109 3rd Ave S
Franklin, TN 37064
(615)791-3217

City of Franklin

Meeting Agenda

Budget & Finance Committee

Thursday, June 13, 2019 | **2:00 PM** | **Board Room**

Call To Order

1. 19-0495 Approval of Minutes from the April 11, 2019 and May 9, 2019 Finance Committee meetings.

Legislative History

5/9/19	Budget & Finance Committee	referred to the Budget & Finance Committee

2. 19-0496 Consideration Of Resolution No. 2019-49, A Resolution Adopting A Revised Purchasing Policy For City Of Franklin Procurements Not Pertaining To New Construction (06/13/19 Budget & Finance 4-0)

Sponsors: Kristine Brock and Brian Wilcox

Attachments: Res. No. 2019-49 for Purchasing Policy with Exhibit.Law Approved
Exhibit A to Res. No. 2019-49 for Purchasing Policy 2019.05.03.1340 redlined

3. 19-0584 Consideration of Resolution No. 2019-52, A Resolution Adopting Payroll Procedures For City Of Franklin (06/13/19 Budget & Finance 4-0)

Sponsors: Eric Stuckey, Kristine Brock and Mike Lowe

Attachments: 2019-52 RES_Payroll Procedures_with handbook.Law Approved.pdf

4. 19-0583 Consideration of Resolution No. 2019-59, A Resolution Adopting A Capital Assets Policy For City Of Franklin (06/13/19 Budget & Finance 4-0)

Sponsors: Eric Stuckey, Kristine Brock and Mike Lowe

Attachments: 2019-59 RES Capital Assets Policy for Department Review.Law Approved.pdf

5. 19-0557 *Consideration of recommendation to reject all proposals for electronic and paper bill presentment services and payment processing services for the Revenue Management Department. (Purchasing Office Procurement Solicitation No. 2019-002) (10/8/19 WS; 10/8/19 BOMA 8-0)

Sponsors: Lawrence Sullivan

Attachments: 2019-002 Tabulation of proposals 2019.09.18.1605

6. 19-0631 Financial Report - 3rd Quarter FY 2019

Sponsors: Mike Lowe

Attachments: City of Franklin - 3rd Quarter Report 2019.pdf

7. 19-0589 Monthly Reports for June 2019

Sponsors: Eric Stuckey, Kristine Brock and Mike Lowe

Attachments: Monthly Reports - June 2019.pdf

Other Business

Adjournment

ANYONE REQUESTING ACCOMMODATIONS DUE TO DISABILITIES SHOULD CONTACT A.D.A. COORDINATOR, AT 791-3277 AT LEAST 10 DAYS PRIOR TO THE MEETING, IF POSSIBLE.

RESOLUTION 2019-49

A RESOLUTION ADOPTING A REVISED PURCHASING POLICY FOR CITY OF FRANKLIN, TENNESSEE, PROCUREMENTS NOT PERTAINING TO THE DESIGN AND/OR CONSTRUCTION OF NEW INFRASTRUCTURE AND FACILITIES

WHEREAS, in 2004, the Board of Mayor and Aldermen of the City of Franklin established methods to comply with the Municipal Purchasing Law of 1983, as amended, and to provide for a more formal process for the procurement of equipment, services, and materials for the operation of municipal government but not pertaining to the design and/or construction of new infrastructure and facilities; and

WHEREAS, on July 26, 2011, the Board of Mayor and Aldermen adopted Resolution No. 2011-26, a resolution adopting a revised purchasing policy for the City; and

WHEREAS, on January 14, 2014, the Board of Mayor and Aldermen adopted Resolution No. 2014-06, a resolution adopting a revised purchasing policy for the City; and

WHEREAS, on January 27, 2015, the Board of Mayor and Aldermen adopted Resolution No. 2014-90, a resolution adopting a revised purchasing policy for the City; and

WHEREAS, on June 28, 2016, the Board of Mayor and Aldermen adopted Resolution No. 2016-24, a resolution adopting a revised purchasing policy for the City; and

WHEREAS, on June 27, 2017, the Board of Mayor and Aldermen adopted Resolution No. 2017-41, a resolution adopting a revised purchasing policy for the City; and

WHEREAS, on June 26, 2018, the Board of Mayor and Aldermen adopted Resolution No. 2018-24, a resolution adopting a revised purchasing policy for the City; and

WHEREAS, the Board of Mayor and Aldermen believes it is in the best interest of the City of Franklin for the purchasing policy to be further revised to clarify that the purchasing policy and City procedures regarding disposal of the City's surplus personal property apply to disposal of such property even if it was donated to the City; and

WHEREAS, the Board of Mayor and Aldermen believes it is in the best interest of the City of Franklin for the purchasing policy to be further revised to clarify that the City does not require employees to make purchases related to travel exempt from sales tax; and

WHEREAS, the Board of Mayor and Aldermen believes it is in the best interest of the City of Franklin for the purchasing policy to be further revised to allow for multiple-contract awards, so long as such awards are made pursuant to purchasing policy provisions regarding competitive purchasing; and

WHEREAS, the Board of Mayor and Aldermen believes it is in the best interest of the City of Franklin for the purchasing policy to be further revised to clarify City policy regarding donations of products and services, either in full or priced below market, so long as pursuant to City procedures; and

WHEREAS, the Board of Mayor and Aldermen believes it is in the best interest of the City of Franklin for the purchasing policy to be further revised to clarify that trade-ins are not subject to the Franklin Municipal Code provision pertaining to the disposal of surplus personal property of the City; and

WHEREAS, the Board of Mayor and Aldermen believes it is in the best interest of the City of Franklin to implement a revised purchasing policy for procurements not pertaining to the design and/or construction of new infrastructure and facilities to reflect these changes and to otherwise update that policy.

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

Section 1. The purchasing policy for City of Franklin procurements not pertaining to new construction adopted by Resolution No. 2018-24, and all previous versions of that policy and any subsequent changes or revisions thereto, are hereby repealed in their entirety. In place thereof, the purchasing policy for City of Franklin procurements not pertaining to the design and/or construction of new infrastructure and facilities, attached as Exhibit A hereto, is adopted.

Section 2. The Purchasing Manager of the City shall be responsible for the administration and enforcement of the policy hereby adopted.

Section 3. Changes or revisions to the policy hereby adopted shall be made only by resolution of the Board of Mayor and Aldermen of the City of Franklin.

Section 4. The effective date of the policy hereby adopted shall be July 1, 2019, the public welfare and the welfare of the City requiring it.

Adopted this _____ day of ________________, 2019.

ATTEST:

BY: ______________________________________
Eric S. Stuckey, City Administrator/Recorder

CITY OF FRANKLIN, TENNESSEE:

BY: ______________________________________
Dr. Ken Moore, Mayor

APPROVED AS TO FORM BY:

____
Tiffani Pope, Staff Attorney

Law Dept. approved 05.24.19

HISTORIC
FRANKLIN
TENNESSEE

Purchasing Policy

for City of Franklin procurements not pertaining to new construction

A. General Provisions

This City of Franklin ("City") Purchasing Policy shall apply to the purchase of materials, supplies, vehicles and equipment, the purchase of services other than those pertaining to the design and/or construction of new infrastructure and facilities, leases and lease-purchases, and the disposal and transfer of surplus personal property, all for the proper conduct of the City's business.

All contracts, leases and lease-purchase agreements are subject to the approval of the Board of Mayor and Aldermen, unless otherwise provided by resolution or ordinance. Any contracts, leases and lease-purchase agreements extending beyond the end of the current fiscal year shall be so noted prior to consideration by the Board of Mayor and Aldermen.

Whenever the City undertakes its own competitive procurement process for the procurement of goods and/or services not pertaining to the design and/or construction of new infrastructure and facilities, then the City is hereby authorized to utilize the one or more of the following procurement methodologies best suited for the intended procurement:

- request for quotations (not for purchases valued at $25,000 or more)
- solicitation for bids
- request for proposals
- request for qualifications

This Purchasing Policy is intended to promote the public interest and preserve and enhance the public trust by establishing a transparent procurement system by which the City conducts its non-construction related purchasing, and by providing vendors with a fair forum for competing for City business.

B. Responsibilities of Departments

The following are the responsibility of each department:

1. Departments shall be responsible for purchases and projects valued less than $25,000. (In the context of this Policy, whenever any dollar thresholds are referenced, the estimated total value of the purchase or project, including all components related thereto, either over the course of the term of the award or, in the absence of a term of award, over the course of the next twelve (12) months, shall be considered.)
2. Departments shall use pricing established pursuant to City procurement awards or Tennessee statewide contracts (SWCs) if and as available. The use of pricing established by cooperative purchasing arrangements approved by the City Administrator for use by the City, as well as pricing established by other Tennessee local governments pursuant to a competitive process involving "public advertisement" (hereby defined to mean the same as that term is used in T.C.A. § 6-56-301 *et seq.*, the Tennessee Municipal Purchasing Law of 1983, as it may be amended from time to time) and sealed submittals, are acceptable alternatives and may be used in lieu of competitive pricing established by the City or the State.
3. Departments shall coordinate with the Purchasing Office and/or the Finance Department as to the method of payment that best meets the needs of the City.

4. Before placing an order for any non-emergency purchase valued at or greater than $10,000, departments shall prepare and submit a requisition, on the form prescribed by the Purchasing Office, and await approval thereof. For orders for emergency purchases valued at or greater than $10,000, the requisition may be completed within ten (10) calendar days after placing the order (and see “Emergency Purchases” below).
5. Purchases valued less than $25,000 but not less than $10,000 shall not be made unless and until, wherever possible, the department shall have obtained and forwarded to the Purchasing Manager competitive pricing quotations from at least three (3) vendors, said quotations to be either supplied in writing by the vendor or reduced to writing by the department, accompanied by a tabulation of the comparative aspects of the quotations obtained, a recommendation as to which quotation should be accepted and a requisition for the recommended quotation. As an alternative to obtaining three quotes, departments may use any of the procurement methodologies approved for usage for purchases valued at $25,000 or more.
6. All foreseeable purchases, including those valued less than $10,000, should not be made unless and until the department head or his or her authorized representative is satisfied that the value of the purchase is fairly priced and not more than what would be expected in the current market place. At the discretion of the department head or his or her authorized representative, for foreseeable purchases valued less than $10,000, the department should, whenever it is prudent to do so, obtain multiple competitive pricing quotations, said quotations to be either supplied in writing by the vendor or reduced to writing by the department.
7. As soon as practicable but within ten (10) calendar days of receipt of items ordered, departments shall be responsible for verifying that the items conform to the order. The process for taking delivery of items is as follows:
   - **a.** Inspect the goods to verify that they are in acceptable condition.
   - **b.** Verify that all operating manuals and warranty cards are included in the delivery of the goods, if applicable.
   - **c.** Verify that the number of items ordered have been delivered, making special note when all or part of a particular order has been back-ordered.
   - **d.** Ensure that purchases of capital assets of the City have been properly reported, either directly or indirectly, to the Finance Department and the City’s Risk Manager and, if rolling stock, Fleet Maintenance, on forms prescribed by those respective offices, so that records of such purchases may be updated, insurance coverage may be obtained, and vehicle tags may be obtained, all in a timely manner.
8. Regardless of method of payment, departments shall be responsible for reviewing, approving and allocating to the proper budget code all invoices authorized for payment.
9. It shall be the responsibility of each department to allow time for competitive solicitation, ordering and delivery pursuant to this Purchasing Policy.
10. No employee shall make any indication that he/she will recommend a particular product for purchase, knowingly bind the City to a specific vendor, or make any representation as to his or her authority to bind the City by contract when such is not the case.

C. Responsibilities of Purchasing Manager

The following are the responsibility of the Purchasing Manager:

1. The Purchasing Manager shall assist all departments in purchasing operating materials, supplies, vehicles, equipment and services to which this Purchasing Policy applies.
2. The Purchasing Manager shall be responsible for facilitating the competitive process by which all purchases to which this Purchasing Policy applies and valued at or greater than $25,000 are made.

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for City of Franklin procurements not pertaining to new construction

3. For all purchases to which this Purchasing Policy applies and valued at or greater than $10,000, the Purchasing Manager shall advocate the purchase of required products and services only either from the lowest responsible and responsive bidder or from the responsible and responsive respondent whose proposal or other submittal is most advantageous to the City.
4. The Purchasing Manager shall advise the departments about the source and availability of products and services needed by the various departments.
5. The Purchasing Manager shall provide current vendor files available for use and review by departments.
6. The Purchasing Manager shall, upon request, obtain prices on comparable items.
7. The Purchasing Manager shall provide vendor lists, prepare Purchase Orders as necessary, and maintain orderly files.
8. The Purchasing Manager shall be alert on an ongoing basis for new sources and for improved products and services.
9. The Purchasing Manager shall assist the departments in the preparation of specifications for solicitations for bids and the requirements provisions of requests for proposals and requests for qualifications.
10. For formal procurement solicitations, the Purchasing Manager shall prepare and submit for timely publication all legal notices. To promote competition and facilitate the dissemination of documents and information pertaining to formal procurement solicitations, the Purchasing Manager shall post on the City's public website timely information about current formal procurement solicitations.
11. The Purchasing Manager shall periodically review the City's recent records of repetitive purchases, over time, across the organization and across suppliers and service providers, of like products and services, and shall advocate the City consolidate and aggregate its purchase of as many foreseeably necessary like products and services as practicable so to improve pricing for the City, to improve services provided to the City, and/or to reduce the City's cost of operations.
12. To the extent practicable, the Purchasing Manager shall strive to apply procurement thresholds of the City by like product or service for all anticipated needs of the City for the maximum term of a prospective award.
13. The Purchasing Manager shall investigate complaints from departments of poor performance by vendors, or complaints about inferior products, and shall, in consultation with the City's Law Department, choose which, if any, remedies are available to the City to pursue.
14. The Purchasing Manager shall be responsible for disposing of the City's surplus personal property of any value, regardless of whether the property was acquired and came to be owned by the City by means of purchase or donation or otherwise, by means of a competitive process and in compliance with City ordinance, except in cases involving data security or other mitigating circumstances. The Purchasing Manager shall develop the appropriate documentation for the Finance Department in accordance with the City Code.
15. The Purchasing Manager shall be responsible for administering and overseeing the City's Purchasing Card program.
16. The Purchasing Manager shall be responsible for otherwise administering and complying with this Purchasing Policy and applicable Tennessee state law, specifically T.C.A. § 6-56-301 *et seq.* (Tennessee Municipal Purchasing Law of 1983) and T.C.A. § 12-3-1201 *et seq.* (Public Purchases – Local Governments), as it may be amended from time to time, including keeping and filing required records and reports, as if they were set out herein and made a part hereof and within definitions of words and phrases from the law as herein defined.

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D. Circumstances under which competitive pricing is not required

Under any of the following circumstances, competitive pricing (sealed bids or proposals pursuant to public advertising if valued at or greater than $25,000; three quotes wherever possible if valued less than $25,000 but not less than $10,000) is not required. Under any of these same circumstances, neither individual authorization by nor specific reporting to the Board of Mayor and Aldermen is required unless such is otherwise required pursuant to this policy.

1. Authorized sole-source purchases (see below).
2. Authorized emergency expenditures (see below).
3. Purchases from instrumentalities created by two (2) or more cooperating governments, such as, but not limited to those established pursuant to T.C.A. § 12-9-101, et seq.
4. Purchases from non-profit corporations whose purpose or one of whose purposes is to provide products and services specifically to municipalities, as provided in T.C.A. § 6-56-302.
5. Purchases, leases or lease-purchases of real property, as provided by City ordinance and state law.
6. Purchases, leases, or lease-purchases of used or secondhand articles consisting of goods, equipment, materials, supplies, or commodities, as provided in T.C.A. § 12-3-1202.
7. Purchases of supplies, goods, equipment (except new or unused motor vehicles, unless the motor vehicles are manufactured for a special purpose as defined in § 12-3-1208) and/or services (except any transportation infrastructure project, including, but not limited to, projects for the construction or improvement of streets, highways, bridges, tunnels, or any roadway related facility), pricing for which has been established by other units of Tennessee local government, as provided in T.C.A. § 12-3-1203(a) and 12-3-1203(c).
8. Purchases pursuant to Tennessee Department of General Services statewide contracts (SWCs) authorized for use by Tennessee local governments.
9. Purchases from Tennessee Rehabilitative Initiative in Correction (TRICOR).
10. Professional service contracts, as provided in T.C.A. § 12-3-1209.
11. Other professional services, including actuarial, architectural design, financial and compliance audit, engineering design, financial advisory, legal counsel and medical.
12. Tort liability insurance, as provided in T.C.A. § 29-20-407.
13. Purchase of fuels, fuel products or perishable commodities.
14. Purchases based on contracts established by a cooperative purchasing arrangement recognized by the City pursuant to Resolution No. 2009-50, as provided in T.C.A. § 12-3-1205.
15. Purchases based on contracts established by the United States General Services Administration (GSA) and authorized by GSA for use by US local governments, except as may be prohibited by applicable Tennessee statute.
16. Other arrangements and methods pursuant to Tennessee and/or federal law.
17. Fees paid by the City for products and services provided to the City by the State of Tennessee, other units of local government, and public utilities and utility districts.

E. Rejection of Bids, Proposals or Other Submittals

The Purchasing Manager shall recommend to the Board of Mayor and Aldermen to reject any and all bids, proposals or other submittals received pursuant to a formal procurement solicitation issued by the Purchasing Office, or parts thereof, for any product or service to which this Policy applies, whenever, prior to the Board of Mayor and Aldermen making an award pursuant to such a formal procurement solicitation, the Purchasing Manager believes the public interest would be best served by such rejection. The Purchasing Manager shall recommend to the Board of Mayor and Aldermen that it reject any such submittal of a vendor or contractor who is in default on the payment of taxes, licenses, fees or other monies of whatever nature that may be due the City by the vendor or contractor whenever, prior to the Board of Mayor and Aldermen making an award pursuant to such a formal procurement solicitation, the Purchasing Manager becomes aware of such default.

F. Conflict of Interest, Use of Position, Solicitation

There are several sources of law and regulations, as they may be amended from time to time, that apply to conflicts of interest, use of position and solicitation. They are incorporated by reference and adopted as if fully stated herein.

a. City Charter

Article VIII ("Finance"), Section 16 ("Officers not to be Interested in City Contracts or Work") of the City of Franklin Charter reads as follows:

> No member of the Board of Mayor and Aldermen, or officer elected by said Board, shall be interested in any contract, or work of any kind whatever, under its control and direction, and any contract in which any such person shall have an interest shall be void and cannot be enforced.

b. City of Franklin Municipal Code

Title 1 ("General Administration"), Chapter 8 ("Ethics") of the City of Franklin Municipal Code sets forth the Code of Ethics for the City of Franklin, which applies to all full-time and part-time elective or appointed officials and employees of the City.

c. City of Franklin Regulations

Article XXII ("General Policies and Procedures"), Section E ("Business Dealings"), of the City of Franklin Human Resource Manual, as it may be amended from time to time, reads as follows:

> Except for the receipt of such compensation as may be lawfully provided for the performance of City duties, and except as noted below, no City officer or employee shall be privately interested in or profit, directly or indirectly, from business dealings with, of or by the City.
> Regular full-time, regular part-time and temporary employees of the City may, subject to the approval of the City Administrator, contract to perform services for the City by meeting the following criteria: (1) the service performed must not be any service which the employee might provide in the normal scope of their regular duties; (2) the employee would be required to bid or submit a proposal in the same manner as any other prospective provider of service; and (3) the service performed must not present a conflict of interest nor a conflict of time with the employee's regular duties.

Article XXII ("General Policies and Procedures"), Section I ("Use of Position"), of the City of Franklin Human Resource Manual, as it may be amended from time to time, reads in part as follows:

> No City officer or employee shall make or attempt to make private purchases in the name of the City, nor otherwise use or attempt to use status as a City employee to secure unwarranted privileges or exemptions.

Article XXII ("General Policies and Procedures"), Section F ("Acceptance of Gratuities"), of the City's Human Resource Manual, as it may be amended from time to time, reads as follows:

> No City officer or employee shall accept or solicit any money or other consideration or favor from anyone other than the City for the performance of an act which the officer or employee would be required or expected to perform in the regular course of employment; nor shall any officer or employee accept, directly or indirectly, any gift, gratuity, or favor of any kind which might reasonably be an attempt to influence the individual's actions with respect to City business. For further explanation, see Title 1, Chapter 8 ("Ethics"), of the Municipal Code.

d. Statutes

Certain Tennessee statutes may apply to purchases involving city officers, committee members, etc. Selected Tennessee statutes may be found in Appendix A to this Purchasing Policy attached hereto for reference.

G. City Officer and Employee Communication with Vendors During Formal Procurement Solicitations for Sealed Submittals

Between the time a formal procurement solicitation for sealed submittals is issued by the City and the time an award is made, members of the Board of Mayor and Aldermen as well as employees of the City shall refrain from any form of communication with one or more vendors that may be competing for the award about any aspect of the procurement other than either in the context of a public meeting or by way of the Purchasing Office. The foregoing is not meant to preclude a representative of the City from answering questions from vendors if the question is already addressed in the formal solicitation documents, if the City representative is certain of the correct answer and if the Purchasing Office is informed of the communication. Otherwise, any inquiries from one or more vendors that may be competing for such an award shall be directed to the Purchasing Office which shall determine if an addendum to the formal procurement solicitation should be prepared and issued to all vendors known or thought to be interested in the procurement opportunity. Vendors that may be competing for an award pursuant to a formal procurement solicitation shall be instructed that, until that award has been made, they shall not communicate about either the content of or the procurement process pertaining to the relevant formal procurement solicitation with any official, employee or other representative of the City except through the City's Purchasing Office. The City reserves the right to disqualify any vendor that initiates unauthorized communication with the City during the procurement phase.

H. City Officer and Employee Business Dealings with the City

See Article XXII ("General Policies and Procedures"), Section E ("Business Dealings"), of the City of Franklin Human Resources Manual.

See also Title 1 ("General Administration"), Chapter 8 ("Ethics"), of the City of Franklin Municipal Code.

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I. Tie Bids and Tie Quotes

Whenever the City utilizes its own competitive process, and in the event of tie bids or tie quotes (that is, when two or more responsible and responsive vendors offer products that meet all specifications, terms and conditions at identical total pricing for the minimum or estimated quantity indicated), then the tie bids or tie quotes shall be broken by means of one of the following methods, in descending order:

1. The award shall be made to the vendor who bid or quoted the soonest delivery of the product or completion of the service of all the vendors submitting the tie bids or tie quotes.
2. The award shall be made to the vendor who offered the pricing for the longest period of time for potential future orders of all the vendors submitting the tie bids or tie quotes.
3. If one or more of the vendors submitting the tie bids or tie quotes competed for the City's business the last time the City solicited bids or quotes for the same product or service, then the award shall be made to the vendor who offered the lowest pricing at that time of all the vendors submitting the tie bids or tie quotes.
4. If one or more of the vendors submitting the tie bid or tie quote have done business with the City within the most recent 24 months, then the award shall be made to the vendor who has done the most business with the City (measured in dollars) in that time frame of all the vendors submitting the tie bids or tie quotes.
5. The award shall be made by means of random selection, such method to be administered by the Purchasing Manager and to give equal opportunity to all the vendors submitting the tie bids or tie quotes.

J. Determining Responsible and Responsive Respondents

Whenever the City utilizes its own competitive process, products and services shall be purchased either from the lowest responsible and responsive bidder or from the responsive and responsible respondent whose proposal or other submittal is most advantageous to the City. In determining whether a competing vendor is responsible and responsive, criteria such as the following may be taken into consideration:

1. The ability of the competing vendor to perform the contract or provide the material or service required.
2. Whether the competing vendor can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience, expertise and efficiency of the competing vendor.
4. The previous and existing compliance by the competing vendor or a predecessor in interest with laws and ordinances relating to the contract or service.
5. The quality of the competing vendor's performance of previous contracts or services, including the quality of such contracts or services in other municipalities, or performed for private sector customers.
6. The sufficiency of financial resources and the ability of the competing vendor to perform the contract or provide the service.
7. The ability of the competing vendor to provide future maintenance and service for the use of the materials, supplies, vehicles, equipment or contractual service contracted.
8. Compliance by the competing vendor with all specifications included in the solicitation for bids or with all requirements included in the request for proposals or request for qualifications.
9. The ability of the competing vendor to deliver and maintain any requisite bid bonds or performance bonds.

K. Emergency Purchases

When in the judgment of the City Administrator, the department head or the Purchasing Manager there exists an emergency impinging on public health, safety or welfare and a purchase valued at or greater than $10,000 is necessary, then the competitive purchasing provisions contained in this Purchasing Policy may be waived; provided, however, that if the emergency purchase is valued at or greater than $25,000 it shall be reported to the Board of Mayor and Aldermen at its next scheduled meeting.

The emergency basis for pricing should be used only if necessary. Purchases that qualify as emergencies are to be based on emergency pricing only if another policy-compliant basis for pricing (e.g., federal General Services Administration (GSA) via GSA contract, State of Tennessee via Tennessee statewide contract (SWC), one of the cooperative purchasing arrangements recognized by the City) is not known to be available.

L. Sole-Source Purchases

In the context of this Policy, whenever any dollar thresholds are referenced, the estimated total value of the purchase or project, including all components related thereto, either over the course of the term of the award or, in the absence of a term of award, over the course of the next twelve (12) months, shall be considered. To the extent practicable, departments and the Purchasing Manager shall strive to apply procurement thresholds of the City by like product or service for all anticipated needs of the City for the maximum term of a prospective award.

The sole-source basis for pricing should be used only if necessary. Purchases that qualify as sole-source are to be based on sole-source pricing only if another policy-compliant basis for pricing (e.g., federal General Services Administration (GSA) via GSA contract, State of Tennessee via Tennessee statewide contract (SWC), one of the cooperative purchasing arrangements recognized by the City) is not known to be available.

Sole-source purchases valued at less than $10,000 may be authorized by the end-user department. Sole-source purchases valued at less than $25,000 but not less than $10,000 may be authorized by the Purchasing Manager upon being satisfied that it is not possible to obtain competitive pricing quotations from at least three (3) vendors. Except as noted below, sole-source purchases valued at or greater than $25,000 may not be made unless and until individually authorized by the Board of Mayor and Aldermen. Authorized sole-source purchases do not require sealed bids or proposals pursuant to public advertising. The criteria for evaluating sole-source purchases valued at or greater than $10,000 are presented in Appendix B to this Purchasing Policy. Sole-source purchases pertaining to circumstances under which sealed bids or proposals pursuant to public advertising are not required, as same are listed in provision D above, even if valued at or greater than $25,000, require neither individual authorization by nor specific reporting to the Board of Mayor and Aldermen unless otherwise required to be authorized or reported pursuant to this policy.

Sole-source purchases valued at or greater than $25,000 that do not require individual authorization by (but which shall still be reported to) the Board of Mayor and Aldermen include:

a. Repairs to, maintenance of, licenses for and/or maintenance agreements for products already in use by the City, so long as the product manufacturer representative has stated in writing that the vendor is the sole source available to the City, and so long as the vendor has stated in writing that the quoted pricing is the lowest municipal unit pricing available at that time and in the foreseeable future for the quantity indicated. Examples: engine repairs made by the manufacturer or the manufacturer's representative for a vehicle; license and maintenance agreements for computer software.

b. Purchases of items necessary to maintain, expand or improve a manufacturer-specific system already in use by the City, and/or another governmental agency with which the City must cooperate in order to provide the public service relevant to the proposed purchase, and that requires interconnectivity of and/or communication between the component parts, so long as the product manufacturer representative has stated in writing that the vendor is the sole source available to the City, and so long as the vendor has stated in writing that the quoted pricing is the lowest municipal unit pricing available at that time and in the foreseeable future for the quantity indicated. Examples: water meters and related parts; traffic signal equipment and related parts; athletic field lighting (and related parts) connected to a centralized master control; automated external defibrillators; cardiac monitors; telemetry/**supervisory control and data acquisition equipment**.

c. Purchases of items that have, for good and sufficient reason, previously been standardized by the City, so long as the product manufacturer representative has stated in writing that the vendor is the sole source available to the City, and so long as the vendor has stated in writing that the quoted pricing is the lowest municipal unit pricing available at that time and in the foreseeable future for the quantity indicated. Examples: low-pressure wastewater collection grinder pumps and related parts; self-contained breathing apparatus; vehicle exhaust evacuation systems at individual fire stations, including installation if only one authorized installer is assigned to serve the City; vehicle extrication equipment.

M. Purchasing Card Program

The Purchasing Card Program shall be administered by the Purchasing Manager pursuant to procedures established therefor. Department heads shall determine which employees of their department shall be issued City purchasing cards. Employees who are authorized and expected to travel on behalf of the City and at the City's expense shall be issued purchasing cards and are expected to use same in lieu of being given travel advances.

Employees' participation in the City's Purchasing Card Program is a privilege and a convenience that includes certain responsibilities. Although the purchasing card is issued in the cardholder's name, it is City property and therefore must be used in accordance with City policy and rules, as well as with objectively reasonable judgment, especially as follows:

1. The City of Franklin Purchasing Card is provided to employees based on their need to purchase authorized goods and services. A card may be revoked at any time based on change of assignment or location. The card is neither an entitlement nor a reflection of title or position.
2. The card may be used only for authorized obligations of the City; use of the card for a purchase other than an authorized obligation of the City (such as personal purchases as well as alcoholic beverages and entertainment), even if intended for future reimbursement, are specifically prohibited.
3. Purchases made with the card are to comply with City purchasing and disbursements policies and procedures. Such City procurement rules as the need for procurement requisitions, the basis for pricing, contracting, whether a certificate of insurance is necessary to require of the service provider, adequacy of budgeted funding, and

timing of payment relative to delivery of the product or service, all apply regardless of method of payment (such as by purchasing card).

4. The cardholder is the only person entitled to use the card and is accountable for all charges attributable to the card.
5. Cardholders are expected to exercise objectively reasonable judgment in deciding whether to make a purchase by considering (a) whether the potential purchase is prudent and necessary, and (b) whether the potential purchase would reflect well on the City and the cardholder, and be perceived by the general public as suitable and appropriate. Improper use of a City purchasing card, especially intentional and unreported but even unintentional and reported, including personal purchases as well as alcoholic beverages and entertainment, even if reimbursed, may be considered misappropriation of City funds, which may result in disciplinary action, up to and including termination.
6. Except for (a) purchases made outside Tennessee, (b) purchases of non-catered prepared meals, and (c) purchases related to travel, the City purchaser/cardholder is responsible for ensuring that the transaction is completed without sales tax being charged to the City. If a transaction has been completed on which sales tax was charged in error, then the cardholder is responsible for contacting the vendor and requesting that the amount of the sales tax be credited back to the same City purchasing card to which the sales tax was charged. Documentation of this effort, and of the vendor's response, shall be submitted in addition to the supporting documentation for the transaction.
7. Cardholders are expected to comply with internal control procedures in order to protect the City's assets. This includes (a) not permitting anyone other than the cardholder to use the card; (b) making sure that each transaction is electronically processed in full and on time in the purchasing card expense reporting system utilized by the City; (c) keeping and submitting on time detailed invoices or itemized payment receipts that substantiate each and every charge attributed to the purchasing card issued to the cardholder; (d) assisting the City upon request with reconciling the City's billing cycle statements; and (e) taking reasonable precautions to secure the purchasing card against loss and/or theft.
8. If electronic processing of a purchasing card transaction is not completed by the deadline and the Purchasing Office has not been previously notified of the need for a delay, then the monthly credit limit for the respective purchasing card may be reduced to $0 until the processing is complete. This consequence applies to any transaction that has not been coded, explained with a comment, and approved by the individual assigned to approve purchasing card transactions for that cardholder. Credit limits will be restored to the previous amounts once electronic processing is complete.
9. Failure to submit on time adequate and legible supporting documentation for each transaction or to otherwise comply with City rules will carry consequences, possibly including reduction or loss of card spend authority, reimbursement of the City by the employee for unauthorized and/or unsubstantiated purchases, and/or disciplinary action, up to and including termination.
10. Cardholders are responsible for cooperating with efforts by the City to resolve any discrepancies by contacting the vendor and/or the issuing bank.
11. A lost or stolen purchasing card shall, as soon as practicable upon discovery of the loss or theft, be reported to the City Purchasing Office and/or the issuing bank.
12. A cardholder must surrender his or her card upon termination of employment (i.e., retirement or voluntary or involuntary separation).

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for City of Franklin procurements not pertaining to new construction

N. Payment for Purchases

All payments to vendors and service providers shall be made by one of the City's available methods of payment in accordance with City purchasing and disbursements policies and procedures.

O. Use of Internet Auctions for Purchases of City Property

The use of internet auctions is generally prohibited as a method for making City purchases unless specifically authorized in advance by the City Administrator.

P. Vendor Protests

Vendor protests shall be handled in accordance with the City's Vendor Protest Procedure for procurements not pertaining to new construction, as approved by resolution of the Board of Mayor and Aldermen.

Q. Disciplinary Action

Any employee who fails or refuses to comply with the provisions of this Purchasing Policy shall be subject to disciplinary action pursuant to and as provided in the Human Resources Manual, as it may be amended from time to time.

R. Requests for Proposals

Requests for competitive sealed proposals shall be used pursuant to T.C.A. § 12-3-1207 and may be used only when qualifications, experience, or competence are more important than price in making the purchase, and either (1) when there is more than one (1) solution to a purchasing issue and competitive sealed proposals would assist in choosing the best solution; or (2) when there is no readily identifiable solution to a purchasing issue and competitive sealed proposals would assist in identifying one (1) or more solutions. The request for competitive sealed proposals shall state the relative importance of price and other evaluation factors. The award shall be made to the responsible respondent whose proposal the governing body determines is the most advantageous to the City, taking into consideration price and the evaluation factors set out in the request for competitive sealed proposals. No other factor may be used in the evaluation.

S. Requests for Qualifications

Requests for qualifications may be used pursuant to T.C.A. § 12-3-1209 for legal services, fiscal agent, financial advisor or advisory services and similar services by professional persons or groups of high ethical standards, or pursuant to T.C.A. § 12-4-107 for architectural, engineering and construction services.

T. Procurement of Property and/or Services under a Federal Award

When procuring property and/or services under a Federal award, the City shall follow applicable provisions of 2 CFR Chapter I and Chapter II, Part 200, et al. ("Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule"), as promulgated December 26, 2013 by Executive Office of the President, Office of Management and Budget, namely sections 200.318 ("General procurement standards") through 200.326 ("Contract provisions").

U. Requests to inspect and/or obtain either complete or partial copies of purchasing-related records

1. Sealed bids, requests received during protest period: After opening sealed bids submitted to and received by the City in response to a formal procurement solicitation for bids facilitated by the City Purchasing Office, but not later than the seventh calendar day after the City issues a notice of intent to award a pending procurement in response to such a procurement solicitation:
   a. Requests by an Interested Party (as that term is defined in the City's Vendor Protest Procedure) to inspect such bids shall be directed to and promptly honored by the City Purchasing Office at a time during normal business hours of the City Purchasing Office that is mutually convenient to both the City Purchasing Office and the requesting party.
   b. Requests other than by an Interested Party (as that term is defined in the City's Vendor Protest Procedure) to inspect, and requests by any party to obtain either complete or partial copies of such bids shall be made pursuant to the City's public records request policy and procedure.

2. Sealed proposals and statements of qualifications and certain related records, requests received during protest period: After the City issues a notice of intent to award a pending procurement as a result of a formal procurement solicitation facilitated by the City Purchasing Office and involving a personal service, professional service, or consultant service request for proposals or request for qualifications solicitation that resulted in proposals or statements of qualifications having been submitted to and received by the City, but not later than the seventh calendar day after the City issues such a notice of intent to award:
   a. Requests by an Interested Party (as that term is defined in the City's Vendor Protest Procedure) to inspect such proposals and statements of qualifications, and related records, including, but not limited to, evaluations, names of evaluation committee members, and all related memoranda or notes, shall be directed to and promptly honored by the City Purchasing Office at a time during normal business hours of the City Purchasing Office that is mutually convenient to both the City Purchasing Office and the requesting party.
   b. Requests other than by an Interested Party (as that term is defined in the City's Vendor Protest Procedure) to inspect, and requests by any party to obtain either complete or partial copies of such proposals and statements of qualifications, and related records, including, but not limited to, evaluations, names of evaluation committee members, and all related memoranda or notes, shall be made pursuant to the City's public records request policy and procedure.

3. Sealed submittals (except any that have been attached to a City contract that has been posted on the City's website), requests received after protest period: After the seventh calendar day after the City issues a notice of intent to award a pending procurement in response to a formal procurement solicitation facilitated by the City Purchasing Office, requests by any party to inspect and/or obtain either complete or partial copies of bids, proposals or other vendor submittals, except any such documents that have been attached to a City contract that has been posted on the City's website (see below), shall be made pursuant to the City's public records request policy and procedure.

4. Other purchasing-related City records:

a. Other than between the date when the City releases a formal solicitation for sealed competitive submittal and the date when the sealed competitive submittal is due to be submitted and opened for any like product or service, for any purchasing-related City record that has already been posted on the City's website (e.g., contract, staff memorandum of recommendation, tabulation of bids, tabulation of proposals, tabulation of submittals in response to a City request for qualifications), requests by any party to inspect and/or obtain either complete or partial copies of such records shall be directed to and promptly honored by the City Purchasing Office at a time during normal business hours of the City Purchasing Office that is mutually convenient to both the City Purchasing Office and the requesting party, and so honoring such a request may but need not involve the use of the City's public records request policy and procedure.

b. Between the date when the City releases a formal solicitation for sealed competitive submittal and the date when the sealed competitive submittal is due to be submitted and opened for any like product or service, for any purchasing-related City record that has already been posted on the City's website (e.g., contract, staff memorandum of recommendation, tabulation of bids, tabulation of proposals, tabulation of submittals in response to a City request for qualifications), requests by any party to inspect and/or obtain either complete or partial copies of such records shall be directed to and promptly honored by the City Purchasing Office in accordance with fair practices (e.g., timely preparation and issuance of an addendum with the requested record(s) attached) established by the City Purchasing Office, and so honoring such a request shall not involve the use of the City's public records request policy and procedure.

c. At any time, for all purchasing-related City records other than those pertaining to a formal procurement solicitation facilitated by the City Purchasing Office, requests by any party to inspect and/or obtain either complete or partial copies of such records shall be made pursuant to the City's public records request policy and procedure.

V. Multiple-Contract Awards

When advantageous to the City to do so, the City may issue multiple-contract awards, that is, contracts awarded to more than one supplier and/or service provider for comparable supplies and/or services, provided the provisions of this policy and relevant City procurement procedures pertaining to competitively established pricing apply for the total value of all contracts issued for the multiple-contract award.

W. Donated or below-market-priced products or services

If in the judgment of the department head or city administrator a potential donation or a product or service otherwise priced below market would be a benefit to the City, then the City may receive donated or below-market-priced products, whether new or used, or services, provided:

1. The transaction complies with provisions of this policy and relevant City procurement procedures pertaining to competitively established pricing for the transaction value of the donation.
2. The transaction is documented, such as by purchase order or other contract.
3. The transaction documentation states:
   a. That the donation is offered free and clear to the City of Franklin, Tennessee without any expectation of any payment or service or any other consideration in return, including consideration for past or future procurements of or by the City.
   b. That the donor is not entitled to, and shall not seek, any marketing or advertising or promotional privilege or benefit as a result of the donation.

This section does not pertain to sponsorships or other advertising sold and/or received by the City.

X. Trade-ins

The Franklin Municipal Code provision pertaining to the disposal of surplus personal property of the City does not pertain to any trade-in of a product owned by the City toward the purchase of another product provided the purchase of the other product complies with the provisions of this policy and relevant City procurement procedures pertaining to competitively established pricing for the value of the purchase before the value of any trade-in is applied.

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APPENDIX A
SELECTED TENNESSEE STATUTES APPLYING TO OFFICERS, COMMITTEE MEMBERS, ETC.

T.C.A. § 6-54-107. Interest of officer in municipal contracts prohibited.

a. No person holding office under any municipal corporation shall, during the time for which such person was elected or appointed, be capable of contracting with such corporation for the performance of any work that is to be paid for out of the treasury. Nor shall such person be capable of holding or having any other direct interest in such a contract. "Direct interest" means any contract with any business in which the official is the sole proprietor, a partner, or the person having the controlling interest. "Controlling interest" includes the individual with the ownership or control of the largest number of outstanding shares owned by any single individual or corporation.

b. No officer in a municipality shall be indirectly interested in any contract to which the municipality is a party unless the officer publicly acknowledges such officer's interest. "Indirectly interested" means any contract in which the officer is interested but not directly so, but includes contracts where the officer is directly interested but is the sole supplier of goods or services in a municipality.

c. 1. Any member of a local governing body of a county or a municipality who is also an employee of such county or municipality may vote on matters in which such member has a conflict of interest if the member informs the governing body immediately prior to the vote as follows: "Because I am an employee of (name of governmental unit), I have a conflict of interest in the proposal about to be voted. However, I declare that my argument and my vote answer only to my conscience and to my obligation to my constituents and the citizens this body represents."

2. In the event a member of a local governing body of a county or a municipality has a conflict of interest in a matter to be voted upon by the body, the member may abstain for cause by announcing such to the presiding officer. Any member of a local governing body of a county or municipality who abstains from voting for cause on any issue coming to a vote before the body shall not be counted for the purpose of determining a majority vote.

3. The vote of any person having a conflict of interest who does not inform the governing body of such conflict as provided in subdivision (c)(1) shall be void if challenged in a timely manner. As used in this subdivision (c)(3), "timely manner" means during the same meeting at which the vote was cast and prior to the transaction of any further business by the body.

4. Nothing in this subsection (c) shall be construed as altering, amending or otherwise affecting the provisions of § 12-4-101(a). In the event of any conflict between this subsection (c) and § 12-4-101(a), the provisions of § 12-4-101(a) shall prevail.

T.C.A. § 6-54-108. Penalty for unlawful interest of officer.

Every officer of such corporation who shall unlawfully be concerned in making such contract, or who shall unlawfully pay money upon the same to or for any person declared incapable in § 6-54-107, shall forfeit the amount so paid; and such officer shall be jointly and severally liable to an action for the same, which action may be prosecuted by any citizen of the corporation in its name.

T.C.A. § 12-4-101. Personal interest of officers prohibited.

(a) (1) It is unlawful for any officer, committee member, director, or other person whose duty it is to vote for, let out, overlook, or in any manner to superintend any work or any contract in which any municipal corporation, county, state, development district, utility district, human resource agency, or other political subdivision created by statute shall or may be interested, to be directly interested in any such contract. "Directly interested" means any contract with the official personally or with any business in which the official is the sole proprietor, a partner, or the person having the controlling interest. "Controlling interest" includes the individual with the ownership or control of the largest number of outstanding shares owned by any single individual or corporation. This subdivision (a)(1) shall not be construed to prohibit any officer, committee person, director, or any person, other than a member of a local governing body of a county or municipality, from voting on the budget, appropriation resolution, or tax rate resolution, or amendments thereto, unless the vote is on a specific amendment to the budget or a specific appropriation or resolution in which such person is directly interested.

….

(b) It is unlawful for any officer, committee member, director, or other person whose duty it is to vote for, let out, overlook, or in any manner to superintend any work or any contract in which any municipal corporation, county, state, development district, utility district, human resource agency, or other political subdivision created by statute shall or may be interested, to be indirectly interested in any such contract unless the officer publicly acknowledges such officer's interest. "Indirectly interested" means any contract in which the officer is interested but not directly so, but includes contracts where the officer is directly interested but is the sole supplier of goods or services in a municipality or county.

(c) (1) Any member of a local governing body of a county or a municipality who is also an employee of such county or municipality and whose employment predates the member's initial election or appointment to the governing body of the county or municipality may vote on matters in which the member has a conflict of interest if the member informs the governing body immediately prior to the vote as follows: "Because I am an employee of (name of governmental unit), I have a conflict of interest in the proposal about to be voted. However, I declare that my argument and my vote answer only to my conscience and to my obligation to my constituents and the citizens this body represents." The vote of any such member having a conflict of interest who does not so inform the governing body of such conflict shall be void if challenged in a timely manner. As used in this subdivision (c)(1), "timely manner" means during the same meeting at which the vote was cast and prior to the transaction of any further business by the body.

(2) Any member of a local governing body of a county or a municipality who is also an employee of such county or municipality and whose employment began on or after the date on which the member was initially elected or appointed to serve on the governing body of the county or municipality shall not vote on matters in which the member has a conflict of interest.

(3) (A) In the event a member of a local governing body of a county or a municipality has a conflict of interest in a matter to be voted upon by the body, such member may abstain for cause by announcing such to the presiding officer.

(B) (i) Any member of a local governing body of a municipality who abstains from voting for cause on any issue coming to a vote before the body shall not be counted for the purpose of determining a majority vote.

(ii) This subdivision (c)(3)(B) shall in no way be construed to apply to any county having a metropolitan form of government and having a population in excess of five hundred thousand (500,000), according to the 1990 federal census or any subsequent federal census.

….

T.C.A. § 12-4-102. Penalty for unlawful interest.

Should any person, acting as such officer, committee member, director, or other person referred to in § 12-4-101, be or become directly or unlawfully indirectly interested in any such contract, such person shall forfeit all pay and compensation therefor. Such officer shall be dismissed from such office the officer then occupies, and be ineligible for the same or a similar position for ten (10) years.

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APPENDIX B
SOLE-SOURCE PURCHASES VALUED AT OR GREATER THAN $10,000

Sole-source purchases valued at or greater than $10,000 shall be made only when an item is unique and possesses specific characteristics that can be filled by only one source and must have prior approval by the Purchasing Manager or, if the purchase is valued at or greater than $25,000, then the Board of Mayor and Aldermen except as detailed above (see "Sole-Source Purchases"). In determining whether to authorize sole-source purchases valued at or greater than $10,000, factors such as the following shall be considered:

1. whether the vendor possesses exclusive and/or predominant capabilities or the item contains a patented feature providing a superior utility not obtainable from similar products;
2. whether the product or service is unique and easily established as one-of-a-kind;
3. whether the program requirements can be modified so that competitive products or services may be used;
4. whether the product is available from only one source and not merchandised through wholesalers, jobbers or retailers; and
5. whether items must be interchangeable or compatible with in-place items.

After review of the written justification from the requisitioning department and ascertaining that the item to be purchased meets one or several of the above criteria, and so long as the product manufacturer representative has stated in writing that the vendor is the sole source available to the City, and so long as the vendor has stated in writing that the quoted pricing is the lowest municipal unit pricing available at that time and in the foreseeable future for the quantity indicated, then, in lieu of competitive purchasing procedures, the Purchasing Manager shall either authorize the sole-source purchase or, if the purchase is valued at or greater than $25,000, then forward the request to the Board of Mayor and Aldermen for its consideration except as detailed above (see "Sole-Source Purchases").

Based in part on Rule No. 0690-3-1-.03(3) of Rules of the Tennessee Department of General Services, Purchasing Division.

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Purchasing Policy

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A. General Provisions

This City of Franklin ("City") Purchasing Policy shall apply to the purchase of materials, supplies, vehicles and equipment, the purchase of services other than those pertaining to the design and/or construction of new infrastructure and facilities, leases and lease-purchases, and the disposal and transfer of surplus personal property, all for the proper conduct of the City's business.

All contracts, leases and lease-purchase agreements are subject to the approval of the Board of Mayor and Aldermen, unless otherwise provided by resolution or ordinance. Any contracts, leases and lease-purchase agreements extending beyond the end of the current fiscal year shall be so noted prior to consideration by the Board of Mayor and Aldermen.

Whenever the City undertakes its own competitive procurement process for the procurement of goods and/or services not pertaining to the design and/or construction of new infrastructure and facilities, then the City is hereby authorized to utilize the one or more of the following procurement methodologies best suited for the intended procurement:

- request for quotations (not for purchases valued at $25,000 or more)
- solicitation for bids
- request for proposals
- request for qualifications

This Purchasing Policy is intended to promote the public interest and preserve and enhance the public trust by establishing a transparent procurement system by which the City conducts its non-construction related purchasing, and by providing vendors with a fair forum for competing for City business.

B. Responsibilities of Departments

The following are the responsibility of each department:

1. Departments shall be responsible for purchases and projects valued less than $25,000. (In the context of this Policy, whenever any dollar thresholds are referenced, the estimated total value of the purchase or project, including all components related thereto, either over the course of the term of the award or, in the absence of a term of award, over the course of the next twelve (12) months, shall be considered.)
2. Departments shall use pricing established pursuant to City procurement awards or Tennessee statewide contracts (SWCs) if and as available. The use of pricing established by cooperative purchasing arrangements approved by the City Administrator for use by the City, as well as pricing established by other Tennessee local governments pursuant to a competitive process involving "public advertisement" (hereby defined to mean the same as that term is used in T.C.A. § 6-56-301 *et seq.*, the Tennessee Municipal Purchasing Law of 1983, as it may be amended from time to time) and sealed submittals, are acceptable alternatives and may be used in lieu of competitive pricing established by the City or the State.
3. Departments shall coordinate with the Purchasing Office and/or the Finance Department as to the method of payment that best meets the needs of the City.

4. Before placing an order for any non-emergency purchase valued at or greater than $10,000, departments shall prepare and submit a requisition, on the form prescribed by the Purchasing Office, and await approval thereof. For orders for emergency purchases valued at or greater than $10,000, the requisition may be completed within ten (10) calendar days after placing the order (and see "Emergency Purchases" below).
5. Purchases valued less than $25,000 but not less than $10,000 shall not be made unless and until, wherever possible, the department shall have obtained and forwarded to the Purchasing Manager competitive pricing quotations from at least three (3) vendors, said quotations to be either supplied in writing by the vendor or reduced to writing by the department, accompanied by a tabulation of the comparative aspects of the quotations obtained, a recommendation as to which quotation should be accepted and a requisition for the recommended quotation. As an alternative to obtaining three quotes, departments may use any of the procurement methodologies approved for usage for purchases valued at $25,000 or more.
6. All foreseeable purchases, including those valued less than $10,000, should not be made unless and until the department head or his or her authorized representative is satisfied that the value of the purchase is fairly priced and not more than what would be expected in the current market place. At the discretion of the department head or his or her authorized representative, for foreseeable purchases valued less than $10,000, the department should, whenever it is prudent to do so, obtain multiple competitive pricing quotations, said quotations to be either supplied in writing by the vendor or reduced to writing by the department.
7. As soon as practicable but within ten (10) calendar days of receipt of items ordered, departments shall be responsible for verifying that the items conform to the order. The process for taking delivery of items is as follows:
   - **a.** Inspect the goods to verify that they are in acceptable condition.
   - **b.** Verify that all operating manuals and warranty cards are included in the delivery of the goods, if applicable.
   - **c.** Verify that the number of items ordered have been delivered, making special note when all or part of a particular order has been back-ordered.
   - **d.** Ensure that purchases of capital assets of the City have been properly reported, either directly or indirectly, to the Finance Department and the City's Risk Manager and, if rolling stock, Fleet Maintenance, on forms prescribed by those respective offices, so that records of such purchases may be updated, insurance coverage may be obtained, and vehicle tags may be obtained, all in a timely manner.
8. Regardless of method of payment, departments shall be responsible for reviewing, approving and allocating to the proper budget code all invoices authorized for payment.
9. It shall be the responsibility of each department to allow time for competitive solicitation, ordering and delivery pursuant to this Purchasing Policy.
10. No employee shall make any indication that he/she will recommend a particular product for purchase, knowingly bind the City to a specific vendor, or make any representation as to his or her authority to bind the City by contract when such is not the case.

C. Responsibilities of Purchasing Manager

The following are the responsibility of the Purchasing Manager:

1. The Purchasing Manager shall assist all departments in purchasing operating materials, supplies, vehicles, equipment and services to which this Purchasing Policy applies.
2. The Purchasing Manager shall be responsible for facilitating the competitive process by which all purchases to which this Purchasing Policy applies and valued at or greater than $25,000 are made.

3. For all purchases to which this Purchasing Policy applies and valued at or greater than $10,000, the Purchasing Manager shall advocate the purchase of required products and services only either from the lowest responsible and responsive bidder or from the responsible and responsive respondent whose proposal or other submittal is most advantageous to the City.
4. The Purchasing Manager shall advise the departments about the source and availability of products and services needed by the various departments.
5. The Purchasing Manager shall provide current vendor files available for use and review by departments.
6. The Purchasing Manager shall, upon request, obtain prices on comparable items.
7. The Purchasing Manager shall provide vendor lists, prepare Purchase Orders as necessary, and maintain orderly files.
8. The Purchasing Manager shall be alert on an ongoing basis for new sources and for improved products and services.
9. The Purchasing Manager shall assist the departments in the preparation of specifications for solicitations for bids and the requirements provisions of requests for proposals and requests for qualifications.
10. For formal procurement solicitations, the Purchasing Manager shall prepare and submit for timely publication all legal notices. To promote competition and facilitate the dissemination of documents and information pertaining to formal procurement solicitations, the Purchasing Manager shall post on the City's public website timely information about current formal procurement solicitations.
11. The Purchasing Manager shall periodically review the City's recent records of repetitive purchases, over time, across the organization and across suppliers and service providers, of like products and services, and shall advocate the City consolidate and aggregate its purchase of as many foreseeably necessary like products and services as practicable so to improve pricing for the City, to improve services provided to the City, and/or to reduce the City's cost of operations.
12. To the extent practicable, the Purchasing Manager shall strive to apply procurement thresholds of the City by like product or service for all anticipated needs of the City for the maximum term of a prospective award.
13. The Purchasing Manager shall investigate complaints from departments of poor performance by vendors, or complaints about inferior products, and shall, in consultation with the City's Law Department, choose which, if any, remedies are available to the City to pursue.
14. The Purchasing Manager shall be responsible for disposing of the City's surplus personal property of any value, regardless of whether the property was acquired and came to be owned by the City by means of purchase or donation or otherwise, ~~-~~by means of a competitive process and in compliance with City ordinance, except in cases involving data security or other mitigating circumstances. The Purchasing Manager shall develop the appropriate documentation for the Finance Department in accordance with the City Code.
15. The Purchasing Manager shall be responsible for administering and overseeing the City's Purchasing Card program.
16. The Purchasing Manager shall be responsible for otherwise administering and complying with this Purchasing Policy and applicable Tennessee state law, specifically T.C.A. § 6-56-301 *et seq.* (Tennessee Municipal Purchasing Law of 1983) and T.C.A. § 12-3-1201 *et seq.* (Public Purchases – Local Governments), as it may be amended from time to time, including keeping and filing required records and reports, as if they were set out herein and made a part hereof and within definitions of words and phrases from the law as herein defined.

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D. Circumstances under which competitive pricing is not required

Under any of the following circumstances, competitive pricing (sealed bids or proposals pursuant to public advertising if valued at or greater than $25,000; three quotes wherever possible if valued less than $25,000 but not less than $10,000) is not required. Under any of these same circumstances, neither individual authorization by nor specific reporting to the Board of Mayor and Aldermen is required unless such is otherwise required pursuant to this policy.

1. Authorized sole-source purchases (see below).
2. Authorized emergency expenditures (see below).
3. Purchases from instrumentalities created by two (2) or more cooperating governments, such as, but not limited to those established pursuant to T.C.A. § 12-9-101, et seq.
4. Purchases from non-profit corporations whose purpose or one of whose purposes is to provide products and services specifically to municipalities, as provided in T.C.A. § 6-56-302.
5. Purchases, leases or lease-purchases of real property, as provided by City ordinance and state law.
6. Purchases, leases, or lease-purchases of used or secondhand articles consisting of goods, equipment, materials, supplies, or commodities, as provided in T.C.A. § 12-3-1202.
7. Purchases of supplies, goods, equipment (except new or unused motor vehicles, unless the motor vehicles are manufactured for a special purpose as defined in § 12-3-1208) and/or services (except any transportation infrastructure project, including, but not limited to, projects for the construction or improvement of streets, highways, bridges, tunnels, or any roadway related facility), pricing for which has been established by other units of Tennessee local government, as provided in T.C.A. § 12-3-1203(a) and 12-3-1203(c).
8. Purchases pursuant to Tennessee Department of General Services statewide contracts (SWCs) authorized for use by Tennessee local governments.
9. Purchases from Tennessee Rehabilitative Initiative in Correction (TRICOR).
10. Professional service contracts, as provided in T.C.A. § 12-3-1209.
11. Other professional services, including actuarial, architectural design, financial and compliance audit, engineering design, financial advisory, legal counsel and medical.
12. Tort liability insurance, as provided in T.C.A. § 29-20-407.
13. Purchase of fuels, fuel products or perishable commodities.
14. Purchases based on contracts established by a cooperative purchasing arrangement recognized by the City pursuant to Resolution No. 2009-50, as provided in T.C.A. § 12-3-1205.
15. Purchases based on contracts established by the United States General Services Administration (GSA) and authorized by GSA for use by US local governments, except as may be prohibited by applicable Tennessee statute.
16. Other arrangements and methods pursuant to Tennessee and/or federal law.
17. Fees paid by the City for products and services provided to the City by the State of Tennessee, other units of local government, and public utilities and utility districts.

E. Rejection of Bids, Proposals or Other Submittals

The Purchasing Manager shall recommend to the Board of Mayor and Aldermen to reject any and all bids, proposals or other submittals received pursuant to a formal procurement solicitation issued by the Purchasing Office, or parts thereof, for any product or service to which this Policy applies, whenever, prior to the Board of Mayor and Aldermen making an award pursuant to such a formal procurement solicitation, the Purchasing Manager believes the public interest would be best served by such rejection. The Purchasing Manager shall recommend to the Board of Mayor and Aldermen that it reject any such submittal of a vendor or contractor who is in default on the payment of taxes, licenses, fees or other monies of whatever nature that may be due the City by the vendor or contractor whenever, prior to the Board of Mayor and Aldermen making an award pursuant to such a formal procurement solicitation, the Purchasing Manager becomes aware of such default.

F. Conflict of Interest, Use of Position, Solicitation

There are several sources of law and regulations, as they may be amended from time to time, that apply to conflicts of interest, use of position and solicitation. They are incorporated by reference and adopted as if fully stated herein.

a. <u>City Charter</u>

Article VIII ("Finance"), Section 16 ("Officers not to be Interested in City Contracts or Work") of the City of Franklin Charter reads as follows:

> No member of the Board of Mayor and Aldermen, or officer elected by said Board, shall be interested in any contract, or work of any kind whatever, under its control and direction, and any contract in which any such person shall have an interest shall be void and cannot be enforced.

b. <u>City of Franklin Municipal Code</u>

Title 1 ("General Administration"), Chapter 8 ("Ethics") of the City of Franklin Municipal Code sets forth the Code of Ethics for the City of Franklin, which applies to all full-time and part-time elective or appointed officials and employees of the City.

c. <u>City of Franklin Regulations</u>

Article XXII ("General Policies and Procedures"), Section E ("Business Dealings"), of the City of Franklin Human Resource Manual, as it may be amended from time to time, reads as follows:

> Except for the receipt of such compensation as may be lawfully provided for the performance of City duties, and except as noted below, no City officer or employee shall be privately interested in or profit, directly or indirectly, from business dealings with, of or by the City.
> Regular full-time, regular part-time and temporary employees of the City may, subject to the approval of the City Administrator, contract to perform services for the City by meeting the following criteria: (1) the service performed must not be any service which the employee might provide in the normal scope of their regular duties; (2) the employee would be required to bid or submit a proposal in the same manner as any other prospective provider of service; and (3) the service performed must not present a conflict of interest nor a conflict of time with the employee's regular duties.

Article XXII (“General Policies and Procedures”), Section I (“Use of Position”), of the City of Franklin Human Resource Manual, as it may be amended from time to time, reads in part as follows:

> No City officer or employee shall make or attempt to make private purchases in the name of the City, nor otherwise use or attempt to use status as a City employee to secure unwarranted privileges or exemptions.

Article XXII (“General Policies and Procedures”), Section F (“Acceptance of Gratuities”), of the City’s Human Resource Manual, as it may be amended from time to time, reads as follows:

> No City officer or employee shall accept or solicit any money or other consideration or favor from anyone other than the City for the performance of an act which the officer or employee would be required or expected to perform in the regular course of employment; nor shall any officer or employee accept, directly or indirectly, any gift, gratuity, or favor of any kind which might reasonably be an attempt to influence the individual’s actions with respect to City business. For further explanation, see Title 1, Chapter 8 (“Ethics”), of the Municipal Code.

d. Statutes

Certain Tennessee statutes may apply to purchases involving city officers, committee members, etc. Selected Tennessee statutes may be found in Appendix A to this Purchasing Policy attached hereto for reference.

G. City Officer and Employee Communication with Vendors During Formal Procurement Solicitations for Sealed Submittals

Between the time a formal procurement solicitation for sealed submittals is issued by the City and the time an award is made, members of the Board of Mayor and Aldermen as well as employees of the City shall refrain from any form of communication with one or more vendors that may be competing for the award about any aspect of the procurement other than either in the context of a public meeting or by way of the Purchasing Office. The foregoing is not meant to preclude a representative of the City from answering questions from vendors if the question is already addressed in the formal solicitation documents, if the City representative is certain of the correct answer and if the Purchasing Office is informed of the communication. Otherwise, any inquiries from one or more vendors that may be competing for such an award shall be directed to the Purchasing Office which shall determine if an addendum to the formal procurement solicitation should be prepared and issued to all vendors known or thought to be interested in the procurement opportunity. Vendors that may be competing for an award pursuant to a formal procurement solicitation shall be instructed that, until that award has been made, they shall not communicate about either the content of or the procurement process pertaining to the relevant formal procurement solicitation with any official, employee or other representative of the City except through the City’s Purchasing Office. The City reserves the right to disqualify any vendor that initiates unauthorized communication with the City during the procurement phase.

H. City Officer and Employee Business Dealings with the City

See Article XXII (“General Policies and Procedures”), Section E (“Business Dealings”), of the City of Franklin Human Resources Manual.

See also Title 1 (“General Administration”), Chapter 8 (“Ethics”), of the City of Franklin Municipal Code.

Purchasing Policy

for City of Franklin procurements not pertaining to new construction

I. Tie Bids and Tie Quotes

Whenever the City utilizes its own competitive process, and in the event of tie bids or tie quotes (that is, when two or more responsible and responsive vendors offer products that meet all specifications, terms and conditions at identical total pricing for the minimum or estimated quantity indicated), then the tie bids or tie quotes shall be broken by means of one of the following methods, in descending order:

1. The award shall be made to the vendor who bid or quoted the soonest delivery of the product or completion of the service of all the vendors submitting the tie bids or tie quotes.
2. The award shall be made to the vendor who offered the pricing for the longest period of time for potential future orders of all the vendors submitting the tie bids or tie quotes.
3. If one or more of the vendors submitting the tie bids or tie quotes competed for the City's business the last time the City solicited bids or quotes for the same product or service, then the award shall be made to the vendor who offered the lowest pricing at that time of all the vendors submitting the tie bids or tie quotes.
4. If one or more of the vendors submitting the tie bid or tie quote have done business with the City within the most recent 24 months, then the award shall be made to the vendor who has done the most business with the City (measured in dollars) in that time frame of all the vendors submitting the tie bids or tie quotes.
5. The award shall be made by means of random selection, such method to be administered by the Purchasing Manager and to give equal opportunity to all the vendors submitting the tie bids or tie quotes.

J. Determining Responsible and Responsive Respondents

Whenever the City utilizes its own competitive process, products and services shall be purchased either from the lowest responsible and responsive bidder or from the responsive and responsible respondent whose proposal or other submittal is most advantageous to the City. In determining whether a competing vendor is responsible and responsive, criteria such as the following may be taken into consideration:

1. The ability of the competing vendor to perform the contract or provide the material or service required.
2. Whether the competing vendor can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience, expertise and efficiency of the competing vendor.
4. The previous and existing compliance by the competing vendor or a predecessor in interest with laws and ordinances relating to the contract or service.
5. The quality of the competing vendor's performance of previous contracts or services, including the quality of such contracts or services in other municipalities, or performed for private sector customers.
6. The sufficiency of financial resources and the ability of the competing vendor to perform the contract or provide the service.
7. The ability of the competing vendor to provide future maintenance and service for the use of the materials, supplies, vehicles, equipment or contractual service contracted.
8. Compliance by the competing vendor with all specifications included in the solicitation for bids or with all requirements included in the request for proposals or request for qualifications.
9. The ability of the competing vendor to deliver and maintain any requisite bid bonds or performance bonds.

K. Emergency Purchases

When in the judgment of the City Administrator, the department head or the Purchasing Manager there exists an emergency impinging on public health, safety or welfare and a purchase valued at or greater than $10,000 is necessary, then the competitive purchasing provisions contained in this Purchasing Policy may be waived; provided, however, that if the emergency purchase is valued at or greater than $25,000 it shall be reported to the Board of Mayor and Aldermen at its next scheduled meeting.

The emergency basis for pricing should be used only if necessary. Purchases that qualify as emergencies are to be based on emergency pricing only if another policy-compliant basis for pricing (e.g., federal General Services Administration (GSA) via GSA contract, State of Tennessee via Tennessee statewide contract (SWC), one of the cooperative purchasing arrangements recognized by the City) is not known to be available.

L. Sole-Source Purchases

In the context of this Policy, whenever any dollar thresholds are referenced, the estimated total value of the purchase or project, including all components related thereto, either over the course of the term of the award or, in the absence of a term of award, over the course of the next twelve (12) months, shall be considered. To the extent practicable, departments and the Purchasing Manager shall strive to apply procurement thresholds of the City by like product or service for all anticipated needs of the City for the maximum term of a prospective award.

The sole-source basis for pricing should be used only if necessary. Purchases that qualify as sole-source are to be based on sole-source pricing only if another policy-compliant basis for pricing (e.g., federal General Services Administration (GSA) via GSA contract, State of Tennessee via Tennessee statewide contract (SWC), one of the cooperative purchasing arrangements recognized by the City) is not known to be available.

Sole-source purchases valued at less than $10,000 may be authorized by the end-user department. Sole-source purchases valued at less than $25,000 but not less than $10,000 may be authorized by the Purchasing Manager upon being satisfied that it is not possible to obtain competitive pricing quotations from at least three (3) vendors. Except as noted below, sole-source purchases valued at or greater than $25,000 may not be made unless and until individually authorized by the Board of Mayor and Aldermen. Authorized sole-source purchases do not require sealed bids or proposals pursuant to public advertising. The criteria for evaluating sole-source purchases valued at or greater than $10,000 are presented in Appendix B to this Purchasing Policy. Sole-source purchases pertaining to circumstances under which sealed bids or proposals pursuant to public advertising are not required, as same are listed in provision D above, even if valued at or greater than $25,000, require neither individual authorization by nor specific reporting to the Board of Mayor and Aldermen unless otherwise required to be authorized or reported pursuant to this policy.

Sole-source purchases valued at or greater than $25,000 that do not require individual authorization by (but which shall still be reported to) the Board of Mayor and Aldermen include:

a. Repairs to, maintenance of, licenses for and/or maintenance agreements for products already in use by the City, so long as the product manufacturer representative has stated in writing that the vendor is the sole source available to the City, and so long as the vendor has stated in writing that the quoted pricing is the lowest municipal unit pricing available at that time and in the foreseeable future for the quantity indicated. Examples: engine repairs made by the manufacturer or the manufacturer's representative for a vehicle; license and maintenance agreements for computer software.

b. Purchases of items necessary to maintain, expand or improve a manufacturer-specific system already in use by the City, and/or another governmental agency with which the City must cooperate in order to provide the public service relevant to the proposed purchase, and that requires interconnectivity of and/or communication between the component parts, so long as the product manufacturer representative has stated in writing that the vendor is the sole source available to the City, and so long as the vendor has stated in writing that the quoted pricing is the lowest municipal unit pricing available at that time and in the foreseeable future for the quantity indicated. Examples: water meters and related parts; traffic signal equipment and related parts; athletic field lighting (and related parts) connected to a centralized master control; automated external defibrillators; cardiac monitors; telemetry/**supervisory control and data acquisition equipment**.

c. Purchases of items that have, for good and sufficient reason, previously been standardized by the City, so long as the product manufacturer representative has stated in writing that the vendor is the sole source available to the City, and so long as the vendor has stated in writing that the quoted pricing is the lowest municipal unit pricing available at that time and in the foreseeable future for the quantity indicated. Examples: low-pressure wastewater collection grinder pumps and related parts; self-contained breathing apparatus; vehicle exhaust evacuation systems at individual fire stations, including installation if only one authorized installer is assigned to serve the City; vehicle extrication equipment.

M. Purchasing Card Program

The Purchasing Card Program shall be administered by the Purchasing Manager pursuant to procedures established therefor. ~~The Purchasing Manager shall coordinate with department heads in determining to which employees and officers of the City to issue Purchasing Cards.~~ Department heads shall determine which employees of their department shall be issued City purchasing cards. Employees who are authorized and expected to travel on behalf of the City and at the City's expense shall be issued purchasing cards and are expected to use same in lieu of being given travel advances.

Employees' participation in the City's Purchasing Card Program is a privilege and a convenience that includes certain responsibilities. Although the purchasing card is issued in the cardholder's name, it is City property and therefore must be used in accordance with City policy and rules, as well as with objectively reasonable judgment, especially as follows:

1. The City of Franklin Purchasing Card is provided to employees based on their need to purchase authorized goods and services. A card may be revoked at any time based on change of assignment or location. The card is neither an entitlement nor a reflection of title or position.
2. The card may be used only for authorized obligations of the City; use of the card for a purchase other than an authorized obligation of the City (such as personal purchases as well as alcoholic beverages and entertainment), even if intended for future reimbursement, are specifically prohibited.
3. Purchases made with the card are to comply with City purchasing and disbursements policies and procedures. Such City procurement rules as the need for procurement requisitions, the basis for pricing, contracting, whether

a certificate of insurance is necessary to require of the service provider, adequacy of budgeted funding, and timing of payment relative to delivery of the product or service, all apply regardless of method of payment (such as by purchasing card).

4. The cardholder is the only person entitled to use the card and is accountable for all charges attributable to the card.
5. Cardholders are expected to exercise objectively reasonable judgment in deciding whether to make a purchase by considering (a) whether the potential purchase is prudent and necessary, and (b) whether the potential purchase would reflect well on the City and the cardholder, and be perceived by the general public as suitable and appropriate. Improper use of a City purchasing card, especially intentional and unreported but even unintentional and reported, including personal purchases as well as alcoholic beverages and entertainment, even if reimbursed, may be considered misappropriation of City funds, which may result in disciplinary action, up to and including termination.
6. ~~Other than for out-of-state purchases and purchases from fast-food restaurants (at which customers place and pay for the order before sitting down at a table), the cardholder is responsible for ensuring that the transaction is completed without sales tax being charged.~~ Except for (a) purchases made outside Tennessee, (b) purchases of non-catered prepared meals, and (c) purchases related to travel, the City purchaser/cardholder is responsible for ensuring that the transaction is completed without sales tax being charged to the City. If a transaction has been completed on which sales tax was charged in error, then the cardholder is responsible for contacting the vendor and requesting that the amount of the sales tax be credited back to the same City purchasing card to which the sales tax was charged. Documentation of this effort, and of the vendor's response, shall be submitted in addition to the supporting documentation for the transaction.
7. Cardholders are expected to comply with internal control procedures in order to protect the City's assets. This includes (a) not permitting anyone other than the cardholder to use the card; (b) making sure that each transaction is electronically processed in full and on time in the purchasing card expense reporting system utilized by the City; (c) keeping and submitting on time detailed invoices or itemized payment receipts that substantiate each and every charge attributed to the purchasing card issued to the cardholder; (d) assisting the City upon request with reconciling the City's billing cycle statements; and (e) taking reasonable precautions to secure the purchasing card against loss and/or theft.
8. If electronic processing of a purchasing card transaction is not completed by the deadline and the Purchasing Office has not been previously notified of the need for a delay, then the monthly credit limit for the respective purchasing card may be reduced to $0 until the processing is complete. This consequence applies to any transaction that has not been coded, explained with a comment, and approved by the individual assigned to approve purchasing card transactions for that cardholder. Credit limits will be restored to the previous amounts once electronic processing is complete.
9. Failure to submit on time adequate and legible supporting documentation for each transaction or to otherwise comply with City rules will carry consequences, possibly including reduction or loss of card spend authority, reimbursement of the City by the employee for unauthorized and/or unsubstantiated purchases, and/or disciplinary action, up to and including termination.
10. Cardholders are responsible for ~~resolving~~ cooperating with efforts by the City to resolve any discrepancies by contacting the vendor and/or the issuing bank.
11. A lost or stolen purchasing card shall, as soon as practicable upon discovery of the loss or theft, be reported to the City Purchasing Office and/or ~~to~~ the issuing bank.
12. A cardholder must surrender his or her card upon termination of employment (i.e., retirement or voluntary or involuntary separation).

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N. Payment for Purchases

All payments to vendors and service providers shall be made by one of the City's available methods of payment in accordance with City purchasing and disbursements policies and procedures.

O. Use of Internet Auctions for Purchases of City Property

The use of internet auctions is generally prohibited as a method for making City purchases unless specifically authorized in advance by the City Administrator.

P. Vendor Protests

Vendor protests shall be handled in accordance with the City's Vendor Protest Procedure for procurements not pertaining to new construction, as approved by resolution of the Board of Mayor and Aldermen.

Q. Disciplinary Action

Any employee who fails or refuses to comply with the provisions of this Purchasing Policy shall be subject to disciplinary action pursuant to and as provided in the Human Resources Manual, as it may be amended from time to time.

R. Requests for Proposals

Requests for competitive sealed proposals shall be used pursuant to T.C.A. § 12-3-1207 and may be used only when qualifications, experience, or competence are more important than price in making the purchase, and either (1) when there is more than one (1) solution to a purchasing issue and competitive sealed proposals would assist in choosing the best solution; or (2) when there is no readily identifiable solution to a purchasing issue and competitive sealed proposals would assist in identifying one (1) or more solutions. The request for competitive sealed proposals shall state the relative importance of price and other evaluation factors. The award shall be made to the responsible respondent whose proposal the governing body determines is the most advantageous to the City, taking into consideration price and the evaluation factors set out in the request for competitive sealed proposals. No other factor may be used in the evaluation.

S. Requests for Qualifications

Requests for qualifications may be used pursuant to T.C.A. § 12-3-1209 for legal services, fiscal agent, financial advisor or advisory services and similar services by professional persons or groups of high ethical standards, or pursuant to T.C.A. § 12-4-107 for architectural, engineering and construction services.

T. Procurement of Property and/or Services under a Federal Award

When procuring property and/or services under a Federal award, the City shall follow applicable provisions of 2 CFR Chapter I and Chapter II, Part 200, et al. ("Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule"), as promulgated December 26, 2013 by Executive Office of the President, Office of Management and Budget, namely sections 200.318 ("General procurement standards") through 200.326 ("Contract provisions").

U. Requests to inspect and/or obtain either complete or partial copies of purchasing-related records

1. Sealed bids, requests received during protest period: After opening sealed bids submitted to and received by the City in response to a formal procurement solicitation for bids facilitated by the City Purchasing Office, but not later than the seventh calendar day after the City issues a notice of intent to award a pending procurement in response to such a procurement solicitation:

a. Requests by an Interested Party (as that term is defined in the City's Vendor Protest Procedure) to inspect such bids shall be directed to and promptly honored by the City Purchasing Office at a time during normal business hours of the City Purchasing Office that is mutually convenient to both the City Purchasing Office and the requesting party.

b. Requests other than by an Interested Party (as that term is defined in the City's Vendor Protest Procedure) to inspect, and requests by any party to obtain either complete or partial copies of such bids shall be made pursuant to the City's public records request policy and procedure.

2. Sealed proposals and statements of qualifications and certain related records, requests received during protest period: After the City issues a notice of intent to award a pending procurement as a result of a formal procurement solicitation facilitated by the City Purchasing Office and involving a personal service, professional service, or consultant service request for proposals or request for qualifications solicitation that resulted in proposals or statements of qualifications having been submitted to and received by the City, but not later than the seventh calendar day after the City issues such a notice of intent to award:

a. Requests by an Interested Party (as that term is defined in the City's Vendor Protest Procedure) to inspect such proposals and statements of qualifications, and related records, including, but not limited to, evaluations, names of evaluation committee members, and all related memoranda or notes, shall be directed to and promptly honored by the City Purchasing Office at a time during normal business hours of the City Purchasing Office that is mutually convenient to both the City Purchasing Office and the requesting party.

b. Requests other than by an Interested Party (as that term is defined in the City's Vendor Protest Procedure) to inspect, and requests by any party to obtain either complete or partial copies of such proposals and statements of qualifications, and related records, including, but not limited to, evaluations, names of evaluation committee members, and all related memoranda or notes, shall be made pursuant to the City's public records request policy and procedure.

3. Sealed submittals (except any that have been attached to a City contract that has been posted on the City's website), requests received after protest period: After the seventh calendar day after the City issues a notice of intent to award a pending procurement in response to a formal procurement solicitation facilitated by the City Purchasing Office, requests by any party to inspect and/or obtain either complete or partial copies of bids, proposals or other vendor submittals, except any such documents that have been attached to a City contract that has been posted on the City's website (see below), shall be made pursuant to the City's public records request policy and procedure.

4. Other purchasing-related City records:

a. Other than between the date when the City releases a formal solicitation for sealed competitive submittal and the date when the sealed competitive submittal is due to be submitted and opened for any like product or service, for any purchasing-related City record that has already been posted on the City's website (e.g., contract, staff memorandum of recommendation, tabulation of bids, tabulation of proposals, tabulation of submittals in response to a City request for qualifications), requests by any party to inspect and/or obtain either complete or partial copies of such records shall be directed to and promptly honored by the City Purchasing Office at a time during normal business hours of the City Purchasing Office that is mutually convenient to both the City Purchasing Office and the requesting party, and so honoring such a request may but need not involve the use of the City's public records request policy and procedure.

b. Between the date when the City releases a formal solicitation for sealed competitive submittal and the date when the sealed competitive submittal is due to be submitted and opened for any like product or service, for any purchasing-related City record that has already been posted on the City's website (e.g., contract, staff memorandum of recommendation, tabulation of bids, tabulation of proposals, tabulation of submittals in response to a City request for qualifications), requests by any party to inspect and/or obtain either complete or partial copies of such records shall be directed to and promptly honored by the City Purchasing Office in accordance with fair practices (e.g., timely preparation and issuance of an addendum with the requested record(s) attached) established by the City Purchasing Office, and so honoring such a request shall not involve the use of the City's public records request policy and procedure.

c. At any time, for all purchasing-related City records other than those pertaining to a formal procurement solicitation facilitated by the City Purchasing Office, requests by any party to inspect and/or obtain either complete or partial copies of such records shall be made pursuant to the City's public records request policy and procedure.

V. Multiple-Contract Awards

When advantageous to the City to do so, the City may issue multiple-contract awards, that is, contracts awarded to more than one supplier and/or service provider for comparable supplies and/or services, provided the provisions of this policy and relevant City procurement procedures pertaining to competitively established pricing apply for the total value of all contracts issued for the multiple-contract award.

~~V.~~ W. Donated or below-market-priced products or services

If in the judgment of the department head or city administrator a potential donation or a product or service otherwise priced below market would be a benefit to the City, then the City may receive donated or below-market-priced products, whether new or used, or services, provided:

1. The transaction complies with provisions of this policy and relevant City procurement procedures pertaining to competitively established pricing for the transaction value of the donation.
2. The transaction is documented, such as by purchase order or other contract.
3. The transaction documentation states:
    a. That the donation is offered free and clear to the City of Franklin, Tennessee without any expectation of any payment or service or any other consideration in return, including consideration for past or future procurements of or by the City.
    b. That the donor is not entitled to, and shall not seek, any marketing or advertising or promotional privilege or benefit as a result of the donation.

This section does not pertain to sponsorships or other advertising sold and/or received by the City.

X. Trade-ins

The Franklin Municipal Code provision pertaining to the disposal of surplus personal property of the City does not pertain to any trade-in of a product owned by the City toward the purchase of another product provided the purchase of the other product complies with the provisions of this policy and relevant City procurement procedures pertaining to competitively established pricing for the value of the purchase before the value of any trade-in is applied.

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APPENDIX A
SELECTED TENNESSEE STATUTES APPLYING TO OFFICERS, COMMITTEE MEMBERS, ETC.

T.C.A. § 6-54-107. Interest of officer in municipal contracts prohibited.

a. No person holding office under any municipal corporation shall, during the time for which such person was elected or appointed, be capable of contracting with such corporation for the performance of any work that is to be paid for out of the treasury. Nor shall such person be capable of holding or having any other direct interest in such a contract. "Direct interest" means any contract with any business in which the official is the sole proprietor, a partner, or the person having the controlling interest. "Controlling interest" includes the individual with the ownership or control of the largest number of outstanding shares owned by any single individual or corporation.

b. No officer in a municipality shall be indirectly interested in any contract to which the municipality is a party unless the officer publicly acknowledges such officer's interest. "Indirectly interested" means any contract in which the officer is interested but not directly so, but includes contracts where the officer is directly interested but is the sole supplier of goods or services in a municipality.

c. 1. Any member of a local governing body of a county or a municipality who is also an employee of such county or municipality may vote on matters in which such member has a conflict of interest if the member informs the governing body immediately prior to the vote as follows: "Because I am an employee of (name of governmental unit), I have a conflict of interest in the proposal about to be voted. However, I declare that my argument and my vote answer only to my conscience and to my obligation to my constituents and the citizens this body represents."

2. In the event a member of a local governing body of a county or a municipality has a conflict of interest in a matter to be voted upon by the body, the member may abstain for cause by announcing such to the presiding officer. Any member of a local governing body of a county or municipality who abstains from voting for cause on any issue coming to a vote before the body shall not be counted for the purpose of determining a majority vote.

3. The vote of any person having a conflict of interest who does not inform the governing body of such conflict as provided in subdivision (c)(1) shall be void if challenged in a timely manner. As used in this subdivision (c)(3), "timely manner" means during the same meeting at which the vote was cast and prior to the transaction of any further business by the body.

4. Nothing in this subsection (c) shall be construed as altering, amending or otherwise affecting the provisions of § 12-4-101(a). In the event of any conflict between this subsection (c) and § 12-4-101(a), the provisions of § 12-4-101(a) shall prevail.

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T.C.A. § 6-54-108. Penalty for unlawful interest of officer.

Every officer of such corporation who shall unlawfully be concerned in making such contract, or who shall unlawfully pay money upon the same to or for any person declared incapable in § 6-54-107, shall forfeit the amount so paid; and such officer shall be jointly and severally liable to an action for the same, which action may be prosecuted by any citizen of the corporation in its name.

T.C.A. § 12-4-101. Personal interest of officers prohibited.

(a) (1) It is unlawful for any officer, committee member, director, or other person whose duty it is to vote for, let out, overlook, or in any manner to superintend any work or any contract in which any municipal corporation, county, state, development district, utility district, human resource agency, or other political subdivision created by statute shall or may be interested, to be directly interested in any such contract. "Directly interested" means any contract with the official personally or with any business in which the official is the sole proprietor, a partner, or the person having the controlling interest. "Controlling interest" includes the individual with the ownership or control of the largest number of outstanding shares owned by any single individual or corporation. This subdivision (a)(1) shall not be construed to prohibit any officer, committee person, director, or any person, other than a member of a local governing body of a county or municipality, from voting on the budget, appropriation resolution, or tax rate resolution, or amendments thereto, unless the vote is on a specific amendment to the budget or a specific appropriation or resolution in which such person is directly interested.

….

(b) It is unlawful for any officer, committee member, director, or other person whose duty it is to vote for, let out, overlook, or in any manner to superintend any work or any contract in which any municipal corporation, county, state, development district, utility district, human resource agency, or other political subdivision created by statute shall or may be interested, to be indirectly interested in any such contract unless the officer publicly acknowledges such officer's interest. "Indirectly interested" means any contract in which the officer is interested but not directly so, but includes contracts where the officer is directly interested but is the sole supplier of goods or services in a municipality or county.

(c) (1) Any member of a local governing body of a county or a municipality who is also an employee of such county or municipality and whose employment predates the member's initial election or appointment to the governing body of the county or municipality may vote on matters in which the member has a conflict of interest if the member informs the governing body immediately prior to the vote as follows: "Because I am an employee of (name of governmental unit), I have a conflict of interest in the proposal about to be voted. However, I declare that my argument and my vote answer only to my conscience and to my obligation to my constituents and the citizens this body represents." The vote of any such member having a conflict of interest who does not so inform the governing body of such conflict shall be void if challenged in a timely manner. As used in this subdivision (c)(1), "timely manner" means during the same meeting at which the vote was cast and prior to the transaction of any further business by the body.

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(2) Any member of a local governing body of a county or a municipality who is also an employee of such county or municipality and whose employment began on or after the date on which the member was initially elected or appointed to serve on the governing body of the county or municipality shall not vote on matters in which the member has a conflict of interest.

(3) (A) In the event a member of a local governing body of a county or a municipality has a conflict of interest in a matter to be voted upon by the body, such member may abstain for cause by announcing such to the presiding officer.

(B) (i) Any member of a local governing body of a municipality who abstains from voting for cause on any issue coming to a vote before the body shall not be counted for the purpose of determining a majority vote.

(ii) This subdivision (c)(3)(B) shall in no way be construed to apply to any county having a metropolitan form of government and having a population in excess of five hundred thousand (500,000), according to the 1990 federal census or any subsequent federal census.

….

T.C.A. § 12-4-102. Penalty for unlawful interest.

Should any person, acting as such officer, committee member, director, or other person referred to in § 12-4-101, be or become directly or unlawfully indirectly interested in any such contract, such person shall forfeit all pay and compensation therefor. Such officer shall be dismissed from such office the officer then occupies, and be ineligible for the same or a similar position for ten (10) years.

HISTORIC
FRANKLIN
TENNESSEE

Purchasing Policy

for City of Franklin procurements not pertaining to new construction

APPENDIX B
SOLE-SOURCE PURCHASES VALUED AT OR GREATER THAN $10,000

Sole-source purchases valued at or greater than $10,000 shall be made only when an item is unique and possesses specific characteristics that can be filled by only one source and must have prior approval by the Purchasing Manager or, if the purchase is valued at or greater than $25,000, then the Board of Mayor and Aldermen except as detailed above (see "Sole-Source Purchases"). In determining whether to authorize sole-source purchases valued at or greater than $10,000, factors such as the following shall be considered:

1. whether the vendor possesses exclusive and/or predominant capabilities or the item contains a patented feature providing a superior utility not obtainable from similar products;
2. whether the product or service is unique and easily established as one-of-a-kind;
3. whether the program requirements can be modified so that competitive products or services may be used;
4. whether the product is available from only one source and not merchandised through wholesalers, jobbers or retailers; and
5. whether items must be interchangeable or compatible with in-place items.

After review of the written justification from the requisitioning department and ascertaining that the item to be purchased meets one or several of the above criteria, and so long as the product manufacturer representative has stated in writing that the vendor is the sole source available to the City, and so long as the vendor has stated in writing that the quoted pricing is the lowest municipal unit pricing available at that time and in the foreseeable future for the quantity indicated, then, in lieu of competitive purchasing procedures, the Purchasing Manager shall either authorize the sole-source purchase or, if the purchase is valued at or greater than $25,000, then forward the request to the Board of Mayor and Aldermen for its consideration except as detailed above (see "Sole-Source Purchases").

Based in part on Rule No. 0690-3-1-.03(3) of Rules of the Tennessee Department of General Services, Purchasing Division.

RESOLUTION 2019-52

A RESOLUTION ADOPTING PAYROLL PROCEDURES FOR CITY OF FRANKLIN, TENNESSEE

WHEREAS, the Board of Mayor and Aldermen believes it is in the best interest of the City of Franklin to adopt a Payroll Handbook separate from the Human Resources Manual.

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

Section 1. A Payroll Handbook, attached as Exhibit A, is now hereby adopted for the City of Franklin.

Section 2. Changes or revisions to the procedures are hereby delegated to the City Administration of the City of Franklin.

Section 3. The effective date of the handbook hereby adopted shall be immediate upon passage and adoption of this resolution, the public welfare and the welfare of the City requiring it.

Adopted this ____ day of ____, 2019.

ATTEST:

BY: ________________________________

Eric S. Stuckey
City Administrator / City Recorder

CITY OF FRANKLIN, TENNESSEE:

BY: ____________________________________

Dr. Ken Moore
Mayor

APPROVED AS TO FORM BY:

____
Shauna R. Billingsley, City Attorney

PAYROLL PROCEDURES

Law Dept. approved 06.13.19

Table of Contents

Introduction

It is the responsibility of the City of Franklin (hereinafter referred to as the City) Finance Department to pay employees for time worked in an accurate and timely manner, in accordance with applicable laws, and to maintain the required supporting documents and records.

Employees have a duty to comply with the City guidelines with respect to time and attendance. Supervisors have a duty to be familiar with these same guidelines as well as the basic provisions of the Federal Fair Labor Standards Act (FLSA) covering time reporting and record keeping.

Article I - Payroll Processing

Section A. Timeframe

The City processes payroll on a bi-weekly basis. Members of the Board of Mayor and Alderman (BOMA), Franklin Municipal Planning Commission (PC), Franklin Board of Zoning Appeals (BOZA), and the City judge are paid monthly on the first payroll of each month.

Pay periods are two weeks in duration. Each workweek starts on Sunday and ends on Saturday.

Direct deposit is mandatory for all employees, and net wages owed will be deposited into employees' bank account(s) (on record in Finance) on the pay dates set forth by the City. Generally, this will be the Friday following the end of a pay periods; however, City holidays may necessitate a pay date change. These dates will be communicated at the start of a calendar year, and reminders will be sent.

Employees will be able to view their paystub via an online portal (currently GreenEmployee) on the day before the pay date. Employees will be notified by email when paystubs are available for viewing.

All changes to employee records must be made prior to the time approval deadline for the pay period in which the changes are to be effective. This deadline applies to any of the following: direct deposit changes, Form W-4 changes, benefit and deduction changes, pay rate changes, and employee time record changes. Changes made after the approval deadline will not be processed until the following pay date.

Example of pay period timeframe:
Pay Period: Sunday, January 13, 2019 to Saturday, January 26, 2019
Approved By: 10 AM on Monday, January 28, 2019
Paystub Available: Thursday, January 31, 2019
Pay Date: Friday, February 1, 2019

Section B. Employee Responsibility

Salaried employees must submit a leave request if they are off for a full day or longer. In addition to requesting time off in the timekeeping system (currently Kronos), hourly employees must clock in and out during their workday. Exceptions to the use of the timekeeping system as the method of time reporting are school crossing guards, monthly paid committee members (PC, BOZA), elected officials (BOMA), and the City judge.

At the end of the pay period, hourly employees must review their time record and sign off on their timecard. By signing off on the timecard, the employee is verifying its accuracy. Sign offs are due promptly, allowing for a review by the payroll supervisor.

Section C.   Approval Deadlines

Generally, the time approval deadline is 10 AM on the Monday following the end of the pay period; however, City holidays may necessitate a deadline change. These deadlines will be communicated at the start of the calendar year, and reminders will be sent.

Section D. Payroll Corrections

Employees finding an error on their paystub or supervisors finding an issue with employee timecards must report the error to the Finance Department's payroll personnel immediately. Any necessary corrections will be made on the following payroll. Only the City Administrator has the authority to approve pay to be processed outside the normal pay cycle.

Article II - Pay Codes

Section A. Purpose

Reporting time using the proper pay code is very important as pay codes are tied to pay rates and accrual balances. Reporting time under the wrong pay code may result in the employee being paid incorrectly. It is the responsibility of both the employee and the payroll supervisor to ensure the correct pay codes are being submitted to payroll on an employee's time record.

Pay codes are also used for budgeting and reporting purposes. Proper use of pay codes helps the City in determining staffing needs and budgeting needs for the current fiscal year as well as future fiscal years.

For a complete listing of the active pay codes used by the City, please see Addendum A.

Section B. Requesting and/or Reporting Leave

Leave is requested/reported via the City's timekeeping system (currently Kronos).

Please refer to the Human Resources Manual for information on leave policies.

Section C. Common Pay Codes as Listed on Paystub

Regular Wages

Hours worked, paid at straight rate (as listed on most recent Personnel Order)

Overtime

Hours worked more than standard workweek hours, paid at one and one-half (1 ½) times the straight rate). Standard workweek hours for full-time employees is 40 hours. For Fire personnel on shift, overtime is paid after 212 hours are worked in the 28-day cycle.

Vacation

Leave paid at straight rate. Unused vacation hours are eligible to be paid when separating service from the City, regardless of reason for separation. Exempt employees are not required to use less than full working day except where FMLA is applicable.

Please see Human Resources Manual for vacation leave accrual schedules.

Sick

Leave paid at straight rate. Unused sick hours are not eligible to be paid when separating service except for qualified retiring employees. Retiring employees may be paid for unused sick leave up to the maximum payout amount (currently 120 days). Exempt employees are not required to use less than full working day except where FMLA is applicable.

Please see Human Resources Manual for sick leave accrual schedules.

Holiday

Hours paid at straight rate. Holiday hours are considered time worked (and therefore will factor into overtime calculations).

The City observes the following holidays: New Year's Day, Dr. Martin Luther King's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, and a bonus Christmas Day. These holidays are will populate in the timekeeping system automatically. Holiday hours are given as follows:

- Part-time employees – five (5) hours
- Full-time employees – eight (8) hours
- Seasonal, full-time employees – eight (8) hours
- Fire Shift Personnel – twelve (12) hours
- Police Patrol Officers (on City approved ten (10) hour shifts) – ten (10) hours

To be eligible for holiday pay, both non-exempt and exempt employees must be in a paid status for the regularly scheduled working day immediately preceding and immediately following the holiday. Part-time employees without a standard work schedule must work during the week of the holiday to be eligible for the holiday hours.

Holidays that fall in the middle of periods of sick or vacation leave will be paid as holiday hours. Employees are not paid for holidays while on terminal leave, leave without pay, suspension without pay, or Workers' Compensation.

Personal Days

Paid at straight rate. All active full-time employees will be given two (2) Personal Days. Full-time employees starting after July 1 receive one (1) Personal Day for their first year. Active part-time employees will be given one (1) Personal Day.

Hours should be taken in full-day increments.

Terminating employees will not be paid Personal Day(s) for their last day(s) of employment. To be paid for the Personal Day, an employee must work prior to and after the paid Personal Day.

Bereavement

Paid at a straight rate.

Please see the Human Resources Manual for the City's bereavement leave policy.

Military

Paid at a straight rate to qualifying employees.

Please see the Human Resources Manual for the City's military leave policy.

Shift and Shift Overtime

Five percent (5%) of straight hourly rate. Employees working morning shifts that begin at 5 AM or earlier or afternoon/evening shifts that begin at 2 PM or later are eligible for shift pay if two (2) hours are worked during the shift period. All hourly employees (with the exception of Fire shift personnel) are eligible to earn shift pay if work begins at the times listed above. Shift may also be paid on overtime hours and is paid at an overtime rate (5% of the overtime rate).

On Call

Paid according to City policy.

Please see Human Resources Manual for on call policy.

Jury Duty

Per TCA 22-4-106, employees are excused from employment for each day the employee is in service as a juror in any court of the United States or state of Tennessee. As employees are in a paid status for jury duty, the employee will assign to the City the amount earned from the court, less personal costs (such as mileage reimbursements or parking costs paid by the court to the employee).

Longevity

As employees reach milestone years of service (five, ten, fifteen, or any additional five (5) year increment of service), longevity is paid. Currently paid at $75 per service year.

Holiday Gift

If appropriated, employees may receive a holiday gift near the calendar year-end holidays. The amount and eligible groups are determined during the budget process. Currently, holiday gifts are paid via paper check.

Section D. School Patrol

School patrol officers are compensated in the following manner:

- Paid bi-weekly, per shift wage from the beginning of the academic year, including in-service days as determined by the Police Chief, to the last day of the school year
- Paid for school holidays, snow days, or other days schools are closed during the academic year
- Shifts missed for personal reasons are without pay
- Timesheets are submitted to Police Department designee and are entered into the timekeeping system to be paid

Section E. Time Considerations: Travel Time and Inclement Weather

There are occasions where employees' regular schedules are impacted. This includes necessary work travel and City closures for weather.

- Travel time may impact scheduling. The City follows the US Department of Labor regulations for travel pay. Please refer to the federal regulations for guidance.
- Generally, inclement weather does not warrant the closing of City facilities or activities. If it is deemed by the City Administrator that the weather does warrant the closing of City offices, determination of employee hours and pay will be made at that time.

There are different pay codes related to inclement weather and are used based on position type. For instance, a position that requires an employee stay on the clock when the City is closed are paid at a default overtime rate. These positions would include Public Safety and Public Works. Should the City be closed, inclement weather hours are paid to the extent employees' hours need to be made whole. For example, if an employee is an eight-hour, hourly employee (8 AM to 5 PM) within City Hall and City Hall is open until noon, the employee would be paid the remainder of the day's work. In this case, this would be four hours at straight rate.

Article III – Payroll Taxes

The City is required to tax employees' wages based on federal regulations.

The amount of federal tax an employee pays is based on factors such as filing status or exemptions listed on Form W-4 and the amount of taxable wages the employee earns on any given payday. Pre-tax deductions such as contributions to retirement plans, pre-tax medical/dental plans, HSAs, and FSAs reduce taxable wages.

In addition to federal tax, employees and the City are required to pay Social Security tax and Medicare tax on the employee's taxable wages. As listed above, pre-tax deductions impact the taxable wage. An annual withholding limit is set by the Social Security Administration each year.

Full-time employees who are eligible for City sponsored life insurance will be taxed on the cost of the insurance coverage exceeding $50,000.

Employees receiving an annual clothing allowance for street clothes will be taxed on the total amount they spent during the calendar year. This taxable amount is listed as CLOTH in the benefits section of the paystub and would be seen on the final payroll of the calendar year.

Bi-weekly car allowance is taxed on the amount of the benefit each payroll.

Article IV – Deductions Processed Via Payroll

Section A. Mandatory Deductions

Mandatory deductions include taxes, court ordered child/spousal support payments, bankruptcies, tax levies, and garnishments. It is the City's responsibility to follow federal and state regulations regarding these deductions. *Please see the Human Resources Manual for additional policies related to garnishments.*

In addition, all full-time employees must participate in a City retirement plan. Plan eligibility is dependent on hire date. Some plans have a mandatory employee contribution.

Section B. Voluntary Deductions

Voluntary deductions are those not required by law but authorized by the employee. State statutes dictate what the City may and may not deduct from employee pay. Among the permitted deductions:

- Benefit package deductions including health, dental, and vision, HSAs, FSAs, supplemental retirement contributions, supplemental life insurance, and short-term disability.
  The City's Human Resources Department administers these plans, please contact them with questions.
- Charitable fund drives (such as United Way)
- Other voluntary items (such as Fire Association dues)

Many, but not all, voluntary deductions require annual re-authorization and some also have specific start and end dates that must be followed.

Section C. Additional Deduction Information

Any required employee contributions will be deducted from the employee's bi-weekly payroll. Should a month have three pay dates, voluntary deductions will not be taken out.

Please see Addendum B for a complete list of active deduction codes used by the City.

Article V – Benefits Processed Via Payroll

The City awards full-time staff with an outstanding benefit package. Some of these benefits may be seen on the paystub. These include:

- Medical and Vision – the City's portion of the total cost of coverage
- Retirement plan matches – 2010 401a, 2010 457, 2017 457, TCRS
- Life Insurance – the City-sponsored life insurance plan
- HSA – the City's contribution to Health Savings Accounts

Please see Addendum C for a complete list of active benefit codes used by the City.

Article VI – Annual Wage Adjustments

Section A. Policy

The City will provide, according to its financial ability, a fair and equitable compensation program for employees which, at the same time, recognizes the need to be accountable for the use of public funds. Salary increases in the City are not fixed amounts, and there is no guarantee of a yearly increase.

Section B. Adjustment Guidelines

Annual rate of pay adjustments, including both merit and market adjustments, **if any**, will be effective the first full pay period of July.

Article VII – GreenEmployee Instructions

Section A. How to Create a Green Employee Account

Go to https://cityoffranklin.greenemployee.com. There is a link to GreenEmployee on Inside the City as well.

When logging in for the first time, you will need to create an account. Do this by clicking Create an account on the right side of the screen.

You will be prompted to enter an email address and a password. You will use your City of Franklin email account. After entering the information, click Continue.

You will get an email to continue the setup and will follow the instructions to complete your registration.

Lastly, you will be prompted to enter identifying information to tie your email address to your City payroll data.

Two-factor authentication is available in GreenEmployee and is **highly recommended**.

Section B. How to Change Your Direct Deposit Information

Go to https://cityoffranklin.greenemployee.com. There is a link to GreenEmployee on Inside the City as well.

- Click on Documents.
- Click on HR Documents.
- Click Manage on direct deposit line and make the necessary changes or additions.

If adding a new account, you must upload a voided check or supporting document from your bank verifying the account number and routing number.

Section C. How to Change Your W-4 Information

Go to https://cityoffranklin.greenemployee.com. There is a link to GreenEmployee on Inside the City as well.

- Click on down arrow next to Documents.
- Click on W-4.
- Click on Create W-4.
- Click on Federal W-4.
- Choose option as to how you wish to fill out the form.

- Click Continue.
- Fill out boxes 3, 5 & 7 (box 6 is optional).
- Check Box "Under penalties…".
- Type your Name in the Signature Box as it appears in the name space above.
- Click Submit.

Section D. How to Print Your W-2

Go to https://cityoffranklin.greenemployee.com. There is a link to GreenEmployee on Inside the City as well.

- Click on down arrow next to Pay History.
- Click on Tax Forms.
- Click down arrow by View.
- Click on W-2.
- Print.

Article VIII – W-2

Section A. Purpose

The IRS requires employers to report wage and salary information for employees on Form W-2. Your W-2 also reports the amount of federal, state and other taxes withheld from your paycheck. As an employee, the information on your W-2 is extremely important when preparing your tax return.

Section B. Timeframe

The IRS requires employers to send you a W-2 no later than January 31 following the close of the tax year, which is usually December 31. The City of Franklin provides the W-2 to its employees as early as possible, usually within the first two weeks of January.

Section C. How to Interpret Your W-2

W-2 Boxes (with description):

a. **Employee's social security number**
   This is the employee's social security number. The social security number must match the employee's social security card. If there is a discrepancy, contact Payroll at (615) 550-6689.
b. **Employer Identification Number (EIN)**
   This number is the City of Franklin's federal tax identification number. An EIN is the employer's equivalent of your SSN.
c. **Employer's name, address, and ZIP code**
   The City of Franklin's address is reported in box (c). This is the legal address of your employer which may or may not be where you perform your work.
d. **Control number**

N/A

e. Employee’s name, address and zip code
This is the employee’s name, address and zip code. If your address on the form W-2 isn't correct, notify Human Resources.

1. Wages, tips, other compensation
This figure includes all federally taxable income received from the City of Franklin during the calendar year. These wages exclude pre-tax deductions such as:

- 401(a) contributions
- 457 contributions
- Employee paid pre-tax health/dental/vision care
- HSA
- FSA

Because this box excludes pre-tax deductions, it typically does not reflect your full earnings for the year, just your taxable earnings.

2. Federal income tax withheld
This figure includes all federal taxes withheld from your City of Franklin paychecks in the calendar year. The amount of tax withheld is determined not only by your taxable earnings, but also by the elections you indicated on your form W-4 regarding exemptions and any additional withholding.

3. Social security wages
This figure includes your total wages subject to Social Security tax in the calendar year. This amount may change from year to year; however, you should be able to find the amount on the IRS website. These wages exclude pre-tax deductions such as:

- Employee paid pre-tax health/dental/vision care
- HSA
- FSA

4. Social security tax withheld
This figure includes all social security taxes withheld from your City of Franklin paychecks in the calendar year. Unlike federal income taxes, Social Security taxes are calculated based on a flat rate. The rate is 6.2%. The amount in Box 4 should, then, be equal to the amount in box 3 times 6.2%.

5. Medicare wages and tips
This figure includes your total wages subject to Medicare tax in the calendar year. There is no wage cap on Medicare tax. These wages exclude pre-tax deductions such as:

- Employee paid pre-tax health/dental/vision care
- HSA
- FSA

6. Medicare tax withheld
This figure shows the amount of Medicare taxes withheld for the year. Like Social Security taxes, Medicare taxes are figured based on a flat rate. The rate is 1.45%. For most taxpayers, this means that the figure in box 6 is equal to the figure in box 5 times 1.45%. However, we must also withhold additional Medicare tax of .9% from wages paid to an individual earning more than $200,000, regardless of filing status or wages paid by another employer. Since we don’t know your entire financial picture, it's possible that you may have to pay more additional Medicare taxes than your withholding depending on filing status, compensation and self-employment income.

7. Social security tips
N/A

8. **Allocated tips**
   N/A
9. **Verification Code**
   N/A This is relatively new. You may see a 16-digit verification code here. It's part of a growing security initiative to assist the IRS with verifying that the form is authentic. If your form W-2 contains this code, you or your tax professional should enter it when prompted using software (electronically filed returns only). If the code is not on your form, don't worry: your tax return will still be accepted.
10. **Dependent care benefits**
    The amount deducted from your pay before taxes and deferred to a dependent care flexible spending account.
11. **Nonqualified plans**
    N/A
12. **Elective deferrals**
    There are various box 12 codes, and not all the income coded at box 12 is taxable. Here's a quick rundown of the codes used by the City of Franklin.
    Code D – Contributions to a 401k or CBP retirement plan
    Code G – Contributions to a 457b retirement plan
    Code W – Employer contributions to your health savings account (including amounts the employee elected to contribute using a section 125 cafeteria plan)
    Code DD – Total cost of employer-sponsored health coverage (both the employee cost and the City's cost)
13. **Retirement plan**
    The retirement box is checked if the employee is eligible for any City of Franklin paid retirement plan or the employee participated in a salary reduction arrangement under 401(a) or 457.
14. **Other**
    Box 14 is a "catch all" box. The City of Franklin reports taxable car and clothing allowance in this box.
15. **State and employer's state I.D. number**
    N/A
    Tennessee has no state income tax on salaries, wages, bonuses or any other type of income-for-work.
16. **State wages, tips, etc.**
    N/A
17. **State Income Tax**
    N/A
18. **Local wages, tips, etc.**
    N/A
    The Tennessee income tax does not apply to salaries and wages.
19. **Local Income Tax**
    N/A
20. **Locality Name**
    N/A

Article IX – Payroll Records and Reports

Section A. Payroll Records

The Finance Department will maintain adequate records of all payroll activities and transactions. Documents will be scanned and saved digitally.

Section B. Reporting Requirements

The Finance Department will submit all required payroll related reports to the state and federal governments timely. Payroll personnel will also aid the City's department contacts by providing any requested payroll related data as needed.

Article X – Definitions

The following words, terms and phrases, when used in the Payroll Manual, will have the meanings ascribed to them in this Article, except where the context clearly indicates a different meaning.

Anniversary Date - The most recent date of employment in a regular position used to determine seniority or eligibility for promotion.

Active Employee – An employee of the City who is not on unpaid leave and is not receiving long-term disability benefits from or through the City.

Calendar Year – Any twelve (12) consecutive months from a start date; also, January 1 to December 31 of a given year.

City Business Days – Any Monday, Tuesday, Wednesday, Thursday, or Friday, except holidays observed by the City, of any week.

Compensation Plan - The official schedule of pay approved by the Board of Mayor and Aldermen assigning a range of pay to pay grades.

Compensation – The standard rates of pay which have been established for the respective classes of work.

Exempt Employee – A person employed in a bona fide executive, administrative or professional capacity, as these terms are defined in regulations of the Secretary of Labor and the Fair Labor Standards Act (FLSA) and therefore exempt from the overtime requirements of the FLSA.

Leave – An approved type of absence from work as provided for by these Rules and Regulations.

Leave of Absence - Time off from scheduled work with permission, but without pay and without loss of seniority if reinstated. Sick leave, maternity leave, vacation leave, civil leave, educational leave, FMLA leave and military leave are not considered a leave of absence.

On Call - Being available at a designated place for a designated period of time. Whether or not the employee is on call will be judged in accordance with the FSLA Regulations as set out in 29 CFR, Part 553.221.

Non-Exempt Employee – A person employed in a position that is not in an executive, administrative or professional capacity, as these terms are defined in regulations of the Secretary of Labor. An employee in this position is subject to all provisions of the Fair Labor Standards Act (FLSA).

Overtime – Time worked by an employee in excess of the maximum hours allowed per work period under the Fair Labor Standards Act and as provided for herein. Generally, overtime is paid for all hours actually worked over 40 during a seven-day work period. However, certain public safety employees are allowed to work additional hours over a longer work period before overtime is required.

Overtime Pay – Compensation paid to an employee in accordance with federal regulations and these rules for overtime work performed.

Pay for Performance - Pay raises given based on performance, as judged by the supervisor and concurred in by the Department Director, Human Resources Director and City Administrator of a “meet expectations” level or above, as described in the job description.

Position - Any office or employment, whether occupied or vacant, full-time or part-time, consisting of a group of essential functions, additional functions and responsibilities legally assigned or delegated to one individual by competent, appropriate authority.

Probationary Employee – An individual who has not yet completed a probationary period.

Rate of Pay – A specific dollar amount, expressed as an annual rate, a monthly rate, a bi-weekly rate, a weekly rate or an hourly rate.

Full-Time Employee – An individual that has been scheduled to regularly work at least forty (40) hours per week on a non-temporary basis.

Part-Time Employee - An individual that has been scheduled to regularly work less than thirty (30) or more hours.

Sick Leave – Approved absence due to non-occupational illness, injury, or health maintenance for the employee. Sick leave will be considered a benefit and not a right for employees to use at their discretion.

Temporary Employee – An employee holding a position other than regular, which is of a temporary, seasonal, casual or emergency nature working less than eighteen hundred hours in a one-year period

Terminal Pay – The compensation paid to a terminating employee following the last workday.

Terminating Employee – An employee of the City who is ending employment due to resignation, layoff, death, retirement or dismissal.

Termination – The cessation of employment with the City due to resignation, layoff, death, retirement or dismissal.

Work Cycle - The number of hours regularly scheduled to be worked during a twenty-eight (28) day period on which overtime and/or compensatory time is based; applies only to Uniformed Fire Personnel on shift.

Work Day – Scheduled number of hours an employee is required to work per day.

Work Week – The number of hours regularly scheduled to be worked during any seven (7) consecutive days; usually forty (40) hours with special provisions made in those departments requiring additional work shifts or work hours such as public safety.

Addendum A – Active Pay Codes

Code	Type	Description
001	Hourly	Regular Wages
002	Overtime	Overtime
003	Holiday	Vacation
004	Holiday	Sick
005	Overtime	Cycle Overtime
006	Overtime	OT @ Base
007	Holiday	Holiday
008	Other	Miscellaneous $'s
010	Overtime	Court Overtime
011	Overtime	GHSO Grant
012	Other	Holiday Gift
014	Other	General Meetings
015	Hourly	Census
016	Other	Longevity
019	Salary	Officials Salary
021	Sick	Donated Sick
023	Overtime	Call Back
024	Holiday	Bereavement
025	Holiday	Jury Duty
026	Holiday	Military
027	Holiday	Paid Admin Leave
028	Holiday	Injury
030	Holiday	Unpaid Administrative Leave
033	Other	Active Military Supplement
036	Other	Salary Supplement
038	Overtime	3rd Party Billable OT
039	Vacation	Personal Days
042	Other	Bonus
043	Other	Planning Commission/BOZA
045	Overtime	Acts of Nature-Public Safety
046	Overtime	Acts of Nature-Public Works
047	Overtime	Acts of Nature-On Site
051	Hourly	Fire-Light Duty
068	Holiday	Acts of Nature-Off Site
069	Holiday	Acts of Nature-Not Worked
070	Holiday	Off Site-Telecommuting
AUTOAL	Salary	Automotive Allowance
INSREF	Business Expense	Insurance Refund (Non-Tax)

Law Dept. approved 06.13.19

INSRFD	Business Expense	Insurance Premium Reimbursement
INSRSD	Hourly	Insurance Refund
ON CAL	Hourly	On Call Stipend
PM OT	Hourly	Paramedic OT
PMED	Hourly	Paramedic - Hourly
REIMBU	Hourly	Reimbursement
SAL	Salary	Regular Salary
SCHOOL	Salary	School Patrol Pay
SHFTOT	Hourly	SHIFT OT
SHIFT	Hourly	Shift 5%
SRT	Hourly	SWAT PAY
SRT OT	Hourly	SWAT OT

Addendum B – Active Deduction Codes

Code	Description
401(A)	ICMA 401(A)
401A10	2010 401a
401ACU	401A10 Contribution Catch
457	ICMA 457
457 10	2010 457
457 17	2017 457 (EE after 1/17)
457CU	45710 Contribution Catch
BNK1	Garnishment - Federal BNK
CBP	Cash Balance Plan
CDHFSA	Child Care FSA
COURT1	Garnishment - Court Ordered
DNT110	Family Dental
DNT210	Family Dental
FIRE	Firefighters Association
HSA300	Individual HSA - Opt. 2
HSA310	Family HSA - Opt. 2
HSA320	Emp + Spouse HSA - Opt. 2
HSA330	Emp + Child(ren) HSA - Opt. 2
HSA400	Individual HSA - Opt. 2
HSA410	Family HSA - Opt. 2
HSA420	Emp + Spouse HSA - Opt. 2
HSA430	Emp + Child(ren) HSA - Opt. 2
INS014	Indiana Annual Support
KYCHD	KY Child Support Enforcement
LEVY1	Garnishment - IRS
MED100	Individual Medical
MED110	Family Medical
MED120	Emp + Spouse Medical
MED130	Emp + Child(ren) Medical
MED200	Individual Medical
MED210	Family Medical
MED220	Emp + Spouse Medical
MED230	Emp + Child(ren) Medical
MED300	Individual Medical -Opt. 2
MED310	Family Medical - Opt. 2
MED320	Emp + Spouse Medical - Opt. 2
MED330	Emp + Child(ren) Med - Opt. 2
MED400	Individual Medical - Opt. 2

MED410	Family Medical - Opt. 2
MED420	Emp + Spouse Medical - Opt. 2
MED430	Emp + Child(ren) Med - Opt. 2
MEDFSA	Medical FSA
NYCHD	NY Child Support
PEN	2010 Pension
PEN CU	Pension Catch Up
REIMB4	Tax Sheltered Reimbursement
ROTH	Roth IRA
STDIS	Short-Term Disability
STUDNT	Garnishment - Educational
TAXCBP	Taxable Cash Balance
TCGE E	TCRS Gen Emp Contribution
TCPS E	TCRS Pub Safety Emp Contribution
TNCHD	Garnishment - Tennessee Child Support
UWAY	United Way
VGTL	Voluntary Group Term Life
VIS100	Individual Vision
VIS110	Family Vision
VIS120	Emp + Spouse Vision
VIS130	Emp + Child(ren) Vision
VIS200	Individual Vision
VIS210	Family Vision
VIS220	Emp + Spouse Vision
VIS230	Emp + Child(ren) Vision
VIS300	Individual Vision - Opt. 2
VIS310	Family Vision - Opt. 2
VIS320	Emp + Spouse Vision - Opt. 2
VIS330	Emp + Child(ren) Vision - Opt. 2
VIS400	Individual Vision - Opt. 2
VIS410	Family Vision - Opt. 2
VIS420	Emp + Spouse Vision - Opt. 2
VIS430	Emp + Child(ren) Vision - Opt. 2

Addendum C – Active Benefit Codes

Code	Description
401A10	2010 401a
401A17	2017 457 Match (EE after 1/17)
401ACA	401(A) Match - City Admin.
401CCU	401A10 City Contribution Catch Up
45710	2010 457 Match
457CCU	45710 City Contribution Catch Up
CAR	Car Allowance
CLOTH	Clothing Allowance
DNT110	Family Dental
DNT200	Individual Dental
DNT210	Family Dental
HSA300	Individual HSA - Opt. 2
HSA310	Family HSA - Opt. 2
HSA320	Emp + Spouse HSA - Opt. 2
HSA330	Emp + Child(ren) HSA - Opt. 2
HSA400	Individual HSA - Opt. 2
HSA410	Family HSA - Opt. 2
HSA420	Emp + Spouse HSA - Opt. 2
HSA430	Emp + Child(ren) HSA - Opt. 2
LIFE	Life Insurance - Employer Paid
MED100	Individual Medical
MED110	Family Medical
MED120	Emp + Spouse Medical
MED130	Emp + Child(ren) Medical
MED200	Individual Medical
MED210	Family Medical
MED220	Emp + Spouse Medical
MED230	Emp + Child(ren) Medical
MED300	Individual Medical -Opt. 2
MED310	Family Medical - Opt. 2
MED320	Emp + Spouse Medical - Opt. 2
MED330	Emp + Child(ren) Med - Opt. 2
MED400	Individual Medical - Opt. 2
MED410	Family Medical - Opt. 2
MED420	Emp + Spouse Medical - Opt. 2
MED430	Emp + Child(ren) Med - Opt. 2
TCGE C	TCRS Gen Emp City Match
TCPS C	TCRS Pub Safety City Match

VIS100	Individual Vision
VIS110	Family Vision
VIS120	Emp + Spouse Vision
VIS130	Emp + Child(ren) Vision
VIS200	Individual Vision
VIS210	Family Vision
VIS220	Emp + Spouse Vision
VIS230	Emp + Child(ren) Vision
VIS300	Individual Vision - Opt. 2
VIS310	Family Vision - Opt. 2
VIS320	Emp + Spouse Vision - Opt. 2
VIS330	Emp + Child(ren) Vision - Opt. 2
VIS400	Individual Vision - Opt. 2
VIS410	Family Vision - Opt. 2
VIS420	Emp + Spouse Vision - Opt. 2
VIS430	Emp + Child(ren) Vision - Opt. 2

RESOLUTION 2019-59

A RESOLUTION ADOPTING A CAPITAL ASSETS POLICY FOR THE CITY OF FRANKLIN, TENNESSEE

WHEREAS, the Board of Mayor and Aldermen believes it is in the best interest of the City of Franklin to adopt a Capital Assets Policy to provide guidance for tracking and reporting.

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

Section 1. A Capital Assets Policy, which is attached as Exhibit A, is now hereby adopted for the City of Franklin.

Section 2. Changes or revisions to the policy hereby adopted shall be made only by resolution of the Board of Mayor and Aldermen of the City of Franklin.

Section 3. The effective date of the policy hereby adopted shall be immediate upon passage and adoption of this resolution, the public welfare and the welfare of the City requiring it.

RESOLVED this ____ day of ____, 2019.

ATTEST:

BY: ___________________________________
Eric S. Stuckey
City Administrator / City Recorder

CITY OF FRANKLIN, TENNESSEE

BY: ___________________________________
Dr. Ken Moore
Mayor

APPROVED AS TO FORM BY:

____
Shauna R. Billingsley, City Attorney

HISTORIC
FRANKLIN
TENNESSEE

CAPITAL ASSETS POLICY

Table of Contents

1. General Policy

The purpose of this policy is to provide guidance regarding capital assets:

(1) tracking from acquisition to disposal, and

(2) reporting in the financial statements in accordance with standards established by the Governmental Accounting Standards Board (GASB). Capital assets represent the most significant amounts on the balance sheet in the City's Comprehensive Annual Finance Report (CAFR).

2. Capital Assets Tracking from Acquisition to Disposal

2A. Capital Assets Defined

The City has various assets. To be a capital asset, three (3) criteria must be met:

(1) Either a tangible asset owned by the City or an intangible asset in which the City has rights but not ownership. (For examples of intangible assets, please see page 12)

(2) An asset with an initial, individual cost of more than the capital asset threshold (see Capital Asset Thresholds) for the asset type, and

(3) An asset with an estimated useful life of three (3) or more years.

2B. Assets Other Than Capital Assets Defined

All assets are not capital assets. The City has two (2) other asset classifications not included in capital assets:

(1) **Departmental Non-Capital Assets.** These are items in use (equipment, furniture, fire hydrants, etc.) that individually do not meet the capital asset criteria. At the discretion of the City's Comptroller, if an asset inventory purchase total exceeds the Capital Asset Threshold the purchase will be reviewed as necessary for potential depreciation as a capital asset.

(2) **Financial Inventory.** These are items held in inventory (stored parts or supplies) that comprise $25,000 or more in total within a department. Generally, these departments have included Water/Wastewater, Streets-Traffic, Streets-Fleet, Police (ammunition), and SES (waste containers). Departments perform a minimum of an annual count of financial inventory. Finance performs a spot check review of financial inventory usually after the department count. Other spot checks may be done more than annually.

2C. Non-City Assets Defined

If another government owns a capital asset, the other government reports the capital asset even if the City is responsible for its maintenance. Maintenance responsibility should be used only when ownership is unclear.

2D. Capital Asset Thresholds

Assets purchased, constructed, or received through capital lease or donation must be uniformly grouped into capital asset types. The following table summarizes the capitalization thresholds for the city's capital asset types. Amounts are capitalized when the cost or value equals or exceeds the applicable threshold amount. Projects will remain open for twelve (12) months after construction is complete to capture any late occurring costs. The threshold normally is applied to individual items in a group of similar items, rather than to the group as a whole. (Ex. fire hydrants, etc.)

Type	**Threshold Amount**
Land	Purchase Price
Buildings	$100,000
Improvements	$100,000
Infrastructure	$100,000
Equipment	$25,000

For assets funded with federal grants, the federal thresholds will be used in place of the above amounts to determine capitalization.

2E. Capital Assets Responsibilities

To ensure best practices, the following capital assets responsibilities are in place:

a. **Capital Investment Planning.** Departments should include estimates by asset type (street portion, streetscape portion, traffic signal portion, etc.) of capital investment projects.

b. **Budgeting**. Departments should strive to itemize capital asset acquisitions in their budgets by asset type (land, building, equipment, etc.).

c. **Tracking.** Departments should maintain a list of its capital assets from acquisition to disposal. The preferred method of tracking is within a computer database. This list should include:
   - (a) Asset description
   - (b) Asset identifier (address, VIN, Serial ID, tag number if applicable, etc.)
   - (c) Date of acquisition
   - (d) Asset cost or value when acquired
   - (e) Estimated useful life
   - (f) Date of disposal (in the fiscal year the asset is disposed. The asset would be removed from the list in the following fiscal year.)

d. **Acquisitions.** Acquisitions should strive to be shown by each asset (if 10 vehicles meeting the capital asset criteria are purchased, there should be 10 transactions with each having an asset identifier).

e. **Disposals.** Report any assets deemed to be surplus and unneeded by the department so that proper transfer or disposal can proceed. Theft or loss of property should be reported immediately. A police report should be obtained on all losses suspected of being stolen.

f. **Reporting.** At least annually, departments shall provide their lists to Risk Management (HR) and Finance. All departments are required to prepare and maintain an annual inventory of <u>all</u> assets assigned to their respective department. A second inventory listing of only assets with cost basis that are <u>over</u> the capitalization threshold for financial reporting should be prepared and submitted to Finance. Department directors are responsible for the inventories of their respective department.

g. **Review.** At least annually, Finance will spot check capital assets. Depending on the capital asset, Finance may recommend tagging capital assets to enhance tracking.

2F. Capital Asset Categories

The City reports five (5) categories of capital assets: Land, Buildings, Improvements, Infrastructure, and Equipment. Each category is further identified by type.

Land. Land is the surface or crust of the earth, which may be used to support structures. Land improvements consist of betterments, site preparation and site improvements (other than buildings) of a permanent nature that ready the land for its intended use. The costs associated with improvements to land are added to the cost of the land. Land and land improvements are inexhaustible assets and do not depreciate over time. For financial reporting, infrastructure right-of-way (ROW) or easements are reported in the land classification

The City reports two (2) types of capital assets as land:

(1) **Land Acquired (including right of way).** Expenditures for the purchase of land, including right-of-way. This includes land the City has ownership.

(2) **Easements Acquired.** Expenditures for the purchase of easements. This includes property the City has rights but not ownership. Temporary easements are at the discretion of the City's Comptroller, since it depends on length of the temporary acquisition.

Buildings. A building is a structure that is permanently attached to the land and is not intended to be transportable or moveable. Building improvements are capital events that materially extend the useful life of a building, increase the value of a building or both. A building improvement should be capitalized and recorded as an increase to the value of the existing building if the cost of the improvement meets or exceeds the capitalization threshold and increases the estimated useful life.

The City reports three (3) types of capital assets as buildings:

(1) **Buildings Acquired.** Expenditures for acquiring existing buildings.

(2) **Building Design and Construction.** Expenditures for design and construction of new buildings. This includes parking garages.

(3) **Building Improvements.** Expenditures for improvements made to existing buildings. Improvements means any expenditure greater than the asset type threshold that adds new capacity to an existing building or extends the estimated useful life of an existing building. This includes an addition, a new roof, or a new HVAC system.

Improvements. Improvements other than buildings include depreciable improvements and betterments made to land of a permanent nature, other than buildings that add value to land, but do not have an indefinite useful life.

The City reports two (2) types of capital asset as improvements:

(1) **Parks and Recreation Facilities.** Cost of acquisition and improvements to City parks.

(2) **Distribution and Collection Systems.** Cost of acquisition and improvements to City's water, sewer, and reclaimed distribution systems.

Infrastructure. Infrastructure assets are capitalized. The city has elected to apply depreciation expense for these assets. Costs for both maintenance and preservation of these assets are expensed in the period incurred.

Additions and improvements to existing infrastructure assets that increase capacity or efficiency are capitalized. Examples of additions and improvements that increase capacity or efficiency include adding a new lane or widening the lanes of an existing road, or alignment improvements.

For purposes of infrastructure accounting and reporting, the city has determined that roads will consist of lane miles of roadways and dissimilar assets such as drainage systems, lighting, and signalization are recorded separately.

Infrastructure is overseen by Engineering, Street Department, IT, or the Water Management Department.

The City reports eight (8) types of capital assets as infrastructure:

(1) **Drainage.** Cost of improving drainage.

(2) **Streets.** Cost of adding or improving streets.

(3) **Curb and Gutter.** Cost of adding or improving curb and gutter.

(4) **Gateway Enhancement and Streetscape.** Cost designated for adding or improving gateway enhancement and streetscape.

(5) **Bridges and Tunnels.** Cost of adding or improving bridges and tunnels.

(6) **Sidewalks.** Cost of adding or improving sidewalks.

(7) **Traffic Signals.** Cost of acquiring and installing traffic signals.

(8) **Streetlights.** Cost of installing or improving streetlights.

Equipment. Machinery and equipment is an apparatus, tool, or conglomeration of pieces to form a tool, or purchased equipment, used in operations. These items can be fixed or movable tangible assets. They will stand alone and not become a part of a basic structure or building.

The City reports fives (5) types of capital assets as equipment:

(1) **Furniture and Fixtures.** Expenditures for furniture and fixtures, including office furniture and building fixtures, with a unit cost more than the capital asset type threshold. Normally, such items would be indoors and would not require power to operate. Examples include chairs, tables, bookcases, and office cubicles.

(2) **Vehicles.** Expenditures for on-road rolling stock with a unit cost in excess of the capital asset type threshold each, used to transport persons or objects. May include expenditures for permanent improvements to new vehicles prior to placing the vehicle in service for the first time, regardless of cost (e.g., permanent attachments, pickup truck bed covers and bed liners, patrol car light bars, window tinting, etc.). Examples of vehicles include trailers, motorcycles, automobiles (e.g., sedans, pick-up trucks, SUVs) and on-road trucks to which the City affixes a license plate. Does NOT include off-road rolling stock to which the City does NOT affix a license plate.

(3) **Machinery and Equipment.** Expenditures for machinery and equipment with a unit cost in excess of the capital asset type threshold each, usually composed of a complex combination of parts. Examples include copiers, electronics, power tools, self-contained breathing apparatus, off-road rolling stock to which the City does NOT affix a license plate, traffic controllers and monitors, and radio equipment. Does NOT include computer hardware and vehicles to which the City affixes a license plate.

(4) **Computer Hardware.** Computer hardware with a unit cost over the capital asset type threshold.

(5) **Computer Software.** Non-recurring cost of computer software with a unit cost over the capital asset type threshold. For internally generated computer software, only costs incurred during the application development stage are considered capital assets.

2G. Capital Asset Costs

Capital assets are stated at historical cost or, in some instances, estimated historical cost. Donated capital assets, donated works of art and similar items, and any capital assets received in service concession arrangements are reported at acquisition value. Major outlays for capital assets and improvements are capitalized as projects are constructed. The cost of normal maintenance and repairs that do not add to the value of an asset or materially extend the asset's life is not capitalized.

Capital assets, except for land, land improvements and intangible assets with an indefinite useful life are depreciated over their estimated useful lives.

Land

Costs to include as land include:

- Original purchase price or estimated acquisition value at time of donation
- Professional fees (closing fees, title searches, architect, legal, engineering, appraisal, surveying, environmental assessments, etc.)
- Land excavation, fill, grading, drainage, and clearing

- Demolition of existing buildings and improvements (less salvage)
- Removal, relocation, or reconstruction of property of others (railroad, telephone and power lines)
- Water wells (including the initial cost for drilling, the pump and its casing)
- Accrued and unpaid taxes at date of acquisition

Buildings Acquired

Costs to include for buildings acquired include:

- Original purchase price
- Expenses for remodeling, reconditioning or altering the structure of a purchased building to make it ready to use for the purpose for which it was acquired (including internal payroll and payroll-related costs of employees directly involved in the activity)
- Environmental compliance costs (i.e., asbestos abatement)
- Professional fees (legal, architect, inspections, title searches, etc.)
- Payment of unpaid or accrued taxes on the building to date of purchase
- Cancellation or buyout costs of existing leases
- Other costs required to place the asset into operation

Buildings Designed and Constructed

Costs to be capitalized for buildings designed and constructed include:

- Completed structure costs
- Expenses incurred for the preparation of plans, specifications, blueprints, etc.
- Cost of building permits
- Professional fees (architectural, engineering, legal, management fees for design and supervision, etc.)
- Cost of permanently attached fixtures or machinery that cannot be removed without impairing the use of the building

Building Improvements

Costs to be capitalized for building improvements include:

- Similar costs included above in constructed buildings but rather associated with additions to buildings (expansions, extensions, or enlargements)
- Conversion of areas including attics, basements, etc., to usable space
- Structures attached to the building such as covered patios, sunrooms, garages, carports, enclosed stairwells, etc.
- Installation or upgrade of heating and cooling systems
- Installation/upgrade of wall or ceiling covering such as carpeting, tiles, paneling, or parquet
- Structural changes such as reinforcement of floors or walls, installation or replacement of beams, rafters, joists, steel grids, or other interior framing
- Installation or upgrade of window or door frames, upgrading of windows or doors, built-in closet and cabinets

- Interior renovation associated with casings, baseboards, light fixtures, ceiling trim, etc.
- Installation or upgrade of plumbing and electrical wiring
- Installation or upgrade of phone or closed-circuit television systems, networks, fiber optic cable or wiring required in the installation of equipment (that will remain in the building)

Improvements

Costs to be capitalized as improvements include:

- Park buildings
- Park fencing and gates, parking lots, driveways, parking barriers (would not include restriping or resurfacing of existing lots and driveways)
- Outside sprinkler systems
- Recreation areas and athletic fields (including bleachers)
- Paths and trails
- Water and wastewater lines
- Lift Stations, Booster Stations, Water Tanks, Treatment Facilities
- Swimming pools, tennis courts, basketball courts
- Fountains

Equipment

Costs to be included as equipment include:

- Acquisition cost, which is the net invoice price of the equipment including the cost of modifications, site preparation, assembly, attachments accessories, or auxiliary apparatus necessary to make the equipment operable.
- Separately invoiced associated charges such as the cost of installation transportation, or protective in-transit insurance, must also be included in determining the acquisition cost
- If a group of smaller items is acquired, and all items are needed to make the equipment operational for its intended purpose, all must be included when determining whether the purchase is classified as a capital asset or not
- A reduction for any trade-in value of a prior owned asset

2H. Non-Capital Assets Costs

The costs of normal maintenance and repairs that do not add to the value or materially extend the useful life of the asset are not capitalized. Repairs or replacements that are merely costs to retain an asset in its normal capacity are not to be capitalized. Repairs or replacements that have an effect on a capital asset's functionality (effectiveness or efficiency) or materially extends a capital asset's expected useful life should be capitalized.

Costs that are not included in capital assets:

- Assets the City does not own or have rights
- Assets not meeting the asset type threshold amount
- Assets not having an estimated useful life of three (3) years or more
- Adding, removing and/or moving walls in conjunction with renovation projects that are not considered major rehabilitation projects and that do not increase the value of

- the building
- Improvement projects of minimal or no added life expectancy and/or value to the building
- Plumbing or electrical repairs
- Cleaning, pest extermination, or other periodic maintenance
- Interior decoration, such as draperies, blinds, curtain rods, wallpaper
- Exterior decoration, such as detachable awnings, uncovered porches, decorative fences, etc.
- Maintenance-type interior renovation, such as repainting, touch-up plastering, replacement of carpet, tile, or panel sections, sink and fixture refinishing, etc.
- Maintenance-type exterior renovation such as repainting, replacement of deteriorated siding, roof, or masonry sections
- Replacement of a part or component of a building with a new part of the same type and performance capabilities, such as replacement of an old boiler with a new one of the same type and performance capabilities
- Any other maintenance-related expenditure which does not increase the value or useful life of the building
- Repairs and maintenance–retain value rather than provide additional value to an asset. The cost of normal maintenance and repairs that do not add to the value of an asset or materially extend the asset's life is not capitalized
- Replacement machinery and equipment–must be evaluated as a stand- alone purchase using the capital asset criteria
- Modifications and upgrades of existing machinery and equipment– should be evaluated on a case-by-case basis. Equipment modification and upgrade costs will be capitalized when they materially extend the useful life, increase the capacity, or improve the efficiency of the original asset and meet, or exceed the city's capitalization threshold. The expenditures are capitalized and reported as a child asset of the existing machinery and equipment. The asset value and useful life of the original piece of equipment are not modified.
- Costs of extended warranties and/or maintenance agreements, which can be separately identified from the cost of the equipment, should not be capitalized.
- Training costs, which can be separately identified from the cost of the equipment, should not be capitalized.
- Items acquired for resale
- Feasibility studies
- Capitalized Interest, which is interest incurred on debt during the construction period of a capital asset

2I. Capital Asset Coding

Like other costs, capital asset costs are expensed in all funds. (However, at fiscal year-end, in proprietary funds (water and wastewater), the expense is changed to capital assets and depreciated in the general ledger.)

The fund and department that owns or has rights to the asset should also be used with the expenditure codes below.

The following expenditure codes should be used for capital and non-capital asset acquisitions:

Asset Type	Capital Asset	Non-Capital Asset
LAND		
Land Acquired	89110	n/a
Easements Acquired	89120	85170
BUILDINGS		
Buildings Acquired	89210	85180
Building Design & Construction	89220	85182
Building Improvements	89230	85184
IMPROVEMENTS		
Parks & Recreation Facilities	89310	83710
Distribution Systems	89320	83720
INFRASTRUCTURE		
Drainage	89410	83810
Streets	89420	83820
Curb & Gutter	89430	83830
Gateway Enhancement & Streetscape	89440	83840
Bridges & Tunnels	89450	83850
Sidewalks	89460	83860
Traffic Signals	89470	83870
Streetlights	89480	83880
EQUIPMENT		
Furniture, Fixtures	89510	83510
Vehicles	89520	83520
Machinery & Equipment	89530	83530
Computer Hardware	89540	83540
Computer Software	89550	83560

If capital assets are sold, proceeds from the sale should be recorded to the revenue account (36800). The fund used would be the one with ownership of the asset.

3. Capital Assets Reporting in the Financial Statements

3A. Depreciation

Although capital assets are expensed for budget purposes, they are shown as capital assets in the government-wide balance sheet of the financial statements. They are reclassified to capital assets through fiscal year-end worksheet adjustments. Depreciation of these assets are also done by worksheet adjustments. However, in proprietary funds (water and wastewater), the expenses are changed at fiscal year-end to capital assets accounts and depreciated.

Depreciation is the systematic and rational allocation of net cost (cost less estimated residual value) over the depreciable asset's estimated useful life. The City calculates depreciation on a straight-line basis over the estimated useful life. The City begins depreciation in the first month of use for a full month, or if the starting month is not known, depreciation is assumed for ½ of the fiscal year of implementation.

Residual value is the estimate of what an asset may be sold for at the end of its service life. The City utilizes capital assets until they are deemed worthless, so a residual value of zero (0) is assigned to all capital assets.

For infrastructure, the city elected to depreciate infrastructure costs in lieu of using the modified approach. Under the modified approach, depreciation expense would not have been recorded for infrastructure capital assets that met certain condition requirements.

Land acquired, easements acquired, and drainage are not depreciated.

3B. Estimated Life of Capital Assets

The City uses straight-line depreciation over the estimated useful life of the capital asset. Estimated life may vary between asset type. Unless material, the City does not adjust depreciation where actual life differs from estimated life.

The City uses the following estimated life schedule for its capital assets:

Capital Asset Type	Estimated Life (years)
LAND	
Land Acquired	Not depreciated
Easements Acquired	Not depreciated
BUILDINGS	
Buildings Acquired	50 less years since built
Building Design & Construction	50
Building Improvements	25
IMPROVEMENTS	
Parks & Recreation Facilities	10-50
Distribution Systems	10-50
INFRASTRUCTURE	
Drainage	Not depreciated
Streets	50
Curb & Gutter	40
Gateway Enhancement & Streetscape	20
Bridges & Tunnels (road bridges)	40
Bridges & Tunnels (pedestrian bridges)	30
Sidewalks	30
Traffic Signals	20
Streetlights	20
EQUIPMENT	
Furniture, Fixtures	3-10
Vehicles *	5-10 yrs (based on warranty)
Machinery & Equipment	3-10 yrs (based on warranty)
Computer Hardware	3-10
Computer Software	3-10

*Fire Apparatus Expected Life is up to 15 years

3C. Other Capital Asset Considerations

Intangible Assets
An asset that possesses lack of physical substance, nonfinancial nature, and initial useful life extending beyond three (3) or more reporting periods. Computer software is the most commonly known type of intangible. Other items could include easements, land use rights, patents, trademarks, etc. For example, the City may receive rights to use land that another government has ownership.

Trade-Ins
When the purchase of a new capital asset includes the trade-in of a similar old asset, the expenditure is the amount paid. For CAFR reporting, the book value of the old asset is added to the amount paid to reflect the acquisition cost of the new asset. No gain or loss is recorded. (For example, if a copier costs $25,000 with a $3,000 trade-in allowance for an old copier that has a book value of $8,000, the asset cost of the new copier is $30,000. This is the book value of the old asset $8,000 + the cost paid for the new copier $22,000.)

Installment Purchases
Some capital assets are acquired and owned by the City but the full acquisition price may not be immediately paid in full. The payments may occur over multiple years. For these types of purchases, each payment will be expensed. Then, for financial reporting, the capital asset will be reported at its total value along with a deferred outflow for the outstanding payments due.

Construction in Progress
Construction in Progress (CIP) is an asset account that represents the temporary accumulation of costs, such as labor, materials, equipment, and any ancillary charges directly attributable to the construction of the project. The accumulation of costs continues in the CIP account until the project is complete. Once the asset is complete and placed into service, the costs are transferred from CIP to the appropriate capital asset category. This concept would be the same for buildings, infrastructure, or internally generated assets.

Impairments
A capital asset is impaired when its service utility has permanently declined significantly and unexpectedly. Events or changes in circumstances that may be indicative of impairment include evidence of physical damage, changes in legal or environmental factors, technological changes or evidence of obsolescence, changes in the manner or duration of use of a capital asset, and construction stoppage.

Generally, an asset would be considered impaired if both:

- The expenses associated with the potentially impaired asset (i.e., continued operation and maintenance, including depreciation, or cost associated with restoration) are significant compared to its useable capacity.
- The event or change in circumstances was outside the normal life cycle of the asset.

When a department learns of a capital asset impairment, or other type of loss (other than from sales) it should contact HR Risk Management and the Finance Department.

In the event a capital asset is impaired, there are two options for reporting the impairment:

- If the asset will no longer be used then the book value of the asset should be written down to the lower of carrying value or fair market value
- If the asset will continue to be used then the book value of the asset should be adjusted by the net of the impairment loss and restoration costs.

Estimated impairment losses will be evaluated and recorded based on the above considerations. Losses should be recorded as a direct expense to the business function that owned the asset.

3D. Capital Asset Reductions

Capital Assets no longer owned or in possession of the City shall be removed from the capital asset records.

1. Sold and/or Retired – These assets will be removed from the capital asset records upon formal notification from the responsible party of such disposition. City policy regarding the sale/disposal of surplus equipment will be followed.

2. Transferred Assets – Assets that are transferred to proprietary (business-type) funds will be accounted for separately from the governmental activities of the City and will be removed from the capital asset records (in relation to governmental activities) upon transfer to a proprietary fund (i.e. the asset will be accounted for in the proprietary fund).

3. Missing – Assets not seen for two consecutive annual periods will be classified as missing and will be removed from the capital asset records upon formal notification to inventory control. These assets no longer will be searched for in regular annual inventories. However, if an asset is located at some time in the future, it will be reactivated in the system.

4. Procedures

The Finance Department will implement procedures that are in accordance with this policy. Each department is responsible for reviewing their business practices and processes for capital assets and determine where risks exist and where and how controls can be established to mitigate these risks.

5. Exceptions to Policy/Reporting of Exceptions

If a capital assets situation arises that is not covered within this policy, the City Administrator may authorize the method of handling. The capital assets exception will be reported at the next available Board of Mayor and Aldermen (BOMA) meeting as an action on behalf of the Board by the City Administrator.

City of Franklin, Tennessee

Tabulation of Submittals*

Purchasing Office Solicitation No.:	**2019-002 (electronic bill presentment services, payment processing services and coordinated paper bill presentment services)**
Notice to proposers published in the *Williamson Herald* on:	**2/21/19**
Number of potential proposers that were notified of / that submitted a proposal in response to this request for proposals:	**17 / 10**
Date and time proposal due and publicly opened:	**4/2/19 2:00 PM**
Present at opening of proposals:	**Kim Pendergrass of Divco Data - Invoice Cloud; Brian Cooper of DNI Corp.; Wayne Parr of LexisNexis Vitalchek; Deann Kraft and Lawrence Sullivan of the City of Franklin Revenue Management Department; Mike Lowe of the City of Franklin Finance Department; and Leslie Pewitt, Suzanne Ward and Brian Wilcox of the City of Franklin Purchasing Office**
Target meeting of BOMA at which recommendation is scheduled to be considered:	**10/8/19**

Proposals received from:	For which services does the proposal apply?	Does the proposal include all required documents?	Does the proposal take any exceptions to the City's procurement solicitation? / If so, how many?	Average points allocated by proposal evaluation team (out of a possible 100, utilizing evaluation criteria as listed in RFP):	Average points allocated by interview panel (out of a possible 100, utilizing evaluation criteria as listed in RFP):	Estimated annualized total quoted proposal pricing for years 1-3 payable by: City / City's customers / total	Payment terms:	Estimated time of completion of implementation after receipt of order:	Proposal is valid and may be accepted through:
Bill2Pay, LLC 9428 Baymeadows Road, Suite 500 Jacksonville, FL 32256 Darren Mace Business Sector Executive 904-421-7133 darren.mace@bill2pay.com	Complete bundle of services	Yes	Proposer takes no exceptions	86.72	71.07	$50,400 $73,453 $123,853	net 30 days	120 days	9/2/2019
DNI Corp 711 Spence Lane Nashville, TN 37217 Brian Cooper Account Executive, Business Development 615-948-0020 bcooper@dnicorp.com	Complete bundle of services	Yes (and includes a proposed service agreement)	Proposer takes no exceptions	83.18	63.38	$47,692 $118,780 $166,472	net 30 days	90 - 120 days	8/30/2019
EPI-USE America, Inc. 2002 Summit Blvd., #825 Atlanta, GA 30319 Allan Zoutendyk Associate Partner 919-995-4135 allan.zoutendyk@us.epiuse.com	Electronic bill presentment and payment processing services only (but combined with bill printing services by Presto Service, Inc. for allocating fee-based points)	No (missing contact information for listed references (available upon request))	Proposer takes no exceptions	64.31	not interviewed	$149,619 $110,364 $259,983	net 30 days	80 days	9/30/2019
Fidelity National Information Services (FIS) 113 Seaboard Ln, Suite A250 Franklin, TN 37067 Tammi Mathews Senior Sales Executive Government EBPP Solutions 480-238-7398 tammi.mathews@fisglobal.com	Complete bundle of services	Yes	Yes (to City's Standard Procurement Terms and Conditions)	67.85	not interviewed	$79,200 $110,364 $189,564	net 30 days	90 - 150 days	120 days from proposal date
Invoice Cloud 30 Braintree Hill Office Park, Suite 101 Braintree, MA 02184 Chuck Layman Regional Sales Director 317-670-7845 clayman@invoicecloud.com	Complete bundle of services	Yes (and includes a proposed biller agreement)	Proposer takes no exceptions	80.38	84.93	$57,960 $108,887 $166,847	net 30 days	120 days	6/30/2019

*Staff recommendation is to reject all proposals

City of Franklin, Tennessee

Tabulation of Submittals*

Purchasing Office Solicitation No.:	**2019-002 (electronic bill presentment services, payment processing services and coordinated paper bill presentment services)**
Notice to proposers published in the *Williamson Herald* on:	**2/21/19**
Number of potential proposers that were notified of / that submitted a proposal in response to this request for proposals:	**17 / 10**
Date and time proposal due and publicly opened:	**4/2/19 2:00 PM**
Present at opening of proposals:	**Kim Pendergrass of Divco Data - Invoice Cloud; Brian Cooper of DNI Corp.; Wayne Parr of LexisNexis Vitalchek; Deann Kraft and Lawrence Sullivan of the City of Franklin Revenue Management Department; Mike Lowe of the City of Franklin Finance Department; and Leslie Pewitt, Suzanne Ward and Brian Wilcox of the City of Franklin Purchasing Office**
Target meeting of BOMA at which recommendation is scheduled to be considered:	**10/8/19**

Proposals received from:	**For which services does the proposal apply?**	**Does the proposal include all required documents?**	**Does the proposal take any exceptions to the City's procurement solicitation? / If so, how many?**	**Average points allocated by proposal evaluation team (out of a possible 100, utilizing evaluation criteria as listed in RFP):**	**Average points allocated by interview panel (out of a possible 100, utilizing evaluation criteria as listed in RFP):**	**Estimated annualized total quoted proposal pricing for years 1-3 payable by: City / City's customers / total**	**Payment terms:**	**Estimated time of completion of implementation after receipt of order:**	**Proposal is valid and may be accepted through:**
Gila, LLC d/b/a Municipal Services Bureau 8325 Tuscany Way, Bldg. 4 Austin, TX 78754 Ken Duncan Sr. Account Executive 615-238-1582 Ken.Duncan@Gilacorp.com	Complete bundle of services	Yes (and includes a proposed Service Level Agreement)	Proposer takes no exceptions	84.25	76.00	$8,640 $108,887 $117,527	net 30 days	45-90 days	90 days after submit date
PayIt, LLC 1812 Broadway Blvd Kansas City, MO 64108 Michael Plunkett Co-Founder, COO/CFO 913-314-3825 mike@payitgov.com	Complete bundle of services	Yes	Proposer takes no exceptions	70.39	not interviewed	$115,632 $152,738 $268,370	net 30 days	90 days	3/26/2020
Paymentus Corporation 13024 Ballantyne Corporate Place, Suite 450 Charlotte, NC 28277 Jerry Portocalis Senior Vice President 980-255-3000 JPortocalis@paymentus.com	Complete bundle of services	No (Paymentus Standard Agreement referenced but not provided)	Proposer takes no exceptions but requests to negotiate City's Standard Procurement Terms and Conditions	81.08	94.63	$54,022 $68,285 $122,307	net 30 days	90 days	6/30/2019
Presto Service, Inc. 186 East Old Trenton Rd. Clarksville, tN 37042 Henry "Vega" Albaro, III Operations Manager 931-647-5660 PSI@PrestoServices.com	Bill printing services only (but combined with EBPP services by EPI-USE America, Inc. for allocating fee-based points)	Yes	Proposer takes no exceptions	58.56	not interviewed	$149,619 $110,364 $259,983	net 30 days	0 days	6/30/2019
Smart Energy Systems Inc. DBA Smart Energy Water (SEW) 19900 MacArthur Blvd., Suite #370 Irvine, CA 92612 Aman Singha Director - Operations 909-217-3344 aman.singha@smartenergywater.com	Complete bundle of services	Yes	Proposer takes no exceptions	76.86	not interviewed	$38,972 $110,364 $149,336	net 30 days	140 days	180 days from date of submitted offer

*Staff recommendation is to reject all proposals

CITY OF FRANKLIN

3RD QUARTER REPORT

FY 2019

Excellence *Innovation* *Teamwork* *Integrity* *Action-Oriented*

TABLE OF CONTENTS

Executive Summary

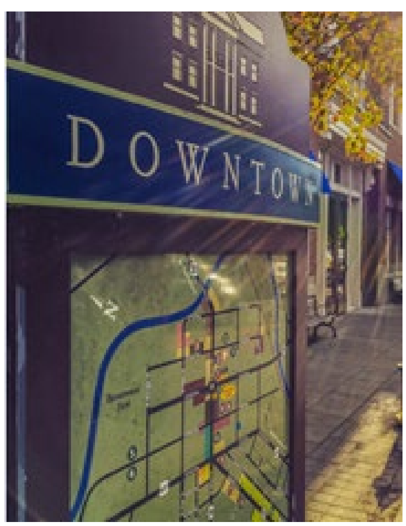
Quarter Ended March 31, 2019

- The General Fund shows a current year surplus of $4,688,202. At end of the 3rd quarter, revenues are at 75.1% of budget with expenditures at 68.7%.
- In the General Fund, local sales taxes are 5.5% higher over last year.
- In the General Fund, state shared taxes are 2.9% lower. This is due to a slight decrease in Beer Tax and Business Tax from last year.
- For development fees that are dependent on timing and type of development,
  - building permit revenue is down almost 27%.
  - road impact fees are down about 37% from last year.
  - facilities taxes are half of last year.
  - water/sewer development fees are 47% lower than last year.
- In the Street Aid Fund, gasoline taxes are 4% higher. A higher amount was anticipated with recent State Law for fuel tax.

All Funds Summary

Fund	Beg Fund Balance	Revenue	Expenditures	End Fund Balance	Change	Fund Summary on Page
General	$49,459,971	$55,096,082	$50,407,880	$54,148,173	$4,688,202	3
Street Aid	$645,435	$2,709,640	$3,189,558	$165,517	($479,918)	4
Sanitation & Envir. Services.	$1,160,474	$7,099,522	$6,327,091	$1,932,905	$772,431	5
Road Impact	$11,339,848	$6,251,709	$2,308,234	$15,283,323	$3,943,475	6
Facilities Tax	$14,410,218	$2,222,812	$1,751,135	$14,881,895	$471,677	7
County Facilities Tax	$4,804,517	$647,173	$1,750,000	$3,701,690	($1,102,827)	8
Stormwater	$4,171,436	$2,053,394	$2,234,385	$3,990,445	($180,991)	9
Drug	$508,522	$104,596	$77,397	$535,721	$27,199	10
Hotel/Motel	$5,722,086	$2,936,012	$1,967,714	$6,690,384	$968,298	11
Parkland Dedication	$6,141,130	$1,675,815	$0	$7,816,945	$1,675,815	12
Transit	$817,649	$1,591,689	$1,778,539	$630,799	($186,850)	13
CDBG	$89,691	$313,042	$309,509	$93,224	$3,533	14
Debt Service	$106,587	$12,796,999	$12,026,802	$876,784	$770,197	15
Capital Projects - Fund 310 (Multi-Purpose)	($1,587,454)	$6,743,487	$2,599,345	$2,556,688	$4,144,142	16
Capital Projects - Fund 311 (2017 Bonds)	$7,800,069	$1,244,307	$2,100,868	$6,943,508	($856,561)	17
Capital Projects - Fund 312 (2019 Bonds Reimbursables)	$0	$0	$2,808,326	($2,808,326)	($2,808,326)	18
Water & Wastewater Operations	*	$23,522,063	$19,387,628	*	$4,134,435	19
Water & Wastewater Dev. Fees	*	$2,496,236	$2,692,935	*	($196,699)	20

* As an enterprise fund (which is similar to a private business), Water & Wastewater does not have a fund balance.



General Fund

	Current YTD Actuals	Prior YTD Actual	Percent Current YTD to Prior YTD	Budget	Percent Current YTD to Budget
Revenues					
Local Sales Tax	$26,919,578	$25,518,870	105.5%	$35,557,339	75.7%
State Shared Taxes	9,289,242	9,566,145	97.1%	11,775,152	78.9%
Property Taxes	9,224,593	8,509,109	108.4%	7,670,785	120.3%
Alcohol Taxes	3,296,747	3,170,565	104.0%	4,321,823	76.3%
Grants	488,705	784,860	62.3%	1,829,190	26.7%
Franchise Fees	2,220,456	2,280,332	97.4%	2,392,929	92.8%
Building Permits & Fees	1,696,482	2,333,648	72.7%	3,382,744	50.2%
Court Fines & Fees	266,966	290,075	92.0%	486,437	54.9%
In Lieu of Tax (Local)	259,394	260,607	99.5%	217,979	119.0%
Interest Income	747,053	38,447	1943.1%	384,464	194.3%
Other Revenues	686,866	520,620	131.9%	5,342,942	12.9%
Total Revenues	***55,096,082***	***53,273,278***	***103.4%***	***73,361,784***	***75.1%***
Expenditures:					
Salaries & Wages	26,161,918	24,492,798	106.8%	36,069,896	72.5%
Employee Benefits	10,333,875	8,988,778	115.0%	15,195,407	68.0%
Utilities	1,528,183	1,508,373	101.3%	2,211,019	69.1%
Contractual Services	3,059,219	1,815,468	168.5%	4,327,612	70.7%
Repair & Maintenance Services	1,588,903	1,693,134	93.8%	2,520,862	63.0%
Debt Service & Lease Payments	663,578	1,396,369	47.5%	754,419	88.0%
Reimbursement from Other Funds	(2,448,701)	(2,104,148)	116.4%	(3,264,935)	75.0%
Transfers To Other Funds	3,560,171	1,142,993	311.5%	3,560,171	100.0%
Capital (>$25,000)	688,011	1,788,980	38.5%	3,846,000	17.9%
Other Expenditures	5,272,723	5,272,451	100.0%	8,141,333	64.8%
Total Expenditures	***50,407,880***	***45,995,196***	***109.6%***	***73,361,784***	***68.7%***
Total Unallocated Funds	***4,688,202***	***7,278,082***	***64.4%***	***0***	***0.0%***

FUND SUMMARY

- The General Fund shows a current year surplus of $4,688,202, as property tax billings occurred in the 2nd quarter (October 1). Also, at mid-year, revenues are at 75% of budget with expenditures at 68%.
- Local sales taxes are about 5.5% higher over last year.
- State shared taxes are 2.9% lower due to a decrease in Beer Tax and Business Tax from last year.
- Although TOC grants revenues are budgeted as $1.6 million for 2019, no significant expenses are expected this year.
- Primary difference in Employee Benefits are that claims are higher in FY 2019.
- Contractual Services are higher due to timing of the renewal for Infor, but on track with Budget.
- Debt Service is lower due to some debt being paid off at the end of FY 2018.

Street Aid Fund

	Current YTD Actuals	Prior YTD Actual	Percent Current YTD to Prior YTD	Budget	Percent Current YTD to Budget
Revenues					
Beginning Fund Balance	$645,435	$502,481	128.4%	$645,435	100.0%
State Shared Taxes	1,956,383	1,868,278	104.7%	2,707,855	72.2%
Property Taxes	748,375	722,941	103.5%	1,002,130	74.7%
Interest Income	4,882	3,477	140.4%	2,000	244.1%
Total Revenues	***3,355,075***	***3,097,177***	***108.3%***	***4,357,420***	***77.0%***
Expenditures:					
Repair & Maintenance Services	3,187,952	1,802,247	176.9%	4,286,411	74.4%
Other Expenditures	1,606	665	241.6%	600	267.6%
Total Expenditures	***3,189,558***	***1,802,912***	***176.9%***	***4,287,011***	***74.4%***
Total Unallocated Funds	***165,517***	***1,294,265***	***12.8%***	***70,409***	***235.1%***

FUND SUMMARY

- In the Street Aid Fund, gasoline taxes are 4.7% higher. A higher amount was anticipated with recent State Law for fuel tax.
- Expenditures are for the paving activity and on track with Budget.

Sanitation Fund

	Current YTD Actuals	Prior YTD Actual	Percent Current YTD to Prior YTD	Budget	Percent Current YTD to Budget
Revenues					
Beginning Fund Balance	$1,160,474	$687,099	168.9%	$1,160,474	100.0%
Interest Income	4,996	238	2095.7%	0	0.0%
Sanitation Collection Services	4,672,560	4,184,634	111.7%	6,237,573	74.9%
Tipping Fees	2,217,723	1,925,803	115.2%	2,831,540	78.3%
Transfer From General Fund	0	250,000	0.0%	0	0.0%
Other Revenues	204,243	70,890	288.1%	183,998	111.0%
Total Revenues	***8,259,996***	***7,118,664***	***116.0%***	***10,413,585***	***79.3%***
Expenditures:					
Salaries & Wages	1,687,407	1,516,599	111.3%	2,283,395	73.9%
Employee Benefits	738,966	912,591	81.0%	1,051,229	70.3%
Utilities	60,839	59,412	102.4%	97,695	62.3%
Contractual Services	100,232	13,019	769.9%	134,300	74.6%
Repair & Maintenance Services	337,263	327,448	103.0%	719,805	46.9%
Debt Service & Lease Payments	55,915	215,597	25.9%	162,837	34.3%
Transfers To Other Funds	27,325	99,590	27.4%	167,184	16.3%
Capital (>$25,000)	265,000	156,305	169.5%	435,000	60.9%
Other Expenditures	3,054,144	2,833,812	107.8%	4,434,764	68.9%
Total Expenditures	***6,327,091***	***6,134,373***	***103.1%***	***9,486,209***	***66.7%***
Total Unallocated Funds	***1,932,905***	***984,291***	***196.4%***	***927,376***	***208.4%***

FUND SUMMARY

- Collection services revenue is 11.7% higher than last year. Tipping fees are 15.2% higher.
- Collection services and tipping fee revenues have been sufficient to cover operating expenditures through the 3rd quarter.

Road Impact Fund

	Current YTD Actuals	Prior YTD Actual	Percent Current YTD to Prior YTD	Budget	Percent Current YTD to Budget
Revenues					
Beginning Fund Balance	$11,339,848	$5,889,789	192.5%	$11,339,848	100.0%
Interest Income	352,451	80,524	437.7%	50,000	704.9%
Road Impact Fees	5,899,258	9,404,277	62.7%	7,984,276	73.9%
Total Revenues	***17,591,557***	***15,374,590***	***114.4%***	***19,374,124***	***90.8%***
Expenditures:					
Contractual Services	355,919	556,831	63.9%	3,000,000	11.9%
Transfers To Other Funds	1,933,709	3,282,941	58.9%	2,708,651	71.4%
Capital (>$25,000)	9,133	0	0.0%	0	0.0%
Other Expenditures	9,473	0	0.0%	0	0.0%
Total Expenditures	***2,308,234***	***3,839,772***	***60.1%***	***5,708,651***	***40.4%***
Total Unallocated Funds	***15,283,323***	***11,534,818***	***132.5%***	***13,665,473***	***111.8%***

FUND SUMMARY

- Road impact fees are down from last year but on track per the Budget. (These revenues are dependent on timing and type of development.)

Facilities Tax Fund

	Current YTD Actuals	Prior YTD Actual	Percent Current YTD to Prior YTD	Budget	Percent Current YTD to Budget
Revenues					
Beginning Fund Balance	$14,410,217	$10,441,436	138.0%	$14,410,217	100.0%
Interest Income	400,779	79,376	504.9%	18,821	2129.4%
Facilities Taxes	1,822,034	3,666,655	49.7%	2,430,484	75.0%
Total Revenues	***16,633,030***	***14,187,467***	***117.2%***	***16,859,522***	***98.7%***
Expenditures:					
Utilities	67	0	0.0%	0	0.0%
Contractual Services	75,951	435,677	17.4%	0	0.0%
Repair & Maintenance Services	7,900	0	0.0%	0	0.0%
Capital (>$25,000)	1,643,545	354,505	463.6%	8,293,792	19.8%
Other Expenditures	23,672	0	0.0%	278,592	8.5%
Total Expenditures	***1,751,135***	***790,182***	***221.6%***	***8,572,384***	***20.4%***
Total Unallocated Funds	***14,881,895***	***13,397,285***	***111.1%***	***8,287,138***	***179.6%***

FUND SUMMARY

- Facilities taxes are about half of last year but on track per the Budget. (These revenues are dependent on timing and type of development.) Last year was the highest year of collection.
- Most of the capital budgeted in 2019 is for fire station 7 construction.

County Facilities Tax Fund

	Current YTD Actuals	Prior YTD Actual	Percent Current YTD to Prior YTD	Budget	Percent Current YTD to Budget
Revenues					
Beginning Fund Balance	$4,804,518	$3,488,072	137.7%	$4,804,518	100.0%
Interest Income	110,643	22,877	483.6%	0	0.0%
Facilities Taxes	536,529	749,111	71.6%	1,250,000	42.9%
Transfer from Capital Projects Fund	0	635,074	0.0%	0	0.0%
Total Revenues	***5,451,690***	***4,895,134***	***111.4%***	***6,054,518***	***90.0%***
Expenditures:					
Transfers To Other Funds	1,750,000	300,000	583.3%	1,750,000	100.0%
Total Expenditures	***1,750,000***	***300,000***	***583.3%***	***1,750,000***	***100.0%***
Total Unallocated Funds	***3,701,690***	***4,595,134***	***80.6%***	***4,304,518***	***86.0%***

FUND SUMMARY

- This fund was created to account for facilities taxes received from the County.
- $1,750,000 was transferred to Capital Project Fund 310 for partial funding of the State Route 96 West Multiuse Trail.

Stormwater Fund

	Current YTD Actuals	Prior YTD Actual	Percent Current YTD to Prior YTD	Budget	Percent Current YTD to Budget
Revenues					
Beginning Fund Balance	$4,171,435	$4,687,695	89.0%	$4,171,435	100.0%
Building Permits & Fees	115,051	44,343	259.5%	84,966	135.4%
Interest Income	59,253	12,708	466.3%	9,995	592.8%
Stormwater Fees	1,838,484	1,797,185	102.3%	2,546,377	72.2%
Customer Service	(596)	0	0.0%	0	0.0%
Other Revenues	41,203	55,693	74.0%	80,943	50.9%
Total Revenues	***6,224,830***	***6,597,624***	***94.3%***	***6,893,716***	***90.3%***
Expenditures:					
Salaries & Wages	810,895	769,811	105.3%	1,141,535	71.0%
Employee Benefits	337,626	345,737	97.7%	526,995	64.1%
Utilities	24,034	26,996	89.0%	50,775	47.3%
Contractual Services	37,499	241,042	15.6%	168,560	22.2%
Repair & Maintenance Services	70,866	73,886	95.9%	142,851	49.6%
Debt Service & Lease Payments	0	79,755	0.0%	0	0.0%
Transfers To Other Funds	50,000	0	0.0%	50,000	100.0%
Capital (>$25,000)	531,597	477,195	111.4%	3,506,000	15.2%
Other Expenditures	371,868	307,930	120.8%	551,397	67.4%
Total Expenditures	***2,234,385***	***2,322,352***	***96.2%***	***6,138,113***	***36.4%***
Total Unallocated Funds	***3,990,445***	***4,275,272***	***93.3%***	***755,603***	***528.1%***

FUND SUMMARY

- Stormwater fees are almost 2% higher than last year.

Drug Fund

	Current YTD Actuals	Prior YTD Actual	Percent Current YTD to Prior YTD	Budget	Percent Current YTD to Budget
Revenues					
Beginning Fund Balance	$508,522	$541,205	94.0%	$508,522	100.0%
Interest Income	8,869	5,725	154.9%	2,176	407.6%
Drug Fines Received	44,663	47,185	94.7%	85,209	52.4%
Other Revenues	51,064	143,121	35.7%	137,201	37.2%
Total Revenues	***613,118***	***737,236***	***83.2%***	***733,108***	***83.6%***
Expenditures:					
Capital (>$25,000)	55,414	0	0.0%	0	0.0%
Other Expenditures	21,983	90,855	24.2%	152,500	14.4%
Total Expenditures	***77,397***	***90,855***	***85.2%***	***152,500***	***50.8%***
Total Unallocated Funds	***535,721***	***646,381***	***82.9%***	***580,608***	***92.3%***

FUND SUMMARY

- Drug fine collections are 5.3% lower than last year. This revenue is dependent on court actions.

Hotel/Motel Tax Fund

	Current YTD Actuals	Prior YTD Actual	Percent Current YTD to Prior YTD	Budget	Percent Current YTD to Budget
Revenues					
Beginning Fund Balance	$5,722,086	$3,827,284	149.5%	$5,722,086	100.0%
Interest Income	87,794	25,035	350.7%	10,500	836.1%
Hotel/Motel Taxes	2,848,218	3,107,677	91.7%	3,733,827	76.3%
Total Revenues	***8,658,098***	***6,959,996***	***124.4%***	***9,466,413***	***91.5%***
Expenditures:					
Contractual Services	0	29,292	0.0%	25,000	0.0%
Repair & Maintenance Services	0	600	0.0%	0	0.0%
Transfers To Other Funds	1,230,965	982,016	125.4%	1,307,960	94.1%
Capital (>$25,000)	241,702	285,191	84.8%	439,286	55.0%
Other Expenditures	495,047	562,438	88.0%	979,813	50.5%
Total Expenditures	***1,967,714***	***1,859,537***	***105.8%***	***2,752,059***	***71.5%***
Total Unallocated Funds	***6,690,384***	***5,100,459***	***131.2%***	***6,714,354***	***99.6%***

FUND SUMMARY

- Hotel/Motel tax collections are almost 9% lower than last year, but on track per the budget.

Parkland Dedication Fund

	Current YTD Actuals	Prior YTD Actual	Percent Current YTD to Prior YTD	Budget	Percent Current YTD to Budget
Revenues					
Beginning Fund Balance	$6,141,130	$4,584,138	134.0%	$6,141,130	100.0%
Interest Income	107,541	24,369	441.3%	10,000	1075.4%
Parkland Dedication Fees	1,568,274	732,360	214.1%	1,430,000	109.7%
Total Revenues	***7,816,945***	***5,340,867***	***146.4%***	***7,581,130***	***103.1%***
Expenditures:					
Capital (>$25,000)	0	505,402	0.0%	0	0.0%
Total Expenditures	***0***	***505,402***	***0.0%***	***0***	***0.0%***
Total Unallocated Funds	***7,816,945***	***4,835,465***	***161.7%***	***7,581,130***	***103.1%***

FUND SUMMARY

- In lieu of fees are 100% higher than last year and 9% higher than budgeted.
- The expenditures budgeted are for land acquisition for future parks.

Transit Fund

	Current YTD Actuals	Prior YTD Actual	Percent Current YTD to Prior YTD	Budget	Percent Current YTD to Budget
Revenues					
Beginning Fund Balance	$817,649	$374,758	218.2%	$817,649	100.0%
Grants	526,967	327,896	160.7%	1,761,014	29.9%
Interest Income	14,487	4,152	348.9%	0	0.0%
Transit Fares	57,764	93,707	61.6%	132,000	43.8%
Transfer From General Fund	985,171	892,993	110.3%	985,171	100.0%
Other Revenues	7,300	7,200	101.4%	30,700	23.8%
Total Revenues	***2,409,338***	***1,700,706***	***141.7%***	***3,726,534***	***64.7%***
Expenditures:					
Capital (>$25,000)	0	0	0.0%	400,000	0.0%
Other Expenditures	1,778,539	1,565,886	113.6%	2,508,885	70.9%
Total Expenditures	***1,778,539***	***1,565,886***	***113.6%***	***2,908,885***	***61.1%***
Total Unallocated Funds	***630,799***	***134,820***	***467.9%***	***817,649***	***77.1%***

FUND SUMMARY

- Transit has used all of their budgeted subsidy for the year. We anticipate this to decrease as additional grant revenue is received.

CDBG Fund

	Current YTD Actuals	Prior YTD Actual	Percent Current YTD to Prior YTD	Budget	Percent Current YTD to Budget
Revenues					
Beginning Fund Balance	$89,690	$86,263	104.0%	$89,690	100.0%
Grants	309,509	182,808	169.3%	255,000	121.4%
Interest Income	3,534	1,884	187.6%	306	1154.9%
Total Revenues	***402,733***	***270,955***	***148.6%***	***344,996***	***116.7%***
Expenditures:					
Contractual Services	148,446	87,808	169.1%	128,000	116.0%
Repair & Maintenance Services	125,952	95,000	132.6%	120,000	105.0%
Other Expenditures	35,111	0	0.0%	63,286	55.5%
Total Expenditures	***309,509***	***182,808***	***169.3%***	***311,286***	***99.4%***
Total Unallocated Funds	***93,224***	***88,147***	***105.8%***	***33,710***	***276.5%***

FUND SUMMARY

- 99% of budgeted expenditures have been incurred. Grant revenues offset the expenditures incurred.

Debt Service Fund

	Current YTD Actuals	Prior YTD Actual	Percent Current YTD to Prior YTD	Budget	Percent Current YTD to Budget
Revenues					
Beginning Fund Balance	$106,587	$90,197	118.2%	$106,587	100.0%
Property Taxes	8,661,198	9,104,243	95.1%	8,620,102	100.5%
Interest Income	120,357	13,036	923.3%	5,000	2407.1%
Rebate on BAB/RZEDB Bonds	818,445	843,028	97.1%	870,720	94.0%
Transfer from Sanitation Fund	27,325	99,590	27.4%	167,184	16.3%
Transfer from Road Impact Fund	1,933,709	1,782,941	108.5%	2,708,651	71.4%
Transfer from Hotel/Motel Tax Fund	1,035,965	982,016	105.5%	1,112,960	93.1%
Transfer from Water & Sewer Fund	200,000	200,000	100.0%	200,000	100.0%
Total Revenues	***12,903,586***	***13,115,051***	***98.4%***	***13,791,204***	***93.6%***
Expenditures:					
Debt Service & Lease Payments	12,026,802	11,638,310	103.3%	13,764,063	87.4%
Total Expenditures	***12,026,802***	***11,638,310***	***103.3%***	***13,764,063***	***87.4%***
Total Unallocated Funds	***876,784***	***1,476,741***	***59.4%***	***27,141***	***3230.5%***

FUND SUMMARY

- The Debt Service Fund shows a current year surplus of about $800 thousand. The surplus will decrease as it is used to fund debt service payments due in the 4th quarter.

Capital Projects Fund 310 (Multi-Purpose)

	Current YTD Actuals	Prior YTD Actual	Percent Current YTD to Prior YTD	Budget	Percent Current YTD to Budget
Revenues					
Beginning Fund Balance	($1,587,454)	($2,333,062)	68.0%	$0	0.0%
Grants	2,608,978	2,797,690	93.3%	0	0.0%
Interest Income	9,509	1,519	625.9%	0	0.0%
Transfer From General Fund	1,750,000	0	0.0%	0	0.0%
Transfer from Road Impact Fund	0	1,500,000	0.0%	0	0.0%
Transfer from Hotel/Motel Tax Fund	0	(195,000)	0.0%	0	0.0%
Transfer from Stormwater Fund	0	(50,000)	0.0%	0	0.0%
Transfer from Water & Sewer Fund	0	(925,000)	0.0%	0	0.0%
Other Revenues	2,375,000	527,069	450.6%	0	0.0%
Total Revenues	***5,156,033***	***1,323,216***	***389.7%***	***0***	***0.0%***
Expenditures:					
Contractual Services	88,424	46,216	191.3%	0	0.0%
Repair & Maintenance Services	0	13,000	0.0%	0	0.0%
Transfers To Other Funds	0	635,074	0.0%	0	0.0%
Capital (>$25,000)	154,764	1,371,054	11.3%	0	0.0%
Other Expenditures	2,356,157	1,317,285	178.9%	0	0.0%
Total Expenditures	***2,599,345***	***3,382,629***	***76.8%***	***0***	***0.0%***
Total Unallocated Funds	***2,556,688***	***(2,059,413)***	***(124.1%)***	***0***	***0.0%***

FUND SUMMARY

- The City received a project reimbursement from the State of Tennessee which closed the deficit.
- Approximately $1.25 million of Grant Revenue received is for prior year expenses.

Capital Projects Fund 311 (2017 Bonds)

	Current YTD Actuals	Prior YTD Actual	Percent Current YTD to Prior YTD	Budget	Percent Current YTD to Budget
Revenues					
Beginning Fund Balance	$7,800,069	$17,841,982	43.7%	$0	0.0%
Grants	0	479,829	0.0%	0	0.0%
Interest Income	174,307	108,806	160.2%	0	0.0%
Transfer From General Fund	825,000	0	0.0%	0	0.0%
Transfer from Hotel/Motel Tax Fund	195,000	195,000	100.0%	0	0.0%
Transfer from Stormwater Fund	50,000	50,000	100.0%	0	0.0%
Transfer from Water & Sewer Fund	0	925,000	0.0%	0	0.0%
Other Revenues	0	279,000	0.0%	0	0.0%
Total Revenues	***9,044,376***	***19,879,617***	***45.5%***	***0***	***0.0%***
Expenditures:					
Contractual Services	10,000	10,350	96.6%	0	0.0%
Repair & Maintenance Services	168,385	757,893	22.2%	0	0.0%
Debt Service & Lease Payments	0	1,250	0.0%	0	0.0%
Capital (>$25,000)	1,864,696	4,396,940	42.4%	0	0.0%
Other Expenditures	57,787	4,670,830	1.2%	0	0.0%
Total Expenditures	***2,100,868***	***9,837,263***	***21.4%***	***0***	***0.0%***
Total Unallocated Funds	***6,943,508***	***10,042,354***	***69.1%***	***0***	***0.0%***

FUND SUMMARY

- The fund includes the proceeds remaining from the $23 million bond issue in June 2017.

Capital Projects Fund 312 (2019 Bonds Reimbursables)

	Current YTD Actuals	Prior YTD Actual	Percent Current YTD to Prior YTD	Budget	Percent Current YTD to Budget
Revenues					
Expenditures:					
Capital (>$25,000)	$2,755,307	$0	0.0%	$0	0.0%
Other Expenditures	53,019	0	0.0%	0	0.0%
Total Expenditures	***2,808,326***	***0***	***0.0%***	***0***	***0.0%***
Total Unallocated Funds	***(2,808,326)***	***0***	***0.0%***	***0***	***0.0%***

FUND SUMMARY

- The fund includes the expenses to be reimbursed via proceeds bond issue in May 2019. The bonds were issued in the 4th Quarter for $34 million.

Water/Sewer Operations

	Current YTD Actuals	Prior YTD Actual	Percent Current YTD to Prior YTD	Budget	Percent Current YTD to Budget
Revenues					
Interest Income	$380,927	$222,207	171.4%	$98,432	387.0%
Customer Service	22,646,543	21,928,951	103.3%	31,643,642	71.6%
Other Revenues	494,593	569,300	86.9%	26,800	1845.5%
Total Revenues	***23,522,063***	***22,720,458***	***103.5%***	***31,768,874***	***74.0%***
Expenditures:					
Salaries & Wages	3,274,927	3,184,405	102.8%	4,906,785	66.7%
Employee Benefits	1,390,690	1,577,891	88.1%	2,102,695	66.1%
Utilities	1,307,985	1,198,449	109.1%	1,627,962	80.3%
Contractual Services	906,726	1,336,055	67.9%	1,097,425	82.6%
Repair & Maintenance Services	288,658	425,697	67.8%	394,460	73.2%
Debt Service & Lease Payments	2,173,928	1,977,071	110.0%	2,333,281	93.2%
Transfers To Other Funds	200,000	200,000	100.0%	200,000	100.0%
Capital (>$25,000)	2,287,519	11,301,466	20.2%	6,727,850	34.0%
Other Expenditures	7,557,195	6,814,414	110.9%	9,306,894	81.2%
Total Expenditures	***19,387,628***	***28,015,448***	***69.2%***	***28,697,352***	***67.6%***
Total Unallocated Funds	***4,134,435***	***(5,294,990)***	***(78.1%)***	***3,071,522***	***134.6%***

FUND SUMMARY

- Customer service revenue is 3.3% higher than last year.

Water/Sewer Development Fees

	Current YTD Actuals	Prior YTD Actual	Percent Current YTD to Prior YTD	Budget	Percent Current YTD to Budget
Revenues					
Interest Income	$156,903	$81,814	191.8%	$0	0.0%
Customer Service	21,944	32,000	68.6%	0	0.0%
Impact Fees	2,317,389	4,435,887	52.2%	0	0.0%
Total Revenues	***2,496,236***	***4,549,701***	***54.9%***	***0***	***0.0%***
Expenditures:					
Contractual Services	400,000	0	0.0%	0	0.0%
Debt Service & Lease Payments	2,200,135	2,232,744	98.5%	0	0.0%
Capital (>$25,000)	92,800	1,129,288	8.2%	0	0.0%
Other Expenditures	0	316	0.0%	0	0.0%
Total Expenditures	***2,692,935***	***3,362,348***	***80.1%***	***0***	***0.0%***
Total Unallocated Funds	***(196,699)***	***1,187,353***	***(16.6%)***	***0***	***0.0%***

FUND SUMMARY

- Impact fees are 47% lower than last year. (These revenues are dependent on timing and type of development.)

On the Horizon

July

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2019	No Budget & Finance Committee Meeting
Thursday, August 8, 2019	Budget and Finance Committee Meeting
Thursday, September 12, 2019	Budget and Finance Committee Meeting

Finance Department

Contact Information

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City of Franklin

Monthly Reports for June 2019

EXECUTIVE SUMMARY

Schedule 1: Local Sales Tax

The local sales tax remittance from the State of Tennessee for March 2019 sales (received by the City in May 2019) was $3,060,153 compared to $2,938,636 for the same month in 2018, a monthly year over year increase of $121,517 or 4.1%. In comparison, sales tax collections for the State of Tennessee were up 3.1%.

May receipts (March sales) are the ninth month of the FY 2019 fiscal year for both the City of Franklin and the State of Tennessee.

Schedule 2: Building Permits

2019 year-to-date is less than 2018 by 37.3%, and compared to 2019 budget is less by 35.0%.

Schedule 3: Road Impact Fees *

Combined 2019 year-to-date compared to 2018 is 37.5% less, and compared to 2019 budget is less by 9.3%. By quadrant, Arterial Road Impact 2019 year-to-date compared to 2018 is 60.9% less, and compared to 2019 budget is less by 6.1%. Coll Area 1 2019 year-to-date compared to 2019 budget is 14.3% more; Coll Area 2 2019 year-to-date compared to 2019 budget is 79.0% more; Coll Area 3 2019 year-to-date compared to 2019 budget is 52.8% less; Coll Area 4 2019 year-to-date compared to 2019 budget is 85.9% less.

Schedule 4: Facilities Tax (City) *

2019 year-to-date compared to 2018 is 49.2% less, and compared to 2019 budget is more by 4.9%.

Schedule 5: Facilities Tax (County) *

2019 year-to-date compared to 2018 is 26.8% less, and compared to 2019 budget is 43.1% less.

Schedule 6: Gasoline Taxes (State Street Aid Fund)

The gasoline tax remittance from the State of Tennessee for March 2019 sales (received by the City in May 2019) was $233,543 compared to $214,223 for the same month in 2018, an increase of $19,320 or 9.0%.

For budget comparisons, the City anticipated collections of $225,655 for March 2019, a difference of $7,889 more, or 3.5%.

Schedule 7: Conference Center

The City's ½ share of the profit for April 2019 was $4,908. In April 2018, the City's ½ share of the profit was $28,028. April 2019 was lower due to not replacing 3 significant groups that held events in April 2018. Also with Easter being later in April, it affected what events were booked for the month.

Schedule 8: City of Franklin Grants

The City currently has Twenty-Seven (27) Grants totaling $60 million with $40 million remaining to be spent.

*** Fees collected from Road Impact and Facilities Tax assessments are one time revenues used to fund infrastructure improvements and are highly dependent upon timing of development.**

City of Franklin

Finance Department - Monthly Reports

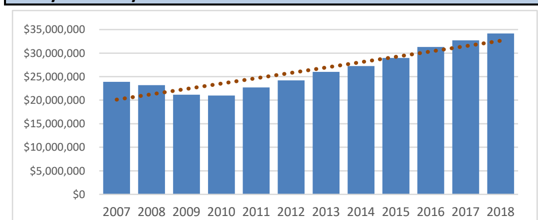
Schedule 1:	Local Sales Tax	Fund	General	Account:	110-31300-00000

Summary: Tennessee Code Annotated 67-6-702 authorizes the levy of a local sales tax. The maximum rate authorized is 2.75%. The current rate increased from 2.25% to the maximum of 2.75% effective April 1, 2018. The tax is applied only to the first $1,600 of any single article of personal property. The City receives 1/2 of the 2.75% rate collected within the City. Williamson County receives the other 1/2, plus an administrative fee of 1% of the City's 1/2 of the tax. Beginning with April 2018 taxes, the City contributes its share of the .5% increase to the County's School Debt Service. The County withholds the contribution for school debt service from the amount remitted to the City. Finance will track the 36 month contribution period, to end with March 2021 sales (to be received in May 2021).

Monthly Report for June 2019: The local sales tax remittance from the State of Tennessee for March 2019 sales (received by the City in May 2019) was $3,060,153 compared to $2,938,635 for the same month in 2018, a monthly year over year increase $121,518, or 4.1% more. In comparison, sales tax collections for the State of Tennessee were up 3.13%. May receipts (March sales) are the ninth month of the FY 2019 fiscal year for both the City of Franklin and the State of Tennessee.

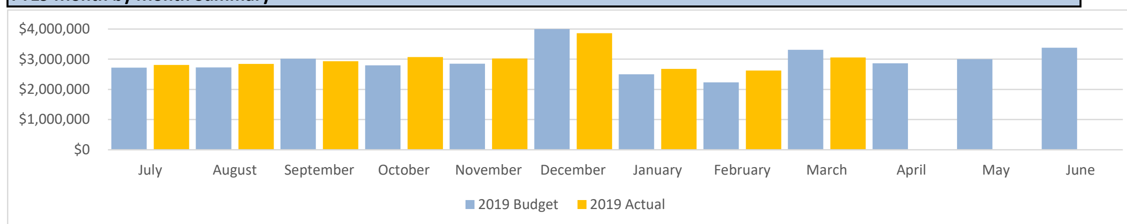
The additional local option sales tax rate of 0.50%, for a total local rate of 2.75%, became effective April 1, 2018. The City of Franklin has pledged its 2nd half share of this additional tax to School Debt Service for a period of 3 years. For March 2019, the funds foregone by the City and contributed to Schools is $608,216. Total contribution to date to Schools from the City's portion is $6,907,462.

Yearly Summary



Fiscal Year	Amount	$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year	Contribution to County School Debt .5% Apr 2018-Mar 2021
2007	$23,885,264	$1,879,561	8.5%	
2008	$23,185,434	($699,830)	-2.9%	
2009	$21,152,554	($2,032,880)	-8.8%	
2010	$20,969,821	($182,733)	-0.9%	
2011	$22,720,666	$1,750,845	8.3%	
2012	$24,197,413	$1,476,747	6.5%	
2013	$25,995,733	$1,798,320	7.4%	
2014	$27,254,742	$1,259,009	4.8%	
2015	$28,943,994	$1,689,252	6.2%	
2016	$31,309,366	$2,365,372	8.2%	
2017	$32,694,268	$1,384,902	4.4%	
2018	$34,151,972	$1,457,704	4.5%	$1,692,308
Average Increase (Decrease)		**$ 1,012,189**	**3.9%**	**$ 1,692,308**

FY19 Month by Month Summary



Month	2018 Actual	2019 Budget	2019 Actual	$ Inc./(Dec.) from 2018 Actual	% Inc./(Dec.) from 2018 Actual	$ Inc./(Dec.) from 2018 Budget	% Inc./(Dec.) from 2018 Budget	Contribution to County School Debt .5% Apr 2018-Mar 2021
July	$2,735,435	$2,724,633	$2,811,663	$76,228	2.8%	$87,030	3.2%	$556,794
August	$2,739,864	$2,726,441	$2,848,326	$108,462	4.0%	$121,885	4.5%	$559,579
September	$2,748,694	$3,014,896	$2,933,410	$184,716	6.7%	($81,486)	-2.7%	$571,226
October	$2,699,862	$2,800,288	$3,068,712	$368,850	13.7%	$268,424	9.6%	$568,736
November	$2,934,718	$2,853,971	$3,026,420	$91,702	3.1%	$172,449	6.0%	$587,805
December	$3,902,304	$4,141,913	$3,865,896	($36,408)	-0.9%	($276,017)	-6.7%	$731,667
January	$2,503,594	$2,502,943	$2,682,263	$178,669	7.1%	$179,320	7.2%	$515,180
February	$2,315,764	$2,232,457	$2,622,735	$306,971	13.3%	$390,278	17.5%	$515,950
March	$2,938,636	$3,310,026	$3,060,153	$121,517	4.1%	($249,873)	-7.5%	$608,216
April	$2,804,120	$2,866,454						
May	$2,864,887	$3,005,021						
June	$2,964,094	$3,378,296						
	$34,151,972	**$35,557,339**	**$26,919,578**	**$155,634**	**5.5%**	**$68,001**	**2.3%**	**$5,215,153**
	Total	*Total*	*Total*	*Average*	*Average*	*Average*	*Average*	*Total*
				$1,400,707		**$612,010**		
				Total		*Total*		

City of Franklin

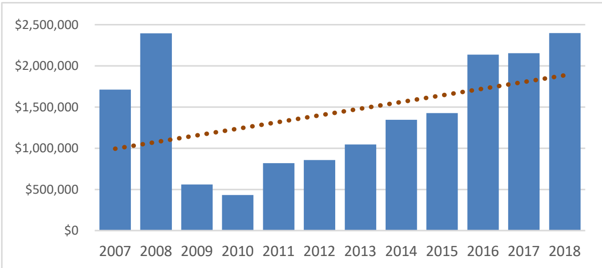
Finance Department - Monthly Reports

Schedule 2:	**Building Permits**	**Fund**	**General Fund**	**Account:**	**110-32120-00000**

Summary: A part of General Fund Revenues, these fees are paid to the City to offset and pay for the staffing costs borne by the City to extend services due to construction growth. There has been growth in both residential and commercial sides of development. This revenue has been difficult to predict by month because permits are often obtained and fees paid in advance of construction.

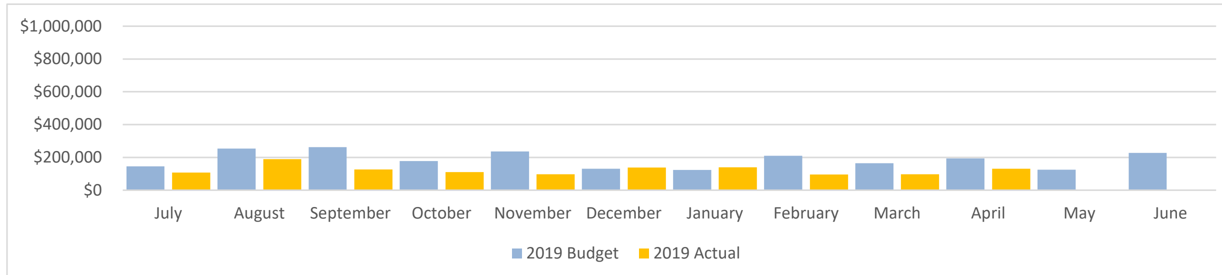
Monthly Report for June 2019: 2019 year-to-date is less than 2018 by 37.3%, and compared to 2019 budget is less by 35.0%.

Yearly Summary



Fiscal Year	Amount	$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2007	$1,710,865	$482,656	39.3%
2008	$2,395,129	$684,264	40.0%
2009	$559,112	($1,836,017)	-76.7%
2010	$430,901	($128,211)	-22.9%
2011	$820,111	$389,210	90.3%
2012	$855,409	$35,298	4.3%
2013	$1,046,947	$191,538	22.4%
2014	$1,343,978	$297,031	28.4%
2015	$1,426,188	$82,210	6.1%
2016	$2,136,322	$710,134	49.8%
2017	$2,153,262	$16,940	0.8%
2018	$2,399,364	$246,102	11.4%
Average Increase (Decrease)		**$ 97,596**	**16.1%**

FY19 Month by Month Summary



Month	2018 Actual	2019 Budget	2019 Actual	$ Inc./(Dec.) from 2018 Actual	% Inc./(Dec.) from 2018 Actual	$ Inc./(Dec.) from 2019 Budget	% Inc./(Dec.) from 2019 Budget
July	$151,308	$145,855	$107,435	($43,873)	-29.0%	($38,420)	-26.3%
August	$263,053	$253,572	$189,940	($73,113)	-27.8%	($63,632)	-25.1%
September	$272,790	$262,958	$127,084	($145,706)	-53.4%	($135,874)	-51.7%
October	$184,369	$177,724	$110,782	($73,587)	-39.9%	($66,942)	-37.7%
November	$245,485	$236,637	$97,666	($147,819)	-60.2%	($138,971)	-58.7%
December	$135,762	$130,869	$137,807	$2,045	1.5%	$6,938	5.3%
January	$127,933	$123,322	$139,163	$11,230	8.8%	$15,841	12.8%
February	$217,391	$209,556	$95,465	($121,926)	-56.1%	($114,091)	-54.4%
March	$170,457	$164,314	$97,262	($73,195)	-42.9%	($67,052)	-40.8%
April	$200,312	$193,093	$130,996	($69,316)	-34.6%	($62,097)	-32.2%
May	$130,209	$125,516					
June	$240,295	$227,972					
	$2,339,364	**$2,251,388**	**$1,233,600**	**($73,526)**	**-37.3%**	**($66,430)**	**-35.0%**
	Total	*Total*	*Total*	*Average*	*Average*	*Average*	*Average*
				($735,260)		**($664,300)**	
				Total		*Total*	

City of Franklin

Finance Department - Monthly Reports

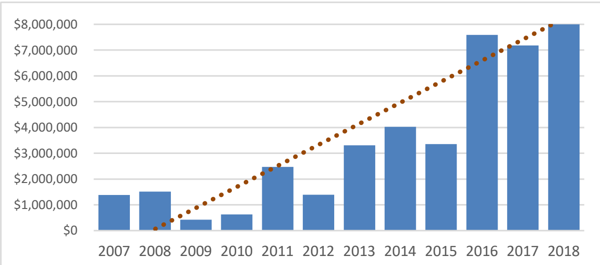
Schedule 3:	Road Impact Fees	Fund	Road Impact	Account:	128-(32800-32804)-00000

Summary: The Road Impact Fund is a special revenue fund created for the accounting of expenditures in accord with City Ordinance 88-13 on the proceeds of road impact fees from new development. These funds can be used to pay for new arterial roads, directly or through payment of debt service on bonds associated with the projects. After completing an update of the major thoroughfare plan, the City re-examined the structure of road impact fees which was approved in April 2011. Effective 7/1/2017, collections pertaining to collector roads within the 4 quadrants of Franklin may begin. This report will be updated to show those collections when they occur.

Monthly Report for June 2019: 2019 year-to-date compared to 2018 is 37.5% less, and compared to 2019 budget is less by 9.3%.

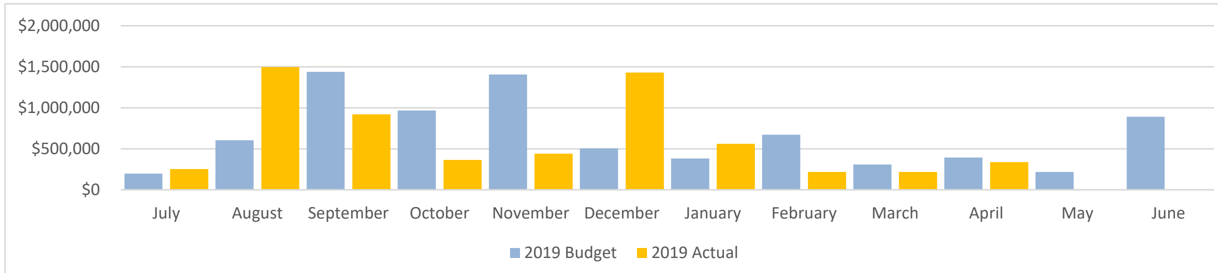
Note: Fees collected from Road Impact and Facilities Tax assessments are one time revenues used to fund infrastructure improvements and are highly dependent upon timing of development.

Yearly Summary



Fiscal Year	Amount	$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2007	$1,381,660	$72,116	5.5%
2008	$1,509,963	$128,303	9.3%
2009	$426,916	($1,083,047)	-71.7%
2010	$629,194	$202,278	47.4%
2011	$2,466,846	$1,837,652	292.1%
2012	$1,391,645	($1,075,201)	-43.6%
2013	$3,306,075	$1,914,430	137.6%
2014	$4,021,752	$715,677	21.6%
2015	$3,358,431	($663,321)	-16.5%
2016	$7,586,724	$4,228,293	125.9%
2017	$7,180,150	($406,574)	-5.4%
2018	$11,585,500	$4,405,350	61.4%
Average Increase (Decrease)		**$ 856,330**	**47.0%**

FY19 Month by Month Summary



Month	2018 Actual	2019 Budget	2019 Actual	$ Inc./(Dec.) from 2018 Actual	% Inc./(Dec.) from 2018 Actual	$ Inc./(Dec.) from 2019 Budget	% Inc./(Dec.) from 2019 Budget
July	$286,769	$197,630	$252,693	($34,076)	-11.9%	$55,063	27.9%
August	$875,735	$603,523	$1,496,451	$620,716	70.9%	$892,928	148.0%
September	$2,088,489	$1,439,305	$918,650	($1,169,839)	-56.0%	($520,655)	-36.2%
October	$1,402,083	$966,261	$365,085	($1,036,998)	-74.0%	($601,176)	-62.2%
November	$2,038,926	$1,405,148	$440,428	($1,598,498)	-78.4%	($964,720)	-68.7%
December	$733,067	$505,201	$1,429,104	$696,037	94.9%	$923,903	182.9%
January	$554,671	$382,258	$560,956	$6,285	1.1%	$178,698	46.7%
February	$975,568	$672,324	$218,728	($756,840)	-77.6%	($453,596)	-67.5%
March	$448,969	$309,412	$217,163	($231,806)	-51.6%	($92,249)	-29.8%
April	$571,231	$393,670	$336,774	($234,457)	-41.0%	($56,896)	-14.5%
May	$315,984	$217,764					
June	$1,294,008	$891,780					
	$11,585,500	**$7,984,276**	**$6,236,032**	**($373,948)**	**-37.5%**	**($63,870)**	**-9.3%**
	Total	*Total*	*Total*	*Average*	*Average*	*Average*	*Average*
				($3,739,476)		**($638,700)**	
				Total		*Total*	

City of Franklin

Finance Department - Monthly Reports

Schedule 3A:	Arterial Road Impact	Fund	Road Impact	Account:	128-32800-00000

Summary: The Road Impact Fund is a special revenue fund created for the accounting of expenditures in accord with City Ordinance 88-13 on the proceeds of road impact fees from new development. These funds can be used to pay for new arterial roads, directly or through payment of debt service on bonds associated with the projects. After completing an update of the major thoroughfare plan, the City re-examined the structure of road impact fees which was approved in April 2011. Effective 7/1/2017, collections pertaining to collector roads within the 4 quadrants of Franklin may begin. This report will be updated to show those collections when they occur.

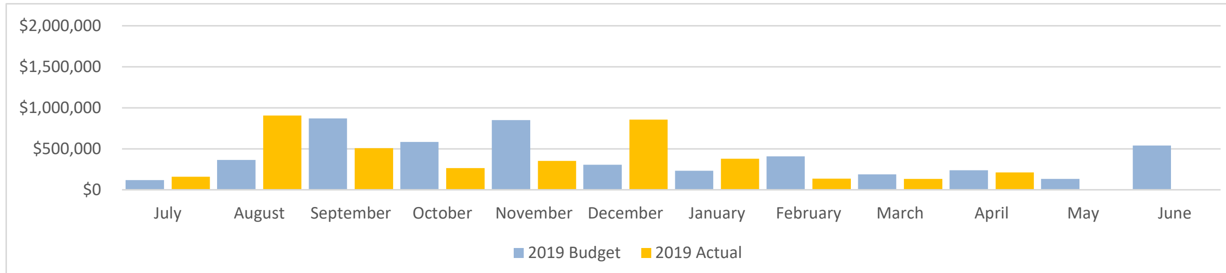
Monthly Report for June 2019: 2019 year-to-date compared to 2018 is 60.9% less, and compared to 2019 budget is less by 6.1%.

Note: Fees collected from Road Impact and Facilities Tax assessments are one time revenues used to fund infrastructure improvements and are highly dependent upon timing of development.

Yearly Summary

Fiscal Year	Amount	$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2007	Breakdown between Quadrants began in FY 2019.		
2008			
2009			
2010			
2011			
2012			
2013			
2014			
2015			
2016			
2017			
2018		$0	
Average Increase (Decrease)		$ -	

FY19 Month by Month Summary



Month	2018 Actual	2019 Budget	2019 Actual	$ Inc./(Dec.) from 2018 Actual	% Inc./(Dec.) from 2018 Actual	$ Inc./(Dec.) from 2019 Budget	% Inc./(Dec.) from 2019 Budget
July	$286,769	$119,537	$158,320	($128,449)	-44.8%	$38,783	32.4%
August	$875,735	$365,041	$905,319	$29,584	3.4%	$540,278	148.0%
September	$2,088,489	$870,565	$507,202	($1,581,287)	-75.7%	($363,363)	-41.7%
October	$1,402,083	$584,444	$265,677	($1,136,406)	-81.1%	($318,767)	-54.5%
November	$2,038,926	$849,905	$353,686	($1,685,240)	-82.7%	($496,219)	-58.4%
December	$733,067	$305,571	$855,136	$122,069	16.7%	$549,565	179.8%
January	$554,671	$231,209	$378,228	($176,443)	-31.8%	$147,019	63.6%
February	$975,568	$406,656	$136,113	($839,455)	-86.0%	($270,543)	-66.5%
March	$448,969	$187,148	$133,194	($315,775)	-70.3%	($53,954)	-28.8%
April	$571,231	$238,112	$212,341	($358,890)	-62.8%	($25,771)	-10.8%
May	$315,984	$131,715					
June	$1,294,008	$539,394					
	$11,585,500 *Total*	**$4,829,297** *Total*	**$3,905,216** *Total*	**($607,029)** *Average*	**-60.9%** *Average*	**($25,297)** *Average*	**-6.1%** *Average*
				($6,070,292) *Total*		**($252,972)** *Total*	

City of Franklin

Finance Department - Monthly Reports

Schedule 3B:	Coll Area 1	Fund	Road Impact	Account:	128-32801-00000

Summary: The Road Impact Fund is a special revenue fund created for the accounting of expenditures in accord with City Ordinance 88-13 on the proceeds of road impact fees from new development. These funds can be used to pay for new arterial roads, directly or through payment of debt service on bonds associated with the projects. After completing an update of the major thoroughfare plan, the City re-examined the structure of road impact fees which was approved in April 2011. Effective 7/1/2017, collections pertaining to collector roads within the 4 quadrants of Franklin may begin. This report will be updated to show those collections when they occur.

Coll Area 1 - Area north of Murfreesboro Road/3rd Avenue South and east of East Main Street/Franklin Road and within the corporate boundaries of the city.

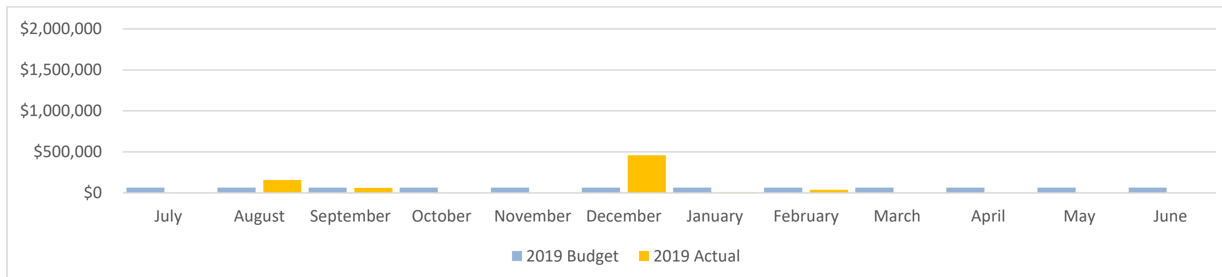
Monthly Report for June 2019: 2019 year-to-date compared to 2019 budget is more by 14.3%.

Note: Fees collected from Road Impact and Facilities Tax assessments are one time revenues used to fund infrastructure improvements and are highly dependent upon timing of development.

Yearly Summary

Fiscal Year	Amount	$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2007	Breakdown between Quadrants began in FY 2019.		
2008			
2009			
2010			
2011			
2012			
2013			
2014			
2015			
2016			
2017			
2018		$0	
Average Increase (Decrease)	$	-	

FY19 Month by Month Summary



Month	2018 Actual	2019 Budget	2019 Actual	$ Inc./(Dec.) from 2018 Actual	% Inc./(Dec.) from 2018 Actual	$ Inc./(Dec.) from 2019 Budget	% Inc./(Dec.) from 2019 Budget
July	$0	$65,729	$6,680	$6,680		($59,049)	-89.8%
August	$0	$65,729	$159,505	$159,505		$93,776	142.7%
September	$0	$65,729	$62,651	$62,651		($3,078)	-4.7%
October	$0	$65,729	$5,352	$5,352		($60,377)	-91.9%
November	$0	$65,729	$3,340	$3,340		($62,389)	-94.9%
December	$0	$65,729	$459,764	$459,764		$394,035	599.5%
January	$0	$65,729	$10,020	$10,020		($55,709)	-84.8%
February	$0	$65,729	$37,391	$37,391		($28,338)	-43.1%
March	$0	$65,729	$3,340	$3,340		($62,389)	-94.9%
April	$0	$65,728	$3,340	$3,340		($62,388)	-94.9%
May	$0	$65,728					
June	$0	$65,728					
	$0	**$788,745**	**$751,383**	**$75,138**		**$9,409**	**14.3%**
	Total	*Total*	*Total*	*Average*	*Average*	*Average*	*Average*
				$751,383		**$94,094**	
				Total		*Total*	

City of Franklin

Finance Department - Monthly Reports

Schedule 3C:	**Coll Area 2**	**Fund**	**Road Impact**	**Account:**	**128-32802-00000**

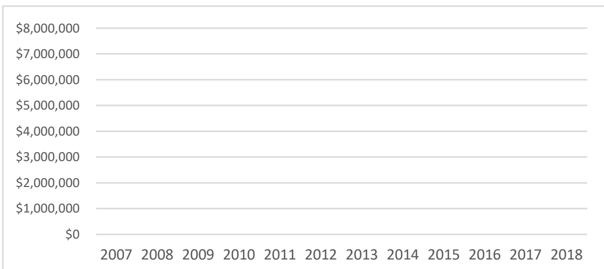
Summary: The Road Impact Fund is a special revenue fund created for the accounting of expenditures in accord with City Ordinance 88-13 on the proceeds of road impact fees from new development. These funds can be used to pay for new arterial roads, directly or through payment of debt service on bonds associated with the projects. After completing an update of the major thoroughfare plan, the City re-examined the structure of road impact fees which was approved in April 2011. Effective 7/1/2017, collections pertaining to collector roads within the 4 quadrants of Franklin may begin. This report will be updated to show those collections when they occur.

Coll Area 2 - Area south of Murfreesboro Road/3rd Avenue South and east of Columbia Avenue/Columbia Pike and within the corporate boundaries of the city.

Monthly Report for June 2019: 2019 year-to-date compared to 2019 budget is more by 79.0%.

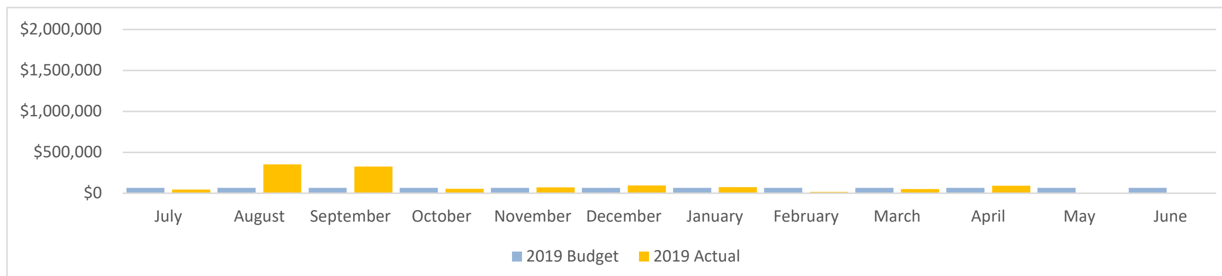
Note: Fees collected from Road Impact and Facilities Tax assessments are one time revenues used to fund infrastructure improvements and are highly dependent upon timing of development.

Yearly Summary



Fiscal Year	Amount	$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2007	Breakdown between Quadrants began in FY 2019.		
2008			
2009			
2010			
2011			
2012			
2013			
2014			
2015			
2016			
2017			
2018		$0	
Average Increase (Decrease)		**$ -**	

FY19 Month by Month Summary



Month	2018 Actual	2019 Budget	2019 Actual	$ Inc./(Dec.) from 2018 Actual	% Inc./(Dec.) from 2018 Actual	$ Inc./(Dec.) from 2019 Budget	% Inc./(Dec.) from 2019 Budget
July	$0	$65,729	$44,005	$44,005		($21,724)	-33.1%
August	$0	$65,729	$352,909	$352,909		$287,180	436.9%
September	$0	$65,729	$326,636	$326,636		$260,907	396.9%
October	$0	$65,729	$55,244	$55,244		($10,485)	-16.0%
November	$0	$65,729	$70,042	$70,042		$4,313	6.6%
December	$0	$65,729	$94,164	$94,164		$28,435	43.3%
January	$0	$65,729	$74,426	$74,426		$8,697	13.2%
February	$0	$65,729	$15,164	$15,164		($50,565)	-76.9%
March	$0	$65,729	$51,587	$51,587		($14,142)	-21.5%
April	$0	$65,728	$92,252	$92,252		$26,524	40.4%
May	$0	$65,728					
June	$0	$65,728					
	$0	**$788,745**	**$1,176,429**	**$117,643**		**$51,914**	**79.0%**
	Total	*Total*	*Total*	*Average*	*Average*	*Average*	*Average*
				$1,176,429		**$519,140**	
				Total		*Total*	

City of Franklin

Finance Department - Monthly Reports

Schedule 3D:	Coll Area 3	Fund	Road Impact	Account:	128-32803-00000

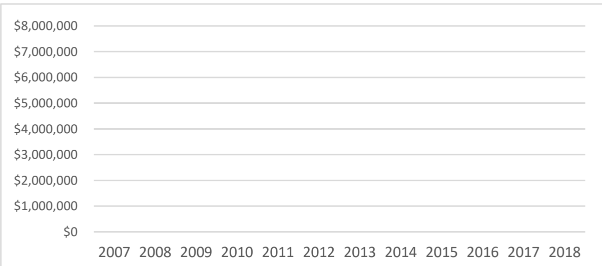
Summary: The Road Impact Fund is a special revenue fund created for the accounting of expenditures in accord with City Ordinance 88-13 on the proceeds of road impact fees from new development. These funds can be used to pay for new arterial roads, directly or through payment of debt service on bonds associated with the projects. After completing an update of the major thoroughfare plan, the City re-examined the structure of road impact fees which was approved in April 2011. Effective 7/1/2017, collections pertaining to collector roads within the 4 quadrants of Franklin may begin. This report will be updated to show those collections when they occur.

Coll Area 3 - Area south of New Highway 96W and west of 5th Avenue South and Columbia Avenue/Columbia Pike and within the corporate boundaries of the city.

Monthly Report for June 2019: 2019 year-to-date compared to 2019 budget is less by 52.8%.

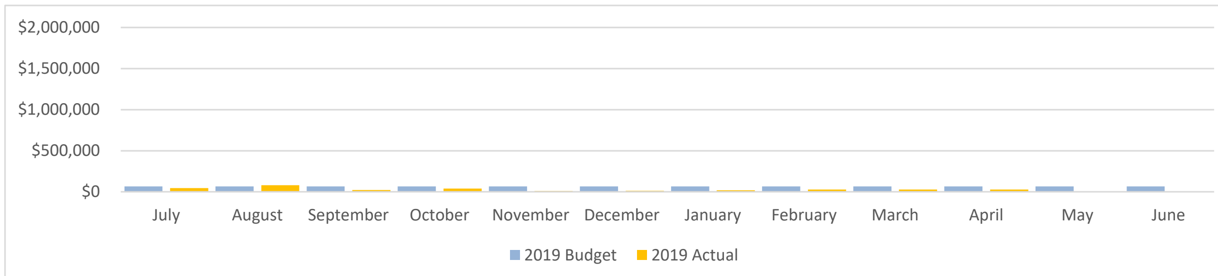
Note: Fees collected from Road Impact and Facilities Tax assessments are one time revenues used to fund infrastructure improvements and are highly dependent upon timing of development.

Yearly Summary



Fiscal Year	Amount	$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2007	Breakdown between Quadrants began in FY 2019.		
2008			
2009			
2010			
2011			
2012			
2013			
2014			
2015			
2016			
2017			
2018		$0	
Average Increase (Decrease)		**$ -**	

FY19 Month by Month Summary



Month	2018 Actual	2019 Budget	2019 Actual	$ Inc./(Dec.) from 2018 Actual	% Inc./(Dec.) from 2018 Actual	$ Inc./(Dec.) from 2019 Budget	% Inc./(Dec.) from 2019 Budget
July	$0	$65,729	$43,688	$43,688		($22,041)	-33.5%
August	$0	$65,729	$78,718	$78,718		$12,989	19.8%
September	$0	$65,729	$22,161	$22,161		($43,568)	-66.3%
October	$0	$65,729	$38,812	$38,812		($26,917)	-41.0%
November	$0	$65,729	$10,020	$10,020		($55,709)	-84.8%
December	$0	$65,729	$13,360	$13,360		($52,369)	-79.7%
January	$0	$65,729	$20,040	$20,040		($45,689)	-69.5%
February	$0	$65,729	$26,720	$26,720		($39,009)	-59.3%
March	$0	$65,729	$28,207	$28,207		($37,522)	-57.1%
April	$0	$65,728	$28,841	$28,841		($36,887)	-56.1%
May	$0	$65,728					
June	$0	$65,728					
	$0	**$788,745**	**$310,567**	**$31,057**		**($34,672)**	**-52.8%**
	Total	*Total*	*Total*	*Average*	*Average*	*Average*	*Average*
				$310,567		**($346,722)**	
				Total		*Total*	

City of Franklin

Finance Department - Monthly Reports

Schedule 3E:	Coll Area 4	Fund	Road Impact	Account:	128-32804-00000

Summary: The Road Impact Fund is a special revenue fund created for the accounting of expenditures in accord with City Ordinance 88-13 on the proceeds of road impact fees from new development. These funds can be used to pay for new arterial roads, directly or through payment of debt service on bonds associated with the projects. After completing an update of the major thoroughfare plan, the City re-examined the structure of road impact fees which was approved in April 2011. Effective 7/1/2017, collections pertaining to collector roads within the 4 quadrants of Franklin may begin. This report will be updated to show those collections when they occur.

Coll Area 4 - Area north of New HIghway 96W, 5th Avenue North, Main Street and west of East Main Street and Franklin Road and within the corporate boundaries of the city.

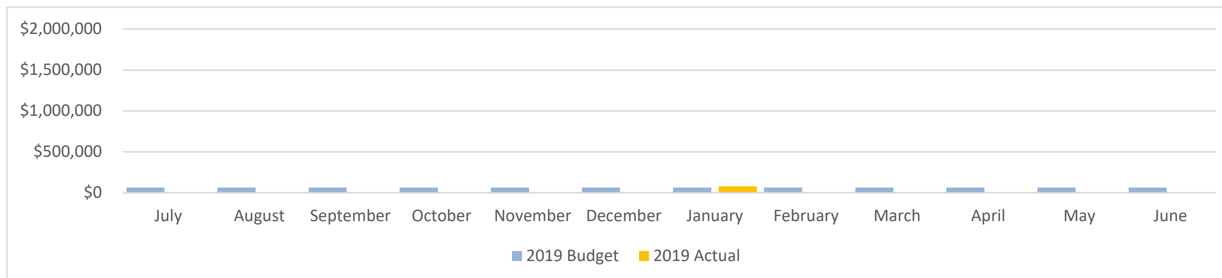
Monthly Report for June 2019: 2019 year-to-date compared to 2019 budget is less by 85.9%.

Note: Fees collected from Road Impact and Facilities Tax assessments are one time revenues used to fund infrastructure improvements and are highly dependent upon timing of development.

Yearly Summary

Fiscal Year	Amount	$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2007			
2008			
2009			
2010			
2011			
2012	Breakdown between Quadrants began in FY 2019.		
2013			
2014			
2015			
2016			
2017			
2018		$0	
Average Increase (Decrease)	**$ -**		

FY19 Month by Month Summary



Month	2018 Actual	2019 Budget	2019 Actual	$ Inc./(Dec.) from 2018 Actual	% Inc./(Dec.) from 2018 Actual	$ Inc./(Dec.) from 2019 Budget	% Inc./(Dec.) from 2019 Budget
July	$0	$65,729	$0	$0		($65,729)	-100.0%
August	$0	$65,729	$0	$0		($65,729)	-100.0%
September	$0	$65,729	$0	$0		($65,729)	-100.0%
October	$0	$65,729	$0	$0		($65,729)	-100.0%
November	$0	$65,729	$3,340	$3,340		($62,389)	-94.9%
December	$0	$65,729	$6,680	$6,680		($59,049)	-89.8%
January	$0	$65,729	$78,242	$78,242		$12,513	19.0%
February	$0	$65,729	$3,340	$3,340		($62,389)	-94.9%
March	$0	$65,729	$835	$835		($64,894)	-98.7%
April	$0	$65,728	$0	$0		($65,728)	-100.0%
May	$0	$65,728					
June	$0	$65,728					
	$0	**$788,745**	**$92,437**	**$9,244**		**($56,485)**	**-85.9%**
	Total	*Total*	*Total*	*Average*	*Average*	*Average*	*Average*
				$92,437		**($564,852)**	
				Total		*Total*	

City of Franklin

Finance Department - Monthly Reports

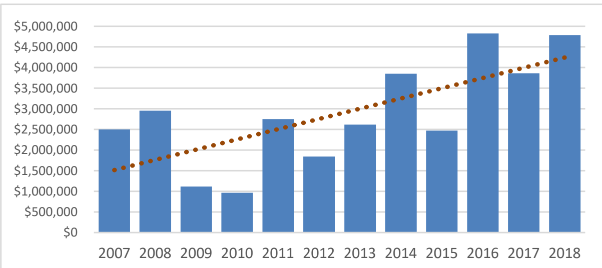
Schedule 4:	Facilities Tax (City)	Fund	Facilities Tax	Account:	130-31600-00000

Summary: A special revenue fund used to account for the proceeds authorized by a private act of the Tennessee General Assembly of 1987 for the City to levy and collect a privilege tax on new development to provide that new development contribute its fair share of providing new public facilities made necessary by growth. Such taxes may be expended ***only*** on police, fire, sanitation, and parks and recreation.

Monthly Report for June 2019: 2019 year-to-date compared to 2018 is 49.2% less, and compared to 2019 budget is more by 4.9%.

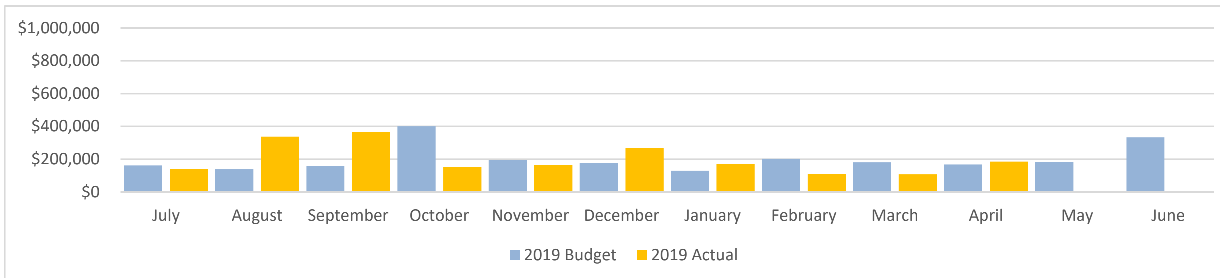
Note: Fees collected from Road Impact and Facilities Tax assessments are one time revenues used to fund infrastructure improvements and are highly dependent upon timing of development.

Yearly Summary



Fiscal Year	Amount	$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2007	$2,500,000	$500,000	25.0%
2008	$2,956,284	$456,284	18.3%
2009	$1,115,914	($1,840,370)	-62.3%
2010	$963,748	($152,166)	-13.6%
2011	$2,748,927	$1,785,179	185.2%
2012	$1,845,690	($903,237)	-32.9%
2013	$2,617,339	$771,649	41.8%
2014	$3,848,783	$1,231,444	47.0%
2015	$2,468,473	($1,380,310)	-35.9%
2016	$4,827,968	$2,359,495	95.6%
2017	$3,864,453	($963,515)	-20.0%
2018	$4,788,042	$923,589	23.9%
Average Increase (Decrease)		**$232,337**	**22.7%**

FY19 Month by Month Summary



Month	2018 Actual	2019 Budget	2019 Actual	$ Inc./(Dec.) from 2018 Actual	% Inc./(Dec.) from 2018 Actual	$ Inc./(Dec.) from 2019 Budget	% Inc./(Dec.) from 2019 Budget
July	$202,536	$161,854	$140,513	($62,023)	-30.6%	($21,341)	-13.2%
August	$649,402	$138,733	$337,384	($312,018)	-48.0%	$198,651	143.2%
September	$635,277	$158,463	$367,428	($267,849)	-42.2%	$208,965	131.9%
October	$437,274	$401,233	$152,305	($284,969)	-65.2%	($248,928)	-62.0%
November	$516,609	$195,071	$163,543	($353,066)	-68.3%	($31,528)	-16.2%
December	$321,669	$177,773	$269,292	($52,377)	-16.3%	$91,519	51.5%
January	$222,051	$129,410	$172,649	($49,402)	-22.2%	$43,239	33.4%
February	$470,643	$203,546	$110,709	($359,934)	-76.5%	($92,837)	-45.6%
March	$211,194	$180,848	$108,211	($102,983)	-48.8%	($72,637)	-40.2%
April	$282,850	$167,370	$185,203	($97,647)	-34.5%	$17,833	10.7%
May	$163,847	$182,572					
June	$674,690	$333,611					
	$4,788,042	**$2,430,484**	**$2,007,237**	**($194,227)**	**-49.2%**	**$9,294**	**4.9%**
	Total	*Total*	*Total*	*Average*	*Average*	*Average*	*Average*
				($1,942,268)		**$92,936**	
				Total		*Total*	

City of Franklin

Finance Department - Monthly Reports

Schedule 5:	Facilities Tax (County)	Fund	Facilities Tax (County)	Account:	132-31600-00000

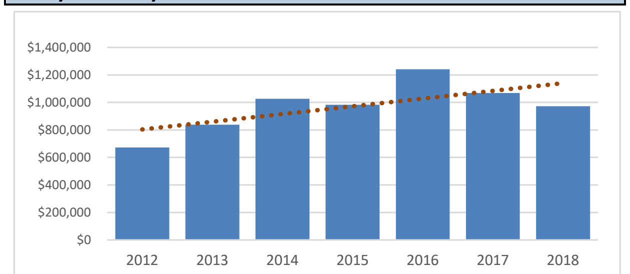
Summary: City's share of Williamson county's Adequate School Facilities Tax. 30% of the proceeds are distributed to the incorporated cities within the county, and an additional 30% is divided pro rata among the incorporated cities based on population in the last decennia census. All funds are to be used for the purpose of providing public facilities, the need for which is reasonably related to new development. The County uses 100% of its amount for public school purposes.

Monthly Report for June 2019: 2019 year-to-date compared to 2018 is 26.8% less, and compared to 2019 budget is 43.1% less.

Note: Fees collected from Road Impact and Facilities Tax assessments are one time revenues used to fund infrastructure improvements and are highly dependent upon timing of development.

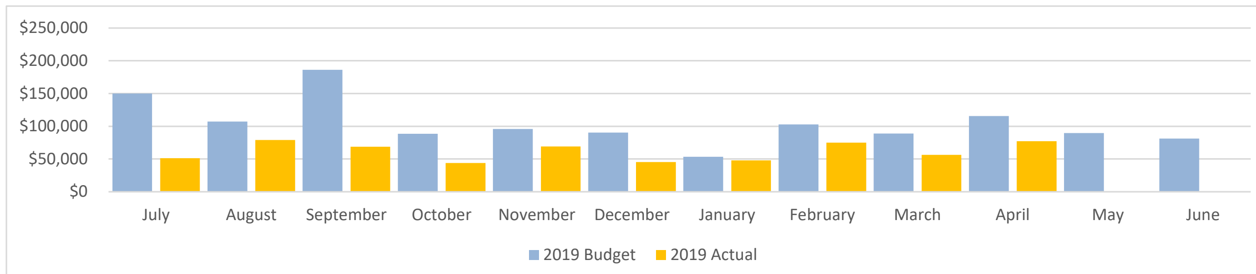
Note: Recorded in Capital Projects Fund beginning in FY 2011 (as per Resolution 2010-69). In June 2017, the County Facilities Tax Fund was created. Funds remaining in the Capital Projects Fund were transferred to the new fund.

Yearly Summary



Fiscal Year	Amount	$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2007	County Facilities Tax receipts began in FY 2012.		
2008			
2009			
2010			
2011			
2012	$672,961	$672,961	100.0%
2013	$838,523	$165,562	24.6%
2014	$1,026,933	$188,410	22.5%
2015	$982,605	($44,328)	-4.3%
2016	$1,241,241	$258,636	26.3%
2017	$1,068,030	($173,211)	-14.0%
2018	$971,814	($96,216)	-9.0%
Average Increase (Decrease)		**$ 138,831**	**20.9%**

FY19 Month by Month Summary



Month	2018 Actual	2019 Budget	2019 Actual	$ Inc./(Dec.) from 2018 Actual	% Inc./(Dec.) from 2018 Actual	$ Inc./(Dec.) from 2019 Budget	% Inc./(Dec.) from 2019 Budget
July	$116,590	$149,964	$51,187	($65,403)	-56.1%	($98,777)	-65.9%
August	$83,476	$107,371	$79,084	($4,392)	-5.3%	($28,287)	-26.3%
September	$144,825	$186,282	$68,790	($76,035)	-52.5%	($117,492)	-63.1%
October	$68,704	$88,371	$43,831	($24,873)	-36.2%	($44,540)	-50.4%
November	$74,568	$95,913	$69,138	($5,430)	-7.3%	($26,775)	-27.9%
December	$70,293	$90,415	$45,344	($24,949)	-35.5%	($45,071)	-49.8%
January	$41,526	$53,413	$47,808	$6,282	15.1%	($5,605)	-10.5%
February	$80,051	$102,966	$74,888	($5,163)	-6.4%	($28,078)	-27.3%
March	$69,078	$88,852	$56,458	($12,620)	-18.3%	($32,394)	-36.5%
April	$89,893	$115,625	$77,232	($12,661)	-14.1%	($38,393)	-33.2%
May	$69,604	$89,528					
June	$63,206	$81,300					
	$971,814	**$1,250,000**	**$613,761**	**($22,524)**	**-26.8%**	**($46,541)**	**-43.1%**
	Total	*Total*	*Total*	*Average*	*Average*	*Average*	*Average*
				($225,243)		**($465,411)**	
				Total		*Total*	

City of Franklin

Finance Department - Monthly Reports

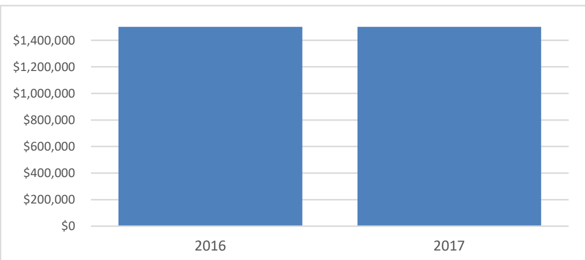
Schedule 6:	Gasoline Tax	Fund	Street Aid	Account:	121-33220-00000

Summary: As part of Street Aid Fund Revenues, the City receives a share of the state shared gasoline tax. Gas taxes increased effective July 1, 2017 as part of the IMPROVE Act to help fund state road projects. The tax increased by 4 cents on July 1, and will increase by 1 cent for each of the next two years. The tax on diesel will increase a total of 10 cents over the next 3 years.

Monthly Report for June 2019: The gasoline tax remittance from the State of Tennessee for March 2019 sales (received by the City in May 2019) was $233,543 compared to $214,223 for the same month in 2018, an increase of $19,320 or 9.0%.

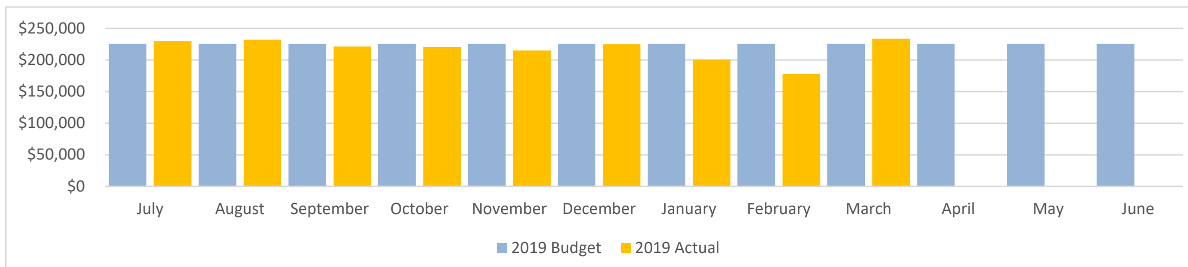
For budget comparisons, the City anticipated collections of $225,655 for March 2019, a difference of $7,889 more, or 3.5%.

Yearly Summary



Fiscal Year	Amount	$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
	Increase in Gas Tax began July 2017.		
2016	$1,959,796		
2017	$1,971,070	$11,274	0.6%
2018	$2,520,503	$549,433	27.9%

FY19 Month by Month Summary



Month	2018 Actual	2019 Budget	2019 Actual	$ Inc./(Dec.) from 2017 Actual	% Inc./(Dec.) from 2018 Actual	$ Inc./(Dec.) from 2019 Budget	% Inc./(Dec.) from 2019 Budget
July	$214,667	$225,655	$229,765	$15,098	7.0%	$4,110	1.8%
August	$229,773	$225,655	$232,096	$2,323	1.0%	$6,441	2.9%
September	$224,891	$225,655	$221,623	($3,268)	-1.5%	($4,031)	-1.8%
October	$209,165	$225,655	$220,706	$11,541	5.5%	($4,948)	-2.2%
November	$204,013	$225,655	$215,260	$11,247	5.5%	($10,394)	-4.6%
December	$207,853	$225,655	$225,152	$17,299	8.3%	($502)	-0.2%
January	$183,474	$225,655	$200,580	$17,106	9.3%	($25,074)	-11.1%
February	$180,219	$225,655	$177,657	($2,562)	-1.4%	($47,997)	-21.3%
March	$214,223	$225,655	$233,543	$19,320	9.0%	$7,889	3.5%
April	$210,942	$225,655					
May	$226,246	$225,655					
June	$215,037	$225,655					
	$2,520,503	**$2,707,855**	**$1,956,383**	**$9,789**	**4.7%**	**($8,279)**	**-3.7%**
	Total	*Total*	*Total*	*Average*	*Average*	*Average*	*Average*
				$88,105		**($74,508)**	
				Total		*Total*	

City of Franklin

Finance Department - Monthly Reports

Schedule 7:	Conference Center Profit/(Loss)	Fund	Hotel/Motel	Account:	150-84910-47100

Summary: As part of Hotel/Motel, the City receives half of the profit/(loss) from the Conference Center.

Monthly Report for June 2019: The profit for April 2019 was $4,908 compared to a profit of $28,028 for the same month in 2018, a decrease of $23,121.

MONTHLY - Conference Center Financials Jul 18-Apr 19

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Total
Gross Revenue	492,195	612,483	723,636	1,041,368	751,123	619,487	623,067	795,028	399,232	547,902			6,605,521
House Profit	(55,739)	59,945	107,894	403,784	231,952	115,227	129,014	229,252	(12,067)	112,119			1,321,381
Less: Fixed Expenses	19,479	20,515	(11,327)	64,745	66,791	66,190	64,417	68,441	65,362	74,909			499,522
Net Income	(75,218)	39,433	117,014	339,039	165,161	49,037	64,597	160,811	(77,429)	37,210			819,655
Less: FF&E Reserve 5%	24,610	30,530	36,276	52,068	37,581	30,663	31,153	39,751	19,962	27,395			329,989
Net Cash Flow	(99,828)	8,903	80,738	286,971	127,580	18,374	33,444	121,060	(97,391)	9,815			489,666
City 1/2	**(49,914)**	**4,452**	**40,369**	**143,486**	**63,790**	**9,187**	**16,722**	**60,530**	**(48,696)**	**4,908**	**-**	**-**	**244,833**

MONTHLY - Conference Center Financials Jul 17-Jun 18

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Total
Gross Revenue	465,874	579,342	543,784	776,464	684,854	523,683	428,613	829,338	723,466	685,533	567,984	661,919	7,470,854
House Profit	(17,108)	74,417	41,308	219,747	143,037	(41,850)	(23,214)	234,043	138,041	106,491	57,100	126,900	1,058,912
Less: Fixed Expenses	19,120	19,121	19,121	28,855	20,094	19,121	20,094	16,121	24,971	16,159	19,394	19,479	241,650
Net Income	(36,228)	55,296	22,187	190,892	122,943	(60,971)	(43,308)	217,922	113,070	90,332	37,706	107,421	817,262
Less: FF&E Reserve 5%	23,294	28,967	27,189	38,823	34,243	26,184	21,431	41,467	36,174	34,276	28,399	33,096	373,543
Net Cash Flow	(59,522)	26,329	(5,002)	152,069	88,700	(87,155)	(64,739)	176,455	76,896	56,056	9,307	74,325	443,719
City 1/2	**(29,761)**	**13,165**	**(2,501)**	**76,035**	**44,350**	**(43,578)**	**(32,370)**	**88,228**	**38,448**	**28,028**	**4,654**	**37,163**	**221,860**

MONTHLY Differences - Conference Center Financials

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
City 1/2 Difference	**(20,153)**	**(8,713)**	**42,870**	**67,451**	**19,440**	**52,765**	**49,092**	**(27,698)**	**(87,144)**	**(23,121)**		

Schedule 8

City of Franklin Grants
for April 30, 2019
as of June 5, 2019

	Grant Name	Grant ID	Department	Department Contact	Start Date	Ending Date	Estimated Cost	Local	Grant Total	Reimbursable Amount Spent		Amount Reimbursed		Amount Requested		Amount Spent Not Yet Requested	Bal Remaining (Grant Total - Reimb Amt Spent)
1a	CBDG	B-13-MC-47-0014	BNS	Kathleen Sauseda	Prior Year	Prior Year	$246,747	$0	$246,747	$239,257	=	$239,257	+	$0	+	$0	$7,490
1b	CBDG	B-14-MC-47-0014	BNS	Kathleen Sauseda	Prior Year	Prior Year	$264,629	$0	$264,629	$178,608	=	$177,942	+	$666	+	($0)	$86,021
1c	CBDG	B-15-MC-47-0014	BNS	Kathleen Sauseda	Prior Year	Prior Year	$274,706	$0	$274,706	$268,220	=	$268,220	+	$0	+	$0	$6,486
1d	CBDG	B-16-MC-47-0014	BNS	Kathleen Sauseda	Prior Year	Prior Year	$280,410	$0	$280,410	$277,410	=	$277,410	+	$0	+	$0	$3,000
1e	CBDG	B-17-MC-47-0014	BNS	Kathleen Sauseda	Prior Year	Prior Year	$263,690	$0	$263,690	$253,690	=	$253,690	+	$0	+	$0	$10,000
1f	CBDG	B-18-MC-47-0014	BNS	Kathleen Sauseda	7/1/2018	6/30/2019	$318,360	$0	$318,360	$112,966	=	$112,966	+	$0	+	$0	$205,394
2	Expansion of the City of Franklin's current ITS infrastructure network capabilities into areas with entensive congestion to include CCTV,DMS,Weather Communication and connect to TDOT and Brentwood systems	116144.00	Engineering	Adam Moser	9/30/2011	6/30/2020	$900,000	$180,000	$720,000	$130,255	=	$116,632	+	$13,342	+	$282	$589,745
3	Expansion of the City of Franklin's current ITS infrastructure network capabilities into areas with entensive congestion to include CCTV,DMS,Weather Communication and connect to TDOT and Brentwood systems	116144.01	Engineering	Adam Moser	9/30/2011	6/30/2020	$1,600,000	$320,000	$1,280,000	$246,148	=	$146,272	+	$53,539	+	$46,336	$1,033,852
4	SR-96 (Murfreesboro Rd) Traffic Signal Improvements	127913.00	Engineering	Adam Moser	TBD	TBD	$1,586,600	$0	$1,586,600	$0	=	$0	+	$0	+	$0	$1,586,600
5	SR-96 Multi-Use Trail	123098.00	Engineering	David Hodnett	10/3/2016	7/1/2021	$2,250,000	$450,000	$1,800,000	$0	=	$0	+	$0	+	$0	$1,800,000
6	McEwen Drive from Cool Springs Boulevard/Oxford Drive to SR-252 Franklin, Williamson County	125418.00	Engineering	David Hodnett	4/7/2017	1/31/2022	$27,078,800	$17,078,800	$10,000,000	$0	=	$0	+	$0	+	$0	$10,000,000
7	Safe Routes to School Project, Hunters Bend Elementary (SRTS)	118151.00	Engineering (SRTS)	Jonathan Marston	5/13/2013	5/12/2019	$680,609	$84,288	$596,322	$559,823	=	$535,653	+	$24,170	+	$0	$36,499
8	Mack Hatcher Parkway West, From S-96 West of Franklin to SR-106 (US-431) North of Franklin, Williamson County	101454.01	Engineering	Paul Holzen	7/5/2007	TBD	$19,172,004	$5,000,000	$14,172,004	$11,602,756	=	$10,498,406	+	$0	+	$1,104,349	$2,569,248
9	SR-6 (Columbia Ave) from SR-397 (Mack Hatcher Pkwy) to Downs Blvd **ONLY DESIGN**	121454.00	Engineering	William Banks	8/19/2015	10/30/2020	$21,000,000	$0	$21,000,000	$1,159,032	=	$998,907	+	$138,425	+	$21,700	$19,840,968
10	Gatlinburg Aid (Fire)	FEMA-DR-4293-TN	Fire	Joanne Finn	11/1/2016	12/31/2016	$31,161	$0	$31,161	$31,161	=	$0	+	$31,161	+	$0	$0
11	Florence Aid (Flood)	TEMA-1501-RR-8056	Fire	Joanne Finn	9/11/2018	9/25/2018	$89,497	$0	$89,497	$89,497	=	$0	+	$89,497	+	$0	$0
12	Florence Aid (Flood)	TEMA-1501-RR-8292	Fire	Joanne Finn	9/23/2018	10/9/2018	$2,924	$0	$2,924	$2,924	=	$0	+	$2,924	+	$0	$0
13	Sound Off with Home Fire Safety Patrol	N/A	Fire	Joanne Finn	8/22/2018	8/21/2019	$1,000	$0	$1,000	$1,000		$1,000	+	$0	+	$0	$0
14	TAEP Community Tree Planting	32510-02319	Parks	Alyssa Dillon	11/1/2018	4/30/2019	$13,050	$6,525	$6,525	$5,448	=	$5,448	+	$0	+	$0	$1,077
15	Acquistion of Spivey Tract		Parks	Alyssa Dillon	TBD	TBD	$637,500	$0	$637,500	$0	=	$0	+	$0	+	$0	$637,500
16	Hayes House Window Restoration	32701-03546	Planning	Amanda Rose	10/1/2018	9/30/2019	$37,000	$14,800	$22,200	$0	=	$0	+	$0	+	$0	$22,200
17	Hincheyville Historic District	P18AF00033	Planning	Amanda Rose	12/1/2018	9/30/2019	$10,000	$4,000	$6,000	$0	=	$0	+	$0	+	$0	$6,000
18	Governor's Highway Safety Office-Franklin Fight Against Impaired Driving	154AL-18-018	Police	Rachel Gober	10/1/2017	Closed as of 9/30/2018	$25,000	$0	$25,000	$6,615	=	$6,615	+	$0	+	$0	$18,385
19	Governor's Highway Safety Office-Network Coordinator	PT-18-23/402	Police	Rachel Gober	10/1/2017	Closed as of 9/30/2018	$20,000	$0	$20,000	$11,753	=	$11,753	+	$0	+	$0	$8,247
20	Governor's Highway Safety Office-Network Coordinator	PT-19-25/402	Police	Rachel Gober	10/1/2018	9/30/2019	$20,000	$0	$20,000	$1,197	=	$478	+	$719	+	$0	$18,803
21	Replacement Vehicle - PM- Planning & Equipment	TN-90-X328-00	Transit	Kelly Bair	10/1/2010	Closed as of 9/30/2018	$794,044	$79,404	$714,640	$685,590	=	$685,590	+	$0	+	$0	$29,050
22	Allocation for 5307 FY2012	TN-90-X352-00	Transit	Kelly Bair	10/1/2011	When spent	$2,142,668	$226,673	$1,915,995	$1,323,649	=	$1,323,438	+	$0	+	$211	$592,346
23	FY 14 5307 Allocation	TN-90-X384-00	Transit	Kelly Bair	7/1/2015	When spent	$1,905,681	$190,568	$1,715,113	$839,813	=	$820,172	+	$0	+	$19,641	$875,300
24	FY 16 5307 Allocation	TN-2017-020-00	Transit	Kelly Bair	7/1/2016	When spent	$1,641,088	$645,853	$995,235	$678,118	=	$678,118	+	$0	+	$0	$317,117
25	FY 2015 5339 - Capital Cost of Leasing	TN-2017-059-00	Transit	Kelly Bair	11/3/2017	9/30/2020	$125,000	$12,500	$112,500	$63,739	=	$63,403	+	$335	+	($0)	$48,761
26	5307 FY Application	TN-2018-026-00	Transit	Kelly Bair	7/27/2018	3/29/2021	$1,633,236	$664,118	$969,118	$961,368	=	$961,368	+	$0	+	$0	$7,750
27	FY 2019 Urban Operating Assistance Program	Z-19-UROP06-00	Transit	Kelly Bair	7/1/2018	When spent	$266,900	$0	$266,900	$266,900	=	$266,900	+	$0	+	$0	$0
	TOTALS						**$85,312,304**	**$24,957,529**	**$60,354,775**	**$19,996,936**		**$18,449,638**		**$354,777**		**$1,192,519**	**$40,357,839**
																$0	($0)

Totals may not foot due to rounding

Harlinsdale Farm Trail and Bridge Project - Paul (Engineering) is still working on the grant agreement - as of 4/15/19

Mack Hatcher: The estimated cost above excludes $46,200,000.00 to be paid 100% by the state for construction and $1,250,000.00 will be paid by Westhaven. The total estimated cost is $66,622,004.00