



TOWN OF ASHLAND CITY

Regularly Scheduled Workshop Meeting

August 04, 2026, 6:00 PM

Agenda

Mayor: Gerald Greer

Council Members: Tim Adkins, Nicole Binkley, Chris Kerrigan, Michael Smith, Kevin Thompson, Tony Young

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. Approval of July 7, 2026, Regularly Scheduled Workshop Minutes

PUBLIC FORUM

2. Procedure for Speaking Before the Board

- * Speakers must complete the information form and submit it to the transcriber prior to the public forum. Be prepared to speak when your name is called.
- * Each speaker will be allowed 4 minutes.
- * Speakers may comment on issues scheduled for consideration at the meeting or other appropriate concerns pertinent to the operation of the town.
- * Each speaker should state the following:
 - his/her name
 - whether they are an Ashland City resident and/or property owner
- * No person shall be allowed to make obscene, derogatory, or slanderous remarks while addressing the Council/Board. Persons doing so will be asked to stop speaking and will forfeit the remainder of their time.
- * All remarks shall be directed to the Council/Board as a body only.
- * No person shall be allowed to disrupt or interfere with the procedures.
- * Remarks shall end when the speaker's allotted time has expired. No time shall be shared with other speakers.
- * Questions from the council/board members may be asked for clarification as well as council/board members may have brief comments; however, no person shall be permitted to enter any discussion or debate either directly with or through any member of the Council/Board or anyone present at the meeting.
- * No one shall make open comments during the meeting.

REPORTS

3. Attorney: Jennifer Noe
4. Chief of Staff/Codes Director: Allen Nicholson
5. City Recorder
6. Court Department: Cynthia Hollingsworth
7. Finance Department: Will Duffel
8. Fire Department: Chief Walker
9. Human Resources Department: Violet Black
10. Parks Board: Michael Smith
11. Parks Department: Anthony Clark
12. Police Department: Chief Ray
13. Public Works Department: Clint Biggers
14. Technology Department: Justin Wheeler
15. Thrive 55+ Department: Tammany Carter

UNFINISHED BUSINESS

16. New City Seal and Challenge Coin
17. Ordinance 650: Amend Zoning Ordinance Vape Shops - 2nd Reading
18. Ordinance 651: Rezone Natures Trail - 2nd Reading
19. Ordinance 652: Amending Title 7, Chapter 6: Fireworks - 2nd Reading

NEW BUSINESS

[20.](#) Website Vendor Discussion

[21.](#) Bruce's Buddies backpack discussion

22. Codes Violation: Repeat offenders discussion

[23.](#) WWTP Fire Monitoring Agreement

[24.](#) Resolution 2026-44: GNRC Fiscal Policies and Procedures Manual

[25.](#) Ordinance 653: Budget Amendment #1 FY27- 1st Reading

OTHER

ADJOURNMENT

Those with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting, should contact the ADA Coordinator at 615-792-6455, M-F 8:00 AM – 4:00 PM. The town will make reasonable accommodations for those persons.



TOWN OF ASHLAND CITY
Regularly Scheduled Workshop Meeting
July 07, 2026, 6:00 PM
Minutes

CALL TO ORDER

Mayor Greer called the meeting to order at 6:00 p.m.

ROLL CALL

PRESENT

Mayor Gerald Greer
Councilman Tim Adkins
Councilwoman Nicole Binkley
Councilman Chris Kerrigan
Councilman Michael Smith
Councilman Kevin Thompson
Councilman Tony Young

APPROVAL OF AGENDA

Mayor Greer stated that he had a few additions to add under other. Item #29 Johns Park change order #3, Item #30 City Seal Discussion, Item #31 City Challenge Coin Discussion. A motion was made by Councilman Thompson, Seconded by Councilman Young, to approve the agenda with changes. All approved by voice vote. **Motion Passes.**

APPROVAL OF MINUTES

1. Approval of June 2, 2026, Regularly Scheduled Workshop Minutes

A motion was made by Councilman Thompson, Seconded by Councilman Young, to approve the meeting minutes as written. All approved by voice vote. **Motion Passes.**

PUBLIC FORUM

2. Renee Cannon spoke on behalf of a property maintenance issue.
Vicki Cannon spoke on behalf of soccer field damage from Summerfest at Riverbluff.

REPORTS

3. Attorney: Jennifer Noe
Ms. Noe gave her report.
4. Chief of Staff/Codes Director: Allen Nicholson
Mr. Nicholson gave his report.
5. City Recorder
Report split with Mr. Nicholson and Ms. Black.
6. Court Department: Cynthia Hollingsworth
Absent
7. Finance Department: Will Duffel
Mr. Duffel gave his report
8. Fire Department: Chief Walker
Chief Noe reported for Chief Walker.
9. Human Resources Department: Violet Black
Ms. Black gave her report.
10. Parks Advisory Board Report: Michael Smith
Councilman Smith gave his report.
11. Parks Department: Anthony Clark
Mr. Clark gave his report.
12. Police Department: Chief Ray
Chief Ray gave his report.
13. Public Works Department: Clint Biggers
Mr. Harris reported for Mr. Biggers.
14. Technology Department: Justin Wheeler
Mr. Wheeler gave his report.

15. Thrive 55+ Department: Tammany Carter

Absent

NEW BUSINESS

16. First Due Contract

Chief Noe spoke on behalf of the contract for First Due. There were no questions or comments.

17. Exercise Instructor Contract

Ms. Black spoke on behalf of the exercise instructor contract. There were no questions or comments.

18. Rails to Trails Lease Agreement

Ms. Noe spoke on behalf of the Rails to Trails lease agreement. There were no questions or comments.

19. WWTP Engineering Agreement Amendment #5

Mr. Harris spoke on behalf of the engineering agreement amendment #5. There were no questions or comments.

20. John's Park Drainage and Sidewalk Change Orders 1 and 2

Mr. Nicholson spoke on behalf of change orders 1 and 2. There were no questions or comments.

21. Resolution: Donation from AO Smith for PD

Chief Ray spoke on behalf of the A O Smith donation. There were no questions or comments.

22. Resolution: Bus Stop Donation

Mr. Nicholson spoke on behalf of the bus stop donation. There were no questions or comments.

23. Resolution: BCBS Healthy Places Grant Application

Mr. Clark spoke on behalf of the BCBS Grant. There were no questions or comments.

24. Resolution: Check Signers

Mr. Nicholson spoke on behalf of the check signer's resolution. There were no questions or comments.

25. Ordinance: Amend Zoning Ordinance Vape Shops

Mr. Nicholson and Ms. Noe spoke on behalf of the vape shop ordinance. There was discussion about it affecting other businesses in town.

26. Ordinance: Rezone Natures Trail

Mr. Nicholson spoke on behalf of the Natures Trail ordinance. There were no questions or comments. There were no questions or comments.

27. Ordinance: Amending Title 7, Chapter 6: Fireworks

Ms. Noe spoke on behalf of the ordinance amending Title 7: Chapter 6. There were no questions or comments.

EXPENDITURE REQUESTS

28. Request to Bid Road Paving

Mr. Harris spoke on behalf of the road paving bid. There were no questions or comments.

OTHER

29. John's Park Change Order 3

Mr. Nicholson spoke on behalf of change order 3. There was discussion about the need for additional change orders.

30. Discussion of a new City Seal

Mayor Greer spoke on behalf of a new seal. There were no questions or comments.

31. Discussion of a new City Challenge Coin

Mayor Greer spoke on behalf of a new challenge coin. There were no questions or comments.

ADJOURNMENT

A motion was made by Councilman Thompson, Seconded by Councilman Smith, to adjourn the meeting. All approved by voice vote and the meeting adjourned at 7:24 p.m. **Motion Passes**

MAYOR GERALD GREER

ALICIA MARTIN, CMFO

ORDINANCE #

AN ORDINANCE AMENDING ORDINANCE #179, THE ZONING ORDINANCE, OF THE TOWN OF ASHLAND CITY, TENNESSEE, ADDING ARTICLE IV., SECTION 4.270 STANDARDS APPLYING TO SMOKE SHOPS, TOBACCO STORES, AND VAPE SHOPS

WHEREAS, the City's Zoning Ordinance intent and purpose includes to promote and protect the public health, safety, and general welfare of the people; and

WHEREAS, the addition to the Zoning Ordinance is to limit the number and location of facilities due to the potential negative health impacts of the materials sold in smoke and vape shops including tobacco, edibles, concentrates, cannabis, cannabidiol oil, kratom and similar materials and accessories.

WHEREAS, the Town of Ashland City Planning Commission has reviewed and discussed the amendment and has voted to recommend its passage; and

WHEREAS, the Mayor and Council of Ashland City, Tennessee has given due consideration to amending the Zoning Ordinance of the Town of Ashland City

NOW, THEREFORE BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE, that Article IV., Section 4.270 be added as follows:

4.270. Standards applying to smoke shops, tobacco stores, and vape shops.

Smoke shops, tobacco stores, and vape shops shall be permitted uses only in Industrial zoning districts I-1 and I-2. No such use shall be established in any other zoning district. Any retail establishment devoting more than twenty percent (20%) of the gross floor area to the display, sale, storage, or marketing of tobacco products, vape products, nicotine products, electronic smoking devices, or smoking paraphernalia shall be classified as a smoke shop, tobacco store, or vape shop. This also includes businesses that advertise and hold themselves out to be a smoke shop, tobacco shop, and vape shop. All such uses shall comply with the following standards:

4.270.1 Location and Buffer Standards

- A. No smoke shop, tobacco store, or vape shop shall be located within one thousand (1,000) feet, measured property line to property line, from a school (public or private), family day care home, childcare facility, youth center, community center, recreational facility, park, church or religious institution, hospital, or other similar uses where children regularly gather.
- B. No smoke shop, tobacco store, or vape shop shall be located within five hundred (500) feet, measured property line to property line, from another smoke shop, tobacco store, or vape shop.

4.270.2 Operational Standards

- A. It shall be unlawful for any smoke shop, tobacco store, or vape shop to knowingly allow or permit an individual under the age of 21 (twenty-one), not accompanied by his or her parent or legal guardian, to enter or remain on the premises.
- B. Every smoke shop, tobacco store, or vape shop shall post clear signage stating that anyone under the age of 21 (twenty-one) may not enter the premises unless accompanied by a parent or legal guardian. At least one such sign shall be placed in a conspicuous location near each public entrance. It shall be unlawful to fail to display and maintain such signage.
- C. No smoking or vaping shall be permitted on the premises at any time.
- D. No sales may be solicited or conducted on the premises by anyone under the age of 21 (twenty-one).
- E. No self-service product or paraphernalia displays shall be permitted.
- F. No distribution of free or reduced-cost products, paraphernalia, or coupons for such items shall be permitted.
- G. All stores shall comply with the City's Sign Ordinance.

4.270.3 Nonconforming Uses

Smoke shops, tobacco stores, and vape shops that are legally existing on the effective date of this ordinance may continue to operate as legal nonconforming uses in accordance with Article VI, Section 6.010, Nonconforming Uses, and shall not be required to relocate to an industrial district. However, any change or expansion of such legal nonconforming use shall require compliance with this section. To be considered a legal nonconforming use, the business must have acquired a Certificate of Occupancy prior to the enactment of this zoning change.

BE IT FURTHER ORDAINED, that this Ordinance shall take effect 20 days after its final passage, the public welfare requiring it.

1st reading

Public Hearing

2nd reading

Mayor Gerald Greer

Alicia Martin, CMFO

ITEM #6 – AMEND ZONING ORDINANCE: VAPE SHOPS

Project Summary

Request Type:	Zoning Ordinance Text Amendment
Proposed Section:	Section 4.260 – Standards Applying to Smoke Shops, Tobacco Stores, and Vape Shops
Initiated By:	Town of Ashland City
Ordinance Reviewed By:	Town Attorney (Ms. Noe) – Language Finalized
Affected Districts:	All districts (permitted use limited to I-1 and I-2 only)
Authority:	TCA §13-7-201 through §13-7-212; Zoning Ordinance Section 7.090

Background

The Town of Ashland City proposes to amend its Zoning Ordinance by adding Section 4.260, establishing specific use classification, location buffer standards, and operational requirements for smoke shops, tobacco stores, and vape shops. The reason for this amendment, as described in pre-meeting communications, was raised during the June agenda preparation process. Allen Nicholson confirmed with Planning Director Ceagus Clark that the vape shop ordinance amendment should be brought forward at the June meeting even if a broader zoning rewrite were delayed to a future date.

The proposed ordinance language has been reviewed and finalized by Town Attorney Ms. Noe. The text presented in the packet and below reflects the attorney-approved version.

Summary of Proposed Section 4.260

Use Classification and Permitted Districts

Smoke shops, tobacco stores, and vape shops would be permitted uses only in Industrial zoning districts I-1 (Light Industrial) and I-2 (Light Industrial). No such use may be established in any other zoning district.

A retail establishment is classified as a smoke shop, tobacco store, or vape shop if it devotes more than twenty percent (20%) of its gross floor area to the display, sale, storage, or marketing of tobacco products, vape products, nicotine products, electronic smoking devices, or smoking paraphernalia. Businesses that advertise and hold themselves out as a smoke shop, tobacco store, or vape shop are also covered regardless of floor area percentage.

Nonconforming Uses – Article VI, Section 6.010

The Ashland City Zoning Ordinance's nonconforming use provisions allow lawfully established uses to continue operating but restrict expansion and change of use. The proposed Section 4.260.3 appropriately incorporates these existing provisions by reference and adds the Certificate of Occupancy requirement as the qualifying threshold.

Staff Analysis

The proposed ordinance text has been reviewed and approved by Town Attorney Ms. Noe and is presented as final language ready for Planning Commission recommendation. Staff finds the amendment to be well-structured and consistent with the purpose and intent of the Zoning Ordinance to promote public health, safety, morals, and general welfare. Key observations:

- The 1,000-foot buffer from schools, parks, churches, and similar facilities is a commonly adopted standard and is appropriate for a community of Ashland City's scale.
- The 500-foot separation between similar establishments prevents undesirable clustering.
- The operational standards — age restrictions, signage requirements, no on-premises smoking, no self-service displays — reinforce existing state and federal tobacco retail regulations and provide local enforcement authority.
- The nonconforming use provision is carefully drafted: existing lawful businesses are protected, but any expansion or change of use triggers full compliance. The Certificate of Occupancy threshold provides a clear, objective eligibility standard.
- The I-1/I-2 limitation is a restrictive but legally defensible policy choice. Staff recommends the Commission confirm that viable I-1 and I-2 locations exist within the town limits so that the ordinance does not create an effective prohibition.

Planning Commission Considerations

- The ordinance language has been reviewed and finalized by Town Attorney Ms. Noe. The Commission is presented with attorney-approved text.
- The Commission should confirm that I-1 and I-2 zoning exists within Ashland City and that the buffer requirements do not make it impossible to locate such uses anywhere in the town.
- The Commission's recommendation will be forwarded to Town Council for final adoption. Staff recommends forwarding the language as written.

STAFF RECOMMENDATION

Staff recommends that the Planning Commission forward a recommendation of approval to the Town Council for the adoption of proposed Section 4.260 – Standards Applying to Smoke Shops, Tobacco Stores, and Vape Shops, as reviewed and finalized by Town Attorney Ms. Noe. The proposed amendment is consistent with the purpose and intent of the Ashland City Zoning Ordinance to promote public health, safety, and general welfare, and provides a clear, enforceable regulatory framework for these uses.

Section 4.260.1 – Location and Buffer Standards

- No such use may be located within 1,000 feet (property line to property line) of a school (public or private), family day care home, child care facility, youth center, community center, recreational facility, park, church or religious institution, hospital, or other similar uses where children regularly gather.
- No such use may be located within 500 feet (property line to property line) of another smoke shop, tobacco store, or vape shop.

Section 4.260.2 – Operational Standards

- No person under 21 may enter or remain on the premises unless accompanied by a parent or legal guardian. Violation is unlawful.
- Clear signage stating the age-21 restriction must be posted at each public entrance. Failure to display and maintain such signage is unlawful.
- No smoking or vaping is permitted on the premises at any time.
- No sales may be solicited or conducted by anyone under the age of 21.
- No self-service product or paraphernalia displays are permitted.
- No distribution of free or reduced-cost products, paraphernalia, or coupons is permitted.
- All stores must comply with the City's Sign Ordinance.

Section 4.260.3 – Nonconforming Uses

Legally existing smoke shops, tobacco stores, and vape shops on the effective date of the ordinance may continue as legal nonconforming uses per Article VI, Section 6.010. They are not required to relocate to an industrial district. However, any change or expansion of such a nonconforming use requires compliance with Section 4.260. To qualify as a legal nonconforming use, the business must have obtained a Certificate of Occupancy prior to enactment of the zoning change.

Applicable Ordinance Standards

Amendment Procedure – Section 7.090

Text amendments to the Zoning Ordinance follow the same review process as map amendments: the Planning Commission reviews the proposed language and makes a recommendation to the Town Council, which holds final adoption authority. The Commission's role is to evaluate the amendment for consistency with the purpose and intent of the Zoning Ordinance.

I-1 and I-2 Light Industrial Districts

Restricting smoke shops, tobacco stores, and vape shops to I-1 and I-2 provides geographic separation from sensitive land uses — particularly schools, parks, and religious institutions — that are typically found in residential and commercial districts. The limitation to industrial areas is a deliberate policy choice to minimize exposure of children and families to these establishments.

ORDINANCE NO.

**AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE TOWN OF
ASHLAND CITY, TENNESSEE, BY REZONING PARCELS 049N E 005.01, 049N E
005.05, AND 049F C 002.00 LOCATED AT NATURES TRAIL**

WHEREAS, said portion of property requested to be rezoned from R-3/C-2, Medium-Density Residential/Commercial Highway Service District, to R-3 PUD, Medium-Density Residential Planned Unit Development, is located in the corporate limits of the Town of Ashland City; and

WHEREAS, Parcel 049F C 002.00 has a small portion of the property zoned R-2, Low-Density Residential District, that will be rezoned to R-3 PUD, Medium-Density Residential Planned Unit Development, and

WHEREAS, the Ashland City Municipal Planning Commission forwarded the request to the Mayor and Council on June 01, 2026, with a recommendation for approval.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE:

SECTION 1. Pursuant to provisions of Sections 13-7-201 to 13-7-204, Tennessee Code Annotated, the property described herein is rezoned as follows:

The parcels included on Tax Map 049N, Group E, Parcel 005.01 and Tax Map 049N, Group E, Parcel 005.05, located at Natures Trail be rezoned from R-3/C-2 (Medium-Density Residential/Commercial Highway Service District) and Tax Map 049F, Group C, Parcel 002.00 located at Natures Trail be rezoned from R-2/R-3/C-2 (Low-Density Residential/Medium-Density Residential/Commercial Highway Service District) to the R-3 PUD (Medium-Density Residential Planned Unit Development District), as taken from the records of the Assessor of Property of Cheatham County, Tennessee as of June 2026. This area to be zoned R-3 PUD is marked with a red "X" and shown on the map below.

SECTION 2. This ordinance shall be effective 20 days after its final passage, the public welfare requiring it.

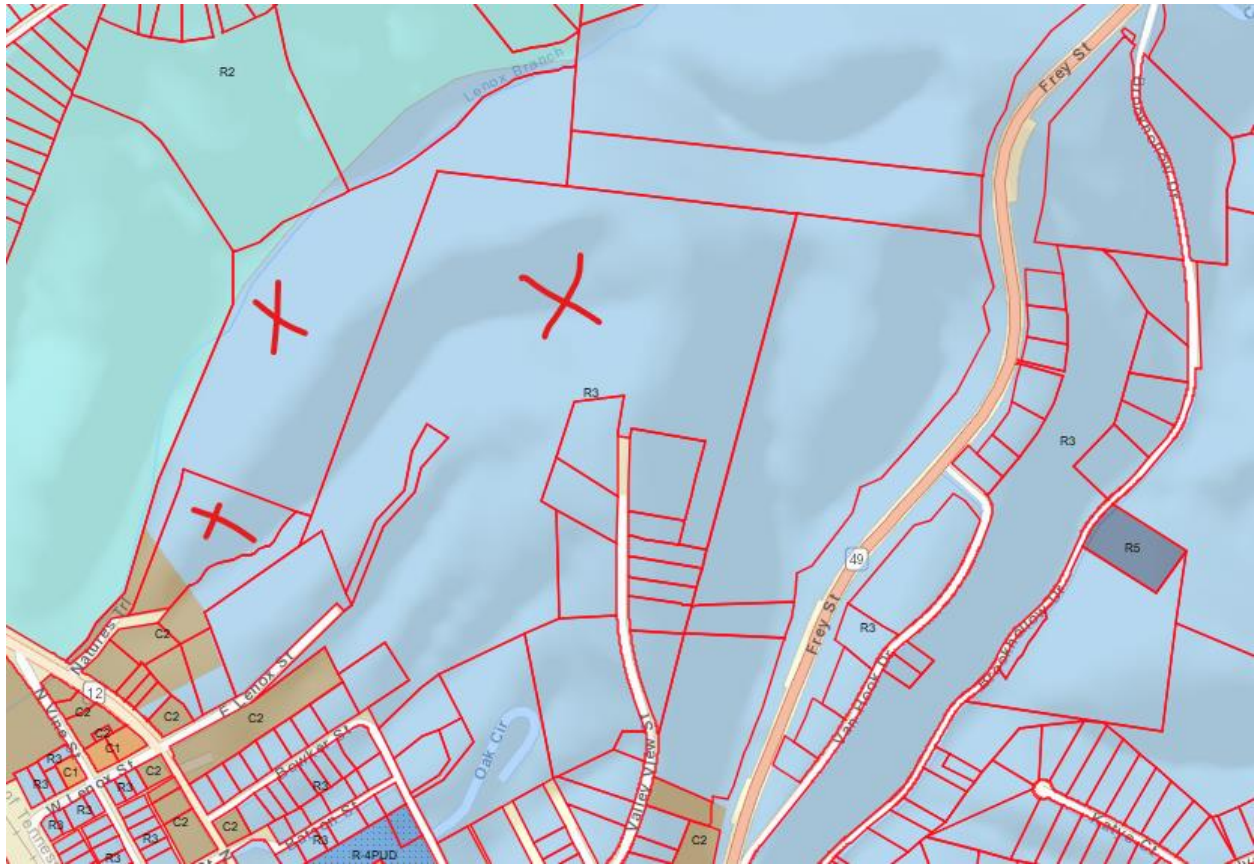
Approved by the Planning Commission at the regularly called meeting on June 01, 2026.

First Reading:
Second Reading:

ATTEST:

Mayor Gerald Greer

Alicia Martin, CMFO



ITEM #5 – REZONE REQUEST: NATURES TRAIL

Project Summary

Applicant:	Calvin Bell / Maple Hills Partners LLC
Application Type:	Reclassification of Property Under the Zoning Ordinance
Application Fee:	\$100.00
Current Zoning:	C-2 (Highway Service) and R-3 (Medium Density Residential)
Proposed Zoning:	R-3 (Medium Density Residential) – Base Zone
Intended Next Step:	RPUD Overlay via Section 5.080 – Preliminary Master Development Plan
Parcel IDs:	011049N E00501 011049F C00200 011049N E00505
Reason:	Consolidate 3 parcels under unified R-3 base zoning as prerequisite for RPUD overlay
Application Date:	April 27, 2026

Project Description

The applicant requests reclassification of three parcels to a unified R-3 (Medium Density Residential) designation. The parcels currently carry a mix of C-2 (Highway Service) and R-3 zoning. The applicant has confirmed their intent to pursue an RPUD overlay on the R-3 base zoning through the Section 5.080 process. The rezone being requested tonight is the necessary first step to establish the base zoning district on which that overlay will be applied.

How the R-3 Base Zone and RPUD Overlay Work Together

Understanding the relationship between the base rezone and the PUD overlay is essential to evaluating this request. These are two distinct but sequential steps, and the Commission's role is different at each stage.

Step	Action	What It Means
1	R-3 Base Rezone (This meeting)	Town Council approves the zoning map amendment to R-3 on recommendation from the Planning Commission. This establishes the base zoning district. No development is authorized by this step alone. The R-3 base is required before any overlay can be applied.
2	Applicant submits Preliminary Master Development Plan (MDP)	Per Section 5.080, the applicant submits a full MDP identifying transportation routes, density, open space, landscaping, stormwater, phasing, amenities, and all development commitments. A traffic study is required as part of this submission. This is where all binding design commitments are made.

3	Planning Commission reviews MDP and recommends RPUD overlay to Town Council	The Commission has full authority to shape the project at this stage — requiring open space, density caps, trail networks, phasing, HOA structure, architectural standards, and traffic mitigation. All conditions attached to the PUD approval are legally binding because the approval is tied to the master plan itself.
4	Town Council adopts RPUD overlay ordinance	The MDP becomes part of the zoning approval. The applicant is legally bound to develop in conformance with the approved plan. Any substantial change requires a return to the Commission and Council.
5	Final Master Plan and Preliminary Plat	Applicant submits final master plan and preliminary plat. The Commission reviews all details. No plat can be recorded until this process is complete.

Applicable Ordinance Standards

Amendment Procedure – Section 7.090

All rezoning applications must be submitted no later than thirty (30) days prior to the Planning Commission meeting. The Commission reviews and makes a recommendation to the Mayor and Town Council, who hold final approval authority under TCA §13-7-201 through §13-7-212. A stamped graphic plat, legal description, and adjacent property owner list within 1,000 feet are required submittal items.

From: C-2 Highway Service District

The C-2 district is designed for highway-oriented commercial uses. Residential development is not a principal permitted use in C-2. Converting the C-2-zoned parcels to R-3 removes an incompatible commercial designation from land the applicant intends to develop as a residential community, and is consistent with the transitional land use pattern at this location.

To: R-3 Medium Density Residential District

The R-3 district accommodates single-family and two-family dwellings as principal uses, and multi-family dwellings as part of planned developments. It is the appropriate base district for a large-scale residential subdivision and is the required foundation for an RPUD overlay under Section 5.090. The district standards — lot size, setbacks, road widths, buffer strips, landscaping, and performance bonding — apply automatically once the base zone is in place.

RPUD Overlay – Sections 5.080 and 5.090

The RPUD overlay is applied on top of the R-3 base zone. It cannot exist without the base district underneath it. Under Section 5.080, the applicant must submit a Preliminary Master Development Plan that the Planning Commission reviews and recommends to the Town Council. Upon Council approval, the MDP becomes binding — meaning the applicant must develop in conformance with the approved plan including all open space, density, phasing, amenity, and design commitments. This is the step where the Commission exercises its most significant design authority over this project.

Staff Analysis

The subject parcels sit at the northern edge of Ashland City's developed area where existing R-3 zoning and residential uses already predominate on adjacent properties. A unified R-3 base designation is appropriate and consistent with the surrounding land use pattern. The reclassification of the C-2 parcels to R-3 does not authorize any development — it simply aligns the base zoning across all three parcels so the RPUD overlay process can proceed.

Critically, the R-3 base rezone standing alone provides limited design control for a project of this scale. The Commission's real opportunity to shape density, open space, infrastructure phasing, traffic mitigation, and community amenities comes at Step 3 — the RPUD overlay review — where all of those commitments are negotiated, documented in the MDP, and made legally binding as conditions of the PUD approval.

Staff notes the following outstanding procedural items that should be confirmed before the Commission forwards its recommendation:

- Adjacent property owner notification within 1,000 feet confirmed as completed.
- Stamped legal description and graphic plat of the three parcels confirmed on file with Building & Codes.

Planning Commission Considerations

What the Commission Is and Is Not Deciding Tonight

- The Commission is being asked to recommend the R-3 base rezone to Town Council. This is Step 1 of a two-step process. It is the prerequisite for the RPUD overlay — not the end of the Commission's review of this project.
- The rezone alone does not authorize subdivision, site development, or any ground disturbance. The applicant must return with a full Preliminary Master Development Plan before any development activity can proceed.
- The Commission's most significant design authority over Natures Trail will be exercised at the MDP/RPUD overlay stage, not here. That is where open space requirements, density caps, traffic studies, phasing, amenities, trail connectivity, HOA obligations, and architectural standards become binding conditions of approval.

What to Expect at the RPUD Stage

When the applicant returns with the Preliminary Master Development Plan, the Commission should expect and require the following as part of that submission:

- Full traffic study identifying impacts on all affected roadways and intersections, and proposed mitigation measures.
- Open space plan showing percentage of total acreage dedicated to common open space, location, and proposed improvements.
- Phasing plan tying infrastructure delivery — roads, utilities, stormwater — to lot release.
- Utility availability confirmation from all applicable providers for the full build-out density.
- Landscape and buffer plan including transitional screening at all boundaries abutting lower-intensity uses.
- HOA formation documents and maintenance obligations for all common areas, open space, and stormwater facilities.
- Density breakdown by housing type and proposed lot mix.

- Access plan including any TDOT coordination required for connections to state roadways.

STAFF RECOMMENDATION

Staff recommends that the Planning Commission forward a recommendation of approval to the Town Council for the reclassification of parcels 011049N E00501, 011049F C00200, and 011049N E00505 from C-2 / R-3 to a unified R-3 (Medium Density Residential) base zoning designation, subject to the following: 1. Adjacent property owner notification within 1,000 feet is confirmed as completed prior to Town Council consideration. 2. A stamped legal description and graphic plat of all three parcels are confirmed on file with the Building & Codes Department. 3. The applicant acknowledges on the record at this meeting that the R-3 base rezone does not authorize any subdivision, site development, or ground disturbance, and that a Preliminary Master Development Plan per Section 5.080 must be submitted to and approved by the Planning Commission and Town Council before any preliminary plat will be accepted. 4. The Commission's recommendation to Town Council should include a formal statement that the RPUD overlay application, including a traffic study, open space plan, phasing plan, utility confirmation, HOA structure, and full MDP per Sections 5.080 and 5.090 is a required next step and that no preliminary plat will be accepted for this property until that process is complete. 5. Provide Traffic Study.

ORDINANCE #

**AN ORDINANCE OF THE TOWN OF ASHLAND CITY AMENDING TITLE 7,
CHAPTER 6, SECTION 7-602 OF THE MUNICIPAL CODE**

WHEREAS, Title 7, Chapter 6 of The Ashland City Municipal Code needs to be updated to reflect the increased cost to monitor and enforce Title 7, Chapter 6 as it relates to fireworks.

WHEREAS, due to fireworks not being allowed in Davidson County, that the number of fireworks sold in Ashland City has increased and that this creates more work hours for the Fire Department to monitor and enforce this title as well as to be available for any issues that may occur. Further, said increase in fees puts the Town of Ashland City's fees within the same range of other surrounding municipalities.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the Town of Ashland City, Tennessee that:

SECTION 1. Title 7, Chapter 6, Section 7-602 of The Ashland City Municipal Code is hereby deleted and replaced as follows:

7-602. Permit required. Any dealer of fireworks must first obtain a permit from the city recorder before setting up his/her business. The cost of the permit shall be ~~one thousand dollars (\$1,000.00)~~ three thousand dollars (\$3,000.00) per holiday period. One permit is required for the time period of June 20th thru July 5th, and a separate permit is required for the time period of December 10 thru January 2. The permit shall be obtained at City Hall. Copies of the permit will be forwarded to the Ashland City Fire Chief by the City Recorder. The fire chief shall have the responsibility of enforcing this chapter.

SECTION 2. All other provisions of Title 7, Chapter 6 shall remain in effect.

BE IT FURTHER ORDAINED, this ordinance shall become in effect 20 days after the passage of the second reading.

First Reading: _____

Public Hearing: _____

Second Reading: _____

Mayor

Attest: City Recorder

Approved as to Form:

City Attorney

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-123869-1

10/1/2026

Client:

Town of Ashland City, TN

Bill To:

ASHLAND CITY TOWN, TENNESSEE

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Sales Operations		salesops@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	DNS and Domain Hosting Setup	DNS and Domain Hosting Setup (http://URL)	USD 0.00
1.00	Municipal Websites Central: Migration Standard Implementation	Includes full setup and configuration of website design selected from 1 of 10 layout options	USD 0.00
1.00	Municipal Websites Central: Meeting Migration	All publicly available word / pdf formatted meetings and agendas migrated	USD 0.00
1.00	Municipal Websites Central: Content Migration	All publicly available non-time sensitive published content migrated while maintaining formatting. Spelling & Links check completed.	USD 0.00
1.00	Municipal Websites Central: Group Training	Blended system training, online learning paired with access to a trainer for questions and learning reinforcement. Migration of the current year plus two previous years of simple meeting agendas and minutes.	USD 0.00
1.00	AMM Select: Conversion Pro Premium Implementation	Includes config. of up to 6 existing meeting types, up to 6 existing boards, 1 approval workflow per existing meeting type, 1 existing staff report, access to 4h of group training, 1h of consulting and recorded training resources	USD 0.00

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	AudioEye Managed Implementation	AudioEye Managed Implementation	USD 500.00
1.00	DocAccess Implementation	Implementation of DocAccess	USD 1,500.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Municipal Websites Central: Starter Standard Annual Fee	Municipal Websites Central : Starter Standard Annual Fee	USD 3,900.00
1.00	Municipal Websites Central: Starter Hosting and Security Annual Fee	Municipal Websites Central: Module Based Hosting and Security Annual Fee	USD 800.00
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection	USD 600.00
1.00	DNS and Domain Hosting Annual Fee	DNS and Domain Hosting Annual Fee: URL	USD 0.00
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: URL	USD 0.00
1.00	Municipal Websites Central: AI Editing Assistant	AI Editing Assistant is an optional CivicPlus Municipal Websites Central feature that lets authorized users create and improve content using integrated AI tools to generate, summarize, rewrite, and polish text across supported fields.	USD 0.00
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee	USD 5,300.00
1.00	AMM Select: AI Editing Assistant	AI Editing Assistant is an optional AMMS feature that enables authorized users to enhance agenda and meeting content using integrated AI tools to generate, summarize, rewrite, or polish text in fields like item descriptions, fiscal info, and minutes.	USD 0.00
1.00	AudioEye Managed	AudioEye Managed: URL	USD 3,200.00
1.00	DocAccess	DocAccess is a document accessibility platform that scans, converts, and monitors PDF documents on websites to support ADA and Section 508 compliance efforts for users with disabilities.	USD 3,929.80

Total Investment - Initial Term	USD 19,729.80
Annual Recurring Services (Subject to Uplift)	USD 17,729.80

Initial Term	10/1/2026 - 9/30/2027, Renewal Term 10/1 each calendar year
Initial Term Invoice Schedule	100% Invoiced on Initial Term Start Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

DRAFT

Acceptance of Quote # Q-123869-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

CivicPlus Migration + Accessibility Information

From Tim Birkmeyer <tim.birkmeyer@civicplus.com>

Date Wed 7/22/2026 4:55 PM

To Justin Wheeler <jwheeler@ashlandcitytn.gov>

Cc Allen Nicholson <anicholson@ashlandcitytn.gov>; Will Duffel <WDuffel@ashlandcitytn.gov>

 1 attachment (105 KB)

Ashland City TN Migration + Accessibility Quote.pdf;

Good Afternoon Justin, Allen, and Will,

Thank you for taking my call this morning to continue our discussion on your Website + AMM migration as well as our accessibility tools. Attached you will find the quote if you want to move forward with everything all at once. I am still awaiting approvals and edits for the 3-year step plan, so I can send that in the morning once finalized, but here it is broken down:

Year 1 (2026-2027): **\$9,197.47** (original \$7,197.47 renewal + \$2,000 Implementation Fees)

Year 2 (2027-2028): **\$12,463.63** (\$7,197.47 + \$5,266.16 increase)

Year 3 (2028-2029): **\$17,729.80** (\$12,463.63 + \$5,266.17 increase)

Renewal (2029-2030): **\$18,616.29** (\$17,729.80 with standard 5% annual uplift)

The priority is the Website + AMM Migrations for **\$10,600** total (\$5,300 each). As we understand this is an unexpected budget item, we can honor your renewal price (\$7,197.47) for this upcoming year of the services. However, we would also love to include these Accessibility tools, AudioEye and DocAccess, as part of the deal. While your deadline got extended to 2028, we recommend getting these now as prices could change this time next year.

Back in 2024, the DOJ made a ruling to have web content and mobile apps reach a certain level of ADA-compliance. You can read more about it here: <https://www.ada.gov/resources/2024-03-08-web-rule/>

While your website is and will be ADA-compliant, AudioEye and DocAccess cover the content for your website. If you upload something tomorrow, that might not be compliant, and AudioEye will scan and fix those issues. DocAccess takes care of your PDFs.

You can view your reports here: [AudioEye](#) and [DocAccess](#)

Of the 847 Documents, there's about 9,500 pages. Typical PDF Accessibility companies will charge anywhere from \$7-10 per page. Being conservative at \$5 per page, that would put you around \$47,500. You can do this yourself, but it will take 20+ minutes to make each page accessible. If you spent your entire 40-hour work week on this, it would take over 6 years to get all 9,500 pages accessible. You can learn more about DocAccess with this quick video: <https://www.civicplus.com/videos/wa/docaccess-overview-video/>

Please let me know if there are any more questions, need anything else from me, or would like to have another call to further discuss. We can also schedule a demo if needed to learn more about DocAccess. I will send the 3-year step plan quote tomorrow once it is finalized.

Thank you!

Tim

Tim Birkmeyer

Account Manager • **CivicPlus**

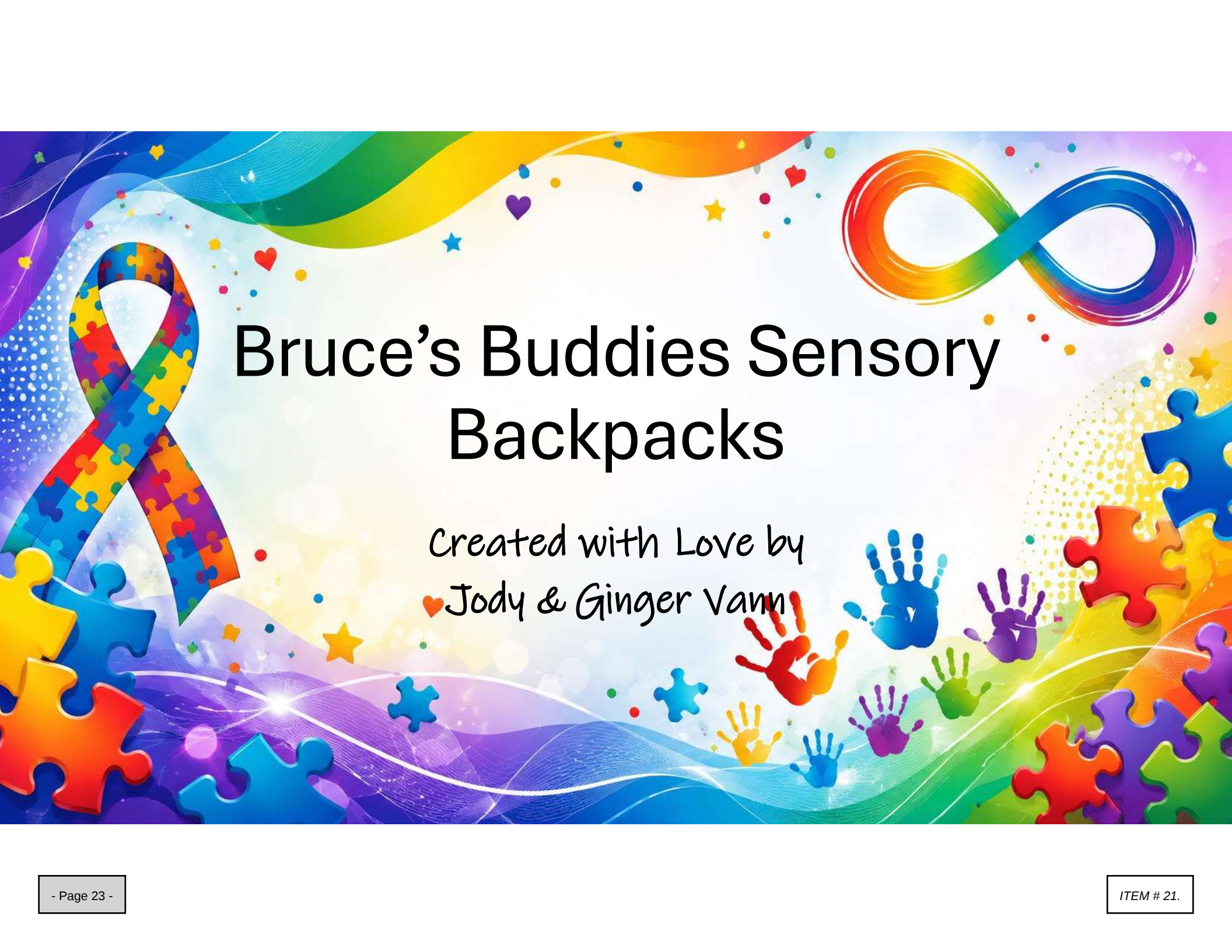
P: 850.353.7440

civicplus.com

Connect with us:

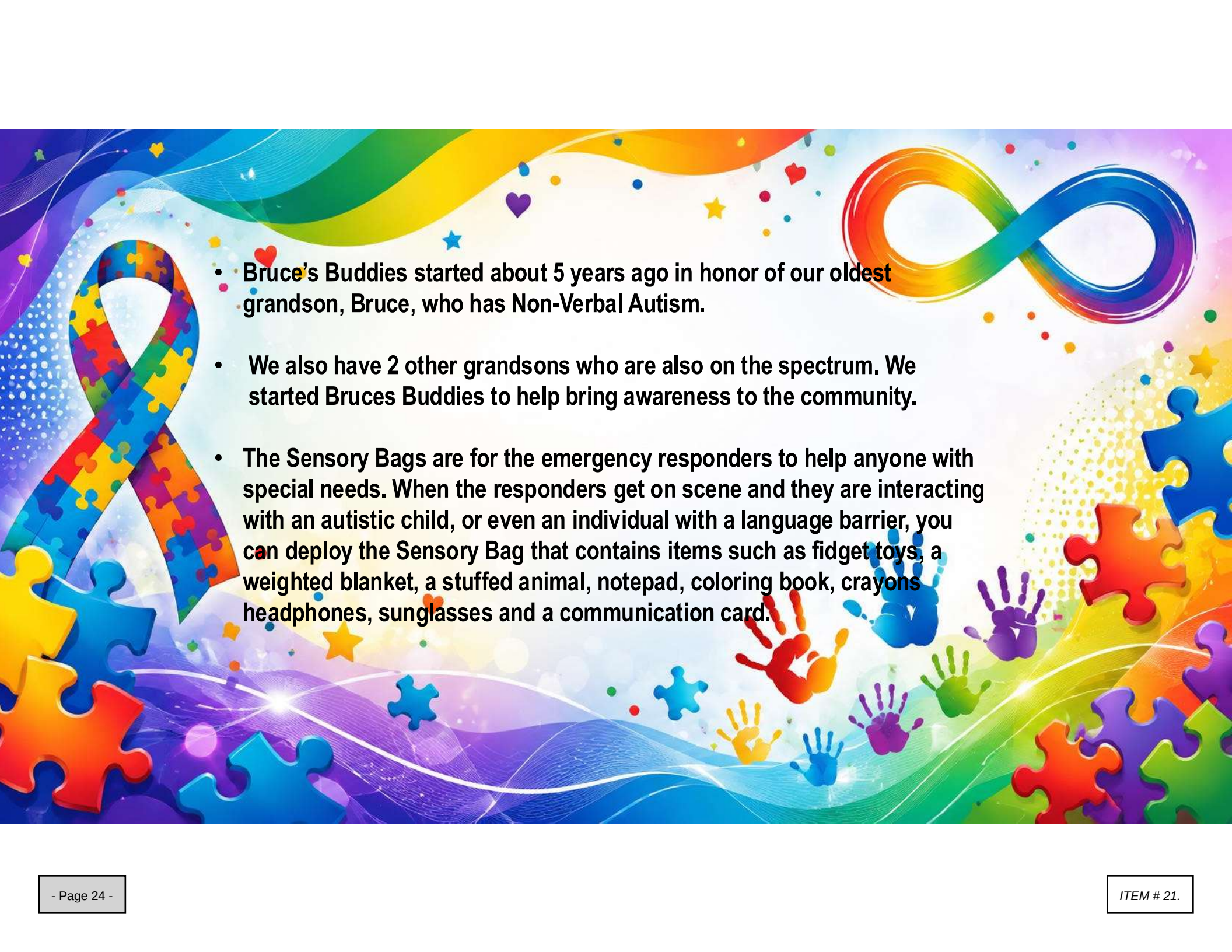


Powering and Empowering Government



Bruce's Buddies Sensory Backpacks

Created with Love by
♥ Jody & Ginger Vann

- 
- **Bruce's Buddies started about 5 years ago in honor of our oldest grandson, Bruce, who has Non-Verbal Autism.**
 - **We also have 2 other grandsons who are also on the spectrum. We started Bruces Buddies to help bring awareness to the community.**
 - **The Sensory Bags are for the emergency responders to help anyone with special needs. When the responders get on scene and they are interacting with an autistic child, or even an individual with a language barrier, you can deploy the Sensory Bag that contains items such as fidget toys, a weighted blanket, a stuffed animal, notepad, coloring book, crayons headphones, sunglasses and a communication card.**

★ Fidget Toys





★ Fidget Toys

- The Chew Tube provides a safe and durable outlet and is a **safe** alternative to chewing on shirts, pencils and fingers. It also helps to self-regulate and calm down the child.
- The Fidget Strings helps the child stay calm in overwhelming environments and keeps the hands busy.
- The Bendable Sticks offer a subtle hand movement while seated.
- Mini Fidget Worm Toy helps calm restless energy and eases tension while boosting focus and providing quiet tactile sensory stimulation.

Weighted Blanket



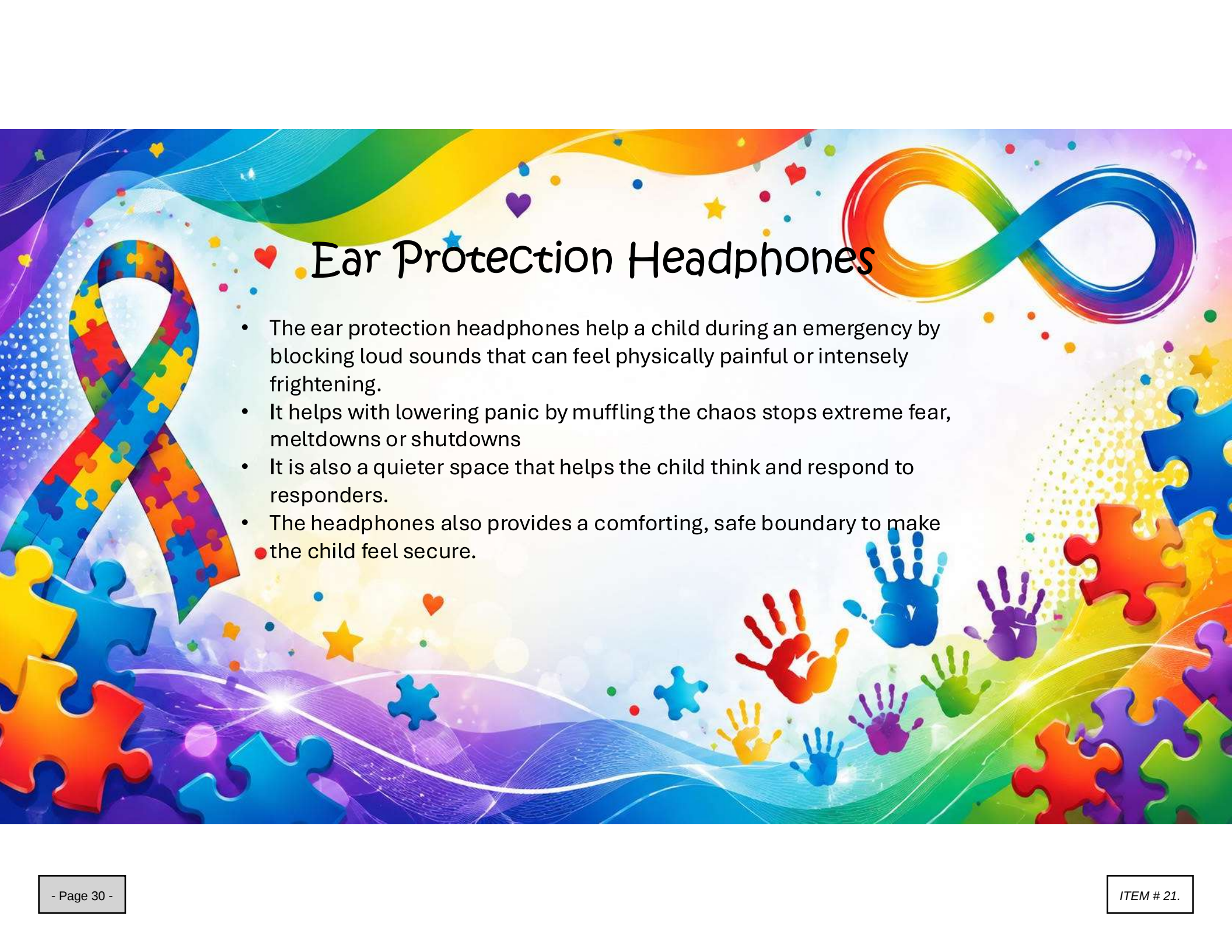


Weighted Blanket

- With the weighted blanket it helps in emergencies by providing deep touch pressure that feels like a firm, comforting hug which signals the brain to feel safe.
- It also helps lower stress while boosting relaxing chemicals like serotonin.
- Helps with de-escalate intense sensory overload or panic during loud, chaotic or scary emergency situations.

Ear Protection Headphones





Ear Protection Headphones

- The ear protection headphones help a child during an emergency by blocking loud sounds that can feel physically painful or intensely frightening.
- It helps with lowering panic by muffling the chaos stops extreme fear, meltdowns or shutdowns
- It is also a quieter space that helps the child think and respond to responders.
- The headphones also provides a comforting, safe boundary to make the child feel secure.

Sunglasses





Sunglasses

- Sunglasses help the child in emergencies by blocking bright lights it blocks the glare.
- They help calm the brain, with less lights it stops sensory overload during panic.
- Dark lenses create a safe private space in a loud crowd.
- Just by the child wearing sunglasses helps them keep calm and helps with anxiety.

Stuffed Animals





Stuffed Animals

- Stuffed animals help the children by offering predictable comfort, sensory grounding and emotional safety when it becomes too loud or chaotic.
- Emergencies bring sudden and frightening changes. A stuffed animal does not change, speak or demand eye contact providing a steady anchor of stability.
- Holding or squeezing a soft texture gives the nervous system a safe physical focus helping push away overwhelming panic.
- Many plushies provide gentle weight or pressure that calms the flight or fight response, it is similar to a reassuring hug.

Coloring Bag





Coloring Bag

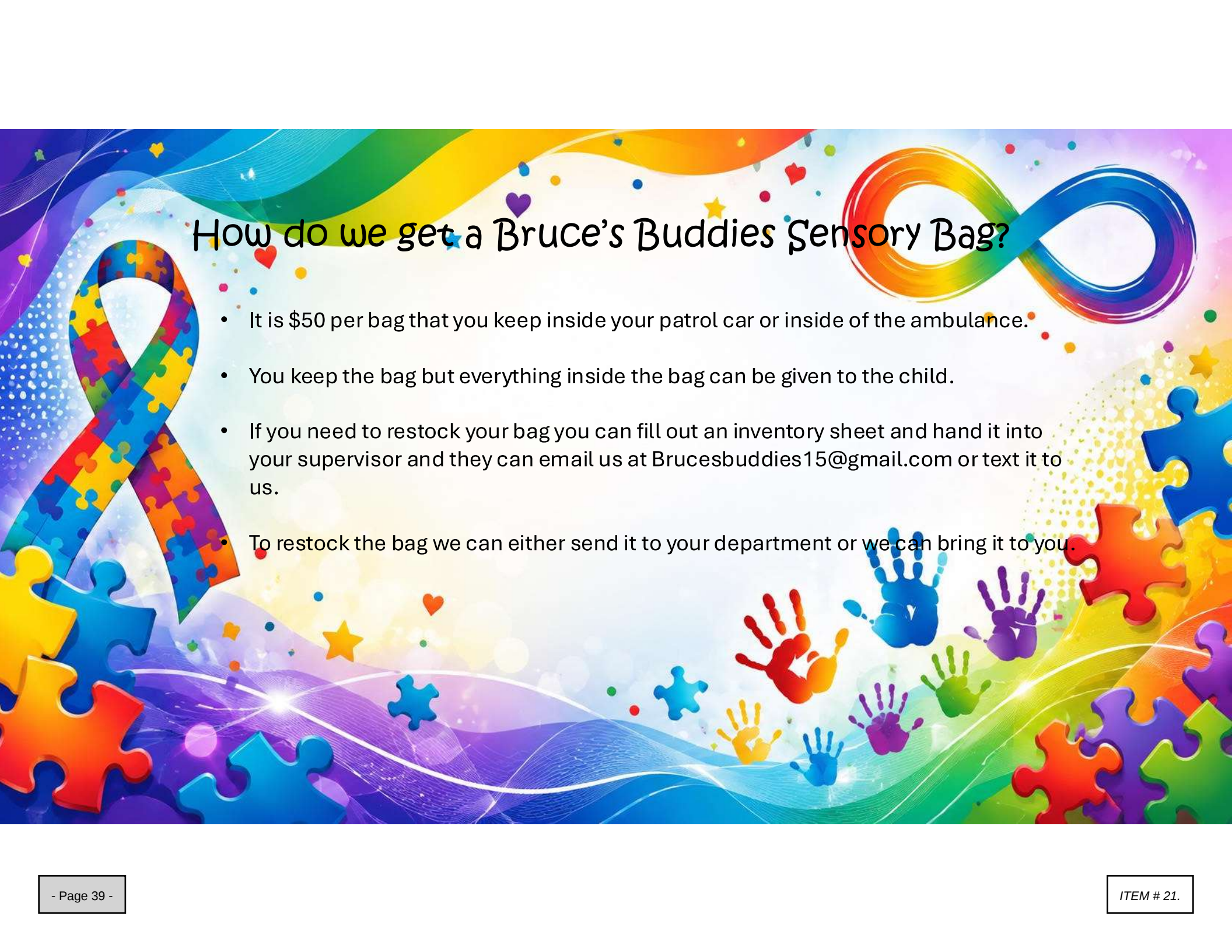
- Coloring helps the child during an emergency because it provides predictable sensory input, calm the brain's fear center and shifts focus away from overwhelming surroundings.
- The repetitive physical action of moving a crayon or pen creates a steady, soothing pattern that helps regulate the nervous system.
- The tactile feel of paper and pigment anchors attention to a safe space instead of chaotic emergency noises or bright lights.

[illegible]



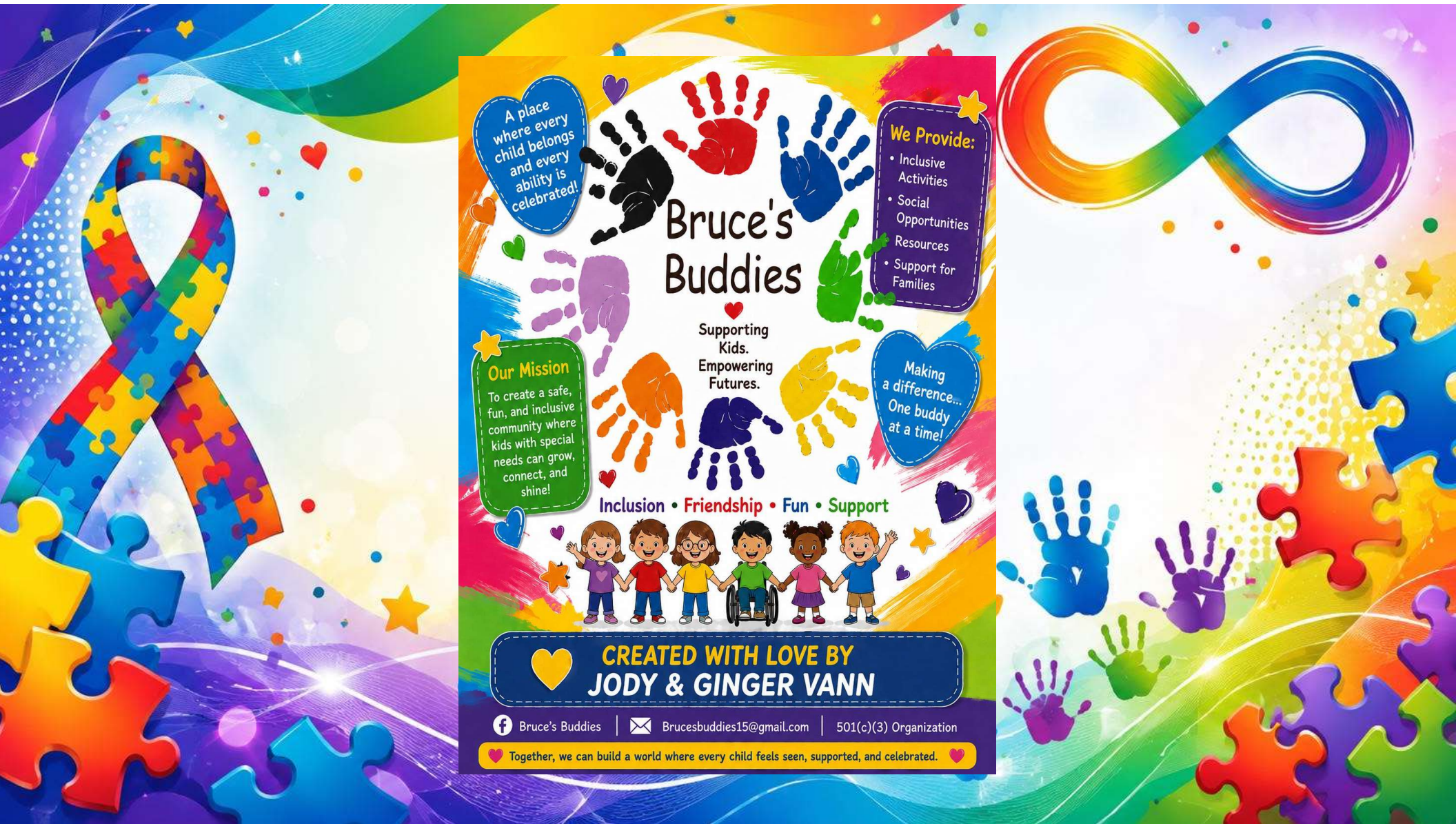
Communication Cards

- This is a great tool while interacting with a child or even an adult who is non-verbal or if they shutdown due to high stress situations.
- EMTs or Officers might misread delayed responses, lack of eye contact or repetitive movements as defiance or guilt. This card immediately helps with communication and prevents misunderstandings.
- This card can be used to have the child or adult to express how much pain they are in, what they need, how they feel whether they are angry, feeling sick, hot or cold.
-



How do we get a Bruce's Buddies Sensory Bag?

- It is \$50 per bag that you keep inside your patrol car or inside of the ambulance.
- You keep the bag but everything inside the bag can be given to the child.
- If you need to restock your bag you can fill out an inventory sheet and hand it into your supervisor and they can email us at Brucsbuddies15@gmail.com or text it to us.
- To restock the bag we can either send it to your department or we can bring it to you.



A place where every child belongs and every ability is celebrated!

Bruce's Buddies

Supporting Kids. Empowering Futures.

We Provide:

- Inclusive Activities
- Social Opportunities
- Resources
- Support for Families

Our Mission

To create a safe, fun, and inclusive community where kids with special needs can grow, connect, and shine!

Making a difference... One buddy at a time!

Inclusion • Friendship • Fun • Support

CREATED WITH LOVE BY JODY & GINGER VANN

Bruce's Buddies | Brucebuddies15@gmail.com | 501(c)(3) Organization

Together, we can build a world where every child feels seen, supported, and celebrated.



Thank you so much for letting
us be here today and showing
you what a **difference** we
all can make in this community!



Annual Monitoring and Annual Inspection – Software and Services Agreement

269 Tennessee Waltz Pkwy
Ashland City, TN 37175

Software and Service Agreement Proposal for Ashland City Water Treatment Plant

SWC of Nashville

Nashville, TN 37210

kip.scott@swc.net | 615.203.1444

Software and Services Agreement

TABLE OF CONTENTS

Content	Page
Software Maintenance Agreement	3
Payment and Acceptance	10
Appendix A – Covered Systems	11
Appendix B – Service and Coverage Definitions	11
Appendix C – SWC Service Policy Document	-
Appendix D – SWC/Facility Contacts	-

Software Maintenance Agreement Between South Western Communications ("SWC") & Ashland City Water Treatment Plant ("CUSTOMER")

A. SOFTWARE MAINTENANCE AGREEMENT

1. Term of Agreement

This Agreement shall have an initial term of 1 year from the Date of Substantial Completion. The Software Maintenance Agreement will be quoted annually 90 days prior to first day of covered period date hereafter for additional 1 year terms unless otherwise terminated in accordance with the provisions of this Agreement or unless either party provides written notice to the other party not less than sixty (60) days prior to applicable anniversary date of its intention not to renew this Agreement. The initial term and all renewal terms shall be collectively referred to herein as the "Term". SWC is not responsible for obsolescence of the Software, Third Party Software and/or Hardware that may result from changes in CUSTOMER requirements or changes in the software technology industry. **This is an exclusive and confidential agreement and is not to be shared, copied or transmitted to any other party other than employees of SWC, CUSTOMER, and the CUSTOMER's parent company. To do so is a breach of confidentiality between SWC and CUSTOMER. A breach of confidentiality will result in immediate termination of the contract and CUSTOMER will be subject to all penalties and re-instatement fees required by the manufacturer and SWC for Software Maintenance.**

Implementation, Staff and Usage Responsibilities

CUSTOMER shall provide supervision, control and management of the use of the software covered by this Agreement ("Licensed Product"). In addition, CUSTOMER shall implement procedures for the protection of systems under test, their information and the implementation of backup procedures for said systems in the event of errors or malfunction of the Licensed Product or equipment upon/against which the Licensed Product is loaded or operating. CUSTOMER shall document and promptly report all errors or malfunctions of the Licensed Product to SWC and shall take all steps necessary to carry out procedures for the rectification of such errors or malfunctions within a reasonable time after such procedures have been provided by SWC.

2. Payment Policy

Software maintenance agreement will be billed annually 30 days prior to first day of covered period. CUSTOMER payment terms are Net 30 days. A late charge of 1.5% per 30 days will be assessed on all balances over 30 days that CUSTOMER has not disputed in writing within that 30-day period. Payments on past due balances will be applied to the outstanding late charges first, with the remainder applied to the balance due. Past due balances remaining after application of funds received will continue to be assessed late charges. SWC will also be entitled, in addition to all other remedies available at law or in equity to recover reasonable attorneys' fees and/or other expenses in collecting the undisputed past due balances. A revised invoice will be sent reflecting the application of payments and remaining balances due.

3. Taxes and Duties

Amounts payable under this Agreement are payable in full without deduction and are net of taxes and customs duties where applicable. CUSTOMER shall be responsible for the payment of all taxes (including, without limitation, sales, use, privilege, ad valorem, excise tax, any VAT, or other withholdings imposed on this transaction) and customs duties paid or payable, however designated, levied, or based on amounts payable or CUSTOMER's use or possession of the Software under this Agreement, but exclusive of United States federal, state, and local taxes.

B. TERM AND TERMINATION

1. Effective Date and Terms

This Agreement is effective and binding upon SWC and CUSTOMER upon execution by both SWC and CUSTOMER (the "Effective Date") and shall remain in effect from an applicable acceptance date, unless otherwise terminated as provided herein. This Agreement shall be automatically, annually renewed unless written termination of this agreement is received (see "Termination").

2. Termination

Each party shall have the right to terminate this Agreement and the license and the service and support requirements granted herein upon the occurrence of any of the following events (an "Event of Default"): (i) in the event either party violates any provision of this Agreement, (ii) in the event the other party terminates or suspends its business, becomes subject to any bankruptcy or insolvency proceeding under Federal or state statute, or (iii) becomes insolvent or subject to direct control by a trustee, receiver or similar authority or has wound up or liquidated, voluntarily or otherwise. In addition, either party may terminate this Agreement in full at any time provided it gives the other party at least 60 days' prior written notice of its intention to terminate. If SWC terminates this Agreement as provided in this paragraph, or if CUSTOMER terminates this Agreement due to an uncured breach by SWC, SWC will provide a prorated refund of any prepaid fees.

3. **Default**

Should either party fail to carry out any of its obligations under this Agreement or otherwise be in breach or violation of or in default under any provision, term, agreement, covenant, representation or warranty under this Agreement the other party may, at its option, in addition to other available remedies, terminate this Agreement. In the case of a breach by CUSTOMER, SWC may discontinue any Software Maintenance Services, and/or disable the Software. Before exercising its termination rights under this section, a non-breaching party will provide the other with fifteen (15) days prior notice of such default and allow the opportunity to cure the default within such fifteen (15) day period. Neither party shall be liable to the other for any consequential, incidental or special damages arising out of or relating to this Agreement or the breach thereof.

4. **Effect of Termination**

Upon termination of this Agreement, SWC shall discontinue support of the Software. CUSTOMER may purchase service maintenance from SWC at the then prevailing service rate.

5. **Notices**

All notices or communications required to be given shall be in writing and delivered either personally, via a nationally recognized overnight carrier, or by certified, return receipt requested, postage prepaid U.S. mail to the address specified in this Agreement or at such other address designated to CUSTOMER by SWC in writing. Notices delivered personally or via overnight mail shall be effective upon delivery, and notices delivered by U.S. mail shall be deemed effective five (5) business days after being deposited in an official U.S. Postal Service mailbox.

C. **MAINTENANCE**

1. **Maintenance Period**

CUSTOMER elects to purchase Software Maintenance offered by SWC for the **Software only** unless CUSTOMER has informed SWC in writing to the contrary prior to execution of this Agreement. Any additional SWC Software purchased by CUSTOMER during the term of this Agreement shall be automatically added to Maintenance Services and will result in an increase in Maintenance Services fee agreed to by the parties in writing in advance of the effective date of such increase. Software Maintenance Services begin as of Software Installation, but fees charged for such services begin 365 days from Software Installation. SWC may increase Maintenance Services fee annually by the lesser of 10% or the change in the Consumer Price Index plus 3%. If any Maintenance Service is terminated or lapses then, at SWC's discretion, CUSTOMER may reinstate such Maintenance Service upon payment of all Maintenance Services fees retroactive to the date when such Maintenance Services were terminated or last paid in full (whichever is later). CUSTOMER may be charged additional fees if not on the most current or immediately preceding version of the Software (including but not limited to data conversion and other services) and to correct any problems that may have arisen during the non-supported period.

2. Additional Software Purchases

When new software is purchased, it automatically includes one (1) year maintenance coverage at no charge to the client which starts one month after ship date. When the initial year's maintenance coverage expires, we automatically add it to the Master Maintenance Contract. If the new software's first year maintenance expires before the Master Contract renewal date, then a prorated amount will be added to the annual contract for the next year. After the first year's proration, the additional software's annual maintenance cost will be added into the Master Maintenance Contract for CUSTOMER.

3. Service Support – Remote

SWC shall provide remote technical support service to Hospital's support staff 24 hours a day, seven days a week as part of the software maintenance agreement. Service shall consist of a secured VPN computer connection with CUSTOMER's existing system that enables SWC to pinpoint and troubleshoot system problems and correct them in addition to providing telephonic support to CUSTOMER's support staff in areas of system problem solving. Included in this service will be any necessary Software updates required to resolve system problems. Moreover, CUSTOMER authorizes, as part of SWC's maintenance program, qualified technicians to monitor and troubleshoot, via high-speed secured and protected internet access (VPN), CUSTOMER Software. CUSTOMER will be provided appropriate contact information for support upon signing of agreement. Should SWC fail to resolve the issue through our remote support efforts, then on-site support will be scheduled, refer to the paragraph following.

4. Service Support - On-site

On-site service and support for system issues determined to be the responsibility of SWC is included as part of this Agreement should remote service efforts fail to resolve any issue covered by this Agreement. CUSTOMER agrees to pay SWC for resolving system issues determined to be the responsibility of the Customer's performance, equipment, software and or other services and agrees to pay SWC's current rates plus travel and other expenses which SWC provides to resolve the issue.

5. Service Call Procedures

See Appendix C - SWC Service Policy Document

D. CUSTOMER Responsibilities

1. CUSTOMER agrees to be responsible for the following:

- (a) Cyber security, CUSTOMER recognizes and assumes all reasonable efforts and takes sole responsibility for the software systems and monitoring. CUSTOMER assumes full responsibility for internal and external monitoring and prevention of data breaches or all such actions;
- (b) Providing a proper physical environment and utilities for the computers on which the Software operates, including an uninterrupted power supply;
- (c) Selecting and training CUSTOMER personnel so they can operate computers and related systems and so they are familiar with the accounts and records that serve as input and output for the Software;
- (d) Procuring all communications and network services (including all cabling and cabling services) required to utilize the Software locally and in a remote environment consistent with this Agreement;
- (e) Preparing the Designated Location for installation of the Software including compliance with special electrical, internet, communications or telephonic requirements (if applicable) and other tasks as may be necessary for the environment;
- (f) All data entry, loading and backup archiving of system logs;
- (g) Establishing and maintaining adequate operational back-up and disaster recovery provisions for CUSTOMER data in the event of a defect or malfunction that renders the Software or the computer systems on which it runs non-operational;
- (h) Providing SWC's personnel with the necessary physical access to the Designated Location to allow SWC to perform its obligations under this Agreement. SWC will comply with all reasonable security and safety procedures of which CUSTOMER has advised SWC in writing;
- (i) Remote Access to System - Providing SWC with full-time, protected & secured high-speed internet access or other communications needs regarding the Software for purposes of performing Maintenance Services and/or audits under this Agreement or any other agreement with SWC. CUSTOMER will be responsible for all charges associated with providing such internet access. SWC will comply with all of CUSTOMER's security and safety procedures associated with SWC's remote access of the Software, provided CUSTOMER has advised SWC in writing of such procedures.
- (j) CUSTOMER shall defend, indemnify and hold harmless SWC from any third-party claims arising out of or concerning this Agreement or the breach thereof to the extent not solely caused by SWC.

E. New Releases

During any period in which CUSTOMER is current on Maintenance, SWC shall provide CUSTOMER with one copy of any new release of the Software, which may include generally available error corrections, modifications, maintenance patch releases, enhancements, and the revised User Documentation, if applicable. Notwithstanding the foregoing, stand-alone error corrections that are not part of a new release shall not be independently supported but shall be incorporated into the next release of the Software. If CUSTOMER installs a new release of the Software, CUSTOMER may continue to use the previous version of the Software for up to ninety (90) days in order to assist CUSTOMER in the transition to the new release. Once CUSTOMER completes its transition to the new release of the Software, CUSTOMER must discontinue use of the previous version of the Software.

F. Supported Releases

SWC will continue to support the immediately preceding release of the Software for a period of twelve (12) months following the discontinuance of such Software or the date on which the new release becomes generally available, provided that CUSTOMER has paid applicable Maintenance fees and incorporated all patches and updates issued by SWC for the release of the Software.

G. Confidentiality of Patient Information

SWC understands and agrees that it will keep all information concerning Hospital's patients ("Patient Information") strictly confidential and will abide by all applicable state, federal and local laws, rules and regulations concerning the confidentiality of patient information. SWC further acknowledges and agrees to execute amendments to this Agreement as may be required by law or regulation, including, but not limited to the HIPAA regulations (45 CFR 160 et seq.). Accordingly, SWC agrees that it will (i) not use or further disclose Patient Information other than as permitted or required by this Agreement or as required by law, (ii) use appropriate safeguards to prevent use or disclosure of Patient Information other than as provided for by this Agreement, (iii) report any use or disclosure of Patient Information not provided for by this Agreement of which it becomes aware, (iv) ensure SWC's agents and subcontractors agree to these same provisions, (v) make Patient Information available to the individual who is the subject of the Patient Information upon her or his request, (vi) make its internal practices, books and records relating to the use and disclosure of Patient Information available to the Secretary of Health and Human Services as required by HIPAA. Further, SWC acknowledges and agrees that a breach of this Section may result in the termination of this Agreement.

H. SWC's Obligations

1. Access to SWC Technical Support

Throughout the Term, CUSTOMER will have ready access to SWC Technical Support staff for "end-to-end" troubleshooting, i.e., SWC will correct any problems or issues related to the Licensed Software and will provide CUSTOMER direction and feedback with respect to the Third-Party Equipment and other processes associated with the Software. SWC technical support will be available 24 hours a day, seven (7) days a week by telephone.

Special Site Conditions. Under specified Agreement terms, SWC may be required to perform work-activities at the Customer's facility. If such is required, The Customer bears the responsibility to inform SWC personnel of possible life threatening, infectious and any other unsafe conditions. SWCs personnel are not trained as Infectious Disease Specialists, performing work in poisoned-infected-unsafe areas and conditions nor do we have the required PPE for working in such conditions. SWC, as a responsible Company, has the obligation to our personnel to not subject them to hazardous conditions of any nature whatsoever. For equipment that can be tested or replaced with reasonable skill, SWC will train and remotely work with facility staff to test-replace. Equipment requiring skilled-trained technical staff will be attended to by SWC Technical Staff ONLY after the Customer has 1) vacated the infected area, properly cleaned-disinfected and allowed a sufficient time afterward, 2) corrected any unsafe condition of any nature and 3) given SWC proper notice that conditions are safe.

For the avoidance of doubt, Force Majeure shall not include financial distress, the ability to make a profit, to avoid a financial loss or SWC's inability to perform its obligation for reasons other than those stated.

2. **Problem Resolution**

See “Appendix B – Service and Coverage Definitions”

3. **Bug Fixing**

SWC will investigate incident reports made by CUSTOMER concerning suspected errors with the Software and will use all reasonable efforts to promptly correct the error or provide a workaround to permit CUSTOMER to use the software substantially in conformance with the applicable Specifications.

4. **Escalation Procedures**

Within five (5) business days of the Execution Date, SWC shall provide CUSTOMER with an escalation contact list that includes at least four (4) designated escalation contacts at SWC (the “**Escalation Contacts**”), including name, phone numbers, and e-mail addresses. SWC shall update and provide CUSTOMER with updated copies of such contact list from time to time as necessary. If CUSTOMER finds cause to escalate any Support Request or has concerns about SWC’s response, then CUSTOMER may contact the Escalation Contacts, at least one of which shall be available seven (7) days a week, 24 hours a day in the case of a Critical Error. All other escalation is available during normal business hours 8:00am to 5:00pm, Monday thru Friday, excluding company holidays.

5. **Out of Scope Services**

If CUSTOMER asks SWC to fix a problem that does not constitute an Error described above, then the parties may enter into a Statement of Work authorizing SWC to provide additional support services at consulting rates agreed to by the parties at that time but in no event more SWC’s then prevailing hourly rate plus reimbursement of reasonable and necessary travel expenses.

6. **Force Majeure and Special Site Conditions**

Force Majeure. SWC will not be liable for failure in performance of its obligations under any Agreement, Work Order, etc. due to a Force Majeure or any of the following causes and conditions or possibility thereof that are beyond the reasonable control of SWC: acts of God, riots, war, terrorist act(s), epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, loss of web host by either party, loss of internet services by either party, natural catastrophes, governmental acts-omissions, changes in laws-regulations, national strikes, fire, explosions, damaged building-facility conditions, generalized lack of availability of materials and energy. The Customer will provide SWC immediate notice of any occurrence of any event as forementioned.

PAYMENT & ACCEPTANCE REF #: 12092_SSA_1

Service Level	Annual Cost	Acceptance (initial)
FA Premium	\$2,070.80	_____
FA Standard	\$720.00	_____

Acceptance of Terms:**Responsible Parties**

All inquiries and/or correspondence regarding this service agreement should be sent to:

South Western Communications

Ashland City Water Treatment Plant

Attn: Kip Scott

Attn: _____

South Western Communications
1713 Lebanon Pike
Nashville, TN 37210

Ashland City Water Treatment Plant
269 Tennessee Waltz Pkwy
Ashland City, TN 37175

Contract Validation

Signed _____ Date _____

Signed _____ Date _____

Brandon Clift

Print name of Authorized Representative

Print name of Authorized Representative

Appendix A – Covered Systems

Facility Name	Ashland City Water Treatment Plant
Address	367 Tennessee Waltz Pkwy Ashland City, TN 37175

SWC is providing this proposal to reflect the cost associated with annual monitoring and one annual premium fire alarm inspection when it comes due, which is 12 months from the date of installation completion. This inspection includes inspecting and cleaning of the fire alarm devices.

Appendix B – Service and Coverage Definitions

Fire Alarm Service Level Options

Service Description	Standard	Premium	Premium Plus
Technical Support Services			
<i>Remote Technical Support (24/7)</i>		X	X
<i>Onsite Technical Support</i>			X
Equipment Maintenance Services			
<i>Equipment Coverage</i>			X
<i>Annual Test and Inspection</i>		X	X
<i>Preventive Maintenance</i>		X	X
Response Time			
<i>Engaged Within 12 hours</i>		X	
<i>Engaged Within 4 hours</i>			X
Central Station Services			
<i>Central Station Monitoring</i>	X	X	X
<i>Annual Call List Review</i>		X	X
Dedicated Account Management			
<i>Dedicated Account Manager</i>		X	X

All other services will be billed at SWC's then current service rates.

A. Technical Support Services

1. Remote Technical Support – If Customer's onsite support staff are unable to resolve issues with covered systems, SWC will provide remote support and troubleshooting of covered systems as defined in Appendix A. Service requests shall be made through SWC's helpdesk, by designated facility personnel. Remote Technical Support is available 24-7-365.

2. Onsite Technical Support – If SWC/Customer's onsite support staff are not able to resolve issues/service requests remotely, a technician will be dispatched to the site. Onsite Technical Support is available 24-7-365. Customers located more than 50 miles from the SWC office may experience longer response times.

B. Equipment Maintenance Services

1. Equipment Coverage – SWC will maintain standard service parts inventory as required for support of covered system(s) excluding any specialty items, as defined in Appendix A. Repair or replacement of covered items shall be provided at no cost to Customer. Items which have been damaged through abuse, neglect, or acts of God are excluded from coverage.

2. Annual Test and Inspection – SWC will coordinate with Customer to schedule annual testing of all covered equipment within the facility in accordance with NFPA 72 standards. SWC will provide documentation of testing, any issues and the respective resolution(s). SWC provides a portal with all the test documentation for your site(s), and any identified deficiencies. The portal provides easy to print reports of test and inspection documentation, deficiencies, and associated fixes. If the facility would like SWC to fix any issues found, then additional fees may be applied.

3. Preventive Maintenance - An SWC certified Technician will perform the required annual preventative maintenance which includes replacing batteries in power supplies at no cost to the customer. In addition, SWC will clean all smoke heads and update firmware if needed. We will also provide a 6-month visual inspection.

C. Response Time

1. Response Time - When a system is not operating correctly there is always a need to have it fixed right and in a timely manner. At any level you can determine that the service call needs to be expedited, and you can request to be taken care of after hours.

- Premium Response: Engaged within 12 hours of your call to the help desk.
- Premium Plus Response: Engaged within 4 hours of your call to the help desk.

D. Central Station Services

1. Central Monitoring Station – SWC will provide monitoring for the systems defined in appendix A. Monitoring is provided through a Central Monitoring Station which will contact customer, municipal police and/or fire department.

2. Call List Review – SWC will provide an annual list of emergency contacts for review and make any updates as notated on the call list change form. Customer may notify SWC of a change needed at any other time throughout the year.

E. Account Management

1. Dedicated Account Manager – SWC will appoint a dedicated account manager who will perform the following duties: 1- management of this service agreement 2- coordination of SWC's efforts, excluding emergency service requests 3- schedule and attend meetings with all stakeholders 4- act as a customer liaison.

ACT #	CS No.	Cust No.	Job No.
Customer Information			
Secured Premises Address			
Name:		Panel Type:	
Street:		Time Zone ☐ ET ☐ CT ☐ MT ☐ PT	
City:	State:	Zip:	Timer Test ☐ Daily ☐ Weekly ☐ Monthly
Nearest Cross Street:		AC Failure ☐ Normal ☐ Critical	
Phone: 1.		2.	
Email:			

Password (enter 3 - 10 characters in spaces provided)	
Verbal Duress Code	

Local Emergency Response List (Office Use Only)		
Police	Fire	Medical
Contact List		
Contact Names (in order of preference)	Email	Phone Number
1.		☐ Home ☐ Cell ☐ Work
2.		☐ Home ☐ Cell ☐ Work
3.		☐ Home ☐ Cell ☐ Work
4.		☐ Home ☐ Cell ☐ Work
5.		☐ Home ☐ Cell ☐ Work
Notes (special instructions)		

Customer Authorization	
Customer Signature	
Date	Title

Resolution No. 2026-44

**A Resolution of the
The Town of Ashland City, Tennessee**

**Confirming Compliance and Review of Financial Policies and Authorizing an
Application for the Comptroller's Financial Excellence Award**

- WHEREAS** the Governing Body of The Town of Ashland City, Tennessee seeks to adopt a set of fiscal control policies.
- WHEREAS** the Governing Body recognizes the importance of having a financial management system in place to ensure city management achieves its objectives for operations, budgeting, financial reporting, compliance, and records retention.
- WHEREAS** the Governing Body has reviewed the set of policies written in response to a request stemming from a fiscal monitoring review by a grantor organization.
- WHEREAS** it is the Governing Body's intent to approve and implement the noted fiscal control policies across all city functions and departments.

NOW, THEREFORE, be it resolved by the Governing Body it has reviewed the fiscal control policies and hereby authorizes city management to implement all required procedures.

Duly passed and adopted by the Governing Body of The Town of Ashland City, Tennessee, this 11th day of August, 2026.

ATTESTED:

Signed _____

Signed _____

Printed Name _____

Printed Name _____

Mayor

City Recorder

TOWN OF ASHLAND CITY
Thrive55+ Ashland City Senior Center

FISCAL POLICIES AND PROCEDURES MANUAL

Plan of Compliance – Internal Controls over Cash, Disbursements, and Records

Prepared in response to
Effective date
Adopted by

GNRC AAAD Fiscal Monitoring Report, FY2026 (Section C)
July 1, 2026
Ashland City Council, Resolution No. _____, dated

Approved by
Review cycle
Document owner

Senior Center Director & Finance Director
Annual
Finance Director

How to Use This Manual

This manual consolidates the fiscal policies and procedures of Thrive55+ Ashland City Senior Center, a department of the Town of Ashland City. It was prepared to address the current-year recommendations in Section C of the GNRC Area Agency on Aging & Disability fiscal monitoring report (FY2026) and to ensure that written policies are readily accessible during future fiscal monitorings to support compliance verification.

Each policy in this manual follows the same standard template so that staff and reviewers can locate information quickly. A blank copy of the template appears below. Use it whenever a new policy is added so the manual stays consistent.

Standard Policy Template

Template Section	What to include
Policy Title	Short, descriptive name of the policy.
Policy No. / Version	Sequential number and version (e.g., FPP-04, v1.0).
Effective Date	Date the policy takes effect.
Last Revised / Next Review	Date last updated and the next scheduled review.
Approved By	Title(s) of the approving authority.
1. Purpose	Why the policy exists and the control objective it supports.
2. Scope	Who and what the policy applies to.
3. Policy Statement	The governing rule(s) in plain language.
4. Procedures	Step-by-step actions, in order, with who does each step.
5. Responsibilities	Roles and who is accountable for each.
6. Internal Controls	Segregation of duties, approvals, and safeguards.
7. Records & Retention	What is documented, where it is kept, and for how long.
8. Authority / References	Laws, regulations, grant terms, and related policies.

Note on bracketed text: Dollar thresholds, names, and time frames in this manual reflect the Town's confirmed practices and common municipal standards. Any remaining items in [brackets] or on fill-in lines must be completed locally.

Table of Contents

1. Fiscal Policies and Procedures (Governing Policy)	4
2. Records Retention and Destruction Policy	6
3. Disbursement Policy	8
4. Voided Check Policy	10
5. Outstanding Check and Unclaimed Property Policy	12
6. Change Fund Policy (Cash Fund Statement)	14
7. Fiscal Year-End Cut-Off Policy	16
8. Mail Handling Policy	18
9. Deposit and Cash Receipts Policy	20
10. Bank Reconciliation Policy	22
11. Access to Blank Check Stock Policy	24
12. Employee Bond / Fidelity Insurance Policy	26
13. Charitable Solicitations and Gaming Registration Policy	28

1. Fiscal Policies and Procedures (Governing Policy)

Policy No.	Version	Effective	Next Review
FPP-01	1.0	July 1, 2026	June 2027

Approved by: Senior Center Director, in coordination with Finance Director

1. Purpose

To establish the overall framework of fiscal controls for Thrive55+ Ashland City Senior Center and to ensure that complete, current, written fiscal policies and procedures are maintained and are readily accessible to staff, auditors, and grant monitors during fiscal monitorings to support compliance verification.

2. Scope

All Senior Center funds and financial activity, including federal and state grant funds administered through Greater Nashville Regional Council (GNRC) – Area Agency on Aging & Disability, and all employees and officials of the Town of Ashland City who handle, record, approve, or oversee Senior Center transactions.

3. Policy Statement

- The Center maintains written fiscal policies and procedures covering, at minimum, records retention and destruction, disbursements, voided checks, outstanding checks and unclaimed property, the change fund, fiscal year-end cut-off, mail handling, cash receipts and deposits, bank reconciliations, access to blank check stock, employee bonding, and charitable solicitations registration.
- Policies are reviewed at least annually and updated whenever processes, systems, laws, or grant requirements change.
- A current copy of this manual is kept both at the Senior Center and at Ashland City Hall and is produced promptly upon request during any audit or fiscal monitoring.
- This manual is formally adopted by the Ashland City Council by resolution; material revisions are presented to the Council for adoption.

4. Procedures

Maintenance

1. The Finance Director is the owner of this manual and maintains the master copy.
2. Each policy is assigned a policy number and version; superseded versions are archived, not discarded.

Annual review

3. Each June, before the new fiscal year, the Finance Director and Center Director review every policy, update figures and procedures, and record the review date.
4. Material changes are presented to Town management and the City Council for approval before they take effect.

Accessibility

5. Copies (print and electronic) are stored where they can be retrieved within one business day.
6. During monitorings, the requested policies and supporting records are provided to the monitor by the deadline stated in the request.

5. Responsibilities

Role	Responsibility
Finance Director	Owns, maintains, and annually updates the manual; ensures records are accessible during monitorings.
Senior Center Director	Implements policies at the Center; trains staff; keeps a current copy on site.
Town Management / Mayor & City Council	Adopts the manual and material revisions by resolution; provides resources for compliance.

6. Internal Controls

- Segregation of duties across authorization, custody, recording, and reconciliation is built into each policy.
- Annual review ensures policies stay current and enforceable.
- Version control prevents reliance on outdated procedures.

7. Records & Retention

- Master manual and all prior versions retained permanently as a governance record.
- Annual review log (date, participants, changes made) retained at least 5 years.
- City Council adoption resolution(s) retained permanently.

2. Records Retention and Destruction Policy

Policy No.	Version	Effective	Next Review
FPP-02	1.0	July 1, 2026	June 2027

Approved by: Senior Center Director, in coordination with Finance Director

1. Purpose

To ensure financial and program records are retained for the required period and destroyed only through an authorized, documented process, so records are available for audit and fiscal monitoring.

2. Scope

All Senior Center fiscal, grant, payroll, and program records, in paper and electronic form.

3. Policy Statement

- Records are retained for the longer of the period required by the Tennessee municipal records retention schedule or the period required by the funding source.
- Grant-related records are retained for at least three (3) years after submission of the final expenditure report for the award period, and longer if any litigation, claim, audit, or monitoring finding is unresolved (2 CFR 200.334).
- General financial records (ledgers, bank statements, reconciliations, invoices, deposit records) are retained at least five (5) years after the close of the fiscal year and after the related audit is accepted.
- No record is destroyed while it is subject to an open audit, monitoring, public-records request, or legal hold.

4. Procedures

Retention

7. Maintain a records inventory listing each record type, its retention period, and its location.
8. Store records securely; back up electronic records and protect them from loss or alteration.

Destruction

9. At least annually, identify records that have met their retention period and are not under any hold.
10. Prepare a destruction list and obtain written authorization from the Finance Director (and Town approval where the Town's records-disposition process requires it).
11. Destroy paper confidential records by shredding and electronic records by secure deletion.
12. Document destruction on a Records Destruction Log (record types, date ranges, method, date, approver).

5. Responsibilities

Role	Responsibility
Center Director	Maintains the records inventory and routine filing.
Finance Director	Authorizes destruction; confirms no holds apply; retains the destruction log.
Town Records Custodian	Coordinates with the Town/State records-disposition process where applicable.

6. Internal Controls

- Authorization required before any destruction; nothing destroyed during an open audit or hold.
- Destruction log provides an audit trail of what was disposed of and when.

7. Records & Retention

- Records inventory and retention schedule.
- Records Destruction Log retained permanently.

3. Disbursement Policy

Policy No.	Version	Effective	Next Review
FPP-03	1.0	July 1, 2026	June 2027

Approved by: Senior Center Director, in coordination with Finance Director

1. Purpose

To ensure all disbursements are properly authorized, supported, accurately recorded, and paid only for valid Center obligations.

2. Scope

All payments of Center funds, including checks and electronic payments; excludes the change fund (see Policy 6).

3. Policy Statement

- Every disbursement is supported by an approved invoice or equivalent documentation evidencing that goods or services were received and that the cost is allowable, allocable, and reasonable.
- Duties are segregated so that no single person initiates, approves, signs, and reconciles the same payment.
- Every check requires two authorized signatures, regardless of dollar amount.
- Blank checks are never pre-signed, and checks are never made payable to “cash.”

4. Procedures

Initiate & verify

13. Confirm the purchase was authorized and budgeted, and that funds and (for grant costs) the correct funding source apply.
14. Perform a three-way match of purchase authorization, receiving documentation, and the vendor invoice.
15. Verify quantities, prices, math, remit-to address, and that the invoice has not already been paid.

Approve

16. An authorized approver (other than the person preparing the payment) approves the invoice for payment in writing before any check is prepared.

Pay

17. The City Hall Accounting/Finance Clerk prepares the check or electronic payment from approved documentation only.
18. Every check requires two authorized signatures, regardless of amount, drawn from the Town's authorized signer pool (currently the Mayor, Chief of Staff, City Recorder, Human Resources, Building & Codes Executive Assistant, and Public Works Executive Assistant).
19. Stamp or mark supporting documents “PAID” with the date and payment reference to prevent duplicate payment.

Record

20. Record the disbursement promptly in the accounting system with date, payee, amount, account, and funding source.

5. Responsibilities

Role	Responsibility
Accounts Payable / Preparer (Accounting/Finance Clerk)	Verifies documentation and prepares payment; does not approve or sign.
Authorized Approver	Reviews and approves invoices; confirms allowability and budget.
Authorized Check Signers (pool)	Any two sign each check; sign only complete checks with full supporting documentation; never sign blank checks; have no access to blank check stock.
Finance Director	Oversees segregation of duties and disbursement compliance.

6. Internal Controls

- Separation of preparation, approval, signing, and reconciliation.
- Three-way match; every check carries two authorized signatures regardless of amount.
- “PAID” marking prevents duplicate payment; no checks payable to “cash.”

7. Records & Retention

- Approved invoices with matching documentation, check copies/payment records, and approval evidence retained per Policy 2.

4. Voided Check Policy

Policy No.	Version	Effective	Next Review
FPP-04	1.0	July 1, 2026	June 2027

Approved by: Senior Center Director, in coordination with Finance Director

1. Purpose

To control and document checks that are voided so they cannot be reused or misappropriated and the accounting records remain accurate.

2. Scope

All checks of the Center/Town that are spoiled, printed in error, or otherwise voided before or after issuance.

3. Policy Statement

- Voided checks are defaced, retained, logged, and recorded as void in the accounting system.
- The signature line is removed or rendered unusable so a voided check cannot be negotiated.

4. Procedures

Voiding a check

21. Write or stamp “VOID” in large letters across the face of the check.
22. Remove or cut off the signature block (for example, cut off the lower-right signature corner).
23. Retain the voided physical check; never discard it in regular trash.
24. Record the check number as “VOID” in the check register/accounting system on the date voided.
25. Enter the void on the Voided Check Log (check number, date, payee if any, amount, reason, initials).

Reissuing

26. If a payment is still owed, issue a new check using the next sequential check number and reference the voided check number.

5. Responsibilities

Role	Responsibility
Check Preparer	Voids and defaces the check, logs it, and updates the register.
Finance Director	Periodically reviews the Voided Check Log against the check sequence for completeness.

6. Internal Controls

- All check numbers accounted for in sequence, including voids.
- Defaced signature area prevents negotiation; voided checks retained for audit.

7. Records & Retention

- Voided Check Log and retained voided checks kept per Policy 2.

5. Outstanding Check and Unclaimed Property Policy

Policy No.	Version	Effective	Next Review
FPP-05	1.0	July 1, 2026	June 2027

Approved by: Senior Center Director, in coordination with Finance Director

1. Purpose

To monitor checks that remain uncashed, resolve stale-dated checks, and comply with Tennessee unclaimed property requirements.

2. Scope

All issued checks that have not cleared the bank and any resulting unclaimed funds.

3. Policy Statement

- Outstanding checks are monitored every month through the bank reconciliation.
- Stale-dated and unclaimed amounts are researched, resolved, and—when they cannot be returned to the payee—reported and remitted to the State of Tennessee as unclaimed property.

4. Procedures

Monthly monitoring

27. List outstanding checks during each monthly reconciliation, noting check date and age.
28. Follow up on any check outstanding more than sixty (60) days by contacting the payee.

Stale-dated checks

29. Checks outstanding more than ninety (90) days that remain unresolved are voided in the records and the liability is reinstated (the amount is owed to the payee, not recognized as income).
30. Document all contact attempts and outcomes.

Unclaimed property

31. Track amounts owed to payees who cannot be located.
32. Report and remit unclaimed amounts to the Tennessee Department of Treasury, Unclaimed Property Division, in accordance with the Tennessee Uniform Unclaimed Property Act and its dormancy periods and annual reporting deadline.
33. Retain due-diligence and remittance documentation.

5. Responsibilities

Role	Responsibility
Bookkeeper / Preparer	Tracks outstanding checks and performs payee follow-up.
Finance Director	Approves voiding of stale checks and oversees unclaimed-property reporting and remittance.

6. Internal Controls

- Monthly review prevents long-outstanding items from being overlooked.
- Documented due diligence before any item is treated as unclaimed property.

7. Records & Retention

- Outstanding check lists, due-diligence records, and unclaimed-property filings retained per Policy 2.

6. Change Fund Policy (Cash Fund Statement)

Policy No.	Version	Effective	Next Review
FPP-06	1.0	July 1, 2026	June 2027

Approved by: Senior Center Director, in coordination with Finance Director

1. Purpose

To formally state the nature of the cash fund maintained at the Senior Center and to establish controls over it, as recommended in the FY2026 monitoring report.

2. Scope

The change fund held at the Center; the Center maintains no petty cash purchasing fund.

3. Policy Statement

- Statement of the fund's nature: The Center maintains a change fund of fifty dollars (\$50). Its sole purpose is to make change during Center activities and events. It is NOT a petty cash fund and is not used to make purchases.
- The change fund is an imprest fund: the cash on hand always equals the authorized balance of \$50; the balance is not increased or decreased through use.
- The fund is never used for purchases, reimbursements, personal loans, cashing checks, or payroll. All Center purchases go through the disbursement process (Policy 3).

4. Procedures

Custody

34. A designated Center staff member — the Center Director or Center Assistant Director — is solely responsible for the fund, which is kept in a locked box in a secure location.

Use

35. The fund is used only to provide change; no cash is removed for any other purpose.
36. Cash received during an event is kept separate from the change fund and is handled under the Deposit and Cash Receipts Policy (Policy 9); only the original \$50 remains in the fund.

Reconciliation

37. The Finance Director or designee counts the fund at least quarterly and on any change of custodian; the count must equal \$50. Discrepancies are investigated and documented immediately.

5. Responsibilities

Role	Responsibility
Change Fund Custodian (Center Director or Center Assistant Director)	Safeguards the fund and maintains the \$50 balance intact.
Finance Director	Authorizes the fund, performs periodic surprise counts, and documents results.

6. Internal Controls

- Imprest \$50 balance; fund secured under lock with a single custodian.
- Periodic independent counts; fund segregated from event cash receipts.
- Formal statement that the fund is a change fund only, not petty cash.

7. Records & Retention

- Change fund count sheets and custodian assignment retained per Policy 2.

7. Fiscal Year-End Cut-Off Policy

Policy No.	Version	Effective	Next Review
FPP-07	1.0	July 1, 2026	June 2027

Approved by: Senior Center Director, in coordination with Finance Director

1. Purpose

To ensure expenses and revenues are recorded in the correct fiscal year for accurate period reporting to the Town, auditors, and GNRC.

2. Scope

All Center transactions near the June 30 fiscal year-end.

3. Policy Statement

- The fiscal year is July 1 through June 30.
- Transactions are recorded in the period in which the goods or services are received or the revenue is earned, regardless of when cash changes hands.

4. Procedures

Cut-off

38. Goods and services received on or before June 30 are recorded as expenses of that fiscal year, even if the invoice is paid afterward (accrual).
39. Goods and services received on or after July 1 belong to the new fiscal year.

Year-end steps

40. Establish an invoice submission cut-off date after year-end that aligns with the date set by the Town's audit firm for capturing prior-year obligations; the Finance Director communicates this date to the Center each year.
41. Review open purchase orders and receiving records to identify and accrue unpaid prior-year obligations.
42. Record revenues and grant draws in the period earned; defer amounts received in advance.
43. Coordinate the cut-off with Ashland City Hall and the Town's audit firm.

5. Responsibilities

Role	Responsibility
Center Director	Submits all year-end invoices and receiving documentation by the cut-off date.
Finance Director	Sets the cut-off date, records accruals/deferrals, and coordinates with the auditors.

6. Internal Controls

- Defined cut-off date and accrual review prevent misstatement between fiscal years.
- Coordination with the audit firm supports a timely, accurate close.

7. Records & Retention

- Year-end accrual schedules, cut-off documentation, and supporting invoices retained per Policy 2.

8. Mail Handling Policy

Policy No.	Version	Effective	Next Review
FPP-08	1.0	July 1, 2026	June 2027

Approved by: Senior Center Director, in coordination with Finance Director

1. Purpose

To safeguard incoming payments and sensitive documents by controlling how mail is received, opened, and processed.

2. Scope

All incoming mail received at the Senior Center, particularly mail containing checks or cash.

3. Policy Statement

- Incoming mail is opened by staff who are independent of the recording and bank-reconciliation functions.
- Payments received in the mail are immediately documented and restrictively endorsed.

4. Procedures

Opening mail

44. Customer Service / Utility Accounts Receivable team staff open the mail, ideally with a second person present when payments are expected; this function is kept separate from bank reconciliation.
45. Immediately restrictively endorse checks “For Deposit Only – Thrive55+ Ashland City Senior Center”.

Logging

46. Record every payment on a mail receipts log (date received, payer, amount, check number or cash).
47. Forward Center payments and the log to the Center Director for deposit (Policy 9); forward other documents to the appropriate staff.

Reconciliation

48. Periodically compare the mail receipts log to recorded deposits to confirm all mailed payments were deposited.

5. Responsibilities

Role	Responsibility
Customer Service / Utility A/R Team	Opens mail, endorses checks, completes the mail receipts log, forwards Center payments to the Center Director.
Center Director	Receives mailed Center payments and deposits them per Policy 9.
Finance Director	Periodically reconciles the mail log to deposits and recorded receipts.

6. Internal Controls

- Persons opening mail are separate from recording and reconciliation.
- Immediate restrictive endorsement and logging reduce risk of lost or diverted payments.

7. Records & Retention

- Mail receipts logs retained per Policy 2.

9. Deposit and Cash Receipts Policy

Policy No.	Version	Effective	Next Review
FPP-09	1.0	July 1, 2026	June 2027

Approved by: Senior Center Director, in coordination with Finance Director

1. Purpose

To ensure all funds received are documented, safeguarded, deposited intact and timely, and accurately recorded—including documentation of receipt dates.

2. Scope

All cash and checks received by the Center from any source.

3. Policy Statement

- All receipts are recorded when received, safeguarded until deposit, and deposited intact (no amounts withheld).
- Deposits are made by the next business day following receipt, and receipt dates are documented.

4. Procedures

At receipt

49. Issue a pre-numbered receipt or record the item on a receipts log at the time funds are received, capturing the date received.
50. Restrictively endorse checks immediately upon receipt.
51. Store funds in a locked, secure location until deposit.

Deposit

52. The Center Director prepares a deposit slip listing each item and deposits all receipts intact by the next business day.
53. Retain validated deposit slips and bank deposit confirmations.

Recording & verification

54. Record receipts in the accounting system by date, source, amount, and funding source.
55. A person independent of receiving compares the receipts log/receipt dates to validated deposits to confirm completeness and timeliness.

5. Responsibilities

Role	Responsibility
Receiving Staff	Issues receipts, logs receipt dates, endorses and secures funds.
Center Director (Depositor)	Prepares and makes deposits by the next business day.
Finance Director	Reconciles receipts to deposits and verifies timeliness independently.

6. Internal Controls

- Pre-numbered receipts and dated logs establish completeness and receipt dates.
- Intact, next-business-day deposits; independent verification of receipts to deposits.

7. Records & Retention

- Receipt books/logs, deposit slips, and bank confirmations retained per Policy 2.

10. Bank Reconciliation Policy

Policy No.	Version	Effective	Next Review
FPP-10	1.0	July 1, 2026	June 2027

Approved by: Senior Center Director, in coordination with Finance Director

1. Purpose

To ensure bank accounts are reconciled to the accounting records accurately and timely each month, with independent review, so reconciled statements are available during fiscal monitorings.

2. Scope

All bank accounts holding or processing Center funds.

3. Policy Statement

- Each bank account is reconciled monthly to the general ledger.
- Reconciliations are completed within thirty (30) days of the bank statement date and reviewed by someone independent of preparing and recording transactions.

4. Procedures

Prepare

56. Obtain the monthly bank statement promptly after period end.
57. Compare cleared items to the records; identify deposits in transit, outstanding checks, bank fees, and errors.
58. Resolve reconciling items and adjust the records as needed; the adjusted bank balance must equal the adjusted book balance.

Review & retain

59. An independent reviewer examines the completed reconciliation and supporting statement and signs and dates it.
60. File the signed reconciliation with the bank statement and supporting detail; keep them readily accessible for review and monitoring.

5. Responsibilities

Role	Responsibility
Preparer	Completes the monthly reconciliation within the deadline.
Independent Reviewer (Finance Director or designee)	Reviews, signs, and dates each reconciliation.

6. Internal Controls

- Preparer is independent of check signing where possible; reviewer is independent of the preparer.
- Timely monthly reconciliation with documented sign-off and retained support.

7. Records & Retention

- Signed reconciliations, bank statements, and supporting schedules retained per Policy 2 and kept readily accessible.

11. Access to Blank Check Stock Policy

Policy No.	Version	Effective	Next Review
FPP-11	1.0	July 1, 2026	June 2027

Approved by: Senior Center Director, in coordination with Finance Director

1. Purpose

To safeguard the checkbook and blank check stock by restricting access and separating it from check-signing authority.

2. Scope

All blank check stock, checkbooks, and check-printing capability for accounts holding Center funds.

3. Policy Statement

- Blank check stock and the checkbook are stored in a locked, secure location.
- Access is limited to the primary check preparer (City Hall Accounting/Finance Clerk) and one designated backup (a second City Hall Accounting/Finance Clerk).
- Employees with check-signing authority — the Mayor, Chief of Staff, City Recorder, Human Resources, Building & Codes Executive Assistant, and Public Works Executive Assistant — do not have access to unused checks or blank check stock.

4. Procedures

Storage & access

61. Store all blank check stock under lock; keep keys/access restricted to the authorized preparer and backup only.
62. Maintain a current list of individuals authorized to access blank check stock (primary preparer plus one backup).
63. Ashland City Hall limits access to unused checks and check stock so that the authorized check signers cannot also obtain blank stock.

Inventory control

64. Maintain a check stock inventory log recording check number ranges received, used, and on hand.
65. Periodically reconcile the inventory to the check register; investigate any missing or out-of-sequence checks immediately.

5. Responsibilities

Role	Responsibility
Check Stock Custodian (Accounting/Finance Clerk + 1 backup clerk)	Controls and logs access to blank stock; maintains inventory.
Authorized Check Signers (Mayor, Chief of Staff, City Recorder, HR, Building & Codes EA, Public Works EA)	Have no access to blank check stock.
Finance Director / City Hall	Enforces access restrictions and reviews the inventory log.

6. Internal Controls

- Physical security and a short, defined access list.
- Separation of check signing from custody of blank stock.
- Sequential inventory control to detect missing checks.

7. Records & Retention

- Authorized-access list and check stock inventory logs retained per Policy 2.

12. Employee Bond / Fidelity Insurance Policy

Policy No.	Version	Effective	Next Review
FPP-12	1.0	July 1, 2026	June 2027

Approved by: Senior Center Director, in coordination with Finance Director

1. Purpose

To protect public and grant funds against loss from employee dishonesty by maintaining fidelity bond or employee dishonesty coverage for employees who handle cash.

2. Scope

All employees and officials responsible for handling, receiving, depositing, or disbursing Center funds.

3. Policy Statement

- Employees responsible for handling cash are covered against loss from employee dishonesty. Employee dishonesty coverage is currently maintained as a line item within the Town of Ashland City's general liability insurance program, complementary to the Town's errors & omissions coverage.
- The Town is in the process of adding a dedicated employee fidelity bond for cash-handling positions.
- Coverage is set at a minimum of \$100,000 and is reviewed at least annually.

4. Procedures

Maintain & expand coverage

66. Confirm that the Town's general liability program continues to include employee dishonesty coverage covering all employees handling cash.
67. Complete the addition of a dedicated employee fidelity bond for cash-handling positions through Ashland City Hall.
68. Maintain coverage limits of at least \$100,000 based on maximum funds on hand and processed.

Annual review

69. Review the policy and covered positions annually and upon staffing changes; update coverage as needed.
70. Retain the current certificate of insurance / bond and make it available during monitorings.

5. Responsibilities

Role	Responsibility
Town Management / City Hall	Procures and maintains the coverage/bond and pays premiums.
Finance Director	Confirms covered positions and limits; retains the certificate for audit/monitoring.

6. Internal Controls

- Continuous coverage for all cash-handling roles; limits reviewed annually.
- Certificate retained and readily accessible.

7. Records & Retention

- Bond/insurance policy and certificates retained per Policy 2.

13. Charitable Solicitations and Gaming Registration Policy

Policy No.	Version	Effective	Next Review
FPP-13	1.0	July 1, 2026	June 2027

Approved by: Senior Center Director, in coordination with Finance Director

1. Purpose

To ensure that fundraising and charitable gaming conducted for the benefit of the Center comply with Tennessee registration requirements, including activities conducted by the Friends of the Center Board.

2. Scope

Fundraising, solicitation, and games-of-chance activities benefiting the Center, including those conducted by the Friends of the Center Board, and the Center's own Bingocize/bingo activities.

3. Policy Statement

- Thrive55+ Ashland City Senior Center operates as a governmental department of the Town of Ashland City and does not itself conduct fundraising.
- As of June 2026 the Friends of the Center Board's Tennessee charitable solicitations registration status has not been confirmed. The Center will verify the Board's status and ensure the Board maintains an active registration with the Tennessee Division of Charitable Solicitations and Gaming (or obtains a valid exemption) before conducting any fundraising or accepting charitable contributions on behalf of Center-related activities.
- Games of chance are not used as a fundraiser without permission from the Tennessee Charitable Gaming and Solicitations Office; the Center's no-charge Bingocize remains an evidence-based exercise program with prizes eligible for Title III-B funding.

4. Procedures

Verify registration

71. Before any Friends of the Center fundraising or solicitation, obtain evidence of the Board's active Tennessee charitable solicitations registration (or exemption) and confirm it covers the planned activity.
72. Track the registration's renewal date and confirm timely renewal each year.

Gaming compliance

73. Do not conduct games of chance as a fundraiser without prior written permission from the State of Tennessee.
74. Maintain documentation that Bingocize is conducted without charge and that prizes are funded as program costs.

Recordkeeping

75. Retain copies of registrations, exemptions, approvals, and related correspondence.

5. Responsibilities

Role	Responsibility
Center Director	Verifies the Friends Board's registration before activities; maintains documentation.
Friends of the Center Board	Obtains and maintains active state registration and complies with gaming rules.
Finance Director	Confirms compliance and retains records for monitoring.

6. Internal Controls

- Registration verified before any solicitation; renewals tracked.
- No charitable gaming as a fundraiser without state permission.

7. Records & Retention

- Registrations, exemptions, state approvals, and correspondence retained per Policy 2.

Ordinance No. 653

An Ordinance of the

Town of Ashland City, Tennessee

Amending the Fiscal Year 2027 Budget

- WHEREAS** the governing body adopted the fiscal year 2027 budget by Ordinance Number 649 on 9th Day of June, 2026; and
- WHEREAS** the budget was submitted to the Tennessee Comptroller's Division of Local Government Finance for approval; and
- WHEREAS** pursuant to the Tenn. Code Ann. § 9-1-116, availability of programs and services to people in this state shall be limited to the extent that funds are appropriated by the general assembly or the appropriate governing body of a political subdivision; and
- WHEREAS** the governing body needs to amend the budget to allow for increased or decreased revenues and/or expenditures

SECTION 1. Now, therefore, be it resolved by the governing body that it hereby adopts the following changes to the fiscal year 2027 budget.

Fund Name: General Fund					
Line Item	Account #	Account Name	Original Budget	Budget Amendment / Change	Amended Budget
1R	110-36000	Other Revenues	(\$30,000.00)	(\$1,000.00)	(\$31,000.00)
1E	110-42100-299	Other Expenses	\$10,200.00	\$1,000.00	\$11,200.00
2E	110-44700-900	Capital Outlay	\$0.00	\$146,134.90	\$146,134.90
3					
Total Expenditures:			\$10,200.00	\$147,134.90	\$157,334.90

SECTION 2. Now, therefore, be it resolved that this ordinance shall become effective 20 days after its final passage, the public welfare requiring it.

Signed _____

Printed Name _____, Mayor

Attested

Signed _____

Printed Name _____, City Recorder

Date of First Reading: _____

Date of Second Reading: _____