Cross Plains City Commission
Regular Meeting Agenda

Thursday, October 2, 2025 at 7:00 P.M.
at Cross Plains City Hall

1. Call to Order.

2. Invocation and Pledge of Allegiance.

3. Proclamation presentation.

4. Minutes of Previous Meeting.
   a. September 4, 2025 Regular Commission Meeting.

5. Financial Report – September 2025
   a. General Fund checking: $ 124,993.37
   b. Fire Fund checking: $ 113,596.76
   c. CD's:

Playground	$ 13,064.94
General	$ 916,991.42
Roads	$ 98,337.13

6. Reports - Mayor Graves
   a. Fire Dept –
      Fuel –
      Police Dept –
      Fuel –
   b. Building Dept Permits/Inspections
   c. Parks Dept Update

7. Public Comments (Limited to 3 minutes).

8. Public Hearings:
   a. **Ordinance 25-04 Second Reading**, an ordinance to change the city commission meeting day and time to the third Thursday of each month at 6:30 P.M. beginning in November 2025.
   b. **Ordinance 25-05 Second Reading**, an ordinance to amend Ordinance 25-03, the 2025-26 Fiscal Year Budget, to reflect the actual revenue and expenses in the Police and Fire Departments.

9. Ordinances -
   a. **Second Reading of Ordinance 25-04**, an ordinance to change the city commission meeting day and time to the third Thursday of each month at 6:30 P.M. beginning in November 2025.
   b. **Second Reading of Ordinance 25-05**, an ordinance to amend Ordinance 25-03, the 2025-26 Fiscal Year Budget, to reflect the actual revenue and expenses in the Police and Fire Departments.

10. Old Business –
    a. ISO Update – Fire Chief.
    b. Update on discussions with Robertson County on annexation of East Robertson Road – City Manager

11. New Business –
    a. Ordinance 25-06 First Reading, an ordinance to adopt the 2018 Building Standards of the International Residential Code for one and two-family dwellings.
    b. Ordinance 25-07 First Reading, an ordinance to adopt the 2018 International Energy Conservation Code (IECC).
    c. Acknowledge Report on Debt Obligation related to the December 2024 purchase of the 2025 Freightliner Fire Truck for State Comptroller Compliance.
    d. Approve LPR Camera Policy for TDOT Compliance.

12. Adjournment.

City Of Cross Plains
Balance Sheet
September 30, 2025

ASSETS

Current Assets			
General Fund-Checking	$	124,993.37	
Friends of Kilgore-Checking		9,320.21	
State Street Aid Fund-Chkg		2,251.59	
Fire Dept Special Rev-Checking		113,596.76	
Drug Fund-Checking		9,294.11	
Fire Dept TS Account-Checking		32,611.80	
Total Current Assets			292,067.84
Other Current Asset			
CD Playground-Farmers Bk		13,064.94	
CDs General - Farmers Bk		916,991.42	
CDs Roads - Farmers Bk		98,337.13	
Total Other Current Assets			1,028,393.49
Other Assets			
Petty Cash		57.71	
A/R Other		819.71	
Acct. Receivable - Sales Tax		46,887.00	
A/R Wholesale Beer		7,794.00	
A/R Springfield Gas		5,859.00	
A/R State		48,768.63	
A/R Fire - County		19,442.83	
Prepaid Insurance		30,385.37	
Total Other Assets			160,014.25
Total Assets			$ 1,480,475.58

LIABILITIES AND EQUITY

Current Liabilities			
A/P Fire	$	2,566.00	
Accounts Payable		26,296.26	
Soc Sec WH A/P - Employer		3,820.25	
Health Ins - Employee		143.43	
Due to/from Fire Dept Fund		(1,104.45)	
Total Current Liabilities			31,721.49
Long-Term Liabilities			
Total Long-Term Liabilities			0.00
Total Liabilities			31,721.49
Equity			
Fund Balance - Undesignated		1,331,082.72	
Fund Balance - Drug		9,265.83	
Fund Equity - Fire		17,474.00	
Net Income		88,579.10	
Total Equity			1,446,401.65
Total Liabilities & Equity			$ 1,478,123.14

Unaudited - For Management Purposes Only

City Of Cross Plains
Year to Date Budget
For the Three Months Ending September 30, 2025

	Year to Date Actual	Total Budget	Budget Balance
Police - Training	68.93	5,000.00	4,931.07
E911 Communication District	6,699.60	28,457.00	21,757.40
Police - Veh r&m	9,838.66	7,000.00	(2,838.66)
Police - Station & Bldg	0.00	2,000.00	2,000.00
Police - Uniforms	1,169.18	3,750.00	2,580.82
Police Supplies	169.20	1,000.00	830.80
PD Subscriptions & Dues	297.50	700.00	402.50
Police - Gas & Oil	2,504.48	10,000.00	7,495.52
Litigation Tax	2,639.83	19,000.00	16,360.17
City Judge Salary	2,250.00	9,000.00	6,750.00
Police - Misc Expense	130.00	2,000.00	1,870.00
Police Equip - Capital Outlay	15,834.70	38,000.00	22,165.30
Police - Cell phones/jetpacks	488.51	1,700.00	1,211.49
Police - Supplement pay	0.00	1,600.00	1,600.00
Police retirement	0.00	7,200.00	7,200.00
Total Police Dept. Expenses	109,156.80	441,341.00	332,184.20
Fire Department			
Fire Chief Salary	12,649.56	54,815.00	42,165.44
PR Taxes/SS&Med-Employer	1,148.99	5,400.00	4,251.01
Fire - Emp Insurance	3,893.34	16,000.00	12,106.66
FD Cell phone/ipad service	0.00	900.00	900.00
Volunteer Firemen	2,370.00	15,000.00	12,630.00
Total Fire Department	20,061.89	92,115.00	72,053.11
Highways and Streets			
Public Works -Street Lights	9,364.30	40,000.00	30,635.70
Public Wks - Soccer lights	290.48	1,400.00	1,109.52
Public Wks - Street Signs	0.00	2,000.00	2,000.00
Public Wks - Street Maint.	3,553.28	0.00	(3,553.28)
Public Wks Cap Outlay-Paving	0.00	65,000.00	65,000.00
Total Highways and Street	13,208.06	108,400.00	95,191.94
Building and Grounds Maintenance			
Electricity (buildings)	1,186.68	5,700.00	4,513.32
Water (bldgs)	599.83	4,000.00	3,400.17
Natural Gas (bldgs)	60.87	3,000.00	2,939.13
Maintenance	7,320.48	10,000.00	2,679.52
Janitorial Supplies	197.74	1,400.00	1,202.26
Total Bldg and Grounds Maint.	9,365.60	24,100.00	14,734.40
Total Expenditures	234,160.87	1,252,928.00	1,018,767.13
Excess Revenues over Expenses	**77,476.81**	**111,902.00**	**34,425.19**
Transfers			
Total Transfers	0.00	0.00	0.00
Excess Revenues over Expenditures	**$ 77,476.81**	**$ 111,902.00**	**34,425.19**

City Of Cross Plains
Year to Date Budget
For the Three Months Ending September 30, 2025

	Year to Date Actual	Total Budget	Budget Balance
FIRE DEPT SPECIAL REVENUE			
Interest Income - Fire Dept	$ 13.52	$ 50.00	36.48
County Fire Revenue	72,736.25	233,314.00	160,577.75
Donations to FD	2,300.00	0.00	(2,300.00)
Robt Co EMS 1/2 Utilities	900.00	3,600.00	2,700.00
Sale of Assets/Auction	0.00	3,000.00	3,000.00
From General Fund	0.00	191,282.00	191,282.00
Total Revenues	75,949.77	431,246.00	355,296.23
Fire Dept - Equip Purchases	0.00	8,000.00	8,000.00
Fire Dept - Supplies	79.83	1,500.00	1,420.17
Vehicle Maintenance	4,014.22	12,000.00	7,985.78
FD Station 1 Exp & Utilities	1,774.54	12,500.00	10,725.46
Fire Dept - Telephone	139.60	0.00	(139.60)
Fire Dept - Uniforms	0.00	6,000.00	6,000.00
Fire Prevention Expenses	2,530.08	2,500.00	(30.08)
Owens Chapel Fire Hall	853.11	6,000.00	5,146.89
Volunteer Fireman	15.00	5,000.00	4,985.00
FD-Janitorial Supplies	680.64	750.00	69.36
Fire Dept - Misc Expense	85.52	5,000.00	4,914.48
Fire Dept - Training	1,186.40	7,000.00	5,813.60
Fire Dept - 911 Costs	2,080.98	8,900.00	6,819.02
Fire Dept Salaries (f/t&p/t)	45,401.07	223,000.00	177,598.93
Firemen retirement	0.00	9,600.00	9,600.00
Firemen Insurance cost	0.00	18,000.00	18,000.00
FD Gas & Diesel	1,442.37	8,000.00	6,557.63
PR Taxes-SS&Med-Employer	4,357.12	18,590.00	14,232.88
FD Overtime	0.00	15,000.00	15,000.00
FD Turnout Gear	0.00	15,000.00	15,000.00
Contractual Services	0.00	1,500.00	1,500.00
FD Other Medical Exp (pre-emp)	207.00	375.00	168.00
Capital Outlay-Fire Dept	0.00	22,500.00	22,500.00
Debt Service-Prin (Fire Truck)	0.00	15,515.00	15,515.00
Debt Service-Int (Fire Truck)	0.00	9,016.00	9,016.00
Total Expenses	64,847.48	431,246.00	366,398.52
Excess Revenues over Expenses	$ 11,102.29	$ 0.00	(11,102.29)

City Of Cross Plains
Year to Date Budget
For the Three Months Ending September 30, 2025

	Year to Date Actual	Total Budget	Budget Balance
Revenues			
Intergovernmental Revenues			
Local Opt Sales Tax	143,056.00	600,000.00	456,944.00
State - TVA Allocation	0.00	21,700.00	21,700.00
State Sales Tax	56,014.18	230,000.00	173,985.82
State - Sportsbetting	897.25	4,000.00	3,102.75
State Beer Tax	0.00	1,200.00	1,200.00
State - Mixed Drink Tax	3,383.50	12,000.00	8,616.50
State City Street & Trans.	814.01	3,300.00	2,485.99
State Transp. Modernization	248.54	780.00	531.46
State Gas-Motor Fuel Tax	8,353.74	35,000.00	26,646.26
State Gas-1989 Tax	1,316.58	5,500.00	4,183.42
State Gas-Improve Tax	4,204.57	16,700.00	12,495.43
State Gas-3 cent tax	2,431.05	9,700.00	7,268.95
Total Intergovernmental Revenues	220,719.42	939,880.00	719,160.58
Other Revenues			
Wholesale Beer Tax-7%	22,731.46	73,000.00	50,268.54
Springfield Gas	0.00	4,500.00	4,500.00
Cable TV Franchise Fees	1,438.30	7,000.00	5,561.70
Beer Permits/Priv Tax	0.00	800.00	800.00
Building Permits	3,064.00	15,000.00	11,936.00
Driveway Permits	0.00	1,500.00	1,500.00
Pavilion Revenue	300.00	1,500.00	1,200.00
Accident Reports	20.00	100.00	80.00
Ballfield Rental Revenue	0.00	2,000.00	2,000.00
Fines and Tickets	48,416.50	200,000.00	151,583.50
County Court Fines Allocation	171.00	200.00	29.00
Billboard Sign Revenue	0.00	1,200.00	1,200.00
SBA Telecomm. Tower Inc.	5,247.03	21,000.00	15,752.97
Rent - Wheat commission	0.00	10,000.00	10,000.00
Crop Proceeds	1,928.24	7,550.00	5,621.76
Interest Income	5,009.34	50,000.00	44,990.66
State Supplement	0.00	1,600.00	1,600.00
THSO Grant Proceeds	0.00	10,000.00	10,000.00
Police Retention Grant	0.00	3,000.00	3,000.00
Miscellaneous Income	92.39	15,000.00	14,907.61
Donations	2,500.00	0.00	(2,500.00)
Total Other Revenues	90,918.26	424,950.00	334,031.74
Total Revenues	311,637.68	1,364,830.00	1,053,192.32

City Of Cross Plains
Year to Date Budget
For the Three Months Ending September 30, 2025

	Year to Date Actual	Total Budget	Budget Balance
Expenditures			
General Government			
City Recorder - Salary	12,854.82	55,704.00	42,849.18
Mayor Salary	800.00	4,800.00	4,000.00
Commissioners Salary	1,500.00	12,000.00	10,500.00
Building Inspector Salary	2,325.00	13,950.00	11,625.00
City Manager - Salary	3,000.00	18,000.00	15,000.00
Maintenance Salaries	15,949.33	40,256.00	24,306.67
P/Time Clerical	0.00	5,000.00	5,000.00
Employee Health Ins.	2,414.79	8,500.00	6,085.21
PR Taxes/SS&Med-Employer	2,786.47	11,912.00	9,125.53
Other Medical Expenses	50.00	0.00	(50.00)
Christmas Bonus	0.00	7,000.00	7,000.00
Workers Comp. Insurance	1,000.00	25,000.00	24,000.00
Printing and Advertising	59.99	1,500.00	1,440.01
Dues and Subscriptions	1,157.00	7,000.00	5,843.00
Miscellaneous	2,552.74	10,000.00	7,447.26
Telephone&Internet	1,718.39	7,500.00	5,781.61
Cell Phones	493.80	2,400.00	1,906.20
Cell Phone-City Mgr/Maint	0.00	360.00	360.00
Contractual Services	480.00	5,000.00	4,520.00
Legal & Audit	200.00	5,100.00	4,900.00
Office Supplies	927.42	3,200.00	2,272.58
Postage	52.40	500.00	447.60
Education	0.00	2,000.00	2,000.00
Insurance (Auto & Liab.)	0.00	45,000.00	45,000.00
Insurance (Property)	0.00	20,000.00	20,000.00
Retirement Funding	0.00	2,400.00	2,400.00
Pavilion rent/dep refund	150.00	500.00	350.00
Fireworks	14,813.76	20,000.00	5,186.24
Surety Bonds	160.00	140.00	(20.00)
Bank Charges	0.00	50.00	50.00
Donations	1,000.00	8,500.00	7,500.00
Landscaping Expenses	203.99	500.00	296.01
Office Equipment	0.00	2,000.00	2,000.00
Gen Fund - Capital Outlay	0.00	7,500.00	7,500.00
Transfer to Fire Dept Fund	0.00	191,282.00	191,282.00
Total General Govt. Expenses	66,649.90	544,554.00	477,904.10
Parks & Recreation			
Park Salaries - p/time	2,057.20	12,000.00	9,942.80
PR Taxes/SS&Med-Employer	192.59	918.00	725.41
Park Utilities (elec&water)	4,328.25	15,000.00	10,671.75
Park Activities/Classes	0.00	1,000.00	1,000.00
Park Supplies (inc.janitorial)	616.50	2,500.00	1,883.50
Park Miscellaneous	217.50	1,000.00	782.50
Park Maintenance	8,306.58	10,000.00	1,693.42
Total Parks & Rec Expenses	15,718.62	42,418.00	26,699.38
Police Department			
Police Chief Salaries	19,253.10	83,430.00	64,176.90
Police Salaries	27,742.43	125,704.00	97,961.57
Police Salaries-Crossing Guard	1,604.22	13,000.00	11,395.78
Court Clerk Salary	9,507.72	41,200.00	31,692.28
Police - Health Insurance	4,546.26	18,300.00	13,753.74
PR Taxes/SS&Med-Employer	4,412.48	20,000.00	15,587.52
PD Contractual Services	0.00	3,300.00	3,300.00

Cross Plains City Commission
Regular Meeting Minutes

Thursday, September 4, 2025, at 7:00 P.M.

The Cross Plains City Commission met in a regular session on Thursday, September 4, 2025 at Cross Plains City Hall with the following board members present: Marlene Graves, Mayor; Ronald "Dukie" Eden, Vice Mayor; Commissioners: Barry Faulkner, Sherry Johnson, and Jimmie Vaughn. Also present: City Manager Jeff Woodfin and City Recorder Holly Murphy.

1. Call to Order.
   Mayor Graves welcomed the delegation and called the meeting to order at 7:00 p.m.

2. Invocation and Pledge of Allegiance
   Pastor John Vida from Cross Plains United Methodist Church gave the invocation followed by the Pledge to the Flag led by Mayor Graves.

3. Proclamation presentation – Commissioner Barry Faulkner
   Commissioner Faulkner read aloud a Proclamation honoring Robertson County Mayor Billy Vogel for his devoted service to the county and a friend and supporter of the City of Cross Plains.
   Commissioner Faulkner made a motion to adopt the Proclamation by Resolution 25-04, seconded by Mayor Graves. Motion passed unanimously.

4. Minutes of Previous Meetings.
   a. June 5, 2025 Regular Commission Meeting.
      Vice Mayor Eden made a motion to approve the June 5th minutes, seconded by Commissioner Johnson. Motion passed unanimously.
   b. July 3, 2025 Special Commission Meeting.
      Commissioner Johnson made a motion to approve the July 3rd minutes, seconded by Commissioner Vaughn. Motion passed unanimously.
   c. August 7, 2025 Regular Commission Meeting.
      Commissioner Vaughn made a motion to approve the August 7th minutes, seconded by Commissioner Johnson. Motion passed unanimously.

5. Financial Report – July 2025 (reconciled)
   Mayor Graves reported on the July bank and CD balances as follows: General Fund checking $82,319.00; Fire Fund checking: $130,191.74; CD's: Playground $13,064.94; General: $911,988.54; Roads: $98,337.13.
   Vice Mayor Eden made a motion to approve the July 2025 Financial Report, seconded by Commissioner Johnson. Motion passed unanimously.

6. Financial Report – August 2025 (not reconciled)
   Mayor Graves reported on the August bank and CD balances as follows: General Fund checking $81,343.78; Fire Fund checking: $101,076.67; CD's: Playground $13,064.94; General: $911,988.54; Roads: $98,337.13.
   Vice Mayor Eden made a motion to approve the August 2025 Financial Report, seconded by Commissioner Johnson. Motion passed unanimously.

7. Reports – Mayor Graves gave the August department reports as follows:
   a. Fire Dept - 83 calls (38 inside city/45 outside city)

Fuel – 114.4 gas/30.3 diesel

b. Police Dept – 43 calls (141 calls went through RC dispatch/7 calls answered by RCSO)
Fuel – 348.2 gallons

Chief Hilgadiack thanked the following people for their contributions for this year's Safety Day giveaways: Sam and Brandy Hastings, Piggly Wiggly, Marlene Graves, Dukie Eden/Eden Insurance, Terry Lord/Terry's Market, EOS Environmental Services, and Alan Keller. They gave away 25 bicycles, 25 helmets, five Bluetooth speakers and three 40-inch TVs. He expressed appreciation for the support from the community.

c. Building Dept Permits/Inspections – 2 permits/2 inspections

Inspector Daniel Chaney was asked about the building code update which he advised the Planning Commission recommended adopting the 2018 version. He suggests going to the 2024 Code but the State indicated that very few cities have done that however he believes that should be their goal.

d. Parks Dept Update - Jimmy Ring

Jimmy commented on the new gates at the park and thanked Josh Hilgadiack and others who helped install them. The gates will help keep people from entering the park when it's closed due to inclement weather or maintenance issues, as well as enforcing the park hours (close at dusk) if necessary. Seasonal staff has been reduced to one person (Casen) and he's doing a great job. Bathroom maintenance continues to be a priority. He's received compliments on the bathrooms the last couple weeks. Field rental discussions still ongoing.

Chief Hilgadiack referred to the gate installation and thanked Sam and Brandon Hastings (and their employee Caleb) and Chad Rogers for bringing in their equipment which helped speed up the process which was greatly appreciated.

Mayor Graves inquired about the Boy Scout project. Jimmy advised that Garrett completed the project last month. All the benches in Fields 2,3 and 4 were completely refinished with pressure treated wood. Jimmy was very pleased with the project which was funded through donations.

8. Public Comments. (Limited to 3 minutes)

Brandy Hasting asked the city commission to consider moving public comments to after new business or before they vote on an item. She referred to last month's agenda item related to East Robertson Road and stated that the public didn't have a chance to comment on it because it was under new business and after public comments.

City Manager Jeff Woodfin said they have discussed the placement of public comments. It's his understanding they used to be after business had taken place and that drew complaints from the community so it was changed back. The city is following the same practice as Robertson County. He will make an effort to give a better description about the items on the agenda moving forward.

Kathy DeRose agreed with Brandy and mentioned the way former mayor Barry Faulkner ran the meetings and allowed public comments and questions from the audience. She feels giving them a voice after discussion and before the vote allows reasonable opinion and provides an inclusive atmosphere. Mrs. DeRose also commented on a driveway culvert she feels was improperly installed by the city on her Jernigan Road property therefore she wouldn't want the city to maintain East Robertson Road and they should let the county do it.

As the mayor proceeded to move to the next item, Commissioner Faulkner asked that they circle back and address these two comments. He agreed with both of them that comments should be before a vote and after old business and any comments should be addressed right then. He doesn't think they need a sign-up sheet; if someone has a comment before a vote, they should raise their hand but still have a time limit. He said the city doesn't have that much going on that they can't take five or ten minutes to hear somebody speak.

Mayor Graves and Commissioner Johnson thought the city manager addressed the comments.

Commissioner Vaughn stated that public comments are just that. It was never intended to be a back-and-forth discussion in the meeting. He believes public comments and discussion is good and he encourages it. He also thought Jeff responded to Brandy's request when he said he would look into it. He agrees with the sign-up sheet to make sure they're citizens of Cross Plains. He said he is fine with public comments being on the agenda before voting takes place.

City Recorder Holly Murphy stated that a public hearing will always take place before the second reading of any ordinance, which gives the public an opportunity to speak before that ordinance is passed.

As stated earlier, City Manager Woodfin will make an effort to put more information on the agenda items and they'll discuss the placement of public comments on the agenda.

9. Ordinances –

a. **Ordinance 25-04 (First Reading)**, an ordinance to change the city commission meeting day and time to the third Thursday of each month at 6:30 P.M. beginning in November 2025.

Vice Mayor Eden made a motion to approve Ordinance 25-04 on first reading, seconded by Commissioner Johnson. Motion passed unanimously.

b. **Ordinance 25-05 (First Reading),** an ordinance to amend Ordinance 25-03, the 2025-26 Fiscal Year Budget, related to the County for the Fire Department and Police Department vehicle expenses.

Commissioner Faulkner made a motion to approve Ordinance 25-05 on first reading, seconded by Vice Mayor Eden. Motion passed unanimously.

10. **Resolution 25-03**, to declare a 2001 Freightliner Fire Engine surplus property and directing the sale or disposal of same.

Chief Jackson advised that the manufacturer American LaFrance went out of business and parts are no longer available for this truck. He plans to list it on Brinley Mountain Fire Apparatus Sales for $50,000.

Commissioner Vaughn made a motion to approve Resolution 25-03, seconded by Commissioner Johnson. Motion passed unanimously.

11. Old Business -

a. ISO Update – Fire Chief Tommy Jackson

Training continues; in process of scheduling pump, hose and ladder testing; personnel still at 4 full-time, 2 part-time and 4 volunteers; 4 part-time positions open; plans still set to contact ISO in October for re-rating, probably be January before they come; fire department still has a lot to do to prepare for re-rating.

Commissioner Johnson said she gets a lot of calls and comments from people about their insurance so she wants them stay on top of this ISO issue.

Chief Jackson advised that due to the all the floods, hurricanes, COVID deaths, and increased tax appraisals, he doesn't see it (insurance premiums) going down much even if we get back the same rating we had before.

b. East Robertson Road deannexation update – City Manager Jeff Woodfin

Mr. Woodfin finally heard back from City Attorney Russell Freeman just yesterday after several attempts to reach him throughout the month. Mr. Freeman talked to the county attorney who said he will contact the county engineer to see where they are on accepting the road and what they feel needs to be done to turn it over to them. They were also going to turn over Klober's report to the engineer so he can review the specs.

12. New Business –

a. Award bids to pave Solar Avenue and to tar & chip Dogwood Lane.

The city received the following two bids to pave Solar Avenue: Rogers Group $49,550 and Louie's Paving $85,422.

The city received the following three bids to tar and chip Dogwood Lane: Rogers Group $41,150, Louie's Paving $70,135, and TRH Contractors (Timmy Hulsey) $25,000.

This will require a budget amendment since the city only budgeted $65,000 for both roads. City Recorder Holly Murphy advised that this amendment could be added to Ordinance 25-05 prior to second reading which the Board agreed to.

Commissioner Faulkner made a motion to award the bid to Rogers Group for Solar Avenue and to TRH Contractors for Dogwood Lane, seconded by Commissioner Johnson. Motion passed unanimously.

b. Discuss sealing the City Hall parking lot.

The city received the following two bids to seal the city hall parking lot: J&S $6,826 and Louie's Paving $9,500.

This project was not budgeted and will also require a budget amendment, which the board agreed to include in Ordinance 25-05.

Vice Mayor Eden made a motion to award the bid to J&A, seconded by Commissioner Johnson. Motion passed unanimously.

A brief discussion followed about Mayor Vogel's proclamation. It was agreed to have it framed and invite him to the next meeting to present to him in person.

Chief Tommy Jackson inquired about purchasing a new pickup truck for the fire department instead of a used one they put in the budget ($15,000). The old truck, a 2003 model, was ten years old when they bought it and the dash gauges no longer work and it's losing fuel pressure. A new truck on the state contract would be around $45,000 plus $10,000 for equipment. Since this will require a budget amendment, it will have to go on the agenda for discussion at the next meeting.

Chief Jackson also mentioned a recent county fire committee meeting where they discussed a billing (collection) company that Greenbrier is using to bill insurance companies for fire services related to structure fires and wrecks (no medical calls). Tommy estimates our fire department would collect $75,000 to $120,000. He said a lot of departments bill insurance companies but they don't pay. He has billed for at least ten fires a year and only one paid. He asked if this is something the city would be interested in and if so, he will get the information from the company. He said he knows of three departments in the county who are looking at doing this. Tommy was asked to get the information and bring to the board for discussion.

13. Adjournment.

Vice Mayor Eden made a motion to adjourn, seconded by Mayor Graves. Motion passed unanimously.

Meeting adjourned at 8:01 p.m.

_____

Holly Murphy, City Recorder

_____

Marlene Graves, Mayor

ORDINANCE 25-04

AN ORDINANCE TO CHANGE THE CITY COMMISSION MEETING DAY AND TIME TO THE THIRD THURSDAY OF EACH MONTH AT 6:30 P.M. BEGINNING IN NOVEMBER 2025.

BE IT ORDAINED by the Board of Commissioners of the City of Cross Plains, Tennessee, that:

Section 1. Regular Meetings of the City Commission shall be changed from the first Thursday of each month at 7:00 p.m. to the third Thursday of each month at 6:30 p.m. beginning in November 2025; and

Section 2. Ordinance 90-1 and all other ordinances or parts of ordinances in conflict herewith are hereby repealed.

THIS ORDINANCE SHALL BE EFFECTIVE FROM AND AFTER ITS FINAL PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

Passed First Reading:_____

Public Hearing:_____

Passed Second Reading:_____

_____
Marlene Graves, Mayor

ATTEST:

_____
Holly Murphy, City Recorder

ORDINANCE 25-05

AN ORDINANCE TO AMEND ORDINANCE 25-03, THE 2025-2026 FISCAL YEAR BUDGET, TO REFLECT THE ACTUAL REVENUE AND EXPENSES FOR THE CITY OF CROSS PLAINS.

WHEREAS, the City of Cross Plains adopted the 2025-2026 Fiscal Year Budget by passage of Ordinance 25-03 on June 5, 2025; and

WHEREAS, the governing body now finds it necessary to amend the General Fund budget to reflect the actual expenses for employee insurance, vehicle repairs, paving, and sealing the City Hall parking lot.

WHEREAS, the governing body also finds it necessary to amend the budget for the Fire Department Fund to reflect the actual revenue from Robertson County and the actual expenses for employee insurance and a capital outlay purchase of a new fire vehicle; and

WHEREAS, Tennessee Code Annotated Title 6, Chapter 56, Section 208 allows the governing body to amend the annual budget ordinance in the same manner as any other ordinance may be amended.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF CROSS PLAINS, TENNESSEE that Ordinance 25-05, the 2025-2026 Fiscal Year Budget, is hereby amended as follows:

Section 1. REVENUES:

Anticipated Revenue in the Fire Department Fund from Intergovernmental Revenue will increase by $158,486 and change from $236,914 to $395,400.

Anticipated Revenue in the Fire Department Fund to be transferred from the General Fund will decrease by $157,570 and change from $191,282 to $33,712.

As a housekeeping measure to correct a typo, the General Fund FY 2025-26 Proposed Revenue Fund Balance will change from $1,469,182 to $1,449,182 and the Total Available Funds will change from $2,834,012 to $2,814,012.

Section 2. APPROPRIATIONS:

Appropriations in the General Fund General Government will increase by $1,855 and change from $345,772 to $347,627.

Appropriations in the Police Department (& City Court) will increase by $7,000 and change from $403,341 to $410,341.

Appropriations in the Buildings/Grounds Maintenance will increase by $6,826 and change from $24,100 to $30,926.

Appropriations for Capital Outlay will increase by $10,000 and change from $110,500 to $120,500.

Appropriations in the General Fund to be Transferred to the Fire Fund will decrease by $157,570 and change from $191,282 to $33,712.

Total Appropriations in the General Fund will decrease by $142,243 and change from $1,252,928 to $1,110,685.

Section 3. FUND BALANCE:

As a housekeeping measure to correct a typo. the General Fund Estimated Fund Balance will change from $1,581,084 to $1,561,084.

The estimated Fund Balance for the General Fund will increase by $142,243 and change from $1,561,084 to $1,703,327.

As a housekeeping measure to correct a typo, the Fire Department Fund Estimated Fund Balance will change from $111,846 to $114,846.

The estimated Fund Balance for the Fire Department Fund will decrease by $63,416 and change from $114,846 to $52,346.

Section 4. A copy of Budget Ordinance 25-03 with the proposed amendments described above will be attached to this ordinance as Exhibit A.

THIS ORDINANCE SHALL BECOME EFFECTIVE IMMEDIATELY UPON PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

Passed First Reading: _____

Public Hearing: _____

Passed Second Reading: _____

Board of Commissioners

_____

Marlene Graves, Mayor

Attest:

_____

Holly L. Murphy, City Recorder

ORDINANCE 25-03

AN ORDINANCE OF THE CITY OF CROSS PLAINS, TENNESSEE TO ADOPT THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2025 THROUGH JUNE 30, 2026.

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

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

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

NOW THEREFORE BE IT ORDAINED BY THE CITY COMMISSION OF CROSS PLAINS, TENNESSEE AS FOLLOWS:

SECTION 1: That the governing body estimates anticipated revenues of the municipality from all sources as follows:

General Fund	FY 2023-24 Actual	FY 2024-25 Estimated	FY 2025-26 Proposed	Budget Amd#1 Ord 25-05
Local Taxes	$ 687,610	$ 677,039	$ 685,300	
Licenses & Permits	$ 19,692	$ 14,000	$ 16,500	
Intergovernmental Revenue	$ 324,379	$ 332,880	$ 341,480	
Charges for Services	$ 1,500	$ 3,500	$ 3,500	
Fines and Fees	$ 169,921	$ 217,131	$ 200,200	
Contibutions & Grants	$ 4,250	$ 13,250	$ 13,000	
Miscellaneous Revenue	$ 146,251	$ 77,224	$ 104,850	
Other Financing Sources				
Total Revenue	$1,353,602	$ 1,335,024	$ 1,364,830	
Fund Balance	$1,265,285	$ 1,556,697	$ 1,469,182	typo corr $1,449,182
Total Available Funds	$2,618,887	$ 2,891,721	$ 2,834,012	typo corr $2,814,012

Fire Department Fund	FY 2023-24 Actual	FY 2024-25 Estimated	FY 2025-26 Proposed	Budget Amd#1 Ord 25-05
Intergovernmental Revenue	$ 244,230	$ 236,914	$ 236,914	+158,486-=395,400
Miscellaneous Revenue	$ 3,929	$ 443	$ 3,050	
Grant Revenue	$ 1,942			
Transfer from General Fund		$ 77,925	$ 191,282	-158,486+916=$33,712
Other Financing Sources				
Total Revenue	$ 250,101	$ 315,282	$ 431,246	+916=$432,162
Fund Balance	$ 17,474	$ 138,707	$ 114,846	no change
Total Available Funds	$ 267,575	$ 453,989	$ 546,092	+916=$547,008

SECTION 2: That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

General Fund	FY 2023-24 Actual	FY 2024-25 Estimated	FY 2025-26 Proposed	Budget Amd#1 Ord 25-05
General Government	$ 276,669	$ 408,875	$ 345,772	+1,855 = 347,627
Parks & Recreation	$ 124,166	$ 51,500	$ 42,418	
Police Department & City Court	$ 307,288	$ 326,317	$ 403,341	+7,000 = $410,341
Fire Department	$ 76,379	$ 83,164	$ 92,115	-10,354 = $81,761
Highways & Streets	$ 38,654	$ 44,200	$ 43,400	
Building/Grounds Maintenanc	$ 62,397	$ 52,752	$ 24,100	+6,826 = $30,926
Capital Outlay	$ 176,637	$ 397,806	$ 110,500	+10,000 = $120,500
Transfer to Fire Fund	$ -	$ 77,925	$ 191,282	-158,486+916 = $33,712
Debt Service	$ -	$ -	$ -	
Other Financing Sources	$ -	$ -	$ -	
Total Appropriations	$1,062,190	$ 1,442,539	$ 1,252,928	-142,243=$1,110,685

Fire Department Fund	FY 2023-24 Actual	FY 2024-25 Estimated	FY 2025-26 Proposed	Budget Amd#1 Ord 25-05
Salaries & Volunteer Firemen	$ 77,369	$ 147,000	$ 243,000	
Miscellaneous&Supplies	$ 6,590	$ 13,809	$ 57,815	+23,416=$81,231
Uniforms & Turnout Gear	$ 2,356	$ 3,919	$ 21,000	
Building Maint & Utilities	$ 15,480	$ 15,000	$ 18,500	
Training	$ 200	$ 2,000	$ 7,000	
911 Costs	$ 9,556	$ 8,839	$ 8,900	
Vehicle expenses	$ 10,183	$ 19,800	$ 20,000	
Equipment	$ 7,134	$ 13,776	$ 8,000	
Capital Outlay	$ -	$ 115,000	$ 22,500	+ 40,000=$62,500
Debt Service	$ -		$ 24,531	
Other Financing Sources				
Total Appropriations	$ 128,868	$ 339,143	$ 431,246	+63,416 = $494,662

SECTION 3: At the end of the 2026 fiscal year, the governing body estimates fund balances as follows:

General Fund $ ~~1,581,084~~ $1,561,084 + 142,243 = **$1,703,327**
Fire Dept Fund $ ~~111,846~~ $114,846+916–63,416 = **$52,346**

SECTION 4: That the governing body recognizes that the municipality has bonded and/or other indebtedness as follows:

Bonded or Other Indebtdness	Principal (current yr)	Interest (current yr)	Principal oustanding @ 6/30/26
Capital Lease	$ 15,515	$ 9,016	$ 176,813
Loan Agreements			
Other Debt			
Total Debt	$ 15,515	$ 9,016	$ 176,813

SECTION 5: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 T.C.A. Section 6-56-208. In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Section 6-56-205 of the *Tennessee Code Annotated.*

SECTION 6: Money may be transferred from one appropriation to another in the same fund only by appropriate ordinance by the governing body, subject to limitations and procedures as it may describe as allowed by Section 6-56-209 of the *Tennessee Code Annotated.* Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 7: A detailed financial plan will be attached to this budget and become part of this budget ordinance.

SECTION 8: If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal year until the adoption of the new budget ordinance in accordance with Section 6-56-210 of the Tennessee Code Annotated, provided sufficient revenues are being collected to support the continuing appropriations. Approval of the Director of the Division of Local Finance for a continuation budget will be requested if any indebtedness is outstanding.

SECTION 9: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances

SECTION 10**:** This ordinance shall take effect July 1, 2025, the public welfare requiring it.

Passed First Reading: May 1, 2025

Public Hearing: June 5, 2025

Passed Second Reading: June 5, 2025

BOARD OF COMMISSIONERS

Marlene Graves

Marlene Graves, Mayor

ATTESTED:

Holly Murphy

Holly Murphy, City Recorder

	2022-23 Actual	2023-24 Actual	2024-25 Budgeted	thru 3/31 2024-25	2024-25 Estimated		2025-26 Proposed	Budget Amd#1 Ord 25-05
GENERAL FUND								
REVENUES								
Intergovernmental Revenue								
Local Option Sales Tax/Robt Co	556,660.26	597,398.52	645,000.00	450,040.22	600,000.00		600,000.00	
State - TVA Allocation	21,509.60	21,924.32	18,000.00	10,867.08	21,700.00		21,700.00	
State Sales Tax	211,663.08	220,447.03	221,000.00	168,409.18	225,000.00		230,000.00	
State Sportsbetting	2,908.80	3,321.25	3,500.00	2,829.69	3,500.00		4,000.00	
State Income Tax	117.06	-	150.00	-	-		-	
State Beer Tax	817.19	786.34	9,000.00	410.73	1,200.00		1,200.00	
State Mixed Drink Tax		8,591.12		8,893.50	12,000.00		12,000.00	
State City Street & Tax	3,277.63	3,277.44	3,200.00	2,450.60	3,300.00		3,300.00	
State Transp. Modernization	-	-	600.00	577.85	780.00		780.00	
State Gas Tax	59,845.10	61,431.48	-	-	-			
State Gas Motor Fuel Tax			33,300.00	24,483.77	32,000.00		35,000.00	
State Gas 1989 Tax	-	-	5,200.00	3,856.86	5,200.00		5,500.00	
State Gas Improve Tax	-	-	16,700.00	12,325.27	16,300.00		16,700.00	
State Gas 3 cent tax	-	-	9,700.00	7,549.07	9,500.00		9,700.00	
EMS Utility	3,000.00	3,600.00			-			
Total Intergovernmental Revenue	**859,798.72**	**920,777.50**	**965,350.00**	**692,693.82**	**930,480.00**		**939,880.00**	
Other Revenue								
Wholesale Beer Tax (7%)	80,804.79	75,686.22	73,000.00	50,588.54	65,000.00		73,000.00	
Springfield Gas Franchise	16,271.70	4,016.45	4,500.00	-	4,500.00		4,500.00	
Cable TV Franchise Fees	10,306.00	9,508.68	9,500.00	4,746.40	6,500.00		7,000.00	
Beer Permits/Priv Tax	500.00	1,000.00	1,000.00	1,038.76	1,039.00		800.00	
Building Permits	26,468.00	19,691.65	13,500.00	3,957.00	14,000.00		15,000.00	
Driveway Permits							1,500.00	
Pavilion Rentals	900.00	1,500.00	1,000.00	1,000.00	1,500.00		1,500.00	
Accident Reports	95.00	165.00	100.00	65.00	100.00		100.00	
Ballfield Rentals			-	270.00	2,000.00		2,000.00	
City Court Fines and Tickets	113,240.00	169,841.20	175,000.00	162,149.06	217,000.00		200,000.00	
County Court Fines Allocation	552.90	79.80	600.00	131.10	131.00		200.00	
Billboard Sign Revenue			1,320.00		1,200.00		1,200.00	
SBA Telecomm. Tower	17,490.10	19,239.11	17,000.00	15,741.09	20,988.00		21,000.00	
Rent - Wheat Commission	17,857.01	13,945.13	15,000.00	5,352.00	7,136.00		10,000.00	
Crop proceeds							7,550.00	
Interest Income	4,503.41	88,497.23	30,000.00	18,887.64	31,000.00		50,000.00	
PD State Supplement	800.00	1,000.00	-	2,400.00	2,400.00		1,600.00	
ARPA Grant Revenue	254,114.93	-	-	-	-		-	
Grant Revenue-PD Retention	4,145.00	4,250.00	10,000.00	3,250.00	3,250.00		3,000.00	
Grant Revenue-THSO				7,980.00	10,000.00		10,000.00	
Misc. Income *($247.40)*	1,847.58	12,459.66	20,000.00	13,839.29	15,000.00		15,000.00	
Crop proceeds $7550								
Driveway Permit $1500								
PEP Pkg Bonus $3,000								
GovDeals '08 Chev Impala $530								
St of TN-Susp/Rev DL $305								
parts ref (prior yr) &sales tx ref $646.83								
Donations	12,378.31	11,944.60	-	1,800.00	1,800.00		-	
Total Other Revenue	**562,274.73**	**432,824.73**	**371,520.00**	**293,195.88**	**404,544.00**		**424,950.00**	
TOTAL REVENUE- General Fund	**1,422,073.45**	**1,353,602.23**	**1,336,870.00**	**985,889.70**	**1,335,024.00**		**1,364,830.00**	
From Fund Balance/CAPITAL OUTLAY			370,731.00	370,731.00	370,731.00			
			1,707,601.00	**1,356,620.70**	**1,705,755.00**			
EXPENDITURES								
General Govermental Expenses								
City Manager Salary	7,200.00	8,400.00	18,000.00	5,794.50	7,966.00		18,000.00	
City Recorder Salary	52,000.00	53,820.00	55,703.70	42,139.86	55,669.00		55,704.00	
Part-time clerical	4,500.00	7,000.00	12,000.00	6,081.75	7,000.00		5,000.00	
Court Clerk	2,339.07	2,420.91	40,000.00	27,257.97	40,982.00			
Building Inspector Salary	13,084.08	13,084.13	13,542.02	10,156.50	13,542.00		13,950.00	
Maint. Supervisor	2,950.44	3,053.71	3,160.64	2,370.51	3,160.00		3,256.00	
Maintenance/Marty PT	-	-	-	-			17,000.00	
Maintenance/Warren PT	-	-	-	-			20,000.00	
Christmas Bonuses	5,000.00	5,000.00	5,850.00	6,900.00	6,900.00		7,000.00	
Mayor Salary	4,800.00	4,800.00	4,800.00	3,740.00	4,800.00		4,800.00	
Commissioners Salary	5,166.00	5,781.00	5,904.00	4,059.00	5,166.00		12,000.00	
PR Taxes/SS&Med-Employer (all depts)	8,528.67	38,001.27	70,000.00	33,341.69	45,500.00		11,911.81	
Employee Health Ins	-	-	8,100.00	3,901.83	6,603.00		10,355.00	added $1,855
Worker Comp Insurance	15,823.00	16,961.00	20,727.00	20,727.00	20,727.00		25,000.00	

	2022-23 Actual	2023-24 Actual	2024-25 Budgeted	thru 3/31 2024-25	2024-25 Estimated		2025-26 Proposed	Budget Amd#1 Ord 25-05
Litigation Tax	10,121.36	10,891.11	17,000.00	16,305.59	18,600.00			
Election Expense			200.00	-	-		-	
Printing & Advertising	330.34	307.21	1,500.00	1,628.30	1,986.00		1,500.00	
Dues and Subscriptions	1,708.15	1,597.84	1,575.00	6,654.71	6,655.00		7,000.00	
Sage Accounting Software $4,462								
M'ship dues $1,977 TML,GNRC,TGFOA,AMZ								
.gov hosting $216								
Miscellaneous Expense	24,433.67	39,754.20	23,500.00	19,332.00	23,500.00		10,000.00	
RC Planners Zoning Ord contractual								
Emp Christmas Dinner misc								
City US Flags supplies								
Ins Deductible/DeRose misc								
Hvac/Plumbing Insp contractual								
Safety Day bikes/helmets misc								
Video Services contractual								
I.T. Services contractual								
Other misc								
Contractual Services							5,000.00	
Telephone&Internet	6,546.49	9,782.60	10,500.00	5,753.00	7,472.00		7,500.00	
City Cell Phones	4,278.76	4,898.59	4,200.00	1,787.78	2,400.00		2,400.00	
City Manager/Maint Cell Phone	360.00	360.00	360.00	120.00	180.00		360.00	
Legal and Audit	4,622.25	4,800.00	10,000.00	4,500.00	4,800.00		5,100.00	
Mileage			250.00	72.00	150.00			
Office/Operating Supplies	4,134.61	552.61	2,500.00	1,699.00	2,500.00		3,200.00	
Postage	529.98	278.96	500.00	278.96	444.00		500.00	
Training/Education			1,200.00	972.00	972.00		2,000.00	
Insurance (Auto & Liab.)	23,826.00	25,462.00	39,171.00	39,171.00	39,171.00		45,000.00	
Insurance (Liability)	9,925.00	11,172.00	14,948.00	14,948.00	14,948.00		20,000.00	
Retirement Funding	1,800.00	1,800.00	2,200.00	1,800.00	2,400.00		2,400.00	
Surety Bonds	140.00	140.00	200.00	140.00	140.00		140.00	
Bank Charges			50.00	-	-		50.00	
Donations	7,628.03		32,500.00	32,500.00	32,500.00		8,500.00	
Landscaping Expenses	394.99		500.00	-	500.00		500.00	
Pavilion Rental Refunds	350.00	550.00	300.00	600.00	500.00		500.00	
Office Equipment	1,022.38		1,500.00	2,042.00	2,042.00		2,000.00	
24-25 Server								
25-26 Replace Copier (front office)								
Fireworks			20,000.00	-	20,000.00		20,000.00	
City Judge Salary	3,900.00	6,000.00	9,000.00	6,750.00	9,000.00			
Txfr to Fire Fund			77,925.00	77,925.00	77,925.00		33,712.00	deducted $158,486 / added $916 (add'l RC Funds reduced amt GF has to contribute to fund FD exp's)
24-25 Personnel $42,925/air cylinders $35k								
Fire Personnel								
Capital Outlay - 1/2 Generator (split w/FD)							7,500.00	
Total Gen Govt Expenses	**227,443.27**	**276,669.14**	**529,366.36**	**401,449.95**	**486,800.00**		**388,838.81**	
Parks & Recreation								
Park Salaries - p/time							12,000.00	
PR Taxes-SS&Med Employer							918.00	
Contractual Services								
Park Expenses	(43,140.30)	124,166.10	20,000.00	18,949.00	27,000.00		-	
Park Activities/Classes							1,000.00	
Park supplies (inc Janitorial)							2,500.00	
Park Miscellaneous							1,000.00	
Park Utilities (lights&water)							15,000.00	
Park Maintenance							10,000.00	
Park Loan Payment	336,506.78		-					
Park- Restroom	128,214.00		1,500.00	-	-		-	
Parks- Junior Pro Football field exp			10,000.00	-	8,500.00		-	
Parks- Batting Cage			5,000.00	4,000.00	4,000.00		-	
Parks- PA System			4,000.00		-			
Parks (Capital Outlay)		100,000.00	152,806.00	152,806.00	152,806.00		-	
Park-Soccer Expense			500.00		-		-	
Park Mowing and Maintenance			20,420.00	7,116.00	12,000.00		-	
Total Park Expenses	**421,580.48**	**224,166.10**	**214,226.00**	**182,871.00**	**204,306.00**		**42,418.00**	
Total General Govt Expenses	**649,023.75**	**500,835.24**	**743,592.36**	**584,320.95**	**691,106.00**	-	**431,256.81**	
Police Department & City Court								
Police Salaries								
Police Chief *83,430*	65,000.00	73,500.00	81,000.00	59,192.41	81,000.00		83,430.00	
Officers *122,704*	67,059.20	105,690.00	109,719.97	80,815.75	111,500.00		122,704.00	
1 lt Sgt *58,968*								
2.5 p/t *63,736*								
Court Clerk *41,200*							41,200.00	
PD Salary Supp/State *1,600*	800.00	800.00	-	1,600.00	1,600.00		1,600.00	
PD Retention Bonus/State *3,000* DD			-	3,000.00	3,000.00		3,000.00	
CrossGuards 2 PT *9,500*	2,223.24	2,161.08	9,500.00	8,363.77	12,500.00		9,500.00	
PR Taxes/SS&Med-Employer							20,000.00	
1/2 Robertson Co Crossing Guard							3,500.00	

	2022-23 Actual	2023-24 Actual	2024-25 Budgeted	thru 3/31 2024-25	2024-25 Estimated		2025-26 Proposed	Budget Amd#1 Ord 25-05
Police Health Insurance	23,127.86	18,783.51	16,000.00	11,562.00	15,500.00		18,300.00	
Police Training	4,594.81	3,076.92	3,000.00	3,288.00	5,000.00		5,000.00	
E911 Communication District	25,162.92	23,739.48	28,457.13	21,342.87	28,457.16		28,457.00	
Police Vehicle R&M	3,298.48	6,244.65	6,200.00	4,255.71	6,000.00		14,000.00	added $7,000
Police Station & Bldg.	9,364.84	7,577.44	8,500.00	359.24	360.00		2,000.00	
Police Uniforms	4,426.73	5,904.69	7,000.00	5,152.79	6,000.00		3,750.00	
Police fuel	22,742.60	24,270.54	25,000.00	9,202.61	11,500.00		10,000.00	
PD Supplies							1,000.00	
Subscriptions & Dues							700.00	
Litigation Tax							19,000.00	
Contractual Services (inc I.T.)							3,300.00	
Police Miscellaneous Exp			2,500.00	9,007.35	10,000.00		2,000.00	
Contractual Services (inc I.T.)								
Pre-employment screening								
supplies & ammo								
PD/Court Software annual support								
Printing								
Subscription&Dues								
Capital Outlay - Police Equipment	18,319.94	30,939.09	25,000.00	22,148.68	25,000.00		38,000.00	
2 in-car cameras THSO$$ 10,000								
Axon Body camera 9,000								
3 LPR Cameras 9,000								
Firing range ammo&equip 10,000								
Police phone,inet&jetpacks			-	1,260.00	1,700.00		1,700.00	
Police Retirement Funding	1,800.00	4,600.00	7,200.00	3,600.00	7,200.00		7,200.00	
Capital Outlay-Police vehicles	13,238.00	50,435.20	55,000.00	55,000.00	55,000.00		-	
City Judge Salary							9,000.00	
Total Police Dept. Expenses	**261,158.62**	**357,722.60**	**384,077.10**	**299,151.18**	**381,317.16**		**448,341.00**	
Fire Department								
Fire Chief Salary	22,929.12	41,597.32	53,218.20	38,890.34	53,218.36		54,814.91	
Chief Per Call Pay	11,423.00	17,262.00	20,000.00	10,440.00	13,920.00		15,000.00	
PR Tax-SS&Med Employer							5,400.00	
Chief Insurance/City's share	-	17,520.00	20,000.00	11,390.55	15,187.40		10,354.00	deducted $5,646
City cell & ipad service					836.00		900.00	
Fire Equip/C.Outlay (truck down pmt)			140,000.00	140,000.00	140,000.00		-	
Total Fire Department	**34,352.12**	**76,379.32**	**233,218.20**	**200,720.89**	**223,163.76**		**86,468.91**	
Highways and Streets								
Public Wks - Soccer Lights	1,095.41	1,169.65	1,400.00	1,539.68	2,200.00		1,400.00	
Public Wks - Street Signs	1,790.00	2,689.52	2,000.00	455.06	2,000.00		2,000.00	
PW-C/Outlay-Str Paving (Solar&Dogwood)	(127,281.38)	26,201.68	50,000.00	9,138.06	50,000.00		75,000.00	added $10,000 per bids
Public Wks - Street Lights	43,355.46	34,220.38	46,000.00	26,649.07	40,000.00		40,000.00	
Village Green/Hwy 25 Engineering and Costs	93.80	574.28	35,000.00	-	-		-	
Total Highways & Streets	**(80,946.71)**	**64,855.51**	**134,400.00**	**39,781.87**	**94,200.00**		**118,400.00**	
Building and Grounds Maintenance								
Electricity (buildings)	4,343.43	7,084.43	5,700.00	3,002.00	5,400.00		5,700.00	
Water (buildings)	5,640.69	4,588.19	4,300.00	2,532.59	3,600.00		4,000.00	
Natural Gas (bldgs)	2,263.85	1,765.60	3,000.00	1,164.18	2,000.00		3,000.00	
Maintenance (inc's salaries)	36,286.56	47,823.88	28,249.81	35,066.31	40,352.00		16,826.00	added $6,826 seal CH parking lot
Janitorial Supplies	1,082.68	1,134.57	1,400.00	1,088.61	1,400.00		1,400.00	
Total Bldg and Grounds Maint	**49,617.21**	**62,396.67**	**42,649.81**	**42,855.69**	**52,752.00**		**30,926.00**	
Total Expenditures- General Fund	**913,204.99**	**1,062,189.34**	**1,537,937.47**	**1,166,830.58**	**1,442,538.92**		**1,115,392.72**	
Excess Revenues over Expenses (General Fund)	**508,868.46**	**291,412.89**	**(201,067.47)**	**(180,940.88)**	**(107,514.92)**		**249,437.28**	

FIRE DEPT SPECIAL REVENUE FUND

Revenue	2022-23 Actual	2023-24 Actual	2024-25 Budgeted	thru 3/31 2024-25	2024-25 Estimated		2025-26 Proposed	Budget Amd#1 Ord 25-05
Interest Income	186.36	50.54	-	42.30	63.45		50.00	
Miscellaneous Income		833.33						
County Fire Revenue	116,350.00	244,230.41	233,314.00	174,985.59	233,314.00		391,800.00	added $158,486 from RC
Grant Revenue-State	3,374.00	1,941.75						
Donations	-	3,045.00	50.00	380.00	380.00			
Robt Co EMS - 1/2 Utilities			3,600.00	2,700.00	3,600.00		3,600.00	
Sale of Assets/Auction (T-41 Fire p/up)							3,000.00	
Total Revenue- Fire Fund	**119,910.36**	**250,101.03**	**236,964.00**	**178,107.89**	**237,357.45**		**398,450.00**	
Transfer From General Fund			77,925.00	77,925.00	77,925.00		33,712.00	deducted $158,486/added $916
Total Fire Revenue			**314,889.00**	**256,032.89**	**315,282.45**		**432,162.00**	
From Fund Balance/Capital Outlay			50,000.00	50,000.00	50,000.00		62,500.00	**pull from FD FB/reduces FB from $114,846 to $52,346** (other option is to transfer from General Fund)
			364,889.00	**306,032.89**	**365,282.45**		**494,662.00**	
Expenditures								
Fire Dept Salaries - F/T & P/T Firemen	-		195,000.00	110,266.50	146,000.00		223,000.00	
Sta 1 City Hall $138,000								
Sta 2 Owens Chapel $85,000								
FD Overtime							15,000.00	
Volunteer Firemen	63,246.00	77,369.05	1,000.00	175.00	1,000.00		5,000.00	
PR Tax SS&Med - Employer (7.65%)							18,590.00	
Fire Retirement Funding			2,400.00	1,200.00	2,400.00		9,600.00	
FD Health Insurance			-	151.56	1,277.00		41,416.00	added $23,416
FD-Other Medical Exp (pre-emp screening)							375.00	
FD Equipment Purchases	4,775.71	7,134.44	8,000.00	10,332.58	13,776.00		8,000.00	
24-25 Equip for new engine $6,500								
FD Supplies	2,216.16	791.49	1,000.00	224.77	1,000.00		1,500.00	
Janitorial Supplies							750.00	
Vehicle R&M	18,519.08	10,183.32	12,000.00	7,452.23	12,000.00		12,000.00	
Station 1 Building Exp & Utilities	12,736.59	14,325.96	12,500.00	7,108.12	12,000.00		12,500.00	
Fire Dept. Uniforms (inc's turnout gear)	862.13	2,356.42	2,000.00	3,918.51	3,919.00		6,000.00	
FD Turnout Gear							15,000.00	
Fire Prevention Expenses	948.29	2,573.00	2,100.00	849.00	1,132.00		2,500.00	
Owens Chapel Fire Hall (add TV&Inet)	2,059.42	1,153.53	2,250.00	1,915.19	3,000.00		6,000.00	
Contractual Services	-						1,500.00	
Misc. Expenses	4,583.84	3,225.69	5,000.00	5,582.16	8,000.00		5,000.00	
Contractual Services								
Pre--emp screening								
Equip r&m								
Publicity, Subscriptions & Dues								
ESO Software								
FD Training	2,431.64	200.00	1,800.00	1,448.39	2,000.00		7,000.00	
E911 Costs	7,994.16	9,555.72	8,839.24	6,629.40	8,839.00		8,900.00	
FD Fuel					7,800.00		8,000.00	
Captial Outlay	21,375.62	-			35,000.00		62,500.00	added $40,000 p/up truck&equip
24-25 air cylinders - $35,000								
25-26 replace T-41 p/up-$ ~~15,000~~ $55,000								
25-26 1/2 Generator $7500 (split w/GenFund)								
Capital Outlay-Fire Truck (down pmt)			80,000.00	80,000.00	80,000.00			
Debt Service-Fire Truck							24,531.00	
Retain for New Fire Aparatus					-			
Total Expenditures- Fire Fund	**141,748.64**	**128,868.62**	**333,889.24**	**237,253.41**	**339,143.00**		**494,662.00**	
Excess Rev over Exp - Fire Fund	**(21,838.28)**	**121,232.41**	**(96,925.24)**	**(59,145.52)**	**(101,785.55)**		**(33,712.00)**	
			50,000.00	50,000.00	50,000.00		33,712.00	
			(46,925.24)	(9,145.52)	(51,785.55)		-	

GRAND TOTAL- General Fund and Fire Fund							
Total Revenue	**1,541,983.81**	**1,603,803.26**	**1,651,759.00**	**1,241,922.59**	**1,650,306.45**		**1,763,280.00**
Total Expenses	**1,054,953.63**	**1,191,057.96**	**1,871,826.71**	**1,429,425.05**	**1,781,681.92**		**1,610,054.72**
Excess Revenues over Expenses	***487,030.18***	***412,745.30***	***(220,067.71)***	***(187,502.46)***	***(131,375.47)***		***153,225.28***
Total Income over Expenses Including the Money we are Reserving for Fire Apparatus							

ORDINANCE 25-06

AN ORDINANCE ADOPTING THE 2018 BUILDING STANDARDS OF THE INTERNATIONAL RESIDENTIAL CODE FOR ONE AND TWO-FAMILY DWELLINGS.

The City of Cross Plains shall adopt and maintain certain minimum building requirements for all new construction of one and two-family dwellings.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Commissioners of the City of Cross Plains, Tennessee, that the 2018 International Residential Code is hereby adopted as follows:

Section 1. The following sections of the International Residential Code, 2018 Edition, are amended as follows:

Section R313 Automatic Fire Sprinkler Systems is not mandatory, pursuant to T.C.A. 68-120-101(a)(8).

Section N1102.4.1.2 (R402.4.1.2) Testing is replaced with Section N1102.4.2.1 Testing Option and Section N1102.4.2.2 Visual Inspection from 2009 IRC.

Section N1103.3.3(R403.3.3) Duct Testing (Mandatory) and Section N1103.3.4 (R403.3.4) Duct Leakage (Prescriptive) are optional.

Table N1102.1.2 (R402.1.2) Insulation and Fenestration Requirement by Component and Table N1102.1.4 (R402.1.4) Equivalent U-Factors from 2018 IRC are replaced with Table N1102.1 Insulation and Fenestration Requirements by Component and Table N1102.1.2 Equivalent U-Factor from 2009 IRC.

Section N11002.4.4 (R402.4.4) Rooms Containing Fuel-Burning Appliances is deleted in its entirety.

Table N1102.1 Insulation and Fenestration Requirements by Component in the 2009 edition is adopted and amended by adding the following g as footnote "I" "log walls complying the ICC400 and with a minimum average wall thickness of 5" or greater shall be permitted in Zone 3 when a Fenestration U-Factor of .50 or lower is used, a Skylight U-Factor of .60 or lower is used, a 90 AFUE Furnace is used, an 85 AFUE Boiler is used, and a 9.0 HSPF Heat Pump (heating) and 15 SEER (cooling) are used.

Section 2. The following sections of the International Energy Conservation Code (IECC), 2018 Edition, published by the ICC, are amended as follows:

Section R402.4.1.2 Testing is deleted and replaced with Section 402.4.2.1 Testing Option and Section 402.4.2.2 Visual Inspection Option from 2009 IECC.

Section R403.3.3 Duct Testing (Mandatory) and Section R403.3.4 Duct Leakage (Prescriptive) are optional.

Table 402.1.2 Insulation and Fenestration Requirements by Component and Table R402.1.4 Equivalent U-Factors are deleted and replaced with Table 402.1.1 Insulation and Fenestration Requirements by Component and Tale 402.1.3 Equivalent U-Factors 2009 IECC.

THIS ORDINANCE SHALL BE EFFECTIVE FROM AND AFTER ITS FINAL PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

Passed First Reading:_____

Public Hearing:_____

Passed Second Reading:_____

_____
Marlene Graves, Mayor

ATTEST:

_____
Holly Murphy, City Recorder

ORDINANCE 25-07

AN ORDINANCE TO ADOPT THE 2018 INTERNATIONAL ENERGY CONSERVATION CODE (IECC).

WHEREAS, The City of Cross Plains shall adopt and maintain certain minimum building requirements for all new construction by adopting the 2018 International Energy Conservation Code.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Commissioners of the City of Cross Plains, Tennessee, that the 2018 International Energy Conservation Code is hereby adopted as follows:

Section 1. The following sections of the International Energy Conservation Code (IECC), 2018 Edition, published by the ICC, are amended as follows:

Section R402.4.1.2 Testing is deleted and replaced with Section 402.4.2.1 Testing Option and Section 402.4.2.2 Visual Inspection Option from 2009 IECC.

Section R403.3.3 Duct Testing (Mandatory) and Section R403.3.4 Duct Leakage (Prescriptive) are optional.

Table 402.1.2 Insulation and Fenestration Requirements by Component and Table R402.1.4 Equivalent U-Factors are deleted and replaced with Table 402.1.1 Insulation and Fenestration Requirements by Component and Tale 402.1.3 Equivalent U-Factors 2009 IECC.

THIS ORDINANCE SHALL BE EFFECTIVE FROM AND AFTER ITS FINAL PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

Passed First Reading:_____

Public Hearing:_____

Passed Second Reading:_____

_____
Marlene Graves, Mayor

ATTEST:

_____
Holly Murphy, City Recorder

ORDINANCE 25-06

AN ORDINANCE TO ADOPT THE 2018 BUILDING STANDARDS OF THE INTERNATIONAL RESIDENTIAL CODE (IRC) FOR ONE AND TWO-FAMILY DWELLINGS.

WHEREAS, the City of Cross Plains shall adopt and maintain certain minimum building requirements for all new construction of one and two-family dwellings.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the City of Cross Plains, Tennessee, that the 2018 International Residential Code is hereby adopted as follows:

Section 1. The following sections of the International Residential Code, 2018 Edition, are amended as follows:

Section R313 Automatic Fire Sprinkler Systems is not mandatory, pursuant to T.C.A. 68-120-101(a)(8).

Section N1102.4.1.2 (R402.4.1.2) Testing is replaced with Section N1102.4.2.1 Testing Option and Section N1102.4.2.2 Visual Inspection from 2009 IRC.

Section N1103.3.3(R403.3.3) Duct Testing (Mandatory) and Section N1103.3.4 (R403.3.4) Duct Leakage (Prescriptive) are optional.

Table N1102.1.2 (R402.1.2) Insulation and Fenestration Requirement by Component and Table N1102.1.4 (R402.1.4) Equivalent U-Factors from 2018 IRC are replaced with Table N1102.1 Insulation and Fenestration Requirements by Component and Table N1102.1.2 Equivalent U-Factor from 2009 IRC.

Section N11002.4.4 (R402.4.4) Rooms Containing Fuel-Burning Appliances is deleted in its entirety.

Table N1102.1 Insulation and Fenestration Requirements by Component in the 2009 edition is adopted and amended by adding the following gas footnote "I" "log walls complying the ICC400 and with a minimum average wall thickness of 5" or greater shall be permitted in Zone 3 when a Fenestration U-Factor of .50 or lower is used, a Skylight U-Factor of .60 or lower is used, a 90 AFUE Furnace is used, an 85 AFUE Boiler is used, and a 9.0 HSPF Heat Pump (heating) and 15 SEER (cooling) are used.

THIS ORDINANCE SHALL BE EFFECTIVE FROM AND AFTER ITS FINAL PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

Passed First Reading:_____

Public Hearing:_____

Passed Second Reading:_____

Board of Commissioners

_____

Marlene Graves, Mayor

ATTEST:

_____

Holly Murphy, City Recorder

TENNESSEE COMPTROLLER OF THE TREASURY

Jason E. Mumpower
Comptroller

Report On Debt Obligation

Entity and Debt Information

Entity Name
City of Cross Plains

Entity Address
7622 Highway 25 East Cross Plains, Tennessee 37049

Debt Issue Name
Firetruck Capital Outlay Note, Series 2025

Series Year
2025

Debt Issue Face Amount
$192,328.00

Face Amount Premium or Discount?
N/A

Tax Status
Tax - Exempt

Interest Type
True Interest Cost (TIC)

True Interest Cost (TIC)
4.688%

Debt Obligation
Note - Capital Outlay Note

Moody's Rating
Unrated

Standard & Poor's Rating
Unrated

Fitch Rating
Unrated

Other Rating Agency Name
N/A

Other Rating Agency Rating
N/A

Security
General Obligation

Type of Sale Per Authorizing Document
Informal Bid

Dated Date
12/18/2024

Issue/Closing Date
12/18/2024

Final Maturity Date
12/18/2034

Debt Purpose

Purpose	Percentage	Description
General Government	100%	Fire Truck
Education	0%	N/A
Other	0%	N/A
Refunding	0%	N/A
Utilities	0%	N/A

Cost of Issuance and Professionals

Does your Debt Issue have costs or professionals?

No

Maturity Dates, Amounts, and Interest Rates

Comments

Year	Amount	Interest Rate
2025	$15,515.25	4.688
2026	$16,242.56	4.688
2027	$17,003.97	4.688
2028	$17,801.06	4.688
2029	$18,635.52	4.688
2030	$19,509.10	4.688
2031	$20,423.63	4.688
2032	$21,381.03	4.688
2033	$22,383.31	4.688
2034	$23,432.57	4.688
TOTAL AMOUNT	$192,328.00	

See final page for Submission Details and Signatures

Submission Details and Signatures

Is there an official statement or disclosure document, as applicable, that will be posted to EMMA: https://emma.msrb.org/?

No

Signature - Chief Executive or Finance Officer of the Public Entity

Name

Marlene Graves

Title/Position

Mayor

Email

mgraves@crossplainstn.gov

Alternate Email

N/A

Signature - Preparer (Submitter) of This Form

Name

Holly Murphy

Title/Position

City Recorder

Email

hmurphy@crossplainstn.gov

Alternate Email

N/A

Relationship to Public Entity

N/A

Organization

N/A

Verification of Form Accuracy

By checking the box below as the signing of this form, I attest the following:

1. I certify that to the best of my knowledge the information in this form is accurate.
2. The debt herein complies with the approved Debt Management Policy of the public entity.
3. If the form has been prepared by someone other than the CFO or CFO, the CEO or CFO has authorized the submission of this document.

Verify Form Accuracy

Date to be Presented at Public Meeting

10/02/2025

Date to be emailed/mailed to members of the governing body

09/29/2025

Final Confirmation:

I hereby submit this report to the Division of Local Government Finance of the Tennessee Comptroller of the Treasury and understand my legal responsibility to: File this report with the members of the governing body no later than 45 days after the issuance or execution of the debt disclosed on this form. The Report is to be delivered to each member of the Governing Body and presented at a public meeting of the body. If there is not a scheduled public meeting of the governing body within forty-five (45) days, the report will be delivered by email or regular US mail to meet the 45-day requirement and also presented at the next scheduled meeting.

DRAFT

CROSSPLAINS POLICE DEPARTMENT
ADMINISTRATION/OPERATIONS MANUAL

CHAPTER	POLICY NUMBER
10-PATROL	**10.16**
	ISSUE DATE 10/2/2025
SUBJECT	REVISION DATE
LICENSE PLATE RECOGNITION SYSTEM	TOTAL PAGES 4

10.16.1 PURPOSE:

The purpose of this policy is to establish a standard operating procedure for deployment, utilization, maintenance and training associated with the use of the License Plate Recognition System (LPRS)

10.16.2 DEFINITIONS:

Hardware: Automatic License Plate Recognition systems include a camera or set of cameras that capture images of license plates. These cameras are typically affixed to the outside of the operational License Plate Recognition (LPR) vehicle or mounted to fixtures in other locations.
This system also includes a separate computer processor which processes the camera images against the "Hot List"

Hit: The notification that a scanned motor vehicle license plate matches one that has been entered into a "Hot List".

Hot List: Data files that are provided through the Tennessee Bureau of Investigation/National Crime Information Center (TBI/NCIC) extracted from the law enforcement databases which contain a listing of stolen license plates, stolen vehicles, wanted persons, and other vehicles and/or persons actively being sought by a law enforcement agency. Hot Lists are also created by authorized personnel with sufficient evidence.

License Plate Recognition (LPR) System: A complete system by which advanced camera technology and software captures images of vehicle license plates and instantaneously compares them with a large file of records (Hot Lists) to identify vehicles of interest. The LPR merely accomplishes, more efficiently, the same task a police officer may accomplish by reading a license plate and manually entering the number into a database for comparison.

LPR Administrator: The Information Technology Manager or his/her designee, who administers the overall LPR program.

OCR: Optical character recognition.

TAS: Targeted Alert Service.

10.16.3 TRAINING:

1. Prior to the use of mobile LPR equipment, officers must complete department approved training.

2. The LPR Administrator will ensure that any changes in hardware, software or applicable laws are relayed to the Training Division, who will disseminate relevant training to the department.

10.16.4 MOBILE LPR SYSTEMS:

1. Prior to operating a vehicle with and LPR device, officers will perform an inspection of the equipment. The inspection will include, but not be limited to, ensuring the cameras are positioned properly and securely, the system is working properly, and there is no damage to components.

    a. If damage is discovered or a system malfunction is evident, a supervisor will be notified.
    b. Only authorized personnel may conduct repairs to LPR systems.

2. To prevent damage to the LPR cameras, no vehicle equipped with same should be taken through an automated car wash.

3. Personnel will ensure they are logged into the LPR system under the username assigned to them.

4. Officers shall ensure their vehicle is properly secured when not in use.

10.16.5 RESPONSE TO LPR ALERTS:

1. Officers shall investigate all LPR alerts to include, but not limited to stolen vehicles, wanted subjects, or other suspected criminals to determine the validity of the alert.

2. The officer will visually verify that the scanned plate matches the alert information with regard to plate letters, numbers and issuing state.

3. Once the state and all characters have been verified as accurate, the following information should be utilized by an officer in determining whether or not reasonable suspicion exists:

    a. **Expired Tags, Other Suspensions:** Officers should verify the status of the tag on NCIC to establish reasonable suspicion.
    b. **Stolen Vehicles and Stolen License Plates:** Officer should verify the status through NCIC, or other local government system or database.
    c. **Wanted Person:** A wanted person alert may be utilized when obtaining reasonable suspicion, unless the officer has information the subject is not in the vehicle, when added to personally observed or known information.
    d. **BOLO Only:** This alert is information only for officers. The narrative of the alert will assist officers in obtaining reasonable suspicion.
    e. **Officer Safety, Suspected Gang Member, Sexual Offender, Past Offender, Associate Only, and Information Only or Other Non-Specified Alerts:** These alerts are "information only" for officers. Reasonable suspicion must be obtained in order to detain.

4. Due to the increased potential for a vehicle pursuit involving a LPR alert, officers shall communicate with their supervisors. Officers shall use good judgement when planning contact and interception of the alert vehicle. They shall also use extreme caution and good

judgement when staging and deploying pursuit termination devices as set out in our Pursuit Policy.

5. Alerts leading to pursuits or arrests shall be saved as a PDF and attached to the incident report.

10.16.6 LOCAL DATA ENTRY/HOT LIST CREATION:

1. In order to enter a tag into a Local Hotlist, an officer should have reasonable suspicion to believe the car is directly associated with the person sought (owner, regular driver, regular passenger, driver or passenger involved in previous criminal activity in said vehicle, etc.), based on officer information or recent criminal activity.

    a. Once the officer has sufficient evidence based on the above, an entry into the Local Hotlist may be made through the management function of the LPR. If a tag has been, or will be entered into NCIC, it may be entered into the Local Hotlist for a period of seven days only.
    b. Only complete tag numbers will be entered into the system.
    c. A complaint number will be entered if created and associated with the entered tag.
    d. Officers should set a reasonable expiration for tags entered into the Hotlist. Reasonableness is based upon articulable facts and totality of the circumstances.
    e. Once the entering officer is made aware that the alert is no longer valid, he/she should immediately remove the tag from the system.
    f. Any officer, who is made aware of an alert that is no longer valid, should immediately notify the entering officer, and all potentially affected persons.

10.16.7 DATA SECURITY AND ACCESS:

1. Personnel who are granted access to LPR devices and/or databases will be issued a username and password specific to each individual by the System Administrator.

2. All operators of the LPR System will be responsible for maintaining a secure login and password. This password will not be shared with anyone else.

3. The database may be accessed for law enforcement purposes only.

4. When conducting investigative queries into the installed lookup tool, a requestor, case number (if applicable) and reason will be entered and associated with the search.

5. Personnel will not release any information obtained by the LPR devices to non-law enforcement personnel unless required by law.

6. Sample audits will be conducted at least annually to ensure the removal of appropriate data is completed as required by TCA 55-10-302.

7. All investigative queries into collected LPR data by personnel are logged and available for auditing and review by the Agency. Any perceived policy violation or other misuse of the system will result in further investigation and appropriate disciplinary action if warranted.

10.16.8 DATA STORAGE, RETENTION & SHARING:

1. Data gathered by the LPR System is automatically uploaded to a third-party database, hosted by Flock Safety.

2. Release of data gathered by the LPR system is restricted in the same manner as CJIS information and unauthorized to non-law enforcement personnel.

3. License Plate reads may only be stored for a maximum period of ninety days as per TCA 55-10-302, unless the data is retained or stored as part of an ongoing investigation, and in that case, the data shall be destroyed at the conclusion of either.

    A. An investigation that does not result in any criminal charges being filed; or
    B. Any criminal action undertaken in the matter involving the captured plate data.
    C. Flock Safety's storage default is 30 days and will be purged at expiration

4. Personnel shall not disclose physical locations of the LPR's or any captured data to the general public without the approval of the Chief of Police or his designee.

5. The collected LPR data contains no Personally Identifiable Information that may be used to connect license plate detection to an individual. It is only with permissible purpose that an investigator may make this connection. (using other systems).

I have read this policy and understand its contents.