



City of Spring Hill, Tennessee
Budget and Finance Advisory Committee (BFAC) Agenda
4:30 pm –February 4, 2019 – City Hall

Call To Order: Meeting called to order at 4:35pm

Attendance: Patti Amorello, John Pewitt, Chuck Downham, Missy Stahl, Victor Lay, Bruce Hull, Amy Wurth.
Mayor Graham arrived at 4:55pm.

BOMA Agenda Item Recommendations:

Item #1 - Recommendation on R19-21 to accept grant award from Public Entity Partners for the 2018-2019 Property Conservation Matching Grant – Patti Amorello, Finance Director

Ms. Amorello explained that the city applied for this grant and presented three projects: Library, Rippavilla, and the waste water plant. We received a \$4500 grant and are recommending that it be shared between the library and the waste water plant. A discussion was had regarding the camera system for the library and if it was portable to Northfield. Mr. Hull motioned to favorably recommend this item to the BOMA and Ms. Wurth seconded. Motion carried 2 – 0.

Item #2 - Recommendation on R19-22 to dedicate additional funds for repairs of Rippavilla Plantation– Victor Lay, City Administrator

Mr. Lay explained that we are doing to road repairs from the mansion to the cemetery and discovered that we needed more stone and would like to take the money out of the \$20,000 out of we have dedicated. Total cost is \$3,600. Mr. Hull motioned to favorably recommend this item to the BOMA and Ms. Wurth seconded. Motion carried 2 – 0.

Item #3 - Recommendation on R19-23 to approve the recommendation of projects for the Neighborhood Sidewalk Program Plan for Fiscal year 2019-2020 – Missy Stahl, Senior Project Manager

Ms. Stahl reviewed the list of projects that are being proposed. The budget is \$150,000. These projects total \$143,700. Crown Point HOA is contributing \$22,000 back to the project. Ms. Wurth proposed that the Haynes Crossing subdivision be completed from Burtonwood to Monaco. Ms. Stahl explained that she took that project to TAC and that it was not included because there is a sidewalk on the other side already. Much discussion was had on the topic, and Ms. Wurth stated she would not support the resolution without the change. Mr. Hull asked about the reimbursement and how those proceeds are recorded and spent. Mr. Hull motioned to favorably recommend this item to the BOMA and Ms. Wurth seconded. Motion failed 1 – 0 – 1 with Ms. Wurth abstaining.

Item #4 - Recommendation on Resolution 19-24 – to authorize sole source services contract for water meter reading software and equipment upgrade - Missy Stahl, Senior Project Manager

Ms. Stahl explained that this goes with the meters that we have installed. The software is obsolete and we would like to upgrade the software. After the one time costs, there will be a slight increase in the yearly maintenance cost. For this year we want to use the money from hydrant

sales. Mr. Hull asked about the hydrant offset cost since we buy them and then resale them as a pass through. It was decided to take it out of legal services instead. Mr. Hull motioned to favorably recommend this item to the BOMA and Ms. Wurth seconded. Motion carried 2 – 0.

Item #5 - Recommendation on Resolution 19-25 intent to fund Pictometry Aerial Data in the fiscal year budget 2019-2020 – John Pewitt, GIS/IT Director

Mr. Pewitt explained that is a year ahead. Maury county is going ahead with some of the up front costs, and this resolution is stating that we are on board with the project. Prices have come down about 10% since the retreat. We are paying about 19% of the project. Mr. Lay stated that this would be 3 inch resolution. Mr. Hull motioned to favorably recommend this item to the BOMA and Ms. Wurth seconded. Motion carried 3 – 0.

Item #6 - Recommendation on Resolution 19-26 declaring the intent of the City of Spring Hill, TN to reimburse itself with the proceeds of debt to be issued by the City for certain expenditures related to bridge construction and associated road improvements for Crossings Circle North – Patti Amorello, Finance Director

Ms. Amorello explained that goes with the bid award that is on the agenda. When this money was added to the budget, we included the budget for expense. This resolution will allow us to reimburse as soon as the expense is realized in the future. Contract is coming in at 1.87MM, which is under the 2MM budget. Mr. Hull motioned to favorably recommend this item to the BOMA and Ms. Wurth seconded. Motion carried 3 – 0.

Item #7 - Recommendation on R19-27 to award bid and authorize execution of agreement between the City of spring Hill and Summers Taylor, Inc. for the construction of Crossings Circle Bridge at McCormick Creek – Chuck Downham, Assistant City Administrator

Mr. Downham explained that this bid is coming in at 1.8MM, slightly under budget. Mr. Hull asked about the 3 options. Mr. Downham stated that option one was hangers only, option 2 is hangers and water line, option 3 is the full construction. If option 3 is chosen as staff has recommended then there are no budget savings. This project is shovel ready. This is one of the projects that was called out for borrowing in Mr. Lay's project plan spreadsheet. Ms. Wurth asked if we could use Adequate Facilities to pay cash and staff will look further into it. A discussion was had regarding better tying impact fees to specific projects. Mr. Hull motioned to favorably recommend this item to the BOMA and Ms. Wurth seconded. Motion carried 3 – 0.

Item #8 - Recommendation on R19-28 to amend agreement with Dempsey, Dilling and Associates, PC for Construction Engineering and Inspection Services for Crossings Circle Bridge at McCormick Creek - Chuck Downham, Assistant City Administrator

Mr. Downham stated that this is the third contract consideration for the bridge project. It is to trim back on some expenses on the project so this amendment would take the contract to \$133,00 from the original \$200,000. Ms. Wurth asked why Tom Wolfe was not working on these projects and Mr. Lay stated that Tom is tasked with design review. The purpose Tom was hired was to remove the design review from Jerome's area of responsibility. Ms. Wurth motioned to favorably recommend this item to the BOMA and Mr. Hull seconded. Motion carried 3 – 0.

Item #9 - Recommendation on R19-13 to authorize the Mayor to sign Agreement for Professional Design Services with Volkert, Inc. to prepare NEPA and Preliminary Engineering for Bucker Road/I-65 Interchange Project – Chuck Downham, Assistant City Administrator

Ms. Amorello stated that this would be on the agenda after the budget amendment to that the funding is in place. Ms. Wurth asked about further state participation and Mr. Lay referenced an email he sent on Friday that addressed this issue. The state would like to consider the project in 4 segments. There is no deadline, but we are forging ahead. TDOT cannot put money on non state

route roads, but there is a package that allows the city to apply grants that apply to local interstate connector roads. They are for 2MM a piece. We would qualify for 6MM for this project. TDOT prefers us take this approach. Mr. Hull motioned to favorably recommend this item to the BOMA and Ms. Wurth seconded. Motion carried 3 – 0.

- Item #10 - Recommendation on Second and Final Reading of Ordinance 19-02 to amend the Fiscal Year 2018-2019 Budget Ordinance NO. 18-18 as amended, providing for revisions to the General, Northfield, Impact Fees, Adequate Facilities, Water and Sewer, and MS4 (Stormwater) Funds – Patti Amorello, Finance Director

Ms. Amorello explained the items that were being included. \$15,500 for PVC for trees. Northfield revenue were overestimated and utilities were underestimated, so that is being adjusted. Dispatch employee moved to the police department. HR has needs for some equipment. Legislative and Northfield will have a borrow of \$250,000. Impact fee match for the Hwy 31 appropriation. STP funds cannot be used with the BUILD grant so that is being reworked into the Impact Fee fund. Buckner Rd ext W dollars are also moving to the Impact Fee fund. NEPA project is increasing by \$33,000, which also affects the Impact Fee fund. Final item is the water line component of the Crossings Circle Bridge. Mr. Hull asked if the dispatch position we are rolling into the PD is an example of creating work to make a position. This is creating an additional FTE without using the usual justification process. Mr. Lay made the case for the position. Mr. Hull asked about the plan for the radios that do not work with Williamson Dispatch. Mr. Hull stated that the dispatch savings needs to be used to buy the radios, and would keep the money within emergency services. Ms. Wurth motioned to favorably recommend this item to the BOMA and Mr. Hull seconded. Motion carried 3 – 0.

Staff/BOMA Associated Discussion Items:

- Item #1 - Executive Summary Review of YTD 2018/2019 Budget – Patti Amorello, Finance Director

Ms. Amorello reviewed the YTD and there is nothing out of the ordinary to report.

- Item #2 - Approval of BFAC Meeting Minutes – January 7, 2019

None available

Roundtable Discussion:

- Item #1- 2019-2020 Revenue/Funding Plan Update – Victor Lay, City Administrator

Ms. Wurth asked if we are still on track to have this data for our March meeting in order to make some decisions. Mr. Lay said that the data continues to come in and has created some scheduling challenges, but we are still on track to deliver for March. Discussion was had about the various funds.

Meeting adjourned by vote at 5:45pm