



CITY OF SPRING HILL
BOARD OF MAYOR AND ALDERMEN
MEETING PACKET
MARCH 16, 2026
6:00 PM

Board of Mayor and Aldermen:

Matt Fitterer, Mayor
Trent Linville, Vice-Mayor
Erinn Hartwell
Brent Murray
Jaimee Davis
John Canepari
Vincent Fuqua
Scott Wernert
Alex Jimenez

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**CITY OF SPRING HILL
BOARD OF MAYOR AND ALDERMEN
MEETING AGENDA
MARCH 16, 2026
6:00 PM**

Call Regular Meeting to Order

Stipulation of Members Present

Invocation

Pledge of Allegiance

Approval of the Agenda

Citizen Comments

Mayor's Comments

City Administrator/Department Head Comments

Acknowledgements

PUBLIC HEARING

1. Ordinance 26-02, an Ordinance of the City of Spring Hill, TN, the third amendment to the fiscal year 2025-2026 Budget.

Citizen comments on Public Hearing Item

VOTING AGENDA

PRESENTATIONS

1. Spring Hill DRED Essay Presentation

Attachment: [01-DRED Overview.pdf](#)

Attachment: [02-DRED Essay Winner Spring Hill 2025.pdf](#)

Attachment: [03-20260309120108835.pdf](#)

Attachment: [04-Duck River Education Day for Spring Hill 20251.pdf](#)

2. Name-a-Trailer Contest Winners

CONSENT ITEMS

1. Financial Reports, January 2026

Attachment: [f94b6f3dfe0b9c137803071e6955a6ac1204f524.pdf](#)

Attachment: [7c2a4fbeatad38495be4b33f1ce97d4d492f39ca_1_.pdf](#)

Attachment: [7c2a4fbeatad38495be4b33f1ce97d4d492f39ca.pdf](#)

Attachment: [93e5d748104da979e82746a344fa46035563e680.pdf](#)

Attachment: [486f55778d0395c56c777aae473f3224c512cb06.pdf](#)

2. BOMA Minutes

Attachment: [BOMA Meeting Minutes 02-02-2026.pdf](#)

Attachment: [BOMA Meeting Minutes 02-17-2026.pdf](#)

Attachment: [BOMA Meeting Minutes 03-02-2026.pdf](#)

3. Department Reports

Attachment: [COURT REVENUE REPORTS JAN 2026 .pdf](#)

Attachment: [Public Works Feb Staff Report.pdf](#)

Attachment: [Parks and Recreation Staff Report March 2026.pdf](#)

Attachment: [Library Monthly Activity Report February 2026.pdf](#)

4. Committee/Commission Reports & Minutes

Attachment: [PC Minutes 02-09-2026.pdf](#)

Attachment: [BFAC February 2026 Minutes.pdf](#)

Attachment: [Janu 15 Approved Minutes.pdf](#)

Attachment: [LBOT FOL Foundation Joint Meeting Minutes January 2026.pdf](#)

Attachment: [LBOT Minutes January 2026.pdf](#)

Attachment: [Spring Hill Report - Q2 FY25-26.pdf](#)

Attachment: [0326 Spring Hill BOMA Tourism Data.pdf](#)

- 5. Consider Resolution 26-73, to authorize CB&I to utilize a smaller containment system for the Southside Water Tank Project.**
Staff recommends approval for CB&I to use a smaller containment system. Will Brasfield, AGM, SPARTAN

Attachment: [Resolution 26-73_CB_I Containment.pdf](#)

Attachment: [Memo_CB_I Containment.pdf](#)

- 6. Consider Resolution 26-62, to authorize approval of Amendment #1 to Task Order #1 with Carollo Engineers, Inc. for additional Engineering Services related to the Centrifuge Dewatering System Project.**
Dan, Allen, Assistant City Administrator, General Manager Water, Will Brasfield, Assistant General Manager -- SPARTAN, Ryan LaMunyon, Assistant General Manager - Reclamation

Attachment: [Resolution 26-62_Centrifuge Amendment.pdf](#)

Attachment: [Memo - Centrifuge Amendment.pdf](#)

Attachment: [Carollo Centrifuge Contract - Amendment 1.pdf](#)

Attachment: [Resolution 24-278.pdf](#)

- 7. Consider Resolution 26-63, to approve Change Order #1 from Chris Woods Construction Company for Fire Station No. 4 Project.**

This change order is to reconcile the original contract with actual expenses, which resulted in a credit. Missy Stahl, CIP Director

Attachment: [Resolution 26-63_to approve Change Order No. 1 for Fire Station No. 4.pdf](#)

Attachment: [PCCO_01 - SHFS - CWC_RGI Signed.pdf](#)

- 8. Consider Resolution 26-64, to approve the release of retainage for the Fire Station No. 4 Construction Project to Chris Woods Construction Company.**

This resolution will approve for Pinnacle Bank to release the withheld retainage for Fire Station No. 4 construction to Chris Woods Construction Company as the project is completed. Missy Stahl, CIP Director

Attachment: [RESOLUTION 26-64_to approve retainage release to Chris Woods Construction.pdf](#)

Attachment: [CWC retainage memo.pdf](#)

Attachment: [FORM - Retainage Release Form.pdf](#)

Attachment: [RGI Signed - Invoice 24031-19 Retainage.pdf](#)

- 9. Consider Resolution 26-65, to authorize payment of Worker's Compensation Premium Audit Invoice with Public Entity Partners.**

The City of Spring Hill maintains workers' compensation insurance coverage through Public Entity Partners. As part of the policy administration process, Public Entity Partners conducts an annual premium audit to verify payroll classifications, exposures, and other rating factors for the applicable policy period. This resolution approves payment for this service. Rebecca Holden, Finance Director

Attachment: [RESOLUTION 26-65_PEP Audit Payment.pdf](#)

Attachment: [Memo - PEP Payment.pdf](#)

Attachment: [Invoice.pdf](#)

- 10. Consider Resolution 26-66, awarding the Water Treatment Plant Filter Media and Nozzles Replacement Project.**

This Resolution is authorizing to award a contract to W&O Construction Company, Inc., for the WTP Filter Media and Nozzle Replacement. Rebecca Holden, Finance Director

Attachment: [Resolution 26-66_to award the bid for WTP Media Replacement.pdf](#)

Attachment: [Memo - WTP Media Replacement.pdf](#)

Attachment: [Spring Hill WTP Filter Media_Nozzles - Award Recommendation Letter.pdf](#)

- 11. Consider Resolution 26-67, to approve Amendment No. 5 to the contract for US 31 Widening with TN Department of Transportation to commit Surface Transportation Program (STP) funds for fiscal year 2026.**

This resolution will commit FY 26 STP funds in the amount of \$910,711 to the City's existing contract with TDOT for the widening of US 31 towards design and/or construction expenses. Missy Stahl, CIP Director

Attachment: [Resolution 26-67_to approve obligation of STP funds for US 31_Main Street TDOT project.pdf](#)

Attachment: [TDOT Main St amendment.pdf](#)

Attachment: [PIN 124786.01 Amendment 5 to Contract No 210163 v2.pdf](#)

12. Consider Resolution 26-68, to authorize the award of a contract for Polished Concrete Flooring System at City Hall.

The Polished concrete flooring system is for the resurfacing of the basement flooring at City Hall. This is a part of the basement renovation inhouse project. Funds are budgeted in 313-48025-59125 for this expense. Tyler Scroggins, Public Works Director

Attachment: [Resolution 26-68_to authorize award of a contract for concrete flooring resurfacing at City Hall.pdf](#)

Attachment: [Memo Basement Concrete Flooring 2026-03-11.pdf](#)

Attachment: [Contract for Concrete Flooring City Hall.pdf](#)

Attachment: [Volunteer Bid Proposal.pdf](#)

13. Consider Resolution 26-69, to authorize the award of a contract for Fire Protection System Inspection, Testing, and Maintenance Services for City Facilities.

This service is for the routine inspection and maintenance service of all dry and wet fire protection systems throughout the city facilities. Due to the number of inspections required by NFPA, this service is needed for the facilities throughout the city. Tyler Scroggins, Public Works Director

Attachment: [Resolution 26-69_to authorize award of a contract for fire protection system inspection.pdf](#)

Attachment: [Memo Fire Protection System Services 2026-03-01.pdf](#)

Attachment: [Contract Fire Protection Services 2026-03-16.pdf](#)

Attachment: [Bid Proposal.pdf](#)

14. Consider Resolution 26-70, authorizing an expenditure for the contract renewal with RJ Young for copier/printer services.

This is a resolution to renew the contract with RJ Young for copier services. Nick Hoeldtke, IT Director

Attachment: [Resolution 26-70_renew RJ Young Copier Contract.pdf](#)

Attachment: [RJ Young Memo.pdf](#)

Attachment: [RJ Young Proposal - CITY OF SPRING HILL 24 Machines.pdf](#)

15. Consider Resolution 26-71, authorizing the City of Spring Hill, TN to enter into a Professional Services Agreement with Raftelis Financial Consultants, Inc.

Dan Allen, ACA, GM Spring Hill Water

Attachment: [Resolution 26-71_authorizing the City to enter into a Master Services Agreement .pdf](#)

Attachment: [Memo - Raftelis - MSA.pdf](#)

16. Consider Resolution 26-72, updating and superseding the previously adopted fiscal year 2026-2027 Budget Calendar.

Amendments were made to the budget calendar for FY 2026-2027. Rebecca Holden, Finance Director

Attachment: [Res 26-72_Updated Calendar x.pdf](#)

Attachment: [Memo - Amended Calendar.pdf](#)

Attachment: [Budget Calendar 2026-20271.pdf](#)

Attachment: [Resolution 25-294_adopting FY 2026-2027 Budget Calendar.pdf](#)

PREVIOUS BUSINESS

1. Consider Second and Final Reading of Ordinance 26-02, an Ordinance of the City of Spring Hill, TN, the third amendment to the fiscal year 2025-2026 Budget.

Carter Napier, City Administrator; Rebecca Holden, Finance Director

Attachment: [Ordinance 26-02_Budget Amendment_3_2025-2026 x.pdf](#)

Attachment: [MEMO BA_3.pdf](#)

2. Consider Resolution 26-61, delegating certain administrative and personnel authority to the City Administrator.

This resolution formally clarifies and establishes the division of administrative, personnel, and organizational authority between the Board of Mayor and Aldermen and the City Administrator. Deferred on March 2, 2026. Amended per Alderman Fuqua. Carter Napier, City Administrator; Kelly Tenace, HR Director

Attachment: [Resolution 26-61_delegation of authority.pdf](#)

Attachment: [StaffMemo Delegation of Administrative Authority KT.pdf](#)

Attachment: [Delegation of Authority.pdf](#)

NEW BUSINESS

1. Consider Resolution 26-74, authorizing the submission of a request to amend the TDOT Local Agency Project Agreement for the Harvey Park Greenway Project.

Staff recommends approval of the resolution authorizing submission of a request to amend the TDOT Local Agency Project Agreement for the Harvey Park Greenway Project. Approval will allow the City to request an extension of the grant contract so the project may continue under the existing grant agreement. Rebecca Holden, Finance Director

Attachment: [Resolution 26-74 _a resolution to amend HPG Contract.pdf](#)

Attachment: [Memo for Harvey Park Greenway Grant Amendment Request.pdf](#)

Attachment: [2026-03-13 Harvey Park Greenway Extension Request - Verdantas.pdf](#)

Attachment: [2026-03-13 Estimated schedule.pdf](#)

WORK SESSION/DISCUSSION

1. Discussion-Spring Hill Commerce Center Rezoning-25-acre tract

Summary: A request to rezone a 25-acre tract (2860 Clark Road) and is zoned (AG) Agriculture District. The applicant is requesting to rezone from AG to (I-2) General Industrial. Dara Sanders, Development Services Director

Attachment: [RZN 1940-2025 STAFF MEMORANDUM.pdf](#)

Attachment: [Clark 25.pdf](#)

2. Discussion-Spring Hill Commerce Center Rezoning-19-acre tract

Summary: a request to rezone a 19-acre tract (0 Clark Road) and is zoned (AG) Agriculture District. The applicant is requesting to rezone from AG to (I-2) General Industrial. Dara Sanders, Development Services Director

Attachment: [RZN 2011-2026 STAFF MEMORANDUM.pdf](#)

Attachment: [Clark 19.pdf](#)

3. Discussion-Finance Policy Update: Internal Control Policy

Rebecca Holden, Finance Director

Attachment: [BOMA Packet Memo Template.pdf](#)

Attachment: [Internal Control Manual - NEW x.pdf](#)

Attachment: [Resolution 16-76 to adopt an Internal Control Manual for the City of Spring Hill.pdf](#)

4. Discussion-Revenue Projections for FY 2026-2027

Rebecca Holden, Finance Director

Attachment: [Memo for Revenue Presentation.pdf](#)

Attachment: [Presentation Charts.pdf](#)

5. Discussion-Development Services Sewer Allocation Process Policy

Attachment: [Ordinance 25-29 sewer moratorium sewer cap allocations ...pdf](#)

Attachment: [Ordinance 26-01 to amend Ordinance 25-29 Section 2F regarding the Sewer Capacity Reserve.pdf](#)

6. Roundtable Discussion

Citizen Comments

Adjourn

DUCK RIVER EDUCATION DAY (DRED)

The Friends of Henry Horton's goal is "To promote, protect, preserve and improve the health of the Duck River, its tributaries and the entire watershed through continuing education and by providing assistance, historical information, facilities and support to all interested parties, agency partners, governmental entities, school systems, industries, local and regional businesses and environmental groups in the affected watershed". The Friends of Henry Horton State Park recognizes the unique rich biological diversity of the Duck River and the water resources that support the Duck River Watershed and plans to reach out to the community with educational events and programs.

The DRED event is targeted to 5th grade students in the Duck River Watershed. The students are bused to a designated site close to the Duck River in the local community river front park during school hours. The number of educational sessions depends on how many students attend DRED. Sometimes one is held in the morning and another after lunch. It is recommended that 10 classes or groups (groups are made up from splitting classes if needed) be assigned to each session. Usually, 30 to 35 students plus a teacher is as large a group each station can accommodate. Smaller groups allow the students more time to interact with each professional.

After unloading from the buses by classroom, each class goes to a designated education station that has already been assigned to the teacher. Ten education stations are staffed by experts and professionals from different organizations, including state and federal agencies. Each station covers one topic about the importance of protecting the Duck River. Students rotate between stations on 10 minute intervals. The total time students are at DRED is about two hours, with 1 hour and 40 minutes rotating between stations. Then they are bused back to their school.

Once the students are back in the classroom, the second part of DRED is initiated and competition is added to the event. The students practice their writing skills by authoring an article for a magazine or newspaper that will be judged by the education committee. The student who submits the best article wins a pizza party for their classroom.

Since 2005, DRED has reached more than 12,000 5th-grade students to learn more about the biological and economical importance of the Duck River. In 2017, Friends of Henry Horton State Park partnered with the DRWEC (Duck River Watershed Education Committee) to bring DRED to Marshall County and then added part of the Maury County school system in 2018. This partnership has added significant resources that have made it possible to reach other counties in the Duck River Watershed. Hopefully, a larger audience

will be reached as the students share with family and friends the things they learned during DRED.

DRED does have resource needs to bring the students to the event and help support the volunteers. The bus transportation cost for students, lunch for the volunteers. Without our partners at the City of Spring Hill Water and Waste Water Teams, GM, TDEC and the TWRA, DRED would not be possible.

Below is a list of topics that have been presented during the DRED programs:

- Water Quality Testing
- Duck River Mussels
- Non-Point Source Pollution
- Duck River Fish
- Ground Water and Karst
- Endangered Species
- Duck River Aquatic Insects
- Riparian Zone
- River Safety
- In-Stream Flow Needs
- **Water-Use and Conservation**
- Water Treatment
- Waste Water Treatment
- Recycling and Litter Control

Chloe Dockrill

Spring Hill Middle School – 5th Grade, Mr. Robbins' Class – 11/12/2025

(Spelling corrected)

Imagine the water you drink started out dirty. Some things to make sure your drinking water is clean – Turbidity, pH, Water Treatment/Distribution, Wastewater Treatment, Recycling, Mussels, Macroinvertebrates, and Enviroscope.

Turbidity is the measure of clear or cloudy water. A low number is clean water. A high number is cloudy/dirty water. Fertilizer, dirt, oil, and way more can pollute the water we drink, or even all water! Catfish have whiskers to find food under the rocks of the murky water. JTU means Jackson Turbidity Unit. JTU is used after the number of the water. For example 20 JTU is good and 80 JTU is bad.

The next thing is pH. pH is a measure of hydrogen ion concentration. pH stands for Potential of Hydrogen. pH is tested in pools like chlorine. pH is on a scale from 0-14, 7 is neutral pH. Anything less than 7 is acidic. Anything greater than 7 is basic. The duck river's pH is 7 neutral.

Water treatment/Distribution chemicals can coagulate the water. 2000 years ago the Romans treated sand, we still do today. Fertilizer turns water to colors and they examine to see if the water is healthy. Spring Hill High school to Chick-Fil-La is 293 miles of pipe and water lines. Water lines can break if the water in the pipes freeze. They use fire hydrants to collect the water and test it for anything bad or can't drink.

After that we go to the Wastewater Treatment. The water you use goes to the Wastewater plant. They clean the water and bacteria. Round tanks called clarifier uses gravity to continuously clean the water. Rock filter building filters the water even more. The water goes to the UV building puts the UV light in the water to kill bacteria that's left to kill the reproduction. Sludge is sent to digestive, this process treats the water a little more. The belt press squishes the excess water to make a paper or towel like substance.

Recycling is another big part of keeping the Duck River or any body of water clean. WM means waste management. The amount of time it will take for any plastic to break down is 450 years! If we recycle it will only take 60 days to make a new bottle or can. You can also recycle to make clothing or plastic bags. There are truck drivers to collect trash and a different truck to collect recycle. In the Duck River they found 5 – 6 big black bags of trash in the river.

Mussels have a huge impact on the Duck River. Fresh water mussels live in the Duck River. The mussels have tongues to lure fish to the tongue because it looks like food to fish and the mussels spit out their microscopic eggs and the baby mussels attach to the fish by the gills to get oxygen. Most mussels have pearlescence inside to protect the tongue/body. Mussels are invertebrates meaning they have no backbone or spine. Freshwater mussels were really expensive in the early 1800's. Tennessee had one of the best pearling. A single mussel can filter 20 gallons of water a day! In Tennessee we used to have 130 species of mussels- now today we have around 75 species of mussels.



HENRY HORTON STATE PARK ARRIVAL TIME: 8:00 a.m.	LARGE A FRAME	October 29 2025	CONTACT INFORMATION:
STATION # 1	TURBIDITY	GM-SPRING HILL	India.L.savage@gm.com / Zach.Pollock@william.woods.com / Jonathan.Gather@william.woods.com
STATION # 2	PH	GM-SPRING HILL	kim.riley.kirley@chemicoilc.com (615) 524-9305
STATION # 3	WATER TREATMENT/DISTRIBUTION	CITY OF SPRING HILL	Jeremy.Vanderford@springhilltn.org /BRANDON GIBSON (931) 416-4999 bgibson@springhilltn.org /TC Norman (931) 982-0961 tcnorman@springhilltn.org
STATION # 4	WASTEWATER TREATMENT	CITY OF SPRING HILL	Jennifer.McMillan@springhilltn.org 931-451-0286/ Kolby.Reed@springhilltn.org
STATION # 5	RECYCLING	WM	Paul Farley/Raquel Dominguez/Tom Brandon
STATION # 6	MUSSELS	TDEC	holly.faylor@tn.gov
STATION # 7	WATER SAFETY ON THE DUCK RIVER	TDEC	Jesse Jewell/ jesse.jewell@tn.gov
STATION # 8	MACROINVERTEBRATES	TDEC	chad.augustin@tn.gov /931-548-9823/ rainey.kelly@tn.gov / luke.dotson@tn.gov
STATION # 9	Enviroscape	TDEC	Hannah.L.bell@tn.gov

Budget Adjustment Report - January 2026

Number	Account	Name	Amount	Post Date	Description
BA0001112	110-43170-52612	Vehicle Tow Services	\$ 1,500.00	1/27/2026	To Cover Towing Expenses
BA0001112	110-43170-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	\$ (1,500.00)	1/27/2026	To Cover Towing Expenses
BA0001113	410-52210-53391	Other Repair and Maintenance Supplies	\$ (49,850.00)	1/27/2026	Evaluation for aerator repair at WRF
BA0001113	410-52210-52621	Repairs and Maintenance Machinery and Equipm	\$ 49,850.00	1/27/2026	Evaluation for aerator repair at WRF
BA0001114	410-52117-52545	Consultant's Services	\$ (1,000.00)	1/27/2026	Fund SPARTAN Public Relations GL
BA0001114	410-52117-52361	Public Relations	\$ 1,000.00	1/27/2026	Fund SPARTAN Public Relations GL
BA0001115	410-52110-52832	Meals and Entertainment	\$ 1,000.00	1/27/2026	Budget line cleanup
BA0001115	410-52110-52681	Repair and Maintenance Roads and Streets	\$ (1,000.00)	1/27/2026	Budget line cleanup
BA0001116	110-41700-52691	Repair and Maintenance - Other	\$ (8,500.00)	1/27/2026	Budget Cleanup
BA0001116	110-41700-52549	Other Professional Services	\$ 8,500.00	1/27/2026	Budget Cleanup
BA0001117	110-46200-52351	Memberships	\$ (3,500.00)	1/28/2026	Cover New Hire Training & Testing
BA0001117	110-46200-52833	Training	\$ 3,500.00	1/28/2026	Cover New Hire Training & Testing
BA0001118	110-41650-51111	Salaries	\$ (11,930.00)	1/28/2026	Transfer for Class/Comp Study
BA0001118	110-41650-52545	Consultant's Services	\$ 11,930.00	1/28/2026	Transfer for Class/Comp Study
BA0001119	110-42210-51791	Health & Wellness Fees	\$ 4,000.00	1/28/2026	Cover Firefighter Physicals
BA0001119	110-42210-51791	Health & Wellness Fees	\$ 6,000.00	1/28/2026	Cover Firefighter Physicals
BA0001119	110-42210-53291	Other Operating Supplies	\$ (6,000.00)	1/28/2026	Cover Firefighter Physicals
BA0001119	110-42210-53261	Clothing	\$ (4,000.00)	1/28/2026	Cover Firefighter Physicals
BA0001120	110-43110-59421	Machinery and Equipment	\$ 16,000.00	1/29/2026	To Cover Equipment Expenses
BA0001120	110-43110-59411	Vehicles	\$ (16,000.00)	1/29/2026	To Cover Equipment Expenses
BA0001121	110-44400-55331	Machinery and Equipment Rental	\$ 12,500.00	1/31/2026	to cover costs of event equipment rentals
BA0001121	110-44400-53700	Recreational Supplies	\$ (4,500.00)	1/31/2026	to cover costs of event equipment rentals
BA0001121	110-44400-52912	Entertainment	\$ (8,000.00)	1/31/2026	to cover costs of event equipment rentals



Pooled Cash Report

Spring Hill, TN
For the Period Ending 1/31/2026

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
CLAIM ON CASH					
110-11225	Claim On Cash - General Fund	42,008,135.79	(5,661,005.65)	36,347,130.14	
114-11225	Claim On Cash - Payroll & Benefits	0.00	0.00	0.00	
121-11225	Claim On Cash - State Street Aid	1,767,462.05	41,488.85	1,808,950.90	
122-11225	Claim On Cash - E-Citations	13,364.69	39.35	13,404.04	
124-11225	Claim On Cash - Impact Fees	11,713,846.36	269,545.90	11,983,392.26	
125-11225	Claim On Cash - Adequate Facilities	7,927,522.84	304,307.23	8,231,830.07	
126-11225	Claim On Cash - Fire Belle Restoration	2,843.29	0.00	2,843.29	
140-11225	Claim On Cash - Tourism	549,077.00	67,928.04	617,005.04	
150-11225	Claim On Cash - CEP Rolling Stock	1,894,148.84	5,576.75	1,899,725.59	
210-11225	Claim On Cash - Sanitation	2,223,946.23	53,364.73	2,277,310.96	
311-11225	Claim On Cash - 18-75 Capital Projects	11,497,279.15	(27,981.88)	11,469,297.27	
313-11225	Claim On Cash - Captial Projects	4,627,058.86	(142,079.53)	4,484,979.33	
410-11225	Claim On Cash - Water & Sewer	63,104,970.99	947,132.58	64,052,103.57	
413-11225	Claim On Cash - Water Development	2,242,657.68	184,366.26	2,427,023.94	
414-11225	Claim On Cash - Sewer Development	4,097,893.81	240,987.02	4,338,880.83	
416-11225	Claim On Cash - Storm Water Fund	552,863.85	(8,169.04)	544,694.81	
520-11225	Claim On Cash - Internal Service	0.00	0.00	0.00	
611-11225	Claim On Cash - Library Memorial	191,341.06	4,475.00	195,816.06	
612-11225	Claim On Cash - Evidence Trust	7,408.50	0.00	7,408.50	
613-11225	Claim On Cash - Escrow Retainage	135,691.26	0.00	135,691.26	
619-11225	Claim On Cash - Drug Enforcement	269,264.43	(1,129.82)	268,134.61	
800-11225	Claim On Cash - General Fixed Assets	(152,173.25)	0.00	(152,173.25)	
999-11225	Claim On Cash - Pooled Cash	0.00	0.00	0.00	
TOTAL CLAIM ON CASH		<u>154,674,603.43</u>	<u>(3,721,154.21)</u>	<u>150,953,449.22</u>	
CASH IN BANK					
Cash in Bank					
999-11200	Cash In Bank	110,035,199.54	(3,853,658.67)	106,181,540.87	
999-11210	Money Market Sweep Pooled Cash	44,639,403.89	132,504.46	44,771,908.35	
TOTAL: Cash in Bank		<u>154,674,603.43</u>	<u>(3,721,154.21)</u>	<u>150,953,449.22</u>	
TOTAL CASH IN BANK		<u>154,674,603.43</u>	<u>(3,721,154.21)</u>	<u>150,953,449.22</u>	
DUE TO OTHER FUNDS					
999-23905	Due To Other Funds	154,674,603.43	(3,721,154.21)	150,953,449.22	
TOTAL DUE TO OTHER FUNDS		<u>154,674,603.43</u>	<u>(3,721,154.21)</u>	<u>150,953,449.22</u>	
Claim on Cash	150,953,449.22	Claim on Cash	150,953,449.22	Cash in Bank	150,953,449.22
Cash in Bank	150,953,449.22	Due To Other Funds	150,953,449.22	Due To Other Funds	150,953,449.22
Difference	<u>0.00</u>	Difference	<u>0.00</u>	Difference	<u>0.00</u>

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
ACCOUNTS PAYABLE PENDING				
110-21130	Accounts Payable Pending	1,513,663.85	(1,224,213.20)	289,450.65
114-21130	Accounts Payable Pending	0.00	0.00	0.00
121-21130	Accounts Payable Pending	115,116.00	(115,116.00)	0.00
122-21130	Accounts Payable Pending	0.00	0.00	0.00
124-21130	Accounts Payable Pending	0.00	0.00	0.00
125-21130	Accounts Payable Pending	0.00	0.00	0.00
126-21130	Accounts Payable Pending	0.00	0.00	0.00
140-21130	Accounts Payable Pending	0.00	0.00	0.00
150-21130	Accounts Payable Pending	0.00	0.00	0.00
210-21130	Accounts Payable Pending	14,499.31	5,521.45	20,020.76
311-21130	Accounts Payable Pending	292,490.93	188,150.77	480,641.70
313-21130	Accounts Payable Pending	49,082.43	(45,516.07)	3,566.36
410-21130	Accounts Payable Pending	661,888.86	(102,039.71)	559,849.15
413-21130	Accounts Payable Pending	0.00	0.00	0.00
414-21130	Accounts Payable Pending	0.00	0.00	0.00
416-21130	Accounts Payable Pending	189,959.67	194,075.08	384,034.75
520-21130	Accounts Payable Pending	0.00	0.00	0.00
611-21130	Accounts Payable Pending	(740.70)	0.00	(740.70)
612-21130	Accounts Payable Pending	0.00	0.00	0.00
613-21130	Accounts Payable Pending	0.00	0.00	0.00
619-21130	Accounts Payable Pending	3,629.48	(3,629.48)	0.00
800-21130	Accounts Payable Pending	0.00	0.00	0.00
TOTAL ACCOUNTS PAYABLE PENDING		2,839,589.83	(1,102,767.16)	1,736,822.67
DUE FROM OTHER FUNDS				
999-13764	Due From Other Funds	0.00	0.00	0.00
999-13765	Due From Other Funds - Fund 113	0.00	0.00	0.00
999-13766	Due From Other Funds - Fund 126	0.00	0.00	0.00
999-13767	Due From Other Funds - Fund 613	0.00	0.00	0.00
999-13768	Due From Other Funds - Fund 114	0.00	0.00	0.00
999-13769	Due From Other Funds - Fund 116	0.00	0.00	0.00
999-13771	Due From Other Funds - Fund 110	(2,768,890.10)	1,102,767.16	(1,666,122.94)
999-13772	Due From Other Funds - Fund 121	0.00	0.00	0.00
999-13773	Due From Other Funds - Fund 122	0.00	0.00	0.00
999-13774	Due From Other Funds - Fund 124	0.00	0.00	0.00
999-13775	Due From Other Funds - Fund 125	0.00	0.00	0.00
999-13776	Due From Other Funds - Fund 140	(15,000.00)	0.00	(15,000.00)
999-13777	Due From Other Funds - Fund 150	0.00	0.00	0.00
999-13778	Due From Other Funds - Fund 210	0.00	0.00	0.00
999-13779	Due From Other Funds - Fund 311	0.00	0.00	0.00
999-13780	Due From Other Funds - Fund 313	0.00	0.00	0.00
999-13781	Due From Other Funds - Fund 410	(42,364.67)	0.00	(42,364.67)
999-13782	Due From Other Funds - Fund 412	0.00	0.00	0.00
999-13783	Due From Other Funds - Fund 413	0.00	0.00	0.00
999-13784	Due From Other Funds - Fund 414	0.00	0.00	0.00
999-13785	Due From Other Funds - Fund 416	(13,785.02)	0.00	(13,785.02)
999-13786	Due From Other Funds - Fund 611	740.70	0.00	740.70
999-13787	Due From Other Funds - Fund 612	0.00	0.00	0.00
999-13788	Due From Other Funds - Fund 619	(290.74)	0.00	(290.74)
999-13789	Due From Other Funds - Fund 800	0.00	0.00	0.00
TOTAL DUE FROM OTHER FUNDS		(2,839,589.83)	1,102,767.16	(1,736,822.67)
ACCOUNTS PAYABLE				
999-21130	Accounts Payable	2,839,589.83	(1,102,767.16)	1,736,822.67
TOTAL ACCOUNTS PAYABLE		2,839,589.83	(1,102,767.16)	1,736,822.67

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
AP Pending	1,736,822.67	AP Pending	1,736,822.67	Due From Other Funds
Due From Other Funds	<u>1,736,822.67</u>	Accounts Payable	<u>1,736,822.67</u>	Accounts Payable
Difference	<u><u>0.00</u></u>	Difference	<u><u>0.00</u></u>	Difference



Pooled Cash Report

Spring Hill, TN
For the Period Ending 1/31/2026

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
CLAIM ON CASH					
110-11225	Claim On Cash - General Fund	42,008,135.79	(5,661,005.65)	36,347,130.14	
114-11225	Claim On Cash - Payroll & Benefits	0.00	0.00	0.00	
121-11225	Claim On Cash - State Street Aid	1,767,462.05	41,488.85	1,808,950.90	
122-11225	Claim On Cash - E-Citations	13,364.69	39.35	13,404.04	
124-11225	Claim On Cash - Impact Fees	11,713,846.36	269,545.90	11,983,392.26	
125-11225	Claim On Cash - Adequate Facilities	7,927,522.84	304,307.23	8,231,830.07	
126-11225	Claim On Cash - Fire Belle Restoration	2,843.29	0.00	2,843.29	
140-11225	Claim On Cash - Tourism	549,077.00	67,928.04	617,005.04	
150-11225	Claim On Cash - CEP Rolling Stock	1,894,148.84	5,576.75	1,899,725.59	
210-11225	Claim On Cash - Sanitation	2,223,946.23	53,364.73	2,277,310.96	
311-11225	Claim On Cash - 18-75 Capital Projects	11,497,279.15	(27,981.88)	11,469,297.27	
313-11225	Claim On Cash - Captial Projects	4,627,058.86	(142,079.53)	4,484,979.33	
410-11225	Claim On Cash - Water & Sewer	63,104,970.99	947,132.58	64,052,103.57	
413-11225	Claim On Cash - Water Development	2,242,657.68	184,366.26	2,427,023.94	
414-11225	Claim On Cash - Sewer Development	4,097,893.81	240,987.02	4,338,880.83	
416-11225	Claim On Cash - Storm Water Fund	552,863.85	(8,169.04)	544,694.81	
520-11225	Claim On Cash - Internal Service	0.00	0.00	0.00	
611-11225	Claim On Cash - Library Memorial	191,341.06	4,475.00	195,816.06	
612-11225	Claim On Cash - Evidence Trust	7,408.50	0.00	7,408.50	
613-11225	Claim On Cash - Escrow Retainage	135,691.26	0.00	135,691.26	
619-11225	Claim On Cash - Drug Enforcement	269,264.43	(1,129.82)	268,134.61	
800-11225	Claim On Cash - General Fixed Assets	(152,173.25)	0.00	(152,173.25)	
999-11225	Claim On Cash - Pooled Cash	0.00	0.00	0.00	
TOTAL CLAIM ON CASH		<u>154,674,603.43</u>	<u>(3,721,154.21)</u>	<u>150,953,449.22</u>	
CASH IN BANK					
Cash in Bank					
999-11200	Cash In Bank	110,035,199.54	(3,853,658.67)	106,181,540.87	
999-11210	Money Market Sweep Pooled Cash	44,639,403.89	132,504.46	44,771,908.35	
TOTAL: Cash in Bank		<u>154,674,603.43</u>	<u>(3,721,154.21)</u>	<u>150,953,449.22</u>	
TOTAL CASH IN BANK		<u>154,674,603.43</u>	<u>(3,721,154.21)</u>	<u>150,953,449.22</u>	
DUE TO OTHER FUNDS					
999-23905	Due To Other Funds	154,674,603.43	(3,721,154.21)	150,953,449.22	
TOTAL DUE TO OTHER FUNDS		<u>154,674,603.43</u>	<u>(3,721,154.21)</u>	<u>150,953,449.22</u>	
Claim on Cash	150,953,449.22	Claim on Cash	150,953,449.22	Cash in Bank	150,953,449.22
Cash in Bank	150,953,449.22	Due To Other Funds	150,953,449.22	Due To Other Funds	150,953,449.22
Difference	<u>0.00</u>	Difference	<u>0.00</u>	Difference	<u>0.00</u>

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
ACCOUNTS PAYABLE PENDING				
110-21130	Accounts Payable Pending	1,513,663.85	(1,224,213.20)	289,450.65
114-21130	Accounts Payable Pending	0.00	0.00	0.00
121-21130	Accounts Payable Pending	115,116.00	(115,116.00)	0.00
122-21130	Accounts Payable Pending	0.00	0.00	0.00
124-21130	Accounts Payable Pending	0.00	0.00	0.00
125-21130	Accounts Payable Pending	0.00	0.00	0.00
126-21130	Accounts Payable Pending	0.00	0.00	0.00
140-21130	Accounts Payable Pending	0.00	0.00	0.00
150-21130	Accounts Payable Pending	0.00	0.00	0.00
210-21130	Accounts Payable Pending	14,499.31	5,521.45	20,020.76
311-21130	Accounts Payable Pending	292,490.93	188,150.77	480,641.70
313-21130	Accounts Payable Pending	49,082.43	(45,516.07)	3,566.36
410-21130	Accounts Payable Pending	661,888.86	(102,039.71)	559,849.15
413-21130	Accounts Payable Pending	0.00	0.00	0.00
414-21130	Accounts Payable Pending	0.00	0.00	0.00
416-21130	Accounts Payable Pending	189,959.67	194,075.08	384,034.75
520-21130	Accounts Payable Pending	0.00	0.00	0.00
611-21130	Accounts Payable Pending	(740.70)	0.00	(740.70)
612-21130	Accounts Payable Pending	0.00	0.00	0.00
613-21130	Accounts Payable Pending	0.00	0.00	0.00
619-21130	Accounts Payable Pending	3,629.48	(3,629.48)	0.00
800-21130	Accounts Payable Pending	0.00	0.00	0.00
TOTAL ACCOUNTS PAYABLE PENDING		2,839,589.83	(1,102,767.16)	1,736,822.67
DUE FROM OTHER FUNDS				
999-13764	Due From Other Funds	0.00	0.00	0.00
999-13765	Due From Other Funds - Fund 113	0.00	0.00	0.00
999-13766	Due From Other Funds - Fund 126	0.00	0.00	0.00
999-13767	Due From Other Funds - Fund 613	0.00	0.00	0.00
999-13768	Due From Other Funds - Fund 114	0.00	0.00	0.00
999-13769	Due From Other Funds - Fund 116	0.00	0.00	0.00
999-13771	Due From Other Funds - Fund 110	(2,768,890.10)	1,102,767.16	(1,666,122.94)
999-13772	Due From Other Funds - Fund 121	0.00	0.00	0.00
999-13773	Due From Other Funds - Fund 122	0.00	0.00	0.00
999-13774	Due From Other Funds - Fund 124	0.00	0.00	0.00
999-13775	Due From Other Funds - Fund 125	0.00	0.00	0.00
999-13776	Due From Other Funds - Fund 140	(15,000.00)	0.00	(15,000.00)
999-13777	Due From Other Funds - Fund 150	0.00	0.00	0.00
999-13778	Due From Other Funds - Fund 210	0.00	0.00	0.00
999-13779	Due From Other Funds - Fund 311	0.00	0.00	0.00
999-13780	Due From Other Funds - Fund 313	0.00	0.00	0.00
999-13781	Due From Other Funds - Fund 410	(42,364.67)	0.00	(42,364.67)
999-13782	Due From Other Funds - Fund 412	0.00	0.00	0.00
999-13783	Due From Other Funds - Fund 413	0.00	0.00	0.00
999-13784	Due From Other Funds - Fund 414	0.00	0.00	0.00
999-13785	Due From Other Funds - Fund 416	(13,785.02)	0.00	(13,785.02)
999-13786	Due From Other Funds - Fund 611	740.70	0.00	740.70
999-13787	Due From Other Funds - Fund 612	0.00	0.00	0.00
999-13788	Due From Other Funds - Fund 619	(290.74)	0.00	(290.74)
999-13789	Due From Other Funds - Fund 800	0.00	0.00	0.00
TOTAL DUE FROM OTHER FUNDS		(2,839,589.83)	1,102,767.16	(1,736,822.67)
ACCOUNTS PAYABLE				
999-21130	Accounts Payable	2,839,589.83	(1,102,767.16)	1,736,822.67
TOTAL ACCOUNTS PAYABLE		2,839,589.83	(1,102,767.16)	1,736,822.67

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
AP Pending	1,736,822.67	AP Pending	1,736,822.67	Due From Other Funds
Due From Other Funds	<u>1,736,822.67</u>	Accounts Payable	<u>1,736,822.67</u>	Accounts Payable
Difference	<u><u>0.00</u></u>	Difference	<u><u>0.00</u></u>	Difference



Spring Hill, TN

Budget Report Account Summary

For Fiscal: 2025-2026 Period Ending: 01/31/2026

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 110 - GENERAL FUND							
Revenue							
110-30000-31111							
Real Property Taxes (Current) 2023 - Maury (\$.739)	8,655,540.00	8,655,540.00	615,028.76	5,069,186.83	0.00	-3,586,353.17	58.57 %
110-30000-31112							
Real Property Taxes(Current)-23 Williamson (\$.739)	13,433,506.00	13,433,506.00	1,074,013.41	9,690,394.42	0.00	-3,743,111.58	72.14 %
110-30000-31121							
Utility Taxes Property	135,000.00	135,000.00	91.00	91.00	0.00	-134,909.00	0.07 %
110-30000-31211							
Delinquent Property Tax - Maury 2021 (2+ Years)	7,500.00	7,500.00	9.00	880.00	0.00	-6,620.00	11.73 %
110-30000-31212							
Delinquent Property Tax-Williamson 2021 (2+ Years)	25,000.00	25,000.00	33.39	9,633.81	0.00	-15,366.19	38.54 %
110-30000-31221							
Delinquent Property Tax - Maury 2022 (Prior Year)	75,000.00	75,000.00	1,203.00	11,592.00	0.00	-63,408.00	15.46 %
110-30000-31222							
Delinquent Property Tax - Williamson 2022 Prior Yr	75,000.00	75,000.00	1,186.00	2,088.18	0.00	-72,911.82	2.78 %
110-30000-31223							
Property Tax Penalty - Maury 2022 (Prior Yr)	15,000.00	15,000.00	1,117.71	10,980.08	0.00	-4,019.92	73.20 %
110-30000-31312							
Property Tax Penalty - Williamson 2022 (PriorYr)	10,000.00	10,000.00	842.66	7,325.86	0.00	-2,674.14	73.26 %
110-30000-31321							
Property Tax Penalty - Maury 2021 (2+ Yrs)	2,000.00	2,000.00	4.73	521.58	0.00	-1,478.42	26.08 %
110-30000-31322							
Property Tax Penalty - Williamson 2021 (2+ Yrs)	5,000.00	5,000.00	14.61	4,551.48	0.00	-448.52	91.03 %
110-30000-31501							
Pay In Lieu Of Tax - Electric Utilities	40,000.00	40,000.00	0.00	21,916.05	0.00	-18,083.95	54.79 %
110-30000-31502							
Water/Sewer In-Lieu-Of-Tax	325,000.00	325,000.00	0.00	0.00	0.00	-325,000.00	0.00 %
110-30000-31611							
Local Sales Tax - Maury Co	9,600,000.00	9,600,000.00	891,797.59	5,234,206.96	0.00	-4,365,793.04	54.52 %
110-30000-31612							
Local Sales Tax - Williamson Co	6,500,000.00	6,500,000.00	614,607.83	3,609,505.01	0.00	-2,890,494.99	55.53 %
110-30000-31711							
Wholesale Beer Tax	300,000.00	300,000.00	59,723.13	229,451.33	0.00	-70,548.67	76.48 %
110-30000-31712							
Wholesale Liquor Tax	1,000,000.00	1,000,000.00	65,028.15	526,692.20	0.00	-473,307.80	52.67 %
110-30000-31713							
Mixed Drink Taxes	180,000.00	180,000.00	16,592.24	108,384.55	0.00	-71,615.45	60.21 %
110-30000-31811							
Business License	1,100,000.00	1,100,000.00	41,158.90	158,646.85	0.00	-941,353.15	14.42 %
110-30000-31911							
Natural Gas Franchise Tax	300,000.00	300,000.00	341,318.72	341,318.72	0.00	41,318.72	113.77 %
110-30000-31912							
Cable TV Franchise	110,000.00	110,000.00	0.00	55,820.30	0.00	-54,179.70	50.75 %
110-30000-32201							
Beer Licenses	10,000.00	10,000.00	1,300.00	9,368.10	0.00	-631.90	93.68 %
110-30000-33511							
State Sales Tax	6,150,000.00	6,150,000.00	535,540.63	3,218,249.38	0.00	-2,931,750.62	52.33 %
110-30000-33531							
State Beer Tax	20,000.00	20,000.00	0.00	10,934.52	0.00	-9,065.48	54.67 %
110-30000-33541							
TVA In-Lieu-Of Tax	600,000.00	600,000.00	169,405.45	338,810.90	0.00	-261,189.10	56.47 %
110-30000-33558							
State Transportation Modernization	0.00	0.00	1,674.86	13,954.68	0.00	13,954.68	0.00 %
110-30000-33593							
Corporate Excise Tax	54,000.00	54,000.00	0.00	0.00	0.00	-54,000.00	0.00 %
110-30000-33594							
Telecom Interstate Sales City	0.00	0.00	618.08	3,752.92	0.00	3,752.92	0.00 %
110-30000-33595							
Sports Betting Tax	90,000.00	90,000.00	0.00	50,114.65	0.00	-39,885.35	55.68 %
110-30000-33599							
License Plate/DI Return Fees	1,500.00	1,500.00	320.00	1,070.00	0.00	-430.00	71.33 %
110-30000-34122							
Credit Card Processing Fee	4,000.00	4,000.00	1,277.01	3,785.44	0.00	-214.56	94.64 %
110-30000-36110							
Interest Earnings	2,000,000.00	2,000,000.00	135,772.95	956,642.82	0.00	-1,043,357.18	47.83 %
110-30000-36300							
Sale Of Surplus Property	5,000.00	5,000.00	379.20	3,141.60	0.00	-1,858.40	62.83 %
110-30000-36350							
Insurance Recoveries	25,000.00	25,000.00	0.00	0.00	0.00	-25,000.00	0.00 %

Budget Report

For Fiscal: 2025-2026 Period Ending: 01/31/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-30000-36401	Misc Refunds & Rebates	0.00	0.00	182.03	10,824.42	0.00	10,824.42	0.00 %
110-30000-36900	Cash Over/Short	0.00	0.00	0.00	0.90	0.00	0.90	0.00 %
110-30000-36980	Miscellaneous Income	0.00	0.00	0.00	70.65	0.00	70.65	0.00 %
110-41100-34616	Support Services Interfund Revenue - Water & Sewer	3,582,758.00	3,582,758.00	0.00	121,427.44	0.00	-3,461,330.56	3.39 %
110-41310-34616	Operating Transfer -	0.00	0.00	0.00	57,066.20	0.00	57,066.20	0.00 %
110-41320-34616	Support Services Interfund Revenue - Water & Sewer	107,189.00	107,189.00	0.00	19,133.71	0.00	-88,055.29	17.85 %
110-41500-32021	Solicitation Permits (46200)	600.00	600.00	20.00	690.00	0.00	90.00	115.00 %
110-41500-34122	Credit Card Processing Fee	9,000.00	9,000.00	1,085.54	11,556.25	0.00	2,556.25	128.40 %
110-41500-34616	Support Services Interfund Revenue - Water & Sewer	748,874.00	748,874.00	0.00	144,440.38	0.00	-604,433.62	19.29 %
110-41641-34616	Support Services Interfund Revenue - Water & Sewer	707,198.00	707,198.00	0.00	237,895.17	0.00	-469,302.83	33.64 %
110-41650-34616	Support Services Interfund Revenue - Water & Sewer	65,706.00	65,706.00	0.00	11,395.82	0.00	-54,310.18	17.34 %
110-41650-36401	Misc Refunds & Rebates	0.00	0.00	0.00	200.00	0.00	200.00	0.00 %
110-41700-36502	Developer Reimbursement - TIS	0.00	0.00	0.00	37,987.50	0.00	37,987.50	0.00 %
110-41800-34616	Support Services Interfund Revenue - Water & Sewer	452,588.00	452,588.00	0.00	83,313.02	0.00	-369,274.98	18.41 %
110-42100-32691	Alarm Registrations	45,000.00	45,000.00	-400.00	5,359.13	0.00	-39,640.87	11.91 %
110-42100-33401	TN Highway Safety (THSO Grant)	65,000.00	65,000.00	0.00	4,293.75	0.00	-60,706.25	6.61 %
110-42100-33402	Inservice Training-Post Commission	45,000.00	45,000.00	0.00	0.00	0.00	-45,000.00	0.00 %
110-42100-34000	Charges For Services	0.00	0.00	170.00	1,148.84	0.00	1,148.84	0.00 %
110-42100-34157	Sexual Offender Registration	1,200.00	1,200.00	100.00	200.00	0.00	-1,000.00	16.67 %
110-42100-34158	SOR-Community Notification	500.00	500.00	50.00	100.00	0.00	-400.00	20.00 %
110-42100-34211	Public Safety - Charges For Services	6,000.00	6,000.00	330.00	3,318.02	0.00	-2,681.98	55.30 %
110-42100-34212	Accident Report Revenues	500.00	500.00	0.00	0.00	0.00	-500.00	0.00 %
110-42100-35100	City Court Revenue	210,000.00	210,000.00	26,071.60	145,163.11	0.00	-64,836.89	69.13 %
110-42100-35101	E-Citation Traffic Fees	0.00	0.00	0.00	1.00	0.00	1.00	0.00 %
110-42100-35102	E-Citations-Pd	0.00	0.00	0.00	4.00	0.00	4.00	0.00 %
110-42100-35112	Opioid Settlement Revenue	0.00	0.00	0.00	2,132.70	0.00	2,132.70	0.00 %
110-42100-35160	County Court Revenues	50,000.00	50,000.00	3,039.91	21,567.81	0.00	-28,432.19	43.14 %
110-42100-36300	Sale Of Surplus Property	0.00	0.00	0.00	391.00	0.00	391.00	0.00 %
110-42100-36350	Insurance Recoveries	25,000.00	25,000.00	0.00	0.00	0.00	-25,000.00	0.00 %
110-42100-36401	Misc Refunds & Rebates	0.00	0.00	0.00	70.00	0.00	70.00	0.00 %
110-42110-32691	Alarm Registrations	0.00	0.00	8,876.45	16,702.32	0.00	16,702.32	0.00 %
110-42110-33415	State Academy Cost Sharing Grant	0.00	0.00	0.00	25,000.00	0.00	25,000.00	0.00 %
110-42110-34000	Charges For Services	0.00	0.00	0.00	38.84	0.00	38.84	0.00 %
110-42110-36300	Sale Of Surplus Property	0.00	14,824.00	0.00	15,215.00	0.00	391.00	102.64 %
110-42123-34213	Impound Lot Fees	0.00	0.00	0.00	700.00	0.00	700.00	0.00 %
110-42123-36350	Insurance Recoveries	0.00	0.00	0.00	20,492.00	0.00	20,492.00	0.00 %
110-42140-36350	Insurance Recoveries	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00 %
110-42220-33102	FEMA SAFER Grant	1,060,272.00	1,060,272.00	0.00	290,899.73	0.00	-769,372.27	27.44 %
110-42240-32694	Fire Inspections	50,000.00	50,000.00	960.00	21,702.00	0.00	-28,298.00	43.40 %
110-43100-36350	Insurance Recoveries	0.00	0.00	0.00	164.18	0.00	164.18	0.00 %
110-43100-36401	Misc Refunds & Rebates	0.00	0.00	0.00	220.00	0.00	220.00	0.00 %
110-43120-33431	TDOT Reimbursement	0.00	0.00	2,116.00	3,220.00	0.00	3,220.00	0.00 %

Budget Report		For Fiscal: 2025-2026 Period Ending: 01/31/2026						
		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-43120-36350	Insurance Recoveries	0.00	0.00	0.00	45,704.50	0.00	45,704.50	0.00 %
110-43120-36980	Miscellaneous Income	0.00	0.00	0.00	230.05	0.00	230.05	0.00 %
110-43170-34000	Charges For Services	1,049,824.00	1,280,024.00	72,693.07	428,459.47	0.00	-851,564.53	33.47 %
110-43170-36350	Insurance Recoveries	0.00	0.00	13,576.73	61,485.89	0.00	61,485.89	0.00 %
110-44400-34744	Parks & Recreation Fees	0.00	0.00	0.00	1,175.00	0.00	1,175.00	0.00 %
110-44420-34746	Senior Center Activity Fees	1,500.00	1,500.00	0.00	0.00	0.00	-1,500.00	0.00 %
110-44420-34793	Community Center Fees-Rent	11,000.00	11,000.00	400.00	1,975.24	0.00	-9,024.76	17.96 %
110-44800-33801	County Library Contribution	56,165.00	56,165.00	0.00	43,665.00	0.00	-12,500.00	77.74 %
110-46100-32621	Building Permits	2,250,000.00	2,250,000.00	137,339.14	986,556.64	0.00	-1,263,443.36	43.85 %
110-46100-32911	Sign Permits (46200)	16,000.00	16,000.00	526.40	5,897.10	0.00	-10,102.90	36.86 %
110-46100-36401	Misc Refunds & Rebates	0.00	0.00	0.00	-952.40	0.00	-952.40	0.00 %
110-46300-34323	Engineering Fees	0.00	0.00	6,894.00	21,944.00	0.00	21,944.00	0.00 %
110-46300-34616	Support Services Interfund Revenue - Water & Sewer	215,835.00	215,835.00	0.00	30,671.98	0.00	-185,163.02	14.21 %
110-46300-36401	Misc Refunds & Rebates	0.00	0.00	0.00	50.00	0.00	50.00	0.00 %
	Revenue Total:	61,685,755.00	61,930,779.00	4,844,089.88	32,644,979.58	0.00	-29,285,799.42	52.71%
	Fund: 110 - GENERAL FUND Total:	61,685,755.00	61,930,779.00	4,844,089.88	32,644,979.58	0.00	-29,285,799.42	52.71%
Fund: 121 - STATE STREET AID FUND								
Revenue								
121-43110-33551	State Gasoline And Motor Fuel Tax	1,836,570.00	1,836,570.00	143,675.18	895,893.15	0.00	-940,676.85	48.78 %
121-43110-33552	State-City Streets and Transportation	92,000.00	92,000.00	7,619.40	45,716.44	0.00	-46,283.56	49.69 %
121-43190-36110	Interest Earnings	70,000.00	70,000.00	5,310.27	44,515.40	0.00	-25,484.60	63.59 %
	Revenue Total:	1,998,570.00	1,998,570.00	156,604.85	986,124.99	0.00	-1,012,445.01	49.34%
	Fund: 121 - STATE STREET AID FUND Total:	1,998,570.00	1,998,570.00	156,604.85	986,124.99	0.00	-1,012,445.01	49.34%
Fund: 122 - ECITATIONS								
Revenue								
122-42122-36110	Interest Earnings	0.00	0.00	39.35	292.58	0.00	292.58	0.00 %
	Revenue Total:	0.00	0.00	39.35	292.58	0.00	292.58	0.00%
	Fund: 122 - ECITATIONS Total:	0.00	0.00	39.35	292.58	0.00	292.58	0.00%
Fund: 124 - IMPACT FEES FUND								
Revenue								
124-43110-32670	Impact Fees	4,000,000.00	4,000,000.00	234,368.00	1,346,662.00	0.00	-2,653,338.00	33.67 %
124-43110-36110	Interest Earnings	500,000.00	500,000.00	35,177.90	256,653.26	0.00	-243,346.74	51.33 %
	Revenue Total:	4,500,000.00	4,500,000.00	269,545.90	1,603,315.26	0.00	-2,896,684.74	35.63%
	Fund: 124 - IMPACT FEES FUND Total:	4,500,000.00	4,500,000.00	269,545.90	1,603,315.26	0.00	-2,896,684.74	35.63%
Fund: 125 - ADEQUATE FACILITIES/DEVELOPMENT TAX								
Revenue								
125-46050-31990	Adequate Facilities	2,000,000.00	2,000,000.00	201,610.00	931,368.00	0.00	-1,068,632.00	46.57 %
125-46050-31991	Adequate Facilities - Roads	350,000.00	350,000.00	0.00	66,377.50	0.00	-283,622.50	18.97 %
125-46050-33802	Adequate Facilities - WC	400,000.00	400,000.00	78,532.25	255,152.94	0.00	-144,847.06	63.79 %

Budget Report		For Fiscal: 2025-2026 Period Ending: 01/31/2026						
		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
125-46050-36110	Interest Earnings	275,000.00	275,000.00	24,164.98	178,888.65	0.00	-96,111.35	65.05 %
	Revenue Total:	3,025,000.00	3,025,000.00	304,307.23	1,431,787.09	0.00	-1,593,212.91	47.33%
	Fund: 125 - ADEQUATE FACILITIES/DEVELOPMENT TAX Total:	3,025,000.00	3,025,000.00	304,307.23	1,431,787.09	0.00	-1,593,212.91	47.33%
Fund: 140 - TOURISM FUND								
Revenue								
140-47210-31920	Room Occupancy - Hotel/Motel Tax	410,000.00	410,000.00	26,116.79	176,205.79	0.00	-233,794.21	42.98 %
140-47210-36110	Interest Earnings	30,000.00	30,000.00	1,811.25	14,169.99	0.00	-15,830.01	47.23 %
140-47210-36401	Misc Refunds & Rebates	0.00	0.00	0.00	111.94	0.00	111.94	0.00 %
	Revenue Total:	440,000.00	440,000.00	27,928.04	190,487.72	0.00	-249,512.28	43.29%
	Fund: 140 - TOURISM FUND Total:	440,000.00	440,000.00	27,928.04	190,487.72	0.00	-249,512.28	43.29%
Fund: 150 - CERF - ROLLING STOCK CAPITAL								
Revenue								
150-30000-36110	Interest Earnings	0.00	0.00	5,576.75	43,743.40	0.00	43,743.40	0.00 %
	Revenue Total:	0.00	0.00	5,576.75	43,743.40	0.00	43,743.40	0.00%
	Fund: 150 - CERF - ROLLING STOCK CAPITAL Total:	0.00	0.00	5,576.75	43,743.40	0.00	43,743.40	0.00%
Fund: 210 - SANITATION FUND								
Revenue								
210-43200-34410	Residential And Commercial Collection	2,984,278.00	2,984,278.00	248,614.52	1,688,381.55	0.00	-1,295,896.45	56.58 %
210-43200-34440	Recycling Collection	975,000.00	975,000.00	85,161.84	591,229.87	0.00	-383,770.13	60.64 %
210-43200-34490	City Sanitation Services	1,650,000.00	1,650,000.00	117,072.73	848,751.32	0.00	-801,248.68	51.44 %
210-43200-34492	Bulky Waste Pickup Fee	45,000.00	45,000.00	4,107.50	32,858.75	0.00	-12,141.25	73.02 %
210-43200-36110	Interest Earnings	70,000.00	70,000.00	6,697.47	49,407.28	0.00	-20,592.72	70.58 %
210-43200-36401	Misc Refunds & Rebates	0.00	0.00	0.00	4.25	0.00	4.25	0.00 %
210-43200-36961	Operating Transfer In From General Fund	385,460.00	385,460.00	0.00	0.00	0.00	-385,460.00	0.00 %
	Revenue Total:	6,109,738.00	6,109,738.00	461,654.06	3,210,633.02	0.00	-2,899,104.98	52.55%
	Fund: 210 - SANITATION FUND Total:	6,109,738.00	6,109,738.00	461,654.06	3,210,633.02	0.00	-2,899,104.98	52.55%
Fund: 311 - 18-75 CAPITAL PROJECTS FUND								
Revenue								
311-30000-36110	Interest Earnings	900,000.00	900,000.00	43,776.82	440,869.04	0.00	-459,130.96	48.99 %
311-30000-36130	Gain or Loss on Investments	0.00	0.00	57,169.07	457,516.66	0.00	457,516.66	0.00 %
311-30000-36135	Gain or Loss on Investment 2024	0.00	0.00	77,014.70	590,076.23	0.00	590,076.23	0.00 %
311-30000-36961	Operating Transfer In From General Fund	8,172,947.02	8,172,947.02	0.00	4,844,151.62	0.00	-3,328,795.40	59.27 %
311-48002-36500	Contribution From Developer	0.00	0.00	0.00	108,000.00	0.00	108,000.00	0.00 %
311-48004-32671	June Lake Bucker Assessment	0.00	0.00	10,945.20	12,769.40	0.00	12,769.40	0.00 %
311-48004-32672	June Lake City Assessment	0.00	0.00	5,472.60	16,417.80	0.00	16,417.80	0.00 %
311-48005-33452	Grant Revenue	448,000.00	448,000.00	0.00	695.04	0.00	-447,304.96	0.16 %
	Revenue Total:	9,520,947.02	9,520,947.02	194,378.39	6,470,495.79	0.00	-3,050,451.23	67.96%
	Fund: 311 - 18-75 CAPITAL PROJECTS FUND Total:	9,520,947.02	9,520,947.02	194,378.39	6,470,495.79	0.00	-3,050,451.23	67.96%

Budget Report

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 313 - CAPITAL PROJECTS FUND							
Revenue							
313-30000-36110	Interest Earnings	150,000.00	150,000.00	13,165.90	127,884.31	0.00	-22,115.69 85.26 %
313-30000-36962	Operating Transfer In From Impact Fees	2,730,000.00	3,480,000.00	0.00	0.00	0.00	-3,480,000.00 0.00 %
313-30000-36979	Operating Transfer In From Adequate Facilities	5,094,253.00	8,394,253.00	0.00	0.00	0.00	-8,394,253.00 0.00 %
313-48008-36500	Contribution From Developer	0.00	0.00	0.00	775,145.25	0.00	775,145.25 0.00 %
313-48018-33452	Parks & Rec Grants	0.00	0.00	0.00	148,902.25	0.00	148,902.25 0.00 %
	Revenue Total:	7,974,253.00	12,024,253.00	13,165.90	1,051,931.81	0.00	-10,972,321.19 8.75%
	Fund: 313 - CAPITAL PROJECTS FUND Total:	7,974,253.00	12,024,253.00	13,165.90	1,051,931.81	0.00	-10,972,321.19 8.75%
Fund: 410 - WATER AND SEWER FUND							
Revenue							
410-52000-36110	Interest Earnings	1,800,000.00	1,800,000.00	190,309.56	1,381,594.61	0.00	-418,405.39 76.76 %
410-52000-36401	Misc Refunds & Rebates	0.00	0.00	0.00	4,318.68	0.00	4,318.68 0.00 %
410-52000-36972	Operating Transfer In From Sewer Reserves	1,500,000.00	1,500,000.00	0.00	0.00	0.00	-1,500,000.00 0.00 %
410-52000-36973	Operating Transfer From Water Reserve	3,000,000.00	3,000,000.00	0.00	0.00	0.00	-3,000,000.00 0.00 %
410-52000-36980	Miscellaneous Income	0.00	0.00	107.21	2,732.21	0.00	2,732.21 0.00 %
410-52000-37110	Metered Water Sales (Customers)	13,244,415.00	13,244,415.00	999,698.02	8,746,172.16	0.00	-4,498,242.84 66.04 %
410-52000-37191	Reconnection Fees	30,000.00	30,000.00	2,400.00	14,375.00	0.00	-15,625.00 47.92 %
410-52000-37192	Water Sign Up Fee	90,000.00	90,000.00	5,050.00	61,232.95	0.00	-28,767.05 68.04 %
410-52000-37194	Sales Of Materials & Water Meters	175,000.00	175,000.00	24,291.74	130,034.33	0.00	-44,965.67 74.31 %
410-52000-37198	Water Development Fees - HB&TS	0.00	0.00	4,500.00	-15,750.00	0.00	-15,750.00 0.00 %
410-52000-37199	Water Development	0.00	0.00	0.00	64,113.00	0.00	64,113.00 0.00 %
410-52000-37210	Sewer Service Charge (Customers) - 410	13,845,948.00	13,845,948.00	1,101,886.65	8,537,183.58	0.00	-5,308,764.42 61.66 %
410-52000-37291	Forfeited Discounts & Penalties	120,000.00	120,000.00	15,948.05	133,931.90	0.00	13,931.90 111.61 %
410-52000-37502	State Reimbursement For Lab Tests	20,000.00	20,000.00	0.00	1,380.00	0.00	-18,620.00 6.90 %
410-52050-34122	Credit Card Processing Fee	210,000.00	210,000.00	18,043.09	126,052.70	0.00	-83,947.30 60.03 %
410-52110-36300	Sale Of Surplus Property	0.00	0.00	0.00	2,350.00	0.00	2,350.00 0.00 %
410-52220-36300	Sale Of Surplus Property	0.00	0.00	0.00	3,635.00	0.00	3,635.00 0.00 %
	Revenue Total:	34,035,363.00	34,035,363.00	2,362,234.32	19,193,356.12	0.00	-14,842,006.88 56.39%
	Fund: 410 - WATER AND SEWER FUND Total:	34,035,363.00	34,035,363.00	2,362,234.32	19,193,356.12	0.00	-14,842,006.88 56.39%
Fund: 413 - WATER DEVELOPMENT FEES							
Revenue							
413-52000-36110	Interest Earnings	300,000.00	300,000.00	7,124.66	47,383.04	0.00	-252,616.96 15.79 %
413-52000-37196	Water Tap Fees	750,000.00	750,000.00	95,200.00	408,338.85	0.00	-341,661.15 54.45 %
413-52000-37199	Water Development	1,100,000.00	1,100,000.00	82,041.60	637,579.20	0.00	-462,420.80 57.96 %
	Revenue Total:	2,150,000.00	2,150,000.00	184,366.26	1,093,301.09	0.00	-1,056,698.91 50.85%
	Fund: 413 - WATER DEVELOPMENT FEES Total:	2,150,000.00	2,150,000.00	184,366.26	1,093,301.09	0.00	-1,056,698.91 50.85%
Fund: 414 - SEWER DEVELOPMENT FUND							
Revenue							
414-52000-36110	Interest Earnings	750,000.00	750,000.00	12,737.02	120,555.38	0.00	-629,444.62 16.07 %

Budget Report		For Fiscal: 2025-2026 Period Ending: 01/31/2026						
		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
414-52000-37296	Sewer Tap Fees	850,000.00	850,000.00	96,250.00	367,150.00	0.00	-482,850.00	43.19 %
414-52000-37298	Sewer Development Fees	1,200,000.00	1,200,000.00	132,000.00	709,490.00	0.00	-490,510.00	59.12 %
	Revenue Total:	2,800,000.00	2,800,000.00	240,987.02	1,197,195.38	0.00	-1,602,804.62	42.76%
	Fund: 414 - SEWER DEVELOPMENT FUND Total:	2,800,000.00	2,800,000.00	240,987.02	1,197,195.38	0.00	-1,602,804.62	42.76%
	Fund: 416 - STORM WATER UTILITY FUND							
	Revenue							
416-43150-36110	Interest Earnings	70,000.00	70,000.00	1,610.87	17,049.19	0.00	-52,950.81	24.36 %
416-43150-36401	Misc Refunds & Rebates	0.00	0.00	0.00	30.17	0.00	30.17	0.00 %
416-43150-37711	Stormwater Fees - Residential	1,500,000.00	1,500,000.00	153,088.90	1,046,974.65	0.00	-453,025.35	69.80 %
416-43150-37712	Stormwater Fees - Commercial	850,000.00	850,000.00	92,750.69	635,212.96	0.00	-214,787.04	74.73 %
416-43150-37791	Stormwater Fees - Penalties	10,000.00	10,000.00	1,266.24	10,955.87	0.00	955.87	109.56 %
	Revenue Total:	2,430,000.00	2,430,000.00	248,716.70	1,710,222.84	0.00	-719,777.16	70.38%
	Fund: 416 - STORM WATER UTILITY FUND Total:	2,430,000.00	2,430,000.00	248,716.70	1,710,222.84	0.00	-719,777.16	70.38%
	Fund: 611 - LIBRARY FUND							
	Revenue							
611-44800-34250	Donations	50,000.00	50,000.00	5,349.67	41,558.12	0.00	-8,441.88	83.12 %
611-44800-34520	Donations - Book Publishing	0.00	0.00	76.02	1,546.02	0.00	1,546.02	0.00 %
611-44800-36110	Interest Earnings	6,000.00	6,000.00	574.29	4,262.40	0.00	-1,737.60	71.04 %
	Revenue Total:	56,000.00	56,000.00	5,999.98	47,366.54	0.00	-8,633.46	84.58%
	Fund: 611 - LIBRARY FUND Total:	56,000.00	56,000.00	5,999.98	47,366.54	0.00	-8,633.46	84.58%
	Fund: 612 - EVIDENCE TRUST FUND							
	Revenue							
612-42100-36110	Interest Earnings	0.00	0.00	336.67	1,859.69	0.00	1,859.69	0.00 %
	Revenue Total:	0.00	0.00	336.67	1,859.69	0.00	1,859.69	0.00%
	Fund: 612 - EVIDENCE TRUST FUND Total:	0.00	0.00	336.67	1,859.69	0.00	1,859.69	0.00%
	Fund: 619 - DRUG ENFORCEMENT FUND							
	Revenue							
619-42100-35140	Drug Related Fines	30,000.00	30,000.00	2,287.00	15,791.47	0.00	-14,208.53	52.64 %
619-42100-35231	Forfeiture Of Property	10,000.00	10,000.00	0.00	5,041.00	0.00	-4,959.00	50.41 %
619-42100-36110	Interest Earnings	8,000.00	8,000.00	787.13	6,114.05	0.00	-1,885.95	76.43 %
619-42100-36300	Sale Of Surplus Property	0.00	0.00	0.00	4,651.00	0.00	4,651.00	0.00 %
	Revenue Total:	48,000.00	48,000.00	3,074.13	31,597.52	0.00	-16,402.48	65.83%
	Fund: 619 - DRUG ENFORCEMENT FUND Total:	48,000.00	48,000.00	3,074.13	31,597.52	0.00	-16,402.48	65.83%
	Report Total:	136,773,626.02	141,068,650.02	9,323,005.43	70,908,690.42	0.00	-70,159,959.60	50.27%

Budget Report

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Group Summary

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 110 - GENERAL FUND							
Revenue							
	61,685,755.00	61,930,779.00	4,844,089.88	32,644,979.58	0.00	-29,285,799.42	52.71%
Revenue Total:	61,685,755.00	61,930,779.00	4,844,089.88	32,644,979.58	0.00	-29,285,799.42	52.71%
Fund: 110 - GENERAL FUND Total:	61,685,755.00	61,930,779.00	4,844,089.88	32,644,979.58	0.00	-29,285,799.42	52.71%
Fund: 121 - STATE STREET AID FUND							
Revenue							
	1,998,570.00	1,998,570.00	156,604.85	986,124.99	0.00	-1,012,445.01	49.34%
Revenue Total:	1,998,570.00	1,998,570.00	156,604.85	986,124.99	0.00	-1,012,445.01	49.34%
Fund: 121 - STATE STREET AID FUND Total:	1,998,570.00	1,998,570.00	156,604.85	986,124.99	0.00	-1,012,445.01	49.34%
Fund: 122 - ECITATIONS							
Revenue							
	0.00	0.00	39.35	292.58	0.00	292.58	0.00%
Revenue Total:	0.00	0.00	39.35	292.58	0.00	292.58	0.00%
Fund: 122 - ECITATIONS Total:	0.00	0.00	39.35	292.58	0.00	292.58	0.00%
Fund: 124 - IMPACT FEES FUND							
Revenue							
	4,500,000.00	4,500,000.00	269,545.90	1,603,315.26	0.00	-2,896,684.74	35.63%
Revenue Total:	4,500,000.00	4,500,000.00	269,545.90	1,603,315.26	0.00	-2,896,684.74	35.63%
Fund: 124 - IMPACT FEES FUND Total:	4,500,000.00	4,500,000.00	269,545.90	1,603,315.26	0.00	-2,896,684.74	35.63%
Fund: 125 - ADEQUATE FACILITIES/DEVELOPMENT TAX							
Revenue							
	3,025,000.00	3,025,000.00	304,307.23	1,431,787.09	0.00	-1,593,212.91	47.33%
Revenue Total:	3,025,000.00	3,025,000.00	304,307.23	1,431,787.09	0.00	-1,593,212.91	47.33%
Fund: 125 - ADEQUATE FACILITIES/DEVELOPMENT TAX Total:	3,025,000.00	3,025,000.00	304,307.23	1,431,787.09	0.00	-1,593,212.91	47.33%
Fund: 140 - TOURISM FUND							
Revenue							
	440,000.00	440,000.00	27,928.04	190,487.72	0.00	-249,512.28	43.29%
Revenue Total:	440,000.00	440,000.00	27,928.04	190,487.72	0.00	-249,512.28	43.29%
Fund: 140 - TOURISM FUND Total:	440,000.00	440,000.00	27,928.04	190,487.72	0.00	-249,512.28	43.29%
Fund: 150 - CERF - ROLLING STOCK CAPITAL							
Revenue							
	0.00	0.00	5,576.75	43,743.40	0.00	43,743.40	0.00%
Revenue Total:	0.00	0.00	5,576.75	43,743.40	0.00	43,743.40	0.00%
Fund: 150 - CERF - ROLLING STOCK CAPITAL Total:	0.00	0.00	5,576.75	43,743.40	0.00	43,743.40	0.00%

Budget Report		For Fiscal: 2025-2026 Period Ending: 01/31/2026						
		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 210 - SANITATION FUND								
Revenue								
		6,109,738.00	6,109,738.00	461,654.06	3,210,633.02	0.00	-2,899,104.98	52.55%
	Revenue Total:	6,109,738.00	6,109,738.00	461,654.06	3,210,633.02	0.00	-2,899,104.98	52.55%
	Fund: 210 - SANITATION FUND Total:	6,109,738.00	6,109,738.00	461,654.06	3,210,633.02	0.00	-2,899,104.98	52.55%
Fund: 311 - 18-75 CAPITAL PROJECTS FUND								
Revenue								
		9,520,947.02	9,520,947.02	194,378.39	6,470,495.79	0.00	-3,050,451.23	67.96%
	Revenue Total:	9,520,947.02	9,520,947.02	194,378.39	6,470,495.79	0.00	-3,050,451.23	67.96%
	Fund: 311 - 18-75 CAPITAL PROJECTS FUND Total:	9,520,947.02	9,520,947.02	194,378.39	6,470,495.79	0.00	-3,050,451.23	67.96%
Fund: 313 - CAPITAL PROJECTS FUND								
Revenue								
		7,974,253.00	12,024,253.00	13,165.90	1,051,931.81	0.00	-10,972,321.19	8.75%
	Revenue Total:	7,974,253.00	12,024,253.00	13,165.90	1,051,931.81	0.00	-10,972,321.19	8.75%
	Fund: 313 - CAPITAL PROJECTS FUND Total:	7,974,253.00	12,024,253.00	13,165.90	1,051,931.81	0.00	-10,972,321.19	8.75%
Fund: 410 - WATER AND SEWER FUND								
Revenue								
		34,035,363.00	34,035,363.00	2,362,234.32	19,193,356.12	0.00	-14,842,006.88	56.39%
	Revenue Total:	34,035,363.00	34,035,363.00	2,362,234.32	19,193,356.12	0.00	-14,842,006.88	56.39%
	Fund: 410 - WATER AND SEWER FUND Total:	34,035,363.00	34,035,363.00	2,362,234.32	19,193,356.12	0.00	-14,842,006.88	56.39%
Fund: 413 - WATER DEVELOPMENT FEES								
Revenue								
		2,150,000.00	2,150,000.00	184,366.26	1,093,301.09	0.00	-1,056,698.91	50.85%
	Revenue Total:	2,150,000.00	2,150,000.00	184,366.26	1,093,301.09	0.00	-1,056,698.91	50.85%
	Fund: 413 - WATER DEVELOPMENT FEES Total:	2,150,000.00	2,150,000.00	184,366.26	1,093,301.09	0.00	-1,056,698.91	50.85%
Fund: 414 - SEWER DEVELOPMENT FUND								
Revenue								
		2,800,000.00	2,800,000.00	240,987.02	1,197,195.38	0.00	-1,602,804.62	42.76%
	Revenue Total:	2,800,000.00	2,800,000.00	240,987.02	1,197,195.38	0.00	-1,602,804.62	42.76%
	Fund: 414 - SEWER DEVELOPMENT FUND Total:	2,800,000.00	2,800,000.00	240,987.02	1,197,195.38	0.00	-1,602,804.62	42.76%
Fund: 416 - STORM WATER UTILITY FUND								
Revenue								
		2,430,000.00	2,430,000.00	248,716.70	1,710,222.84	0.00	-719,777.16	70.38%
	Revenue Total:	2,430,000.00	2,430,000.00	248,716.70	1,710,222.84	0.00	-719,777.16	70.38%
	Fund: 416 - STORM WATER UTILITY FUND Total:	2,430,000.00	2,430,000.00	248,716.70	1,710,222.84	0.00	-719,777.16	70.38%

Budget Report

For Fiscal: 2025-2026 Period Ending: 01/31/2026

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 611 - LIBRARY FUND							
Revenue							
	56,000.00	56,000.00	5,999.98	47,366.54	0.00	-8,633.46	84.58%
Revenue Total:	56,000.00	56,000.00	5,999.98	47,366.54	0.00	-8,633.46	84.58%
Fund: 611 - LIBRARY FUND Total:	56,000.00	56,000.00	5,999.98	47,366.54	0.00	-8,633.46	84.58%
Fund: 612 - EVIDENCE TRUST FUND							
Revenue							
	0.00	0.00	336.67	1,859.69	0.00	1,859.69	0.00%
Revenue Total:	0.00	0.00	336.67	1,859.69	0.00	1,859.69	0.00%
Fund: 612 - EVIDENCE TRUST FUND Total:	0.00	0.00	336.67	1,859.69	0.00	1,859.69	0.00%
Fund: 619 - DRUG ENFORCEMENT FUND							
Revenue							
	48,000.00	48,000.00	3,074.13	31,597.52	0.00	-16,402.48	65.83%
Revenue Total:	48,000.00	48,000.00	3,074.13	31,597.52	0.00	-16,402.48	65.83%
Fund: 619 - DRUG ENFORCEMENT FUND Total:	48,000.00	48,000.00	3,074.13	31,597.52	0.00	-16,402.48	65.83%
Report Total:	136,773,626.02	141,068,650.02	9,323,005.43	70,908,690.42	0.00	-70,159,959.60	50.27%

Budget Report

For Fiscal: 2025-2026 Period Ending: 01/31/2026

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110 - GENERAL FUND	61,685,755.00	61,930,779.00	4,844,089.88	32,644,979.58	0.00	-29,285,799.42	52.71%
121 - STATE STREET AID FUND	1,998,570.00	1,998,570.00	156,604.85	986,124.99	0.00	-1,012,445.01	49.34%
122 - ECITATIONS	0.00	0.00	39.35	292.58	0.00	292.58	0.00%
124 - IMPACT FEES FUND	4,500,000.00	4,500,000.00	269,545.90	1,603,315.26	0.00	-2,896,684.74	35.63%
125 - ADEQUATE FACILITIES/DEVI	3,025,000.00	3,025,000.00	304,307.23	1,431,787.09	0.00	-1,593,212.91	47.33%
140 - TOURISM FUND	440,000.00	440,000.00	27,928.04	190,487.72	0.00	-249,512.28	43.29%
150 - CERF - ROLLING STOCK CAF	0.00	0.00	5,576.75	43,743.40	0.00	43,743.40	0.00%
210 - SANITATION FUND	6,109,738.00	6,109,738.00	461,654.06	3,210,633.02	0.00	-2,899,104.98	52.55%
311 - 18-75 CAPITAL PROJECTS FL	9,520,947.02	9,520,947.02	194,378.39	6,470,495.79	0.00	-3,050,451.23	67.96%
313 - CAPITAL PROJECTS FUND	7,974,253.00	12,024,253.00	13,165.90	1,051,931.81	0.00	-10,972,321.19	8.75%
410 - WATER AND SEWER FUND	34,035,363.00	34,035,363.00	2,362,234.32	19,193,356.12	0.00	-14,842,006.88	56.39%
413 - WATER DEVELOPMENT FEE	2,150,000.00	2,150,000.00	184,366.26	1,093,301.09	0.00	-1,056,698.91	50.85%
414 - SEWER DEVELOPMENT FUN	2,800,000.00	2,800,000.00	240,987.02	1,197,195.38	0.00	-1,602,804.62	42.76%
416 - STORM WATER UTILITY FUN	2,430,000.00	2,430,000.00	248,716.70	1,710,222.84	0.00	-719,777.16	70.38%
611 - LIBRARY FUND	56,000.00	56,000.00	5,999.98	47,366.54	0.00	-8,633.46	84.58%
612 - EVIDENCE TRUST FUND	0.00	0.00	336.67	1,859.69	0.00	1,859.69	0.00%
619 - DRUG ENFORCEMENT FUNI	48,000.00	48,000.00	3,074.13	31,597.52	0.00	-16,402.48	65.83%
Report Total:	136,773,626.02	141,068,650.02	9,323,005.43	70,908,690.42	0.00	-70,159,959.60	50.27%



Spring Hill, TN

Budget Report Account Summary

For Fiscal: 2025-2026 Period Ending: 01/31/2026

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 110 - GENERAL FUND							
Expense							
110-41100-51113	Elected Officials	55,500.00	55,500.00	4,575.00	32,025.00	0.00	23,475.00 57.70 %
110-41100-51114	Board & Committee Members	1,935.00	1,935.00	200.00	1,400.00	0.00	535.00 72.35 %
110-41100-51341	Christmas Bonus	0.00	0.00	0.00	752.44	0.00	-752.44 0.00 %
110-41100-51411	FICA	4,582.00	4,582.00	265.41	1,788.94	0.00	2,793.06 39.04 %
110-41100-51421	Health Insurance	148,274.00	148,274.00	13,411.23	88,445.49	0.00	59,828.51 59.65 %
110-41100-51431	Employee Retirement Plan	0.00	0.00	0.00	67.57	0.00	-67.57 0.00 %
110-41100-51461	Workers Comp	90.00	90.00	0.00	0.00	0.00	90.00 0.00 %
110-41100-51471	Unemployment Insurance	252.00	252.00	8.85	64.21	0.00	187.79 25.48 %
110-41100-52201	Stationery, Envelopes, Forms, Printing	270.00	270.00	0.00	3,271.56	728.44	-3,730.00 1,481.48 %
110-41100-52311	Publication of Formal and Legal Notices	50,000.00	50,000.00	1,899.89	20,066.03	0.00	29,933.97 40.13 %
110-41100-52312	Advertising and Publications- Marketing	650.00	650.00	0.00	140.00	0.00	510.00 21.54 %
110-41100-52331	Subscriptions	2,500.00	2,500.00	0.00	680.49	0.00	1,819.51 27.22 %
110-41100-52351	Memberships	24,000.00	24,000.00	0.00	25,186.00	0.00	-1,186.00 104.94 %
110-41100-52521	Legal Services	280,000.00	280,000.00	5,450.00	161,858.95	98,141.05	20,000.00 92.86 %
110-41100-52545	Consultant's Services	0.00	0.00	0.00	5,311.51	0.00	-5,311.51 0.00 %
110-41100-52550	Tourism and Economic Development	60,000.00	60,000.00	0.00	60,000.00	0.00	0.00 100.00 %
110-41100-52661	Repair and Maintenance Buildings	0.00	0.00	330.42	330.42	0.00	-330.42 0.00 %
110-41100-52831	Travel - Out of Town Expenses	2,000.00	2,000.00	0.00	6,419.40	0.00	-4,419.40 320.97 %
110-41100-52832	Meals and Entertainment	1,500.00	1,500.00	25.00	1,692.01	0.00	-192.01 112.80 %
110-41100-52833	Training	1,000.00	1,000.00	0.00	1,480.00	0.00	-480.00 148.00 %
110-41100-52991	Other Contractual Services	25,000.00	25,000.00	0.00	2,730.00	12,270.00	10,000.00 60.00 %
110-41100-53112	Office Supplies - General	1,500.00	1,500.00	0.00	189.98	0.00	1,310.02 12.67 %
110-41100-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	2,000.00	2,000.00	0.00	31.83	0.00	1,968.17 1.59 %
110-41100-53341	Tires, Tubes and Etc.	300.00	300.00	0.00	0.00	0.00	300.00 0.00 %
110-41100-55112	PEP Insurance Coverage	86,000.00	86,000.00	0.00	2,351.38	0.00	83,648.62 2.73 %
110-41100-57204	Transportation Subsidy	45,000.00	45,000.00	0.00	0.00	0.00	45,000.00 0.00 %
110-41100-57205	Historic Commission	30,000.00	30,000.00	0.00	123.61	0.00	29,876.39 0.41 %
110-41100-57210	Regional Memberships	48,000.00	51,000.00	0.00	81,888.38	0.00	-30,888.38 160.57 %
110-41100-57602	Operating Transfer Out To - Sanitation	385,460.00	385,460.00	0.00	0.00	0.00	385,460.00 0.00 %
110-41100-57607	Operating Transfer Out To- 18-75	8,172,947.02	8,172,947.02	0.00	4,844,151.62	0.00	3,328,795.40 59.27 %
110-41100-59202	Building Acquisition	0.00	0.00	6,083,709.14	6,083,709.14	0.00	-6,083,709.14 0.00 %
110-41200-51133	Part-time Wages	29,269.00	29,269.00	2,333.93	16,337.51	0.00	12,931.49 55.82 %
110-41200-51411	FICA	2,240.00	2,240.00	178.54	1,249.78	0.00	990.22 55.79 %
110-41200-51461	Workers Comp	45.00	45.00	0.00	0.00	0.00	45.00 0.00 %

Budget Report

For Fiscal: 2025-2026 Period Ending: 01/31/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-41200-51471	Unemployment Insurance	21.00	21.00	7.00	7.00	0.00	14.00	33.33 %
110-41200-52111	Postage	0.00	0.00	345.41	713.08	0.00	-713.08	0.00 %
110-41200-52351	Memberships	350.00	350.00	0.00	0.00	0.00	350.00	0.00 %
110-41200-52723	Subscription Services	0.00	3,500.00	0.00	1,742.34	1,742.34	15.32	99.56 %
110-41200-53112	Office Supplies - General	800.00	800.00	0.00	160.92	0.00	639.08	20.12 %
110-41200-55112	PEP Insurance Coverage	29.00	29.00	0.00	0.00	0.00	29.00	0.00 %
110-41310-51111	Salaries	437,982.00	335,182.00	19,616.00	135,565.63	0.00	199,616.37	40.45 %
110-41310-51122	Wages	61,144.00	61,144.00	4,553.63	26,052.95	0.00	35,091.05	42.61 %
110-41310-51151	Other Salaries	0.00	22,800.00	0.00	17,592.36	0.00	5,207.64	77.16 %
110-41310-51222	Hourly - Overtime	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
110-41310-51341	Christmas Bonus	400.00	1,629.46	0.00	2,287.43	0.00	-657.97	140.38 %
110-41310-51411	FICA	39,333.00	39,785.54	1,803.26	13,668.19	0.00	26,117.35	34.35 %
110-41310-51421	Health Insurance	69,887.00	69,887.00	8,216.72	35,180.84	0.00	34,706.16	50.34 %
110-41310-51431	Employee Retirement Plan	35,993.00	36,103.41	2,170.44	14,690.03	0.00	21,413.38	40.69 %
110-41310-51461	Workers Comp	6,355.00	6,355.00	0.00	0.00	0.00	6,355.00	0.00 %
110-41310-51471	Unemployment Insurance	63.00	63.00	34.66	76.66	0.00	-13.66	121.68 %
110-41310-51712	Drug Screening & Background Checks	300.00	300.00	0.00	84.50	0.00	215.50	28.17 %
110-41310-52201	Stationery, Envelopes, Forms, Printing	450.00	450.00	0.00	70.62	0.00	379.38	15.69 %
110-41310-52351	Memberships	6,000.00	6,000.00	0.00	5,240.09	40.91	719.00	88.02 %
110-41310-52361	Public Relations	2,500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
110-41310-52452	Cellular	3,000.00	3,000.00	125.91	1,108.89	0.00	1,891.11	36.96 %
110-41310-52545	Consultant's Services	0.00	2,000.00	0.00	15,411.61	12,800.00	-26,211.61	1,410.58 %
110-41310-52611	Repairs and Maintenance Motor Vehicles	1,000.00	1,000.00	1,945.14	5,097.90	0.00	-4,097.90	509.79 %
110-41310-52661	Repair and Maintenance Buildings	5,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00 %
110-41310-52691	Repair and Maintenance - Other	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
110-41310-52831	Travel - Out of Town Expenses	16,500.00	16,500.00	18.28	7,392.73	70.15	9,037.12	45.23 %
110-41310-52832	Meals and Entertainment	8,000.00	8,000.00	589.55	2,336.01	0.00	5,663.99	29.20 %
110-41310-52833	Training	10,650.00	10,650.00	0.00	1,745.17	3,902.02	5,002.81	53.03 %
110-41310-52891	Other Travel Expenses	6,300.00	6,300.00	0.00	181.00	0.00	6,119.00	2.87 %
110-41310-53112	Office Supplies - General	3,000.00	6,500.00	459.00	12,085.17	545.00	-6,130.17	194.31 %
110-41310-53261	Clothing	2,400.00	700.00	0.00	166.42	0.00	533.58	23.77 %
110-41310-53291	Other Operating Supplies	750.00	0.00	0.00	0.00	0.00	0.00	0.00 %
110-41310-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	6,000.00	5,758.00	157.39	937.67	0.00	4,820.33	16.28 %
110-41310-53341	Tires, Tubes and Etc.	300.00	300.00	0.00	0.00	0.00	300.00	0.00 %
110-41310-55112	PEP Insurance Coverage	18,970.00	18,970.00	0.00	11,181.50	0.00	7,788.50	58.94 %
110-41310-55314	Storage Rental	17,000.00	17,000.00	1,694.00	6,829.00	0.00	10,171.00	40.17 %
110-41310-59701	Furniture	3,000.00	5,192.00	0.00	0.00	0.00	5,192.00	0.00 %
110-41320-51111	Salaries	270,875.00	270,875.00	34,678.40	211,589.28	0.00	59,285.72	78.11 %
110-41320-51341	Christmas Bonus	300.00	3,258.92	0.00	3,100.06	0.00	158.86	95.13 %
110-41320-51411	FICA	20,746.00	21,689.32	2,610.46	16,141.88	0.00	5,547.44	74.42 %
110-41320-51421	Health Insurance	30,310.00	30,310.00	7,484.44	28,640.10	0.00	1,669.90	94.49 %
110-41320-51431	Employee Retirement Plan	23,918.00	24,183.72	3,114.10	19,278.96	0.00	4,904.76	79.72 %

Budget Report

For Fiscal: 2025-2026 Period Ending: 01/31/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-41320-51461	Workers Comp	136.00	136.00	0.00	0.00	0.00	136.00	0.00 %
110-41320-51471	Unemployment Insurance	63.00	63.00	77.14	77.14	0.00	-14.14	122.44 %
110-41320-52201	Stationery, Envelopes, Forms, Printing	200.00	200.00	0.00	0.00	0.00	200.00	0.00 %
110-41320-52312	Advertising and Publications - Marketing	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00 %
110-41320-52331	Subscriptions	500.00	500.00	99.00	288.99	0.00	211.01	57.80 %
110-41320-52351	Memberships	3,500.00	3,500.00	0.00	1,045.00	0.00	2,455.00	29.86 %
110-41320-52452	Cellular	2,600.00	2,600.00	203.86	1,431.32	0.00	1,168.68	55.05 %
110-41320-52661	Repair and Maintenance Buildings	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-41320-52832	Meals and Entertainment	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00 %
110-41320-52833	Training	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00 %
110-41320-52843	Car Rental	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00 %
110-41320-52891	Other Travel Expenses	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00 %
110-41320-53112	Office Supplies - General	6,000.00	6,000.00	232.74	294.14	0.00	5,705.86	4.90 %
110-41320-53261	Clothing	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00 %
110-41320-53291	Other Operating Supplies	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00 %
110-41320-53293	Other Operating Equipment	5,000.00	5,000.00	447.76	1,340.01	0.00	3,659.99	26.80 %
110-41320-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00 %
110-41320-53711	Food and Beverage Supplies	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00 %
110-41320-55112	PEP Insurance Coverage	228.00	228.00	0.00	3,559.87	0.00	-3,331.87	1,561.35 %
110-41500-51111	Salaries	623,535.00	609,391.90	47,833.76	322,171.93	0.00	287,219.97	52.87 %
110-41500-51122	Wages	369,442.00	431,497.83	32,108.34	213,208.28	0.00	218,289.55	49.41 %
110-41500-51222	Hourly - Overtime	4,000.00	4,000.00	0.00	167.77	0.00	3,832.23	4.19 %
110-41500-51341	Christmas Bonus	9,844.00	10,591.55	0.00	8,389.73	0.00	2,201.82	79.21 %
110-41500-51411	FICA	68,776.00	75,747.63	5,995.77	41,005.96	0.00	34,741.67	54.13 %
110-41500-51421	Health Insurance	152,652.00	162,174.10	16,018.54	81,238.47	0.00	80,935.63	50.09 %
110-41500-51431	Employee Retirement Plan	87,667.00	93,029.21	7,178.90	48,747.33	0.00	44,281.88	52.40 %
110-41500-51461	Workers Comp	11,179.00	11,212.06	0.00	0.00	0.00	11,212.06	0.00 %
110-41500-51471	Unemployment Insurance	252.00	273.00	218.23	285.41	0.00	-12.41	104.55 %
110-41500-51712	Drug Screening & Background Checks	0.00	750.00	0.00	580.65	0.00	169.35	77.42 %
110-41500-52111	Postage	27,000.00	28,034.22	0.00	24,468.65	10,523.15	-6,957.58	124.82 %
110-41500-52201	Stationery, Envelopes, Forms, Printing	1,000.00	0.00	0.00	676.52	0.00	-676.52	0.00 %
110-41500-52202	Printing & Mailing Services - Billing	7,000.00	7,000.00	0.00	5,759.34	3,142.66	-1,902.00	127.17 %
110-41500-52351	Memberships	4,000.00	3,250.00	30.00	285.00	0.00	2,965.00	8.77 %
110-41500-52361	Public Relations	500.00	500.00	0.00	151.55	0.00	348.45	30.31 %
110-41500-52391	Other Publicity, Subscriptions and Dues	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-41500-52452	Cellular	3,000.00	3,000.00	181.64	859.09	0.00	2,140.91	28.64 %
110-41500-52531	Accounting and Auditing Services	51,700.00	44,000.00	0.00	32,850.00	17,500.00	-6,350.00	114.43 %
110-41500-52545	Consultant's Services	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
110-41500-52549	Other Professional Services	2,000.00	0.00	15.00	755.59	0.00	-755.59	0.00 %
110-41500-52661	Repair and Maintenance Buildings	0.00	14,143.10	0.00	14,143.10	0.00	0.00	100.00 %
110-41500-52723	Subscriptions	500.00	488.33	10.96	65.76	0.00	422.57	13.47 %
110-41500-52831	Travel - Out of Town Expenses	1,500.00	1,047.00	0.00	0.00	0.00	1,047.00	0.00 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-41500-52832	Meals and Entertainment	2,000.00	1,000.00	442.96	754.09	0.00	245.91	75.41 %
110-41500-52833	Training	2,000.00	9,700.00	0.00	8,766.50	0.00	933.50	90.38 %
110-41500-52845	Registration	1,000.00	1,000.00	0.00	775.00	0.00	225.00	77.50 %
110-41500-52916	Document Recordation Fees	200.00	200.00	0.00	84.00	0.00	116.00	42.00 %
110-41500-53112	Office Supplies - General	15,000.00	15,080.09	1,278.11	22,183.37	8,379.58	-15,482.86	202.67 %
110-41500-53261	Clothing	2,400.00	2,600.00	0.00	0.00	0.00	2,600.00	0.00 %
110-41500-53291	Other Operating Supplies	1,000.00	1,697.36	253.90	1,362.91	503.98	-169.53	109.99 %
110-41500-55112	PEP Insurance Coverage	3,000.00	3,000.00	0.00	3,559.87	0.00	-559.87	118.66 %
110-41500-55931	Bank Service Charges	32,000.00	32,000.00	2,463.06	15,476.72	0.00	16,523.28	48.36 %
110-41500-55932	Merchant Service Fees	40,000.00	40,000.00	2,788.78	22,284.23	0.00	17,715.77	55.71 %
110-41500-55933	Cash Over/Short	500.00	500.00	0.00	9.80	0.00	490.20	1.96 %
110-41500-56324	2020 Series Arbitrage Rebate	0.00	0.00	0.00	102,298.76	0.00	-102,298.76	0.00 %
110-41500-56929	Fees on Bonds	3,500.00	3,500.00	0.00	2,400.00	0.00	1,100.00	68.57 %
110-41500-57209	Special Events Support	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
110-41500-59701	Furniture	20,000.00	23,453.00	0.00	9,971.00	0.00	13,482.00	42.51 %
110-41641-51111	Salaries	120,180.00	120,180.00	9,244.80	66,562.56	0.00	53,617.44	55.39 %
110-41641-51122	Wages	176,215.00	176,215.00	11,844.80	84,652.53	0.00	91,562.47	48.04 %
110-41641-51222	Hourly - Overtime	1,000.00	1,000.00	0.00	24.23	0.00	975.77	2.42 %
110-41641-51341	Christmas Bonus	350.00	3,258.92	0.00	2,257.32	0.00	1,001.60	69.27 %
110-41641-51411	FICA	22,781.00	23,720.49	1,560.96	11,501.27	0.00	12,219.22	48.49 %
110-41641-51421	Health Insurance	62,987.00	62,987.00	6,511.44	24,509.19	0.00	38,477.81	38.91 %
110-41641-51431	Employee Retirement Plan	26,260.00	26,521.23	1,893.86	13,784.09	0.00	12,737.14	51.97 %
110-41641-51461	Workers Comp	1,381.00	1,381.00	0.00	0.00	0.00	1,381.00	0.00 %
110-41641-51471	Unemployment Insurance	63.00	63.00	56.52	56.52	0.00	6.48	89.71 %
110-41641-52411	Electric	1,400.00	1,400.00	426.20	2,633.51	0.00	-1,233.51	188.11 %
110-41641-52421	Water	770.00	770.00	40.36	279.43	0.00	490.57	36.29 %
110-41641-52441	Gas	1,000.00	1,000.00	53.82	325.37	0.00	674.63	32.54 %
110-41641-52451	Telephone	45,000.00	45,000.00	5,350.92	22,968.24	22,031.76	0.00	100.00 %
110-41641-52452	Cellular	3,000.00	3,000.00	280.12	1,811.28	0.00	1,188.72	60.38 %
110-41641-52481	Stormwater Fees	120.00	120.00	8.84	53.04	0.00	66.96	44.20 %
110-41641-52611	Repairs and Maintenance Motor Vehicles	1,000.00	1,000.00	0.00	299.95	0.00	700.05	30.00 %
110-41641-52621	Repairs and Maintenance Machinery and Equipment	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-41641-52661	Repair and Maintenance Buildings	2,500.00	2,500.00	0.00	66.79	0.00	2,433.21	2.67 %
110-41641-52721	Office Equipment Contracts	145,000.00	145,000.00	3,758.07	32,526.43	97,473.57	15,000.00	89.66 %
110-41641-52722	Contract IT Operation/Services	540,000.00	540,000.00	37,681.71	270,512.61	209,494.97	59,992.42	88.89 %
110-41641-52723	Subscription Services	253,600.00	253,600.00	24,412.43	131,141.18	10,514.21	111,944.61	55.86 %
110-41641-52724	Support Services	200,700.00	200,700.00	560.00	93,197.00	68,918.00	38,585.00	80.77 %
110-41641-52725	Software Support Contract	810,000.00	810,000.00	0.00	665,200.40	0.00	144,799.60	82.12 %
110-41641-52831	Travel - Out of Town Expenses	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00 %
110-41641-52832	Meals and Entertainment	0.00	0.00	79.28	79.28	0.00	-79.28	0.00 %
110-41641-52833	Training	10,000.00	10,000.00	0.00	1,695.00	0.00	8,305.00	16.95 %
110-41641-52991	Other Contractual Services	67,500.00	67,500.00	0.00	7,767.27	12,001.69	47,731.04	29.29 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-41641-53112	Office Supplies - General	500.00	500.00	0.00	1,774.63	0.00	-1,274.63	354.93 %
110-41641-53139	Other Computer Software	59,350.00	59,350.00	27.26	57,262.16	0.00	2,087.84	96.48 %
110-41641-53141	Portable Electronic Devices	15,000.00	15,000.00	0.00	9,807.81	766.01	4,426.18	70.49 %
110-41641-53142	Desktop Monitor and Hardware	15,000.00	15,000.00	0.00	7,509.02	0.00	7,490.98	50.06 %
110-41641-53149	Misc. Computer Hardware	125,000.00	125,000.00	4,816.95	115,067.83	3,470.06	6,462.11	94.83 %
110-41641-53261	Clothing	1,500.00	1,500.00	0.00	1,203.84	0.00	296.16	80.26 %
110-41641-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	1,200.00	1,200.00	75.68	450.96	0.00	749.04	37.58 %
110-41641-55112	PEP Insurance Coverage	0.00	0.00	0.00	17,766.61	0.00	-17,766.61	0.00 %
110-41641-59705	Communication Equipment	20,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00 %
110-41641-59710	Other Machinery	25,000.00	25,000.00	1,925.00	0.00	0.00	25,000.00	0.00 %
110-41642-51111	Salaries	165,623.00	165,623.00	13,000.00	93,600.00	0.00	72,023.00	56.51 %
110-41642-51122	Wages	76,269.00	76,269.00	5,528.01	39,801.67	0.00	36,467.33	52.19 %
110-41642-51341	Christmas Bonus	250.00	2,444.19	0.00	2,257.32	0.00	186.87	92.35 %
110-41642-51411	FICA	18,525.00	19,230.58	1,370.54	10,145.44	0.00	9,085.14	52.76 %
110-41642-51421	Health Insurance	44,524.00	44,524.00	6,020.78	24,648.89	0.00	19,875.11	55.36 %
110-41642-51431	Employee Retirement Plan	22,406.00	22,603.04	1,663.82	12,182.21	0.00	10,420.83	53.90 %
110-41642-51461	Workers Comp	1,379.00	1,379.00	0.00	0.00	0.00	1,379.00	0.00 %
110-41642-51471	Unemployment Insurance	63.00	63.00	55.58	55.58	0.00	7.42	88.22 %
110-41642-52201	Stationery, Envelopes, Forms, Printing	5,000.00	433.00	0.00	32.83	0.00	400.17	7.58 %
110-41642-52331	Subscriptions	0.00	13,250.00	0.00	13,250.00	0.00	0.00	100.00 %
110-41642-52452	Cellular	1,300.00	1,300.00	130.91	916.16	0.00	383.84	70.47 %
110-41642-52549	Other Professional Services	38,000.00	48,312.23	0.00	10,312.23	38,000.00	0.00	100.00 %
110-41642-52831	Travel - Out of Town Expenses	3,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-41642-52832	Meals and Entertainment	1,500.00	1,356.42	0.00	98.21	0.00	1,258.21	7.24 %
110-41642-52833	Training	4,500.00	0.00	0.00	0.00	0.00	0.00	0.00 %
110-41642-52841	Lodging	3,000.00	4,148.35	0.00	4,148.35	0.00	0.00	100.00 %
110-41642-53112	Office Supplies - General	1,000.00	1,000.00	0.00	944.81	0.00	55.19	94.48 %
110-41642-53261	Clothing	250.00	0.00	0.00	0.00	0.00	0.00	0.00 %
110-41642-55112	PEP Insurance Coverage	200.00	200.00	0.00	3,559.87	0.00	-3,359.87	1,779.94 %
110-41642-59804	Pictometry	13,250.00	0.00	0.00	0.00	0.00	0.00	0.00 %
110-41650-51111	Salaries	288,939.00	277,009.00	17,867.20	79,023.20	0.00	197,985.80	28.53 %
110-41650-51122	Wages	168,216.00	168,216.00	13,364.82	96,436.58	0.00	71,779.42	57.33 %
110-41650-51222	Hourly - Overtime	0.00	0.00	0.00	13.55	0.00	-13.55	0.00 %
110-41650-51341	Christmas Bonus	1,100.00	3,258.92	0.00	2,407.81	0.00	851.11	73.88 %
110-41650-51411	FICA	34,441.00	35,323.12	2,282.59	12,847.56	0.00	22,475.56	36.37 %
110-41650-51421	Health Insurance	89,896.00	89,896.00	13,306.51	45,793.95	0.00	44,102.05	50.94 %
110-41650-51431	Employee Retirement Plan	39,708.00	39,901.88	2,804.65	15,973.77	0.00	23,928.11	40.03 %
110-41650-51461	Workers Comp	226.00	226.00	0.00	0.00	0.00	226.00	0.00 %
110-41650-51471	Unemployment Insurance	84.00	84.00	80.34	90.10	0.00	-6.10	107.26 %
110-41650-51502	Appreciations	3,000.00	3,000.00	0.00	180.00	0.00	2,820.00	6.00 %
110-41650-51503	Picnics	12,000.00	12,000.00	0.00	11,910.06	0.00	89.94	99.25 %
110-41650-51712	Drug Screening & Background Checks	500.00	500.00	52.00	117.50	0.00	382.50	23.50 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-41650-52351	Memberships	2,000.00	2,000.00	0.00	299.00	0.00	1,701.00	14.95 %
110-41650-52452	Cellular	1,500.00	1,500.00	151.96	958.81	0.00	541.19	63.92 %
110-41650-52545	Consultant's Services	10,000.00	19,280.00	0.00	2,950.00	4,400.00	11,930.00	38.12 %
110-41650-52611	Repairs and Maintenance Motor Vehicles	500.00	500.00	0.00	2,088.38	0.00	-1,588.38	417.68 %
110-41650-52831	Travel - Out of Town Expenses	1,000.00	1,000.00	0.00	1,280.12	0.00	-280.12	128.01 %
110-41650-52832	Meals and Entertainment	1,000.00	1,000.00	0.00	186.11	0.00	813.89	18.61 %
110-41650-52833	Training	3,800.00	3,800.00	0.00	0.00	0.00	3,800.00	0.00 %
110-41650-52841	Lodging	0.00	0.00	-0.90	359.70	0.00	-359.70	0.00 %
110-41650-52845	Registration	5,000.00	5,000.00	50.00	1,164.00	0.00	3,836.00	23.28 %
110-41650-52846	Food -Per Diem	1,000.00	1,000.00	0.00	442.00	0.00	558.00	44.20 %
110-41650-52891	Other Travel Expenses	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-41650-53112	Office Supplies - General	2,500.00	2,500.00	2,240.44	2,758.14	0.00	-258.14	110.33 %
110-41650-53261	Clothing	600.00	600.00	0.00	289.42	0.00	310.58	48.24 %
110-41650-53291	Other Operating Supplies	8,000.00	8,000.00	451.58	7,115.50	0.00	884.50	88.94 %
110-41650-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	2,000.00	2,000.00	126.77	864.17	0.00	1,135.83	43.21 %
110-41650-55112	PEP Insurance Coverage	730.00	730.00	0.00	4,083.51	0.00	-3,353.51	559.38 %
110-41650-55161	Workers Compensation Deductible	0.00	0.00	0.00	350.26	0.00	-350.26	0.00 %
110-41650-59701	Furniture	0.00	2,650.00	0.00	0.00	0.00	2,650.00	0.00 %
110-41700-51111	Salaries	129,221.00	129,221.00	9,940.80	71,573.76	0.00	57,647.24	55.39 %
110-41700-51122	Wages	138,791.00	75,985.17	5,450.66	47,123.09	0.00	28,862.08	62.02 %
110-41700-51222	Hourly - Overtime	1,000.00	1,000.00	0.00	12.44	0.00	987.56	1.24 %
110-41700-51341	Christmas Bonus	600.00	1,099.02	0.00	1,693.00	0.00	-593.98	154.05 %
110-41700-51411	FICA	20,632.00	16,327.64	1,177.43	8,938.96	0.00	7,388.68	54.75 %
110-41700-51421	Health Insurance	41,979.00	32,456.90	2,407.72	14,539.22	0.00	17,917.68	44.80 %
110-41700-51431	Employee Retirement Plan	22,981.00	17,705.20	1,382.15	10,475.52	0.00	7,229.68	59.17 %
110-41700-51461	Workers Comp	249.00	215.94	0.00	0.00	0.00	215.94	0.00 %
110-41700-51471	Unemployment Insurance	63.00	42.00	37.36	37.36	0.00	4.64	88.95 %
110-41700-51482	Tuition Reimbursement	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00 %
110-41700-52111	Postage	200.00	200.00	5.44	105.39	0.00	94.61	52.70 %
110-41700-52351	Memberships	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
110-41700-52452	Cellular	1,800.00	1,800.00	227.93	1,595.30	0.00	204.70	88.63 %
110-41700-52545	Consultant's Services	0.00	19,156.00	0.00	6,155.50	13,000.50	0.00	100.00 %
110-41700-52549	Other Professional Services	7,000.00	15,500.00	8,500.00	8,603.00	0.00	6,897.00	55.50 %
110-41700-52611	Repairs and Maintenance Motor Vehicles	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-41700-52691	Repair and Maintenance - Other	13,000.00	4,500.00	0.00	0.00	0.00	4,500.00	0.00 %
110-41700-52831	Travel - Out of Town Expenses	1,000.00	1,000.00	0.00	421.52	0.00	578.48	42.15 %
110-41700-52832	Meals and Entertainment	500.00	500.00	104.51	162.89	0.00	337.11	32.58 %
110-41700-52833	Training	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00 %
110-41700-52845	Registration	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
110-41700-52851	Licenses & Certifications	300.00	300.00	0.00	0.00	0.00	300.00	0.00 %
110-41700-52891	Other Travel Expenses	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
110-41700-53112	Office Supplies - General	2,000.00	2,000.00	254.45	460.34	545.00	994.66	50.27 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-41700-53261	Clothing	1,600.00	1,540.46	0.00	1,011.02	0.00	529.44	65.63 %
110-41700-53291	Other Operating Supplies	0.00	809.54	0.00	809.54	0.00	0.00	100.00 %
110-41700-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	1,000.00	1,000.00	32.40	168.38	0.00	831.62	16.84 %
110-41700-55112	PEP Insurance Coverage	0.00	0.00	0.00	4,083.51	0.00	-4,083.51	0.00 %
110-41800-51111	Salaries	174,973.00	174,973.00	12,705.60	79,518.62	0.00	95,454.38	45.45 %
110-41800-51122	Wages	311,956.00	311,956.00	24,441.60	155,099.61	0.00	156,856.39	49.72 %
110-41800-51222	Hourly - Overtime	5,000.00	5,000.00	14.63	1,008.93	0.00	3,991.07	20.18 %
110-41800-51341	Christmas Bonus	10,818.00	10,818.00	0.00	6,922.45	0.00	3,895.55	63.99 %
110-41800-51411	FICA	28,584.00	30,197.16	2,703.08	17,714.43	0.00	12,482.73	58.66 %
110-41800-51421	Health Insurance	188,378.00	188,378.00	17,329.93	85,419.97	0.00	102,958.03	45.34 %
110-41800-51431	Employee Retirement Plan	43,679.00	43,679.00	3,337.13	21,596.31	0.00	22,082.69	49.44 %
110-41800-51461	Workers Comp	27,676.00	27,676.00	0.00	0.00	0.00	27,676.00	0.00 %
110-41800-51471	Unemployment Insurance	189.00	189.00	110.96	215.95	0.00	-26.95	114.26 %
110-41800-51482	Tuition Reimbursement	2,400.00	2,400.00	0.00	0.00	0.00	2,400.00	0.00 %
110-41800-51712	Drug Screening & Background Checks	0.00	3,700.00	52.00	1,588.70	0.00	2,111.30	42.94 %
110-41800-52411	Electric	63,000.00	63,000.00	2,341.67	18,871.36	0.00	44,128.64	29.95 %
110-41800-52421	Water	5,000.00	5,000.00	150.60	1,901.09	0.00	3,098.91	38.02 %
110-41800-52441	Gas	4,000.00	4,000.00	1,607.81	3,471.44	0.00	528.56	86.79 %
110-41800-52451	Telephone	3,000.00	3,000.00	0.00	276.21	0.00	2,723.79	9.21 %
110-41800-52452	Cellular	4,200.00	4,200.00	288.26	2,725.13	0.00	1,474.87	64.88 %
110-41800-52481	Stormwater Fees	3,500.00	3,500.00	194.45	1,260.40	0.00	2,239.60	36.01 %
110-41800-52611	Repair and Maintenance Motor Vehicles	0.00	20,000.00	300.44	2,353.77	0.00	17,646.23	11.77 %
110-41800-52621	Repairs and Maintenance Machinery and Equipment	40,485.00	19,785.00	731.00	4,071.07	0.00	15,713.93	20.58 %
110-41800-52651	Repairs & Maintenance Grounds & Ground Improvement	70,000.00	75,200.00	1,076.71	17,998.56	10,701.73	46,499.71	38.17 %
110-41800-52661	Repair and Maintenance Buildings	350,000.00	435,451.18	8,744.96	131,176.75	42,681.56	261,592.87	39.93 %
110-41800-52691	Repair and Maintenance - Other	35,000.00	45,000.00	1,443.50	36,654.68	8,304.45	40.87	99.91 %
110-41800-52728	Security Cameras & Alarms	5,000.00	4,800.00	0.00	1,935.00	0.00	2,865.00	40.31 %
110-41800-52831	Travel - Out of Town Expenses	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-41800-52833	Training	100.00	800.00	0.00	725.00	0.00	75.00	90.63 %
110-41800-52845	Registration	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-41800-52851	Licenses	2,000.00	2,000.00	100.00	100.00	0.00	1,900.00	5.00 %
110-41800-52891	Other Travel Expenses	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00 %
110-41800-52991	Other Contractual Services	200.00	200.00	0.00	0.00	0.00	200.00	0.00 %
110-41800-53112	Office Supplies - General	1,500.00	1,500.00	0.00	794.69	0.00	705.31	52.98 %
110-41800-53141	Portable Electronics Devices	3,300.00	3,300.00	0.00	1,781.92	0.00	1,518.08	54.00 %
110-41800-53241	Janitorial Supplies	51,000.00	51,000.00	3,467.70	30,554.99	14,966.00	5,479.01	89.26 %
110-41800-53261	Clothing	9,000.00	9,000.00	263.18	6,253.81	0.00	2,746.19	69.49 %
110-41800-53291	Other Operating Supplies	8,000.00	8,000.00	45.49	1,263.86	0.00	6,736.14	15.80 %
110-41800-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	4,000.00	4,000.00	405.52	2,169.17	902.67	928.16	76.80 %
110-41800-53391	Other Repair and Maintenance Supplies	3,000.00	3,000.00	0.00	405.43	0.00	2,594.57	13.51 %
110-41800-53411	Consumables for Tools	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00 %
110-41800-53412	Hand Tools	5,000.00	5,000.00	0.00	1,261.32	0.00	3,738.68	25.23 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-41800-53441	Safety Supplies	2,000.00	2,000.00	0.00	267.00	0.00	1,733.00	13.35 %
110-41800-53711	Food and Beverage Supplies	1,000.00	1,000.00	0.00	299.00	0.00	701.00	29.90 %
110-41800-55112	PEP Insurance Coverage	58,000.00	58,000.00	0.00	2,845.29	0.00	55,154.71	4.91 %
110-41800-55311	Building and Office Rental	363,000.00	363,000.00	-2,418.47	192,537.43	0.00	170,462.57	53.04 %
110-41800-56462	Interest - Office Lease	0.00	0.00	2,418.47	18,174.75	0.00	-18,174.75	0.00 %
110-41800-59411	Vehicles	180,000.00	154,645.00	0.00	125,464.98	0.00	29,180.02	81.13 %
110-41800-59421	Machinery and Equipment	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00 %
110-42100-51232	Reimbursable THSO Police Overtime	0.00	0.00	0.00	300.00	0.00	-300.00	0.00 %
110-42100-51341	Christmas Bonus	0.00	0.00	0.00	30,127.76	0.00	-30,127.76	0.00 %
110-42100-51411	FICA	0.00	0.00	0.00	2,326.14	0.00	-2,326.14	0.00 %
110-42100-51421	Health Insurance	0.00	0.00	0.00	11.32	0.00	-11.32	0.00 %
110-42100-51431	Employee Retirement Plan	0.00	0.00	0.00	3,765.65	0.00	-3,765.65	0.00 %
110-42100-52833	Training	0.00	0.00	0.00	119.00	0.00	-119.00	0.00 %
110-42110-51111	Salaries	629,892.00	629,892.00	55,198.40	356,597.78	0.00	273,294.22	56.61 %
110-42110-51122	Wages	122,571.00	122,571.00	9,582.40	68,956.10	0.00	53,614.90	56.26 %
110-42110-51151	Other Salaries	3,200.00	3,200.00	0.00	0.00	0.00	3,200.00	0.00 %
110-42110-51222	Hourly - Overtime	3,000.00	3,000.00	0.00	891.77	0.00	2,108.23	29.73 %
110-42110-51341	Christmas Bonus	2,100.00	5,085.46	0.00	4,804.19	0.00	281.27	94.47 %
110-42110-51411	FICA	58,388.00	59,735.19	4,777.12	30,032.20	0.00	29,702.99	50.28 %
110-42110-51421	Health Insurance	90,402.00	90,402.00	15,787.51	72,389.96	0.00	18,012.04	80.08 %
110-42110-51431	Employee Retirement Plan	83,221.00	83,610.06	7,749.28	51,322.76	0.00	32,287.30	61.38 %
110-42110-51461	Workers Comp	13,550.00	13,550.00	0.00	0.00	0.00	13,550.00	0.00 %
110-42110-51471	Unemployment Insurance	126.00	126.00	132.50	132.50	0.00	-6.50	105.16 %
110-42110-51712	Drug Screening & Background Checks	0.00	0.00	0.00	52.00	0.00	-52.00	0.00 %
110-42110-52111	Postage	500.00	500.00	0.00	88.16	0.00	411.84	17.63 %
110-42110-52201	Stationery, Envelopes, Forms, Printing	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00 %
110-42110-52311	Publication of Formal and Legal Notices	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
110-42110-52341	Tax, Law, or Other Svcs on a subscription basis	500.00	500.00	0.00	102.39	0.00	397.61	20.48 %
110-42110-52351	Memberships	6,000.00	6,000.00	1,570.00	3,641.34	0.00	2,358.66	60.69 %
110-42110-52361	Public Relations	300.00	300.00	211.26	211.26	0.00	88.74	70.42 %
110-42110-52452	Cellular	6,000.00	6,000.00	463.06	3,926.24	0.00	2,073.76	65.44 %
110-42110-52511	Medical, Dental, Pharmacy	5,000.00	5,000.00	0.00	0.00	2,500.00	2,500.00	50.00 %
110-42110-52611	Repairs and Maintenance Motor Vehicles	0.00	8,000.00	214.10	863.73	0.00	7,136.27	10.80 %
110-42110-52721	Office Equipment Contracts	3,000.00	3,800.00	275.82	2,748.52	751.48	300.00	92.11 %
110-42110-52723	Subscription Services	60,000.00	60,000.00	161.00	29,089.13	27,562.50	3,348.37	94.42 %
110-42110-52728	Security Cameras & Alarms	74,500.00	33,000.00	0.00	30,000.00	0.00	3,000.00	90.91 %
110-42110-52831	Travel - Out of Town Expenses	6,000.00	6,000.00	0.00	3,659.02	0.00	2,340.98	60.98 %
110-42110-52832	Meals and Entertainment	4,300.00	4,300.00	772.50	4,233.25	0.00	66.75	98.45 %
110-42110-52833	Training	4,000.00	4,000.00	0.00	1,990.00	0.00	2,010.00	49.75 %
110-42110-53112	Office Supplies - General	2,000.00	2,000.00	70.00	1,189.86	0.00	810.14	59.49 %
110-42110-53261	Clothing	7,000.00	7,000.00	270.50	5,386.27	1,036.73	577.00	91.76 %
110-42110-53266	PPE	900.00	900.00	0.00	126.00	0.00	774.00	14.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-42110-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	10,000.00	10,000.00	648.29	4,962.24	5,111.20	-73.44	100.73 %
110-42110-55112	PEP Insurance Coverage	3,027.00	3,027.00	0.00	259,327.30	0.00	-256,300.30	8,567.14 %
110-42110-57909	Other Grants, Contributions and Indemnities	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
110-42121-51111	Salaries	120,570.00	120,570.00	9,264.00	66,700.80	0.00	53,869.20	55.32 %
110-42121-51122	Wages	797,205.00	797,205.00	48,379.98	419,713.70	0.00	377,491.30	52.65 %
110-42121-51151	Other Salaries	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00 %
110-42121-51222	Hourly - Overtime	9,000.00	9,000.00	317.61	5,552.38	0.00	3,447.62	61.69 %
110-42121-51341	Christmas Bonus	2,800.00	8,640.00	0.00	3,047.39	0.00	5,592.61	35.27 %
110-42121-51411	FICA	71,736.00	74,083.56	4,239.52	36,300.17	0.00	37,783.39	49.00 %
110-42121-51421	Health Insurance	207,485.00	207,485.00	17,754.42	134,611.40	0.00	72,873.60	64.88 %
110-42121-51431	Employee Retirement Plan	112,504.00	113,232.84	7,233.62	61,777.80	0.00	51,455.04	54.56 %
110-42121-51461	Workers Comp	20,911.00	20,911.00	0.00	0.00	0.00	20,911.00	0.00 %
110-42121-51471	Unemployment Insurance	210.00	210.00	165.69	165.69	0.00	44.31	78.90 %
110-42121-52351	Memberships	300.00	300.00	0.00	300.00	0.00	0.00	100.00 %
110-42121-52452	Cellular	9,800.00	9,800.00	386.15	2,918.28	0.00	6,881.72	29.78 %
110-42121-52611	Repairs and Maintenance Motor Vehicles	0.00	5,000.00	669.22	13,234.87	0.00	-8,234.87	264.70 %
110-42121-52723	Subscription Services	34,000.00	62,540.00	416.00	55,087.50	2,533.00	4,919.50	92.13 %
110-42121-52831	Travel - Out of Town Expenses	6,000.00	6,000.00	-32.00	1,762.79	0.00	4,237.21	29.38 %
110-42121-52833	Training	3,000.00	3,000.00	375.00	1,325.00	0.00	1,675.00	44.17 %
110-42121-52944	Sexual Offender Enforcement Expenses for Registry	1,300.00	18,500.00	0.00	17,007.06	0.00	1,492.94	91.93 %
110-42121-52991	Other Contractual Services	150.00	1,318.30	0.00	1,318.30	0.00	0.00	100.00 %
110-42121-53112	Office Supplies - General	3,000.00	3,000.00	0.00	1,645.92	0.00	1,354.08	54.86 %
110-42121-53261	Clothing	10,000.00	10,000.00	156.36	3,538.34	885.06	5,576.60	44.23 %
110-42121-53266	PPE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-42121-53276	Evidence Supplies	4,000.00	2,831.70	0.00	1,245.48	0.00	1,586.22	43.98 %
110-42121-53291	Other Operating Supplies	0.00	131.83	0.00	131.83	0.00	0.00	100.00 %
110-42121-53295	Other Operating Supplies - ICAC Grant	0.00	0.00	0.00	1,992.15	0.00	-1,992.15	0.00 %
110-42121-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	36,000.00	26,000.00	1,635.23	12,342.71	23,657.29	-10,000.00	138.46 %
110-42121-55112	PEP Insurance Coverage	7,038.00	7,038.00	0.00	1,208.49	0.00	5,829.51	17.17 %
110-42121-55161	Worker's Comp Deductible	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00 %
110-42121-55656	Sexual Offender Registry - TBI Charges	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-42121-57909	Other Grants, Contributions and Indemnities	44,000.00	37,345.00	0.00	22,315.00	0.00	15,030.00	59.75 %
110-42123-51111	Salaries	559,768.00	559,768.00	43,043.20	310,761.04	0.00	249,006.96	55.52 %
110-42123-51122	Wages	3,247,120.00	3,305,290.99	251,474.61	1,836,875.49	0.00	1,468,415.50	55.57 %
110-42123-51151	Other Salaries	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00 %
110-42123-51222	Hourly - Overtime	40,000.00	40,000.00	33.30	11,955.07	0.00	28,044.93	29.89 %
110-42123-51232	Reimbursable THSO Police Overtime	0.00	0.00	0.00	750.00	0.00	-750.00	0.00 %
110-42123-51341	Christmas Bonus	10,200.00	44,064.00	0.00	15,078.29	0.00	28,985.71	34.22 %
110-42123-51411	FICA	301,430.00	318,579.46	21,860.26	162,199.71	0.00	156,379.75	50.91 %
110-42123-51421	Health Insurance	791,862.00	822,033.00	89,747.04	630,763.93	0.00	191,269.07	76.73 %
110-42123-51431	Employee Retirement Plan	476,065.00	486,001.78	36,759.98	271,922.77	0.00	214,079.01	55.95 %
110-42123-51461	Workers Comp	90,965.00	95,226.29	0.00	0.00	0.00	95,226.29	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-42123-51471	Unemployment Insurance	1,092.00	1,134.00	847.09	885.01	0.00	248.99	78.04 %
110-42123-51712	Drug Screening & Background Checks	0.00	0.00	156.00	960.00	0.00	-960.00	0.00 %
110-42123-52201	Stationery, Envelopes, Forms, Printing	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00 %
110-42123-52341	Tax, Law, or Other Svcs on a subscription basis	2,000.00	2,000.00	203.98	479.76	0.00	1,520.24	23.99 %
110-42123-52451	Telephone	3,000.00	3,000.00	165.00	990.00	0.00	2,010.00	33.00 %
110-42123-52452	Cellular	40,600.00	40,600.00	3,357.88	23,474.87	0.00	17,125.13	57.82 %
110-42123-52611	Repairs and Maintenance Motor Vehicles	0.00	175,000.00	3,813.05	95,191.19	0.00	79,808.81	54.39 %
110-42123-52612	Vehicle Tow Services	5,000.00	5,000.00	250.00	1,700.00	2,300.00	1,000.00	80.00 %
110-42123-52723	Subscription Services	3,000.00	3,000.00	0.00	3,000.00	0.00	0.00	100.00 %
110-42123-52831	Travel - Out of Town Expenses	16,000.00	11,000.00	645.00	1,682.80	0.00	9,317.20	15.30 %
110-42123-52833	Training	15,000.00	10,000.00	2,050.00	7,329.00	0.00	2,671.00	73.29 %
110-42123-53112	Office Supplies - General	4,000.00	4,000.00	0.00	1,905.81	0.00	2,094.19	47.65 %
110-42123-53141	Portable Electronic Devices	0.00	2,304.00	0.00	2,310.99	0.00	-6.99	100.30 %
110-42123-53261	Clothing	80,000.00	84,392.04	3,218.73	30,703.64	53,539.12	149.28	99.82 %
110-42123-53266	PPE	1,500.00	1,500.00	0.00	991.80	0.00	508.20	66.12 %
110-42123-53275	Radios	27,600.00	10,680.03	0.00	400.00	0.00	10,280.03	3.75 %
110-42123-53281	Specialized Units	35,000.00	34,200.00	1,067.04	2,023.14	25,118.56	7,058.30	79.36 %
110-42123-53291	Other Operating Supplies	0.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00 %
110-42123-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	183,000.00	183,000.00	15,444.67	108,714.18	74,285.82	0.00	100.00 %
110-42123-55112	PEP Insurance Coverage	95,466.00	95,466.00	0.00	1,208.49	0.00	94,257.51	1.27 %
110-42123-55113	PEP Deductible	2,000.00	2,000.00	0.00	2,020.00	0.00	-20.00	101.00 %
110-42123-55161	Worker's Comp Deductible	15,000.00	15,000.00	0.00	403.72	0.00	14,596.28	2.69 %
110-42123-55162	Workers Compensation Deductible	1,335.00	1,335.00	0.00	0.00	0.00	1,335.00	0.00 %
110-42123-59411	Vehicles	810,000.00	993,461.89	0.00	550,800.94	262,281.93	180,379.02	81.84 %
110-42123-59421	Machinery and Equipment	0.00	36,000.00	0.00	0.00	0.00	36,000.00	0.00 %
110-42130-51232	Reimbursable THSO Police Overtime	0.00	0.00	2,588.22	19,129.93	0.00	-19,129.93	0.00 %
110-42130-51411	FICA	0.00	0.00	188.89	1,351.28	0.00	-1,351.28	0.00 %
110-42130-51421	Health Insurance	0.00	0.00	868.60	2,686.22	0.00	-2,686.22	0.00 %
110-42130-51431	Employee Retirement Plan	0.00	0.00	322.99	2,272.23	0.00	-2,272.23	0.00 %
110-42130-51471	Unemployment Insurance	0.00	0.00	7.78	7.78	0.00	-7.78	0.00 %
110-42130-53291	Other Operating Supplies	81,625.00	81,625.00	0.00	6,625.46	0.00	74,999.54	8.12 %
110-42140-51122	Wages	131,552.00	131,552.00	10,658.35	78,935.04	0.00	52,616.96	60.00 %
110-42140-51151	Other Salaries	1,600.00	1,600.00	0.00	0.00	0.00	1,600.00	0.00 %
110-42140-51222	Hourly - Overtime	6,000.00	6,000.00	0.00	525.38	0.00	5,474.62	8.76 %
110-42140-51341	Christmas Bonus	300.00	1,728.00	0.00	1,504.88	0.00	223.12	87.09 %
110-42140-51411	FICA	10,679.00	11,168.41	791.31	6,032.64	0.00	5,135.77	54.02 %
110-42140-51421	Health Insurance	31,029.00	31,029.00	4,677.06	19,268.20	0.00	11,760.80	62.10 %
110-42140-51431	Employee Retirement Plan	16,900.00	17,078.22	1,330.16	10,104.43	0.00	6,973.79	59.17 %
110-42140-51461	Workers Comp	3,060.00	3,060.00	0.00	0.00	0.00	3,060.00	0.00 %
110-42140-51471	Unemployment Insurance	42.00	42.00	31.98	31.98	0.00	10.02	76.14 %
110-42140-52351	Memberships	0.00	0.00	0.00	55.00	0.00	-55.00	0.00 %
110-42140-52452	Cellular	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-42140-52518	Veterinary Services	5,000.00	6,096.88	594.01	5,209.19	210.00	677.69	88.88 %
110-42140-52611	Repairs and Maintenance Motor Vehicles	0.00	5,000.00	0.00	2,941.81	0.00	2,058.19	58.84 %
110-42140-52831	Travel - Out of Town Expenses	2,500.00	2,500.00	0.00	651.34	0.00	1,848.66	26.05 %
110-42140-52833	Training	1,500.00	1,500.00	0.00	966.00	0.00	534.00	64.40 %
110-42140-53261	Clothing	3,000.00	3,000.00	0.00	1,682.46	97.54	1,220.00	59.33 %
110-42140-53282	Canine Operating	6,000.00	4,901.12	321.97	1,948.76	0.00	2,952.36	39.76 %
110-42140-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	8,000.00	8,000.00	241.78	3,523.40	4,476.60	0.00	100.00 %
110-42150-51111	Salaries	0.00	117,962.00	9,072.00	65,618.40	0.00	52,343.60	55.63 %
110-42150-51122	Wages	117,962.00	1,099,592.00	89,109.40	608,131.13	0.00	491,460.87	55.31 %
110-42150-51133	Part-time Wages	1,099,592.00	0.00	0.00	0.00	0.00	0.00	0.00 %
110-42150-51151	Other Salaries	0.00	7,200.00	0.00	0.00	0.00	7,200.00	0.00 %
110-42150-51222	Hourly - Overtime	7,200.00	21,600.00	0.00	1,328.15	0.00	20,271.85	6.15 %
110-42150-51311	Insurance opt Out	21,600.00	0.00	0.00	0.00	0.00	0.00	0.00 %
110-42150-51341	Christmas Bonus	2,400.00	12,997.94	0.00	9,858.74	0.00	3,139.20	75.85 %
110-42150-51411	FICA	4,450.00	97,222.46	7,237.40	50,546.68	0.00	46,675.78	51.99 %
110-42150-51421	Health Insurance	93,709.00	246,939.00	32,198.61	170,870.46	0.00	76,068.54	69.20 %
110-42150-51431	Employee Retirement Plan	246,939.00	128,928.73	11,263.57	78,380.29	0.00	50,548.44	60.79 %
110-42150-51461	Workers Comp	128,040.00	19,442.00	0.00	0.00	0.00	19,442.00	0.00 %
110-42150-51471	Unemployment Insurance	19,442.00	315.00	273.70	273.70	0.00	41.30	86.89 %
110-42150-51482	Tuition Reimbursement	315.00	0.00	0.00	0.00	0.00	0.00	0.00 %
110-42150-51712	Drug Screening & Background Checks	0.00	0.00	0.00	52.00	0.00	-52.00	0.00 %
110-42150-52111	Postage	0.00	50.00	48.17	56.16	0.00	-6.16	112.32 %
110-42150-52312	Advertising and Publications- Marketing	50.00	2,400.00	0.00	0.00	0.00	2,400.00	0.00 %
110-42150-52351	Memberships	200.00	200.00	0.00	200.00	0.00	0.00	100.00 %
110-42150-52361	Public Relations	6,000.00	6,000.00	0.00	1,654.97	0.00	4,345.03	27.58 %
110-42150-52441	Gas	200.00	200.00	0.00	22.33	0.00	177.67	11.17 %
110-42150-52452	Cellular	7,500.00	7,500.00	563.39	4,827.25	0.00	2,672.75	64.36 %
110-42150-52611	Repairs and Maintenance Motor Vehicles	0.00	37,200.00	294.40	7,103.15	0.00	30,096.85	19.09 %
110-42150-52621	Repairs and Maintenance Machinery and Equipment	6,500.00	6,500.00	0.00	0.00	1,400.00	5,100.00	21.54 %
110-42150-52661	Repair and Maintenance Buildings	0.00	0.00	0.00	400.55	0.00	-400.55	0.00 %
110-42150-52723	Subscription Services	4,950.00	4,950.00	0.00	4,036.50	0.00	913.50	81.55 %
110-42150-52831	Travel - Out of Town Expenses	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00 %
110-42150-52832	Meals and Entertainment	300.00	300.00	0.00	0.00	0.00	300.00	0.00 %
110-42150-52833	Training	24,000.00	9,000.00	720.00	1,804.91	0.00	7,195.09	20.05 %
110-42150-52941	Williamson Co 911	267,000.00	267,000.00	0.00	267,280.00	0.00	-280.00	100.10 %
110-42150-53112	Office Supplies - General	5,000.00	5,000.00	639.95	2,794.13	0.00	2,205.87	55.88 %
110-42150-53261	Clothing	20,000.00	20,000.00	897.62	6,797.33	8,330.17	4,872.50	75.64 %
110-42150-53266	PPE	1,800.00	1,800.00	890.05	890.05	0.00	909.95	49.45 %
110-42150-53272	Weapons	23,800.00	23,800.00	74.94	11,371.22	8,290.00	4,138.78	82.61 %
110-42150-53273	Ammo	55,680.00	55,680.00	0.00	11,308.10	30,005.20	14,366.70	74.20 %
110-42150-53275	Radios	10,000.00	10,000.00	2,880.14	3,530.04	0.00	6,469.96	35.30 %
110-42150-53276	Evidence Supplies	8,500.00	8,500.00	0.00	3,768.99	2,008.77	2,722.24	67.97 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-42150-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	21,000.00	21,000.00	1,045.61	11,074.93	8,007.90	1,917.17	90.87 %
110-42150-53321	Vehicle Parts and Repairs	3,500.00	2,500.00	659.60	1,263.61	0.00	1,236.39	50.54 %
110-42150-55112	PEP Insurance Coverage	5,000.00	5,000.00	0.00	1,208.49	0.00	3,791.51	24.17 %
110-42150-55161	Workers Compensation Deductible	1,700.00	1,700.00	0.00	0.00	0.00	1,700.00	0.00 %
110-42150-55331	Machinery and Equipment Rental	10,000.00	7,730.00	0.00	6,630.00	0.00	1,100.00	85.77 %
110-42160-52411	Electric	170,000.00	170,000.00	19,500.56	113,382.35	0.00	56,617.65	66.70 %
110-42160-52421	Water	1,500.00	1,500.00	343.47	3,169.53	0.00	-1,669.53	211.30 %
110-42160-52451	Telephone	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
110-42160-52481	Stormwater Fees	6,000.00	6,000.00	378.59	2,022.86	0.00	3,977.14	33.71 %
110-42160-52511	Medical, Dental, Pharmacy	12,000.00	7,500.00	131.21	1,765.23	734.77	5,000.00	33.33 %
110-42160-52621	Repairs and Maintenance Machinery and Equipment	0.00	0.00	0.00	4,284.22	0.00	-4,284.22	0.00 %
110-42160-52661	Repair and Maintenance Buildings	5,000.00	12,000.00	758.33	6,606.08	3,791.65	1,602.27	86.65 %
110-42160-53291	Other Operating Supplies	10,000.00	10,000.00	12.50	2,576.54	3,889.44	3,534.02	64.66 %
110-42160-55311	Building and Office Rental	6,000.00	6,000.00	0.00	5,500.00	0.00	500.00	91.67 %
110-42160-55313	Firing Range Facility Lease	16,000.00	16,000.00	-279.55	5,736.90	7,260.00	3,003.10	81.23 %
110-42160-55361	Property Taxes - Building Lease	3,300.00	3,300.00	0.00	0.00	0.00	3,300.00	0.00 %
110-42160-56461	Interest - Firing Range Lease	0.00	0.00	279.55	863.10	0.00	-863.10	0.00 %
110-42160-59421	Machinery and Equipment	0.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00 %
110-42160-59859	Building Improvements	0.00	8,891.00	0.00	8,891.00	0.00	0.00	100.00 %
110-42200-51341	Christmas Bonus	0.00	0.00	0.00	33,303.02	0.00	-33,303.02	0.00 %
110-42200-51411	FICA	0.00	0.00	0.00	2,547.61	0.00	-2,547.61	0.00 %
110-42200-51431	Employee Retirement Plan	0.00	0.00	0.00	4,156.04	0.00	-4,156.04	0.00 %
110-42200-55112	PEP Insurance Coverage	0.00	0.00	0.00	13,642.33	0.00	-13,642.33	0.00 %
110-42200-56322	Interest 2020A Series GO Bond LADDER TRUCK \$1.195K	0.00	0.00	0.00	16,333.75	0.00	-16,333.75	0.00 %
110-42200-56323	Interest 2020A Series GO Bond PUMPER TRUCK \$710K	0.00	0.00	0.00	13,067.00	0.00	-13,067.00	0.00 %
110-42210-51111	Salaries	370,969.00	370,969.00	26,077.16	203,271.40	0.00	167,697.60	54.79 %
110-42210-51122	Wages	84,358.00	84,358.00	6,481.61	46,659.55	0.00	37,698.45	55.31 %
110-42210-51341	Christmas Bonus	1,200.00	3,357.46	0.00	3,009.76	0.00	347.70	89.64 %
110-42210-51411	FICA	34,925.00	35,828.69	2,627.72	19,206.92	0.00	16,621.77	53.61 %
110-42210-51421	Health Insurance	53,473.00	53,473.00	8,066.87	35,907.95	0.00	17,565.05	67.15 %
110-42210-51431	Employee Retirement Plan	48,105.00	48,359.22	3,995.77	28,582.27	0.00	19,776.95	59.10 %
110-42210-51461	Workers Comp	229.00	229.00	0.00	0.00	0.00	229.00	0.00 %
110-42210-51471	Unemployment Insurance	84.00	84.00	81.60	81.60	0.00	2.40	97.14 %
110-42210-51482	Tuition Reimbursement	25,000.00	25,000.00	872.58	10,035.27	0.00	14,964.73	40.14 %
110-42210-51791	Health & Wellness Fees	122,291.00	131,072.50	8,305.00	129,757.68	0.00	1,314.82	99.00 %
110-42210-52351	Memberships	4,000.00	4,000.00	120.00	2,081.51	0.00	1,918.49	52.04 %
110-42210-52361	Public Relations	11,000.00	11,000.00	0.00	11,324.08	0.00	-324.08	102.95 %
110-42210-52411	Electric	5,000.00	5,000.00	0.00	1,249.07	0.00	3,750.93	24.98 %
110-42210-52452	Cellular	0.00	0.00	198.93	1,528.38	0.00	-1,528.38	0.00 %
110-42210-52611	Repairs and Maintenance Motor Vehicles	1,000.00	1,000.00	0.00	186.28	0.00	813.72	18.63 %
110-42210-52621	Repairs and Maintenance Machinery and Equipment	0.00	0.00	0.00	352.46	0.00	-352.46	0.00 %
110-42210-52691	Repair and Maintenance - Other	23,000.00	23,000.00	566.54	2,973.38	0.00	20,026.62	12.93 %

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-42210-52723							
Subscription Services	0.00	146.66	0.00	0.00	0.00	146.66	0.00 %
110-42210-52832							
Meals and Entertainment	11,000.00	11,000.00	370.98	2,291.43	0.00	8,708.57	20.83 %
110-42210-52945							
Williamson Radio Subscriptions	305,888.00	305,888.00	0.00	283,716.76	16,436.76	5,734.48	98.13 %
110-42210-53112							
Office Supplies - General	1,000.00	4,000.00	785.82	1,639.71	880.25	1,480.04	63.00 %
110-42210-53241							
Janitorial Supplies	1,200.00	1,200.00	0.00	368.56	0.00	831.44	30.71 %
110-42210-53261							
Clothing	19,000.00	15,000.00	121.00	3,464.17	1,116.78	10,419.05	30.54 %
110-42210-53291							
Other Operating Supplies	50,000.00	40,554.25	328.12	16,896.28	2,880.23	20,777.74	48.77 %
110-42210-53391							
Other Repair and Maintenance Supplies	1,500.00	1,500.00	0.00	1,489.26	0.00	10.74	99.28 %
110-42210-55112							
PEP Insurance Coverage	20,000.00	20,000.00	0.00	73,087.28	0.00	-53,087.28	365.44 %
110-42210-59802							
Fire Apparatus	0.00	646,733.00	0.00	0.00	1,235,000.00	-588,267.00	190.96 %
110-42220-51122							
Wages	5,780,451.00	5,738,637.91	427,564.16	3,050,009.09	0.00	2,688,628.82	53.15 %
110-42220-51133							
Part-time Wages	124,405.00	94,405.00	3,901.35	28,387.89	0.00	66,017.11	30.07 %
110-42220-51222							
Hourly - Overtime	400,000.00	400,000.00	34,890.39	316,477.98	0.00	83,522.02	79.12 %
110-42220-51341							
Christmas Bonus	17,550.00	68,097.06	0.00	32,942.13	0.00	35,154.93	48.38 %
110-42220-51411							
FICA	455,188.00	474,036.20	34,579.54	254,325.40	0.00	219,710.80	53.65 %
110-42220-51421							
Health Insurance	1,516,892.00	1,516,892.00	173,729.43	892,956.37	0.00	623,935.63	58.87 %
110-42220-51431							
Employee Retirement Plan	695,243.00	701,359.29	57,714.30	423,421.86	0.00	277,937.43	60.37 %
110-42220-51461							
Workers Comp	179,742.00	179,742.00	0.00	0.00	0.00	179,742.00	0.00 %
110-42220-51471							
Unemployment Insurance	1,764.00	1,764.00	1,342.21	1,578.48	0.00	185.52	89.48 %
110-42220-51712							
Drug Screening & Background Checks	0.00	0.00	0.00	1,530.50	0.00	-1,530.50	0.00 %
110-42220-51791							
Health & Wellness Fees	11,000.00	12,218.50	645.52	1,002.73	4,121.72	7,094.05	41.94 %
110-42220-52161							
Radio & TV Services	6,000.00	5,853.34	2,058.05	4,276.66	0.00	1,576.68	73.06 %
110-42220-52361							
Public Relations	0.00	445.75	0.00	445.75	0.00	0.00	100.00 %
110-42220-52411							
Electric	24,000.00	24,000.00	5,859.91	24,186.08	0.00	-186.08	100.78 %
110-42220-52421							
Water	5,000.00	5,000.00	913.22	5,881.58	0.00	-881.58	117.63 %
110-42220-52441							
Gas	6,000.00	6,000.00	2,480.07	4,045.96	0.00	1,954.04	67.43 %
110-42220-52451							
Telephone	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-42220-52452							
Cellular	17,000.00	17,000.00	1,031.11	6,737.07	0.00	10,262.93	39.63 %
110-42220-52481							
Stormwater Fees	1,710.00	1,710.00	268.54	1,733.73	0.00	-23.73	101.39 %
110-42220-52549							
Other Professional Services	15,000.00	15,000.00	392.55	16,626.02	0.00	-1,626.02	110.84 %
110-42220-52621							
Repairs and Maintenance Machinery and Equipment	150,000.00	150,000.00	36,696.18	150,109.50	0.00	-109.50	100.07 %
110-42220-52833							
Training	0.00	0.00	0.00	1,196.00	0.00	-1,196.00	0.00 %
110-42220-53225							
Medical Supplies	25,000.00	25,000.00	5,297.06	20,265.86	2,062.84	2,671.30	89.31 %
110-42220-53241							
Janitorial Supplies	12,000.00	12,000.00	0.00	12,807.84	403.19	-1,211.03	110.09 %
110-42220-53261							
Clothing	66,650.00	66,650.00	4,463.52	60,882.25	9,554.58	-3,786.83	105.68 %
110-42220-53265							
Turn Out Gear	149,250.00	149,250.00	371.40	29,516.30	115,049.90	4,683.80	96.86 %
110-42220-53275							
Radios	47,000.00	48,941.00	0.00	48,941.00	0.00	0.00	100.00 %
110-42220-53291							
Other Operating Supplies	1,000.00	1,000.00	0.00	1,468.44	0.00	-468.44	146.84 %
110-42220-53311							
Gas, Oil, Diesel Fuel, Grease, Etc.	40,000.00	40,000.00	3,754.99	30,005.98	5,425.92	4,568.10	88.58 %
110-42220-53391							
Other Repair and Maintenance Supplies	5,000.00	5,000.00	0.00	1,682.74	0.00	3,317.26	33.65 %
110-42220-53411							
Consumables for Tools	3,000.00	3,000.00	0.00	413.38	1,000.00	1,586.62	47.11 %
110-42220-53451							
Firefighting Tools	184,000.00	182,059.00	10,900.37	151,867.06	3,364.39	26,827.55	85.26 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-42220-55112	PEP Insurance Coverage	150,000.00	150,000.00	0.00	3,224.47	0.00	146,775.53	2.15 %
110-42220-55161	Worker's Comp Deductible	5,000.00	5,000.00	132.53	2,844.80	0.00	2,155.20	56.90 %
110-42220-56111	Principal 2014 Series GO Impr Bond ENGINE 63 8.65K	100,050.00	100,050.00	0.00	100,050.00	0.00	0.00	100.00 %
110-42220-56122	Principal 2020A Series GO Bond TRUCK 61 \$1.195K	185,600.00	185,600.00	0.00	0.00	0.00	185,600.00	0.00 %
110-42220-56123	Principal 2020A Series GO Bond ENGINE 62 \$710K	69,600.00	69,600.00	0.00	0.00	0.00	69,600.00	0.00 %
110-42220-56311	Interest 2014 Series GO Improve Bond FIRE \$8.65K	32,606.00	32,606.00	0.00	16,928.00	0.00	15,678.00	51.92 %
110-42220-56322	Interest 2020A Series GO Bond LADDER TRUCK \$1.195K	32,668.00	32,668.00	0.00	0.00	0.00	32,668.00	0.00 %
110-42220-56323	Interest 2020A Series GO Bond PUMPER TRUCK \$710K	26,134.00	26,134.00	0.00	0.00	0.00	26,134.00	0.00 %
110-42220-59802	Fire Apparatus	0.00	0.00	0.00	0.00	1,881,733.00	-1,881,733.00	0.00 %
110-42230-51111	Salaries	116,745.00	111,417.00	7,435.92	86,397.33	0.00	25,019.67	77.54 %
110-42230-51122	Wages	93,031.00	73,031.00	0.00	19,507.28	0.00	53,523.72	26.71 %
110-42230-51151	Other Salaries	16,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
110-42230-51222	Hourly - Overtime	11,000.00	11,000.00	0.00	1,939.11	0.00	9,060.89	17.63 %
110-42230-51341	Christmas Bonus	500.00	2,592.00	0.00	752.44	0.00	1,839.56	29.03 %
110-42230-51411	FICA	18,190.00	18,920.28	535.68	7,978.65	0.00	10,941.63	42.17 %
110-42230-51421	Health Insurance	36,200.00	36,200.00	2,208.68	18,104.05	0.00	18,095.95	50.01 %
110-42230-51431	Employee Retirement Plan	52,906.00	31,260.11	928.00	13,086.59	0.00	18,173.52	41.86 %
110-42230-51461	Workers Comp	4,795.00	4,795.00	0.00	0.00	0.00	4,795.00	0.00 %
110-42230-51471	Unemployment Insurance	42.00	42.00	21.00	21.00	0.00	21.00	50.00 %
110-42230-52342	Reference Materials	5,000.00	5,000.00	0.00	997.89	994.50	3,007.61	39.85 %
110-42230-52452	Cellular	0.00	0.00	83.94	662.42	0.00	-662.42	0.00 %
110-42230-52833	Training	100,000.00	121,328.00	1,717.38	86,378.09	9,771.00	25,178.91	79.25 %
110-42230-53261	Clothing	1,200.00	1,200.00	0.00	570.94	659.00	-29.94	102.50 %
110-42230-53391	Other Repair and Maintenance Supplies	1,000.00	1,000.00	0.00	168.54	0.00	831.46	16.85 %
110-42230-53411	Consumables for Tools	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-42230-53451	Firefighting Tools	2,000.00	2,000.00	0.00	139.52	0.00	1,860.48	6.98 %
110-42230-55112	PEP Insurance Coverage	4,300.00	4,300.00	0.00	0.00	0.00	4,300.00	0.00 %
110-42240-51111	Salaries	108,680.00	108,680.00	8,353.60	60,145.92	0.00	48,534.08	55.34 %
110-42240-51122	Wages	182,424.00	182,424.00	14,063.21	101,673.32	0.00	80,750.68	55.73 %
110-42240-51133	Part-time Wages	39,848.00	39,848.00	1,872.50	12,538.75	0.00	27,309.25	31.47 %
110-42240-51222	Hourly - Overtime	9,000.00	9,000.00	344.71	1,677.36	0.00	7,322.64	18.64 %
110-42240-51341	Christmas Bonus	1,300.00	3,406.73	0.00	1,107.80	0.00	2,298.93	32.52 %
110-42240-51411	FICA	23,090.00	24,000.65	1,792.20	12,940.74	0.00	11,059.91	53.92 %
110-42240-51421	Health Insurance	61,201.00	61,201.00	7,080.38	41,681.78	0.00	19,519.22	68.11 %
110-42240-51431	Employee Retirement Plan	40,588.00	40,822.41	2,750.41	20,407.98	0.00	20,414.43	49.99 %
110-42240-51461	Workers Comp	4,936.00	4,936.00	0.00	0.00	0.00	4,936.00	0.00 %
110-42240-51471	Unemployment Insurance	63.00	63.00	66.59	87.59	0.00	-24.59	139.03 %
110-42240-51712	Drug Screening & Background Checks	0.00	0.00	0.00	252.00	0.00	-252.00	0.00 %
110-42240-52452	Cellular	0.00	0.00	193.95	1,357.44	0.00	-1,357.44	0.00 %
110-42240-53261	Clothing	2,250.00	2,250.00	0.00	469.82	1,330.18	450.00	80.00 %
110-42240-53265	Turn Out Gear	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00 %
110-42240-53273	Ammo	1,000.00	1,000.00	999.99	999.99	0.00	0.01	100.00 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-42240-53276	Evidence Supplies	1,000.00	1,000.00	102.82	102.82	0.00	897.18	10.28 %
110-42240-53291	Other Operating Supplies	785.00	785.00	763.30	942.41	0.00	-157.41	120.05 %
110-42240-53411	Consumables for Tools	1,000.00	1,000.00	129.29	129.29	0.00	870.71	12.93 %
110-42240-53451	Firefighting Tools	3,000.00	3,000.00	2,664.95	2,664.95	0.00	335.05	88.83 %
110-42240-55112	PEP Insurance Coverage	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-42500-51111	Salaries	108,898.00	108,898.00	9,691.35	61,627.06	0.00	47,270.94	56.59 %
110-42500-51341	Christmas Bonus	400.00	814.73	0.00	752.44	0.00	62.29	92.35 %
110-42500-51411	FICA	8,362.00	8,572.97	722.86	4,498.38	0.00	4,074.59	52.47 %
110-42500-51421	Health Insurance	24,690.00	24,690.00	1,268.65	12,688.45	0.00	12,001.55	51.39 %
110-42500-51431	Employee Retirement Plan	9,641.00	9,678.25	870.28	5,601.63	0.00	4,076.62	57.88 %
110-42500-51461	Workers Comp	165.00	165.00	0.00	0.00	0.00	165.00	0.00 %
110-42500-51471	Unemployment Insurance	21.00	21.00	261.67	261.67	0.00	-240.67	1,246.05 %
110-42500-52351	Memberships	300.00	300.00	0.00	0.00	0.00	300.00	0.00 %
110-42500-52361	Public Relations	1,000.00	1,000.00	0.00	276.31	0.00	723.69	27.63 %
110-42500-52411	Electric	0.00	0.00	0.00	35.82	0.00	-35.82	0.00 %
110-42500-52452	Cellular	1,000.00	1,000.00	80.99	566.86	0.00	433.14	56.69 %
110-42500-52611	Repairs and Maintenance Motor Vehicles	0.00	0.00	126.80	126.80	0.00	-126.80	0.00 %
110-42500-52621	Repairs and Maintenance Machinery & Equipment	20,000.00	20,000.00	171.60	3,030.36	0.00	16,969.64	15.15 %
110-42500-52831	Travel - Out of Town Expenses	1,000.00	1,000.00	0.00	564.59	0.00	435.41	56.46 %
110-42500-52832	Meals & Entertainment	1,000.00	1,000.00	0.00	399.00	0.00	601.00	39.90 %
110-42500-52833	Training	1,000.00	1,000.00	0.00	350.00	0.00	650.00	35.00 %
110-42500-52841	Lodging	1,000.00	1,000.00	0.00	909.04	0.00	90.96	90.90 %
110-42500-53112	Office Supplies - General	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
110-42500-53141	Portable Electronic Devices	2,000.00	2,000.00	312.74	339.94	0.00	1,660.06	17.00 %
110-42500-53251	Educational Supplies	1,500.00	1,500.00	0.00	56.97	0.00	1,443.03	3.80 %
110-42500-53261	Clothing	1,500.00	1,500.00	0.00	599.48	0.00	900.52	39.97 %
110-42500-53275	Radios	500.00	500.00	0.00	314.99	0.00	185.01	63.00 %
110-42500-53291	Other Operating Supplies	2,500.00	2,500.00	0.00	196.07	0.00	2,303.93	7.84 %
110-42500-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	4,500.00	4,500.00	171.91	1,168.49	0.00	3,331.51	25.97 %
110-42500-55112	PEP Insurance Coverage	700.00	700.00	0.00	4,083.51	0.00	-3,383.51	583.36 %
110-43100-51111	Salaries	345,908.00	296,421.95	19,516.12	129,786.84	0.00	166,635.11	43.78 %
110-43100-51122	Wages	67,547.00	67,547.00	0.00	946.35	0.00	66,600.65	1.40 %
110-43100-51222	Hourly - Overtime	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00 %
110-43100-51341	Christmas Bonus	700.00	2,444.19	0.00	1,504.88	0.00	939.31	61.57 %
110-43100-51411	FICA	31,840.00	28,653.48	1,460.63	9,912.30	0.00	18,741.18	34.59 %
110-43100-51421	Health Insurance	79,882.00	67,243.02	3,496.18	22,060.99	0.00	45,182.03	32.81 %
110-43100-51431	Employee Retirement Plan	34,749.00	30,377.26	1,752.56	11,875.08	0.00	18,502.18	39.09 %
110-43100-51461	Worker's Comp	4,519.00	3,011.33	0.00	0.00	0.00	3,011.33	0.00 %
110-43100-51471	Unemployment Insurance	84.00	84.00	42.00	42.00	0.00	42.00	50.00 %
110-43100-51482	Tuition Reimbursement	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-43100-51712	Drug Screening & Background Checks	0.00	300.00	0.00	52.00	0.00	248.00	17.33 %
110-43100-52111	Postage	200.00	200.00	0.00	0.00	0.00	200.00	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-43100-52311	Publication of Formal and Legal Notices	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
110-43100-52351	Memberships	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-43100-52452	Cellular	4,000.00	4,000.00	203.95	1,427.44	0.00	2,572.56	35.69 %
110-43100-52611	Repairs and Maintenance Motor Vehicles	4,900.00	7,900.00	249.47	5,441.61	0.00	2,458.39	68.88 %
110-43100-52831	Travel - Out of Town Expenses	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00 %
110-43100-52832	Meals and Entertainment	2,000.00	2,000.00	0.00	1,507.22	0.00	492.78	75.36 %
110-43100-52833	Training	500.00	500.00	0.00	30.00	0.00	470.00	6.00 %
110-43100-52841	Lodging	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00 %
110-43100-52845	Registration	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-43100-52846	Food -Per Diem	2,900.00	2,900.00	0.00	0.00	0.00	2,900.00	0.00 %
110-43100-52851	Licenses & Certifications	3,100.00	3,100.00	0.00	440.00	0.00	2,660.00	14.19 %
110-43100-52891	Other Travel Expenses	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-43100-53112	Office Supplies - General	4,000.00	4,000.00	44.87	2,043.11	0.00	1,956.89	51.08 %
110-43100-53261	Clothing	4,000.00	4,000.00	475.96	880.45	0.00	3,119.55	22.01 %
110-43100-53291	Other Operating Supplies	1,000.00	1,000.00	84.98	975.47	0.00	24.53	97.55 %
110-43100-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	4,000.00	4,000.00	355.19	2,049.37	1,208.71	741.92	81.45 %
110-43100-53412	Hand Tools	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
110-43100-55112	PEP Insurance Coverage	2,860.00	2,860.00	0.00	16,559.93	0.00	-13,699.93	579.02 %
110-43100-59411	Vehicles	71,000.00	60,700.00	0.00	60,374.00	0.00	326.00	99.46 %
110-43110-51111	Salaries	87,945.00	87,945.00	6,764.80	48,806.56	0.00	39,138.44	55.50 %
110-43110-51122	Wages	1,014,098.00	1,014,098.00	84,965.25	616,627.65	0.00	397,470.35	60.81 %
110-43110-51133	Part-time Wages	22,509.00	22,509.00	1,547.26	11,712.65	0.00	10,796.35	52.04 %
110-43110-51151	Other Salaries	6,600.00	6,600.00	0.00	0.00	0.00	6,600.00	0.00 %
110-43110-51222	Hourly - Overtime	20,000.00	20,000.00	0.00	2,270.85	0.00	17,729.15	11.35 %
110-43110-51341	Christmas Bonus	10,805.00	20,652.54	0.00	19,270.28	0.00	1,382.26	93.31 %
110-43110-51411	FICA	87,831.00	93,127.89	6,836.25	51,457.48	0.00	41,670.41	55.25 %
110-43110-51421	Health Insurance	359,077.00	359,077.00	39,820.08	265,386.67	0.00	93,690.33	73.91 %
110-43110-51431	Employee Retirement Plan	107,356.00	108,214.78	8,195.75	61,369.10	0.00	46,845.68	56.71 %
110-43110-51461	Workers Comp	54,084.00	54,084.00	0.00	0.00	0.00	54,084.00	0.00 %
110-43110-51471	Unemployment Insurance	483.00	483.00	279.84	354.80	0.00	128.20	73.46 %
110-43110-51712	Drug Screening & Background Checks	0.00	2,500.00	156.00	1,254.00	0.00	1,246.00	50.16 %
110-43110-52351	Memberships	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
110-43110-52412	Street Lighting (Electric and Maintenance)	575,000.00	575,000.00	42,879.04	272,806.10	6,135.00	296,058.90	48.51 %
110-43110-52452	Cellular	7,000.00	7,000.00	477.18	2,975.17	0.00	4,024.83	42.50 %
110-43110-52481	Stormwater Fees	450.00	450.00	138.96	318.85	0.00	131.15	70.86 %
110-43110-52541	Consulting Engineering	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00 %
110-43110-52545	Consultant's Services	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00 %
110-43110-52611	Repairs and Maintenance Motor Vehicles	61,000.00	61,000.00	4,086.88	17,755.75	0.00	43,244.25	29.11 %
110-43110-52621	Repairs and Maintenance Machinery and Equipment	36,000.00	36,000.00	9,222.03	33,737.67	0.00	2,262.33	93.72 %
110-43110-52651	Repairs & Maintenance Grounds & Ground Improvement	25,000.00	25,000.00	1,717.44	1,717.44	0.00	23,282.56	6.87 %
110-43110-52671	Repairs and Maintenance Sidewalks	20,000.00	20,000.00	731.25	4,575.94	9,593.25	5,830.81	70.85 %
110-43110-52672	Sidewalk - New	151,000.00	187,065.00	0.00	54,605.00	31,295.00	101,165.00	45.92 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-43110-52681	Repair and Maintenance Roads and Streets	3,500,000.00	3,281,418.56	62,552.12	1,625,750.04	675,754.90	979,913.62	70.14 %
110-43110-52721	Office Equipment Contracts	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
110-43110-52723	Subscription Services	500.00	500.00	0.00	36.00	0.00	464.00	7.20 %
110-43110-52831	Travel - Out of Town Expenses	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-43110-52832	Meals and Entertainment	5,500.00	5,500.00	270.18	1,073.91	0.00	4,426.09	19.53 %
110-43110-52833	Training	3,000.00	3,000.00	0.00	650.00	0.00	2,350.00	21.67 %
110-43110-52841	Lodging	1,600.00	1,600.00	0.00	337.86	0.00	1,262.14	21.12 %
110-43110-52845	Registration	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-43110-52846	Food-Per Diem	1,000.00	1,000.00	0.00	111.00	0.00	889.00	11.10 %
110-43110-52851	Licenses	3,000.00	3,000.00	0.00	2,864.00	0.00	136.00	95.47 %
110-43110-52911	Ambulance, Clinic and Hospital Services	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-43110-53112	Office Supplies - General	6,000.00	6,000.00	174.18	1,308.76	0.00	4,691.24	21.81 %
110-43110-53222	Chemical Supplies	3,000.00	3,000.00	0.00	371.97	2,000.00	628.03	79.07 %
110-43110-53261	Clothing	21,000.00	21,000.00	0.00	18,728.12	0.00	2,271.88	89.18 %
110-43110-53291	Other Operating Supplies	3,000.00	3,000.00	395.22	2,777.05	0.00	222.95	92.57 %
110-43110-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	88,000.00	88,000.00	2,285.93	22,504.09	35,014.37	30,481.54	65.36 %
110-43110-53321	Vehicle Parts and Repairs	0.00	0.00	0.00	3,760.20	0.00	-3,760.20	0.00 %
110-43110-53411	Consumables for Tools	4,500.00	4,500.00	447.96	2,810.93	0.00	1,689.07	62.47 %
110-43110-53412	Hand Tools	12,500.00	12,500.00	0.00	3,095.87	1,500.00	7,904.13	36.77 %
110-43110-53441	Safety Supplies	8,000.00	8,000.00	0.00	1,083.69	916.31	6,000.00	25.00 %
110-43110-53711	Food and Beverage Supplies	2,000.00	2,000.00	369.60	763.16	0.00	1,236.84	38.16 %
110-43110-53801	Holiday Decor	20,000.00	20,000.00	0.00	357.73	0.00	19,642.27	1.79 %
110-43110-54119	Other Building Supplies	2,000.00	2,000.00	37.50	86.34	0.00	1,913.66	4.32 %
110-43110-54221	Guardrails	73,335.00	73,335.00	0.00	33,526.88	9,473.12	30,335.00	58.64 %
110-43110-54222	Street Signs and Posts	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00 %
110-43110-54225	ADA Compliance	50,000.00	50,000.00	1,354.50	6,783.00	13,217.00	30,000.00	40.00 %
110-43110-54226	Pedestrian Safety	180,000.00	130,000.00	0.00	3,676.88	2,500.00	123,823.12	4.75 %
110-43110-54521	Gravel & Sand	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00 %
110-43110-54522	Concrete	5,000.00	5,000.00	0.00	245.28	0.00	4,754.72	4.91 %
110-43110-54541	Salt	25,000.00	25,000.00	18,139.90	21,215.57	3,334.93	449.50	98.20 %
110-43110-54543	Seed & Fertilizer	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00 %
110-43110-55112	PEP Insurance Coverage	30,000.00	30,000.00	464.56	24,055.61	0.00	5,944.39	80.19 %
110-43110-55113	PEP Deductible	1,500.00	1,500.00	0.00	1,554.99	0.00	-54.99	103.67 %
110-43110-55161	Worker's Comp Deductible	500.00	3,500.00	0.00	2,000.00	0.00	1,500.00	57.14 %
110-43110-55331	Machinery and Equipment Rental	25,000.00	25,000.00	0.00	6,108.47	0.00	18,891.53	24.43 %
110-43110-59411	Vehicles	645,000.00	764,500.00	102,690.00	764,177.08	0.00	322.92	99.96 %
110-43110-59421	Machinery and Equipment	725,000.00	454,000.00	31,712.64	422,532.47	1,317.26	30,150.27	93.36 %
110-43120-51122	Wages	252,097.00	252,097.00	19,545.61	138,926.52	0.00	113,170.48	55.11 %
110-43120-51151	Other Salaries	10,400.00	10,400.00	0.00	0.00	0.00	10,400.00	0.00 %
110-43120-51222	Hourly - Overtime	8,000.00	8,000.00	116.99	1,119.78	0.00	6,880.22	14.00 %
110-43120-51341	Christmas Bonus	5,155.00	5,155.00	0.00	3,039.87	0.00	2,115.13	58.97 %
110-43120-51411	FICA	15,508.00	16,224.96	1,446.81	10,663.65	0.00	5,561.31	65.72 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-43120-51421	Health Insurance	72,185.00	72,185.00	6,727.54	40,099.73	0.00	32,085.27	55.55 %
110-43120-51431	Employee Retirement Plan	22,978.00	22,978.00	1,765.70	12,676.46	0.00	10,301.54	55.17 %
110-43120-51461	Workers Comp	13,361.00	13,361.00	0.00	0.00	0.00	13,361.00	0.00 %
110-43120-51471	Unemployment Insurance	84.00	84.00	58.99	79.98	0.00	4.02	95.21 %
110-43120-51712	Drug Screening & Background Checks	0.00	1,000.00	0.00	194.00	0.00	806.00	19.40 %
110-43120-52111	Postage	500.00	500.00	91.68	175.06	0.00	324.94	35.01 %
110-43120-52351	Memberships	500.00	500.00	267.00	267.00	0.00	233.00	53.40 %
110-43120-52452	Cellular	2,000.00	2,000.00	197.38	1,350.11	0.00	649.89	67.51 %
110-43120-52481	Stormwater Fees	450.00	450.00	0.00	178.63	0.00	271.37	39.70 %
110-43120-52544	Traffic Engineering Services	85,000.00	85,000.00	575.00	5,205.00	2,895.00	76,900.00	9.53 %
110-43120-52549	Other Professional Services	28,000.00	14,000.00	0.00	0.00	0.00	14,000.00	0.00 %
110-43120-52611	Repairs and Maintenance Motor Vehicles	0.00	4,000.00	281.63	4,192.65	0.00	-192.65	104.82 %
110-43120-52621	Repairs and Maintenance Machinery and Equipment	1,500.00	2,500.00	165.00	2,424.62	0.00	75.38	96.98 %
110-43120-52651	Repairs & Maintenance Grounds & Ground Improvement	0.00	26,337.97	0.00	0.00	0.00	26,337.97	0.00 %
110-43120-52681	Repairs & Maintenance Roads & Streets	100,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00 %
110-43120-52723	Subscription Services	42,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00 %
110-43120-52831	Travel - Out of Town Expenses	2,000.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00 %
110-43120-52832	Meals & Entertainment	1,500.00	1,500.00	86.19	182.19	0.00	1,317.81	12.15 %
110-43120-52833	Training	2,500.00	2,500.00	0.00	1,995.00	0.00	505.00	79.80 %
110-43120-52851	Licenses	2,000.00	2,800.00	200.00	1,950.00	0.00	850.00	69.64 %
110-43120-53112	Office Supplies-General	1,500.00	1,500.00	0.00	430.81	0.00	1,069.19	28.72 %
110-43120-53261	Clothing	4,000.00	4,000.00	0.00	3,395.34	0.00	604.66	84.88 %
110-43120-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	6,000.00	6,000.00	954.19	4,301.54	768.95	929.51	84.51 %
110-43120-53411	Consumables for Tools	1,000.00	1,000.00	0.00	93.70	0.00	906.30	9.37 %
110-43120-53412	Hand Tools	3,500.00	3,500.00	18.98	764.85	0.00	2,735.15	21.85 %
110-43120-53441	Safety Supplies	2,000.00	2,000.00	0.00	791.82	708.18	500.00	75.00 %
110-43120-53711	Food and Beverage Supplies	500.00	500.00	36.96	36.96	0.00	463.04	7.39 %
110-43120-54222	Street Signs and Posts	40,000.00	40,000.00	1,369.67	15,657.29	15,091.00	9,251.71	76.87 %
110-43120-54232	Signals	210,000.00	236,000.00	29,890.00	187,567.14	38,407.03	10,025.83	95.75 %
110-43120-54233	Traffic Operating Supplies	80,000.00	80,000.00	189.79	16,142.51	19,828.04	44,029.45	44.96 %
110-43120-55112	PEP Insurance Coverage	15,000.00	15,000.00	0.00	2,323.35	0.00	12,676.65	15.49 %
110-43120-55113	PEP Deductible	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-43120-59411	Vehicles	80,000.00	74,000.00	0.00	65,058.64	0.00	8,941.36	87.92 %
110-43120-59421	Machinery and Equipment	55,000.00	55,000.00	0.00	52,209.00	0.00	2,791.00	94.93 %
110-43130-51111	Salaries	0.00	70,173.69	0.00	0.00	0.00	70,173.69	0.00 %
110-43130-51122	Wages	0.00	90,835.39	0.00	0.00	0.00	90,835.39	0.00 %
110-43130-51222	Hourly - Overtime	0.00	22,615.03	0.00	0.00	0.00	22,615.03	0.00 %
110-43130-51411	FICA	0.00	13,945.85	0.00	0.00	0.00	13,945.85	0.00 %
110-43130-51421	Health Insurance	0.00	60,378.57	0.00	0.00	0.00	60,378.57	0.00 %
110-43130-51431	Employee Retirement Plan	0.00	16,370.41	0.00	0.00	0.00	16,370.41	0.00 %
110-43130-51461	Workers Comp	0.00	12,215.84	0.00	0.00	0.00	12,215.84	0.00 %
110-43130-51471	Unemployment Insurance	0.00	94.50	0.00	0.00	0.00	94.50	0.00 %

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-43130-52621	0.00	2,272.73	0.00	0.00	0.00	2,272.73	0.00 %
110-43130-53293	0.00	17,500.00	0.00	0.00	0.00	17,500.00	0.00 %
110-43130-53311	0.00	6,818.18	0.00	0.00	0.00	6,818.18	0.00 %
110-43130-59421	0.00	1,808,671.00	0.00	0.00	1,483,844.97	324,826.03	82.04 %
110-43170-51111	92,792.00	92,792.00	7,137.60	51,390.72	0.00	41,401.28	55.38 %
110-43170-51122	183,866.00	183,866.00	14,340.80	102,410.22	0.00	81,455.78	55.70 %
110-43170-51151	600.00	600.00	0.00	0.00	0.00	600.00	0.00 %
110-43170-51222	6,500.00	6,500.00	0.00	0.00	0.00	6,500.00	0.00 %
110-43170-51341	500.00	3,258.92	0.00	3,009.76	0.00	249.16	92.35 %
110-43170-51411	27,704.00	28,632.02	1,616.32	11,825.30	0.00	16,806.72	41.30 %
110-43170-51421	47,543.00	47,543.00	5,728.58	35,037.41	0.00	12,505.59	73.70 %
110-43170-51431	25,006.00	25,253.76	1,928.76	14,081.60	0.00	11,172.16	55.76 %
110-43170-51461	4,879.00	4,879.00	0.00	0.00	0.00	4,879.00	0.00 %
110-43170-51471	84.00	84.00	64.02	64.02	0.00	19.98	76.21 %
110-43170-52452	1,550.00	1,550.00	119.47	860.36	0.00	689.64	55.51 %
110-43170-52481	1,000.00	1,000.00	93.08	636.55	0.00	363.45	63.66 %
110-43170-52611	250,000.00	288,346.00	10,727.44	189,406.52	64,840.37	34,099.11	88.17 %
110-43170-52612	2,500.00	4,000.00	0.00	2,510.00	0.00	1,490.00	62.75 %
110-43170-52621	108,000.00	108,000.00	1,821.00	41,567.48	31,791.86	34,640.66	67.93 %
110-43170-52723	22,500.00	22,500.00	115.72	7,664.16	0.00	14,835.84	34.06 %
110-43170-52831	2,000.00	300.00	0.00	0.00	0.00	300.00	0.00 %
110-43170-52833	0.00	1,700.00	0.00	650.00	0.00	1,050.00	38.24 %
110-43170-52851	4,600.00	4,600.00	0.00	70.00	0.00	4,530.00	1.52 %
110-43170-53112	1,200.00	1,200.00	0.00	709.92	0.00	490.08	59.16 %
110-43170-53261	5,000.00	5,000.00	111.99	2,079.11	0.00	2,920.89	41.58 %
110-43170-53291	4,000.00	4,000.00	0.00	181.94	0.00	3,818.06	4.55 %
110-43170-53311	29,000.00	27,500.00	360.23	10,773.54	2,922.01	13,804.45	49.80 %
110-43170-53321	148,000.00	148,000.00	2,230.24	35,002.57	44,974.81	68,022.62	54.04 %
110-43170-53341	70,500.00	70,500.00	3,857.59	44,435.39	19,519.35	6,545.26	90.72 %
110-43170-53411	1,000.00	1,000.00	358.18	531.04	0.00	468.96	53.10 %
110-43170-53412	4,000.00	4,000.00	0.00	2,183.28	0.00	1,816.72	54.58 %
110-43170-53441	5,000.00	5,000.00	344.90	411.58	0.00	4,588.42	8.23 %
110-43170-55112	500.00	500.00	0.00	1,553.01	0.00	-1,053.01	310.60 %
110-44400-51111	187,757.00	187,757.00	14,516.80	104,467.20	0.00	83,289.80	55.64 %
110-44400-51122	96,554.00	96,554.00	6,470.41	45,611.39	0.00	50,942.61	47.24 %
110-44400-51133	47,708.00	23,798.40	1,919.13	16,274.03	0.00	7,524.37	68.38 %
110-44400-51222	2,700.00	2,000.00	0.00	30.87	0.00	1,969.13	1.54 %
110-44400-51341	550.00	4,073.65	0.00	3,365.12	0.00	708.53	82.61 %
110-44400-51411	25,658.00	25,073.45	1,715.00	12,738.43	0.00	12,335.02	50.80 %
110-44400-51421	83,185.00	83,185.00	4,697.93	34,115.30	0.00	49,069.70	41.01 %
110-44400-51431	17,041.00	17,361.92	1,884.66	13,747.43	0.00	3,614.49	79.18 %
110-44400-51461	13,895.00	13,767.10	0.00	0.00	0.00	13,767.10	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-44400-51471	Unemployment Insurance	126.00	105.00	65.22	65.22	0.00	39.78	62.11 %
110-44400-51712	Drug Screening & Background Checks	0.00	0.00	0.00	78.00	0.00	-78.00	0.00 %
110-44400-52201	Stationery, Envelopes, Forms, Printing	2,000.00	2,000.00	0.00	799.10	0.00	1,200.90	39.96 %
110-44400-52351	Memberships	1,000.00	1,000.00	0.00	218.99	0.00	781.01	21.90 %
110-44400-52362	Marketing Materials	4,000.00	4,000.00	0.00	3,505.11	0.00	494.89	87.63 %
110-44400-52391	Other Publicity, Subscriptions and Dues	4,000.00	4,000.00	1,278.00	3,045.00	0.00	955.00	76.13 %
110-44400-52411	Electric	3,000.00	3,000.00	209.01	1,282.23	0.00	1,717.77	42.74 %
110-44400-52421	Water	1,000.00	1,000.00	22.64	196.20	0.00	803.80	19.62 %
110-44400-52441	Gas	600.00	600.00	317.54	835.00	0.00	-235.00	139.17 %
110-44400-52451	Telephone	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00 %
110-44400-52452	Cellular	3,000.00	3,000.00	266.51	2,802.88	0.00	197.12	93.43 %
110-44400-52481	Stormwater Fees	500.00	500.00	39.60	311.45	0.00	188.55	62.29 %
110-44400-52545	Consultant's Services	80,000.00	80,000.00	0.00	0.00	0.00	80,000.00	0.00 %
110-44400-52651	Repairs & Maintenance Grounds & Ground Improvement	3,800.00	3,800.00	0.00	200.00	0.00	3,600.00	5.26 %
110-44400-52661	Repair & Maintenance Building	3,500.00	3,500.00	0.00	200.00	0.00	3,300.00	5.71 %
110-44400-52831	Travel - Out of Town Expenses	5,700.00	5,700.00	0.00	0.00	0.00	5,700.00	0.00 %
110-44400-52832	Meals and Entertainment	1,000.00	1,000.00	132.95	199.09	0.00	800.91	19.91 %
110-44400-52845	Registrations	3,200.00	3,200.00	0.00	535.00	0.00	2,665.00	16.72 %
110-44400-52912	Entertainment	15,500.00	7,500.00	0.00	2,500.00	0.00	5,000.00	33.33 %
110-44400-52991	Other Contractual Services	7,000.00	7,000.00	0.00	1,458.02	0.00	5,541.98	20.83 %
110-44400-53112	Office Supplies-General	4,400.00	4,400.00	100.03	1,592.28	0.00	2,807.72	36.19 %
110-44400-53141	Portable Electronic Devices	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00 %
110-44400-53261	Clothing	1,500.00	1,500.00	0.00	921.19	0.00	578.81	61.41 %
110-44400-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	3,500.00	3,500.00	85.85	474.02	0.00	3,025.98	13.54 %
110-44400-53321	Vehicle Parts and Repairs	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00 %
110-44400-53391	Other Repair and Maintenance Supplies	2,000.00	2,000.00	0.00	259.14	0.00	1,740.86	12.96 %
110-44400-53411	Consumables for Tools	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
110-44400-53412	Hand Tools	2,000.00	2,000.00	0.00	779.99	0.00	1,220.01	39.00 %
110-44400-53700	Recreational Supplies	21,500.00	16,836.00	1,149.16	6,847.21	0.00	9,988.79	40.67 %
110-44400-55112	PEP Insurance Coverage	1,000.00	1,000.00	0.00	4,898.90	0.00	-3,898.90	489.89 %
110-44400-55331	Machinery and Equipment Rental	21,200.00	33,700.00	0.00	2,216.00	28,823.90	2,660.10	92.11 %
110-44400-57209	Special Events Support	8,000.00	8,164.00	0.00	8,164.00	0.00	0.00	100.00 %
110-44411-55331	Machinery and Equipment Rental	0.00	0.00	0.00	240.00	0.00	-240.00	0.00 %
110-44420-51122	Wages	0.00	36,960.00	4,000.00	8,043.75	0.00	28,916.25	21.76 %
110-44420-51222	Hourly - Overtime	0.00	700.00	0.00	0.00	0.00	700.00	0.00 %
110-44420-51341	Christmas Bonus	0.00	814.73	0.00	752.44	0.00	62.29	92.35 %
110-44420-51411	FICA	0.00	3,069.01	277.90	617.29	0.00	2,451.72	20.11 %
110-44420-51421	Health Insurance	0.00	20,099.93	2,271.33	4,366.36	0.00	15,733.57	21.72 %
110-44420-51431	Employee Retirement Plan	0.00	3,332.88	359.20	789.90	0.00	2,542.98	23.70 %
110-44420-51461	Workers Comp	0.00	127.90	0.00	0.00	0.00	127.90	0.00 %
110-44420-51471	Unemployment Insurance	0.00	21.00	12.00	26.39	0.00	-5.39	125.67 %
110-44420-51712	Drug Screening & Background Checks	0.00	0.00	0.00	122.00	0.00	-122.00	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-44420-52201	Stationery, Envelopes, Forms, Printing	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
110-44420-52351	Memberships	175.00	175.00	25.22	25.22	0.00	149.78	14.41 %
110-44420-52421	Water	1,000.00	1,000.00	129.78	738.37	0.00	261.63	73.84 %
110-44420-52441	Gas	1,000.00	1,000.00	265.05	696.75	0.00	303.25	69.68 %
110-44420-52451	Telephone	3,000.00	3,000.00	0.00	100.37	0.00	2,899.63	3.35 %
110-44420-52452	Cellular	500.00	500.00	34.02	238.14	0.00	261.86	47.63 %
110-44420-52481	Stormwater Fees	500.00	500.00	48.44	290.64	0.00	209.36	58.13 %
110-44420-52661	Repair and Maintenance Buildings	10,000.00	10,000.00	0.00	1,190.00	0.00	8,810.00	11.90 %
110-44420-52691	Repair and Maintenance - Other	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00 %
110-44420-52912	Entertainment Services	3,000.00	3,000.00	0.00	575.00	0.00	2,425.00	19.17 %
110-44420-52991	Other Contractual Services	10,000.00	10,000.00	0.00	180.00	0.00	9,820.00	1.80 %
110-44420-53112	Office Supplies - General	3,000.00	3,000.00	0.00	776.58	0.00	2,223.42	25.89 %
110-44420-53241	Janitorial Supplies	1,500.00	1,500.00	29.94	177.43	0.00	1,322.57	11.83 %
110-44420-53291	Other Operating Supplies	500.00	500.00	0.00	269.84	0.00	230.16	53.97 %
110-44420-53391	Other Repair and Maintenance Supplies	600.00	600.00	0.00	0.00	0.00	600.00	0.00 %
110-44420-53711	Food and Beverage Supplies	11,524.00	11,524.00	1,755.56	6,757.48	0.00	4,766.52	58.64 %
110-44420-53712	Arts & Crafts Supplies	700.00	700.00	0.00	150.99	0.00	549.01	21.57 %
110-44420-53714	Program Supplies	1,500.00	1,500.00	0.00	260.17	0.00	1,239.83	17.34 %
110-44420-53715	Activity Supplies	2,500.00	2,500.00	398.76	1,275.33	0.00	1,224.67	51.01 %
110-44420-53801	Holiday Decor	1,000.00	1,000.00	202.54	900.31	0.00	99.69	90.03 %
110-44420-55112	PEP Insurance Coverage	0.00	0.00	0.00	1,112.78	0.00	-1,112.78	0.00 %
110-44420-55932	Merchant Service Fees	200.00	200.00	25.30	210.57	0.00	-10.57	105.29 %
110-44700-51111	Salaries	0.00	93,313.00	7,177.60	51,801.76	0.00	41,511.24	55.51 %
110-44700-51122	Wages	100,051.00	100,051.00	8,000.58	57,874.65	0.00	42,176.35	57.85 %
110-44700-51133	Part-time Wages	0.00	45,928.00	2,034.41	14,825.25	0.00	31,102.75	32.28 %
110-44700-51134	Temporary Wages	107,610.00	61,682.00	1,257.57	24,151.58	0.00	37,530.42	39.15 %
110-44700-51222	Hourly - Overtime	3,344.00	3,344.00	399.74	2,187.91	0.00	1,156.09	65.43 %
110-44700-51341	Christmas Bonus	850.00	3,865.64	0.00	3,323.40	0.00	542.24	85.97 %
110-44700-51411	FICA	23,529.00	24,610.14	1,410.68	11,572.29	0.00	13,037.85	47.02 %
110-44700-51421	Health Insurance	36,393.00	36,393.00	6,556.88	29,688.82	0.00	6,704.18	81.58 %
110-44700-51431	Employee Retirement Plan	23,919.00	24,062.16	1,398.89	10,120.39	0.00	13,941.77	42.06 %
110-44700-51461	Workers Comp	5,874.00	5,874.00	0.00	0.00	0.00	5,874.00	0.00 %
110-44700-51471	Unemployment Insurance	168.00	168.00	56.08	59.70	0.00	108.30	35.54 %
110-44700-52411	Electric	52,545.00	52,545.00	1,243.08	18,650.41	0.00	33,894.59	35.49 %
110-44700-52421	Water	58,000.00	58,000.00	1,259.12	13,623.56	0.00	44,376.44	23.49 %
110-44700-52441	Gas	900.00	900.00	0.00	0.00	0.00	900.00	0.00 %
110-44700-52451	Telephone	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00 %
110-44700-52452	Cellular	2,000.00	2,000.00	123.66	856.12	0.00	1,143.88	42.81 %
110-44700-52481	Stormwater Fees	9,872.00	9,872.00	987.36	6,854.60	0.00	3,017.40	69.43 %
110-44700-52611	Repairs and Maintenance Motor Vehicles	11,000.00	21,000.00	1,138.36	15,088.53	0.00	5,911.47	71.85 %
110-44700-52621	Repairs and Maintenance Machinery and Equipment	1,000.00	1,000.00	902.49	3,757.86	0.00	-2,757.86	375.79 %
110-44700-52651	Repairs & Maintenance Grounds & Ground Improvement	150,000.00	140,000.00	1,371.49	34,740.63	19,078.61	86,180.76	38.44 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-44700-52661	Building Repairs & Maintenance	0.00	0.00	0.00	-44.09	0.00	44.09	0.00 %
110-44700-52728	Security Cameras & Alarms	2,000.00	2,000.00	169.99	1,119.96	0.00	880.04	56.00 %
110-44700-52832	Meals and Entertainment	1,500.00	1,500.00	0.00	246.39	0.00	1,253.61	16.43 %
110-44700-52833	Training	1,500.00	1,500.00	0.00	650.00	0.00	850.00	43.33 %
110-44700-52841	Lodging	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00 %
110-44700-52845	Registration	250.00	250.00	0.00	0.00	0.00	250.00	0.00 %
110-44700-52846	Food -Per Diem	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
110-44700-52891	Other Travel Expenses	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
110-44700-53112	Office Supplies - General	3,000.00	3,000.00	0.00	705.79	0.00	2,294.21	23.53 %
110-44700-53222	Chemical Supplies	10,000.00	10,000.00	0.00	3,152.80	3,000.00	3,847.20	61.53 %
110-44700-53241	Janitorial Supplies	5,000.00	5,000.00	383.40	2,682.41	2,317.59	0.00	100.00 %
110-44700-53261	Clothing	7,000.00	7,000.00	0.00	4,516.79	0.00	2,483.21	64.53 %
110-44700-53291	Other Operating Supplies	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-44700-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	15,000.00	15,000.00	561.51	6,018.15	543.36	8,438.49	43.74 %
110-44700-53411	Consumables for Tools	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00 %
110-44700-53412	Hand Tools	8,000.00	8,000.00	0.00	161.69	0.00	7,838.31	2.02 %
110-44700-53441	Safety Supplies	1,000.00	1,000.00	0.00	413.40	0.00	586.60	41.34 %
110-44700-53711	Food and Beverage Supplies	1,000.00	1,000.00	0.00	369.60	0.00	630.40	36.96 %
110-44700-54112	Parks Operating Supplies	16,000.00	16,000.00	350.82	2,960.54	2,474.24	10,565.22	33.97 %
110-44700-54119	Other Building Supplies	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00 %
110-44700-54543	Seed and Fertilizer	10,000.00	10,000.00	0.00	3,965.00	4,000.00	2,035.00	79.65 %
110-44700-55112	PEP Insurance Coverage	15,000.00	15,000.00	0.00	21,903.43	0.00	-6,903.43	146.02 %
110-44700-55331	Machinery and Equipment Rental	1,000.00	1,000.00	250.00	7.87	0.00	992.13	0.79 %
110-44700-59421	Machinery and Equipment	95,000.00	95,000.00	0.00	42,249.37	39,646.16	13,104.47	86.21 %
110-44800-51111	Salaries	190,951.00	189,951.00	14,676.80	105,672.96	0.00	84,278.04	55.63 %
110-44800-51122	Wages	429,982.00	429,982.00	34,605.76	237,303.35	0.00	192,678.65	55.19 %
110-44800-51133	Part-time Wages	136,666.00	160,866.00	11,114.48	79,849.54	0.00	81,016.46	49.64 %
110-44800-51222	Hourly - Overtime	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-44800-51341	Christmas Bonus	54,696.00	9,322.60	0.00	9,849.33	0.00	-526.73	105.65 %
110-44800-51411	FICA	126,920.00	59,998.03	4,506.50	32,405.58	0.00	27,592.45	54.01 %
110-44800-51421	Health Insurance	54,923.00	125,883.00	17,249.97	75,426.99	0.00	50,456.01	59.92 %
110-44800-51431	Employee Retirement Plan	52,558.00	53,014.42	4,255.77	31,257.98	0.00	21,756.44	58.96 %
110-44800-51461	Workers Comp	343.00	383.00	0.00	0.00	0.00	383.00	0.00 %
110-44800-51471	Unemployment Insurance	315.00	315.00	177.41	196.94	0.00	118.06	62.52 %
110-44800-51482	Tuition Reimbursement	10,000.00	5,341.00	0.00	0.00	0.00	5,341.00	0.00 %
110-44800-51712	Drug Screening & Background Checks	300.00	300.00	52.00	405.25	0.00	-105.25	135.08 %
110-44800-52111	Postage	600.00	600.00	0.00	39.88	0.00	560.12	6.65 %
110-44800-52331	Subscriptions	3,000.00	3,000.00	1,036.10	2,911.77	0.00	88.23	97.06 %
110-44800-52351	Memberships	500.00	1,260.00	0.00	1,260.00	0.00	0.00	100.00 %
110-44800-52411	Electric	28,000.00	28,000.00	2,058.19	15,964.88	0.00	12,035.12	57.02 %
110-44800-52421	Water	1,900.00	1,900.00	209.61	1,508.76	0.00	391.24	79.41 %
110-44800-52441	Gas	2,500.00	2,500.00	677.79	1,203.09	0.00	1,296.91	48.12 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110-44800-52451	Telephone	16,500.00	16,500.00	0.00	5,630.73	6,636.00	4,233.27	74.34 %
110-44800-52481	Stormwater Fees	1,900.00	1,900.00	185.38	1,267.76	0.00	632.24	66.72 %
110-44800-52661	Building Repairs & Maintenance	0.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00 %
110-44800-52723	Subscription Services	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
110-44800-52725	Software Support Contract	8,500.00	8,500.00	0.00	4,824.80	0.00	3,675.20	56.76 %
110-44800-52728	Security Cameras & Alarms	1,000.00	1,000.00	56.67	383.19	0.00	616.81	38.32 %
110-44800-52831	Travel - Out of Town Expenses	0.00	500.00	0.00	0.00	0.00	500.00	0.00 %
110-44800-52832	Meals and Entertainment	1,500.00	1,500.00	205.15	764.59	0.00	735.41	50.97 %
110-44800-52833	Training	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
110-44800-52841	Lodging	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-44800-52843	Car Rental	0.00	300.00	0.00	0.00	0.00	300.00	0.00 %
110-44800-52844	Mileage Reimbursement	150.00	650.00	0.00	136.21	0.00	513.79	20.96 %
110-44800-52845	Registration	300.00	699.00	0.00	364.00	0.00	335.00	52.07 %
110-44800-52846	Food -Per Diem	325.00	325.00	0.00	0.00	0.00	325.00	0.00 %
110-44800-52991	Other Contractual Services	750.00	750.00	0.00	0.00	0.00	750.00	0.00 %
110-44800-53112	Office Supplies - General	15,000.00	14,300.00	716.32	4,592.99	0.00	9,707.01	32.12 %
110-44800-53141	Portable Electronic Devices	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-44800-53149	Misc Computer Hardware	250.00	250.00	216.58	216.58	0.00	33.42	86.63 %
110-44800-53291	Other Operating Supplies	1,200.00	1,900.00	0.00	1,949.49	0.00	-49.49	102.60 %
110-44800-53611	Books	6,000.00	6,000.00	105.89	1,920.99	3,281.30	797.71	86.70 %
110-44800-53612	DVDs	4,000.00	4,000.00	306.93	1,895.23	0.00	2,104.77	47.38 %
110-44800-53613	Electronic Media	31,000.00	31,000.00	2,307.00	17,358.59	2,926.54	10,714.87	65.44 %
110-44800-53623	Adult Books	30,000.00	30,000.00	2,244.98	14,158.68	1,768.09	14,073.23	53.09 %
110-44800-53633	Teen Books	5,000.00	5,000.00	191.10	2,562.01	1,747.17	690.82	86.18 %
110-44800-53643	Children's Books	18,000.00	18,000.00	1,616.40	13,168.28	2,482.64	2,349.08	86.95 %
110-44800-53644	Children's Supplies	1,500.00	1,500.00	0.00	276.79	0.00	1,223.21	18.45 %
110-44800-55112	PEP Insurance Coverage	6,623.00	6,623.00	0.00	10,176.21	0.00	-3,553.21	153.65 %
110-44800-55161	Workers Compensation Deductible	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
110-46100-51111	Salaries	512,557.00	512,557.00	30,734.40	207,774.30	0.00	304,782.70	40.54 %
110-46100-51122	Wages	176,084.00	176,084.00	18,527.18	130,792.34	0.00	45,291.66	74.28 %
110-46100-51144	Intern Wages	12,328.00	12,328.00	523.63	4,044.38	0.00	8,283.62	32.81 %
110-46100-51222	Hourly - Overtime	1,500.00	1,500.00	36.12	103.45	0.00	1,396.55	6.90 %
110-46100-51341	Christmas Bonus	800.00	6,802.13	0.00	6,019.52	0.00	782.61	88.49 %
110-46100-51411	FICA	53,414.00	55,369.64	3,775.69	26,442.19	0.00	28,927.45	47.76 %
110-46100-51421	Health Insurance	99,207.00	99,207.00	5,966.67	25,997.57	0.00	73,209.43	26.21 %
110-46100-51431	Employee Retirement Plan	61,574.00	62,087.47	4,426.92	30,953.06	0.00	31,134.41	49.85 %
110-46100-51461	Worker's Comp	7,618.00	7,618.00	0.00	0.00	0.00	7,618.00	0.00 %
110-46100-51471	Unemployment Insurance	168.00	168.00	132.28	179.92	0.00	-11.92	107.10 %
110-46100-51712	Drug Screening & Background Checks	150.00	229.72	0.00	229.72	0.00	0.00	100.00 %
110-46100-52201	Stationary, Envelopes, Forms, Printing	100.00	100.00	0.00	91.61	0.00	8.39	91.61 %
110-46100-52312	Advertising and Publications- Marketing	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-46100-52351	Memberships	2,000.00	2,000.00	0.00	912.00	0.00	1,088.00	45.60 %

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110-46100-52361	Public Relations	1,500.00	1,500.00	0.00	59.99	0.00	1,440.01	4.00 %
110-46100-52391	Other Publicity, Subscriptions and Dues	500.00	500.00	0.00	316.08	0.00	183.92	63.22 %
110-46100-52452	Cellular	4,252.00	4,252.00	213.75	2,674.12	0.00	1,577.88	62.89 %
110-46100-52545	Consultant's Services	250,000.00	250,000.00	9,196.00	95,912.50	8,546.50	145,541.00	41.78 %
110-46100-52611	Repairs and Maintenance Motor Vehicles	7,000.00	6,920.28	0.00	184.85	0.00	6,735.43	2.67 %
110-46100-52831	Travel - Out of Town Expenses	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00 %
110-46100-52832	Meals and Entertainment	2,000.00	2,000.00	211.40	995.51	0.00	1,004.49	49.78 %
110-46100-52833	Training	12,000.00	12,000.00	-110.00	1,406.91	0.00	10,593.09	11.72 %
110-46100-52991	Other Contractual Services	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	0.00 %
110-46100-53112	Office Supplies - General	5,250.00	4,538.34	97.83	3,246.15	0.00	1,292.19	71.53 %
110-46100-53113	Office Furniture	0.00	0.00	0.00	1,560.00	0.00	-1,560.00	0.00 %
110-46100-53141	Portable Electronic Devices	500.00	500.00	0.00	111.80	0.00	388.20	22.36 %
110-46100-53261	Clothing	2,700.00	2,700.00	0.00	886.82	1,813.18	0.00	100.00 %
110-46100-53291	Other Operating Supplies	630.00	630.00	0.00	197.39	0.00	432.61	31.33 %
110-46100-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	600.00	600.00	20.50	128.93	471.07	0.00	100.00 %
110-46100-55112	PEP Insurance Coverage	1,930.00	1,930.00	0.00	4,436.10	0.00	-2,506.10	229.85 %
110-46100-59411	Vehicles	42,000.00	32,226.00	0.00	32,226.00	0.00	0.00	100.00 %
110-46100-59701	Furniture	1,000.00	4,485.66	0.00	0.00	125.00	4,360.66	2.79 %
110-46200-51111	Salaries	238,660.00	238,660.00	15,952.00	103,044.48	0.00	135,615.52	43.18 %
110-46200-51122	Wages	568,922.00	568,922.00	43,692.55	272,653.91	0.00	296,268.09	47.92 %
110-46200-51222	Hourly - Overtime	1,500.00	1,500.00	9.29	150.58	0.00	1,349.42	10.04 %
110-46200-51341	Christmas Bonus	1,700.00	8,962.03	0.00	8,502.59	0.00	459.44	94.87 %
110-46200-51411	FICA	62,760.00	65,287.20	4,489.40	28,946.27	0.00	36,340.93	44.34 %
110-46200-51421	Health Insurance	77,247.00	77,247.00	17,182.64	90,764.64	0.00	-13,517.64	117.50 %
110-46200-51431	Employee Retirement Plan	72,355.00	73,007.14	5,356.91	34,514.82	0.00	38,492.32	47.28 %
110-46200-51461	Workers Comp	13,380.00	13,380.00	0.00	0.00	0.00	13,380.00	0.00 %
110-46200-51471	Unemployment Insurance	231.00	231.00	172.27	235.25	0.00	-4.25	101.84 %
110-46200-51712	Drug Screening & Background Checks	300.00	665.70	0.00	665.70	0.00	0.00	100.00 %
110-46200-52201	Stationary, Envelopes, Forms, Printing	2,000.00	2,000.00	0.00	1,078.03	0.00	921.97	53.90 %
110-46200-52351	Memberships	5,000.00	1,500.00	0.00	45.00	0.00	1,455.00	3.00 %
110-46200-52391	Other Publicity, Subscriptions and Dues	3,500.00	3,134.30	0.00	0.00	0.00	3,134.30	0.00 %
110-46200-52452	Cellular	4,000.00	6,500.00	579.47	5,355.63	0.00	1,144.37	82.39 %
110-46200-52549	Other Professional Services	6,100.00	6,100.00	0.00	0.00	0.00	6,100.00	0.00 %
110-46200-52611	Repairs and Maintenance Motor Vehicles	30,000.00	29,850.01	80.49	1,540.99	0.00	28,309.02	5.16 %
110-46200-52691	Repair and Maintenance - Other	5,000.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00 %
110-46200-52831	Travel - Out of Town Expenses	2,100.00	2,100.00	0.00	0.00	0.00	2,100.00	0.00 %
110-46200-52832	Meals and Entertainment	1,050.00	1,050.00	169.54	223.89	0.00	826.11	21.32 %
110-46200-52833	Training	3,150.00	6,650.00	1,265.00	3,965.50	0.00	2,684.50	59.63 %
110-46200-52942	Williamson County Animal Control	83,671.00	83,671.00	0.00	0.00	0.00	83,671.00	0.00 %
110-46200-52943	Maury County Animal Control	17,000.00	17,000.00	0.00	0.00	0.00	17,000.00	0.00 %
110-46200-53112	Office Supplies - General	8,000.00	5,994.34	11.72	2,393.03	0.00	3,601.31	39.92 %
110-46200-53141	Portable Electronic Devices	1,000.00	1,000.00	0.00	9.99	0.00	990.01	1.00 %

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110-46200-53261	Clothing	2,060.00	4,060.00	0.00	3,066.38	124.36	869.26	78.59 %
110-46200-53291	Other Operating Supplies	1,260.00	1,260.00	32.79	99.15	0.00	1,160.85	7.87 %
110-46200-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	10,000.00	10,000.00	147.10	2,943.59	7,056.41	0.00	100.00 %
110-46200-53391	Other Repair and Maintenance Supplies	0.00	149.99	0.00	149.99	0.00	0.00	100.00 %
110-46200-55112	PEP Insurance Coverage	1,605.00	1,605.00	0.00	5,162.79	0.00	-3,557.79	321.67 %
110-46200-59411	Vehicles	45,000.00	43,000.00	0.00	40,599.00	0.00	2,401.00	94.42 %
110-46200-59701	Furniture	0.00	2,005.66	0.00	0.00	0.00	2,005.66	0.00 %
110-46300-51111	Salaries	312,129.00	312,129.00	22,587.20	124,204.50	0.00	187,924.50	39.79 %
110-46300-51122	Wages	353,889.00	353,889.00	27,514.36	185,901.40	0.00	167,987.60	52.53 %
110-46300-51222	Hourly - Overtime	1,000.00	1,000.00	0.00	14.21	0.00	985.79	1.42 %
110-46300-51341	Christmas Bonus	1,300.00	6,517.84	0.00	6,847.22	0.00	-329.38	105.05 %
110-46300-51411	FICA	51,491.00	53,324.09	3,717.53	23,606.96	0.00	29,717.13	44.27 %
110-46300-51421	Health Insurance	150,567.00	150,567.00	13,852.06	65,144.52	0.00	85,422.48	43.27 %
110-46300-51431	Employee Retirement Plan	56,811.00	57,279.57	4,499.10	28,463.53	0.00	28,816.04	49.69 %
110-46300-51461	Workers Comp	10,878.00	10,878.00	0.00	0.00	0.00	10,878.00	0.00 %
110-46300-51471	Unemployment Insurance	189.00	189.00	143.33	185.33	0.00	3.67	98.06 %
110-46300-51712	Drug Screening & Background Checks	500.00	500.00	0.00	226.25	0.00	273.75	45.25 %
110-46300-52201	Stationery, Envelopes, Forms, Printing	500.00	500.00	0.00	144.23	0.00	355.77	28.85 %
110-46300-52312	Advertising and Publications- Marketing	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
110-46300-52351	Memberships	2,000.00	2,000.00	0.00	360.00	0.00	1,640.00	18.00 %
110-46300-52451	Telephone	2,000.00	2,000.00	0.00	10.96	0.00	1,989.04	0.55 %
110-46300-52452	Cellular	10,500.00	10,500.00	537.48	3,037.77	0.00	7,462.23	28.93 %
110-46300-52541	Consulting Engineering	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00 %
110-46300-52611	Repairs and Maintenance Motor Vehicles	35,000.00	35,000.00	140.29	5,055.81	0.00	29,944.19	14.45 %
110-46300-52691	Repair and Maintenance - Other	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0.00 %
110-46300-52831	Travel - Out of Town Expenses	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00 %
110-46300-52832	Meals and Entertainment	2,000.00	2,000.00	169.54	419.58	0.00	1,580.42	20.98 %
110-46300-52833	Training	8,000.00	8,000.00	150.00	490.41	0.00	7,509.59	6.13 %
110-46300-53112	Office Supplies - General	600.00	600.00	0.00	2,341.61	0.00	-1,741.61	390.27 %
110-46300-53261	Clothing	5,500.00	5,500.00	0.00	975.55	3,451.41	1,073.04	80.49 %
110-46300-53291	Other Operating Supplies	6,000.00	4,035.32	30.99	74.49	0.00	3,960.83	1.85 %
110-46300-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	30,000.00	30,000.00	711.99	5,768.81	14,231.19	10,000.00	66.67 %
110-46300-55112	PEP Insurance Coverage	0.00	0.00	0.00	6,674.66	0.00	-6,674.66	0.00 %
110-46300-59411	Vehicles	90,000.00	90,000.00	0.00	72,000.00	0.00	18,000.00	80.00 %
110-46300-59701	Furniture	0.00	1,964.68	0.00	0.00	0.00	1,964.68	0.00 %
110-47220-51111	Salaries	0.00	0.00	0.00	3,821.23	0.00	-3,821.23	0.00 %
110-47220-51411	FICA	0.00	0.00	0.00	292.32	0.00	-292.32	0.00 %
110-47220-51431	Employee Retirement Plan	0.00	0.00	0.00	78.28	0.00	-78.28	0.00 %
	Expense Total:	61,314,786.02	64,407,384.38	9,411,589.09	40,098,656.90	7,253,706.57	17,055,020.91	73.52%
	Fund: 110 - GENERAL FUND Total:	61,314,786.02	64,407,384.38	9,411,589.09	40,098,656.90	7,253,706.57	17,055,020.91	73.52%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 121 - STATE STREET AID FUND								
Expense								
121-43190-52681	Repair and Maintenance Roads and Streets	1,837,076.00	1,837,076.00	0.00	823,469.68	1,008,573.00	5,033.32	99.73 %
121-43190-56112	Principal 2014 Series GO Bond RESERVE BLVD \$8.65K	39,150.00	39,150.00	0.00	39,150.00	0.00	0.00	100.00 %
121-43190-56113	Principal 2014 Series GO Bond DUPLEX \$8.65K	82,650.00	82,650.00	0.00	82,650.00	0.00	0.00	100.00 %
121-43190-56312	Interest 2014 Series GO Bond RESERVE BLVD \$8.65K	12,759.00	12,759.00	0.00	6,624.00	0.00	6,135.00	51.92 %
121-43190-56312	Interest 2014 Series GO Improve Bond DUPLEX \$8.65K	26,935.00	26,935.00	0.00	13,984.00	0.00	12,951.00	51.92 %
121-48044-59121	Capital Planning	0.00	80,000.00	0.00	0.00	78,800.00	1,200.00	98.50 %
121-48044-59125	Capital Site Construction	0.00	400,000.00	0.00	0.00	0.00	400,000.00	0.00 %
	Expense Total:	1,998,570.00	2,478,570.00	0.00	965,877.68	1,087,373.00	425,319.32	82.84%
	Fund: 121 - STATE STREET AID FUND Total:	1,998,570.00	2,478,570.00	0.00	965,877.68	1,087,373.00	425,319.32	82.84%
Fund: 124 - IMPACT FEES FUND								
Expense								
124-43110-57606	Operating Transfer Out To - Capital Projects Fund	2,730,000.00	3,480,000.00	0.00	0.00	0.00	3,480,000.00	0.00 %
	Expense Total:	2,730,000.00	3,480,000.00	0.00	0.00	0.00	3,480,000.00	0.00%
	Fund: 124 - IMPACT FEES FUND Total:	2,730,000.00	3,480,000.00	0.00	0.00	0.00	3,480,000.00	0.00%
Fund: 125 - ADEQUATE FACILITIES/DEVELOPMENT TAX								
Expense								
125-46050-56114	Principal 2014 Series GO Bond PORT ROYAL PK \$8.65K	213,150.00	213,150.00	0.00	213,150.00	0.00	0.00	100.00 %
125-46050-56221	Principal 2006 Series GO Bond -WC REC CTR \$5.385K	430,000.00	430,000.00	0.00	0.00	0.00	430,000.00	0.00 %
125-46050-56314	Interest 2014 Series GO Bond PORT ROYAL PK \$8.65K	69,464.00	69,464.00	0.00	36,064.00	0.00	33,400.00	51.92 %
125-46050-56421	Interest 2006 Series GO Bond -WC REC CTR \$5.385K	25,100.00	25,100.00	0.00	12,550.00	0.00	12,550.00	50.00 %
125-46050-57606	Operating Transfer Out To - Capital Projects Fund	5,094,253.00	8,394,253.00	0.00	0.00	0.00	8,394,253.00	0.00 %
	Expense Total:	5,831,967.00	9,131,967.00	0.00	261,764.00	0.00	8,870,203.00	2.87%
	Fund: 125 - ADEQUATE FACILITIES/DEVELOPMENT TAX Total:	5,831,967.00	9,131,967.00	0.00	261,764.00	0.00	8,870,203.00	2.87%
Fund: 140 - TOURISM FUND								
Expense								
140-47210-52550	Tourism and Economic Development	0.00	90,000.00	-40,000.00	50,000.00	40,000.00	0.00	100.00 %
140-47210-52551	Rippavilla (Battle of Franklin Trust)	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00 %
140-47210-52552	WCCVB	162,500.00	152,500.00	0.00	111,902.20	51,902.20	-11,304.40	107.41 %
140-47210-52651	Repairs and Maintenance Grounds and Ground Imp	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00 %
140-47210-52991	Other Contractual Services	100,000.00	100,000.00	0.00	100,000.00	0.00	0.00	100.00 %
140-47210-55112	PEP Insurance Coverage	6,757.00	6,757.00	0.00	0.00	0.00	6,757.00	0.00 %
140-47210-57909	Other Grants, Contributions and Indemnities	0.00	95,000.00	0.00	95,000.00	0.00	0.00	100.00 %
	Expense Total:	369,257.00	544,257.00	-40,000.00	356,902.20	91,902.20	95,452.60	82.46%
	Fund: 140 - TOURISM FUND Total:	369,257.00	544,257.00	-40,000.00	356,902.20	91,902.20	95,452.60	82.46%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 150 - CERF - ROLLING STOCK CAPITAL								
Expense								
150-42100-59411	Vehicles	0.00	574,701.78	0.00	549,571.78	25,130.00	0.00	100.00 %
Expense Total:		0.00	574,701.78	0.00	549,571.78	25,130.00	0.00	100.00%
Fund: 150 - CERF - ROLLING STOCK CAPITAL Total:		0.00	574,701.78	0.00	549,571.78	25,130.00	0.00	100.00%
Fund: 210 - SANITATION FUND								
Expense								
210-43200-51122	Wages	321,781.00	321,781.00	21,524.81	156,332.51	0.00	165,448.49	48.58 %
210-43200-51151	Other Salaries	1,800.00	1,800.00	0.00	0.00	0.00	1,800.00	0.00 %
210-43200-51222	Hourly - Overtime	3,500.00	3,500.00	0.00	92.52	0.00	3,407.48	2.64 %
210-43200-51341	Christmas Bonus	1,000.00	4,073.65	0.00	3,792.31	0.00	281.34	93.09 %
210-43200-51411	FICA	25,334.00	26,465.34	1,604.88	11,924.76	0.00	14,540.58	45.06 %
210-43200-51421	Health Insurance	79,649.00	79,649.00	6,157.48	52,229.26	0.00	27,419.74	65.57 %
210-43200-51431	Employee Retirement Plan	29,196.00	29,472.02	1,932.92	14,387.46	0.00	15,084.56	48.82 %
210-43200-51461	Workers Comp	9,042.00	9,042.00	0.00	0.00	0.00	9,042.00	0.00 %
210-43200-51471	Unemployment Insurance	126.00	126.00	64.58	64.58	0.00	61.42	51.25 %
210-43200-51712	Drug Screening & Background Checks	0.00	1,000.00	0.00	236.00	0.00	764.00	23.60 %
210-43200-52452	Cellular	1,500.00	1,500.00	172.83	1,418.68	0.00	81.32	94.58 %
210-43200-52481	Stormwater Fees	450.00	2,950.00	219.56	1,501.51	0.00	1,448.49	50.90 %
210-43200-52611	Repairs and Maintenance Motor Vehicles	100,000.00	99,000.00	4,195.06	37,730.00	0.00	61,270.00	38.11 %
210-43200-52621	Repairs and Maintenance Machinery and Equipment	60,000.00	60,000.00	0.00	211.96	0.00	59,788.04	0.35 %
210-43200-52651	Repairs & Maintenance Grounds & Ground Improvement	1,000.00	1,000.00	360.00	360.00	0.00	640.00	36.00 %
210-43200-52653	Tree Trimming	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00 %
210-43200-52691	Repair and Maintenance - Other	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00 %
210-43200-52832	Meals and Entertainment	600.00	600.00	0.00	144.00	0.00	456.00	24.00 %
210-43200-52952	Brush Disposal & Brush Grinding	138,000.00	138,000.00	0.00	0.00	0.00	138,000.00	0.00 %
210-43200-52956	Marshall County Recycling Processing Fees	144,000.00	144,000.00	13,513.50	70,561.40	69,438.60	4,000.00	97.22 %
210-43200-52957	Waste Management Recycling Fees	1,060,320.00	1,060,320.00	84,004.48	588,031.36	11,968.64	460,320.00	56.59 %
210-43200-52958	Waste Management Garbage Fees	3,200,000.00	3,200,000.00	245,612.40	1,719,286.80	80,713.20	1,400,000.00	56.25 %
210-43200-52991	Other Contractual Services	64,680.00	64,680.00	4,637.48	34,603.25	25,396.75	4,680.00	92.76 %
210-43200-53261	Clothing	6,000.00	6,000.00	0.00	4,523.96	0.00	1,476.04	75.40 %
210-43200-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	47,000.00	47,000.00	3,142.79	25,346.89	4,778.03	16,875.08	64.10 %
210-43200-53412	Hand Tools	400.00	400.00	0.00	161.38	0.00	238.62	40.35 %
210-43200-53441	Safety Supplies	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00 %
210-43200-53711	Food and Beverage Supplies	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
210-43200-55112	PEP Insurance Coverage	1,000.00	1,000.00	0.00	11,834.12	0.00	-10,834.12	1,183.41 %
210-43200-55932	Merchant Service Fees	0.00	4,300.00	293.33	2,379.43	0.00	1,920.57	55.34 %
210-43200-59411	Vehicles	609,860.00	598,578.99	0.00	516,430.00	0.00	82,148.99	86.28 %
Expense Total:		5,914,938.00	5,914,938.00	387,436.10	3,253,584.14	192,295.22	2,469,058.64	58.26%
Fund: 210 - SANITATION FUND Total:		5,914,938.00	5,914,938.00	387,436.10	3,253,584.14	192,295.22	2,469,058.64	58.26%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 311 - 18-75 CAPITAL PROJECTS FUND								
Expense								
311-4800-56332	Interest 2024 Series GO Bond	1,673,500.00	0.00	0.00	0.00	0.00	0.00	0.00 %
311-48001-59000	CAPITAL OUTLAY	0.00	231,002.93	0.00	5,798.35	0.00	225,204.58	2.51 %
311-48001-59125	Capital Site Construction	0.00	9,277,514.65	0.00	19,914.75	0.00	9,257,599.90	0.21 %
311-48001-59391	Capital Installation	0.00	382,813.30	0.00	338,209.40	0.00	44,603.90	88.35 %
311-48002-59123	Capital Design	1,013,000.00	1,247,217.42	0.00	180,777.42	0.00	1,066,440.00	14.49 %
311-48002-59125	Capital Site Construction	0.00	17,428,688.42	252,005.20	5,262,318.33	9,704,142.27	2,462,227.82	85.87 %
311-48002-59131	Capital Easement Acquisition	0.00	5,109,748.35	0.00	0.00	0.00	5,109,748.35	0.00 %
311-48002-59133	Capital Utility Relocation CEI	0.00	496,004.00	0.00	143,251.00	352,753.00	0.00	100.00 %
311-48002-59391	Capital Installation	700,000.00	1,429,075.00	0.00	0.00	0.00	1,429,075.00	0.00 %
311-48002-59601	CEI	0.00	3,707,978.60	0.00	304,439.58	911,110.51	2,492,428.51	32.78 %
311-48002-59849	Buckner Lane Widening	0.00	489,458.04	0.00	15,312.77	0.00	474,145.27	3.13 %
311-48003-59125	Capital Site Construction	0.00	10,561,260.69	0.00	56,162.60	2,757,547.50	7,747,550.59	26.64 %
311-48003-59131	Capital Easement Acquisition	0.00	6,500.00	0.00	0.00	0.00	6,500.00	0.00 %
311-48003-59807	I-65 Interchange	95,000.00	143,888.00	0.00	0.00	46,165.53	97,722.47	32.08 %
311-48005-59122	Capital Environment	0.00	8,800.00	0.00	0.00	0.00	8,800.00	0.00 %
311-48005-59123	Capital Design	0.00	516,291.16	0.00	10,313.45	48,727.90	457,249.81	11.44 %
311-48005-59125	Capital Site Construction	0.00	1,363,213.00	0.00	0.00	0.00	1,363,213.00	0.00 %
311-48005-59601	CEI	0.00	598,000.00	0.00	0.00	0.00	598,000.00	0.00 %
311-48013-59123	Capital Design	0.00	9,000.00	0.00	0.00	137,300.25	-128,300.25	1,525.56 %
311-48015-59123	Capital Design	0.00	74,000.00	0.00	14,254.59	52,045.41	7,700.00	89.59 %
311-48026-59111	Capital Land Acquisition	0.00	1,600,000.00	0.00	48.26	0.00	1,599,951.74	0.00 %
311-48026-59121	Capital Planning	0.00	144,600.00	0.00	0.00	0.00	144,600.00	0.00 %
311-48026-59122	Capital Environment	0.00	47,200.00	0.00	0.00	0.00	47,200.00	0.00 %
311-48026-59123	Capital Design	0.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00 %
311-48026-59125	Capital Site Construction	0.00	55,000.00	0.00	54,220.00	0.00	780.00	98.58 %
311-48400-56121	Principal 2020A Series GO Bond \$21.975k	904,800.00	904,800.00	0.00	0.00	0.00	904,800.00	0.00 %
311-48400-56131	Principal 2022 Series GO Bond \$40M	1,475,000.00	1,475,000.00	0.00	0.00	0.00	1,475,000.00	0.00 %
311-48400-56321	Interest 2020A Series GO Bond \$21.975k	594,549.00	594,549.00	0.00	297,274.25	0.00	297,274.75	50.00 %
311-48400-56331	Interest 2022 Series GO Bond \$40M	1,422,588.00	1,422,588.00	0.00	711,293.76	0.00	711,294.24	50.00 %
311-48400-56332	Interest 2024 Series GO Bond	0.00	1,673,500.00	0.00	836,750.00	0.00	836,750.00	50.00 %
	Expense Total:	7,878,437.00	61,047,690.56	252,005.20	8,250,338.51	14,009,792.37	38,787,559.68	36.46%
	Fund: 311 - 18-75 CAPITAL PROJECTS FUND Total:	7,878,437.00	61,047,690.56	252,005.20	8,250,338.51	14,009,792.37	38,787,559.68	36.46%
Fund: 313 - CAPITAL PROJECTS FUND								
Expense								
313-48007-59123	Capital Design	0.00	19,740.65	0.00	0.00	11,712.64	8,028.01	59.33 %
313-48007-59125	Capital Site Construction	0.00	1,400,000.00	0.00	0.00	0.00	1,400,000.00	0.00 %
313-48007-59131	Capital Easement Acquisition	0.00	1,873,720.00	0.00	1,753,053.06	117,501.90	3,165.04	99.83 %
313-48007-59132	Capital Utility Relocation	0.00	500,000.00	0.00	0.00	0.00	500,000.00	0.00 %
313-48007-59601	Capital CEI	0.00	140,000.00	0.00	0.00	0.00	140,000.00	0.00 %

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used	
313-48007-59860								
Buckner & Port Royal Improvements	0.00	181,658.00	0.00	0.00	25,691.19	155,966.81	14.14 %	
313-48008-59123								
Capital Design	200,000.00	396,821.18	2,315.00	36,244.11	81,942.21	278,634.86	29.78 %	
313-48008-59125								
Capital Site Construction	1,100,000.00	1,700,000.00	0.00	0.00	0.00	1,700,000.00	0.00 %	
313-48008-59601								
Capital CEI	170,000.00	170,000.00	0.00	0.00	0.00	170,000.00	0.00 %	
313-48010-59123								
Capital Design	5,000.00	76,699.26	0.00	8,525.00	68,140.17	34.09	99.96 %	
313-48010-59125								
Capital Site Construction	2,500,000.00	3,330,557.79	0.00	2,493,146.04	731,675.19	105,736.56	96.83 %	
313-48010-59391								
Capital Installation	350,000.00	350,000.00	44,739.32	330,433.51	1,077.00	18,489.49	94.72 %	
313-48010-59601								
Fire Station 4 CEI	0.00	24,308.25	0.00	17,448.25	6,836.25	23.75	99.90 %	
313-48011-59123								
Capital Design	0.00	1,171,733.06	0.00	0.00	314,018.44	857,714.62	26.80 %	
313-48012-59123								
Capital Design	0.00	160,471.25	1,312.50	1,312.50	2,532.00	156,626.75	2.40 %	
313-48018-59123								
Capital Design	0.00	672.00	0.00	0.00	0.00	672.00	0.00 %	
313-48018-59125								
Capital Site Construction	0.00	87,943.56	0.00	5,000.00	0.00	82,943.56	5.69 %	
313-48018-59601								
Capital CEI	0.00	8,800.00	0.00	800.00	8,000.00	0.00	100.00 %	
313-48019-59123								
Capital Design	0.00	222,901.42	0.00	10,709.90	137,554.25	74,637.27	66.52 %	
313-48020-59122								
Capital Environment	0.00	11,000.00	0.00	4,204.92	10,757.58	-3,962.50	136.02 %	
313-48020-59123								
Capital Design	0.00	67,797.58	0.00	23,288.00	48,016.83	-3,507.25	105.17 %	
313-48020-59125								
Capital Site Construction	0.00	715,722.00	0.00	0.00	0.00	715,722.00	0.00 %	
313-48022-59125								
Capital Site Construction	0.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00 %	
313-48023-59121								
Capital Planning	0.00	50,000.00	790.00	4,365.00	0.00	45,635.00	8.73 %	
313-48023-59123								
Capital Design	250,000.00	997,187.54	49,911.50	328,859.80	390,277.46	278,050.28	72.12 %	
313-48023-59125								
Capital Site Construction	2,500,000.00	5,369,250.00	0.00	0.00	0.00	5,369,250.00	0.00 %	
313-48025-59125								
Capital Site Construction	0.00	1,000,000.00	2,411.04	2,411.04	75,406.66	922,182.30	7.78 %	
313-48030-59123								
Capital Design	0.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00 %	
313-48030-59125								
Capital Site Construction	2,000,000.00	2,000,000.00	0.00	0.00	0.00	2,000,000.00	0.00 %	
313-48034-59125								
Capital Site Construction	494,253.00	494,253.00	0.00	0.00	0.00	494,253.00	0.00 %	
313-48036-59125								
Capital Site Construction	0.00	252,874.00	0.00	0.00	0.00	252,874.00	0.00 %	
313-48037-59125								
Capital Site Construction	0.00	448,941.21	0.00	0.00	0.00	448,941.21	0.00 %	
313-48043-59123								
Capital Design	1,260,000.00	1,260,000.00	8,250.00	12,750.00	137,250.00	1,110,000.00	11.90 %	
Expense Total:	10,829,253.00	24,543,051.75	109,729.36	5,032,551.13	2,168,389.77	17,342,110.85	29.34%	
Fund: 313 - CAPITAL PROJECTS FUND Total:	10,829,253.00	24,543,051.75	109,729.36	5,032,551.13	2,168,389.77	17,342,110.85	29.34%	
Fund: 410 - WATER AND SEWER FUND								
Expense								
410-52010-51111	Salaries	802,255.00	802,255.00	53,944.00	380,807.40	0.00	421,447.60	47.47 %
410-52010-51122	Wages	53,732.00	53,732.00	4,229.70	29,306.91	0.00	24,425.09	54.54 %
410-52010-51341	Christmas Bonus	993.00	5,987.40	0.00	4,665.13	0.00	1,322.27	77.92 %
410-52010-51411	FICA	67,181.00	68,880.30	4,271.44	30,582.72	0.00	38,297.58	44.40 %
410-52010-51421	Health Insurance	201,619.00	201,619.00	16,501.58	84,306.83	0.00	117,312.17	41.81 %
410-52010-51431	Employee Retirement Plan	77,452.00	77,874.96	5,224.02	37,218.28	0.00	40,656.68	47.79 %
410-52010-51461	Worker's Comp	10,935.00	10,935.00	0.00	0.00	0.00	10,935.00	0.00 %
410-52010-51471	Unemployment Insurance	176.00	176.00	117.69	117.69	0.00	58.31	66.87 %
410-52010-51712	Drug Screening & Background Checks	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
410-52010-52201	Stationery, Envelopes, Forms, Printing	150.00	150.00	43.81	175.13	0.00	-25.13	116.75 %
410-52010-52312	Advertising and Publications- Marketing	17,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00 %
410-52010-52351	Memberships	6,000.00	14,817.00	0.00	13,160.43	1,656.57	0.00	100.00 %
410-52010-52361	Public Relations	6,500.00	6,500.00	576.00	1,972.56	5,147.00	-619.56	109.53 %
410-52010-52391	Other Publicity, Subscriptions and Dues	1,000.00	4,000.00	0.00	738.72	3,000.00	261.28	93.47 %
410-52010-52411	Electric	3,000.00	0.00	1,010.00	1,010.00	0.00	-1,010.00	0.00 %
410-52010-52452	Cellular	3,300.00	3,300.00	379.03	2,782.57	0.00	517.43	84.32 %
410-52010-52521	Legal Services	0.00	200,000.00	11,938.00	98,093.68	50,000.00	51,906.32	74.05 %
410-52010-52541	Consulting Engineering	169,686.00	169,686.00	0.00	63,453.90	41,934.60	64,297.50	62.11 %
410-52010-52611	Repairs and Maintenance Motor Vehicles	0.00	1,143.73	129.99	9,743.54	0.00	-8,599.81	851.91 %
410-52010-52661	Repair and Maintenance Buildings	0.00	50,000.00	5,900.57	5,900.57	21,704.78	22,394.65	55.21 %
410-52010-52691	Repair & Maintenance-Other	1,000.00	0.00	63.94	63.94	0.00	-63.94	0.00 %
410-52010-52721	Office Equipment Contracts	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00 %
410-52010-52831	Travel - Out of Town Expenses	15,000.00	15,000.00	0.00	2,634.72	0.00	12,365.28	17.56 %
410-52010-52832	Meals and Entertainment	5,000.00	5,000.00	1,983.80	6,842.14	0.00	-1,842.14	136.84 %
410-52010-52833	Training	5,000.00	5,000.00	218.58	2,026.55	0.00	2,973.45	40.53 %
410-52010-52841	Lodging	7,000.00	9,712.79	0.00	10,570.34	1,661.34	-2,518.89	125.93 %
410-52010-52845	Registration	3,000.00	3,180.00	0.00	3,861.62	6,701.89	-7,383.51	332.19 %
410-52010-52851	Licenses & Certifications	300.00	300.00	300.00	475.00	0.00	-175.00	158.33 %
410-52010-53112	Office Supplies - General	9,500.00	9,500.00	1,360.12	4,445.23	0.00	5,054.77	46.79 %
410-52010-53139	Other Computer Software	0.00	0.00	6,537.00	6,537.00	0.00	-6,537.00	0.00 %
410-52010-53141	Portable Electronic Devices	0.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00 %
410-52010-53261	Clothing	7,000.00	7,000.00	89.99	780.04	0.00	6,219.96	11.14 %
410-52010-53291	Other Operating Supplies	1,500.00	1,500.00	1,647.44	2,252.68	0.00	-752.68	150.18 %
410-52010-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	9,500.00	9,500.00	576.40	4,897.04	6,139.86	-1,536.90	116.18 %
410-52010-53441	Safety Supplies	5,500.00	1,582.54	0.00	0.00	0.00	1,582.54	0.00 %
410-52010-55112	PEP Insurance Coverage	1,000.00	1,000.00	0.00	244,245.92	0.00	-243,245.92	424.59 %
410-52010-55311	Building and Office Rental	0.00	45,000.00	6,500.00	19,500.00	26,000.00	-500.00	101.11 %
410-52010-56412	Interest 2024 Series GO Bond	626,200.00	626,200.00	0.00	313,100.00	0.00	313,100.00	50.00 %
410-52010-59411	Vehicles	290,000.00	285,263.94	45,000.00	253,332.00	25,332.00	6,599.94	97.69 %
410-52010-59701	Furniture	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00 %
410-52010-59711	Other Machinery	0.00	70,000.00	0.00	0.00	0.00	70,000.00	0.00 %
410-52050-51111	Salaries	78,533.00	78,533.00	6,041.60	43,799.52	0.00	34,733.48	55.77 %
410-52050-51122	Wages	199,963.00	198,225.09	16,771.35	99,524.27	0.00	98,700.82	50.21 %
410-52050-51133	Part-time Wages	0.00	1,737.91	0.00	1,737.91	0.00	0.00	100.00 %
410-52050-51222	Hourly - Overtime	500.00	500.00	64.15	300.64	0.00	199.36	60.13 %
410-52050-51341	Christmas Bonus	750.00	4,073.65	0.00	3,905.19	0.00	168.46	95.86 %
410-52050-51411	FICA	19,575.00	20,725.46	1,744.42	11,355.32	0.00	9,370.14	54.79 %
410-52050-51421	Health Insurance	18,668.00	18,668.00	9,224.07	27,821.14	0.00	-9,153.14	149.03 %
410-52050-51431	Employee Retirement Plan	19,735.00	20,033.47	2,018.37	13,183.00	0.00	6,850.47	65.80 %
410-52050-51461	Workers Comp	2,175.00	2,175.00	0.00	0.00	0.00	2,175.00	0.00 %
410-52050-51471	Unemployment Insurance	105.00	105.00	68.60	131.62	0.00	-26.62	125.35 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
410-52050-52111	Postage	120,000.00	120,000.00	11,220.00	73,137.33	46,862.67	0.00	100.00 %
410-52050-52202	Printing & Mailing Services - Billing	50,000.00	50,000.00	4,808.18	26,939.93	23,060.07	0.00	100.00 %
410-52050-52521	Legal Services	13,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
410-52050-52531	Accounting and Auditing Services	51,700.00	44,518.50	0.00	26,500.00	17,500.00	518.50	98.84 %
410-52050-52833	Training	0.00	2,687.50	0.00	2,687.50	0.00	0.00	100.00 %
410-52050-53112	Office Supplies - General	0.00	13,000.00	0.00	4,819.88	0.00	8,180.12	37.08 %
410-52050-53261	Clothing	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
410-52050-53291	Other Operating Supplies	0.00	0.00	89.99	269.97	0.00	-269.97	0.00 %
410-52050-55931	Bank Service Charges	23,000.00	23,000.00	3,452.41	22,817.35	0.00	182.65	99.21 %
410-52050-55932	Merchant Service Fees	310,000.00	310,000.00	37,515.80	267,243.43	0.00	42,756.57	86.21 %
410-52050-59701	Furniture	0.00	4,494.00	0.00	0.00	0.00	4,494.00	0.00 %
410-52060-51111	Salaries	524,179.00	524,179.00	0.00	113,212.22	0.00	410,966.78	21.60 %
410-52060-51113	Elected Officials	27,750.00	27,750.00	0.00	6,862.50	0.00	20,887.50	24.73 %
410-52060-51114	Board & Committee Members	968.00	968.00	0.00	300.00	0.00	668.00	30.99 %
410-52060-51122	Wages	386,459.00	386,459.00	0.00	80,698.61	0.00	305,760.39	20.88 %
410-52060-51151	Other Salaries	0.00	0.00	0.00	8,533.68	0.00	-8,533.68	0.00 %
410-52060-51222	Hourly - Overtime	3,700.00	3,700.00	0.00	166.46	0.00	3,533.54	4.50 %
410-52060-51341	Christmas Bonus	8,139.00	8,139.00	0.00	0.00	0.00	8,139.00	0.00 %
410-52060-51411	FICA	66,237.00	66,237.00	0.00	15,595.30	0.00	50,641.70	23.54 %
410-52060-51421	Health Insurance	249,748.00	249,748.00	0.00	53,091.27	0.00	196,656.73	21.26 %
410-52060-51431	Employee Retirement Plan	80,133.00	80,133.00	0.00	17,364.10	0.00	62,768.90	21.67 %
410-52060-51461	Workers Comp	13,736.00	13,736.00	0.00	0.00	0.00	13,736.00	0.00 %
410-52060-51471	Unemployment Insurance	368.00	368.00	0.00	55.24	0.00	312.76	15.01 %
410-52060-51482	Tuition Reimbursement	600.00	600.00	0.00	0.00	0.00	600.00	0.00 %
410-52060-51502	Appreciations	300.00	300.00	0.00	4.00	0.00	296.00	1.33 %
410-52060-51503	Picnics	1,200.00	1,200.00	0.00	1,062.58	0.00	137.42	88.55 %
410-52060-51712	Drug Screening & Background Checks	150.00	150.00	0.00	546.30	0.00	-396.30	364.20 %
410-52060-52111	Postage	13,500.00	13,500.00	0.00	655.60	0.00	12,844.40	4.86 %
410-52060-52201	Stationery, Envelopes, Forms, Printing	785.00	785.00	0.00	266.88	0.00	518.12	34.00 %
410-52060-52202	Printing & Mailing Services - Billing	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00 %
410-52060-52311	Publication of Formal and Legal Notices	25,000.00	25,000.00	0.00	3,999.46	0.00	21,000.54	16.00 %
410-52060-52312	Advertising and Publications- Marketing	1,400.00	1,400.00	0.00	60.00	0.00	1,340.00	4.29 %
410-52060-52331	Subscriptions	1,375.00	1,375.00	0.00	358.85	0.00	1,016.15	26.10 %
410-52060-52351	Memberships	15,475.00	15,475.00	0.00	12,807.40	0.00	2,667.60	82.76 %
410-52060-52361	Public Relations	250.00	250.00	0.00	0.00	0.00	250.00	0.00 %
410-52060-52391	Other Publicity, Subscriptions and Dues	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
410-52060-52411	Electric	16,100.00	16,100.00	0.00	2,594.77	0.00	13,505.23	16.12 %
410-52060-52421	Water	1,443.00	1,443.00	0.00	235.84	0.00	1,207.16	16.34 %
410-52060-52441	Gas	1,250.00	1,250.00	0.00	117.22	0.00	1,132.78	9.38 %
410-52060-52451	Telephone	12,400.00	12,400.00	0.00	1,681.36	0.00	10,718.64	13.56 %
410-52060-52452	Cellular	6,150.00	6,150.00	0.00	1,517.02	0.00	4,632.98	24.67 %
410-52060-52481	Stormwater Fees	905.00	905.00	0.00	142.42	0.00	762.58	15.74 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
410-52060-52521	Legal Services	140,000.00	140,000.00	0.00	28,936.75	0.00	111,063.25	20.67 %
410-52060-52531	Accounting and Auditing Services	25,850.00	25,850.00	0.00	4,500.00	0.00	21,350.00	17.41 %
410-52060-52541	Consulting Engineering	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00 %
410-52060-52545	Consultant's Services	1,500.00	1,500.00	0.00	2,910.76	0.00	-1,410.76	194.05 %
410-52060-52549	Other Professional Services	1,000.00	1,000.00	0.00	156.03	0.00	843.97	15.60 %
410-52060-52550	Tourism and Economic Development	30,000.00	30,000.00	0.00	20,000.00	0.00	10,000.00	66.67 %
410-52060-52611	Repairs and Maintenance Motor Vehicles	7,550.00	7,550.00	0.00	635.55	0.00	6,914.45	8.42 %
410-52060-52621	Repairs and Maintenance Machinery and Equipment	10,372.00	10,372.00	0.00	1,126.90	0.00	9,245.10	10.86 %
410-52060-52651	Repairs & Maintenance Grounds & Ground Improvement	17,500.00	17,500.00	0.00	997.24	0.00	16,502.76	5.70 %
410-52060-52661	Repair and Maintenance Buildings	88,375.00	88,375.00	0.00	6,115.58	0.00	82,259.42	6.92 %
410-52060-52691	Repair and Maintenance - Other	11,350.00	11,350.00	0.00	7,048.82	0.00	4,301.18	62.10 %
410-52060-52721	Office Equipment Contracts	36,250.00	36,250.00	0.00	3,970.55	0.00	32,279.45	10.95 %
410-52060-52722	Contract IT Operation/Services	135,000.00	135,000.00	0.00	27,533.98	0.00	107,466.02	20.40 %
410-52060-52723	Subscription Services	63,650.00	63,650.00	0.00	14,614.02	0.00	49,035.98	22.96 %
410-52060-52724	Support Services	50,175.00	50,175.00	0.00	2,748.75	0.00	47,426.25	5.48 %
410-52060-52725	Software Support Contract	202,500.00	202,500.00	0.00	132,592.51	0.00	69,907.49	65.48 %
410-52060-52726	Installation Contract & Services	12,500.00	12,500.00	0.00	0.00	0.00	12,500.00	0.00 %
410-52060-52728	Security Cameras & Alarms	1,250.00	1,250.00	0.00	0.00	0.00	1,250.00	0.00 %
410-52060-52831	Travel - Out of Town Expenses	4,125.00	4,125.00	0.00	5,117.30	0.00	-992.30	124.06 %
410-52060-52832	Meals and Entertainment	2,750.00	2,750.00	0.00	889.52	0.00	1,860.48	32.35 %
410-52060-52833	Training	6,630.00	6,630.00	0.00	1,090.34	0.00	5,539.66	16.45 %
410-52060-52843	Car Rental	750.00	750.00	0.00	0.00	0.00	750.00	0.00 %
410-52060-52845	Registration	1,250.00	1,250.00	0.00	64.90	0.00	1,185.10	5.19 %
410-52060-52846	Food -Per Diem	100.00	100.00	0.00	44.20	0.00	55.80	44.20 %
410-52060-52851	Licenses & Certifications	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
410-52060-52891	Other Travel Expenses	1,975.00	1,975.00	0.00	0.00	0.00	1,975.00	0.00 %
410-52060-52916	Document Recordation Fees	100.00	100.00	0.00	18.50	0.00	81.50	18.50 %
410-52060-52991	Other Contractual Services	38,175.00	38,175.00	0.00	2,571.82	0.00	35,603.18	6.74 %
410-52060-53112	Office Supplies - General	10,620.00	10,620.00	0.00	5,376.30	0.00	5,243.70	50.62 %
410-52060-53139	Other Computer Software	14,838.00	14,838.00	0.00	9,717.85	0.00	5,120.15	65.49 %
410-52060-53141	Portable Electronic Devices	4,575.00	4,575.00	0.00	850.72	0.00	3,724.28	18.59 %
410-52060-53142	Desktop Monitor and Hardware	3,750.00	3,750.00	0.00	0.00	0.00	3,750.00	0.00 %
410-52060-53149	Misc Computer Hardware	31,250.00	31,250.00	0.00	18,361.88	0.00	12,888.12	58.76 %
410-52060-53241	Janitorial Supplies	12,750.00	12,750.00	0.00	4,214.63	0.00	8,535.37	33.06 %
410-52060-53261	Clothing	5,235.00	5,235.00	0.00	1,299.67	0.00	3,935.33	24.83 %
410-52060-53291	Other Operating Supplies	5,250.00	5,250.00	0.00	753.29	0.00	4,496.71	14.35 %
410-52060-53293	Other Operating Equipment	1,250.00	1,250.00	0.00	0.00	0.00	1,250.00	0.00 %
410-52060-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	9,000.00	9,000.00	0.00	1,052.95	0.00	7,947.05	11.70 %
410-52060-53341	Tires, Tubes and Etc.	150.00	150.00	0.00	0.00	0.00	150.00	0.00 %
410-52060-53391	Other Repair and Maintenance Supplies	750.00	750.00	0.00	38.39	0.00	711.61	5.12 %
410-52060-53411	Consumables for Tools	375.00	375.00	0.00	0.00	0.00	375.00	0.00 %
410-52060-53412	Hand Tools	1,250.00	1,250.00	0.00	0.00	0.00	1,250.00	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
410-52060-53441	Safety Supplies	500.00	500.00	0.00	66.75	0.00	433.25	13.35 %
410-52060-53711	Food and Beverage Supplies	750.00	750.00	0.00	0.00	0.00	750.00	0.00 %
410-52060-55112	PEP Insurance Coverage	59,130.00	59,130.00	0.00	16,332.60	0.00	42,797.40	27.62 %
410-52060-55311	Building and Office Rental	70,750.00	70,750.00	0.00	27,966.31	0.00	42,783.69	39.53 %
410-52060-55314	Storage Rental	0.00	0.00	0.00	1,008.00	0.00	-1,008.00	0.00 %
410-52060-55931	Bank Service Charges	16,000.00	16,000.00	0.00	2,744.09	0.00	13,255.91	17.15 %
410-52060-55932	Merchant Service Credit Card Fees	20,000.00	20,000.00	0.00	6,400.18	0.00	13,599.82	32.00 %
410-52060-55933	Cash Over/Short	250.00	250.00	0.00	0.00	0.00	250.00	0.00 %
410-52060-56462	Interest - Office Lease	0.00	0.00	0.00	2,036.00	0.00	-2,036.00	0.00 %
410-52060-56929	Fees on Bonds	1,750.00	1,750.00	0.00	950.00	0.00	800.00	54.29 %
410-52060-57204	Transportation Subsidy	22,500.00	22,500.00	0.00	0.00	0.00	22,500.00	0.00 %
410-52060-57205	Historic Commission	12,500.00	12,500.00	0.00	167.00	0.00	12,333.00	1.34 %
410-52060-57209	Special Events Support	250.00	250.00	0.00	0.00	0.00	250.00	0.00 %
410-52060-57210	Regional Memberships	24,000.00	24,000.00	0.00	19,618.50	0.00	4,381.50	81.74 %
410-52060-57607	Operating Transfer Out To- 18-75	3,150,000.00	3,150,000.00	0.00	0.00	0.00	3,150,000.00	0.00 %
410-52060-59411	Vehicles	64,250.00	64,250.00	0.00	45,373.66	0.00	18,876.34	70.62 %
410-52060-59421	Machinery and Equipment	750.00	750.00	0.00	0.00	0.00	750.00	0.00 %
410-52060-59701	Furniture	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00 %
410-52060-59705	Communication Equipment	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00 %
410-52060-59710	Other Machinery	6,250.00	6,250.00	0.00	0.00	0.00	6,250.00	0.00 %
410-52100-51111	Salaries	98,965.00	98,965.00	6,352.00	41,288.00	0.00	57,677.00	41.72 %
410-52100-51122	Wages	798,331.00	798,331.00	64,459.69	428,227.43	0.00	370,103.57	53.64 %
410-52100-51222	Hourly - Overtime	0.00	22,500.00	3,181.03	11,383.95	0.00	11,116.05	50.60 %
410-52100-51341	Christmas Bonus	3,600.00	12,220.95	0.00	10,549.23	0.00	1,671.72	86.32 %
410-52100-51411	FICA	69,124.00	72,472.12	5,533.99	36,779.09	0.00	35,693.03	50.75 %
410-52100-51421	Health Insurance	221,038.00	221,038.00	20,181.23	110,506.46	0.00	110,531.54	49.99 %
410-52100-51431	Employee Retirement Plan	79,677.00	80,451.17	6,315.88	43,761.00	0.00	36,690.17	54.39 %
410-52100-51461	Workers Comp	23,278.00	23,278.00	0.00	0.00	0.00	23,278.00	0.00 %
410-52100-51471	Unemployment Insurance	286.00	286.00	221.98	304.63	0.00	-18.63	106.51 %
410-52100-51712	Drug Screening & Background Checks	1,000.00	1,000.00	0.00	85.40	0.00	146.00	85.40 %
410-52100-52351	Memberships	4,000.00	4,000.00	350.00	350.00	0.00	3,650.00	8.75 %
410-52100-52411	Electric	434,909.00	434,909.00	28,890.03	225,099.08	0.00	209,809.92	51.76 %
410-52100-52421	Water	5,105.00	5,105.00	63.49	904.69	0.00	4,200.31	17.72 %
410-52100-52451	Telephone	5,845.00	5,845.00	0.00	0.00	0.00	5,845.00	0.00 %
410-52100-52452	Cellular	4,000.00	4,000.00	168.87	1,120.60	0.00	2,879.40	28.02 %
410-52100-52481	Stormwater Fees	5,000.00	5,000.00	0.00	1,458.40	0.00	3,541.60	29.17 %
410-52100-52534	Laboratory Services	8,000.00	8,000.00	82.00	3,916.00	4,084.00	0.00	100.00 %
410-52100-52549	Other Professional Services	50,000.00	50,000.00	870.61	8,835.95	1,750.00	39,414.05	21.17 %
410-52100-52611	Repairs and Maintenance Motor Vehicles	0.00	12,000.00	0.00	5,495.05	0.00	6,504.95	45.79 %
410-52100-52621	Repairs and Maintenance Machinery and Equipment	138,000.00	138,000.00	359.35	23,974.80	32,922.40	81,102.80	41.23 %
410-52100-52651	Repairs & Maintenance Grounds & Ground Improvement	3,000.00	3,000.00	0.00	0.00	2,485.01	514.99	82.83 %
410-52100-52661	Repair and Maintenance Buildings	5,000.00	5,000.00	0.00	-114.80	0.00	5,114.80	-2.30 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
410-52100-52691	Repair and Maintenance - Other	120,200.00	107,800.00	2,400.00	5,465.36	10,260.00	92,074.64	14.59 %
410-52100-52721	Office Equipment Contracts	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00 %
410-52100-52832	Meals and Entertainment	1,500.00	1,500.00	0.00	424.59	0.00	1,075.41	28.31 %
410-52100-52833	Training	5,000.00	5,000.00	159.75	3,757.99	0.00	1,242.01	75.16 %
410-52100-52841	Lodging	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
410-52100-52845	Registration	600.00	600.00	0.00	338.26	0.00	261.74	56.38 %
410-52100-53112	Office Supplies - General	1,500.00	1,500.00	0.00	147.88	0.00	1,352.12	9.86 %
410-52100-53141	Portable Electronic Devices	6,800.00	6,800.00	0.00	0.00	0.00	6,800.00	0.00 %
410-52100-53223	Laboratory Supplies	17,500.00	17,500.00	3,806.02	11,912.53	5,527.39	60.08	99.66 %
410-52100-53241	Janitorial Supplies	2,500.00	2,500.00	114.29	1,284.12	0.00	1,215.88	51.36 %
410-52100-53261	Clothing	9,600.00	9,600.00	535.17	3,667.62	6,732.81	-800.43	108.34 %
410-52100-53291	Other Operating Supplies	17,000.00	17,000.00	76.72	7,617.08	2,545.00	6,837.92	59.78 %
410-52100-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	16,436.00	16,836.00	0.00	6,307.90	11,494.10	-966.09	105.74 %
410-52100-53391	Other Repair and Maintenance Supplies	490,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
410-52100-53441	Safety Supplies	9,500.00	4,567.76	2,660.06	2,660.06	0.00	1,907.70	58.24 %
410-52100-54601	Polymer	10,000.00	10,000.00	927.50	3,710.00	6,290.00	0.00	100.00 %
410-52100-54602	Carbon	99,000.00	99,000.00	14,136.00	41,869.32	57,130.68	0.00	100.00 %
410-52100-54603	Chlorine	40,000.00	40,000.00	3,720.00	26,040.00	13,960.00	0.00	100.00 %
410-52100-54604	Coagulant	180,000.00	180,000.00	0.00	133,798.58	46,201.42	0.00	100.00 %
410-52100-54605	Peroxide	25,000.00	25,000.00	0.00	9,421.22	15,577.78	1.00	100.00 %
410-52100-54606	Ferric	30,000.00	30,000.00	6,018.00	21,276.00	7,764.00	960.00	96.80 %
410-52100-54607	Phosphate	30,000.00	30,000.00	3,536.82	7,073.64	12,926.36	10,000.00	66.67 %
410-52100-55112	PEP Insurance Coverage	80,000.00	80,000.00	0.00	2,369.31	0.00	77,630.69	2.96 %
410-52100-55331	Machinery and Equipment Rental	10,000.00	10,000.00	0.00	964.00	0.00	9,036.00	9.64 %
410-52100-55411	Depreciation Expense	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
410-52100-55655	Tennessee State Fees	8,500.00	8,500.00	0.00	0.00	0.00	8,500.00	0.00 %
410-52100-56211	Principal 2002 Series GO TMBF Loan \$6M	386,000.00	386,000.00	0.00	0.00	0.00	386,000.00	0.00 %
410-52100-56411	Interest 2002 Series GO TMBF Loan Water System \$6M	23,730.00	23,730.00	429.96	11,890.15	0.00	11,839.85	50.11 %
410-52100-56911	Fees 2002 Series GO TMBF Loan Water System \$6M	10,019.00	10,019.00	478.30	3,326.12	0.00	6,692.88	33.20 %
410-52110-51111	Salaries	192,146.00	192,146.00	14,225.60	98,314.56	0.00	93,831.44	51.17 %
410-52110-51122	Wages	868,580.00	868,580.00	60,899.70	416,271.79	0.00	452,308.21	47.93 %
410-52110-51222	Hourly - Overtime	40,000.00	40,000.00	208.93	6,754.32	0.00	33,245.68	16.89 %
410-52110-51341	Christmas Bonus	3,200.00	13,035.68	0.00	12,039.04	0.00	996.64	92.35 %
410-52110-51411	FICA	81,978.00	85,598.28	5,652.59	40,071.92	0.00	45,526.36	46.81 %
410-52110-51421	Health Insurance	276,347.00	276,347.00	18,715.02	108,648.26	0.00	167,698.74	39.32 %
410-52110-51431	Employee Retirement Plan	94,487.00	95,370.25	6,764.98	47,897.38	0.00	47,472.87	50.22 %
410-52110-51461	Workers Comp	30,690.00	30,690.00	0.00	0.00	0.00	30,690.00	0.00 %
410-52110-51471	Unemployment Insurance	374.00	374.00	222.37	303.80	0.00	70.20	81.23 %
410-52110-51712	Drug Screening & Background Checks	1,000.00	1,000.00	52.00	1,398.25	0.00	-398.25	139.83 %
410-52110-52111	Postage	100.00	100.00	0.00	0.00	0.00	100.00	0.00 %
410-52110-52351	Memberships	45,000.00	45,000.00	500.00	7,526.58	10,673.42	26,800.00	40.44 %
410-52110-52391	Other Publicity, Subscriptions and Dues	107,000.00	169,000.00	13,343.98	91,765.25	38,077.30	39,157.45	76.83 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
410-52110-52411	Electric	100,000.00	100,000.00	8,060.88	73,294.21	0.00	26,705.79	73.29 %
410-52110-52421	Water	0.00	2,000.00	0.00	1,847.22	0.00	152.78	92.36 %
410-52110-52441	Gas	1,000.00	1,000.00	217.62	217.62	0.00	782.38	21.76 %
410-52110-52451	Telephone	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
410-52110-52452	Cellular	8,000.00	8,000.00	920.81	6,346.52	0.00	1,653.48	79.33 %
410-52110-52549	Other Professional Services	6,700.00	6,700.00	0.00	3,250.00	0.00	3,450.00	48.51 %
410-52110-52611	Repairs and Maintenance Motor Vehicles	0.00	12,000.00	6,505.58	11,598.69	0.00	401.31	96.66 %
410-52110-52621	Repairs and Maintenance Machinery and Equipment	3,000.00	8,000.00	657.33	6,595.58	0.00	1,404.42	82.44 %
410-52110-52651	Repairs & Maintenance Grounds & Ground Improvement	800.00	800.00	0.00	0.00	0.00	800.00	0.00 %
410-52110-52661	Repair and Maintenance Buildings	0.00	0.00	-550.39	-550.39	0.00	550.39	0.00 %
410-52110-52671	Repairs and Maintenance Sidewalks	10,500.00	10,500.00	0.00	2,717.32	0.00	7,782.68	25.88 %
410-52110-52681	Repair and Maintenance Roads and Streets	60,000.00	28,800.00	0.00	9,103.91	2,183.75	17,512.34	39.19 %
410-52110-52691	Repair and Maintenance - Other	10,000.00	8,000.00	0.00	2,993.26	0.00	5,006.74	37.42 %
410-52110-52721	Office Equipment Contracts	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00 %
410-52110-52831	Travel - Out of Town Expenses	0.00	2,200.00	43.00	1,863.97	0.00	336.03	84.73 %
410-52110-52832	Meals and Entertainment	1,200.00	2,200.00	475.08	1,717.46	0.00	482.54	78.07 %
410-52110-52833	Training	8,000.00	19,000.00	5,670.00	14,748.00	4,955.00	-703.00	103.70 %
410-52110-52841	Lodging	2,400.00	2,400.00	1,079.22	2,423.02	0.00	-23.02	100.96 %
410-52110-52845	Registration	1,700.00	1,700.00	0.00	238.00	0.00	1,462.00	14.00 %
410-52110-53112	Office Supplies - General	500.00	2,500.00	19.14	1,068.09	0.00	1,431.91	42.72 %
410-52110-53141	Portable Electronic Devices	29,000.00	27,000.00	0.00	231.75	0.00	26,768.25	0.86 %
410-52110-53261	Clothing	10,000.00	10,000.00	159.97	5,556.14	4,751.78	-307.92	103.08 %
410-52110-53291	Other Operating Supplies	215,000.00	215,000.00	18,938.68	100,361.80	105,688.31	8,949.89	95.84 %
410-52110-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	47,500.00	47,500.00	980.65	18,461.39	30,558.75	-1,520.14	103.20 %
410-52110-53391	Other Repair and Maintenance Supplies	67,000.00	67,000.00	0.00	0.00	0.00	67,000.00	0.00 %
410-52110-53441	Safety Supplies	11,750.00	11,750.00	1,562.98	4,462.86	4,969.40	2,317.74	80.27 %
410-52110-53531	Water Purchased for Resale	1,900,000.00	1,900,000.00	136,679.53	1,324,917.63	0.00	575,082.37	69.73 %
410-52110-53541	Water Meters for Resale	385,000.00	300,000.00	0.00	64,932.09	235,067.91	0.00	100.00 %
410-52110-54251	Water Meters	685,000.00	685,000.00	0.00	681,513.92	3,486.08	0.00	100.00 %
410-52110-54253	Fire Hydrants	50,000.00	50,000.00	0.00	20,434.19	29,565.81	0.00	100.00 %
410-52110-55112	PEP Insurance Coverage	55,000.00	55,000.00	0.00	9,432.91	0.00	45,567.09	17.15 %
410-52110-55113	PEP Deductible	0.00	0.00	0.00	754.79	0.00	-754.79	0.00 %
410-52110-55161	Worker's Comp Deductible	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00 %
410-52110-55331	Machinery and Equipment Rental	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
410-52110-55411	Depreciation Expense	1,200,000.00	1,200,000.00	0.00	0.00	0.00	1,200,000.00	0.00 %
410-52110-55655	Tennessee State Fees	35,000.00	35,000.00	0.00	32,177.60	2,822.40	0.00	100.00 %
410-52110-59411	Vehicles	110,000.00	105,000.00	0.00	0.00	105,000.00	0.00	100.00 %
410-52110-59421	Machinery and Equipment	190,000.00	213,000.00	0.00	212,759.99	0.00	240.01	99.89 %
410-52117-51111	Salaries	314,714.00	181,592.58	8,078.40	28,274.40	0.00	153,318.18	15.57 %
410-52117-51122	Wages	0.00	85,334.00	6,564.84	45,953.80	0.00	39,380.20	53.85 %
410-52117-51341	Christmas Bonus	300.00	2,444.19	0.00	1,550.04	0.00	894.15	63.42 %
410-52117-51411	FICA	24,100.00	21,142.83	1,104.58	5,698.31	0.00	15,444.52	26.95 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
410-52117-51421	Health Insurance	80,905.00	70,052.78	4,273.96	14,325.79	0.00	55,726.99	20.45 %
410-52117-51431	Employee Retirement Plan	27,759.00	23,918.22	1,314.96	6,804.87	0.00	17,113.35	28.45 %
410-52117-51461	Workers Comp	17,364.00	14,158.97	0.00	0.00	0.00	14,158.97	0.00 %
410-52117-51471	Unemployment Insurance	66.00	66.00	40.70	61.70	0.00	4.30	93.48 %
410-52117-51712	Drug Screening & Background Checks	500.00	500.00	0.00	78.00	0.00	422.00	15.60 %
410-52117-52201	Stationery, Envelopes, Forms, Printing	150.00	150.00	0.00	0.00	0.00	150.00	0.00 %
410-52117-52351	Memberships	5,000.00	5,000.00	0.00	399.00	0.00	4,601.00	7.98 %
410-52117-52361	Public Relations	0.00	1,000.00	424.00	424.00	0.00	576.00	42.40 %
410-52117-52452	Cellular	3,300.00	3,300.00	46.97	251.85	0.00	3,048.15	7.63 %
410-52117-52521	Legal Services	75,000.00	75,000.00	0.00	0.00	0.00	75,000.00	0.00 %
410-52117-52545	Consultant's Services	500,000.00	499,000.00	0.00	29,724.00	30,576.00	438,700.00	12.08 %
410-52117-52611	Repairs and Maintenance Motor Vehicles	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00 %
410-52117-52661	Repair and Maintenance Buildings	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00 %
410-52117-52832	Meals and Entertainment	1,000.00	1,000.00	236.00	363.80	0.00	636.20	36.38 %
410-52117-52833	Training	12,500.00	12,500.00	0.00	100.88	0.00	12,399.12	0.81 %
410-52117-52841	Lodging	12,500.00	12,500.00	0.00	0.00	553.78	11,946.22	4.43 %
410-52117-52845	Registration	0.00	0.00	0.00	0.00	1,415.00	-1,415.00	0.00 %
410-52117-53112	Office Supplies - General	3,000.00	3,000.00	44.39	120.09	0.00	2,879.91	4.00 %
410-52117-53139	Other Computer Software	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00 %
410-52117-53141	Portable Electronic Devices	3,600.00	3,600.00	0.00	0.00	0.00	3,600.00	0.00 %
410-52117-53261	Clothing	3,000.00	3,000.00	0.00	49.99	0.00	2,950.01	1.67 %
410-52117-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00 %
410-52117-53441	Safety Supplies	2,250.00	2,250.00	0.00	0.00	0.00	2,250.00	0.00 %
410-52117-59411	Vehicles	40,000.00	40,000.00	0.00	0.00	39,790.00	210.00	99.48 %
410-52117-59701	Furniture	12,000.00	12,000.00	0.00	279.00	0.00	11,721.00	2.33 %
410-52210-51111	Salaries	187,407.00	32,351.36	7,851.20	56,397.16	0.00	-24,045.80	174.33 %
410-52210-51122	Wages	464,347.00	464,347.00	38,622.88	273,107.20	0.00	191,239.80	58.82 %
410-52210-51222	Hourly - Overtime	18,000.00	30,000.00	2,393.68	17,633.26	0.00	12,366.74	58.78 %
410-52210-51341	Christmas Bonus	2,000.00	8,147.30	0.00	6,252.80	0.00	1,894.50	76.75 %
410-52210-51411	FICA	49,313.00	41,031.35	3,665.88	26,540.67	0.00	14,490.68	64.68 %
410-52210-51421	Health Insurance	138,370.00	99,712.82	9,550.90	65,981.27	0.00	33,731.55	66.17 %
410-52210-51431	Employee Retirement Plan	56,845.00	45,225.16	4,388.34	31,734.57	0.00	13,490.59	70.17 %
410-52210-51461	Workers Comp	11,408.00	1,005.97	0.00	0.00	0.00	1,005.97	0.00 %
410-52210-51471	Unemployment Insurance	220.00	220.00	141.55	141.55	0.00	78.45	64.34 %
410-52210-51712	Drug Screening & Background Checks	1,000.00	1,000.00	0.00	237.50	0.00	762.50	23.75 %
410-52210-52351	Memberships	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
410-52210-52411	Electric	460,000.00	460,000.00	40,728.48	241,292.79	0.00	218,707.21	52.45 %
410-52210-52421	Water	3,000.00	3,000.00	0.00	1,282.24	0.00	1,717.76	42.74 %
410-52210-52441	Gas	3,000.00	3,000.00	612.12	1,610.47	0.00	1,389.53	53.68 %
410-52210-52452	Cellular	3,500.00	3,500.00	216.06	2,881.29	0.00	618.71	82.32 %
410-52210-52481	Stormwater Fees	6,500.00	6,500.00	2.49	3,405.04	0.00	3,094.96	52.39 %
410-52210-52534	Laboratory Services	18,000.00	18,000.00	688.00	9,644.00	356.00	8,000.00	55.56 %

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410-52210-52549							
Other Professional Services	3,500.00	3,500.00	336.90	1,018.90	2,000.00	481.10	86.25 %
410-52210-52611							
Repairs and Maintenance Motor Vehicles	0.00	1,000.00	839.74	2,116.39	0.00	-1,116.39	211.64 %
410-52210-52621							
Repairs and Maintenance Machinery and Equipment	300,000.00	378,650.00	7,232.71	205,156.75	188,246.44	-14,753.19	103.90 %
410-52210-52651							
Repairs & Maintenance Grounds & Ground Improvement	30,000.00	30,000.00	731.00	647.05	0.00	29,352.95	2.16 %
410-52210-52691							
Repair and Maintenance - Other	20,000.00	19,000.00	0.00	0.00	0.00	19,000.00	0.00 %
410-52210-52721							
Office Equipment Contracts	1,400.00	1,400.00	0.00	0.00	0.00	1,400.00	0.00 %
410-52210-52723							
Subscription Services	700.00	700.00	0.00	73.33	0.00	626.67	10.48 %
410-52210-52832							
Meals and Entertainment	1,500.00	1,500.00	0.00	154.75	0.00	1,345.25	10.32 %
410-52210-52833							
Training	8,000.00	8,000.00	0.00	1,265.06	0.00	6,734.94	15.81 %
410-52210-52841							
Lodging	3,200.00	3,200.00	0.00	1,896.88	0.00	1,303.12	59.28 %
410-52210-52845							
Registration	1,000.00	1,000.00	150.00	180.00	0.00	820.00	18.00 %
410-52210-52959							
Sludge Removal	726,000.00	726,000.00	123,116.43	436,766.95	283,544.56	5,688.49	99.22 %
410-52210-53112							
Office Supplies - General	2,000.00	2,000.00	0.00	408.93	0.00	1,591.07	20.45 %
410-52210-53141							
Portable Electronic Devices	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00 %
410-52210-53223							
Laboratory Supplies	50,000.00	50,000.00	1,468.32	5,350.11	3,187.00	41,462.89	17.07 %
410-52210-53261							
Clothing	7,200.00	7,200.00	31.98	1,658.45	2,739.09	2,802.46	61.08 %
410-52210-53291							
Other Operating Supplies	60,000.00	60,000.00	1,667.80	11,448.81	9,701.70	38,849.49	35.25 %
410-52210-53311							
Gas, Oil, Diesel Fuel, Grease, Etc.	10,000.00	10,000.00	2,168.22	4,648.43	2,490.12	2,861.45	71.39 %
410-52210-53321							
Vehicle Parts and Repairs	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
410-52210-53391							
Other Repair and Maintenance Supplies	125,000.00	75,150.00	0.00	21,128.90	28,931.36	25,089.74	66.61 %
410-52210-53441							
Safety Supplies	7,500.00	7,500.00	1,939.00	5,737.12	0.00	1,762.88	76.49 %
410-52210-54601							
Polymer	200,000.00	200,000.00	14,099.00	56,396.00	143,604.00	0.00	100.00 %
410-52210-55112							
PEP Insurance Coverage	120,000.00	120,000.00	0.00	2,065.94	0.00	117,934.06	1.72 %
410-52210-55113							
PEP Deductible	0.00	0.00	0.00	1,000.00	0.00	-1,000.00	0.00 %
410-52210-55331							
Machinery and Equipment Rental	450,000.00	450,000.00	35,000.00	245,000.00	175,000.00	30,000.00	93.33 %
410-52210-55411							
Depreciation Expense	2,150,000.00	2,150,000.00	0.00	0.00	0.00	2,150,000.00	0.00 %
410-52210-55655							
Tennessee State Fees	75,000.00	75,000.00	0.00	22,149.38	0.00	52,850.62	29.53 %
410-52210-56141							
Principal 2020B Series GO Bond \$9.395K (53%)	378,950.00	378,950.00	0.00	0.00	0.00	378,950.00	0.00 %
410-52210-56142							
Principal 2020B Series GO Bond \$9.395K (47%)	336,050.00	336,050.00	0.00	0.00	0.00	336,050.00	0.00 %
410-52210-56341							
Interest 2020B Series GO Bond \$9.395K (53%)	76,479.00	76,479.00	0.00	33,910.50	0.00	42,568.50	44.34 %
410-52210-56342							
Interest 2020B Series GO Bond \$9.395K (47%)	67,821.00	67,821.00	0.00	38,239.50	0.00	29,581.50	56.38 %
410-52210-59411							
Vehicles	55,000.00	50,000.00	0.00	45,000.00	0.00	5,000.00	90.00 %
410-52210-59421							
Machinery and Equipment	55,000.00	55,000.00	0.00	44,423.56	0.00	10,576.44	80.77 %
410-52220-51111							
Salaries	291,894.00	244,101.97	10,632.00	49,738.28	0.00	194,363.69	20.38 %
410-52220-51122							
Wages	631,123.00	631,123.00	37,938.57	254,708.16	0.00	376,414.84	40.36 %
410-52220-51222							
Hourly - Overtime	20,000.00	20,000.00	755.27	4,007.10	0.00	15,992.90	20.04 %
410-52220-51341							
Christmas Bonus	1,800.00	12,220.95	0.00	9,094.02	0.00	3,126.93	74.41 %
410-52220-51411							
FICA	70,755.00	70,581.54	3,662.05	23,661.57	0.00	46,919.97	33.52 %
410-52220-51421							
Health Insurance	300,554.00	289,841.51	18,151.66	87,544.46	0.00	202,297.05	30.20 %
410-52220-51431							
Employee Retirement Plan	81,540.00	78,438.39	4,429.45	28,544.81	0.00	49,893.58	36.39 %
410-52220-51461							
Workers Comp	39,890.00	36,684.66	0.00	0.00	0.00	36,684.66	0.00 %
410-52220-51471							
Unemployment Insurance	330.00	330.00	145.98	178.12	0.00	151.88	53.98 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
410-52220-51712	Drug Screening & Background Checks	1,000.00	1,000.00	52.00	445.00	0.00	555.00	44.50 %
410-52220-52111	Postage	0.00	100.00	0.00	5.49	0.00	94.51	5.49 %
410-52220-52351	Memberships	45,000.00	45,000.00	250.00	7,134.58	5,815.42	32,050.00	28.78 %
410-52220-52411	Electric	72,190.00	72,190.00	7,724.96	46,515.04	0.00	25,674.96	64.43 %
410-52220-52441	Gas	100.00	100.00	217.61	217.61	0.00	-117.61	217.61 %
410-52220-52452	Cellular	10,000.00	10,000.00	1,178.07	8,388.81	0.00	1,611.19	83.89 %
410-52220-52611	Repairs and Maintenance Motor Vehicles	0.00	7,400.00	956.38	9,978.78	0.00	-2,578.78	134.85 %
410-52220-52621	Repairs and Maintenance Machinery and Equipment	53,000.00	47,100.00	117.54	7,305.28	11,149.19	28,645.53	39.18 %
410-52220-52691	Repair and Maintenance - Other	26,000.00	26,000.00	200.49	5,914.21	8,687.50	11,398.29	56.16 %
410-52220-52723	Subscription Services	8,000.00	11,500.00	48.00	6,588.00	4,380.00	532.00	95.37 %
410-52220-52831	Travel - Out of Town Expenses	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00 %
410-52220-52832	Meals and Entertainment	1,000.00	1,000.00	0.00	23.73	0.00	976.27	2.37 %
410-52220-52833	Training	8,000.00	8,000.00	3,000.00	3,482.00	0.00	4,518.00	43.53 %
410-52220-52841	Lodging	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00 %
410-52220-52845	Registration	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
410-52220-52911	Ambulance, Clinic and Hospital Services	500.00	400.00	0.00	0.00	0.00	400.00	0.00 %
410-52220-53112	Office Supplies - General	300.00	300.00	0.00	157.44	0.00	142.56	52.48 %
410-52220-53141	Portable Electronic Devices	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00	0.00 %
410-52220-53222	Chemical Supplies	50,000.00	50,000.00	4,072.00	32,576.00	16,424.00	1,000.00	98.00 %
410-52220-53261	Clothing	8,000.00	8,000.00	121.73	4,236.94	3,980.24	-217.18	102.71 %
410-52220-53291	Other Operating Supplies	16,000.00	16,000.00	1,525.28	4,832.39	7,719.61	3,448.00	78.45 %
410-52220-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	24,000.00	24,000.00	1,520.85	11,311.33	12,923.38	-234.71	100.98 %
410-52220-53391	Other Repair and Maintenance Supplies	15,000.00	15,000.00	0.00	3,579.40	9,558.50	1,862.10	87.59 %
410-52220-53441	Safety Supplies	11,500.00	11,500.00	0.00	0.00	7,000.00	4,500.00	60.87 %
410-52220-55112	PEP Insurance Coverage	15,000.00	15,000.00	0.00	5,341.13	0.00	9,658.87	35.61 %
410-52220-55113	PEP Deductible	0.00	0.00	0.00	140.50	0.00	-140.50	0.00 %
410-52220-55161	Worker's Comp Deductible	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
410-52220-59411	Vehicles	100,000.00	99,000.00	0.00	90,000.00	3,450.00	5,550.00	94.39 %
410-52220-59421	Machinery and Equipment	280,000.00	80,000.00	0.00	22,211.78	36,686.00	21,102.22	73.62 %
410-52220-59711	Other Machinery	15,000.00	1,892.00	0.00	0.00	0.00	1,892.00	0.00 %
410-52302-59123	Capital Design	0.00	24,500.00	0.00	2,700.00	21,800.00	0.00	100.00 %
410-52302-59125	Capital Site Construction	0.00	475,500.00	0.00	0.00	0.00	475,500.00	0.00 %
410-52308-59125	Capital Site Construction	0.00	50,000.00	0.00	29,606.52	20,393.48	0.00	100.00 %
410-52309-59123	Capital Design	0.00	20,563.22	0.00	0.00	0.00	20,563.22	0.00 %
410-52309-59125	Capital Site Construction	0.00	4,163,595.99	129,741.55	1,409,706.41	2,808,517.60	-54,628.02	101.31 %
410-52309-59601	Capital CEI	0.00	241,384.37	0.00	79,173.35	162,211.02	0.00	100.00 %
410-52314-59123	Capital Design	0.00	20,447.35	0.00	5,530.00	14,917.35	0.00	100.00 %
410-52316-59123	Capital Design	0.00	7,720.00	0.00	1,800.00	5,920.00	0.00	100.00 %
410-52317-59123	Capital Design	0.00	14,420.00	0.00	7,500.00	6,920.00	0.00	100.00 %
410-52319-59123	Capital Design	0.00	510,340.00	0.00	0.00	510,340.00	0.00	100.00 %
410-52319-59131	Capital Easement Acquisition	0.00	59,078.18	0.00	170.00	58,908.18	0.00	100.00 %
410-52320-59123	Capital Design	0.00	1,800.00	0.00	1,530.00	270.00	0.00	100.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
410-52324-59123	Capital Design	0.00	214,500.00	0.00	0.00	0.00	214,500.00	0.00 %
410-52325-59123	Capital Design	0.00	68,500.00	0.00	1,000.00	67,500.00	0.00	100.00 %
410-52405-59121	Capital Planning	0.00	430,804.95	13,832.50	63,524.45	367,280.50	0.00	100.00 %
410-52405-59125	Capital Site Construction	0.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00	0.00 %
410-52409-59123	Capital Design	0.00	1,363,092.86	14,483.77	992,177.75	287,492.03	83,423.08	93.88 %
410-52409-59125	Capital Site Construction	0.00	2,500,000.00	0.00	0.00	0.00	2,500,000.00	0.00 %
410-52417-59123	Capital Design	0.00	105,919.30	0.00	38,005.09	25,914.21	42,000.00	60.35 %
410-52417-59125	Capital Site Construction	0.00	7,699,357.00	0.00	0.00	0.00	7,699,357.00	0.00 %
410-52420-59123	Capital Design	0.00	132,763.80	0.00	36,295.50	96,468.30	0.00	100.00 %
410-52421-59123	Capital Design	0.00	707,688.78	0.00	15,760.00	691,928.78	0.00	100.00 %
410-52422-59123	Capital Design	0.00	485,023.84	0.00	43,764.15	441,259.69	0.00	100.00 %
410-52423-59125	Capital Site Construction	0.00	6,324,640.52	0.00	0.00	0.00	6,324,640.52	0.00 %
410-52424-59125	Capital Site Construction	0.00	300,000.00	0.00	0.00	0.00	300,000.00	0.00 %
410-52424-59601	Capital CEI	0.00	21,000.00	0.00	0.00	0.00	21,000.00	0.00 %
410-52425-59123	Capital Design	0.00	100,000.00	0.00	0.00	0.00	100,000.00	0.00 %
410-52426-59123	Capital Design	0.00	100,000.00	0.00	0.00	0.00	100,000.00	0.00 %
410-52427-59123	Capital Design	0.00	100,000.00	0.00	0.00	0.00	100,000.00	0.00 %
410-52428-59121	Capital Planning	0.00	300,000.00	0.00	0.00	0.00	300,000.00	0.00 %
410-52429-59121	Capital Planning	0.00	750,000.00	0.00	0.00	0.00	750,000.00	0.00 %
410-52504-59123	Capital Design	0.00	750,000.00	0.00	0.00	0.00	750,000.00	0.00 %
410-52610-59123	Capital Design	0.00	2,712,000.00	0.00	0.00	0.00	2,712,000.00	0.00 %
410-52610-59125	Capital Site Construction	0.00	4,405,000.00	0.00	0.00	146,000.00	4,259,000.00	3.31 %
410-52610-59601	Capital CEI	0.00	176,200.00	0.00	0.00	0.00	176,200.00	0.00 %
410-52620-52361	Public Relations	0.00	51,693.75	0.00	0.00	0.00	51,693.75	0.00 %
410-52620-52631	Public Relations	0.00	0.00	1,981.25	23,387.50	28,306.25	-51,693.75	0.00 %
410-52620-59123	Capital Design	0.00	2,310,800.00	0.00	0.00	0.00	2,310,800.00	0.00 %
Expense Total:		29,980,522.00	70,139,155.91	1,316,106.47	13,262,127.83	7,894,408.01	48,982,620.07	30.16%
Fund: 410 - WATER AND SEWER FUND Total:		29,980,522.00	70,139,155.91	1,316,106.47	13,262,127.83	7,894,408.01	48,982,620.07	30.16%
Fund: 413 - WATER DEVELOPMENT FEES								
Expense								
413-61100-57604	Operating Transfer Out To- Water Sewer Fund	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00	0.00 %
Expense Total:		3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00	0.00%
Fund: 413 - WATER DEVELOPMENT FEES Total:		3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00	0.00%
Fund: 414 - SEWER DEVELOPMENT FUND								
Expense								
414-61100-57604	Operating Transfer Out To- Water Sewer Fund	1,500,000.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00	0.00 %
Expense Total:		1,500,000.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00	0.00%
Fund: 414 - SEWER DEVELOPMENT FUND Total:		1,500,000.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00	0.00%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 416 - STORM WATER UTILITY FUND								
Expense								
416-43150-51111	Salaries	84,510.00	105,279.24	6,500.80	46,805.76	0.00	58,473.48	44.46 %
416-43150-51122	Wages	359,014.00	456,770.62	27,603.20	199,482.05	0.00	257,288.57	43.67 %
416-43150-51151	Other Salaries	1,400.00	1,400.00	0.00	0.00	0.00	1,400.00	0.00 %
416-43150-51222	Hourly - Overtime	7,000.00	29,911.71	0.00	373.46	0.00	29,538.25	1.25 %
416-43150-51341	Christmas Bonus	2,000.00	5,703.10	0.00	5,297.19	0.00	405.91	92.88 %
416-43150-51411	FICA	34,090.00	46,447.96	2,515.74	18,643.77	0.00	27,804.19	40.14 %
416-43150-51421	Health Insurance	120,576.00	180,954.57	12,685.58	76,733.22	0.00	104,221.35	42.40 %
416-43150-51431	Employee Retirement Plan	39,296.00	52,329.64	3,062.54	22,625.88	0.00	29,703.76	43.24 %
416-43150-51461	Workers Comp	7,492.00	16,969.74	0.00	0.00	0.00	16,969.74	0.00 %
416-43150-51471	Unemployment Insurance	147.00	241.50	102.30	102.30	0.00	139.20	42.36 %
416-43150-51712	Drug Screening & Background Checks	0.00	300.00	0.00	104.00	0.00	196.00	34.67 %
416-43150-52351	Memberships	800.00	800.00	267.00	267.00	0.00	533.00	33.38 %
416-43150-52363	Public Outreach & Education	4,000.00	4,000.00	0.00	2,913.21	0.00	1,086.79	72.83 %
416-43150-52452	Cellular	8,500.00	8,500.00	414.37	2,958.33	0.00	5,541.67	34.80 %
416-43150-52481	Stormwater Fees	450.00	450.00	0.00	408.37	0.00	41.63	90.75 %
416-43150-52483	TDEC Permit Fees	8,000.00	8,000.00	0.00	125.00	3,460.00	4,415.00	44.81 %
416-43150-52541	Consulting Engineering	85,000.00	85,000.00	0.00	42,831.29	23,971.41	18,197.30	78.59 %
416-43150-52549	Other Professional Services	33,000.00	33,000.00	0.00	0.00	0.00	33,000.00	0.00 %
416-43150-52611	Repairs and Maintenance Motor Vehicles	35,000.00	35,000.00	3,116.64	6,816.01	0.00	28,183.99	19.47 %
416-43150-52621	Repairs and Maintenance Machinery and Equipment	35,000.00	37,727.28	26.33	4,589.92	0.00	33,137.36	12.17 %
416-43150-52651	Repairs & Maintenance Grounds & Ground Improvement	155,000.00	305,000.00	7,266.31	14,580.33	219,498.48	70,921.19	76.75 %
416-43150-52691	Repair and Maintenance - Other	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
416-43150-52831	Travel - Out of Town Expenses	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
416-43150-52832	Meals and Entertainment	1,000.00	1,000.00	0.00	192.00	0.00	808.00	19.20 %
416-43150-52833	Training	3,000.00	3,000.00	0.00	1,300.00	0.00	1,700.00	43.33 %
416-43150-52841	Lodging	1,000.00	1,000.00	0.00	355.34	0.00	644.66	35.53 %
416-43150-52845	Registration	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
416-43150-52846	Food-Per Diem	500.00	500.00	0.00	111.00	0.00	389.00	22.20 %
416-43150-52851	Licenses & Certifications	1,000.00	1,000.00	0.00	672.50	0.00	327.50	67.25 %
416-43150-52891	Other Travel Expenses	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
416-43150-52917	Street Litter Program	5,000.00	5,000.00	0.00	391.29	795.04	3,813.67	23.73 %
416-43150-52918	Street Sweeping	110,000.00	110,000.00	0.00	42,614.33	25,184.53	42,201.14	61.64 %
416-43150-53112	Office Supplies - General	1,500.00	1,500.00	0.00	570.66	0.00	929.34	38.04 %
416-43150-53141	Portable Electronic Devices	1,100.00	1,100.00	0.00	0.00	0.00	1,100.00	0.00 %
416-43150-53222	Chemical Supplies	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00 %
416-43150-53261	Clothing	8,000.00	8,000.00	0.00	5,667.88	0.00	2,332.12	70.85 %
416-43150-53291	Other Operating Supplies	500.00	500.00	0.00	193.70	0.00	306.30	38.74 %
416-43150-53293	Other Operating Equipment	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00 %
416-43150-53311	Gas, Oil, Diesel Fuel, Grease, Etc.	27,500.00	35,681.82	1,818.21	15,216.15	10,770.57	9,695.10	72.83 %
416-43150-53411	Consumables for Tools	1,000.00	1,000.00	65.51	452.48	0.00	547.52	45.25 %

Budget Report

For Fiscal: 2025-2026 Period Ending: 01/31/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
416-43150-53412	Hand Tools	3,500.00	3,500.00	0.00	624.50	0.00	2,875.50	17.84 %
416-43150-53441	Safety Supplies	4,000.00	4,000.00	0.00	748.14	508.82	2,743.04	31.42 %
416-43150-53711	Food and Beverage Supplies	500.00	500.00	369.60	369.60	0.00	130.40	73.92 %
416-43150-54119	Other Building Supplies	1,500.00	1,500.00	0.00	712.05	0.00	787.95	47.47 %
416-43150-54254	Manhole Inserts	3,500.00	3,500.00	0.00	1,426.00	1,774.00	300.00	91.43 %
416-43150-54521	Gravel & Sand	3,000.00	3,000.00	0.00	733.82	1,766.18	500.00	83.33 %
416-43150-54522	Concrete	1,200.00	1,200.00	0.00	514.44	0.00	685.56	42.87 %
416-43150-54543	Seed and Fertilizer	1,000.00	1,000.00	0.00	179.97	0.00	820.03	18.00 %
416-43150-54831	Erosion Control Supplies	6,000.00	6,000.00	0.00	585.00	1,415.00	4,000.00	33.33 %
416-43150-55112	PEP Insurance Coverage	2,500.00	2,500.00	0.00	6,037.46	0.00	-3,537.46	241.50 %
416-43150-55331	Machinery and Equipment Rental	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00 %
416-43150-56241	2022 Interfund CON Principal (MS4)	25,611.00	25,611.00	0.00	0.00	0.00	25,611.00	0.00 %
416-43150-56441	Interest 2022 Interfund CON (MS4)	4,997.00	4,997.00	0.00	0.00	0.00	4,997.00	0.00 %
416-43150-56442	Interest 2024 Series GO Bond	83,850.00	83,850.00	0.00	41,925.00	0.00	41,925.00	50.00 %
416-43150-59411	Vehicles	0.00	90,000.00	0.00	0.00	64,000.00	26,000.00	71.11 %
416-43150-59421	Machinery and Equipment	155,000.00	1,788,455.37	0.00	139,539.00	1,611,935.00	36,981.37	97.93 %
416-52701-59125	Capital Site Construction	0.00	1,178,705.00	292,793.18	418,275.97	571,847.49	188,581.54	84.00 %
416-52701-59601	Capital CEI	0.00	190,600.00	0.00	73,712.15	100,813.36	16,074.49	91.57 %
416-52702-59123	Capital Design	0.00	1,725.00	0.00	0.00	0.00	1,725.00	0.00 %
416-52702-59125	Capital Site Construction	0.00	1,239,144.00	81,929.06	389,163.33	232,568.49	617,412.18	50.17 %
416-52702-59601	Capital CEI	0.00	33,100.00	0.00	29,661.57	3,438.43	0.00	100.00 %
416-52703-59125	Capital Site Construction	0.00	666,635.00	0.00	41,186.92	376,667.28	248,780.80	62.68 %
416-52703-59601	Capital CEI	0.00	33,100.00	0.00	0.00	0.00	33,100.00	0.00 %
416-52704-59125	Capital Site Construction	0.00	1,104,950.00	0.00	409,538.26	140,361.74	555,050.00	49.77 %
416-52704-59601	Capital CEI	0.00	33,100.00	0.00	0.00	33,100.00	0.00	100.00 %
	Expense Total:	1,491,233.00	8,102,439.55	440,536.37	2,068,327.60	3,423,875.82	2,610,236.13	67.78%
	Fund: 416 - STORM WATER UTILITY FUND Total:	1,491,233.00	8,102,439.55	440,536.37	2,068,327.60	3,423,875.82	2,610,236.13	67.78%
Fund: 611 - LIBRARY FUND								
Expense								
611-44800-53291	Other Operating Supplies	2,000.00	2,000.00	0.00	865.35	0.00	1,134.65	43.27 %
611-44800-53611	Books	2,000.00	2,000.00	32.99	1,908.49	0.00	91.51	95.42 %
611-44800-53621	Adult Programs	5,000.00	5,000.00	625.05	2,518.35	0.00	2,481.65	50.37 %
611-44800-53622	Adult SRP	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00 %
611-44800-53631	Teen Programs	3,500.00	3,500.00	31.29	1,659.74	0.00	1,840.26	47.42 %
611-44800-53632	Teen SRP	3,500.00	3,500.00	0.00	496.84	0.00	3,003.16	14.20 %
611-44800-53641	Children's Programs	7,000.00	7,000.00	647.96	3,931.78	0.00	3,068.22	56.17 %
611-44800-53642	Children's SRP	7,000.00	7,000.00	0.00	56.67	0.00	6,943.33	0.81 %
611-44800-53643	Children's Books	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00 %

Budget Report		For Fiscal: 2025-2026 Period Ending: 01/31/2026						
		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
611-44800-56815	Merchant Service Charges	3,000.00	3,000.00	187.69	970.12	0.00	2,029.88	32.34 %
Expense Total:		37,000.00	37,000.00	1,524.98	12,407.34	0.00	24,592.66	33.53%
Fund: 611 - LIBRARY FUND Total:		37,000.00	37,000.00	1,524.98	12,407.34	0.00	24,592.66	33.53%
Fund: 619 - DRUG ENFORCEMENT FUND								
Expense								
619-42100-52452	Cellular	5,000.00	5,000.00	333.35	2,350.55	1,649.45	1,000.00	80.00 %
619-42100-52611	Repairs and Maintenance Motor Vehicles	0.00	0.00	0.00	260.00	0.00	-260.00	0.00 %
619-42100-52831	Travel - Out of Town Expenses	10,000.00	10,000.00	0.00	1,497.91	0.00	8,502.09	14.98 %
619-42100-52833	Training	2,500.00	2,500.00	0.00	375.00	0.00	2,125.00	15.00 %
619-42100-53141	Portable Electronic Devices	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00 %
619-42100-53142	Desktop Monitor and Hardware	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00 %
619-42100-53261	Clothing	2,250.00	2,250.00	241.12	763.92	0.00	1,486.08	33.95 %
619-42100-53272	Weapons	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00 %
619-42100-53291	Other Operating Supplies	13,000.00	16,120.00	0.00	16,187.00	0.00	-67.00	100.42 %
619-42100-53292	Contingency	10,000.00	6,880.00	0.00	3,629.48	0.00	3,250.52	52.75 %
619-42100-59411	Vehicles	50,000.00	68,196.00	0.00	18,196.00	0.00	50,000.00	26.68 %
Expense Total:		99,450.00	117,646.00	574.47	43,259.86	1,649.45	72,736.69	38.17%
Fund: 619 - DRUG ENFORCEMENT FUND Total:		99,450.00	117,646.00	574.47	43,259.86	1,649.45	72,736.69	38.17%
Fund: 800 - GENERAL FIXED ASSETS								
Expense								
800-46000-56940	Amortization Expense-Leases	0.00	0.00	-408,972.75	-408,972.75	0.00	408,972.75	0.00 %
Expense Total:		0.00	0.00	-408,972.75	-408,972.75	0.00	408,972.75	0.00%
Fund: 800 - GENERAL FIXED ASSETS Total:		0.00	0.00	-408,972.75	-408,972.75	0.00	408,972.75	0.00%
Report Total:		132,975,413.02	255,018,801.93	11,470,529.29	73,746,396.22	36,148,522.41	145,123,883.30	43.09%

Budget Report

For Fiscal: 2025-2026 Period Ending: 01/31/2026

Group Summary

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 110 - GENERAL FUND							
Expense							
	61,314,786.02	64,407,384.38	9,411,589.09	40,098,656.90	7,253,706.57	17,055,020.91	73.52%
Expense Total:	61,314,786.02	64,407,384.38	9,411,589.09	40,098,656.90	7,253,706.57	17,055,020.91	73.52%
Fund: 110 - GENERAL FUND Total:	61,314,786.02	64,407,384.38	9,411,589.09	40,098,656.90	7,253,706.57	17,055,020.91	73.52%
Fund: 121 - STATE STREET AID FUND							
Expense							
	1,998,570.00	2,478,570.00	0.00	965,877.68	1,087,373.00	425,319.32	82.84%
Expense Total:	1,998,570.00	2,478,570.00	0.00	965,877.68	1,087,373.00	425,319.32	82.84%
Fund: 121 - STATE STREET AID FUND Total:	1,998,570.00	2,478,570.00	0.00	965,877.68	1,087,373.00	425,319.32	82.84%
Fund: 124 - IMPACT FEES FUND							
Expense							
	2,730,000.00	3,480,000.00	0.00	0.00	0.00	3,480,000.00	0.00%
Expense Total:	2,730,000.00	3,480,000.00	0.00	0.00	0.00	3,480,000.00	0.00%
Fund: 124 - IMPACT FEES FUND Total:	2,730,000.00	3,480,000.00	0.00	0.00	0.00	3,480,000.00	0.00%
Fund: 125 - ADEQUATE FACILITIES/DEVELOPMENT TAX							
Expense							
	5,831,967.00	9,131,967.00	0.00	261,764.00	0.00	8,870,203.00	2.87%
Expense Total:	5,831,967.00	9,131,967.00	0.00	261,764.00	0.00	8,870,203.00	2.87%
Fund: 125 - ADEQUATE FACILITIES/DEVELOPMENT TAX Total:	5,831,967.00	9,131,967.00	0.00	261,764.00	0.00	8,870,203.00	2.87%
Fund: 140 - TOURISM FUND							
Expense							
	369,257.00	544,257.00	-40,000.00	356,902.20	91,902.20	95,452.60	82.46%
Expense Total:	369,257.00	544,257.00	-40,000.00	356,902.20	91,902.20	95,452.60	82.46%
Fund: 140 - TOURISM FUND Total:	369,257.00	544,257.00	-40,000.00	356,902.20	91,902.20	95,452.60	82.46%
Fund: 150 - CERF - ROLLING STOCK CAPITAL							
Expense							
	0.00	574,701.78	0.00	549,571.78	25,130.00	0.00	100.00%
Expense Total:	0.00	574,701.78	0.00	549,571.78	25,130.00	0.00	100.00%
Fund: 150 - CERF - ROLLING STOCK CAPITAL Total:	0.00	574,701.78	0.00	549,571.78	25,130.00	0.00	100.00%
Fund: 210 - SANITATION FUND							
Expense							
	5,914,938.00	5,914,938.00	387,436.10	3,253,584.14	192,295.22	2,469,058.64	58.26%
Expense Total:	5,914,938.00	5,914,938.00	387,436.10	3,253,584.14	192,295.22	2,469,058.64	58.26%
Fund: 210 - SANITATION FUND Total:	5,914,938.00	5,914,938.00	387,436.10	3,253,584.14	192,295.22	2,469,058.64	58.26%

Budget Report		For Fiscal: 2025-2026 Period Ending: 01/31/2026						
		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 311 - 18-75 CAPITAL PROJECTS FUND								
Expense								
		7,878,437.00	61,047,690.56	252,005.20	8,250,338.51	14,009,792.37	38,787,559.68	36.46%
	Expense Total:	7,878,437.00	61,047,690.56	252,005.20	8,250,338.51	14,009,792.37	38,787,559.68	36.46%
	Fund: 311 - 18-75 CAPITAL PROJECTS FUND Total:	7,878,437.00	61,047,690.56	252,005.20	8,250,338.51	14,009,792.37	38,787,559.68	36.46%
Fund: 313 - CAPITAL PROJECTS FUND								
Expense								
		10,829,253.00	24,543,051.75	109,729.36	5,032,551.13	2,168,389.77	17,342,110.85	29.34%
	Expense Total:	10,829,253.00	24,543,051.75	109,729.36	5,032,551.13	2,168,389.77	17,342,110.85	29.34%
	Fund: 313 - CAPITAL PROJECTS FUND Total:	10,829,253.00	24,543,051.75	109,729.36	5,032,551.13	2,168,389.77	17,342,110.85	29.34%
Fund: 410 - WATER AND SEWER FUND								
Expense								
		29,980,522.00	70,139,155.91	1,316,106.47	13,262,127.83	7,894,408.01	48,982,620.07	30.16%
	Expense Total:	29,980,522.00	70,139,155.91	1,316,106.47	13,262,127.83	7,894,408.01	48,982,620.07	30.16%
	Fund: 410 - WATER AND SEWER FUND Total:	29,980,522.00	70,139,155.91	1,316,106.47	13,262,127.83	7,894,408.01	48,982,620.07	30.16%
Fund: 413 - WATER DEVELOPMENT FEES								
Expense								
		3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00	0.00%
	Expense Total:	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00	0.00%
	Fund: 413 - WATER DEVELOPMENT FEES Total:	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00	0.00%
Fund: 414 - SEWER DEVELOPMENT FUND								
Expense								
		1,500,000.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00	0.00%
	Expense Total:	1,500,000.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00	0.00%
	Fund: 414 - SEWER DEVELOPMENT FUND Total:	1,500,000.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00	0.00%
Fund: 416 - STORM WATER UTILITY FUND								
Expense								
		1,491,233.00	8,102,439.55	440,536.37	2,068,327.60	3,423,875.82	2,610,236.13	67.78%
	Expense Total:	1,491,233.00	8,102,439.55	440,536.37	2,068,327.60	3,423,875.82	2,610,236.13	67.78%
	Fund: 416 - STORM WATER UTILITY FUND Total:	1,491,233.00	8,102,439.55	440,536.37	2,068,327.60	3,423,875.82	2,610,236.13	67.78%
Fund: 611 - LIBRARY FUND								
Expense								
		37,000.00	37,000.00	1,524.98	12,407.34	0.00	24,592.66	33.53%
	Expense Total:	37,000.00	37,000.00	1,524.98	12,407.34	0.00	24,592.66	33.53%
	Fund: 611 - LIBRARY FUND Total:	37,000.00	37,000.00	1,524.98	12,407.34	0.00	24,592.66	33.53%

Budget Report		For Fiscal: 2025-2026 Period Ending: 01/31/2026						
		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 619 - DRUG ENFORCEMENT FUND Expense								
		99,450.00	117,646.00	574.47	43,259.86	1,649.45	72,736.69	38.17%
	Expense Total:	99,450.00	117,646.00	574.47	43,259.86	1,649.45	72,736.69	38.17%
	Fund: 619 - DRUG ENFORCEMENT FUND Total:	99,450.00	117,646.00	574.47	43,259.86	1,649.45	72,736.69	38.17%
Fund: 800 - GENERAL FIXED ASSETS Expense								
		0.00	0.00	-408,972.75	-408,972.75	0.00	408,972.75	0.00%
	Expense Total:	0.00	0.00	-408,972.75	-408,972.75	0.00	408,972.75	0.00%
	Fund: 800 - GENERAL FIXED ASSETS Total:	0.00	0.00	-408,972.75	-408,972.75	0.00	408,972.75	0.00%
	Report Total:	132,975,413.02	255,018,801.93	11,470,529.29	73,746,396.22	36,148,522.41	145,123,883.30	43.09%

Budget Report

For Fiscal: 2025-2026 Period Ending: 01/31/2026

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
110 - GENERAL FUND	61,314,786.02	64,407,384.38	9,411,589.09	40,098,656.90	7,253,706.57	17,055,020.91	73.52%
121 - STATE STREET AID FUND	1,998,570.00	2,478,570.00	0.00	965,877.68	1,087,373.00	425,319.32	82.84%
124 - IMPACT FEES FUND	2,730,000.00	3,480,000.00	0.00	0.00	0.00	3,480,000.00	0.00%
125 - ADEQUATE FACILITIES/DEVI	5,831,967.00	9,131,967.00	0.00	261,764.00	0.00	8,870,203.00	2.87%
140 - TOURISM FUND	369,257.00	544,257.00	-40,000.00	356,902.20	91,902.20	95,452.60	82.46%
150 - CERF - ROLLING STOCK CAF	0.00	574,701.78	0.00	549,571.78	25,130.00	0.00	100.00%
210 - SANITATION FUND	5,914,938.00	5,914,938.00	387,436.10	3,253,584.14	192,295.22	2,469,058.64	58.26%
311 - 18-75 CAPITAL PROJECTS FL	7,878,437.00	61,047,690.56	252,005.20	8,250,338.51	14,009,792.37	38,787,559.68	36.46%
313 - CAPITAL PROJECTS FUND	10,829,253.00	24,543,051.75	109,729.36	5,032,551.13	2,168,389.77	17,342,110.85	29.34%
410 - WATER AND SEWER FUND	29,980,522.00	70,139,155.91	1,316,106.47	13,262,127.83	7,894,408.01	48,982,620.07	30.16%
413 - WATER DEVELOPMENT FEE	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00	0.00%
414 - SEWER DEVELOPMENT FUND	1,500,000.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00	0.00%
416 - STORM WATER UTILITY FUND	1,491,233.00	8,102,439.55	440,536.37	2,068,327.60	3,423,875.82	2,610,236.13	67.78%
611 - LIBRARY FUND	37,000.00	37,000.00	1,524.98	12,407.34	0.00	24,592.66	33.53%
619 - DRUG ENFORCEMENT FUND	99,450.00	117,646.00	574.47	43,259.86	1,649.45	72,736.69	38.17%
800 - GENERAL FIXED ASSETS	0.00	0.00	-408,972.75	-408,972.75	0.00	408,972.75	0.00%
Report Total:	132,975,413.02	255,018,801.93	11,470,529.29	73,746,396.22	36,148,522.41	145,123,883.30	43.09%

**CITY OF SPRING HILL
BOARD OF MAYOR AND ALDERMEN
MEETING MINUTES
FEBRUARY 2, 2026
6:00 PM**

Call Regular Meeting to Order at 5:45 p.m.

5:45 pm -- Mayor Matt Fitterer called the meeting to order.

Stipulation of Members Present

Alex Jimenez, Scott Wernert, Erin Hartwell, Vincent Fuqua, Mayor Matt Fitterer, Vice Mayor Trent Linville, Brent Murray, Jaimee Davis, and John Canepari (arrived during executive session)

Also Present: Carter Napier, City Administrator, Patrick Carter, City Attorney, April Goad, City Recorder

Others Present

Dan Allen, Assistant City Administrator, General Manager Utilities, Chris Clausi, Assistant City Administrator, Tyler Scroggins, Public Works Director, Director, Rebecca Holden, Finance Director, Graig Temple, Fire Chief, Don Brite, Police Chief, Kelly Tenace, Human Resources Director, Lucas Wright, Communications Director, Dara Sanders, Development Services Director, Kayce Williams, Parks and Recreation Director, Will Goats, CIP Project Manager, Will Brasfield, Spartan Engineer.

Recess for Executive Session

5:45 pm -- Mayor Matt Fitterer adjourned for Executive Session

Call Meeting Back to Order

6:10 pm -- Mayor Matt Fitterer reconvened the meeting to order.

Invocation

Mr. Eric Droke, Christ Chapel

Pledge of Allegiance

Led by Mr. Eric Droke, Christ Chapel

Approval of the Agenda

Mayor's Comments

Mayor Fitterer acknowledged the efforts of all departments for the work completed over the past week and a half in response to the recent weather conditions.

City Administrator/Department Head Comments (NONE)

Acknowledgements (NONE)

Citizen Comments (NONE)

PUBLIC HEARING (None)

VOTING AGENDA

CONSENT ITEMS

Consider Resolution 26-31, to authorize the purchase of police vehicles and equipment.

Consider Resolution 26-32, to approve renewal of contract for Annual Plumbing Services.

Consider Resolution 26-33, to approve renewal of contract for Annual Electrical Services.

Consider Resolution 26-34, to approve renewal of contract for Annual Roofing Services.

Consider Resolution 26-35, to approve renewal of contract for Annual HVAC Services.

Consider Resolution 26-36, authorizing the purchase and implementation of an additional on-call phone for spring hill water to provide separate dedicated on-call phones for water distribution and sewer collections.

Consider Resolution 26-37, to amend Resolution 24-226 to authorize an additional task order with Thomas & Hutton for evaluation of a sewer lift station associated with the I-65 interchange interceptor project

Consider Resolution 26-38, to approve recommendation of projects for the Neighborhood Sidewalk Program for fiscal year 2026 Fall.

Consider Resolution 26-39, to release a performance bond and establish a maintenance bond for Sanctuary Bluff, New Port Royal Road.

Consider Resolution 26-40, to amend Resolution 25-165, to increase Purchase Order (Line #156) in the amount of \$7,200 for a total authorized amount of \$15,200.

Consider Resolution 26-44, to approve a professional services agreement with BTA Consulting for a pay plan update and conversion to a step-based pay structure.

Voting Results for Consent Items

Motion to approve Consent Agenda by Vice Mayor Linville, seconded by Alderman Murray. Motion carried, 9-0 (Unanimous).

PREVIOUS BUSINESS (None)

NEW BUSINESS

Consider Resolution 26-41, to adopt a Fund Balance Policy and repealing prior adopted Fund Balance Policies.

Motion to approve by Vice Mayor Linville, seconded by Alderman Murray. Motion carried, 9-0 (Unanimous).

Vice Mayor Linville indicated that BFAC recommends adoption of this resolution.

Consider Resolution 26-42, authorizing a true-up of fund balance classifications and reimbursement to the General Fund from the Parkland commitment for the Hurt Road Parkland Acquisition.

Motion to approve by Vice Mayor Linville, seconded by Alderman Murray. Motion carried, 9-0 (Unanimous).

Vice Mayor Linville indicated that BFAC recommends adoption of this resolution.

Consider Resolution 26-43, to approve funds for Phase 2 Walnut Street Skate Park.

Motion to approve by Alderman Murray , seconded by Vice Mayor Linville . Motion Failed, 2-7 (Murray, Canepari).

Alderman Murray shared history of the skate park project and the impact that it can have on the local community including the potential for revenue generation.

Extensive discussion was had regarding this resolution.

Alderman Canepari indicated that he will be voting in favor of this resolution.

Mayor Fitterer indicated that he will not be voting in favor of this resolution and will seek to defeat it.

WORK SESSION/DISCUSSION

Discussion-Southern Roots Sewer Reserve Allocation Request

Mr. Dan Allen provided an update regarding Southern Roots.

Mr. Hamilton Brooks introduced Katherine McKittrick and her team. Dr. McKittrick expressed her desire to resolve the matter as soon as possible and shared how her practice would add value to Spring Hill.

The BOMA engaged in extensive discussion.

Alderman Canepari indicated that he intends to vote in favor of the sewer allocation.

Mayor Fitterer confirmed with Mr. Allen that he will continue working with the applicant to bring forward a resolution at the next BOMA meeting.

Discussion-Twelve Stone Health Partners Relocation

Mr. Dan Allen provided a brief update regarding the relocation and allocation related to Twelve Stone Health Partners.

Ms. Cindy Nix, representing Twelve Stone Health Partners, shared information about the practice and the value it provides to the Spring Hill.

The BOMA engaged in extensive discussion.

Mayor Fitterer requested that Ms. Nix provide a list of ZIP codes for patients served, excluding any personally identifiable information.

Discussion-Reservoir Raw Water Transmission Line via TVA Easement

Mr. Will Brasfield presented information regarding the proposed Reservoir Raw Water Transmission Line.

Mr. Dan Allen provided additional information.

The BOMA engaged in discussion.

The BOMA directed Mr. Brasfield to continue the process as currently planned.

Discussion-Legislative Agenda

Mr. Carter Napier presented recommendations for the BOMA's consideration. Upon approval, these items would be advanced to our legislative partners for their advocacy and support.

Mayor Fitterer provided an update from the Governor's presentation tonight as they related to several of these items.

BOMA discusses the items presented.

Mayor Fitterer directed the BOMA to reach out to Mr. Patrick Carter if they feel strongly about any of the proposed recommendations.

Roundtable Discussion

Alderman Fuqua shared thoughts and concerns about the costs of water and sewer and their impacts on other projects. He also requested a meeting with Mr. Carter Napier.

Alderman Jimenez has requested that business owners and other take care of their American flags.

Alderman Canepari corrected a statement made in December regarding a public records request. He publicly apologized and thanked Mr. Napier and Ms. Goad for their patience and assistance.

Alderman Davis provided an update on the Fourth of July celebration that will be held this year.

Alderman Murray thanked leadership, staff, citizens and all those who have helped to navigate the unprecedented ice storm.

Vice Mayor Linville also discussed project SWIFT and the resources that have been allocated to those projects.

Citizen Comments (NONE)

Adjourn

Mayor Fitterer adjourned the meeting at 8:09PM

**CITY OF SPRING HILL
BOARD OF MAYOR AND ALDERMEN
MEETING MINUTES
FEBRUARY 17, 2026
6:00 PM**

Voting Results for Consent Agenda

Motion to approve by Vice Mayor Linville, seconded by Alderman Murray.
Motion carried 9--0 (Unanimous).

Call Regular Meeting to Order

6:00 PM Mayor Matt Fitterer called the meeting to order.

Stipulation of Members Present

Alex Jimenez, Scott Wernert, Erinn Hartwell, Vincent Fuqua, Mayor Matt Fitterer, Vice Mayor Trent Linville, Brent Murray, and Jaimee Davis.
Also present, Carter Napier, City Administrator, Patrick Carter, City Attorney, April Goad, City Recorder.

Others Present

Dan Allen, Assistant City Administrator, General Manager Utilities, Chris Clausi, Assistant City Administrator, Rebecca Holden, Finance Director, Graig Temple, Fire Chief, Kelly Tenace, Human Resources Director, Lucas Wright, Communications Director, Dara Sanders, Development Services Director, and Will Goats, CIP Project Manager.

Recess for Executive Session

6:00 PM Mayor Fitterer recessed for Executive Session.

Call Meeting Back to Order

6:44 PM Mayor Fitterer called the meeting back to order.

Invocation

The invocation was offered by Mr. Eric Droke of Christ Church.

Pledge of Allegiance

Led by Mr. Eric Droke.

Approval of the Agenda

Motion to approve the agenda by Vice Mayor Linville, seconded by Alderman Murray. Motion carried, 8-0 (Unanimous).

Citizen Comments

John Hopfensperger -- CMK Properties at 5221 Port Royal Road requested a sewer allocation on behalf of Southern Roots Endodontics and 12 Stone Chronic Care, two medical practice tenants in their building.

Mary Anne Lapenta spoke about her application for the open seat on the Parks Commission.

Mayor's Comments (NONE)

City Administrator/Department Head Comments

Mr. Chris Clausi, Asst. City Administrator, updated BOMA about the closure of Fire Station 3 over the weekend due to the sewer line damage/failure.

Ms. Goad provided clarification about the Parks Commission appointment and the applications that had been received for this position.

Acknowledgements (NONE)

PUBLIC HEARING (None)

VOTING AGENDA

PRIORITY ITEMS

Consider Resolution 26-45, a resolution of the City of Spring Hill, TN, recognizing National FFA Week at Battle Creek High School.
Motion to approve Consent Agenda by Vice Mayor Linville, seconded by Alderman Murray. Motion carried, 8-0 (Unanimous).

Consider Resolution 26-46, a resolution recognizing and commending The Well Outreach on the occasion of its 20th anniversary ad honoring its service to the citizens of Spring Hill and surrounding community.
Motion to approve Consent Agenda by Vice Mayor Linville, seconded by Alderman Murray. Motion carried, 8-0 (Unanimous).

CONSENT ITEMS

Financial Reports, December 2025

BOMA Minutes

Department Reports

Committee/Commission Reports & Minutes

Consider Resolution 26-47, to approve Change Order No. 3 from Jarrett Builders, Inc. for the Stormwater Capital Improvement Projects.

Consider Resolution 26-48, authorizing acceptance of Offer of Dedication of Road Rights-of-Way and Public Improvements shown on the existing plat for Barton Hills, Phase 1A.

Consider Resolution 26-49, authorizing the award of a bid for the purchase of an Auto Crane Titan Service Vehicle.

Consider Resolution 26-50, authorizing the award of a construction contract for the Pickett's Ridge Sewer Lift Station Improvements Project.

Consider Resolution 26-51, to authorize The City of Spring Hill to enter into a Master Services Agreement with SSR (Smith Seckman Reid, Inc.)

PREVIOUS BUSINESS (NONE)

NEW BUSINESS

Consider Resolution 26-52, to appoint a member to the Parks and Recreation Commission of the City of Spring Hill.
Motion to approve by Vice Mayor Linville, seconded by Alderman Murray. Motion carried, 8-0 (Unanimous).

Motion to approve as amended by Vice Mayor Linville, seconded by Alderman Murray. Motion carried, 8-0 (Unanimous).

Mayor Fitterer nominated all 4 candidates in the packet and asked for a roll call and electronic vote. Ms. LaPenta was unanimously nominated.

Consider Resolution 26-53, calling upon the Williamson County Commission to rescind Resolution 2-26-20 and adhere to the Williamson County Interlocal Agreement Growth Plan.

Motion to approve by Vice Mayor Linville, seconded by Alderman Murray. Motion carried, 8-0 (Unanimous).

Mayor Fitterer provided background on the interlocal agreement for the growth plan.

Vice Mayor Linville urged the county to continue the collaboration process.

Consider Resolution 26-54, adopting a Legislative Agenda for the 2026 Legislative Session of the Tennessee General Assembly.
Motion to approve by Vice Mayor Linville, seconded by Alderman Murray. Motion carried, 8-0 (Unanimous).

Mr. Carter Napier shared that the resolution aligns with the work session discussion previously had. He also provided an update to item 7.

Mayor Fitterer also provided an update to item 6.

Consider Resolution 26-55, authorizing the expenditure of funds for CCTV Inspection Services under Task Order No. 3-Construction Administration Services in support of the City's Sewer System Inflow and Infiltration (I&I) Program.

Motion to approve by Vice Mayor Linville, seconded by Alderman Murray. Motion carried, 8-0 (Unanimous).

Mr. Ryan LaMunyon briefly shared additional information about this resolution.

Consider First Reading of Ordinance 26-01, to amend Ordinance 25-29, Section 2(F), regarding the Sewer Capacity Reserve.

Motion to approve by Vice Mayor Linville, seconded by Alderman Murray. Motion carried, 8-0 (Unanimous).

Mr. Dan Allen indicated that staff recommends approval for the allocation.

Alderman Jimenez expressed appreciation for the process and indicated he will vote in favor.

Vice Mayor Linville said he will be voting in favor as these are specialized services.

Alderman Davis said she will be supporting this resolution as the businesses offer specialized services.

WORK SESSION/DISCUSSION

Led by Vice Mayor Linville.

Discussion-Delegation of Authority- BOMA/City Administrator

Mr. Carter Napier provided an overview of how the current policies are written and the ambiguity as it relates to day-to-day operations.

Comments and concerns were raised and discussed.

Discussion-Authorizing the Mayor to sign Task Order #1 with SSR

Mr. Dan Allen provided information related to Task Orders 1, 2, and 3.

Discussion occurred on all three Task Orders

Discussion-Authorizing the Mayor to sign Task Order #2 with SSR

Discussion-Authorizing the Mayor to sign Task Order #3 with SSR

Discussion-Western Decentralized Sewer System Pre-MOU

Mr. Dan Allen introduced the developers who will co-present updates on this process and implementation.

Ms. Beasley & Mr. Smith provided information related to the system being proposed and their role in the process.

BOMA discussed various aspects of the proposals.

Discussion-2981 Stewart Campbell Pointe Easement Reduction

Ms. Dara Sanders provided information related to this property and the requested easement.

BOMA asked clarifying questions during discussion.

Ms. Sanders will prepare a resolution for the next BOMOA meeting. The resolution will be placed on the consent agenda.

Discussion-FY2025-2026 Budget Amendment #3

Ms. Rebecca Holden provided an overview of Budget Amendment #3. Ms. Holden also explained that a funding plan and updated/realigned budget will be presented in March.

BOMA members discussed BA #3 and Ms. Holden answered questions.

Discussion-Policy Update -- Net Position Policy

Ms. Rebecca Holden explained the policy being discussed and presented for discussion.

Vice Mayor Linville shared that BFAC previously discussed the policy updates and recommend that BOMA support the updates.

Roundtable Discussion

Mayor Fitterer informed the BOMA that the City of Columbia approved the cost reimbursement at their last meeting.

Citizen Comments (NONE)

Adjourn

8:37 PM Vice Mayor Linville adjourned the meeting.

**CITY OF SPRING HILL
BOARD OF MAYOR AND ALDERMEN
MEETING MINUTES
MARCH 2, 2026
6:00 PM**

Call Regular Meeting to Order

Mayor Matt Fitterer called the meeting to order at 6:00 PM.

Stipulation of Members Present

Board of Mayor and Aldermen:

Alex Jimenez, Scott Wernert, Erinn Hartwell, Vincent Fuqua, Mayor Matt Fitterer, Vice Mayor Trent Linville, Brent Murray, and Jaimee Davis.

Also Present:

Carter Napier, City Administrator; Patrick Carter, City Attorney; April Goad, City Recorder.

Others Present

Chris Clausi, Assistant City Administrator; Missy Stahl, CIP Director; Rebecca Holden, Finance Director; Graig Temple, Fire Chief; Don Brite, Police Chief; Kelly Tenace, Human Resources Director; Lucas Wright, Communications Director; Dara Sanders, Development Services Director; Dana Juriew, Library Director; Ryan LaMunyon AGM Reclamation; Will Brasfield, AGM Spartan.

Invocation and Pledge of Allegiance

Invocation by Pastor Jerimy Kanaday, Christ Chapel.
Pledge of Allegiance led by the Board of Mayor and Aldermen.

Approval of the Agenda

Motion to approve the agenda as amended by Alderman Fuqua, seconded by Vice Mayor Linville.

Motion carried, 8-0 (Unanimous).

Mayor's Comments

Mayor Fitterer announced that registration for the Citizen's Academy is now open. Information is available on the City's website and social media.

City Administrator/Department Head Comments

Missy Stahl, CIP Director, reported that the City has received its annual allocation of STP funds.

Citizen Comments (NONE)

Acknowledgements (NONE)

PUBLIC HEARING

Ordinance 26-01, to amend Ordinance 25-29, Section 2(F), regarding the Sewer Capacity Reserve.

Citizen Comments on Public Hearing Item (NONE)

VOTING AGENDA

CONSENT ITEMS

Consider Resolution 26-56, to authorize the exchange of Fire Department Equipment with the City of Brentwood Fire Department.

Consider Resolution 26-57, to vacate a 10-foot portion of a drainage easement to the rear of lot 237 Cherry Grove Addition, Phase 5, better known as 2981 Stewart Campbell Pointe.

Consider Resolution 26-58, authorizing the City of Spring Hill, TN to enter into multiple Master Service Agreements for Professional Engineering Services.

Voting Results for Consent Items

Motion to approve the Consent Agenda by Vice Mayor Linville, seconded by Alderman Murray.
Motion carried, 8-0 (Unanimous).

PREVIOUS BUSINESS

Consider Second and Final Reading of Ordinance 26-01, to amend Ordinance 25-29, Section 2(F), regarding the Sewer Capacity Reserve.

Motion to approve by Vice Mayor Linville, seconded by Alderman Murray.
Motion carried, 8-0 (Unanimous).

NEW BUSINESS

Consider Resolution 26-59, a resolution of the City of Spring Hill adopting an updated Net Position Policy.

Motion to approve by Vice Mayor Linville, seconded by Alderman Murray.
Motion carried, 8-0 (Unanimous).
Finance Director Rebecca Holden stated that no additional changes had been made since the work session.
Vice Mayor Linville noted that the Budget and Finance Advisory Committee (BFAC) recommends approval.

Consider First Reading of Ordinance 26-02, an Ordinance of the City of Spring Hill, TN, the third amendment to the fiscal year 2025-2026 Budget.

Motion to approve by Vice Mayor Linville, seconded by Alderman Murray.
Motion carried, 8-0 (Unanimous).
Ms. Holden reminded the Board that this item was discussed during the previous work session.
Vice Mayor Linville indicated that BFAC recommends approval.

Consider Resolution 26-60, a resolution declaring the intent of the City of Spring Hill, TN to reimburse itself for certain expenditures in the aggregate principal amount of not to exceed twenty-five million dollars (\$25,000,000) related to municipal projects of the city with the proceeds of bonds or other debt obligations to be issued by the City of Spring Hill, TN.

Motion to approve by Vice Mayor Linville, seconded by Alderman Murray.
Motion carried, 8-0 (Unanimous).
Mr. John Werner, Cumberland Securities, Municipal Advisor to the City, presented the purpose of the resolution to the Board.

Consider Resolution 26-61, delegating certain administrative and personnel authority to the City Administrator.

Motion to approve by Vice Mayor Linville, seconded by Alderman Murray.

Alderman Fuqua stated that he had met with City Administrator Carter Napier regarding concerns with the item and presented a revised document. He indicated that he would request a deferral.

City Attorney Patrick Carter stated that the resolution included in the packet is sufficient; however, if the intent is to provide additional specificity regarding delineation of duties, further discussion may be warranted.

City Administrator Carter Napier expressed support for additional discussion to ensure all parties are comfortable with the document.

Following discussion, Alderman Fuqua moved to defer the item for two weeks, seconded by Vice Mayor Linville.
Motion carried, 8-0 (Unanimous).

WORK SESSION/DISCUSSION

Led by Alderman Scott Wernert.

Discussion-Reconsideration of Resolution 25-164 Terms

City Administrator Carter Napier explained the purpose of the resolution and asked whether the Board wished to negotiate the contract.

Alderman Fuqua provided background on the resolution.

Development Services Director Dara Sanders presented the history, current status, and potential impacts.

Following discussion among the Board and project team, Alderman Fuqua directed Mr. Napier to have staff engage in discussions with Maury County.

Update on Flow Monitoring Requirements for Moratorium Compliance

AGM Reclamation Ryan LaMunyon presented an update and explained a tiered monitoring approach. He requested Board support for the technical plan.

Board members asked questions regarding the use of the data collected.

Mr. LaMunyon was directed to proceed with the technical plan.

Discussion-Small Tenant Grease Trap Regulation

Mr. Ryan LaMunyon and Development Services Director Dara Sanders recommended that the Board approve the under-sink grease trap request, subject to final City inspections and approvals.

Staff noted that a future recommendation may be brought forward to amend the current ordinance to allow this type of grease trap.

After discussion, staff was directed to move forward with the grease trap request ahead of a potential ordinance update.

Discussion-Ordinance 25-29 Exemption for 2536 Duplex Road

Ms. Sanders explained the unique request associated with the property, which would exempt it from the moratorium since the property is already connected to the sewer system and would not impact reserve capacity.

The Board discussed the request and directed the property owner to continue working with Codes Enforcement.

Discussion-Southside Water Tank Working Hours Request and Paint Containment

AGM Spartan Will Brasfield explained that a smaller containment footprint would be used to ensure paint containment at the site.

He also requested permission for crews to work on Sundays to help bring the project back on schedule, noting the project is approximately four months behind.

Aldermen Jimenez, Fuqua, Mayor Fitterer, and Vice Mayor Linville stated opposition to Sunday work.

Mr. Brasfield was directed to notify the contractor that Sunday work is not permitted and that citizens should be notified so their property can be properly protected.

Discussion-Centrifuge Project, Contract Amendment #1

Mr. Jason Ogg, Carrillo Engineers, presented an overview of the centrifuge project and the need for additional scope items within the Wastewater Treatment Plant.

Capital Presentation

City Administrator Carter Napier presented information regarding capital funding realities and project prioritization.

Following discussion, the Board directed Mr. Napier to:

- Obtain an internal appraisal or broker's opinion of value for property that may be displaced by the expansion.
- Poll the Board regarding potential dates for a special called meeting.
- Explore and evaluate alternative funding methods discussed during the presentation.

Roundtable Discussion

Alderman Scott Wernert thanked Tyler Scroggins and his team for their quick response in repairing Fire Station 3.

Vice Mayor Linville shared a recent court experience that emphasized the importance of clearly stating the reasoning behind decisions.

Citizen Comments (NONE)

Adjourn

The meeting adjourned at 8:36 PM.

**City of Spring Hill
Municipal Court Revenue
January 2026**

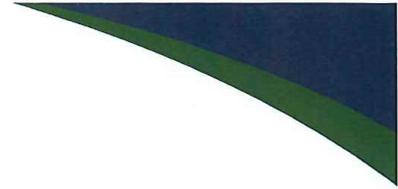
Gross Monthly Court Revenue: \$28,635.47

Less Taxes & Fines Paid to the State of Tennessee:

Cash Bond Forfeiture Fees	1227.87
Child Restraint Fines	47.50
Court Education Fee	594.70
Parking Litigation Tax	0.00
Registration Fines	285.00
Seat Belt Fines	166.25
State Litigation Tax	<u>242.55</u>
Total:	2563.87

Net Monthly Court Revenue: \$26,071.60

COURT DATES	01/08/26	01/15/26	01/22/26	TOTALS
VIO ON DOCKET	77	76	136	289
VIO ASSIGNED TRAFFIC SCHOOL	32	32	61	125
VIO SET FOR TRIAL	1	0	2	3
OTHER (GUILTY, DISMISSED, ETC.)	32	40	59	131
FAILED TO APPEAR OR PAY	12	4	14	30



Public Works Department Staff Report
Tyler Scroggins, Public Works Director
February 2026

Public Works Administration

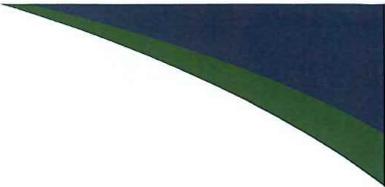
- Numerous meetings with Lose Design regarding new Public Works facility
- Continuous FY 27 budget preparations
- Updated rate models for revenue discussions
- Project update meeting to discuss drainage projects
- Attended software discussions and presentations
- Capital Improvement discussions
- City Hall basement renovation
- Harvey Park playground bid reviews
- Project Reviews
- Fire Station 3 Emergency Repairs

Parks Maintenance Division

- Installation of 10 yards of river rock at dog park to mitigate standing water
- Installation of two new grills at Harvey Park
- Completed monthly playground inspections
- Cleaned up debris at Harvey Park
- Installation of temporary fencing at Evans Park for baseball leagues
- Installed pavers around water fountains at Fischer Park
- Replaced damaged trash can lids on trash cans throughout the parks
- Repaired toilets at Harvey and Evans Park
- Seeded and strawed muddy areas in dog park
- Mulched Winchester plant beds, butterfly garden, recreation office and Harvey Park
- Routine daily parks maintenance

Stormwater Division

- Completed 6 maintenance projects
- Completed Wilkes Lane ditch repair
- Cleaned storm lines at Stewart Campbell Pt, Buckner Lane, and Dewey Lane
- Began paving surveys
- Daily routine maintenance



INSPECTIONS

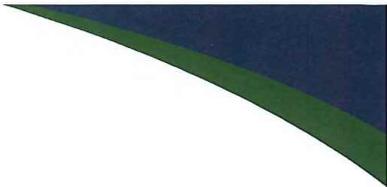
45	Site inspections on active construction sites
24	Sidewalk inspections on new construction
30	Outfall Inspections for Post Construction
0	Detention pond inspections for post construction
7	Final grade "yard" inspections
2	Site visits with contractors at active construction sites
2	Site visits with residents regarding drainage complaints
0	Dry weather inspections for Post Construction (IDDE)

Facilities Division

COMPLETED WORK ORDERS

11	Plumbing
9	Electrical/Lighting
1	HVAC
8	Grounds
10	Door/Walls
6	Preventative Maintenance
0	Health and Safety
7	Custodial
52	TOTAL

- Continued basement demolition, removed existing plumbing and relocated junction box
- Performed structural repairs to Fire Station 3
- Repaired main sewer line breakage at Fire Station 3
- Daily routine maintenance



Traffic Division

SIGNS

7	Street Name
27	Regulatory
14	Warning
4	TTC
0	Adopt A Street
4	Re zoning
0	General/Other
4	Vinyl
60	Total/ YTD 81

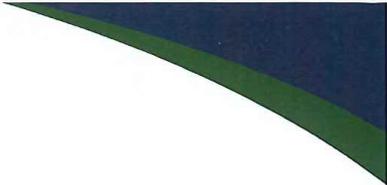
SIGNALS

- Attended signal cabinet training in Nashville
- Reconfigured detection for a failed Currux GPU at Crossings
- Added additional speed limit signs on Tom Lunn Road
- Troubleshoot failed pedestrian push button at Austins Way @ Buckner Lane- Contractor responsibility to correct
- Daily routine maintenance

Sanitation Division

BULKY, BRUSH AND BAG PICKUPS

107	Bulky Items
2,601	Brush
1,888	Bags



Street Division

- Mixed salt and replenished brine tanks
- Replaced sidewalk panels at 5001 Moretto Court and 4010 Danes Drive
- Formed and poured sidewalk panel for a sewer repair at 2305 Leighton Way
- Formed and poured curbing at 200 Phillips Bend and 559 Farmstead Lane
- Removed large tree at City Hall
- Installed new mulch at the North and South side Welcome to Spring Hill signage locations
- Removed downed tree blocking Denning Lane
- Prepared for new sidewalk installation at Stewart Campbell and Buckner Lane
- Inspected sidewalk trip hazards in Kings Creek Subdivision; marked sidewalks for repairs
- Daily routine maintenance

Construction Division

- Construction crew was hired on March 2, 2026
- Some of the approved equipment arrived toward the end of February, and the remaining equipment is expected to arrive by mid-March

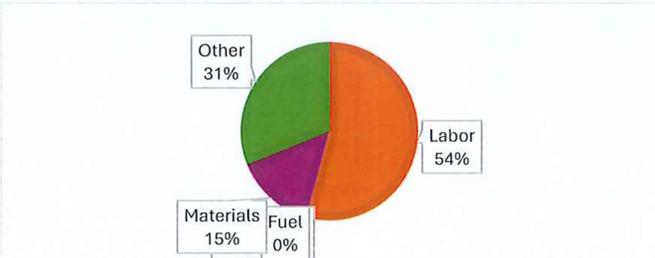
In-House Construction Projects:

Basement Renovation of City Hall

Project Status:

- Bid opening held for Concrete Floor Repair
- Demolition complete
- Preparations have begun for plumbing, electrical and HVAC

Internal Construction Costs Report City Hall Basement			
Monthly Cost Summary		2/28/2026	
Labor	\$ 10,205.30	Cumulative Spent	\$ 26,210.15
Equipment	\$ -	Authorized Budget	\$1,000,000.00
Materials	\$ 2,768.28	Budget % Used	2.62%
Other	\$ 5,859.34		
Fuel	\$ -		
Monthly Cost (Current Period)	\$ 18,832.92		



Fleet Management 43170

3893 Mahlon Moore Rd
 Spring Hill, TN. 37174
 Phone - 931-384-0647 Fax - 931-486-1268

Customer Activity Report

Report Date: 3/11/2026

Period From: 2/1/2026

To: 2/28/2026

Customer Name	ID	RO Count	Total for Period	Avg RO for Period	YTD	Lifetime	First In This Period	Last In This Period
FIRE DEPT. APPARATUS: TEMPLE,	237	11	44,192.71	4,017.52	176,000.63	230,394.58	2/2/2026	2/27/2026
POLICE DEPT FIELD OPP.: ST.CLAI	192	32	13,704.69	428.27	118,851.48	534,025.55	2/2/2026	2/27/2026
FIRE DEPT. VEHICLES: BURNS, LIS	193	7	13,008.05	1,858.29	26,871.64	128,235.49	2/2/2026	2/27/2026
SHOP SUPPLIES FLEET MANAGEM	191	1	4,214.26	4,214.26	17,189.89	182,975.82	2/27/2026	2/27/2026
STREETS DEPT.-VEHICLES: HUGH	185	7	2,524.05	360.58	12,269.11	263,155.19	2/2/2026	2/27/2026
TRAFFIC VEHICLES: MERCER, DAK	225	2	2,293.06	1,146.53	6,295.91	20,667.29	2/27/2026	2/27/2026
SANITATION LARGE VEHICLES: HU	245	6	2,207.73	367.96	33,965.57	91,972.93	2/27/2026	2/27/2026
WATER DISTRIBUTION VEHICLES:	187	4	2,121.77	530.44	14,563.41	98,501.98	2/26/2026	2/27/2026
WATER TREATMENT PLANT VEHIC	194	4	1,902.81	475.70	4,991.67	23,873.39	2/27/2026	2/27/2026
SANITATION: HUGHES, JAY	222	3	1,481.60	493.87	7,199.77	96,052.77	2/2/2026	2/27/2026
POLICE DEPT. CRIMINAL INV. ST.CI	229	8	1,305.85	163.23	9,816.35	16,637.23	2/27/2026	2/27/2026
STREETS DEPT. EQUIPMENT: HUG	212	4	1,233.88	308.47	22,469.23	92,582.67	2/27/2026	2/27/2026
Engineering Department: MITOVICH,	218	3	1,079.93	359.98	5,580.94	28,773.93	2/2/2026	2/27/2026
STREETS DEPT. LARGE EQUIPME	236	2	1,027.44	513.72	15,151.68	44,233.05	2/27/2026	2/27/2026
SEWER DEPT. VEHICLES: STEPHE	188	3	1,019.88	339.96	8,165.08	44,803.22	2/2/2026	2/27/2026
UTILITY ADMINISTRATION: VANDEF	219	2	868.73	434.37	3,863.73	4,421.25	2/27/2026	2/27/2026
MS4 VEHICLES: WALTERS, WINSTI	189	1	691.38	691.38	4,194.05	63,116.27	2/27/2026	2/27/2026
POLICE DEPT. SUPPORT: ST.CLAIR	261	8	623.30	77.91	2,745.02	2,745.02	2/27/2026	2/27/2026
PARKS VEHICLES: Kovzelove, Brian	195	1	561.06	561.06	14,970.07	33,085.32	2/27/2026	2/27/2026
WASTE WATER SMALL EQUIPMEN	227	1	321.48	321.48	321.48	1,134.18	2/27/2026	2/27/2026
STREETS DEPT. LARGE VEHICLE: I	235	1	241.99	241.99	1,847.08	4,425.23	2/27/2026	2/27/2026
FACILITIES: MERCER, DAKOTA	221	2	231.39	115.70	2,285.36	5,676.95	2/2/2026	2/27/2026
FIRE DEPT. SMALL EQUIPMENT: BU	213	1	206.30	206.30	1,750.34	3,920.91	2/27/2026	2/27/2026
POLICE DEPT. ADMINISTRATION: S	254	1	179.65	179.65	1,043.38	2,823.67	2/27/2026	2/27/2026
PUBLIC WORKS ADMINISTRATION:	224	2	162.48	81.24	4,238.78	8,091.64	2/2/2026	2/27/2026
MS4 LARGE VEHICLES: WALTERS,	239	1	156.15	156.15	2,307.52	9,668.74	2/2/2026	2/2/2026
CONSTRUCTION: MERCER, DAKOT	263	1	96.02	96.02	96.02	96.02	2/26/2026	2/26/2026
PARKS EQUIPMENT: KOVZELOVE,	215	1	55.33	55.33	176.19	8,544.59	2/27/2026	2/27/2026
EMA: BOYD, GREG	255	1	36.28	36.28	305.42	305.42	2/27/2026	2/27/2026
ADMINISTRATION: +, ROBERT	206	1	35.20	35.20	5,340.57	11,786.05	2/2/2026	2/2/2026

Customer Activity Report

Report Date: 3/11/2026

Period From: 2/1/2026

To: 2/28/2026

Customer Name	ID	RO Count	Total for Period	Avg RO for Period	YTD	Lifetime	First In This Period	Last In This Period
POLICE DEPT. SMALL EQUIPMENT:	228	1	6.90	6.90	630.74	3,433.06	2/27/2026	2/27/2026

Grand Totals:

RO Count	123
Total For Period	97,791.35
YTD	525,498.11
Lifetime	2,060,159.41

SPRING HILL
T E N N E S S E E

TO: Board of Mayor and Aldermen, City Administration
FROM: Kayce Williams | Parks and Recreation Director
DATE: 03/09/2026
SUBJECT: February 10 – March 9, 2026 Parks and Recreation Staff Report

PARK DEVELOPMENT:

- **Harvey Park Greenway:** (STPG Grant – 80% of professional fees and ROW. TAP Grant – 80% of construction costs.) Upon submission of an invoice, Missy was notified that our contract expired on 12/30/25. The consultant reached out to TDOT for clarification on how we move forward with a contract amendment. We must submit a letter and a new schedule that will need BOMA approval. Missy is working on that now.
- **Peter Jenkins Connector Grant:** (TAP grant – 80% of construction costs.) The consultant has begun the environmental clearance phase of the project in preparation for the NEPA document and has submitted its Initial Studies Coordination Form and the Section 106 form. TDOT has confirmed receipt of the documents. The consultant is working on an updated schedule since the extra environmental pushed us back a few months.

Task Number	Task Name	Start Date	End Date
NTP	Contract Received		6/06/2024
Task 1	Project Management	Throughout project duration	
Task 2	Existing Conditions Survey	6/15/2024	8/15/2024
Task 3	NEPA Documentation*	11/01/2024	11/01/2025
Task 4	Preliminary Design	8/15/2024	11/15/2025
Task 5	Environmental Permitting	11/01/2024	11/01/2025
Task 6	Right-of-Way Design	11/15/2025	1/01/2026
Task 7	Right-of-Way Mapping	1/01/2026	4/15/2026
Task 8	Final Design	4/01/2026	5/15/2026
Task 9	Utility Coordination	10/01/2025	5/15/2026
Task 10	Bid Phase	5/15/2026	6/30/2026

*includes anticipated TDOT review time

- **Hurt Road Design:** BOMA discussed at the December 16, 2024 meeting and chose to not select a firm or move into design. A new park project is not moving forward at this time. BOMA has signed a MOU with King’s Hammer to lease them 10 acres of the Hurt Road property.
- **Harvey Park Playground:** The RFP for the replacement of the playground equipment at Harvey Park has been posted. The bid opening was January 12, 2026. Staff has reviewed the bids and the Parks and Recreation Commission will vote on a recommendation for BOMA at their next meeting.
- **Parks and Recreation Master Plan:** I have finished my draft of the RFQ and submitted it to Purchasing for review. We hope to have it posted by the end of the month.



City of Spring Hill | Parks + Recreation
4237 Port Royal Road
Spring Hill, Tennessee 37174
kwilliams@springhilltn.org

RECREATION PROGRAMMING AND EVENTS:

- Senior Center - Our membership has grown to 851 which is 21 new members this month. We have had 631 patron visits this month.
- 2026 events:
 - April 18: Soaring Into Spring Kite Day at Fischer Park
 - April 22: Earth Day Party at Harvey Park
 - May 16: Bark in the Park at Barkley Park
 - May 22: Memorial Day Ceremony at the Senior Center
 - May 25: Splash Pad Opens
 - June 6: Hill Fest at Fischer Park
 - June 13: Experience Spring Hill at Battle Creek High School
 - June 26: Movie in the Park at Evans Park
 - July 4: (morning) 4th of July Bicycle Parade at Summit High School
 - July 4: (evening) Spring Hill Celebrates America's 250th at The Crossings
 - July 17: Skate Jam at Walnut Street Skate Park
 - July 22: Sugar and Slides Play Day at Fischer Park
 - August 11: Popsicles in the Park Play Day at Harvey Park
 - Sept 7: Splash Pad Closes
 - Sept 19-20: Campin' in the Park at Fischer Park
 - October 9: Movie at the Mansion at Ripa Villa
 - Oct 24: Trunk or Treat at Fischer Park
 - Dec 1: Santa's Mailbox arrives at the Spring Hill Library
 - Dec 12: Christmas Parade on Main Street

DIRECTOR'S MONTHLY NOTES:

- We have begun our planning processes for all of our 2026 events.
- Budget has been submitted to Admin.
- The next Parks and Recreation Commission meeting will be March 19, 2026, at 6pm at city hall.
- I continue to work with the planning department and applicants on ensuring our greenway system, bike lanes, and multi-use trails are being built by development as outlined by the Bicycle and Greenway Plan. Several sections of new alternative transportation routes will be coming online in the near future. We are motivated and committed to improving our existing parks and looking for ways to build new ones. We have put a great deal of thought and planning into it. Please continue to keep our team in your thoughts and prayers.

Kayce Williams, TCED

Parks and Recreation Director



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DEPARTMENT: LIBRARY

Library Statistics for February 2026		
	January	February
New Accounts		
Spring Hill - Maury County	114	92
Spring Hill - Williamson County	73	74
Maury County (Outside City Limits)	85	74
Williamson County (Outside City Limits)	16	10
Other Counties	3	0
Total New Patrons	299	250
Patron Visits		
	7,057	7,092
Library Sponsored Programs		
Adult Programs (Ages 18+)	19	41
General Interest (All Ages)	6	7
Preschool (Ages 0-5)	14	17
Juvenile (Ages 6-11)	23	22
Teen (Ages 12-17)	5	6
Total Programs	67	93
Attendance of Programs		
Adult (Ages 18+)	240	651
General Interest (All Ages)	55	222
Preschool (Ages 0-5)	789	1122
Juvenile (Ages 6-11)	521	572
Teen (Ages 12-17)	104	137
Total Attendance of Programs	1,709	2,704
TN Reads		
	11,999	10,484
Ancestry.com/ProQuest	319	105
Audio Book Cloud & Tumblebooks	22	13
Hoopla	1,174	1,037
NewsBank	4	12
Public Computer Usage	455	485

**SPRING HILL
MUNICIPAL PLANNING COMMISSION
REGULAR MEETING MINUTES
MONDAY, FEBRUARY 9, 2026
5:30 P.M.**

A. CALL TO ORDER

Chairman Droke called the meeting to order at 5:30PM.

B. ROLL CALL

Members Present: Mayor Matt Fitterer, Chairman Liz Droke, Vice Chairman Ryan Connolly, Commissioner Jamiee Davis, Commissioner Sam Isbell, Commissioner Greg Groninger, and Commissioner Amanda Rondeau.

Staff Present: Development Director Dara Sanders, Senior Planner Gilles Morin, City Engineer Karol Czerwonka, Associate Engineer Ryan Turley, Associate Planner Kali-Flynn Burke, Planning Tech Lucretia Sappington, and City Attorney Patrick Carter.

C. CHAIRMAN COMMENTS: *"Audience members wishing to speak to an agenda item will have the opportunity to speak at the beginning of the agenda and will have five minutes to address the Planning Commission. No rebuttal remarks are permitted. If you have any comments regarding agenda and non-agenda items, please submit your public comments to PCPublicComment@springhilltn.org."*

D. PUBLIC COMMENT (NON-AGENDA ITEMS)

E. PUBLIC COMMENT (AGENDA ITEMS)

F. ACCEPTANCE OF MEETING MINUTES DECEMBER 8, 2025, REGULAR MEETING MINUTES.

Mayor Fitterer made a motion for approval of December 8, 2025, meeting minutes. The motion was seconded by Commissioner Connolly. The motion to approve December 8, 2025, meeting minutes passed by a vote of 7-0.

G. APPROVAL OF THE AGENDA

Mayor Fitterer made a motion to approve the agenda. The motion was seconded by Commissioner Connolly. The motion to approve the agenda passed by a vote of 7-0.

H. CONSENT AGENDA

1. PC Resolution 26-1 to Release the Existing Performance Bond and Establish a Maintenance Bond for Sanctuary Bluff Apartments
2. PC Resolution 26-2 to Release the Maintenance Bond for Sanctuary Bluff Apartments
3. PC Resolution 26-3 to Release the Maintenance Bond for Barton Hills Phase 1A
4. PC Resolution 26-4 to Dedication of Road ROW and Public Utilities Barton Hills Phase 1A
5. PC Resolution 26-5 to Release the Existing Performance Bond and Establish a Maintenance Bond for Brandon Woods Traffic Signal
6. PC Resolution 26-6 to Establish a Performance Bond for Legacy Pointe Phase 1A

Mayor Fitterer made a motion to approve consent agenda with all staff associated conditions of approval and findings of fact. Commissioner Connolly seconded the motion. The motion to approve the consent agenda passed by a vote of 7-0.

I. OLD BUSINESS**J. NEW BUSINESS**

1. **STP 1965-2025:** Submitted by Kimley Horn for **Platinum Storage**. The property is located on the north side of Beechcroft Road, east of Dr. Robertson Road, best known as 830 Beechcroft Road. It is zoned I1 and is approximately 7.67 acres. The applicant is requesting site plan approval for the expansion of the existing storage facility, which includes covered RV and boat storage. **Planner:** Kali-Flynn Burke

Mayor Fitterer made a motion to approve STP 1965-2025 with all staff associated conditions of approval.

Standard Conditions:

1. Planning Commission approval shall remain valid for a period of three (3) years, during which time all action must be taken in accordance with the Unified Development Code, Articles 13.1.E and 17.8.
2. Project shall be constructed as approved unless otherwise approved for modification. The modification may be denied if the proposal alters the proposed use, increases the overall area of the project, increases the density of the development, or increases any local government expenditure necessary to implement or sustain the proposed use.
3. Project shall adhere to the City of Spring Hill's adopted accessibility standards.
4. Project shall be constructed in accordance with the City of Spring Hill's adopted Major Thoroughfare Plan.
5. The project must not locate the required landscaping within any utility or drainage easements.
6. One (1) electronic and one (1) 11x17 hard copy of approved plan shall be submitted to the Planning Office no later than 45 days post the PC approval meeting date. This shall include a landscape plan and elevations and accurate depictions of all approved adjacent site plans.

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7. The temporary crossing of the existing creek must be designed and approved prior to the approval of the construction plans.
8. Right-of-way dedication shall be shown per the City of Spring Hill's Major Thoroughfare Plan for roadway classification and per requirements outlined in the UDC.
9. All infrastructure (roadways, utilities, etc.) shall be designed according to the City of Spring Hill Standards and Specifications and meet all requirements within the UDC.
10. Any roadway improvements shall be designed according to the City of Spring Hill, TDOT, AASHTO, and MUTCD standards and specifications.
11. The photometrics for the proposed development shall meet all the UDC standards and requirements.
12. All sidewalks and pedestrian ways shall meet current ADA requirements. Spot elevations shall be provided to ensure there is adequate ADA access to the site.
13. Erosion control measures meeting TDEC and all City regulations will be required to be provided prior to approval of construction plans by the Engineering and Public Works Departments.
14. The applicant must provide a plan and profile for the access drive, this access drive shall meet AASHTO, TDOT, and City of Spring Hill Standards.
15. Typical Sections for all paving shall be provided along with a Geo-Technical Report.
16. A Fire Exhibit to show that the site meets the intent of the Fire Code Checklist, Engineering Checklist, and IFC must be provided.
17. Any proposed grading outside of the property line shall have a signed letter of consent or proof of temporary easement from the adjacent property owner prior to the issuance of a grading permit.
18. All storm sewer plans and profiles must comply with all City regulations and checklist requirements before the Engineering and Public Works Department will approve the construction plans.
19. All stormwater calculations must meet the requirements of the UDC, as well as applicable state and federal regulations, and shall be submitted prior to approval of construction plans by the Engineering and Public Works Departments. Any site layout or building square footage changes necessary to meet these regulations will be reviewed by the City Planning or Development Director to determine whether the project must return to the Planning Commission for approval.
20. Any proposed retaining walls shall be submitted for review and approval by Building Codes simultaneously with engineering site plan reviews and must be approved before the issuance of a grading permit.
21. Record drawings of the development will be required prior to the issuance of the Certificate of Occupancy (COs) for all installed infrastructure. Final Record Drawing Submittal is required prior to the release of bonds and to include the full design sent in both electronic files and hard copies. The electronic files must be geographically referenced in NAD83 and NAVD88 and provided in a format that can be integrated into the City GIS and must meet all City Requirements.
22. A Long-term maintenance/management plan that meets all UDC requirements as listed in but not limited to Article 15.7, will be required prior to approval of construction plans by the Engineering Department and before a pre-construction meeting can be held.
23. No sewer and water hookups shall be allowed until corresponding infrastructure is installed, tested, and accepted by the City.
24. Bonds will be required to be posted per the UDC, including bonds for the final asphalt pavement, sidewalks, traffic control devices, streetlights, ditches and drainage systems.

3/5

25. The applicant must provide complete and sufficient information in the applicable design, satisfactorily addressing the City Engineer's comments before any permits or a pre-construction meeting can occur. Any disagreement on information, design, or accuracy of information between the City Engineer and applicant that cannot be resolved must be heard by the Planning Commission for the final determination.
26. Any additional requirements as determined during construction and engineering review for the sole purpose of meeting public health, safety, and welfare as determined by the City Engineer, Development Director, Public Works Director, and City Administrator will require field changes or site design revisions as necessary to fully address the concerns. Site layout or building square footage changes required to meet public health, safety, and welfare will be reviewed by the Planning Director or Development Director to determine if the project will be required to go back through Planning Commission approval process. The development representative will hold the right to go before Planning Commission if resolutions to address concerns between staff and the development cannot be agreed upon.

Site Specific Conditions:

1. Prior to submitting an application for Engineering, the following information is required to be added to the plans and resubmitted to the Planning Division for review and approval:
 - a. Please show where the HVAC units will go on the site plan.
 - b. Please move the bike rack to a finished surface and not grass.
 - c. Please show the shrubs planting material.
2. This portion of the property is prohibited from connecting to the City's sanitary sewer system and is prohibited from increasing sanitary sewer demand from the overall property. A flow meter shall be installed for the property prior to the issuance of a certificate of occupancy to establish a baseline, and the property shall not be permitted to exceed the baseline established by Spring Hill Water
3. Should engineering and building plans indicate a sanitary sewer connection or an increase in sanitary sewer demand, the Planning Division shall bring STP 1965-2025 back to the Planning Commission for reconsideration or revocation. Should the property exceed the established sanitary sewer baseline as a result of this expansion, the certificate of occupancy may be subject to revocation.
4. Prior to issuing of a Certificate of Occupancy, the applicant shall address the existing non-compliant parallel accessible parking space located on the site, subject to review and approval by the Building Official.
5. Provide space for vehicle turnaround to be approved by the City Engineer during engineering review.

Commissioner Connolly seconded the motion. Motion to approve STP 1965-2025 passed by a vote of 7-0.

2. **ADM 1973-2025:** Submitted by Andrew Kozlowitz for **2981 Stewart Campbell Pointe**. The property is located on the south side of Stewart Campbell Pointe, to the west of Hunt Valley Drive. It is zoned R-2 and is approximately 0.249 acres. The applicant is requesting an easement reduction from 20' to 10' for the rear PUDE. **Planner: Gil Morin**

Mayor Fitterer made a motion to favorably recommend ADM 1973-2025 to the Board of Mayor and Aldermen.

4/5

Commissioner Connolly seconded the motion. The motion to favorably recommend ADM 1973-2025 to the board of Mayor and Aldermen passed by a vote of 7-0.

K. OTHER BUSINESS

- There was a discussion regarding June Lake, Pod K, and bonds about sidewalks.
- Election of Officers: Mayor Fitterer nominated Liz Droke for Chairman. Ryan Connolly seconded the vote. Chairman Droke was elected by a vote of 7-0.
Mayor Fitterer nominated Ryan Connolly for Vice Chairman. Chairman Droke seconded the vote. Vice Chairman Connolly was elected by a vote of 7-0.

L. COMMISSION COMMENT

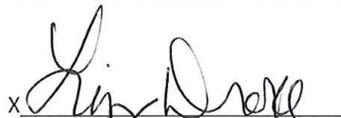
Mayor Fitterer let the Planning Commission know he appreciated the Commissioners completing their statement of interest forms.

M. STAFF COMMENT

Development Director Sanders addressed fraud issues happening with Development Services Invoices. She cautioned everyone to be careful and verify invoices with Development Services before paying them.

N. ADJOURN

Chairman Droke adjourned the meeting at 6:07 PM.

X 
Liz Droke, Chairman

X 
P.C. Secretary



Budget and Finance Committee

Monday, February 2nd, 2026, at 5:00pm

Speakers

Vice Mayor – Trent Linville (TL)

Finance Director – Rebecca Holden (RH)

Alderman – Alex Jimenez (AJ)

Alderman – Vincent Fuqua (VF)

Recording Link

<https://play.champds.com/springhilltn/event/1188>

BFAC Business Minutes

Call meeting to order (00:00:00)

Approval of minutes (January 2026) (00:00:02)

Citizen Comments (00:00:11)

1. Discussion – FY25 Audit Update (00:00:14)
RH – last documentation requested by auditors was sent last week, awaiting reply and checking back this week to verify all documents are good to go forward in the process; next is a full draft of financials and MDNA followed by 2 weeks through their quality review process; should hopefully be wrapped up by March.
2. Discussion – FY26 Update (00:01:46)
RH – financials sent out last week as a draft for December with more changes coming, dashboard has been updated and reports sent; starting end of year projections, looking like a deficit, largely due to the purchase of station hill, which was planned to come out of fund balance. VF – you said “largely”, are there any other projects besides station hill? RH – no, station hill was purchased at \$6 million, but the deficit is technically less as we expect to pull funds from other places as well, though still higher than our current operating budget to fully cover it. TL – impact fees are challenging around the moratorium, but do we know how much lower the percentages we can expect vs what we measured? RH – not much previous data but using time now to track this data better for future years to use, plan on budgeting at 0 for next FY on adequate facilities and impact fees to watch it change throughout the FY, but do not expect to fully collect that projected percentage. TL – other funding running behind 6 months in to the FY is tourism, what drives that? RH – holidays see an influx of hotel stays; Mule Day also causes a pop in revenue that is yet to come before the end of this FY. TL – dashboard shows current liability-general funding as yellow, is this a concern? RH – December has a lot of moving parts with property taxes being paid by escrow companies, but nothing specifically concerning.
3. Discussion – Financial Policies Update-Net Position Policy (00:06:10)
RH – last month we discussed the fund balance policy that effects your governmental funds, net position policy is your enterprise funds, such as water/sewer/storm water. Purpose and authority: based off of GFOA, comptroller, AWWA recommendations. Scope: applies to all enterprise funds, but water and sewer is the largest enterprise fund, so we want to pay special attention to it. Classifications:

directly from GASB 34, net investment and capital asset, restricted and unrestricted net position. Relationship: to the fund balance policy, which is GASB 54. Objectives: are protecting against revenue volatility and making sure budgets are balanced. Unrestricted net position target: is a broad range of 3-12 months of annual operating expenses; comptroller requires 2 months; smaller projects only need about 3 months while water/sewer need the 12 months of evaluation time; as long as we are within the 3-12-month target, we are good and then only monitored annually after the audit is published. The fund balance policy (GASB 54) contains the stabilization reserve (old Rainy day fund), which we plan on making something similar for net position policy for water/sewer, but GASB 34 doesn't really allow for that type of language to be in a policy like this, they like to see it as more of a cash reserve, so we are looking into GFOA and AWWA recommendations as well; AWWA says the cash management policy should be a strict cash reserve and not a fund balance reserve; still working out a solution currently to ensure there is a mirror reserve for 34 as 54 already does. Use: is making sure budgets are balanced and that net position is limited to one-time non-recurring expenditures. Replenishment: plan is presented if target percentages are not met. Policy and revision: are reviewed yearly and edits made as needed. TL – with use, does this limit administrator's authority for emergency purposes? RH – no, that would still fall within the purchasing policy as far as emergency expenditures.

4. Discussion – FY27 Budget Kickoff (00:12:53)

RH – budget calendar was approved and sent out a couple weeks ago, internal discussions: on budget currently including personnel, vehicle and equipment, line-item budgets will go out mid-February for all departments to input before going to city administration and back to BFAC. Big items for discussion: is it a reassessment year for Maury County; general fund is the SAFER grant for funding firefighters ends $\frac{3}{4}$ of the way through the FY, need to plan for the other $\frac{1}{4}$ and FY28, how to fund the grant as wages alone will range \$750,000-1 million per year for firefighters. Sewer moratorium and the revenue impact: for adequate facilities and impact fees next year, we plan for 0 until we have a better idea after tracking this year's current metrics to project targets. Building permits will decrease as well, so there will be room to make up the general fund with those decreases coming.

5. Discussion – Fund Balance True-Up (00:19:00)

RH – draft of resolution for an invoice paid a couple years ago for a purchase that came out of general fund unassigned fund balance when in reality it probably would have been better spent out of this committed line item that is specifically for park land acquisition; asking for a true-up of these balances, park land commitment reimburses the unassigned general fund balance. VF – we vetted this 2 weeks ago. TL – motion of recommendation to BOMA passed.

6. Discussion – Dual Utility Accounts with Maury County Water (00:20:20)

RH – section of the city consisting of about 100 accounts currently (and growing with new builds) gets water provided from Maury water but everything else (sewer, storm water, trash, city services) provided from Spring Hill; customers are realizing they are dual customers and choosing not to pay Spring Hill because there is no recourse of action to make them pay their bill (as long as they pay Maury for water, they are not penalized for not paying Spring Hill as well). Discussions with Maury water to negotiate a contract allowing Spring Hill customers be billed a separate itemization through the Maury water so that delinquent accounts can be cut off if payment is not made to both Maury AND Spring Hill; contract should include a small admin fee per account (~\$0.25 per bill) to cover them doing the work for us; our finance team will cover billing reports back and forth, revenue exchange once a month, collection reports and tracking, checking with auditors to ensure this is a possibility and verifying with comptroller that this setup is permissible. VF – are we trying to onboard all of Maury County water service area? RH – yes but specifically the accounts over by Harvest Point as we are servicing their sewer/trash/bulk without enough revenue coming in to support those services without consequence to the unpaid accounts. VF – is there a way to take over those Spring Hill accounts from Maury water completely? Eliminates the middle man and gives us control over the accounts better for ourselves. RH – utility districts are managed by the state, so Spring Hill and Maury cannot negotiate without getting the state involved, and we are not sure how willing Maury is to be involved if state is also involved in the process. AJ – if this is a problem that will continue to grow as Spring Hill grows, it needs to have a long-term solution in discussion that will benefit everyone via simplicity and eliminate possibilities for miscommunication between utility providers, even if we decide something short term for now such as the current proposition. TL – agrees a long-term solution with Spring Hill in control of the water is a

goal to work towards, but for current billing purposes, the short-term action can also be hashed out more thoroughly.

7. Items from the Floor (00:29:46)

VF – water/sewer improvements to come: what are the true costs for these projects? What is the timeline since we are fast-tracking CSA and sewer plant expansion on the BOMA agenda? If there isn't an expectation, can we get us to a point on a monthly basis that we can navigate what the expense of the Spring Hill taxpayer looks like? RH – currently working a funding plan for the entire CIP city wide, both general and enterprise operations; working with the prioritized list of projects for the general fund and getting them into a workable plan as far as funding; with the sewer moratorium, the questions are what is possible and high priority; want to do a full reconciliation of 1875: what have we spent so far since its inception, where are they on the list of prioritization, where has spending been happening there; working with Dan and team on getting a list of projects and cost for those projects; want to make sure we have a funding plan in place to follow at least through the moratorium. VF – heard the number of \$200 million thrown around to cover the completion of the water/sewer expansion project; concern is moving forward with other projects that cost without knowing how much is available to spend elsewhere because the water/sewer numbers are still unknown; can we get more concrete numbers filled in so we can make better decisions for other projects being passed or paused? RH – yes, will get a list of what is known and what still needs more research. VF – CSA project: sewer department is going to be taking roughly 19.5 acres of real property from public works that has a value, can we use the sewer fund to purchase the real property to help be a funding source to help the CSA be complete? Commercial value of similar property is about an \$8 million assumed transaction. RH – there are funding complications, not major but also not minor; digging up ways to recover money from other places, such as reconciling 1875, cleaning up funds balance classification, and finding ways to cover costs with appropriate grants for past projects that were incorrectly assigned; water/sewer contributing to CSA is a big possibility with current cost shares already happening. VF – if we don't move forward with CSA to get public works where they need to be, we will be starting back at square 1 and creating a scenario where delivering Project Swift is delayed. TL – want to reiterate the importance of delivering with efficiency and swiftness from the board based on the complexity of the water/sewer projects. VF – \$3.5 million spent on construction team for CSA and Battle Creek; concerned that the timeframe for future projects is going to be costly and there is no funding or line itemized plan for associated costs going forward; can we contain that list while creating the budget to show that breakdown more specifically and ensure funding for those costs?

Adjourn (00:43:08)

SPRING HILL
T E N N E S S E E

**Parks and Recreation Commission
MEETING
Thursday January 15, 2026 at 6:00pm**

Call meeting to order - Chairman, Alderman Brent Murray 6:00pm

Establish Quorum - Brent Murray, Brett Turner, Tim Hidley, Emily Shell, no other attendees.

Citizen Comments - none

AGENDA ITEMS

1. Approve Minutes – October 2025, Motion to approve by Tim, 2nd by Brett, approved unanimously
2. BOMA updates/CIP – Alderman Brent Murray. Gave an update on the sewer moratorium.
3. Resolution for Skate Park Funds and Hurt Road Park Planning – Alderman Brent Murray – Alderman Murray explained the resolution he was taking to BOMA to finish the skate park. Asked for discussion amongst the group to see if he had their support. Brent made a motion to make a favorable recommendation to the BOMA on this resolution, 2nd by Brett, approved unanimously.
4. Harvey Park Playground Bid Presentation – Kayce Williams. Kayce explained that the bids had come in and we received a lot of them but had not had a serious review yet. Asked the commission if they wanted to review all submittals, commission decided they wanted staff to narrow down the list and bring back the top proposals for them to discuss. If all bids were too high, a special call meeting may be needed.
5. Director's updates – Kayce went through her monthly staff report as provided to BOMA. Kayce reminded the commission that Brett Turner's term is up so his seat will need to be filled. Kayce will get with the city recorder to get the process started.
6. Any other new business - none

ROUNDTABLE

-none

ADJOURN

7:05 motion to adjourn by Alderman Murray, 2nd by Emily, approved unanimously

[Handwritten signature]

[Handwritten signature] 2/19/26



City of Spring Hill | Parks and Recreation Department
4237 Port Royal Road
Spring Hill, Tennessee 37174
kwilliams@springhilltn.org
931.487.0027



Meeting Minutes for the Special Called Joint Meeting of LBOT, Friends of the Spring Hill Library, and the Spring Hill Public Library Foundation

Date: January 29, 2026

Time: 5:59 p.m.

Location: Spring Hill City Hall Boardroom

Call to Order

The meeting was called to order by Chair Alicia Fitts at 5:59 p.m.

Members Present: Susan Bruey, John Canepari, David Gibbs, Alicia Fitts, Carolyn Jett, Bill Luttmann, & Russ Turpin

Stipulation and Introduction of Members Present

Library staff, Library Board of Trustees, the Board of Directors of the Friends of the Spring Hill Library, and the Board of Directors for the Spring Hill Public Library Foundation were introduced.

Approval of Agenda

Motion by David Gibbs, seconded by Bill Luttmann, to approve the agenda as presented. Motion carried unanimously by voice vote.

Public Comment

Chair Fitts reminded attendees of the procedural rules for public comment: items are taken in agenda order, audience members must be recognized by the Chairperson, comments are limited to five minutes, and rebuttal remarks are not permitted.

One public comment was offered by a community member named Steve (last name not provided), who wished to reiterate the importance of the library for his children and grandchildren.

Missions of the Boards

Library Board of Trustees (LBOT) - Chair Alicia Fitts

Chair Fitts outlined the mission and role of the LBOT:

- LBOT is a state-mandated governing body of the Spring Hill Public Library, whose role it is to develop and approve library policies and oversee implementation by library staff
- LBOT does not have significant fundraising potential, as it is limited to money the library earns via fees and through money earned through sales of books produced by library staff (example: *Spring Hill: A Pictorial History* presented by the Spring Hill Public Library).

Friends of the Spring Hill Library (FOL) - President Lisa Arnwine

President Arnwine outlined the mission and role of the FOL, which includes:

- Advocacy - within the community and within the local political realm (like wearing the royal blue Friends shirts to BOMA meetings, for example)
- Volunteerism - fundraising events are organized and implemented by volunteers; long tradition of volunteerism with the Friends of the Spring Hill Library group.
- Fundraising - primarily through book sales; funds are used primarily for the Library's short term needs that are not covered by the budget allotted by the city (technology, programming, etc)

Spring Hill Public Library Foundation - President Brenda Hogan

President Hogan outlined the mission and role of the Foundation:

- To cultivate public and private partnerships to secure funding for establishing a new state-of-the-art library facility, complementing, not replacing, existing tax-based funding and continue to support the library beyond construction, ensuring its ongoing vitality through financial support.

Memorandums of Understanding (MOU): LBOT Chair Alicia Fitts

LBOT Chair Fitts pointed out that LBOT is seeking to establish MOUs with the Friends of the Spring Hill Library and with the Spring Hill Public Library Foundation for two reasons: 1) to clarify partnerships and 2) to meet state library standards

Accordingly, MOU drafts have been sent to the Friends and the Foundation for review and suggested amendments as part of the drafting and adoption process.

Fundraising Efforts by the Boards: LBOT Chair Alicia Fitts

Library Director Juriew provided a quick overview of how the library receives funding:

- The Spring Hill Public Library receives some funding from Williamson and Maury Counties, with a majority of the funding coming from the City of Spring Hill.
- The library operates under the umbrella of the Secretary of State, which offers several grant opportunities for various library initiatives (including construction, but we are several steps away from reaching that step of the process).
- Maintenance of Effort (MOE) - a state law that exists to protect library funding; this law stipulates that funding must be maintained at the level of the previous year; and that cuts to a city budget must be made across the board (example: a city cannot only cut library funding by 10%; every department must be cut by 10%, or the maintenance of effort applies, where the state can intervene).

FOL President Lisa Arnwine mentioned that for the Friends of the Spring Hill Library, membership dues fund the operation of the organization, whereas money raised through fundraising efforts (book sales, etc) go to the Library.

LBOT Chair Fitts then underscored the importance of establishing and maintaining a cohesive relationship among the boards, as well as the importance of effective communication, because each group is working toward the same goal: a new building.

New Library Building Update: Library Director Juriew & Assistant Library Director Halter

Library Director Juriew provided an update on the new library building:

- Spring Hill Board of Mayor and Aldermen are on board with the new Library building
- Environmental testing was conducted & the site was found suitable for construction.
- A Geotech boring sample was also conducted, which found the site suitable for a multi-story building.
- Accordingly, Director Juriew & Assistant Director Halter met with the architect to discuss and review architectural renderings.
- An immediate issue arose: parking. Director Juriew presented two preliminary architectural concepts that address the parking needs of the new building in different ways.

- One option requires the construction of a parking garage; the other option requires the acquisition of two acres of land from a citizen to facilitate the construction of a larger parking lot.
- Director Juriew reported that the City Administrator will be discussing the parking issue and each of these plans with Mayor Fitterer on Friday, January 30th to discuss options.

Assistant Library Director Halter reviewed the results of the Community Input Survey for the New Library Building. She noted 843 total survey responses, which was more than had been anticipated, demonstrating significant excitement for the new Library among Library patrons.

Round Table

- Director Juriew announced that the Library had commissioned a portrait of former director Helen Dark and to be on the lookout for an announcement regarding the dedication ceremony.

Public Comment

Chair Fitts reminded attendees of the procedural rules for public comment: items are taken in agenda order, audience members must be recognized by the Chairperson, comments are limited to five minutes, and rebuttal remarks are not permitted.

No public comment.

Adjournment

Motion by Bill Luttmann, seconded by David Gibbs, to adjourn. Approved unanimously by voice vote. The meeting adjourned at 8:00 p.m.

Next Meeting: Regular LBOT meeting on Tuesday, March 10 at 6:00 p.m.



Spring Hill Library Board of Trustees Meeting Minutes

Date: January 13, 2026

Time: 5:56 p.m. (scheduled start time: 6:00 p.m.)

Location: Spring Hill Library

Call to Order

The meeting was called to order slightly ahead of the scheduled 6:00 p.m. start time by Chair Alicia Fitts at 5:56 p.m.

Members Present: Susan Bruey, John Canepari, David Gibbs, Alicia Fitts, Carolyn Jett, Bill Luttmann, & Russ Turpin

Approval of Agenda

Motion by David Gibbs, seconded by Bill Luttmann, to approve the agenda as presented. Motion carried unanimously by voice vote.

Public Comment

Chair Fitts reminded attendees of the procedural rules for public comment: items are taken in agenda order, audience members must be recognized by the Chairperson, comments are limited to five minutes, and rebuttal remarks are not permitted.

No public comment.

Approval of November Minutes

Motion by Susan Bruey, seconded by David Gibbs, to approve the November minutes as presented. Motion carried unanimously by voice vote.

Reports

Director's Report - Dana Juriew

Director Juriew updated LBOT with her Director's Report, which included:

- Today was Rachel Dixon's last day with the Spring Hill Library, as she has earned her Master's degree in Library Science and will be beginning an internship.
- Rachel's position will be filled by Jesse R, who currently holds a part-time position within the library, resulting in a new part-time vacancy.
- The Spring Hill Pictorial History Book has earned \$6,494 in sales, with \$5,373 profit
- Facilities conducted mold testing after the ventilation system and carpet cleaning in November; results showed no mold

Budget Report - Dana Juriew

Director Juriew reported that the Library budget is in good shape. There is currently an overage in the area of Christmas bonuses, however. This overage was approved by the City Administrator and will be reconciled accordingly.

Buffalo River Regional Library Report - Anne Osborne

Regional Services Coordinator Anne Osborne updated LBOT with the Buffalo River Regional Library Report, which included:

- The Buffalo Regional Library is offering several exciting events in the upcoming months for staff.
- Reports on each library's children's collection are due by Monday, January 19th. The Spring Hill Library report has already been submitted.
- Maury County Commission approved \$6.1 million for construction of a new library in Mt. Pleasant.
- Columbia Library plans to reopen in February 2026 after renovations are completed. The Spring Hill Library has noticed an uptick in visits as a result of this closure.
- The office is closed on Monday, January 19 in observation of Martin Luther King, Jr. Day
- Marion Bryant has officially retired as Regional Director for the Buffalo River Region. That position is now accepting applicants, with interviews set to commence soon.

Friends of the Library - Lisa Arnwine

Friends President Lisa Arnwine updated LBOT with the Friends of the Library's 2025 Year End Report, which included:

- An overview of 2025 Finances:
 - Quarterly Book Sales were a tremendous success, even though one was cancelled; leftover books are sold for \$1/box and then donated to various organizations within the community
 - The 2nd Look Book Store has also had a successful year, with sales of \$9403.51!
 - Community Yard Sale posted nearly \$1,000 in sales & revenue
 - Local Author Book Fair posted \$875 in table rentals
 - Online Auction revenue: \$3603.50
 - eBay has been an outstanding success, with net sales from March - December at \$14,838.26
- FOL is working to maintain their social media presence on Facebook and to expand their social media presence by adding Instagram, Threads, and TikTok accounts.
- The website is up and running, and is now accepting online payments for membership renewals.
- Lisa also noted that Friends of the Library currently has 18 teams within their organization, with 54 volunteers across those teams. They do not track volunteer hours, but estimate that members donated over 2,500 hours in support of the library in 2025.
- LBOT expressed its appreciation for the Friends' continued fundraising and volunteer support.

Library Foundation - Alicia Fitts

Foundation Representative Fitts is deferring this report to the Special Called Joint Meeting of the Friends of the Library, Library Foundation, and LBOT on Jan 29.

Old Business

Bill Luttmann made a motion, seconded by David Gibbs, to pass along the drafts of the Memorandum of Understanding to the Friends of the Library and the Library Foundation. Motion carried unanimously by voice vote.

New Business

Director Dana Juriew & Assistant Director Amber Halter provided a progress update on the new library facility.

- An environmental survey was conducted & the site was found suitable for construction.
- A Geotech boring sample was also conducted, which found the site suitable for a multi-story building.
- The results of these studies mean that things can proceed with the architectural firm for plans.
- Accordingly, Director Juriew & Assistant Director Halter met with the architect last week.
- An immediate issue arose: parking
 - The new library building needs 160 parking spaces, but currently only has the capacity for 100 spaces.
 - Various options for expanding parking capacity were discussed.
- All of this information will be presented to the Spring Hill Board of Mayor & Aldermen (BOMA) @ their next meeting on January 20.

Round Table

- Carolyn Jett wants to get the proverbial ball rolling for the Bylaws Committee; a meeting will be scheduled as soon as possible.
- Carolyn also reminded LBOT members to please RSVP to the invitation to Benny's DAR award ceremony
- Director Juriew mentioned that the Rotary Club has invited the Library to purchase a business membership.

Public Comment

Chair Fitts reminded attendees of the procedural rules for public comment: items are taken in agenda order, audience members must be recognized by the Chairperson, comments are limited to five minutes, and rebuttal remarks are not permitted.

No public comment.

Adjournment

Motion by Bill Luttman, seconded by David Gibbs, to adjourn. Approved unanimously by voice vote. The meeting adjourned at 6:49 pm.

Next Meeting: Joint LBOT, Friends of the Library, & Spring Hill Public Library Foundation meeting on Jan 29 @ 6pm

CITY OF SPRING HILL QUARTERLY TOURISM UPDATE

March 11, 2026

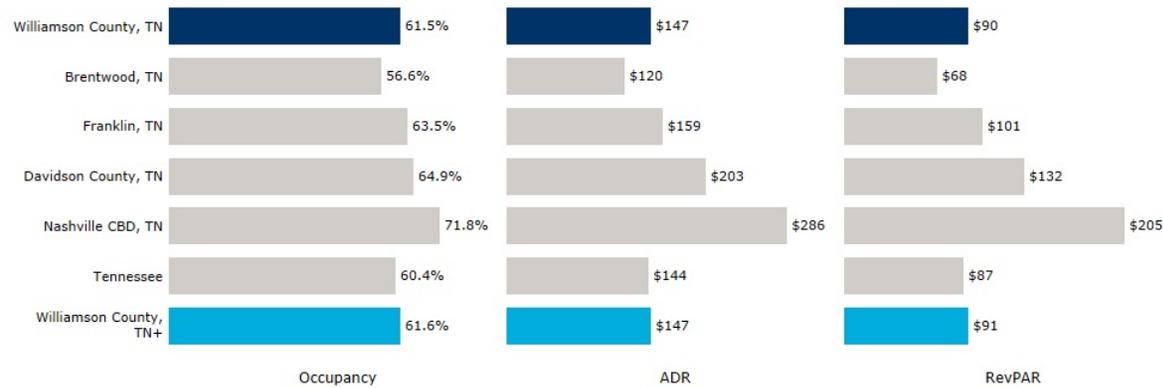
Prepared By: Williamson County Convention & Visitors Bureau



Competitive Markets Hotel Performance Williamson County, TN vs. Comp. Markets

Month: December 2025 | Report Type: Quarter-to-Date | Compare to: Previous Year | Markets: All | Supply Total

Oct - Dec 2025, Comp. Markets Hotel KPIs

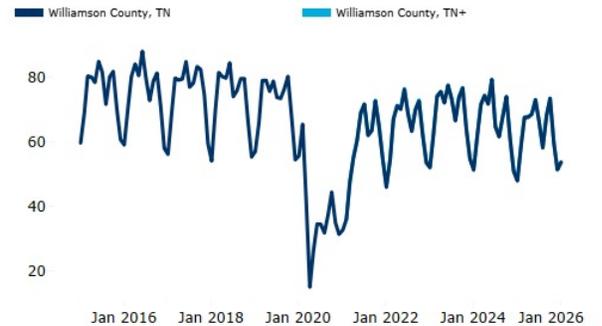


Measure Occupancy

Primary Location: Williamson County, TN | Comp. Location: Williamson County, TN+

Comp. Location 3: None | Comp. Location 4: None

Occupancy Comparison



Oct - Dec 2025, Comp. Markets Hotel Performance vs. Previous Year

	Occ	YOY	ADR	YOY	RevPAR	YOY	Total Supply	YOY	Demand	YOY	Revenue	YOY
Williamson County, TN	61.5%	▼ -0.4%	\$147	▲ 2.2%	\$90	▲ 1.8%	585.7K	▲ 0.8%	360.3K	▲ 0.4%	\$53.0M	▲ 2.6%
Brentwood, TN	56.6%	▼ -2.7%	\$120	▲ 0.9%	\$68	▼ -1.8%	234.4K	▲ 0.0%	132.6K	▼ -2.7%	\$15.9M	▼ -1.8%
Franklin, TN	63.5%	▲ 0.6%	\$159	▲ 2.8%	\$101	▲ 3.4%	400.5K	▲ 1.2%	254.3K	▲ 1.9%	\$40.4M	▲ 4.7%
Davidson County, TN	64.9%	▲ 1.8%	\$203	▲ 0.1%	\$132	▲ 1.9%	3.9M	▲ 3.6%	2.5M	▲ 5.5%	\$515.4M	▲ 5.6%
Nashville CBD, TN	71.8%	▲ 0.0%	\$286	▲ 0.6%	\$205	▲ 0.6%	1.3M	▲ 5.7%	953.2K	▲ 5.7%	\$272.6M	▲ 6.3%
Tennessee	60.4%	▲ 0.6%	\$144	▼ -0.4%	\$87	▲ 0.2%	14.5M	▲ 3.0%	8.7M	▲ 3.6%	\$1.3B	▲ 3.2%
Williamson County, TN+	61.6%	▼ -0.6%	\$147	▲ 2.2%	\$91	▲ 1.6%	597.9K	▲ 0.8%	368.5K	▲ 0.3%	\$54.3M	▲ 2.5%

History for markets varies. Click on a market to check its history in the line charts

Source: STR

Occupancy vs. Same Month in Previous Year Last 12 Months



SYMPHONY TOURISM ECONOMICS

Weekly Data Analysis

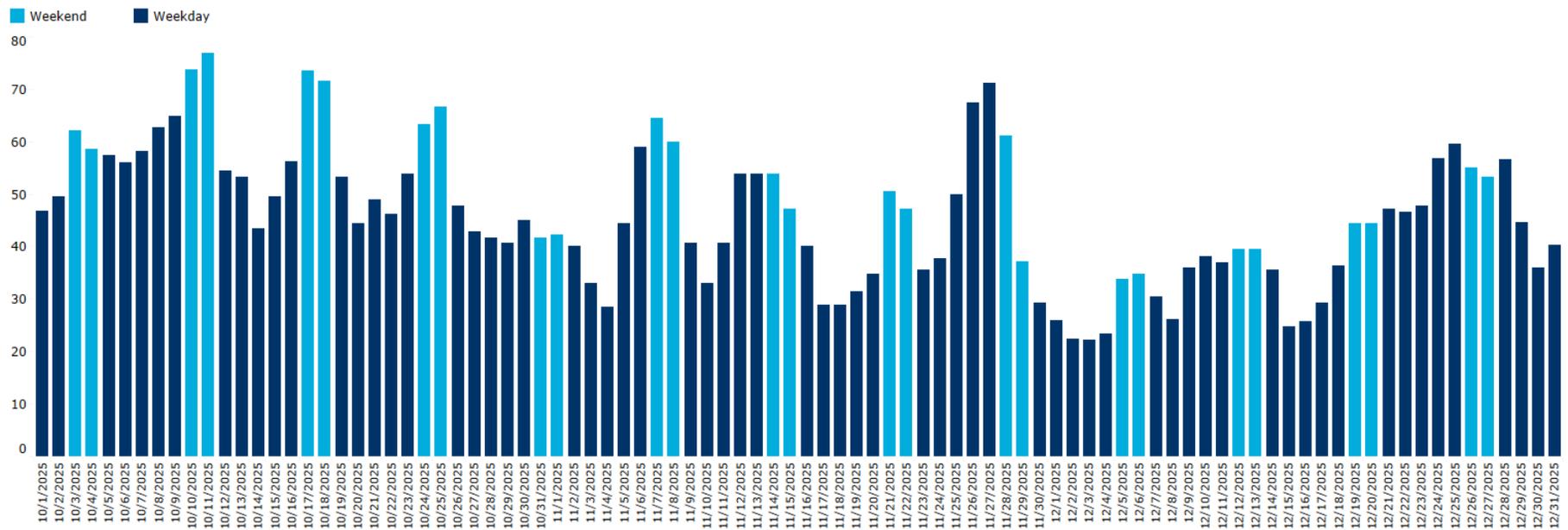
Spring Hill, 10/1/2025 to 12/31/2025



Location	Area Type	Measure	From	To	Methodology Code	Listing Source	PRO Occupancy Adjusted Paid
Spring Hill	Vacation Area	Occupancy	10/1/2025	12/31/2025	ota	All	
Short Term Rental Performance		Occupancy	ADR	RevPAR	Supply	Demand	Revenue
From 10/1/2025 To 12/31/2025		46.1%	\$267.67	\$123.31	8.3K	3.8K	\$1.0M
YOY Change		▲ 12.2%	▲ 6.5%	▲ 19.4%	▼ -7.9%	▲ 3.3%	▲ 9.9%

Daily Occupancy

From 10/1/2025 To 12/31/2025



Source: Key Data (as of 3/3/2026)

SYMPHONY | TOURISM ECONOMICS



POI Grouped by Areas: Spring Hill

Date: October 01, 2025 to December 31, 2025



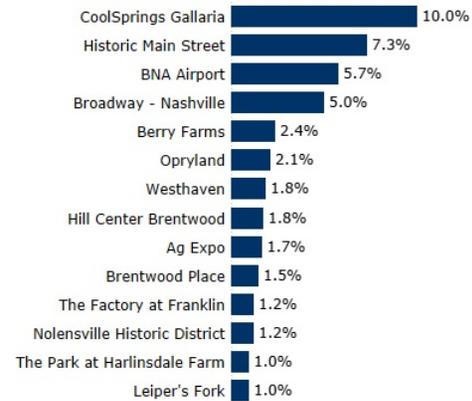
2.2%
of visitors
visited POIs in
Spring Hill
atleast once

POI Split

Unique Visitors

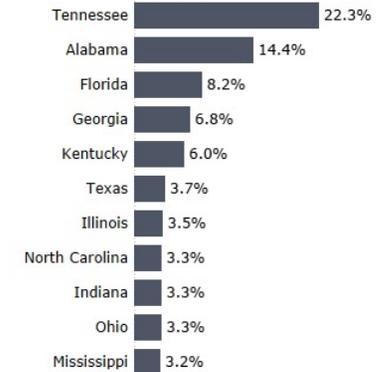


Top Cross-Visited Points of Interest



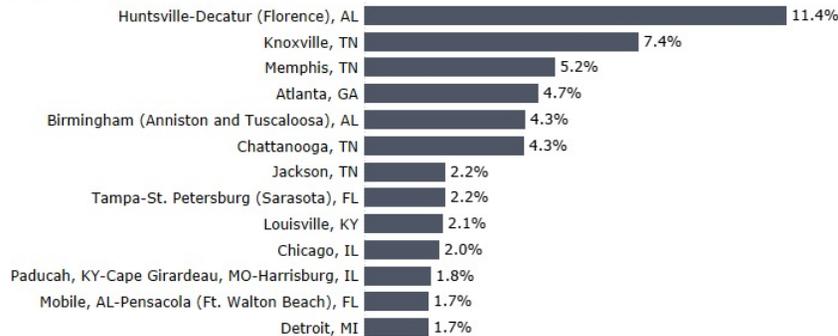
Top Origin Market by State

unique visitors, excluding Nashville DMA



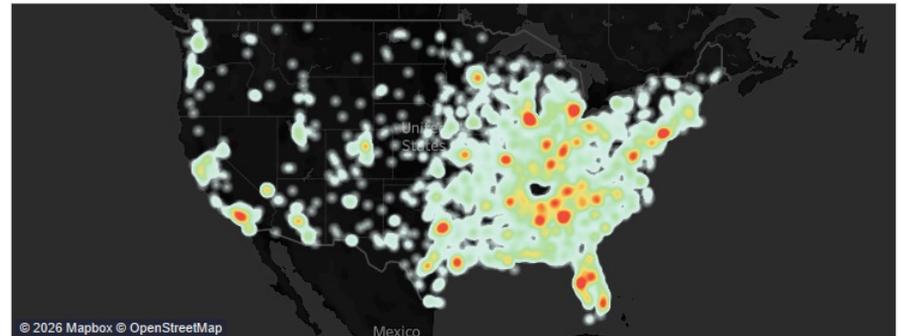
Top Origin Market by DMA

unique visitors, excluding Nashville DMA



Origin Heat Map

Unique Visitors, Excluding Nashville DMA



Sample Size: 15,254

Source: Near, United States Census Bureau

SYMPHONY TOURISM ECONOMICS



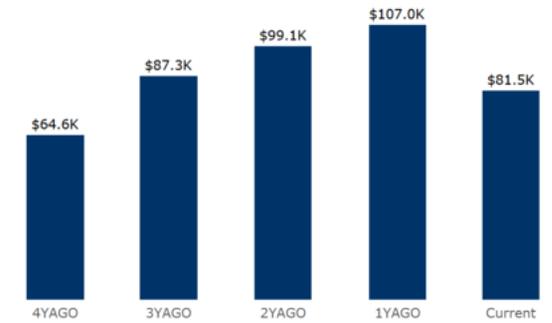
Occupancy Tax Collection

Oct. - Dec 2025 | Location: Spring Hill

X Report Type: Quarter-to-Date | Month: December 2025 | Location: Spring Hill | Detail: Total Collections | Compare to (% change table only): Previous Year

Williamson County, TN Hotel Revenue \$1,274,520,921 -4.2% YOY +3,206.9% vs. 2019	Total Occupancy Tax Collections \$81,548 -23.8% YOY +89.4% vs. 2019	WCCVB Portion \$20,387 -23.8% YOY
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Total Collections vs. Past Years
Quarter-to-Date vs. comparable months over the past 5 years



Total Collections by Month

Calendar Year 2025 (Jan - Dec 2025)

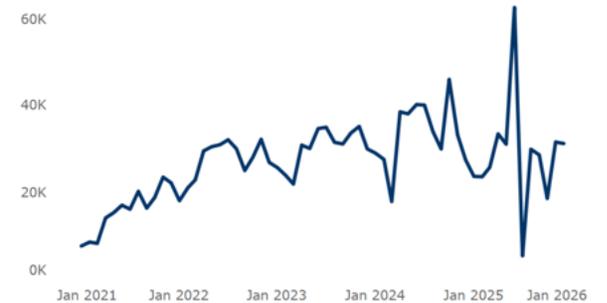
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Spring Hill	\$23.7K	\$23.6K	\$25.8K	\$33.5K	\$31.2K	\$62.8K	\$5.3K	\$30.0K	\$28.7K	\$18.6K	\$31.6K	\$31.3K	\$346.1K
Total	\$23.7K	\$23.6K	\$25.8K	\$33.5K	\$31.2K	\$62.8K	\$5.3K	\$30.0K	\$28.7K	\$18.6K	\$31.6K	\$31.3K	\$346.1K

Total Collections % Change

Calendar Year 2025 (Jan - Dec 2025) vs. Comparable Months in Previous Year

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Spring Hill	-18.5%	-14.5%	+44.3%	-13.2%	-18.4%	+55.7%	-86.7%	-12.2%	-4.5%	-59.7%	-5.1%	+13.7%	-14.1%
Total	-18.5%	-14.5%	+44.3%	-13.2%	-18.4%	+55.7%	-86.7%	-12.2%	-4.5%	-59.7%	-5.1%	+13.7%	-14.1%

Total Collections Long Term Trend



Source: Visit Franklin & STR

Powered By **SYMPHONY TOURISM ECONOMICS**

Paid Marketing Results

Measurement Window: July 1, 2025 - January 31, 2026

\$6.1M

total messaged
visitor spend

\$75K

investment

\$82:1

return on
ad spend

\$541.8K

visitor spend
in Spring Hill

\$389

yield per visitor
in Spring Hill

8.9%

of total
visitor spend



Paid Marketing Insights

- Spending in 37174 accounted for 8.9% of total visitor spend in Williamson County
- Spring Hill had the second highest yield per visitor by ZIP code at \$389
- 1,391 unique individuals who were served an ad during this campaign window completed transactions in Spring Hill

Website

October 1 - December 31, 2025

	Pageviews	Total Users	Total Engagements
/communities/spring-hill	1,213	936	3,618
/communities	775	610	1,912

Highlights

- 3,618 engagements including link clicks & scrolls
- Note: Slight decrease in traffic is common during the holiday season.

Social Media

October 1 - December 31, 2025

For Spring Hill-Focused Posts

Total Impressions	Total Engagements
1,131,180	46,712

Highlights

- 35 posts across Facebook, Instagram, TikTok, Twitter, Pinterest & YouTube
- 4.13% engagement rate is above 1-3% benchmark due to higher-performing holiday content

Social Media

October 1 - December 31, 2025



Social Media

October 1 - December 31, 2025

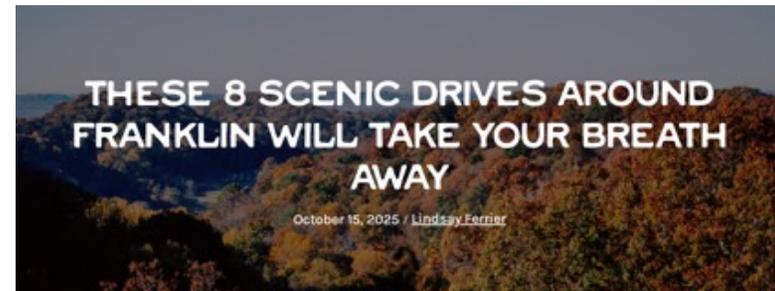


Content Highlights

October 1 - December 31, 2025

Blog Post Inclusions

- Martin’s Bar-B-Que Joint and Brunch Collective – “These 8 Scenic Drives in Franklin Will Take Your Breath Away”
- Gateway Hot Air Adventures – “9 Unexpected Things to Do in Franklin”



Content Highlights

October 1 - December 31, 2025

Holiday Trot Adventure Pass

- Annual holiday events & activity pass included Spring Hill Christmas Parade
- 437 downloads



Sales Highlights

October 1 - December 31, 2025

Highlights

- Conducted site visit of the new dual branded Home2 Suites/Tru by Hilton
- Distributed destination wedding room block lead to all Spring Hill properties in November



Spring Hill Welcome Center

October 1 - December 31, 2025



- Onboarded Welcome Center Manager
- Conducted planning meeting discussing collateral, training, and marketing opportunities
- Kicked off collateral design process for priority pieces including new localized point of interest map.

Monthly Tourism Data January 2026

CITY OF SPRING HILL

Prepared By: Williamson County Convention & Visitors Bureau

Occupancy Tax Collections

Jan - January 2026



**Williamson County
Hotel Revenue**

\$13,792,599

+12.9% YOY | +40.4% vs. 2019

**Spring Hill Occupancy
Tax Collections**

\$25,767

+8.8% YOY | +76.9% vs. 2019

**WCCVB
Portion**

\$6,442

+8.8% YOY |

Total Collections by Month

Calendar Year 2026

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Brentwood													
Fairview													
Franklin	\$354.7K												\$354.7K
Spring Hill	\$25.8K												\$25.8K
Williamson County	\$631.8K												\$631.8K
Total	\$1.0M												\$1.0M

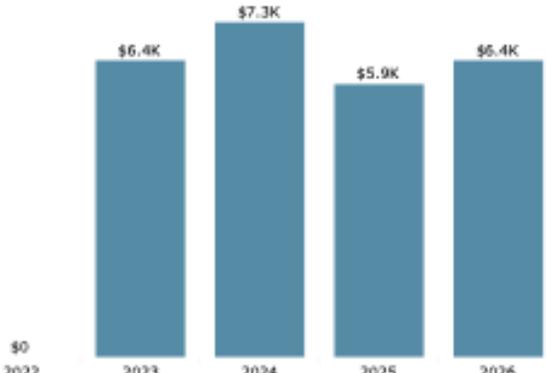
Total Collections % Change

Calendar Year 2026 vs. Comparable Months in Previous Year

	Jan	Total
Brentwood	-100.0%	-100.0%
Fairview	-100.0%	-100.0%
Franklin	+7.5%	+7.5%
Spring Hill	+8.8%	+8.8%
Williamson County	+18.0%	+18.0%
Total	+1.0%	+1.0%

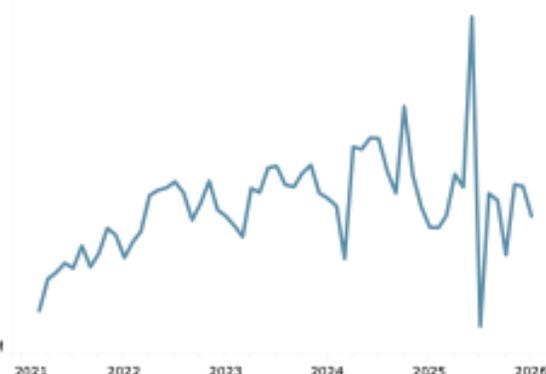
WCCVB Portion vs. Past Years

Jan - January 2026 vs. comparable months over the past 5 years



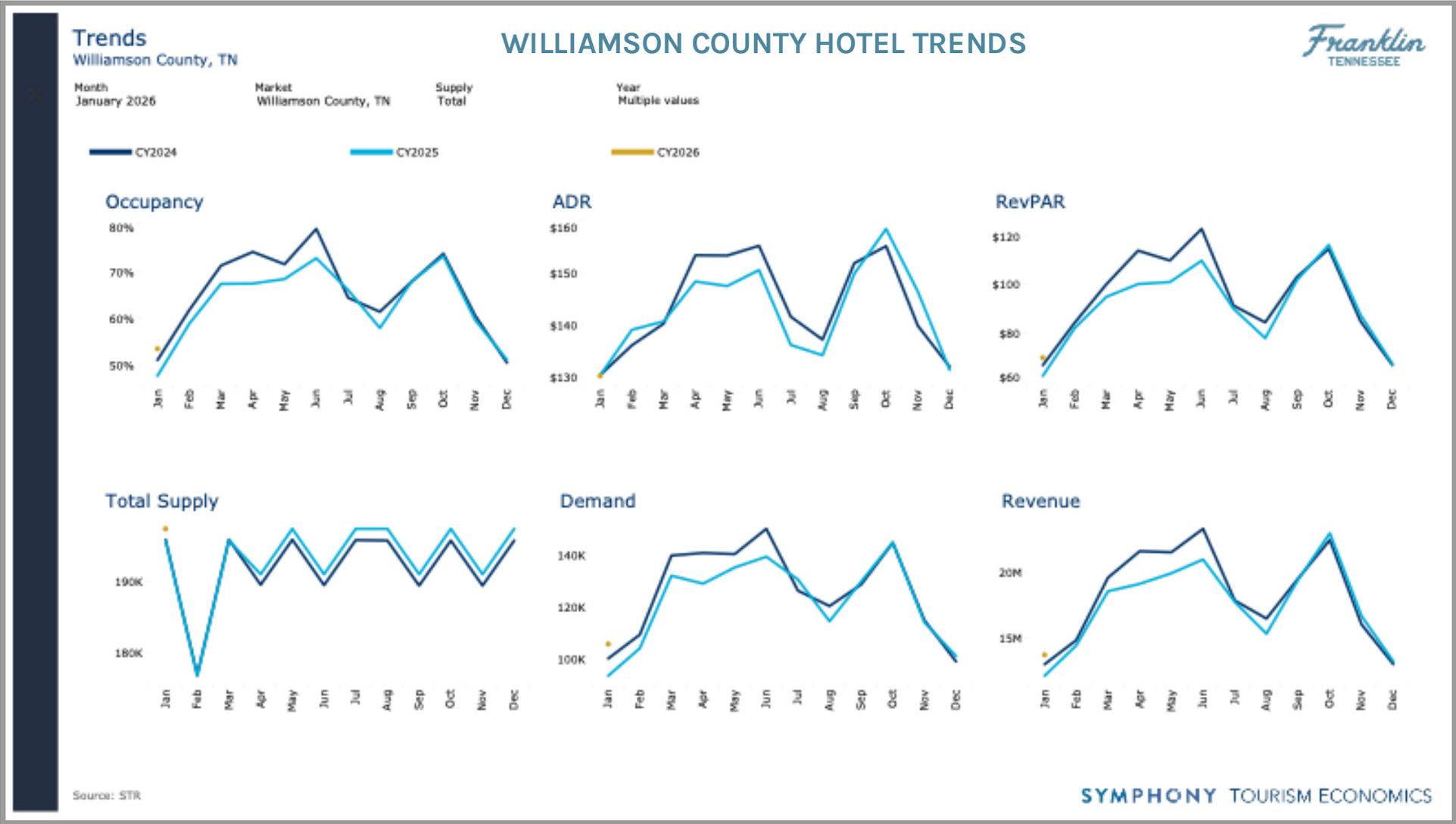
Year	WCCVB Portion
2022	\$0
2023	\$6.4K
2024	\$7.3K
2025	\$5.9K
2026	\$6.4K

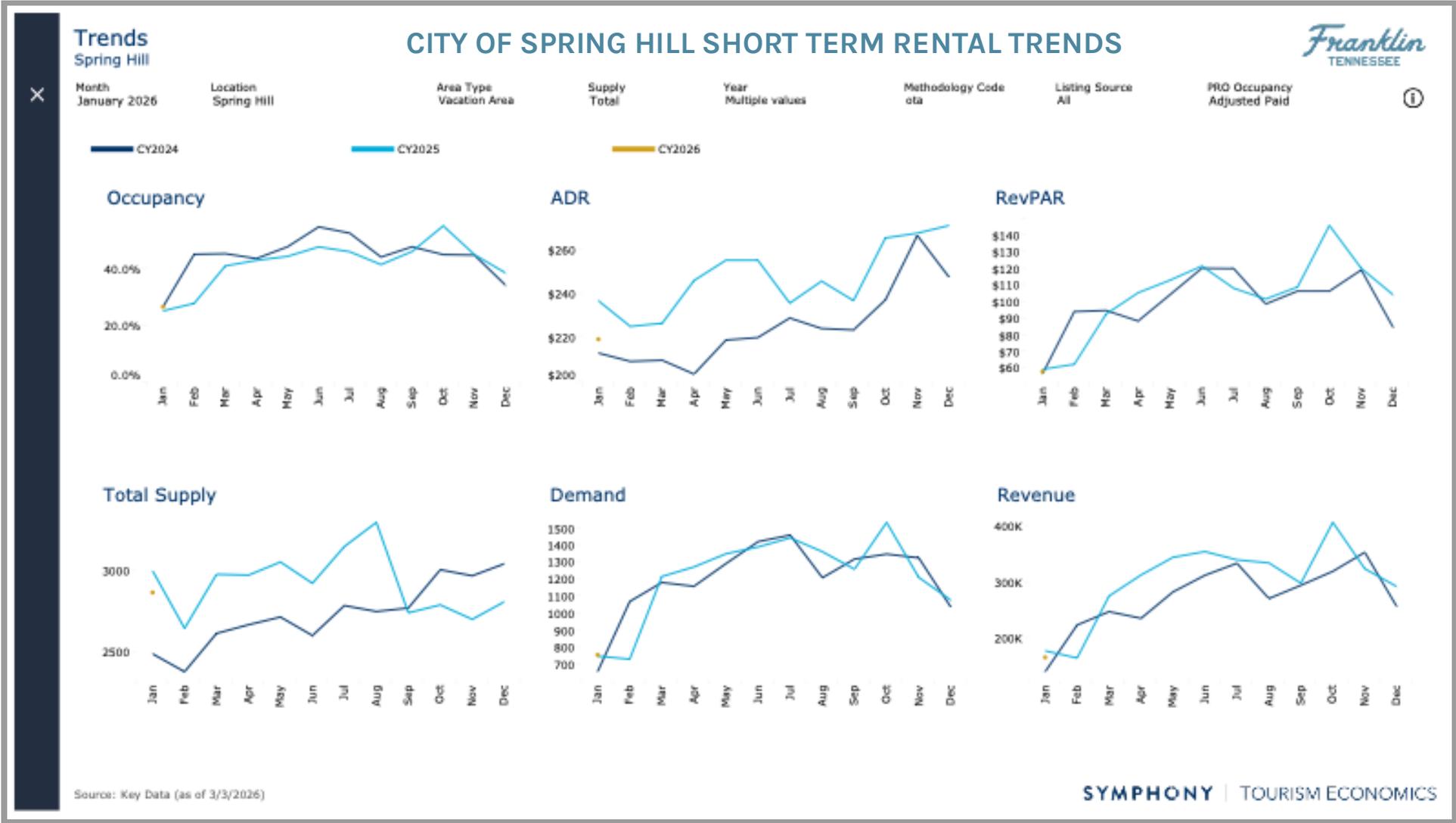
Spring Hill Collections Long Term Trend



Source: Visit Franklin & STR

Powered by **SYMPHONY** | TOURISM ECONOMICS









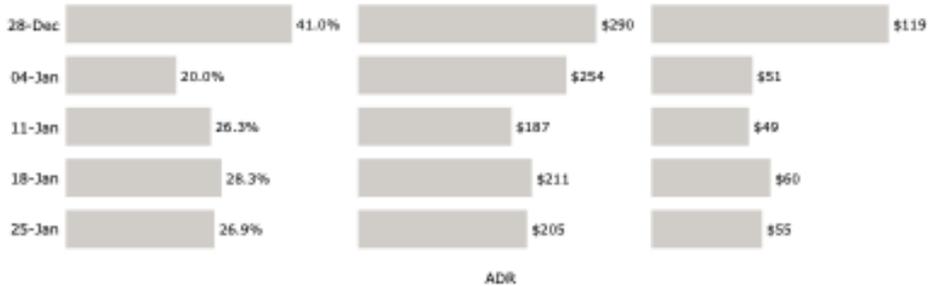
Short Term Rental Performance Summary

Spring Hill | January 2026

Month	Location	Area Type	Compare to	Year Type	Methodology Code	Listing Source	PRD Occupancy
January 2026	Spring Hill	Vacation Area	Previous Year	Calendar Year	ota	All	Adjusted Paid
		Occupancy	ADR	RevPAR	Supply	Demand	Revenue
		26.5%	\$219.23	\$58.06	2.9K	759	\$166.4K
Change vs. Previous Year		▲ 5.6%	▼ -7.4%	▼ -2.2%	▼ -4.4%	▲ 0.9%	▼ -6.5%
YTD Calendar Year		26.5%	\$219.23	\$58.06	2.9K	759	\$166.4K
YTD Change vs. Previous Year		▲ 5.6%	▼ -7.4%	▼ -2.2%	▼ -4.4%	▲ 0.9%	▼ -6.5%

Short Term Rental Performance by Week

Spring Hill



Occupancy YOY Comparison



January 2026 Day-of-Week Performance vs. Previous Year

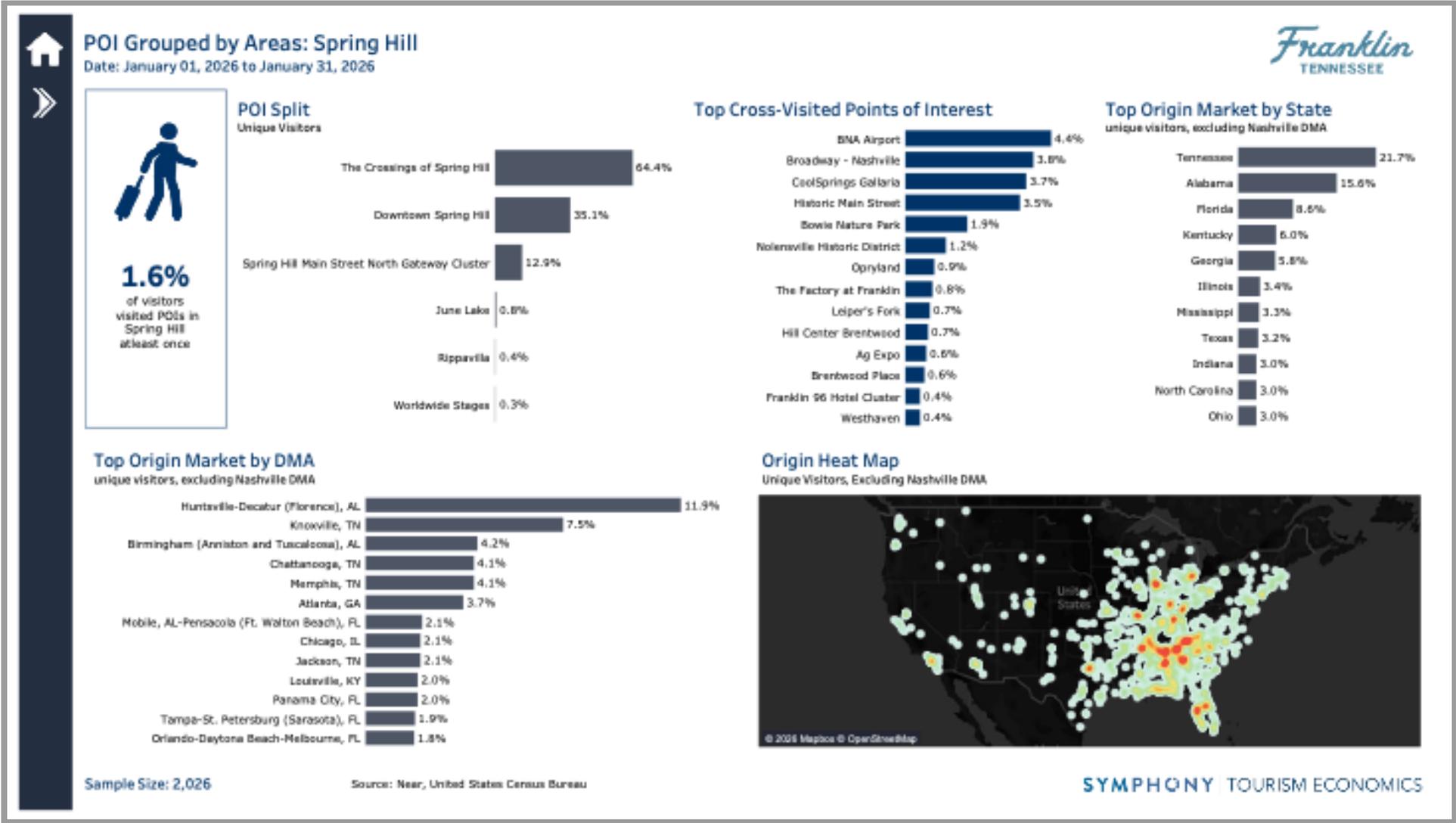
Spring Hill



Occupancy Long Term Trend



Source: Key Data (as of 3/3/2026)



RESOLUTION NO. 26-73

A RESOLUTION TO AUTHORIZE CB&I TO UTILIZE A SMALLER CONTAINMENT SYSTEM FOR THE SOUTHSIDE TANK PROJECT

WHEREAS, the City of Spring Hill is constructing the Southside Tank Project to improve water storage capacity and system reliability; and

WHEREAS, CB&I is the contractor for the Southside Tank Project; and

WHEREAS, CB&I has requested approval to utilize a smaller containment system than originally specified for construction activities; and

WHEREAS, staff has reviewed the request and determined that the proposed containment system meets all applicable environmental and safety requirements, and

WHEREAS, the requested modification does not increase the project cost nor negatively impact the project scope, safety, or regulatory compliance.

NOW, THEREFORE, BE IT RESOLVED, by the City of Spring Hill Board of Mayor and Aldermen, that CB&I is hereby authorized to utilize the proposed smaller containment system for the Southside Tank Project as reviewed and recommended by City staff.

Passed and adopted the 16th day of March, 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Dan Allen, ACA, GM Water; Will Brasfield, AGM-SPARTAN
DATE: 3/3/2026
SUBJECT: Resolution 26-73, To approve CB&I to utilize a smaller containment system for the Southside Tank Project.

RECOMMENDATION: Staff recommends approval of Resolution 26-73, authorizing CB&I to utilize a smaller containment system for the Southside Tank Project.

BACKGROUND: The City of Spring Hill is currently constructing the Southside Tank as part of the City's capital improvements program to enhance water storage capacity, system reliability, and fire protection for the southern service area.

CB&I, the contractor for the Southside Tank Project, has requested approval to utilize a smaller containment system than originally specified. The requested modification maintains compliance with all applicable environmental regulations and safety standards while improving project efficiency and reducing site impacts. The proposed containment system will continue to meet specifications for environmental protection during construction activities. Staff has reviewed the request and determined that the smaller containment system is sufficient for the scope of work and does not negatively impact the integrity, safety, or regulatory compliance of the project.

Approval of this request will allow the contractor to proceed without delay and maintain the project schedule.

FINANCIAL IMPACT: There is no additional cost to the City associated with this modification.

SUPPORTING DOCUMENTS:



City of Spring Hill | Spring Hill Water
199 Town Center Parkway
Spring Hill, Tennessee 37174
dan.allen@springhilltn.org
931-486-2252

RESOLUTION NO. 26-62

A RESOLUTION TO AUTHORIZE TO APPROVE AMENDMENT NO. 1 TO TASK ORDER NO. 1 WITH CAROLLO ENGINEERS, INC. FOR ADDITIONAL ENGINEERING SERVICES RELATED TO THE CENTRIFUGE DEWATERING SYSTEM PROJECT

WHEREAS, the City of Spring Hill previously entered into a Professional Services Agreement with Carollo Engineers, Inc. for engineering services related to the replacement of aging belt filter presses with a centrifuge dewatering system at the City's Wastewater Treatment Plant; and

WHEREAS, during the design process additional engineering services were identified as necessary to support the project and associated plant improvements; and

WHEREAS, Carollo Engineers has submitted **Amendment No. 1 to Task Order No. 1** to provide these additional services for the project,

NOW, THEREFORE, BE IT RESOLVED, by the City of Spring Hill Board of Mayor and Aldermen, that:

1. Amendment No. 1 to Task Order No. 1 with **Carollo Engineers, Inc.** for additional engineering services related to the Centrifuge Dewatering System Project is hereby approved in an amount **not to exceed \$569,715.00**.
2. The **Mayor is authorized to execute Amendment No. 1** on behalf of the City of Spring Hill.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, this 16th day of March, 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen

FROM: Dan Allen, Assistant City Administrator, General Manager Water, Will Brasfield, Assistant General Manager – SPARTAN, Ryan LaMunyon, Assistant General Manager - Reclamation

DATE: 3/6/2026

SUBJECT: Resolution 26-62, Approval of Amendment No.1 to Task Order No. 1 – Carollo Engineers - Centrifuge Dewatering System Project

RECOMMENDATION: Staff recommends approval of Resolution 26-62 authorizing the amendment to incorporate the additional engineering services required for the centrifuge dewatering system project and associated facility improvements.

BACKGROUND: In December 2024, the City of Spring Hill approved a professional services agreement with **Carollo Engineers, Inc.** for engineering services associated with the Replacement of Aging Belt Filter Presses with a Centrifuge Dewatering System at the Spring Hill Wastewater Treatment Plant. The project replaces the existing belt filter presses with modern centrifuge dewatering equipment to improve reliability, performance, and solids handling capacity at the facility.

Centrifuge Contract, Task Order No. 1 authorized Carollo to complete preliminary design, final design, permitting, bidding support, and construction phase services associated with the centrifuge dewatering system.

During the design process, additional improvements were identified that are necessary to support the new centrifuge system and improve plant operations.

FINANCIAL IMPACT: The total estimated cost for amendment No.1 is \$569,715.00 (not-to-exceed). Funding for this project will be provided through fund balance reappropriated into the project division number.

SUPPORTING DOCUMENTS:

- Resolution 26-62
- Resolution 24-278
- Carollo Centrifuge Contract – Amendment 1



City of Spring Hill | Spring Hill Water
199 Town Center Parkway
Spring Hill, Tennessee 37174
dan.allen@springhilltn.org
931-451-0246



Draft Scope of Services

Spring Hill, TN

Amendment 1 to Task Order 1

Engineering Service for Replacement of Aging Belt Presses with Centrifuge Dewatering System (WW-PDC-1)

Introduction

Carollo Engineers, Inc. is pleased to submit this scope of work for amendments to its engineering services for the City of Spring Hill, Tennessee, for consideration. This proposed scope defines professional engineering and technical consulting services related to the additional services requested for the Engineering Service for Replacement of Aging Belt Presses with Centrifuge Dewatering System (Project) at Spring Hill's wastewater treatment plant (WWTP). These technical services include preliminary and final design of a new solids storage tank, dual polymer feed (tanks and totes), a stormwater detention pond, solids transfer pumps from the existing aerobic digesters to the solids storage tank(s), a filtrate/centrate pump station modification, and the I&C programming for the new and modified facilities.

Project Understanding

Carollo has been performing services for the City to support replacing its two aging Phoenix 2.0-meter belt filter presses (BFPs). During the course of project design, Spring Hill has identified additional items to be included in the design of the centrifuge dewatering project. These items will support the operation of both the new centrifuge dewatering system and the overall plant. The additional items include:

1. Improved stormwater management via routing to a stormwater detention pond.
2. Detention pond to manage stormwater runoff.
3. A new solids storage tank to provide additional redundancy and support consistent feed to the centrifuges.
4. New solids transfer pumps from the existing aerobic digesters to the solids storage tank(s) to provide the large capacity needed for the larger dewatering equipment.
5. Dual polymer feed (tanks and totes) to allow Spring Hill to continue to use totes for polymer while the plant is growing and also provide provisions for tanks when flows increase.
6. Replace pumps in the filtrate pump station with new centrate pumps to accommodate the increased capacity needed for the larger dewatering equipment.
7. I&C control strategies and control schematics for the new and modified facilities so operators can monitor and control the new equipment via SCADA.

City of Spring Hill
Replacement of BFPs with Centrifuge Dewatering System
Amendment 1 Scope of Services
January 2026

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Scope of Work

The following scope has been developed to deliver Spring Hill the necessary design documents and information to begin pricing and construction for the additional items detailed above. The scope of services includes the following Tasks:

- Task 1.0 – Design Project Management/Progress Meetings
- Task 2.0 – Additional Site Survey
- Task 3.0 – New Stormwater Detention Pond
- Task 4.0 – New Solids Storage Tank
- Task 5.0 – New Solids Transfer Pumps
- Task 6.0 – Dual Polymer Feed
- Task 7.0 – New Centrate Pump Station
- Task 8.0 – I&C for New and Modified Facilities
- Task 9.0 – Bid Phase Services

The scope of services for these tasks are presented below:

Task 1.0: Design Project Management/Progress Meetings

Throughout all tasks completed under this Amendment 1 to Task Order 1, Carollo will proactively manage scope, schedule, and budget and perform quality assurance control activities to check that the submission of final deliverables conforms to Carollo's standards and Spring Hill's expectations. Hours included for this task are the additional hours related to management and meetings for the additional scope items included within this scope of work.

Task 2.0: Additional Site Survey

Additional survey work will be required to establish accurate routing for the proposed force mains associated with the solids transfer pumps and the centrate return line back to the headworks. This work is necessary to confirm alignment, identify potential conflicts with existing utilities or site features, and provide a reliable basis for detailed design and construction.

Task 3.0: New Stormwater Detention Pond

Under this task, Carollo will design a detention pond to manage stormwater runoff generated from the project site. The pond is necessary to temporarily store peak stormwater flows and release them at a controlled rate, thereby reducing downstream flooding risks, protecting receiving waters from erosion, and promoting regulatory compliance with stormwater management requirements.

Specific task components include:

Subtask 3.1: Stormwater Modeling

Perform hydrologic and hydraulic modeling to determine the required storage volume and outlet configuration for the detention pond.

City of Spring Hill
 Replacement of BFPs with Centrifuge Dewatering System
 Amendment 1 Scope of Services
 January 2026

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Subtask 3.2: Pond Design

Prepare engineering design documents for the detention pond, including grading, outlet structures, and details necessary for construction. This information was submitted to Spring Hill at the 75% milestone and for the Storm Water Pollution Prevention Plan (SWPPP).

Task 4.0: New Solids Storage Tank

Carollo will design a new solids storage tank to match existing. This will include three new mixers (2 in new tank, one in the existing), level measurement (low level float, high level float, and continuous monitoring), piping, and other appurtenances as required to have a fully redundant solids storage tank.

Task 5.0: New Solids Transfer Pumps

New solids transfer pumps (Sludge Day Tank Feed Pumps) will be designed to convey sludge from the existing aerobic digesters to the solids storage tanks. The pumps will be sized to provide the higher capacity required to support the new, larger dewatering equipment. The work will include hydraulic evaluation, pump selection, design, and integration with the facility's existing systems.

Subtask 5.1: Hydraulic Evaluation and Design Criteria

Perform calculations to establish design flow, total dynamic head, solids concentrations, and operating ranges to determine pumping requirements. Document design criteria for capacity, redundancy, and reliability.

Subtask 5.2: Piping and Routing Design

Develop preliminary and final layout of suction and discharge piping, including valves, fittings, and connections to the aerobic digesters and solids storage tanks. Identify potential conflicts with existing utilities. Routing assumes existing pipe in the yard will be reused.

Subtask 5.3: Electrical and I&C

Develop electrical, instrumentation, and controls documents to power, control, and monitor the new pump station. This will include flow monitoring of the common sludge line.

Task 6.0: Dual Polymer Feed

The polymer feed system will be expanded from the polymer tote source to a new two-tank neat polymer storage tank source capable of holding 4,500 gallons of neat polymer in each tank. This will allow the City to reduce polymer costs by purchasing in bulk. The tote storage system will remain, as designed, to give the City flexibility for polymer sourcing. Additional design effort was required to accommodate both tote and tank systems across civil, structural, mechanical, electrical, and I&C disciplines. New tanks will include polymer recirculation pumps, cone bottom tanks, tank fill station located in the truck bay, and a hot water flush system preferred by the City.

Subtask 6.1: Layout and Piping Design

City of Spring Hill
Replacement of BFPs with Centrifuge Dewatering System
Amendment 1 Scope of Services
January 2026

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Prepare layouts and piping design to accommodate both tote connections and future tank tie-ins. Include recirculation (mixing) pumps, suction/discharge piping, valving, and chemical feed lines to the polymer blenders.

Subtask 6.2: Tank Mechanical Equipment and Appurtenances

Specify polymer transfer pumps, mixers, and accessories capable of serving either totes or tanks. Identify isolation and changeover requirements to allow operational flexibility.

Subtask 6.3: Structural, Architectural, Electrical, and I&C Provisions

Design secondary containment, housekeeping pads, tank foundations, and structural accommodations for both totes and tanks. Incorporate space planning for future tank installation without major rework. Develop electrical design for pumps, mixers, and controls, including provisions for additional loads when tanks are added. Provide instrumentation for level monitoring, alarms, and operational control for both feed configurations.

Task 7.0: Centrate Pump Station

The existing filtrate pumps are undersized to accommodate the near-term and future dewatering centrifuges' load. The pumps and discharge piping in the existing filtrate pump station wet well will be replaced with higher-capacity pumps. This may require structural modifications to the structure to expand the hatch and anchor new piping and pump discharge elbow. The pump station discharge locations will not change as part of this project. The combined force main will not be upsized as part of this effort to accommodate the future third centrifuge, but the pumps will be sized to accommodate that flow, assuming the force main is replaced in the future with an 8-inch line. The scope includes evaluation, design, and coordination of civil, structural, mechanical, electrical, and I&C elements necessary for reliable and maintainable operation. The task consists of the following subtasks:

Subtask 7.1: Site Civil and Utility Coordination

Address grading, drainage, access, and utility connections required for the pump station. Identify and resolve conflicts with existing utilities or site features.

Subtask 7.2: Hydraulic Evaluation and Design Criteria

Perform hydraulic calculations to establish required pumping capacity, total dynamic head, and anticipated variability of centrate flows. Develop design criteria including duty/standby configuration, redundancy, and reliability.

Subtask 7.3: Pump Station Layout and Piping Design

Develop station layout, suction and discharge piping, valves, and tie-ins to the existing system. Identify provisions for future expansion and maintainability.

Subtask 7.4: Structural, Electrical, and I&C Design

City of Spring Hill
Replacement of BFPs with Centrifuge Dewatering System
Amendment 1 Scope of Services
January 2026

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Develop electrical, instrumentation, and controls documents to accommodate the change in design for larger pumps, variable frequency drives, and new wet well level monitoring. A new control panel will be required to replace the existing panel.

Task 8.0: I&C for New and Modified Facilities

Instrumentation and controls services will be provided to develop construction documents to allow operators to monitor and control the new and modified facilities through the existing SCADA system. We have assumed I/O space is available in some existing panels. This includes configuration of control strategies for the existing solids storage tank (level and proposed mixers), monitoring of the aerobic digesters, and integration of new process equipment installed as part of the project and control schematics for the new dewatering facility equipment. The work will provide reliable operation, operator visibility, and alarm handling consistent with facility standards to allow for the new systems to be automated.

Task 9.0: Bid Phase Services

Hours included for this task are the additional hours related to additional work during the bid phase associated with the added items. Carollo will provide support during the bidding period as follows:

Subtask 9.1: Respond to Bidders Questions

Carollo will respond to substantive questions from bidders during the bid period. It is assumed that questions and responses will be transmitted electronically.

Subtask 9.2: Issuance of Addenda

Carollo will prepare and issue up to one addenda to the contract documents if needed.

Subtask 9.3: Conformed Documents

Carollo will revise the contract documents according to addenda issued during the bid period. Conformed documents will be of similar format to the bid ready plans and specifications. We have assumed modifications to ten (10) drawings under this additional scope and three (3) specifications.

Assumptions

The following are the assumptions for this project and scope:

1. Spring Hill will make available all data requested by Carollo that is pertinent to development and completion of the evaluation and design.
2. Carollo's standard drawing and typical detail format will be used.
3. Carollo's standard technical specifications will be used.
4. For added upstream equipment, adequate power has been assumed at each local MCC to power the new equipment, and no upstream electrical changes are anticipated to be required.

City of Spring Hill
 Replacement of BFPs with Centrifuge Dewatering System
 Amendment 1 Scope of Services
 January 2026

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Design Phase Summary of Meetings

1. 90% project review
2. Final TDEC review

Proposed Schedule

The schedule has been extended to account for additional design time. The updated schedule is shown below:

- 90%/Permit Set Documents to City and TDEC – 2/20/26
- Receive Comments from TDEC – 3/23/26
- Contract Documents to City – 4/15/26
- City Review of Contract Documents – 4/16/26 through 6/3/26
- Bid Advertise – 5/28/26
- Construction Bids Due – 7/1/26



CLIENT: Spring Hill, TN
 PROJECT NAME: Replacement of Aging Belt Presses with Centrifuge Dewatering System
 PROJECT #: WW-PDC-1 - Amednment 1
 DATE: 2/5/2026 (REVISION - 4.0)
 PREPARED BY: Carollo Engineers, Inc.

		Name(s) of Team Members		
		Billing Rate (Burdened)		
Task No.	Description of Task	Task Summary		
		Task Hours	Task Fee	
1.0 Design Project Management/Progress Meetings				
1.1	Project Management	22	\$ 5,480	
	TOTAL TASK HOURS	22	\$ 5,480	
1.7%	TASK SUBTOTAL		\$5,480	
2.0 Additional Site Survey				
2.1	Additional Site Survey	10	\$ 2,370	
	TOTAL TASK HOURS	10	\$ 2,370	
0.7%	TASK SUBTOTAL		\$2,370	
3.0 Stormwater Detention Pond				
3.1	Stormwater Modeling	120	\$ 20,100	
3.2	Detention Pond Design	82	\$ 16,210	
	TOTAL TASK HOURS	202	\$ 36,310	
11.4%	TASK SUBTOTAL		\$36,310	
4.0 New Solids Storage Tank				
4.1	New Solids Storage Tank	295	\$ 61,800	
	TOTAL TASK HOURS	295	\$ 61,800	
19.3%	TASK SUBTOTAL		\$61,800	
5.0 New Solids Transfer Pumps				
5.1	Hydraulic Evaluation and Design Criteria	44	\$ 10,700	
5.2	Piping and Routing Design	130	\$ 25,715	
5.3	Electrical and I&C	108	\$ 23,570	
	TOTAL TASK HOURS	282	\$ 59,985	
18.8%	TASK SUBTOTAL		\$59,985	
6.0 Dual Polymer Feed				
6.1	Layout and Piping Design	28	\$ 7,480	
6.2	Tank Mechanical Equipment and Appurtenances	85	\$ 17,740	
6.3	Structural, Architectural, Electrical, and I&C Provisions	129	\$ 27,905	
	TOTAL TASK HOURS	242	\$ 53,125	
16.6%	TASK SUBTOTAL		\$53,125	
7.0 Centrate Pump Station				
7.1	Site Civil and Utility Coordination	40	\$ 9,440	
7.2	Hydraulic Evaluation and Design Criteria	36	\$ 9,440	
7.3	Pump Station Layout and Piping Design	143	\$ 28,820	
7.4	Structural, Electrical, and I&C Design	117	\$ 25,385	
	TOTAL TASK HOURS	336	\$ 73,085	
22.9%	TASK SUBTOTAL		\$73,085	
8.0 I&C for New and Modified Facilities				
8.1	I&C for New and Modified Facilities (Tank, Poly, Exist Bldg...)	108	\$ 27,260	
	TOTAL TASK HOURS	108	\$ 27,260	
8.5%	TASK SUBTOTAL		\$27,260	
9.0 Bid Phase Services				
9.1	Respond to Bidders' Questions	8	\$ 1,990	
9.2	Issuance of Addenda	38	\$ 7,910	
9.3	Conformed Documents	52	\$ 11,600	
	TOTAL TASK HOURS	98	\$ 21,500	
	TASK SUBTOTAL		\$21,500	
Design Services				
	Design Services Labor Hours Subtotal	1,497		
	Estimated Design Fee		\$319,415	
Bidding Services				
	Bidding Services Subtotal	98		
	Estimated Bidding Services Fee		\$21,500	
TOTAL CONSULTANT LABOR				
	Total Labor Hours	1,595		
	Total Design, Bidding, and Construction Admin Fee		\$340,915	
	% Allocation to Project			
SUBCONSULTANTS		Average Hourly Rate	Estimated Hours	Amendment
Geotech/Structural - Geo/Structural Services Group, Inc.				\$153,000
Geotechnical				\$10,000
Structural				\$143,000
Architectural & Testing - Cornerstone Engineering, Inc.				\$16,000
Schematic				
Development				\$16,000
CD's				
Bid				



CLIENT: Spring Hill, TN
 PROJECT NAME: Replacement of Aging Belt Presses with Centrifuge Dewatering System
 PROJECT #: WW-PDC-1 - Amednment 1
 DATE: 2/5/2026 (REVISION - 4.0)
 PREPARED BY: Carollo Engineers, Inc.

		Name(s) of Team Members	
		Billing Rate (Burdened)	
Task No.	Description of Task	Task Summary	
		Task Hours	Task Fee
	Material Testing		
	Survey		\$5,000
	Additional Site		\$5,000
	Electrical/I&C - IC Thomasson		\$34,000
	Electrical		\$34,000
	I&C		
	10% Subconsultant Markup		
	Subconsultants Total Fee		\$228,800
	Total Design, Bidding Services, and Construction Admin Fee	\$340,915	
	Total Subconsultant Fee	\$228,800	
	Travel Expenses -	\$ -	
	Travel Expenses	\$ -	
	Printing / Mileage / Misc.	\$ -	
	Total Estimated "Not to Exceed" Project Fee:	\$ 569,715	

RESOLUTION 24-278

A RESOLUTION TO SELECT CAROLLO FOR DESIGN OF THE WWTP CENTRIFUGE PROJECT AND AUTHORIZE THE MAYOR TO EXECUTE THE PROFESSIONAL SERVICES AGREEMENT

WHEREAS, the City of Spring Hill needs to update aging belt press technology at the wastewater treatment plant; and

WHEREAS, the 2019 facilities plan identifies the need to update the dewatering equipment and process at the wastewater treatment plant; and

WHEREAS, the City of Spring Hill has followed federally mandated procurement guidelines and selected Carollo as the best qualified firm to perform these services and;

WHEREAS, the project is proposed to be funded with uncommitted sewer development fees from the Sewer Development Fee Fund and be accounted for in the first budget amendment for FY24-25, and the design costs will be reimbursed with TN Non-Competitive ARP funds and;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Mayor and Aldermen of the City of Spring Hill authorizes the following:

1. To approve the Professional Services Agreement with Carollo attached to perform Tasks 1-11 (Engineering Services referenced in attached proposal) for a total not to exceed fee as described of \$1,487,581.00.
2. To authorize the Mayor to execute the agreement with Carollo.
3. To authorize staff manage the grant program to facilitate completion of the project.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on this 16th day of December, 2024.



Jim Hagaman, Mayor

ATTEST:

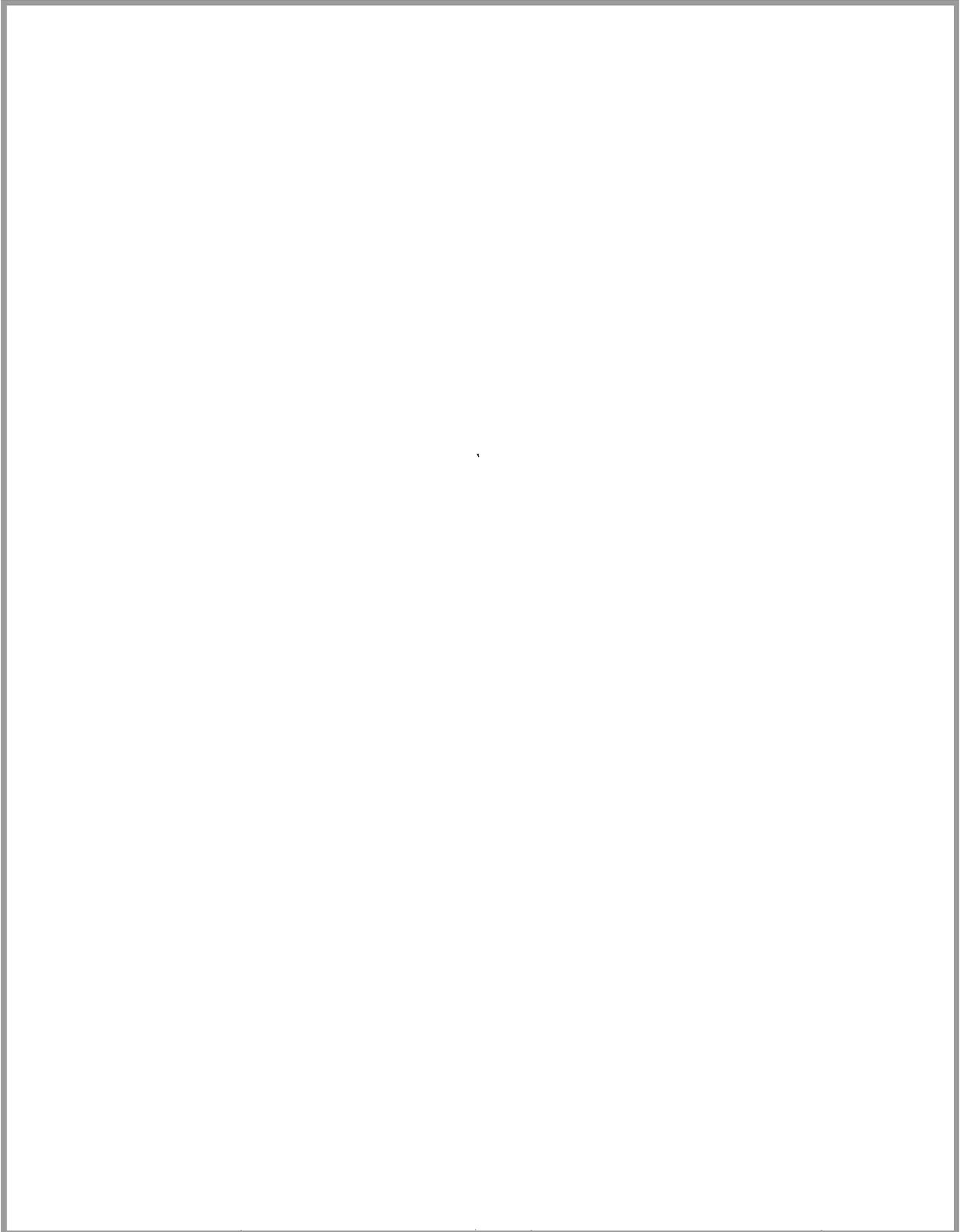


April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney



AGREEMENT FOR PROFESSIONAL SERVICES

Project No. 203747

This AGREEMENT made and entered into this 16th day of December, 2024 by and between the City of Spring Hill, (hereinafter "OWNER"), and Carollo Engineers, Inc., (hereinafter "ENGINEER").

WITNESSETH:

WHEREAS, the OWNER and the ENGINEER wish to enter into an Agreement (hereinafter "Agreement") for the furnishing of Engineering Services in connection with the Replacement of Aging Belt Presses with Centrifuge Dewater System Project (hereinafter "Project"), and

WHEREAS, ENGINEER is qualified and prepared to perform the necessary professional services in connection with the Project.

NOW THEREFORE, in consideration of the mutual promises and covenants of the parties hereto, it is agreed as follows:

SECTION 1 - PROFESSIONAL SERVICES

- 1.1 ENGINEER shall provide professional engineering services in all phases of the Project to which this Agreement applies. The services furnished by the ENGINEER will be defined by Task Orders which will set forth the Engineer's Services, Time of Performance, and Payment.
- 1.2 It is intended that each Task Order, after execution by both parties shall become a supplement to and a part of this Agreement.

personnel and subcontractors shall be made.

- 2.3 OWNER reserves the right to direct revision of ENGINEER's services as may be necessary. When ENGINEER is directed to make revisions under this section of the Agreement, ENGINEER shall advise OWNER of the probable costs involved in completing engineering services and the time of performance for such completion. Extra services also include those that are required for defense of claims, in which event ENGINEER shall bill OWNER on an hourly basis together with cost of material.

SECTION 2 - PAYMENT TO ENGINEER

- 2.1 As consideration for providing the services referred to in Section 1, the OWNER shall pay ENGINEER on the basis to be established in the Task Order for Services.
- 2.2 The ENGINEER is not responsible for damage or delay in performance caused by events beyond the reasonable control of ENGINEER. In the event ENGINEER's services are suspended, delayed or interrupted for the convenience of the OWNER or delays occur beyond the reasonable control of ENGINEER, an equitable adjustment in ENGINEER's time of performance and cost of ENGINEER's

- 2.4 In the event OWNER and ENGINEER cannot agree on equitable compensation for services rendered in making revisions, then, at OWNER's option, ENGINEER shall either continue performance under the revised Agreement and an equitable adjustment in ENGINEER's time of performance and cost of ENGINEER's personnel shall be made at completion of the revised work or ENGINEER shall not be obligated to continue performance under this Agreement.
- 2.5 If ENGINEER's work products require revisions prior to construction bidding due to ENGINEER's errors or omissions, the

exclusive remedy will be limited to revisions made by ENGINEER without compensation.

- 2.6 The ENGINEER shall bill the OWNER monthly indicating the services performed and the cost of such services.

OWNER agrees to pay invoices within 45 days of their date. Payments not received by ENGINEER within 45 days shall be considered delinquent and subject to a finance charge of 1 percent per month for each month unpaid after the date of invoice. ENGINEER may suspend services should an invoice remain delinquent for 75 days from date of invoice.

- 2.7 All notices shall be made in writing and may be given by personal delivery or by mail. Notices sent by mail shall be addressed to the designated responsible person or office:

TO OWNER:

TO ENGINEER:
Carollo Engineers, Inc.
3100 West End Avenue, Suite 850
Nashville, TN 37203

and when so addressed, shall be deemed given upon deposit in the United States Mail, postage prepaid. In all other instances, notices and invoices shall be deemed given at the time of actual delivery.

All payments are to be mailed to:

Carollo Engineers, Inc.
P.O. Box 30835
Salt Lake City, UT 84130-0835

unless otherwise informed on the face of the invoice.

SECTION 3 - MISCELLANEOUS

- 3.1 The OWNER shall furnish the ENGINEER available studies, reports and other data pertinent to ENGINEER's services; obtain or authorize ENGINEER to obtain or provide additional reports and data as required; furnish to ENGINEER services of others required for the performance of ENGINEER's services hereunder, and ENGINEER shall be entitled to use and reasonably rely upon all such information and services provided by OWNER or others in performing ENGINEER's services under this Agreement.

- 3.2 The OWNER shall arrange for access to and make all provisions for ENGINEER to enter upon public and private property as required for ENGINEER to perform services hereunder.

- 3.3 Documents, including drawings and specifications, prepared by ENGINEER pursuant to this Agreement are not intended or represented to be suitable for reuse by OWNER or others for this Project or on any other project. Any reuse of completed documents or use of partially completed documents without written verification or concurrence by ENGINEER for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to ENGINEER; and OWNER shall indemnify and hold harmless ENGINEER from all claims, damages, losses and expenses, including attorney's fees arising out of or resulting therefrom.

- 3.4 The ENGINEER maintains, at its own expense, Workers' Compensation and Employer's Liability, Comprehensive General Liability, Automobile Liability and Professional Liability policies with limits at or above that which is reasonably required of other engineering firms and will, upon request, furnish insurance certificates to OWNER.

SECTION 4 - LEGAL RELATIONS

- 4.1 The ENGINEER shall be responsible for professional negligence, which is failure to exercise skill and ability as ordinarily required of engineers under the same or similar circumstances. The ENGINEER shall not be responsible for warranties, guarantees, fitness for a particular purpose, breach of fiduciary duty, loss of anticipated profits or for economic, incidental, liquidated, or consequential damages to the OWNER or any third party and shall only indemnify for failure to perform in accordance with the generally accepted engineering and consulting standards. Additionally, ENGINEER shall not be responsible for acts and decisions of third parties, including governmental agencies, other than ENGINEER's subconsultants, that impact project completion and/or success.
- 4.2 ENGINEER agrees to indemnify and hold harmless the OWNER and its directors, officers and employees from and against claims, loss, liability and damages, to which they or any of them may be put or subjected to, to the extent caused by the ENGINEER's negligent acts, errors, or omissions in the performance of this Agreement. Notwithstanding the foregoing, for any claim alleging ENGINEER's negligent performance of professional services, ENGINEER's obligations regarding OWNER's defense under this paragraph include only the reimbursement of OWNER's reasonable defense costs incurred to the extent of ENGINEER's judicially determined negligence.
- 4.3 Hazardous materials or asbestos may exist at a site where there is no reason to believe they could or should be present. The ENGINEER and OWNER agree that the discovery of unanticipated hazardous materials or asbestos constitutes a changed condition mandating a renegotiation of ENGINEER's services.
- 4.4 In providing opinions of cost, financial analyses, economic feasibility projections, schedules, and quantity and/or quality estimates for potential projects, ENGINEER has no control over cost or price of labor and material; unknown or latent conditions of existing equipment or structures that may affect operation and maintenance costs; competitive bidding procedures and market conditions; time or quality of performance of third parties; quality, type, management, or direction of operating personnel; the incoming water quality and/or quantity; the way OWNER's plant(s) and/or associated processes are operated and/or maintained; and other economic and operational factors that may materially affect the ultimate project elements, including, but not limited to, cost or schedule. Therefore, ENGINEER makes no warranty that OWNER's actual project costs, financial aspects, economic feasibility, schedules, and/or quantities or quality realized will not vary from ENGINEER's opinions, analyses, projections, or estimates.
- 4.5 If the project involves construction of any kind, the parties agree that OWNER and ENGINEER shall be indemnified to the fullest extent permitted by law for all claims, damages, losses and expense including attorney's fees arising out of or resulting from Contractor's performance of work including injury to any worker on the job site except for the sole negligence of OWNER or ENGINEER. Both OWNER and ENGINEER shall be named as additional primary insured(s) by Contractor's General Liability and Builders All Risk insurance policies without offset and all Construction Documents and insurance certificates shall include wording acceptable to the parties herein with reference to such provisions.
- 4.6 ENGINEER shall not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by contractors or the safety precautions and programs incident to the work of

contractors and will not be responsible for Contractor's failure to carry out work in accordance with the Contract Documents.

4.7 The services to be performed by ENGINEER are intended solely for the benefit of the OWNER. No person or entity not a signatory to this Agreement shall be entitled to rely on the ENGINEER's performance of its services hereunder, and no right to assert a claim against the ENGINEER by assignment of indemnity rights or otherwise shall accrue to a third party as a result of this Agreement or the performance of the ENGINEER's services hereunder.

4.8 The ENGINEER's instruments of service hereunder are the printed hard copy drawings and specifications issued for the Project, whereas electronic media, including CADD files, are tools for their preparation. As a convenience to the OWNER, the ENGINEER shall furnish to the OWNER both printed hard copies and electronic media. In the event of a conflict in their content, the printed hard copies shall take precedence over the electronic media.

Because data stored in electronic media form can be altered, inadvertently, it is agreed that the OWNER shall hold ENGINEER harmless from liability arising out of changes or modifications to ENGINEER's data in electronic media form in the OWNER's possession or released to others by the OWNER.

SECTION 5 - TERMINATION OF AGREEMENT

- 5.1 If this Agreement is terminated with or without cause, in either event, OWNER shall provide:
- a. not less than five (5) working days' written notice of intent to terminate, and

- b. an opportunity for good faith consultation prior to termination.

SECTION 6 - DISPUTE RESOLUTION

6.1 Disputes arising during the course of this Agreement shall be promptly addressed at completion of construction when professional services, together with construction evaluation, can be reasonably and fully assessed. The parties shall use best efforts to reach final resolution of disputes through meetings and negotiations required to resolve the dispute before any other forms of dispute resolution.

6.2 All claims, disputes, and other matters in controversy between OWNER and ENGINEER arising out of or in any way related to this Agreement will be submitted to ~~Alternative Dispute Resolution (ADR)~~ Non-Binding Mediation before, and as a condition precedent to other remedies provided by law. The method for resolving disputes will be agreed to between the parties and each party shall use its best efforts to reach a resolution.

KDB
01/07/2025

SECTION 7 - ENTIRE AGREEMENT

7.1 This Agreement, including attachments incorporated herein by reference, represents the entire Agreement and understanding between the parties and any negotiations, proposals or oral agreements are intended to be integrated herein and to be superseded by this written Agreement. Any supplement or amendment to this Agreement to be effective shall be in writing and signed by the OWNER and ENGINEER.

SECTION 8 - GOVERNING LAW

8.1 This Agreement is to be governed by and construed in accordance with the laws of the State of Tennessee.

IN WITNESS WHEREOF, duly authorized representatives of the parties have signed in confirmation of this Agreement, with effective date the day and year first above written.

CAROLLO ENGINEERS, INC.

CITY OF SPRING HILL

By: *Ann Casey*
Vice President [Title]

By: *[Signature]*

By: *James Bob* 2 DEC 24
VICE PRESIDENT [Title]

By: *[Signature]*
(Title)

Michael J. MacPhee / Senior Vice President

TASK ORDER NO. 1
CITY OF SPRING HILL
AND
CAROLLO ENGINEERS, INC.

Project No. 203747

This Task Order is issued by the OWNER and accepted by ENGINEER pursuant to the mutual promises, covenants and conditions contained in the Agreement between the above-named parties dated the 16th day of December, 2024, in connection with the Replacement of Aging Belt Presses with Centrifuge Dewater System Project (Project).

PURPOSE

The purpose of this Task Order is to:

This purpose of this project is to provide professional engineering and technical consulting services related to the preliminary design, final design, and construction phase services for the Engineering Service for Replacement of Aging Belt Presses with Centrifuge Dewatering System (Project) at the City of Spring Hill's wastewater treatment plant (WWTP). These technical services also include preliminary and final design of a new dewatering building to house the centrifuges, evaluation of the plant's solids current digestion and solids practices, site layout, solids loadout, and chemical feed system.

SCOPE OF ENGINEER'S SERVICES

- SEE ATTACHMENT 1

SCHEDULE

The final schedule will be developed prior to authorization of Notice-to-Proceed (NTP). At that time, a detailed Gantt chart will be developed prior to final execution of the contract and will be included as Attachment 2 of Task Order No. 1. Based on the estimated fee and scope of work, the schedule will entail up to twelve (12) months to design a new dewatering building and an additional twelve (12) months to construct the project. Additional float should be considered to include client reviews, TDEC reviews, advertisement for bid, etc.

- SEE ATTACHMENT 2

FEE & STANDARD HOURLY RATES

The terms of payment are set forth in Section 2 of the Agreement.

- SEE ATTACHMENT 3

TASK ORDER NO. 1
CITY OF SPRING HILL
AND
CAROLLO ENGINEERS, INC.

Project No. 203747

EFFECTIVE DATE

This Task Order No. 1 is effective as of the 16th day of December, 2024.

IN WITNESS WHEREOF, duly authorized representatives of the OWNER and of the ENGINEER have executed this Task Order No. 1 evidencing its issuance by OWNER and acceptance by ENGINEER.

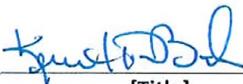
CAROLLO ENGINEERS, INC.

CITY OF SPRING HILL

Accepted this 16th day of December, 2024

By: 
[Title]
Vice President

By: 
Officer

By:  2 DEC 24
[Title]
VICE PRESIDENT

By: 
(Title)
Michael J. MacPhee / Senior Vice President

TASK ORDER NO. 1
CITY OF SPRING HILL
AND
CAROLLO ENGINEERS, INC.

Project No. 203747

ATTACHMENT 1

SCOPE OF ENGINEER'S SERVICES



ATTACHMENT 1

Scope of Services

City of Spring Hill, TN

Engineering Service for Replacement of Aging Belt Presses with Centrifuge Dewatering System (WW-PDC-1)

Services

Carollo Engineers, Inc., Inc. is pleased to submit this scope of work for engineering services for the City of Spring Hill (City), Tennessee, for consideration. This proposed scope defines professional engineering and technical consulting services related to the preliminary design, final design, and construction phase services for the Engineering Service for Replacement of Aging Belt Presses with Centrifuge Dewatering System (Project) at the City of Spring Hill's wastewater treatment plant (WWTP). These technical services also include preliminary and final design of a new dewatering building to house the centrifuges, load out configuration, evaluation of the plant's solids current digestion and solids practices, site layout, solids loadout, and chemical feed system.

Project Understanding

The City of Spring Hill is seeking engineering services to replace its two aging Phoenix 2.0-meter belt filter presses (BFPs). The BFPs are used to dewater excess waste activated sludge (WAS) before it is collected and hauled to the landfill for disposal. The dewatering process is an important aspect of overall plant operations and compliance as it provides a means to maintain the proper balance of the biology in the oxidation ditch process. The existing BFPs are old and performance limited. The frequency of equipment downtime is increasing, which compromises the WWTP's ability to operate efficiently. The City has received Federal funding (American Rescue Plan Fiscal Recovery Fund) to replace the BFPs with two dewatering centrifuges to improve reliability and dewatering performance.

Spring Hill has inspected its current dewatering building and based on input from codes inspectors and engineers, decided that a new building is needed to properly contain the centrifuges and necessary ancillary equipment. Additionally, this building will ease Maintenance of Plant Operations (MOPO) during construction and reduce the need for temporary dewatering equipment rental. The new centrifuges, dewatering building, and updated loadout facilities will help Spring Hill manage and dispose of solids to eliminate the dewatering system's impact on the operation of the biological process.

Scope of Work

The following scope has been developed to deliver Spring Hill the necessary design documents and information to begin pricing and construction to replace their existing BFP's with dewatering centrifuges in a new building with improved access for solids haul-off at Spring Hill's WWTP. The scope of services includes the following Tasks:

City of Spring Hill
Replacement of BFPs with Centrifuge Dewatering System
Scope of Services
December 2, 2024

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- Task 1.0 – Design Project Management/Progress Meetings
- Task 2.0 – Review Record Drawings/Data Gathering & Coordination
- Task 3.0 – Preliminary Design Workshop - Current Operations and Future Dewatering Needs
- Task 4.0 – Survey and Geotechnical Services (including review and coordination)
- Task 5.0 – Prepare 30% Design Documents, Meetings, and Workshop
- Task 6.0 – Prepare 50% Design and Fast Track Documents and Meetings
- Task 7.0 – Prepare 75% Permitting and Fast Track Documents and Meetings
- Task 8.0 – Prepare 90% Design and Fast Track Documents and Meetings
- Task 9.0 – Prepare Final Contract Documents
- Task 10.0 – Bid Phase Services
- Task 11.0 – Construction Phase Services

The scope of services for these tasks are presented below:

Task 1.0: Design Phase Project Management

Throughout all tasks completed under this Task Order, Carollo will proactively manage scope, schedule, and budget and perform quality assurance control activities to check that the submission of final deliverables conforms to Carollo's standards and Spring Hill's expectations.

Meetings and workshops will be conducted as defined herein to discuss and present work accomplished, upcoming effort, and schedule. Meetings will also serve as a platform to discuss deliverables and any key project issues.

Carollo's Project Manager (PM) will be responsible for coordinating correspondence with Spring Hill's staff on project activities, management of Carollo Engineers project staff, and meeting milestones and schedule objectives. Specific task components include the following:

Subtask 1.1: Develop the Project Plan

- Develop an internal project plan that defines resources, schedule, project risks, and deliverables.
- Define project roles for each task including QA/QC.
- Define communication protocols between Carollo and Spring Hill and understand how information should be conveyed.

Carollo will manage quality on this Project in accordance with its Quality Management System (QMS). Quality management activities will include the applicable Carollo QMS practices.

Subtask 1.2: Project Controls and Reporting

- Develop progress reports and invoices throughout the project to identify the following items:
 - Work completed since the previous report
 - Work anticipated in the upcoming period
 - Project status, including schedule and percent complete for major tasks

City of Spring Hill
 Replacement of BFPs with Centrifuge Dewatering System
 Scope of Services
 December 2, 2024

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▪ Budget and Schedule status

Subtask 1.3: Project Schedule

Carollo will develop and maintain a project schedule during the project. The schedule will be maintained in MS Project format and focused on the design tasks and effort. Each activity of the scope of services will be tracked by major task with milestones and the project's critical path. Project timelines will be provided in Gantt Chart format for review and approval. The schedule will be reviewed at workshops and other meetings as desired by Spring Hill. This task is for the initial development of the schedule.

Subtask 1.4: Kickoff Meeting

A kickoff meeting will be held at Spring Hill to review the overall scope and schedule for the work. The kickoff meeting will include a review of the project schedule and goals of the project. Specific technical items will be reviewed and discussed to ensure that the technical team is moving in the right direction from the outset. Data requests and data gathering will also begin both before and at the kickoff meeting to verify what data and documents are available for review.

Subtask 1.5: Project Meetings with Spring Hill

Project progress meetings will be held bi-weekly during the design phase to verify work progress and to discuss any current and/or potential issues associated with the work components. The assumed duration for the design phase is twelve (12) months. Progress meetings will be performed virtually via Microsoft Teams or at the project site and will involve coordination of the work, site visits, data gathering, design decisions, and other deliverables.

Subtask 1.6: Subconsultant Coordination and Management

This task includes general coordination for the various subconsultants on the project, including negotiating final agreements, planning their work, and invoicing. It also includes meetings to verify that each subconsultant is meeting scope and deliverable expectations. When required, Carollo will include subconsultants in meetings with Spring Hill for needed expertise and discussion.

Task 2.0: Review Record Drawings/Data Gathering and Coordination

Under this task, Carollo will work with Spring Hill to gather and review data, identify information needed for the design of the facilities, and coordinate to verify existing plant information and operation. The goal of these tasks is to provide upfront time for initial review of the plant and operations so the kickoff meeting can be a productive work meeting.

Specific task components include:

Subtask 2.1: Review Existing Facility Record Drawings

Review available record drawings for the existing oxidation ditches, aerobic digesters, solids storage tank, and dewatering facilities to assist in determining current performance capabilities regarding the production and subsequent destruction of solids. Specific consideration will be given to the maintenance



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of plant operations (MOPO) to evaluate the impact of future construction activities on existing processes. Yard piping and access will also be reviewed around the existing solids building to coordinate the new dewatering building with existing plant infrastructure.

Subtask 2.2: Review WWTP Operations, SCADA, and MOR Data

Review operational data, including flows, loads, oxidation ditch monitoring, aerobic digester monitoring, and solids dewatering/haul-off information. The historical operations will be used to evaluate the individual unit processes.

Task 3.0: Preliminary Design - Current Operations and Future Dewatering Needs

Subtask 3.1: Evaluation of Aerobic Digesters

Using the record drawings (Subtask 2.1) and the operation data (subtask 2.2) Carollo will evaluate the performance and capabilities of the aerobic digesters, which are converted oxidation ditches. Carollo will evaluate the process performance of the digester(s) related to dewatering and additional thickening of the waste activated sludge (WAS). Carollo will also evaluate the solids destruction achieved by the digesters and perform a mass balance for solids destruction. From these evaluations, Carollo will recommend flow and/or operational modifications to improve stabilization, dewatering, and/or overall plant performance.

Subtask 3.2: Evaluation of Solids Storage Tank

Using the record drawings (Subtask 2.1) and the operation data (subtask 2.2) Carollo will evaluate the value and capabilities of the solids storage tank that is currently used to feed the belt filter presses (BFPs). Carollo will evaluate the hydraulic and process performance of the tank related to dewatering, mixing, and additional thickening of the digested sludge. Carollo will also evaluate the potential release of phosphorous in the tank and the impact on the overall plant. From these evaluations, Carollo will recommend flow and/or operations modifications to improve dewatering and/or overall plant performance.

Subtask 3.3: Evaluation of Future Solids Production and Equipment Sizing

Carollo will use the results of the aerobic digester and storage tank evaluations (Subtask 3.1 and 3.2) and coordinate with Spring Hill regarding future growth for sizing the dewatering process. Sizing information will be reviewed with Spring Hill during the Sizing and Layout Workshop (Subtask 3.4). Evaluation information will be included in the Basis of Design Report (BODR).

Subtask 3.4: Sizing and Layout Workshop

One sizing, site layout, and planning and sequencing workshop to site the dewatering facility and consider alternate plant build out and maintenance of plant operations. Engineer will prepare for and facilitate the workshop including meeting materials meeting minutes action log and decision log. Workshop will also discuss recommendations for future evaluations/ plant improvements.



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Carollo proposes to use CAMP® (Concentrated Accelerated Motivated Problem-Solving), a novel process developed by Carollo Engineers to improve project delivery for our clients, for this workshop to jumpstart the project. The process was originally developed internally to facilitate execution of fast-track alternative delivery projects such as design-build and are also applicable to Spring Hill's early release project packages.

Task 4.0: Survey and Geotechnical Services

Subtask 4.1: Coordination of Survey and Geotechnical Services Work

Under Subtask 4.1, subconsultant coordination and management, Carollo will coordinate the scope and work for the survey and geotechnical efforts that will be performed by a subconsultant. The coordination will include technical meetings and review of work to determine that the work aligns with the overall design requirements. Carollo will keep Spring Hill apprised of any associated field investigation or other items affecting the work and design.

Survey work will include applicable areas within the WWTP site as required for design and construction of a new building, roadway access, piping, and electrical facilities.

Subtask 4.2: Site Visit and Meeting to Verify Locations of Survey Work

The coordination will include an on-site technical meeting to review facilities at the WWTP. These on-site meetings will include Spring Hill staff as needed to verify various structures that the surveyor will need to identify and locate. Carollo will coordinate the work for the survey and geotechnical efforts that will be performed by a subconsultant.

Task 5.0: Prepare 30% Design Documents, Meetings, and Workshop

Carollo will provide a PDF submittal of the 30% Design Documents for the project. The task consists of the following subtasks:

Subtask 5.1: 30% Fast Track Documents

The design will develop drawings and a list of project specifications for equipment with long lead times for early procurement. Documents will be submitted in PDF format for review and comment. Equipment included in the fast track includes the following items. Carollo will develop drawings in PDF format for review and comment for the early procurement of the centrifuges and electrical panels/VFDs. Carollo will work with Spring Hill to develop a list of specifications in the Construction Specifications Institute (CSI) format in PDF format for review and comment for the early procurement

Subtask 5.2: 30% Facilities Design Documents (Plans and Specs)

Carollo will provide a 30% design for the dewatering facilities. This effort includes:

- Site layout and access around the new dewatering building.
- New dewatering building.
- Perform a hydraulic analysis on feed from the aerobic digesters to the solids storage tank.



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- Perform a hydraulic analysis on centrate pump station to the head of the plant.
- New pumps from the solids storage tank to the centrifuge(s).
- New Polymer feed system
- Conveyance/pumping of dewatered solids
- Loadout facilities
- Odor control
- HVAC
- Demolition/MOPO
- I&C panels, equipment, and controls for the new dewatering process (items not included in fast-track documents)
- Specifications - Carollo will coordinate with SPRING HILL to develop a list of specifications in the Construction Specifications Institute (CSI) format. Materials and equipment preferred by SPRING HILL will be incorporated into the specifications as feasible based on the design requirements.

Subtask 5.3: 30% Engineer's Opinion of Probable Construction Cost (OPCC)

An engineer's Opinion of Probable Construction Cost (OPCC) will be developed in accordance with the American Association of Cost Engineers (AACE) International Recommended Practice No. 18R-97. The OPCC will be developed based on the 30% documents and will be a Class 3 estimate. The document will be submitted to SPRING HILL for review and comment.

Subtask 5.4: Project Schedule Development

The project schedule for design will be updated and an estimated construction schedule will be provided to Spring Hill for review and comment.

Subtask 5.5: Basis of Design Report (BODR) and Review Meeting

As part of the 30% design effort, Carollo will develop an Engineering Basis of Design Report (BODR) report that will outline the fundamental criteria and guidelines for the project's development and execution. The BODR will include an overview of the project scope, objectives, and design requirements. Key elements such as process flow diagrams, equipment specifications, design standards, regulatory considerations, and safety protocols are detailed to ensure all engineering activities align with the project's goals. The BODR serves as a reference and milestone document that provides clear and consistent direction for engineers, ensuring that all design and construction efforts meet the agreed-upon criteria for functionality, performance, compliance, and overall project success as defined by Spring Hill. The Engineer will prepare for and facilitate the review meeting, including meeting materials, meeting minutes, action log, and decision log.

Subtask 5.6: Quality Management – Review of Deliverables

As part of the 30% design effort, Carollo will conduct an interdisciplinary quality management and constructability review. A 30% quality management review of engineering deliverables is an interim evaluation conducted to ensure that project design and documentation meet established quality



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standards and project requirements at an early stage. During this review, engineers and quality assurance teams assess 30% of the completed design documents, drawings, and specifications for accuracy, consistency, and compliance with design criteria and regulatory standards. The review identifies any discrepancies, errors, or omissions that need to be addressed, ensuring that the project is on track and aligned with its objectives. Feedback from the review is used to make necessary corrections and improvements, reducing the risk of costly changes and delays in later stages of the project.

Subtask 5.7: TDEC Initial Project Review

As part of the 30% design effort, Carollo will coordinate correspondence and/or calls with the Tennessee Department of Environment and Conservation (TDEC) to perform an initial project review as required by TDEC. Carollo will prepare for and facilitate the review meeting including meeting materials, meeting minutes, and action log.

Task 6.0: Prepare 50% Design and Fast Track Documents and Meetings

Carollo will provide a PDF submittal of the 50% Design Documents for the project. The task consists of the following subtasks:

Subtask 6.1: 50% Fast Track Documents

The design will develop drawings and a list of project specifications for equipment with long lead times for early procurement. Documents will be submitted in PDF format for review and comment. Equipment included in the fast track includes the following items. Carollo will develop drawings in PDF format for review and comment for the early procurement of the centrifuges and electrical panels/VFDs. Carollo will work with Spring Hill to develop specifications in the Construction Specifications Institute (CSI) format in PDF format for review and comment for the early procurement

Subtask 6.2: 50% Facilities Design Documents (Plans and Specs)

Carollo will provide a 50% design for the dewatering facilities. Carollo will continue to coordinate with operations to verify details for the design. This effort includes:

- Site layout and access around the new dewatering building.
- Dewatering building design.
- New pumps from the solids storage tank to the centrifuge(s).
- New Polymer feed system
- Conveyance/pumping of dewatered solids
- Loadout facilities
- Odor control
- HVAC
- Demolition / MOPO
- I&C panels, equipment, and controls for the new dewatering process (items not included in fast-track documents)



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- Confirm electrical design requirements and power needs
- Specifications - Carollo will coordinate with SPRING HILL to develop specifications in the Construction Specifications Institute (CSI) format. Materials and equipment preferred by Spring Hill will be incorporated into the specifications as feasible based on the design requirements.

Subtask 6.3: 50% Engineer's Opinion of Probable Construction Cost (OPCC)

An engineer's Opinion of Probable Construction Cost (OPCC) will be developed in accordance with the American Association of Cost Engineers (AACE) International Recommended Practice No. 18R-97. The OPCC will be developed based on the 50% documents and will be a Class 2 estimate. The document will be submitted to SPRING HILL for review and comment.

Subtask 6.4: Project Schedule Development

The project schedule for design and construction will be developed by Carollo and provided to Spring Hill for review and comment.

Subtask 6.5: 90% Fast Track Documents

The design will develop drawings and refine project specifications for equipment with long lead times for early procurement. Documents will be submitted in PDF format for review and comment. Equipment included in the fast track includes the following items. Carollo will develop drawings in PDF format for review and comment for the early procurement of the centrifuges and electrical panels/VFDs. Carollo will work with Spring Hill to refine the specifications. PDF format will be used for review and comment.

Subtask 6.6: Quality Management – Review of Deliverables

As part of the 50% design effort, Carollo will conduct an interdisciplinary quality management and constructability review. An engineering 50% quality management review of deliverables is a critical checkpoint in a project's lifecycle, focusing on evaluating the progress and quality of work completed to date. At this stage, approximately half of the project deliverables are reviewed for adherence to design specifications, standards, and regulatory requirements. The review process involves a thorough examination of drawings, calculations, specifications, and other technical documents to identify any discrepancies, errors, or omissions. Feedback is provided to ensure corrections are made promptly, and the project remains on track for successful completion. This mid-project review helps to mitigate risks, ensure compliance, and maintain the integrity and quality of the final deliverables.

Task 7.0: Prepare 75% Permitting and Fast Track Documents

As required by the RFQ, Carollo will provide a PDF submittal of the 75% Permitting Documents for the project showing all required information necessary to obtain applicable permits in the City of Spring Hill. Documents will include the appropriate engineer seal(s) as required. This task consists of the following subtasks:

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Subtask 7.1: 75% Permitting Documents

As part of the 75% permitting effort, Carollo will develop drawings and project specifications necessary to obtain applicable permits in the City of Spring Hill. Design efforts will continue during the review process to maintain schedule. PDF format will be used for review and comment. Do you have a list of the permitting agencies and required permits?

Subtask 7.2: 100% Fast Track Documents

The design will develop drawings and project specifications for equipment with long lead times for early procurement. Documents will be submitted in PDF format for review and comment. Equipment included in the fast track includes the following items. Carollo will develop drawings in PDF format for review and comment for the early procurement of the centrifuges and electrical panels/VFDs. Carollo will work with Spring Hill to refine the specifications. PDF format will be used for review and comment.

Subtask 7.3: Early Procurement Activities

The Engineer will assist Spring Hill in purchasing fast-tracked equipment by evaluating responses to ensure they meet technical and commercial criteria.

Subtask 7.4: Quality Management – Review of Deliverables

As part of the 75% permitting effort, Carollo will conduct a quality management and review. Design efforts will continue during the review process to maintain schedule. This quality management review will involve an examination of drawings and specifications for design coordination and completion. Feedback from the permitting meeting(s) will be included in the design.

Subtask 7.5: Permitting Project Review Meetings

As part of the 75% design effort, Carollo will coordinate correspondence and/or calls with the City of Spring Hill's permitting departments to perform project reviews as required by the individual departments. Engineer will prepare for and facilitate the review meeting including meeting materials, meeting minutes, and action log. Two meetings are planned for this task.

Task 8.0: Prepare 90% Design Documents and Meetings

Carollo will provide a PDF submittal of the 90% Design Documents for the project. The task consists of the following subtasks:

Subtask 8.1: 90% Facilities Design Documents (Plans and Specs)

Carollo will provide a 90% design for the dewatering facilities. Carollo will continue to coordinate with operations to verify details for the design. This effort includes:

- Access around the new dewatering building.
- Dewatering building design refinements.
- New pumps from the solids storage tank to the centrifuge(s).



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- New Polymer feed system
- Conveyance/pumping of dewatered solids
- Loadout facilities
- Odor control
- HVAC
- Demolition / MOPO
- I&C panels, equipment, and controls for the new dewatering process (items not included in fast-track documents)
- Finalize electrical design
- Specifications - Carollo will refine the specifications for the project. Materials and equipment preferred by Spring Hill will be incorporated into the specifications as feasible based on the design requirements.

Subtask 8.2: 90% Engineer's Opinion of Probable Construction Cost (OPCC)

An engineer's Opinion of Probable Construction Cost (OPCC) will be developed in accordance with the American Association of Cost Engineers (AACE) International Recommended Practice No. 18R-97. The OPCC will be developed based on the 90% documents and will be a Class 1 estimate. The document will be submitted to Spring Hill for review and comment.

Subtask 8.3: Project Schedule Development

The project schedule for design and construction will be developed by Carollo and provided to Spring Hill for review and comment.

Subtask 8.4: Submit Project Documents for Final TDEC Approval

As part of the 90% design effort, Carollo will prepare a signed and sealed project package including drawings, specifications, and calculations for review and approval by TDEC. Carollo will coordinate correspondence and/or calls with the TDEC to perform a final project review as required by TDEC. Carollo will prepare for and facilitate the review meeting including meeting materials, meeting minutes, and action log.

Subtask 8.5: Quality Management – Review of Deliverables

As part of the 90% design effort, Carollo will conduct an interdisciplinary quality management and constructability review. An engineering 90% quality management review of deliverables is a critical assessment phase in project development, where nearly complete project documents and designs are evaluated for accuracy, completeness, and compliance with project specifications and standards. This review involves a detailed examination of engineering drawings, specifications, calculations, and other key deliverables by a team of experienced engineers and quality assurance professionals. The goal is to identify any errors, inconsistencies, or gaps that need to be addressed before final submission. Feedback from this review is used to make necessary adjustments, ensuring that the final deliverables meet the highest quality standards and are ready for Spring Hill and TDEC's approval and construction.



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Task 9.0: Prepare Final Contract Documents

The Final Contract Documents will include updates and incorporate comments provided by Spring Hill from the 90 percent submittal and review meetings, plus applicable agency review comments. Carollo will finalize and submit all design drawings and technical specifications within 30 days following receipt of all review comments provided by Spring Hill and other review agencies. Carollo will provide a copy of the design submittal comments log to Spring Hill with the final submittal, which will be provided in PDF format. The task consists of the following subtasks:

Subtask 9.1: Final Facilities WWTP Drawings and Specifications

Carollo will update the 90% design package, including drawings and specifications, based on input and meetings with Spring Hill. This item includes final preparation of MOPO during construction.

Task 10.0: Bid Phase Services

Carollo will provide support during the bidding period as follows:

Subtask 10.1: Project Management

The engineer will manage professional services associated with the bid phase, including preparing a schedule and supervising and coordinating sub-consultants. It is assumed that the bidding duration will be two months.

Subtask 10.2: Conduct Pre-bid meeting

Carollo will prepare the agenda and facilitate the pre-bid meeting, as well as prepare meeting minutes.

Subtask 10.3: Respond to Bidders Questions

Carollo will respond to substantive questions from bidders during the bid period. It is assumed that questions and responses will be transmitted electronically.

Subtask 10.4: Issuance of Addenda

Carollo will prepare and issue up to two addenda to the contract documents if needed.

Subtask 10.5: Engineer's Recommendation of Award

Engineer will review the Contractor bids received as well as conduct research on the apparent low bidder to check references and verify the bid amounts and bond status. Carollo will provide a written recommendation of award based on the bid research and evaluation.

Subtask 10.6: Conformed Documents

Carollo will revise the contract documents according to addenda issued during the bid period. Conformed documents will be of similar format to the bid ready plans and specifications.



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Task 11.0: Construction Phase Services (To Be Deferred Until Design Phase is Completed)

Carollo will prepare permit applications, provide exhibits, drawings, and specifications (if needed) for the permits deemed pertinent to complete the project. Spring Hill will maintain responsibility for associated permit fees and application costs unless otherwise mutually agreed upon. Carollo will identify and inform Spring Hill of all permits required for the project within 60 days of notice to proceed.

Subtask 11.1: Project Management

Carollo will manage professional services associated with construction phase, including preparation of a project management plan, schedule, and supervision and coordination of sub consultants. It is assumed that the construction duration will be 12 months.

Subtask 11.2: Respond to RFIs

Carollo will prepare responses to substantive RFI through construction. It is assumed that up to 15 RFI responses will be prepared.

Subtask 11.3: Review Submittals

Carollo will review shop drawings, equipment operation and maintenance manuals, and other submittals for conformance with the intent of the contract documents. Engineer will provide update of submittal status during the bi-weekly progress meetings. It is assumed that up to 100 total submittals will be reviewed during construction. Carollo will track the budget expended for some middle review beyond two resubmit halls for reimbursement by Contractor through Spring Hill.

Subtask 11.4: Resident Project Representative

The Resident Project Representative (RPR) on an engineering construction project acts as the on-site liaison between Spring Hill, Carollo, and the construction Contractors. The RPR is responsible for overseeing daily construction activities to ensure that the work is performed according to the project's plans, specifications, and quality standards. Key duties include monitoring construction progress, conducting inspections, addressing any issues or discrepancies, documenting site activities, and ensuring compliance with safety regulations. A full-time RPR for one year has been assumed for this project.

Subtask 11.5: Review Monthly Progress Payments

Carollo will review monthly progress payments and the final pay application for conformance with the contract documents and progress of construction. It is assumed that up to 12 applications for payment will be received.

Subtask 11.6: Startup and Training

Carollo will assist Spring Hill during startup of equipment and processes in addition to the RPR. Up to 96 hours, including travel, are budgeted for this task.



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Subtask 11.7: Record Drawings

Carollo will use information obtained from the Contractor's record drawings and the field documents maintained by Spring Hill and Engineer to revise the contract documents to record drawings status. The original copies of the Contractor and City's field documents will be returned along with the completed record drawings.

Assumptions

The following are the assumptions for this project and scope:

1. Spring Hill will make available all data requested by Carollo that is pertinent to development and completion of the evaluation and design.
2. Centrifuge evaluation and design will be based on the three piloted manufacturers.
3. It is assumed but the existing belt filter presses and load out will remain in service until the new dewatering facility is commissioned
4. The scope and associated fee are based on design of a new centrifuge dewatering facility, loadout area, and site access modifications. Design and modification of other process areas are not included.
5. The scope and associated fee are based on the assumption that the current type of polymer will continue to be used for thickening.
6. It is assumed that Carollo's standard EJCDC front end documents will be used and coordinated with spring hills bidding procedures and requirements
7. Corolla's standard drawing and typical detail format will be used
8. Carrillo standard technical specifications will be used
9. The scope and fee are based on a construction schedule of approximately 12 months
10. The RPR duration is a maximum of 12 months full time on site. If the contractor is delayed crawl (?) over request an amendment for RPR time and expenses beyond 12 months.

Design Phase Summary of Meetings

1. Kickoff meeting
2. CAMP sizing and layout workshop
3. Basis of Design Report review
4. TDEC initial project review
5. 50% project review
6. 90% fast-track documents review
7. Early procurement activities
8. 75% Permitting project review
9. 90% project review
10. Final TDEC review

City of Spring Hill
 Replacement of BFPs with Centrifuge Dewatering System
 Scope of Services
 December 2, 2024

1-13



ATTACHMENT 1

Proposed Schedule

The proposed schedule will be developed when the final scope of work has been negotiated. Based on the estimated fee, the schedule will entail up to twelve (12) months to design a new dewatering building and an additional twelve (12) months to construct the project. Additional float should be considered to include client reviews, TDEC reviews, advertisement for bid, etc. A detailed Gantt chart will be developed prior to final execution of the contract.

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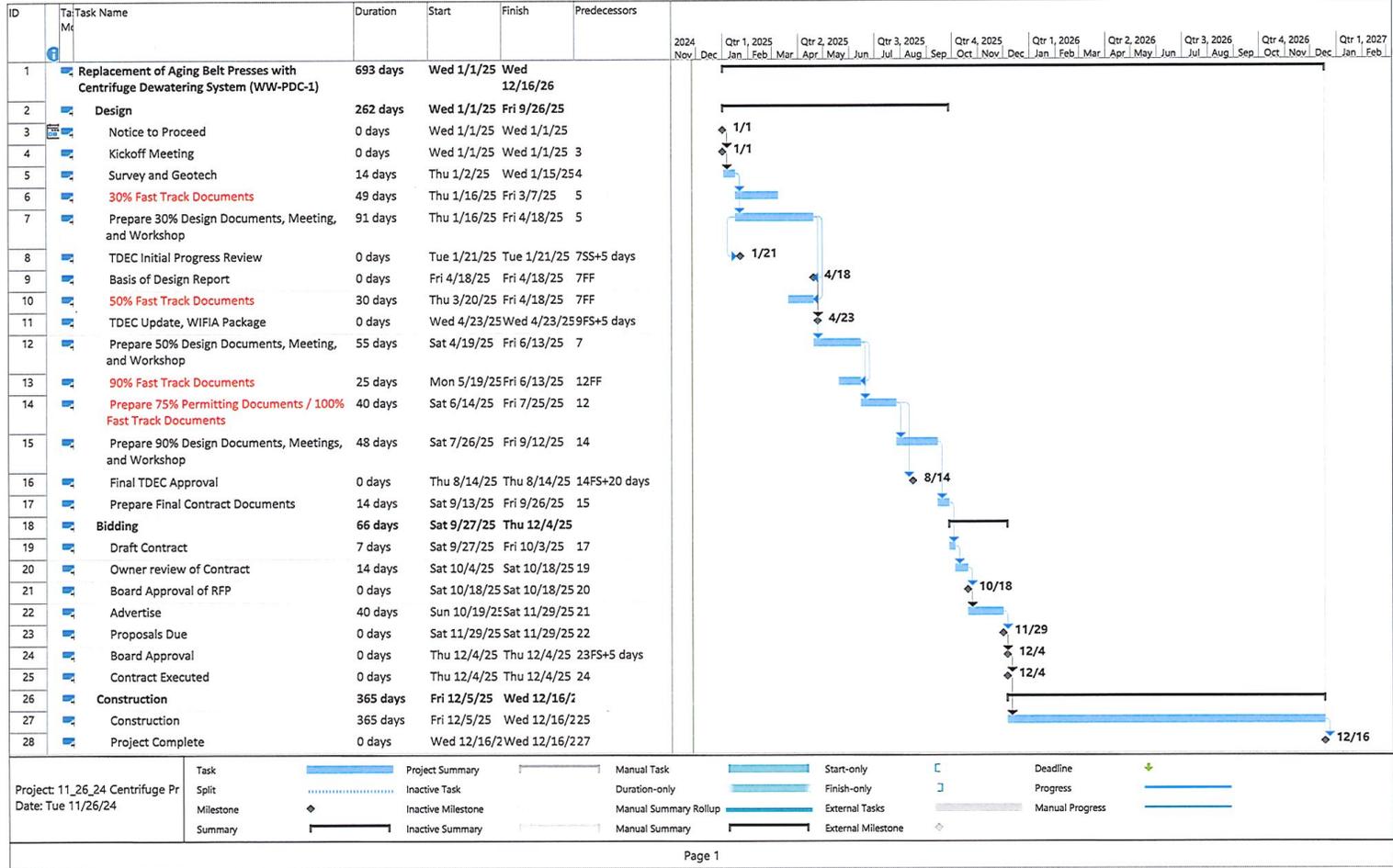
TASK ORDER NO. 1
CITY OF SPRING HILL
AND
CAROLLO ENGINEERS, INC.

Project No. 203747

ATTACHMENT 2

SCHEDULE

ATTACHMENT 2



TASK ORDER NO. 1
CITY OF SPRING HILL
AND
CAROLLO ENGINEERS, INC.

Project No. 203747

ATTACHMENT 3
FEE & STANDARD HOURLY RATES

ATTACHMENT 3



ENGINEERING AND DESIGN SERVICES FEE

CITY OF SPRING HILL
 BFP REPLACEMENT PROJECT
 Project No. 203747

Task No.	Description of Task	Task Summary	
		Task Hours	Task Fee
1.0	Design Project Management/Progress Meetings		
1.1	Develop Project Plan	26	\$ 6,130
1.2	Project Controls and Reporting	43	\$ 10,710
1.3	Project Schedule	8	\$ 2,080
1.4	Kickoff Meeting	30	\$ 7,490
1.5	Project Meetings w/Spring Hill (Design Phase / Bi-Weekly)	149	\$ 35,625
1.6	Subconsultant Coordination and Management	66	\$ 16,260
	TOTAL TASK HOURS	322	
	TASK SUBTOTAL		\$78,295
2.0	Review Record Drawings/Data Gathering & Coordination		
2.1	Review WWTP Record Drawings	10	\$ 2,520
2.2	Review WWTP Operations, SCADA, and MOR Data	38	\$ 9,045
	TOTAL TASK HOURS	48	
	TASK SUBTOTAL		\$11,565
3.0	Preliminary Design Workshop - Current Operations and Future Dewatering Needs		
3.1	Evaluation of Aerobic Digesters	28	\$ 6,580
3.2	Evaluation of Solids Storage Tank	14	\$ 3,290
3.3	Evaluation of Future Solids Production and Equipment Sizing	20	\$ 4,080
3.4	Sizing and Layout Workshop - CAMP®	113	\$ 27,175
	TOTAL TASK HOURS	175	
	TASK SUBTOTAL		\$41,125
4.0	Survey and Geotechnical Services		
4.1	Coordination of Survey and Geotechnical Services Work	8	\$ 1,960
4.2	Site Visit and Meeting to Verify Locations of Survey Work	93	\$ 22,610
	TOTAL TASK HOURS	101	
	TASK SUBTOTAL		\$24,570

5.0	Prepare 30% Design Documents, Meetings, and Workshop		
5.1	30% Fast Track Design Documents		
5.1.1	-Centrifuge(s)	80	\$ 18,440
5.1.2	-Electrical	57	\$ 14,860
5.2	30% Facilities Design Documents		
5.2.1	-General	74	\$ 17,815
5.2.2	-Typical Details	61	\$ 13,980
5.2.3	-Demolition	46	\$ 11,350
5.2.4	-Civil	83	\$ 19,290
5.2.5	-Architectural - Qa/Qc	33	\$ 8,090
5.2.6	-Structural - Qa/Qc	28	\$ 7,200
5.2.7	-Mechanical	113	\$ 26,290
5.2.8	-Hvac/Plumbing	92	\$ 21,140
5.2.9	-Electrical Drawing Coordination	47	\$ 13,210
5.2.10	-I&C Drawing Coordination	64	\$ 15,375
5.3	30% Engineer's OPCC	50	\$ 12,285
5.4	Project Schedule Development	11	\$ 2,620
5.5	Basis of Design Report and Review Meeting	80	\$ 16,220
5.6	Quality Management - Review of Deliverables	50	\$ 14,300
5.7	TDEC Initial Project Review	28	\$ 5,810
	TOTAL TASK HOURS	997	
	TASK SUBTOTAL		\$238,275
6.0	Prepare 50% Design and Fast Track Documents and Meetings		
6.1	50% Fast Track Design Documents		
6.1.1	-Centrifuge(s)	65	\$ 14,655
6.1.2	-Electrical	44	\$ 10,700
6.2	50% Facilities Design Documents		
6.2.1	-General	49	\$ 11,310
6.2.2	-Typical Details	43	\$ 9,840
6.2.3	-Demolition	31	\$ 7,355
6.2.4	-Civil	110	\$ 25,210
6.2.5	-Architectural - Qa/Qc	40	\$ 9,440
6.2.6	-Structural - Qa/Qc	44	\$ 10,700
6.2.7	-Mechanical	166	\$ 36,415
6.2.8	-Hvac/Plumbing	102	\$ 24,665
6.2.9	-Electrical Drawing Coordination	78	\$ 19,605

Attachment 3
 City of Spring Hill
 BFP Replacement Project
 31 Oct 2024

6.2.10	-I&C Drawing Coordination	84	\$	20,900
6.3	50% OPCC	45	\$	11,550
6.4	Project Schedule Development	11	\$	2,620
6.5	90% Fast Track Design Documents			
6.5.1	-Centrifuge(s)	50	\$	11,375
6.5.2	-Electrical	45	\$	10,935
6.6	Quality Management - Review of Deliverables	50	\$	14,300
	TOTAL TASK HOURS	1,057		
	TASK SUBTOTAL			\$251,575
7.0	Prepare 75% Permitting and Fast Track Documents and Meetings			
7.1	75% Permitting Documents	82	\$	18,530
7.2	100% Fast Track Design Documents			
7.2.1	-Centrifuge(s)	48	\$	10,845
7.2.2	-Electrical	49	\$	12,650
7.3	Early Procurement Activities	82	\$	18,870
7.4	Quality Management - Review of Deliverables	28	\$	5,545
7.5	Permitting Project Review Meetings	20	\$	4,210
	TOTAL TASK HOURS	309		
	TASK SUBTOTAL			\$70,650
8.0	Prepare 90% Design and Fast Track Documents and Meetings			
8.1	90% Facilities Design Documents			
8.1.1	-General	47	\$	10,690
8.1.2	-Typical Details	34	\$	7,505
8.1.3	-Demolition	25	\$	5,900
8.1.4	-Civil	84	\$	18,710
8.1.5	-Architectural - Qa/Qc	52	\$	12,440
8.1.6	-Structural - Qa/Qc	60	\$	14,850
8.1.7	-Mechanical	170	\$	38,140
8.1.8	-Hvac/Plumbing	92	\$	22,285
8.1.9	-Electrical Drawing Coordination	104	\$	24,260
8.1.20	-I&C Drawing Coordination	94	\$	21,780
8.2	90% OPCC	34	\$	8,725
8.3	Project Schedule Development	11	\$	2,620
8.5	Submit Project Documents for Final TDEC Approval	26	\$	5,460
8.6	Quality Management - Review of Deliverables	50	\$	14,300
	TOTAL TASK HOURS	883		
	TASK SUBTOTAL			\$207,665

9.0	Prepare Final Contract Documents		
9.1	Final Facilities Drawings and Specifications	247	\$ 58,250
	TOTAL TASK HOURS	247	\$ 58,250
	TASK SUBTOTAL		\$58,250
10.0	Bid Phase Services		
10.1	Project Management	12	\$ 2,560
10.2	Subconsultant Coordination and Management	33	\$ 7,230
10.3	Conduct Pre-Bid Meeting	31	\$ 7,250
10.4	Respond To Bidder'S Questions	41	\$ 9,790
10.5	Issuance Of Addenda	64	\$ 13,920
10.6	Engineer'S Recommendation Of Award	9	\$ 2,250
10.7	Conformed Documents	66	\$ 14,685
	TOTAL TASK HOURS	256	
	TASK SUBTOTAL		\$57,685
11.0	Construction Phase Services		
11.1	Project Management	198	\$ 48,950
11.2	Subconsultant Coordination and Management	72	\$ 16,720
11.3	Respond to RFI	140	\$ 32,540
11.4	Review to Submittals	240	\$ 53,100
11.5	Resident Project Representative	2,120	\$ 397,072
11.6	Review Monthly Progress Payments	210	\$ 40,150
11.7	Startup and Training	240	\$ 68,260
11.8	O&M Manual (Manufacturers)	96	\$ 16,280
11.9	Record Drawings	168	\$ 38,880
	TOTAL TASK HOURS	0	
	TASK SUBTOTAL		\$0
SUBTOTAL ESTIMATED DESIGN HOURS AND FEE		4,395	\$ 1,039,655

SUBCONSULTANTS

Geotech/Structural - Geo/Structural Services Group, Inc.		\$70,000
Geotechnical		\$20,000
Structural		\$50,000
Construction		
Architectural & Testing - Cornerstone Engineering, Inc.		\$140,705
Schematic		\$10,340
Development		\$26,460
CD's		\$27,690
Bid		\$3,415
Pre-Construction		
Construction		
Closeout (Consor - Surveying)		\$12,800
Special Inspection		
Material Testing		\$60,000
Tegrah Engineering		\$7,500
QA/QC - Process		\$7,500
Electrical/I&C - IC Thomasson		\$164,000
Electrical		\$128,000
I&C		\$36,000
SUBTOTAL SUBCONSULTANTS (Includes 10% Markup)		\$ 420,426

FEE SUMMARY

Total Design, Bidding Services, and Construction Admin Fee		\$1,039,655
Total Subconsultant Fee		\$420,426
Travel Expenses		\$25,000
Printing / Misc.		\$2,500
Total Estimated "Not to Exceed" Project Fee:		\$1,487,581



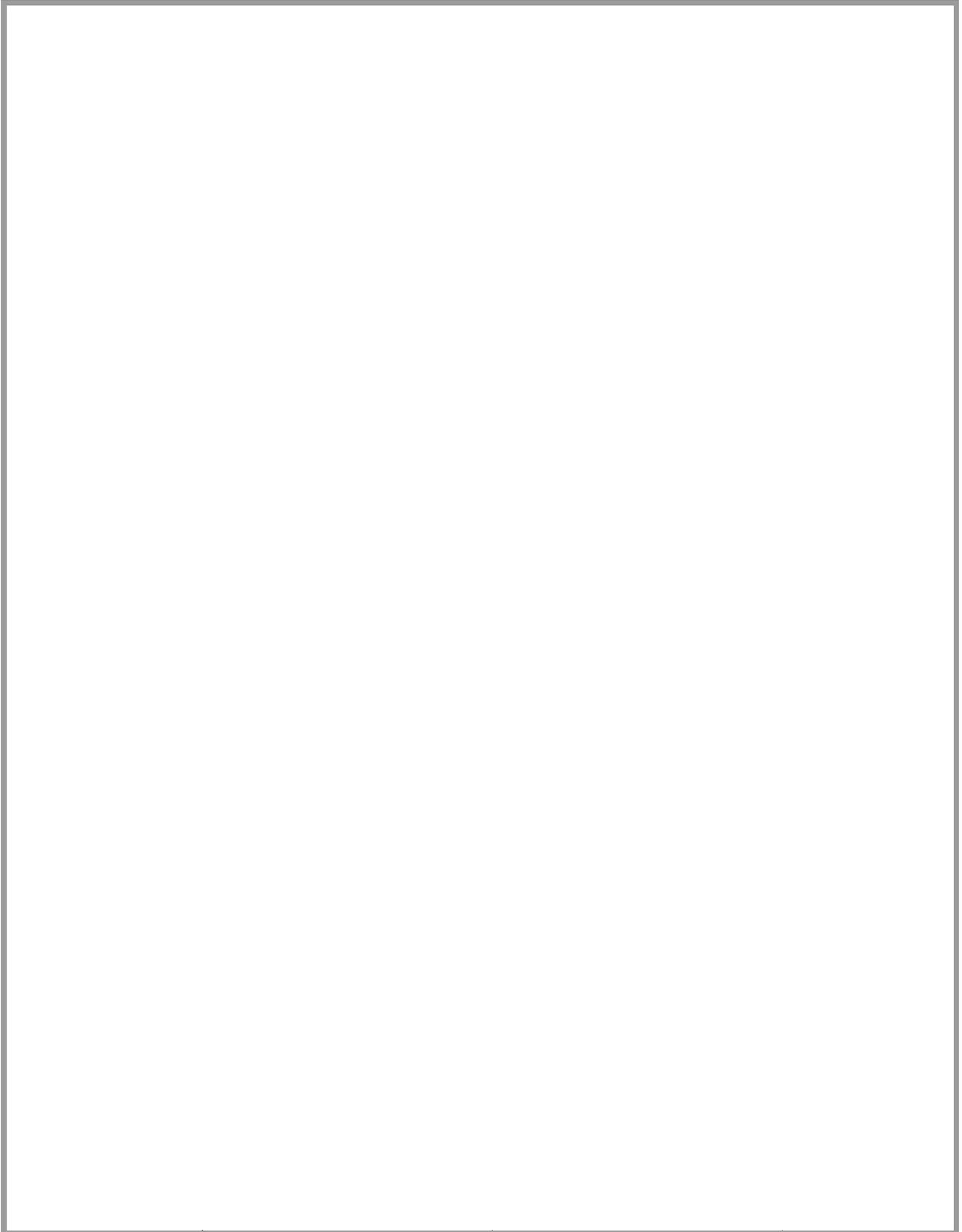
RATE SCHEDULE

CLASSIFICATION	HOURLY RATE
Assistant Professional/Engineer I	\$155.00
Assistant Professional/Engineer II	\$180.00
Professional/Engineer I	\$200.00
Professional/Engineer II	\$225.00
Project Professional/Engineer I	\$245.00
Project Professional/Engineer II	\$260.00
Lead Project Professional/Engineer	\$280.00
Senior Professional/Engineer	\$300.00
Principal Professional/Engineer	\$325.00
Technician I	\$100.00
Technician II	\$110.00
Technician III	\$117.00
Technician IV	\$125.00
Senior Technician I	\$142.00
Senior Technician II	\$160.00
Senior Technician III	\$180.00
Senior Technician IV	\$210.00
Document Processing/Clerical	\$135.00

NOTES:

1. Sub-consultants will be billed at 1.10 of cost. Reimbursables will be billed at cost.
2. The above rates are valid through **December 31, 2025** and subject to annual review based on regional CPI-U.

Attachment 3
 City of Spring Hill
 BFP Replacement Project
 31 Oct 2024



RESOLUTION 26-63

A RESOLUTION TO APPROVE CHANGE ORDER NO. 1 FROM CHRIS WOODS CONSTRUCTION COMPANY FOR FIRE STATION NO. 4 PROJECT

WHEREAS, the Spring Hill Board of Mayor and Aldermen awarded the contract for construction services to construct Fire Station No. 4 to Chris Woods Construction Company in July 2024 by Resolution 24-166, which include contingency funds for areas that were constructed by sub-contractor to Chris Woods Construction company; and

WHEREAS, construction of Fire Station No. 4 is now complete; and

WHEREAS, Chris Woods Construction Company has submitted Change Order No. 1 in the credit amount of (\$386,039.43) to deduct final Guaranteed Maximum Price contract savings from the original contract, as detailed in Exhibit A attached hereto; and

WHEREAS, staff recommends approval of Change Order No. 1 as submitted.

NOW THEREFORE BE IT RESOLVED, the City of Spring Hill Board of Mayor and Aldermen:

1. Approve Change Order No. 1 from Chris Woods Construction Company for Fire Station No. 4 in the credit amount of (\$386,039.43) to deduct final Guaranteed Maximum Price contract savings from the original contract, as detailed in Exhibit A attached hereto.
2. Authorize the Mayor to sign the Change Order No. 1.

Passed and adopted by the Spring Hill Board of Mayor and Aldermen this 16th day of March, 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney

Exhibit A



PCCO #001

Chris Woods Construction Company
 8068 U.S. Hwy 70, Memphis
 Memphis, Tennessee 38133
 Phone: +19013863182

Project: 24-031 - Spring Hill Fire Station No. 4
 2932 Duplex Road
 Spring Hill, Tennessee 37174

Prime Contract Change Order #001: GMP Contract Reconciliation

TO:	The City of Spring Hill 199 Town Center Parkway Spring Hill , Tennessee 37174	FROM:	Chris Woods Construction Co., Inc. 8068 Highway 70 Memphis Tennessee 38133
DATE CREATED:	2/ 13 /2026	CREATED BY:	Dwayne Mattox (Chris Woods Construction Co., Inc.)
CONTRACT STATUS:	Pending - In Review	REVISION:	0
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	
SCHEDULE IMPACT:		EXECUTED:	No
CONTRACT FOR:	1:Spring Hill Fire Station #04 - Construction Contract	TOTAL AMOUNT:	(\$386,039.43)

DESCRIPTION:
 Final GMP Contract Savings, credit applied to the current GMP Contract.

ATTACHMENTS:

CHANGE ORDER LINE ITEMS:

PCO # 024 : Final GMP Contract Reconciliation

#	Cost Code	Description	Type	Amount
1		Final GMP Contract Savings, to be credited from the current GMP Contract.	Commitment	(\$386,039.43)
Subtotal:				(\$386,039.43)
Grand Total:				(\$386,039.43)

The original (Contract Sum)	\$ 10,129,986.00
Net change by previously authorized Change Orders	\$ 0.00
The contract sum prior to this Change Order was	\$ 10,129,986.00
The contract sum would be changed by this Change Order in the amount of	(\$386,039.43)
The new contract sum including this Change Order will be	\$ 9,743,946.57
The contract time will by this Change Order by	

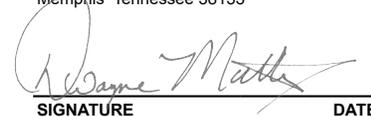
Barry Allmon (Renaissance Group)
 9700 Village Circle, Suite 100
 Lakeland Tennessee 38002

The City of Spring Hill
 199 Town Center Parkway
 Spring Hill Tennessee 37174

Chris Woods Construction Co., Inc.
 8068 Highway 70
 Memphis Tennessee 38133

 03/06/2026
 SIGNATURE DATE

 SIGNATURE DATE


 SIGNATURE DATE

RESOLUTION 26-64

A RESOLUTION TO APPROVE THE RELEASE OF RETAINAGE FOR THE FIRE STATION NO. 4 CONSTRUCTION PROJECT TO CHRIS WOODS CONSTRUCTION COMPANY

WHEREAS, the City of Spring Hill contracted with Chris Woods Construction Company for construction services for Fire Station No. 4 by Resolution 24-166 in July 2024; and

WHEREAS, five percent (5%) retainage was withheld from each pay application; and

WHEREAS, the construction project has been finalized; and

WHEREAS, Chris Woods Construction Company has submitted their final Pay Application No. 19 for the total retainage amount withheld in the amount of \$487,197.34, attached hereto as Exhibit A; and

WHEREAS, City staff recommends the release of the withheld retainage plus interest and to close the retainage account with Pinnacle Bank.

NOW THEREFORE BE IT RESOLVED, the City of Spring Hill Board of Mayor and Aldermen:

1. Approve the release of the total retainage in the amount of \$487,197.34 plus interest to Chris Woods Construction Company for the construction services for Fire Station No. 4, as shown in Exhibit A attached hereto, and to close the retainage account with Pinnacle Bank.
2. Authorize the Mayor to sign the Retainage Release.

Passed and adopted by the Spring Hill Board of Mayor and Aldermen this 16th day of March, 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Missy Stahl, CIP Director
DATE: 3/16/2026
SUBJECT: Resolution 26-64 - Chris Woods Construction retainage release request

RECOMMENDATION:

To request retainage release for Fire Station No. 4 to Chris Woods Construction Company.

BACKGROUND:

The City of Spring Hill contracted with Chris Woods Construction Company in July 2024 to construct Fire Station No. 4. Five percent (5%) retainage was withheld from each pay application and deposited in an interest-bearing account with Pinnacle Bank. The construction project has been completed.

Chris Woods Construction has submitted Pay Application No. 19 in the amount of \$487,197.34 to request the payment of the retainage. Staff requests release of the retainage plus interest earned and for Pinnacle Bank to pay the amount due to Chris Woods Construction. After the payment has been made, the city requests Pinnacle Bank close the retainage account for this project.

FINANCIAL IMPACT:

There is no additional financial impact as the expense has already been recognized when each retainage amount was deposited with Pinnacle Bank.

SUPPORTING DOCUMENTS:

Chris Woods Construction Pay App No. 19
Pinnacle Bank retainage release form



City of Spring Hill | Department
199 Town Center Parkway
Spring Hill, Tennessee 37174
mstahl@springhilltn.org
931-486-2252

Exhibit A

AIA Document G702™ – 1992

Application and Certificate for Payment

TO OWNER: City of Spring Hill 8060 Station Hill Dr Spring Hill, TN 37174	PROJECT: Spring Hill Fire Station No. 4 2932 Duplex Rd Spring Hill, TN	APPLICATION NO: 19 PERIOD TO: 1/31/26 CONTRACT FOR: CONTRACT DATE: PROJECT NOS: / /	Distribution to: OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>
FROM CONTRACTOR: Chris Woods Construction Co., Inc. 8068 US Highway 70 Memphis, TN 38133	VIA ARCHITECT:		

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$ 10,129,986.00
2. NET CHANGE BY CHANGE ORDERS	\$ -386,039.43
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$ 9,743,946.57
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 9,743,946.57
5. RETAINAGE:	
a. 0.0 % of Completed Work (Columns D + E on G703)	\$ 0.00
b. 0.0 % of Stored Material (Column F on G703)	\$ 0.00
Total Retainage (Lines 5a + 5b, or Total in Column I of G703)	\$ 0.00
6. TOTAL EARNED LESS RETAINAGE	\$ 9,743,946.57
<i>(Line 4 minus Line 5 Total)</i>	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 9,256,749.23
<i>(Line 6 from prior Certificate)</i>	
8. CURRENT PAYMENT DUE	\$ 487,197.34
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 minus Line 6)	\$ 0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 0.00	\$ 0.00
Total approved this month	\$ 0.00	\$ 386,039.43
TOTAL	\$ 0.00	\$ 386,039.43
NET CHANGES by Change Order	\$	\$ -386,039.43

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Chris Woods Construction Co., Inc.
 By: [Signature] Date: 2/13/2026
 State of: Tennessee
 County of: Shelby
 Subscribed and sworn to before me this 13 day of February, 2026
 Notary Public: [Signature]
 My commission expires: 03/02/2026



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 487,197.34
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: [Signature]
 By: [Signature] Date: 2-24-2026

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.
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AIA Document G703™ – 1992

Continuation Sheet

AIA Document G702™-1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
 In tabulations below, amounts are in US dollars.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:
APPLICATION DATE: 19
PERIOD TO: 1/31/26
ARCHITECT'S PROJECT NO: 1/31/26

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	G TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>		H BALANCE TO FINISH <i>(C - G)</i>	I RETAINAGE <i>(If variable rate)</i>
			FROM PREVIOUS APPLICATION <i>(D + E)</i>	THIS PERIOD		% <i>(G ÷ C)</i>			
1	General Conditions	632,457.00	926,115.52	0.00	0.00	926,115.52	146	-293,658.52	0.00
2	Earthwork / Drainage/ Site Utilities	807,380.00	721,249.74	0.00	0.00	721,249.74	89	86,130.26	0.00
3	Exterior Improvements	516,692.00	414,178.39	0.00	0.00	414,178.39	80	102,513.61	0.00
4	Concrete	840,500.00	853,841.00	0.00	0.00	853,841.00	102	-13,341.00	0.00
5	Masonry	844,654.00	819,507.00	0.00	0.00	819,507.00	97	25,147.00	0.00
6	Steel	305,300.00	302,388.46	0.00	0.00	302,388.46	99	2,911.54	0.00
7	Rough Carpentry	79,329.00	30,559.65	0.00	0.00	30,559.65	39	48,769.35	0.00
8	Architectural Millwork	188,431.00	186,545.50	0.00	0.00	186,545.50	99	1,885.50	0.00
9	Roofing	85,363.00	79,799.86	0.00	0.00	79,799.86	93	5,563.14	0.00
10	Insulation	32,500.00	40,000.00	0.00	0.00	40,000.00	123	-7,500.00	0.00
11	Waterproofing & Caulking	56,219.00	44,800.00	0.00	0.00	44,800.00	80	11,419.00	0.00
12	Doors/Frames & Hardware	188,680.00	180,429.75	0.00	0.00	180,429.75	96	8,250.25	0.00
13	Bi-Folding & Overhead Doors	335,600.00	337,333.00	0.00	0.00	337,333.00	101	-1,733.00	0.00
Page Totals		4,013,105.00	4,936,747.87	0.00	0.00	4,936,747.87	100	23,642.87	0.00
GRAND TOTAL									

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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AIA Document G703™ – 1992

Continuation Sheet

AIA Document G702™-1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
 In tabulations below, amounts are in US dollars.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:
 APPLICATION DATE: 19
 PERIOD TO: 1/31/26
 ARCHITECT'S PROJECT NO: 1/31/26

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	G TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>		H BALANCE TO FINISH <i>(C - G)</i>	I RETAINAGE <i>(If variable rate)</i>
			FROM PREVIOUS APPLICATION <i>(D + E)</i>	THIS PERIOD		% <i>(G ÷ C)</i>			
14	Aluminum Windows & Glazing	227,660.00	226,113.00	0.00	0.00	226,113.00	99	1,547.00	0.00
15	Drywall Framing	375,500.00	398,900.00	0.00	0.00	398,900.00	106	-23,400.00	0.00
16	Metal Truss Systems	314,000.00	313,974.58	0.00	0.00	313,974.58	100	25.42	0.00
17	Painting/Sealed Floors	65,500.00	74,472.64	0.00	0.00	74,472.64	114	-8,972.64	0.00
18	Resilient & Rubber Flooring	44,500.00	37,000.00	0.00	0.00	37,000.00	83	7,500.00	0.00
19	Epoxy Finishes	193,171.00	193,146.80	0.00	0.00	193,146.80	100	24.20	0.00
20	Acoustical Ceilings	40,615.00	42,365.00	0.00	0.00	42,365.00	104	-1,750.00	0.00
21	Specialties	113,846.00	71,822.92	0.00	0.00	71,822.92	63	42,023.08	0.00
22	Equipment & Furnishings	35,750.00	11,998.00	0.00	0.00	11,998.00	34	23,752.00	0.00
23	Firemen's Slide Pole	48,413.00	28,359.00	0.00	0.00	28,359.00	59	20,054.00	0.00
24	Plumbing	497,705.00	497,508.00	0.00	0.00	497,508.00	100	197.00	0.00
25	HVAC	940,000.00	897,935.88	0.00	0.00	897,935.88	96	42,064.12	0.00
26	Fire Protection	88,680.00	88,680.00	0.00	0.00	88,680.00	100	0.00	0.00
Page Totals		2,985,340.00	2,882,275.82	0.00	0.00	2,882,275.82	97	103,064.18	0.00
GRAND TOTAL									

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Continuation Sheet

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APPLICATION NO:
APPLICATION DATE: 19
PERIOD TO: 1/31/26
ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	G TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>		H BALANCE TO FINISH <i>(C - G)</i>	I RETAINAGE <i>(If variable rate)</i>
			FROM PREVIOUS APPLICATION <i>(D + E)</i>	THIS PERIOD		%	%		
27	Electrical/Low Voltage	938,900.00	949,470.06	0.00	0.00	949,470.06	01	-10,570.06	0.00
28	City Sewer & Water Fees	98,025.00	97,009.54	0.00	0.00	97,009.54	99	1,015.46	0.00
29	Utility Allowance	100,000.00	56,990.34	0.00	0.00	56,990.34	57	43,009.66	0.00
30	Unsuitable Soils Allowance	50,000.00	2,352.00	0.00	0.00	2,352.00	5	47,648.00	0.00
31	Trench Rock Allowance	25,000.00	0.00	0.00	0.00	0.00	0	25,000.00	0.00
32	Excavate Mass Rock Allowance	25,000.00	0.00	0.00	0.00	0.00	0	25,000.00	0.00
33	Monument Sign Allowance	35,000.00	16,021.31	0.00	0.00	16,021.31	46	18,978.69	0.00
34	Contingency Allowance	120,544.00	0.00	0.00	0.00	0.00	0	120,544.00	0.00
35	Bonds / Builders Risk	70,042.00	67,338.00	0.00	0.00	67,338.00	96	2,704.00	0.00
36	Contractors Fee	430,524.00	397,235.23	0.00	0.00	397,235.23	92	33,288.77	0.00
37	PCO1 Addl Erosion Control	4,900.00	4,900.00	0.00	0.00	4,900.00	100	0.00	0.00
38	PCO2 Install Verkada System	25,154.00	25,154.00	0.00	0.00	25,154.00	100	0.00	0.00
Page Totals		1,923,089.00	1,616,470.48	0.00	0.00	1,616,470.48	84	306,618.52	0.00
GRAND TOTAL									

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			FROM PREVIOUS APPLICATION <i>(D + E)</i>	THIS PERIOD			% <i>(G ÷ C)</i>		
39	PCO3 ASI2 Rope Anchor System	16,793.00	16,793.00	0.00	0.00	16,793.00	100	0.00	0.00
40	PCO4 Chief360 Alter System Install	35,704.00	35,704.00	0.00	0.00	35,704.00	100	0.00	0.00
41	PCO5 Increase Size of Paving Area	1,458.00	1,458.00	0.00	0.00	1,458.00	100	0.00	0.00
42	PCO6 Add 3 HVAC Mini Split Systems	76,750.00	76,750.00	0.00	0.00	76,750.00	100	0.00	0.00
43	PCO7 Add Vinyl Fence	9,048.00	9,048.00	0.00	0.00	9,048.00	100	0.00	0.00
44	PCO8 Additional Wall Cabinets	6,928.00	6,928.00	0.00	0.00	6,928.00	100	0.00	0.00
45	PCO9 Add Height to Mech Screen Wall	6,461.00	6,461.00	0.00	0.00	6,461.00	100	0.00	0.00
46	PCO10 Millwork Changes	4,131.00	4,131.00	0.00	0.00	4,131.00	100	0.00	0.00
47	PCO11 Electrical & Data Changes	5,558.00	5,558.00	0.00	0.00	5,558.00	100	0.00	0.00
Page Totals		162,831.00	162,831.00	0.00	0.00	162,831.00	100	0.00	0.00
GRAND TOTAL									

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Continuation Sheet

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			FROM PREVIOUS APPLICATION <i>(D + E)</i>	E THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>	% <i>(G + C)</i>		
48	PCO12 Spray on Sound Insulation	15,500.00	15,500.00	0.00	0.00	15,500.00	100	0.00	0.00
49	PCO13 ASI9 Seating Platform	20,049.00	20,049.00	0.00	0.00	20,049.00	100	0.00	0.00
50	PCO14 Paver Base Adds	12,248.00	12,248.40	0.00	0.00	12,248.40	100	-40	0.00
51	PCO15 Stone Flre Pit Pkg	5,500.00	5,500.00	0.00	0.00	5,500.00	100	0.00	0.00
52	PCO16 ASI10 Rev Landscape Plan	-15,669.00	-15,669.00	0.00	0.00	-15,669.00	100	0.00	0.00
53	PCO17 Fabric & Rock @ Ret Wall	8,460.00	8,460.00	0.00	0.00	8,460.00	100	0.00	0.00
54	PCO18 N Driveway & Bucker Ln Tie In	47,706.00	47,706.00	0.00	0.00	47,706.00	100	0.00	0.00
55	PCO19 Addl Millwork @ Captains Ofc ASI8	3,139.00	3,139.00	0.00	0.00	3,139.00	100	0.00	0.00
56	PCO20 Add Handrails ASI6	28,500.00	28,500.00	0.00	0.00	28,500.00	100	0.00	0.00
57	PCO21 Addl Electrical Scope	10,611.00	10,611.00	0.00	0.00	10,611.00	100	0.00	0.00
58	PCO22 Add Guard Rail	2,800.00	2,800.00	0.00	0.00	2,800.00	100	0.00	0.00
	Page Totals	138,844.00	138,844.40	0.00	0.00	138,844.40	100	-40	0.00
	GRAND TOTAL								

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Continuation Sheet

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			D FROM PREVIOUS APPLICATION <i>(D + E)</i>	E THIS PERIOD		G %	G <i>(G + C)</i>		
59	PCO23 Passage Locks	6,777.00	6,777.00	0.00	0.00	6,777.00	100	0.00	0.00
60	Change Order #1	-386,039.43	0.00	0.00	0.00	0.00	0	-386,039.43	0.00
GRAND TOTAL		9,743,946.57	9,743,946.57	0.00	0.00	9,743,946.57	100	0.00	0.00

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RESOLUTION 26-65

A RESOLUTION TO AUTHORIZE PAYMENT OF A WORKERS' COMPENSATION PREMIUM AUDIT INVOICE WITH PUBLIC ENTITY PARTNERS

WHEREAS, the City of Spring Hill obtains workers' compensation insurance coverage through Public Entity Partners; and

WHEREAS, Public Entity Partners conducted a workers' compensation premium audit for the policy period of July 1, 2024 through July 1, 2025; and

WHEREAS, the audit determined the final audited premium for the policy period and resulted in an additional premium amount due; and

WHEREAS, the City of Spring Hill has received an invoice from Public Entity Partners reflecting the results of the premium audit; and

WHEREAS, City staff has reviewed the invoice and recommends payment of the additional premium amount due; and

WHEREAS, funds for payment of this invoice are available within the appropriate funds of the City's adopted budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, that payment in the amount of \$60,091.00 is hereby authorized to Public Entity Partners for the workers' compensation premium audit adjustment for the policy period of July 1, 2024 through July 1, 2025.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 16th day of March 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Rebecca Holden, Finance Director
DATE: March 16, 2026
SUBJECT: Resolution 26-65 | A Resolution to Authorize Payment of a Workers' Compensation Premium Audit Invoice with Public Entity Partners

RECOMMENDATION:

Staff recommends approval of a resolution authorizing payment of an additional workers' compensation premium invoice from Public Entity Partners in the amount of \$60,091.00.

BACKGROUND:

The City of Spring Hill maintains workers' compensation insurance coverage through Public Entity Partners. As part of the policy administration process, Public Entity Partners conducts an annual premium audit to verify payroll classifications, exposures, and other rating factors for the applicable policy period.

Public Entity Partners recently completed the workers' compensation premium audit for the policy period July 1, 2024 through July 1, 2025. The audit resulted in a final audited premium of \$619,355.00, compared to the previously billed premium of \$559,264.00, resulting in an additional premium due of \$60,091.00.

City staff has reviewed the audit invoice and verified the amount due.

FINANCIAL IMPACT:

The total payment required for the premium audit adjustment is \$60,091.00. Funds are available within GL Account 110-41310-55112.



City of Spring Hill | Finance Department
199 Town Center Parkway
Spring Hill, Tennessee 37174
rholden@springhilltn.org



WORKERS COMPENSATION AND EMPLOYERS LIABILITY PREMIUM AUDIT

AUDIT INFORMATION PAGE

POLICY NUMBER: <u>PWC-0300-25</u>	AUDITED PERIOD: <u>07/01/2024 - 07/01/2025</u>
--	---

<u>SPRING HILL, CITY OF</u>	<u>DIRECT</u>
<u>PO BOX 789</u>	<u>PO BOX 789</u>
<u>SPRING HILL, TN 37174</u>	<u>SPRING HILL, TN 37174</u>

THE PREMIUM FOR THIS POLICY IS DETERMINED BY PUBLIC ENTITY PARTNERS RULES, CLASSIFICATIONS, RATES AND RATING PLANS. ALL INFORMATION IDENTIFIED BELOW IS THE RESULT OF VERIFICATION AND CHANGE BY AUDIT. THIS IS THE ANNUAL PREMIUM ADJUSTMENT FOR THE REFERENCE POLICY PERIOD.

See attached schedule for rating details.

	MANUAL AUDIT PREMIUM	1,046,561
	INCREASED LIMIT FACTOR	1.028
	EXPERIENCE MODIFICATION	0.904
	SCHEDULE MODIFICATION	0.800
	OTHER PREMIUM ADJUSTMENT	0.950
	DEDUCIBLE FACTOR	0.900
	TN DRUG FREE WORKPLACE FACTOR	0.950
	THREE YEAR CYCLE FACTOR	0.980
	FINAL MOD	0.5918
<u>110 - 41310 - 55112</u>	TOTAL AUDITED PREMIUM	619,355
Account # / Object Code	PREVIOUSLY CHARGED PREMIUM	559,264
Purchase Order #	TOTAL DUE	60,091
Partial Complete Date Approved		
Department Head Signature		

RESOLUTION 26-66

A RESOLUTION AWARDING THE WATER TREATMENT PLANT FILTER MEDIA AND NOZZLES REPLACEMENT PROJECT

WHEREAS, the City of Spring Hill, Tennessee issued an Invitation to Bid for the Water Treatment Plant Filter Media and Nozzles Replacement Project, which consists of the purchase and installation of filter mixed media and diffuser nozzles, removal of existing filter media and nozzles from four filter basins, disposal of removed materials, and all incidental work necessary to complete the project; and

WHEREAS, sealed bids were publicly received and opened on February 25, 2026, in accordance with the requirements set forth in the bid documents; and

WHEREAS, the bid submitted by W&O Construction Company, Inc. was determined to be the lowest responsive and responsible bid and is in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee that the bid for the Water Treatment Plant Filter Media and Nozzles Replacement Project is hereby awarded to W&O Construction Company, Inc. in the amount of Three Hundred Thirty-Six Thousand Five Hundred Dollars (\$336,500.00) and the Purchasing Agent is hereby authorized to execute the construction agreement and any associated contract documents necessary to complete the project on behalf of the City of Spring Hill.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 16th day of March 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Rebecca Holden, Finance Director
DATE: March 16, 2026
SUBJECT: Resolution 26-66 | A Resolution to authorize the award of a contract for WTP Media and nozzle replacement

RECOMMENDATION:

Staff recommends approval of a resolution awarding the bid for the Water Treatment Plant Filter Media and Nozzles Replacement Project to W&O Construction Company, Inc. in the amount of \$336,500.00.

BACKGROUND:

The Water Treatment Plant filter basins require replacement of the existing filter mixed media and diffuser nozzles in order to maintain proper filtration performance and operational reliability of the City's drinking water treatment system. The project includes the removal and disposal of the existing filter media and nozzles within the four filter basins and the installation of new materials and components necessary for proper operation.

An Invitation to Bid was publicly advertised, and sealed bids were received and opened on February 25, 2026, at 2:00 p.m. A total of five (5) qualified bids were received and reviewed for responsiveness and compliance with the bid specifications.

Based on the bid tabulation, W&O Construction Company, Inc. submitted the lowest responsive and responsible bid at \$336,500.00, with all other bids exceeding this amount.

FINANCIAL IMPACT:

The total project cost of \$336,500.00 will be funded through existing appropriations in the Water and Sewer Fund Capital Improvements budget. No additional budget amendments are required.



City of Spring Hill | Finance Department
199 Town Center Parkway
Spring Hill, Tennessee 37174
rholden@springhilltn.org



March 11, 2026

File No. 28298.0074

Mr. Dan Allen
City of Spring Hill, Assistant City Administrator/GM Spring Hill Water
199 Town Center Parkway
Spring Hill, Tennessee 37174

**RE: City of Spring Hill, Tennessee
WTP Filter Media & Nozzles Replacement
Bid Review And Award Recommendation**

Dear Mr. Allen:

As you are aware, bids for the construction of the above-referenced project were received by the City of Spring Hill, on February 25, 2026 at 2:00 PM (CST). Five contractors submitted bids for the project, including S4 Water Sales and Services, LLC, W&O Construction Co., Inc., TechCoat, Inc., Harper General Contractors, and J.S. Haren Company. and After reviewing the submitted bids, Thomas & Hutton (T&H) developed the attached bid tabulation of the submitted bids.

S4 Water Sales and Services, LLC of Bowling Green, Kentucky, submitted an apparent low bid in the amount of \$264,500.00, however, it has since been revealed they do not possess a Tennessee Contractors' License as required by State law, therefore, their bid cannot be accepted.

The second to lowest bid presented by W&O Construction Co., Inc of Livingston, Tennessee in the amount of \$336,500.00 was then considered the lowest acceptable bid. T&H has reviewed the "Project Bid Package" as submitted by W&O Construction Co., Inc and finds it to be in good order. T&H has called project references and received positive feedback on the contractor's work performance and work history.

Therefore, T&H recommends the award of this project to W&O Construction Co., Inc in the amount of \$336,500.00. Should you have any questions or comments please give me a call.

Sincerely
THOMAS & HUTTON


Olivia Eskander, P.E.
Project Manager

cc: J. Carter Napier, City Administrator
Jeremy Vanderford, Assistant General Manager – Water
Kyle Therriault, Purchasing Agent

**CITY OF SPRING HILL, TENNESSEE
WTP FILTER MEDIA & NOZZLES REPLACEMENT
CERTIFIED BID TABULATION**



Bid Opening Date: February 25, 2026, 2:00 PM
 Lowest Bidder: W&O Construction Co., Inc.
 Lowest Bid Amount: \$336,500.00

ITEM	DESCRIPTION	*S4 Water Sales and Services, LLC	W&O Construction Co., Inc.	TechCoat, Inc.
		TOTAL	TOTAL	TOTAL
1.	Lump Sum Price	\$264,500.00	\$336,500.00	\$349,194.00

ITEM	DESCRIPTION	Harper General Contractors	J.S. Haren Company	Tybe Company, LLC
		TOTAL	TOTAL	TOTAL
1.	Lump Sum Price	\$366,000.00	\$522,000.00	(No bid)

*S4 Water Sales and Services, LLC presented the lowest bid, however, since they are not licensed by the State of Tennessee, their bid cannot be accepted.

RESOLUTION 26-67

A RESOLUTION TO APPROVE AMENDMENT NO. 5 TO THE CONTRACT FOR U.S. 31 WIDENING WITH TENNESSEE DEPARTMENT OF TRANSPORTATION TO COMMIT SURFACE TRANSPORTATION PROGRAM (STP) FUNDS FOR FY 26

WHEREAS, the City of Spring Hill entered into contract with the Tennessee Department of Transportation (“TDOT”) to commit funding for the widening of U.S. 31 from Duplex Road to north of Thompsons Ridge Road/Buckner Road; and

WHEREAS, the City has received additional Surface Transportation Program (“STP”) funds for this fiscal year that the City is eligible to add to this project for Design and/or Construction services for which the City would be responsible for 20% of expenses and the STP funds would cover 80% of expenses; and

WHEREAS, the additional funding is \$910,711.00 and will be committed to construction costs as shown in Exhibit A of the TDOT Contract Amendment No. 5, attached hereto; and

WHEREAS, the City is committed to the 20% match as identified in the TDOT Contract Amendment No. 5 in the amount of \$227,677.75; and

WHEREAS, the City’s total commitment for Rights-of Way and Construction costs to the widening project will be \$7,544,397.00 in total funds to the widening project (\$1,508,879.40 City funds and \$6,035,517.60 STP funds).

NOW, THEREFORE BE IT RESOLVED, that the City of Spring Hill Board of Mayor and Aldermen

1. Approve a commitment of Surface Transportation Program funds for FY 26 to the contract for U.S. 31 widening with Tennessee Department of Transportation in the amount of \$910,711.00.
2. Approve a commitment by the City to the 20% match in the amount of \$227,677.75.
3. Approve the Mayor to sign Amendment No. 5 to the original contract, attached hereto.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 16th day of March, 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Missy Stahl, CIP Director
DATE: March 16, 2026
SUBJECT: Resolution 26-67, to approve Amendment No. 5 to the contract with TDOT to commit STP funds to the widening of US 31 project

STAFF RECOMMENDATION:

To request approval for Amendment No. 5 to the existing contract with TDOT, authorizing the commitment of additional Surface Transportation Program (STP) funds for the U.S. 31 widening project.

BACKGROUND:

The City of Spring Hill previously entered into a contract with TDOT for the widening of U.S. 31 from Duplex Road to north of Thompsons Ridge Road/Buckner Road. For the current fiscal year, the City has received an additional allocation of STP funds in the amount of \$910,711.00, which may be applied to the construction phase of the project.

Under the terms of the STP funding, the City is responsible for 20% of the costs, while 80% is covered by federal funding. The City will be required to commit an additional \$227,677.75 for the 20% match. These additional funds will be used to support ongoing design and/or construction efforts, as outlined in Exhibit A of Amendment No. 5.

FINANCIAL IMPACT:

An additional \$227,677.75 will need to be committed to match the STP funds.

SUPPORTING DOCUMENTS:

TDOT Contract Amendment No. 5



City of Spring Hill | CIP
199 Town Center Parkway
Spring Hill, Tennessee 37174
mstahl@springhilltn.org

The following attachment is not a PDF, so a link to the native file format is being provided instead:

[PIN 124786.01 Amendment 5 to Contract No 210163 v2.pdf \(LINK\)](#)

RESOLUTION 26-68

A RESOLUTION TO AUTHORIZE THE AWARD OF A CONTRACT FOR POLISH CONCRETE FLOORING SYSTEM AT CITY HALL

WHEREAS, the City of Spring Hill desires to repair and resurface the flooring in the basement of City Hall as a part of the basement renovation project; and

WHEREAS, the City publicly advertised an Invitation to Bid, with bids opened on March 10, 2026 at 2:00 p.m.; and

WHEREAS, two (2) bids were received and reviewed in accordance with the City purchasing requirements.; and

WHEREAS, Volunteer Concrete Coatings, Inc. submitted the lowest responsive and responsible bid and met all requirements of the Invitation to Bid, with an amount of \$42,013.00 for Option 1 and \$60,747.00 for Option 2; and

WHEREAS, City staff recommend Option 2 in the amount of \$60,747.00; and

WHEREAS, funding for the City Hall basement flooring repair and resurfacing has been allocated and available within the Basement Renovation Project fund.; and

NOW, THEREFORE BE IT RESOLVED, that the City of Spring Hill Board of Mayor and Aldermen, hereby awards the bid to Volunteer Concrete Coatings, Inc. for the repair and resurfacing of the flooring in the basement of City Hall in the amount of \$60,747.00 and authorizes the approval of the contract for services.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 16th day of March, 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Tyler Scroggins, Public Works Director
DATE: March 11, 2026
SUBJECT: Resolution 26-68, to authorize the award of a contract for Polished Concrete Flooring System for the City Hall basement renovation

BACKGROUND:

As a part of the City Hall basement renovation, the current flooring is in dire need of repair and resurfacing.

An invitation to bid was publicly advertised, and bids were opened on March 10, 2026, at 2:00 p.m. A total of two (2) qualified bids were received and reviewed for responsiveness and compliance with the bid specifications.

Based on the bid tabulation, Volunteer Floor Coatings, Inc. submitted the lowest responsive and responsible bid at \$42,013.00 for option1 and \$60,747.00 for option 2.

City staff recommend Option 2, Terrazzo Flooring System with Decorative Flakes in the amount of \$60,747.00.

FINANCIAL IMPACT:

The total project cost of \$60,747.00 will be funded through existing appropriations in the Fiscal 2025-2026 Basement Renovation Capital budget (313-48025-59125).

SUPPORTING DOCUMENTS:

Draft Vendor Contract and Bid Proposal



City of Spring Hill | Department
199 Town Center Parkway
Spring Hill, Tennessee 37174
tscroggins@springhilltn.org

SPRING HILL VENDOR SERVICES AGREEMENT

THIS SERVICES AGREEMENT (“Agreement”) is made by and between THE CITY OF SPRING HILL, TENNESSEE (the “City”) and _____ (“Vendor”) (collectively as “Parties”), and is entered into on _____, 2026, and is effective as of the Effective Date set forth herein.

RECITALS:

WHEREAS, the City requires services for a polished concrete flooring system at City Hall that it cannot provide itself and desires to contract with a third-party independent contractor to provide said services for the City’s benefit; and

WHEREAS, pursuant to state law, the City issued published a Request for Proposal (RFP) and Vendor submitted a bid; and

WHEREAS, the City has selected Vendor to provide the services it desires.

NOW, THEREFORE, in consideration of the foregoing facts and circumstances, the mutual covenants and promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by each of the Parties, the Parties do hereby agree to the following:

1. **EFFECTIVE DATE.** The Effective Date of this Agreement shall be _____, _____.
2. **TERM.** The project shall be completed within 30 days from the date of issuance of a Notice to Proceed by the City of Spring Hill. The parties may extend this agreement upon prior approval from the Public Works Director.
3. **INSURANCE.** Vendor shall maintain in full force and effect, during the entire term of this Agreement, liability insurance, along with commercial general liability, workers’ compensation and automobile insurance, in the minimum limits set forth below, naming City as an additional insured, and shall provide to the City certificates of insurance upon reasonable request.
 - a. Commercial general liability, including premises-operations, products/completed operations, broad form property damage,

blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000), combined single limit, per occurrence;

- b. Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000), combined single limit, per occurrence for bodily injury and property damage;
- c. Workers' compensation insurance as required by the State of Tennessee. The Provider agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers arising from work performed by Provider for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

4. **VENDOR RESPONSIBILITIES.**

- a. Provide all materials, tools, supplies, equipment, labor, and services necessary for a polished concrete flooring system.
- b. Work shall be completed within 30 calendar days from the date of issuance of Notice to Proceed by the City of Spring Hill unless prior approval has been obtained by Public Works Director for an extension.

5. **CITY'S RESPONSIBILITIES.**

- a. No applicable City responsibilities

INDEPENDENT CONTRACTOR. It is expressly agreed and understood that Vendor is an independent contractor and shall not represent itself, its agents or employees as agents or employees of the City. Nothing herein is to be construed as to create any employer-employee relationship between Vendor and the City; and neither Vendor nor any of its employees shall be deemed to be employees or agents of the City. At all times material to this Agreement, any subcontractors or agents employed by Vendor shall be

considered acting under the supervision, direction and control of City. **** The City of Spring Hill reserves the right to utilize other contractors for specialized services.**

6. **AMENDMENT AND TERMINATION.** This Agreement may be terminated without cause at any time by either Party through the issuance of a thirty (30) day written notice pursuant to this Agreement. Termination with cause shall not require advance notice.
7. **NO CONFLICT OF INTEREST.** No City official, employee or member of the governing body of the City shall be admitted to any share or part of this Agreement or to any benefit to arise from the same. Likewise, no officer, employee, or member of the governing body of Vendor or who exercises any function or responsibilities in connection with the carrying out of the project to which this Agreement pertains shall have any private interest, direct or indirect, in this Agreement.
8. **ASSIGNMENT; SUBCONTRACTING.** This Agreement may not be assigned by either Party. The Vendor shall not subcontract its responsibility pursuant to this Agreement to a third party.
9. **MODIFICATION.** This Agreement shall not be modified or amended except by an instrument in writing executed by or on behalf of Vendor and the City.
10. **NONDISCRIMINATION.** Consistent with the City's policy and state and federal law that harassment and discrimination are unacceptable conduct, the Vendor agrees that harassment or discrimination directed toward a permit applicant, a City employee, or a citizen by the Vendor or Vendor's employee or subconsultant on the basis of race, religious creed, color, national origin, ancestry, handicap, disability, marital status, sex, age, or sexual orientation will not be tolerated. The Vendor agrees that any and all violations of this provision shall constitute a material breach of this Agreement.
11. **EXECUTION IN COUNTERPARTS.** This Agreement may not be amended, changed, modified, altered or terminated except by instrument in writing signed by the Parties. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

12. **TIME.** The Contractor shall finish within the agreed upon time frame.
13. **VENUE AND JURISDICTION.** The venue and jurisdiction for any disputes arising pursuant to this Agreement shall be in the Circuit Court for Maury County, Tennessee.
14. **INDEMNITY.** Vendor shall provide a defense, indemnify and hold the City harmless from and against any and all claims arising from Vendor or from the conduct of its business or from any activity, work, or things, including all damages, costs, attorney's fees, expenses and liabilities incurred in the defense of any claim or action arising there from.
15. **APPLICABLE LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.
16. **FORCE MAJEURE.** The Parties shall not be liable to each other or be deemed to be in breach of this Agreement for any failure or delay in rendering performance arising out of causes beyond their respective reasonable control and without its fault or negligence. Such causes may include, but are not limited to, acts of God or the public enemy, terrorism, significant fires, floods, earthquakes, epidemics, quarantine restrictions, strikes, freight embargoes, or Governmental Authorities approval delays which are not caused by any act or omission by the parties, and unusually severe weather. The Parties agree to notify each other of the existence and nature of any delay.
17. **BINDING EFFECT.** This Agreement shall inure to the benefit of and shall be binding upon City and Vendor and their respective heirs, administrators, successors and assigns.
18. **SEVERABILITY.** In the event any provision of this Agreement or any instrument delivered in connection herewith shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provisions hereof or thereof.
19. **NOTICES.** All notices or other communications hereunder shall be deemed sufficiently given and shall be deemed given when delivered by

hand-delivery or mailed by first class, postage prepaid, registered or certified mail and addressed as follows:

If to Vendor: _____

If to City: Kyle Therriault, Purchasing Agent
199 Town Center Parkway
P.O. Box 789
Spring Hill, TN 37174

Copy to: Patrick M. Carter, Esq.
Middle Tennessee Law Group, PLLC
d/b/a Wolaver, Carter & Heffington
809 South Main Street, Suite 100
Columbia, TN 38401

City and Vendor may, by notice given hereunder, designate from time to time any further or different addresses to which subsequent notices, certificates or other communications shall be sent.

- 20. **CAPTIONS.** The paragraph headings in this Agreement are for convenience only, and they form no part of this Agreement and shall not affect its interpretation.
- 21. **ENTIRE AGREEMENT.** This Agreement represents the entire agreement between Vendor and the City and supersedes all prior negotiations, representations and agreements either written or oral, unless otherwise expressly stated herein.
- 22. **PAYMENT OF EXPENSES; BREACH.** Each of the Parties to this Agreement shall pay his/her/its own expenses, costs and attorney's fees associated with the negotiation, preparation, execution and delivery of this Agreement and the documents related thereto and the consummation of the transactions contemplated herein. In the event of a breach in the performance of any of the provisions of this Agreement or any of the documents related thereto, the breaching party shall pay the reasonable attorney's fees and court costs of the non-breaching party

associated with the enforcement of any of the provisions of any such document or this Agreement.

IN WITNESS WHEREOF, Vendor and the City have caused their duly authorized representatives to execute and deliver this Agreement, all as of the day and year first written above.

CITY OF SPRING HILL, a Tennessee municipality

By: _____
KYLE THERRIAULT
Purchasing Agent of Spring Hill
Date of Execution: _____

By: _____
VENDOR REPRESENTATIVE
Date of Execution: _____

COST PROPOSALS (Pricing/Bid Sheet) Polished Concrete Flooring System for City Hall

(OPTION 1) Base Bid – The Bidder agrees to construct the Work of this Project for the lump

sum of \$ 42,013 (Price in numbers)

Forty-two thousand thirteen dollars (price in words)

COST PROPOSAL (Pricing/Bid Sheet) Terrazzo Flooring System with Decorative Flakes

(OPTION 2) Base Bid – The Bidder agrees to construct the Work of this Project for the lump

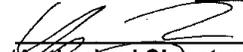
sum of \$ 60,747 (Price in numbers)

Sixty thousand seven hundred forty-seven dollars (price in words)

Date of site visit: 02/25/2026

Respectfully submitted,

Proposer: Volunteer Floor Coatings, Incorporated

By: 
(Authorized Signature for Proposer)

Name: Jamie Hicks

Title: Owner

Date: 03/06/2026

CITY OF SPRING HILL, TENNESSEE

ADDENDUM NO. 1

Polished Concrete Flooring Systems

Originally Issued: February 19, 2026

Addendum Issue Date: March 3, 2026

This Addendum No. 1 forms a part of the Contract Documents and modifies the original Request for Proposals for Polished Concrete Flooring Systems dated February 19, 2026. All provisions of the original documents shall remain in full force and effect except as expressly modified herein.

Proposers shall acknowledge receipt of this Addendum in their submitted Proposal. Failure to acknowledge this Addendum may result in the Proposal being deemed non-responsive.

Item No. 1 – Clarification and Revision of Flooring System Options

The original RFP Scope required installation of a polished concrete flooring system that included decorative terrazzo chips and/or color flakes integrated into the polished system

To clarify the City's intent and eliminate ambiguity in the specifications, the Scope is hereby revised as follows:

The Contractor shall provide pricing for two separate flooring system options:

OPTION 1 – Polished Concrete Flooring System

Includes mechanical grinding, densifiers, resin treatments, progressive polishing, and final burnished topcoat.

OPTION 2 – Terrazzo Flooring System with Decorative Flakes

Includes installation of a terrazzo flooring system with decorative flakes. Contractor shall submit samples and color selections for City approval prior to installation.

This revision supersedes any prior reference requiring decorative flakes or terrazzo chips to be incorporated into a polished concrete flooring system.

Decorative flakes/chips are **not required** under the Polished Concrete option unless specifically proposed by the Contractor.

Item No. 2 – Cost Proposal Revision

The Cost Proposal form has been revised to require:

- A separate lump sum price for Option 1 – Polished Concrete
- A separate lump sum price for Option 2 – Terrazzo with Decorative Flakes

The City reserves the right to award either option in its sole discretion.

Item No. 3 – Revision to Contractor Licensing Requirement

Section 7 – Competency of Bidder is hereby revised.

The requirement stating: **“A copy of a valid contractor license is required.”** is hereby removed in its entirety from the Request for Proposals.

Bidders shall continue to provide evidence that they are in good standing under the laws of the State of Tennessee and properly licensed to conduct business within the State of Tennessee, including applicable city and county business licenses.

No Tennessee contractor license is required for purposes of this solicitation.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

Proposer hereby acknowledges receipt of Addendum No. 1.

Proposer: **Volunteer Floor Coatings, Incorporated**

Authorized Signature: 

Printed Name: **Jamie Hicks**

Date: **03/06/2026**

VOLUNTEER FLOOR COATINGS, INCORPORATED

Entity Type: For-profit Corporation
Formed in: TENNESSEE
Term of Duration: Perpetual
Shares of Stock: 1,000

Status: Active
Control Number: 000792051
Initial Filing Date: 3/12/2015 9:13:00 AM
Fiscal Ending Month: December
AR Due Date: 04/01/2026

Registered Agent

JAMIE HICKS
7528 NEUBERT SPRINGS RD
KNOXVILLE, TN 37920

Principal Office Address

4260 FORT HENRY DR # 194
KINGSPORT, TN 37663-2248

Mailing Address

7528 Neubert Springs Rd
Knoxville, TN 37920

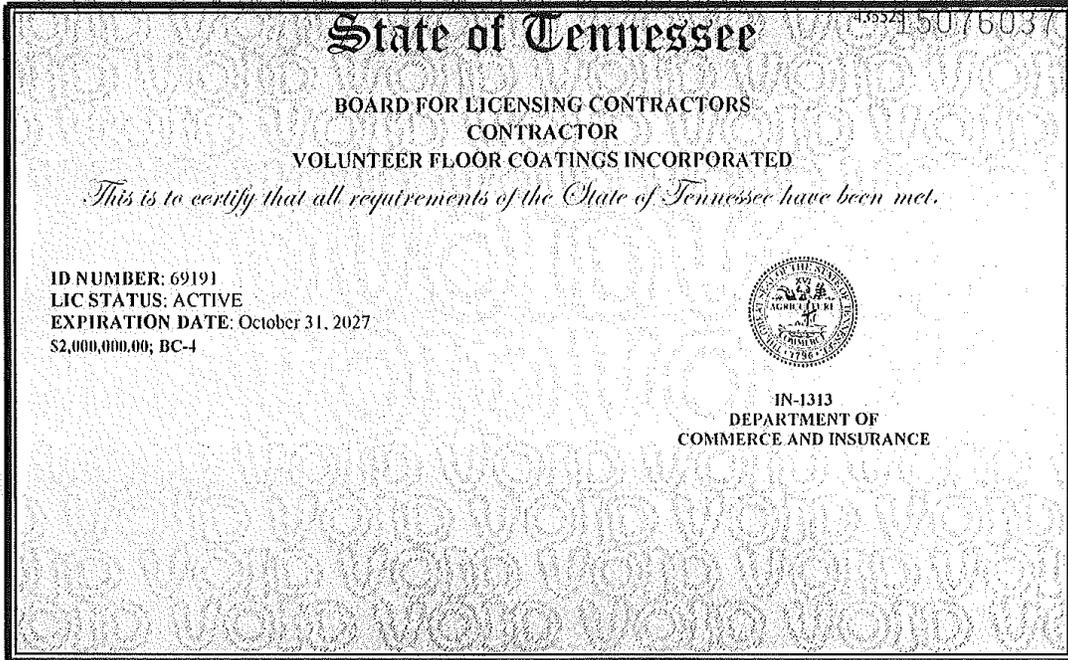
AR Standing: Good

RA Standing: Good

Other Standing: Good

Revenue Standing: Good

History (21) ▼





**Sullivan County
Business Tax Standard License**

March 13, 2025

JAMIE HICKS
VOLUNTEER FLOOR COATINGS,
INCORPORATED
4260 FORT HENRY DR # 194
KINGSPORT TN 37663-2248

Letter ID: L1716333760
Expiration Date: 15-May-2026
Return Due By: 15-Apr-2026

The business tax license printed below certifies the receipt and approval of your business tax license application or the renewal of a license for your existing business. The license is valid until the expiration date noted above. Your license number is 1001093628 and your classification is 4. The certificate must be displayed publicly at the location for which it is issued.

All business tax returns are required to be filed and the payment remitted electronically. Your return is due on April 15, 2026. Please visit www.tn.gov/revenue for additional information.

Note: This license does not permit operation unless properly zoned and/or in compliance with all other applicable state, county, or city laws, rules and regulations. Also, as required by Tenn. Code Ann. § 39-17-1801 et seq., businesses must comply with all provisions of the Tennessee Non-Smoker Protection Act.

DETACH LICENSE BELOW AND DISPLAY IN PUBLIC AREA

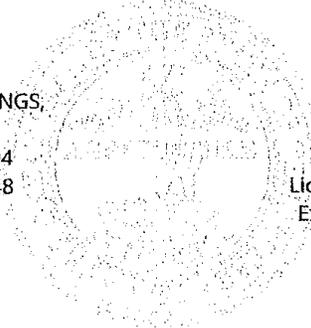


**Sullivan County
Business Tax Standard License**

This certificate must be publicly displayed.

VOLUNTEER FLOOR COATINGS,
INCORPORATED
4260 FORT HENRY DR # 194
KINGSPORT TN 37663-2248

Date Issued: 13-Mar-2025
Classification: 4
Letter ID: L1716333760
License Number: 1001093628
Expiration Date: 15-May-2026





**City of Kingsport
Business Tax Standard License**

March 14, 2025

JAMIE HICKS
VOLUNTEER FLOOR COATINGS,
INCORPORATED
4260 FORT HENRY DR # 194
KINGSPORT TN 37663-2248

Letter ID: L1241640128
Expiration Date: 15-May-2026
Return Due By: 15-Apr-2026

The business tax license printed below certifies the receipt and approval of your business tax license application or the renewal of a license for your existing business. The license is valid until the expiration date noted above. Your license number is 1000349951 and your classification is 4. The certificate must be displayed publicly at the location for which it is issued.

All business tax returns are required to be filed and the payment remitted electronically. Your return is due on April 15, 2026. Please visit www.tn.gov/revenue for additional information.

Note: This license does not permit operation unless properly zoned and/or in compliance with all other applicable state, county, or city laws, rules and regulations. Also, as required by Tenn. Code Ann. § 39-17-1801 et seq., businesses must comply with all provisions of the Tennessee Non-Smoker Protection Act.

DETACH LICENSE BELOW AND DISPLAY IN PUBLIC AREA

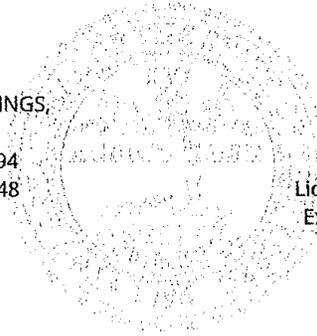


**City of Kingsport
Business Tax Standard License**

This certificate must be publicly displayed.

VOLUNTEER FLOOR COATINGS,
INCORPORATED
4260 FORT HENRY DR # 194
KINGSPORT TN 37663-2248

Date Issued: 14-Mar-2025
Classification: 4
Letter ID: L1241640128
License Number: 1000349951
Expiration Date: 15-May-2026



REFERENCES:

List 3 References from comparable projects within the past year.

Business Horner Building Company
Address 1810 Jack Delozier Dr., Sevierville, TN 37876
Contact
Name Kyle Horner Phone 865-207-7719
Contract Value \$210,124

Business Christman Company
Address 1111 North Northshore Drive, N-600, Knoxville, TN 37919
Contact
Name Michael Kellogg Phone 951-813-6102
Contract Value \$310,983

Business Apex Building Company LLC
Address PO Box 945, Milan, TN 38358
Contact
Name Jacob Cox Phone 888-581-1783
Contract Value \$419,920

CITY OF SPRING HILL CONSTRUCTION CONTRACT

CERTIFICATE OF NONDISCRIMINATION

As Bidder, Contractor, or Subcontractor on City of Spring Hill Construction Project,

1. the undersigned states that he does not discriminate against any subcontractor, employee or applicant for employment on the grounds of race, color, national origin, or sex and, if awarded a contract for this project, agrees in performance of work:
2. not to discriminate against any subcontractor, employee, or applicant for employment on the grounds of race, color, national origin or sex;
3. to maintain payrolls of laborers and mechanics employed on this contract until 90 days after final release and final payment by the City;
4. require a similar certificate to be executed by each subcontractor at the time a subcontractor is executed under the contract with the requirement that such subcontractor agrees to require a similar certificate of requirement on any lower tier of subcontractors.

Contractor's Name 

Jamie Hicks

Date 3/6/24

RESOLUTION 26-69

A RESOLUTION TO AUTHORIZE THE AWARD OF A CONTRACT FOR FIRE PROTECTION SYSTEM INSPECTION, TESTING, AND MAINTENANCE SERVICES FOR CITY FACILITIES

WHEREAS, the City of Spring Hill maintains multiple facilities equipped with wet and dry fire protection systems; and

WHEREAS, routine inspection, testing, and maintenance of these systems is necessary to ensure proper operation and compliance with standards established by the National Fire Protection Association (NFPA); and

WHEREAS, historically City staff have obtained multiple proposals throughout the year for these services in accordance with the City's Purchasing Policy and issued individual requisitions for the lowest responsive proposal; and

WHEREAS, due to the frequency of required inspections and maintenance activities, establishing a single contract for these services will improve administrative efficiency while maintaining compliance with the City's Purchasing Policy; and

WHEREAS, the City publicly advertised an Invitation to Bid for fire protection system inspection, testing, and maintenance services, and bids were opened on March 10, 2026, at 2:00 p.m.; and

WHEREAS, one bid was received, reviewed by staff for responsiveness and compliance with the bid specifications, and determined to meet the requirements of the solicitation; and

WHEREAS, staff recommends awarding the contract to Jarrett Fire Protection; and

WHEREAS, the proposed contract term shall be for two (2) years with the option to renew for two (2) additional one-year terms upon mutual agreement of both parties, with or without modification; and

WHEREAS, funding for these services is included in the FY26 Facilities Budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, that the contract for fire protection system inspection, testing, and maintenance services for City facilities is hereby awarded to Jarrett Fire Protection in accordance with the bid proposal and contract documents, and the Purchasing Agent is authorized to execute the contract and any related documents necessary to effectuate this award.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 16th day of March, 2026.

Matt Fitterer, Mayor

ATTEST:

LEGAL FORM APPROVED:

April Goad, City Recorder

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Tyler Scroggins, Public Works Director
DATE: March 11, 2026
SUBJECT: Resolution 26-69, to authorize the award for fire protection system services for the City

PURPOSE:

To authorize the award of a contract for inspection, testing and maintenance services for wet and dry fire protection systems in City of Spring Hill facilities.

BACKGROUND:

This service provides routine inspection, testing, and maintenance of wet and dry fire protection systems located throughout City facilities. These inspections are required to maintain compliance with standards established by the National Fire Protection Association (NFPA).

Currently, staff obtain multiple proposals throughout the year for these services in accordance with the City's purchasing policy and issue individual requisitions for the lowest responsive proposal. Due to the frequency of required inspections, establishing a single contract will allow City staff to utilize one qualified vendor rather than soliciting multiple quotes throughout the year. This approach improves administrative efficiency while maintaining compliance with the purchasing policy.

An Invitation to Bid was publicly advertised, and bids were opened on March 10, 2026, at 2:00 p.m. One bid was received and reviewed for responsiveness and compliance with the bid specifications.

The proposed contact term is for (2) two years with the option to renew for two additional terms of one year each if both parties agree, with or without modification.

Staff recommend awarding the contract to Jarrett Fire Protection.

FINANCIAL IMPACT:

Funding for these services is included in the FY26 Facilities budget (Account 41800-52661). The contract will be utilized on an as-needed basis for required inspection and maintenance services at City facilities.

SUPPORTING DOCUMENTS:

Draft Vendor Contract and Bid Proposal



City of Spring Hill | Department
199 Town Center Parkway
Spring Hill, Tennessee 37174
tscroggins@springhilltn.org

SPRING HILL VENDOR SERVICES AGREEMENT

THIS SERVICES AGREEMENT (“Agreement”) is made by and between THE CITY OF SPRING HILL, TENNESSEE (the “City”) and _____ (“Vendor”) (collectively as “Parties”), and is entered into on _____, 2026, and is effective as of the Effective Date set forth herein.

RECITALS:

WHEREAS, the City requires services for fire system protection services that it cannot provide itself and desires to contract with a third-party independent contractor to provide said services for the City’s benefit; and

WHEREAS, pursuant to state law, the City issued published a Request for Proposal (RFP) and Vendor submitted a bid; and

WHEREAS, the City has selected Vendor to provide the services it desires.

NOW, THEREFORE, in consideration of the foregoing facts and circumstances, the mutual covenants and promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by each of the Parties, the Parties do hereby agree to the following:

1. **EFFECTIVE DATE.** The Effective Date of this Agreement shall be _____, _____.
2. **TERM.** The term of this Agreement shall be from the Effective Date herein through _____. The term is for (2) two-years but may be renewed for two additional terms of one year each if both parties agree to renew with or without modification.
3. **INSURANCE.** Vendor shall maintain in full force and effect, during the entire term of this Agreement, liability insurance, along with commercial general liability, workers’ compensation and automobile insurance, in the minimum limits set forth below, naming City as an additional insured, and shall provide to the City certificates of insurance upon reasonable request.

- a. Commercial general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000), combined single limit, per occurrence;
- b. Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000), combined single limit, per occurrence for bodily injury and property damage;
- c. Workers' compensation insurance as required by the State of Tennessee. The Provider agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers arising from work performed by Provider for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

4. VENDOR RESPONSIBILITIES.

The contractor shall provide full-service fire protection system ITM and repair for the following systems:

Wet Pipe Fire Sprinkler Systems

Service shall include but not limited to:

- Full NFPA 25 required inspections and testing
- Main drain and inspector's test valve testing
- Control valve inspections and supervision verification
- Gauge testing and replacement as needed
- Alarm device testing
- Backflow device coordination (where applicable)
- Obstruction investigation when required
- Repairs and replacement of system components
- Emergency repair response

Dry Pipe Fire Sprinkler Systems

Services shall include:

- Full NFPA 25 required inspections and testing
- Trip testing (partial and full, per code cycle)
- Air pressure and quick-opening device testing
- Low air alarm testing
- Accelerator and air maintenance device service
- Dry valve internal inspections
- Compressor inspection and maintenance
- Freeze protection assessments
- Corrosion monitoring and reporting

NFPA Inspection, Testing & Maintenance (ITM) Compliance

Contractor shall perform services in accordance with the most current adopted editions of:

- **NFPA 25** – Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
- **NFPA 13** – Installation of Sprinkler Systems (as applicable to modification)
- **NFPA 72** – Fire Alarm and Signaling Systems (interface testing as needed)
- **NFPA 14** – Standpipe Systems (if present)
- **NFPA 20** – Fire Pumps (if applicable in any facility)

Contractor shall:

- Provide a compliance schedule for each facility
- Maintain digital and hard-copy records
- Tag all systems per NFPA requirements
- Immediately report deficiencies and impairments
- Provide impairment procedures consistent with NFPA and AHJ requirements
- Coordinate with municipal staff for fire watches when necessary

Deficiency Repairs

- Provide written deficiency reports with code references
- Provide cost proposals for corrective work within **5 business days**
- Perform repairs only upon written instruction
- Use UL/FM approved components
- Provide as-built documentation for system modifications

Emergency Services

- 24/7 emergency response capability
- Maximum **4-hour on-site response time**
- Temporary and permanent repair services

FACILITIES

- City Hall 199 Town Center Parkway
- Public Works 3893 Mahlon Moore Road
- Senior Center 563 Maury Hill St.
- Recreation Office 4237 Port Royal Rd.
- Station Hill 8060 Station Hill Drive
- Fire Station #1 440 Beechcroft Rd.
- Fire Station #2 4273 Port Royal Rd.
- Fire Station #3 4000 Campbell Station Dr.
- Fire Station #4 2932 Duplex Rd.
- Police Department 800 Hathaway Blvd.
- Water Operations 3636A Royal Park Blvd.
- Library 144 Kedron Rd.

****City reserves the right to add additional location(s) at any time throughout the term of the agreement at the current comparable service rate provided in this solicitation.**

5. CITY’S RESPONSIBILITIES.

- a. No applicable City responsibilities

INDEPENDENT CONTRACTOR. It is expressly agreed and understood that Vendor is an independent contractor and shall not represent itself, its agents or employees as agents or employees of the City. Nothing herein is to be construed as to create any employer-employee relationship between Vendor and the City; and neither Vendor nor any of its employees shall be deemed to be employees or agents of the City. At all times material to this Agreement, any subcontractors or agents employed by Vendor shall be considered acting under the supervision, direction and control of City. **** The City of Spring Hill reserves the right to utilize other contractors for specialized services.**

6. AMENDMENT AND TERMINATION. This Agreement may be terminated without cause at any time by either Party through the issuance of a thirty (30) day written notice pursuant to this Agreement. Termination with cause shall not require advance notice.

7. NO CONFLICT OF INTEREST. No City official, employee or member of the governing body of the City shall be admitted to any share or part of this Agreement or to any benefit to arise from the same. Likewise, no officer, employee, or member of the governing body of Vendor or who exercises any function or responsibilities in connection

with the carrying out of the project to which this Agreement pertains shall have any private interest, direct or indirect, in this Agreement.

8. **ASSIGNMENT; SUBCONTRACTING.** This Agreement may not be assigned by either Party. The Vendor shall not subcontract its responsibility pursuant to this Agreement to a third party.
9. **MODIFICATION.** This Agreement shall not be modified or amended except by an instrument in writing executed by or on behalf of Vendor and the City.
10. **NONDISCRIMINATION.** Consistent with the City's policy and state and federal law that harassment and discrimination are unacceptable conduct, the Vendor agrees that harassment or discrimination directed toward a permit applicant, a City employee, or a citizen by the Vendor or Vendor's employee or subconsultant on the basis of race, religious creed, color, national origin, ancestry, handicap, disability, marital status, sex, age, or sexual orientation will not be tolerated. The Vendor agrees that any and all violations of this provision shall constitute a material breach of this Agreement.
11. **EXECUTION IN COUNTERPARTS.** This Agreement may not be amended, changed, modified, altered or terminated except by instrument in writing signed by the Parties. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.
12. **TIME.** The Contractor shall finish within the agreed upon time frame.
13. **VENUE AND JURISDICTION.** The venue and jurisdiction for any disputes arising pursuant to this Agreement shall be in the Circuit Court for Maury County, Tennessee.
14. **INDEMNITY.** Vendor shall provide a defense, indemnify and hold the City harmless from and against any and all claims arising from Vendor or from the conduct of its business or from any activity, work, or things, including all damages, costs, attorney's fees, expenses and liabilities incurred in the defense of any claim or action arising there from.

15. **APPLICABLE LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.

16. **FORCE MAJEURE.** The Parties shall not be liable to each other or be deemed to be in breach of this Agreement for any failure or delay in rendering performance arising out of causes beyond their respective reasonable control and without its fault or negligence. Such causes may include, but are not limited to, acts of God or the public enemy, terrorism, significant fires, floods, earthquakes, epidemics, quarantine restrictions, strikes, freight embargoes, or Governmental Authorities approval delays which are not caused by any act or omission by the parties, and unusually severe weather. The Parties agree to notify each other of the existence and nature of any delay.

17. **BINDING EFFECT.** This Agreement shall inure to the benefit of and shall be binding upon City and Vendor and their respective heirs, administrators, successors and assigns.

18. **SEVERABILITY.** In the event any provision of this Agreement or any instrument delivered in connection herewith shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provisions hereof or thereof.

19. **NOTICES.** All notices or other communications hereunder shall be deemed sufficiently given and shall be deemed given when delivered by hand-delivery or mailed by first class, postage prepaid, registered or certified mail and addressed as follows:

If to Vendor: _____

If to City: Kyle Therriault, Purchasing Agent
199 Town Center Parkway
P.O. Box 789
Spring Hill, TN 37174

Copy to: Patrick M. Carter, Esq.
Middle Tennessee Law Group, PLLC
d/b/a Wolaver, Carter & Heffington
809 South Main Street, Suite 100
Columbia, TN 38401

City and Vendor may, by notice given hereunder, designate from time to time any further or different addresses to which subsequent notices, certificates or other communications shall be sent.

20. **CAPTIONS.** The paragraph headings in this Agreement are for convenience only, and they form no part of this Agreement and shall not affect its interpretation.

21. **ENTIRE AGREEMENT.** This Agreement represents the entire agreement between Vendor and the City and supersedes all prior negotiations, representations and agreements either written or oral, unless otherwise expressly stated herein.

22. **PAYMENT OF EXPENSES; BREACH.** Each of the Parties to this Agreement shall pay his/her/its own expenses, costs and attorney's fees associated with the negotiation, preparation, execution and delivery of this Agreement and the documents related thereto and the consummation of the transactions contemplated herein. In the event of a breach in the performance of any of the provisions of this Agreement or any of the documents related thereto, the breaching party shall pay the reasonable attorney's fees and court costs of the non-breaching party associated with the enforcement of any of the provisions of any such document or this Agreement.

IN WITNESS WHEREOF, Vendor and the City have caused their duly authorized representatives to execute and deliver this Agreement, all as of the day and year first written above.

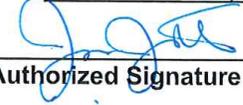
COST PROPOSAL (Pricing/Bid Sheet)

FIRE PROTECTION SYSTEM SERVICES FOR THE CITY OF SPRING HILL

Service	Pricing Format	Cost
Annual Wet System Inspection	Per System	\$ 140
Annual Dry System Inspection	Per System	\$ 180
5-Year Wet System Inspection -w Internal Inspection and Gauge Replacement	Per System	\$ 400
3-Year Dry System Inspection	Per System	\$ 350
Quarterly Inspections	Per Visit	\$ 300
Trip Test (Dry System)	Per System	\$ 200
Emergency Service	Hourly Rate	\$ 130
General labor	Hourly Rate	\$ 125
Material Markup	%	% 15
After-Hours Rate	Hourly	\$ 200

Respectfully submitted,

Proposer: JARRETT FIRE Protection

By: 
(Authorized Signature for Proposer)

Name: JOSLYN JARRETT

Email: JOSLYN@JARRETTFIRE.COM

Phone: 615-747-0201

Title: BUSINESS DEVELOPMENT COORDINATOR

Date: 3/9/26

Jarrett Fire Protection
2 Dell Parkway
Nashville, TN

March 9, 2026

Kyle Therriault
Purchasing Agent
City of Spring Hill
199 Town Center Parkway
Spring Hill, TN 37174

Subject: Proposal for Fire Protection System Services

Dear Mr. Therriault,

Jarrett Fire Protection is pleased to submit our proposal to provide inspection, testing, maintenance, and repair services for the City of Spring Hill's fire protection systems.

Since 2015, our company has provided NFPA-compliant fire protection services for municipalities, school districts, and commercial facilities throughout Middle Tennessee. Our team includes NICET-certified technicians and more than 30 dedicated service professionals, allowing us to deliver reliable inspections, clear reporting, and responsive emergency service.

Located in Nashville, we are well positioned to support Spring Hill with prompt service, 24-hour emergency response, and the experienced personnel necessary to maintain safe and compliant fire protection systems across the City's facilities.

Thank you for the opportunity to submit this proposal. We appreciate your consideration and look forward to the possibility of serving the City of Spring Hill.

Respectfully submitted,

Jarrett Fire Protection

Joslyn Jarrett

Name: JOSLYN JARRETT

Title: BUSINESS DEVELOPMENT COORDINATOR

Phone: 615-747-0201

Email: JOSLYNEJARRETT@JFIRE.COM

Proposal for Fire Protection System Services

City of Spring Hill, Tennessee

Submitted by:

Jarrett Fire Protection
2 Dell Parkway
Nashville, Tennessee

7. Proposal Requirements

7.1 Company Information

Company Background and Experience

Jarrett Fire Protection, a division of Jarrett Companies, was established in 2015 and has quickly grown into one of the leading fire protection service providers in the Nashville and Middle Tennessee region. Our Service and Inspection Division currently maintains inspection, testing, and maintenance contracts with more than ten municipalities and school districts throughout the region.

Our team specializes in NFPA-compliant inspection, testing, maintenance, and repair of fire protection systems. Jarrett Fire Protection is NICET certified and employs highly trained technicians who hold certifications and licenses across multiple fire protection disciplines. Our goal is to provide thorough, accurate, and reliable service that ensures our customers remain compliant with local fire marshal and NFPA requirements.

Office Location and Service Area

Jarrett Fire Protection is headquartered at **2 Dell Parkway in Nashville, Tennessee**, conveniently located near Nashville International Airport. Our service territory typically covers a two-hour radius surrounding Nashville; however, we routinely provide service beyond that area when necessary.

Our company is licensed to operate in **Tennessee, Kentucky, and Alabama**, allowing us to support regional clients with consistent service standards and rapid response capabilities.

Staff Certifications and Licenses

Jarrett Fire Protection maintains **NICET Level III certification in Fire Sprinkler Systems** and employs technicians who are NICET certified and fully trained in fire protection inspection and service procedures.

Our technicians are certified and qualified to install, inspect, test, and maintain a wide range of fire protection systems, including:

- Fire sprinkler systems
- Fire alarm systems
- Fire pumps
- Backflow prevention devices
- Kitchen hood suppression systems (including CaptiveAire systems)
- Portable fire extinguishers
- Emergency and exit lighting systems
- Special hazard suppression systems

Our technicians maintain all required licenses, certifications, and insurance coverage necessary to perform fire protection services in accordance with applicable codes and regulations.

7.2 Technical Approach

Emergency Response Procedure

Jarrett Fire Protection provides **24-hour emergency service response** for all contracted clients. All service requests are directed to our primary office number at **615-515-1290**.

During normal business hours, calls are received by our Service Manager who immediately dispatches the appropriate technician. After hours, calls are automatically forwarded directly to the **on-call service technician**, ensuring customers are connected immediately with a qualified technician who can assess the situation and provide an estimated arrival time.

Unlike many service providers that rely on third-party call centers, Jarrett Fire Protection routes emergency calls directly to our technicians. This allows us to provide **faster response times and more accurate service coordination**.

Inspection and Testing Procedures

Jarrett Fire Protection performs all inspection, testing, and maintenance services in accordance with the most current editions of:

- **NFPA 25 – Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems**
- **NFPA 13 – Installation of Sprinkler Systems**
- **NFPA 72 – Fire Alarm and Signaling Systems**
- **NFPA 14 – Standpipe Systems**
- **NFPA 20 – Fire Pumps**

Our technicians perform all required quarterly, annual, and multi-year inspections including but not limited to:

- Wet pipe and dry pipe sprinkler system inspections
- Main drain and inspector's test valve testing
- Alarm device testing
- Control valve inspections
- Gauge testing and replacement
- Dry system trip testing
- Air pressure and compressor inspections
- Backflow coordination when required

Each technician is equipped with a service vehicle stocked with necessary tools and equipment as well as a tablet-based inspection reporting system. Inspection findings are recorded digitally in real time.

Once inspections are completed:

1. Reports are electronically submitted to our Service Management team for review.
2. Any deficiencies are documented and repair proposals are prepared.
3. Completed reports are submitted to the appropriate **Authority Having Jurisdiction (AHJ)** to maintain compliance with local fire code requirements.

This process ensures our clients remain fully compliant while maintaining detailed inspection records for future reference.

7.3 Staffing Plan

Number of Technicians

Jarrett Fire Protection currently employs **32 dedicated inspection and service technicians**, allowing us to provide reliable coverage and maintain prompt service response times for all customers.

Our staffing capacity ensures that municipal clients such as the City of Spring Hill will receive timely inspection scheduling, responsive service calls, and dependable emergency support.

Certification Levels

Jarrett Fire Protection maintains **NICET Level III certification** in fire sprinkler systems and is fully licensed as a **Fire Sprinkler Contractor in the State of Tennessee**.

All technicians maintain appropriate certifications and training required to perform inspection, testing, and maintenance of fire protection systems in accordance with applicable codes and regulations.

Documentation of company licenses, certifications, and insurance coverage is included with this proposal.

On-Call Procedures

Jarrett Fire Protection maintains an **on-call technician rotation** to ensure immediate response to after-hours service requests.

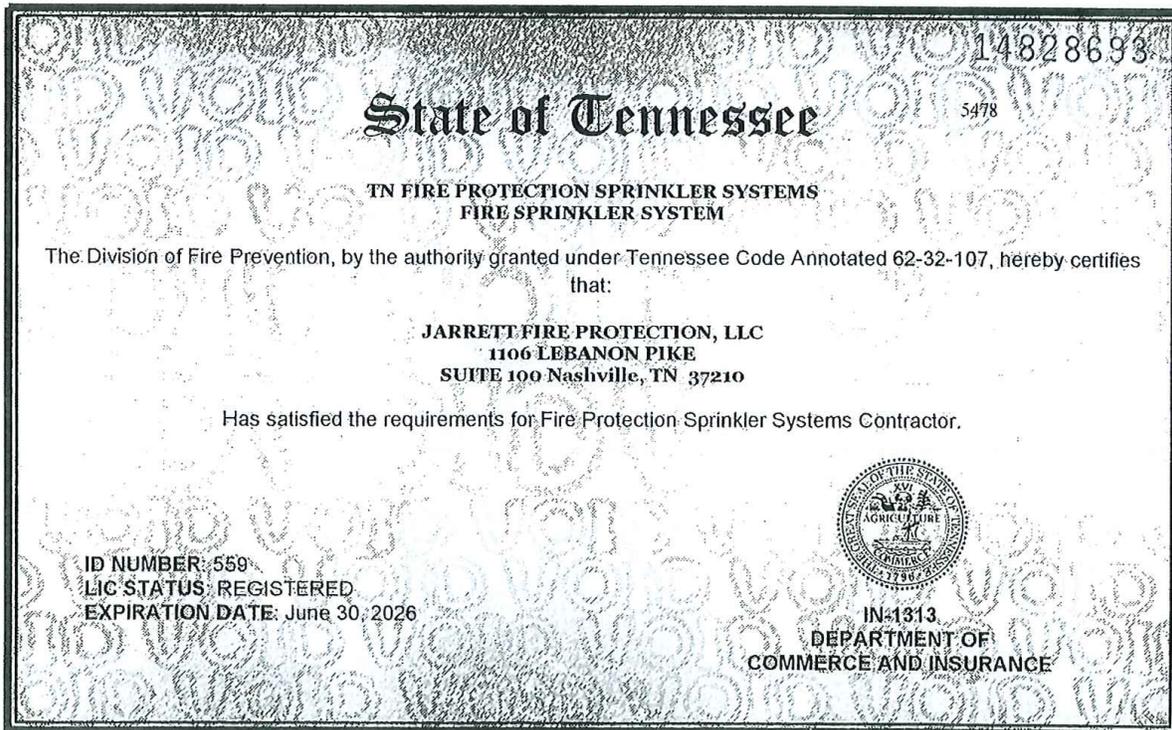
When a technician is on call, all after-hours service calls are forwarded directly to their cell phone so they may speak directly with the customer and begin traveling to the job site immediately.

If the on-call technician is unavailable to answer the call, a secondary escalation procedure (call tree) is implemented and the Service Manager receives the call to coordinate the emergency response.

This structure ensures that emergency service requests are addressed quickly and efficiently at all times.



JARRETT FIRE PROTECTION, LLC
1106 LEBANON PIKE
SUITE 100
NASHVILLE, TN 37210





Bond Department
6 Cadillac Dr., Suite 200
Brentwood, TN 37024
615.385.8330

December 2, 2025

Re: Surety Bonds for Jarrett Fire Protection, LLC

To Whom It May Concern:

This letter is to inform you that we have been providing surety bonds to Jarrett Fire Protection, LLC. They are a very reputable company and currently have surety lines set up with multiple surety companies that are all AM Best "A" rated or better. Combined, these limits are:

Limits: \$5,000,000 Single/\$45,000,000 Aggregate

This letter is not bindable and each bond is subject to the normal underwriting requirements determined by the surety company. We highly recommend Jarrett Fire Protection, LLC for the project and are confident they will qualify for any bonding needed.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Patrick A. Beless".

Patrick Beless, AFSB, CPCU
Surety Practice Leader
Brown & Brown of Tennessee
615.385.8330

REFERENCES:

List 3 References.

Business METRO Nashville Public Schools
Address 1417 Murfreesboro Pike, Nashville, TN 37217
Contact
Name Chad Perkins Phone 615-945-4017

Business Franklin Special School District
Address 507 New Highway 96 West, Franklin, TN 37064
Contact
Name Chip Sternenberg Phone 615-416-4831

Business Metro General Services
Address 730 2nd Ave S, Nashville, TN 37210
Contact
Name Mike Pardue Phone 615-578-2845

CITY OF SPRING HILL CONSTRUCTION CONTRACT

CERTIFICATE OF NONDISCRIMINATION

As Bidder, Contractor, or Subcontractor on City of Spring Hill Construction Project,

1. the undersigned states that he does not discriminate against any subcontractor, employee or applicant for employment on the grounds of race, color, national origin, or sex and, if awarded a contract for this project, agrees in performance of work:
2. not to discriminate against any subcontractor, employee, or applicant for employment on the grounds of race, color, national origin or sex;
3. to maintain payrolls of laborers and mechanics employed on this contract until 90 days after final release and final payment by the City;
4. require a similar certificate to be executed by each subcontractor at the time a subcontractor is executed under the contract with the requirement that such subcontractor agrees to require a similar certificate of requirement on any lower tier of subcontractors.

Contractor's Name JARRETT FIRE PROTECTION

Date 3/19/26

RESOLUTION 26-70

**A RESOLUTION AUTHORIZING AN EXPENDITURE FOR
CONTRACT RENEWAL WITH R J YOUNG FOR COPIER/PRINTER
SERVICE**

WHEREAS, printing needs and copy service demands rise as city staffing grows; and

WHEREAS, the City of Spring Hill Information Technology Department has obtained a quote for 20 large-scale copier/printers to replace the current units in use, plus an additional 4 for the expansion of city hall and the onboarding of the water ops facility, and the most favorable pricing for the city's printing service demands is available under a five-year term; and

WHEREAS, the Information Technology Department did not issue a formal notice to bid for this service due to the operational complexities and potential disruption that a vendor change could cause; and

WHEREAS, the printing service subscriptions will be funded from General Fund account 110-41641-52721.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, that the expenditure be budgeted via the IT Department over the length of the contract for five (5) years is hereby authorized for R J Young, as recommended by staff.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, this 16th day of March, 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Information Technology
DATE: 3/16/2026
SUBJECT: Resolution 26-70, R J Young Printer Contract Renewal

RECOMMENDATION: Staff recommends approval of Resolution 26-70, authorizing renewal of the Printing/Copier Contract with R J Young.

BACKGROUND: We have been utilizing R J Young for many years and have established a great relationship with them. They are locally based in Nashville. The print demands of the city are growing, and R J Young has the scalability to meet them.

FINANCIAL IMPACT: The total estimated cost for the renewal on a 60-month term is \$186,508.80 (\$37,301.76 annually plus the page rate laid out in the R J Young Proposal). Funding for this project will be provided through the IT Department's Line 110-41641-52721.

SUPPORTING DOCUMENTS:

Resolution 26-70
R J Young Proposal



City of Spring Hill | IT Department
199 Town Center Parkway
Spring Hill, Tennessee 37174
nhoeldtke@springhilltn.org



Solutions Proposal



PREPARED FOR
CITY OF SPRING HILL

SUBMITTED ON
02/20/26

PREPARED BY
Sam Krodel
Account Executive



We Make It Right™ Guarantee

Careful attention to customer satisfaction is the reason we've been in business since 1955

"Our policy is very simple. If you are not happy with our equipment, service, supplies, billing - anything - let us know and we'll make it right, right away."

Chip Crunk
CEO



RJ Young Service

Customers


43,000
customers


67,411
devices
under Management


4.3
billion clicks
under management


9,821
monthly phone calls


157
monthly virtual calls

Employees

14.9
years
average service
technician tenure

9.3
years
average employee
tenure at RJ Young


15,000 hours
technicians spent
training in 2021

Service


76.1%
calls resolved
on 1st technician visit


96%
help desk
resolution rate


11 seconds
average customer care
response time


3:23 minutes
average help desk
response time


1.29 hours
average service
call length


42,447
average copies
between service calls



730A Freeland Station Dr | Nashville, TN 37228

PREPARED BY

Sam Krodel
Account Executive
| sam.krodel@rjyoung.com

Solution Pricing

Recommended Models in Proposed Equipment Configurations



- Ricoh IM C3010
- Color Laser Multifunction Printer
- Prints up to 30 ppm, copy, scan, fax (optional)
- Prints up to 12"x18"
- Paper capacity up to 4,700 pages

Proposed Accessories: PB3320 Paper-feed unit 2 x 550 sheets, Type M52 Fax option



- Ricoh IM C4510
- Color Laser Multifunction Printer
- Prints up to 45 ppm, copy, scan, fax (optional)
- Prints up to 12"x18"
- Paper capacity up to 4,700 pages

Proposed Accessories: PB3320 Paper-feed unit 2 x 550 sheets, Type M52 Fax option



- Ricoh IM C3510
- Color Laser Multifunction Printer
- Prints up to 35 ppm, copy, scan, fax (optional)
- Prints up to 12"x18"
- Paper capacity up to 4,700 pages

Proposed Accessories: PB3320 Paper-feed unit 2 x 550 sheets, Type M52 Fax option



730A Freeland Station Dr | Nashville, TN 37228

PREPARED BY

Sam Krodel
Account Executive
| sam.krodel@rjyoung.com

Equipment Pricing

Quantity	Model	Accessories
21	IM C3010	PB3320 Paper-feed unit 2 x 550 sheets, Type M52 Fax option
1	IM C4510	PB3320 Paper-feed unit 2 x 550 sheets, Type M52 Fax option
2	IM C3510	PB3320 Paper-feed unit 2 x 550 sheets, Type M52 Fax option

Recommended Monthly Plan

Lease Duration	Monthly Payment	BW Allowance	Color Allowance
60 Months	\$3,108.48	X	X
36 Months	\$4,479.47		

IM C3010 & IM C3510 Rates: **BW:** 0.0085 **Full Color:** 0.0551
 IM C4510 Rates: **BW:** 0.0082 **Full Color:** 0.0529

Unless otherwise noted, this plan includes all service, parts, and supplies excluding paper and staples. Manage account activity through RJ Young ePASS for supply orders, meter reading, and more.

City of Spring Hill is on a Cost per Copy setup and I have gotten approval to lock your click rates for the duration of this contract.

The rates will stay at **BW:** 0.0085 **Full Color:** 0.0551 for the 21 Ricoh IM C3010s and the 2 Ricoh IM C3510s as well as **BW:** 0.0082 **Full Color:** 0.0529 for the one Ricoh IM C4510.



730A Freeland Station Dr | Nashville, TN 37228

PREPARED BY

Sam Krodel
 Account Executive
 | sam.krodel@rjyoung.com



730A Freeland Station Dr | Nashville, TN 37228

PREPARED BY

Sam Krodel
Account Executive
| sam.krodel@rjyoung.com

RESOLUTION 26-71

A RESOLUTION AUTHORIZING THE CITY OF SPRING HILL, TENNESSEE TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH RAFTELIS FINANCIAL CONSULTANTS, INC.

WHEREAS, the City of Spring Hill, Tennessee (the “City”) periodically requires professional financial and consulting services to support Spring Hill Water projects and related municipal initiatives; and

WHEREAS, the City desires to retain Raftelis Financial Consultants, Inc. to provide professional financial and management consulting services, which may include financial modeling, rate studies, capital improvement planning support, funding and grant analysis, debt advisory services, utility financial analysis, and related professional advisory services; and

WHEREAS, the Professional Services Agreement between the City and Raftelis Financial Consultants, Inc. establishes the general terms and conditions under which such services may be provided on an as-needed basis, with the specific scope of work, deliverables, schedule, and compensation to be defined in individual Task Orders issued under the Agreement; and

WHEREAS, the Professional Services Agreement provides for an initial term of three (3) years, with the option for up to two (2) additional one-year renewal terms upon mutual written agreement of the parties and approval by the City in accordance with applicable law; and

WHEREAS, the Professional Services Agreement itself does not authorize specific project work or expenditures beyond those approved through separate Task Orders and in accordance with the City’s purchasing policies and applicable budget appropriations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, that the Professional Services Agreement between the City of Spring Hill and Raftelis Financial Consultants, Inc., in substantially the form presented to the Board, is hereby approved, and the Purchasing Agent is authorized to execute said Agreement and any documents necessary to effectuate its intent.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 16th day of March 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Dan Allen, P.E, Assistant City Administrator
DATE: March 16, 2026
SUBJECT: Resolution 26-71 | A Resolution to Authorize Payment of a Workers' Compensation Premium Audit Invoice with Public Entity Partners

RECOMMENDATION:

Staff recommends approval of a resolution authorizing the Purchasing Agent to execute a Professional Services Agreement with Raftelis Financial Consultants, Inc. to provide financial and utility consulting services for the City of Spring Hill on an as-needed basis.

BACKGROUND:

The City of Spring Hill periodically requires specialized financial and management consulting services to support utility operations, capital planning, and long-term financial strategy. These services may include financial modeling, rate studies, capital improvement planning support, funding analysis, debt advisory services, and other related professional consulting services.

Raftelis Financial Consultants, Inc. is a nationally recognized financial consulting firm specializing in utility finance, rate analysis, and strategic financial planning for public sector utilities. The proposed Professional Services Agreement establishes the general terms and conditions under which Raftelis may provide consulting services to the City.

The agreement will allow the City to utilize Raftelis on an as-needed basis through individual Task Orders that define the scope of work, schedule, and compensation for specific projects. Execution of this agreement will allow the City to efficiently obtain specialized financial consulting services as needed to support ongoing and future utility-related initiatives.

FINANCIAL IMPACT:

The Professional Services Agreement does not obligate the City to any specific expenditure. Costs for services will be authorized through individual Task Orders issued under the agreement and will be funded through the applicable departmental budgets or project funding sources as approved.



City of Spring Hill | Finance Department
199 Town Center Parkway
Spring Hill, Tennessee 37174
dallen@springhilltn.org

RESOLUTION NO. 26-72

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE, UPDATING AND SUPERSEDING THE PREVIOUSLY ADOPTED FISCAL YEAR 2026–2027 BUDGET CALENDAR

WHEREAS, the Board of Mayor and Aldermen adopted Resolution No. 25-294 establishing the Fiscal Year 2026–2027 Budget Calendar; and

WHEREAS, the City of Spring Hill annually prepares, reviews, and adopts an operating budget in accordance with the Tennessee Comptroller’s Office, the City Charter, and all applicable state laws; and

WHEREAS, staff has identified the need to update the Fiscal Year 2026–2027 Budget Calendar to reflect revised scheduling and operational considerations in relation to Water Capital Projects, and Budget Work Session Scheduling; and

WHEREAS, maintaining an accurate and updated budget calendar ensures transparency, efficiency, and appropriate coordination among departments, advisory committees, and the Board of Mayor and Aldermen; and

WHEREAS, staff has presented a amended Fiscal Year 2026–2027 Budget Calendar for Board review and acknowledgement.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, hereby supersedes Resolution No. 25-294 adopting the Fiscal Year 2026–2027 Budget Calendar; and

BE IT FURTHER RESOLVED that the revised Fiscal Year 2026–2027 Budget Calendar, as presented and attached hereto, is hereby adopted this 16th day of March, 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Rebecca Holden, Finance Director
DATE: 03/13/2026
SUBJECT: Fiscal year 2026-2027 Budget Calendar Amendment

RECOMMENDATION:

Staff is requesting acknowledgement and authorization to proceed with the amended 2026-2027 Budget Calendar. Formal adoption of the calendar ensures that all departments, committees, and elected officials are aligned with state standards and fully prepared for the upcoming budget cycle.

BACKGROUND:

The Board previously adopted a budget calendar for Fiscal Year 2026–2027 by resolution to guide the City’s annual budget development process. Since that time, staff has identified the need to revise certain dates and sequencing within the calendar to better align with operational needs, scheduling considerations, and coordination among departments, advisory committees, and the Board of Mayor and Aldermen.

OVERVIEW OF CHANGES:

- Rates and Revenue Discussion: Removed from March 2, 2026
- Revenue Review & Discussion: Added to March 16, 2026
- Pay Plan Review & Discussion: Added to March 18, 2026
- FY27 SH Water Capital Projects Review & Discussion BOMA Work Session: Added for March 30, 2026
- Budget Work Session #1-General Government Funds: Moved from April 20, 2026, to May 4, 2026
- Budget Work Session #2-SH Water Fund Overview: Added for May 5, 2026



City of Spring Hill | Finance Department
199 Town Center Parkway
Spring Hill, Tennessee 37174
rholden@springhilltn.org

City of Spring Hill		
2026-2027 Budget Calendar		
Date / Range	Milestone / Meeting	Presented To
Monday, November 3, 2025	Budget Calendar Discussion – BFAC Meeting	Budget and Finance Advisory Committee
Monday, December 1, 2025	Budget Calendar Presentation – BOMA Work Session	Board of Mayor and Aldermen
Monday, January 5, 2026	Strategic Plan & 10 Year Capital Plan - BOMA Work Session	Board of Mayor and Aldermen
January 6, 2026 - January 16, 2026	Department Review & Input – New Positions and New Vehicle or Equipment	
Tuesday, January 20, 2026	Administration Review – New Position Requests	Administration
Monday, February 2, 2026	FY27 Budget Kickoff – BFAC Meeting	Budget and Finance Advisory Committee
Tuesday, February 3, 2026	Administration Review – New Vehicle and Equipment Requests	Administration
Monday, February 16, 2026	New Vehicle and Equipment Review and Discussion – BOMA Work Session	Board of Mayor and Aldermen
February 17, 2026 - March 6, 2026	Department Review & Input – Operational Budgets	
Monday, March 2, 2026	FY27 Capital Projects Review & Discussion – BOMA Work Session	Board of Mayor and Aldermen
Monday, March 16, 2026	Revenue Review & Discussion – BOMA Work Session	Board of Mayor and Aldermen
Wednesday, March 18, 2026	Pay Plan Review & Discussion – BOMA Work Session	Board of Mayor and Aldermen
March 9, 2026 - March 20, 2026	General Government Operational Budget Meetings – Administration Review	Administration
March 23, 2026 - March 27, 2026	Spring Hill Water Operational Budget Meetings – Administration Review	Administration
Monday, March 30, 2026	FY27 Spring Hill Water Capital Projects Review & Discussion – BOMA Work Session	Board of Mayor and Aldermen
Monday, May 4, 2026	Budget Work Session #1 - General Government Funds Overview	Board of Mayor and Aldermen
Tuesday, May 5, 2026	Budget Work Session #2 - Spring Hill Water Fund Overview	Board of Mayor and Aldermen
Monday, May 18, 2026	First reading of Budget Ordinance	Board of Mayor and Aldermen
Tuesday, May 19, 2026	Annual Budget Notice (After 1st reading)	
Monday, June 1, 2026	Second Reading of Budget Ordinance	Board of Mayor and Aldermen
Friday, June 12, 2026	Budget Submission to Comptroller	
Wednesday, July 1, 2026	New Fiscal Year	

BOMA Work Sessions
BFAC Meetings
Administration Review / Department Input

RESOLUTION NO. 25-294

**A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF
SPRING HILL, TENNESSEE, ADOPTING THE FISCAL YEAR 2026–2027 BUDGET
CALENDAR**

WHEREAS, the City of Spring Hill annually prepares, reviews, and adopts an operating budget in accordance with the Tennessee Comptroller’s Office, the City’s Charter, and all applicable state laws; and

WHEREAS, staff has formally presented the Fiscal Year 2026–2027 Budget Calendar for BOMA review and acknowledgement, and the calendar has been structured to meet the expectations outlined in the Tennessee Comptroller’s Budget Manual and the Financial Excellence Award program; and

WHEREAS, aligning the budget development process with these standards ensures that the City’s budgeting practices remain transparent, timely, and consistent with strong financial management principles; and

WHEREAS, adoption of the Budget Calendar provides a clear schedule for departmental submissions, administrative review, Budget and Finance Advisory Committee (BFAC) meetings, Board of Mayor and Aldermen work sessions, and all required statutory budget actions.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, hereby adopts the Fiscal Year 2026–2027 Budget Calendar as presented and

attached to this resolution, and authorizes City staff to proceed with all necessary actions to implement the calendar in accordance with the Tennessee Comptroller’s Budget Manual and related financial standards.


Matt Fitterer, Mayor

ATTEST:


April Goad, City Recorder

LEGAL FORM APPROVED:


Patrick Carter, City Attorney

SPRING HILL
T E N N E S S E E

STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Rebecca Holden, Finance Director
DATE: 12/01/2025
SUBJECT: Fiscal Year 2026-2027 Budget Calendar

RECOMMENDATION:

Staff is requesting acknowledgement and authorization to proceed with the 2026-2027 Budget Calendar. Formal adoption of the calendar ensures that all departments, committees, and elected officials are aligned with state standards and fully prepared for the upcoming budget cycle.

PURPOSE:

The purpose of this memorandum is to formally present the Fiscal Year 2026–2027 Budget Calendar for BOMA review and acknowledgement. This calendar has been structured to meet the expectations outlined in the Tennessee Comptroller’s Budget Manual and Financial Excellence Award program, ensuring the City’s budgeting process remains transparent, timely, and consistent with strong financial management practices.

BUDGET CALENDAR OVERVIEW:

The attached FY 2026–2027 Budget Calendar outlines the full schedule of departmental input, administrative review, Budget and Finance Advisory Committee (BFAC) meetings, BOMA work sessions, and statutory budget adoption milestones. The schedule includes key events such as:

- Budget Calendar Presentation (BOMA Work Session)
- Strategic Plan & 10-Year Capital Plan Review
- New Position and Equipment Request Reviews
- Operational Budget Reviews
- Capital Projects Work Sessions
- Rates & Revenue Discussion
- Budget Work Sessions #1 and #2
- First and Second Readings of the Budget Ordinance
- Required public notices
- Budget submission to the Tennessee Comptroller’s Office



CITY OF SPRING HILL

199 Town Center Pkwy, PO Box 789, Spring Hill TN, 37174

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City of Spring Hill 2026-2027 Budget Calendar		
Date / Range	Milestone / Meeting	Presented To
Monday, November 3, 2025	Budget Calendar Discussion – BFAC Meeting	Budget and Finance Advisory Committee
Monday, December 1, 2025	Budget Calendar Presentation – BOMA Work Session	Board of Mayor and Aldermen
Monday, January 5, 2026	Strategic Plan & 10 Year Capital Plan - BOMA Work Session	Board of Mayor and Aldermen
January 6, 2026 - January 16, 2026	Department Review & Input – New Positions and New Vehicle or Equipment	
Tuesday, January 20, 2026	Administration Review – New Position Requests	Administration
Monday, February 2, 2026	FY27 Budget Kickoff – BFAC Meeting	Budget and Finance Advisory Committee
Monday, February 2, 2026	Personnel Review & Discussion – BOMA Work Session	Board of Mayor and Aldermen
Tuesday, February 3, 2026	Administration Review – New Vehicle and Equipment Requests	Administration
Monday, February 16, 2026	New Vehicle and Equipment Review and Discussion – BOMA Work Session	Board of Mayor and Aldermen
February 17, 2026 - March 6, 2026	Department Review & Input – Operational Budgets	
Monday, March 2, 2026	FY27 Capital Projects Review & Discussion – BOMA Work Session	Board of Mayor and Aldermen
Monday, March 16, 2026	Rates & Revenue Discussion – BOMA Work Session	Board of Mayor and Aldermen
March 9, 2026 - March 20, 2026	General Government Operational Budget Meetings – Administration Review	Administration
March 23, 2026 - March 27, 2026	Spring Hill Water Operational Budget Meetings – Administration Review	Administration
Monday, April 20, 2026	Budget Work Session #1 - General Government Funds Overview	Board of Mayor and Aldermen
Monday, May 4, 2026	Budget Work Session #2 - Spring Hill Water Fund Overview	Board of Mayor and Aldermen
Monday, May 18, 2026	First reading of Budget Ordinance	Board of Mayor and Aldermen
Tuesday, May 19, 2026	Annual Budget Notice (After 1st reading)	Board of Mayor and Aldermen
Monday, June 1, 2026	Second Reading of Budget Ordinance	Board of Mayor and Aldermen
Friday, June 12, 2026	Budget Submission to Comptroller	Board of Mayor and Aldermen
Wednesday, July 1, 2026	New Fiscal Year	

BOMA Work Sessions
BFAC Meetings
Administration Review / Department Input

ORDINANCE NO. 26-02

AN ORDINANCE OF THE CITY OF SPRING HILL, TENNESSEE, THE THIRD AMENDMENT OF THE FISCAL YEAR 2025-26 BUDGET

WHEREAS, the Board of Mayor and Aldermen has been made aware that the previously approved budget for the fiscal year July 1, 2025 through June 30, 2026 needs to be amended; and

WHEREAS, the Board of Mayor and Aldermen desire to amend Ordinance 25-13, the same being the Appropriation Ordinance for the City of Spring Hill, Tennessee for the Fiscal Year July 1, 2025 through June 30, 2026;

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

SECTION 1. That amounts hereinafter set out to 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, 2025 and ending June 30, 2026, to wit:

LINE-ITEM AMENDMENTS

GL Code	R/E	Division	Notes	Fund Balance	Revenue	Expenditures	Effect
110-41100-59202	E	Legislation	Building Acquisition			\$6,038,709.14	Increase Expenditures
110-42220-52452	E	Fire Operations	Cellular			-\$7,200.00	Decrease Expenditures
110-42210-52452	E	Fire Administration	Cellular			\$3,000.00	Increase Expenditures
110-42230-52452	E	Fire Training	Cellular			\$1,200.00	Increase Expenditures
110-42240-52452	E	Fire Marshal	Cellular			\$3,000.00	Increase Expenditures
410-52430-59125	E	Cleburne Rd Lift Station Repairs	Capital Site Construction			\$121,597.88	Increase Expenditures
410-52424-59125	E	Pickets Ridge Lift Station Replacement	Capital Site Construction			\$145,000.00	Increase Expenditures
410-52417-59125	E	WWTP Expansion from 5 to 7.5 MGD	Capital Site Construction			-\$266,597.88	Decrease Expenditures
110-42220-59802	E	Fire Operations	Fire Apparatus			-\$646,733.00	Decrease Expenditures

150-42200-59411	E	Fire	Vehicles			\$1,235,000.00	Increase Expenditures
110-42200-36966	R	Fire	Transfer in from CERF		\$1,235,000.00	-	Decrease Revenue
110-42200-59802	E	Fire	Fire Apparatus			\$1,881,733.00	Increase Expenditures
121-48043-59123	E	Jim Warren Road (Port Royal to I65)	Capital Design			\$1,260,000.00	Increase Expenditures
311-48001-59000	E	Police HQ	Capital Outlay			-\$225,204.58	Decrease Expenditures
311-48001-59125	E	Police HQ	Capital Site Construction			-\$9,257,599.90	Decrease Expenditures
311-48001-59391	E	Police HQ	Capital Installation			-\$44,603.90	Decrease Expenditures
311-48002-59123	E	Buckner Lane	Capital Design			-\$1,066,440.00	Decrease Expenditures
311-48002-59125	E	Buckner Lane	Capital Site Construction			-\$2,464,366.25	Decrease Expenditures
311-48002-59131	E	Buckner Lane	Capital Easement Acquisition			-\$5,000,000.00	Decrease Expenditures
311-48002-59391	E	Buckner Lane	Capital Installation			-\$1,000,000.00	Decrease Expenditures
311-48002-59601	E	Buckner Lane	Capital CEI			-\$3,707,978.60	Decrease Expenditures
311-48002-59849	E	Buckner Lane	Buckner Lane Widening			-\$474,145.27	Decrease Expenditures
311-48003-59125	E	I-65 L1C1 & L1C2	Capital Site Construction			\$10,505,098.09	Decrease Expenditures
311-48003-59131	E	I-65 L1C1 & L1C2	Capital Easement Acquisition			-\$6,500.00	Decrease Expenditures
311-48003-59807	E	I-65 L1C1 & L1C2	I-65 Interchange			-\$128,888.00	Decrease Expenditures
311-48005-59122	E	Harvey Park Greenway	Capital Environment			-\$8,800.00	Decrease Expenditures

311-48005-59123	E	Harvey Park Greenway	Capital Design			-\$457,249.81	Decrease Expenditures
311-48005-59125	E	Harvey Park Greenway	Capital Site Construction			-\$1,363,213.00	Decrease Expenditures
311-48005-59601	E	Harvey Park Greenway	Capital CEI			-\$598,000.00	Decrease Expenditures
311-48013-59123	E	Port Royal and Countess Roundabout	Capital Design			\$15,830.00	Increase Expenditures
311-48026-59111	E	Project Parkland	Capital Land Acquisition			-\$1,599,951.74	Decrease Expenditures
311-48026-59121	E	Project Parkland	Capital Planning			-\$144,600.00	Decrease Expenditures
311-48026-59122	E	Project Parkland	Capital Environment			-\$47,200.00	Decrease Expenditures
311-48026-59123	E	Project Parkland	Capital Design			-\$50,000.00	Decrease Expenditures
311-48026-59125	E	Project Parkland	Capital Site Construction			-\$780.00	Decrease Expenditures
313-48007-59123	E	Port Royal Road & Buckner Ln Intersection	Capital Design			-\$8,028.01	Decrease Expenditures
313-48007-59125	E	Port Royal Road & Buckner Ln Intersection	Capital Site Construction			-\$1,400,000.00	Decrease Expenditures
313-48007-59132	E	Port Royal Road & Buckner Ln Intersection	Capital Utility Relocation			-\$500,000.00	Decrease Expenditures
313-48007-59601	E	Port Royal Road & Buckner Ln Intersection	Capital CEI			-\$140,000.00	Decrease Expenditures
313-48007-59860	E	Port Royal Road & Buckner Ln Intersection	Buckner & Port Royal Improvements			-\$155,966.81	Decrease Expenditures
313-48010-59123	E	Fire Station #4	Capital Design			-\$34.09	Decrease Expenditures
313-48010-59125	E	Fire Station #4	Capital Site Construction			-\$105,736.56	Decrease Expenditures

313-48010-59391	E	Fire Station #4	Capital Installation			-\$18,489.49	Decrease Expenditures
313-48010-59601	E	Fire Station #4	Capital CEI			-\$23.75	Decrease Expenditures
313-48011-59123	E	Port Royal Road (Duplex to Kedron)	Capital Design			-\$857,714.62	Decrease Expenditures
313-48012-59123	E	Kedron Road (US31 to I65)	Capital Design			-\$156,626.75	Decrease Expenditures
313-48018-59123	E	LPRF Grant - Fischer Park	Capital Design			-\$672.00	Decrease Expenditures
313-48018-59125	E	LPRF Grant - Fischer Park	Capital Site Construction			-\$82,943.56	Decrease Expenditures
313-48018-59601	E	LPRF Grant - Fischer Park	Capital CEI			-\$8,000.00	Decrease Expenditures
313-48019-59123	E	Jim Warren Bridge Improvements	Capital Design			-\$74,637.27	Decrease Expenditures
313-48020-59122	E	Peter Jenkins Greenway	Capital Environment			\$3,962.50	Increase Expenditures
313-48020-59123	E	Peter Jenkins Greenway	Capital Design			\$3,507.25	Increase Expenditures
313-48020-59125	E	Peter Jenkins Greenway	Capital Site Construction			-\$715,722.00	Decrease Expenditures
313-48022-59125	E	Port Royal Sidewalks	Capital Site Construction			-\$30,000.00	Decrease Expenditures
313-48030-59123	E	Bellagio Villas	Capital Design			-\$30,000.00	Decrease Expenditures
313-48030-59125	E	Bellagio Villas	Capital Site Construction			-\$2,000,000.00	Decrease Expenditures
313-48034-59125	E	New Playground at Harvey Park	Capital Site Construction			\$505,747.00	Increase Expenditures
313-48036-59125	E	Park Expansion Reserve	Capital Site Construction			-\$252,874.00	Decrease Expenditures
313-48037-59125	E	Fire Training Site	Capital Site Construction			-\$448,941.21	Decrease Expenditures

313-48043-59123	E	Jim Warren Road (Port Royal to I65)	Capital Design			-\$1,260,000.00	Decrease Expenditures
110-27111	FB	Fund Balance - Unappropriated		-\$6,038,709.14			Decrease Fund Balance
121-27111	FB	Fund Balance - Unappropriated		-\$1,260,000.00			Decrease Fund Balance
150-27111	FB	Fund Balance - Unappropriated		-\$1,235,000.00			Decrease Fund Balance
311-27111	FB	Fund Balance - Unappropriated		\$38,134,789.14			Increase Fund Balance
313-27111	FB	Fund Balance - Unappropriated		\$7,733,193.37			Increase Fund Balance

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

PASSED AND ADOPTED BY THE BOARD OF MAYOR & ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE, THIS THE 16th DAY OF March 2026.

MATT FITTERER, MAYOR

ATTEST:

APRIL GOAD, CITY RECORDER

LEGAL FORM APPROVED:

PATRICK CARTER, CITY ATTORNEY

Passed on 1st Consideration: March 2, 2026

Passed on 2nd Consideration: March 16, 2026

SPRING HILL
T E N N E S S E E

STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: J. Carter Napier, City Administrator & Rebecca Holden, Finance Director
DATE: 2/17/2025
SUBJECT: Ordinance 26-02: FY 26 Budget Amendment #3

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve Ordinance 26-02 as presented.

PURPOSE:

Ordinance 26-02 provides for the third budget amendment for the FY 26 budget. The provided ordinance is meant to provide modification to the previously adopted budget and detail those changes for BOMA consideration.

DESCRIPTIONS:

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

Purchase of Station Hill (Resolution 26-07)

The City's purchase of Station Hill, as approved in Resolution 26-07, is included in this budget amendment. This acquisition will be funded through unassigned fund balance in the General Fund. As a result of the purchase, General Fund cost savings are expected going forward because lease payments previously budgeted within the Facilities division will no longer be required. This amendment decreases the General Fund unassigned fund balance by \$6,038,709.14.

Fire Department -100' Ladder Truck Budget Correction (Resolution 23-158)

This budget amendment corrects the FY26 budget to align with Resolution 23-158 and to properly budget for the purchase of the 100-foot ladder truck, with an estimated delivery date of March 2026. The amendment appropriates \$1,235,000 from Capital Equipment Replacement Fund fund balance for the vehicle purchase and records a \$646,733 transfer within the General Fund to align the Fire apparatus budgets with the approved funding plan. This amendment is funded through CERF and existing General Fund appropriations and does not result in a net change to General Fund fund balance.



CITY OF SPRING HILL
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Fire Department – Division Allocation Correction

The Fire Department includes multiple divisions, and cell phone expenses are billed and allocated by division. During the FY26 budget process, the department budgeted all cell phone expenses in the Fire Administration division; however, actual billing is split across divisions. This amendment reallocates budget among Fire divisions to more accurately reflect costs by division and improve reporting consistency. Because this change is a transfer within the same fund and department/divisions, there is no impact to fund balance.

Spring Hill Water Capital Project Budget Reallocations

This amendment reallocates existing capital project budget within Spring Hill Water to address current fiscal year needs. Budget is being added to three capital projects, funded by a corresponding reduction in the WWTP Expansion from 5.0 to 7.5 MGD project, which has been delayed approximately two years. Because this is a reallocation of existing budget within the fund, there is no impact to fund balance. The projects receiving additional budget are:

- **Cleburne Road Lift Station Rehabilitation (Resolution 26-18)**
As approved in Resolution 26-18, this amendment allocates additional budget for the purchase and installation of new parts and rehabilitation of the Cleburne Road Lift Station. John Bouchard & Sons Co., the City's existing awarded pump and motor repair contractor, will perform the work under the approved contract to ensure compliance with procurement requirements.
- **Pickets Ridge Lift Station Replacement (Resolution 26-50)**
Construction bids for the Pickets Ridge Lift Station Replacement exceeded the engineer's estimate, requiring additional funds to fully cover project costs. Due to the critical need for lift station reliability and the risk of sanitary sewer overflows, this project remains a priority for completion within the current fiscal year.

Capital Projects

Budget Amendment #3 reflects the reconciliation of capital project budgets within Fund 311 (18-75 Capital Projects) and Fund 313 (Capital Projects). Each project was reviewed for current budget, expenditures, encumbrances, and remaining balance to ensure appropriations align with actual project status and current priorities. As part of this reconciliation, the Jim Warren Road (Port Royal to I-65) project is being moved to the State Street Aid Fund to align the project with the appropriate funding source resulting in a decrease of fund balance. Unused project appropriations are being returned to fund balance in both capital funds, including \$38,134,789.14 in Fund 311 and \$7,733,193.37 in Fund 313.



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FINANCIAL IMPACT:

Budget Amendment #3 results in a decrease to General Fund unassigned fund balance of \$6,038,709.14 related to the Station Hill purchase (Resolution 26-07). Other General Fund items included in this amendment are budget reallocations and do not result in a net change to General Fund fund balance. There is also a decrease to the Capital Equipment Replacement Fund fund balance of \$1,235,000.00 related to the ladder truck purchase (Resolution 23-158). Spring Hill Water capital project changes are funded through reallocations of existing project budgets and have no impact to fund balance. As a result of the capital project reconciliation, Fund 311 (18-75 Capital Projects) returns \$38,134,789.14 to fund balance and Fund 313 (Capital Projects) returns \$7,733,193.37 to fund balance through the removal of unused project appropriations and realignment of project budgets. The amendment also decreases State Street Aid Fund (Fund 121) fund balance by \$1,260,000.00 to accommodate the Jim Warren Road project budget being moved into State Street Aid as part of the capital project reconciliation.

Summary - Financial Impact of Budget Amendment #3		
110 - General Fund	\$ (6,038,709.14)	Decrease Fund Balance
121 - State Street Aid Fund	\$ (1,260,000.00)	Decrease Fund Balance
150 - Capital Equipment Replacement Fund	\$ (1,235,000.00)	Decrease Fund Balance
311 - 18-75 Capital Projects Fund	\$ 38,134,789.14	Increase Fund Balance
313 - Capital Projects Fund	\$ 7,733,193.37	Increase Fund Balance
TOTAL:	\$ 37,334,273.37	



CITY OF SPRING HILL
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RESOLUTION 26-61

A RESOLUTION OF THE CITY OF SPRING HILL, TENNESSEE, DELEGATING CERTAIN ADMINISTRATIVE AND PERSONNEL AUTHORITY TO THE CITY ADMINISTRATOR

WHEREAS, the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee is responsible for establishing policy, adopting budgets, and determining authorized staffing levels for the City; and

WHEREAS, the Board recognizes that efficient municipal operations require the timely management of routine administrative and personnel matters; and

WHEREAS, in recent years, certain routine administrative and personnel matters have required Board approval, resulting in operational inefficiencies; and

WHEREAS, the Board desires to clarify the respective roles of the Board and City Administration by reserving policy, budgetary, and staffing level decisions to the Board while authorizing the City Administrator to manage routine administrative and personnel functions within adopted policies and approved budgetary limitations.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE, that the attached Exhibit A, “Delegation of Authority” is hereby approved and incorporated herein by reference as an integral part of this Resolution.

Adopted and approved on this 16th day of March 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Kelly Tenace | Human Resources Director
DATE: 03/16/2026
SUBJECT: Delegation of Administrative Authority to the City Administrator

STAFF RECOMMENDATION:

Staff recommend that the board adopt a protocol delegating certain administrative and personnel authorities to the City Administrator within adopted policy and budgetary limitations.

BACKGROUND:

In recent years, a number of routine administrative and personnel matters have required Board approval. While Board oversight of policy and budget matters remains essential, this practice has created inefficiencies in day-to-day operations.

The proposed delegation of authority clarifies the respective roles of the Board and City Administration by reserving policy, budget, and staffing level decisions to the Board while authorizing the City Administrator and staff to manage routine administrative and personnel functions within approved parameters.

FINANCIAL IMPACT:

There is no financial impact associated with this action. The proposed delegation does not authorize additional expenditures, increase authorized positions, or modify compensation or benefit plans.

SUPPORTING DOCUMENTS:

N/A



City of Spring Hill | Human Resources
199 Town Center Parkway
Spring Hill, Tennessee 37174
ktenace@springhilltn.org

Board of Mayor and Aldermen – Reserved Authority (Board Approval Required)

The following matters are reserved to the Board of Mayor and Aldermen:

1. **Adopt Annual Budget**
 - a. Compensation Plan and any Updates
 - b. Annual Benefit Plan and any Updates

2. **Personnel Administration**
 - a. Increase in the total number of authorized positions (any net addition).
 - b. Job reclassifications that increase overall personnel costs beyond the adopted annual budget (even if no net position increase).
 - c. Personnel changes between departments, including position transfers, job reclassifications, or related adjustments.

3. **Organizational Management**
 - a. Any significant organizational or structural changes within or across departments.

City Administrator – Delegated Administrative Authority

The City Administrator may exercise the following administrative authority consistent with:

1. **Personnel Administration**
 - a. Hire, promote, discipline, and terminate employees in accordance with adopted personnel policies and applicable laws.
 - b. Direct, supervise, and coordinate the activities of all City departments and employees.
 - c. Establish internal administrative policies, procedures, and work rules consistent with state and federal law.
 - d. Oversee performance management, corrective actions, and workplace investigations, unless otherwise provided by City policy.

2. **Organizational Management**
 - a. Assign and reassign work within existing positions and departments.
 - b. Implement **minor** organizational or structural adjustments **within a single department** that:
 - i. Do not constitute significant changes (as defined);
 - ii. Are not interdepartmental;
 - iii. Do not increase authorized positions or overall personnel costs.
 - c. Establish or revise job descriptions **consistent with the adopted compensation plan, provided** the revisions:
 - i. Remain within a single department;
 - ii. Do not affect an interdepartmental change;
 - iii. Do not increase overall personnel costs or authorized positions.

3. Policy Implementation

a. Develop, interpret, update, and administer personnel policies that have **no meaningful budget impact** and do not conflict with Board-adopted plans or this delegation.

4. Negotiation Authority

The City Administrator may negotiate on behalf of the City **only** when such authority is expressly granted by separate Board resolution or action.

General Provision – Any authority not expressly delegated to the City Administrator under this policy remains with the Board of Mayor and Aldermen.

RESOLUTION 26-74

A RESOLUTION AUTHORIZING THE SUBMISSION OF A REQUEST TO AMEND THE TDOT LOCAL AGENCY PROJECT AGREEMENT FOR THE HARVEY PARK GREENWAY PROJECT

WHEREAS, the City of Spring Hill previously entered into a Local Agency Project Agreement with the Tennessee Department of Transportation (TDOT) for the Harvey Park Greenway Project, which was authorized by Resolution 19-227; and

WHEREAS, the current grant contract for the Harvey Park Greenway Project expired on December 31, 2025; and

WHEREAS, the City desires to request an amendment to the Local Agency Project Agreement to extend the project schedule and contract term in order to allow the City to continue administration of the project and maintain eligibility for the associated grant funding; and

WHEREAS, any amendment to the Local Agency Project Agreement must be approved by the Board of Mayor and Aldermen prior to execution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, that staff is authorized to submit the necessary documentation to the Tennessee Department of Transportation requesting an amendment to the Local Agency Project Agreement for the Harvey Park Greenway Project for the purpose of extending the project schedule and grant contract.

BE IT FURTHER RESOLVED that any amendment received from the Tennessee Department of Transportation will be presented to the Board of Mayor and Aldermen for approval and authorization for execution prior to being finalized by the City.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 16th day of March 2026.

Matt Fitterer, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Rebecca Holden, Finance Director
DATE: 03/16/2026
SUBJECT: Harvey Park Greenway Grant Contract Amendment Request

STAFF RECOMMENDATION:

Staff recommends approval of the resolution authorizing submission of a request to amend the TDOT Local Agency Project Agreement for the Harvey Park Greenway Project. Approval will allow the City to request an extension of the grant contract so the project may continue under the existing grant agreement.

SUMMARY:

The City of Spring Hill previously entered into a Local Agency Project Agreement with the Tennessee Department of Transportation (TDOT) for the Harvey Park Greenway Project, which was authorized by Resolution 19-227.

The project is funded through a combination of federal Transportation Alternatives Program (TAP) funds and Surface Transportation Block Grant (STBG) funds administered by TDOT. TAP funds are programmed for construction and Construction Engineering and Inspection (CEI), while STBG funds support the NEPA design phase and right-of-way acquisition. Both funding sources operate under an 80 percent federal and 20 percent local cost share.

The current grant contract for the project expired on December 31, 2025. To continue administration of the project and maintain eligibility for the associated federal funding, the City must request an amendment to the Local Agency Project Agreement to extend the project schedule and contract term.

Approval of this resolution authorizes staff to submit the necessary documentation to TDOT requesting the contract extension. Supporting documentation provided with this request includes a summary from the City's consultant, Verdantas, and an updated project timeline outlining the anticipated schedule for completion of the remaining project phases.

If TDOT approves the amendment request, the proposed amendment will be brought back to the Board of Mayor and Aldermen for approval and authorization for execution.

FINANCIAL IMPACT:

Approval of this resolution will allow the City to request an amendment to extend the grant contract and project schedule. This action does not authorize additional expenditures and does not increase the City's previously approved local financial contribution to the project



City of Spring Hill
199 town Center Parkway
P.O. Box 789
Spring Hill, Tennessee 37174
931-486-2252

To whom it may concern,

On January 6, 2020 the City of Spring Hill entered into Agreement Number: 190380 with the State of Tennessee Department of Transportation (TDOT) for the design and construction of the Harvey Park Greenway – Phase 1 (Project Identification Number: 128150.02, Federal Project Number: STP-M-9323(4), State Project Number: 94LPLM-F2-121), which is attached for reference. This agreement is to utilize STBG grant monies for the engineering design services, NEPA services and Right-of-Way acquisitions via the TDOT Local Programs Process. On July 20, 2020, Amendment No. 1 was issued to include TAP funds for the construction and CEI services.

In early 2020, the City of Spring Hill engaged with local consultants to begin the NEPA services with the initial NEPA submittal to TDOT in October 2020. In March 2022, the Notice to Proceed for Preliminary Engineering was issued and Preliminary Plans were submitted to TDOT in June 2022. The submitted Preliminary Plans required an adjustment to the Area of Potential Effect (APE), which was also submitted to TDOT in June 2022 for which it was determined that a FEMA No-Rise Study would be required. In September 2022 the city approved an amendment to prepare a No-Rise Study. In January 2023, TDOT requested a NEPA Reevaluation submittal, for which a DRAFT was submitted in January 2023 with the formal submittal in March 2023.

During the completion of the FEMA No-Rise Study several issues were identified. One being that the current greenway design has increased impacts upstream and downstream of Belshire Way that require notification and acceptance by property owners. Another concern is that the hydrology for McCutcheon Creek is much greater than the FEMA Flood Impact Studies (FIS) indicates. The City had been in discussions (with FEMA and a local developer) to resolve this issue with future developments that impact the floodplain. Because the impacts upstream of Belshire Way was not able to be resolved until the hydrology study is completed by the developer, the city and TDOT agreed to separate the greenway project into two phases.

In February 2024, the city approved an amendment with the consultant to revise the plans and FEMA No-Rise Study accordingly. The FEMA No Rise Study was then finalized and a No Rise Letter and associated report was provided to TDOT in September 2024, which addressed TDOT's concerns.

In November 2024, the city approved additional consultant fees to address TDOT required Environmental Reevaluation items and an Archaeological Survey. Since then, we have been working with TDOT on a NEPA Reevaluation for which we are still awaiting approval.

Recently we were informed that the TDOT contract had expired on December 31, 2025. Therefore, the City of Spring Hill is requesting an extension until December 31, 2029, to accommodate the challenges encountered during this project to position the City of Spring Hill to successfully bid out this project once approvals and funding have been secured.



Project Schedule

<u>Activity</u> <u>Month/Year</u>	PIN _____
Begin NEPA Phase	_/_
Select Consultant	_/_
Submit Environmental Document to TDOT for Review	_/_
Begin Design Phase	_/_
Submit Preliminary Engineering Plans to TDOT for Review	_/_
Submit Right-of-Way Plans to TDOT for Review	_/_
Begin Right-of-Way acquisition if Applicable, and Utilities Coordination	_/_
Submit ROW, Utility and Railroad Estimates to TDOT	_/_
Submit Construction Plans to TDOT for Review	_/_
Submit Construction Estimate to TDOT for Review	_/_
Submit Bid Book and Advertisement to TDOT for Review	_/_
Advertise Project for Bids	_/_
Hold Bid Opening	_/_
Submit Bid Tabs to TDOT for Approval	_/_
Award Project	_/_
Hold Pre-Construction Conference	_/_
Date Project will be Completed _____	



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Dara Sanders | Development Services Director
DATE: 03/16/2026
SUBJECT: Ordinance 26-XX: Rezoning for a future portion of Spring Hill Commerce Center)

STAFF RECOMMENDATION:

Staff recommends approval of Rezoning for a future portion of Spring Hill Commerce Center (RZN 1940-2025). The Planning Commission voted unanimously to recommend approval of this request on March 10, 2026.

BACKGROUND:

This parcel is a 25-acre tract (2860 Clark Road) and is zoned (AG) Agriculture District.

The Spring Hill Commerce Center Planned Development was approved by the Board of Mayor and Alderman in 2023 by Ordinance 22-26. This Planned Development rezoned the surrounding parcels to PD, I-2 and allowed for the proposed development of a 700-acre industrial park east of interstate 65. This parcel was annexed as part of Resolution 25-13 (ANX 1620-2024 and ANX 1621-2024).

The applicant is requesting to rezone the subject property from AG to I-2, with the intent of adding the property to the Spring Hill Commerce Center Planned Development. The applicant has proposed a condition of approval that “the subject property is ineligible for development approval until it is incorporated into the Spring Hill Commerce Center Planned Development”.

Staff finds that this rezoning request aligns with the future land use zoning map as Gateway Area and aligns with the vision statements in the plan the City’s goal, “We will invest in our community”, specifically investing in the potential for more job opportunities in the Planned Development.

FINANCIAL IMPACT:

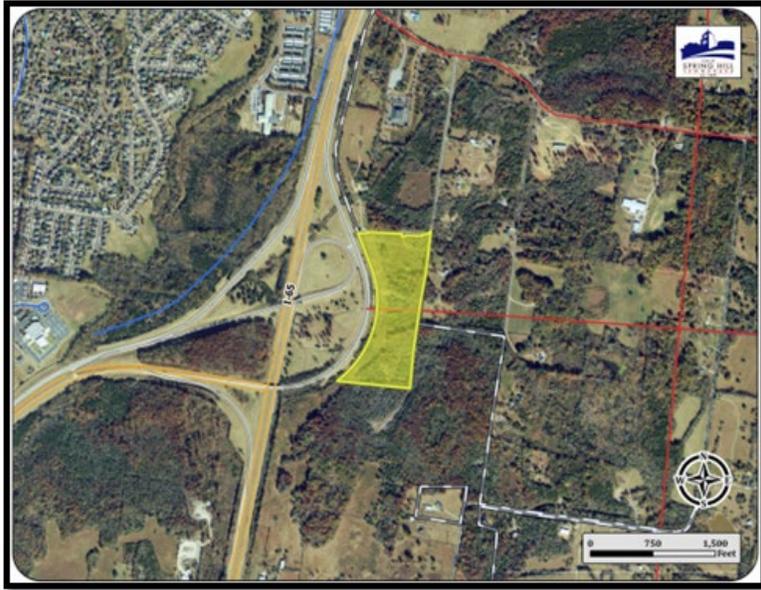
There are no known negative impacts at this point, however staff will continue to monitor the situation and update as needed.

SUPPORTING DOCUMENTS:

Supporting documentation is attached.



City of Spring Hill | Development Services
8060 Station Hill Drive
Spring Hill, Tennessee 37174
dsanders@springhilltn.org





STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Dara Sanders | Development Services Director
DATE: 03/16/2026
SUBJECT: Ordinance 26-XXX: Rezoning for a future portion of Spring Hill Commerce Center

STAFF RECOMMENDATION:

Staff recommends approval of Rezoning for a future portion of Spring Hill Commerce Center RZN 2011-2026. The Planning Commission voted unanimously to recommend approval of this request on March 10, 2026.

BACKGROUND:

This parcel is a 19-acre tract (0 Clark Road) and is zoned (AG) Agriculture District.

The Spring Hill Commerce Center Planned Development was approved by the Board of Mayor and Alderman in 2023 by Ordinance 22-26. This Planned Development rezoned the surrounding parcels to PD, I-2 and allowed for the proposed development of a 700-acre industrial park east of interstate 65. This parcel was annexed as part of Resolution 25-13 (ANX 1620-2024 and ANX 1621-2024).

The applicant is requesting to rezone the subject property from AG to I-2, with the intent of adding the property to the Spring Hill Commerce Center Planned Development. The applicant has proposed a condition of approval that “the subject property is ineligible for development approval until it is incorporated into the Spring Hill Commerce Center Planned Development”.

Staff finds that this rezoning request aligns with the future land use zoning map as Gateway Area and aligns with the vision statements in the plan the City's goal, “We will invest in our community”, specifically investing in the potential for more job opportunities in the Planned Development.

FINANCIAL IMPACT:

There are no known negative impacts at this point but staff will continue to monitor the situation and update as needed.

SUPPORTING DOCUMENTS:

Supporting documentation is attached.



City of Spring Hill | Development Services
8060 Station Hill Drive
Spring Hill, Tennessee 37174
dsanders@springhilltn.org





STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Rebecca Holden, Finance Director
DATE: 03/13/2026
SUBJECT: Revision to the City of Spring Hill Internal Control Manual

RECOMMENDATION:

Staff recommends approval of the revised **Internal Control Manual** as presented. Adoption of the updated manual will ensure the City continues to meet statutory requirements and maintain strong internal financial controls.

BACKGROUND:

The City of Spring Hill maintains an Internal Control Manual to ensure the proper stewardship of public funds and assets and to comply with applicable state requirements governing local government financial management. The manual is structured around the internal control framework established by the U.S. Government Accountability Office (GAO) in *Standards for Internal Control in the Federal Government* (commonly referred to as the "Green Book").

Tennessee Code Annotated § 9-18-102 requires local governments to establish and maintain internal controls designed to provide reasonable assurance regarding the reliability of financial reporting, compliance with applicable laws and regulations, and the effectiveness and efficiency of operations.

The Internal Control Manual outlines the City's policies, objectives, and procedures related to financial operations including collections, disbursements, payroll, safeguarding of assets, debt compliance, grant compliance, communication of financial information, and monitoring of internal controls.

FISCAL IMPACT:

There is no direct fiscal impact associated with the adoption of the revised Internal Control Manual. The revisions primarily reflect updates to administrative policies and procedures governing financial operations.



City of Spring Hill | Finance Department
199 Town Center Parkway
Spring Hill, Tennessee 37174
rholden@springhilltn.org

City of Spring Hill
Internal Control Manual
Effective Date:

1 INTRODUCTION

The City of Spring Hill, TN holds a fundamental responsibility to its taxpayers, ratepayers and constituents to be good stewards of public funds and property. To fulfill this obligation, the City maintains an Internal Control Manual built upon widely recognized best practices and mandated state and federal directives.

In accordance with Tennessee Code Annotated (TCA) § 9-2-102, the Tennessee Comptroller's Office, Department of Audit, prescribes uniform accounting systems for all entities handling public funds. Furthermore, TCA § 9-18-102 requires local governments to establish and maintain internal controls aligned with the U.S. Government Accountability Office (GAO) guidance, titled Standards for Internal Control in the Federal Government (the Green Book).

The internal control system consists of three objectives and 5 main components. Within the 5 components there are 17 principles that apply to certain components. The state considers the 5 elements mandatory, and the 17 principles are optional. The City of Spring Hill, TN has chosen to address these minimum requirements of the state in this manual. In addition, the City will utilize the 17 principles from the Green Book, are presented below for informational purposes and to help explain the 5 components.

THREE (3) OBJECTIVES OF INTERNAL CONTROLS:

1. Reporting – reliability
2. Operations – effective and efficient
3. Compliance – compliant with applicable laws, regulations, contracts and grant agreements

FIVE (5) MAIN COMPONENTS OF INTERNAL CONTROLS THAT ARE REQUIRED TO BE ADDRESSED:

1. Control Environment
2. Risk Assessment
3. Control Activities
4. Information and Communication
5. Monitoring

The purpose of this manual is to ensure that the objectives of reporting and compliance are established. The operational objective will be developed using various financial best practices, state and federal laws, and regulations. Policies will be developed to suit specific needs of city functions and resources. Detailed procedures will then be developed and documented as a means for cities to comply with its established policies.

OV2.09 THE GREEN BOOK*Figure 3: The Five Components and 17 Principles of Internal Control:***CONTROL ENVIRONMENT:**

1. The oversight body and management should demonstrate a commitment to integrity and ethical values.
2. The oversight body should oversee the entity's internal control system.
3. Management should establish an organizational structure, assign responsibility, and delegate authority to achieve the entity's objectives.
4. Management should demonstrate a commitment to recruit, develop, and retain competent individuals.
5. Management should evaluate performance and hold individuals accountable for their internal control responsibilities.

RISK ASSESSMENT:

6. Management should define objectives clearly to enable the identification of risks and define risk tolerances.
7. Management should identify, analyze, and respond to risks related to achieving the defined objectives.
8. Management should consider the potential for fraud when identifying, analyzing, and responding to risks.
9. Management should identify, analyze, and respond to significant changes that could impact the internal control system.

CONTROL ACTIVITIES:

Source: GAO. GAO-14-704G.

10. Management should design control activities to achieve objectives and respond to risks.
11. Management should design the entity's information system and related control activities to achieve objectives and respond to risks.
12. Management should implement control activities through policies.

INFORMATION AND COMMUNICATION:

13. Management should use quality information to achieve the entity's objectives.
14. Management should internally communicate the necessary quality information to achieve the entity's objectives.
15. Management should externally communicate the necessary quality information to achieve the entity's objectives.

MONITORING:

16. Management should establish and operate monitoring activities to monitor the internal control system and evaluate the results.
17. Management should remediate identified internal control deficiencies on a timely basis.

2 FIVE COMPONENTS OF INTERNAL CONTROL

2.1 CONTROL ENVIRONMENT

Overview

The control environment is the foundation for **all** other components of internal control, providing discipline and structure. Moreover, management establishes the tone at the top regarding the importance of internal control and expected standards of conduct and reinforces expectations at various levels. Control environment factors include the integrity, ethical values and competence of the city's personnel; the way management assigns authority and responsibility and organizes and develops its personnel; and the attention and direction provided by the governing body.

OBJECTIVES

1. The governing body and management should conduct business with integrity and ethical behavior.
2. Provide direction and oversight for city's internal control system.
3. Hire qualified and competent management.
4. Establish structure, authority and responsibility and hold individuals accountable for internal control responsibilities

POLICIES

1. The governing body through management has adopted a personnel manual which includes job descriptions with minimum job requirements.
2. The governing body provides oversight through review and adoption of the annual budget.
3. Organizational charts are reviewed for needed changes in regard to authority and responsibility.

PROCEDURES

Procedures of policy 1

- Detailed job descriptions with minimum job requirements are a part of the city's personnel manual. The minimum job requirements are based on like positions in similar governments and will meet state or federal requirements if applicable.
- Hiring procedures are detailed in the manual and prohibit hiring anyone who does not meet the minimum job requirements.

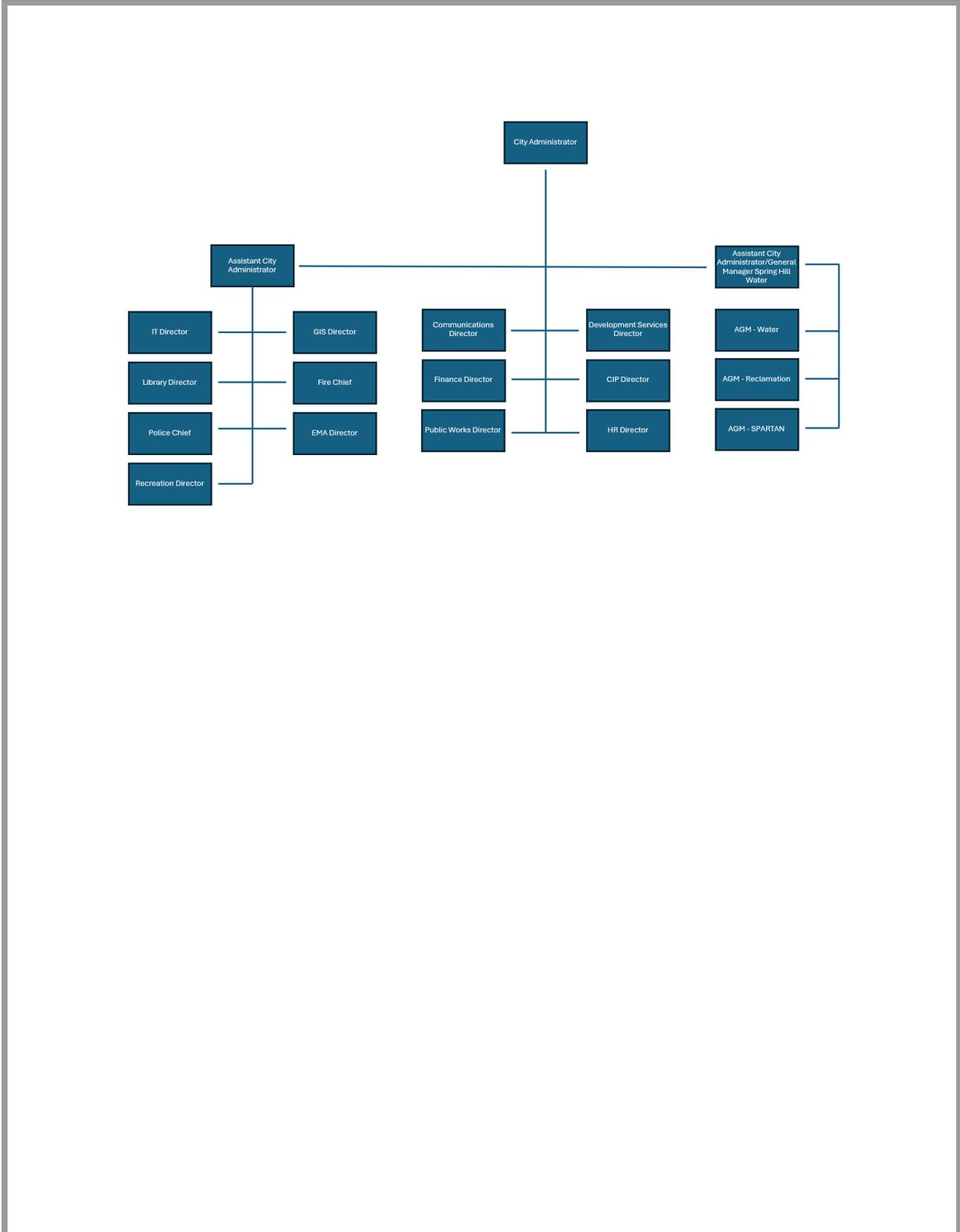
Procedures for policy 2 & 3

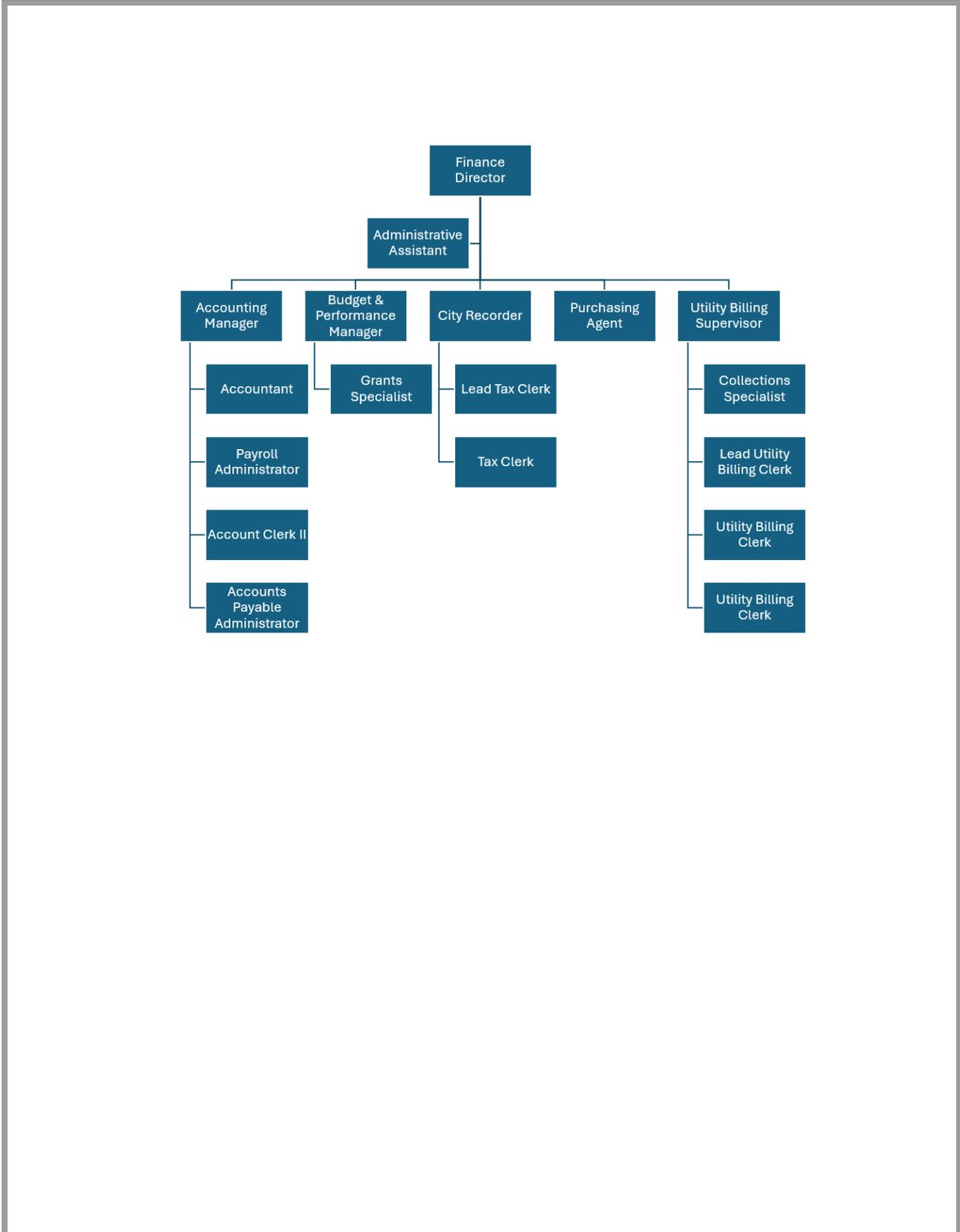
- The City Administrator, in coordination with the Finance Department, administers the annual budget process in accordance with the City Charter and adopted Budget Policy.
- The Finance Department, under the direction of the City Administrator, develops and distributes the annual budget calendar, instructions, forms, and budget preparation materials to departments.
- The Finance Department coordinates the budget process timeline and provides departments with required worksheets, instructions, and submission deadlines consistent with the City's adopted budget policy.
- Department Heads are responsible for preparing and submitting departmental budget requests in the format and timeline prescribed by the Finance Department and City Administration.
- Budget requests must include supporting justification for requested changes, operational needs, and service impacts.
- Departments are responsible for ensuring requests align with City priorities, service levels, and financial constraints.
- The City Administrator reviews departmental budget submissions, evaluates organizational priorities and financial capacity, and directs development of the proposed annual budget for consideration by the governing body.
- The Finance Department supports development of the proposed budget by providing financial analysis, historical trends, revenue projections, expenditure estimates, and coordination assistance.
- Finance compiles departmental submissions and administrative recommendations into the City's proposed annual budget document.
- The Board of Mayor and Aldermen reviews the proposed budget and may provide policy direction or request revisions.
- In accordance with the City Charter and Tennessee municipal law, the governing body adopts the annual operating budget and property tax levy by ordinance following required public notice and hearing procedures.
- The adopted budget serves as the legal authorization for expenditures and departmental appropriations for the fiscal year.
- The Finance Department prepares all required budget adoption documentation and ensures compliance with statutory notice, public hearing, and adoption requirements.
- Finance maintains official records of the adopted budget ordinance and supporting financial schedules.
- Departments are responsible for operating within their adopted appropriations and monitoring actual expenditures against the approved budget.
- Departments must provide explanations for material budget variances when requested by Finance or City Administration.
- The Finance Department prepares monthly budget-to-actual financial reports for City Administration and the governing body to support fiscal oversight and transparency.
- Budget transfers and amendments must comply with the City's adopted Budget Policy and Charter requirements.

- Requests must include justification, identification of the funding source, and appropriate approval authority depending on the type and magnitude of the adjustment.
- Finance coordinates the processing and documentation of approved budget amendments.
- The Human Resources Department maintains the City's Authorized Strength document, which identifies all approved positions within the organization.
- The Authorized Strength document is reviewed and approved prior to the start of each fiscal year as part of the budget adoption process.
- Position additions, eliminations, or reclassifications are normally addressed through the annual budget process.
- Any position change requested outside the budget cycle must be initiated by the requesting department and submitted to Human Resources for review.
- HR coordinates with the Finance Department to evaluate budget impact and verify available funding.
- If approved by City Administration, Human Resources prepares the appropriate resolution to amend the Authorized Strength document for governing body consideration and adoption when required.
- Organizational charts are maintained and updated as needed when positions are added, modified, or eliminated to ensure accurate documentation of authority, reporting relationships, and responsibilities.
- Job descriptions are maintained for all positions and identify essential duties and reporting relationships.
- Job descriptions are reviewed and updated when duties or reporting relationships change to maintain organizational clarity and compliance.

2.1.1 City Organizational Charts

Organizational charts for the City will be shown on the following pages.





2.2 RISK ASSESSMENT

Overview

City officials and management assess risk of operations continually. The city has chosen to transfer the most common types of risk through the purchase of the following types of insurance:

- Property and Casualty
- Liability
- Errors and Omissions
- Worker Compensation

There are risks we cannot anticipate or know about. As it relates to financial and compliance issues we have assessed the following areas and identified certain risks that we feel need to be addressed by the development of internal control policies and procedures. Internal controls will not eliminate all risk but will help reduce risk to gain reasonable assurance that reporting and compliance objectives are being met.

Objectives

1. **Collections** are complete, timely and accurate.
2. **Disbursements** are for a valid city purpose and properly recorded.
3. **Assets** are properly safeguarded.
4. City is in **compliance** with contractual, local, state and federal laws, regulations, and internal policies.

RISK

Objective 1

1. Collections could be lost or misappropriated.
2. Collections could be recorded improperly.
3. Collections may not be deposited in the bank and recorded timely.

Objective 2

1. Disbursements could violate state purchasing statutes or local procurement policies.
2. Disbursements could be unauthorized.
3. Disbursements could be for personal items.
4. Disbursements could be made for items never received.

5. Disbursements could be recorded in the incorrect fund, department, or account.
6. Disbursements could exceed approved budgeted amounts.

Objective 3

1. Bank balances may be inaccurate due to failure to reconcile bank accounts.
2. Capital assets or inventory items could be missing.
3. Inventory is not available when needed.

Objective 4

1. Grant funds could be spent for unallowable items.
2. Grant rules may not be followed which could result in having to return federal or state funds.
3. Federal or state reporting requirements were not met.

The significant areas of risk are identified above, and policies and procedures will be documented in the **next section** to explain how the city plans to put internal controls in place to help reduce some of the risks associated with these areas of operations.

2.3 CONTROL ACTIVITIES

Overview

This section is where the detailed procedures will be documented. The objectives, policies and implemented procedures will be described for each of the significant areas identified in the Risk Assessment section.

2.3.1 Collections – Includes any and all monies owed to the City to include (but not necessarily limited to):

- Water and sewer revenues
- Property taxes
- Franchise taxes
- Wholesale liquor taxes
- Business license fees
- Recycling fees
- Garbage fees
- Stormwater fees
- Building permits
- Charges for various city services

- City court revenues
- Insurance recoveries
- Bond forfeitures
- Intergovernmental revenues
- Evidence Trust Fund seized money

Objectives

1. Collections are complete, timely and accurate.
2. Collections are safeguarded.
3. Collections should be recorded accurately and timely in the accounting system.

POLICIES

Objective 1

1. A receipt will be available for each collection made.
2. Each cashier will have their own cash drawer.
3. Two people will count down each cash drawer daily and verify funds to the journal register report.
4. No checks will be cashed from the cash drawers.
5. All cash drawers will be closed out and counted daily.
6. All funds will be deposited daily.
7. There will be no checks or cash left out of a deposit.

PROCEDURES

- City Hall has 4 cashiers. Cashiers 1,2 & 3 receipt utility payments and miscellaneous city fees. Cashier 4 receipts property tax payments and miscellaneous city fees. All 4 cashiers are cross-trained to handle all processing of payments. Each cashier balances their cash drawer daily then gives to the Accounting Clerk along with supporting documents for them to verify that the drawers are correct.
- Police Department has 1 cashier receipting court fines and police report fees and I Police staff performing end of day balancing.
- Library has 2 cashiers for all library related collections with 1 Kibrary staff performing end of day balancing
- Checks are stamped “for deposit only” and prenumbered receipts are available for all collections. Receipts list the date, amount, payer, proper accounting code, form of payment and the cashier. A copy is given to the customer, and one is retained for office records.

Accounting Clerk sends checks to bank via check scanner daily, then files checks along with supporting documents of checks deposited.

- Cash is then put into a bag provided by the bank then one of the cashiers verifies the amount in the bag then initials it and seals the bag for the bank courier to pick up.
- Daily cash reports and bank deposit records are given to the City Accountant.
- Bank statements are reconciled monthly.
- Evidence Trust Fund – Cash Handling Procedures:
 - Evidence Trust Fund monies generally originate from cash collected during arrests or from currency received as found property taken into police custody. The designated Evidence Officer shall deliver all such funds to the City Recorder or the Recorder's authorized designee. The Evidence Officer and the City Recorder (or designee) shall jointly count and verify the funds and document the amount received. A deposit shall be prepared and the funds deposited promptly in accordance with established cash handling procedures. This process ensures proper internal control and accountability.

POLICIES

Objective 2

8. All cash draws are locked when unattended.
9. All cash drawers are kept in a fireproof locked cabinet or the locked cash drawer located at the cashier's workstation during non-business hours.
10. Access to the fireproof cabinet is restricted.
11. Once the Accounting Clerk gets the deposit ready they bring it to the front counter for one of the utility clerks to verify the amount and initial a form showing it was checked and then the bag is sealed for the courier to pick-up.
12. At no time will cash be left out in the open unattended.
13. Employees are prohibited from comingling city assets with personal assets.

PROCEDURES

- Each cashier is issued a separate cash drawer to which they have the key. The drawers are to remain locked at all times when unattended.
- The fireproof cabinet will be unlocked each morning and will remain closed during the day. Cash drawers are placed in the fireproof cabinet or the locked drawer at the cashier's workstation. The Accounting Clerk and the City Recorder have access to the keys.

- All cash drawers will be closed and counted and will be done one at a time so there is always one cashier to take payments.
- All computer passwords will be changed periodically and access to collection, adjustment, voiding and other administrative functions will be restricted and checked regularly.
- Bank statements are reconciled monthly.

POLICIES

Objective 3

14. Chart of accounts changes will be reviewed with cashiers as needed.
15. All daily collection reports are posted to the general ledger by the Accounting Clerk.
16. All accounting system updates and changes are discussed with office staff and appropriate changes made if necessary.
17. Reconciliations are performed monthly by the City Accountant.

PROCEDURES

- The City Accountant will notify the cashiers if an account code is changed or added.
- The Accounting Clerk forwards the daily cash collection reports to the City Accountant when the deposit records are returned from the bank, and the Accounting Clerk posts to the general ledger.
- The Finance Director/IT department will notify the office staff when computer updates are scheduled. Staff is to report any problems to their supervisor immediately.
- Bank statements are reconciled monthly.

2.3.2 Disbursements/Drafts

Objectives

1. Disbursements are for a valid city purpose and necessary.
2. Disbursements are timely.
3. Disbursements are accurately coded and recorded in the accounting system.
4. Disbursements follow local, state, and federal law as applicable
5. Disbursements are legally appropriated.
6. Disbursements are authorized according to the City's Internal Purchasing Policy

POLICIES**Objective 1 and 2**

1. The city has adopted purchasing policies that comply with state law.
2. Various levels of authority have been assigned.
3. Purchases are authorized according to the City's Internal Purchasing Policy
4. Purchase orders and invoices are matched and sent manually or electronically to accounts payable for payment as soon as possible.
5. Checks are processed as often as necessary to ensure invoices are paid timely.
6. All checks require two signatures.
7. Payment registers are reviewed prior to check signing.

PROCEDURES**Procedures for policies 1-3**

- The City has an adopted a purchasing policy and will review/update it on an annual basis.
- Department heads will approve purchase requests for their departments and have them entered into the City's automated accounting software system.
- The City Administrator and Finance Director (both) will review and then approve all such requests on a periodic basis as needed, unless duty is delegated to the City's Purchasing Agent
- If the City Administrator, Purchasing Agent, or Finance Director have a question, the process will be halted until such time that issue is resolved or disapproved.
- If documentation cannot be provided to satisfy the requirements pursuant to the City's purchasing policy, a staff memo must be prepared and attached detailing the scenario surrounding the purchase, explanation of the violation (if applicable), and corrective mechansim (if applicable).
- Once a purchase request has been approved, the accounting software will create and assign a purchase order number (PO).
- The Accounts Payable Clerk will process PO's as they occur.
- Incoming daily mail will be delivered to the Accounts Payable Clerk who will open the envelopes. If the correspondence is an invoice, the clerk will process the invoice after approval from the department head. Department heads can also submit electronic invoices via the accounting software for processing.
- The Accounts Payable Clerk will scan invoices not received electronically.

2.3.2 Disbursements (continued)

Procedures for policies 4-7

- Payments can be processed electronically through the software but can, on occasion, be processed manually.
- All checks will have two signatures whether it is prepared electronically or manually.
- The Mayor, Vice-Mayor, City Administrator, Finance Director, City Recorder and City Accounting Manager are authorized to sign checks.
- The City Recorder is responsible for any changes in signatories and initiating wire transfers.
- The Accounts Payable Clerk generates a payment register report and emails it to the two signatories that will be electronically signing the check. Checks manually signed will have appropriate documentation to be reviewed prior to a signature.

POLICIES

Objective 3 and 4

8. The finance office uses a computerized accounts payable system.
9. All purchase requests are coded by the department head.
10. Invoices are entered in the accounts payable system.
11. Budget availability is verified during the invoice review process.
12. The signatories will review the payment register prior to the check run.
13. A purchase amount that is \$25,000 or higher requires a resolution to the BOMA for approval.

PROCEDURES

Procedures for policies 8-13

- Purchase requests begin at the department level and are entered into the accounting system for a purchase requisition to be electronically generated.
- The Purchasing Agent reviews each requisition to ensure compliance with the City's Purchasing Policy prior to issuing a purchase order.
- Accounts Payable generates the purchase order and delivers to the requester to notify they have received approval.
- Invoices are entered into the accounting system by the department heads and his/her designee as well as the Accounts Payable Clerk.
- The purchasing policy states that any single purchase greater than \$25,000 requires a resolution to be voted on by the BOMA.

- Prior to a check run, the Accounts Payable Clerk will generate a payment register and email it to the two signatories.
- The two signatories will review the purchase request prior to entering their coded signature.
- A request to break down a purchase request into a lesser amount to be under the \$25,000 limit will be reviewed and disallowed.

2.3.3 Payroll disbursements and payroll liabilities

Objectives

1. Payroll transactions are for a valid city purpose and necessary.
2. Payroll transactions are timely.
3. Payroll transactions are accurately coded and recorded in the accounting system.
4. Payroll transactions are legally appropriated.

POLICIES

Objective 1 and 2

1. The City adopts an annual operating budget that authorizes personnel appropriations and adopts a separate schedule of authorized strength to establish approved positions and staffing level
2. Various levels of authority have been assigned.
3. Timesheets are submitted electronically for payroll processing. The related benefit deductions are electronically generated in the accounting system as an ap packet and forwarded to accounts payable.
4. Payroll is processed every other Friday, with minor exceptions.
5. All manual checks require two signatures. Direct deposits require additional electronic approvals for submission.
6. Payroll summary registers are sent to the City Administrator and City Recorder prior to transmission of direct deposits.

PROCEDURES

Procedures for policies 1-3

- The City adopts an annual operating budget, which is reviewed and updated periodically, and adopts a schedule of authorized strength, which is updated annually and as needed to reflect approved positions
- Employees submit timesheets in the ESS system and the department heads approve their department's timesheets.
- Benefit payments are generated by payroll and verified against the related invoice, several times a year.
- If the Payroll Administrator has a question on a timesheet, payroll will be halted until such time that issue is resolved or disapproved.
- Once timesheets are reviewed by the Payroll Administrator various processes are completed to calculate payroll. The accounting software will create an invoice for benefit payments after the payroll process updates.
- The Accounts Payable Clerk will process benefits deduction as they are due.
- The Accounts Payable Clerk will scan all invoices not received electronically.

Procedures for policies 4-6

- Payments can be processed electronically through the software but can, on occasion, be processed manually.
- All accounts payable checks will have two signatures whether it is prepared electronically or manually. Direct deposits require additional electronic approvals for submission.
- The Mayor, Vice-Mayor, City Administrator, Finance Director, City Recorder and City Accounting Manager are authorized to sign checks.
- The City Recorder is responsible for any changes in signatories.
- The Accounts Payable Clerk generates a payment register report and emails it to the two signatories that will be electronically signing the check. Manual checks signed will have appropriate documentation to be reviewed prior to a signature.

POLICIES

Objective 3 and 4

7. The finance office uses a computerized payroll system.
8. All employee payroll account codes, pay rates and benefit deductions are entered by Human Resources per the approved budget.
9. Timesheets are entered into the ESS system and invoices are generated for benefits deductions for the Accounts Payable Clerk.

10. Budget availability is periodically reviewed by the Finance Department
11. The City Administrator and City Recorder is sent the Summary Register and/or supporting documentation for review prior to the check run or direct deposit.

PROCEDURES

Procedures for policies 7-11

- Timesheets begin at the employee level and are entered into the ESS system for the department heads review and approval.
- Benefit deductions are entered into the accounting system from an ap packet generated by the payroll process for the Accounts Payable Clerk to process. .
- Budget availability is reviewed periodically by the Finance Department. If the amounts exceed the total amount budgeted, the Finance may recommend a budget amendment or transfer
- Prior to a check run, the Accounts Payable Clerk will generate a payment register and email it to the two signatories.
- The two signatories will review receive the payment register prior to signing checks.

2.3.4 Safeguarding of Assets

Objectives

1. Ensure city assets are properly valued and protected.
2. Ensure Cash, Accounts Receivable and other asset accounts are reconciled.
3. Ensure investments are safe and in accordance with adopted investment policy.
4. Ensure city assets are protected against loss, misappropriation or theft.
5. Ensure inventory items are available when needed for use.

Policies

1. All bank account statements (checking, savings, investments, etc.) are reconciled to the municipal general ledger accounts monthly.
2. All bank accounts are appropriately collateralized. Any bank account balance that exceeds the FDIC coverage limit will be covered at 105% of the balance as per state statute. Any bank account balance maintained in a bank participating in the State Collateral Pool will be made to verify annually the accounts held are classified on the records of the bank as "Public."
3. All bank accounts are held in financial institutions under the municipality's name.
4. All withdrawals, checks, liquidations, etc., from any bank account requires two signatures.
5. All investments require two signatures.
6. Purchase documents contain enough information to readily identify corresponding capital assets. Capital assets are identified during the insurance renewal period that is performed annually.
7. Proper safeguards are in place to prevent theft or loss of assets.

Procedures

- Bank statements are reconciled monthly.
- The Finance Director and City Recorder verify that all bank accounts and/or investments are in the municipality's name and in the State Collateral Pool.
- All bank transactions will have two signatures with the exception of wire transfers which requires one signature.
- The City Administrator, Finance Director and City Recorder are authorized to add, delete or change accounts.

2.3.5 Debt Compliance**Objectives**

1. Ensure that state law regarding the issuance of debt is followed.

Policies

2. The city has adopted a debt management and financial policy in accordance with state requirements.
3. The Finance Director is well versed on the state requirements for issuing debt.

Procedures

- The Debt Management and Financial Policy will be reviewed and updated as needed.
- The Finance Director, whether a CMFO or a CPA, will be required to attend classes or conferences to keep abreast of State requirements.

2.3.6 Grant Compliance**Objectives**

- Ensure grant requirements are followed.
- Ensure grant activity is authorized, documented, budgeted, and reported.

Policies

4. Grants are coordinated through Finance to support compliance and consistent documentation.
5. Departments provide written justification and require project/budget details for grant applications.
6. Grant applications require administrative approval prior to submission.
7. Grant awards are accepted by the governing body including confirmation of match/funding strategy.

8. Departments manage grant project scope, deadlines, and deliverables and maintain supporting documentation.
9. Grant revenues and related appropriations are budgeted in accordance with the City's Budget Policy and are brought forward through the appropriate budgetary mechanism.
10. Grant closeout is documented using the required closeout form and coordinated through Finance.

Procedures

- Finance may identify grant opportunities and coordinates applications with the responsible department(s).
- Departments submit the required grant request package; Finance reviews for compliance and funding strategy before routing for approval to apply form City Administrator
- Upon award, Finance maintains award documentation and establishes tracking; departments manage project execution and timelines and communicate material changes.
- Departments submit required budget amendment requests; Finance reviews for funding alignment prior to processing.
- Finance reviews reimbursement requests/support prior to submission, as applicable.
- Departments complete the grant closeout form at the end of the grant period; Finance verifies final reporting/reimbursement and retention.

2.4 INFORMATION AND COMMUNICATION

Overview

Management has the responsibility to adequately communicate and provide information to both internal and external parties. It is important that employees know the objectives, policies and procedures management has established and what the expectations are for internal controls. External stakeholders also seek information regarding objectives and reliable financial information.

Objectives

1. Necessary quality information for achieving the City's objectives is available and used.
2. Necessary quality information for achieving the City's objectives is internally communicated by management.
3. Necessary quality information for achieving the City's objectives is externally communicated by management.

Policies

1. Information maintained in a format should be communicated in that same format. For example, if the general ledger is maintained on computer, the monthly budget to actual reports should be provided through a computer generated (or downloadable) report from that software package.

2. Reliable and accurate quality information from municipal internal sources must be communicated to the people who need it in a timely and useful format.
3. Because the credibility of the municipality, its governing body, and its public officials is at stake whenever information is released to outside parties, management should be confident the information being released is accurate and the release is in compliance with policies and procedures.

Procedures

Procedures for policy 1

- Review and document the information requirements to achieve key objectives and address the risks of the government.
- Review and document changes that occur in the objectives and the related changes in information requirements.
- Identify and evaluate the reliability and timeliness of relevant data from both internal and external sources.
- Review and evaluate whether data has been processed into quality information that allows management to make informed decisions and evaluate whether the City is achieving its objectives.

Procedures for policy 2

- Management clearly defines the lines of communication through policy manuals and organizational charts.
- Management has communicated the types of information required to achieve objectives and address risks.
- All internal control documents and related reports will be available to all staff in an appropriate method based on confidentiality and relevance to job responsibilities.
- The appropriate information delivery system has been determined (e.g. email, written memo, staff meetings, etc.) for changes and updates.
- Reports containing personally identifiable information or other protected or confidential information will be made available through communication methods that restrict internal and external access.
- Staff meetings will be used to reinforce memo, email, intranet, and restricted communications.

Procedures for policy 3

- Management should develop policies and procedures for communicating with external parties.
- Management should develop policies and procedures for evaluating the reliability of information provided to and received from external parties.
- Management should develop policies and procedures for ensuring that only authorized individuals provide information to external parties.
- Management should develop policies and procedures for ensuring that restricted information is provided only to authorized external parties.
- Management should develop policies and procedures for the redacting of information when requested under the open records statutes.

2.5 MONITORING

Overview

The internal control system changes as technology, staff, objectives and policies change. Management is charged with continually monitoring the internal control system to determine if it is operating as it was designed to do and to insure the controls are being followed.

Objectives

1. To practice activities to monitor the internal control system and evaluate the results.
2. To address deficiencies noted in the internal control system in a timely manner.

Policies

1. To ensure that internal controls do not deteriorate and continue to work as designed over time, an annual risk assessment will be conducted by City management.
2. To establish more efficient and effective operations over time.
3. To ensure accurate and reliable financial information is used in decision-making.

Procedures

Procedures for policies 1 and 2

- Evaluate and document the current state of the internal control system and document the differences between the criteria of the design and the current condition of internal control, for purposes of establishing a baseline.
- Determine whether to change the design of internal control or implement corrective actions to improve the operating effectiveness of internal control for differences that exist.

- Monitor internal control through built-in monitoring activities and periodic separate evaluations and document the results.
- Evaluate differences to determine if 1) changes in internal control have occurred but have not been documented, 2) internal control has not been properly implemented, or 3) internal control design changes are needed.

Procedures for policy 3

- The Accounting Clerk will review cash drawers and deposits daily to ensure policies are being followed, such as no cashing of personal checks, no borrowing from cash drawer and the makeup of cash vs checks is being documented.
- All accounts with financial institutions (checking, savings, investment, etc.) will be reconciled to the general ledger monthly.
- The above reconciliation will include a listing of outstanding checks and will be reviewed by management.
- Reconciling items on the above reconciliation will not be carried for more than 6 months.
- Reports comparing actual-to-budget expenditures (expenses) will be generated monthly by Finance and sent to the appropriate Department Director for review.
- Comprehensive monthly financial reports, including revenue and expenditure activity, will be provided to the City Administrator and reported to BOMA as part of the City's regular monthly reporting process.

2.6 SUMMARY

The framework of the manual complies with the state requirements and was created using the Green Book as guidance.

EXHIBIT A - EXCERPT OF LOCAL GOVERNMENT RELATED LAWS FROM THE COMPTROLLER'S AUDIT MANUAL

Laws and Regulations - Section APP.D
June 2015

4. Selected State Laws Affecting Municipalities

Municipalities must comply with federal, state, and local laws and regulations and charter and contract requirements. When determining which laws and regulations have a material direct or indirect impact on the financial statements, both quantitative and qualitative aspects must be considered. No one source summarizes all the applicable laws and regulations. The following list of references should be used only as a guideline in determining which state laws affect the municipality and should not be considered a comprehensive list of compliance features. These references do not necessarily represent the most significant laws, but represent areas in which recurring questions have arisen.

Many municipalities have "Private Act" charters. The Private Acts of the State of Tennessee should be reviewed for these municipalities to assess compliance requirements.

Selected Tennessee Code Annotated References for Municipalities

Charters

Section 6-1-101	Mayor - Alderman
Section 6-18-101	City Manager - Commission
Section 6-30-101	Modified City Manager - Council

Books and Records

Section 6-56-201	Municipal budget law of 1982
Section 8-44-104	Minutes required, open for public inspection
Section 9-2-102	Uniform accounting system
Section 9-2-102	Books closed within two (2) months after fiscal year end <i>(GO TO DETAILED GUIDANCE – APP.D-9)</i>
Section 9-2-103 – 104	Consecutively prenumbered receipts required
Section 9-2-106	Violation of receipt requirements is a Class C misdemeanor
Section 9-18-102(a)	Government to establish internal controls (effective 6-30-2016)
Section 39-14-130	Destruction of valuable papers with intent to defraud
Section 39-16-504	Destruction of and tampering with governmental records
Section 66-29-113	Reporting abandoned property

Audits and Other Regulatory Reporting to Local Government Audit

Section 4-30-101	Local Government Electronic Technology Act of 2009
Section 6-54-903	Travel Policies – Filing Requirements
Section 6-56-105	Audits of municipalities
Section 8-4-109	Audits of governmental entities, Comptroller authorized
Section 8-4-115	Audit of Standardized Booking Procedures
Section 8-4-501 – 505	Local Government Instances of Fraud Reporting Act

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EXHIBIT A - EXCERPT OF LOCAL GOVERNMENT RELATED LAWS FROM THE COMPTROLLER'S AUDIT MANUAL

Laws and Regulations - Section APP.D
June 2015

Audits and Other Regulatory Reporting to Local Government Audit (continued)

Section 9-3-212	Duty to order and pay for audits
Section 9-3-405	Audit Committees
Section 12-9-101 – 112	Local Government Joint Venture Entity Reporting (see Section K of this manual for additional information)
Section 47-10-101 – 103	Uniform Electronic Transactions (audit contract and audit report)
Section 47-10-119	Filing of pre-implementation statement and post-implementation review for electronic business systems that provide for electronic records of signatures and/or authorizations
Section 54-4-203	Request to combine State Street Aid with General Fund
Section 68-221-1012	Reporting water loss

Taxes

Section 6-55-101	Collection and payment of tax
Section 6-55-201	Sale of real estate for delinquency
Section 6-55-301	Privilege tax
Section 8-21-107	Payment (receipt) of fees, fines, costs, etc. by credit card
Section 9-1-108	Collection of taxes with credit or debit card
Section 57-4-306	Mixed drink tax allocation of funds
Section 67-5-2005	Delinquent municipal real property tax certified to county trustees
Section 67-5-2404	Delivery of delinquent tax list to attorney

Purchasing

Section 6-54-107	Officers' interest in municipal contracts prohibited
Section 6-56-301	Municipal purchasing law
Section 12-2-407	Sale of surplus property to governmental entities and not-for-profit corporations
Section 12-3-1201	Purchases for local governmental units (by department of general services)
Section 12-3-1209	Contracts with professional persons
Section 12-4-101	Personal interest of officers prohibited
Section 12-4-107	Contracts for professional services - engineering
Section 39-16-105	Buying and selling in regard to offices held or elected to

Investing and Banking

Section 6-56-106	Authorized investments
Section 6-56-110	Deposits to be secured by collateral
Section 9-1-107	Investments—deposits exceeding insurance limits
Section 9-4-101	Collateral

APP.D-11

EXHIBIT A - EXCERPT OF LOCAL GOVERNMENT RELATED LAWS FROM THE COMPTROLLER'S AUDIT MANUAL

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Debt

Section 9-21-408	Interfund loans
Section 9-21-601	Capital outlay notes
Section 9-21-903	Refunding bond issues

Disbursements

Section 6-54-111	Appropriation of funds for nonprofit organizations <i>(GO TO LAW SUMMARY – APP.D-15)</i>
Section 6-54-901	Reimbursement for expenses incident to holding office
Section 6-56-111	Deposit within three working days–petty cash fund
Section 6-56-111(c)	Use of consecutively prenumbered checks
Section 6-56-112	Expenditures for lawful municipal purpose
Section 54-4-204	State street aid: Purposes for expending funds; Accounting

Deficits and Unaccounted for Water

Section 68-221-1010	Report filed with Water and Wastewater Financing Board
Section 68-221-1012	Unaccounted for water

Landfills/Solid Waste

Section 68-211-835(g)	Solid Waste Disposal Fees
Section 68-211-874	Accounting

Municipal Utilities

Section 7-34-115	Disposition of revenue
Section 7-35-401	Sewers and waterworks–authority granted
Section 7-39-302	Municipal gas companies
Section 7-52-101	Municipal electric plant law
Section 7-52-401	Telecommunications Services
Section 7-52-601	Cable Television, Internet and Related Services
Sections 7-39-404, 7-52-118, 7-52-304, 7-52-404, and 7-52-606	In-lieu of tax payments

Police and City Courts

Section 8-4-115	Standardized procedures for booking of arrestees
Section 18-1-105	Court Clerk – Duties
Section 18-1-206	Disposal of physical evidence
Section 39-16-609	Failure to appear

APP.D-12

EXHIBIT A - EXCERPT OF LOCAL GOVERNMENT RELATED LAWS FROM THE COMPTROLLER'S AUDIT MANUAL

Laws and Regulations - Section APP.D
June 2015

Police and City Courts (continued)

Section 39-17-420	Drug control fines and forfeitures, allowed use of drug funds, Comptroller's guidelines must be followed for confidential expenditures—fingerprinting equipment
Section 39-17-428	Mandatory minimum fines—allocation of proceeds
Section 39-17-505	Possession of gambling device or record—forfeiture
Section 39-17-1317	Confiscation and disposition of confiscated weapons
Section 39-17-1318	New serial numbers for confiscated firearms
Section 40-33-201	Application (procedures in confiscation – general)
Section 40-35-313	Expungement from official records
Section 53-11-201	Procedure in confiscation
Section 53-11-204	Disposition of proceeds
Section 53-11-415	Special revenue account for drug fund
Section 53-11-451	Goods subject to forfeiture—seizure—disposition
Section 55-8-198	Citations based on surveillance cameras
Section 55-10-204	Illegal cancellation of traffic citations
Section 55-10-207	Electronic citation fees – special revenue fund
Section 55-10-208	Uniform traffic citation form
Section 55-10-303	Disposition of collections
Section 55-10-306	Record of traffic cases—report of convictions to department
Section 55-10-403	Forfeiture of vehicles (DUI)
Section 55-16-101	Report of unclaimed vehicles
Section 55-50-502	Suspension of licenses
Section 55-50-503	Surrender of license

Criminal Statutes

Section 39-11-106	Definitions (criminal offenses)
Section 39-14-104	Theft of services
Section 39-16-401	Definitions for public misconduct offenses
Section 39-16-402	Official misconduct
Section 39-16-403	Official oppression
Section 39-16-501	Definitions for interference with government operations offenses
Section 39-16-503	Tampering with or fabricating evidence
Section 40-39-201	Tennessee Sexual Offender and Violent Sexual Offender Registration, Verification and Tracking Act of 2004

Other

Section 4-4-108	Blanket surety bond required
Section 6-21-104 - 105	Surety bond required – City Manager-Commissioner Charter
Section 6-35-411	Surety bond required – Modified City Manager-Council Charter

APP.D-13

EXHIBIT A - EXCERPT OF LOCAL GOVERNMENT RELATED LAWS FROM THE COMPTROLLER'S AUDIT MANUAL

Laws and Regulations - Section APP.D
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Other (continued)

Section 6-51-121	Recording of annexation ordinance or resolution by annexing municipality
Section 6-56-401 et al	Municipal Finance Officer Certification and Education Act of 2007
Section 6-56-407	Penalty for noncompliance with Municipal Finance Officer Certification and Education Act of 2007
Section 8-44-101	Sunshine Law – Policy
Section 8-44-102	Open meetings
Section 8-44-103	Notice of public meetings
Section 9-1-109	Penalty for worthless checks/money orders
Section 9-3-504	Pension Funding Policies
Section 9-21-130	Guidelines and rules and regulations relating to contracts and agreements authorized. <i>(GO TO SUMMARY – APP.D-9)</i>
Section 10-7-503	Records open to public inspection
Sections 6-54-107 & 12-4-101	Conflict of interest
Section 62-2-107	Employment of licensees in public works

APP.D-14

EXHIBIT A - EXCERPT OF LOCAL GOVERNMENT RELATED LAWS FROM THE COMPTROLLER'S AUDIT MANUAL

Laws and Regulations - Section APP.D
June 2015

5. Municipal Donations to Nonprofit Organizations

Section 6-54-111, *Tennessee Code Annotated*, as amended, authorizes a municipality's governing body to appropriate funds for the financial aid of any nonprofit charitable organization that provides year-round services benefiting the general welfare of the residents of the municipality or any nonprofit civic organization working to maintain and increase employment opportunities in the municipality. This section also provides for the Comptroller of the Treasury to establish standard procedures to assist the municipal governing body in the disposition of funds so appropriated. The auditor should consider whether the municipality has complied with the following laws and rules:

1. A municipality may appropriate funds for only those nonprofit charitable organizations that provide year-round services benefiting the general welfare of the residents of the municipality, or any nonprofit civic organization classified under Sections 501(c)(4) or (6) of the Internal Revenue Code working to maintain and increase employment opportunities in the municipality.
2. Municipal payments to nonprofit organizations shall be limited to the amounts appropriated for such purposes and in keeping with the municipality's guidelines for how the appropriated funds may be spent.
3. The municipality shall require that each nonprofit organization receiving financial assistance from the municipality file with the disbursing official of the municipality a copy of an annual audit* of its business affairs and transactions and the proposed use of the contributed funds.
4. For appropriations to nonprofit civic organizations, notices shall be published in a newspaper of general circulation in the municipality of the intent to make an appropriation, specifying the intended amount and purpose.

* Attorney General Opinion number 91-52, addresses the requirement for an annual audit. The basis for the opinion indicates that an annual audit as used in this statute does not mean an audit conducted by an independent certified public accountant.

APP.D-15

EXHIBIT B EXCERPT OF LOCAL GOVERNMENT RELATED TN ATTORNEY GENERAL OPINIONSLaws and Regulations - Section APP.D
June 2015**7. Selected Attorney General Opinions**

The State Attorney General issues written legal opinions to certain state officials upon request. The Attorney General is required to provide written legal opinions to "the governor, secretary of state, state treasurer, comptroller of the treasury, members of the general assembly and other state officials...in the discharge of their official duties." 8-6-109 (b)(6), *Tennessee Code Annotated*.

The following is a summary of select opinions of interest;

Books and Records

<u>Date</u>	<u>Opinion Number</u>	<u>Description</u>
08/16/89	89-102	Accounting and auditing standards for local housing authorities
11/28/89	U89-134	Vending machines and pay telephone operations
08/13/90	U90-114	Application of open meetings act to city council interviews with applicants for city manager position
12/23/91	U91-164	Publication of official notices

Audit

<u>Date</u>	<u>Opinion Number</u>	<u>Description</u>
05/29/91	91-52	Filing annual audit under Section 6-54-111(c), <i>Tennessee Code Annotated</i>

Bids

<u>Date</u>	<u>Opinion Number</u>	<u>Description</u>
08/23/13	13-065	Requirement for local governments to seek competitive bids for liability insurance

Disbursements

<u>Date</u>	<u>Opinion Number</u>	<u>Description</u>
11/04/80	None	In-lieu-of-tax payments by a municipality's wholly-owned utility
10/27/88	88-194	Use of state street aid funds at the intersection

APP.D-26

EXHIBIT B EXCERPT OF LOCAL GOVERNMENT RELATED TN ATTORNEY GENERAL OPINIONS

Laws and Regulations - Section APP.D
June 2015

of a state highway and a municipal street

11/09/89	U89-130	Providing municipal services to residents on a private street
02/06/90	90-12	Spouse travel expenses
10/12/90	U90-149	Donations to nonprofit charitable and civic organizations

Disbursements (Continued)

09/01/92	U92-100	Municipal utilities and utility revenues
03/04/92	93-18	Loan by municipality to county industrial development corporation
06/11/93	U93-63	Conflict of interest/employee serving as mayor
04/08/94	U94-070	Installation of water lines in a private development
03/06/95	U95-021	Municipality's authority to engage in development of a residential subdivision

Police and City Courts

<u>Date</u>	<u>Opinion Number</u>	<u>Description</u>
11/01/88	88-195	Disposition of confiscated weapons, Section 39-6-1708, <i>Tennessee Code Annotated</i>
10/22/90	90-98	Law enforcement agencies' authority to use drug funds to acquire and install satellite communication equipment and pay officer tuition fees for drug enforcement training
10/28/91	91-85	Disposition of criminal fines
05/28/92	92-45	Use of drug fines for drug education programs
10/08/92	U92-121	Deposit of fines under Section 39-17-428, <i>Tennessee Code Annotated</i>
11/26/08	08-179	Issuance of traffic citations based on evidence obtained from a surveillance camera

APP.D-27

RESOLUTION 16-76

A RESOLUTION TO ADOPT AN INTERNAL CONTROL MANUAL FOR THE CITY OF SPRING HILL, TENNESSEE

WHEREAS, the City of Spring Hill, TN has the responsibility to its taxpayers, ratepayers and constituents to be good stewards of public moneys and property; and

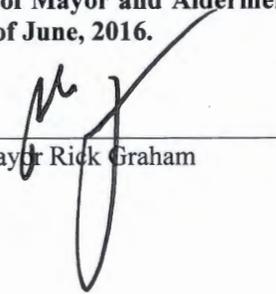
WHEREAS, State of Tennessee statutes require the Comptroller's Office, department of Audit to prescribe uniform accounting systems for entities that handle public funds; and

WHEREAS, the City of Spring Hill wishes to comply and has established an Internal Control Manual, using widely recognized best practices and state and federal directives; and

WHEREAS, the purpose of this manual is to ensure that the objectives of reporting and compliance are established.

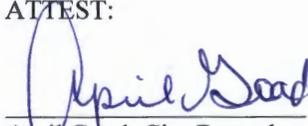
NOW, THEREFORE BE IT RESOLVED, that the City of Spring Hill Board of Mayor and Aldermen adopts the Internal Control Manual, contained herein and attached hereto.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 20th day of June, 2016.



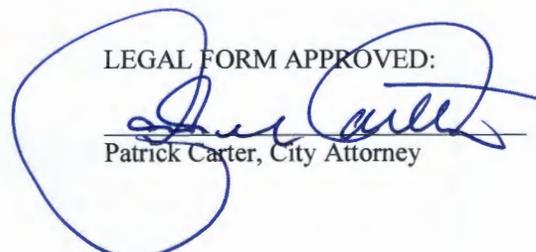
Mayor Rick Graham

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney



2016

CITY of SPRING HILL
Internal Control Manual

Approved:
Board of Mayor & Aldermen
June 20, 2016

Internal Control Manual

1 INTRODUCTION

The City of Spring Hill, TN has the responsibility to its taxpayers, ratepayers and constituents to be good stewards of public monies and property. In our efforts to serve the public as city officials or employees, the City established this Internal Control Manual using widely recognized best practices and state and federal directives.

State of Tennessee statutes require the Comptroller's Office, Department of Audit to prescribe uniform accounting systems for entities that handle public funds. Those statutes require public officials to adopt and use the system designated by the Comptroller's Office. The Tennessee Legislature amended TCA Section 9-2-102 in 2015 to require local governments to establish and maintain internal controls in accordance with guidance issued by the U.S. Government Accountability Office (GAO). The guidance is titled *Standards for Internal Control in the Federal Government* (Green Book). The Green Book follows the format developed by the Committee of Sponsoring Organizations (COSO) which has been the gold standard of internal control for all entities except the federal government for several years.

The internal control system consists of three objectives and 5 main components. Within the 5 components there are 17 principles that apply to certain components. The state considers the 5 elements mandatory and the 17 principles are optional. The City of Spring Hill, TN has chosen to address these minimum requirements of the state in this manual. In addition, the City will utilize the 17 principles from the Green Book, are presented below for informational purposes and to help explain the 5 components.

THREE (3) OBJECTIVES OF INTERNAL CONTROLS:

1. Reporting – reliability
2. Operations – effective and efficient
3. Compliance – compliant with applicable laws, regulations, contracts and grant agreements

FIVE (5) MAIN COMPONENTS OF INTERNAL CONTROLS THAT ARE REQUIRED TO BE ADDRESSED:

1. Control Environment
2. Risk Assessment
3. Control Activities
4. Information and Communication
5. Monitoring

The purpose of this manual is to ensure that the objectives of reporting and compliance are established. The operational objective will be developed using various financial best practices, state and federal laws, and regulations. Policies will be developed to suit specific needs of city functions and resources. Detailed procedures will then be developed and documented as a means for cities to comply with its established policies.

OV2.09 THE GREEN BOOK

Figure 3: The Five Components and 17 Principles of Internal Control:

CONTROL ENVIRONMENT:

1. The oversight body and management should demonstrate a commitment to integrity and ethical values.
2. The oversight body should oversee the entity's internal control system.
3. Management should establish an organizational structure, assign responsibility, and delegate authority to achieve the entity's objectives.
4. Management should demonstrate a commitment to recruit, develop, and retain competent individuals.
5. Management should evaluate performance and hold individuals accountable for their internal control responsibilities.

RISK ASSESSMENT:

6. Management should define objectives clearly to enable the identification of risks and define risk tolerances.
7. Management should identify, analyze, and respond to risks related to achieving the defined objectives.
8. Management should consider the potential for fraud when identifying, analyzing, and responding to risks.
9. Management should identify, analyze, and respond to significant changes that could impact the internal control system.

CONTROL ACTIVITIES:

10. Management should design control activities to achieve objectives and respond to risks.
11. Management should design the entity's information system and related control activities to achieve objectives and respond to risks.
12. Management should implement control activities through policies.

INFORMATION AND COMMUNICATION:

13. Management should use quality information to achieve the entity's objectives.
14. Management should internally communicate the necessary quality information to achieve the entity's objectives.
15. Management should externally communicate the necessary quality information to achieve the entity's objectives.

MONITORING:

16. Management should establish and operate monitoring activities to monitor the internal control system and evaluate the results.
17. Management should remediate identified internal control deficiencies on a timely basis.

Source: GAO. GAO-14-704G.

2 FIVE COMPONENTS OF INTERNAL CONTROL

2.1 CONTROL ENVIRONMENT

Overview

The control environment is the foundation for **all** other components of internal control, providing discipline and structure. Moreover, management establishes the tone at the top regarding the importance of internal control and expected standards of conduct, and reinforces expectations at various levels. Control environment factors include the integrity, ethical values and competence of the city's personnel; the way management assigns authority and responsibility, and organizes and develops its personnel; and the attention and direction provided by the governing body.

OBJECTIVES

1. The governing body and management should conduct business with integrity and ethical behavior.
2. Provide direction and oversight for city's internal control system.
3. Hire qualified and competent management.
4. Establish structure, authority and responsibility and hold individuals accountable for internal control responsibilities

Policies

1. The governing body through management has adopted a personnel manual which includes job descriptions with minimum job requirements.
2. The governing body also uses the budget process as a means of oversight with department heads.
3. Organizational charts are reviewed for needed changes in regards to authority and responsibility.

2.1 Control Environment (Continued)

Procedures

Procedures of policy 1

- Detailed job descriptions with minimum job requirements are a part of the city's personnel manual. The minimum job requirements are based on like positions in similar governments and will meet state or federal requirements if applicable.
- Hiring procedures are detailed in the manual and prohibit hiring anyone who does not meet the minimum job requirements.

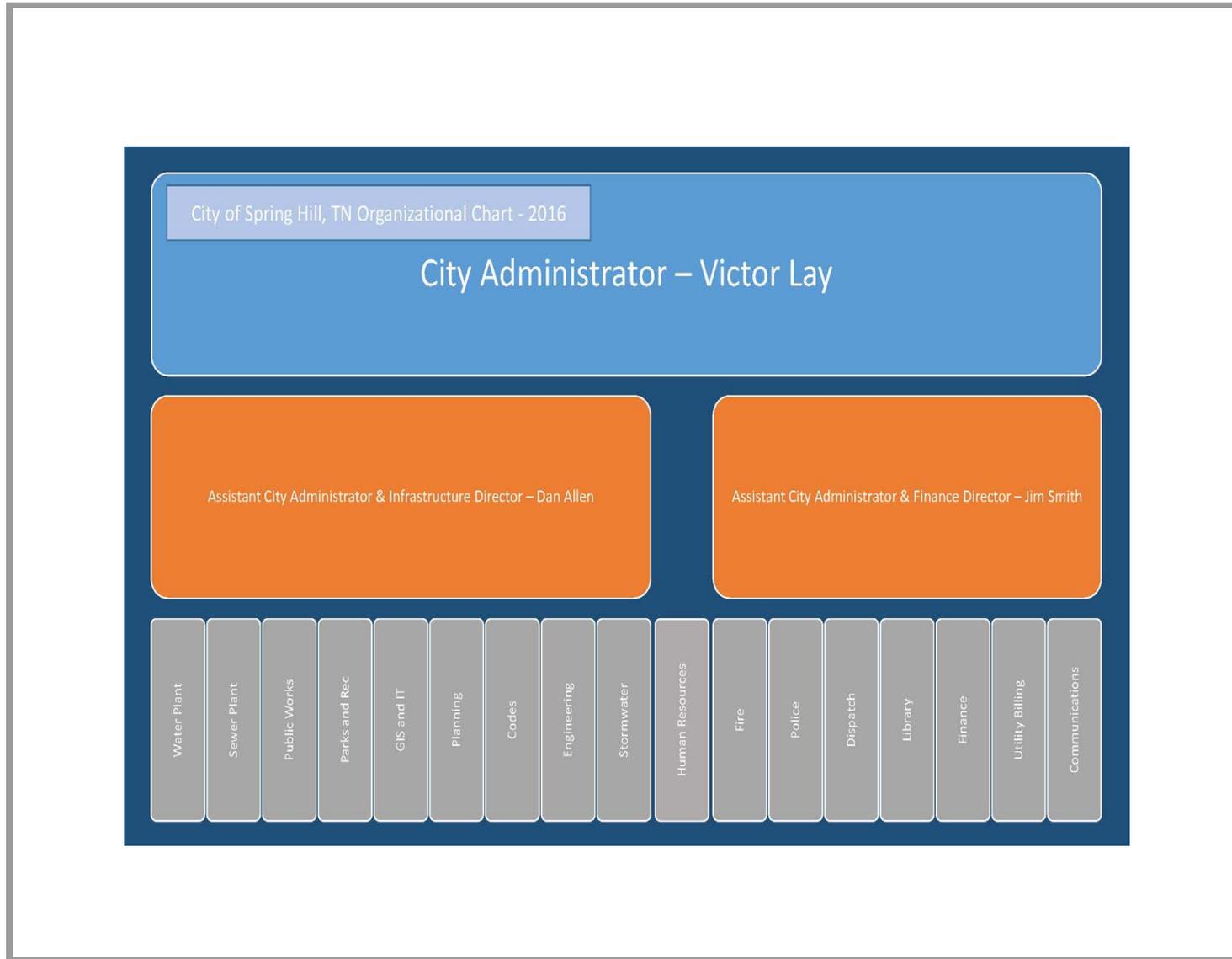
Procedures for policy 2 & 3

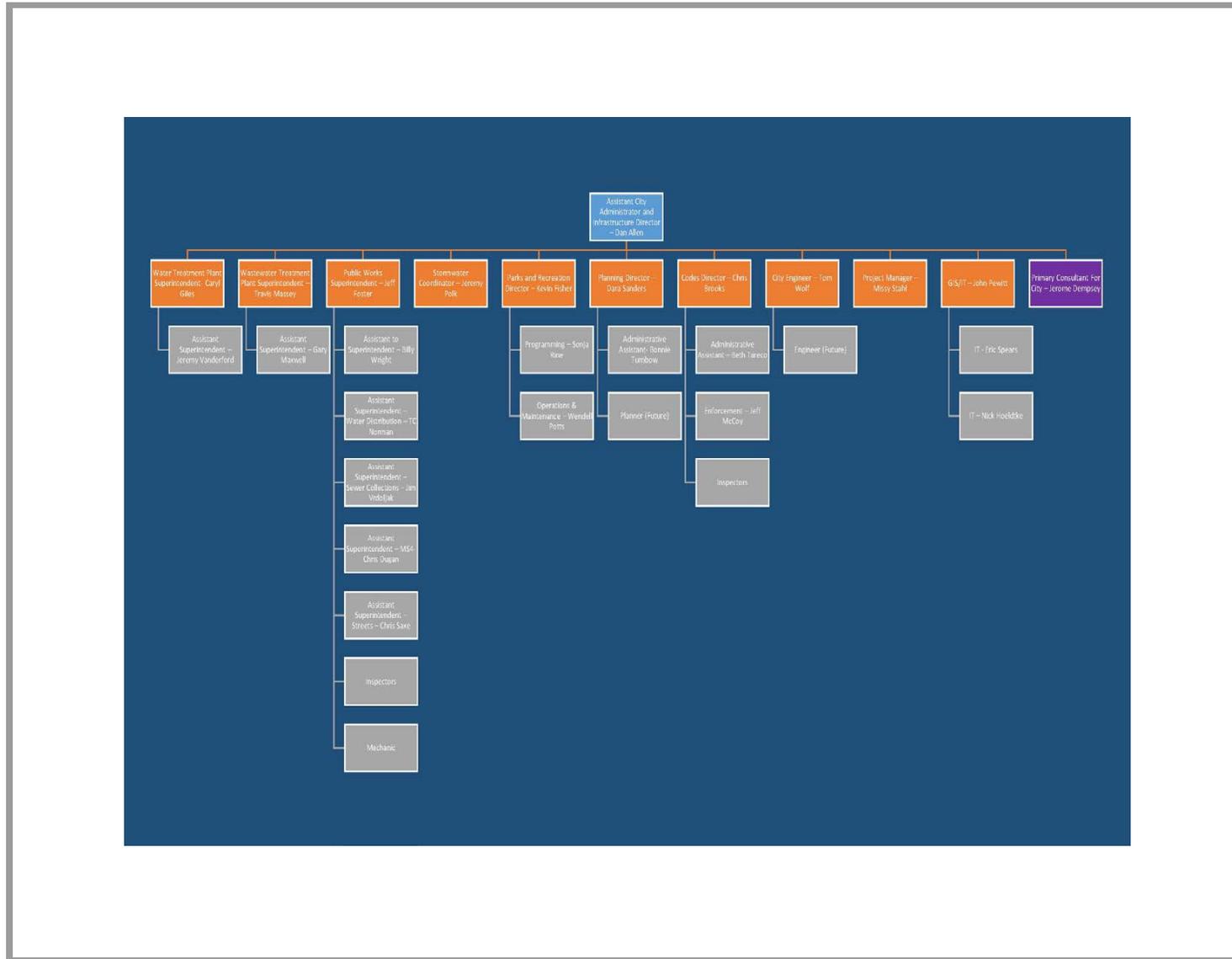
- By the 15th of January the Finance Director sends all department heads budget worksheets for the up-coming fiscal year. Budget worksheets have two columns, **Base** and **Proposed**. The base column will typically be the same budget as the current year's with minor adjustments due to contractual obligations, etc. The proposed column will reflect the department head's requests for new personnel, desired changes in operational expenditures and new capital improvement projects. These are due back to the Finance Director by 1st of February.
- The Finance Director will create a budget calendar by the 15th of January and distribute it to department heads and the Board of Mayor and Aldermen (BOMA).
- The Finance Director will use ytd numbers through January for revenue as a beginning point of revenue estimates. Additionally, the past 2 years' revenue history plus current growth indicators along with any current information relevant to the revenue streams will be used. The Finance Director will also estimate all the appropriations not otherwise assigned to a department head.
- Senior management will develop the Capital Improvement Plan for the proposed budget. The City Administrator, the Assistant City Administrator & Finance Director and the Assistant City Administrator for Infrastructure will be referred to in the budget process as senior management.
- During February, senior management will meet with department heads individually to discuss requests for the proposed budget. After all requests have been made, senior management will review any updated revenue estimates.
- Typically, in March, senior management will host budget workshops for the BOMA. Feedback received from the BOMA will be incorporated into the proposed budget. Resulting budget overages and/or underages will be reviewed by senior management for BOMA approval.

- In April, at a separately called BOMA meeting, the budget is presented to BOMA. Suggested changes will be incorporated into the budget and will become the finalized budget to be presented at the BOMA work session on the 1st Monday in May.
- The Finance Director will prepare the budget ordinance for its first reading at the May board meeting and the second reading to be heard at the June meeting.
- The required public notice will be placed in the local newspaper 7 days after the first ordinance reading and must be placed no less than ten days prior to second (final) reading.
- City organizational charts are developed based on the city structure required in the city charter.
- The organizational charts are reviewed periodically as positions are added, changed or deleted to determine if the reporting structure, authority, and responsibility documented in the chart is still accurate.
- As part of the personnel manual, all positions have detailed job descriptions which identifies the immediate supervisor and explains the responsibilities of the position.
- The organizational charts are updated if a job description is changed.

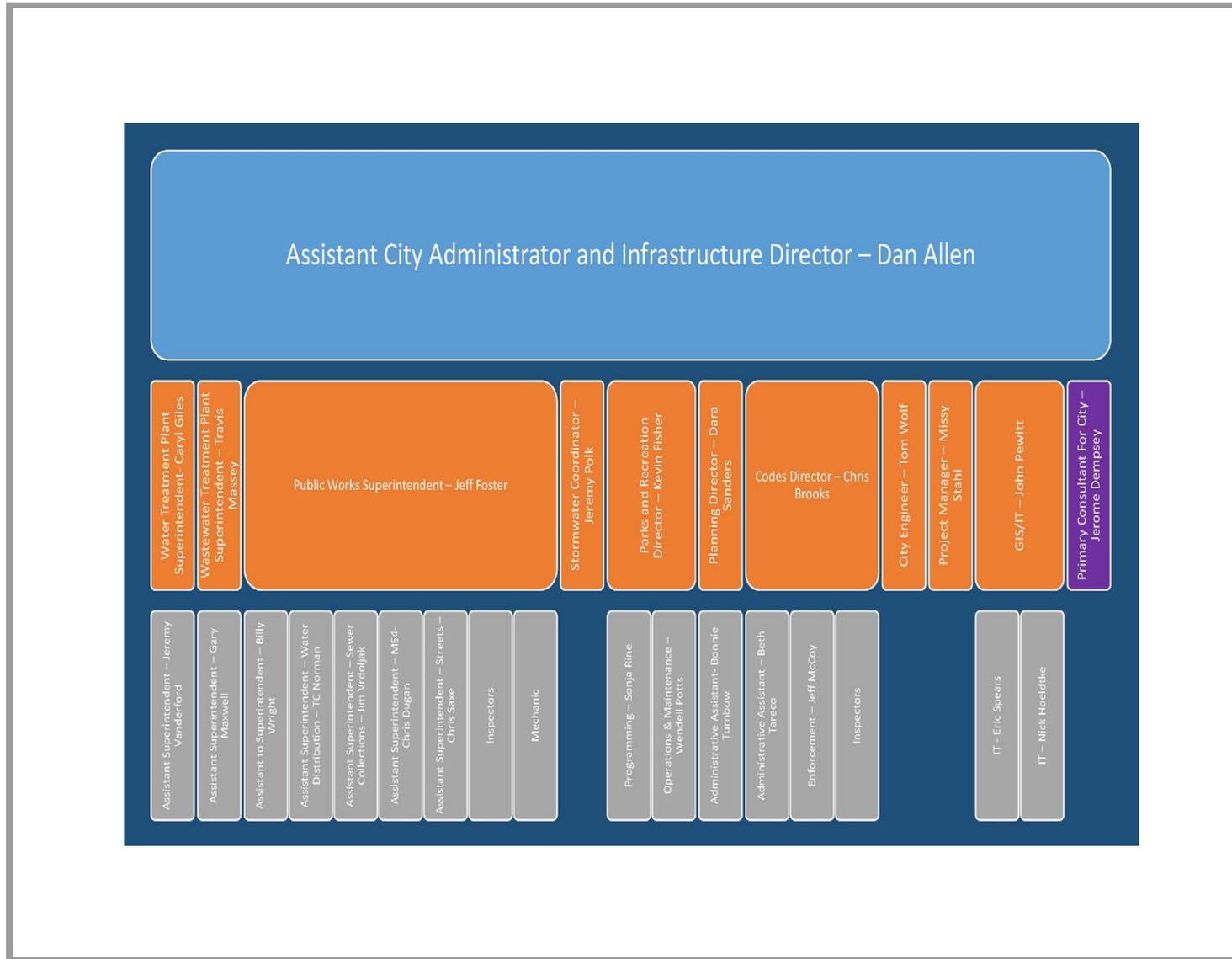
2.1.1 City Organizational Charts

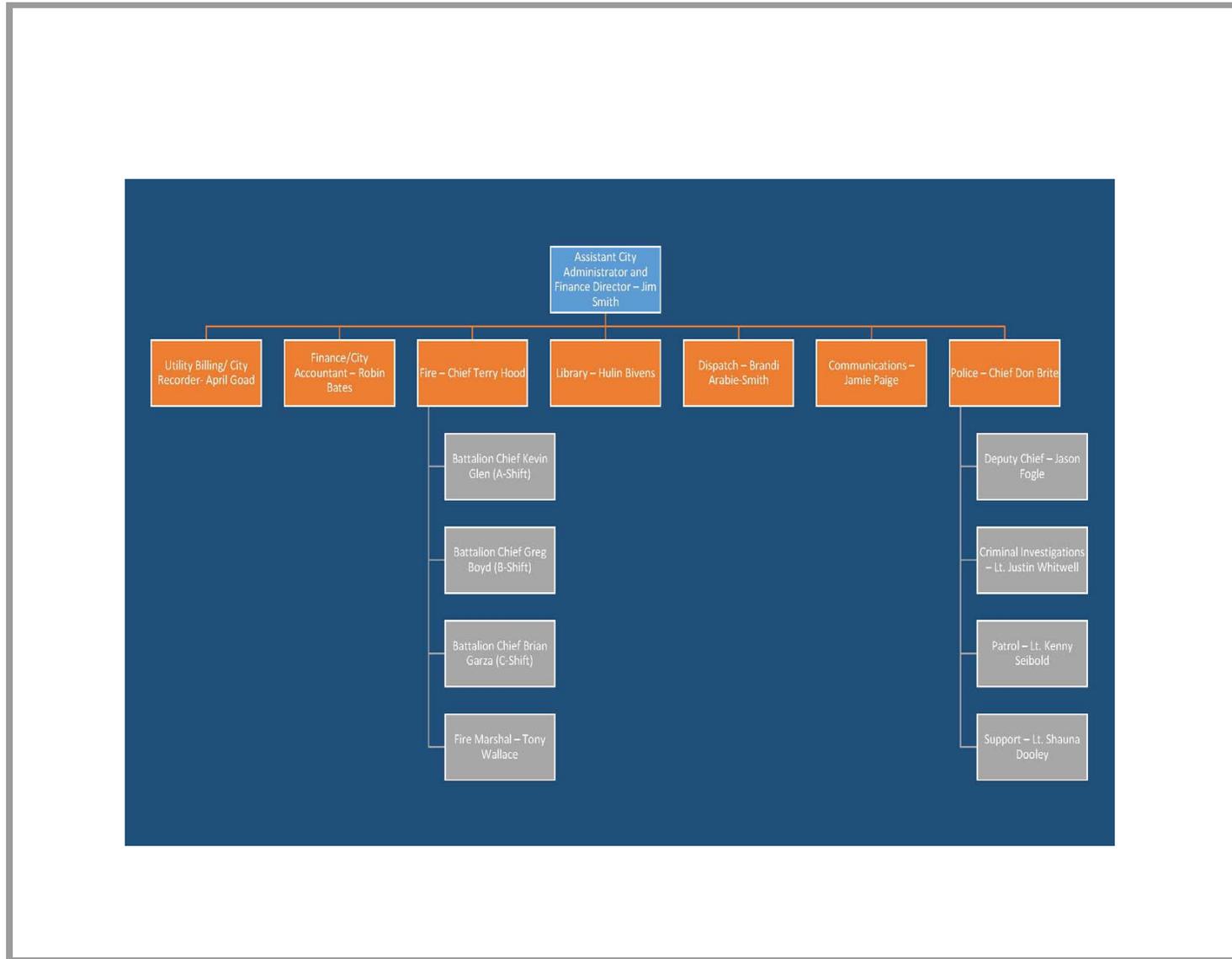
Organizational charts for the City will be shown on the following 5 pages.

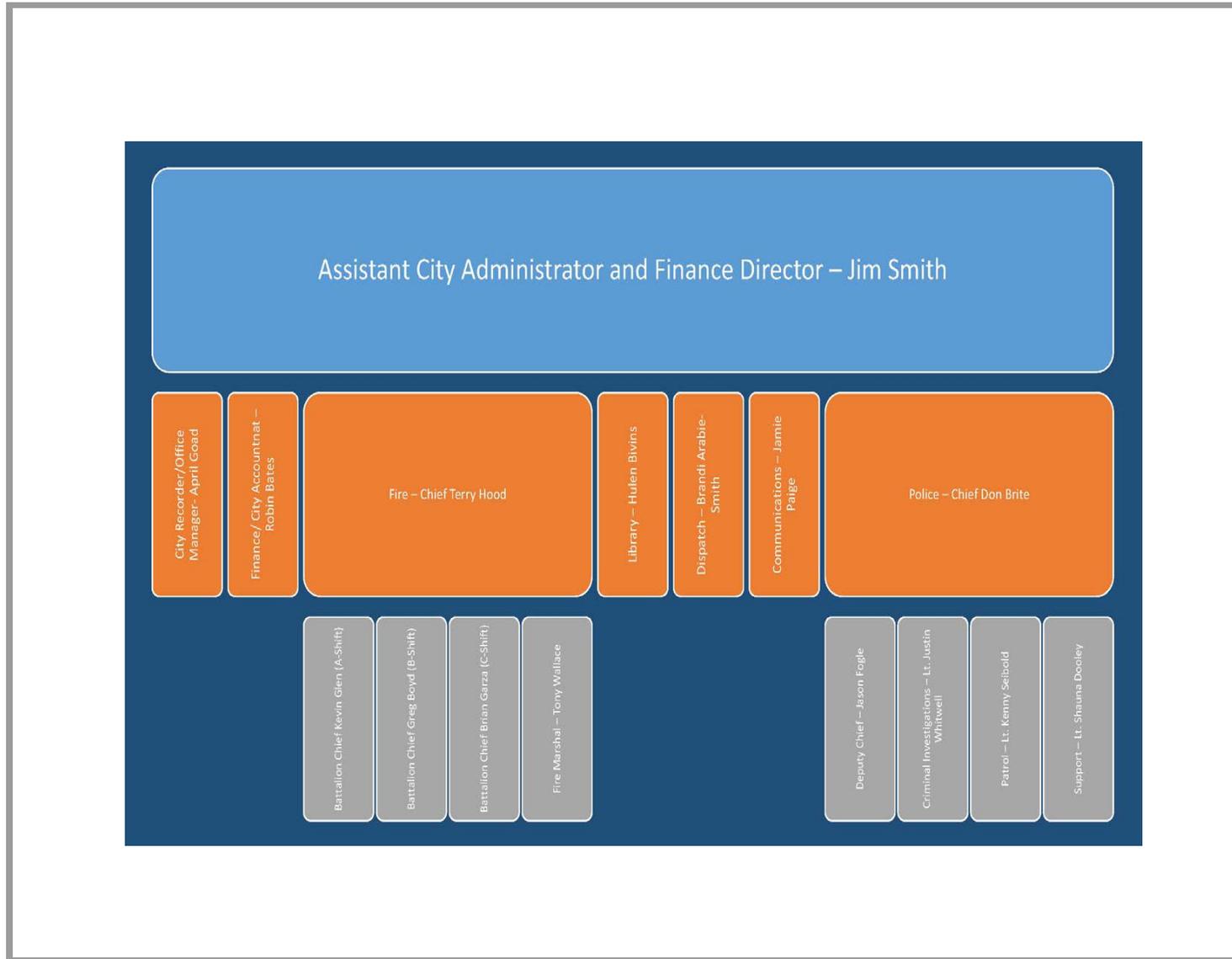












2.2 RISK ASSESSMENT

Overview

City officials and management assess risk of operations continually. The city has chosen to transfer the most common types of risk through the purchase of the following types of insurance:

- Property and Casualty
- Liability
- Errors and Omissions
- Worker Compensation

There are risks we cannot anticipate or know about. As it relates to financial and compliance issues we have assessed the following areas and identified certain risks that we feel need to be addressed by the development of internal control policies and procedures. Internal controls will not eliminate all risk but will help reduce risk to gain reasonable assurance that reporting and compliance objectives are being met.

Objectives

1. **Collections** are complete, timely and accurate.
2. **Disbursements** are for a valid city purpose and properly recorded.
3. **Assets** are properly safeguarded.
4. City is in **compliance** with contractual, local, state and federal laws and regulations.

Risk

Objective 1

1. Collections could be lost or misappropriated.
2. Collections could be recorded improperly.
3. Collections may not be deposited in the bank and recorded timely.

2.2 Risk Assessment (Continued)

Risk

Objective 2

1. Disbursements could be unauthorized.
2. Disbursements could be for personal items.
3. Disbursements could be made for items never received.

Risk

Objective 3

1. Bank balances may be inaccurate due to failure to reconcile bank accounts.
2. Capital assets or inventory items could be missing.
3. Inventory is not available when needed.

Risk

Objective 4

1. Grant funds could be spent for unallowable items.
2. Grant rules may not be followed which could result in having to return federal or state funds.
3. Federal or state reporting requirements were not met.

The significant areas of risk are identified above and policies and procedures will be documented in the **next section** to explain how the city plans to put internal controls in place to help reduce some of the risks associated with these area of operations.

2.3 CONTROL ACTIVITIES

Overview

This section is where the detailed procedures will be documented. The objectives, policies and implemented procedures will be described for each of the significant areas identified in the Risk Assessment section.

2.3.1 Collections – Includes any and all monies owed to the City to include (but not necessarily limited to):

- Water and sewer revenues
- Property taxes
- Franchise taxes
- Wholesale liquor taxes
- Business license fees
- Recycling fees
- Garbage fees
- Stormwater fees
- Building permits
- Charges for various city services
- City court revenues
- Insurance recoveries
- Bond forfeitures
- Intergovernmental revenues

Objectives

1. Collections are complete, timely and accurate.
2. Collections are safeguarded.
3. Collections should be recorded accurately and timely in the accounting system.

2.3.1 Collections (continued)

Policies

Objective 1

1. A receipt will be issued for each collection made.
2. Each cashier will have their own cash drawer.
3. Two people will count down each cash drawer daily and verify funds to the journal register report.
4. No checks will be cashed from the cash drawers.
5. All cash drawers will be closed out and counted daily.
6. All funds will be deposited daily.
7. All monies are receipted at the Finance Office in City Hall.
8. There will be no checks or cash left out of a deposit.

Procedures

Procedures for policies 1-8

- The city has 3 cashiers. Cashiers 1 and 2 generally receipt utility payments and permit fees. Cashier 3 is the court clerk and collects court related payments. All cashiers can receipt other collections as necessary due to vacations, illness, lunch breaks, etc.
- Checks are stamped "for deposit only" and prenumbered receipts are issued for all collections. Receipts list the date, amount, payer, proper accounting code, form of payment and the cashier. A copy is given to the customer and one is retained for office records.
- Cash drawers are counted down daily and the Accounting Clerk verifies cash drawers when preparing the deposit.
- Bank deposits are secured in a locked bank bag.
- A departmental employee who is not associated with receiving, receipting, and counting of money takes the deposit to the bank.
- Daily cash reports and bank deposit records are given to the City Accountant.
- The City Accountant reconciles the daily cash reports and deposit slips on a weekly basis for the general fund and the water/sewer fund. Bank statements are reconciled monthly.

2.3.1 Collections (continued)

Policies

Objective 2

9. All cash draws are locked when unattended.
10. All cash drawers are kept in a fire proof locked cabinet or the locked cash drawer located at the cashier's workstation during non-business hours.
11. Access to the fire proof cabinet is restricted.
12. The locked deposit bag is secured until the designated employee transports it to the bank.
13. At no time will cash be left out in the open unattended.
14. Employees are prohibited from comingling city assets with personal assets.

Procedures

Procedures for policies 9 – 14

- Each cashier is issued a separate cash drawer to which they have the key. The drawers are to remain locked at all times when unattended.
- The fire proof cabinet will be unlocked each morning and will remain closed during the day. Cash drawers are placed in the fire proof cabinet or the locked drawer at the cashier's workstation. The Accounting Clerk and the City Recorder have access to the keys.
- All cash drawers will be closed and counted and will be done one at a time so there is always one cashier to take payments.
- All computer passwords will be changed periodically and access to collection, adjustment, voiding and other administrative functions will be restricted and checked regularly.
- The City Accountant reconciles the daily cash reports and deposit slips on a weekly basis for the general fund and the water/sewer fund. Bank statements are reconciled monthly.

2.3.1 Collections (continued)

Policies

Objective 3

15. Chart of accounts changes will be reviewed with cashiers as needed.
16. All daily collection reports are posted to the general ledger by the Accounting Clerk.
17. All accounting system updates and changes are discussed with office staff and appropriate changes made if necessary.
18. Reconciliations are performed monthly by the City Accountant.

Procedures

Procedures for polices 15-18

- The City Accountant will notify the cashiers if an account code is changed or added.
- The Accounting Clerk forwards the daily cash collection reports to the City Accountant when the deposit records are returned from the bank and the Accounting Clerk posts to the general ledger.
- The Finance Director/IT department will notify the office staff when computer updates are scheduled. Staff is to report any problems to their supervisor immediately.
- The City Accountant reconciles the daily cash reports and deposit slips on a weekly basis for the general fund and the water/sewer fund. Bank statements are reconciled monthly.

2.3.2 Disbursements/Drafts

Objectives

1. Disbursements are for a valid city purpose and necessary.
2. Disbursements are timely.
3. Disbursements are accurately coded and recorded in the accounting system.
4. Disbursements are legally appropriated.

2.3.2 Disbursements (continued)

Policies

Objective 1 and 2

1. The city has adopted purchasing policies that comply with state law.
2. Various levels of authority have been assigned.
3. Purchase orders and invoices are matched and sent manually or electronically to accounts payable for payment as soon as possible.
4. Checks are processed as often as necessary to ensure invoices are paid timely.
5. All checks require two signatures.
6. Payment registers are reviewed prior to check signing.

Procedures for policies 1-3

- The City has an adopted a purchasing policy and will review/update it on a periodic basis.
- Department heads will approve purchase requests for their departments and have them entered into the City's automated accounting software system.
- The City Administrator and Finance Director (both) will review and then approve all such requests on a periodic basis as needed.
- If the City Administrator or Finance Director has a question, the process will be halted until such time that issue is resolved or disapproved.
- Once a purchase request has been approved, the accounting software will create and assign a purchase order number (PO).
- The Accounts Payable Clerk will process PO's as they occur.
- Incoming daily mail will be delivered to the Accounts Payable Clerk who will open the envelopes. If the correspondence is an invoice, the clerk will process the invoice after approval from the department head. Department heads can also submit electronic invoices via the accounting software for processing.
- The Accounts Payable Clerk will scan invoices not received electronically.

Procedures

2.3.2 Disbursements (continued)

Procedures for policies 4-6

- Payments can be processed electronically through the software but can, on occasion, be processed manually.
- All checks will have two signatures whether it is prepared electronically or manually.
- The Mayor, Vice-Mayor, City Administrator, Finance Director and City Recorder are authorized to sign checks.
- The City Recorder is responsible for any changes in signatories.
- The Accounts Payable Clerk generates a payment register report and emails it to the two signatories that will be electronically signing the check. Checks manually signed will have appropriate documentation to be reviewed prior to a signature.

Policies

Objective 3 and 4

7. The finance office uses a computerized accounts payable system.
8. All purchase requests are coded by the department head.
9. Invoices are entered in the accounts payable system.
10. Budget availability is verified by the accounting system check run.
11. The signatories will review the payment register prior to the check run.
12. A purchase amount that is \$10,000 or higher requires a resolution to the BOMA for approval.

2.3.2 Disbursements (continued)

Procedures

Procedures for policies 7-12

- Purchase requests begin at the department level and are entered into the accounting system for a purchase order to be electronically generated.
- Invoices are entered into the accounting system by the department heads and his/her designee as well as the Accounts Payable Clerk.
- Budget availability is verified by the accounting system when the purchase request is made. If the amount requested exceeds the total amount budgeted, the department head will contact the Finance Director for resolution.
- The purchasing policy states that any single purchase greater than \$10,000 requires a resolution to be voted on by the BOMA.
- Prior to a check run, the Accounts Payable Clerk will generate a payment register and email it to the two signatories.
- The two signatories will review the purchase request prior to entering their coded signature.
- A request to break down a purchase request into a lesser amount to be under the \$10,000 limit will be reviewed and disallowed.

2.3.3 Payroll disbursements and payroll liabilities

Objectives

1. Payroll transactions are for a valid city purpose and necessary.
2. Payroll transactions are timely.
3. Payroll transactions are accurately coded and recorded in the accounting system.
4. Payroll transactions are legally appropriated.

2.3.3 Payroll disbursements and payroll liabilities (continued)

Policies

Objective 1 and 2

1. The city has adopted a budget with specific job positions and employee benefits.
2. Various levels of authority have been assigned.
3. Timesheets are submitted electronically for payroll processing. The related benefit deductions are electronically generated in the accounting system as an ap packet and forwarded to accounts payable.
4. Payroll is processed every other Friday, with minor exceptions.
5. All manual checks require two signatures. Direct deposits do not require signatures.
6. Payroll summary registers are sent to the City Administrator and City Recorder prior to transmission of direct deposits.

Procedures for policies 1-3

- The City has an adopted a budget which will reviewed and updated on a periodic basis.
- Employees submit timesheets in the ESS system and the department heads approve their department's timesheets.
- Benefit payments are generated by payroll and verified against the related invoice, several times a year.
- If the Payroll Administrator has a question on a timesheet, payroll will be halted until such time that issue is resolved or disapproved.
- Once timesheets are reviewed by the Payroll Administrator various processes are completed to calculate payroll. The accounting software will create an invoice for benefit payments after the payroll process updates.
- The Accounts Payable Clerk will process benefits deduction as they are due.
- The Accounts Payable Clerk will scan all invoices not received electronically.

Procedures

2.3.3 Payroll disbursements and payroll liabilities (continued)

Procedures for policies 4-6

- Payments can be processed electronically through the software but can, on occasion, be processed manually.
- All accounts payable checks will have two signatures whether it is prepared electronically or manually. Direct deposits do not require signatures or any additional electronic approvals for submission.
- The Mayor, Vice-Mayor, City Administrator, Finance Director and City Recorder are authorized to sign checks.
- The City Recorder is responsible for any changes in signatories.
- The Accounts Payable Clerk generates a payment register report and emails it to the two signatories that will be electronically signing the check. Manual checks signed will have appropriate documentation to be reviewed prior to a signature.

Policies

Objective 3 and 4

7. The finance office uses a computerized payroll system.
8. All employee payroll account codes, pay rates and benefit deductions are entered by Human Resources per the approved budget.
9. Timesheets are entered into the ESS system and invoices are generated for benefits deductions for the Accounts Payable Clerk.
10. Budget availability is periodically reviewed by the Finance Director.
11. The City Administrator and City Recorder are sent the Summary Register and/or supporting documentation for review prior to the check run or direct deposit.

2.3.3 Payroll disbursements and payroll liabilities (continued)

Procedures

Procedures for policies 7-11

- Timesheets begin at the employee level and are entered into the ESS system for the department heads review and approval.
- Benefit deductions are entered into the accounting system from an ap packet generated by the payroll process for the Accounts Payable Clerk to process.
- Budget availability is reviewed periodically by the Finance Director. If the amounts exceed the total amount budgeted, the Finance Director may recommend a budget amendment.
- Prior to a check run, the Accounts Payable Clerk will generate a payment register and email it to the two signatories.
- The two signatories will review receive the payment register prior to signing checks.

2.3.4 Safeguarding of Assets

Objectives

1. Ensure city assets are properly valued and protected.
2. Ensure Cash, Accounts Receivable and other asset accounts are reconciled.
3. Ensure investments are safe and in accordance with adopted investment policy.
4. Ensure city assets are protected against loss, misappropriation or theft.
5. Ensure inventory items are available when needed for use.

Policies

1. All bank account statements (checking, savings, investments, etc.) are reconciled to the municipal general ledger accounts within 15 days of the receipt of the statement.
2. All bank accounts are appropriately collateralized. Any bank account balance that exceeds the FDIC coverage limit will be covered at 105% of the balance as per state statute. Any bank account balance maintained in a bank participating in the State Collateral Pool will be made to verify annually the accounts held are classified on the records of the bank as "Public."
3. All bank accounts are held in financial institutions under the municipality's name.
4. All withdrawals, checks, liquidations, etc., from any bank account requires two signatures.
5. All investments require two signatures.
6. Purchase documents contain enough information to readily identify corresponding capital assets. Capital assets are identified during the insurance renewal period that is performed annually.
7. Proper safeguards are in place to prevent theft or loss of assets.

Procedures

Procedures for policies 1-7

- The City Accountant reconciles the daily cash reports and deposit slips on a weekly basis for the general fund and the water/sewer fund. Bank statements are reconciled monthly.
- The Finance Director and City Recorder verify that all bank accounts and/or investments are in the municipality's name and in the State Collateral Pool.
- All bank transactions will have two signatures.
- The City Administrator, Finance Director and City Recorder are authorized to add, delete or change accounts.

2.3.5 Compliance

Objectives

1. Ensure that state law regarding the issuance of debt is followed.
2. Ensure that state and federal grant regulations are understood and followed.

Policies

Objective 1

1. The city has adopted a debt management and financial policy in accordance with state requirements.
2. The Finance Director is well versed on the state requirements for issuing debt.

2.3.5 Compliance (continued)

Objective 2

3. Every department must notify the Finance Director when an application for grant funding is submitted and subsequently awarded. All grants with or without matching requirements must be approved by the City Administrator prior to submission of application.
4. Once awarded, the Finance Director and Infrastructure Director are to be notified of the project budget and detailed expenditure requirements of the grantor agency.
5. The Finance Director and Infrastructure Director must be provided with the grant contact information, grant or contract numbers and whether the grant is state or federal funds.

Procedures for Policies 1-2

- The Debt Management and Financial Policy will be reviewed and updated as needed.
- The Finance Director, whether a CMFO or a CPA, will be required to attend classes or conferences to keep abreast of State requirements.

Procedures

Procedures for Policies 3-5

- The budget will be amended after award of a grant to ensure appropriations have been approved by the BOMA.

2.4 INFORMATION AND COMMUNICATION

Overview

Management has the responsibility to adequately communicate and provide information to both internal and external parties. It is important that employees know the objectives, policies and procedures management has established and what the expectations are for internal controls. External stakeholders also seek information regarding objectives and reliable financial information.

Objectives

1. Necessary quality information for achieving the City's objectives is available and used.
2. Necessary quality information for achieving the City's objectives is internally communicated by management.
3. Necessary quality information for achieving the City's objectives is externally communicated by management.

Policies

1. Information maintained in a format should be communicated in that same format. For example, if the general ledger is maintained on computer, the monthly budget to actual reports should be provided through a computer generated (or downloadable) report from that software package.
2. Reliable and accurate quality information from municipal internal sources must be communicated to the people who need it in a timely and useful format.
3. Because the credibility of the municipality, its governing body, and its public officials is at stake whenever information is released to outside parties, management should be confident the information being released is accurate and the release is in compliance with policies and procedures.

2.4 Information and Communication (continued)

Procedures

Procedures for policy 1

- Review and document the information requirements to achieve key objectives and address the risks of the government.
- Review and document changes that occur in the objectives and the related changes in information requirements.
- Identify and evaluate the reliability and timeliness of relevant data from both internal and external sources.
- Review and evaluate whether data has been processed into quality information that allows management to make informed decisions and evaluate whether the City is achieving its objectives.

Procedures for policy 2

- Management clearly defines the lines of communication through policy manuals and organizational charts.
- Management has communicated the types of information required to achieve objectives and address risks.
- All internal control documents and related reports will be available to all staff in an appropriate method based on confidentiality and relevance to job responsibilities.
- The appropriate information delivery system has been determined (e.g. email, written memo, staff meetings, etc.) for changes and updates.
- Reports containing personally identifiable information or other protected or confidential information will be made available through communication methods that restrict internal and external access.
- Staff meetings will be used to reinforce memo, email, intranet, and restricted communications.

Procedures for policy 3

- Management should develop policies and procedures for communicating with external parties.
- Management should develop policies and procedures for evaluating the reliability of information provided to and received from external parties.
- Management should develop policies and procedures for ensuring that only authorized individuals provide information to external parties.
- Management should develop policies and procedures for ensuring that restricted information is provided only to authorized external parties.
- Management should develop policies and procedures for the redacting of information when requested under the open records statutes.

2.5 MONITORING

Overview

The internal control system changes as technology, staff, objectives and policies change. Management is charged with continually monitoring the internal control system to determine if it is operating as it was designed to do and to insure the controls are being followed.

Objectives

1. To practice activities to monitor the internal control system and evaluate the results.
2. To address deficiencies noted in the internal control system in a timely manner.

Policies

1. To ensure that internal controls do not deteriorate and continue to work as designed over time, an annual risk assessment will be conducted by City management.
2. To establish more efficient and effective operations over time.
3. To ensure accurate and reliable financial information is used in decision-making.

2.5 Monitoring (continued)

Procedures

Procedures for policies 1 and 2

- Evaluate and document the current state of the internal control system and document the differences between the criteria of the design and the current condition of internal control, for purposes of establishing a baseline.
- Determine whether to change the design of internal control or implement corrective actions to improve the operating effectiveness of internal control for differences that exist.
- Monitor internal control through built-in monitoring activities and periodic separate evaluations and document the results.
- Evaluate differences to determine if 1) changes in internal control have occurred but have not been documented, 2) internal control has not been properly implemented, or 3) internal control design changes are needed.

Procedures for policy 3

- The Accounting Clerk will review cash drawers and deposits daily to ensure policies are being followed, such as no cashing of personal checks, no borrowing from cash drawer and the makeup of cash vs checks is being documented.
- All accounts with financial institutions (checking, savings, investment, etc.) will be reconciled to the general ledger within 15 days of receipt of any statement from the financial institution.
- The above reconciliation will include a listing of outstanding checks and will be reviewed by management.
- Reconciling items on the above reconciliation will not be carried for more than 60 days.
- Reports comparing actual to budget amounts for revenues and expenditures (expenses) will be generated monthly and reviewed by those in a position of authority over financial operations. Those in a position of authority include, but are not limited to: City Administrator, Finance Director, City Accountant and BOMA.

2.6 SUMMARY

The framework of the manual complies with the state requirements and was created using the Green Book as guidance.

EXHIBIT A - EXCERPT OF LOCAL GOVERNMENT RELATED LAWS FROM THE COMPTROLLER’S AUDIT MANUAL

Laws and Regulations - Section APP.D
June 2015

4. Selected State Laws Affecting Municipalities

Municipalities must comply with federal, state, and local laws and regulations and charter and contract requirements. When determining which laws and regulations have a material direct or indirect impact on the financial statements, both quantitative and qualitative aspects must be considered. No one source summarizes all the applicable laws and regulations. The following list of references should be used only as a guideline in determining which state laws affect the municipality and should not be considered a comprehensive list of compliance features. These references do not necessarily represent the most significant laws, but represent areas in which recurring questions have arisen.

Many municipalities have “Private Act” charters. The Private Acts of the State of Tennessee should be reviewed for these municipalities to assess compliance requirements.

Selected Tennessee Code Annotated References for Municipalities

Charters

Section 6-1-101	Mayor - Alderman
Section 6-18-101	City Manager - Commission
Section 6-30-101	Modified City Manager - Council

Books and Records

Section 6-56-201	Municipal budget law of 1982
Section 8-44-104	Minutes required, open for public inspection
Section 9-2-102	Uniform accounting system
Section 9-2-102	Books closed within two (2) months after fiscal year end <i>(GO TO DETAILED GUIDANCE – APP.D-9)</i>
Section 9-2-103 – 104	Consecutively prenumbered receipts required
Section 9-2-106	Violation of receipt requirements is a Class C misdemeanor
Section 9-18-102(a)	Government to establish internal controls (effective 6-30-2016)
Section 39-14-130	Destruction of valuable papers with intent to defraud
Section 39-16-504	Destruction of and tampering with governmental records
Section 66-29-113	Reporting abandoned property

Audits and Other Regulatory Reporting to Local Government Audit

Section 4-30-101	Local Government Electronic Technology Act of 2009
Section 6-54-903	Travel Policies – Filing Requirements
Section 6-56-105	Audits of municipalities
Section 8-4-109	Audits of governmental entities, Comptroller authorized
Section 8-4-115	Audit of Standardized Booking Procedures
Section 8-4-501 – 505	Local Government Instances of Fraud Reporting Act

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EXHIBIT A - EXCERPT OF LOCAL GOVERNMENT RELATED LAWS FROM THE COMPTROLLER'S AUDIT MANUAL

Laws and Regulations - Section APP.D
June 2015

Audits and Other Regulatory Reporting to Local Government Audit (continued)

Section 9-3-212	Duty to order and pay for audits
Section 9-3-405	Audit Committees
Section 12-9-101 – 112	Local Government Joint Venture Entity Reporting (see Section K of this manual for additional information)
Section 47-10-101 – 103	Uniform Electronic Transactions (audit contract and audit report)
Section 47-10-119	Filing of pre-implementation statement and post-implementation review for electronic business systems that provide for electronic records of signatures and/or authorizations
Section 54-4-203	Request to combine State Street Aid with General Fund
Section 68-221-1012	Reporting water loss

Taxes

Section 6-55-101	Collection and payment of tax
Section 6-55-201	Sale of real estate for delinquency
Section 6-55-301	Privilege tax
Section 8-21-107	Payment (receipt) of fees, fines, costs, etc. by credit card
Section 9-1-108	Collection of taxes with credit or debit card
Section 57-4-306	Mixed drink tax allocation of funds
Section 67-5-2005	Delinquent municipal real property tax certified to county trustees
Section 67-5-2404	Delivery of delinquent tax list to attorney

Purchasing

Section 6-54-107	Officers' interest in municipal contracts prohibited
Section 6-56-301	Municipal purchasing law
Section 12-2-407	Sale of surplus property to governmental entities and not-for-profit corporations
Section 12-3-1201	Purchases for local governmental units (by department of general services)
Section 12-3-1209	Contracts with professional persons
Section 12-4-101	Personal interest of officers prohibited
Section 12-4-107	Contracts for professional services - engineering
Section 39-16-105	Buying and selling in regard to offices held or elected to

Investing and Banking

Section 6-56-106	Authorized investments
Section 6-56-110	Deposits to be secured by collateral
Section 9-1-107	Investments—deposits exceeding insurance limits
Section 9-4-101	Collateral

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EXHIBIT A - EXCERPT OF LOCAL GOVERNMENT RELATED LAWS FROM THE COMPTROLLER'S AUDIT MANUAL

Laws and Regulations - Section APP.D
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Debt

Section 9-21-408	Interfund loans
Section 9-21-601	Capital outlay notes
Section 9-21-903	Refunding bond issues

Disbursements

Section 6-54-111	Appropriation of funds for nonprofit organizations <i>(GO TO LAW SUMMARY – APP.D-15)</i>
Section 6-54-901	Reimbursement for expenses incident to holding office
Section 6-56-111	Deposit within three working days–petty cash fund
Section 6-56-111(c)	Use of consecutively prenumbered checks
Section 6-56-112	Expenditures for lawful municipal purpose
Section 54-4-204	State street aid: Purposes for expending funds; Accounting

Deficits and Unaccounted for Water

Section 68-221-1010	Report filed with Water and Wastewater Financing Board
Section 68-221-1012	Unaccounted for water

Landfills/Solid Waste

Section 68-211-835(g)	Solid Waste Disposal Fees
Section 68-211-874	Accounting

Municipal Utilities

Section 7-34-115	Disposition of revenue
Section 7-35-401	Sewers and waterworks–authority granted
Section 7-39-302	Municipal gas companies
Section 7-52-101	Municipal electric plant law
Section 7-52-401	Telecommunications Services
Section 7-52-601	Cable Television, Internet and Related Services
Sections 7-39-404, 7-52-118, 7-52-304, 7-52-404, and 7-52-606	In-lieu of tax payments

Police and City Courts

Section 8-4-115	Standardized procedures for booking of arrestees
Section 18-1-105	Court Clerk – Duties
Section 18-1-206	Disposal of physical evidence
Section 39-16-609	Failure to appear

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EXHIBIT A - EXCERPT OF LOCAL GOVERNMENT RELATED LAWS FROM THE COMPTROLLER'S AUDIT MANUAL

Laws and Regulations - Section APP.D
June 2015

Police and City Courts (continued)

Section 39-17-420	Drug control fines and forfeitures, allowed use of drug funds, Comptroller's guidelines must be followed for confidential expenditures—fingerprinting equipment
Section 39-17-428	Mandatory minimum fines—allocation of proceeds
Section 39-17-505	Possession of gambling device or record—forfeiture
Section 39-17-1317	Confiscation and disposition of confiscated weapons
Section 39-17-1318	New serial numbers for confiscated firearms
Section 40-33-201	Application (procedures in confiscation – general)
Section 40-35-313	Expungement from official records
Section 53-11-201	Procedure in confiscation
Section 53-11-204	Disposition of proceeds
Section 53-11-415	Special revenue account for drug fund
Section 53-11-451	Goods subject to forfeiture –seizure–disposition
Section 55-8-198	Citations based on surveillance cameras
Section 55-10-204	Illegal cancellation of traffic citations
Section 55-10-207	Electronic citation fees – special revenue fund
Section 55-10-208	Uniform traffic citation form
Section 55-10-303	Disposition of collections
Section 55-10-306	Record of traffic cases—report of convictions to department
Section 55-10-403	Forfeiture of vehicles (DUI)
Section 55-16-101	Report of unclaimed vehicles
Section 55-50-502	Suspension of licenses
Section 55-50-503	Surrender of license

Criminal Statutes

Section 39-11-106	Definitions (criminal offenses)
Section 39-14-104	Theft of services
Section 39-16-401	Definitions for public misconduct offenses
Section 39-16-402	Official misconduct
Section 39-16-403	Official oppression
Section 39-16-501	Definitions for interference with government operations offenses
Section 39-16-503	Tampering with or fabricating evidence
Section 40-39-201	Tennessee Sexual Offender and Violent Sexual Offender Registration, Verification and Tracking Act of 2004

Other

Section 4-4-108	Blanket surety bond required
Section 6-21-104 - 105	Surety bond required – City Manager-Commissioner Charter
Section 6-35-411	Surety bond required – Modified City Manager-Council Charter

APP.D-13

EXHIBIT A - EXCERPT OF LOCAL GOVERNMENT RELATED LAWS FROM THE COMPTROLLER'S AUDIT MANUAL

Laws and Regulations - Section APP.D
June 2015

Other (continued)

Section 6-51-121	Recording of annexation ordinance or resolution by annexing municipality
Section 6-56-401 et al	Municipal Finance Officer Certification and Education Act of 2007
Section 6-56-407	Penalty for noncompliance with Municipal Finance Officer Certification and Education Act of 2007
Section 8-44-101	Sunshine Law – Policy
Section 8-44-102	Open meetings
Section 8-44-103	Notice of public meetings
Section 9-1-109	Penalty for worthless checks/money orders
Section 9-3-504	Pension Funding Policies
Section 9-21-130	Guidelines and rules and regulations relating to contracts and agreements authorized. <i>(GO TO SUMMARY – APP.D-9)</i>
Section 10-7-503	Records open to public inspection
Sections 6-54-107 & 12-4-101	Conflict of interest
Section 62-2-107	Employment of licensees in public works

APP.D-14

EXHIBIT A - EXCERPT OF LOCAL GOVERNMENT RELATED LAWS FROM THE COMPTROLLER'S AUDIT MANUAL

Laws and Regulations - Section APP.D
June 2015

5. Municipal Donations to Nonprofit Organizations

Section 6-54-111, *Tennessee Code Annotated*, as amended, authorizes a municipality's governing body to appropriate funds for the financial aid of any nonprofit charitable organization that provides year-round services benefiting the general welfare of the residents of the municipality or any nonprofit civic organization working to maintain and increase employment opportunities in the municipality. This section also provides for the Comptroller of the Treasury to establish standard procedures to assist the municipal governing body in the disposition of funds so appropriated. The auditor should consider whether the municipality has complied with the following laws and rules:

1. A municipality may appropriate funds for only those nonprofit charitable organizations that provide year-round services benefiting the general welfare of the residents of the municipality, or any nonprofit civic organization classified under Sections 501(c)(4) or (6) of the Internal Revenue Code working to maintain and increase employment opportunities in the municipality.
2. Municipal payments to nonprofit organizations shall be limited to the amounts appropriated for such purposes and in keeping with the municipality's guidelines for how the appropriated funds may be spent.
3. The municipality shall require that each nonprofit organization receiving financial assistance from the municipality file with the disbursing official of the municipality a copy of an annual audit* of its business affairs and transactions and the proposed use of the contributed funds.
4. For appropriations to nonprofit civic organizations, notices shall be published in a newspaper of general circulation in the municipality of the intent to make an appropriation, specifying the intended amount and purpose.

* Attorney General Opinion number 91-52, addresses the requirement for an annual audit. The basis for the opinion indicates that an annual audit as used in this statute does not mean an audit conducted by an independent certified public accountant.

APP.D-15

EXHIBIT B EXCERPT OF LOCAL GOVERNMENT RELATED TN ATTORNEY GENERAL OPINIONS

Laws and Regulations - Section APP.D
June 2015

7. Selected Attorney General Opinions

The State Attorney General issues written legal opinions to certain state officials upon request. The Attorney General is required to provide written legal opinions to "the governor, secretary of state, state treasurer, comptroller of the treasury, members of the general assembly and other state officials...in the discharge of their official duties." 8-6-109 (b)(6), *Tennessee Code Annotated*.

The following is a summary of select opinions of interest;

Books and Records

<u>Date</u>	<u>Opinion Number</u>	<u>Description</u>
08/16/89	89-102	Accounting and auditing standards for local housing authorities
11/28/89	U89-134	Vending machines and pay telephone operations
08/13/90	U90-114	Application of open meetings act to city council interviews with applicants for city manager position
12/23/91	U91-164	Publication of official notices

Audit

<u>Date</u>	<u>Opinion Number</u>	<u>Description</u>
05/29/91	91-52	Filing annual audit under Section 6-54-111(c), <i>Tennessee Code Annotated</i>

Bids

<u>Date</u>	<u>Opinion Number</u>	<u>Description</u>
08/23/13	13-065	Requirement for local governments to seek competitive bids for liability insurance

Disbursements

<u>Date</u>	<u>Opinion Number</u>	<u>Description</u>
11/04/80	None	In-lieu-of-tax payments by a municipality's wholly-owned utility
10/27/88	88-194	Use of state street aid funds at the intersection

APP.D-26

EXHIBIT B EXCERPT OF LOCAL GOVERNMENT RELATED TN ATTORNEY GENERAL OPINIONS

Laws and Regulations - Section APP.D
June 2015

of a state highway and a municipal street

11/09/89	U89-130	Providing municipal services to residents on a private street
02/06/90	90-12	Spouse travel expenses
10/12/90	U90-149	Donations to nonprofit charitable and civic organizations

Disbursements (Continued)

09/01/92	U92-100	Municipal utilities and utility revenues
03/04/92	93-18	Loan by municipality to county industrial development corporation
06/11/93	U93-63	Conflict of interest/employee serving as mayor
04/08/94	U94-070	Installation of water lines in a private development
03/06/95	U95-021	Municipality's authority to engage in development of a residential subdivision

Police and City Courts

<u>Date</u>	<u>Opinion Number</u>	<u>Description</u>
11/01/88	88-195	Disposition of confiscated weapons, Section 39-6-1708, <i>Tennessee Code Annotated</i>
10/22/90	90-98	Law enforcement agencies' authority to use drug funds to acquire and install satellite communication equipment and pay officer tuition fees for drug enforcement training
10/28/91	91-85	Disposition of criminal fines
05/28/92	92-45	Use of drug fines for drug education programs
10/08/92	U92-121	Deposit of fines under Section 39-17-428, <i>Tennessee Code Annotated</i>
11/26/08	08-179	Issuance of traffic citations based on evidence obtained from a surveillance camera

APP.D-27



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Carter Napier, City Administrator & Rebecca Holden, Finance Director
DATE: 03/16/2026
SUBJECT: Revenue Presentation

STAFF RECOMMENDATION:

The purpose of this presentation is to provide the Mayor and Board of Aldermen with an overview of projected revenues for Fiscal Year 2027 for the City's General Government Fund, Special Revenue Funds, and Enterprise Funds, excluding Water and Sewer related funds. Water and Sewer revenues will be presented separately during their capital discussion.

This presentation provides the Mayor and Board of Aldermen with the projected revenue amounts that will be used in the development of the FY2027 operating budget. These projections are based on current year collections, historical trends, and available economic indicators and will serve as the foundation for the City's FY2027 budget.

SUMMARY:

The revenue projections presented reflect Staff's estimates based on current year collections, historical trends, economic indicators, and known changes that may affect revenue performance in the upcoming fiscal year. These projections will serve as the basis for revenue amounts incorporated into the development of the City's FY2027 operating budget.

The presentation includes projected revenues for the following funds:

General Government Fund

These funds support the general operations of the City and are primarily funded through taxes, licenses and permits, intergovernmental revenues, and charges for services.
110 - General Fund

Special Revenue Funds

Special Revenue Funds account for revenues that are legally restricted for specific purposes or programs.
121 - State Street Aid Fund
124 - Impact Fees Fund
125 - Adequate Facilities / Development Tax Fund
140 - Tourism Fund
611 - Library Fund
619 - Drug Fund



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199 town Center Parkway
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Spring Hill, Tennessee 37174
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Capital Projects Funds

Capital Project Funds account for financial resources that are restricted or committed to the construction or acquisition of major capital facilities and infrastructure projects.

- 311 - 18-75 Capital Projects Fund
- 313 - Capital Projects Fund

Enterprise Funds (Non-Water/Sewer)

Enterprise Funds account for operations that function in a business-type capacity and are primarily supported through user fees and charges for services.

- 210 - Sanitation Fund
- Stormwater (MS4) Fund

The attached charts display three fiscal year comparisons for each fund:

- FY2025 Actual - Final revenues received during FY2025
- FY2026 Projected - Estimated revenues for FY2026 based on year-to-date collections and expected activity through year end
- FY2027 Budget - Proposed revenue amounts to be incorporated into the FY2027 operating budget

This comparison allows the Board to evaluate revenue trends, identify significant changes, and understand the assumptions used in developing the FY2027 revenue estimates.



City of Spring Hill | Communications
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Spring Hill, Tennessee 37174

110 - GENERAL FUND	Actual FY 2025	Projected FY 2026	Budget FY 2027
Revenues			
Local Taxes	\$ 39,120,089.04	\$ 41,483,679.56	\$ 45,924,739.00
Real Property Taxes (Current) 2023 - Maury (\$.739)	\$ 8,386,753.92	\$ 8,070,553.84	\$ 10,608,635.00
Real Property Taxes(Current)-23 Williamson (\$.739)	\$ 8,738,600.59	\$ 12,957,680.18	\$ 13,661,198.00
Local Sales Tax - Maury Co	\$ 10,958,941.54	\$ 10,931,908.97	\$ 10,466,547.00
Local Sales Tax - Williamson Co	\$ 6,836,120.09	\$ 7,402,335.46	\$ 7,355,109.00
Licenses And Permits	\$ 2,898,172.94	\$ 1,179,374.88	\$ 920,861.00
Building Permits	\$ 2,750,252.47	\$ 1,108,009.65	\$ 824,161.00
Intergovernmental	\$ 9,376,942.02	\$ 5,584,827.76	\$ 9,752,804.00
Charges For Services	\$ 3,085,164.28	\$ 2,809,860.78	\$ 3,814,355.00
Fines And Forfeitures	\$ 236,912.17	\$ 231,720.08	\$ 250,000.00
Other	\$ 2,724,301.49	\$ 2,356,640.48	\$ 1,415,835.00
Other Financing Sources			
Issuance of Debt / Debt Proceeds	\$ -	\$ -	\$ -
Sale of Capital Assets	\$ 73,502.80	\$ 18,975.60	\$ -
Transfers In - from other funds	\$ -	\$ -	\$ -
Transfers In - from other funds (PILOT)	\$ -	\$ -	\$ -
Total Revenues and Other Financing	\$ 57,515,085	\$ 53,665,079	\$ 62,078,594

121 - STATE STREET AID FUND	Actual FY 2025	Projected FY 2026	Budget FY 2027
Revenues			
State Gas and Motor Fuel Taxes	\$1,859,287.43	\$1,553,335.84	\$ 2,156,147.00
Gas Tax Increase	\$ -	\$ -	\$ -
Other	\$ 66,435.46	\$ 49,761.48	\$ 50,000.00
Other Financing Sources			
Issuance of Debt / Debt Proceeds	\$ -	\$ -	\$ -
Transfers In - from other funds	\$ -	\$ -	\$ -
Total Revenues and Other Financing	\$ 1,925,723	\$ 1,603,097	\$ 2,206,147

124 - IMPACT FEES FUND	Actual FY 2025	Projected FY 2026	Budget FY 2027
Revenues			
Impact Fees	\$ 4,194,315.64	\$ 1,493,142.00	\$ -
Other	\$ 517,290.71	\$ 300,000.00	\$ 150,000.00
Other Financing Sources			
Issuance of Debt / Debt Proceeds	\$ -	\$ -	\$ -
Sale of Capital Assets	\$ -	\$ -	\$ -
Transfers In - from other funds	\$ -	\$ -	\$ -
Total Revenues and Other Financing	\$ 4,711,606	\$ 1,793,142	\$ 150,000

125 - ADEQUATE FACILITIES/DEVELOPMENT TAX	Actual FY 2025	Projected FY 2026	Budget FY 2027
Revenues			
Adequate Facilities Tax	\$ 3,571,234.39	\$ 1,167,647.50	\$ -
Intergovernmental	\$ 504,325.95	\$ 279,935.78	\$ -
Other	\$ 292,082.74	\$ 201,275.57	\$ 60,000.00
Other Financing Sources			
Issuance of Debt / Debt Proceeds	\$ -	\$ -	\$ -
Transfers In - from other funds	\$ -	\$ -	\$ -
Total Revenues and Other Financing	\$ 4,367,643	\$ 1,648,859	\$ 60,000

140 - TOURISM FUND	Actual FY 2025	Projected FY 2026	Budget FY 2027
Revenues			
Hotel/Motel Tax	\$ 410,177.31	\$ 211,234.88	\$ 400,000.00
Other	\$ 30,705.32	\$ 15,952.47	\$ 18,000.00
Other Financing Sources			
Issuance of Debt / Debt Proceeds	\$ -	\$ -	\$ -
Sale of Capital Assets	\$ -	\$ -	\$ -
Transfers In - from other funds	\$ -	\$ -	\$ -
Total Revenues and Other Financing	\$ 440,883	\$ 227,187	\$ 418,000

311 - 18-75 CAPITAL PROJECTS FUND	Actual	Projected	Budget
	FY 2025	FY 2026	FY 2027
Revenues			
Intergovernmental (Grants)	\$ 19,410.00	\$ 695.04	\$ -
Other	\$ 684,632.35	\$ 160,641.20	\$ -
Other Financing Sources			
Issuance of Debt / Debt Proceeds	\$ 42,552,150.39	\$ 1,663,826.27	\$ 560,000.00
Sale of Capital Assets	\$ -	\$ -	\$ -
Transfers In - from other funds	\$ 6,369,321.06	\$ 7,780,446.59	\$ 8,979,838.21
Total Revenues and Other Financing Sources	\$ 49,625,514	\$ 9,605,609	\$ 9,539,838

313 - CAPITAL PROJECTS FUND	Actual	Projected	Budget
	FY 2025	FY 2026	FY 2027
Revenues			
Intergovernmental (Grants)	\$ -	\$ 148,902.25	\$ -
Other	\$ 108,598.10	\$ 914,942.92	\$ 25,000.00
Other Financing Sources			
Issuance of Debt / Debt Proceeds	\$ -	\$ -	\$ -
Sale of Capital Assets	\$ -	\$ -	\$ -
Transfers In - from other funds	\$ 13,700,000.00	\$ 5,937,127.00	\$ -
Sources	\$ 13,808,598	\$ 7,000,972	\$ 25,000

LIBRARY FUND	Actual FY 2025	Projected FY 2026	Budget FY 2027
Revenues			
Donations	\$ 62,359.43	\$ 62,359.43	\$ 75,000.00
Other	\$ 69,009.49	\$ 56,456.56	\$ 78,000.00
Other Financing Sources	0	0	0
Issuance of Debt / Debt Proceeds	\$ -	\$ -	\$ -
Sale of Capital Assets	\$ -	\$ -	\$ -
Transfers In - from other funds	\$ -	\$ -	\$ -
Total Revenues and Other Financing Sources	\$ 131,369	\$ 118,816	\$ 153,000

DRUG FUND	Actual FY 2025	Projected FY 2026	Budget FY 2027
Revenues			
Intergovernmental	\$ -	\$ -	\$ -
Fines And Forfeitures	\$ 66,384.60	\$ 33,033.85	\$ 45,000.00
Other	\$ 11,753.45	\$ 6,849.90	\$ 6,000.00
Other Financing Sources	0	0	0
Issuance of Debt / Debt Proceeds	\$ -	\$ -	\$ -
Sale of Capital Assets	\$ -	\$ 4,651.00	\$ -
Transfers In - from other funds	\$ -	\$ -	\$ -
Total Revenues and Other Financing Sources	\$ 78,138	\$ 44,535	\$ 51,000

210 - SANITATION FUND	Actual FY 2025	Projected FY 2026	Budget FY 2027
Operating Revenues			
Sales	\$ 5,036,326.17	\$ 4,700,000.00	\$ 5,634,343.00
Fees	\$ 56,477.50	\$ 40,000.00	\$ 60,000.00
Other	\$ -	\$ -	\$ -
Miscellaneous Other Fees	\$ -	\$ -	\$ -
Non-Operating Revenues, Grants, Contributions, & Transfers In			
Investment Income	\$ 95,539.32	\$ 70,000.00	\$ 45,000.00
Other Income	\$ 6,291.37	\$ 4.25	\$ -
Capital Contributions	\$ -	\$ -	\$ -
Grants - Capital	\$ -	\$ -	\$ -
Grants - Operating	\$ -	\$ -	\$ -
Transfers In - from other funds	\$ -	\$ -	\$ -
Total Revenues	\$ 5,194,634	\$ 4,810,004	\$ 5,739,343

STORMWATER (MS4) FUND	Actual FY 2025	Actual FY 2026	Budget FY 2027
Operating Revenues			
Stormwater Fees - Residential	\$ 1,530,234.66	\$ 1,500,000.00	\$ 1,735,827.00
Stormwater Fees - Commercial	\$ 895,156.11	\$ 850,000.00	\$ 1,011,065.00
Stormwater Fees - Penalties	\$ 15,877.61	\$ 12,143.19	\$ 9,000.00
Miscellaneous Other Fees	\$ -	\$ -	\$ -
Non-Operating Revenues, Grants, Contributions, & Transfers In			
Investment Income	\$ 78,376.08	\$ 16,880.38	\$ 6,000.00
Other Income	\$ -	\$ -	\$ -
Capital Contributions	\$ -	\$ -	\$ -
Grants - Capital	\$ -	\$ -	\$ -
Grants - Operating	\$ -	\$ -	\$ -
Transfers In - from other funds	\$ -	\$ -	\$ -
Total Revenues	\$ 2,519,644	\$ 2,379,024	\$ 2,761,892

ORDINANCE 25-29

AN ORDINANCE ESTABLISHING A SEWER MORATORIUM, ADOPTING A ONE-TIME SEWER CAPACITY ALLOCATION FRAMEWORK, LIFTING PRIOR SUSPENSIONS OF DEVELOPMENT APPLICATIONS SUBJECT TO THAT FRAMEWORK, AND SUPERSEDING PRIOR ACTIONS IN CONFLICT THEREWITH.

WHEREAS, the City of Spring Hill owns and operates a municipal wastewater system regulated by the Tennessee Department of Environment and Conservation (“TDEC”), and is currently under TDEC Consent Order WPC2025-0093, which prohibits issuance of new sewer availability letters and new sewer connections until additional capacity becomes available; and

WHEREAS, Tennessee Code Annotated § 6-2-201(28) authorizes municipalities to regulate utilities; § 7-35-401 et seq. authorizes municipalities to own and operate wastewater systems; and § 13-4-308 and § 13-3-413 authorize municipalities to condition or delay subdivision and development approvals where public facilities, including wastewater systems, lack adequate capacity; and

WHEREAS, Tennessee Code Annotated § 13-4-310 provides that application processing timeframes and development review deadlines are tolled when necessary public facilities do not possess adequate capacity to serve a proposed development and;

WHEREAS, due to wastewater capacity limitations and the regulatory restrictions imposed under the Consent Order, the Board of Mayor and Aldermen (“BOMA”) adopted Resolution 25-238 on October 6, 2025, temporarily suspending acceptance, processing, and approval of construction plans, grading permits, and building permits to halt over-allocation of wastewater capacity; and

WHEREAS, BOMA subsequently adopted Resolution 25-259 on November 3, 2025, extending and amending Resolution 25-238 to allow time for staff to develop a comprehensive sewer allocation recommendation and to engage with the development community; and

WHEREAS, City staff has completed wastewater system capacity evaluations confirming remaining usable plant capacity after accounting for (1) plant rating, (2) existing flows, (3) reserves required for operational reliability, (4) critical infrastructure needs, and (5) active building permits; and

WHEREAS, these analyses determined that development projects with enforceable development agreements (“Group 1”) require 207,403 gallons per day (GPD), and permit-ready vacant lots (“Group 2”) require 62,500 GPD, together consuming the entirety of the City’s remaining wastewater treatment capacity; and

WHEREAS, the BOMA finds it necessary to allocate all remaining sewer capacity in a single, one-time action that is lawful, equitable, and consistent with the TDEC Consent Order, while enabling the City to resume acceptance of certain development applications.

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

SECTION 1. Sewer Moratorium and Purpose

A **sewer moratorium** is hereby declared pursuant to Tennessee Code Annotated §§ **6-2-201(28), 7-35-401 et seq., 13-4-308, and 13-3-413**, prohibiting issuance of any new sewer capacity commitments, sewer availability letters, or sewer connection approvals, except as authorized through this Ordinance.

For purposes of tolling development review timelines and vested rights protections under Tennessee Code Annotated § **13-4-310**, the effective tolling date is **October 6, 2025**, the adoption date of Resolution 25-238.

The purposes of this sewer moratorium include but are not limited to:

1. Ensure compliance with **TDEC Consent Order WPC2025-0093**;
2. Prevent further allocation of sewer capacity beyond available system capability;
3. Provide a fair and predictable mechanism for distributing all remaining sewer capacity;
4. Provide the specific criteria for lifting the development suspension adopted under Resolutions 25-238 and 25-259.

SECTION 2. Sewer Capacity Allocation Framework

All remaining municipal wastewater treatment capacity is hereby allocated as follows:

A. Group 1 – Development Agreements (Total Allocation: 207,403 GPD)

Project	GPD Allocation
John Maher Builders	18,000
Barton Hills	12,000
Arbor Valley*	12,000
June Lake	58,000
Spring Hill Towne Crossing	10,808
Legacy Pointe	62,995
Spring Hill Commerce Center	20,000

*Ordinance 25-29
January 5, 2026
Page 2 of 7*

Project	GPD Allocation
Belle Springs	12,600
Smyrna Ready Mix	1,000
Group 1 Total	207,403

*Indicates allocation to multiple builders within the project.

B. Group 2 – Permit-Ready Vacant Lots (Total Allocation: 62,500 GPD)

Project	Units	GPD Allocation
Cherry Grove	3	750
Harvest Point*	—	16,500
<i>DR Horton</i>	48	—
<i>Celebration</i>	14	—
<i>Regent Homes</i>	4	—
Alaina Park	24	6,000
Hardins Landing	24	6,000
August Park*	—	9,000
<i>Toll Brothers</i>	18	—
<i>Richmond American</i>	18	—
Brandon Woods	39	9,750
Bluebird Hollow	22	5,500
Mountain View	16	4,000
Crystal Creek	16	4,000
Maebry	4	1,000
Group 2 Total	250 units	62,500

*Indicates allocation to multiple builders within the project.

C. One-Time Allocation Statement

The Group 1 and Group 2 allocations constitute a single, one-time allocation of all remaining municipal wastewater treatment capacity. No additional development capacity remains available at this time.

D. Critical Infrastructure Allocation

BOMA allocates 65,000 GPD for a hospital on Reserve Boulevard and the Public Works and Fleet buildings.

E. Active Building Permits

BOMA allocates 365,000 GPD for all active building permits issued as of the effective date of this ordinance.

F. Future Discretionary Allocation of Sewer Capacity Reserve

BOMA establishes a sewer capacity reserve of 100,000 GPD. BOMA may consider an allocation from the sewer capacity reserve for nonresidential tenant improvements of existing buildings on the condition that the property is excluded from Group 1 and Group 2 allocations and does not qualify for approval under Section 3 below.

SECTION 3. Lifting of Prior Suspensions and Conditions for Application Acceptance

A. The suspensions of acceptance, processing, and approval of development applications imposed under **Resolution 25-238** and **Resolution 25-259** are hereby **lifted**, but **only** for existing buildings and development projects receiving sewer capacity Section 2 of this Ordinance.

B. A development or building permit application requiring sewer service may be accepted, processed, or approved only if:

1. The project has a sewer allocation under this Ordinance;
2. The project is located on a site or in a building with existing or previous flows and the resulting flow is equal to or less than existing or previous flows; or
3. **Projects proposing decentralized or alternative wastewater treatment systems must comply fully with all adopted City design standards, permitting procedures, engineering submittal requirements, TDEC approval requirements, long-term maintenance obligations, and financial assurance standards *before* any application is accepted for Planning Commission consideration.**

Development or building permit applications for sewer allocation and decentralized or alternative wastewater treatment systems are required to satisfy all zoning, development, subdivision, engineering, building code, and utility standards to be eligible for approval.

C. Projects without allocations or a decentralized or alternative wastewater treatment system remain **ineligible** for application acceptance or approval until new wastewater capacity becomes available or a future ordinance authorizes additional allocations.

SECTION 4. Superseding of Conflicting Prior Actions

All prior resolutions, ordinances, motions, policies, sewer reservation schedules, and administrative actions **in conflict with this Ordinance are hereby superseded**, except that vested rights recognized under Tennessee law and enforceable development agreements remain in effect.

SECTION 5. Compliance with TDEC Consent Order WPC2025-0093

All allocations, approvals, and administrative procedures authorized by this Ordinance shall comply with **TDEC Consent Order WPC2025-0093**. In the event of conflict, the Consent Order shall govern.

SECTION 6. Administrative Procedures

The **City Administrator or their designee**, in coordination with the Development Services Director, City Engineer, and General manager of Spring Hill Water, is authorized to implement administrative rules governing:

- Application intake, prioritization, and tracking;
- Documentation and issuance of sewer allocations;
- Expiration and lapse of allocations;
- Verification of capacity availability;
- Compliance with the TDEC Consent Order and all City policies.

SECTION 7. Enforcement

A. All projects, habitable buildings, or tenant spaces in receipt of a sewer capacity allocation shall be required to install a flow meter to monitor sewer flows from the property, building, or tenant space. The type and location of flow meters shall be subject to the approval of Spring Hill Water. Flow meters are required to be installed, inspected, and accepted by Spring Hill Water prior to the issuance of a Certificate of Occupancy (CO).

- B. Should a project, building, or tenant exceed the approved allocation, the City of Spring Hill will issue notice of the exceedance, and the property owner will be required to comply with the allocation within five (5) business days of notice.

In the event the exceedance is not resolved within five (5) business days of notice, the City of Spring Hill will disconnect water service to the property or tenant space in violation. Water service will be restored once the property owner takes action, as deemed appropriate by Spring Hill Water, to comply with the allocation.

- C. Should a project, building, or tenant exceed the approved allocation for a second time, the City of Spring Hill will issue notice to the property owner and disconnect water service to the property or tenant space in violation. Water service may be restored once the property owner takes further action, as deemed appropriate by Spring Hill Water, to comply with the allocation.
- D. Should a project, building, or tenant exceed the approved allocation for a third time, the City of Spring Hill will issue notice to the property owner, disconnect water service to the property or tenant space in violation, revoke the CO, and require the premises to be vacated.

SECTION 8. Duration

This Ordinance remains in effect until:

1. All Group 1 and Group 2 allocations have been assigned;
2. Additional municipal wastewater capacity becomes available; or
3. The BOMA adopts a subsequent ordinance modifying or replacing this allocation framework.

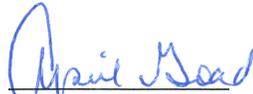
SECTION 9. Effective Date

This Ordinance shall take effect upon passage, **the public welfare requiring it.**



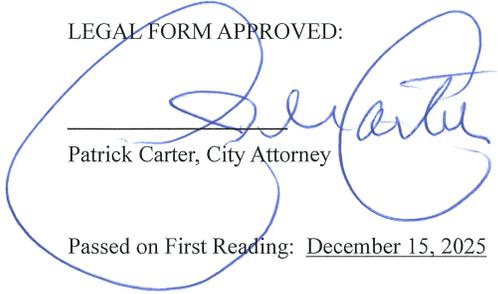
Matt Fitterer, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney

Passed on First Reading: December 15, 2025

Passed on Second Reading: January 05, 2026

*Ordinance 25-29
January 5, 2026
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STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Carter Napier | City Administrator
Patrick Carter | City Attorney
Dan Allen | Assistant City Administrator
Dara Sanders | Development Services Director
DATE: 12/15/2025
SUBJECT: Ordinance 25-29 (Sewer Moratorium and Capacity Allocation)

REQUEST:

Staff requests approval of an ordinance declaring a sewer moratorium and allocating the City's remaining sewer capacity.

PROPOSAL:

The proposed ordinance is written to include the following provisions –

Section 1 formally establishes a sewer moratorium and identifies October 6, 2025, as the official tolling date for the vested rights of projects that cannot proceed with fulfilling their project obligations because of the moratorium.

Section 2 recommends a one-time allocation of sewer capacity to projects with development agreements resulting in infrastructure above and beyond that required for the project (Group 1) and for permit-ready residential lots (Group 2). These allocations may be applied to new development, redevelopment, and tenant improvements in existing buildings.

This section also establishes a capacity reserve of 100,000 gallons per day (GPD) and creates an opportunity for projects not included in Groups 1 and 2 to request from BOMA capacity from the reserve. As written, only existing buildings are eligible for an allocation from the reserve due to the limitations of Section 1.

Section 3 lifts the application submittal and approval suspensions associated with Resolutions 25-238, -259, and -268. New restrictions on application submittals and approvals are put in place to align with Section 2 provisions.



City of Spring Hill | Department
199 Town Center Parkway
Spring Hill, Tennessee 37174
email@springhilltn.org
XXX.XXX.XXXX

Section 4 is standard language related to conflicts in prior resolutions, ordinances, policies, and etc.

Section 5 requires that all allocations, approvals, and procedures comply with TDEC Consent Order WPC2025-0093.

Section 6 authorizes the City Administrator, in coordination with development review/permitting staff and Spring Hill Water staff, to establish and implement rules for enforcing and tracking these provisions and remaining sewer capacity.

Section 7 establishes provisions for enforcing the sewer allocations in Section 2. In summary, all projects, buildings, or tenant spaces receiving an allocation under Section 2 are required to install flow meters to monitor flows for compliance with their allocation. Because sewer capacity is a matter of public health, escalating enforcement provisions are proposed for continuous, documented violations of allocations.

Section 8 addresses the duration of the applicability of this ordinance.

Section 9 requires that the ordinance take effect upon its passage, which is marked by the second reading and vote.

SUPPORTING DOCUMENTS:

Ordinance 25-29



City of Spring Hill | Communications
199 Town Center Parkway
Spring Hill, Tennessee 37174

ORDINANCE 26-01

**AN ORDINANCE TO AMEND ORDINANCE NO. 25-29, SECTION 2(F),
REGARDING THE SEWER CAPACITY RESERVE**

WHEREAS, Ordinance No. 25-29 established a Sewer Capacity Reserve of 100,000 gallons per day (GPD) for discretionary allocation; and

WHEREAS, Section 2(F) authorizes the Board of Mayor and Aldermen to allocate reserve capacity for nonresidential tenant improvements within existing buildings not included in Group 1 or Group 2; and

WHEREAS, Spring Hill Healthcare Investments, LLC has requested an allocation to complete tenant improvements within the existing medical office building located at 5221 Port Royal Road; and

WHEREAS, the requested allocation is consistent with the discretionary reserve framework established in Ordinance No. 25-29;

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

SECTION 1. Amendment to Section 2(F)

Pursuant to Section 2(F) of Ordinance No. 25-29, a one-time allocation of 500 gallons per day (GPD) from the Sewer Capacity Reserve is hereby granted to Spring Hill Healthcare Investments, LLC, for the existing building located at 5221 Port Royal Road, for nonresidential tenant improvements. This allocation shall be reserved solely for the tenant spaces to be occupied by Southern Roots Endodontics and TwelveStone Chronic Care, and shall not be transferable to other uses or tenants.

SECTION 2. Remaining Provisions

All other provisions of Ordinance No. 25-29 shall remain in full force and effect.

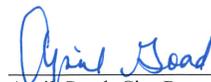
SECTION 3. Effective Date

This Ordinance shall take effect upon its final passage, the public welfare requiring it.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on this 2nd day of March, 2026.


Matt Fitterer, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney

PASSED ON 1ST READING: February 17th, 2026

PASSED ON 2ND READING: March 2nd, 2026

REQUEST FOR SEWER CAPACITY ALLOCATION



Ownership Entity: Spring Hill Healthcare Investments, LLC

Manager: CMK Properties

Project: 5221 Port Royal Road, Spring Hill, TN 37174 (3rd Floor Medical Suites)

Tenants: Southern Roots Endodontics; TwelveStone Chronic Care

Allocation Requested: Up to 455 GPD from the Sewer Capacity Reserve (Ordinance 25-29, Section 2(F))

Summary of Request:

5221 Port Royal Road is an existing, substantially occupied medical office building with two remaining third-floor suites pending building permits. Because these suites have not been previously occupied, Development Services has indicated the permits cannot be issued unless BOMA approves an allocation from the Sewer Capacity Reserve. This request aligns with our tenant's on-going work with the City to finalize the allocation.

I. THE "RESERVE FIT" JUSTIFICATION

Under Ordinance 25-29 (Section 2F), this Board established a 100,000 GPD Sewer Capacity Reserve specifically for non-residential tenant improvements of existing buildings when the property is not in Group 1/Group 2 and does not qualify under Section 3.

- **Our Project fits this criteria exactly:** 5221 Port Royal Road is an existing, 83% occupied medical building. We are seeking to finalize the remaining 16.8% of the structure.
- **Impact:** Our request for 455 GPD represents only 0.455%, or less than ½% of the City's established reserve.

II. VESTED RIGHTS & FISCAL COMPLIANCE

We have met all financial and engineering obligations required by the City of Spring Hill:

- **August 2022:** Paid \$218,595.89 in Water/Sewer Reserve and Tap Fees associated with this development. These payments were made under City approvals well before the current moratorium framework and reflect substantial prior compliance and investment. We have continued to proceed in good faith based on those approvals.
- **Pre-Suspension Submittal:** The Southern Roots permit application was submitted in September 2025, prior to the City's October 6, 2025 suspension/tolling date.
- **Staff Recognition:** In the Feb. 2, 2026 staff materials/memo, City staff acknowledged Southern Roots as a pre-suspension submittal and identified the remaining steps required for permit issuance.

III. COMMITMENT TO INFRASTRUCTURE HEALTH

We are not asking to bypass the moratorium, but to operate within the new framework:

- **Metering:** We acknowledge the requirement of Ordinance 25-29 and will install **City-approved flow meters** for both suites prior to issuance of a Certificate of Occupancy.
- **Healthcare Impact:** These providers (Endodontics and Chronic Care) offer specialized services that are currently underserved in Spring Hill.

REQUESTED ACTION

Grant a one-time allocation of 455 GPD from the Sewer Capacity Reserve to 5221 Port Royal Road to allow for the completion of the 3rd-floor medical build-outs. If the final agreed upon GPD estimate is less this allocation can be reduced.

Thank you!

TIMELINE

Date	Milestone / Action	Importance
July 28, 2021	Sanitary Sewer Design Approval	Spring Hill formally approved system capacity for the full 34,709 square foot building.
August 2022	Permit C-00460-22 Paid (\$218,595.89) - Invoice Attached	Demonstrates significant prior investment and compliance with City fee requirements.
Sept 25, 2023	Main Building CO Issued	Building shell officially completed.
Oct 1, 2023	Williamson Health Opens	Suites 101/200 occupying 66% of the building.
Nov 2024	Family Care Center TI Permit Issued	3rd Floor build-out begins (Suite 301).
May 2025	Family Care Center Opens	CO Issued. 83% of the building is now fully operational.
Aug 5, 2025	TDEC Moratorium Enacted	Establishes the broader constraint environment the City is managing.

Sept 2025	Southern Roots Permit Applied	Submitted before Ordinance 25-29's stated effective tolling date of Oct. 6, 2025.
Oct 6, 2025	Permit Suspension (Res 25-238)	BOMA pauses all permit processing for new sewer demand.
Nov 2025	TwelveStone Permit Applied	Final tenant application to complete the 3rd floor.
Jan 5, 2026	Ordinance 25-29 Passed	Created the 100,000 GPD Sewer Capacity Reserve.
Jan 19, 2026	Usage Letter Submitted	Professional engineer's GPD estimation formally provided to the City.
Feb 2, 2026	Staff Recognition - Notes BOMA reserve allocation is required	Staff formally acknowledges Southern Roots' pre-suspension status and that the permits can't be issued without a reserve allocation due to lack of prior occupancy.
Feb 17, 2026	BOMA Meeting	Requested Allocation: 455 GPD for Southern Roots and TwelveStones. Which is less than ½% of the established reserve..

SUPPORTING DATA & REGULATORY COMPLIANCE

Project: 5221 Port Royal Road

Reference: Ordinance 25-29

1. ELIGIBILITY UNDER ORDINANCE 25-29

Our request aligns with the specific discretionary powers reserved for BOMA in the current moratorium framework:

- **Section 2(F):** Establishes the 100,000 GPD Sewer Capacity Reserve and allows BOMA to consider allocations for nonresidential TI of existing buildings under stated conditions.
- **Section 3(B)(2):** Applications may be accepted/processed/approved when a building has existing or previous flows and the resulting flow is \leq those flows: this is the comparison test staff uses.
- **Section 7(A):** Flow meters are required for projects receiving allocations and must be installed/accepted before CO.

Accordingly, BOMA action is needed here and the framework exists for the same. City staff has stated that because the tenant space has not been previously occupied, Development Services cannot issue the permit unless BOMA approves an allocation from the Sewer Capacity Reserve (or capacity is made available through other means).

2. ALLOCATION IMPACT ANALYSIS

This request represents a minimal draw on the City's current reserves:

Category	Data Point
Total Sewer Capacity Reserve	100,000 GPD
Current Request (Southern Roots 280 + TwelveStone 175)	455 GPD

Percentage of Reserve Utilized	0.455%
Building Occupancy upon Approval	100%

3. TENANT PROFILES

- **Southern Roots Endodontics:** Specialized dental surgery and root canal therapy.
- **TwelveStone Chronic Care:** Infusion services and chronic disease management for high-risk patients.
- *Both tenants are essential medical services that support the local health infrastructure without requiring heavy industrial water use.*

In addition to the medical need the tenants support, we respectfully ask the Board to consider the significant investment already made under City approvals. The City reviewed/approved the project’s sewer design, and the project paid City-required water/sewer fees in August 2022. This request is to complete an existing, substantially occupied building using the Sewer Capacity Reserve mechanism BOMA adopted in Ordinance 25-29

SPRING HILL SEWER ALLOCATION APPROVAL FOR ENTIRE BUILDING



Jim Vrdoljak
Wastewater Collections Superintendent
TDEC CSII Operator permit # 4239

Office: (931) 486-2253 Ext. 482 . Cell: (931) 384-0633 . jvrdoljak@springhilltn.org

RE (Project) Duplex Road Development
(County) Williamson

The City has reviewed and approved the design of the sanitary sewer collection system for the above mentioned project and agrees to own, operate, and maintain all "Public" portions of this project once in operation.

We have conducted an analysis and determined the system has adequate capacity and that this project will not create or exacerbate any overflow problems.

7-28-21



THE CITY OF SPRING HILL
199 Town Center Parkway • Spring Hill, Tennessee 37174
931-486-2252
www.springhilltn.org



PAID 9/8/2022 CK#1063 INVOICE FOR WATER & SEWER
RESERVE TAP FEE FOR ENTIRE BUILDING \$218,595.89

INVOICE

BILLING CONTACT
Solomon Builders
Solomon Builders
4539 Trousdale Dr
Nashville, TN 37204



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
00018409	08/30/2022	08/30/2022	Due	NONE

REFERENCE NUMBER	FEE NAME	TOTAL
C-00460-22	Backflow	\$25.00
	Backflow	\$25.00
	COM-Building Permit	\$30,010.00
	COM-Commercial Adequate Facilities Tax Fee	\$17,608.00
	COM-Commercial Adequate Facilities Tax Fee #1	\$500.00
	COM-Meter Set Fee	\$1,866.80
	COM-Meter Set Fee	\$3,744.00
	COM-Plumbing Additional Water Fixture W/Drain	\$60.00
	COM-Plumbing Bath	\$300.00
	COM-Sewer Connection 6" Tap	\$1,300.00
	COM-Sewer Reserve	\$5,413.00
	COM-Sewer Reserve	\$11,930.00
	COM-Water Reserve	\$3,977.00
	COM-Water Tap Fee	\$2,100.00
General Office Bldg.	\$139,737.09	
5221 Port Royal Road Duplex Road Office Spring Hill, TN		SUB TOTAL
		\$218,595.89

TOTAL \$218,595.89

TwelveStones - Engineer calculations estimated water use 150-175 GPD

301 Industrial Boulevard
Tullahoma, TN 37388
Phone: 931.454.9940
Fax: 931.454.2338



2605 Elm Hill Pike
Suite C
Nashville, TN 37214
Phone: 615.678.6022

26 January, 2026

Cindy Nix
Manager of Facilities
TwelveStone Health Partners
352 W. Northfield Boulevard, Suite 3
Murfreesboro, TN 37129

Re: TwelveStone Health Partners Sewer Usage – 5221 Port Royal Road

Dara,

We have reviewed the potential sewer discharge for this facility. We have reviewed this with the City of Spring Hill requirements per their Appendix C,

Spring Hill Appendix C Estimate:

APPENDIX C: TABLE OF WATER/WASTEWATER LOADS

(A) Projected water use and wastewater loads of developments shall be determined using the following standards as a guide:

Drainage Facility	Flow in GPD	Design Units
Apartment - Two Bedroom	300	per unit
Apartment - Three Bedroom	350	per unit
Mobile Home Parks	300	per mobile home space
Single Family Dwelling	350	per unit
Assembly Hall (No Food Service)	2	per seat
Beauty Shop, Styling Salon	200	per station
Bowling Alleys (no food service)	75	per lane
Car Wash (stand-alone)	2500	per bay
Child Care Center	10	per child and adult
Churches (small)	5	per sanctuary seat

Based on the Staff and Patient count projections, below is the anticipated usage based on Appendix C.

TwelveStone Health Partners			
	Quantity	Appendix C Usage Rate (GPD)	Total Used (GPD)
Doctors	1	75	75
Employees	8	20	160
Patients	11	10	110

Other	N/A	N/A	0
Total Use (GPD)			345

Comparator Facility Usage:

We reviewed a similar TwelveStone Facility for comparison. The billed consumption for this facility was averaging 1610 gallons per month.

The comparator facility includes a one doctor, four employees, and seven patients per day. Using the Appendix C values provides the below projected usage:

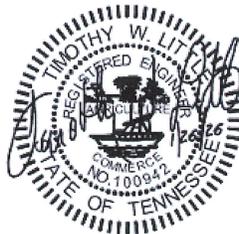
Comparator Practice			
	Quantity	Appendix C Usage Rate (GPD)	Total Used (GPD)
Doctors	1	75	75
Employees	4	20	80
Patients	7	10	70
Other	N/A	N/A	N/A
Total Use (GPD)			225

The actual measured usage for this operating practice, however, with the above 1610 gallons per month is much less. If a 5-day patient week is considered, this would be an average usage of just over 81 GPD assuming a 4-week month. If only a four day patient week and a 4-week month this would only be 100 GPD, again still less than the 225 GPD projected with the Appendix C values.

Based on the above comparator, as the actual usage is less than half the Appendix C value, we feel a more realistic water usage for the new tenant location in Spring Hill is nearer 150 – 175 GPD.

Please let us know any questions or other.

Sincerely,



Tim Little, PE
Mechanical Engineer

OLG File: 40426

Southern Roots - Engineer calculations estimated water use 25 GPD

301 Industrial Boulevard
Tullahoma, TN 37388
Phone: 931.454.9910
Fax: 931.454.2338



2605 Elm Hill Pike
Suite C
Nashville, TN 37214
Phone: 615.678.6022

19 January, 2026

Jim Nickle
Nickle Architects
Nashville, TN

Re: Southern Roots Sewer Usage

Jim,

We have reviewed the potential sewer discharge for this facility. We have reviewed this with the City of Spring Hill requirements per their Appendix C, prepared our own estimation of water usage, and a third approach considering the billed Utility usage for a comparator facility.

Spring Hill Appendix C Estimate:

APPENDIX C: TABLE OF WATER/WASTEWATER LOADS

(A) Projected water use and wastewater loads of developments shall be determined using the following standards as a guide

Drainage Facility	Flow in GPD	Design Units
Apartment - Two Bedroom	300	per unit
Apartment - Three Bedroom	350	per unit
Mobile Home Parks	300	per mobile home space
Single Family (dwelling)	350	per unit
Assembly Hall (No Food Service)	2	per seat
Beauty Shop, Styling Salon	200	per station
Bowling Alleys (no food service)	75	per lane
Car Wash (stand-alone)	2500	per bay
Child Care Center	10	per child and adult
Churches (small)	5	per sanctuary seat

Initial Day 1 Usage

	Quantity	Appendix C Usage Rate (GPD)	Total Used (GPD)
Doctors	1	75	75
Employees	3	20	60
Patients	10	10	100
Wash Down (GPD)			5
Total Use (GPD)			240

Full Build-out Usage (2 – 3 Years)			
	Quantity	Appendix C Usage Rate (GPD)	Total Used (GPD)
Doctors	1	75	75
Employees	6	20	120
Patients	24	10	240
Wash Down (GPD)			5
Total Use (GPD)			440

Comparator Facility Usage:

We reviewed a similar facility of another doctor. The billed consumption for this facility was averaging 405 gallons per month.

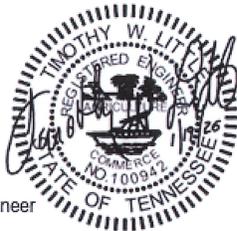
The comparator facility includes a dental practice with one doctor, two employees, and sixteen patients. Using the Appendix C values provides the below projected usage:

Comparator Practice			
	Quantity	Appendix C Usage Rate (GPD)	Total Used (GPD)
Doctors	1	75	75
Employees	2	20	40
Patients	16	10	160
Wash Down (GPD)			5
Total Use (GPD)			280

The actual measured usage for this operating practice, however, with the above 405 gallons per month is much less. If a 5-day patient week is considered, this would be an average usage of just over 20 GPD assuming a 4-week month. If only a four day patient week and a 4-week month this would only be 25 GPD, again still less than the 280 projected with the Appendix C values.

Please let us know any questions or other.

Sincerely,



Tim Little, PE
Mechanical Engineer

OLG File: 41125