



Meeting Agenda

Work Session

Tuesday, March 22, 2022

5:00 PM

Board Room

CALL TO ORDER

CITIZEN COMMENTS

Comments on agenda items may be made in person at City Hall or by emailing recorder@franklintn.gov before noon on the day of the meeting. Comments will be submitted for the record.

WORK SESSION DISCUSSION ITEMS

1. Consideration Of Special Event Permit For The Pilgrimage Music And Cultural Festival At The Park At Harlinsdale Farm To Be Held September 23-25, 2022.
Sponsors: Milissa Reiersen, Monique McCullough
2. Consideration Of Long-Term Special Event Permit For The Pilgrimage Music And Cultural Festival At The Park At Harlinsdale Farm (2022 Through 2026).
Sponsors: Milissa Reiersen
3. Consideration Of Resolution 2022-19, A Resolution Initiating The Annexation By Referendum Process And Draft Plan Of Services, For The Annexation Of 25.12 Acres, Located West Of The Peytonsville Road And Dyke Bennett Road Intersection, North Of Peytonsville Road. Establishing A Public Hearing For April 26, 2022.
Sponsors: Emily Wright, Amy Diaz-Barriga, Joseph Bryan
4. *Consideration Of COF Contract No. 2022-0005, Interlocal Cooperation And Mutual Aid Agreement For The Nashville Fire Department/TN-TF2 US&R/Swiftwater Rescue Team.
Sponsors: Glenn Johnson
5. *Consideration Of Resolution 2022-21, A Resolution Authorizing The Pre-Ordering Of Consumer Vehicles and Equipment Prior To The Commencement Of The New Fiscal Year.
Sponsors: Mark Hilty, Steve Grubb, Jerry Hatcher, Assistant Director of Streets, Kim Hammon, Fleet Maintenance Manager
6. *Consideration Of Resolution 2022-22, A Resolution Authorizing The Engagement Of Weatherproofing Technologies Inc. For Improvements To The Sanitation Facility Transfer Station In The Amount of \$515,680.38.
Sponsors: Mark Hilty, Jack Tucker, Brad Wilson, Kristine Brock
7. Presentation Regarding Parking Garage Guidance Solution.
Sponsors: Kristine Brock, Jason Potts

8. Presentation On Traffic Technologies And Traffic Technology Projects.

Sponsors: Paul Holzen, Jonathan Marston, Adam Moser

9. Presentation on the Proposed Water and Sewer Impact Fee.
WS 2/22/22

Sponsors: Michelle Hatcher, Brian Goodwin

OTHER BUSINESS

ADJOURN

Anyone needing accommodations due to disabilities please contact the ADA Coordinator at 615-791-3277 at least 24 hours prior to the meeting.



File #: 21-03013

DATE: March 2, 2022
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Milissa Reiersen, Communications Manager
Monique McCullough, Public Outreach Specialist

SUBJECT:

Consideration Of Special Event Permit For The Pilgrimage Music And Cultural Festival At The Park At Harlinsdale Farm To Be Held September 23-25, 2022.

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning recommendations for the 2022 Pilgrimage Festival at Harlinsdale Farm.

BACKGROUND/STAFF COMMENTS:

Pilgrimage Foundation has requested a special event permit for the Pilgrimage Music and Cultural Festival at the Park at Harlinsdale Farm in September 2022. This is a multi-day music festival with multiple stages, food and beverage booths, and vendors selling arts, crafts, and merchandise. The maximum number of tickets is set at 25,000 per day (same as the last few years). Set-up would begin on September 12th. Dates and times for the event are as follows:
September 24th: 10 a.m. – 10 p.m.; September 25th: 11 a.m. – 8:30 p.m.

The Park is scheduled to reopen to the public by October 1st.

FINANCIAL IMPACT:

The applicant covers the cost of staff, facility usage, and any damage that occurs during the event (including set-up and tear-down).

RECOMMENDATION:

Staff recommends approval of the 2022 event with the following conditions:

- Applicant will provide Good Neighbor Letter which will be distributed to residents in the surrounding area at least 60 days in advance of the event. Addresses will be provided by staff.
- Applicant is responsible for all damage to the Park (grounds, buildings, and facilities) that occurs during the time they are on the property. Any damage should be reported to the City as soon as it occurs or is noticed.
- Pilgrimage organizers will donate \$1 per ticket sold to Friends of Franklin Parks. A settlement with ticket counts and a statement of revenue for this contribution will be provided to Friends of Franklin Parks prior to October 7th. The contribution via check should be received no later than October 31st.
- Applicant will provide certificate of insurance with liquor liability naming the City as additional insured and with coverage and limits approved by the City's Risk Manager. The Certificate of Insurance is due 30 days prior to event and needs to include the dates of set up through equipment pickups and cleanup. It must include all activities, equipment, vendors, booths, and food trucks that are part of the event. Any hired providers must have insurance covering their activity, equipment and service, naming the City as additional insured.
- Applicant must obtain a Beer Permit from the City's Beer Board.
- Applicant will work with Police Department on parking and traffic control plan.
- Applicant will hire required number of extra-duty Franklin Police Officers to provide traffic control.
- Franklin Police Department will need to be notified of any contracted security company working the event.
- Pursuant to Franklin Municipal Code Section 11-403(3), amplified sound will only be permitted in the areas indicated on the application.
- Special Event Electrical Permit and inspection will be required.
- Plan for clean-up must be provided at least 30 days prior to set-up.
- Applicant must meet with Department to discuss tents, stages, emergency vehicle access and other life safety issues.
- Applicant must adhere to requirements provided by the Fire Marshal's office regarding tents and mobile food vendors
- Stages and sound booths require a minimum of one 5-pound ABC fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
- After stage setup is complete, the stage manager / crew chief shall be prepared to meet with Franklin fire and building inspectors to assure the stage has been properly setup and all safety measures are in place.
- A comprehensive event Emergency Operations Plan must be supplied by applicant in writing. The final plan must be complete and approved ten business days prior to the start of the event. Organizers charged with creation of this operations plan must be present at the daily briefings with City staff.
- All coordinating regarding the event, including fees and pre-event site meetings, will be done with the Programming Division at the Parks Department.
- Any major changes to the event after approval by the Board of Mayor and Aldermen, must be reviewed by the Special Events Advisory Team and the Parks Department



City of Franklin

Special Event Permit Application

*Application is Due 90 Days Prior to Scheduled Event.
Please read application carefully and fully complete each section.
A non-refundable application fee of \$100 is due at time of filing.*

Note: Filing this application does not guarantee that you request will be granted.

Please list all that apply:

- Festival/Fair

- Name/purpose of event:** Pilgrimage Festival
- Location Requested:** (if Temporary Street Closure, list major roads to be closed):
The Park at Harlinsdale Farm - partial closure of Franklin Road and Liberty Pike for site ingress and egress per the traffic plan developed with, submitted to and approved by the City of Franklin
- Date or dates of event:** 09/23/2022, 09/24/2022, 09/25/2022, 09/24/2022, 09/25/2022
- Start/End Times of Event:**
11am to 10:00pm on Saturday 9/24 and 11am to 8:30 pm on Sunday 9/25/2022. What date/time will set-up begin?
9/12/2022 9:00 AM. What date/time will tear-down be complete? 9/30/2022 5:00 PM *Note: Event is responsible for cost of staff required during this time (including Franklin Police Officers). Read Additional Requirements section for more information).

What date/time will set-up begin? 9/12/2022 9:00 AM

What date/time will tear-down be complete? 9/30/2022 5:00 PM

**Note: Event is responsible for cost of staff required during this time (including Franklin Police Officers). Read Additional Requirements section for more information).*

- Time of Street Closure (if applicable):**
As per the 2021 plan submitted to and approved by The City of Franklin

- An estimated number expected to attend during the course of the event:**
Spectators/Attendees: 25,000 Event Staff/Volunteers: 1,500 Total: 26,500

- Name of applicant and Organization Requesting Permit:**
william brandt wood - Pilgrimage Presents, LLC
a) **Address:** 230 Franklin Road Suite 12H
Franklin, TN 37064
b) **Phone:** 6157218111 c) **Cell:** d) **Fax:**
e) **E-mail address:** brandt@pilgrimagefestival.com

- DETAILED description of event (use additional sheets):**
Multi-day music festival with multiple stages, food and beverage booths, maker village, and back of house operational infrastructure

9. **ENCLOSE A DETAILED MAP** of event site and/or route, detailing any temporary or permanent structures, street closures, parking, etc. If applicable, list the location, blocks, streets, and/or intersections in which such event will occur. **For large-scale events, map should be obtained from the City's GIS division**

Please detail any restricted parking areas on the event map.

Event Map: [2022 PMCF Site Plan 200423.pdf](#)

10. **Person in charge on day of event:** William Brandt Wood
Cell: 214-952-9663 **E-mail address:** brandt@pilgrimagefestival.com
11. **Name and Cell Number of at least two others available on day of event:**
Name: Adam Gelfond **Cell:** 615-686-3484 **E-mail address:** adam.gelfond@redlightmanagement.com
Name: Kevin Griffin **Cell:** 323-599-6643 **E-mail address:** kevin@pilgrimagefestival.com

12. **Please attach a list** containing the names, addresses, and phone numbers of the Chairperson of the organization and all other persons involved in the management or control of organization and/or committee.

Administrative Contact List: [PMCF 2021 Org Chart.pdf](#)

13. **Where is your organization based?** Williamson County
14. **Is your organization authorized to do business in Tennessee?** Yes
15. **Is your organization a tax-exempt organization as described by the Internal Revenue Code Section 501(c)(3) or a not-for-profit organization?** Yes
IRS tax exemption letter: [Pilgrimage Foundation, INC - IRS Determination Letter.pdf](#)
16. **Will you charge an admission fee?** Yes
Average admission fee: 209
17. **Will you charge a vendor participation fee?** Yes
Average vendor participation fee? 1,200
18. **Total Estimated Revenue from vendors, ticket sales, and sponsorship to event organizer:**
19. **Will any charity, gratuity, or offers be solicited or accepted during the event?** Yes
20. **Is this event a fundraiser?** Yes
What organization will be the benefactor of event? Pilgrimage Foundation: Friends of Franklin Parks, Music Cares and local charitable orgs
What percentage of funds will they receive? 2
21. **Will parking in the area of the event need to be restricted or prohibited?** Yes
22. **Will any sound amplification equipment be used during the event?** Yes

23. **Applicant must also include a copy of that company's insurance certificate indicating coverage and listing the City of Franklin as additional insured.**

***For stages, tents, inflatables, etc. constructed on site prior to the event, that date must be included on Certificate of Insurance provided to the City of Franklin. Stages MUST be removed from site at end of event. ***Rented inflatables/interactives that are set-up and manned by applicant must be included specifically in applicant's Certificate of Insurance.

If you already have your insurance certificate, please upload it now. Otherwise your insurance certificate will need to be submitted before your event is approved.

Insurance Certificate:

24. **What, if any, vendors will be present at event?** (i.e. medical related, shirts, arts, etc.) **Please provide detailed list.**
Similar to 2021, applicants reviewed and approved by Pilgrimage Producers and Managers.
25. **Will food, beverages, or merchandise be sold or given away?** Yes
Clean-up of the area is required. Please attach your clean-up and recycling plan, including name of clean-up provider with contact information for person who will be on on-site during event. See Question #26.
Clean Up Plan and Provider: [Zero Hero.pdf](#)
26. Events under 200 participants require a \$250 refundable security deposit at the time of approval. For events over 200, a \$1000 security deposit is required upon approval. If the applicant fails to restore the property to its prior condition, then the applicant shall be responsible to the City of Franklin for any costs incurred in restoring the property after the event. Surrender of the deposit in no way relieves the applicant of the responsibility for any costs incurred by the City of Franklin in excess of the deposit. Applicant's event coordinator or representative and a City of Franklin representative will conduct a Pre-Event meeting prior to event date for Pre-Event Check List Site Review. *At the end of the event, a Post-Event Check List shall be completed by the Applicant's event coordinator, or representative, and a City of Franklin representative to re-assess the site for trash and damage, and to secure with caution tape and signage (provided by event group) any tents left for removal.* Damage deposit will be refunded after a satisfactory Post Event Check List has been completed and signed off on by both the City of Franklin and organization requesting event. **NOTE:* Events that include deep frying cooking oil operations are required to have a grease pit on-site and contract with a grease waste hauler to handle the grease waste and removal of the grease pit. A copy of this agreement shall be filed along with this application. The primary event sponsor is required to remove all cooking grease from the site immediately after the event. Illegal dumping of cooking grease will be prosecuted. *Please read Additional Requirements section of this application for more information.*
27. **Will you require a temporary water tap?** Yes
If yes, please list exact locations: per site plan
28. **Will alcohol, beer, and/or wine be given away or sold?** Yes
If yes, a permit from the relevant board is required. Please read Additional Requirements section of this application for more information.
29. **Will your event include tents or other temporary structures, propane use, or open flames?** Yes
Tents 400 sq. ft. or larger (or, if cooking operations are under the tent, 200 sq. ft. or larger) require permitting from Franklin Fire Department. Safety measures must be provided on all tents, especially those set-up prior to the actual event. Tents should be taken down the date the event has ended. *Please read Additional Requirements section of this application for more information.*
30. **Attach Good Neighbor Letter and Mailing List used.** *Please read Additional Requirements section of this application for more information.*
Good Neighbor Letter: [GNL 2021 DRAFT .pages](#)
Good Nieghbor Letter Mailing List: [GNL 2021 DRAFT .pages](#)



Rules and Regulations

Please Read All Attachments Before Signing Application.

- 1) I/We agree to abide by all ordinances and regulations of the City of Franklin and all conditions placed upon the event by the City Administrator and the Board of Mayor and Aldermen.
- 2) I/We do swear or affirm that all of the information given in this application is true and complete.
- 3) I/We do hereby agree to assume the defense of and indemnify and save harmless the City, its mayor, aldermen, boards, commissions, officers, employees and agents, from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such event and the activities permitted in connection there with.
- 4) I/We agree to submit a certificate of insurance prior to the event in an amount determined by the City naming the City of Franklin and its employees as additional insured. The City may require the sponsor and/or vendor provide higher levels of insurance, coverage, and policies as deemed reasonable and necessary based on specific event risk factors and review by the City's insurer.
- 5) I/We agree, if holding the special event on City property, to return the site to its pre-event condition at the conclusion of the event.
- 6) I/We agree to provide a copy of the signed Event Application to any vendors, planners, and related parties associated with the event to ensure they are familiar with the guidelines set forth herein.
- 7) I/We understand that I/we assume the responsibility of the actions of any vendors, planners, and related parties for this event.
- 8) I/We understand that granting of Special Event Permit does not imply granting of other permits that are separately required.
- 9) The application for an event permit shall be filed not less than 90 days nor more than 364 days prior to the scheduled date of such event. Suggested filing is at least 180 days prior to scheduled event. Events should not be advertised or promoted until an event permit has been obtained from the City. Failure to file in a timely manner may result in denial of a permit.
- 10) I/We understand that event permit holders may be responsible for 100 percent of the costs incurred by the City for staff time and resources.

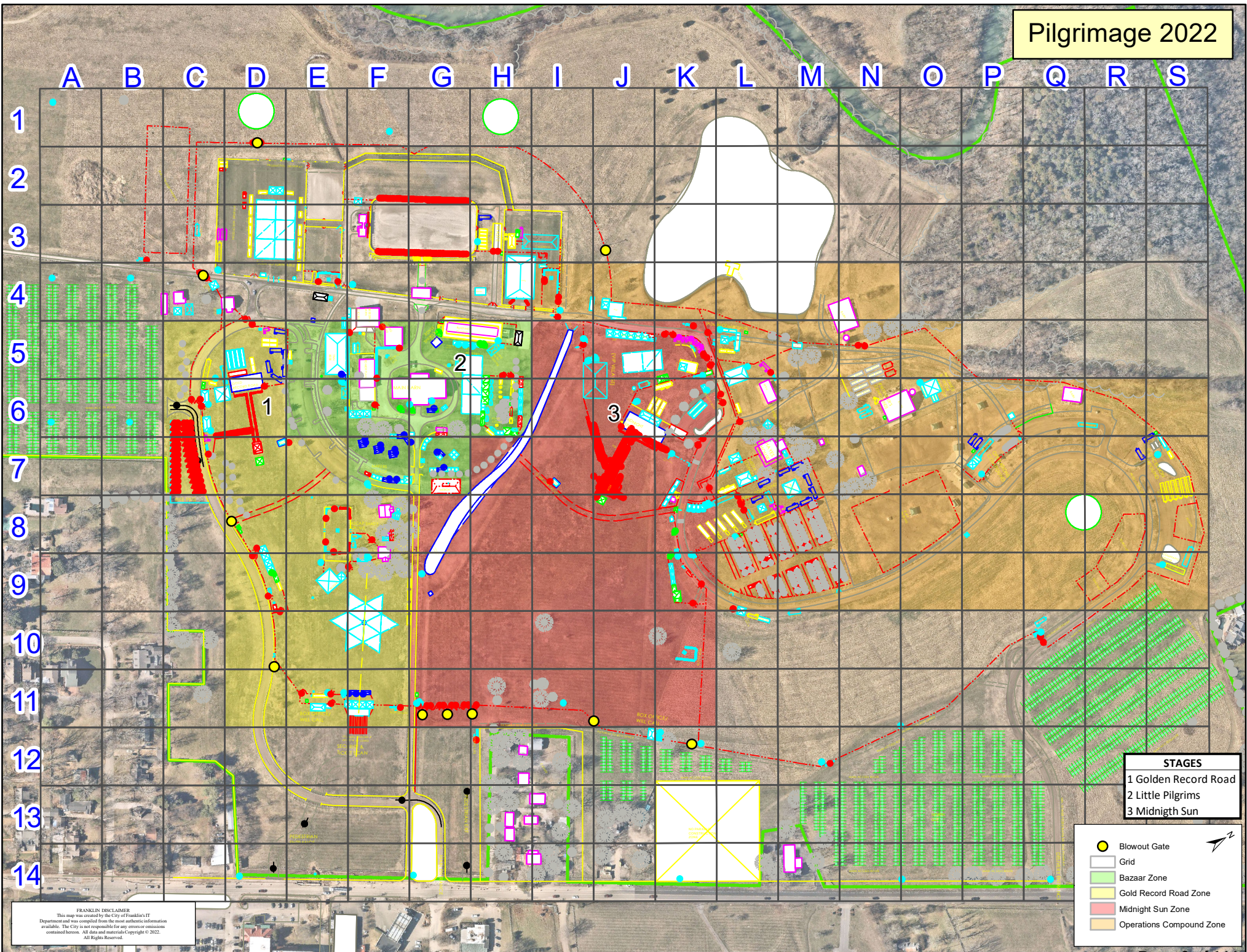
BY: imond (WBWOOD) - Manager Date: 1/28/22
(Signature and title – must be officer of organization)

Approved by the Board of Mayor and Aldermen on _____, 20____.

Dr. Ken Moore, Mayor

Eric S. Stuckey, City Administrator

*
* **Return application to:** *
* City Administrator's Office *
* City Hall *
* 109 Third Ave South *
* Franklin, TN 37065 *
* 615-791-3217 *
* 615-790-0469 (FAX) *
*



- STAGES**
- 1 Golden Record Road
 - 2 Little Pilgrims
 - 3 Midnight Sun

- Blowout Gate
- Grid
- Bazaar Zone
- Gold Record Road Zone
- Midnight Sun Zone
- Operations Compound Zone

FRANKLIN DISCLAIMER
This map was created by the City of Franklin's IT Department and was compiled from the most authentic information available. The City is not responsible for any errors or omissions contained herein. All data and materials Copyright © 2022. All Rights Reserved.

Event Name: Pilgrimage Festival

Signature: _____



FORM 1

Buildings, Structures, & Power Sources

If your special event includes any of the following, you may need to obtain a permit from the Building and Neighborhood Services Department. Please check any that apply.

- Any site-built platforms (stages) and/or bleachers
- Any electrical work utilizing site-constructed equipment or wiring
- Any electrical equipment or work utilizing in excess of 120 volts
- Any cooking equipment requiring site modifications or additions (duct work
- exhaust systems
- electrical work
- etc.)
- or that utilizes in excess of 120 volts;

Building permits and/or inspections also may be required whenever deemed necessary, due to unique conditions, shoddy construction, substandard assembly or set-up, unqualified assemblers, lack of maintenance, or dilapidation of equipment, materials or systems.

All Permit applications are subject to permit fees.

If you have any questions about whether you need to apply for a permit from the Building & Neighborhood Services Department, please call 615-794-7012.

Event Name: Pilgrimage Festival



FORM 1

Signature: _____

Sound Amplification

In accordance with Title 11 Chapter 4 of the Franklin Municipal Code (*Offenses Against the Peace and Quiet*), amplification of sound located in or within 100 feet of a residential property line which is plainly audible is prohibited between the hours of 10:00 p.m. and 7:00 a.m. Sunday through Thursday and between the hours of 11:00 p.m. and 7:00 a.m. Friday and Saturday except for special events where a special permit has been obtained from the City of Franklin authorizing such event. In the event that a special event permit has been obtained from the City of Franklin, no other amplification of sound will be permitted within the area of the special event except that which has been applied for and authorized by the city pursuant to the permit application.

Applicant/Organization: william brandt wood - Pilgrimage Presents, LLC

Event Name: Pilgrimage Festival

Event Date(s): 09/23/2022, 09/24/2022 09/25/2022, 09/24/2022, 09/25/2022

1. **Time amplification equipment will be used:** From: 10:00 AM To: 10:00 PM
2. **Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). Provide map/layout if necessary.:
The Park At Harlinsdale Farm
Sound Amplification Map: [2020 PMCF Site Plan 200423.pdf](#)

3. **For what purpose will sound amplification be used?** Please list all that apply:
 - Announcements/Speeches
 - Band/Singers
 - DJ
 - Sound System

4. **Type of Amplifier:**
 - PA System

5.

Number of Amplifiers: TBD	Number of Speakers: TBD	Number of Performers: 60
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6. **Name and Cell Number of at least two coordinators who will monitor the sound level and respond to complaints and violations:**

Name: Anne Kallevig

Cell: 440-476-1262

E-Mail: anne@empiricalproductiongroup.com

Name: W Brandt Wood

Cell: 214-952-9663

E-Mail: brandt@pilgrimagefestival.com

Authorized Signature: william brandt wood

Date: 02/04/2022

The City of Franklin's Municipal Code (Title 11, Chapter 4) allows for exceptions to the City's noise standards for City authorized or sponsored events. However, the City retains the right to ask for a change of an event's location or time in an attempt to decrease the number of people impacted by event noise. The City may refuse a special event application based on noise complaints by neighboring businesses and residents. The City therefore encourages event-holders to work with neighbors to alleviate negative impacts wherever possible. At minimum, you should plan to point speakers away from residences.



**Pilgrimage 2021 cleanup plan will reflect 2019,
and will be overseen by Zero Hero.**



**We plan to work with our private vendor Zero Hero and Waste Management
to ensure the park is left better than we found it.**

**Zero Hero will be working under our Operations Director Sharif Zaweideh,
and in compliance with The Park at Harlinsdale and the City of Franklin.**

Our project manager at Zero Hero is Bryan Burch (251) 605-3939.



Page 13 of 111



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0752251763
Nov. 22, 2017 LTR 4170C 0
82-1057634 000000 00
00020428
BODC: TE

DICKINSON WRIGHT, PLLC
ATTN: COLIN FERGUSON
424 CHURCH ST STE 800
NASHVILLE TN 37219



010021

Person to Contact: Customer Service
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Nov. 13, 2017, regarding the tax-exempt status of PILGRIMAGE FOUNDATION INC.

Our records indicate that a determination letter was issued in April 2017, granting this organization exemption from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate this organization is not a private foundation within the meaning of section 509(a) of the Code because it is described in section 509(a)(2).

Donors may deduct contributions to this organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to the organization or for its use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

If you have any questions, please call us at the telephone number shown above.

0752251763
Nov. 22, 2017 LTR 4170C 0
82-1057634 000000 00
00020429

DICKINSON WRIGHT, PLLC
ATTN: COLIN FERGUSON
424 CHURCH ST STE 800
NASHVILLE TN 37219

Sincerely yours,

A handwritten signature in black ink, appearing to read "Teri M. Johnson". The signature is fluid and cursive, with the first name "Teri" being the most prominent.

Teri M. Johnson
Operations Manager, AM Ops. 3

Open Issues: 14

FIRE-Special Event

General Issues

2. Food Trucks

curt.edelmann@franklin.tn.gov Food trucks must meet the following requirements:

1. Food trucks are spaced 10-feet apart
2. Food trucks with cooking operations require a minimum of one 5-pound ABC fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
3. Food trucks with cooking operations that produce grease-laden vapors must have a K-class fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
4. Food trucks using solid-fuel cooking equipment must have either a 2 ½-gallon approved water fire extinguisher or a K-class fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
5. Food trucks using solid-fuel cooking equipment must have an approved means of disposing of ashes and hot coals.
6. Only listed safety cans are used to dispense gasoline or other flammable liquids.
7. Fire department personnel will check propane tanks and connections for leaks prior to the event and during the event. Leaking tanks, hoses, and / or connections must be repaired immediately. Equipment that cannot be repaired must be placed out of service

3. Mobile Food Vendors

Mobile food vendors must meet the following requirements:

1. Mobile food vendors with cooking operations require a minimum 5-pound ABC fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
2. Mobile food vendors with cooking operations that produce grease-laden vapors must have a K-class fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
3. Mobile food vendors using solid-fuel cooking equipment must have either a 2 ½-gallon approved water fire extinguisher or a K-class fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
4. Mobile food vendors using solid-fuel cooking equipment must have an approved means of disposing of ashes and hot coals.
5. Fire department personnel will check propane tanks and connections for leaks prior to the event and during the event. Leaking tanks, hoses, and / or connections must be repaired immediately. Equipment that cannot be repaired must be placed out of service.

4. Tents

Tents must meet the following requirements.

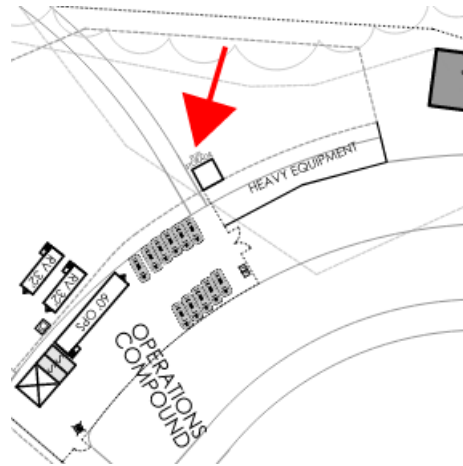
1. Tents are located no closer than 20-feet to a building or other tent (zoning requirement; exceptions apply)
2. Tents must be properly anchored. Tents 20-feet by 20-feet and larger must be anchored in accordance with manufacturer's instructions. Staking is preferred. If staking is not possible, concrete blocks are required. Water barrels are not permitted.
3. Tents 20-feet by 20-feet and larger must have at least one 5-pound ABC fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
4. Tents 20-feet by 20-feet and larger must have a label or certificate showing that the tent fabric meets flammability standards.
5. Tents with sides are treated as buildings and must meet all the fire and life safety code requirements for buildings including exit signs, emergency lights, and adequate means of egress.
6. Pop-up vendor tents must have a minimum of 40-pounds of ballast on each pole.
7. Pop-up tents using open flames, such as, candles, portable heaters, torches, must have one ABC fire extinguisher that is fully charged.
8. **Where tents will be in use for more than three days, event sponsors must submit plans to the fire department for review and approval. Plans shall be submitted to the fire department no later than July 5, 2022. Plans must contain the following:**
 1. **Manufacturer's staking diagram**
 2. **Manufacturer's wind restrictions**
 3. **A site diagram showing where the tent will be on site and clearly showing fire department access routes. The site plan shall also show the location of all generators and heating and cooking equipment.**
 4. **A floor plan of the tent showing the layout of all furniture and fixtures and all exits**

[Edited By Curt Edelmann]

curt.edelmann@franklinton.gov

Each vendor will be permitted to have a maximum of 1 propane cylinder in reserve in the food preparation areas. The event sponsor must provide a **secure** staging area by the Operations Compound to store extra cylinders. The staging area will also be where leaking cylinders are stored.

Sponsor shall provide the means to transport cylinders to and from the staging area.



11. Propane

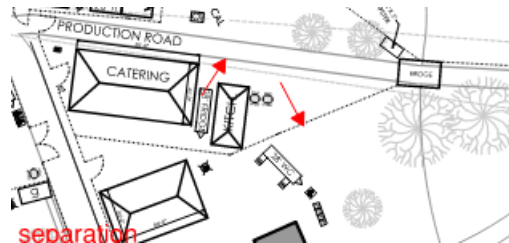
curt.edelmann@franklinton.gov

The event sponsor shall provide fence posts or other appropriate means to secure propane tanks in the food service areas. All propane tanks shall be adequately secured.

12. Catering tent

curt.edelmann@franklinton.gov

If this is a fence, there needs to be two, remote means of egress.



13. Gates

curt.edelmann@franklintn.gov Gates must swing in direction of egress

Example.

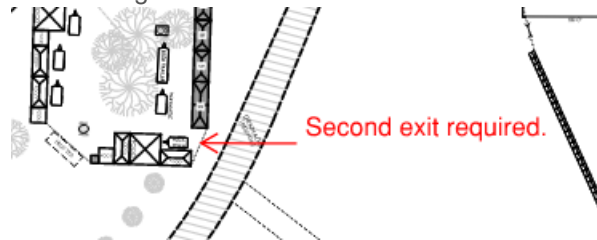


14. Exits

curt.edelmann@franklintn.gov During pre-event inspections, inspectors noted that areas did not have two, remote means of egress.

1. Merchandise tent
2. Whiskey tasting area
3. U-Shaped food court
4. **Stages**

Verify all enclosed areas with an occupant load of 50 or more have two, remote means of egress.



[Edited By Curt Edelmann]

15. ADA ramps

curt.edelmann@franklintn.gov If a raised platform has an ADA ramp and the platform has an occupant load of 50 or more, a second ADA ramp is required for emergency egress.

16. Clearance required

curt.edelmann@franklintn.gov Provide a minimum of 10-foot clearance between the tent and the fence.



Sanitation and Environmental Services

General Issues

1. Solid Waste Service

nate.ridley@franklinton.gov

- How many volunteers will you have on site for clean-up?
- What type of containers will you be using.

Thanks,
Nate

Staff Conditions:

Staff recommends approval of the 2022 event with the following conditions:

- Applicant will provide Good Neighbor Letter which will be distributed to residents in the surrounding area at least 60 days in advance of the event. Addresses will be provided by staff.
- Applicant is responsible for all damage to the Park (grounds, buildings, and facilities) that occurs during the time they are on the property. Any damage should be reported to the City as soon as it occurs or is noticed.
- Pilgrimage organizers will donate \$1 per ticket sold to Friends of Franklin Parks. A settlement with ticket counts and a statement of revenue for this contribution will be provided to Friends of Franklin Parks prior to October 7th. The contribution via check should be received no later than October 31st.
- Applicant will provide certificate of insurance with liquor liability naming the City as additional insured and with coverage and limits approved by the City's Risk Manager. The Certificate of Insurance is due 30 days prior to event and needs to include the dates of set up through equipment pickups and cleanup. It must include all activities, equipment, vendors, booths, and food trucks that are part of the event. Any hired providers must have insurance covering their activity, equipment and service, naming the City as additional insured.
- Applicant must obtain a Beer Permit from the City's Beer Board.
- Applicant will work with Police Department on parking and traffic control plan.
- Applicant will hire required number of extra-duty Franklin Police Officers to provide traffic control.
- Franklin Police Department will need to be notified of any contracted security company working the event.
- Pursuant to Franklin Municipal Code Section 11-403(3), amplified sound will only be permitted in the areas indicated on the application.
- Special Event Electrical Permit and inspection will be required.
- Plan for clean-up must be provided at least 30 days prior to set-up.
- Applicant must meet with Department to discuss tents, stages, emergency vehicle access and other life safety issues.
- Applicant must adhere to requirements provided by the Fire Marshal's office regarding tents and mobile food vendors
- Stages and sound booths require a minimum of one 5-pound ABC fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
- After stage setup is complete, the stage manager / crew chief shall be prepared to meet with Franklin fire and building inspectors to assure the stage has been properly setup and all safety measures are in place.
- A comprehensive event Emergency Operations Plan must be supplied by applicant in writing. The final plan must be complete and approved ten business days prior to the start of the event.

Organizers charged with creation of this operations plan must be present at the daily briefings with City staff.

- All coordinating regarding the event, including fees and pre-event site meetings, will be done with the Programming Division at the Parks Department.
- Any major changes to the event after approval by the Board of Mayor and Aldermen, must be reviewed by the Special Events Advisory Team and the Parks Department



File #: 21-03014

DATE: March 2, 2022
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Milissa Reiersen, Communications Manager

SUBJECT:

Consideration Of Long-Term Special Event Permit For The Pilgrimage Music And Cultural Festival At The Park At Harlinsdale Farm (2022 Through 2026).

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the request for a Long-Term Special Event Permit by the Pilgrimage Music and Cultural Festival.

BACKGROUND/STAFF COMMENTS:

In 2017, the Board of Mayor and Aldermen were granted, by ordinance, the ability to issue Long-Term Special Event Permits to significant community-wide events with anticipated attendance of greater than 15,000 which have been held for two or more consecutive years in the City of Franklin. The maximum term for the long-term permit is five years. The permit, once approved, will continue to be reviewed and approved annually by the Board of Mayor and Aldermen for specific recommendations for the current year's event.

The Pilgrimage Foundation has requested a long-term special event permit for the Pilgrimage Music and Cultural Festival at the Park at Harlinsdale Farm from 2022 - 2026. The attached long-term permit application identifies specific dates for the event over the next five years. Festival organizers have indicated that having the long-term permit and festival dates is beneficial to them in planning for the event, securing talent, and obtaining sponsorships/investor support. Previously, the Board of Mayor and Aldermen had granted a long-term special event permit for the Pilgrimage Festival from 2021-2025.

FINANCIAL IMPACT:

There is no direct, immediate financial impact related to the long-term special event permit. For each annual event, the applicant covers the cost of staff, facility usage, and any damage that occurs during the event (including set-up and tear-down).

RECOMMENDATION:

Staff recommends approval of the long-term permit to include an annual review and approval by the Board of Mayor and Aldermen. The annual review will include staff recommendations.

OFFICE USE
ONLY:

Permit No: _____



HISTORIC
FRANKLIN
TENNESSEE

CITY OF FRANKLIN

LONG TERM SPECIAL EVENT PERMIT APPLICATION

Please read application carefully and fully complete each section.

Note: Filing this application does not guarantee that your request will be granted.

Name/purpose of event: Pilgrimage Music and Cultural Festival

Name of Applicant and Organization Requesting Permit:

Wm Brandt Warr / Pilgrimage Foundation, LLC

Address: 239 Franklin Road, Franklin, TN 37064

Phone: _____ c) Cell: 214 952 9663 d) Fax: _____

E-mail address: Brandt @ Pilgrimagefestival.com

Location requested (if Temporary Street Closure, list major roads to be closed):

The Park at Harlinsdale Farm - 230 Franklin Road, Franklin, TN 37064
Franklin Road will have closures per published traffic
plan approved 1/28/20 PMCF

Description of event: Multi-day music festival with multiple
stages, food and beverage booths, craft vendors,
family village and production and operations compounds

List proposed dates requested for long-term special event permit:

1) Date or dates of event: September 23, 24, 25 - 2022

Start/End Times of Event: Sat 11am - 10pm / Sun 11am - 8:30 pm

Set-up Date 9/12/22

Tear-down completed date 9/30/22

2) Date or dates of event: September 22, 23, 24 - 2023

Start/End Times of Event: Sat 11am - 10pm / Sun 11am - 8:30 pm

Set-up Date/Time 9/11/23

Tear-down completed date/time 9/29/23



HISTORIC
FRANKLIN
TENNESSEE

- 3) Date or dates of event: September 27, 28, 29 - 2024
Start/End Times of Event: Sat 11am - 10pm / Sun 11am - 8:30pm
Set-up Date/Time 9/16/24 Tear-down completed date/time 10/4/24
- 4) Date or dates of event: September 26, 27, 28 - 2025
Start/End Times of Event: Sat 11am - 10pm / Sun 11am - 8:30pm
Set-up Date/Time 9/15/25 Tear-down completed date/time 10/3/25
- 5) Date or dates of event: September 25, 26, 27 - 2026
Start/End Times of Event: Sat 11am - 10pm / Sun 11am - 8:30pm
Set-up Date/Time 9/14/26 Tear-down completed date/time 10/2/26



Rules and Regulations

- 1) I/We do swear or affirm that all of the information given in this application is true and complete.
- 2) I/We do hereby understand that annual fees could increase and that I/we are responsible for the increased fees.
- 3) I/We do hereby agree to assume the defense of and indemnify and save harmless the City, its mayor, aldermen, boards, commissions, officers, employees and agents, from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such event and the activities permitted in connection there with.
- 4) I/We understand that granting of Long-Term Special Event Permit does not imply granting of other permits that are separately required, including the annual special event permit.
- 5) I/We understand that it is a requirement to submit annual special event permits for each event and that all terms and conditions placed on each permit is a condition of this Long Term Special Event Permit.
- 6) Long-term special event permits shall be filed not less than 6 months prior to the scheduled date of such event. Events should not be advertised or promoted until an event permit has been obtained from the City. Failure to file in a timely manner may result in denial of a permit. I understand that the Board of Mayor and Aldermen may only grant a permit for up to five years, and I am required to submit an application for amendment annually for staff review and Board of Mayor and Aldermen approval.

BY: msm - Manager Date: 1/25/22
(Signature and title – must be officer of organization)

Approved by the Board of Mayor and Aldermen on _____, 20__.

Dr. Ken Moore, Mayor

Eric S. Stuckey, City Administrator

*
* **Return application to:** *
* City Administrator's Office *
* City Hall *
* 109 Third Ave South *
* Franklin, TN 37065 *
* 615-791-3217 *
* 615-790-0469 (FAX) *
*



File #: 21-02998

DATE: February 23, 2022
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Emily Wright, Planning Director
Amy Diaz-Barriga, Planning Supervisor
Joseph Bryan, Principal Planner

SUBJECT:

Consideration Of Resolution 2022-19, A Resolution Initiating The Annexation By Referendum Process And Draft Plan Of Services, For The Annexation Of 25.12 Acres, Located West Of The Peytonsville Road And Dyke Bennett Road Intersection, North Of Peytonsville Road. Establishing A Public Hearing For April 26, 2022.

PURPOSE:

PROJECT INFORMATION

Applicant: Abhishek Yerra, Sunset Meadows LLC
Owner: Abhishek Yerra, Sunset Meadows LLC

BACKGROUND/STAFF COMMENTS:

In May 2018, a BOMA Special Work Session was held to present and discuss annexation and growth priorities. Two drainage basins were identified as having short-term capability for annexation—the West Basin and the Goose Creek Basin. Additionally, the potential land uses that would be planned within the Goose Creek Basin would likely be a combination of commercial, office, and residential, due to the property's proximity to I-65 and major corridor extensions, such as Carothers Parkway. The BOMA adopted a resolution in March, 2021 to proceed with a study of land uses, infrastructure, and road network for the Goose Creek Basin.

The City has received an annexation request for a property in the Goose Creek Basin that is located outside the UGB and located west of the Peytonsville Road and Dyke Bennett Road intersection, north of Peytonsville Road. A map of the property is attached. Annexation cannot occur until a referendum has been held, where a majority of the property owners requesting annexation vote to have their property annexed by the City of Franklin. This resolution authorizes the request to Williamson County Election Commission to hold a referendum on November 8, 2022 in conjunction with the County Election. A full timeline of the annexation by referendum is attached as an exhibit with this request.

A Draft Plan of Services has been prepared by staff and attached as an exhibit. There is currently a county-wide study underway to revise the Franklin UGB as part of a possible Williamson County

Growth Plan Update. It may be better to wait to annex the property once the Growth Plan is finalized, as the property could then be annexed by ordinance, rather than by referendum. Additionally, the annexation of this property would create some odd city boundaries that would leave some immediate properties surrounded by Franklin city limits.

FINANCIAL IMPACT:

Staff is currently researching the cost of the referendum.

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve Resolution 2022-19 if the cost of the referendum is less than the required review fees and would not result in a net loss to the City.

RESOLUTION 2022-19

CONSIDERATION OF INITIATING THE ANNEXATION BY REFERENDUM PROCESS AND DRAFT PLAN OF SERVICES, FOR THE ANNEXATION OF 25.12 ACRES, LOCATED WEST OF THE PEYTONSVILLE ROAD AND DYKE BENNETT ROAD INTERSECTION, NORTH OF PEYTONSVILLE ROAD.

WHEREAS, Abhishek Yerra, ("Owner") of property located west of the Peytons ville Road and Dyke Bennett Road intersection, north of Peytons ville Road ("Property") petitioned the Board of Mayor and Aldermen ("BOMA") of the City of Franklin, Tennessee ("City"), to annex one parcels containing 25.12 acres, located outside of the Franklin Urban Growth Boundary ("UGB"); and

WHEREAS, it is believed it is in the best interest of the City to further investigate the area petitioned to be annexed in order to consider the area for future development in accordance with City standards; and

WHEREAS, this resolution shall not bind the City to later request or hold a referendum for annexation of the Properties; and

WHEREAS, Tennessee Code Annotated (T.C.A.) § 6-58-111 (c)(2) states as an alternative to a municipality annexing in a county's planned growth area or rural area by first amending the growth plan as described in subdivision (c)(1), a municipality may annex within a county's planned growth area or rural area, but the annexation must be by referendum only and not by ordinance, and the municipality must follow the referendum process as provided for in §§ 6-51-104 and 6-51-105; and

WHEREAS, T.C.A. § 6-51-104 (a) permits a municipality, when petitioned by interested persons, or upon its own initiative, by resolution for annexation by referendum; and

WHEREAS, T.C.A. § 6-51-105 (a) states at least thirty (30) days and not more than sixty (60) days after the last of such publications, the proposed annexation of territory shall be submitted by the county election commission in an election held on the request and at the expense of the proposing municipality, for approval or disapproval of the qualified voters who reside in the territory proposed for annexation; and

WHEREAS, T.C.A. § 6-51-105 (e) states if a majority of all the qualified voters voting thereon in the territory proposed to be annexed, or in the event of two (2) elections as provided for in subsections (a) and (b), a majority of the voters voting thereon in the territory to be annexed and a majority of the voters voting thereon in the municipality approve the resolution, annexation as provided therein shall become effective thirty (30) days after the certification of the election or elections; and

WHEREAS, T.C.A. § 6-51-102, as amended, requires that a Plan of Services be adopted by a municipal governing body prior to the passage of an annexation resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF FRANKLIN, TENNESSEE, AS FOLLOWS:

SECTION I. That the Properties to be further considered by the Franklin Municipal Planning Commission and the Board of Mayor and Alderman is located west of the Peytons ville Road and Dyke

Bennett Road intersection, north of Peytonsville Road, as described herein and as depicted on the Map attached hereto as Exhibit A:

Map-Parcel	Acres
117 – 34.01	25.12
Total	25.12

SECTION II: That the attached Draft Plan of Services hereto as Exhibit B shall provide guidance to the Board of Mayor and Alderman on how the Property would be served by City resources but is not binding on final annexation.

SECTION III: That the Draft Plan of Services shall be studied by City staff and amended as needed during the study before final presentation to the Franklin Municipal Planning Commission and BOMA.

SECTION IV. BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Franklin, Tennessee, that this Resolution shall take effect from and after its passage.

ATTEST:

CITY OF FRANKLIN, TENNESSEE:

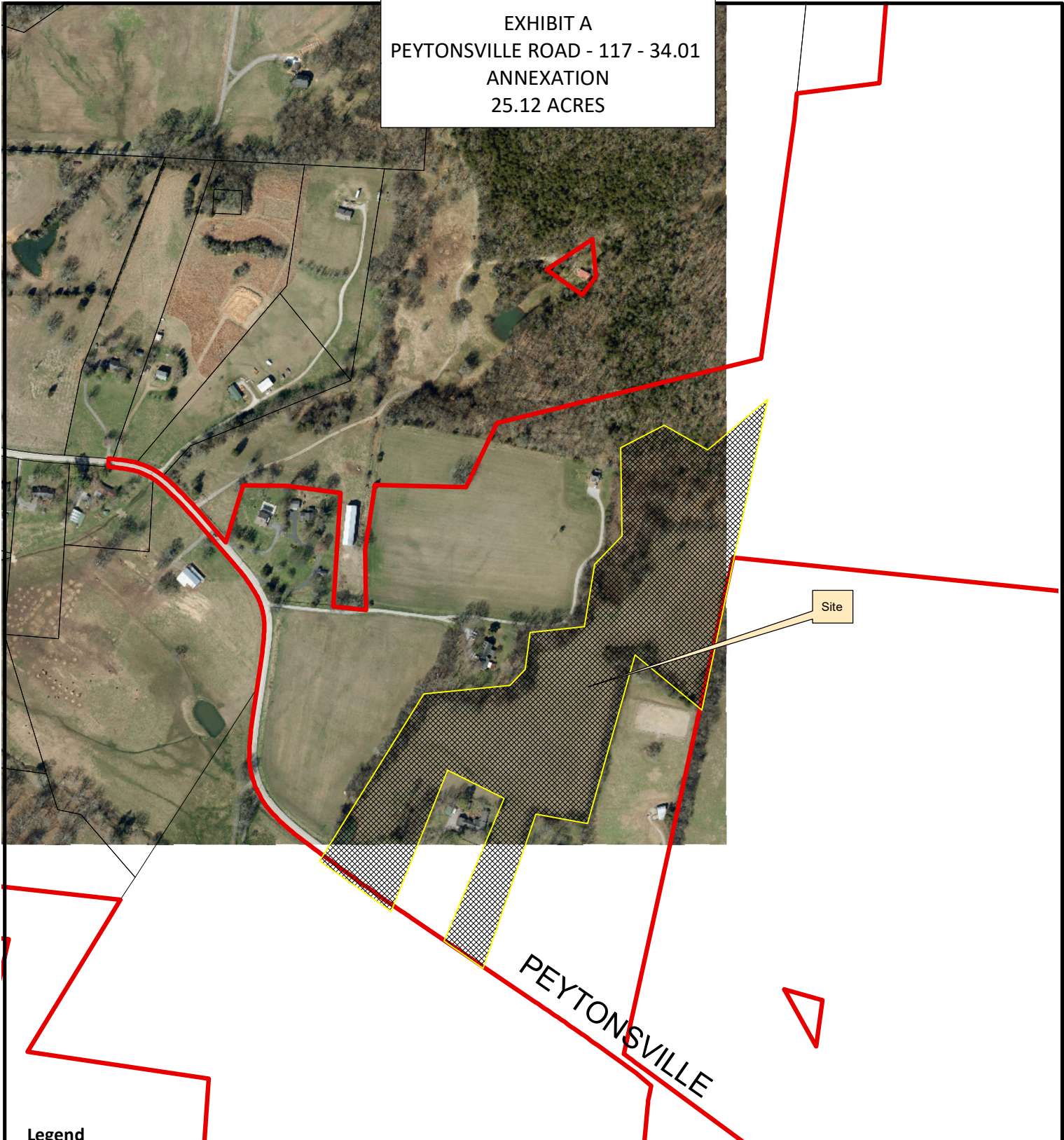
By: _____
Eric Stuckey
City Administrator/Recorder

By: _____
Dr. Ken Moore
Mayor

Approved as to form by:

Shauna R. Billingsley
City Attorney

EXHIBIT A
PEYTONSVILLE ROAD - 117 - 34.01
ANNEXATION
25.12 ACRES



Legend

Properties Under Consideration

-  Properties Under Consideration
-  Existing City Limits

Aerial/Imagery2018

RGB

-  Red: Band_1
-  Green: Band_2
-  Blue: Band_3



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It was compiled from the most authentic information available.
The City is not responsible for any errors or omissions contained herein.
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DRAFT Plan of Services
Exhibit B

The Property is located North of Peytonsville Road, contiguous to the City limits, outside of the Urban Growth Boundary, and as described herein and as depicted on the Map attached hereto as Exhibit A:

Map-Parcel	Acres
117 – 34.01	25.12
Total	25.12

A. Water

1. The Property is located within the Milcrofton Utility District service area.
2. Water availability shall be approved and provided through the City of Franklin prior to annexation.
3. The Owner shall be required to provide adequate fire flow and pressure to the Property.

ISSUES TO CONSIDER:

- *The City is currently conducting a study of the Goose Creek area, to determine maximum potential for development and infrastructure capacity of this area. If this property were to be annexed, it would need to be included in this study and/or its recommendations.*

B. Reclaimed Water

1. According to the City of Franklin's Municipal Code, reclaimed water systems shall be extended to a development if the development is located within 1,000 feet of an existing reclaimed water line.
2. In the case of this Property, an extension greater than 4,200 feet would be required to serve the Property. For this reason, reclaimed water will not be required to be extended to the Property.

ISSUES TO CONSIDER:

- *The City is currently conducting a study of the Goose Creek area, to determine maximum potential for development and infrastructure capacity of this area. If this property were to be annexed, it would need to be included in this study and/or its recommendations.*

C. Wastewater

1. The Property lies within the Goose Creek Basin as defined in the City of Franklin Sanitary Sewer Basin Study.
2. The proposed development of the Property is anticipated to construct single-family homes.
3. The Owner shall be required to extend the gravity sanitary sewer approximately 4,250 feet to provide service to the Property.
4. The City of Franklin Sanitary Sewer System Basin Plans show this as an 8-inch main flowing to a 12-inch sanitary sewer interceptor.
5. The Owner shall be required to submit engineering calculations to determine final sizing requirements.
6. The Owner shall be required to provide Engineering design, construction, easements, rights-of-way and the costs associated with the on-site sanitary sewer infrastructure required to serve the development of this Property.
7. The Owner shall be responsible for the payment of fees per the policies and procedures outlined in Franklin Municipal Code.

ISSUES TO CONSIDER:

DRAFT Plan of Services
Exhibit B

- *The layout of the required infrastructure crosses multiple properties and would require acquisition of several easements.*
- *The City is currently conducting a study of the Goose Creek area, to determine maximum potential for development and infrastructure capacity of this area. If this property were to be annexed, it would need to be included in this study and/or its recommendations.*

D. Stormwater

1. The Owner shall be responsible for the engineering, design and construction of the necessary stormwater infrastructure for the development of the Property and shall comply with the requirements as outlined in the Franklin Municipal Code.
2. As the Property develops, the City will charge prevailing stormwater user fees per policies and procedures as outlined in the Franklin Municipal Code.

ISSUES TO CONSIDER:

- *The City is currently conducting a study of the Goose Creek area, to determine maximum potential for development and infrastructure capacity of this area. If this property were to be annexed, it would need to be included in this study and/or its recommendations.*

E. Streets

1. Emergency maintenance of streets will begin on the effective date of annexation.
2. Reconstruction and resurfacing of streets, routine maintenance, and installation of storm drainage will be accomplished under existing City policies.
3. Access to the Property shall be provided from Peytonsville Road. Any redevelopment of the property will require the access to be studied with the review of a development plan, plat and or site plan.
4. Unless waived by the Franklin Engineering Department, the Owner of the Property shall be required to submit a traffic impact study prior to submitting a development plan for review and approval. The exact scope associated with this traffic impact study shall be determined prior to submittal of the development plan. Required street improvements shall be determined as part of the plan. The roadways constructed as part of this development shall comply with City Street Standards.

ISSUES TO CONSIDER:

- *This property includes future roadways listed on the Major Thoroughfare Plan. It includes Peytonsville Road.*
- *The City is currently conducting a study of the Goose Creek area, to determine maximum potential for development and infrastructure capacity of this area. If this property were to be annexed, it would need to be included in this study and/or its recommendations.*

F. Traffic Control

1. Traffic signals, traffic signs, street markings, and other traffic control devices shall be installed as the need is established by appropriate study and traffic standards. No needs have been identified for the area at this time.
2. New development after the effective date of annexation shall comply with City regulations governing traffic control devices and markings.

ISSUES TO CONSIDER:

DRAFT Plan of Services
Exhibit B

- *The City is currently conducting a study of the Goose Creek area, to determine maximum potential for development and infrastructure capacity of this area. If this property were to be annexed, it would need to be included in this study and/or its recommendations.*

G. Street Lighting

1. No off-site street lighting is proposed at this time.
2. Street lighting within new developments shall be funded and installed by the Owner per City policy, which includes the installation of electric meters to allow for future ownership and maintenance by the City or homeowners association. The installation and operation of street lights shall coincide with the phasing of development and issuance of Certificates of Occupancy.

ISSUES TO CONSIDER:

- N/A

H. Street Name Signs

1. No additional street name signs in the area have been deemed necessary.
2. New development shall install street name signs per City policy.

ISSUES TO CONSIDER:

- N/A

I. Fire Protection

1. Fire protection by the present personnel and equipment of the Franklin Fire Department will be provided on and after the effective date of annexation.
2. No additional manpower or equipment will be necessary to serve the annexation area at this time.

ISSUES TO CONSIDER:

- *The City is currently conducting a study of the Goose Creek area, to determine maximum potential for development and infrastructure capacity of this area. If this property were to be annexed, it would need to be included in this study and/or its recommendations.*

J. Planning and Zoning

1. The planning and zoning jurisdiction of the City will extend to the annexed area on and after the effective date of annexation.
2. This property is located outside of the UGB and has not yet been designated a design concept in Envision Franklin.
3. Upon annexation, the Property will be zoned by the Board of Mayor and Aldermen to a Zoning District and any applicable Overlay Zoning District(s), pursuant to the requirements of the Franklin Zoning Ordinance. If the Owner has requested the Planned District, they shall be required to submit a Development Plan, pursuant to the Franklin Zoning Ordinance.

ISSUES TO CONSIDER:

- *This property is located outside of the Urban Growth Boundary and has not been identified as priority growth area. A review of the Urban Growth Boundaries for Williamson County is currently underway and this area is being considered within the revised southeastern boundary of the proposed UGB.*
- *The City is currently conducting a study of the Goose Creek area, to determine maximum potential for development and infrastructure capacity of this area. If this property were to be annexed, it would need to be included in this study and/or its recommendations.*

DRAFT Plan of Services Exhibit B

K. Parks and Recreation

1. The benefit and use of the recreational facilities and programs provided by the Parks Department will be available on and after the effective date of the annexation. Recreational facilities and programs will be provided with existing personnel, facilities and resources.
2. New development in the annexed area shall comply with the City of Franklin Parkland Impact Fees and Parkland Dedication Ordinance 2016-25. The Ordinance can be found at https://library.municode.com/tn/franklin/codes/code_of_ordinances
3. The Parks Master Plan is due to be updated 2021-22 to include new amendments that have been add over the past few years as we improve our processes. At this time Parks will look at the outer boundaries of the UGB for land and growth potential to build City Parks. Assured that Neighborhood Parks and Trails will need to be a part of future planning.

ISSUES TO CONSIDER:

- N/A

L. Police Protection

1. Police patrol and response to calls by the Franklin Police Department will be provided on and after the effective date of annexation.
2. Police services will be provided with existing personnel and equipment.

ISSUES TO CONSIDER:

- *The City is currently conducting a study of the Goose Creek area, to determine maximum potential for development and infrastructure capacity of this area. If this property were to be annexed, it would need to be included in this study and/or its recommendations.*

M. Building and Code Inspection Services

1. Building and code inspection services will begin in the annexed area on and after the effective date of the annexation.
2. New development in the annexed area shall comply with adopted City Building Codes, pay the applicable fees, and obtain the required permits for inspection services.

ISSUES TO CONSIDER:

- N/A

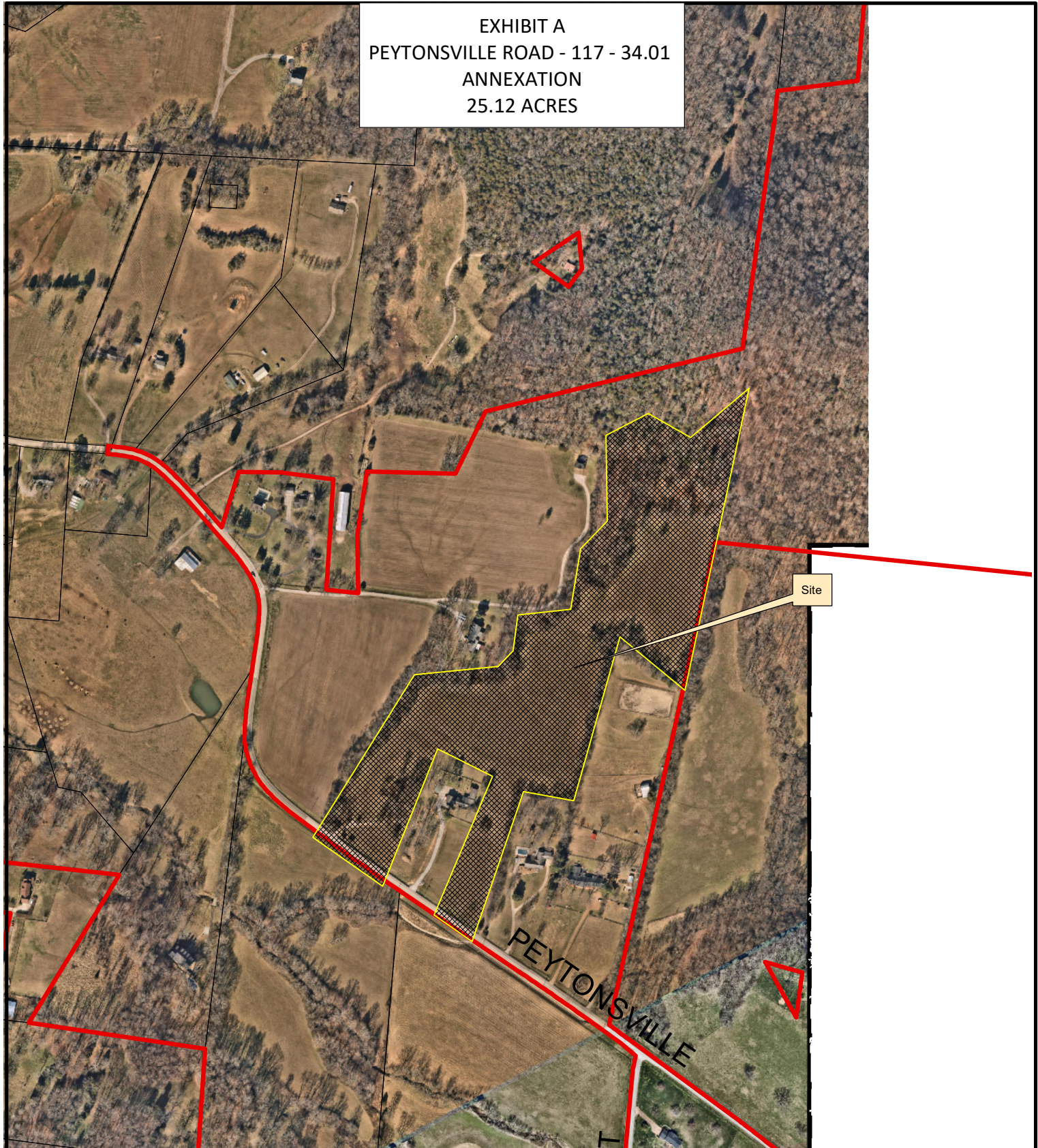
N. Garbage and Recycling Pickup and Environmental

1. The Sanitation and Environmental Services Department will begin providing services in the annexed area on and after the effective date of the annexation in accordance with adopted City requirements.
2. No additional manpower or equipment will be necessary to serve the annexation area at this time.

ISSUES TO CONSIDER:

- *The City is currently conducting a study of the Goose Creek area, to determine maximum potential for development and infrastructure capacity of this area. If this property were to be annexed, it would need to be included in this study and/or its recommendations.*

EXHIBIT A
PEYTONSVILLE ROAD - 117 - 34.01
ANNEXATION
25.12 ACRES



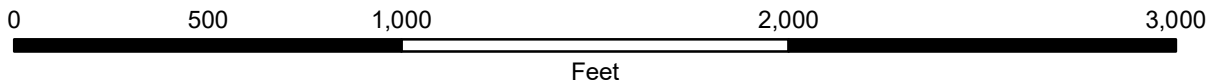
Legend

Properties Under Consideration

-  Properties Under Consideration
-  Existing City Limits



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Annexation by Referendum Timeline (NOVEMBER 8, 2022 ELECTION)		
No later than Monday February 14th	Applicant completes application in IDT for Annexation initiation; provides owner affidavits and parcel descriptions of all properties included in request	1-2 months for staff to prepare RES Proposed Annexation by Referendum, DRAFT Plan of Services
Tuesday, March 22nd	Last available BOMA Worksession	Discussion to consider the Proposed Annexation by Referendum
Tuesday, April 26th	Last available BOMA Public Hearing	RES Proposed Annexation by Referendum and DRAFT Plan of Services
Monday, May 9th	Initial Submittal	Staff prepares RES Annexation by Referendum, RES Plan of Services, ORD Zone properties
Thursday, June 23rd	FMPC	Recommendation to BOMA on annexation by referendum, POS, and Zoning
Inform Election Commission of intent to have a referendum vote on the November ballot		
Tuesday, July 12 th	BOMA Worksession	Discussion to consider Annexation by Referendum, and associated Plan of Services and Zoning
Tuesday, August 9th	BOMA regular meeting (1 st Reading)	1 st reading of Annexation and Zoning items
Tuesday, September 13th (the only other opportunity for Public Hearing is Tuesday, September 27 th to be within the 30-60 day timeframe)	BOMA Public Hearing	RES Annexation by Referendum (56 days prior to referendum date: must be 30-60 days) (public hearing one month after 1 st reading) RES Plan of Services ORD Zone properties
Tuesday, September 27 th	BOMA 3 rd Reading	ORD Zone properties
Tuesday, November 8, 2022	County Primary Election; vote on referendum	(30 days prior = Sunday Oct 9; 60 days prior = Friday, Sept 9)
30 days after certification of election results		Annexation, Plan of Services and Zone properties become effective



File #: 21-03018

DATE: March 10, 2022
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Glenn Johnson, Asst. Fire Chief

SUBJECT:

*Consideration Of COF Contract No. 2022-0005, Interlocal Cooperation And Mutual Aid Agreement For The Nashville Fire Department/TN-TF2 US&R/Swiftwater Rescue Team.

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning COF Contract No. 2022-0005, an interlocal cooperation and mutual aid agreement for the Nashville Fire Department/TN-TF2 US&R/Swiftwater Rescue Team.

BACKGROUND/STAFF COMMENTS:

It is deemed in the public interest by all parties that a multi-jurisdictional Water Rescue Team be created. The creation and operation of the TN-TF2 US&R/Water Rescue Team will provide a coordinated, multi-disciplined approach to the management of minor, major, or catastrophic disasters and large-scale or complex incidents involving swiftwater rescue and floodwater reconnaissance and evacuations.

FINANCIAL IMPACT:

The financial affairs of the team will be conducted in accordance with the state law and the procedures established by the State Comptroller. Each Agency will remain responsible for equipment needed by team members employed by their Agency as accounted for in the current fiscal year budget.

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve COF Contract No. 2022-0005.

INTERLOCAL COOPERATION AND MUTUAL AID AGREEMENT

FOR THE

Nashville Fire Department/TN-TF2 US&R/SWIFTWATER RESCUE TEAM

This agreement is entered into by and among the Metropolitan Government of Nashville and Davidson County (“Sponsoring Agency”) and the undersigned local government entities (“Participating Agencies”) (the Sponsoring Agency and Participating Agencies are referred to collectively as “Agencies” and individually as “Agency”) in the State of Tennessee.

WHEREAS, Tennessee Code Annotated, Section 12-9-101 through 12-9-109 *et seq.*, authorizes public agencies in this state to enter into interlocal cooperation agreements; and,

WHEREAS, Tennessee Code Annotated, Section 58-8-102(2) and (3), authorizes local governments to provide one another with emergency assistance and aid; and,

WHEREAS, the Agencies wish to avail themselves of all authority conferred by these statutes and any other provision of law, to create and operate a US&R/Water Rescue Team which will provide response and rescue services throughout the area of the Metropolitan Government of Nashville and Davidson County/Homeland District 5, and statewide as requested, in accordance with Tennessee Code Annotated Section 58-8-101 *et seq.*, “Mutual Aid and Emergency and Disaster Assistance Act of 2004,” and nationally through Emergency Management Assistance Compact (EMAC) requests; and,

WHEREAS, it is deemed in the public interest by the parties hereto that such a multi-jurisdictional Water Rescue Team be created.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **CREATION AND PURPOSE.** The TN-TF2 US&R/Swiftwater Rescue Team (Team) is hereby created to provide a coordinated multi-disciplined approach to the management of minor, major, or catastrophic disasters and large-scale or complex incidents involving swiftwater rescue and floodwater reconnaissance and evacuations.

2. **MANAGEMENT AND ADMINISTRATION.** The Sponsoring Agency shall develop and adopt the program training, education, and membership requirements for members, and the qualifications and credentialing requirements in order to meet or exceed the National Incident Management System (NIMS) National Qualification System and other nationally acceptable standards.

3. CONTRIBUTION OF AGENCIES. The Agencies agree to participate in the formation and operation of the Team.

4. FINANCIAL MATTERS. The financial affairs of the Team will be conducted in accordance with the state law and the procedures established by the State Comptroller. Each Agency will remain responsible for equipment needed by team members employed by their Agency.

5. PROPERTY OF THE TEAM

5.1 Personal Property and Equipment. Each Agency will assist in making available the property and equipment necessary for the operation of the Team. All property and equipment supplied by an Agency to the Team will remain the property of the contributing Agency.

5.2 Real Property. The Team has no authority to purchase real property or hold real property in the name of the Team.

6. PERSONNEL MATTERS.

6.1 US&R Swiftwater Rescue Team Members. TN-TF2 US&R/ Swiftwater Rescue Team members must be full time, part time, or volunteer members of an Agency.

6.2 Employee Status and Benefits. Each member assigned to the Team will remain an employee of their respective Participating Agency for the purposes of compensation and benefits. Salaries will be paid by the respective Participating Agency, and each member will retain all rights, privileges, and benefits offered by the respective Participating Agency, including, but not limited to, insurance, retirement, seniority, promotional consideration, and workers' compensation.

7. POLICIES. Members assigned to the Team remain obligated to follow the rules and policies of the TN-TF2 US&R/Swiftwater Rescue Team and the Participating Agency employing them.

8. STATUS OF US&R/SWIFTWATER RESCUE TEAM MEMBERS. The Sponsoring Agency and each Participating Agency agree that all members assigned to the Team will be entitled to all rights, privileges, exemptions, and immunities in every jurisdiction covered by this Agreement as if such duty or activity were performed within the jurisdiction of the Participating Agency by which the member is employed.

9. LIABILITIES.

9.1 Members Assigned to the Team Remain Employees of Employing Agency. Each member assigned to the Team will remain an employee of the Agency where the member was

employed prior to the assignment. The conduct and actions of such member will remain the responsibility of the employing Agency. Any liability arising from the actions of a member engaged in Team activities will be assumed by the employing Agency in the same manner and to the same extent as if the actions were committed within the jurisdiction of the employing Agency during the normal course of the member's employment, independent of the Team.

Team members will be considered employees of the Agency hiring them, within the meaning of the Tennessee Governmental Tort Liability Act. At no time will such officers be considered the employee of any other Agency or of the Team.

9.2 No Assumption of Liability for Non-Employees. No Agency is assuming any liability for itself or its employees for the actions of any employees of another Agency assigned to the Team.

10. DURATION AND TERMINATION OF AGREEMENT. The duration of this Agreement is perpetual. The Agreement will be terminated with respect to a Participating Agency by the withdrawal of the Participating Agency. A Participating Agency may withdraw at any time, provided it gives written notice of its intent to withdraw to the Mayor of the Sponsoring Agency at least ninety (90) days prior to the effective date of the withdrawal. The Agreement will be completely terminated by agreement of the Participating Agencies or where there is only one local government which has not withdrawn.

11. ADDITION OF PARTIES. Local governmental entities with resources and personnel that have completed the membership requirements of the TN-TF2 US&R/Swiftwater Rescue Team may become parties to this Agreement by providing notice to the Mayor of the Sponsoring Agency. Upon approval of this Agreement by the governing body of the governmental entity seeking participation, this Agreement is deemed to be modified to include such governmental entity as a Participating Agency.

12. EFFECTIVE DATE. This Agreement will take effect after its terms are approved by the governments which are parties hereto.

13. EXECUTION OF AGREEMENT. This Agreement shall be valid only when it is approved by the Metropolitan Council and executed by the Mayor of the Metropolitan Government of Nashville and Davidson County, and the city mayors, or other authorized representatives of the Participating Agencies, pursuant to the resolution of each jurisdiction authorizing them to so execute.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Metropolitan Government of Nashville and Davidson County
Sponsoring Agency

Mayor John Cooper

Executed: _____
Date

CITY OF FRANKLIN, TENNESSEE

Participating Agency

Dr. Ken Moore
Mayor

Executed: _____
Date

Approved as to Form and Legality: _____
Shauna R. Billingsley, City Attorney

Participating Agency

Mayor

Executed: _____
Date

Approved as to Form and Legality: _____
Attorney

Participating Agency

Mayor

Executed: _____
Date

Approved as to Form and Legality: _____
Attorney

Participating Agency

Mayor

Executed: _____
Date

Approved as to Form and Legality: _____
Attorney

THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY
SIGNATURE PAGE

RECOMMENDED AND APPROVED BY:

William Swann, Director Chief
Nashville Fire Department

Date

APPROVED AS TO AVAILABILITY OF FUNDS:

Director of Finance

Date

APPROVED AS TO FORM AND LEGALITY:

Assistant Metropolitan Attorney

Date

APPROVED AS TO INSURANCE
REQUIREMENTS:

Director of Insurance

Date

FILED IN THE OFFICE OF THE
METROPOLITAN CLERK:

Metropolitan Clerk

Date



File #: 21-03024

DATE: March 7, 2022

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Mark Hilty, Asst. City Administrator Public Works
Steve Grubb, Director of Streets
Jerry Hatcher
Assistant Director of Streets
Kim Hammon
Fleet Maintenance Manager

SUBJECT:

*Consideration Of Resolution 2022-21, A Resolution Authorizing The Pre-Ordering Of Consumer Vehicles and Equipment Prior To The Commencement Of The New Fiscal Year.

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning Resolution 2022-21, authorizing staff to pre-order consumer vehicles and equipment prior to the beginning of Fiscal Year 2023.

BACKGROUND/STAFF COMMENTS:

As the City of Franklin continues to refine a sustainable fleet replacement program, staff has identified significant ordering issues associated with consumer vehicles (pickup trucks, sedans, and SUVs) and larger equipment such as dump trucks and sanitation trucks. Over the past two years, it has been a challenge to acquire vehicles and equipment and staff are striving to be more nimble in how the City acquires needed vehicles.

In interactions with various vendors, there are two primary issues. The first issue is related to supply chain problems that drive ordering schedules and windows of opportunities. This year, it is expected that the City will have the opportunity to order consumer vehicles in late March, May and June within short windows of several days each, with an anticipated delivery in FY 2023. Additionally, the deadline to order Sanitation and Environmental Services (SES) equipment will close at the end of March 2022 based on input from the preferred vendor. The second issue is the lead time for ordering. Assembling and delivering SES equipment and dump trucks can take the majority of a fiscal year, resulting in the continued use, maintenance and incurred expenses associated with older equipment.

The vehicles identified for replacement have an average age of approximately 15 years and will eliminate all vehicles over 10 years old within the City's fleet, with the exception of SES equipment which we work to replace within 5-7 years. In addition to vehicle age, staff is establishing

standardized criteria for replacement cycles based on the type of vehicle, the use of the vehicle, depreciation, utilization, and maintenance history, among other factors. This program will be refined through the remainder of FY 2022 and FY 2023, and be further implemented in future budget cycles.

FINANCIAL IMPACT:

It is anticipated that the total financial impact will be \$5,559,167, divided amongst the various funds described below:

1. Sanitation and Environmental Services: \$1,121,000
2. Facilities Tax for two new sideloaders (SES): \$725,000
3. General Fund: \$1,632,000
4. General Fund (Police Department): \$1,406,667
5. Stormwater Fund: \$137,500
6. Water Management: \$537,000

Funding would need to be incorporated into the FY23 budget.

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve Resolution 2022-21, authorizing staff to pre-order vehicles and equipment for delivery in FY 2023.

RESOLUTION 2022-21

A RESOLUTION AUTHORIZING THE PRE-ORDERING OF CONSUMER VEHICLES AND EQUIPMENT PRIOR TO THE COMMENCEMENT OF THE NEW FISCAL YEAR

WHEREAS, the City of Franklin desires to maintain an efficient and cost-effective fleet for all of its operations; and

WHEREAS, staff has been notified from various vendors that supply chain issues continue to limit the ability to produce consumer vehicles and heavy equipment; and

WHEREAS, staff has been notified that the schedule to order consumer vehicles will occur in March, May and June, 2022 with a short window of several days; and

WHEREAS, the Sanitation and Environmental Services, Water Management, and Streets Departments have equipment which have reached the end of their useful life and need to be replaced; and

WHEREAS, the deadline to order Sanitation and Environmental Services equipment will close at the end of March 2022 based on input from the preferred vendor; and

WHEREAS, the lead time in ordering, assembling and delivering the remaining pieces of equipment can take the majority of a fiscal year, resulting in the continued use, maintenance and incurred expense of older equipment; and

WHEREAS, the Board of Mayor and Aldermen believes it is in the best interest of the City of Franklin to authorize the pre-ordering of consumer vehicles and equipment prior to the commencement of the new fiscal year.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Mayor and Aldermen for the City of Franklin as follows:

Section 1. The Board of Mayor and Aldermen authorizes the City Administrator to pre-order the necessary replacement pieces of equipment prior to the start of the new Fiscal Year. This authorization extends only to the pre-ordering of consumer vehicles across the City's fleet and Water Management, Streets, and Sanitation & Environmental Services equipment.

Section 2. The Board of Mayor and Aldermen desire to pay for the purchase of the equipment in the following (FY 2023) operating budget of the respective funds.

Section 3. The Board of Mayor and Aldermen understand that the equipment will not be acquired until the year in which resources have been appropriated for their purchase (FY 2023).

Section 4. BE IT FINALLY RESOLVED by the Board of Mayor and Aldermen of

the City of Franklin, Tennessee, that this resolution shall take effect from and after its passage on first and final reading, the health, safety, and welfare of the citizens requiring it.

IT IS SO RESOLVED AND DONE on this __ day of _____, 2022.

ATTEST:

CITY OF FRANKLIN, TENNESSEE

By: _____

Eric S. Stuckey
City Administrator

By: _____

Dr. Ken Moore
Mayor

Approved as to Form

By: _____

Shauna R. Billingsley
City Attorney



File #: 21-03026

DATE: March 7, 2022

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Mark Hilty, Asst. City Administrator Public Works
Jack Tucker, SES Director
Brad Wilson, Facilities Project Manager
Kristine Brock, Asst. City Administrator/CFO

SUBJECT:

*Consideration Of Resolution 2022-22, A Resolution Authorizing The Engagement Of Weatherproofing Technologies Inc. For Improvements To The Sanitation Facility Transfer Station In The Amount of \$515,680.38.

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning Resolution 2022-22, authorizing the engagement of Weatherproofing Technologies Inc. for improvements to the Sanitation Facility Transfer Station in the amount of \$515,680.38.

BACKGROUND/STAFF COMMENTS:

The concrete slab floor at the Transfer Station is in very poor condition due to over 20 years of use by heavy equipment of the City and private refuse haulers. There is significant exposed rebar and the concrete floor has been scraped down. The floor has been inspected by Brad Wilson, the City's Facilities Manager, and Jack Tucker, Director of the Sanitation and Environmental Services Department, and both recommend significant repair and resurfacing of 7,500 square feet of the slab at the earliest opportunity. Weatherproofing Technologies Inc. is a specialist in this field and is an allowable contractor through a cooperative purchasing arrangement recognized by the City of Franklin and the State of Tennessee.

FINANCIAL IMPACT:

Cost of the repair is \$515,680.38 and funding is proposed from a FY 2022 Budget Amendment through which the same amount is transferred from the City's General Fund to the Sanitation Fund.

RECOMMENDATION:

Staff recommends approval of Resolution 2022-22.

RESOLUTION 2022-22

**A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN AUTHORIZING THE
ENGAGEMENT OF WEATHERPROOFING TECHNOLOGIES INC. FOR
IMPROVEMENTS TO THE SANITATION FACILITY TRANSFER STATION IN THE
AMOUNT OF \$515,680.38.**

WHEREAS, the City owns and operates a Refuse Collection Transfer Station as part of the Municipal Services Complex located on Century Court that was built in 2000; and

WHEREAS, the slab floor of the Transfer Station is in urgent need of significant repair due to over twenty years of daily use by heavy equipment of the City and private refuse haulers; and

WHEREAS, it is imperative that the City maintain uninterrupted and safe operation of the Transfer Station to support the high standards of sanitation services provided its residents; and

WHEREAS, it is the recommendation of Staff that the slab restoration repair should occur as soon as may feasibility be scheduled; and

WHEREAS, the City may engage the provider through a cooperative purchasing arrangement recognized by the City per TCA 12-3-1205(b); and

WHEREAS, the Board of Mayor and Aldermen for the City of Franklin, Tennessee believe this to be in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen for the City of Franklin as follows:

Section 1. The City shall engage Weatherproofing Technologies Inc. in the amount of \$515,680.38 for the purpose of repairing 7,500 square feet of the concrete slab at the Sanitation Facility Transfer Station.

Section 2. That this Resolution shall be effective upon adoption.

IT IS SO RESOLVED AND DONE on this ____ day of March, 2022.

ATTEST:

CITY OF FRANKLIN, TENNESSEE:

By: _____
Eric Stuckey
City Administrator

By: _____
Dr. Ken Moore
Mayor

Approved as to Form:

Shauna R. Billingsley
City Attorney



Procurement Requisition

Form No. 3

Request for authorization to execute a City of Franklin purchase (other than for design or construction of new infrastructure and facilities), the total value of which is equal to or more than \$25,000

Requisition no. / Requisition date / Requisitioning department:	<u>2412</u> / <u>2-21-2022</u> / <u>SES</u> (requisition number) (requisition date) (requisitioning department)
Item description (summary) of product and/or service to be purchased:	<u>SES Transfer Station Slab Repair 7500 Square Feet</u>
Item quantity (if applicable) / Unit of measure (if applicable) / Project no. (if applicable):	<u>1</u> / <u>EA</u> / <u>N/A</u> (item quantity) (unit of measure) (project number, if applicable)
If this purchase would include a service, would it be a one-time service or for a term of service? If for a term of service, for what term of service?	☐ No service. ☒ One-time service. ☐ Term of service: _____.
What is the preferred location for delivery of the product &/or service (if applicable)?	☐ Not applicable. ☒ As follows: <u>411 Century Ct</u>
Basis for pricing:	☐ Pricing established by previous competitive process conducted by <u>City of Franklin</u> (see documentation provided). ☐ Pricing established by <u>Tennessee statewide contract</u> or <u>United States General Services Administration (GSA)</u> and authorized for use by the City (see documentation provided). ☐ Pricing established by competitive process of <u>another Tennessee local government</u> (per T.C.A. § 12-3-1203(c)) (see documentation provided). ☒ Pricing established by competitive process of a <u>cooperative purchasing arrangement</u> recognized by the City per T.C.A. § 12-3-1205(b) (see documentation provided). ☐ Sole-source purchase (see explanation and documentation provided; note: sole-source (a) should be used only if necessary and (b) requires either BOMA approval or reporting to BOMA). ☐ Emergency purchase (circumstances impinging on public health, safety or welfare; see explanation provided; note: emergency purchase (a) should be used only if necessary and (b) requires reporting to BOMA). ☐ Purchase is of "secondhand" (used or demonstrator) goods, equipment, materials, supplies, or commodities from <u>any federal, state, or local governmental unit or agency</u> , per T.C.A. § 12-3-1202(a) (see details provided, including name of seller and detailed description of item). ☐ Purchase is of "secondhand" (used or demonstrator) goods, equipment, materials, supplies, or commodities from <u>any private individual or entity</u> , per T.C.A. § 12-3-1202(b) (see details provided, including name of seller, detailed description of item, and documented general range of value). ☐ Purchase is of products and/or services provided by the State of Tennessee, another unit of local government, or a public utility or utility district.
Does this purchase involve a City contract?	☐ Yes, City contract number _____. ☒ Yes, a City purchase order is to be issued for this purchase upon approval of this requisition. ☐ No, no City contract pertains to this requisition.
Does a Certificate of Insurance pertain to this requisition?	☒ Yes, a Certificate of Insurance, provided to Purchasing and approved by Risk Management, either already has been obtained or is to be obtained before delivery commences. ☐ No, no certificate of insurance pertains to this requisition.
Do both the requisitioning department and the recommended supplier / service provider / contractor anticipate that this purchase, or, if applicable, some separately invoiced portion of the purchase, would be received by the City by June 30 of the current City fiscal year?	☒ Yes, this purchase or some separately invoiced portion thereof would be received by the City by June 30 of the current City fiscal year. ☐ No, none of this purchase would be received by the City until on or about _____.
Does the City's approved budget currently provide sufficient funding for this purchase or, if applicable, for the portion of the term of service to be allocated to the current City fiscal year?	☒ Yes, the City's approved budget currently provides sufficient funding for this purchase or portion thereof. ☐ No, none of this purchase would be allocated to the current City fiscal year. The requisitioning department would therefore include sufficient funding for this purchase in its budget request for fiscal year(s) _____.



HISTORIC
FRANKLIN
TENNESSEE

Procurement Requisition

Form No. 3

Request for authorization to execute a City of Franklin purchase (other than for design or construction of new infrastructure and facilities), the total value of which is equal to or more than \$25,000

Requisition no. / Requisition date / Requisitioning department:	2412 / 2-21-2022 / SES (requisition number) (requisition date) (requisitioning department)
Item description (summary) of product and/or service to be purchased:	SES Transfer Station Slab Repair 7500 Square Feet
Recommended supplier / service provider / contractor:	Weatherproofing Technologies Inc.
Total value of purchase / Date of pricing:	\$ 515,680.38 / 2-21-2022
Budget amount / General ledger account no.:	\$ 563,000.00 to be budgeted / 124 - 89230 - 46130 (budget amount) (fund) (function) (department)
If purchase is also budgeted in a second account, then budget amount / General ledger account no.:	\$ / - - - (budget amount) (fund) (function) (department)
Allocation amount / General ledger account no.:	\$ 515,680.38 / 124 - 89230 - 46130 (allocation amount) (fund) (function) (department)
If purchase is to be allocated to a second account, then allocation amnt / General ledger account no.:	\$ / - - - (allocation amount) (fund) (function) (department)
Would this procurement be funded, in whole or in part, by a federal award?	☐ Yes, this procurement would be funded, in whole or in part, by a federal award. ☒ No, none of this procurement would be funded by a federal award.
Purpose of recommended purchase: (Why is this purchase being recommended? What City program or service would benefit from the purchase? If this requisition is for purchase of a product, would this purchase enlarge the City's fleet or inventory of such items, or would it be replacing one or more that are scheduled to be taken out of service? If replacing, which one is / ones are to be replaced? How would the new item be used? If this requisition is for purchase of a service, what would be accomplished?)	This purchase is for the reconditioning of the Transfer Station slab where trash and debris are dumped prior to loading and where over 20 years of pushing material containing both abrasives and chemicals has rubbed the original iron concrete surface down to raw concrete, exposing steel and creating dips in the slab and trapping sludge. Funding to be appropriated in a FY2022 budget amendment.
Intended method of payment ¹ :	☐ Invoice to be paid by City purchasing card ^{2 3} issued to _____. ☒ Invoice to be paid by Accounts Payable ^{4 5} .
Requested:	_____ (Authorized representative of requisitioning department) (Date)
Recommended for approval:	_____ (Procurement Officer IV or City Purchasing Manager) (Date)
Approved:	_____ (Assistant City Administrator or City Administrator) (Date)

¹ The City's preferred method of payment is by City purchasing card (Pinnacle / MasterCard credit card) or, if the vendor declines to accept payment by MasterCard credit card without surcharge, then by direct deposit – such as “ACH” or “Electronic Funds Transfer.”

² Please ask the Purchasing Office to adjust the single-transaction limit and, if necessary, the monthly credit limit on the identified City purchasing card.

³ Please ask the vendor to address invoices to be paid by purchasing card to the requisitioning department at P.O. Box 305, Franklin, TN 37065-0305.

⁴ If the vendor has not done business with the City within the last two (2) years, please ask the vendor to complete the City's Vendor Information Form and IRS Form W-9 (both forms available at Inside the City > Finance > Shared Documents > Finance (Payroll and AP) > Accounts Payable) and to return them to the Purchasing Office.

⁵ Please ask the vendor to address invoices other than those to be paid by purchasing card to: City of Franklin Accounts Payable, P.O. Box 295, Franklin, TN 37065-0295.



File #: 21-03001

DATE: February 24, 2022
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Kristine Brock, Asst. City Administrator/CFO
Jason Potts, IT Director

SUBJECT:

Presentation Regarding Parking Garage Guidance Solution.

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning an improved parking garage counter solution.

BACKGROUND/STAFF COMMENTS:

This presentation will demonstrate how the visual signage and system will appear to parking garage users. The parking guidance system is from InDect, a world-renowned company in this field, including providing solutions for Disney properties and Microsoft.

FINANCIAL IMPACT:

This is a one-time cost of \$260,000 that will be allocated to the hotel/motel fund and reimbursement from the American Rescue Plan Act (ARPA).

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve (item name).

INDECT Parking Guidance Solution

- Single Space System ultrasonic sensor – no maintenance long term sensors 15+ years counts 99.9 % accuracy (hands free fully automated system)
- Microwave Sensors will be used for the top levels on both garages
- 3-year parts and service warranty

Counts measured by:

- Total Availability
- By level
- Any content any way we want

Smart Phone App (developed):

- Content displayed is customizable

Reporting Feature Available

Software Maintenance:

- Proposed Solution: No annual software maintenance (pay once)
- Current Solution: Annual maintenance \$22k

Salvage/Reuse of Current Hardware:

- Outdoor Displays (4 @ 32 inches) \$8k
- Internal Displays (6 @ 32 inches) \$4k
- Cameras
 - Parking Counters (11 @ 2nd Ave, 4 @ 4th Ave)
 - 15 cameras @ \$11,500.00 potential reuses

Return on Investment:

- Current Software Maintenance Solution: \$22k annually
- Proposed Solution (full cost broken down over 15-year life cycle): \$17k Annually

6 week build time

Sample Single Space Sensors:



Sample Indoor Signs:



Future Signage Outdoor / Indoor:

Monument Sign 10.5" WHITE DIGITS



4th Ave Entry Sign



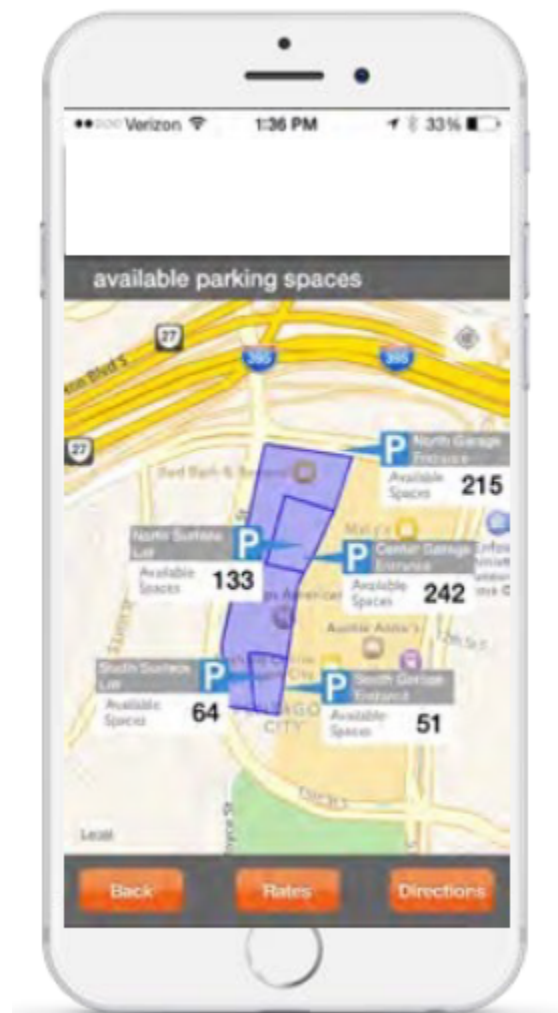
4th Ave Ramp Sign



2nd Ave Ramp Sign



Sample phone app:





File #: 21-02744

DATE: February 28, 2022
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Paul Holzen, Director of Engineering
Jonathan Marston, Asst. Director of Engineering
Adam Moser, Traffic Engineer

SUBJECT:

Presentation On Traffic Technologies And Traffic Technology Projects.

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning traffic technologies that are either planned or currently in use by the Traffic Operations Center (TOC) in the City of Franklin.

BACKGROUND/STAFF COMMENTS:

Over the past few years, the Traffic Operations Center (TOC) has increased the use of technology and data to help battle increased traffic congestion in and around the City. As businesses and schools reopen from the pandemic, traffic patterns and hours of traffic congestion continually change. Daily schedules are more unpredictable, not only to our citizens, but for transportation operations as well. This presentation will brief the Board on traffic technologies that are currently in use by the TOC, as well as the status of future technologies and projects that are incorporating such technologies, such as connected vehicle and 'big data'.

FINANCIAL IMPACT:

No impact

RECOMMENDATION:

No recommendation at this time. Staff is seeking feedback from the Board of Mayor and Aldermen on continued use and deployment of traffic technologies.



TRANSPORTATION TECHNOLOGY INITIATIVES: TRAFFIC OPERATIONS CENTER (TOC) CITY OF FRANKLIN, TN

ADAM MOSER, COF TRAFFIC ENGINEER



Improving Transportation In Franklin

1. Ask ourselves some questions:
 - a) What are inefficiencies of our current transportation system?
 - b) Where are our current transportation issues – and where will they be in the future?
 - c) What technologies or processes can be applied to assist us in “Smart Growth”

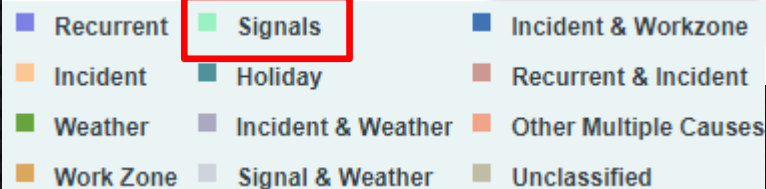
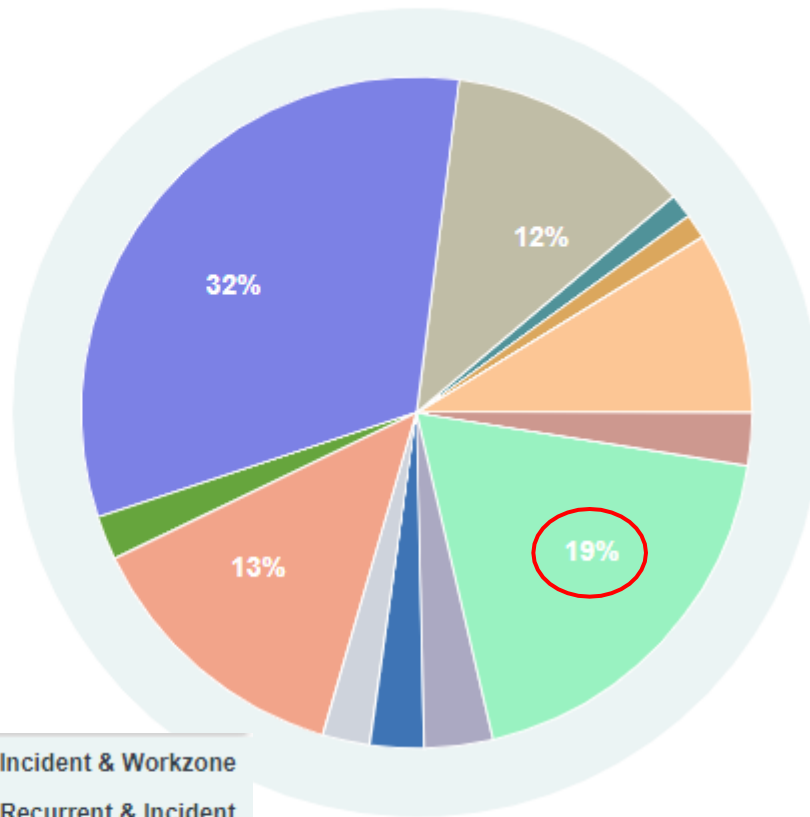


How Can Tech Help?

Sources of Disruption Nationwide 2019

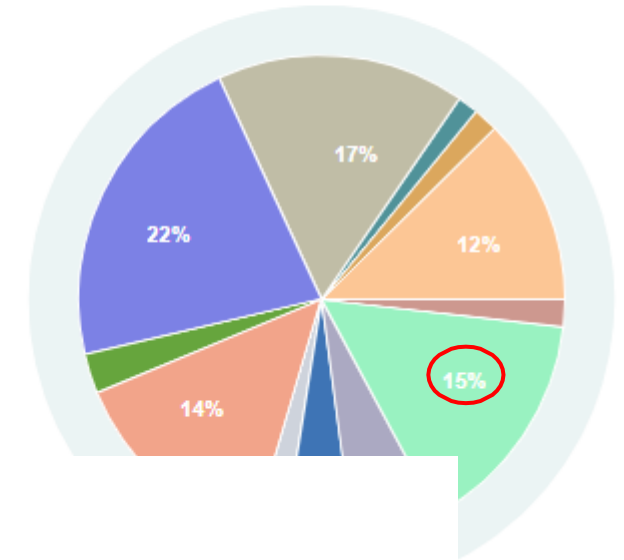
No weather radar data was included for the states of AK and HI

\$45.84b User Delay Cost
1.75b Vehicle Hours of Delay



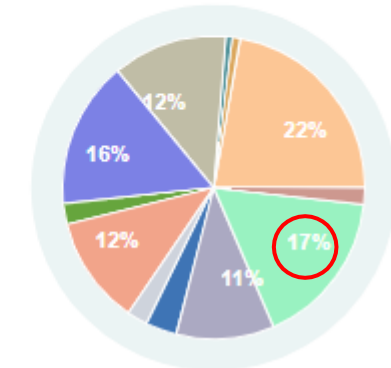
Tennessee 2019

\$823.32m User Delay Cost (1.8% of US)
31.46m Vehicle Hours of Delay



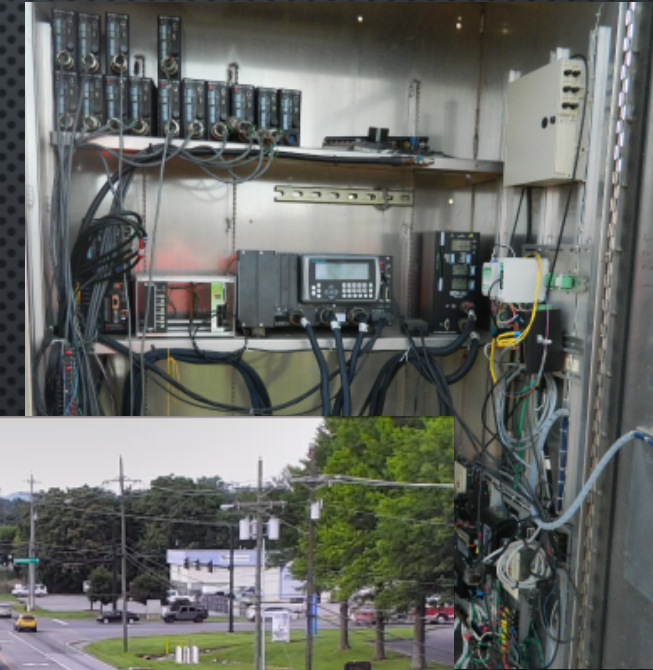
Williamson, TN 2019

\$37.22m User Delay Cost (4.5% of TN)
1.42m Vehicle Hours of Delay



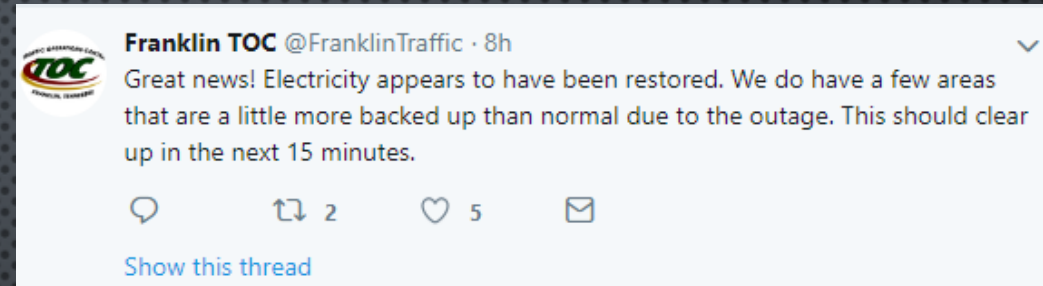
Our Existing System - Field

- 126 Traffic Signals; 95% connected via City fiber optic cable
- 19 signals around Galleria mall operate under Adaptive Signal Control Technology (ASCT)
- Testing & Deploying Advanced Transportation Controllers (ATC)
 - ATC controllers are standards based – not proprietary
 - Provide more data and timing options
- 34 Closed Caption Television (CCTV) cameras
 - Allow us to monitor and make traffic signal adjustments from TOC
- Many intersections have non-intrusive detection mounted from above
 - Microwave radar
 - Video
- Over 50 miles of City fiber optic cable installed
- GPS Signal Preemption for Emergency Vehicles
- Flashing Yellow Arrows for left turns
- Many signal cabinets have Uninterruptable Power Supplies (UPS) for short power losses



Our Existing System - Central

- Traffic Operations Center (TOC) staff:
 - 1 ITS Specialist/Operator
 - 1 ITS Project Manager
 - 1 Traffic Engineer II
 - 1 Traffic Engineer III
- Video Wall with CCTV camera images
- 3 Workstations & Test Signal Cabinets
- Main TOC Software:
 - Traffic Signal Control – download changes
 - Camera View/Control
 - 911/CAD – Crash data
 - Real-time traffic data (probe data)
- Incidents/Construction/Events Dissemination:
 - Twitter (@FranklinTraffic)
 - Waze Connected Cities Program
 - Email Blast
 - Franklin TV – camera images



Technology Initiatives

Cool Springs Area Adaptive Signal Control Technology (ASCT) Project

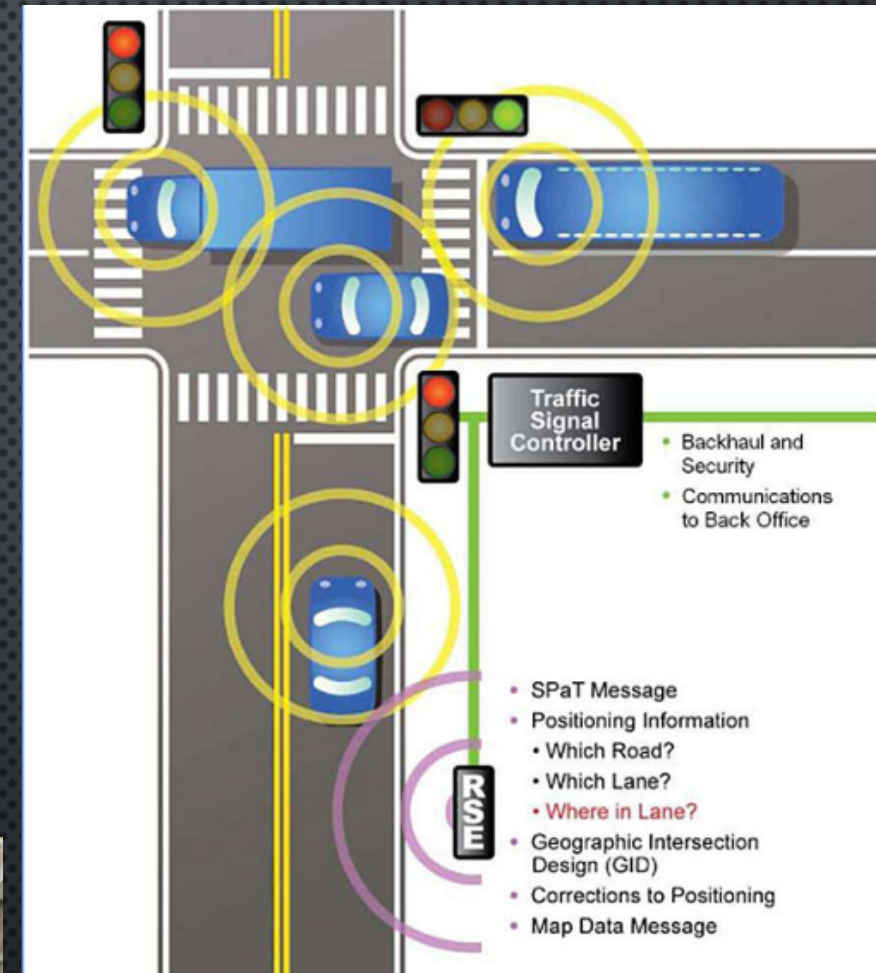
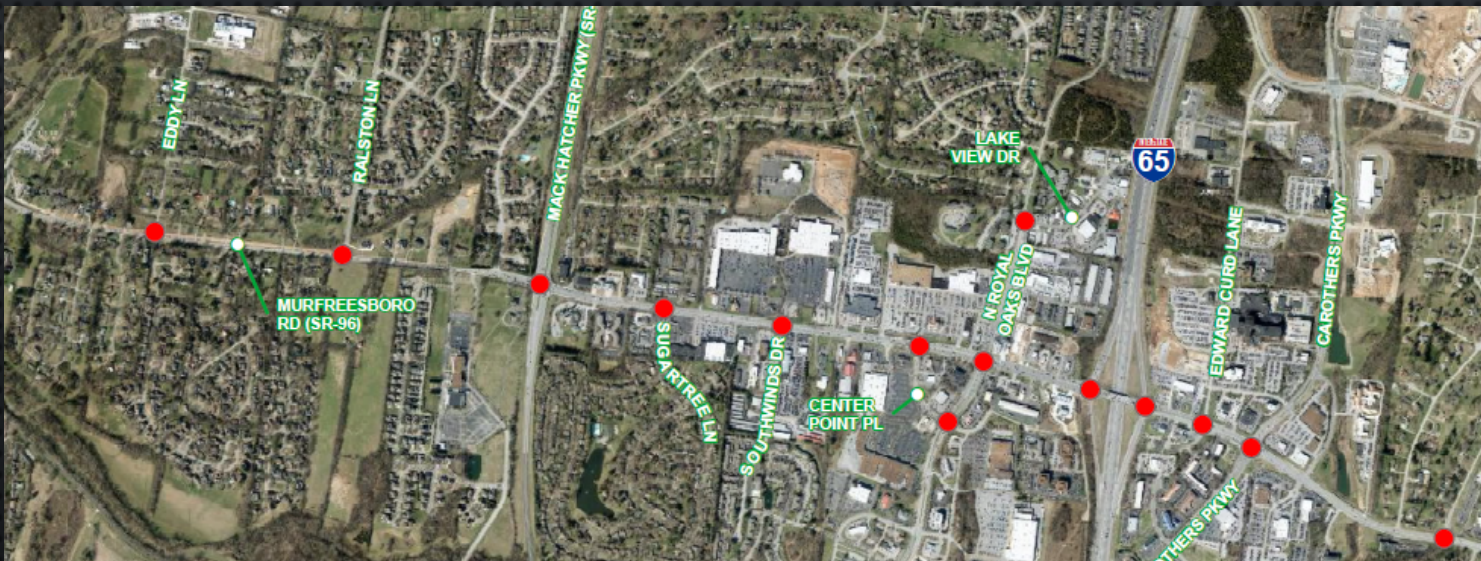
- 80/20 \$1,600,000 STP Grant (federal grant)
- Completed Summer 2021
- Split Cycle Offset Optimization Technique (SCOOT) adaptive software
- Requires **additional** vehicle detection to “see” traffic in real-time and make timing changes automatically
- ASCT can be expensive to deploy, operate, and maintain
- 1st Pilot – success will decide future expansion
- Choose wisely where to implement
 - Example: Unpredictable traffic



Technology Initiatives

SR 96 (Murfreesboro Rd) Traffic Signal Improvement Project

- Upgrade sidewalk ADA features
- Upgrade ATC signal controllers & new detection
- Automated Traffic Signal Performance Measures (ATSPM)
- Connected Vehicle (CV) radios at intersections
- Status:
 - In Design
 - Summer/Fall 2022 Construction

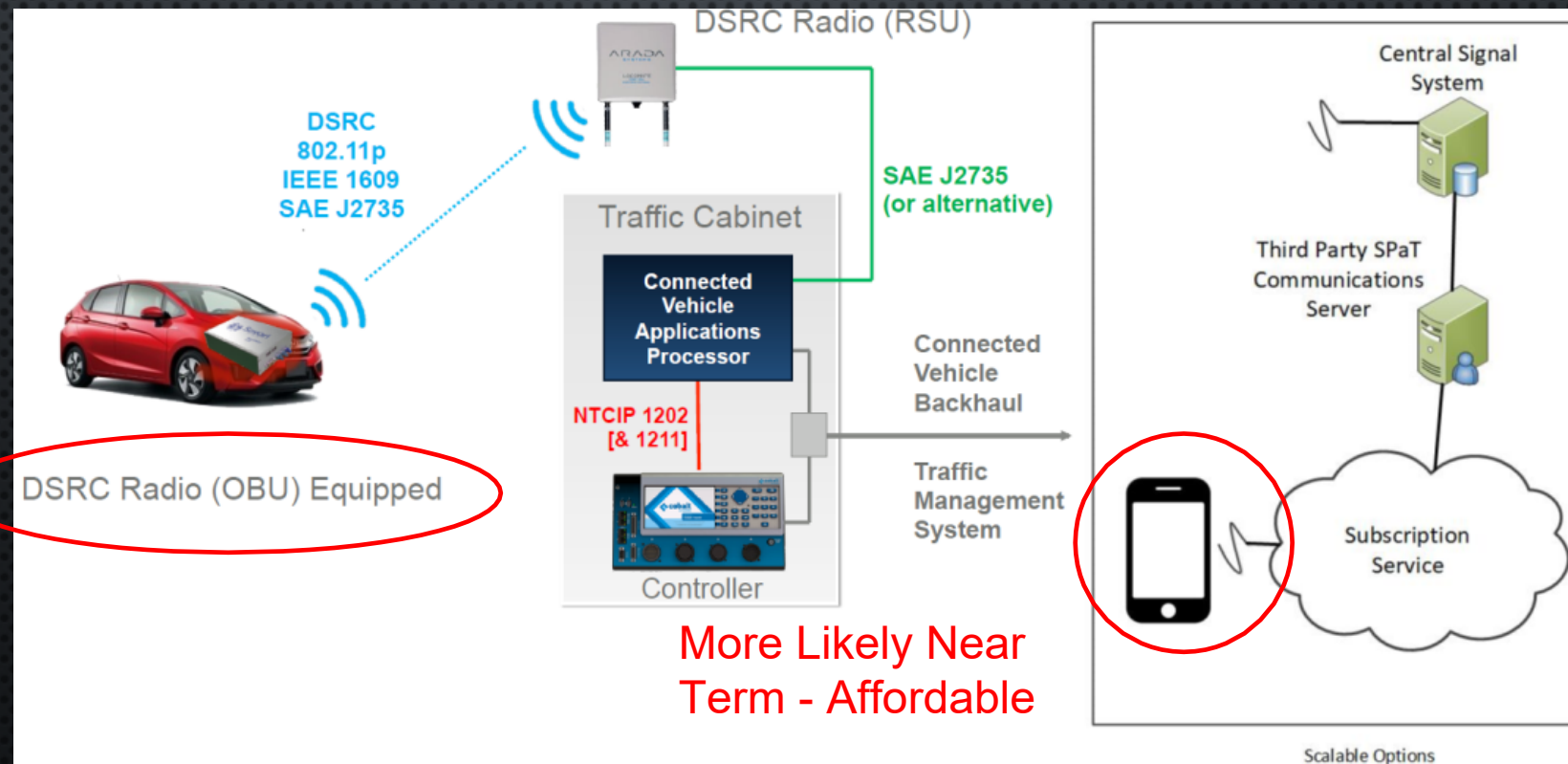


Technology Initiatives

Connected Vehicles (CV)

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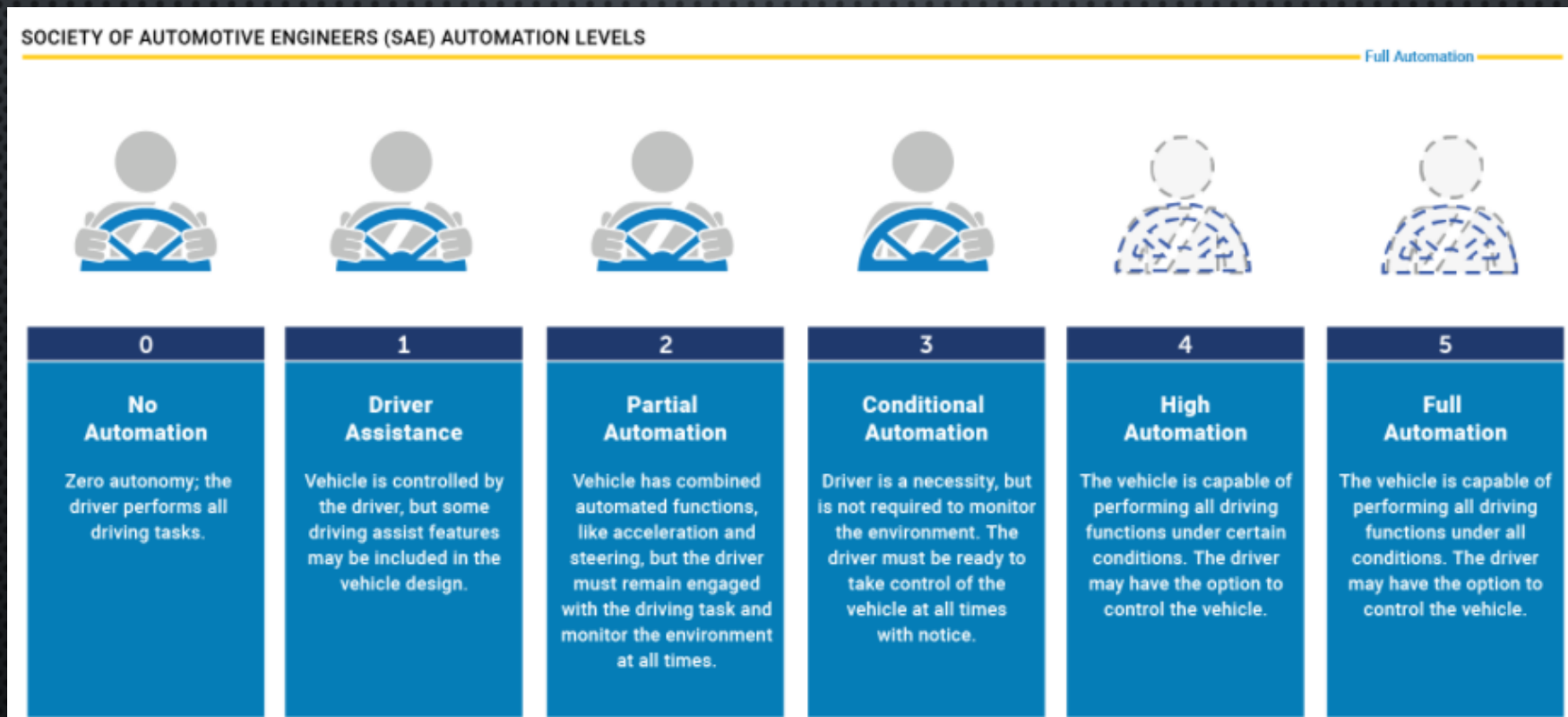
vehicle manufacturers
prefer Cellular Vehicle
-to-Everything (C-
V2X)



Technology Initiatives

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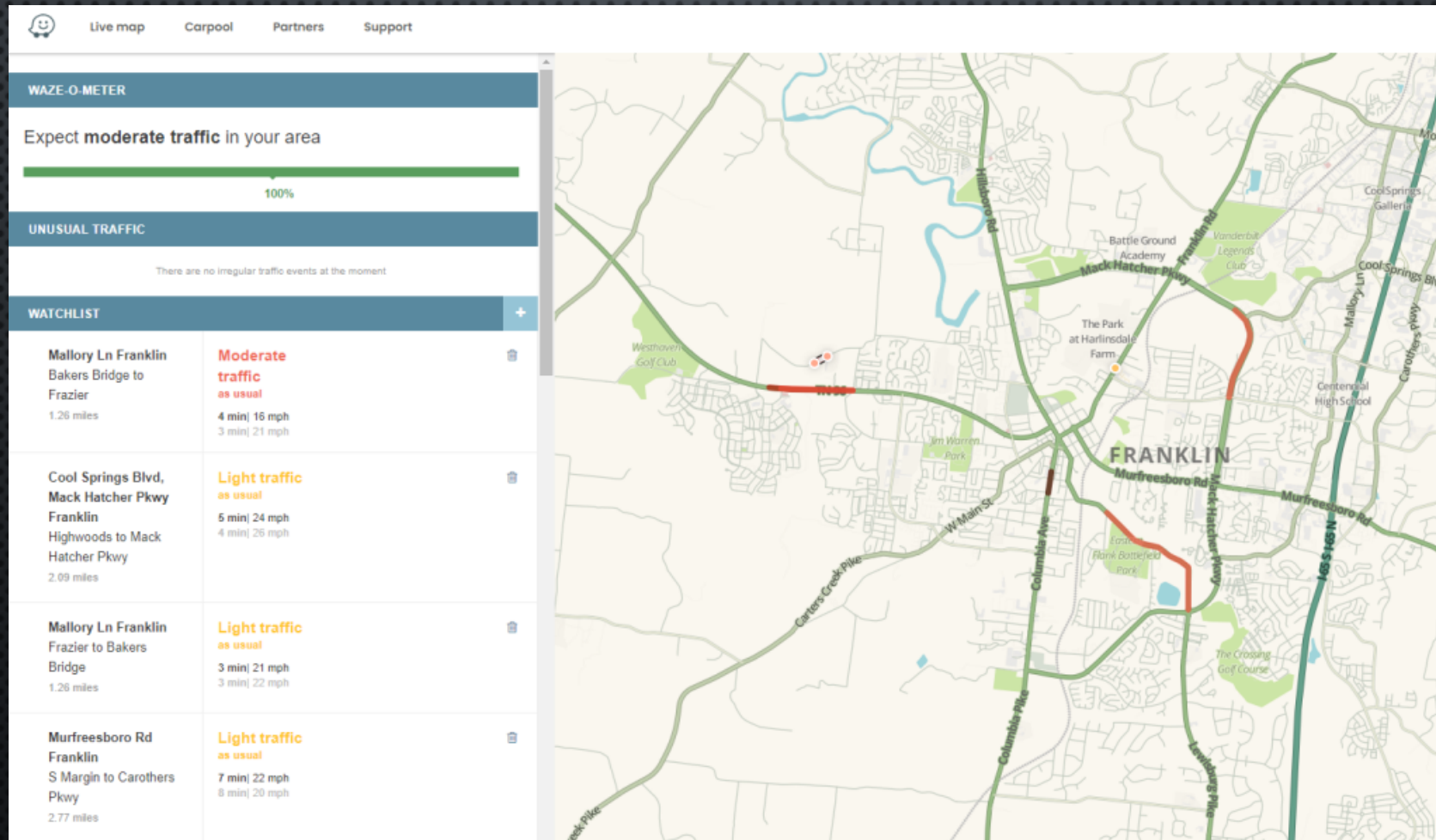
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Technology Initiatives

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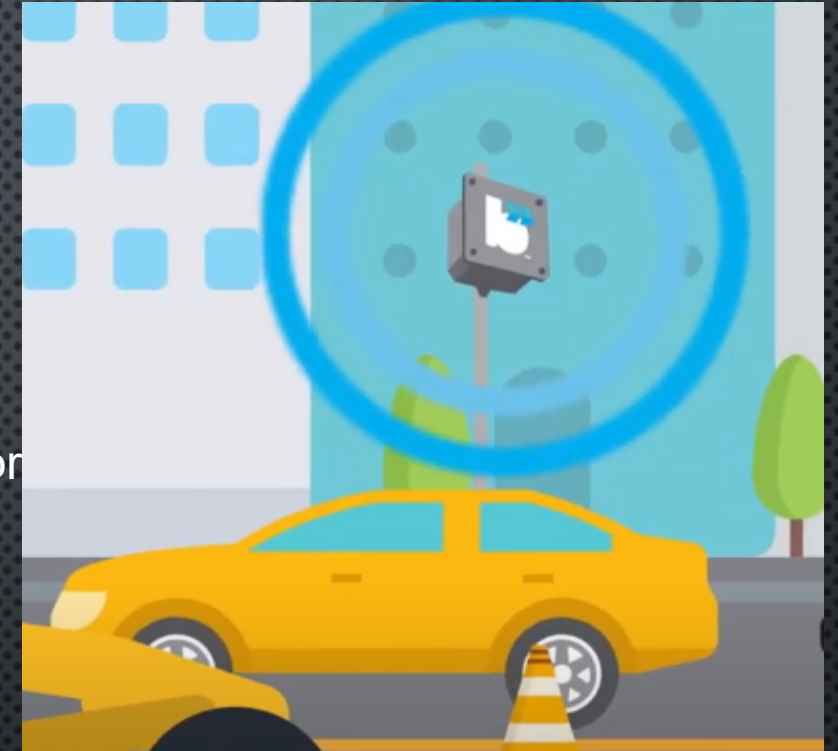


Technology Initiatives

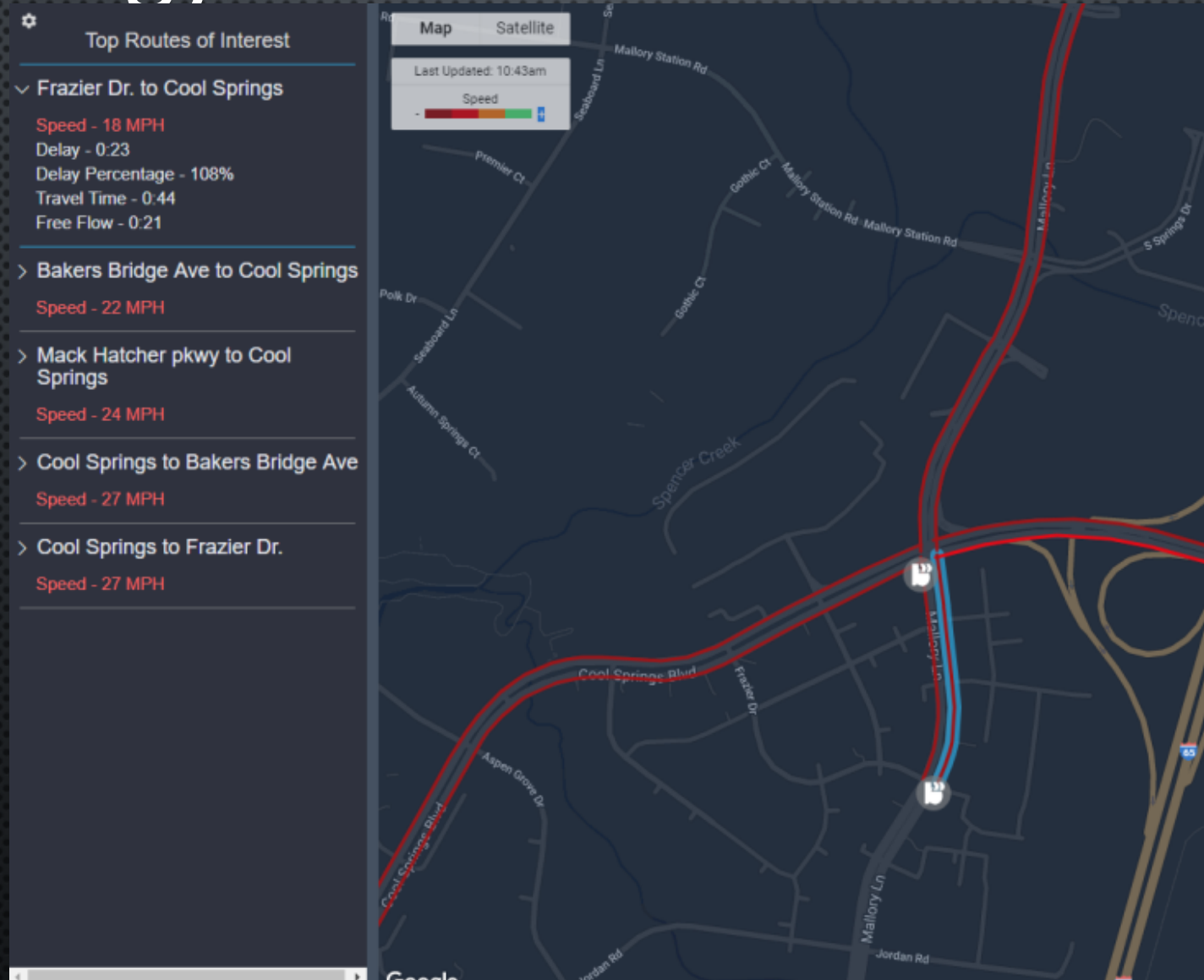
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Technology Initiatives



Technology Initiatives

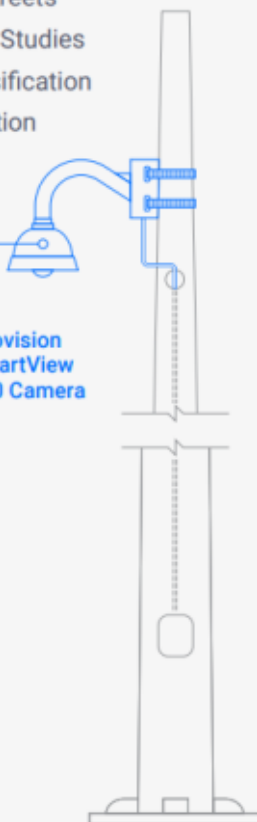
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Miovision SmartView 360

High-resolution intersection monitoring with Miovision

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Easy install

Spend your time focused on traffic problems, not IT problems. Installs in minutes, not months—and take care of ongoing management in our secure cloud.

Video access

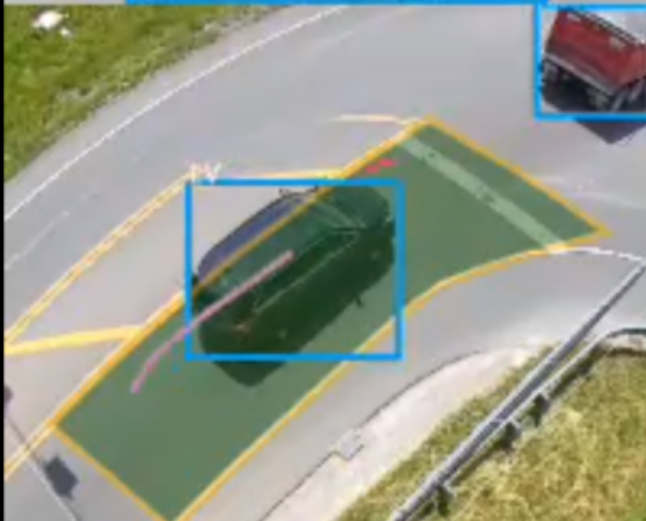
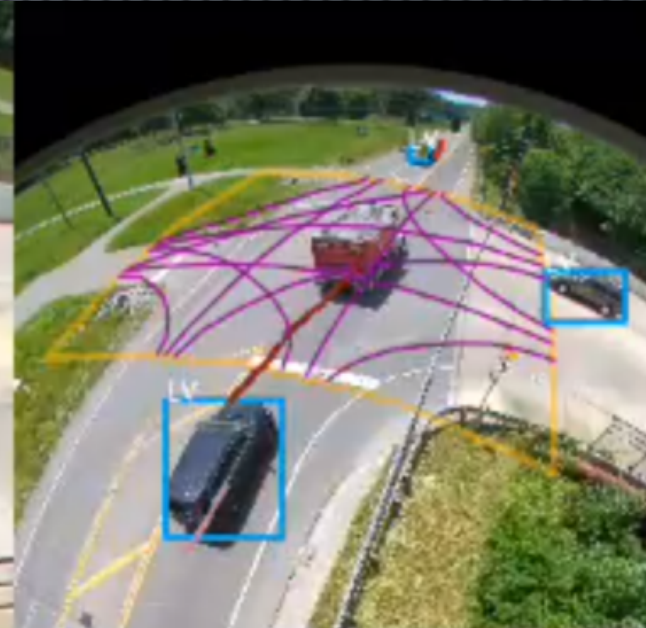
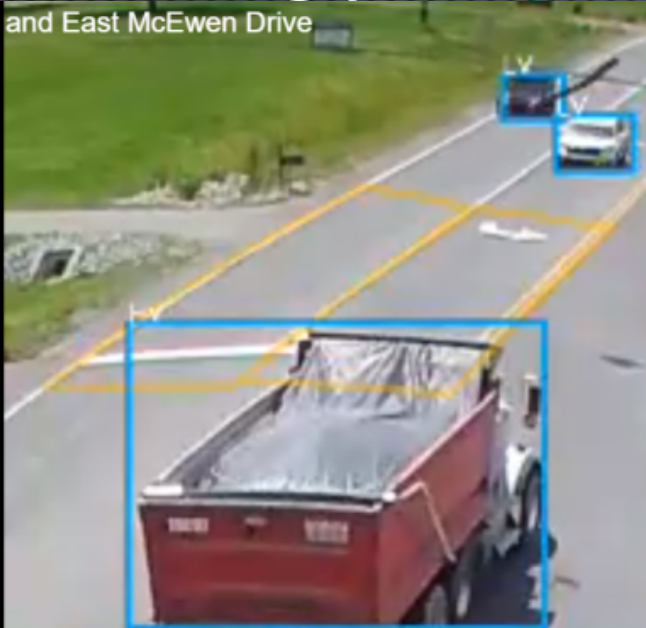
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Rugged system

Designed, tested, and built to withstand extreme weather conditions.

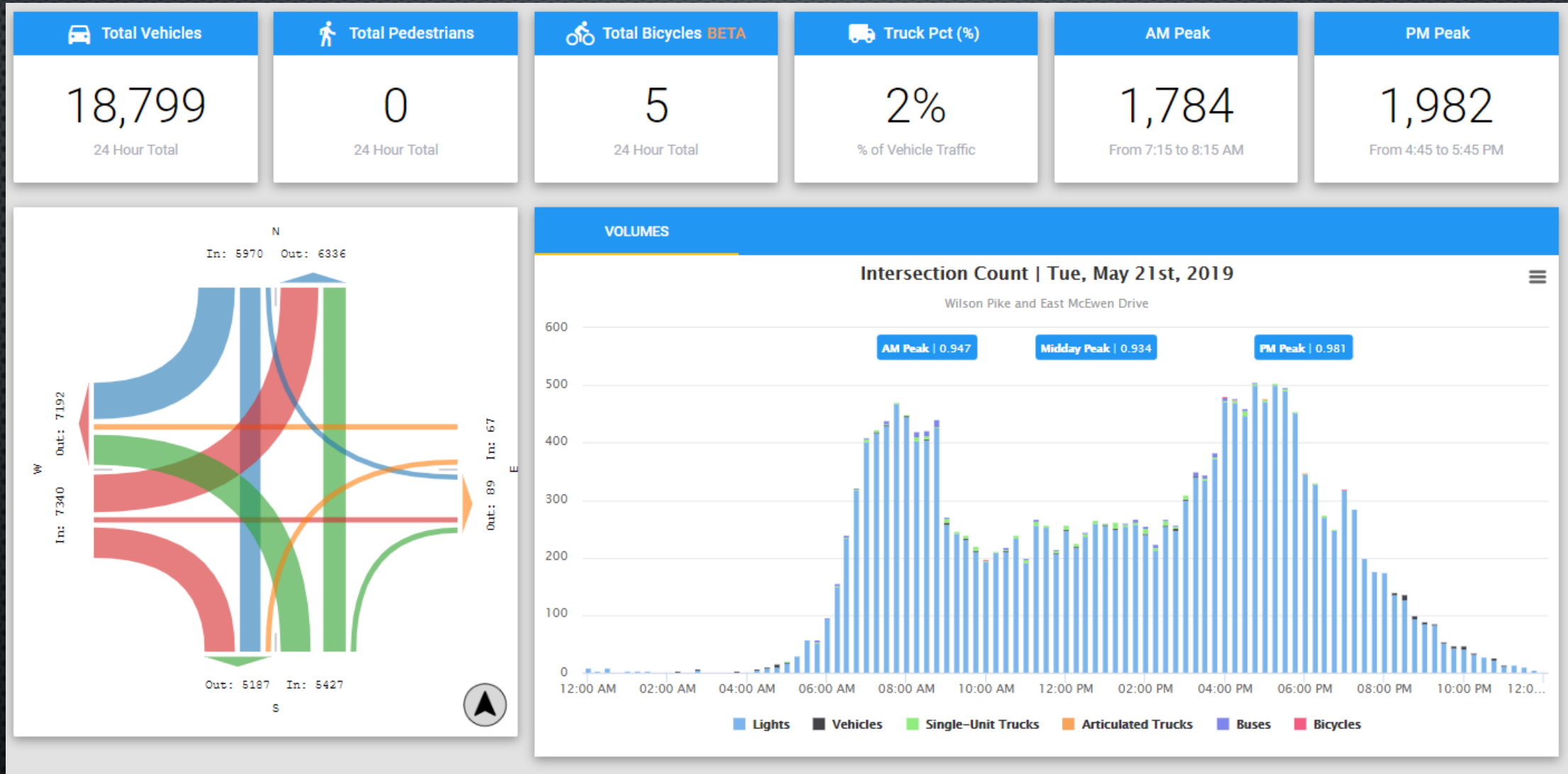
Technology Initiatives

Wilson Pike and East McEwen Drive



Miovision 360 Sensor

Technology Initiatives



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TRANSPORTATION TECHNOLOGY INITIATIVES: TRAFFIC OPERATIONS CENTER (TOC) CITY OF FRANKLIN, TN

ADAM MOSER, COF TRAFFIC ENGINEER



Improving Transportation In Franklin

1. Ask ourselves some questions:
 - a) What are inefficiencies of our current transportation system?
 - b) Where are our current transportation issues – and where will they be in the future?
 - c) What technologies or processes can be applied to assist us in “Smart Growth”

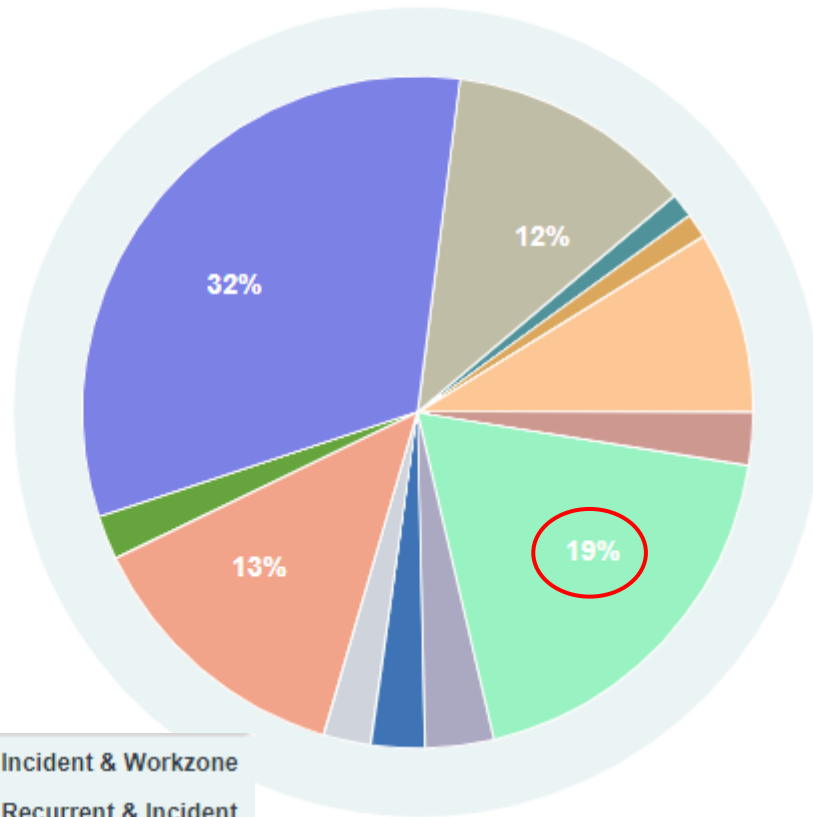


How Can Tech Help?

Sources of Disruption Nationwide 2019

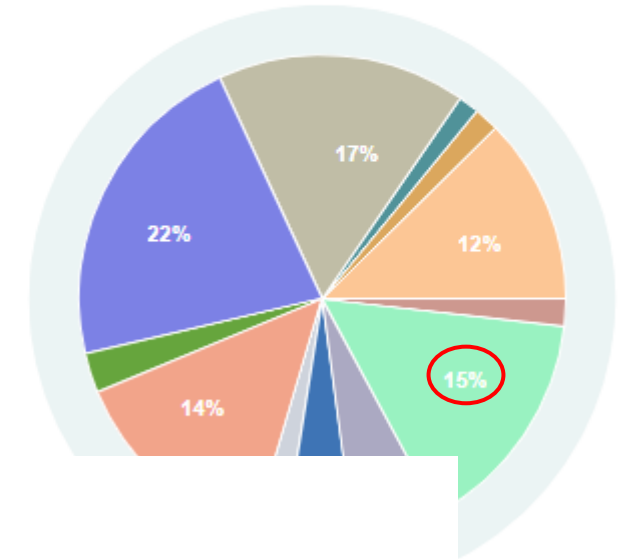
No weather radar data was included for the states of AK and HI

\$45.84b User Delay Cost
1.75b Vehicle Hours of Delay



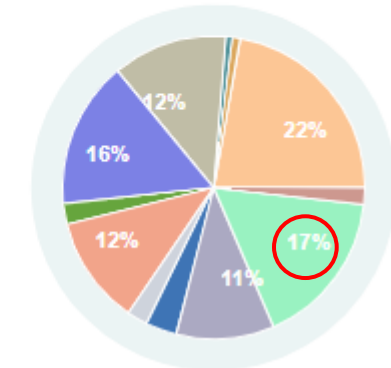
Tennessee 2019

\$823.32m User Delay Cost (1.8% of US)
31.46m Vehicle Hours of Delay



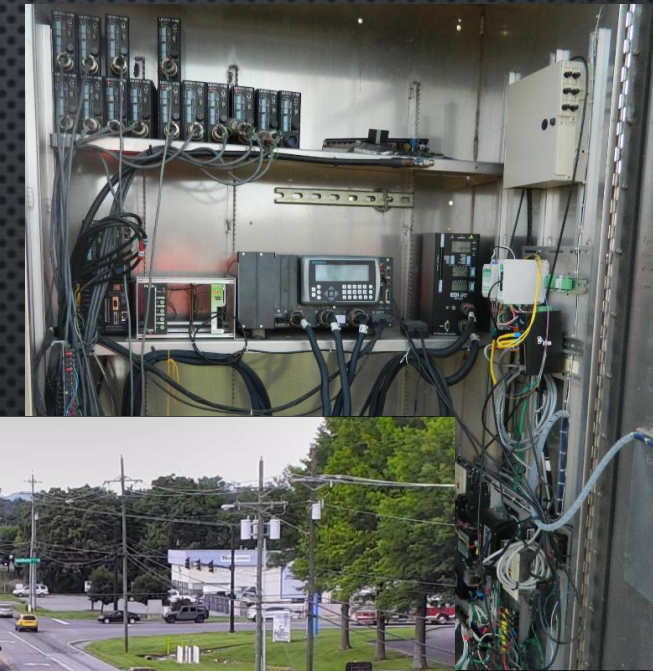
Williamson, TN 2019

\$37.22m User Delay Cost (4.5% of TN)
1.42m Vehicle Hours of Delay



Our Existing System - Field

- 126 Traffic Signals; 95% connected via City fiber optic cable
- 19 signals around Galleria mall operate under Adaptive Signal Control Technology (ASCT)
- Testing & Deploying Advanced Transportation Controllers (ATC)
 - ATC controllers are standards based – not proprietary
 - Provide more data and timing options
- 34 Closed Caption Television (CCTV) cameras
 - Allow us to monitor and make traffic signal adjustments from TOC
- Many intersections have non-intrusive detection mounted from above
 - Microwave radar
 - Video
- Over 50 miles of City fiber optic cable installed
- GPS Signal Preemption for Emergency Vehicles
- Flashing Yellow Arrows for left turns
- Many signal cabinets have Uninterruptable Power Supplies (UPS) for short power losses

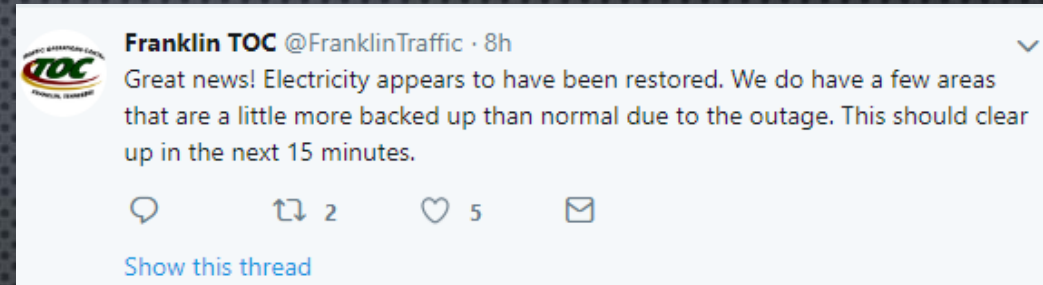


Columbia Ave/ Parkway Commons Tue May 2 15:40:31 2019



Our Existing System - Central

- Traffic Operations Center (TOC) staff:
 - 1 ITS Specialist/Operator
 - 1 ITS Project Manager
 - 1 Traffic Engineer II
 - 1 Traffic Engineer III
- Video Wall with CCTV camera images
- 3 Workstations & Test Signal Cabinets
- Main TOC Software:
 - Traffic Signal Control – download changes
 - Camera View/Control
 - 911/CAD – Crash data
 - Real-time traffic data (probe data)
- Incidents/Construction/Events Dissemination:
 - Twitter (@FranklinTraffic)
 - Waze Connected Cities Program
 - Email Blast
 - Franklin TV – camera images



Technology Initiatives

Cool Springs Area Adaptive Signal Control Technology (ASCT) Project

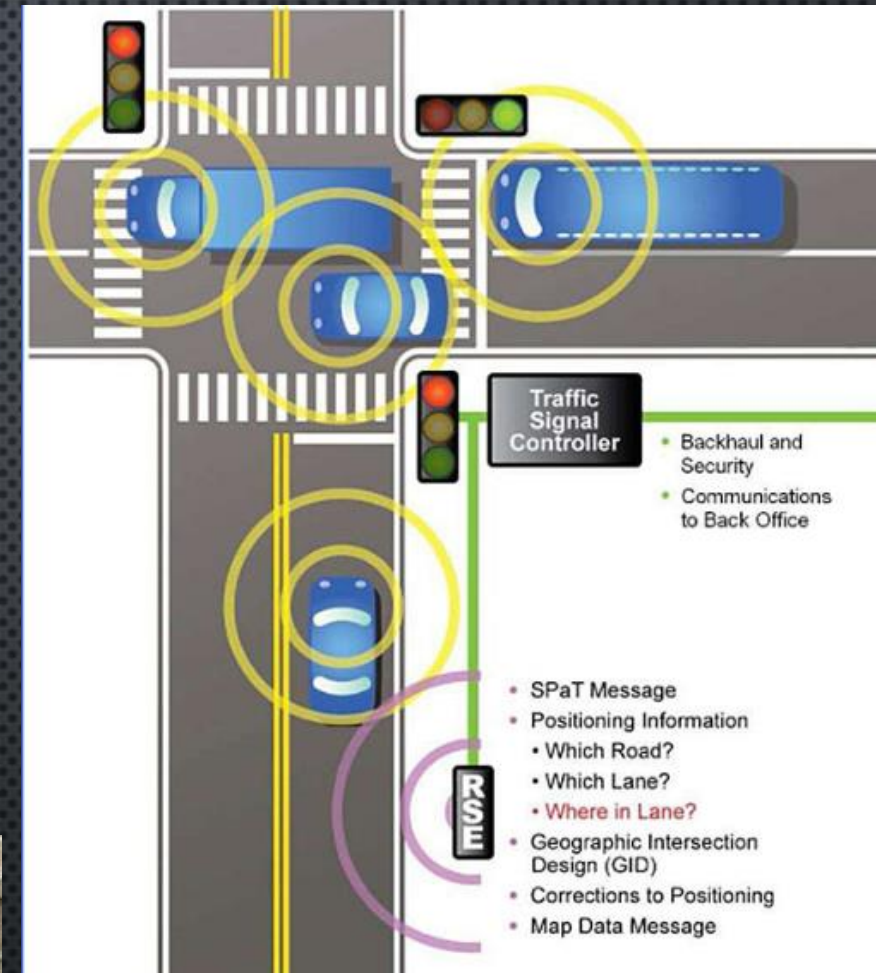
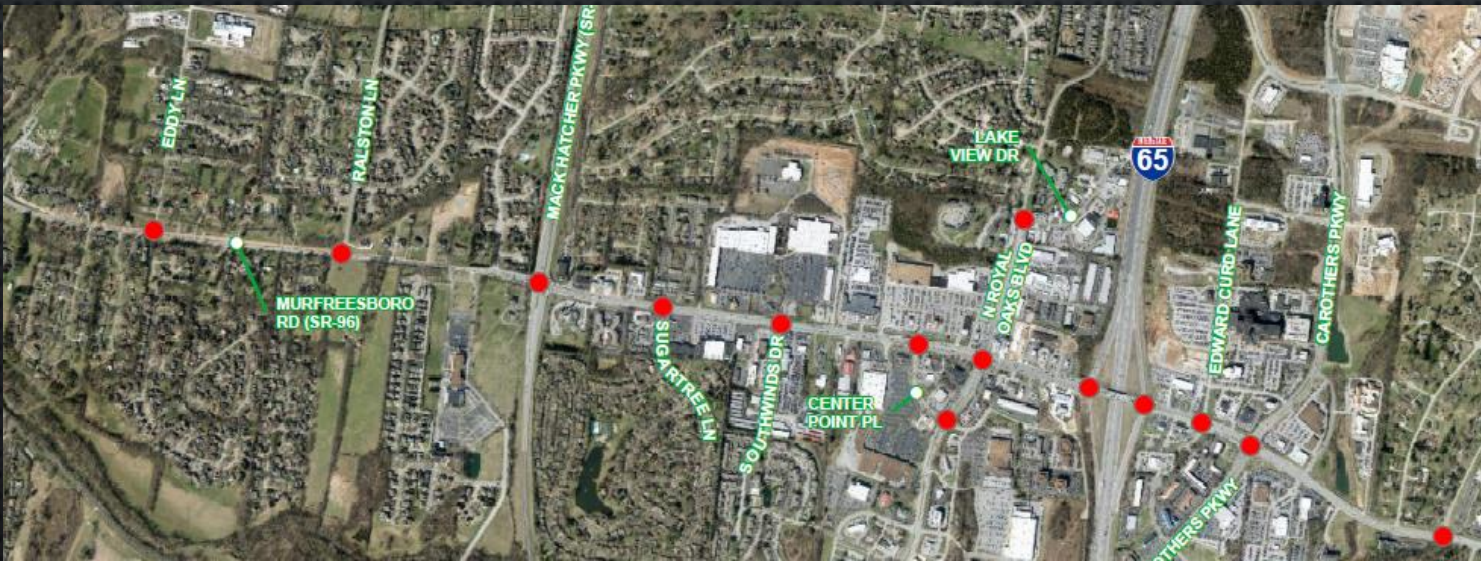
- 80/20 \$1,600,000 STP Grant (federal grant)
- Completed Summer 2021
- Split Cycle Offset Optimization Technique (SCOOT) adaptive software
- Requires **additional** vehicle detection to “see” traffic in real-time and make timing changes automatically
- ASCT can be expensive to deploy, operate, and maintain
- 1st Pilot – success will decide future expansion
- Choose wisely where to implement
 - Example: Unpredictable traffic



Technology Initiatives

SR 96 (Murfreesboro Rd) Traffic Signal Improvement Project

- Upgrade sidewalk ADA features
- Upgrade ATC signal controllers & new detection
- Automated Traffic Signal Performance Measures (ATSPM)
- Connected Vehicle (CV) radios at intersections
- Status:
 - In Design
 - Summer/Fall 2022 Construction

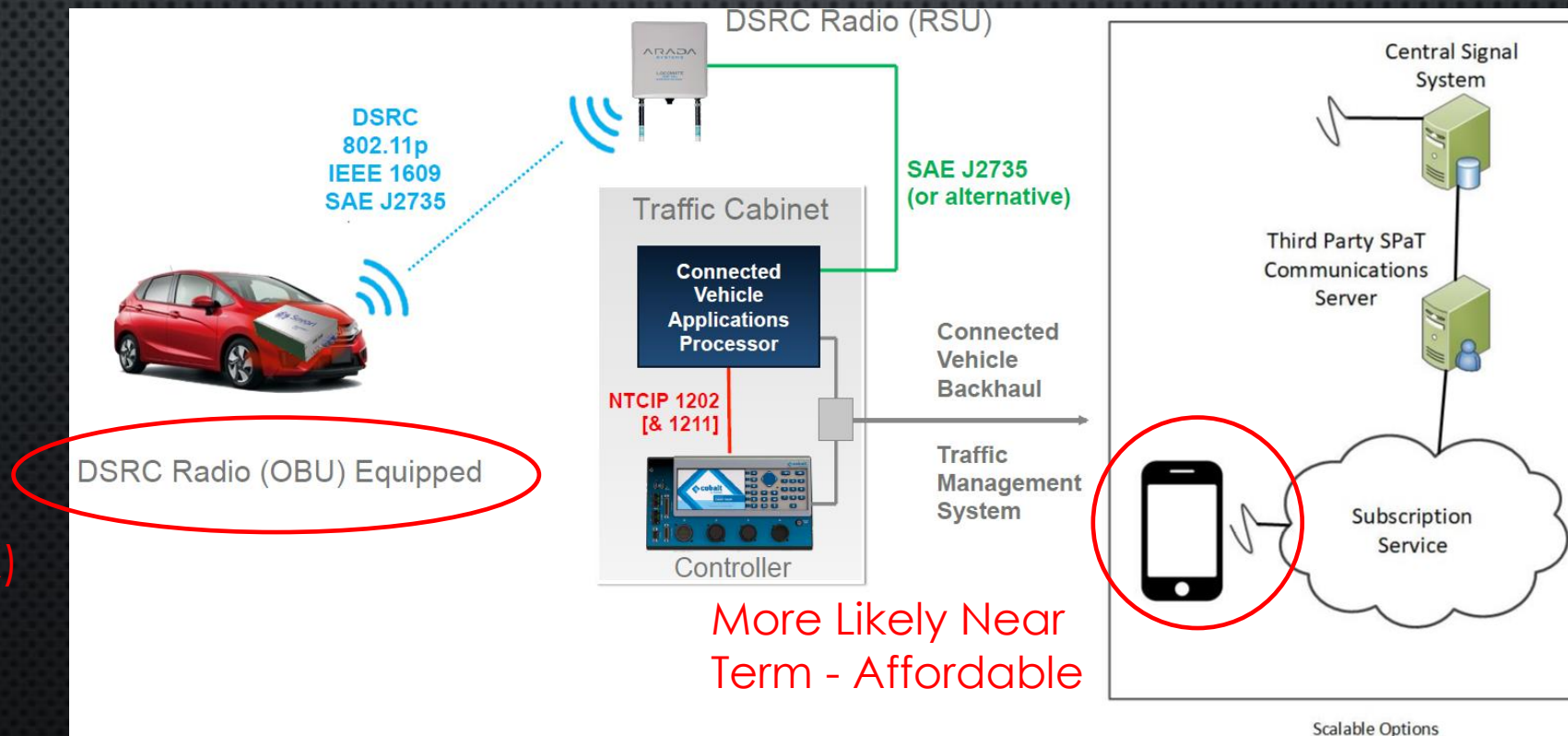


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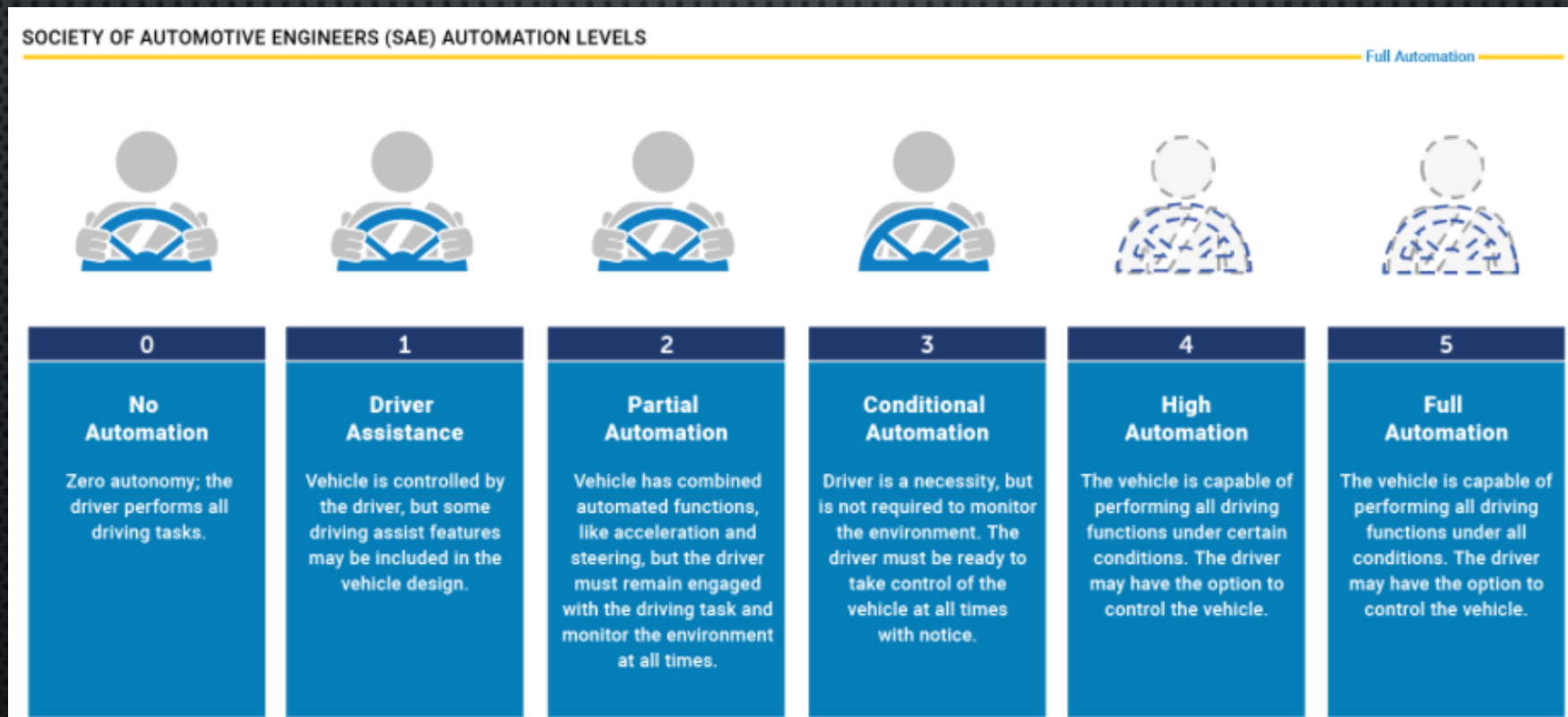
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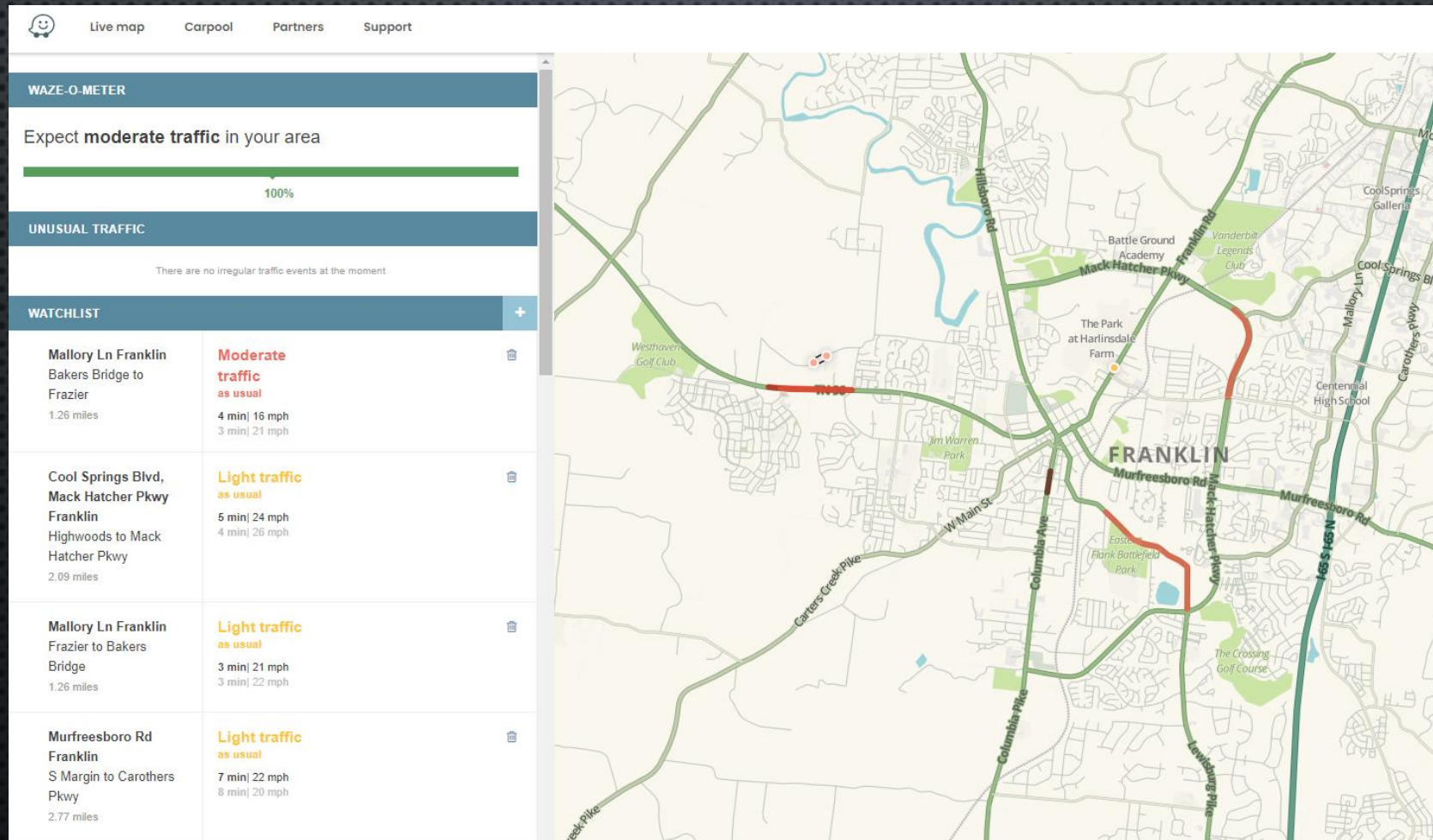
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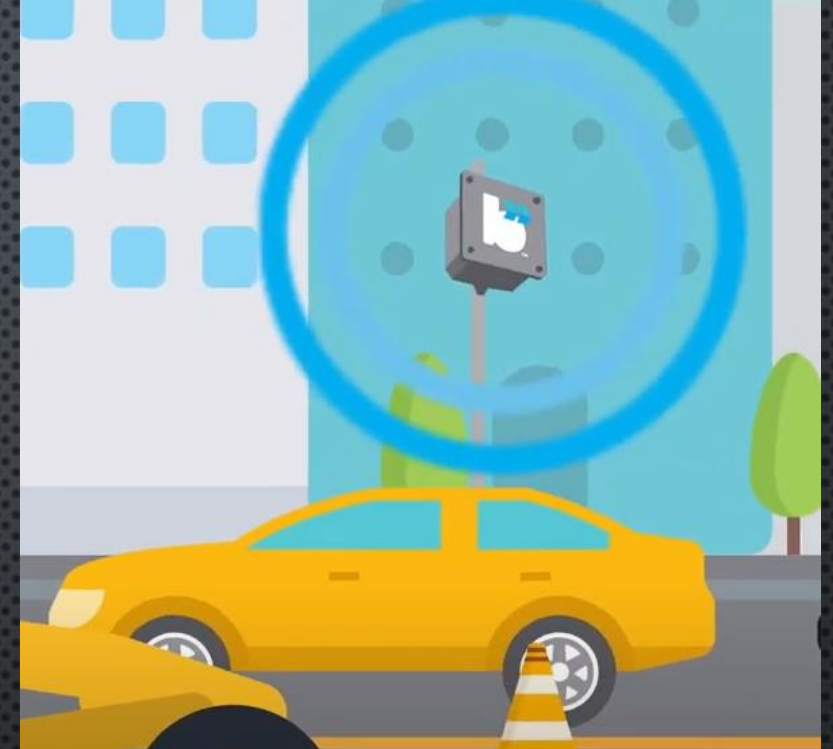


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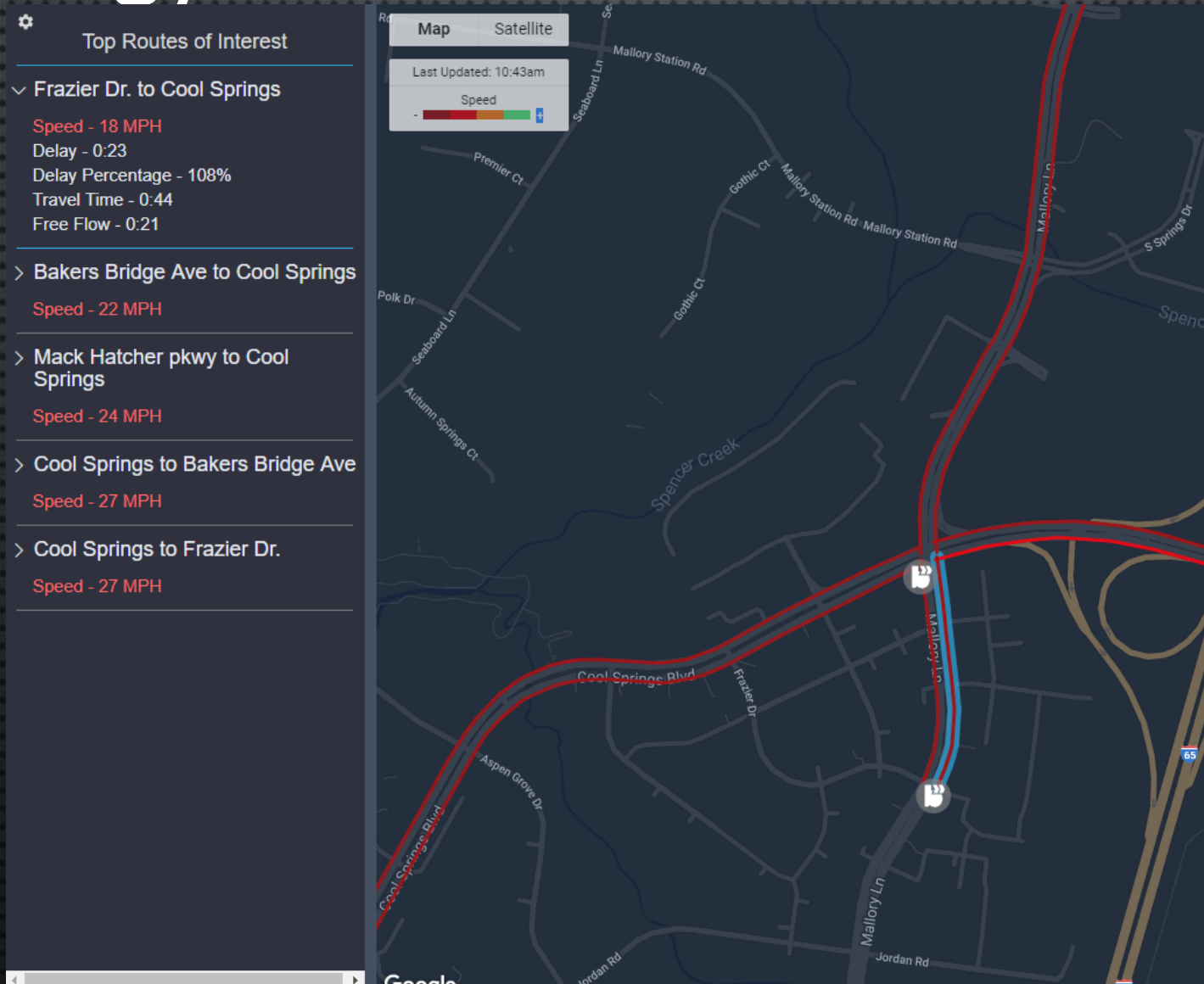
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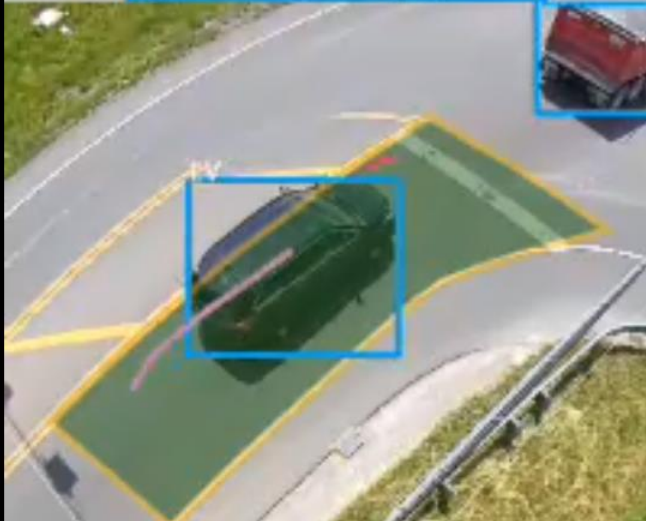
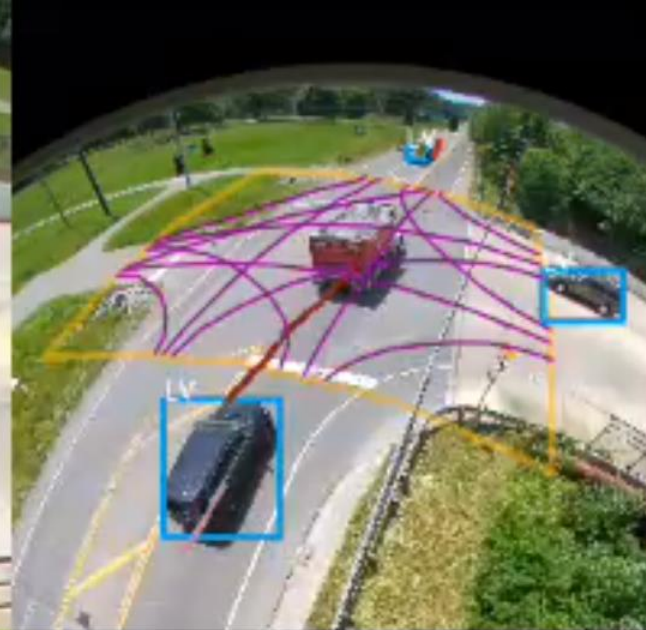
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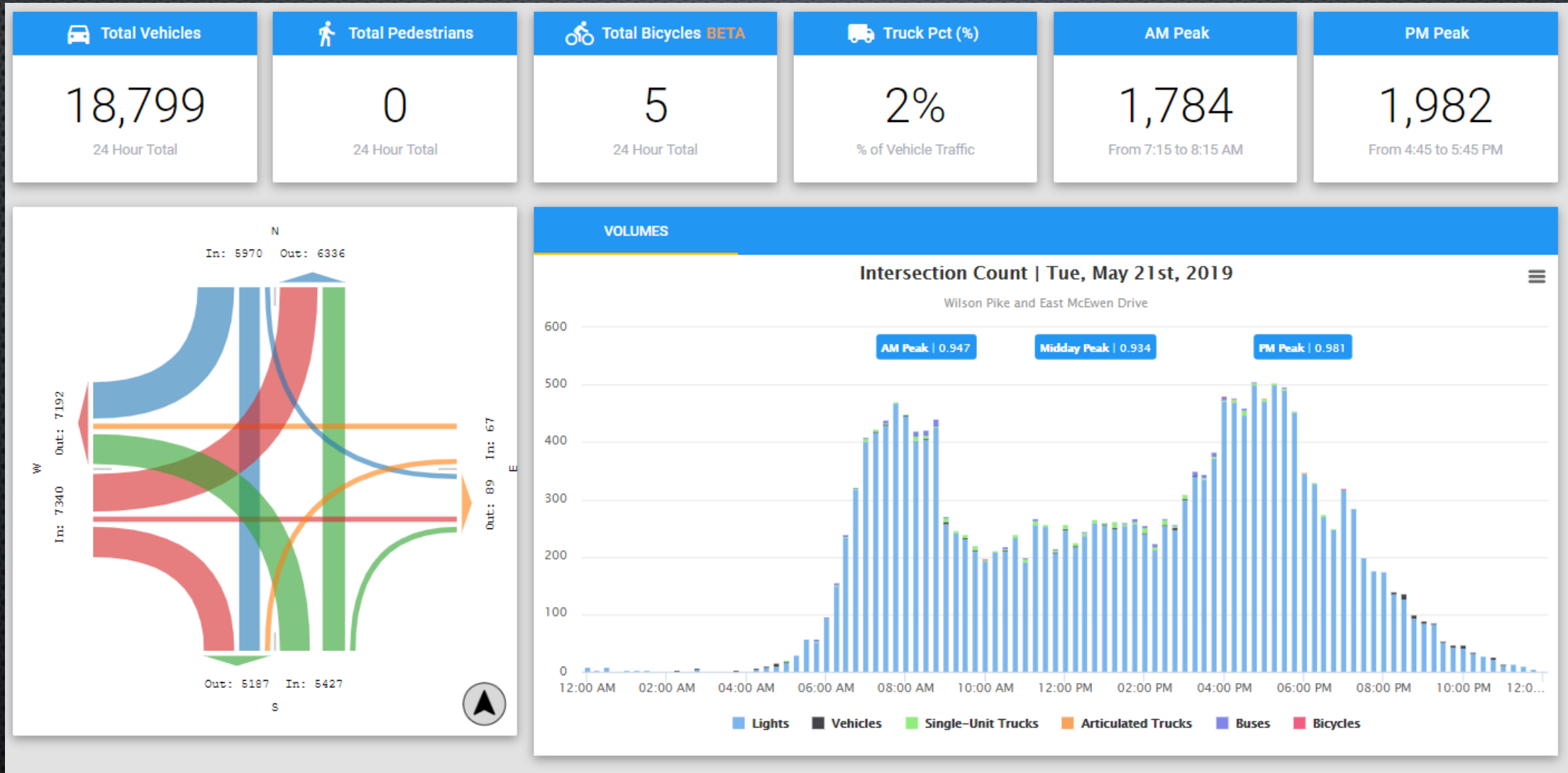
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File #: 21-02821

DATE: March 8, 2022

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Michelle Hatcher, Director of Water Management
Brian Goodwin, Asst. Director of Water Management

SUBJECT:

Presentation on the Proposed Water and Sewer Impact Fee.
WS 2/22/22

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the water and sewer impact fees associated with new connections.

BACKGROUND/STAFF COMMENTS:

Impact fees are a fee paid by any entity making a connection to the public water and sewer system, which is made for the purpose of enabling the City to repair and replace its facilities as necessary or to provide for additions, replacements, improvements, and expansions to the systems, such improvements being required periodically because of growth.

These fees, for both water and sewer, are currently calculated based upon water meter size for the entity. The Water Management Department is proposing recalculating impact fees based on building occupancy, in addition to increasing the amount of the impact fee to account for needed future infrastructure.

This presentation will discuss the background information for the existing calculation and a brief synopsis of the proposed methodology for fee assessment. It will also discuss the proposed changes to the installation fee that recapture the labor costs associated with making new connections.

FINANCIAL IMPACT:

Updated impact fees will more accurately assign system development and capacity costs to new development.

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen acknowledge the presentation for the Water & Sewer Impact Fee.



IMPACT FEES METER SIZE TO SFUE METHODOLOGY PRESENTATION

MARCH 22, 2022

MICHELLE HATCHER, PE,
DIRECTOR

BRIAN GOODWIN, PE,
ASSISTANT DIRECTOR

WATER MANAGEMENT
DEPARTMENT

AGENDA

- Background
- Previous Ordinance changes
- Existing Meter size methodology for impact fee determination
- Proposed methodology, development, and example calculations
- Conclusions
- Next steps

BACKGROUND

- Current impact fees determined based upon water meter size (both City customers and non-City residents).
 - Residential meter ($\frac{3}{4}$ "")
 - Water = \$2,089.00 + tap installation (meter only or complete installation)
 - Sewer = \$3,544.00 + tap installation (tap in place or not in place)
- **Impact fees (formerly access fee & system development fee) not increased in 13-years – Ordinance 2007-120**

WHY SHOULD WE CHANGE?

- Meter size is not an equitable capture of the impacts to the system.
 - Proposing demand based rather than meter based.
- Why should we increase impact fees?
 - Increased asset costs (increasing pipe, pumps, facilities, etc.) for additional capacity
 - Future development drives additional required conveyance and treatment capacity.
- Overall reduction in rate-payer contribution to fund growth related infrastructure.

EXISTING METER SIZE METHODOLOGY FOR IMPACT FEE DETERMINATION

	WATER	SEWER
Meter Size	Impact Fee	Impact Fee
3/4" and 5/8"	\$2,089.00	\$3,544.00
1"	\$8,358.00	\$14,175.00
1 1/2"	\$20,009.00	\$34,020.00
2"	\$26,745.00	\$45,360.00
3"	\$58,506.00	\$99,225.00
4"	\$83,580.00	\$141,750.00
6"	\$200,592.00	\$340,200.00
8"	\$250,740.00	\$425,250.00

- Current methodology by meter size incentivizes installation of an undersized meter rather than usage determined from actual occupancy groups.
 - Increasing stair stepped costs between meter sizes.
- Discourages the use of fire suppression systems (additional meter or larger meter).
- How do we appropriately plan for the impact to the system?

PROPOSED METHODOLOGY

- Proposed structure is based on Single Family Unit Equivalent (SFUE) = 350 gallons/day
 - One single family residential house = One SFUE
 - Multi-family units, commercial buildings, other uses = Multiple SFUEs
 - Structure:
 - Use developer provided plans to determine building occupancy
 - Assign demand factors for each building occupancy category (standardization)
 - Calculate the total planned demand and determine single family unit equivalents
 - Determine fee based on multiple of SFUE
 - Allows for QC from availability period to plan submittal stage to ensure fee is assessed equitably

METHODOLOGY GOALS

- Provide equitable assessment of fees based on projected demands by the developer as verified through City Staff.
- Tie fees to projected demands that drive capital investments and planning.
- Size meters based on demands and eliminate meter sizing decisions based on fees.
- Encourage the use of fire suppression systems.
- Reduce the rate-payer demand to fund growth related infrastructure.

METHODOLOGY DEVELOPMENT

- Review of adopted 2018 International Building Code to determine actual occupancy of buildings and who/what would be contributing to the collection system/water reclamation facility.
- Selected various structure uses within the City for comparison (school, office building, assisted living facility, gas station, restaurant, church, etc.)
- Use these data points to determine protocol for SFUE determination to eliminate meter size methodology.

METHODOLOGY DETAILS

- Using the building plans submitted during the Plan Review process, the square footage of usable spaces was determined.
- Those usable spaces correlated with the International Building Code (IBC) occupancy classes (could be multiple occupancy classes in single building).
 - Examples include storage, commercial, hazardous, mercantile, assembly, institutional, transient residential, etc.
- Occupancy classes then correlated with the Occupancy Load Factor (OLF = # of occupants/sq. ft).
- Demand factor pulled from Projected Flow Examples (current availability application) or other flow scenarios (DF = gallons/day/OL).
- Building sq. ft divided by OLF times the DF = Total Demand
- Total Demand / 350 gallons/day = # SFUEs

STANDARD VALUES

Occupancy Groups	Occupancy Load Factor (Occ load/sq-ft)	Demand Factor (gal/person)
A = Assembly	20	3.25
B = Business	100	25
B2 = Business Heavy	3	4.25
E = Educational	50	4
F = Factory	500	25
H = High Hazard	200	5
I = Institutional	100	7
M = Mercantile	30	7
R = Residential	1	350
R2 = Residential	1	100
S = Storage Group	300	25
U = Utility	300	25

- 2018 International Building Code (adopted by BOMA)
- Calibrated to define more appropriate values for certain structures based on COF billing data.

SFUE METHODOLOGY EXAMPLE CALCULATION

OCCUPANCY EXAMPLE 3	Occupancy Load Factor (sq-ft/person)	Building Square Footage	Demand Factor (gal/people)	Total Demand	# SFUE's
Mercantile	30	20,377	7	4,755	13.58
Business	100	20377	25	5,094	14.56

- Two-story building, bottom floor commercial and top floor office.
- $\text{Total Demand} = (\text{Bldg Sq. Ft.} / \text{OLF}) \times \text{DF}$
- $\text{Total Demand} / (350 \text{ gallons/day}) = \# \text{ SFUEs}$
- Single building can have multiple uses summing a total of SFUEs
- Impact fee based off 28.14 SFUE demand on system

CONCLUSIONS

- Meter size is not an equitable capture of the impacts to the system based upon conveyance and treatment demands.
- Increased asset costs for additional capacity equate to significant impacts to the systems (conveyance and treatment).
- Single Family Unit methodology will allow for a framework to equitably apply fees across all types of developments.
- Reduce overall rate-payer contribution to fund growth related infrastructure.

NEXT STEPS

- April 12 Worksession will present the proposed fees and application to methodology.
- April 26 Worksession to present the Ordinance Change to Title 18, Waters & Sewers.
 - May 10 BOMA, first reading
 - May 24 BOMA, second reading
 - June 14 BOMA, third & final reading
- July 1, implementation