101
	2,236,377	3,649,072	838,115	5,112,963

ANNUAL BUDGET

FUNDS | TOURISM

Tourism

The Tourism Fund accounts for revenue and expenditures from a hotel/motel tax established by the City of Spring Hill in 2016. Ordinance No. 16-14 provided for the levy of a 3% tax on lodging within the city limits.

Proceeds from this tax are dedicated solely for the development of tourism with within Spring Hill.

Examples of this include development of a Master Plan for Rippavilla Plantation and a branding initiative for the City. Budgets for previous years also included a \$100,000 allocation to Rippavilla Plantation to support ongoing operations. During FY 2020-21, the City engaged Battle of Franklin Trust (BOFT) to manage Rippavilla on behalf of the City.

Tourism 47210

Classification	FY 22 Actual	FY 23 Budget	FY 23 Activity	FY 24 Adopted
52 - Contractual Services	158,795	185,000	142,936	300,630
55 - Fixed Charges	4,899	-	5,395	-
57 - Grants, Contributions, Indemities, and Other	2,000	-	-	-
59 - Capital Outlay	-	80,000	70,000	50,000
	165,694	265,000	218,331	350,630

Capital Improvement Planning in Spring Hill, Tennessee

A Journey of Growth and Development

Spring Hill, Tennessee has experienced remarkable growth and transformation since 1985, evolving from a small, rural town into a thriving suburban community just south of Nashville. Here is a comprehensive overview of this transformation and the city’s Capital Improvement Plan (CIP) for FY23-24:

1980s - Early Growth: In the mid-1980s, Spring Hill was a quiet agricultural community with a population of around 1,200, however, its proximity to Nashville and the expansion of the automotive industry in the region signaled change on the horizon.

1990s - Automotive Boom: The 1990s marked a turning point with General Motors’ decisions to build the Saturn automobile manufacturing plant in 1990. This brought jobs and rapid population growth, ushering in the era of suburban development.

Early 2000s - Saturn Plant: The Saturn plant became pivotal, employing thousands of residents until its closure in 2007. Spring Hill, resiliently diversified its economy, and reopened the plant in 2010, stabilizing the community.

2010s - Continued Expansion: Spring Hill saw steady growth, with new residential communities, shopping centers, and schools accommodating its increasing population along the I-65 corridor.

Present Day: Spring Hill thrives with a population exceeding 60,000, attracting residents and businesses due to suburban amenities, quality schools, and proximity to Nashville.

In response to rapid growth, the City of Spring Hill continually invests in public facilities and infrastructure enhancements. These projects include construction and renovation, land acquisition, parks expansion, trail development, road construction, water and wastewater system upgrades and treatment plant expansions. These efforts underscore Spring Hill’s commitment to providing its expanding population with an attractive, well-equipped community.

Capital Improvement Plan Strategies for FY 23-24

The Capital Improvement Plan (CIP) focuses on multi-year spending authorization, distinguishing immediate fiscal year spending from future appropriation. Funding sources include current revenues, special revenue funds, bonds, and development impact fees. Strategic policies for FY23-24 include:

1. **Balance Transportation Network:** Develop a comprehensive transportation plan, context-sensitive street designs, greenways, and partnerships for improved mobility.
2. **Invest in Spring Hill:** Coordinate infrastructure expansion with development, prioritize water infrastructure, develop a recreation master plan, and create community facilities.
3. **Protect and Promote Natural and Cultural Resources:** Preserve historic properties, establish greenways, protect sensitive areas, and enhance water quality protection.
4. **Achieve Sustainable and Diverse Economy:** Guide economic development, promote job diversity, encourage mixed-use development, and foster regional economic growth.
5. **Promote and Engage in Partnerships:** Collaborate with neighboring municipalities, regional, and state agencies for growth management and funding.
6. **Grow Smarter:** Promote Smart Growth Principles, redevelopment, mixed-use centers, and quality corridor development.

ANNUAL BUDGET

FUNDS | CAPITAL IMPROVEMENT PLAN

Projects for FY23-24 include a new Police Headquarters, a Community Services Annex, a new interchange at I-65 and Buckner Road, Buckner Lane Widening, Harvey Park Greenway, road safety improvements, water infrastructure enhancements, stormwater projects, new water tanks, and sewer system investments. These initiatives align with the City's commitment to a sustainable and prosperous future while preserving natural and cultural heritage.

Regional Collaboration For Water Supply And Environmental Stewardship

Spring Hill's commitment to regional cooperation with the Duck River Agency has addressed critical water supply issues. Collaboration with the Tennessee Department of Environment and Conservation (TDEC) has also played a vital role:

1. **Resolution of Water Withdrawal Dispute:** Spring Hill resolved a two-decade-long dispute with TDEC, exemplifying the city's dedication to finding solutions to complex water challenges.
2. **Partnership with Columbia Power and Water:** Collaborating on comprehensive water supply projects, enhancing water treatment capacity, constructing water mains, and building three new water tanks for improved resilience and supply during droughts.
3. **Future Developments:** Projects include the Arbor Valley Tank, joint development agreement with June Lake, and the Southside Tank project to enhance flow and pressure stabilization.

Spring Hill's commitment to regional collaboration reflects its dedication to ensuring a sustainable and resilient water supply while fostering growth and prosperity in the region.

Partnering With TDEC For Environmental Stewardship

Spring Hill maintains a strong partnership with the Tennessee Department of Environment and Conservation (TDEC) to enhance environmental stewardship and sewer system efficiency. Key initiatives include:

1. **Oxidation Ditch Lining Project:** This project, set for completion this fiscal year, demonstrates Spring Hill's commitment to maintaining critical infrastructure and protecting investments.
2. **Sewer Collections System Enhancement:** Removing pump stations and installing gravity sewer lines to optimize efficiency and reduce long-term operating costs. Projects for Crooked Creek, Mahlon Moore, and Harvey Park are in the design phase.
3. **Advanced Purification Project:** Collaborating with TDEC on an ambitious project to expand wastewater treatment plant capacity, construct an advanced purification plant, and create a new reservoir for improved water supply and recreation opportunities.

These efforts underline Spring Hill's dedication to responsible investment, natural resource conservation, a sustainable economy, intelligent growth, and harmonious coordination with other entities. The City remains committed to its residents' quality of life and the protection of its natural resources.

In conclusion, Spring Hill, Tennessee, embraces its growth and transformation with a commitment to improving infrastructure, fostering regional cooperation, and ensuring environmental stewardship, all while maintaining its reputation as a vibrant suburban community with excellent amenities, schools, and proximity to the Nashville Metropolitan Area.

ANNUAL BUDGET

FUNDS | CAPITAL EQUIPMENT PROGRAM

Capital Equipment Program

The Capital Equipment Program is a financial process of funding the depreciation of rolling stock in preparation for the eventual required replacement. Using anticipated useful life and straight line depreciation methodology, the annual depreciation is determined for each piece of equipment or vehicle and that amount of money is set aside as an expenditure in the owning department’s budget. Any new equipment requested to be replace in the coming year is drawn from that amount. If an amount more than the depreciation is needed to replace the equipment, then the additional amount is budgeted as a capital expenditure.

This is the first year for the CEP Program. Over the next coming years, the balances of the CEP will grow and eventually the budgetary impact of replacement equipment will be minimal. With the growth of the city, new equipment will always be needed and these purchases will continue to come from the Capital Budget.

Contributions	FY 24 Adopted
Administration	8,127
IT	29,992
Development	15,369
Police	624,215
Fire	627,327
Streets	187,326
Parks & Recreation	19,298
Library	1,214
Total	1,512,868

Department Division	Equipment	FY 24 Adopted
Engineering	Vehicle	45,000
Police	Cruisers x11	750,000
Fire	Vehicle Replacements	68,000
Fire	Vehicle Replacements	68,000
Streets	Tractor with Cutter	150,000
Streets	Zero Turn Mower	12,000
Streets	Ford F550 Chassis w/ Switch N Go Bed	105,000
Parks	Zero Turn Mower x2	50,000
Parks	3/4 Ton w/ Utility Bed	60,000
Total		1,308,000

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GLOSSARY OF ACRONYMS

BOMA	Board of Mayor & Aldermen
CIP	Capital Improvement Plan
EM	Emergency Management
EMA	Emergency Management Agency
EMS	Emergency Medical Services
EOC	Emergency Operations Center
FT	Full-Time
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographical Information System
HR	Human Resources
IT	Information Technology
OSHA	Occupational Safety & Health Administration
LT	Lieutenant
PPE	Personal Protection Equipment
PT	Part-Time
RFP	Request for Proposal
TDOT	Tennessee Department of Transportation
TDEC	Tennessee Department of Environment and Conservation
WWTP	Wastewater Treatment Plant
WTP	Water Treatment Plant

ANNUAL BUDGET | APPENDIX

GLOSSARY OF TERMS

Accrual Accounting	The basis of accounting in which revenues and expenditures are recorded at the time they are earned or incurred as opposed to the cash basis of accounting where the transfer of funds causes the recording of the transaction.
Activity	A specific and distinguishable unit of service or program performed, such as Finance Department (#41500).
Adopted Budget	The budget approved by the Board of Mayor & Aldermen and enacted by budget appropriation ordinance, on or before June 30 of each year.
Appropriation	An authorization made by the Board of Mayor & Aldermen which permits the City staff to incur obligations against and to make expenditures of governmental funds and resources. Appropriations are usually for a fixed dollar amount for a particular budget year.
Appraised Value	The estimate of fair market value assigned to property by an appraiser or the County Tax Assessor. For tax assessment purposes, the value is stated as of the last reappraisal date. See also assessed value.
Assessed Value	The value of personal and real property for use as the basis for levying the real and personal property taxes.
Audit	An independent assessment of the fairness by which a company's financial statements are presented by its management.
Bond	A written promise, generally under seal, to pay a specified sum of money called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically.
Budget	A plan of the financial operations comprised of estimates of anticipated revenues and expenses for a specific period (fiscal year).
Budget Calendar	The schedule of the dates involved in the preparation, review and passage of the annual budget.
Budget Documents	The official written documents comprised of the annual operating budget and the five-year Capital Improvements Program as approved by the Board of Mayor & Aldermen.
Budget Message	Opening section of the budget which provides the Board of Mayor & Aldermen and the public with a general summary of the key parts of the budget. Also listed are changes from the current and previous fiscal years with comments from the City Administrator.
Budget Ordinance	The official enactment by the BOMA on two considerations establishing the legal authority for City officials to expend funds.
Capital Outlay	The purchase of equipment and machinery having a useful life of several years and a value of \$5,000 or more.

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GLOSSARY OF TERMS

Capital Improvement Program	The City’s plan for major capital projects over the next five years. The plan is reviewed and updated annually.
Capital Projects	Projects identified specifically for the purpose of showing the cost of a particular project. Capital projects are usually large public work projects such as roads, bridges and buildings.
Contractual Services	Services rendered to City activities by private firms and individuals outside City government. Examples include utilities, building maintenance, and equipment maintenance.
Debt Service	Annual payments on the City’s outstanding debt including principal, interest and administrative expenses.
Department	Closely associated City activities under the day-to-day oversight of a department head.
Disbursement	The payment of City funds for obligations incurred.
Division	A segment of a department that is assigned a specific operation.
Enterprise Fund	A format of accounting for a particular unit of government that provides services for fees. The accounting for an enterprise fund is similar to that of a private business. The City of Spring Hill’s enterprise funds include Water/ Sewer and Stormwater (MS4).
Estimated Revenues	The amount of projected revenue to be collected during the fiscal year.
Expenditures	The cost of goods and services received. Actual payment may not be required at a particular date for an item to be considered an expenditure.
Fiscal Year	A time frame designating the beginning and ending period for recording financial transactions. The City of Spring Hill uses a fiscal year beginning July 1 through June 30.
Fund	A fiscal entity with a self-balancing set of accounts used to account for activities with common objectives. Commonly used government funds include: General Fund, Capital Projects Fund, enterprise funds, special revenue funds, and internal service funds.
Fund Balance	The accumulated amount of excess revenues over expenditures in a particular fund at any point in time. A negative fund balance is the accumulated amount of excess expenditures over revenues.
Generally Accepted Accounting Principles [GAAP]	The actual rules and procedures governing the accounting profession.
Governmental Accounting Standards Board [GASB]	The official policy and procedural organization designated by the American Institute of Certified Public Accountants (AICPA) to establish accounting principles for state and local governments.
Government Finance Officers Association [GFOA]	A group of worldwide professional government finance officers supporting a particular project.

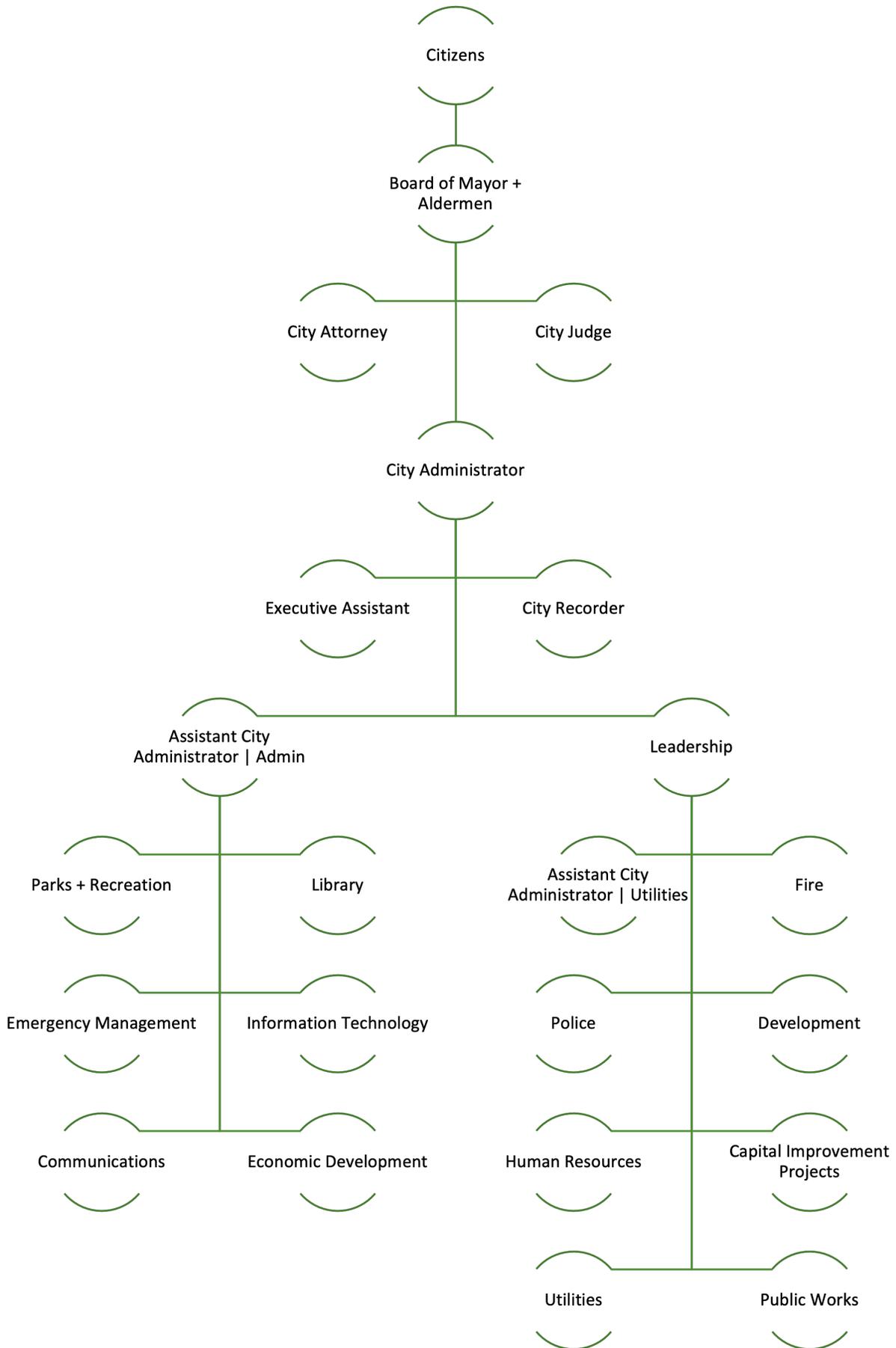
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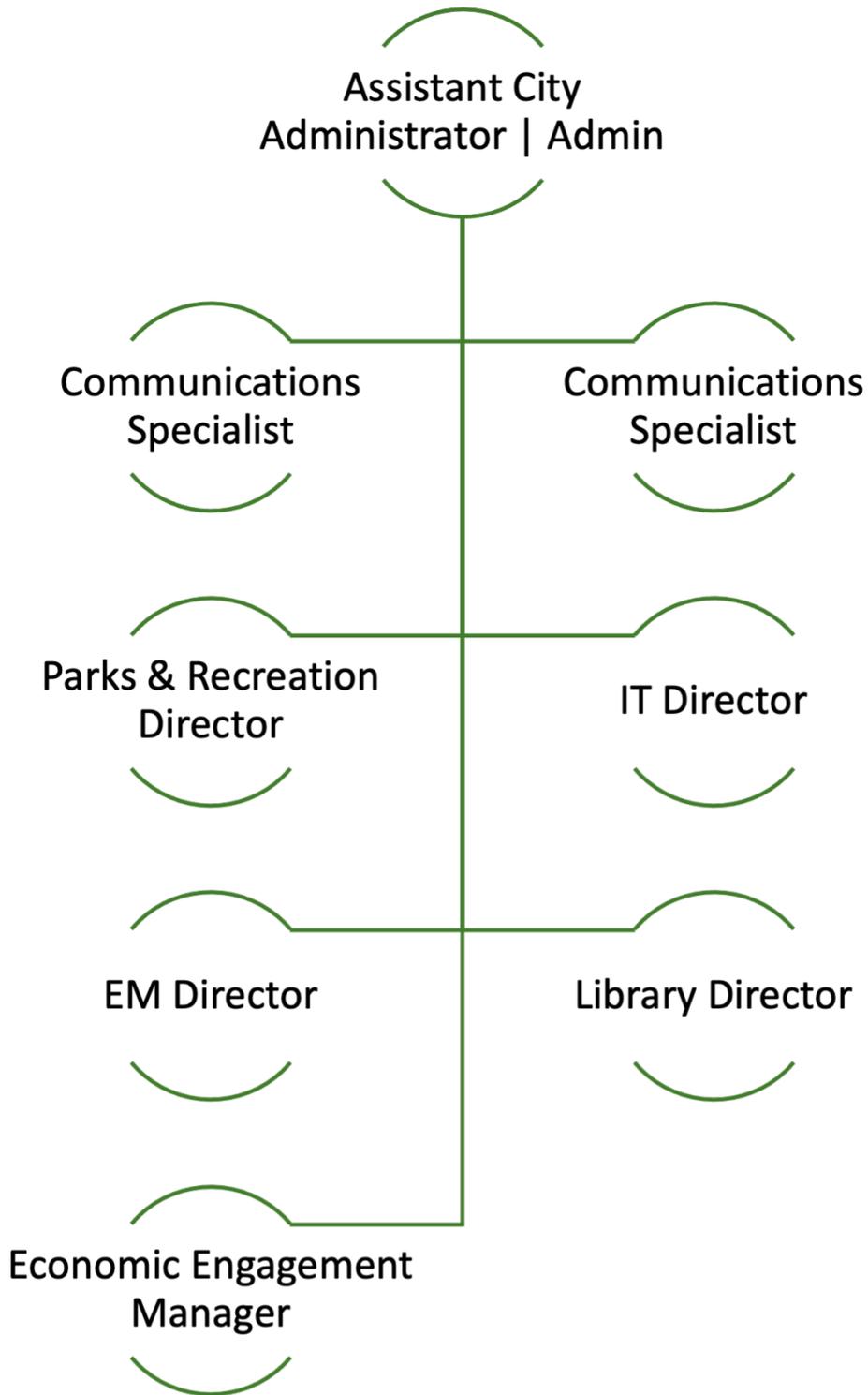
GLOSSARY OF TERMS

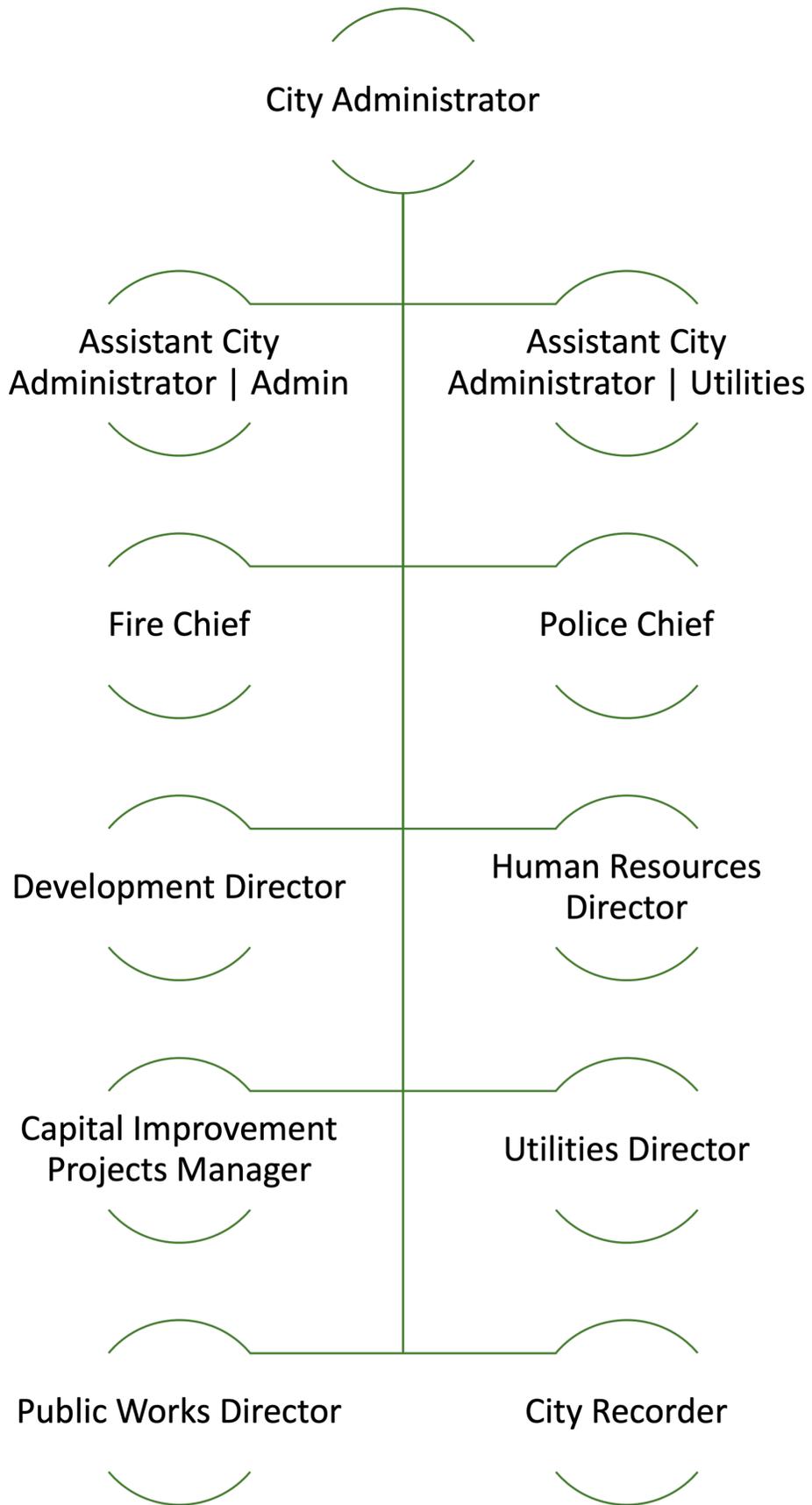
General Fund	The City's primary operating fund accounting for most all of the financial resources and obligations. General Fund revenues include property taxes, business taxes, sales taxes, building permits plus other revenues. This Fund provides the resources for most City services including Fire, Police, Streets, Planning, & Parks and Recreation.
Grant	A contribution by the State or Federal government or other entity
Object Code	A detailed line-item expenditure category, such as salaries (#110), office supplies (#310), or capital outlay (#941).
Ordinance	A formal legislative enactment by the City that carries the full force and effect of the law within corporate boundaries of the City, unless in conflict with any higher form of law such as state or federal.
Operating Budget	The expenditure plan for continuing everyday service programs and activities. In most instances, operating expenditures are made in a single fiscal year. These expenditures include personal services, contractual services, minor capital outlay, and debt services requirements.
Operating Transfers	Amounts transferred from one fund to another. Transfers are not expenditures. Transfers are to be appropriated for expenditures in the fund receiving the transfer.
Resolution	A legislative act by the City with less legal formality than an ordinance.
Retained Earnings	The total earnings of an enterprise fund (in governmental accounting) consisting of income less expenses.
Revenue	A term used to represent actual or anticipated income.
Standard & Poors	A recognized bond rating agency.
Tax Levy	The total amount of tax that should be collected based upon the current tax rates and the assessed value of real, personal, and public utility property.
Tax Rate	The amount of taxes collected per \$100 of assessed value of taxable property.

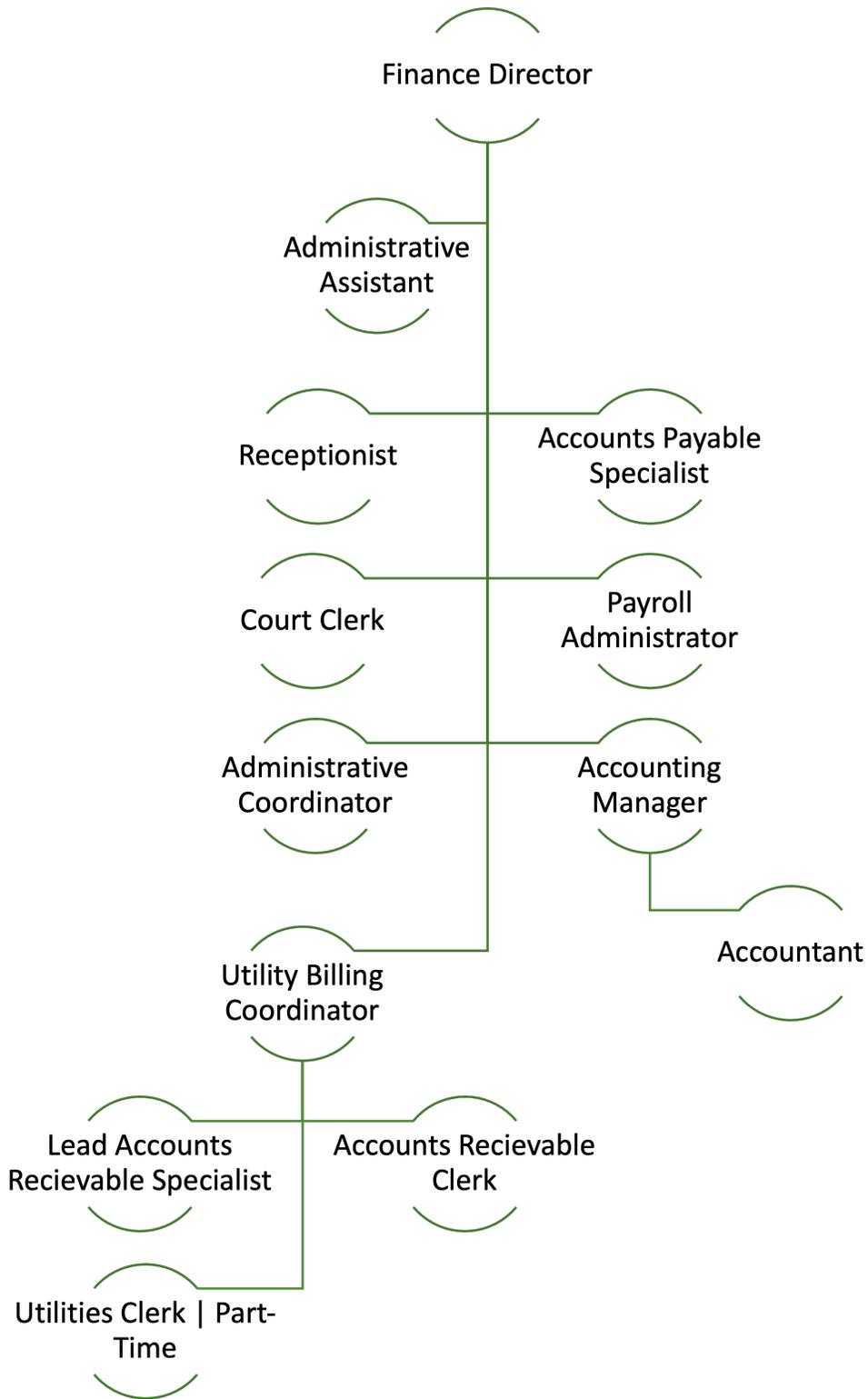
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ORGANIZATION CHART | CITY



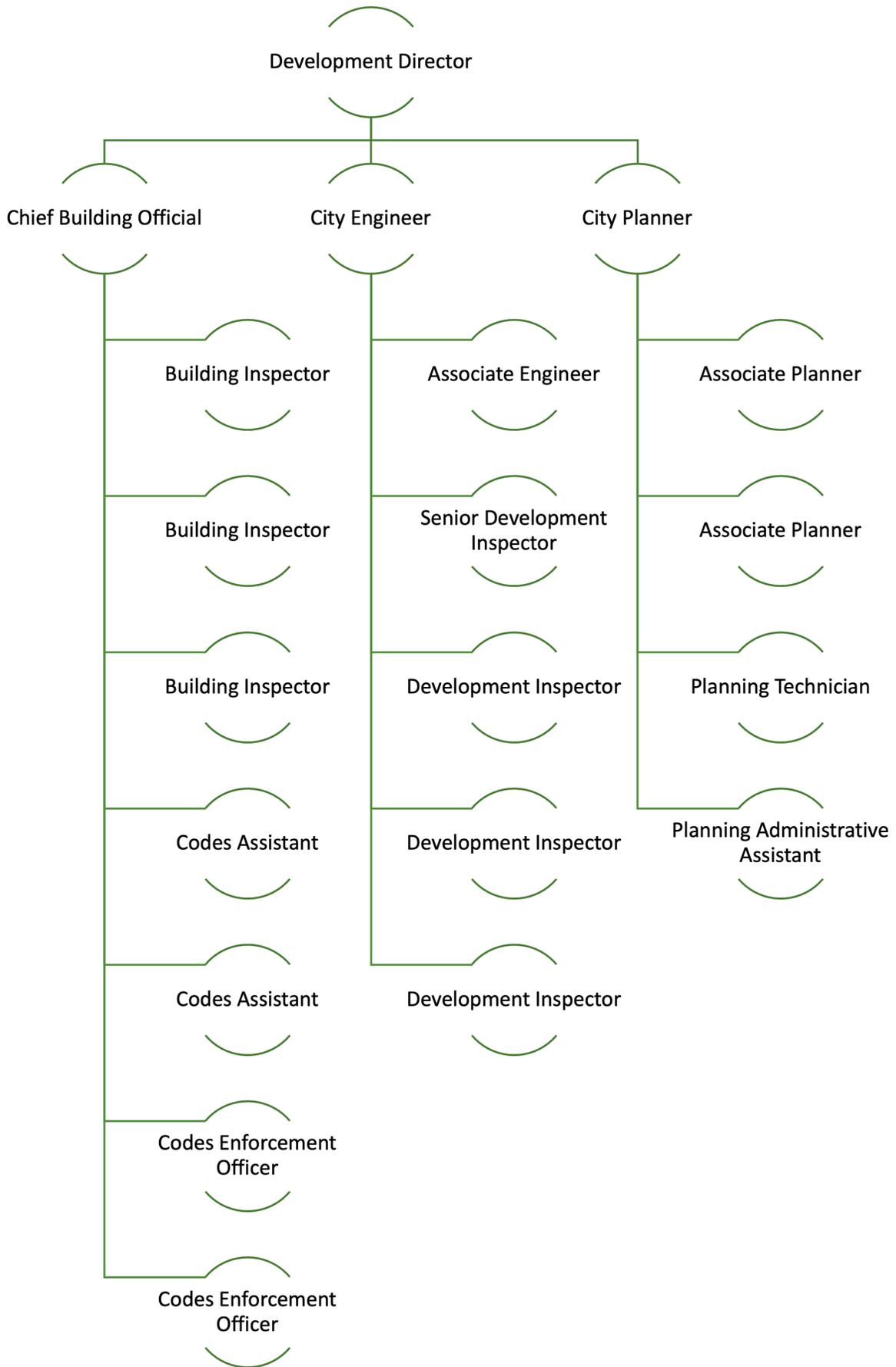


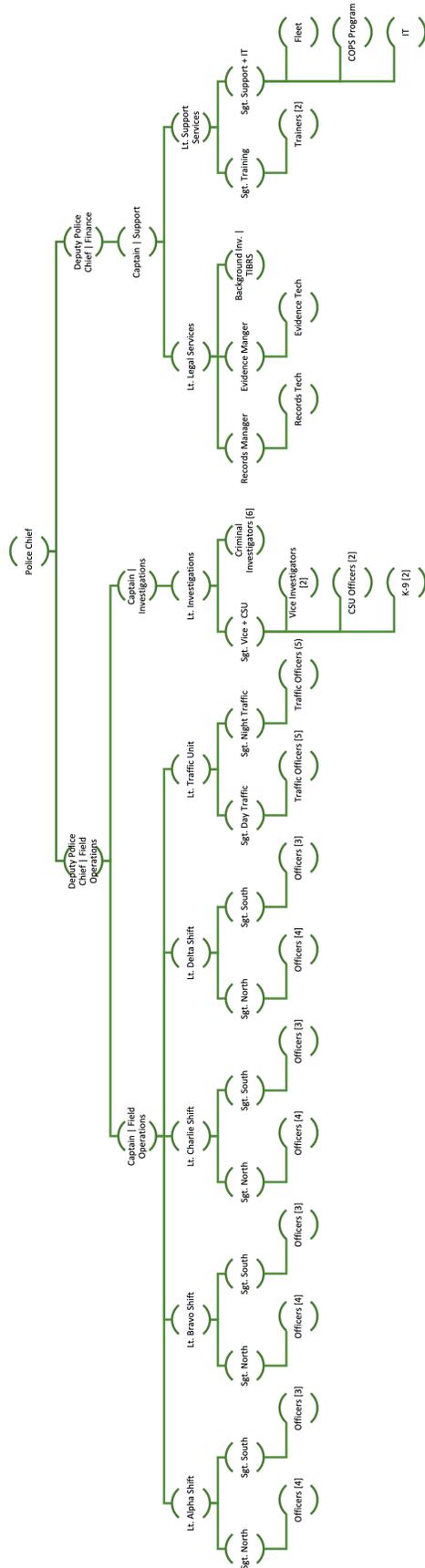




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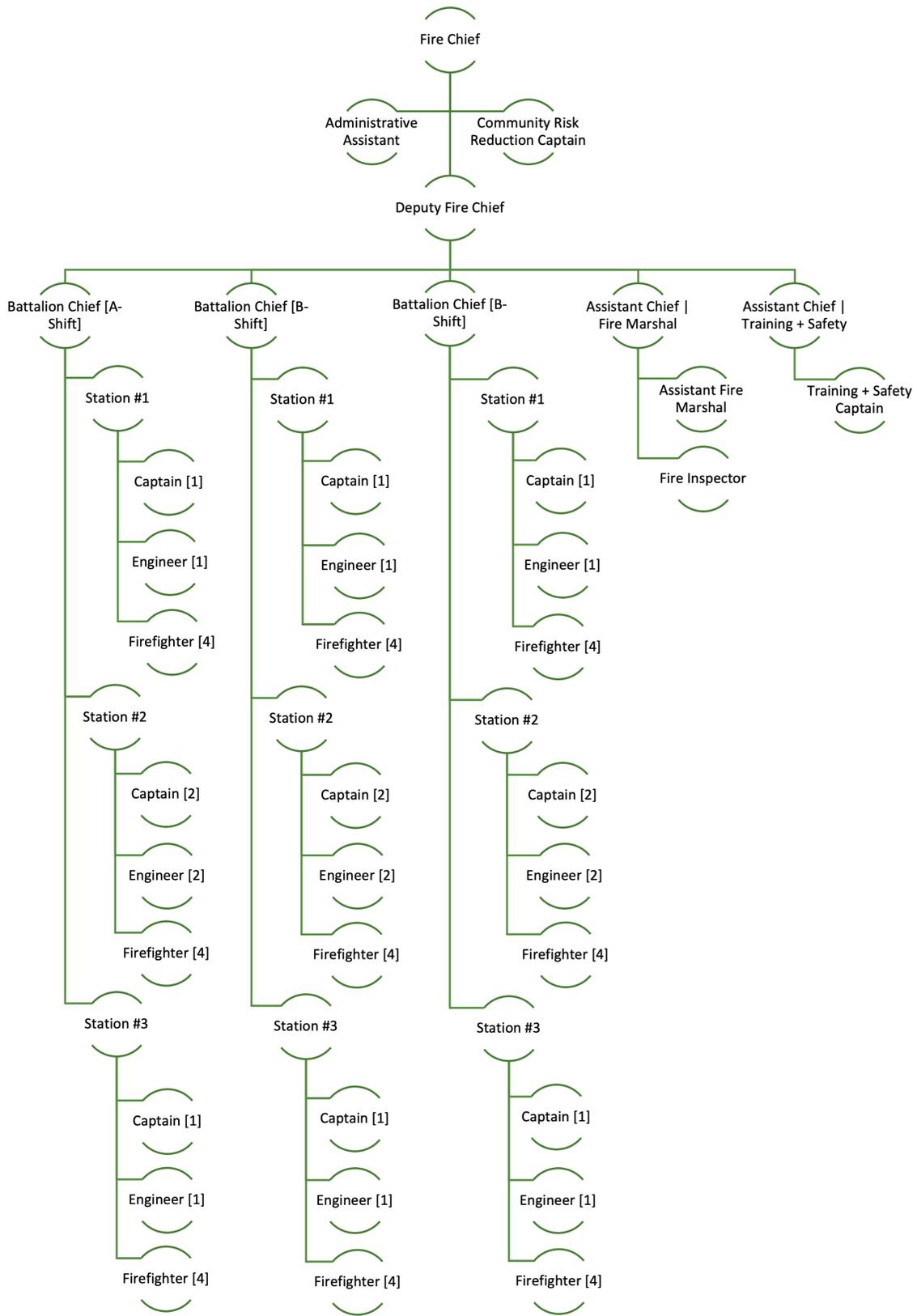
ORGANIZATION CHART | DEVELOPMENT SERVICES

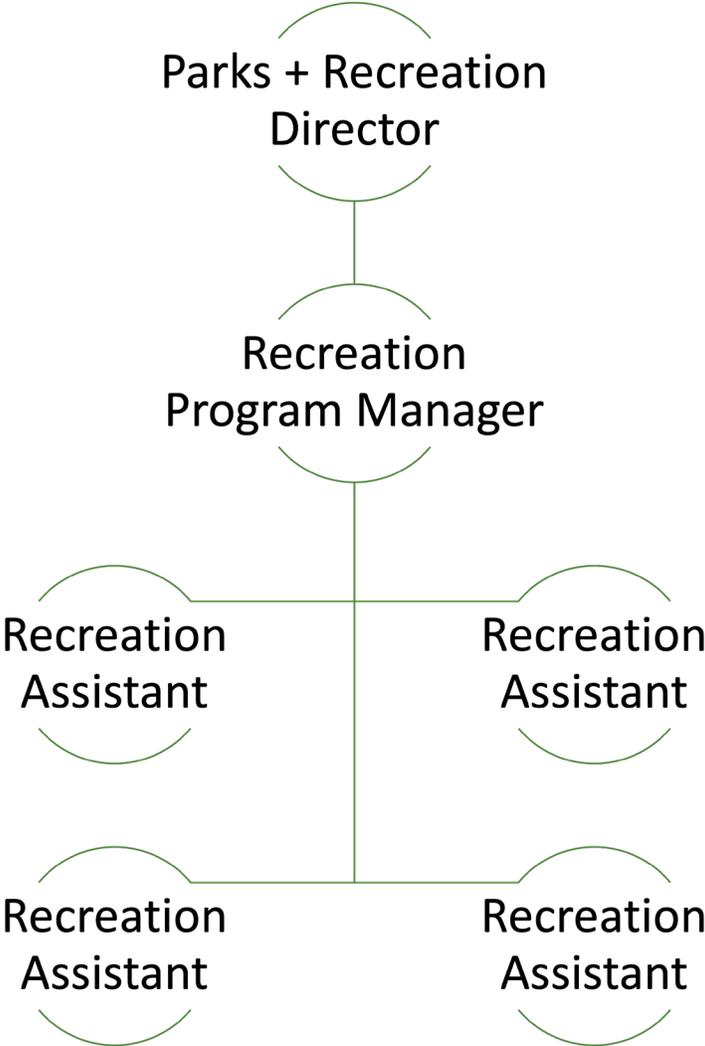




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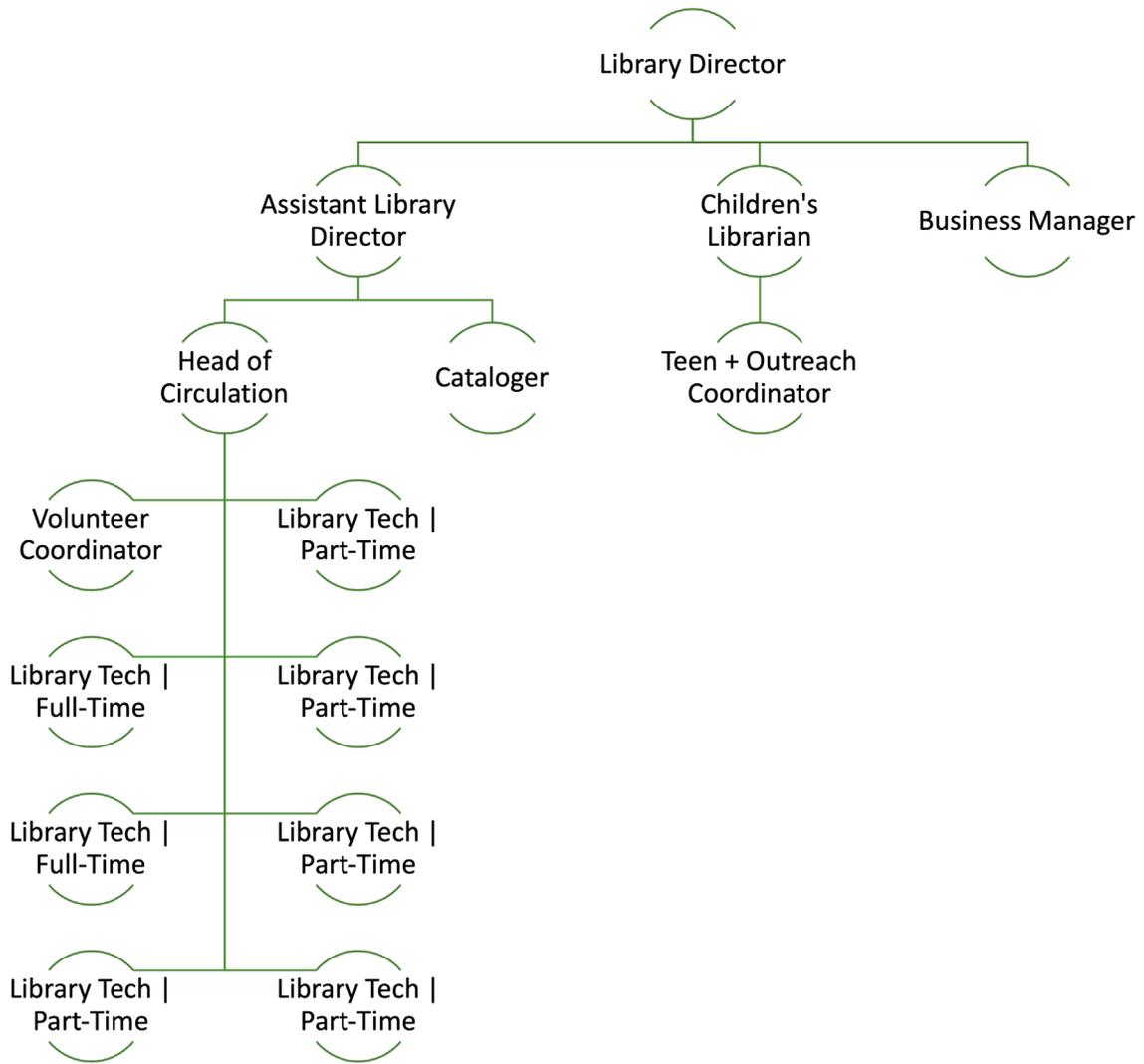
ORGANIZATION CHART | FIRE

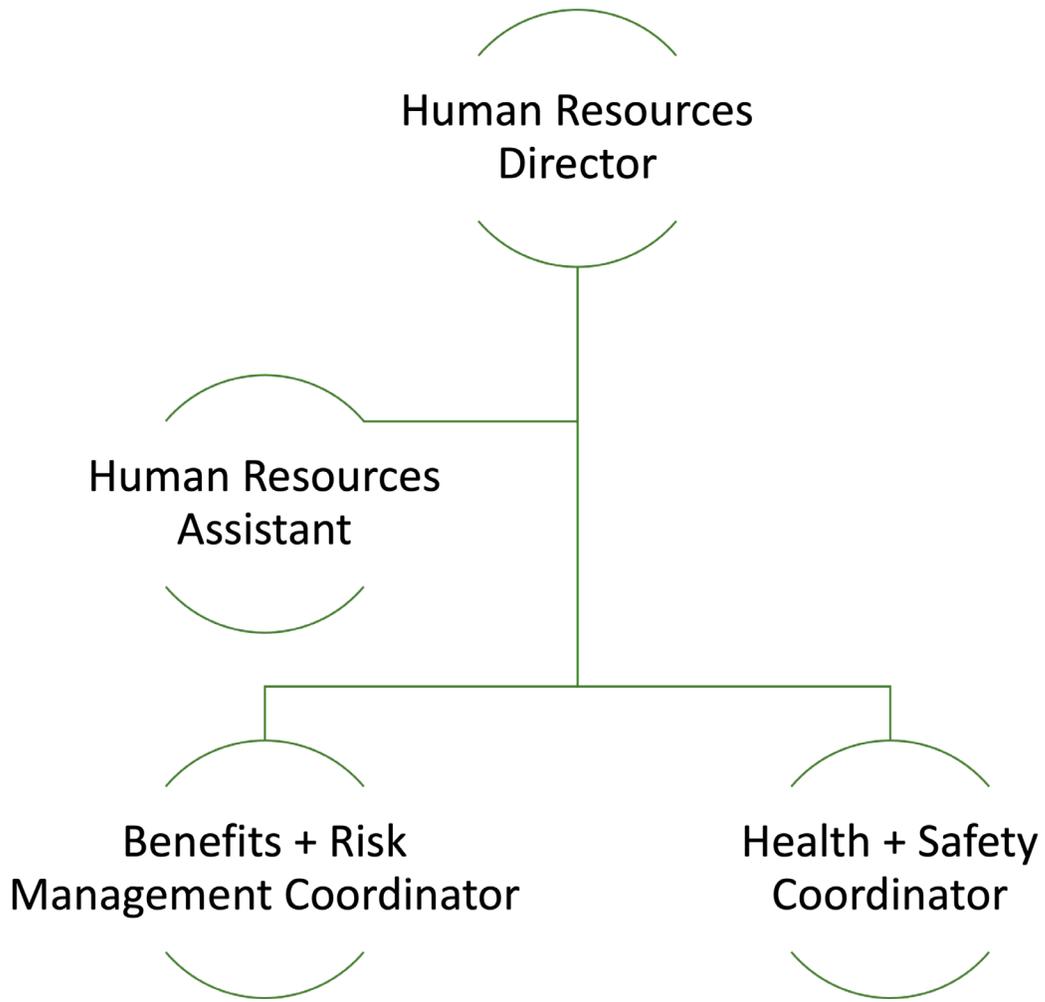




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ORGANIZATION CHART | LIBRARY





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ORGANIZATION CHART | AUTHORIZED STRENGTH

**City of Spring Hill
Authorized Strength
FY 2023-24**

Fund	Div	Division	Position	Full-Time	Part-Time	New	Total	Div Total
General Fund								
110	41200	Judicial	Municipal Court Judge		0.1		0.1	0.1
110	41310	Administration	City Administrator	1			1	
110	41310	Administration	Assistant City Administrator	2			2	
110	41310	Administration	Specialist	2			2	
110	41310	Administration	Executive Assistant	1			1	6
110	41320	Communications	Director 2	1			1	
110	41320	Communications	Specialist	2			2	3
110	41500	Finance	Director 3	1			1	
110	41500	Finance	Assistant Finance Director			1	1	
110	41500	Finance	City Recorder	1			1	
110	41500	Finance	Sr Accountant	1		-1	0	
110	41500	Finance	Account Clerk 2	3			3	
110	41500	Finance	Bookkeeper	1			1	
110	41500	Finance	Account Clerk 1	1			1	
110	41500	Finance	Administrative Assistant 1			1	1	
110	41500	Finance	Receptionist	1			1	10
110	41641	IT	Specialist	1			1	
110	41641	IT	Data Analyst	1			1	2
110	41642	GIS	Director 2	1			1	
110	41642	GIS	Specialist	1			1	2
110	41650	Human Resources	Director	1			1	
110	41650	Human Resources	Specialist	1			1	
110	41650	Human Resources	Technician 2	1			1	3
110	41800	Facilities	Superintendent	1			1	
110	41800	Facilities	Maintenance Worker 2	1			1	
110	41800	Facilities	Janitorial	2			2	4
110	42100	Police	Chief	1			1	
110	42100	Police	Deputy Chief	2			2	
110	42100	Police	Capitan			1	1	
110	42100	Police	Lieutenant	5		2	7	
110	42100	Police	Police Sgt 2	1			1	
110	42100	Police	Police Sgt	12			12	
110	42100	Police	Police Detective	7			7	
110	42100	Police	Police Officer 3	6			6	
110	42100	Police	Police Officer 2	4			4	
110	42100	Police	Police Officer	35		-3	32	73 Sworn
110	42100	Police	MH Counselor		0.4		0.4	
110	42100	Police	Technician 2	1			1	
110	42100	Police	Administrative Assistant 2	2			2	
110	42100	Police	Technician 1	1			1	
110	42100	Police	Account Clerk 2	1			1	
110	42100	Police	Account Clerk 1	1			1	6.4
110	42200	Fire	Chief	1			1	
110	42200	Fire	Deputy Chief	1			1	
110	42200	Fire	Assistant Chief	1			1	
110	42200	Fire	Battalion Chief	3			3	

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ORGANIZATION CHART | AUTHORIZED STRENGTH

Fund	Div	Division	Position	Full-Time	Part-Time	New	Total	Div Total
110	42200	Fire	Fire Marshall	1			1	
110	42200	Fire	Asst Fire Marshal	1			1	
110	42200	Fire	Fire Inspector			1	1	
110	42200	Fire	Fire Captain	14			14	
110	42200	Fire	Fire Engineer	16			16	
110	42200	Fire	Firefighter	26			26	
110	42200	Fire	Administrative Assistant 2			1	1	66
110	42500	EMA	Director 1	1			1	1
110	43100	Public Works Adn	Director 2	2			2	
110	43100	Public Works Adn	Assistant PW Supt	1			1	
110	43100	Public Works Adn	Engineer			1	1	
110	43100	Public Works Adn	Administrative Assistant 1	1			1	5
110	43110	Streets	Superintendent	1			1	
110	43110	Streets	Crew Chief	4			4	
110	43110	Streets	Inspector	1			1	
110	43110	Streets	Operator 2	2			2	
110	43110	Streets	Operator 1	1			1	
110	43110	Streets	Maintenance Worker 2	8			8	
110	43110	Streets	Maintenance Worker 1	0	1.45		1.45	
110	43110	Streets	Administrative Assistant 1	1			1	19.45
110	43120	Traffic	Crew Chief	1			1	
110	43120	Traffic	Technician 2	1		1	2	3
110	43170	Fleet	Superintendent	1			1	
110	43170	Fleet	Supervisor			1	1	
110	43170	Fleet	Mechanic 2	1			1	
110	43170	Fleet	Mechanic	1			1	4
110	44400	Parks & Recreatio	Director	1			1	
110	44400	Parks & Recreatio	Supervisor	1			1	
110	44400	Parks & Recreatio	Recreation Assistant	0	2.55		2.55	4.55
110	44700	Park Maintenance	Supervisor	1			1	
110	44700	Park Maintenance	Maintenance Worker 2	2			2	
110	44700	Park Maintenance	Part Time Groundskeeper	0	4		4	7
110	44800	Library	Director	1			1	
110	44800	Library	Assistant Director	1			1	
110	44800	Library	Library Tech 2	5	0.375		5.375	
110	44800	Library	Library Tech 1	2	2.35		4.35	11.725
110	46100	Planning	Director	1			1	
110	46100	Planning	City Planner	1			1	
110	46100	Planning	Project Manager	1			1	
110	46100	Planning	Associate Planner	2			2	
110	46100	Planning	Technician 1	1			1	
110	46100	Planning	Administrative Assistant 1	1			1	7
110	46200	Codes	Chief Building Official	1			1	
110	46200	Codes	Building Inspector	2			2	
110	46200	Codes	Inspector	1			1	
110	46200	Codes	Codes Enforcement Officer	2			2	
110	46200	Codes	Administrative Assistant 1	2			2	8
110	46300	Engineering	Civil Engineer	1			1	
110	46300	Engineering	Associate Engineer	1			1	
110	46300	Engineering	Inspector	5			5	7
				236	11.225	6	253.225	

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ORGANIZATION CHART | AUTHORIZED STRENGTH

Fund	Div	Division	Position	Full-Time	Part-Time	New	Total	Div Total
210	43200	Sanitation	Crew Chief	1			1	
	43200	Sanitation	Operator 2	3			3	
	43200	Sanitation	Maintenance Worker 1	1			1	
	43200	Sanitation	Maintenance Worker 2	1			1	
				6	0	0	6	6
410	52010	Utility Admin	Director	1			1	
410	52010	Utility Admin	Specialist	1			1	
410	52010	Utility Admin	Administrative Assistant 1			1	1	3
410	52050	GF Support	Supervisor	1			1	
410	52050	GF Support	Account Clerk 1	2	0.625		2.625	
410	52050	GF Support	Part-Time Finance Associate	0	0.6		0.6	4.225
410	52100	WTP	Superintendent	1			1	
410	52100	WTP	Assistant Superintendent	1			1	
410	52100	WTP	Supervisor	1			1	
410	52100	WTP	Maintenance Mechanic	1			1	
410	52100	WTP	Technician 2	1			1	
410	52100	WTP	Operator 3	1			1	
410	52100	WTP	Operator 2	1			1	
410	52100	WTP	Operator 1	4			4	11
410	52120	Distribution	Superintendent	1			1	
410	52120	Distribution	Supervisor	1			1	
410	52120	Distribution	Technician 2	1			1	
410	52120	Distribution	Technician 1	1			1	
410	52120	Distribution	Maintenance Worker 3	1			1	
410	52120	Distribution	Maintenance Worker 2	2			2	
410	52120	Distribution	Maintenance Worker 1	3			3	
410	52120	Distribution	Field Technician 1	1			1	11
410	52210	WWTP	Superintendent	1			1	
410	52210	WWTP	Operator 1	1			1	
410	52210	WWTP	Supervisor	1			1	
410	52210	WWTP	Technician 1			1	1	
410	52210	WWTP	Mechanic 1	1			1	
410	52210	WWTP	Operator 3	1			1	
410	52210	WWTP	Operator 2	1			1	
410	52210	WWTP	Maintenance Worker 2	1			1	8
410	52220	Sewer Collections	Superintendent	1			1	
410	52220	Sewer Collections	Assistant Superintendent	1			1	
410	52220	Sewer Collections	Crew Chief	1			1	
410	52220	Sewer Collections	Operator 1	1			1	
410	52220	Sewer Collections	Maintenance Worker 3	1			1	
410	52220	Sewer Collections	Maintenance Worker 2	2			2	
410	52220	Sewer Collections	Maintenance Worker 1	2		1	3	10
				43	1.225	3	47.225	

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ORGANIZATION CHART | AUTHORIZED STRENGTH

Fund	Div	Division	Position	Full-Time	Part-Time	New	Total	Div Total
416	43150	Stormwater	Superintendent	1			1	
416	43150	Stormwater	Crew Chief	1			1	
416	43150	Stormwater	Operator 3	1			1	
416	43150	Stormwater	Maintenance Worker 3	1			1	
416	43150	Stormwater	Maintenance Worker 1	1			1	
416	43150	Stormwater	Inspector	1			1	
				6	0	0	6	

6

	Full-Time	Part-Time	New	Total
TOTAL Authorized Strength	291	12.45	9	312.45

Fund	Full-Time	Part-Time	New	Total
110	236	11.225	6	253.225
210	6	0	0	6
410	43	1.225	3	47.225
416	6	0	0	6
Summary	291	12.45	9	312.45

ANNUAL BUDGET | APPENDIX

DEBT & FINANCIAL POLICY STATEMENTS

CITY OF SPRING HILL, TN
DEBT & FINANCIAL POLICY STATEMENTS

January 2011

Submitted: Approved

Amended via Resolution 20-31, March 16, 2020

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Overview

The following financial policies adopted by Resolution 11-121 of the Board of Mayor and Aldermen (“BOMA”) of Spring Hill, Tennessee on November 21, 2011 (the “Resolution”), and later amended by Resolution 20-xx on March 16, 2020. (“Debt & Financial Policy Statements”) establish the framework for the City of Spring Hill, Tennessee’s (the “City”) overall fiscal planning and management. The financial policies set forth guidelines against which current budgetary performance can be measured and proposals for future programs can be evaluated. These publicly adopted financial policies are also intended to demonstrate to residents, the credit rating industry, municipal bond investors, auditors and the State Comptroller the City’s commitment to sound financial management and fiscal integrity. The financial policies also improve the City’s fiscal stability by assisting City officials plan fiscal strategy with a consistent approach. Adherence to adopted financial policies promotes sound financial management, which can improve bond ratings, lower the cost of capital, manage interest rate risk exposure, and preserve financial flexibility. It is presumed that these policies are consistent with all laws and regulations, but such laws and regulations shall control in the event of a conflict or discrepancy.

1. The City will adopt and maintain these Financial Policy Statements to guide its decision making in the areas of budget, fund balance, capital improvement planning, debt management, investments and cash management. These financial policies can provide guidance during the preparation and deliberation of the City’s annual budget and other policy decisions that impact the City’s financial condition. The Financial Policy Statements will be reviewed annually during preparation of the budget.
2. The City will maintain a system of financial monitoring, control and reporting for all operations and funds held on behalf of the City.
3. The City will strive to synchronize its annual budget, capital improvement plan, BOMA-established goals and planning studies in a comprehensive manner reflected in the published budget, annual capital improvement plan and annual comprehensive financial report.
4. All departments will participate in the responsibility of meeting policy goals and ensuring long-term financial health.
5. The City’s accounting and financial reporting systems will be maintained in conformance with all federal and state laws, generally accepted accounting principles (GAAP) and standards of the Government Accounting Standards Boards (GASB) and Government Finance Officers Association (GFOA).
6. An annual audit will be performed by an independent public accounting firm.
7. The independent auditor will present the Comprehensive Annual Financial Report (CAFR) and discuss audit findings at a public meeting.

Operating Budget Policies

General

The City will use a long-term perspective to examine short term operations and capital planning to maintain stability in the City’s finances, make the organization an efficient and effective provider of needed services, maintain good credit ratings and prepare for unforeseen emergencies.

1. The City of Spring Hill’s fiscal year shall begin July 1.
2. A proposed Budget will be submitted to BOMA no later than April 15th of the preceding fiscal year
3. The proposed budget will include revenues and expenditures detailed by fund, program and activity for three years (prior year, current year budget and estimated and the proposed budget year).

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4. The BOMA will adopt a balanced operating budget using current revenues which may include use of Fund Balance. A balanced budget is one where revenues are equal to or exceed expenditures.
5. The budget process will incorporate a longterm perspective that will help assess the impacts of current and proposed operating and capital budgets in order to develop appropriate strategies to achieve the goals of financial stability, efficient operations, good credit ratings and preparedness for the unforeseen
6. The City Administrator and Finance Director will project revenues and expenditures over time using assumptions about economic conditions, historical and current financial performance, major goals and projects and other relevant factors.
7. The budget will reflect the City's broad organizational goals. These broad goals are reflected in the master plans for transportation, land use, recreation, other studies and through information communicated during the preparation of the annual budget and capital improvement plan.
8. The budget document will include the City's financial policies, goals and budget calendar.
9. The budget will involve and promote effective communications with residents, including conducting a public hearing prior to the final approval of the budget.
10. The budget process is intended to weigh competing requests for City resources, within expected fiscal constraints.
11. The Finance Director will provide monthly financial updates relative to the established budget to the BOMA during the fiscal year The Finance Department will also provide monthly statements of expenditures to department heads after closeout of each month.
12. Budget Amendments must be approved by the BOMA by ordinance. Generally, Budget Amendments will be considered annually at the conclusion of the fiscal year but may occur more frequently as situations dictate.

Revenue

1. The City will maintain diversified and stable revenues to shelter it from the impact of short-term fluctuations in any one revenue source. The City will strive to further broaden the revenue stream, to the extent possible, including the diversifying of the property tax base and local sales tax generators.
2. The BOMA will adopt a tax rate adequate to meet the financial obligations of the City each year.
3. Non-recurring revenues and other financing resources will not be used to finance ongoing operations with the exception of the use of approved grants or the use of Fund Balance under fund balance policies.
4. Revenue estimates will be conservative and based upon trend analysis, economic conditions and other factors.
5. The City will annually review its fees and other charges for service to ensure that revenues are meeting intended program goals and are keeping pace with inflation, other cost increases and any applicable competitive rate.
6. Grants will be spent for the purposes intended and will not be relied on for basic general fund services.
7. All potential grants will be carefully examined for matching requirements (both dollar and level-of-effort matches). The City will vigorously pursue grants for capital projects that fit longrange community improvements goals. The City will review grants for operating programs on an individual basis to determine the suitability of accepting the grants from a sustainable long-term financial perspective.
8. The City will use appropriate methods to collect monies owed on property taxes, court judgments and other sources.

Expenditures

1. Current operating expenditures will be funded with current operating revenues, approved grants or under the approved policy for the use of fund balance.
2. The City will pursue goals of efficiency and effectiveness by balancing short term and longerterm community interests.
3. Where possible, performance measures and productivity indicators will be integrated into the budget.
4. Department Heads are charged with budgetary responsibility of managing expenditures of their departments. Department Heads are expected to manage total expenditures within the limit established by BOMA during the budget process for the fiscal year. The department head shall notify the City Administrator and Finance Director in writing as soon as possible when it is identified that total expenditures are expected to exceed the authorized limits of the adopted budget.
5. During the fiscal year, the Finance Director will monitor revenues and expenditures monthly to compare actual performance to budget. Regular monitoring is intended to provide an opportunity for actions to be taken to bring the budget back into balance.
6. The number of full-time authorized positions is set by the BOMA during the annual budget approval. Any additions to the number of fulltime authorized positions must be approved by the BOMA.
7. The annual budget will include a line item for funding for unforeseen needs of an emergency and non-recurring nature. The target “Unforeseen Contingency” line item will be at a minimum of \$200,000 until such time that the unassigned fund balance reaches its desired level (defined below in unassigned Fund Balance Policies).
8. Derivatives shall not be used.

Fund Balance Policies

The City’s Fund Balance (General Fund) is the accumulated difference between assets and liabilities within governmental funds. A sufficient fund balance allows the City to meet its contractual obligations, provide funds for new and existing programs established by BOMA, mitigate negative revenue implications of federal or state budget actions, mitigate economic downturns, fund disaster or emergency costs, provide funds for cash flow timing discrepancies and fund non-recurring expenses identified as necessary by BOMA. This policy establishes limitations on the purposes for which Fund Balances can be used in accordance with Governmental Accounting Standards Board. The city’s financial statements will report up to five components of Fund Balance: (1) Non spendable Fund Balance; (2) Restricted Fund Balance; (3) Committed Fund Balance; (4) Assigned Fund Balance and (5) Unassigned Fund Balance. Non-spendable Fund Balance According to GASB, “Fund balance is only an approximate measure of liquidity.” One reason is that some of the assets reported in governmental funds may be inherently non-spendable from the vantage point of the current period. There are assets that will never convert to cash (e.g., prepaid items and inventories of supplies); assets that will not convert to cash soon enough to affect the current period (e.g., non financial assets held for resale, such as foreclosed properties); and resources that must be maintained intact pursuant to legal or contractual requirements (e.g., capital of a revolving loan fund). Accountants signal this practical constraint on spending by labeling the relevant portion of fund balance as non-spendable fund balance.

Restricted Fund Balance

Restricted fund balance represents that portion of fund balance that is subject to externally enforceable legal restrictions. Such restrictions typically are imposed by parties altogether outside the government

such as creditors, grantors, contributors or other governments. Restrictions can also arise when the authorization to raise revenues is conditioned upon the revenue being used for a particular purpose (e.g., gas tax for road construction). Committed Fund Balance Committed fund balance represents that portion of fund balance whose use is constrained by limitations that the government imposes on itself at the highest decision-making level (BOMA) and remains binding unless removed in the same manner.

Assigned Fund Balance

Assigned Fund Balance describes that portion of fund balance that reflects a government's intended use of resources. Such intent can be established by the governing body, another body or official designated for that purpose. There are two essential differences between committed fund balance and assigned fund balance. First, committed fund balance requires action by the highest level of decision-making authority (BOMA).

Second, formal action is necessary to impose, remove or modify a constraint reflected in the committed fund balance, whereas less formality is necessary in the case of assigned fund balance. Unassigned Fund Balance The general fund will often have net resources in excess of what can properly be classified in one of the four categories described above. If so, that surplus is presented as unassigned fund balance. [Source: What Everyone Needs To Know about the New Fund Balance, Stephen J. Gauthier, GFOA]

1. 1. An adequate fund balance can provide a financial cushion against the shock of unanticipated circumstances and events, such as revenue shortfalls, unanticipated expenditures, natural disasters or other event.
2. 2. Since there are practical and/or legal limitations on the use of non-spendable or restricted fund balances, they are not subject to the fund balance policies. The fund balance policies are relevant to the unrestricted fund balance, which includes the committed, assigned and unassigned fund balances.
3. 3. The City will seek to achieve and maintain an unassigned fund balance between fifteen percent (15%) and thirty percent (30%) of General Fund operating revenues.
4. 4. The following circumstances may justify a higher target level of fund balance:
 - a. a. Significant volatility of operating revenues or expenditures;
 - b. Potential drain on resources from other funds facing financial difficulties;
 - c. Exposure to natural disasters;
 - d. Reliance on a single corporate taxpayer or upon a group of corporate taxpayers in the same industry;
 - e. Rapidly growing budgets;
 - f. Rapid population growth;
 - g. Significant demand for infrastructure and capital projects;
 - h. Significant exposure to variable rate debt;
 - i. Disparities in timing between revenue collections and expenditures.
5. The Assigned Fund Balance consists of funds set aside by management and intended for a specific purpose or project. The City Administrator will communicate in writing to BOMA assigned fund balances, which will include the purpose of the assignment. Although the City Administrator may assign portions of the fund balance to designated purposes, any expenditure of fund balance is still subject to the provisions of: BOMA legislation, the purchasing policy, City Code and/or TCA.
6. If spending in designated circumstances has reduced unassigned fund balance below the targeted minimum level, it should be replenished until the balance is restored to the minimum level. The source

of funds and the period over which the replenishment is to occur should be provided to the BOMA by the City Administrator and Finance Director.

Capital Improvement Plan Policies

In order to ensure proper planning, funding and implementation of the provision of public facilities and infrastructure, the replacement of expendable assets at the end of their useful lives, and provide for major maintenance and capital improvements for current assets, a Capital Improvements Plan (CIP) will be adopted by BOMA. It is a financial planning and management tool that establishes priorities, matches projects with their potential internal and external funding sources, ensures the orderly improvement or replacement of fixed assets and provides an estimate of the size and timing of future bond issues or loans.

1. On an annual basis, a Capital Improvement Plan (CIP) will be submitted to BOMA for approval. The CIP shall identify major projects. The CIP shall be submitted in conjunction with the proposed Budget.
2. The CIP will include a schedule for completion of each project, its general scope, estimated costs, identification of funding sources and financing requirements in future years.
3. The CIP will include projects and capital purchases which cost more than \$10,000, either individually or in aggregate, with a life of at least three years.
4. The development and adoption of the CIP will consider the Comprehensive Plan, including the Major Thoroughfare Plan, Parks, Recreation and Greenway Plan, planning studies, comprehensive reports, and other master plans. These long-range planning tools will help guide the selection and prioritization of projects in the CIP.
5. The City Administrator and department heads will use a database that will take into account the following factors:
 - a. Appropriate technological solutions for project accounting, scheduling and reporting, which may include spreadsheets, project management software and customized databases;
 - b. The roles of staff, including access, input and editing privileges for system users charged with compiling, analyzing, and reporting financial and management information;
 - c. The process for controlling and managing project changes;
 - d. Accountability and data integrity within the financial management system;
 - e. Data accuracy;
 - f. Triggers and protocols for identifying and addressing project cost overruns.
6. The designated project managers will regularly monitor capital projects' financial and development activities and recouping of funding from other sources, such as developer agreements. Any major deviations in cost, schedule or scope will be reported through the chain-of-command. During the course of the project, the designated project manager will be responsible for tracking and initiating collection of any income and contributions to the project.
7. The project manager will close out the project, including necessary reporting regarding asset management, letters of credit or other sureties, any grant reporting requirements, collection of assessments related to third-party contracts and financial reporting.
8. Cash financing will be used when possible and economically prudent to conserve debt capacity.

Debt Policies

The debt policy serves as a public commitment by BOMA to manage the financial affairs of the City so as to minimize risks while still meeting the capital needs of the City. A debt management policy signals to the

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credit rating services that Spring Hill is using a disciplined approach to financing the City's capital needs. This debt policy addresses two areas: (1) the strategy for planning, structuring and managing the City's debt portfolio and (2) the process for transaction execution, including how debt is sold and procurement of the third-parties who assist the City in structuring and marketing the obligations. The overarching goal for Spring Hill is providing the highest quality of services to our residents at the lowest possible cost. To accomplish this, along with other strategies, the City strives to maintain and improve its current credit ratings from multiple rating services considering the demographics, capital needs, ability to budget and the maintenance of financial flexibility. This lowers the cost of borrowing and helps with long term planning of capital needs.

Overview

1. Definitions & Terms
 - a. Short-Term Debt: Any debt or loan obligation that matures in 12 months or less.
 - b. Long-Term Debt: Any debt or loan obligation that matures in more than 12 months
 - c. General Obligation Debt: Any debt, whether Short-Term Debt or Long-Term Debt, that is secured by the unlimited ad valorem taxing power of the City. Includes only principal amount of debt, not the interest paid over time in debt service.
 - d. Self-Supporting Debt: General Obligation Debt that is paid entirely by another source of revenue (e.g. water and/or sewer debt paid for by revenues of each system).
 - e. Net Direct Debt: Shall refer to General Obligation Debt less Self-Supporting Debt.
 - f. Revenue Debt: Any Short-Term Debt or Long-Term Debt that is secured only by specific revenues and not by the City's unlimited ad valorem taxing power.
 - g. Debt Service: Shall consist of both annual principal and interest payments on outstanding Long-Term Debt.
 - h. Variable Rate Debt: Any Short-Term Debt or Long-Term Debt whose rate is subject to change, including debt that is subject to a put.
2. Long-Term Debt shall not be used to finance current operations. The City will minimize the use of Short-Term Debt borrowings by maintaining adequate working capital and stringent budgeting
3. The useful life of assets to be purchased or built with bonded debt proceeds shall not be less than the maturity of the underlying debt. The City will issue non-Self-Supporting Debt (i.e. Net Direct Debt of the City) with a maximum final maturity of twenty (20) years and will issue Self-Supporting Debt with a maximum final maturity of thirty (30) years.
4. An adopted capital improvements plan shall be the basis of determining borrowing, both as to the amount and the timing of debt sales.
5. The City will seek to structure its General Obligation Debt with level debt service payments over the life of each individual bond issue. As a rule, the City will not backload, use "wrap around" techniques or balloon payments to pursue new projects. Revenue Debt and Tax Increment debt, when utilized, may be structured to match new incomes derived from the construction of the project. When refunding opportunities, natural disasters or other external factors occur, the City may utilize non-level debt methods if it is in the City's best interest.
6. General Obligation bonds typically have lower interest rates than revenue bonds. The City may elect to use its General Obligation pledge with revenue bond issues when the populations served by the revenue

bond projects overlaps or significantly are the same as the property tax base of the City. The BOMA will maintain rates and fee structures of revenue supported debt at a level where no subsidy from the City's General Fund is required.

7. The City will comply with all legal requirements for notice of public meetings related to debt issuance
8. In the interest of transparency, all costs (whether interest, issuance, continuing or onetime) will be disclosed to BOMA, residents and stakeholders in a timely manner. The method for disclosure including documentation of compliance with this policy will be developed and maintained by the City Administrator's Office with assistance from the Finance Director.
9. The City will not use derivatives to manage its debt portfolio.

Debt Ratios

1. The Debt Service of the City (i.e. Net Direct Debt), less annual funds from the Committed Fund allocated to Debt Service, shall not exceed fifteen percent (15%) percent of the annual General Fund Revenues. 100% of Committed Fund Balance may be utilized for payment of Debt Service.

Variable Rate Debt Obligations

1. The City recognizes the value of variable rate debt obligations ("VRDO's") and has greatly benefitted from the use of these bonds in the financing of needed infrastructure. The changing economic climate, the failure of bond insurance companies to retain their credit ratings, the difficulty of obtaining letters of credit and other liquidity features and the failure of auction-rate variable instruments has required all municipal issuers to reassess the role that variables play in debt financing. The City will avoid over-reliance on variable rate debt due to the volatility seen in those credit markets. Variable rate debt shall not exceed twenty-five percent (25%) of the total debt.
2. The City will follow state legislative requirements and guidance from the credit rating agencies in adjusting this policy from time to time.
3. The City may use VRDO's with the purchase of assets with expected useful life of less than ten years, for construction financing on major multi-year projects and in other situations where fixed rate financing is not feasible.
4. In addition to the diversification of the VRDO debt portfolio of the City, the City's general practice is to budget variable rate debt service no less than five percent (5%) or at least one percent over the past twelve month's average if interest rates have exceeded four percent (4%). It is important to maintain strong unassigned Fund Balances to mitigate the potential negative exposure to market changes in variable rate debt. If interest rates are volatile, the City will budget interest costs using a larger safety factor.
5. The City may use third-party credit enhancement techniques when financial savings can be obtained, or unnecessary risk can be avoided. Diversification of risk will be a consideration in selecting third-party credit enhancement or liquidity providers.

Sale of Debt

1. The City will utilize a Municipal Advisor to review debt policies, evaluate the Capital Improvement Plan, examine the capacity of the City for additional debt, follow and understand market conditions, structure the bond offering to best fit those market conditions, prepare and lead staff through the credit rating agency process, obtain access to credit enhancements when needed and conduct the actual sale of the bonds. This is a "trust relationship" with the Municipal Advisor having fiduciary responsibilities to the City.

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2. The Municipal Advisor shall fully disclose all existing client and business relationships between and among all professional participants in the debt issuance process to prevent any appearance of a conflict of interest. The Municipal Advisor shall refrain from entering into any future relationship that might give rise to a conflict of interest for the duration of the time period during which they serve the City.
3. Upon recommendation of the City Administrator and Finance Director, the Municipal Advisor will be selected by the BOMA after thorough review of the firm's credentials and experience in a merit-based process. The relationship between the City and its Municipal Advisor should be reviewed every three to five years.
4. Because of the importance of the Municipal Advisor to the City's ability to sell debt in the most efficient manner, the City will require the Municipal Advisor to maintain its independence and not serve as an underwriter or broker/dealer of the City's bonds throughout the time of their engagement.
5. Likewise, the City must employ Bond Counsel to render an opinion on the taxexempt nature of the bonds and that all legal requirements for issuance of the debt have been correctly performed. Bond counsel will be selected by a meritbased process and the relationship will be reviewed at the time of issuance of new bonds. The City's Bond Counsel shall fully disclose all existing client and business relationships between any other transaction participants in the debt issuance process to prevent any appearance of a conflict of interest. The Bond Counsel shall refrain from entering into any future relationships that might give rise to a conflict of interest for the duration of the time period during which they serve the City.
6. Underwriters are required participants in negotiated bond sales. The primary role of the Underwriter in a negotiated sale is to market the City's bond to investors.
7. Underwriters of City bond transactions shall not serve as the Municipal Advisor to the City in the same debt transaction. A Municipal Advisor cannot resign and become the Underwriter of a debt transaction. The Underwriter must not be selected until after a Municipal Advisor has been engaged for the debt transaction.
8. The Underwriter must have documented experience in underwriting in similar cities with financings of comparable size, structure and complexity. The Underwriter is to be selected in a fair process with the assistance of the Municipal Advisor. The relationship will be reviewed at each new issuance of debt by the City.
9. The Underwriter must disclose all relationships (including fees and payments) to any other transaction participant outside of the transaction. The Underwriter shall fully disclose all existing client and business relationships between any other transaction participants in the debt issuance process to prevent any appearance of a conflict of interest. The Underwriter shall refrain from entering into any future relationships that might give rise to a conflict of interest for the duration of the time period during which they serve the City.
10. The City reserves the right to approve the selection of the Underwriter's Counsel.
11. The Underwriter's Counsel must disclose all relationships (including fees and payments) to any other transaction participant outside of the transaction. The Underwriter's Counsel shall fully disclose all existing client and business relationships between any other transaction participants in the debt issuance process to prevent any appearance of a conflict of interest. The Underwriter's Counsel shall refrain from entering into any future relationships that might give rise to a conflict of interest.

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13. The City will sell its debt using the method of sale that is most likely to achieve the lowest cost of borrowing while in compliance with federal and state law. This analysis takes into account bond structure, underlying security, credit ratings and other factors pertaining to the bond issue that may impact the ability for the efficient sale of debt.
14. The City's preferred method of sale is through competitive bid. However, when advised by the Municipal Advisor that a negotiated sale may be the most advantageous (refinancing or unusual structures of debt), the City may enter into negotiated or private placement of bonds. Any sale of bonds must conform to Tennessee law.
15. The City will provide through its website copies of annual budget documents, comprehensive annual financial reports, official statements of debt issues and other financial and operating information in a timely fashion. In addition, the following material events will trigger disclosure of any information pertaining to the City's debt issues:
 - a. Principal and interest payment delinquencies;
 - b. Non-payment related defaults;
 - c. Unscheduled draws on debt service reserves reflecting financial difficulties;
 - d. Unscheduled draws on credit enhancements reflecting financial difficulties;
 - e. Substitution of credit or liquidity providers, or their failure to perform;
 - f. Adverse tax opinions or events affecting the tax-exempt status of the security, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701 TEB) or other material notices or determinations with respect to the tax status of the Bonds or other material events affecting the tax status of the Bonds;
 - g. Modifications to rights of security holders;
 - h. Bond calls, if material, and tender offers;
 - i. Defeasances;
 - j. Release, substitution or sale of property securing repayment of the securities, if material;
 - k. Rating changes;
16. Bankruptcy, insolvency, receivership or similar event of the obligated person;
 - a. The consummation of a merger, consolidation or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
 - b. Appointment of a successor or additional trustee or the change of name of a trustee, if material;
 - c. Incurrence of a financial obligation (which includes a debt obligation, a derivative instrument entered into connection with, or pledged as security or a source of payment for, an existing or planned debt obligation, or a guarantee of debt obligation or derivative instrument) of the Issuer, if material, or agreement as to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the Issuer, any of which affect security holders, if material; and
 - d. Default, event of acceleration or termination, modification of terms, or other similar events under the terms of financial obligation (as described above) of the Issuer, any of which reflect financial difficulties.

Refunding Debt

The Finance Director, in conjunction with Financial Professionals, if any, shall have the responsibility to analyze outstanding Debt for refunding opportunities. The Finance Director will consider the following issues when analyzing possible refunding opportunities:

Debt Service Savings

Current Refunding: Current refunding opportunities may be considered by the City using any savings threshold if the refunding generates positive net present value savings.

Advance Refunding: To the extent allowed by law, and absent other compelling considerations such as the opportunity to eliminate onerous or restrictive covenants contained in existing debt documents, the City has established a minimum net present value savings threshold of at least three percent (3.00%) of the advance refunded debt principal amount. The decision to take less than three percent (3.00%) net present value savings for an advance refunding or to take the savings in any manner other than a traditional year-to-year level savings pattern must be approved by the Legislative Body.

Restructuring For Economic Purposes

The City may also refund debt when it is in its best financial interest to do so. Such a refunding will be limited to restructuring to meet unanticipated revenue expectations, achieve cost savings, mitigate irregular debt service payments, release reserve funds or remove unduly restrictive bond covenants or any other reason approved by the Legislative Body in its discretion.

Term of Refunding Issues

Normally, the City will refund debt equal to or within its existing term. However, the City may consider maturity extension, when necessary to achieve desired outcomes, provided that such extension is legally permissible and it is approved by the Legislative Body. The City may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful economic life of the financed facility and the concept of intergenerational equity should guide these decisions.

Escrow Structuring

The City shall utilize the least costly securities available in structuring refunding escrows. In the case of open market securities, a certificate will be provided by a third party agent, who is not a broker-dealer stating that the securities were procured through an arms-length, competitive bid process, that such securities were more cost effective than State and Local Government Obligations (SLGS), and that the price paid for the securities was reasonable within Federal guidelines. In cases where taxable debt is involved, the City, with the approval of bond counsel, may make a direct purchase as long as such purchase is the most efficient and least costly. Under no circumstances shall an underwriter, agent or any Financial Professionals sell escrow securities involving tax-exempt debt to the City from its own account.

Investment Policies

The funds of the City will be invested in accordance with state law, including Tennessee Code Annotated (TCA) 6-56-106, which sets out authorized investments for Tennessee municipalities and within the parameters of this policy.

1. The City's investments shall be managed in such manner as to attain a market average rate of return throughout all economic cycles. Preserving and protecting the capital will always be first priority followed by liquidity and yield.
2. Each investment transaction shall seek to first ensure that capital losses are avoided, whether they are from securities defaults or erosion of market value.

3. Investments decisions should not incur unreasonable investment risks in order to obtain current investment income.
4. The standard of prudence to be applied shall be the “prudent investor rule”, which states “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probably income to be derived.”
5. The prudent investor rule shall be applied in the context of managing the overall portfolio.
6. The City Recorder, Finance Director, and City Administrator are designated as the investment officers of the City and are granted the authority to make investment decisions jointly within the parameters of the policy.
7. The investment officers will monitor the content of the investment portfolio, the available markets and the relative values of the qualifying investments, and will have privileges of adjusting the portfolio accordingly. No investments will be considered that are not described in the investment policy.

Authorized Investments

The investment officers will diversify instruments to avoid unreasonable risks inherent in over investing in specific instruments, individual institutions or maturities.

The instruments to be used as follows:

1. Treasury Bills, Notes and Bonds of the United States or other obligations guaranteed as to principal and interest by the full faith and credit of the United States or any of its agencies or Federal Home Loan Bank or Federal Farm Credit Bureau securities. May be used for up to 100 percent (100%) of the portfolio.
2. Repurchase agreements for obligations of the United States or its agencies.
3. Certificates of deposit in financial institutions, with preference to those financial institutions with branches located in Spring Hill, and recognized as state depositories pursuant to TCA Section 9-4-107; provided, however, certificates of deposit shall be collateralized in accordance with the provisions of Tennessee Code Annotated.
4. Local Government Investment Pool; up to 100 percent (100%) of the portfolio.

In addition to the above, proceeds of bonds, notes and other obligations issued by municipalities, reserves held in connection therewith and the investment income therefrom, may be invested in obligations that:

1. Are rated in either of the two (2) highest rated categories by a nationally recognized rating agency of such obligation;
2. Are direct general obligations of a state of the United States, or a political subdivision or instrumentality thereof, having general taxing powers; and
3. Have a final maturity on the date of investment of not to exceed forty-eight (48) months or that may be tendered by the holder to the issuer thereof, or an agent of the issuer, at not less than forty-eight-month intervals. All investments of the City will meet the maturity standards prescribed in state law, including TCA Section 6-56-106.

Investment Risk Management

1. In order to minimize custodial credit risk, all deposits with financial institutions are required to be secured in one or a combination of the following ways:
 - a. FDIC coverage;
 - b. By designated collateral securities under a collateral agreement with the institution; or
 - c. By the institution's participation in the Tennessee collateral pool.
2. Interest rate risk will be managed through limiting maturities on investments. The following limits will apply to original maturities on investments:
 - a. No greater than 25% of the total portfolio may be invested for periods longer than 1 year at any one time.
 - b. No amounts may be invested with maturities for periods greater than 3 years.

Cash Management Policies

1. The City recognizes that effective cash management is an integral component of sound financial management. Therefore, it is the policy of the City that funds deemed idle, based on projected cash flow, shall be invested in a manner that seeks to maximize their productivity until such time as they are needed for the operations of the City. Investments shall be at the highest rates obtainable at the time of investment, within the limitations of the law and the City's investment policy. The City's investment portfolio shall be designed and managed in accordance with the responsibility of ensuring the public's trust and shall also be consistent with state and local laws.
2. Responsibility for the management of the City's investment portfolio is delegated to the Finance Director by the City Administrator. The Finance Director will establish and maintain written procedures for the operation of the cash management and investment program consistent with this policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director.
3. The City may invest funds with depositories having offices located in the corporate limits of the City. If required services are not available with the local depository branch, the City may utilize services from the nearest branch to the corporate city limits. Any financial institution in which the City has funds shall provide such financial data to the Finance Director as may be in the form of audited financial statements or financial condition of the institution. Such data may be in the form of audited financial statements or Federal Deposit Insurance Corporation regulatory reports. Any refusal to provide such information to the City may be cause for termination of the banking relationships or contracts with such institution.
4. The City requires full collateralization of all City deposits as required in State statute. The City prefers financial institutions participate in the State Treasurer's collateralization pool. The City will allow FDIC coverage to be considered in calculating full collateralization.
5. The City chooses not to use derivative financial structures in the management of the City's investment portfolio.



August 8, 2023

TN Comptroller of the Treasury
Office of State & Local Finance
Cordell Hull Building
425 Fifth Avenue North
Nashville, TN 372434

Attention: Sheila Reed, Director - Via Email: LGF@cot.tn.gov

Dear Ms. Reed:

Attached are the required items for the City of Spring Hill's budget submission for FY 2023-2024. We have included the Municipal Budget Checklist as well.

Please let me know if you need any additional information.

Sincerely,

Handwritten signature of Jim Hagaman in blue ink.

Jim Hagaman
Mayor

Handwritten signature of Pam Caskie in blue ink.

Pam Caskie
City Administrator

Handwritten signature of Debra A. Dutcher in blue ink.

Debra A. Dutcher, CPA, MSA
Finance Director

Email: jhagaman@springhilltn.org
Phone: 931-486-2252

pcaskie@springhilltn.org
Phone: 931-486-2252

ddutcher@springhilltn.org
Direct Line: 931-451-0782



THE CITY OF SPRING HILL

199 Town Center Parkway • Spring Hill, Tennessee 37174

931-486-2252

www.springhilltn.org



Budget Submission Checklist – Counties & Metro Governments

Before You Submit Your Budget – Remember:

- Review last year’s budget letter for items relevant to this year’s budget: tncot.cc/lgf-letters.
- Send your budget submission directly to: LGF@cot.tn.gov. – Do **not** send a separate **paper** copy to our office.
- Wait to submit your budget until **all** needed documentation is compiled. See our example budget submission at: tncot.cc/budget.
- Send budget amendments to LGF@cot.tn.gov in a **separate email**.
- Do **not** send **debt approval requests** in the same email as your budget submission.

Be Sure to Include:

- Separate cover letter** on the local government’s letterhead (**not** in the body of the email)
 - a. Complete contact information should be included and at a minimum, email addresses for the:
 - Mayor;
 - City/Town Manager, as applicable; and
 - Finance Director or equivalent position
- Signed/certified** and **dated** copy of the appropriation act resolution (and tax levy act resolution, if adopted separately)
- Detailed budgets for **all funds** including enterprise funds and school funds, as applicable
 - a. Include estimated beginning fund balances and cash balances for each fund at July 1, 2023, and ending balances at June 30, 2024.
- For local governments with a school system, include documentation regarding TISA Act local contribution (see separate requirements). **New Requirement!** *N/A*
- Copy of the annual adopted budget for any entity that results in a financial benefit or financial burden to your local government (For help in applying this requirement, refer to Section 6, page 18, of the budget manual available at: tncot.cc/budget.)
- Budget Summary Schedule
- Cash Flow Forecast Schedules for:
 - a. Operating funds with a budgeted ending cash balance less than 15% of annual expenditures;
 - b. Operating funds with an ending cash balance in the prior year audit less than 15% of annual expenditures;
 - c. Any fund that received proceeds from TRANS for the past two consecutive years; and
 - d. All operating funds if the prior year audit has not been issued/is late.
- Schedule of Outstanding Debt and Budgeted Debt Service, as applicable
- Revenue forecasts (property tax, sales tax, etc.), as applicable

Capital Improvement Planning in Spring Hill, Tennessee

A Journey of Growth and Development

Spring Hill, Tennessee has experienced remarkable growth and transformation since 1985, evolving from a small, rural town into a thriving suburban community just south of Nashville. Here is a comprehensive overview of this transformation and the city's Capital Improvement Plan (CIP) for FY23-24:

1980s - Early Growth: In the mid-1980s, Spring Hill was a quiet agricultural community with a population of around 1,200. However, its proximity to Nashville and the expansion of the automotive industry in the region signaled change on the horizon.

1990s - Automotive Boom: The 1990s marked a turning point with General Motors' decisions to build the Saturn automobile manufacturing plant in 1990. This brought jobs and rapid population growth, ushering in the era of suburban development.

Early 2000s - Saturn Plant: The Saturn plant became pivotal, employing thousands of residents until its closure in 2007. Spring Hill, resiliently diversified its economy, and reopened the plant in 2010, stabilizing the community.

2010s - Continued Expansion: Spring Hill saw steady growth, with new residential communities, shopping centers, and schools accommodating its increasing population along the I-65 corridor.

Present Day: Spring Hill thrives with a population exceeding 60,000 attracting residents and businesses due to suburban amenities, quality schools, and proximity to Nashville.

In response to rapid growth, the City of Spring Hill continually invests in public facilities and infrastructure enhancements. These projects include construction and renovation, land acquisition, parks expansion, trail development, road construction, water and wastewater system upgrades and treatment plant expansions. These efforts underscore Spring Hill's commitment to providing its expanding population with an attractive, well-equipped community.

Capital Improvement Plan Strategies for FY 23-24

The Capital Improvement Plan (CIP) focuses on multi-year spending authorization, distinguishing immediate fiscal year spending from future appropriation. Funding sources include current revenues, special revenue funds, bonds, and development impact fees. Strategic policies for FY23-24 include:

1. **Balance Transportation Network:** Develop a comprehensive transportation plan, context-sensitive street designs, greenways, and partnerships for improved mobility.
2. **Invest in Spring Hill:** Coordinate infrastructure expansion with development, prioritize water infrastructure, develop a recreation master plan, and create community facilities.
3. **Protect and Promote Natural and Cultural Resources:** Preserve historic properties, establish greenways, protect sensitive areas, and enhance water quality protection.
4. **Achieve Sustainable and Diverse Economy:** Guide economic development, promote job diversity, encourage mixed-use development, and foster regional economic growth.
5. **Promote and Engage in Partnerships:** Collaborate with neighboring municipalities, regional, and state agencies for growth management and funding.
6. **Grow Smarter:** Promote Smart Growth Principles, redevelopment, mixed-use centers, and quality corridor development.

Projects for FY23-24 include a new Police Headquarters, a Community Services Annex, a new interchange at I-65 and Buckner Road, Buckner Lane widening, Harvey Park Greenway, road safety improvements, water infrastructure enhancements, stormwater projects, new water tanks, and sewer system investments. These initiatives align with the city’s commitment to a sustainable and prosperous future while preserving natural and cultural heritage.

Regional Collaboration For Water Supply And Environmental Stewardship

Spring Hill’s commitment to regional cooperation with the Duck River Agency has addressed critical water supply issues. Collaboration with the Tennessee Department of Environment and Conservation (TDEC) has also played a vital role:

1. Resolution of Water Withdrawal Dispute: Spring Hill resolved a two-decade-long dispute with TDEC, exemplifying the city’s dedication to finding solutions to complex water challenges.
2. Partnership with Columbia Power and Water: Collaborating on comprehensive water supply projects, enhancing water treatment capacity, constructing water mains, and building three new water tanks for improved resilience and supply during droughts.
3. Future Developments: Projects include the Arbor Valley tank, joint development agreement with June Lake, and the Southside tank project to enhance flow and pressure stabilization.

Spring Hill’s commitment to regional collaboration reflects its dedication to ensuring a sustainable and resilient water supply while fostering growth and prosperity in the region.

Partnering With TDEC For Environmental Stewardship

Spring Hill maintains a strong partnership with the Tennessee Department of Environment and Conservation (TDEC) to enhance environmental stewardship and sewer system efficiency. Key initiatives include:

1. Oxidation Ditch Lining Project: This project, set for completion this fiscal year, demonstrates Spring Hill’s commitment to maintaining critical infrastructure and protecting investments.
2. Sewer Collections System Enhancement: Removing pump stations and installing gravity sewer lines to optimize efficiency and reduce long-term operating costs. Projects for Crooked Creek, Mahlon Moore, and Harvey Park are in the design phase.
3. Advanced Purification Project: Collaborating with TDEC on an ambitious project to expand wastewater treatment plant capacity, construct an advanced purification plant, and create a new reservoir for improved water supply and recreation opportunities.

These efforts underline Spring Hill’s dedication to responsible investment, natural resource conservation, a sustainable economy, intelligent growth, and harmonious coordination with other entities. The city remains committed to its residents’ quality of life and the protection of its natural resources.

In conclusion, Spring Hill, Tennessee, embraces its growth and transformation with a commitment to improving infrastructure, fostering regional cooperation, and ensuring environmental stewardship, all while maintaining its reputation as a vibrant suburban community with excellent amenities, schools, and proximity to the Nashville metropolitan area.

ANNUAL BUDGET | APPENDIX

CAPITAL IMPROVEMENT PLAN FY 23-24 | NEF SUMMARY

Description	FY 23 Amended	FY 23 YTD	FY 23 YE Est	FY 24 Req	FY 24 Recom	FY 24 Adopted
18-75						
Police HQ - 48001	4,416,000	1,245,662	2,636,683	31,000,000	31,000,000	31,000,000
Buckner Lane - 48002	7,950,486	402,718	950,000	14,916,824	14,916,824	14,916,824
I-65 LIC1 & LIC2 - 48003	13,944,485	2,236,185	-	16,084,364	1,045,000	1,045,000
US-31/Main Street Widening	227,760	-	-	-	-	1,704,696
Harvey Park Greenway	2,139,260	-	250,000	1,617,542	-	-
Buckner Road - 48009	-	-	-	-	-	-
New Library	-	-	-	37,000	-	-
Police Training Facility	-	-	-	-	-	-
Countess Roundabout	2,750,000	-	200,000	-	2,369,086	2,369,086
	31,427,991	3,884,565	4,036,683	63,655,730	49,330,910	51,035,606
CAPITAL PROJECTS						
TOWN CENTER RENOVATION	364,000	-	-	-	200,000	200,000
PORT ROYAL RD & BUCKNER LN INTERSECTION	-	51,313	152,871	-	817,109	817,109
CLEBURNE & BEECHCROFT INTERSECTION	253,500	-	-	-	72,292	72,292
Fire Station #4	700,000	144,400	300,000	-	-	-
Port Royal Road (Reserve to Kedron)	650,000	-	-	-	360,000	360,000
Kedron Road (US 31 to I-65)	650,000	-	-	-	5,000	5,000
LPRF - Walnut Street Skate Park Improvements	24,750	-	-	189,750	1,000,000	1,000,000
LPRF - Fischer Park Improvements	79,961	-	-	613,036	-	-
	2,722,211	195,713	452,871	802,786	2,454,401	2,454,401

ANNUAL BUDGET | APPENDIX

CAPITAL IMPROVEMENT PLAN FY 23-24 | WATER & SEWER SUMMARY

Description	23 Budget BA #2	FY 23 Amended	FY 23 YE Est	FY 24 Req	FY 24 Recom	FY 24 Adopted
SEWER CAPITAL						
SEWER INFLOW & INFILTRATION 52405	-	614,205	175,000	600,000	600,000	600,000
ROYALTON WOODS CROOKED CREEK GRAVITY SEWER 52404	-	92,000	10,000	-	-	-
KEDRON/MAHLON MOORE GRAVITY SEWER 52407	-	68,000	68,000	1,045,000	1,045,000	1,045,000
WWTP-OXIDATION DITCH REPAIR 52403	-	3,868,906	3,868,906	-	-	1,704,696
WWTP-HEADWORKS EXPANSION & EQ BASIN - 52402	-	-	-	-	-	-
WWTP-HEADWORKS SCREENS 52401	-	-	-	-	-	-
WWTP/WWTP-SCADA UPGRADES 52507	-	105,000	94,773	-	-	-
LAND APPLICATION FITTS PROPERTY - 52408	-	-	-	-	-	-
UPGRADE WWTP WASTE PRODUCTION CAPACITY - 52409	-	250,000	-	2,369,086	2,369,086	2,369,086
UPGRADE DIGESTOR AERATORS & REMOVE AGED SLUDGE - 52442	-	-	-	-	-	-
Advanced Purification - Project SWIFT	-	120,000	84,000	250,000	250,000	250,000
WATER SUPPLY RESERVOIR - 52310	-	-	-	100,000	100,000	100,000
WWTP #2 - CLEBURNE SUBBASIN - 52413	-	-	-	-	-	-
SATURN PARKWAY INTERCHANGES RECLAIMED WATER - 52414	-	14,000	-	14,000	14,000	14,000
HARVEY PARK SEWER REPLACEMENT - 52447	-	23,000	23,000	285,000	285,000	285,000
	-	5,155,111	4,323,679	4,663,086	4,663,086	6,367,782
WATER FUND CAPITAL						
WTP/RWI-CAPACITY UPGRADE TO 6MGD - 52305	-	584,693	-	200,000	200,000	200,000
ARBOR VALLEY WATER TANK 52304	-	1,634,218	817,109	817,109	817,109	817,109
HIGHWAY31 WATER BOOSTER STATION 52306	-	381,108	356,030	72,292	72,292	72,292
2 MGD RAW WATER & EFFLUENT MIXING TANK	-	-	-	-	-	-
WTP - INSTALL MEMBRANES TO REPLACE FILTERS - 52302	-	360,000	-	360,000	360,000	360,000
DERRYBERRY 18" WATERLINE EXTENSION TO I-65 - 52303	-	-	-	5,000	5,000	5,000
ASSET MANAGEMENT PLAN - 52504	-	500,000	-	1,000,000	1,000,000	1,000,000
UTILITY INVENTORY & CONDITION ASSESSMENT - 52452	-	500,000	-	-	-	-
MAINTENANCE & OPERATIONS WORK ORDER SYSTEM - 52453	-	250,000	-	-	-	-
URBAN GROWTH BOUNDARY CAPACITY STUDY UPDATE	-	300,000	110,000	190,000	190,000	190,000
JUNE LAKE WATER TANK - 52308	-	589,395	589,395	2,040,408	2,040,408	2,040,408
SOUTHSIDE WATER TANK - 52309	-	379,000	200,000	179,000	179,000	179,000
	-	5,478,414	2,072,534	4,863,809	4,863,809	4,863,809

RESOLUTION 18-75

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN ADOPTING THE CITY OF SPRING HILL CAPITAL IMPROVEMENT PLAN

WHEREAS, a formal capital budget provides elected officials with a tool for evaluating and prioritizing capital improvement projects on the basis of urgency and importance to the public health, safety and general welfare; and

WHEREAS, the Capital Improvement Plan (“CIP”) is a planning document that provides direction and guidance for the City of Spring Hill to carefully plan and manage its capital and infrastructure needs for new and expanded facilities and the renovation/rehabilitation or upkeep of existing facilities; and

WHEREAS, in the CIP, identification of capital projects and their anticipated funding sources assists in the planning and scheduling of financing for projects and staff and program resources needed to plan, design, and construct the projects; and

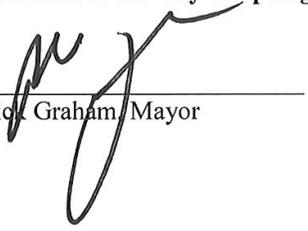
WHEREAS, while the Ten-Year CIP serves as the long-range capital plan for the City, the CIP is to be reviewed and updated annually as part of the City’s annual budget process; and

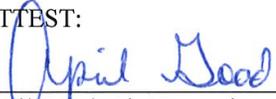
WHEREAS, on June 4, 2018, the Budget & Finance Committee favorably recommended approval of Resolution 18-75; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Spring Hill Board of Mayor and Alderman hereby adopts the ten-year Capital Improvement Plan for Fiscal Years 2018/19 through 2027/28, a copy of which is attached hereto as Exhibit “A”.

Be it further resolved that the Board of Mayor and Aldermen hereby adopts the Capital Improvement Plan for Fiscal Year 2018-19, a copy of which is attached hereto as Exhibit “B”.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill Tennessee on this 20th day of August, 2018.


Rick Graham, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney

RESOLUTION 19-40

A RESOLUTION TO COMMIT PROCEEDS FROM A POTENTIAL PROPERTY TAX INCREASE FOR CAPITAL IMPROVEMENT PROJECTS INCLUDING ROADWAY INFRASTRUCTURE

WHEREAS, the Board of Mayor and Aldermen, pursuant to Resolution 18-75, enacted and adopted a 10-year Capital Improvement Plan for fiscal years 2018-2019 through 2028-2029, on August 20, 2018; and

WHEREAS, the Board of Mayor and Aldermen, pursuant to Resolution 11-121, enacted and adopted a Debt and Financial Policy Statement on November 21, 2011; and

WHEREAS, the Policy, in accordance with Governmental Accounting Standards Board Statement No.54, establishes various classifications of fund balance, including Non-Spendable Fund Balance, Restricted Fund Balance, Committed Fund Balance, Assigned Fund Balance and Unassigned Fund Balance; and

WHEREAS, a "Committed Fund Balance" contains funds whose use is constrained for a specific purpose, imposed by formal action of the governing body's highest decision-making level (BOMA) and remains binding unless removed in the same manner; and

WHEREAS, the Board of Mayor and Aldermen intend to commit any funds received from any property tax increase adopted in the year 2019 to be expended solely for capital improvement projects identified in Resolution 18-75; and

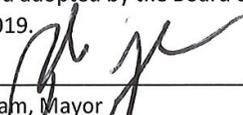
WHEREAS, the Board of Mayor and Aldermen intend to sunset any property tax increase adopted in the year 2019 following the completion of, and payment inclusive of debt, capital improvement projects identified in Resolution 18-75.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF SPRING HILL, TENNESSEE, BOARD OF MAYOR AND ALDERMEN, that a Committed Fund Balance shall be created within the 2019-2020 FY Budget for funding Capital Improvement Projects identified in Resolution 18-75.

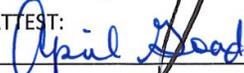
NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY OF SPRING HILL, TENNESSEE, BOARD OF MAYOR AND ALDERMEN that any property tax increase adopted in the year 2019 shall be committed solely for funding capital improvement projects identified in Resolution 18-75 through the Committed Fund Balance.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY OF SPRING HILL, TENNESSEE, BOARD OF MAYOR AND ALDERMEN, that any property tax increase adopted in the year 2019 shall sunset upon the completion of, and payment inclusive of debt, projects eligible to receive funding.

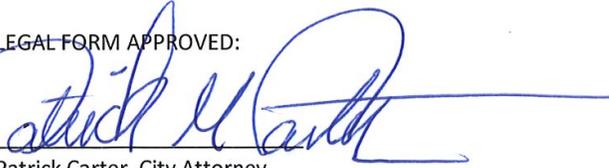
Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, on this 26th day of March, 2019.



Rick Graham, Mayor

ATTEST:


April Goad, City Recorder

LEGAL FORM APPROVED:


Patrick Carter, City Attorney

ORDINANCE NO. 23-08

AN ORDINANCE ADOPTING TAX RATES FOR THE CITY OF SPRING HILL FOR
THE FISCAL YEAR JULY 1, 2023 - JUNE 30, 2024

BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE
CITY OF SPRING HILL, TENNESSEE:

The following tax rates are hereby imposed for the fiscal year of July 1, 2023, through
June 30, 2024:

- (a) Properties in Maury County: \$.739 per hundred dollars of assessed value.
- (b) Properties in Williamson County: \$.739 per hundred dollars of assessed
value.

This Ordinance was duly advertised in The Daily Herald giving notice of a Public
Hearing to be held on June 20, 2023, at 6:00 P.M. in the City Hall Courtroom.

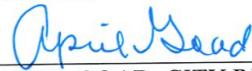
Be It Further Resolved that any Ordinance in conflict with Ordinance 23-08 is hereby
repealed in its entirety.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill,
Tennessee on the 20th day of June, 2023.



JIM HAGAMAN, MAYOR

ATTEST:



APRIL GOAD, CITY RECORDER

LEGAL FORM APPROVED:


PATRICK CARTER, CITY ATTORNEY

Passed on 1st Consideration: May 16th, 2021

Passed on 2nd Consideration: June 6th, 2021

ORDINANCE NO. 23-09

AN APPROPRIATION ORDINANCE FOR THE CITY OF SPRING HILL, TENNESSEE FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024

WHEREAS, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, the governing body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

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, 2023 and ending June 30, 2024, to wit:

GENERAL FUND			
	FY 2021-22 ACTUAL	FY 2022-23 ESTIMATED	FY 2023-24 BUDGET
Beginning Fund Balance	\$ 30,133,041	\$ 40,923,040	\$ 41,518,236
Revenues and Other Sources:			
Property Taxes	\$ 15,413,326	\$ 15,410,874	\$ 17,548,331
Sales	14,864,588	14,500,000	15,000,000
Other Taxes	2,962,080	3,073,363	3,032,060
Licenses & Permit	1,657,825	1,539,000	1,613,200
Intergovernmental	6,988,453	6,437,138	7,031,610
Charges for Service	372,365	330,785	451,150
Miscellaneous & Transfers	389,719	(7,201)	2,895,385
Total Revenues and Sources	\$ 42,648,356	\$ 41,283,959	\$ 47,571,737
Total Funds Available	\$ 72,781,397	\$ 82,206,999	\$ 89,089,974

Note: FY 2021-22 and 2022-23 columns are shown for informational purposes only.

ANNUAL BUDGET | APPENDIX

ORDINANCE 23-09

	GENERAL FUND		
	FY 2021-22	FY 2022-23	FY 2023-24
	ACTUAL	ESTIMATED	BUDGET
<u>Expenditures and Other Uses:</u>			
Legislative	\$ 6,003,416	\$ 6,263,408	# \$ 6,573,706
Administrative	459,317	1,506,371	1,395,968
Judicial	39,499	46,821	47,763
Finance	530,987	1,039,974	1,371,312
Information Management	667,297	931,394	2,242,554
Less Department Invoicing	-	-	(2,242,554)
GIS	-	458,925	350,794
Less Department Invoicing	-	-	(350,794)
Human Resources	198,827	417,160	635,019
Facilities	257,812	414,737	655,477
Debt Services	433,113		
Capital Outlay	2,155,047		
Transfers out	(5,433,511)		
Total General Government	\$ 5,311,804	\$ 11,078,790	\$ 10,679,245
Police Department	\$ 7,045,167	\$ 9,844,775	\$ 11,760,737
Police Highway Safety Grant	-	20,964	50,956
Dispatch	379,155	-	-
Fire Department	6,729,961	8,079,613	11,738,024
Emergency Management	-	-	205,803
Communications	-	956,923	440,901
Planning & Zoning	358,495	947,787	1,225,304
Engineering (Inspectors)	-	709,825	852,469
Less Department Invoicing	-	-	(852,469)
Building & Codes	839,345	928,156	1,091,946
Public Works	-	512,016	809,672
Streets	3,972,134	5,637,106	7,860,389
Traffic	-	127,444	1,753,870
Fleet Management	-	373,625	897,982
Less Department Invoicing	-	(373,625)	(897,982)
Parks Maintenance	753,356	801,419	1,200,667
Parks and Recreation	-	-	481,570
Senior Citizen Center	27,373	123,548	111,485
Library	1,008,056	920,397	1,165,417
Economic Development	-	-	125,000
Transfers out	5,433,511		
Total Expenditures and Other Uses	\$ 31,858,357	\$ 40,688,763	\$ 50,700,988
Estimated Ending Fund Balance	\$ 40,923,040	\$ 41,518,236	\$ 38,388,986

Note: FY 2021-22 and 2022-23 columns are shown for informational purposes only.

STATE STREET AID FUND

	<u>FY 2021-22 ACTUAL</u>	<u>FY 2022-23 ESTIMATED</u>	<u>FY 2023-24 BUDGET</u>
Beginning Fund Balance	\$ 1,877,334	\$ 2,240,539	\$ 3,698,677
<u>Revenues & Other Sources:</u>			
State Fuel Taxes	\$ 1,708,324	\$ 1,800,180	\$ 1,785,179
Other	89,773	\$ 75,000	\$ 91,509
Interest Earnings	486	400	400
Total Revenues	\$ 1,798,583	\$ 1,875,580	\$ 1,877,088
Total Funds Available	\$ 3,675,917	\$ 4,116,119	\$ 5,575,765
<u>Expenditures & Other Uses:</u>			
Street Maintenance	\$ 1,075,794	\$ -	\$ 1,842,571
Debt Principal & Interest	359,585	414,942	230,705
Capital Outlay	-	-	-
Duplex Road Expenses			
Other		2,500	
Total Expenditures	\$ 1,435,379	\$ 417,442	\$ 2,073,276
Estimated Ending Fund Balance	\$ 2,240,539	\$ 3,698,677	\$ 3,502,489

Note: FY 2021-22 and 2022-23 columns are shown for informational purposes only.

eCITATION FUND

	<u>FY 2021-22 ACTUAL</u>	<u>FY 2022-23 ESTIMATED</u>	<u>FY 2023-24 BUDGET</u>
Beginning Fund Balance	\$ 10,323	\$ 11,909	\$ 11,909
<u>Revenues and Other Sources:</u>			
eCitation Traffic Fees	\$ 1,584		
Other	2		
Total Revenues	\$ 1,586	\$ -	\$ -
Total Funds Available	\$ 11,909	\$ 11,909	\$ 11,909
<u>Expenditures & Other Uses:</u>			
eCitation Traffic Expenses	\$ -	\$ -	\$ -
Other	-	-	
Total Expenditures	\$ -	\$ -	\$ -
Estimated Ending Fund Balance	\$ 11,909	\$ 11,909	\$ 11,909

Note: FY 2021-22 and 2022-23 columns are shown for informational purposes only.

IMPACT FEES FUND

	<u>FY 2021-22 ACTUAL</u>	<u>FY 2022-23 ESTIMATED</u>	<u>FY 2023-24 BUDGET</u>
Beginning Fund Balance	\$ 5,330,770	\$ 8,173,681	\$ 5,487,957
<u>Revenues and Other Sources:</u>			
Impact Fees	\$ 3,181,985	\$ 2,580,000	\$ 2,600,000
Other	1,744	2,000	2,000
Total Revenues	\$ 3,183,729	\$ 2,582,000	\$ 2,602,000
Total Funds Available	\$ 8,514,499	\$ 10,755,681	\$ 8,089,957
Road & Street Improvements	\$ 340,818	\$ 5,267,724	\$ 4,793,912
Total Expenditures and Other Uses	\$ 340,818	\$ 5,267,724	\$ 4,793,912
Estimated Ending Fund Balance	\$ 8,173,681	\$ 5,487,957	\$ 3,296,045

Note: FY 2021-22 and 2022-23 columns are shown for informational purposes only.

ADEQUATE FACILITIES FUND

	<u>FY 2021-22 ACTUAL</u>	<u>FY 2022-23 ESTIMATED</u>	<u>FY 2023-24 BUDGET</u>
Beginning Fund Balance	\$ 5,467,915	\$ 5,447,384	\$ 4,224,790
<u>Revenues and Other Sources:</u>			
AFT-Roads	\$ 415,500	\$ 250,000	\$ 250,000
AFT-Other	1,248,928	955,000	950,000
Capital Improvements-Williamson County	536,404	340,000	350,000
Miscellaneous	15,014	7,765	8,000
Total Revenues	\$ 2,215,846	\$ 1,552,765	\$ 1,558,000
Total Funds Available	\$ 7,683,761	\$ 7,000,149	\$ 5,782,790
<u>Expenditures and Other Uses:</u>			
Debt Principal & Interest	\$ 736,053	\$ 739,870	\$ 735,076
Other	43,268	60,902	-
Capital Outlay	1,457,056	910,587	75,101
Public Safety Expenditures	-	-	-
Transfer out	-	1,064,000	4,302,786
Total Expenditures and Other Uses	\$ 2,236,377	\$ 2,775,359	\$ 5,112,963
Estimated Ending Fund Balance	\$ 5,447,384	\$ 4,224,790	\$ 669,827

Note: FY 2021-22 and 2022-23 columns are shown for informational purposes only.

ANNUAL BUDGET | APPENDIX

ORDINANCE 23-09

	TOURISM FUND		
	<u>FY 2021-22 ACTUAL</u>	<u>FY 2022-23 ESTIMATED</u>	<u>FY 2023-24 BUDGET</u>
Beginning Fund Balance	\$ 112,594	\$ 223,101	\$ 312,216
<u>Revenues and Other Sources:</u>			
Hotel/Motel Tax	\$ 275,871	\$ 370,520	\$ 400,000
Rippavilla Income		-	-
Other	329	25	25
Total Revenues	\$ 276,200	\$ 370,545	\$ 400,025
Total Funds Available	\$ 388,794	\$ 593,646	\$ 712,241
<u>Expenditures & Other Uses:</u>			
Rippavilla Expenditures	\$ 36,992	\$ 80,000	\$ 50,000
Other	128,702	201,430	300,630
Capital Outlay			
Total Expenditures and Other Uses	\$ 165,694	\$ 281,430	\$ 350,630
Estimated Ending Fund Balance	\$ 223,101	\$ 312,216	\$ 361,611

Note: FY 2021-22 and 2022-23 columns are shown for informational purposes only.

	SANITATION FUND		
	<u>FY 2021-22 ACTUAL</u>	<u>FY 2022-23 ESTIMATED</u>	<u>FY 2023-24 BUDGET</u>
Beginning Fund Balance	\$ 1,026,584	\$ 1,353,406	\$ 1,149,055
<u>Revenues and Other Sources:</u>			
Sanitation Fees	\$ 2,167,265	\$ 2,262,643	\$ 3,127,841
Recycling Fees	873,165	914,485	1,304,779
Other	22,664	703,963	63,300
Total Revenues	\$3,063,094	\$ 3,881,091	\$ 4,495,920
Total Funds Available	4,089,678	\$ 5,234,497	\$ 5,644,975
<u>Expenditures and Other Uses:</u>			
Recycling operations	\$ 129,020	\$ 888,340	\$ 681,365
Sanitation operations	2,607,252	3,197,102	3,870,507
Other			
Total Expenditures and Other Uses	\$ 2,736,272	\$ 4,085,442	\$ 4,551,873
Estimated Ending Fund Balance	\$ 1,353,406	\$ 1,149,055	\$ 1,093,103

Note: FY 2021-22 and 2022-23 columns are shown for informational purposes only.

18-75 CAPITAL PROJECTS FUND

	<u>FY 2021-22 ACTUAL</u>	<u>FY 2022-23 ESTIMATED</u>	<u>FY 2023-24 BUDGET</u>
Beginning Fund Balance	\$ 31,356,052	\$ 70,906,782	\$ 70,262,251
<u>Revenues and Other Sources:</u>			
Bond Proceeds	\$ 41,422,633	\$ -	\$ -
TDOT Reimbursement	\$ -	\$ 1,239,200	\$ -
Transfers In	5,433,511	6,477,000	15,624,150
Other	547,530	94,178	901,393
Total Revenues	\$ 47,403,674	\$ 7,810,378	\$ 16,525,543
Total Funds Available	\$ 78,759,726	\$ 78,717,160	\$ 86,787,794
<u>Expenditures & Other Uses:</u>			
Debt Principal & Interest	\$ 2,096,983	\$ 4,418,226	\$ 4,411,688
Capital Outlay	\$ 5,755,961	\$ 4,036,683	\$ 73,533,105
Other (Reserves)			
Total Expenditures and Other Uses	\$ 7,852,944	\$ 8,454,909	\$ 77,944,793
Estimated Ending Fund Balance	\$ 70,906,782	\$ 70,262,251	\$ 8,843,001

Note: FY 2021-22 and 2022-23 columns are shown for informational purposes only.

CAPITAL PROJECTS FUND

	<u>FY 2021-22 ACTUAL</u>	<u>FY 2022-23 ESTIMATED</u>	<u>FY 2023-24 BUDGET</u>
Beginning Fund Balance	\$ -	\$ -	\$ 3,500,000
<u>Revenues and Other Sources:</u>			
Transfers In	\$ 200,000	\$ 3,952,871	\$ 1,422,786
Other	-	-	-
Total Revenues	\$ 200,000	\$ 3,952,871	\$ 1,422,786
Total Funds Available	\$ 200,000	\$ 3,952,871	\$ 4,922,786
<u>Expenditures & Other Uses</u>			
Debt Principal & Interest	\$ -	\$ -	\$ -
Capital Outlay	55,969	452,871	2,773,730
Other (Reserves)	-	-	-
Total Expenditures and Other Uses	\$ 55,969	\$ 452,871	\$ 2,773,730
Estimated Ending Fund Balance	\$ 144,031	\$ 3,500,000	\$ 2,149,056

Note: FY 2021-22 and 2022-23 columns are shown for informational purposes only.

ANNUAL BUDGET | APPENDIX

ORDINANCE 23-09

	ARP FUND		
	<u>FY 2021-22 ACTUAL</u>	<u>FY 2022-23 ESTIMATED</u>	<u>FY 2023-24 BUDGET</u>
Beginning Fund Balance	\$ -	\$ 12,953	\$ 12,953
<u>Revenues and Other Sources</u>			
American Rescue Plan	\$ -	\$ -	\$ 13,044,256
Interest	\$ 12,953	\$ -	\$ -
Total Revenues and Other Sources	\$ 12,953	\$ -	\$ 13,044,256
Total Funds Available	\$ 12,953	\$ 12,953	\$ 13,057,209
<u>Expenditures and Other Uses:</u>			
Capital Outlay	\$ -	\$ -	\$ 12,986,852
Total Expenditures & Other Uses	\$ -	\$ -	\$ 12,986,852
Estimated Ending Fund Balance	\$ 12,953	\$ 12,953	\$ 70,357

Note: FY 2021-22 and 2022-23 columns are shown for informational purposes only.

	LIBRARY FUND		
	<u>FY 2021-22 ACTUAL</u>	<u>FY 2022-23 ESTIMATED</u>	<u>FY 2023-24 BUDGET</u>
Beginning Fund Balance	\$ 89,597	\$ 184,832	\$ 352,520
<u>Revenues and Other Sources:</u>			
Donations	\$ 38,664	\$ 31,000	\$ 35,000
Interest	\$ 12	\$ 5	\$ 15
Total Revenues and Other Sources	\$ 38,676	\$ 31,005	\$ 35,015
Total Funds Available	\$ 128,273	\$ 215,837	\$ 387,535
<u>Expenditures and Other Uses:</u>			
Library Expenses	\$ 33,037	\$ 48,150	\$ 32,203
Total Expenditures & Other Uses	\$ 33,037	\$ 48,150	\$ 32,203
Estimated Ending Fund Balance	\$ 95,235	\$ 167,687	\$ 355,332

Note: FY 2021-22 and 2022-23 columns are shown for informational purposes only.

ANNUAL BUDGET | APPENDIX

ORDINANCE 23-09

	DRUG FUND		
	FY 2021-22 ACTUAL	FY 2022-23 ESTIMATED	FY 2023-24 BUDGET
Beginning Fund Balance	\$ 162,512	\$ 186,231	\$ 174,933
<u>Revenues And Other Sources:</u>			
Drug-Related Fines	\$ 46,717	\$ 26,679	\$ 30,000
Sale of Property	9,649	21,171	30,000
Other	777	3,989	2,000
Total Revenues and Other Sources	\$ 57,143	\$ 51,839	\$ 62,000
Total Funds Available	\$ 219,655	\$ 238,070	\$ 236,933
<u>Expenditures & Other Uses:</u>			
Drug-Enforcement Expenditures	\$ 33,425	\$ 63,137	\$ 66,418
Total Expenditures & Other Uses	\$ 33,425	\$ 63,137	\$ 66,418
Estimated Ending Fund Balance	\$ 186,231	\$ 174,933	\$ 170,515

Note: FY 2021-22 and 2022-23 columns are shown for informational purposes only.

	CDBG		
	FY 2021-22 ACTUAL	FY 2022-23 ESTIMATED	FY 2023-24 BUDGET
Beginning Fund Balance	\$ -	\$ -	\$ -
<u>Total other financing sources (uses)</u>			
Grants	\$ -	\$ -	\$ 114,000
Other	\$ -	\$ -	\$ -
Total Revenues and Other Sources	\$ -	\$ -	\$ 114,000
Total Funds Available	\$ -	\$ -	\$ 114,000
<u>Expenditures and Other Uses:</u>			
Other	\$ -	\$ -	\$ 114,000
Total Expenditures & Other Uses	\$ -	\$ -	\$ 114,000
Estimated Ending Fund Balance	\$ -	\$ -	\$ -

Note: FY 2021-22 and 2022-23 columns are shown for informational purposes only.

SECTION 2. That the following amounts in the Water/Sewer Fund are projected operating revenues and expenses for the fiscal year beginning July 1, 2023 and ending June 30, 2024 and are provided for informational purposes.

	FY 2023-24
	BUDGET
Operating Revenues	\$ 25,175,467
Operating Expenses	\$ 35,136,959

SECTION 3. That the following amounts in the MS4/Stormwater Fund are projected operating revenues and

	FY 2023-24
	BUDGET
Operating Revenues	\$ 1,722,195
Operating Expenses	\$ 1,716,023

SECTION 4. That total actual expenditures for the funds shown in Sections 1 and 2 herein shall not exceed total appropriations for said funds, except as may be provided by ordinance to amend the budget.

SECTION 5. Said amounts so allocated and appropriated to be on the basis of the analysis of disbursements as shown in the budget, which will be considered by the Board of Mayor & Aldermen. All warrants for expenditure of funds hereinafter appropriated shall be drawn by the Finance Director and signed by the Mayor, City Manager and Finance Director.

SECTION 6. That a detailed line item financial plan to support the budget as set forth herein shall be provided to the City Board of Mayor & Aldermen and to the various departments of the City, which financial plan shall be used as guidance and generally followed in incurring expenditures and obligations on behalf of the City.

SECTION 7. That upon second and final passage, this ordinance shall be effective as of July 1, 2023, which is the beginning of the Fiscal Year, the public welfare requiring it, and that all ordinances or part of ordinances in conflict with any of the provisions of this ordinance are hereby repealed.

SECTION 8. This ordinance is enacted pursuant to and in compliance and conformity with Chapter 2 of the Charter of the City of Spring Hill and has been published on the 2nd day of June, 2023, and it shall be executed and construed consistent with the Charter and the laws of the State of Tennessee.

PASSED AND ADOPTED BY THE BOARD OF MAYOR & ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE, THIS THE 5TH DAY OF JUNE, 2023.



JIM HAGAMAN, MAYOR

ATTEST:



APRIL GOAD, CITY RECORDER

LEGAL FORM APPROVED:



PATRICK CARTER, CITY ATTORNEY

Passed on 1st Consideration: June 5th, 2023

Passed on 2nd Consideration: June 20th, 2023

RESOLUTION 23-102

RESOLUTION TO ADOPT A SCHEDULE OF AUTHORIZED POSITIONS FOR FISCAL YEAR 2023-2024; PROVIDING FOR REPEAL OF CONFLICTING SCHEDULES; AND, PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Spring Hill is committed to providing adequate and appropriate staffing levels and delivering an excellent level of services by maintaining a quality workplace for our employees; and

WHEREAS, TCA §6-4-101 requires the City Administrator to recommend specific positions required for the function and operations of the city government; and

WHEREAS, this Position Authorization is supported by the Comprehensive Budget 2023-2024.

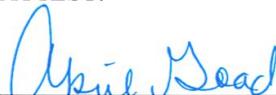
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE,

1. Effective July 1, 2023, all previous authorization commitments are rescinded.
2. The number of authorized positions for City employees for the 2023-2024 fiscal year shall become effective on July 1, 2023.
3. The authorized positions list attached hereto as Exhibit A is approved and adopted.

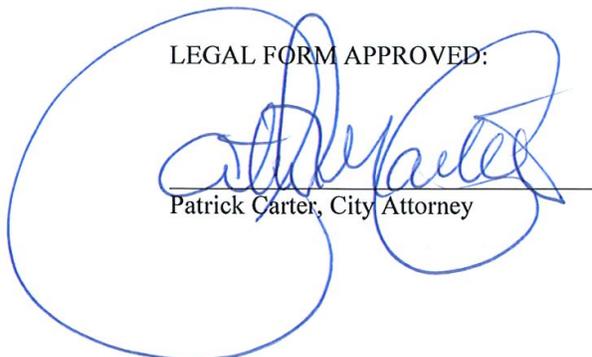
Passed and adopted this 20th day of June, 2023


Jim Hagaman, Mayor

ATTEST:


April Goad, City Recorder

LEGAL FORM APPROVED:


Patrick Carter, City Attorney

**City of Spring Hill
Authorized Strength
FY 2023-24**

Fund	Div	Division	Position	Full-Time	Part-Time	New	Total	Div Total
General Fund								
110	41200	Judicial	Municipal Court Judge		0.1		0.1	0.1
110	41310	Administration	City Administrator	1			1	
110	41310	Administration	Assistant City Administrator	2			2	
110	41310	Administration	Specialist	2			2	
110	41310	Administration	Executive Assistant	1			1	6
110	41320	Communications	Director 2	1			1	
110	41320	Communications	Specialist	2			2	3
110	41500	Finance	Director 3	1			1	
110	41500	Finance	Assistant Finance Director			1	1	
110	41500	Finance	City Recorder	1			1	
110	41500	Finance	Sr Accountant	1		-1	0	
110	41500	Finance	Account Clerk 2	3			3	
110	41500	Finance	Bookkeeper	1			1	
110	41500	Finance	Account Clerk 1	1			1	
110	41500	Finance	Administrative Assistant 1			1	1	
110	41500	Finance	Receptionist	1			1	10
110	41641	IT	Specialist	1			1	
110	41641	IT	Data Analyst	1			1	2
110	41642	GIS	Director 2	1			1	
110	41642	GIS	Specialist	1			1	2
110	41650	Human Resources	Director	1			1	
110	41650	Human Resources	Specialist	1			1	
110	41650	Human Resources	Technician 2	1			1	3
110	41800	Facilities	Superintendent	1			1	
110	41800	Facilities	Maintenance Worker 2	1			1	
110	41800	Facilities	Janitorial	2			2	4
110	42100	Police	Chief	1			1	
110	42100	Police	Deputy Chief	2			2	
110	42100	Police	Capitan			1	1	
110	42100	Police	Lieutenant	5		2	7	
110	42100	Police	Police Sgt 2	1			1	
110	42100	Police	Police Sgt	12			12	
110	42100	Police	Police Detective	7			7	
110	42100	Police	Police Officer 3	6			6	
110	42100	Police	Police Officer 2	4			4	
110	42100	Police	Police Officer	35		-3	32	73 Sworn
110	42100	Police	MH Counselor		0.4		0.4	
110	42100	Police	Technician 2	1			1	
110	42100	Police	Administrative Assistant 2	2			2	
110	42100	Police	Technician 1	1			1	
110	42100	Police	Account Clerk 2	1			1	
110	42100	Police	Account Clerk 1	1			1	6.4
110	42200	Fire	Chief	1			1	
110	42200	Fire	Deputy Chief	1			1	
110	42200	Fire	Assistant Chief	1			1	
110	42200	Fire	Battalion Chief	3			3	

ANNUAL BUDGET | APPENDIX

ORDINANCE 23-102

Fund	Div	Division	Position	Full-Time	Part-Time	New	Total	Div Total
110	42200	Fire	Fire Marshall	1			1	
110	42200	Fire	Asst Fire Marshal	1			1	
110	42200	Fire	Fire Inspector			1	1	
110	42200	Fire	Fire Captain	14			14	
110	42200	Fire	Fire Engineer	16			16	
110	42200	Fire	Firefighter	26			26	
110	42200	Fire	Administrative Assistant 2			1	1	66
110	42500	EMA	Director 1	1			1	1
110	43100	Public Works Adn	Director 2	2			2	
110	43100	Public Works Adn	Assistant PW Supt	1			1	
110	43100	Public Works Adn	Engineer			1	1	
110	43100	Public Works Adn	Administrative Assistant 1	1			1	5
110	43110	Streets	Superintendent	1			1	
110	43110	Streets	Crew Chief	4			4	
110	43110	Streets	Inspector	1			1	
110	43110	Streets	Operator 2	2			2	
110	43110	Streets	Operator 1	1			1	
110	43110	Streets	Maintenance Worker 2	8			8	
110	43110	Streets	Maintenance Worker 1	0	1.45		1.45	
110	43110	Streets	Administrative Assistant 1	1			1	19.45
110	43120	Traffic	Crew Chief	1			1	
110	43120	Traffic	Technician 2	1		1	2	3
110	43170	Fleet	Superintendent	1			1	
110	43170	Fleet	Supervisor			1	1	
110	43170	Fleet	Mechanic 2	1			1	
110	43170	Fleet	Mechanic	1			1	4
110	44400	Parks & Recreatio	Director	1			1	
110	44400	Parks & Recreatio	Supervisor	1			1	
110	44400	Parks & Recreatio	Recreation Assistant	0	2.55		2.55	4.55
110	44700	Park Maintenance	Supervisor	1			1	
110	44700	Park Maintenance	Maintenance Worker 2	2			2	
110	44700	Park Maintenance	Part Time Groundskeeper	0	4		4	7
110	44800	Library	Director	1			1	
110	44800	Library	Assistant Director	1			1	
110	44800	Library	Library Tech 2	5	0.375		5.375	
110	44800	Library	Library Tech 1	2	2.35		4.35	11.725
110	46100	Planning	Director	1			1	
110	46100	Planning	City Planner	1			1	
110	46100	Planning	Project Manager	1			1	
110	46100	Planning	Associate Planner	2			2	
110	46100	Planning	Technician 1	1			1	
110	46100	Planning	Administrative Assistant 1	1			1	7
110	46200	Codes	Chief Building Official	1			1	
110	46200	Codes	Building Inspector	2			2	
110	46200	Codes	Inspector	1			1	
110	46200	Codes	Codes Enforcement Officer	2			2	
110	46200	Codes	Administrative Assistant 1	2			2	8
110	46300	Engineering	Civil Enginner	1			1	
110	46300	Engineering	Associate Engineer	1			1	
110	46300	Engineering	Inspector	5			5	7
				236	11.225	6	253.225	

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ORDINANCE 23-102

Fund	Div	Division	Position	Full-Time	Part-Time	New	Total	Div Total
210	43200	Sanitation	Crew Chief	1			1	
	43200	Sanitation	Operator 2	3			3	
	43200	Sanitation	Maintenance Worker 1	1			1	
	43200	Sanitation	Maintenance Worker 2	1			1	
				6	0	0	6	6
410	52010	Utility Admin	Director	1			1	
410	52010	Utility Admin	Specialist	1			1	
410	52010	Utility Admin	Administrative Assistant 1			1	1	3
410	52050	GF Support	Supervisor	1			1	
410	52050	GF Support	Account Clerk 1	2	0.625		2.625	
410	52050	GF Support	Part-Time Finance Associate	0	0.6		0.6	4.225
410	52100	WTP	Superintendent	1			1	
410	52100	WTP	Assistant Superintendent	1			1	
410	52100	WTP	Supervisor	1			1	
410	52100	WTP	Maintenance Mechanic	1			1	
410	52100	WTP	Technician 2	1			1	
410	52100	WTP	Operator 3	1			1	
410	52100	WTP	Operator 2	1			1	
410	52100	WTP	Operator 1	4			4	11
410	52120	Distribution	Superintendent	1			1	
410	52120	Distribution	Supervisor	1			1	
410	52120	Distribution	Technician 2	1			1	
410	52120	Distribution	Technician 1	1			1	
410	52120	Distribution	Maintenance Worker 3	1			1	
410	52120	Distribution	Maintenance Worker 2	2			2	
410	52120	Distribution	Maintenance Worker 1	3			3	
410	52120	Distribution	Field Technician 1	1			1	11
410	52210	WWTP	Superintendent	1			1	
410	52210	WWTP	Operator 1	1			1	
410	52210	WWTP	Supervisor	1			1	
410	52210	WWTP	Technician 1			1	1	
410	52210	WWTP	Mechanic 1	1			1	
410	52210	WWTP	Operator 3	1			1	
410	52210	WWTP	Operator 2	1			1	
410	52210	WWTP	Maintenance Worker 2	1			1	8
410	52220	Sewer Collections	Superintendent	1			1	
410	52220	Sewer Collections	Assistant Superintendent	1			1	
410	52220	Sewer Collections	Crew Chief	1			1	
410	52220	Sewer Collections	Operator 1	1			1	
410	52220	Sewer Collections	Maintenance Worker 3	1			1	
410	52220	Sewer Collections	Maintenance Worker 2	2			2	
410	52220	Sewer Collections	Maintenance Worker 1	2		1	3	10
				43	1.225	3	47.225	

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ORDINANCE 23-102

Fund	Div	Division	Position	Full-Time	Part-Time	New	Total	Div Total
416	43150	Stormwater	Superintendent	1			1	
416	43150	Stormwater	Crew Chief	1			1	
416	43150	Stormwater	Operator 3	1			1	
416	43150	Stormwater	Maintenance Worker 3	1			1	
416	43150	Stormwater	Maintenance Worker 1	1			1	
416	43150	Stormwater	Inspector	1			1	
				6	0	0	6	6

6

	Full-Time	Part-Time	New	Total
TOTAL Authorized Strength	291	12.45	9	312.45

Fund	Full-Time	Part-Time	New	Total
110	236	11.225	6	253.225
210	6	0	0	6
410	43	1.225	3	47.225
416	6	0	0	6
Summary	291	12.45	9	312.45