



Meeting Agenda

Work Session

Tuesday, April 23, 2024

5:00 PM

Board Room

CALL TO ORDER

CITIZEN COMMENTS

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

WORK SESSION DISCUSSION ITEMS

1. United Way Of Greater Nashville Presentation

Sponsors: Courtney Barlar, United Way Of Greater Nashville

2. Williamson County Schools Work-Based Learning Program Presentation By Franklin High School Senior, Shawn Turner

Sponsors: Vernon Gerth, Paul Holzen

3. *Consideration Of Event Permit For The Rodeo Parade Sponsored By The Franklin Noon Rotary Club In Downtown Franklin On May 11, 2024

Sponsors: Milissa Reiersen, Monique McCullough

4. *Consideration Of Event Permit For The Pilgrimage Music And Cultural Festival At The Park At Harlinsdale Farm To Be Held September 28-29, 2024

Sponsors: Lisa Clayton, Milissa Reiersen, Monique McCullough

5. *Consideration Of Long-Term Special Event Permit For The Pilgrimage Music And Cultural Festival At The Park At Harlinsdale Farm (2024 Through 2028)

Sponsors: Milissa Reiersen, Monique McCullough

6. Consideration Of Event Permit For Bluegrass Along The Harpeth In Downtown Franklin On July 26 - 27, 2024

Sponsors: Milissa Reiersen, Monique McCullough

7. Status Update And Discussion Of Progress On Development Of Bousquet Place AKA The Hill Property

Sponsors: Vernon Gerth, Tom Marsh, Kathleen Sauseda

8. Consideration Of Ordinance 2023-41, An Ordinance To Amend Chapter 4 Of Title 16 Of The Franklin Municipal Code, Concerning Road Impact Fees
WS 1/23/24
Sponsors: Vernon Gerth, Paul Holzen
9. *Consideration Of License Application To Install And Operate Law Enforcement Automated License Plate Recognition (ALPR) Cameras On State Highway Right-Of-Way With The Tennessee Department Of Transportation

Sponsors: Jason Potts, Deb Faulkner, Mike Lowe
10. Initial Assessment And Recommendation Of OHM Advisors/Studio 8 Design Scope Of Services And Fee For Design Development And Construction Documentation Services And Project Management Update For The New City Hall Project

Sponsors: Chris Koeper
11. Presentation And Discussion About City Hall Interim Space And Recommendations

Sponsors: Vernon Gerth, Kelly Dannenfelser
12. Consideration Of Resolution 2024-19, A Resolution Awarding The Construction Contract (COF Contract No. 2023-0076) To Garney Construction In The Amount Of \$7,830,530 For The Lewisburg Avenue/Downtown Area Water And Sewer Improvements Project

Sponsors: Michelle Hatcher, Brian Goodwin, Patricia McNeese
13. Consideration Of Resolution 2024-23, A Resolution Making Certain Adjustments For Retirees Electing Coverage In Option II
Pension 3/25/24, 5-0
Sponsors: Kristine Brock, Sara Sylvis
14. Consideration Of New Wine In Grocery Store License For Tristar Energy, LLC, DBA Twice Daily #6180, (Steven Ray Hostetter, Leslie Evans Cherry, And Robbin Owens, Managing Agent) 4404 Peytons ville Rd, Franklin, TN 37068

Sponsors: Angie Skarp

OTHER BUSINESS

ADJOURN

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



File #: 21-077

DATE: April 9, 2024
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Vernon Gerth, Asst. City Administrator Community Development
Paul Holzen, Director of Engineering
SUBJECT:

Williamson County Schools Work-Based Learning Program Presentation By Franklin High School Senior, Shawn Turner

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the city's participation in the Williamson County Schools Work-Based Learning Program.

BACKGROUND/STAFF COMMENTS:

Last spring, Tabitha Amstutz, Paul Holzen, and Vernon Gerth met with Franklin High School Architecture and Construction Curriculum Instructor Shane McNiell to learn about the Williamson County Schools Work-Based Learning Program. High School work-based learning programs have increased in popularity since they provide opportunities for high school seniors interested in learning and gaining on-the-job exposure to different jobs and career paths prior to heading off to universities, community colleges, or directly entering the job market upon graduation.

Following our meetings with Instructor Shane McNiell, we interviewed Franklin High School senior Shawn Turner who was a student in Mr. McNiell's classes since his sophomore year and exhibited a sincere interest in pursuing a degree in Civil Engineering with a focus on construction management. Since the beginning of the school year, Shawn spends about five hours a week shadowing city employees and has been assigned a variety of projects. Shawn will briefly share his experiences and a couple of the projects that he has been assigned.

FINANCIAL IMPACT:

Students participating in the program are typically compensated, and the city pays \$15 per hour. Shawn typically works five hours per week with additional hours assigned on an as-needed basis.

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen acknowledge the benefits of the city's participation in the Williamson County Schools Work-Based Learning Program and our role in supporting high school seniors as they consider their future in education and job-market.

Williamson County Work-Based Learning X City of Franklin



What is the Work-Based Learning (WBL) Program?

An opportunity for high school students to gain real-world experience in the workplace while earning school credit.

- Students go to their job and work as normal
- The WBL Coordinator will distribute assignments to the students
- Assignments will not affect what the students do at work
- Minimum of 5 Hours a Week
- August thru May

My Time with the City of Franklin

- ❖ Shadowing Various Departments (Engineering, BNS, Planning, Fire, Streets, Parks, Admin, IT)
- ❖ Designing Signage Plans
- ❖ AutoTurn
- ❖ Getting acclimated with a plethora of jobsites
- ❖ Surveying Encroachments in the ROW

Map Labels:

- 3RD AVENUE N
- MAIN STREET
- E MAIN STREET
- PUBLIC SQUARE
- 3RD AVENUE S

Callout Numbers: 1A, 2A, 3A, 4A, 5A, 6A, 7A, 8A, 9A, 10A, 11A, 12A, 13A, 14A, 15A, 16A, 17A, 18A, 19A, 20A, 21A, 22A, 23A, 24A, 25A, 26A, 27A, 28A, 29A, 30A, 31A, 32A, 33A, 34A, 35A, 36A, 37A, 38A, 39A, 40A, 41A, 42A, 43A, 44A, 45A, 46A, 47A, 48A, 49A, 50A, 51A, 52A, 53A, 54A, 55A, 56A, 57A, 58A, 59A, 60A, 61A, 62A, 63A, 64A, 65A, 66A, 67A, 68A, 69A, 70A, 71A, 72A, 73A, 74A, 75A, 76A, 77A, 78A, 79A, 80A, 81A, 82A, 83A, 84A, 85A, 86A, 87A, 88A, 89A, 90A, 91A, 92A, 93A, 94A, 95A, 96A, 97A, 98A, 99A, 100A.

Legend:

- LIGHTPOLE
- TRASHCAN
- BENCH
- OUTSIDE DINING ROW
- HISTORICAL MARKER
- CIVIL WAR SIGN
- DOWNTOWN MAP
- MISC
- 3A DOWNTOWN FRANKLIN ASSOCIATION
- 4A FLOYD AND WILMA BLADE
- 5A MR. & MRS. TRED KIMMARD
- 6A DOWNTOWN FRANKLIN ASSOCIATION
- 7A BEVERLY D. SPEAKE
- 8A N/A
- 9A DON R AND PAIGE T HOLLONAY
- 10A ALEX & SHEARER IRVIN
- 11A LYDA MAE TOUCHTON
- 12A MR & MRS W.H. SEDBERRY SR.
- 13A JUNE D. HYDE
- 14A ALEX CHASE LEVASSEUR
- 15A CARLETON PLACE CANADA
- 16A BILL BETHURUM
- 17A MARK HARTZOG
- 18A WALTER "CHOP" JORDAN
- 19A NANCY PITNER
- 20A "THE FLAKES"
- 21A LILLIAN CAMPFELL STEWART
- 22A OVERREY SPEAKE FAMILY
- 23A JAMES H. ARMISTEAD
- 24A THE PIONEER FAMILY
- 25A HARRY ROBERTS & JOE ROBERTS
- 26A PAUL AND ANGE NOISEUX
- 27A FRANKLIN TOWN SQUARE
- 28A THE BATTLE OF FRANKLIN
- 29A THE FRANKLIN RIOT OF 1867
- 30A U.S. COLORED TROOPS (USCT)
- 31A RECONSTRUCTION
- 32A OUTSIDE DINING ROW
- 33A 232 PUBLIC SQ
- 34A 231 PUBLIC SQ
- 35A 317 MAIN ST
- 36A 317 MAIN ST
- 37A 330 MAIN ST #2
- 38A HISTORICAL MARKER
- 39A U.S. MODEL 1841 6-POUNDER FIELD GUNS
- 40A FRANKLIN DOWNTOWN HISTORIC DISTRICT
- 41A COURTHOUSE

Scale Bar: 0 20 40 60 80 100

North Arrow: [Arrow pointing up]

SHEET 2 OF 4	DATE:		CITY OF FRANKLIN, TN ENGINEERING DEPARTMENT 108 3RD AVE SOUTH FRANKLING, TN 37064 615-791-3218	NOV 2014	REVISED
	CONTRACT NO:				
	DRAWN BY:				
	CHECKED BY:				
	APPROVED BY:				
	DESCRIPTION:				



Thank you!

Shawn Turner

615-550-6679

shawn.turner@Franklintn.gov



File #: 21-043

DATE: April 4, 2024
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Milissa Reiersen, Communications Manager
Monique McCullough, Public Outreach Specialist

SUBJECT:

*Consideration Of Event Permit For The Rodeo Parade Sponsored By The Franklin Noon Rotary Club In Downtown Franklin On May 11, 2024

PURPOSE:

The purpose of this memorandum is to outline recommendations for approval of the Franklin Noon Rotary Rodeo Parade.

BACKGROUND/STAFF COMMENTS:

The Franklin Noon Rotary Rodeo Parade, in its 51st year, is an annual event held in Downtown Franklin as the kick-off to the Franklin Rodeo. The route begins on Highway 96 West at 12 noon. It proceeds to Bridge Street to Third Ave; Third Ave to Main Street; Main Street to 11th Ave. Staging for the parade entries will be at Jim Warren Park and along 96W. Expected attendance is 2,500.

FINANCIAL IMPACT:

The applicant is responsible for the cost of extra-duty Police Officers working the event.

RECOMMENDATION:

Staff recommends approval of this event with the following conditions:

- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.

Parks Department

- Applicant will work with Parks Department to determine which areas of Jim Warren Park will be available as well as other conditions for usage of the park.

Risk Management:

- Applicant will provide certificate of insurance naming the City as additional insured.

Police Department:

- Applicant will hire the recommended number of extra-duty Franklin Police Officers to secure parade route.

Sanitation and Environmental Services Department:

- Department will provide rollout containers along the parade route

Streets Department:

- Department will put out Message Boards several days prior to event to notify motorists of closures.
- Department will put out bike barricades along Main Street for crowd control
- Department will provide clean-up crew for after the event.



City of Franklin

Special Event Permit Application

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

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

Please list all that apply:

- Parade/March

1. **Name/purpose of event:** Franklin Rodeo Parade

2. **Location Requested:** (if Temporary Street Closure, list major roads to be closed):

Begin at Jim Warren Park entrance at Boyd Mill Avenue, right onto West Hwy 96 going into downtown, right onto 3rd Avenue N, around the town square and onto Main Street, right onto 11th Avenue, left onto Boyd Mill Avenue, right onto Culberson Blvd, and right on Boyd Mill Avenue to get back to Jim Warren Park.

3. **Date or dates of event:** 05/11/2024

4. **Start/End Times of Event:**

11:00 am start, 1:00 pm end time

What date/time will set-up begin? 5/11/2024 11:00 AM

What date/time will tear-down be complete? 5/11/2024 1:00 PM

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

5. **Time of Street Closure** (if applicable):

11:30 am - 1:00 pm

6. **An estimated number expected to attend during the course of the event:**

Spectators/Attendees: 2,500

Event Staff/Volunteers:100

Total:2,600

7. **Name of applicant and Organization Requesting Permit:** Applicant / Organization Requesting Permit

Nancy Scott

Franklin Noon Rotary Club

P. O. Box 1557

Franklin, TN 37065

P:301-602-4743

nancysbcc@gmail.com

8. **DETAILED description of the event** (include information regarding the appropriateness of the event for all ages. If available, include the names and descriptions of acts/performers) :
- The Franklin Rodeo Parade has been held in downtown Franklin for the past 52 years and is the kickoff for the Franklin Rodeo. The parade seeks approval of the same route that we have used for the last 16+ years. The parade consists of marching bands, dancers, floats and horses. Example of entries are the Franklin Noon Rotary Club, The Shriners, Franklin High School Marching Band, Page High School Marching Band, A+ Twirlers, Specialty horse riders, and Spanish dancers.

9. **ENCLOSE A DETAILED PDF MAP** of the event site and/or route, detailing any temporary or permanent structures, street closures, parking, etc. If applicable, list the location, blocks, streets, and/or intersections in which such an event will occur. **For large-scale events, a map or maps should be obtained from the City's GIS division.**
If also submitting a CAD file, please ensure that it is in DWG file format, and projected in TN State Plane NAD83

Please detail any restricted parking areas on the event map.

Event Map: [Parade Police Locations.pdf](#)

10. **Person in charge on day of event:** Nancy Scott
Cell: 301-602-4743 **E-mail address:** nancysbcc@gmail.com
11. **Name and Cell Number of at least two others available on day of event:**
Name: Catherine Lamson **Cell:** 310-650-1485 **E-mail address:** catlamson100@hotmail.com
Name: Meghan Guffee **Cell:** 515-513-5136 **E-mail address:** meghan.guffee@gmail.com

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

Administrative Contact List: [List of Executives for Franklin Noon Rotary Club.pdf](#)

13. **Where is your organization based?** Williamson County
14. **Is your organization authorized to do business in Tennessee?** Yes
15. **Is your organization a tax-exempt organization as described by the Internal Revenue Code Section 501(c)(3) or a not-for-profit organization?** No
IRS tax exemption letter:
16. **Will you charge an admission fee?** No
Average admission fee:
17. **Will you charge a vendor participation fee?** No
Average vendor participation fee?
18. **Total Estimated Revenue from vendors, ticket sales, and sponsorship to event organizer:**
19. **Will any charity, gratuity, or offers be solicited or accepted during the event?** No
20. **Is this event a fundraiser?** No
What organization will be the benefactor of event?
What percentage of funds will they receive?
21. **Will parking in the area of the event need to be restricted or prohibited?** No
22. **Will any sound amplification equipment be used during the event?** Yes

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

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

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

Insurance Certificate:

24. **What, if any, vendors will be present at event?** (i.e. medical related, shirts, arts, etc.) **Please provide detailed list.**

25. **Will food, beverages, or merchandise be sold or given away?** No

Clean-up of the area is required. Please attach your clean-up and recycling plan, including name of clean-up provider with contact information for person who will be on on-site during event. See Question #26.

Clean Up Plan and Provider:

26. Events under 200 participants require a \$250 refundable security deposit at the time of approval. For events over 200, a \$1000 security deposit is required upon approval. If the applicant fails to restore the property to its prior condition, then the applicant shall be responsible to the City of Franklin for any costs incurred in restoring the property after the event. Surrender of the deposit in no way relieves the applicant of the responsibility for any costs incurred by the City of Franklin in excess of the deposit. Applicant's event coordinator or representative and a City of Franklin representative will conduct a Pre-Event meeting prior to event date for Pre-Event Check List Site Review. *At the end of the event, a Post-Event Check List shall be completed by the Applicant's event coordinator, or representative, and a City of Franklin representative to re-assess the site for trash and damage, and to secure with caution tape and signage (provided by event group) any tents left for removal.* Damage deposit will be refunded after a satisfactory Post Event Check List has been completed and signed off on by both the City of Franklin and organization requesting event. ***NOTE:** Events that include deep frying cooking oil operations are required to have a grease pit on-site and contract with a grease waste hauler to handle the grease waste and removal of the grease pit. A copy of this agreement shall be filed along with this application. The primary event sponsor is required to remove all cooking grease from the site immediately after the event. Illegal dumping of cooking grease will be prosecuted. *Please read Additional Requirements section of this application for more information.*

27. **Will you require a temporary water tap?** Yes

If yes, please list exact locations:

Request for a water source for horses in the parade.

Parks Department has provided a water source for horses in the past. We would like to have the same access to that water source for this years parade.

This was from the Parks Department about the location of the water source in 2022.

In what we call phase 4 which is the pond area adjacent to Boyd Mill Ave and faces Hwy 96; we have a playground, pavilion and there is a water fountain which has a hose connector. We have placed barricades at the site to bring attention to the water source and easy access to have a horse walk near and the owner can hose it down if needed. A garden hose will be onsite for their use as well. The parade ends at the intersection of Boyd Mill Ave. If the parade participants take a right and then come into the park area there, they will have access to water.

28. **Will alcohol, beer, and/or wine be given away or sold?** No

If yes, a permit from the relevant board is required. Please read Additional Requirements section of this application for more information.

29. **Will your event include tents or other temporary structures, propane use, or open flames?** No

Tents 400 sq. ft. or larger (or, if cooking operations are under the tent, 200 sq. ft. or larger) require a special inspection from the Franklin Fire Department. All tents must meet the requirements of Chapter 31 of the International Fire Code. Tents 20-ft by 20-ft or larger must have an approved label or documentation showing the tent fabric meets all flammability requirements. Tents larger than 400-SF must be inspected and approved by the fire department before the event opens. All cooking operations must be inspected and approved by the fire department before the event opens. Cooking operations will be periodically inspected throughout the event. Tents should be taken down on the date the event has ended. ***Please read the Additional Requirements section of this application for more information.***

30. **Attach Good Neighbor Letter and Mailing List used.** *Please read Additional Requirements section of this application for more information.*

Good Neighbor Letter: [Dear Neighbor- notice of parade.pdf](#)

Good Neighbor Letter Mailing List:



Rules and Regulations

Please Read All Attachments Before Signing Application.

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

BY: Mark Scott - President
(Signature and title – must be officer of organization)

Date: 2/28/24

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

Dr. Ken Moore, Mayor

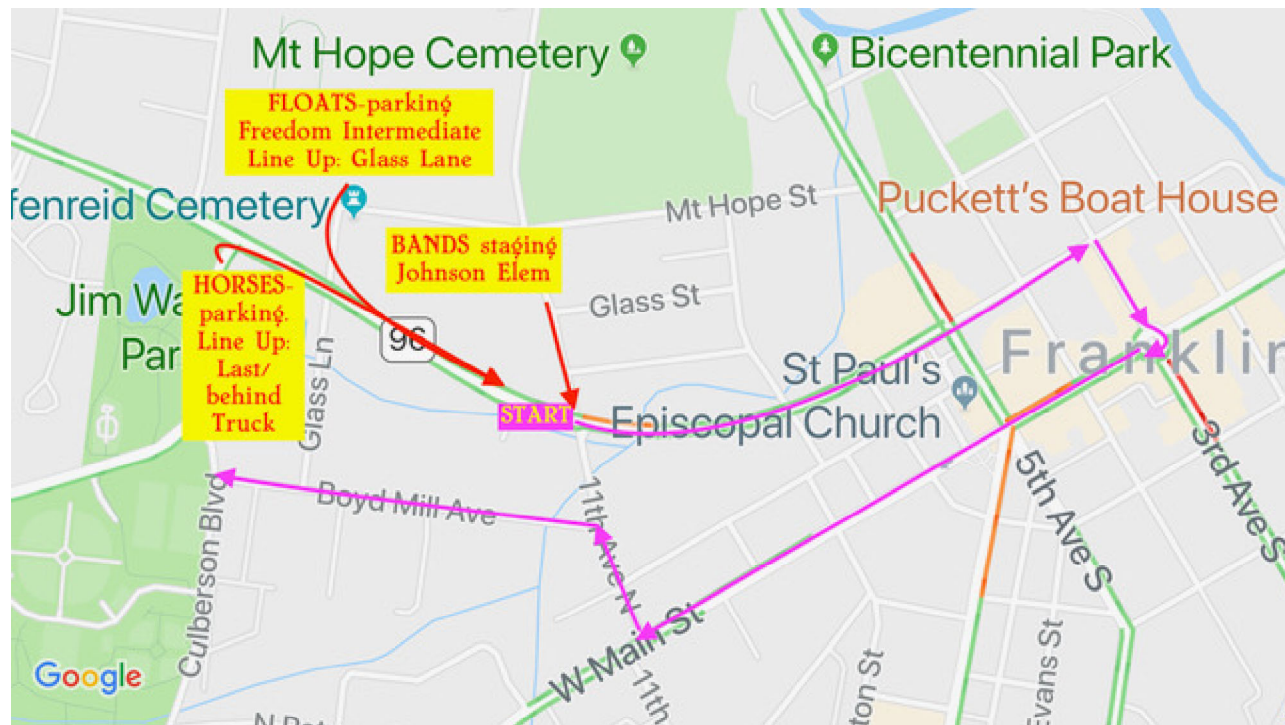
Eric S. Stuckey, City Administrator

Rodeo Parade



FRANKLIN DISCLAIMER

This map was created by the City of Franklin's IT Department and was compiled from the most authentic information available. The City is not responsible for any errors or omissions contained hereon. All data and materials Copyright © 2024. All Rights Reserved.



Event Name: Franklin Rodeo Parade

Signature: _____



FORM 1

Buildings, Structures, & Power Sources

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

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

All Permit applications are subject to permit fees.

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

Event Name: Franklin Rodeo Parade

Signature: _____



FORM 1

Sound Amplification

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

Applicant/Organization: Nancy Scott - Franklin Noon Rotary Club

Event Name: Franklin Rodeo Parade

Event Date(s): 05/11/2024

1. **Time amplification equipment will be used:** From: 11:30 AM To: 1:00 PM
2. **Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). *Provide map/layout if necessary.:*
MC will be set up on the town square to announce the parade entries as they enter the square.

Sound Amplification Map: [Parade MC Sound Amplification.pdf](#)

3. **For what purpose will sound amplification be used?** *Please list all that apply.*
 - Announcements/Speeches
4. **Type of Amplifier:**
 - Mobile
5.

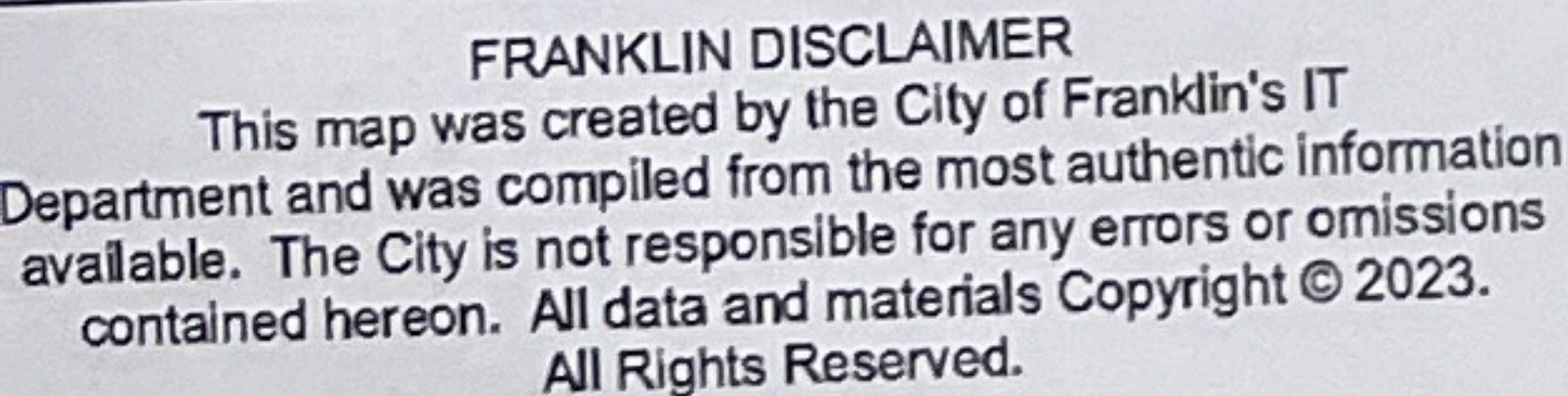
Number of Amplifiers: 1	Number of Speakers: 2	Number of Performers: 1
--------------------------------	------------------------------	--------------------------------
6. **Name and Cell Number of at least two coordinators who will monitor the sound level and respond to complaints and violations:**

Name: Catherine Lamson	Cell: 310-650-1485	E-Mail: catlamson100@hotmail.com
Name: Meghan Guffee	Cell: 615-513-5136	E-Mail: meghan.guffee@gmail.com

Authorized Signature: Nancy Scott

Date: 03/06/2024

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



Open Issues: 1

Sanitation and Environmental Services

General Issues

1. Solid Waste Containers

bobby.sullivan@franklintn.gov SES can provide 15-20 rollout containers along the footprint of this event for cleanup purposes. Containers can be placed prior to the event and removed upon conclusion of the event. Last year, SES provided two (2) Automated Side Loaders for blockades during the event.

Wayne Sullivan, 615-794-1516

[Edited By Bobby Sullivan]

Staff Conditions:

Staff recommends approval of this event with the following conditions:

- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.

Parks Department

- Applicant will work with Parks Department to determine which areas of Jim Warren Park will be available as well as other conditions for usage of the park.

Risk Management:

- Applicant will provide certificate of insurance naming the City as additional insured.

Police Department:

- Applicant will hire the recommended number of extra-duty Franklin Police Officers to secure parade route.

Sanitation and Environmental Services Department:

- Department will provide rollout containers along the parade route

Streets Department:

- Department will put out Message Boards several days prior to event to notify motorists of closures.
- Department will put out bike barricades along Main Street for crowd control
- Department will provide clean-up crew for after the event.



File #: 21-042

DATE: April 4, 2024
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Lisa Clayton, Director of Parks
Milissa Reiersen, Communications Manager
Monique McCullough, Public Outreach Specialist

SUBJECT:

*Consideration Of Event Permit For The Pilgrimage Music And Cultural Festival At The Park At Harlinsdale Farm To Be Held September 28-29, 2024

PURPOSE:

The purpose of this memorandum is to outline recommendations for the Pilgrimage Festival at Harlinsdale Farm.

BACKGROUND/STAFF COMMENTS:

Pilgrimage Presents, LLC has requested a special event permit for the Pilgrimage Music and Cultural Festival at the Park at Harlinsdale Farm in September 2024. This is a multi-day music festival with multiple stages, food and beverage booths, and vendors selling arts, crafts, and merchandise. The maximum number of tickets is set at 30,000 per day (up 5,000 from the previous few years). Set-up would begin on September 16th. The dates for the event are September 28th and 29th. Tear-down is scheduled to end by October 4th.

FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends approval of the event with the following conditions:

- Applicant will provide Good Neighbor Letter which will be distributed to residents in the surrounding area at least 30 days in advance of the event. Addresses will be provided by staff.

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

OFFICE USE ONLY

Permit No:



City of Franklin Special Event Permit Application

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

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

Please list all that apply:

- Festival/Fair

1. **Name/purpose of event:** Pilgrimage Music and Cultural Festival
2. **Location Requested:** (if Temporary Street Closure, list major roads to be closed):
The Park at Harlinsdale Farm
3. **Date or dates of event:** 09/27/2024, 09/28/2024, 09/29/2024
4. **Start/End Times of Event:**
The event takes place on Saturday and Sunday, September 28th and 29th, with gates opening at 12:00pm noon each day and the show concluding at 10:00pm each evening.

What date/time will set-up begin? 09/16/2024 8:00 M

What date/time will tear-down be complete? 10/4/2024 5:00 PM

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

5. **Time of Street Closure** (if applicable):
Street Closures will follow the plan as developed between Franklin Police Dept, Franklin Streets and Pilgrimage Operations in 2023.
6. **An estimated number expected to attend during the course of the event:**
Spectators/Attendees: 30,000 Event Staff/Volunteers: 1,500 Total: 31
7. **Name of applicant and Organization Requesting Permit: Applicant / Organization Requesting Permit**
william brandt wood
Pilgrimage Presents, LLC
230 Franklin Road, Suite 12H
Franklin, TN 37064
P: 6157218111
brandt@pilgrimagefestival.com

8. **DETAILED description of the event** (include information regarding the appropriateness of the event for all ages. If available, include the names and descriptions of acts/performers) :
- Pilgrimage is in it's 10th year in Franklin, TN and is a family friendly music festival with a variety of experiences that showcase the best of Franklin and Middle Tennessee. This includes: a diverse array of music; local culinary specialties; local brewers and distillers; maker village with local and regional craftsmen and artists and a kids village that offers a weekend of activations and attractions that are built to engage families throughout the festival.

9. **ENCLOSE A DETAILED PDF MAP** of the event site and/or route, detailing any temporary or permanent structures, street closures, parking, etc. If applicable, list the location, blocks, streets, and/or intersections in which such an event will occur. **For large-scale events, a map or maps should be obtained from the City's GIS division.**
If also submitting a CAD file, please ensure that it is in DWG file format, and projected in TN State Plane NAD83

Please detail any restricted parking areas on the event map.

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

10. **Person in charge on day of event:** Charlie Jennings
Cell: 865-228-0015 **E-mail address:** charlie@greystreetevents.com
11. **Name and Cell Number of at least two others available on day of event:**
Name: Brandt Wood **Cell:** 214-952-9663 **E-mail address:** brandt@pilgrimagefestival.com
Name: Kevin Griffin **Cell:** 325-599-6643 **E-mail address:** kevin@pilgrimagefestival.com
- 12.

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

Administrative Contact List: [Pilgrimage 2023 Contact List - 2022 Contacts.pdf](#)

13. **Where is your organization based?** Williamson County
14. **Is your organization authorized to do business in Tennessee?** Yes
15. **Is your organization a tax-exempt organization as described by the Internal Revenue Code Section 501(c)(3) or a not-for-profit organization?** No
IRS tax exemption letter:
16. **Will you charge an admission fee?** Yes
Average admission fee: \$250.00
17. **Will you charge a vendor participation fee?** Yes
Average vendor participation fee? \$1,200 for craft and 30% of sales for food
18. **Total Estimated Revenue from vendors, ticket sales, and sponsorship to event organizer:**
19. **Will any charity, gratuity, or offers be solicited or accepted during the event?** Yes
20. **Is this event a fundraiser?** Yes
What organization will be the benefactor of event? Friends of Franklin Parks and Gibson Gives
What percentage of funds will they receive? 5
21. **Will parking in the area of the event need to be restricted or prohibited?** Yes
22. **Will any sound amplification equipment be used during the event?** Yes

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

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

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

Insurance Certificate:

24. **What, if any, vendors will be present at event?** (i.e. medical related, shirts, arts, etc.) **Please provide detailed list.**
Spectrum is the food and beverage concessionaire for Pilgrimage 2024 and has been since 2019
25. **Will food, beverages, or merchandise be sold or given away?** Yes
Clean-up of the area is required. Please attach your clean-up and recycling plan, including name of clean-up provider with contact information for person who will be on on-site during event. See Question #26.
Clean Up Plan and Provider: [PMCF 2022 Festival Overview.pdf](#)
26. Events under 200 participants require a \$250 refundable security deposit at the time of approval. For events over 200, a \$1000 security deposit is required upon approval. If the applicant fails to restore the property to its prior condition, then the applicant shall be responsible to the City of Franklin for any costs incurred in restoring the property after the event. Surrender of the deposit in no way relieves the applicant of the responsibility for any costs incurred by the City of Franklin in excess of the deposit. Applicant's event coordinator or representative and a City of Franklin representative will conduct a Pre-Event meeting prior to event date for Pre-Event Check List Site Review. *At the end of the event, a Post-Event Check List shall be completed by the Applicant's event coordinator, or representative, and a City of Franklin representative to re-assess the site for trash and damage, and to secure with caution tape and signage (provided by event group) any tents left for removal.* Damage deposit will be refunded after a satisfactory Post Event Check List has been completed and signed off on by both the City of Franklin and organization requesting event. ***NOTE:** Events that include deep frying cooking oil operations are required to have a grease pit on-site and contract with a grease waste hauler to handle the grease waste and removal of the grease pit. A copy of this agreement shall be filed along with this application. The primary event sponsor is required to remove all cooking grease from the site immediately after the event. Illegal dumping of cooking grease will be prosecuted. *Please read Additional Requirements section of this application for more information.*
27. **Will you require a temporary water tap?** Yes
If yes, please list exact locations:
Same water sources as in previous years, hydrants at the Park at Harlinsdale Farm
28. **Will alcohol, beer, and/or wine be given away or sold?** Yes
If yes, a permit from the relevant board is required. Please read Additional Requirements section of this application for more information.
29. **Will your event include tents or other temporary structures, propane use, or open flames?** Yes
Tents 400 sq. ft. or larger (or, if cooking operations are under the tent, 200 sq. ft. or larger) require a special inspection from the Franklin Fire Department. All tents must meet the requirements of Chapter 31 of the International Fire Code. Tents 20-ft by 20-ft or larger must have an approved label or documentation showing the tent fabric meets all flammability requirements. Tents larger than 400-SF must be inspected and approved by the fire department before the event opens. All cooking operations must be inspected and approved by the fire department before the event opens. Cooking operations will be periodically inspected throughout the event. Tents should be taken down on the date the event has ended. ***Please read the Additional Requirements section of this application for more information.***

30. **Attach Good Neighbor Letter and Mailing List used.** *Please read Additional Requirements section of this application for more information.*

Good Neighbor Letter: [WIP Neighbor Letter 2023.docx.pdf](#)

Good Neighbor Letter Mailing List: [WIP Neighbor Letter 2023.docx.pdf](#)



Rules and Regulations

Please Read All Attachments Before Signing Application.

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

BY: _____

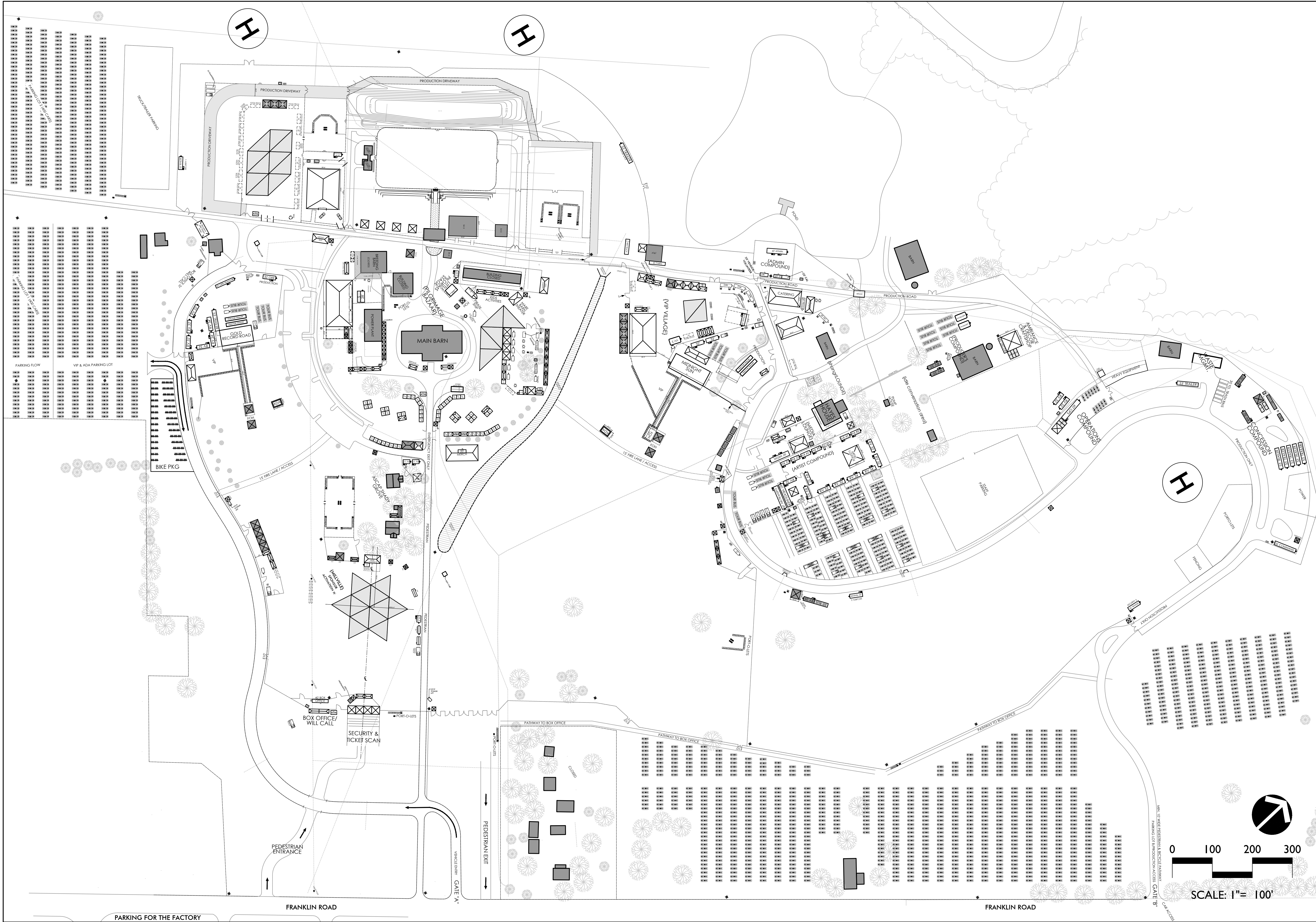
(Signature and title – must be officer of organization)

Date: 2/23/24

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

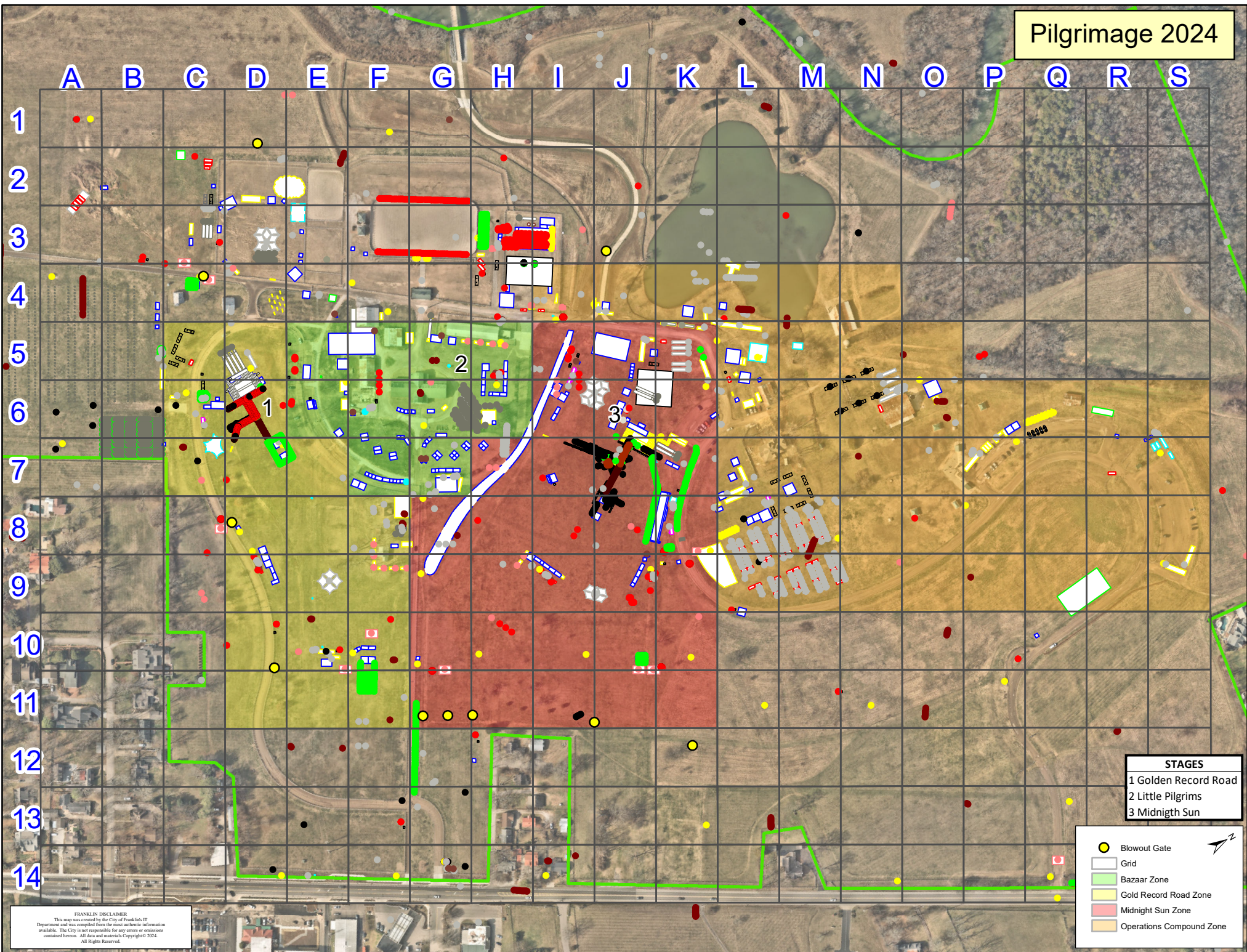
Dr. Ken Moore, Mayor

Eric S. Stuckey, City Administrator



PMCF OVERALL SITE PLAN 2019
HARLINSDALE FARM
FRANKLIN, WILLIAMSON COUNTY, TENNESSEE

REVISIONS:



EventPilgrimage Music and Cultural
Name:Festival



FORM 1

Signature: _____

Buildings, Structures, & Power Sources

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

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

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

All Permit applications are subject to permit fees.

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

EventPilgrimage Music and
Name:Cultural Festival

Signature: _____



FORM 1

Sound Amplification

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

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

Event Name: Pilgrimage Music and Cultural Festival

Event Date(s): 09/27/2024, 09/28/2024, 09/29/2024

1. **Time amplification equipment will be used:** From: 12:00 PM To: 10:00 PM
2. **Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). *Provide map/layout if necessary.:*
Please see site plan attached

Sound Amplification Map: [sound amplificaiton plan.png](#)

3. **For what purpose will sound amplification be used?** *Please list all that apply.*
 - Band/Singers
4. **Type of Amplifier:**
 - PA System
5.

Number of Amplifiers: 50	Number of Speakers: 100	Number of Performers: 45
---------------------------------	--------------------------------	---------------------------------
6. **Name and Cell Number of at least two coordinators who will monitor the sound level and respond to complaints and violations:**

Name: Anne Kallevig	Cell: 440-476-1262	E-Mail: anne@empiricalproductiongroup.com
Name: Dawn Gardner	Cell: 425-770-4634	E-Mail: dawnmichellegardner@gmail.com

Authorized Signature: william brandt wood

Date: 02/23/2024

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

Open Issues: 8

FIRE-Special Event

General Issues

2. Tents

curt.edelmann@franklin.tn.gov Provide the following information for the tents

1. Floor plan for each tent 20-ft x 20-ft or larger.
2. Enclosed tents must have at least two exits for an occupant load up to 199 people. Exits must be a minimum of 72-inches wide.
3. Enclosed tents must have exit signs and emergency lights.
4. A staking diagram is required. The staking diagram is used by inspectors to verify the tent is staked correctly. In the past the applicant has submitted engineering documents, which are not useful and slow down the review and inspection processes.
5. 3-foot stakes must be driven straight into the ground a full 34-inches. Guy ropes must be at a 45-degree angle. If staking does not meet these requirements, additional stakes may be required.
6. Tents must be kept 20-feet from all buildings. Stakes can be within the 20-foot separation.
7. 12-feet of clearance is required between stake lines.

[Edited By Curt Edelmann]

3. Food Trucks

curt.edelmann@franklin.tn.gov

Food trucks must meet the following requirements:

1. Food trucks are spaced 10-feet apart. **The plan shows 5-foot spacing. Revise the plans accordingly.**
2. Food trucks with cooking operations require a minimum of one 5-pound ABC fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
3. Food trucks with cooking operations that produce grease-laden vapors must have a K-class fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
4. Food trucks using solid-fuel cooking equipment must have either a 2 ½-gallon approved water fire extinguisher or a K-class fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
5. Food trucks using solid-fuel cooking equipment must have an approved means of disposing of ashes and hot coals.
6. Only listed safety cans are used to dispense gasoline or other flammable liquids.
7. Fire department personnel will check propane tanks and connections for leaks prior to the event and during the event. Leaking tanks, hoses, and / or connections must be repaired immediately. Equipment that cannot be repaired must be placed out of service
8. While the city does not require hood and duct suppression systems in food truck, given the size and complexity of the event, the fire department encourages the applicant to give preference to food trucks that have suppression systems.

[Edited By Curt Edelmann]

4. Stages

curt.edelmann@franklin.tn.gov

Stages and sound booths require a minimum of one 5-pound ABC fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.

After stage setup is complete, the stage manager / crew chief shall be prepared to meet with Franklin fire and building inspectors to assure the stage has been properly setup and all safety measures are in place.

Provide the high-wind guidelines for the stages.

Stages must have two remote means of egress.

5. Generator

curt.edelmann@franklin.tn.gov

Generators must be a minimum of 20-feet from any tent.

6. Main Barn

curt.edelmann@franklin.tn.gov

The barn may not be available due to construction. If the barn is available, be advised of the following:

The fire department prefers the barn to be unoccupied during the event. If occupancy is desired by Pilgrimage, the occupant load is limited to 30 people at any time with an escort.

7. Fencing

curt.edelmann@franklin.tn.gov Two remote means of egress are required from the catering tent. Only one is shown on the drawing.

Two remote means of egress are required from the food court by the Mare Barn. Only one is shown on the drawing.

Revise the drawing to show the emergency gates in the perimeter fence.

8. Mobile Food Vendors

curt.edelmann@franklin.tn.gov Mobile food vendors must meet the following requirements:

1. Mobile food vendors with cooking operations require a minimum 5-pound ABC fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
2. Mobile food vendors with cooking operations that produce grease-laden vapors must have a K-class fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
3. Mobile food vendors using solid-fuel cooking equipment must have either a 2 ½-gallon approved water fire extinguisher or a K-class fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
4. Mobile food vendors using solid-fuel cooking equipment must have an approved means of disposing of ashes and hot coals.
5. Fire department personnel will check propane tanks and connections for leaks prior to the event and during the event. Leaking tanks, hoses, and / or connections must be repaired immediately. Equipment that cannot be repaired must be placed out of service.
6. A clear 10-foot main aisle must be available behind all food vending areas. The aisle must be as straight as possible through the area. A minimum 5-foot wide aisle accessway is required from the main aisle to each food vendor.

Pilgrimage 2024 Performers

- Dave Matthews Band
- Hozier
- Trombone Shorty & Orleans Avenue
- Lukas Nelson
- The Brook & The Bluff
- Allison Russell
- Chance Peña
- Celisse
- Illiterate Light
- Lamont Landers
- The Band of Heathens
- HeavyDrunk
- Willi Carlisle
- People on the Porch
- Owensboro Bluegrass
- Wyatt Ellis
- Noah Kahan
- NEEDDTOBREATHE
- COIN
- Stephen Sanchez
- Better Than Ezra
- Myles Smith
- The Cadillac Three
- Sierra Hull
- Grace Bowers & The Hodge Podge
- The Brevet
- Charlie Worsham
- Hippies and Cowboys
- Theo Lawrence
- Lamont Landers
- Cassandra Lewis
- Down Home Church

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- The Brevet
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- Hippies and Cowboys
- Theo Lawrence
- Lamont Landers
- Cassandra Lewis
- Down Home Church



File #: 21-053

DATE: April 5, 2024
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Milissa Reiersen, Communications Manager
Monique McCullough, Public Outreach Specialist

SUBJECT:

*Consideration Of Long-Term Special Event Permit For The Pilgrimage Music And Cultural Festival At The Park At Harlinsdale Farm (2024 Through 2028)

PURPOSE:

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

BACKGROUND/STAFF COMMENTS:

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

The Pilgrimage Foundation has requested a long-term special event permit for the Pilgrimage Music and Cultural Festival at the Park at Harlinsdale Farm from 2024 - 2028. The attached long-term permit application identifies specific dates for the event over the next five years. Festival organizers have indicated that having the long-term permit and festival dates is beneficial to them in planning for the event, securing talent, and obtaining sponsorships/investor support. Previously, the Board of Mayor and Aldermen had granted a long-term special event permit for the Pilgrimage Festival from 2023-2027.

FINANCIAL IMPACT:

There is no direct, immediate financial impact related to the special event permit.

RECOMMENDATION:

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

OFFICE USE
ONLY:

Permit No: _____



CITY OF FRANKLIN

LONG TERM SPECIAL EVENT PERMIT APPLICATION

Please read application carefully and fully complete each section.

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

Name/purpose of event: Pilgrimage Music and Cultural Festival

Name of Applicant and Organization Requesting Permit:

Wm Brandt Wood ; Pilgrimage Events, LLC

Address: 230 Franklin Road, Franklin, TN

Phone: _____ c) Cell: 214.952.9663 d) Fax: _____

E-mail address: Brandt@Pilgrimagefestival.com

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

The Park at Harkinsdale Farm, 230 Franklin Road, Franklin, TN 37064
Road closures will follow annual plan, with updates and
adjustments, in conjunction with FPD

Description of event: Multi-Day music festival for all ages with
family friendly programming, music, crafts, food
and beverage

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

1) Date or dates of event: September 27, 28, 29 - 2024

Start/End Times of Event: Sat noon - 10pm / Sun noon - 10pm

Set-up Date 9/16/24 Tear-down completed date 10/4/24

2) Date or dates of event: September 26, 27, 28 - 2025

Start/End Times of Event: Sat noon - 10pm / Sun noon - 10pm

Set-up Date/Time 9/15/25 Tear-down completed date/time 10/3/25



- 3) Date or dates of event: September 25, 26, 27 - 2026
Start/End Times of Event: Sat noon - 10pm / Sun noon - 10pm
Set-up Date/Time 9/14/26 Tear-down completed date/time 10/2/26
- 4) Date or dates of event: September 24, 25, 26 - 2027
Start/End Times of Event: Sat noon - 10pm / Sun noon - 10pm
Set-up Date/Time 9/13/27 Tear-down completed date/time 10/1/27
- 5) Date or dates of event: Sept 22, 23, 24 - 2028
Start/End Times of Event: Sat noon - 10pm / Sun noon - 10pm
Set-up Date/Time 9/11/28 Tear-down completed date/time 9/29/28



Rules and Regulations

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

BY: MSW - Producer Date: 4/5/24
(Signature and title – must be officer of organization)

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

Dr. Ken Moore, Mayor

Eric S. Stuckey, City Administrator

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



File #: 21-052

DATE: April 5, 2024
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Milissa Reiersen, Communications Manager
Monique McCullough, Public Outreach Specialist

SUBJECT:

Consideration Of Event Permit For Bluegrass Along The Harpeth In Downtown Franklin On July 26 - 27, 2024

PURPOSE:

The purpose of this memorandum is to outline recommendations for the Bluegrass Along the Harpeth in Downtown Franklin on July 26 - 27, 2024.

BACKGROUND/STAFF COMMENTS:

Bluegrass Along the Harpeth is an annual event held in Downtown Franklin. Applicant is expecting 3,000 attendees. The request includes the closure on Friday of Main Street from 2nd Avenue to 4th Avenue beginning at 4 p.m. and the closure of all four quadrants of the Square at 5 a.m.

FINANCIAL IMPACT:

The applicant is responsible for Sanitation & Environmental Services costs and extra-duty Police Officers who work the event.

RECOMMENDATION:

Staff recommends approval of this event with the following conditions:

- Applicant will provide detailed map/layout to City detailing location of tents, vendors, etc. prior to event.
- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.
- Applicant will provide notice of the closure of the quadrants of the Square on Friday to 231 Public Square, F&M Bank, Fifth Third Bank, and Mellow Mushroom.

Risk Management:

- Applicant will provide certificate of insurance naming the City as additional insured.

Streets Department:

- Department will utilize electronic message boards to alert motorists of closures.
- Department will set-up closure and provide barricades.
- Department will close requested quadrants of the Square at 5 a.m. on Friday.

Police Department:

- Applicant will hire required number of extra-duty Franklin Police Officers each day
- Applicant has requested amplification on stage located on the Square. Pursuant to Franklin Municipal Code Section 11-403(3), these are the only locations at which amplified sound will be permitted during this event.

Building & Neighborhood Services Department:

- Electrical permit will be required

Sanitation and Environmental Services Department:

- The Sanitation and Environmental Services Department will provide rollout containers for the event. The Department will service the containers on Saturday morning.

Water Department:

- Applicant requests water tap on hydrant at Third Avenue South by City Hall and Third Ave North/Public Square.

Fire Department:

- Applicant must adhere to requirements provided by the Fire Marshal's office regarding tents, stages, and mobile food vendors
- After stage setup is complete, the stage manager / crew chief should be prepared to meet with Franklin fire and building inspectors to assure the stage has been properly setup and all safety measures are in place.

OFFICE USE ONLY

Permit No:



City of Franklin Special Event Permit Application

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

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

Please list all that apply:

- Festival/Fair

1. **Name/purpose of event:** Bluegrass Along the Harpeth
2. **Location Requested:** (if Temporary Street Closure, list major roads to be closed):
The Franklin town square to Bridge Street
The Franklin town square to Fourth Ave.
The Franklin town square to Second Ave.
The Franklin town square to Church Street
3. **Date or dates of event:** 07/26/2024, 07/27/2024
4. **Start/End Times of Event:**
July 26th event starts at 7pm-10pm
July 27th event starts at 10am-10pm

What date/time will set-up begin? 7/26/2024 4:00 PM

What date/time will tear-down be complete? 7/27/2024 12:00 PM

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

5. **Time of Street Closure** (if applicable):
We would like to close the 3 4 parking quads on July 26th at 6 am
We would like the streets indicated above at July 26th at 4 pm
6. **An estimated number expected to attend during the course of the event:**
Spectators/Attendees: 4,000 Event Staff/Volunteers: 30 Total: 4,030
7. **Name of applicant and Organization Requesting Permit:** Applicant / Organization Requesting Permit
tommy jackson
bluegrass along the harpeth
421 perkins dr
franklin, TN 37064
P: 6153903588
rtrevue@aol.com

8. **DETAILED description of the event** (include information regarding the appropriateness of the event for all ages. If available, include the names and descriptions of acts/performers) :
- This is the 33 annual Bluegrass Along The Harpeth music festival
- With old time music and dance contest to preserve this traditional art form
- The event is free to the public with No alcohol allowed
- There will be food and crafts booths

9. **ENCLOSE A DETAILED PDF MAP** of the event site and/or route, detailing any temporary or permanent structures, street closures, parking, etc. If applicable, list the location, blocks, streets, and/or intersections in which such an event will occur. **For large-scale events, a map or maps should be obtained from the City's GIS division.**
If also submitting a CAD file, please ensure that it is in DWG file format, and projected in TN State Plane NAD83

Please detail any restricted parking areas on the event map.

Event Map: [map 2023 - Copy.pdf](#)

10. **Person in charge on day of event:** Tommy Jackson
Cell: 615-390-3588 **E-mail address:** rtrevue@aol.com
11. **Name and Cell Number of at least two others available on day of event:**
Name: Robyn Dudin **Cell:** 615-210-2076 **E-mail address:** nybor3381@gmail.com
Name: Nan Puetz **Cell:** 615-947-7671 **E-mail address:** fancy_air@me.com

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

Administrative Contact List: [ADMIN 001.jpg](#)

13. **Where is your organization based?** Williamson County
14. **Is your organization authorized to do business in Tennessee?** Yes
15. **Is your organization a tax-exempt organization as described by the Internal Revenue Code Section 501(c)(3) or a not-for-profit organization?** Yes
IRS tax exemption letter: [WCCAC W9 \(3\) \(3\).pdf Doc 4 - Copy.pdf](#)
16. **Will you charge an admission fee?** No
Average admission fee:
17. **Will you charge a vendor participation fee?** No
Average vendor participation fee?
18. **Total Estimated Revenue from vendors, ticket sales, and sponsorship to event organizer:**
19. **Will any charity, gratuity, or offers be solicited or accepted during the event?** No
20. **Is this event a fundraiser?** Yes
What organization will be the benefactor of event? Williamson County Cultural Arts Commission
What percentage of funds will they receive? all
21. **Will parking in the area of the event need to be restricted or prohibited?** Yes
22. **Will any sound amplification equipment be used during the event?** Yes

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

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

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

Insurance Certificate:

24. **What, if any, vendors will be present at event?** (i.e. medical related, shirts, arts, etc.) **Please provide detailed list.**
25. **Will food, beverages, or merchandise be sold or given away?** No *yes - m/m*
Clean-up of the area is required. Please attach your clean-up and recycling plan, including name of clean-up provider with contact information for person who will be on on-site during event. See Question #26.
Clean Up Plan and Provider:
26. Events under 200 participants require a \$250 refundable security deposit at the time of approval. For events over 200, a \$1000 security deposit is required upon approval. If the applicant fails to restore the property to its prior condition, then the applicant shall be responsible to the City of Franklin for any costs incurred in restoring the property after the event. Surrender of the deposit in no way relieves the applicant of the responsibility for any costs incurred by the City of Franklin in excess of the deposit. Applicant's event coordinator or representative and a City of Franklin representative will conduct a Pre-Event meeting prior to event date for Pre-Event Check List Site Review. *At the end of the event, a Post-Event Check List shall be completed by the Applicant's event coordinator, or representative, and a City of Franklin representative to re-assess the site for trash and damage, and to secure with caution tape and signage (provided by event group) any tents left for removal.* Damage deposit will be refunded after a satisfactory Post Event Check List has been completed and signed off on by both the City of Franklin and organization requesting event. ***NOTE:** Events that include deep frying cooking oil operations are required to have a grease pit on-site and contract with a grease waste hauler to handle the grease waste and removal of the grease pit. A copy of this agreement shall be filed along with this application. The primary event sponsor is required to remove all cooking grease from the site immediately after the event. Illegal dumping of cooking grease will be prosecuted. *Please read Additional Requirements section of this application for more information.*
27. **Will you require a temporary water tap?** Yes
If yes, please list exact locations:
3rd ave south at City Hall

Parking quad at FM bank
28. **Will alcohol, beer, and/or wine be given away or sold?** No
If yes, a permit from the relevant board is required. Please read Additional Requirements section of this application for more information.
29. **Will your event include tents or other temporary structures, propane use, or open flames?** Yes
Tents 400 sq. ft. or larger (or, if cooking operations are under the tent, 200 sq. ft. or larger) require a special inspection from the Franklin Fire Department. All tents must meet the requirements of Chapter 31 of the International Fire Code. Tents 20-ft by 20-ft or larger must have an approved label or documentation showing the tent fabric meets all flammability requirements. Tents larger than 400-SF must be inspected and approved by the fire department before the event opens. All cooking operations must be inspected and approved by the fire department before the event opens. Cooking operations will be periodically inspected throughout the event. Tents should be taken down on the date the event has ended. **Please read the Additional Requirements section of this application for more information.**

30. **Attach Good Neighbor Letter and Mailing List used.** *Please read Additional Requirements section of this application for more information.*

Good Neighbor Letter: [good neighbor letter - Copy.rtf](#)

Good Neighbor Letter Mailing List:



Rules and Regulations

Please Read All Attachments Before Signing Application.

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

BY:

[Signature] COORDINATOR
(Signature and title must be officer of organization)

Date: 2-21-2024

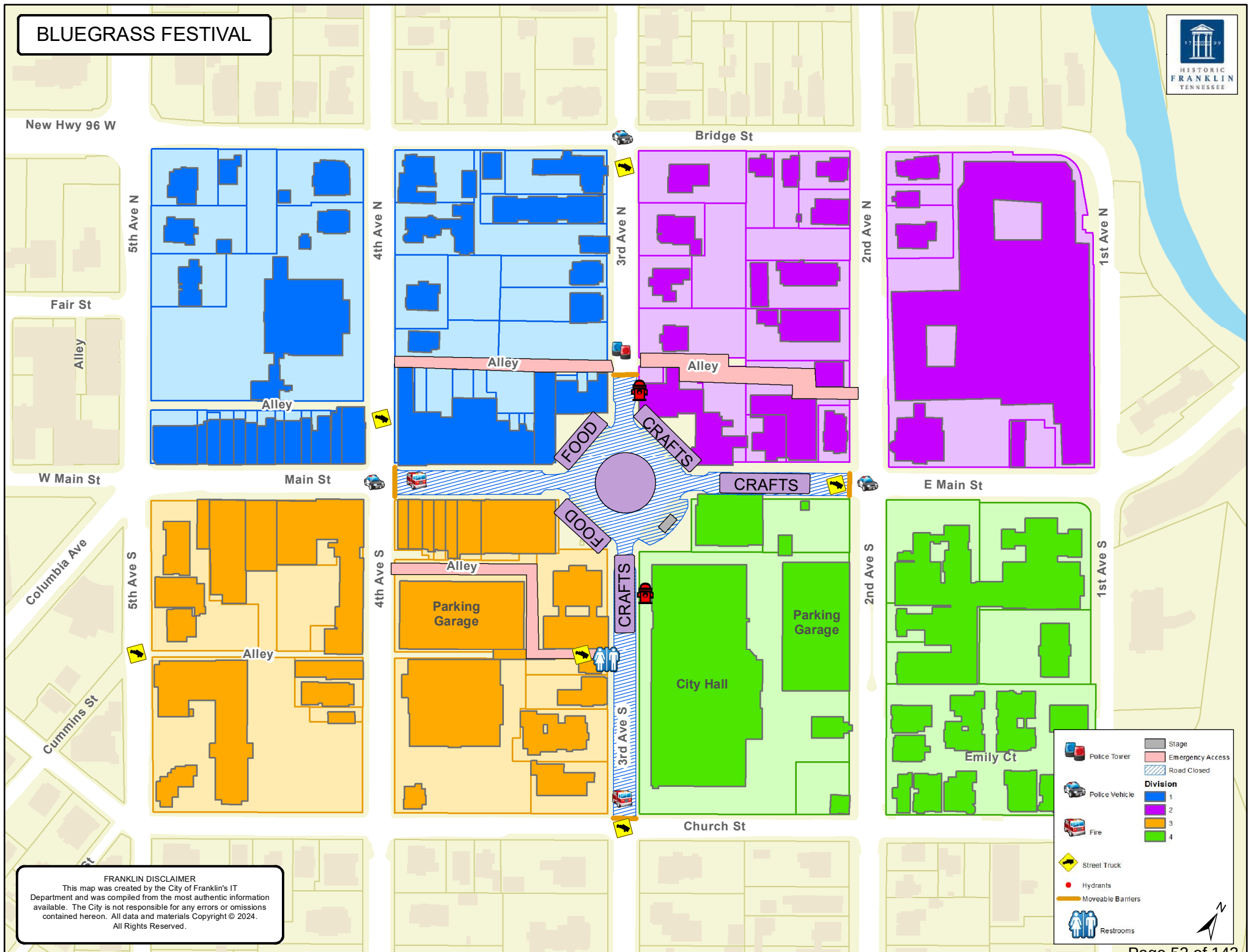
Approved by the Board of Mayor and Aldermen on _____, 20____

Dr. Ken Moore, Mayor

Eric S. Stuckey, City Administrator

08/2022

BLUEGRASS FESTIVAL



FRANKLIN DISCLAIMER
 This map was created by the City of Franklin's IT Department and was compiled from the most authentic information available. The City is not responsible for any errors or omissions contained hereon. All data and materials Copyright © 2024. All Rights Reserved.

Event Name: Bluegrass Along the Harpeth

Signature: _____



FORM 1

Buildings, Structures, & Power Sources

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

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

All Permit applications are subject to permit fees.

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

EventBluegrass Along the
Name:Harpeth



FORM 1

Signature: _____

Sound Amplification

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

Applicant/Organization: tommy jackson - bluegrass along the harpeth

Event Name: Bluegrass Along the Harpeth

Event Date(s): 07/26/2024, 07/27/2024

1. **Time amplification equipment will be used:** From: 6:00 PM To: 10:00 PM
2. **Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). *Provide map/layout if necessary.:*
Sound will be in front of City Hall

Sound Amplification Map: [map 2023 - Copy \(3\).pdf](#)

3. **For what purpose will sound amplification be used?** *Please list all that apply.*
 - Announcements/Speeches
 - Band/Singers
 - Sound System
4. **Type of Amplifier:**
 - Fixed
 - PA System

5.

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

Name: David Hale	Cell: 815-394-8550	E-Mail: Davidhale100@gmail.com
Name: Tommy Jackson	Cell: 615-390-3588	E-Mail: rtrevue@aol.com

Authorized Signature: tommy jackson

Date: 02/21/2024

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

Open Issues: 10

FIRE-Special Event

General Issues

2. Question

curt.edelmann@franklin.tn.gov Is this right?

24. What, if any, vendors will be present at event? (i.e. medical related, shirts, ar
25. Will food, beverages, or merchandise be sold or given away? No
Clean-up of the area is required. Please attach your clean-up and recycling plan, i
information for person who will be on on-site during event. See Question #26.
Clean Up Plan and Provider:

3. Food Trucks

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

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

4. Mobile Food Vendor / Food Truck Video

curt.edelmann@franklintn.gov The fire department has a short video describing fire department requirements for mobile food vendors and food truck vendors. Please include this link in your vendor information packet.

<https://www.youtube.com/watch?v=-Wqp0xp-X9k&list=PLDC8BB691331C242B&index=1>

5. Power Cords / Trip Hazards

curt.edelmann@franklintn.gov Locate power cords out of walking paths whenever possible. Cords crossing or located in walking paths must be covered by an approved ramp. When located in the curb gutter, power cord plugs must be located away from places where water may accumulate. Check all power cords before using them. Damaged power cords are not permitted.

Water hoses must also be covered when located in walking paths.

6. Mobile Food Vendors

curt.edelmann@franklintn.gov Mobile food vendors must meet the following requirements:

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

7. Stages

curt.edelmann@franklintn.gov Stages and sound booths require a minimum of one 5-pound ABC fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.

After stage setup is complete, the stage manager / crew chief shall be prepared to meet with Franklin fire and building inspectors to assure the stage has been properly setup and all safety measures are in place.

8. Vendor Tent Video

curt.edelmann@franklin.tn.gov The fire department has a short video explaining fire department requirements for vendors using pop-up tents. Note: This video applies only to small pop-up style tents. This video does not cover larger tents.

Please include this link to the video in your vendor information packet.

<https://www.youtube.com/watch?v=3NwA3Uo3Jng&list=PLDC8BB691331C242B&index=2>

9. Tents

curt.edelmann@franklin.tn.gov Tents must meet the following requirements.

1. A site diagram showing where the tent will be on site and clearly showing fire department access routes is required. The site diagram shall also show the location of all generators and heating and cooking equipment.
2. Provide floor plan of the tent showing the layout of all furniture and fixtures and all exits.
3. Tents are located no closer than 20-feet to a building or other tent (zoning requirement; exceptions apply)
4. Tents must be properly anchored. Tents 20-feet by 20-feet and larger must be anchored in accordance with manufacturer's instructions. Staking is preferred. If staking is not possible, concrete blocks are required. Water barrels are not permitted. As a general rule-of-thumb, tents must have 5-pound to 10-pounds of anchoring per SF of tent. One 36-inch stake, properly installed, provides 800-pounds anchoring.
5. Tents 20-feet by 20-feet and larger must have at least one 5-pound ABC fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
6. Tents 20-feet by 20-feet and larger must have a label or certificate showing that the tent fabric meets flammability standards.
7. Tents with sides are treated as buildings and must meet all the fire and life safety code requirements for buildings including exit signs, emergency lights, and adequate means of egress.
8. Pop-up vendor tents (nominal 10-feet x 10-feet) must have a minimum of 40-pounds of ballast on each pole.
9. Pop-up tents using open flames, such as, candles, portable heaters, torches, must have one ABC fire extinguisher that is fully charged.

10. Clearance Requirements

curt.edelmann@franklin.tn.gov A 10-foot gap is required in front of fire hydrants.
A 10-foot gap is required on each side of an alley.
A 10-foot gap is required in the middle of each block. The gap does not have to be in the exact center of the block.

Sanitation and Environmental Services

General Issues

1. Solid Waste Containers

bobby.sullivan@franklin.tn.gov SES can provide (25) rollout containers for the event as in years past. They can be delivered behind Mellow Mushroom before the event and picked up in the same location the next business day following the event. Additionally, we will service the containers on Saturday morning before the start of the event. There will be a charge of \$193.71 for this service. Rollout container rental fee is \$5.63 per container with a delivery/pickup fee of \$52.96. Disposal costs are included in the fees. If you wish to reserve containers for this event, please contact our office at 615-794-1516. Thank you for the opportunity to be of service.

Wayne Sullivan (615) 604-1575
Nate Ridley (615) 390-0984

Staff Conditions:

Staff recommends approval of this event with the following conditions:

- Applicant will provide detailed map/layout to City detailing location of tents, vendors, etc. prior to event.
- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.
- Applicant will provide notice of the closure of the quadrants of the Square on Friday to 231 Public Square, F&M Bank, Fifth Third Bank, and Mellow Mushroom.

Risk Management:

- Applicant will provide certificate of insurance naming the City as additional insured.

Streets Department:

- Department will utilize electronic message boards to alert motorists of closures.
- Department will set-up closure and provide barricades.
- Department will close requested quadrants of the Square at 5 a.m. on Friday.

Police Department:

- Applicant will hire required number of extra-duty Franklin Police Officers each day
- Applicant has requested amplification on stage located on the Square. Pursuant to Franklin Municipal Code Section 11-403(3), these are the only locations at which amplified sound will be permitted during this event.

Building & Neighborhood Services Department:

- Electrical permit will be required

Sanitation and Environmental Services Department:

- The Sanitation and Environmental Services Department will provide rollout containers for the event. The Department will service the containers on Saturday morning.

Water Department:

- Applicant requests water tap on hydrant at Third Avenue South by City Hall and Third Ave North/Public Square.

Fire Department:

- Applicant must adhere to requirements provided by the Fire Marshal's office regarding tents, stages, and mobile food vendors
- After stage setup is complete, the stage manager / crew chief should be prepared to meet with Franklin fire and building inspectors to assure the stage has been properly setup and all safety measures are in place.

Bluegrass Festival 2024 Performers

- The Little Roy and Lizzy Show
- Cutter and Cash and The Kentucky Grass



City of Franklin

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

File #: 21-021

DATE: April 2, 2024

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Vernon Gerth, Asst. City Administrator Community Development
Tom Marsh, Building and Neighborhood Services Director
Kathleen Sauseda, Housing Development Coordinator

SUBJECT:

Status Update And Discussion Of Progress On Development Of Bousquet Place AKA The Hill Property

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning discussion of the status of development of Bousquet Place, also known as "The Hill" Property.

BACKGROUND/STAFF COMMENTS:

On July 29, 2022, the City of Franklin and The Franklin Hill Project, LLC executed COF Contract No. 2022-0189, Letter of Intent - The Hill Property. Per the Letter of Intent (LOI), the City declared its intent to implement the selection of The Franklin Hill Project, LLC, to be the potential new owner of City-owned property known as "The Hill Property," located at 403 and 405 5th Avenue North.

The LOI established an expected timeline for progress of the project including deadlines for certain milestones. If any of the deadlines are not met, the LOI states that the LLC may request and receive additional time to meet such deadline only at the discretion of the BOMA. The LLC and their design team have been working on design and seeking approvals for the project, but the project is behind the originally anticipated schedule.

With this item, representatives of the LLC will provide an update to BOMA on work on the project to date and expectations for progress on the project going forward.

FINANCIAL IMPACT:

Last May, representatives from The Franklin Hill Project, LLC appeared before the Board of Mayor and Aldermen (BOMA) and shared their pro forma and requested financial assistance for this proposed development. As discussed during the May 23, 2023, Work Session, Williamson County has committed \$1,000,000 in ARPA funds and the City of Franklin \$600,000 in future CDBG funding

to help off-set the cost of infrastructure. The Franklin Hill Project, LLC is requesting the BOMA consider contributing an additional \$1,582,802 to cover more of the expected infrastructure construction costs. Additionally, The Franklin Hill Project, LLC requests that the entire cost of The Hill Property (land) be covered by the City. This would include the portion of the land value that is allocated to the Water Management Enterprise, which is \$479,700. Lastly, the Franklin Hill Project, LLC requests the City cover all the City and County Development Fees for this project, which are conservatively estimated to be \$899,329. The actual amount of development fees is anticipated to be less due to the offsets available for affordable housing in the Municipal Code. Therefore, the total amount of additional funding requested from The Franklin Hill Project, LLC on May 23, 2023, was estimated to be no greater than \$2,961,831.

Considering a year has passed, The Franklin Hill Project, LLC should update their request so the terms and offsets can be incorporated into their Development Agreement and considered when the Development Plan is considered by the BOMA later this summer.

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen acknowledge status of the development of Bousquet Place and provide direction to The Franklin Hill Project, LLC, and staff on moving forward with the Development Agreement and Plan.



File #: 21-04778

DATE: April 9, 2024

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Vernon Gerth, Asst. City Administrator Community Development
Paul Holzen, Director of Engineering

SUBJECT:

Consideration Of Ordinance 2023-41, An Ordinance To Amend Chapter 4 Of Title 16 Of The Franklin Municipal Code, Concerning Road Impact Fees
WS 1/23/24

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the 2023 Road Impact Fee Study and the recommendations for updates to the City's Road Impact Fees.

BACKGROUND/STAFF COMMENTS:

As is routine and customary, City staff periodically evaluate City policies with regard to road impact fees. As part of such evaluation, the City staff consult the services of outside expert(s) and other interested parties to determine fees that are reasonable and prudent. The primary goal of such an endeavor is to ensure the City's infrastructure adequately supports the growing needs of our community and to make recommendations that align with the best interests of our City and its residents. City staff has now presented the proposed road impact fees at three BOMA work sessions and held meetings with the Design Professionals Group, NAIOP, the Development Services Advisory Commission and the Housing Commission.

The proposed ordinance would implement the updated road impact fee structure in two phases with 50% implemented on January 1, 2025 and 50% implemented on January 1, 2026. Beginning in January 2027, an annual inflationary adjustment would also be implemented.

FINANCIAL IMPACT:

The 2023 Study indicates that the current fee structure falls short of the required funds to keep pace with pressing infrastructure needs. An update of the Road Impact Fees is crucial to bridge this funding gap and to assist in maintaining a funding source for essential road projects. The proposed increase in Road Impact Fees is needed to ensure the burden of infrastructure costs is proportionally distributed among developers and their projects.

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve Ordinance 2023-41.

ORDINANCE 2023-41

AN ORDINANCE TO AMEND CHAPTER 4 OF TITLE 16 OF THE FRANKLIN MUNICIPAL CODE, CONCERNING ROAD IMPACT FEES.

WHEREAS, the Board of Mayor and Aldermen desires to set road impact fees to assure the provision of adequate arterial road improvements to serve such new development, by requiring the developer to pay the pro rata share of the cost of new road improvements or expansions reasonably attributable to such new development, based upon recent growth in residential and nonresidential developments; arterial road improvements actually constructed; changing levels of service and transportation needs; inflation; revised cost estimates for arterial road improvements; and changes in the availability of other funding sources for arterial road improvements; and

WHEREAS, the Board of Mayor and Aldermen commissioned and received a Road Impact Fee Update study conducted by Alfred Benesch & Co. dated January 5, 2024, that indicates a need to increase the Road Impact Fees in order to recover funds for the City's roadway infrastructure improvements more efficiently; and

WHEREAS, the Board of Mayor and Aldermen commissioned Duncan Associates to validate the methodology and data studied by Alfred Benesch & Co.; and

WHEREAS, the Board of Mayor and Aldermen believe it to be in the best interest of the residents of Franklin to implement changes to Road Impact Fee calculations in two phases, one being effective at a rate of 50% beginning January 1, 2025, and a second being effective at a rate of 100% beginning January 1, 2026; and

WHEREAS, the City of Franklin Municipal Charter, art. H, § 1 (38), as amended by Priv. Acts 1987, Ch. 54 and by Priv. Acts 1987, Ch. 117 (HB 1311) confers such power to increase Road Impact Fees.

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

SECTION I: That Appendix A, Title 16, of the City of Franklin Municipal Code is hereby amended to delete the "Road Impact Fees" and "Implementation of Fee Schedule" tables, and by replacing them with the tables included as Exhibit A.

SECTION II: Beginning January 1, 2027, the City Engineer, in consultation with the City Administrator and such other City staff as the City Administrator may designate, shall adjust the road impact fee annually. The adjustment shall be based on the percent change published by the National Highway Construction Cost Index (NHCCI) as published by the U.S. Department of Transportation Federal Highway Administration. The NHCCI was 2.860 for the first quarter of 2023.

SECTION III: BE IT FINALLY ORDAINED by the Board of Mayor and Aldermen of the City of Franklin, Tennessee, that this Ordinance shall take effect with the first phase being effective at a rate of 50% beginning January 1, 2025, and the second phase being effective at a rate of 100% beginning January 1, 2026, after its passage on third and final reading, the health, safety, and welfare of the citizens requiring it. Exhibit A, attached hereto, incorporates and includes the 50% and 100% limitations on implementation of fee increases.

ATTEST:

CITY OF FRANKLIN, TENNESSEE

BY: _____

ERIC S. STUCKEY

City Administrator

BY: _____

DR. KEN MOORE

Mayor

Approved as to Form

By: _____

William E. Squires

Assistant City Attorney

PASSED FIRST READING

PUBLIC HEARING

PASSED SECOND READING

PASSED THIRD READING

Implementation of Road Impact Fees										
Land Use Type	Unit	Current Fees			Fee Effective January 1, 2025			Fee Effective January 1, 2026		
		Arterial	Collector	Total	Arterial	Collector	Total	Arterial	Collector	Total
Single-Family Detached	Dwelling	\$ 4,911	\$ 3,340	\$ 8,251	N/A	N/A	N/A	N/A	N/A	N/A
Single-Family Det <1,500 sf	Dwelling	N/A	N/A	N/A	\$ 9,665	\$ 2,084	\$ 11,749	\$ 12,543	\$ 2,704	\$ 15,247
Single-Family Det 1,500-2,999 sf	Dwelling	N/A	N/A	N/A	\$ 10,581	\$ 2,281	\$ 12,862	\$ 14,374	\$ 3,098	\$ 17,472
Single-Family Det 3,000 sf or more	Dwelling	N/A	N/A	N/A	\$ 11,421	\$ 2,461	\$ 13,883	\$ 16,054	\$ 3,460	\$ 19,514
Single-Family Att <1,500 sf	Dwelling	N/A	N/A	N/A	\$ 8,525	\$ 1,838	\$ 10,363	\$ 10,263	\$ 2,212	\$ 12,475
Single-Family Att 1,500-2,999 sf	Dwelling	N/A	N/A	N/A	\$ 9,276	\$ 1,999	\$ 11,275	\$ 11,763	\$ 2,535	\$ 14,298
Single-Family Att 3,000 sf or more	Dwelling	N/A	N/A	N/A	\$ 9,950	\$ 2,145	\$ 12,096	\$ 13,113	\$ 2,827	\$ 15,940
Multi-Family	Dwelling	\$ 3,112	\$ 2,121	\$ 5,233	\$ 7,208	\$ 1,555	\$ 8,763	\$ 10,111	\$ 2,181	\$ 12,292
Mobil Home Park	Site	\$ 2,338	\$ 1,592	\$ 3,930	\$ 6,958	\$ 1,499	\$ 8,457	\$ 10,683	\$ 2,301	\$ 12,984
Congregate Care Facility	Dwelling	\$ 1,093	\$ 743	\$ 1,836	\$ 2,550	\$ 551	\$ 3,101	\$ 3,590	\$ 776	\$ 4,366
Hotel/Motel	Room	\$ 2,567	\$ 1,750	\$ 4,317	\$ 5,049	\$ 1,090	\$ 6,139	\$ 6,547	\$ 1,414	\$ 7,961
Retail/Commercial										
Shopping Center/Gen. Retail	1,000 ft ²	\$ 6,484	\$ 4,394	\$ 10,878	\$ 14,133	\$ 3,061	\$ 17,195	\$ 19,325	\$ 4,186	\$ 23,511
Restaurant, Quality	1,000 ft ²	\$ 12,069	\$ 8,186	\$ 20,255	\$ 33,060	\$ 7,169	\$ 40,229	\$ 49,474	\$ 10,728	\$ 60,202
Restaurant, Fast Food	1,000 ft ²	\$ 17,442	\$ 11,862	\$ 29,304	\$ 40,426	\$ 8,765	\$ 49,191	\$ 56,769	\$ 12,308	\$ 69,077
Office/Institutional										
Office, General	1,000 ft ²	\$ 4,632	\$ 3,170	\$ 7,802	\$ 9,769	\$ 2,124	\$ 11,894	\$ 13,130	\$ 2,855	\$ 15,985
Hospital	1,000 ft ²	\$ 5,359	\$ 3,653	\$ 9,012	\$ 10,295	\$ 2,217	\$ 12,512	\$ 13,174	\$ 2,837	\$ 16,011
Nursing Home	1,000 ft ²	\$ 3,082	\$ 2,099	\$ 5,181	\$ 6,259	\$ 1,345	\$ 7,605	\$ 8,254	\$ 1,774	\$ 10,028
Church	1,000 ft ²	\$ 3,258	\$ 2,218	\$ 5,476	\$ 5,378	\$ 1,154	\$ 6,532	\$ 6,248	\$ 1,340	\$ 7,588
Elementary/Sec. School	1,000 ft ²	\$ 1,606	\$ 1,091	\$ 2,697	\$ 3,723	\$ 803	\$ 4,526	\$ 5,227	\$ 1,127	\$ 6,354
Industrial										
Manufacturing	1,000 ft ²	\$ 2,030	\$ 1,389	\$ 3,419	\$ 5,039	\$ 1,095	\$ 6,134	\$ 7,269	\$ 1,580	\$ 8,849
Industrial Park	1,000 ft ²	\$ 3,636	\$ 2,484	\$ 6,120	\$ 5,093	\$ 1,104	\$ 6,198	\$ 5,157	\$ 1,118	\$ 6,275
Business Park	1,000 ft ²	\$ 6,613	\$ 4,519	\$ 11,132	\$ 14,116	\$ 3,068	\$ 17,184	\$ 19,087	\$ 4,149	\$ 23,236
Warehouse	1,000 ft ²	\$ 1,893	\$ 1,294	\$ 3,187	\$ 2,605	\$ 564	\$ 3,169	\$ 2,605	\$ 564	\$ 3,169
Mini-Warehouse	1,000 ft ²	\$ 885	\$ 602	\$ 1,487	\$ 1,715	\$ 373	\$ 2,088	\$ 2,209	\$ 480	\$ 2,689

Starting January 1, 2027, the City Engineer, in consultation with the City Administrator and such other City staff as the City Administrator may designate, shall adjust the road impact fee annually. The adjustment shall be based on the percent change published by the National Highway Construction Cost Index (NHCCI) as published by the U.S. Department of Transportation Federal Highway Administration. The NHCCI was 2.860 for the first quarter of 2023.



City of Franklin

Road Impact Fee Study Update

Technical Memorandum
January 5, 2024

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City of Franklin

Road Impact Fee Study Update

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Road Impact Fee Study Update

Introduction

To address transportation infrastructure costs associated with new growth, the City of Franklin implemented a roadway impact fee and is currently in the process of updating the impact fee technical study. The draft technical report summarizing results of this study was published by Duncan Associates in June 2023¹. As part of the update study, the City of Franklin retained Benesch to review the Duncan study approach and key impact fee variables. The review concluded that the overall approach of the study complied with impact fee legal requirements and included certain adjustments to the demand, cost, and credit data. This technical memorandum presents the results of this review and resulting road impact fee rates.

Demand Component

As part of this update and based on the request from the City, the Single Family Detached land use was tiered by square footage and a Single Family Attached land use (also tiered) was added to the road impact fee study. Additional details for the tiering analysis are included in Appendix A. The remaining elements of the demand component are from the Duncan study and were not reviewed in detail. Table 1 presents the demand variables used for each land use included in the City's impact fee schedule.

¹ *City of Franklin Road Impact Fee Study, June 2023, Duncan Associates*

Table 1: Travel Demand by Land Use

ITE Code	Land Use Type	Unit	Daily Trips/ Unit ⁽¹⁾	% Primary Trips	Arterials		Collectors	
					Trip Length	Daily VMT	Trip Length	Daily VMT
210	Single Family Det <1,500 sf	du	4.18	100%	3.41	14.25	0.70	2.93
210	Single Family Det 1,500-2,999 sf	du	4.79	100%	3.41	16.33	0.70	3.35
210	Single Family Det 3,000 sf or more	du	5.35	100%	3.41	18.24	0.70	3.75
215	Single Family Att <1,500 sf	du	3.42	100%	3.41	11.66	0.70	2.39
215	Single Family Att 1,500-2,999 sf	du	3.92	100%	3.41	13.37	0.70	2.74
215	Single Family Att 3,000 sf or more	du	4.37	100%	3.41	14.90	0.70	3.06
220	Multi-Family	du	3.37	100%	3.41	11.49	0.70	2.36
240	Mobile Home Park	site	3.56	100%	3.41	12.14	0.70	2.49
253	Congregate Care Facility	du	1.10	100%	3.71	4.08	0.76	0.84
310/320	Hotel/Motel	room	2.83	100%	2.63	7.44	0.54	1.53
Retail/Commercial								
820	Shopping Center/Gen. Retail	1,000 sf	18.50	43%	2.76	21.96	0.57	4.53
930	Restaurant, Sit-Down	1,000 sf	53.60	38%	2.76	56.22	0.57	11.61
934	Restaurant, Fast Food	1,000 sf	233.74	30%	0.92	64.51	0.19	13.32
Office/Institutional								
710	Office, General	1,000 sf	5.42	75%	3.67	14.92	0.76	3.09
610	Hospital	1,000 sf	5.38	75%	3.71	14.97	0.76	3.07
620	Nursing Home	1,000 sf	3.37	75%	3.71	9.38	0.76	1.92
560	Church	1,000 sf	3.80	75%	2.49	7.10	0.51	1.45
520/522/525	Elem/Sec. School	1,000 sf	9.94	24%	2.49	5.94	0.51	1.22
Industrial								
140	Manufacturing	1,000 sf	2.37	95%	3.67	8.26	0.76	1.71
130	Industrial Park	1,000 sf	1.68	95%	3.67	5.86	0.76	1.21
770	Business Park	1,000 sf	6.22	95%	3.67	21.69	0.76	4.49
150	Warehouse	1,000 sf	0.85	95%	3.67	2.96	0.76	0.61
151	Mini-Warehouse	1,000 sf	0.72	95%	3.67	2.51	0.76	0.52

Source: City of Franklin Road Impact Fee Study, June 2023, Duncan Associates

1) Source: Appendix A, Table A-5 for Single Family Detached and Table A-10 for Single Family Attached

Cost Component

The cost component measures the cost of providing transportation infrastructure in the City of Franklin. Local governments provide additional roadway capacity through a combination of improvements, such as new roads, lane additions, intersection improvements, etc. Impact fees should reflect this cost as accurately as possible. As shown in Table 2, historical and future improvements in the City of Franklin have, or will include, a combination of new roads, lane additions and intersection improvements and costs vary by type of improvement.

Benesch reviewed cost per capacity figures by type of projects, timing of projects (historical vs. future estimates) and used a weighted average of these projects to estimate the cost of providing additional transportation capacity.

To supplement this analysis, Benesch conducted a review of cost estimates provided by the City. Benesch estimates for these projects were in line with the City's estimates.

Finally, the City staff confirmed that this combination of projects represent "typical" projects that the City builds. In other words, the sample projects do not include outlier projects that are unlikely to occur frequently and have higher costs due to conditions specific to the improvement or the location of the improvement.

Table 2: Cost per Vehicle-Mile of Capacity

Project Name	Miles	Project/Rd Class	Capacity		New VMC	Total Eligible Cost	Cost/VMC
			Exist	Imprvd			
Carothers Parkway (S. Carothers Rd - Long Ln.)	2.73	Arterial / New 2 Ln Roadway	0	16,800	45,864	\$17,627,425	\$384
Hillsboro Rd. (Independence Square - Hillsboro Rd.)	0.83	Arterial / Widen From 2 Ln. to 3 Ln.	16,800	21,000	3,486	\$12,624,371	\$3,621
Mack Hatcher Pkwy (NW)	2.63	Expressway / New 2 Lane Roadway	0	24,100	63,383	\$61,068,723	\$963
Franklin Rd. (Harpeth River - Industrial Court)	0.61	Arterial / Widen From 2 Ln. to 3 Ln.	16,800	21,000	2,562	\$11,806,135	\$4,608
Jordan Road (Aspen Grove Dr. - Mallory Ln.)	0.26	Collector / From 2 to 3 Lanes	7,300	9,100	468	\$4,469,402	\$9,550
Columbia Ave (Mack Hatcher - Downs Blvd.)	1.22	Arterial / Widen From 3 to 5 Lanes	21,000	47,400	32,208	\$26,177,688	\$813
Long Ln. and Old Peytonsville Rd. Connector	1.33	Collector / New 2 Lane Collector	0	7,300	9,709	\$33,300,237	\$3,430
Mallory and Liberty Pike Intersection Project	0.65	Arterial / Widen from 4/3 Lns to 4 Lns	28,128	37,900	6,352	\$15,917,660	\$2,506
McEwen Drive Phase IV	1.36	Arterial / Widen From 2 Ln. to 4 Ln.	16,800	37,900	28,696	\$33,068,461	\$1,152
McEwen Drive Phase V (Wilson Pike to COF Limits)	1.01	Arterial / New 2 Ln Roadway	0	16,800	16,968	\$18,935,930	\$1,116
Carlisle Ln (SR96W-Mack Hatcher Pkwy)	0.82	Collector / Widen From 2 Ln. to 3 Ln.	7,300	9,100	1,476	\$12,504,000	\$8,472
Peytonsville Rd & Pratt Ln Int Improvements	0.40	Collector / Widen From 2 Ln. to 3 Ln.	7,300	9,100	720	\$10,972,866	\$15,240
Church St (Columbia to 1st Ave S)	0.42	Collector / Widen From 2 Ln. to 2 Ln.	7,300	9,100	756	\$8,476,400	\$11,212
Goose Creek Bypass Extension (Peytonsville Rd. to Long Ln.)	1.15	Arterial / New 4 Ln.	0	37,900	43,585	\$23,570,000	\$541
Carothers Parkway Ext. (Long Ln. to Future Goose Creek Bypass)	0.33	Arterial / New 4 Ln.	0	37,900	12,507	\$8,311,000	\$665
Aspen Grove Dr & Seaboard Ln Intersection Improvements	0.12	Collector / New 2 Ln. Collector	0	7,300	876	\$3,274,000	\$3,737
Carothers Pkwy (Falcon Creek Sub-SR96)	1.04	Arterial / Widen from 2 Ln. to 4 Ln.	16,800	37,900	21,944	\$24,209,164	\$1,103
Lewisburg Pike (Mack Hatcher Pkwy - Donaldson Creek)	0.79	Arterial / Widen from 2 Ln. to 4 Ln.	16,800	37,900	16,669	\$17,147,000	\$1,029
N Royal Oaks Blvd (Alexander Plz-Liberty)	0.61	Arterial / Widen from 3 Ln. to 4 Ln.	21,000	37,900	10,309	\$12,726,000	\$1,234
Carothers Pkwy (Long Ln - Falcon Creek Subd)	2.74	Arterial / Widen from 2 Ln. to 4 Ln.	16,800	37,900	57,814	\$15,250,000	\$264
Boyd Mill Ave (Downs Blvd - SR96W)	0.84	Collector / Widen From 2 Ln. to 3 Ln.	7,300	9,100	1,512	\$10,119,000	\$6,692
Clovercroft Rd (SR96 - Oxford Glen Dr)	1.40	Collector / Widen From 2 Ln. to 5 Ln.	7,300	18,100	15,120	\$20,790,000	\$1,375
West Main St (Natchez St to Downs Blvd)	0.71	Arterial / Widen from 2 Ln. to 3 Ln.	16,800	21,000	2,982	\$15,251,000	\$5,114
Columbia Ave (Downs Blvd to Fowlkes St)	0.72	Arterial / Widen from 2 Ln. to 3 Ln.	16,800	21,000	3,024	\$15,015,260	\$4,965
Mack Hatcher SE Widening	3.14	Arterial / Widen from 2 Ln. to 4 Ln.	16,800	37,900	66,254	\$51,040,000	\$770
Total	28.35				465,244	\$483,651,722	\$1,040

Source: City of Franklin and the *City of Franklin Road Impact Fee Study, June 2023*, Duncan Associates

Credit Component

In addition to the State and Federal revenue credits included in the Duncan study, a credit for outstanding road debt service payments was also included in this update. As shown in Table 3, only the non-impact fee portion of the debt service is eligible for the road impact fee credit calculation, which was calculated at approximately \$1.70 million per year.

Table 4 summarizes the State and Federal funding and debt service credit for the City of Franklin road impact fee calculations.

Table 3: Outstanding Road Debt Issues

Purpose	Principal	Interest	Total	Impact Fee Portion	Gen. Fund Portion	Years Remaining	Annual Non-IF
Bonds 2012 - \$22.5 million (various - Refunding)	\$4,335,000	\$280,810	\$4,615,810	\$4,615,810	\$0	4	-
Bonds 2017	\$10,539,175	\$4,189,635	\$14,728,810	\$0	\$14,728,810	14	\$1,052,058
Bonds 2019A - Refunding	\$7,299,040	\$3,100,955	\$10,399,995	\$0	\$10,399,995	16	\$650,000
Bonds 2019B - Refunding	\$5,880,270	\$1,232,020	\$7,112,290	\$7,112,290	\$0	6	-
Bonds 2019C - Refunding	\$12,104,400	\$3,507,315	\$15,611,715	\$15,611,715	\$0	9	-
Bonds 2019D - Taxable Refunding Bonds	\$834,200	\$51,907	\$886,107	\$886,107	\$0	4	-
Total	\$40,992,085	\$12,362,642	\$53,354,727				\$1,702,058

Source: City of Franklin

Table 4: State/Federal/Debt Funding Credit

Item	Arterials	Collectors	All Major Roads
Total State/Federal Capacity Funding, 2016-2028	\$125,801,585	\$0	\$125,801,585
÷ Years	13	13	13
Annual State/Federal Capacity Funding	\$9,677,045	\$0	\$9,677,045
Total Annual Debt Service	\$1,702,058	\$1,702,058	\$1,702,058
Total Annual State/Federal/Debt Funding	\$11,379,103	\$1,702,058	\$11,379,103
÷ Daily Vehicle-Miles of Travel (VMT)	1,029,084	212,310	1,241,394
Average Annual Funding per VMT	\$11.06	\$8.02	\$9.17
× Net Present Value Factor (20 Years)	14.47	14.47	14.47
State/Federal/Debt Funding Credit per VMT	\$160	\$116	\$133

Source: Table 3 for Total Annual Debt Service. All other variables are from the *City of Franklin Road Impact Fee Study, June 2023*, Duncan Associates

Road Impact Fee Calculation

Table 5 summarizes the updated cost and credit variables previously presented and the resulting net cost per daily VMT for each road classification.

Table 5: Net Cost per Vehicle-Mile of Travel			
Item	Arterials	Collectors	All Major Roads
Average Cost per VMT	\$1,040	\$1,040	\$1,040
- State/Federal Funding Credit per VMT	-\$160	-\$116	-\$133
Net Cost per Daily VMT	\$880	\$924	\$907

Source: Table 2 and Table 4

Table 6 calculates road impact fee rates for the City of Franklin using the demand, cost, and credit data presented in this technical memorandum.

Table 6: Updated Net Cost Schedule

Land Use Type	Dev't Unit	VMT/Unit		Net Cost/VMT		Net Cost/Unit		Total
		Arterial	Collect.	Arterial	Collect.	Arterial	Collect.	
Single Family Det <1,500 sf	Dwelling	14.25	2.93	\$880	\$924	\$12,543	\$2,704	\$15,247
Single Family Det 1,500-2,999 sf	Dwelling	16.33	3.35	\$880	\$924	\$14,374	\$3,098	\$17,472
Single Family Det 3,000 sf or more	Dwelling	18.24	3.75	\$880	\$924	\$16,054	\$3,460	\$19,514
Single Family Att <1,500 sf	Dwelling	11.66	2.39	\$880	\$924	\$10,263	\$2,212	\$12,475
Single Family Att 1,500-2,999 sf	Dwelling	13.37	2.74	\$880	\$924	\$11,763	\$2,535	\$14,298
Single Family Att 3,000 sf or more	Dwelling	14.90	3.06	\$880	\$924	\$13,113	\$2,827	\$15,940
Multi-Family	Dwelling	11.49	2.36	\$880	\$924	\$10,111	\$2,181	\$12,292
Mobile Home Park	Site	12.14	2.49	\$880	\$924	\$10,683	\$2,301	\$12,984
Congregate Care Facility	Dwelling	4.08	0.84	\$880	\$924	\$3,590	\$776	\$4,366
Hotel/Motel	Room	7.44	1.53	\$880	\$924	\$6,547	\$1,414	\$7,961
Retail/Commercial								
Shopping Ctr/Gen. Retail	1,000 sq ft	21.96	4.53	\$880	\$924	\$19,325	\$4,186	\$23,511
Restaurant, Quality	1,000 sq ft	56.22	11.61	\$880	\$924	\$49,474	\$10,728	\$60,202
Restaurant, Fast Food	1,000 sq ft	64.51	13.32	\$880	\$924	\$56,769	\$12,308	\$69,077
Office/Institutional								
Office/General	1,000 sq ft	14.92	3.09	\$880	\$924	\$13,130	\$2,855	\$15,985
Hospital	1,000 sq ft	14.97	3.07	\$880	\$924	\$13,174	\$2,837	\$16,011
Nursing Home	1,000 sq ft	9.38	1.92	\$880	\$924	\$8,254	\$1,774	\$10,028
Church	1,000 sq ft	7.10	1.45	\$880	\$924	\$6,248	\$1,340	\$7,588
Elementary/Sec. School	1,000 sq ft	5.94	1.22	\$880	\$924	\$5,227	\$1,127	\$6,354
Industrial								
Manufacturing	1,000 sq ft	8.26	1.71	\$880	\$924	\$7,269	\$1,580	\$8,849
Industrial Park	1,000 sq ft	5.86	1.21	\$880	\$924	\$5,157	\$1,118	\$6,275
Business Park	1,000 sq ft	21.69	4.49	\$880	\$924	\$19,087	\$4,149	\$23,236
Warehouse	1,000 sq ft	2.96	0.61	\$880	\$924	\$2,605	\$564	\$3,169
Mini-Warehouse	1,000 sq ft	2.51	0.52	\$880	\$924	\$2,209	\$480	\$2,689

Source: Table 1 for VMT/Unit and Table 5 for Net Cost per VMT

Appendix A

Single Family Tiering Analysis

Single Family Residential Trip Generation Rate Tiering

As part of this study, the single family residential land use was separated in “single family detached” and “single family attached” land use and trip generation rate tiering was included to ensure equity by the size of a home. To facilitate this, an analysis was completed on the comparative relationship between housing size and household travel behavior. This analysis utilized data from the 2017 National Household Travel Survey (NHTS) and the 2021 American Housing Survey (AHS) to examine overall trip-making characteristics of households in the United States.

Single Family Detached

Table A-1 presents travel variables being utilized in the calculated road impact fee schedule for the single family (detached) land use. The 2017 NHTS database was used to assess average annual household vehicle miles of travel (VMT) for various annual household income levels. In addition, the 2021 AHS database was used to compare median annual family/household incomes with housing unit size. It is important to recognize that the use of the income variable in each of these databases is simply to provide a convenient linking mechanism between household VMT from the NHTS and housing unit size from the AHS.

Table A-1			
Calculated Single Family Detached Trip Characteristics			
Calculated Values Excluding Tiering	Trip Rate	Assessable Trip Length	Daily VMT
Single Family (Detached)	9.42	3.41	32.12

Source: *City of Franklin Road Impact Fee Study, June 2023*, Duncan Associates

The results of the NHTS and AHS analyses are included in Tables A-2 and A-3. First, the data shown in Table A-2 indicates that the average income in the U.S. for families/households living in housing units smaller than 1,500 square feet in size (\$51,697) is lower than the overall average income for the U.S. (\$66,289). In Table A-3, annual average household VMT was calculated from the NHTS database for several different income levels and ranges related to the resulting AHS income data in Table A-2.

Table A-2
Annual Income by Housing Size

2021 AHS Average Income Data by Housing Size	Annual Income ⁽¹⁾
Less than 1,500 sf	\$51,697
1,500 to 2,499 sf	\$74,416
1,500 to 2,999 sf	\$76,628
3,000 sf or more	\$93,260
Average of All Houses	\$66,289

Source: American Housing Survey for the United States in 2021

1) Weighted average of annual income for each tier

Table A-3
NHTS VMT Annual VMT by Income Category

2017 NHTS Travel Data by Annual HH Income	Annual VMT/HH	Days	Daily VMT	Ratio to Mean	Normalized to 1.054
Total (All Homes)	19,167	365	52.51	1.000	-
Average of \$51,697	17,934	365	49.13	0.936	0.888
Average of \$74,416	20,191	365	55.32	1.054	1.000
Average of \$76,628	20,546	365	56.29	1.072	1.017
Average of \$93,260	22,926	365	62.81	1.196	1.135

Source: 2017 National Household Travel Survey Database, Federal Highway Administration

To calculate a corresponding trip rate for the new tiers it was necessary to rely on comparative ratios. As an example, consider the \$51,697 annual income category. First, it was determined that the average annual household VMT for this income level is 17,934 miles. This figure was then compared to the overall average annual VMT per household in the U.S. and normalized to the average of the \$74,416 (20,191 miles) category to derive a ratio of 0.888. It should be noted that the \$74,416 (1,500 square feet to 2,499 square feet) category is not an impact fee tier, but rather the estimated average homes size that corresponds with the trip rate data shown in Table A-1.

Next, the normalized ratio was applied to the daily VMT for the average single family detached housing unit size (less than 1,500 square feet) to generate a daily VMT of 28.52 for the tier, as shown in Table A-4. This daily VMT figure was then divided by the proposed assessable trip length of 3.41 miles to obtain a trip generation rate of 8.36 trips per day.

Table A-4
Trip Generation Rate by Single Family Detached Land Use Tier

Estimation of Trip Rate by Tier	Trip Rate ⁽¹⁾	Assessable Trip Length ⁽²⁾	Daily VMT ⁽³⁾	Ratio to Mean ⁽⁴⁾
Single Family (Detached)				
Less than 1,500 sf	8.36	3.41	28.52	0.888
1,500 to 2,499 sf	9.42	3.41	32.12	1.000
1,500 to 2,999 sf	9.58	3.41	32.67	1.017
3,000 sf or more	10.69	3.41	36.46	1.135

1) Daily VMT (Item 3) divided by assessable trip length (Item 2) for each tier

2) Source: Table A-1

3) Ratio to the mean (Item 4) multiplied by the total daily VMT for the 1,500 to 2,499 sq tier

4) Source: Table A-3

Table A-5 illustrates the impact that the trip generation rate tiers have on the City's calculated roadway impact fee rates for the single family (detached) land use.

Table A-5
Net Impact Fee by Single Family Detached Land Use Tier

Impact of Tiering on Fee Schedule	Trip Rate ⁽¹⁾	Trip Rate Adjusted ⁽²⁾	Assessable Trip Length ⁽³⁾	Daily VMT ⁽⁴⁾	Net Fee ⁽⁵⁾
Single Family (Detached)					
Less than 1,500 sf	8.36	4.18	3.41	14.25	\$15,247
1,500 to 2,999 sf	9.58	4.79	3.41	16.33	\$17,472
3,000 sf or more	10.69	5.35	3.41	18.24	\$19,514

1) Source: Table A-4 Item 1)

2) Trip rate (Item 1) divided by two to reflect that every trip has an origin and destination

3) Source: Table A-1

4) Trip rate adjusted (Item 2) multiplied by the assessable trip length (Item 3)

5) Source: Table 6

Single Family Attached

Tables A-6 through A-10 present a similar tiering analysis for the single family attached land use.

Table A-6
Calculated Single Family Attached Trip Characteristics

Calculated Values Excluding Tiering	Trip Rate	Assessable Trip Length	Daily VMT
Single Family (Attached)	7.20	3.41	24.55

Source: Institute of Transportation Engineers (ITE) 11th Edition Handbook and the *City of Franklin Road Impact Fee Study, June 2023*, Duncan Associates

Table A-7
Annual Income by Housing Size

2021 AHS Average Income Data by Housing Size	Annual Income ⁽¹⁾
Less than 1,500 sf	\$51,697
1,000 to 1,999 sf	\$63,985
1,500 to 2,999 sf	\$76,628
3,000 sf or more	\$93,260
Average of All Houses	\$66,289

Source: American Housing Survey for the United States in 2021

1) Weighted average of annual income for each tier

Table A-8
NHTS VMT Annual VMT by Income Category

2017 NHTS Travel Data by Annual HH Income	Annual VMT/HH	Days	Daily VMT	Ratio to Mean	Normalized to 0.985
Total (All Homes)	19,167	365	52.51	1.000	-
Average of \$51,697	17,934	365	49.13	0.936	0.950
Average of \$63,985	18,877	365	51.72	0.985	1.000
Average of \$76,628	20,546	365	56.29	1.072	1.088
Average of \$93,260	22,926	365	62.81	1.196	1.214

Source: 2017 National Household Travel Survey Database, Federal Highway Administration

Table A-9
Trip Generation Rate by Single Family Attached Land Use Tier

Estimation of Trip Rate by Tier	Trip Rate ⁽¹⁾	Assessable Trip Length ⁽²⁾	Daily VMT ⁽³⁾	Ratio to Mean ⁽⁴⁾
Single Family (Attached)				
Less than 1,500 sf	6.84	3.41	23.32	0.950
1,000 to 1,999 sf	7.20	3.41	24.55	1.000
1,500 to 2,999 sf	7.83	3.41	26.71	1.088
3,000 sf or more	8.74	3.41	29.80	1.214

1) Daily VMT (Item 3) divided by assessable trip length (Item 2) for each tier

2) Source: Table A-6

3) Ratio to the mean (Item 4) multiplied by the total daily VMT for the 1,000 to 1,999 sq tier

4) Source: Table A-8

Table A-10

Net Impact Fee by Single Family Attached Land Use Tier

Impact of Tiering on Fee Schedule	Trip Rate ⁽¹⁾	Trip Rate Adjusted ⁽²⁾	Assessable Trip Length ⁽³⁾	Daily VMT ⁽⁴⁾	Net Fee ⁽⁵⁾
<i>Single Family (Attached)</i>					
Less than 1,500 sf	6.84	3.42	3.41	11.66	\$12,475
1,500 to 2,999 sf	7.83	3.92	3.41	13.37	\$14,298
3,000 sf or more	8.74	4.37	3.41	14.90	\$15,940

1) Source: Table A-9, Item 1

2) Trip rate (Item 1) divided by two to reflect that every trip has an origin and destination

3) Source: Table A-6

4) Trip rate adjusted (Item 2) multiplied by the assessable trip length (Item 3)

5) Source: Table 6



Road Impact Fee Discussion

Board of Mayor & Aldermen Work Session

April 23, 2024



Public Engagement

- 07/11/2023 – BOMA Work Session Presentation
- 08/02/2023 – Design Professionals Group
- 08/23/2023 – Commercial Real Estate Development Association (NAIOP)
- 09/13/2023 – Development Services Advisory Commission
- 09/14/2023 – Housing Commission Meeting
- 11/28/2023 – BOMA Work Session Presentation
- 01/23/2024 – BOMA Work Session Presentation

Proposed Changes



Proposed Changes

- Adjust impact fee annually based on the U.S. Department of Transportation Federal Highway Administration National Highway Construction Cost Index (NHCCI).
- Incorporate different size single family detached and attached land use types.



Proposed Implementation For Discussion

January 1, 2025

- 1st Increase of Road Impact Fees.

January 1, 2026

- Implementation of 100% of the 2023 Impact Fee.

January 1, 2027

- Adjust fee based on the National Highway Construction Cost Index.

Implementation of RIF



Implementation of Road Impact Fees

Land Use Type	Unit	Current Fees			Fee Effective January 1, 2025			Fee Effective January 1, 2026		
		Arterial	Collector	Total	Arterial	Collector	Total	Arterial	Collector	Total
Single-Family Detached	Dwelling	\$ 4,911	\$ 3,340	\$ 8,251	N/A	N/A	N/A	N/A	N/A	N/A
Single-Family Det <1,500 sf	Dwelling	N/A	N/A	N/A	\$ 9,665	\$ 2,084	\$ 11,749	\$ 12,543	\$ 2,704	\$ 15,247
Single-Family Det 1,500-2,999 sf	Dwelling	N/A	N/A	N/A	\$ 10,581	\$ 2,281	\$ 12,862	\$ 14,374	\$ 3,098	\$ 17,472
Single-Family Det 3,000 sf or more	Dwelling	N/A	N/A	N/A	\$ 11,421	\$ 2,461	\$ 13,883	\$ 16,054	\$ 3,460	\$ 19,514
Single-Family Att <1,500 sf	Dwelling	N/A	N/A	N/A	\$ 8,525	\$ 1,838	\$ 10,363	\$ 10,263	\$ 2,212	\$ 12,475
Single-Family Att 1,500-2,999 sf	Dwelling	N/A	N/A	N/A	\$ 9,276	\$ 1,999	\$ 11,275	\$ 11,763	\$ 2,535	\$ 14,298
Single-Family Att 3,000 sf or more	Dwelling	N/A	N/A	N/A	\$ 9,950	\$ 2,145	\$ 12,096	\$ 13,113	\$ 2,827	\$ 15,940
Multi-Family	Dwelling	\$ 3,112	\$ 2,121	\$ 5,233	\$ 7,208	\$ 1,555	\$ 8,763	\$ 10,111	\$ 2,181	\$ 12,292
Mobil Home Park	Site	\$ 2,338	\$ 1,592	\$ 3,930	\$ 6,958	\$ 1,499	\$ 8,457	\$ 10,683	\$ 2,301	\$ 12,984
Congregate Care Facility	Dwelling	\$ 1,093	\$ 743	\$ 1,836	\$ 2,550	\$ 551	\$ 3,101	\$ 3,590	\$ 776	\$ 4,366
Hotel/Motel	Room	\$ 2,567	\$ 1,750	\$ 4,317	\$ 5,049	\$ 1,090	\$ 6,139	\$ 6,547	\$ 1,414	\$ 7,961
Retail/Commercial										
Shopping Center/Gen. Retail	1,000 ft ²	\$ 6,484	\$ 4,394	\$ 10,878	\$ 14,133	\$ 3,061	\$ 17,195	\$ 19,325	\$ 4,186	\$ 23,511
Restaurant, Quality	1,000 ft ²	\$ 12,069	\$ 8,186	\$ 20,255	\$ 33,060	\$ 7,169	\$ 40,229	\$ 49,474	\$ 10,728	\$ 60,202
Restaurant, Fast Food	1,000 ft ²	\$ 17,442	\$ 11,862	\$ 29,304	\$ 40,426	\$ 8,765	\$ 49,191	\$ 56,769	\$ 12,308	\$ 69,077
Office/Institutional										
Office, General	1,000 ft ²	\$ 4,632	\$ 3,170	\$ 7,802	\$ 9,769	\$ 2,124	\$ 11,894	\$ 13,130	\$ 2,855	\$ 15,985
Hospital	1,000 ft ²	\$ 5,359	\$ 3,653	\$ 9,012	\$ 10,295	\$ 2,217	\$ 12,512	\$ 13,174	\$ 2,837	\$ 16,011
Nursing Home	1,000 ft ²	\$ 3,082	\$ 2,099	\$ 5,181	\$ 6,259	\$ 1,345	\$ 7,605	\$ 8,254	\$ 1,774	\$ 10,028
Church	1,000 ft ²	\$ 3,258	\$ 2,218	\$ 5,476	\$ 5,378	\$ 1,154	\$ 6,532	\$ 6,248	\$ 1,340	\$ 7,588
Elementary/Sec. School	1,000 ft ²	\$ 1,606	\$ 1,091	\$ 2,697	\$ 3,723	\$ 803	\$ 4,526	\$ 5,227	\$ 1,127	\$ 6,354
Industrial										
Manufacturing	1,000 ft ²	\$ 2,030	\$ 1,389	\$ 3,419	\$ 5,039	\$ 1,095	\$ 6,134	\$ 7,269	\$ 1,580	\$ 8,849
Industrial Park	1,000 ft ²	\$ 3,636	\$ 2,484	\$ 6,120	\$ 5,093	\$ 1,104	\$ 6,198	\$ 5,157	\$ 1,118	\$ 6,275
Business Park	1,000 ft ²	\$ 6,613	\$ 4,519	\$ 11,132	\$ 14,116	\$ 3,068	\$ 17,184	\$ 19,087	\$ 4,149	\$ 23,236
Warehouse	1,000 ft ²	\$ 1,893	\$ 1,294	\$ 3,187	\$ 2,605	\$ 564	\$ 3,169	\$ 2,605	\$ 564	\$ 3,169
Mini-Warehouse	1,000 ft ²	\$ 885	\$ 602	\$ 1,487	\$ 1,715	\$ 373	\$ 2,088	\$ 2,209	\$ 480	\$ 2,689

Starting January 1, 2027, the City Engineer, in consultation with the City Administrator and such other City staff as the City Administrator may designate, shall adjust the road impact fee annually. The adjustment shall be based on the percent change published by the National Highway Construction Cost Index (NHCCI) as published by the U.S. Department of Transportation Federal Highway Administration. The NHCCI was 2.860 for the first quarter of 2023.



File #: 21-06393

DATE: March 27, 2024
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Jason Potts, Director of Information Technology
Deb Faulkner, Police Chief
Mike Lowe, Comptroller

SUBJECT:

*Consideration Of License Application To Install And Operate Law Enforcement Automated License Plate Recognition (ALPR) Cameras On State Highway Right-Of-Way With The Tennessee Department Of Transportation

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning License Application to install & operate automated license plate recognition cameras on state highway right-of-way with Tennessee Department of Transportation (TDOT).

BACKGROUND/STAFF COMMENTS:

This grant program is the VCIF (Violent Crimes Intervention Program) program and it's purpose to provide grants to law enforcement agencies in the State of Tennessee for violent crime intervention initiatives. This license agreement with TDOT license plate readers to aid in the criminal investigations and/or searches for missing or endangered persons.

FINANCIAL IMPACT:

This financial cost is \$233,172.00 and will be funded entirely by the (VCIF) Violent Crime Intervention Fund grant through the State of Tennessee.

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve the TDOT License Application to install and operate law enforcement automated license plate (ALPR) cameras on state highway right-of-way.



Application for License to Install and Operate Law Enforcement Automated License Plate Recognition (ALPR) Cameras on State Highway Right-of-Way

Pursuant to Tenn. Code Ann. § 55-8-198(f), the Tennessee Department of Transportation (TDOT) is authorized, but not required, to permit law enforcement agencies to install surveillance cameras on State highway right-of-way to aid in criminal investigations or searches for missing or endangered persons. Consistent with this discretionary authority, TDOT will accept applications for the installation of fixed automated license plate recognition (ALPR) cameras on State highway right-of-way but will not accept applications for other types of surveillance cameras. Further, ALPR cameras will only be permitted on the right-of-way if TDOT determines that the ALPR cameras will not impair the continued use, operation, maintenance, and safety of the highway facility and do not interfere with the free and safe flow of traffic.

If an application is approved, the ALPR cameras authorized will be only for the specific brand, make, and model of equipment, and only in the locations specified, in the license agreement. If the law enforcement agency subsequently wishes to relocate a camera or substitute a different brand, make, or model of equipment, a new ALPR application will be required. TDOT reserves the right to revoke any permission granted for ALPR cameras on State highway rights-of-way.

Application Process

STEP 1. Submission of Application to TDOT

The application and attached documents should be e-mailed to TDOT at: TDOT.ExcessLand@tn.gov using the Subject Line: **ALPR Application [Agency Name]**. *Failure to use the subject line may result in a delay in application processing.*

NOTE: For Applications Submitted by or on behalf of a Local Law Enforcement Agency:

A. If the application for ALPR cameras on State highway right-of-way is being submitted by a local law enforcement agency, or by a local government on behalf of local

law enforcement if the local law enforcement agency lacks independent contracting authority, the applicant must first submit the proposal to the applicable local legislative body (city council or county commission) for approval.

B. The applicant must obtain, and provide documentation of, the local legislative body's approval of the proposal before submitting the application to TDOT.

STEP 2. Consultation with Tennessee Department of Safety and Homeland Security Regarding Camera and Data Security Requirements

Upon receipt of the application, TDOT will first consult with the Tennessee Department of Safety & Homeland Security (TDOSHS) for its review and assessment of the following items provided under Section 5 of the application form for compliance with camera manufacturer restrictions and data security requirements:

- A. The law enforcement agency's written ALPR policy, which must include provisions for data privacy, retention of records, and audit logs;
- B. Documentation showing the brand, make, and model of the ALPR camera the applicant proposes to use;
- C. Documentation from the local law enforcement agency demonstrating to the department's satisfaction that:
 1. The manufacturer, ALPR camera, or any of the ALPR camera's components are not:
 - Produced, assembled, or based in an entity appearing on a sanctions list published under the authority of the United States department of the treasury, office of foreign assets control (<https://ofac.treasury.gov/>);
 - Prohibited or restricted under Section 889 of the National Defense Authorization Act (48 CFR 52.204-25);
 - Prohibited or restricted under Title 2 of the SECURE Technology Act (Public Law 115-390 of 2018); or
 - Prohibited or restricted under United States department of commerce regulations on Information and Communications and Services Supply Chain (15 CFR Part 7); and
 2. The manufacturer of and custodian of any data collected by the ALPR camera shall:

- Comply with T.C.A. § 55-10-302;
- Ensure that all aspects of the manufacturer's and custodian's data services, data retention, information technology, or other internal data management processes are contained and managed within the United States; and
- Ensure that all data and metadata collected by the ALPR camera are not used for commercial purposes or sold, other than sharing with other law enforcement agencies in the United States as authorized by law.

TDOSHS may request additional information from the applicant through TDOT.

STEP 3. Review by the Tennessee Department of Transportation

A. If TDOT receives a negative assessment from TDOSHS, the TDOT Right-of-Way Division Excess Land Office will notify the applicant stating the reasons for rejecting the application based on non-compliance with the requirements and standards identified in Step 2 above.

B. If TDOT receives a positive assessment from TDOSHS in Step 2, the TDOT Excess Land Office will send the application and attachments to the Regional Right-of-Way Office for the TDOT Region in which the proposed ALPR cameras will be located.

C. The Regional Right-of-Way Office, Traffic Office, and other regional staff will review the request and send a report and recommendation to the Headquarters Right-of-Way Division, Excess Land Office, in Nashville for further review and processing.

D. The Headquarters Excess Land Office will present the request to TDOT's Excess Land Committee for evaluation.

E. If the Excess Land Committee does not recommend approval of the request, the Headquarters Excess Land Office will notify the requester by letter with a copy to the Regional Right-of-Way Office.

F. If the Excess Land Committee recommends approving the request, in whole or part, the Headquarters Excess Land Office will notify the requester by letter. This does not indicate that final approval has been obtained. It simply means that the request is moving forward in the process.

G. An environmental document is prepared if needed. The requester is responsible for the associated costs if a consultant must prepare this document.

H. The request packet and environmental document will be sent to the Federal Highway Administration for concurrence, if applicable (e.g., for proposed installations on an interstate highway).

I. Once all necessary approvals are obtained, the Regional Excess Land Office will send two originals of the license agreement to the requester for signatures. The requester will sign both originals and return them to the Regional Excess Land Office. The Regional Excess Land Office will send both originals to the Headquarters Excess Land Office to be executed by the Commissioner. Once fully executed, one original will be sent to the requester for their records. With the executed license agreement, the requester will have the authorization to install the proposed ALPR cameras.



**Application for License to Install and Operate Law Enforcement Automated License
Plate Recognition (ALPR) Cameras on State Highway Rights-of-Way**

1. Name of Requester: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone number: _____
 Email: _____

2. Name/Address to be on license agreement if different from above:
 Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____

3. Contact name and address if different from above:
 Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone number: _____
 Email: _____

4. Law enforcement ALPR camera installation is being requested by:
 - ☐ State law enforcement agency
 - ☐ Local law enforcement agency
 - ☐ Local government on behalf of local law enforcement

If the request is from a local law enforcement agency, or a local government on behalf of a local law enforcement agency, please attach documentation of the local legislative body's approval of the proposal.

5: The following must be attached to document compliance with camera manufacturer restrictions and data security requirements:

- a. ☒ The law enforcement agency's written ALPR policy, which must include provisions for data privacy, retention of records, and audit logs;
- b. ☒ Documentation showing the brand, make, and model of the ALPR camera the applicant proposes to use;
- c. ☐ Documentation that the manufacturer, ALPR camera, or any of the ALPR camera's components are not:
 - Produced, assembled, or based in an entity appearing on a sanctions list published under the authority of the United States department of the treasury, office of foreign assets control(<https://ofac.treasury.gov/>);
 - Prohibited or restricted under Section 889 of the National Defense Authorization Act (48 CFR 52.204-25);
 - Prohibited or restricted under Title 2 of the SECURE Technology Act (Public Law 115-390 of 2018); or
 - Prohibited or restricted under United States department of commerce regulations on Information and Communications and Services Supply Chain (15 CFR Part 7); and
- d. ☒ Documentation that the manufacturer of and custodian of any data collected the ALPR camera shall:
 - Comply with T.C.A. § 55-10-302;
 - Ensure that all aspects of the manufacturer's and custodian's data services, data retention, information technology, or other internal data management processes are contained and managed within the United States; and
 - Ensure that all data and metadata collected by the surveillance camera are not used for commercial purposes or sold, other than sharing with other law enforcement agencies in the United States as authorized by law; and

6. The following must be attached for each request to install ALPR cameras on state highway right-of-way:

- a. ☒ Exact location(s) of new ALPR camera poles by State Route, Mile Marker, Latitude/Longitude Coordinates, and Distance from edge of pavement; or if the ALPR camera(s) will be installed on existing poles/structures by State Route, Mile Marker, and Latitude/Longitude Coordinates;
- b. ☒ Aerial exhibit of each proposed location with the exact location designated;
- c. ☒ Proposed plan for how the ALPR camera(s) will be installed and maintained;
- d. ☒ Explanation of how the ALPR camera(s) will be powered (no power installation is allowed longitudinally along Interstate highways); and
- e. ☒ Documented approval from the utility owner if the proposed ALPR camera(s) will be installed on existing utility poles.

7. ☐ Attach proof of public liability insurance or self-insurance.

I certify that the above information is true and accurate to the best of my knowledge.

Name

Date

Signature

Title



File #: 21-06402

DATE: March 27, 2024
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Chris Koeper

SUBJECT:

Initial Assessment And Recommendation Of OHM Advisors/Studio 8 Design Scope Of Services And Fee For Design Development And Construction Documentation Services And Project Management Update For The New City Hall Project

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning an initial assessment and recommendation of the OHM Advisors/Studio 8 Design Scope of Services and Fee for design development and construction documentation services for the new City Hall Project.

BACKGROUND/STAFF COMMENTS:

In October 2020, the BOMA approved Contract 2020-0041 for the redevelopment of our new City Hall and site and that authorized our design consultant OHM Advisors/Studio 8 Design to commence work on the space and master planning. In April 2022, the Board of Mayor and Aldermen subsequently approved a contract amendment that allowed OHM Advisors/Studio 8 Design to proceed with Phase II - Schematic Design, which the Board of Mayor and Aldermen reviewed and acknowledged in February 2024. City staff and OHM Advisors/Studio 8 Design are now seeking approval of a contract amendment to proceed with Phase III - Design Development and Construction Documentation.

In the design development phase, building materials, systems, and equipment will begin to be incorporated into the schematic design to the point that the overall interior and exterior design of the building will begin to represent the completed building and site. At 100% of the design development, two additional opinions of cost will be provided.

Following the design development, City staff and our development team will focus their attention on the construction documents. These well-defined construction and site development documents are the plans and specifications that will be used to secure bids and assist in the coordinating of the work to be completed by the development team, which is inclusive of the Owners Representative, Construction Manager at Risk (CMAR), OHM Advisors/Studio 8 Design team, the various construction contractors, suppliers, and vendors, and city staff. At 50% completion, two additional

opinions of cost will be provided and shared with the Board.

The expected date for completing the design development and construction documentation phase is late 2025. At the conclusion of Phase III, City staff and OHM Advisors/Studio 8 Design will then seek approval from the Board of Mayor and Aldermen to allow the project to be released for bidding. The anticipated date of completion and occupancy of our new City Hall is mid-2027.

This contract amendment was deferred by the Board at their February 27th meeting to align the consideration of this amendment with the identification of the Owner's Representative for the City Hall project. A recommendation and proposed professional services agreement for the Owner's Representative was included on the March 26th Board agenda. The scope for the Phase III design services has been updated to reflect the CMAR approach for project delivery, the revised schedule for opinion of costs within the final design phase, and the overall project timeframe. As a result, the cost for this contract amendment was reduced by \$50,000 and the schedule timeline has been reduced by 12 weeks.

At their March 26th meeting, the Board of Mayor and Aldermen approved STV, Inc. to serve as the City's Owner's Representative for the New City Hall Project. In order to move forward with Phase 3 of the Design Development and Construction Documents with OHM/Studio 8 Design, the BOMA requested the STV team provide an initial assessment and recommendation of the OHM Advisors/Studio 8 Design Scope of Services and Fee for the Design Development and Construction Documentation phase. Additionally, STV is to update the BOMA on their progress with drafting and releasing a Request for Proposals for a Construction Manager At Risk (CMAR).

FINANCIAL IMPACT:

The fee for the scope of services to complete the design development and construction services for our new City Hall as submitted by OHM Advisors/Studio 8 Design is \$5,350,000.

RECOMMENDATION:

Staff and the City Hall Project Owner's Representative (STV, Inc.) recommend that the Board of Mayor and Aldermen approve the proposed scope of service and professional service agreement for final design and construction documents for the New City Hall Project.

DATE: April 12, 2024
FROM: Chris Koeper
RE: Amendment 5 Professional Service Agreement 2020-0041
TO: City of Franklin
CC: Derek Messier

FOR YOUR ATTENTION

STV has reviewed the current Professional Services Agreement (PSA) Amendment 5 for Design Services for the New City Hall with OHM-Studio 8. In our review of the scope of services, we noted some comments and are addressing them with the design team. The comment discussions will not impact the fee.

Comments on the scope that are being revised:

Section II Project Description:

- Scope is defined as a total of \$83M; *we are addressing language to minimize owner risk for scope changes that would not reflect and reduce risk if significant scope changes after a certain point in design. i.e. "If, prior to the conclusion of the Design Development Phase, the Construction Manager's estimate (CMAR GMP) of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect, in consultation with the Construction Manager, shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate and work in collaboration with the Architect in*
- Last bullet regarding the CMAR; we are addressing language on CMAR process i.e. *"Establishing a GMP earlier, that would include multiple GMP's and bid packages"*. This will speed up construction and help with inflation cost down the road

Section III Scope of Services and Deliverables:

- The Schedule outline; *we will include language to allow multiple bid and early release packages and the timing of those to work with the design.*
- Submittal section; *adding language that will allow a timely release and response to submittals and RFI's; which will follow a submittal scheduled that is created by the CMAR; architect will have adequate time to review that is reasonable for each submittal*
- During 100% DD completion: *Add language that requires the architect to make any adjustments necessary to their design, if the design was in excess of the standard requirements resulting in design being over budget. If the design remains at an unreasonable level over budget and the reason is because of owner requested changes, the designer may be entitled to additional services.*

Section V Assumptions and Exclusions:

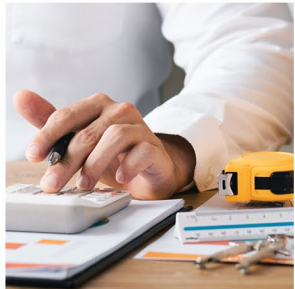
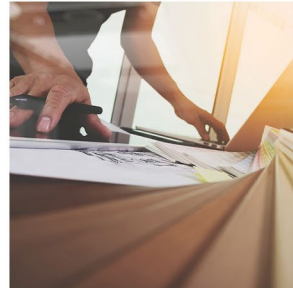
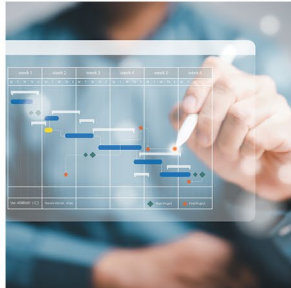
- #3 remove; revise the language to include; *DD and DD Cost estimates shall be in alignment before CD documents and set up for multiple bid and early release packages.*
- #6 refers to standard formal meetings, however Add-hock meetings, virtual meetings, phone calls are included with core team.
- #7; include language that if decisions result in significant redesign past a certain DD level, and all parties agree of the significant design change, then the architect may be entitled to additional and reasonable fees for redesign
- #12: unless returning the project to the original budget due to the design extending beyond the budget requirements, if not caused by others.

These comments have been discussed and agreed upon and are being revised by the Architect to resend a formal scope and letter. It is our recommendation to move forward with the PSA and Fee to start the design process.

Sincerely,

Chris Koeper

Christopher.Koeper@stvinc.com



PRESENTATION

OWNER'S REPRESENTATIVE CONSULTING SERVICES FOR THE DESIGN AND CONSTRUCTION OF A REPLACEMENT CITY HALL



Current activities:

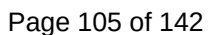
- **Architect PSA Review and Approval**
- **Dashboard Shared Site**
- **Schedule**
- **CMAR RFP**
- **Cost Analysis**

Architect PSA

- Scope has been reviewed and we recommend approval of the PSA agreement to begin Design
 - *Scope items were reviewed, commented and negotiated with architect to modify some of the scope language and durations*
 - *Addressing items to better associate with the CMAR process*
 - *Collaboration for cost and VE, GMP's*
 - *Durations for DD- CD's and approvals*
 - *Multiple GMP's and Early Package releases*

Dashboard –Shared access site

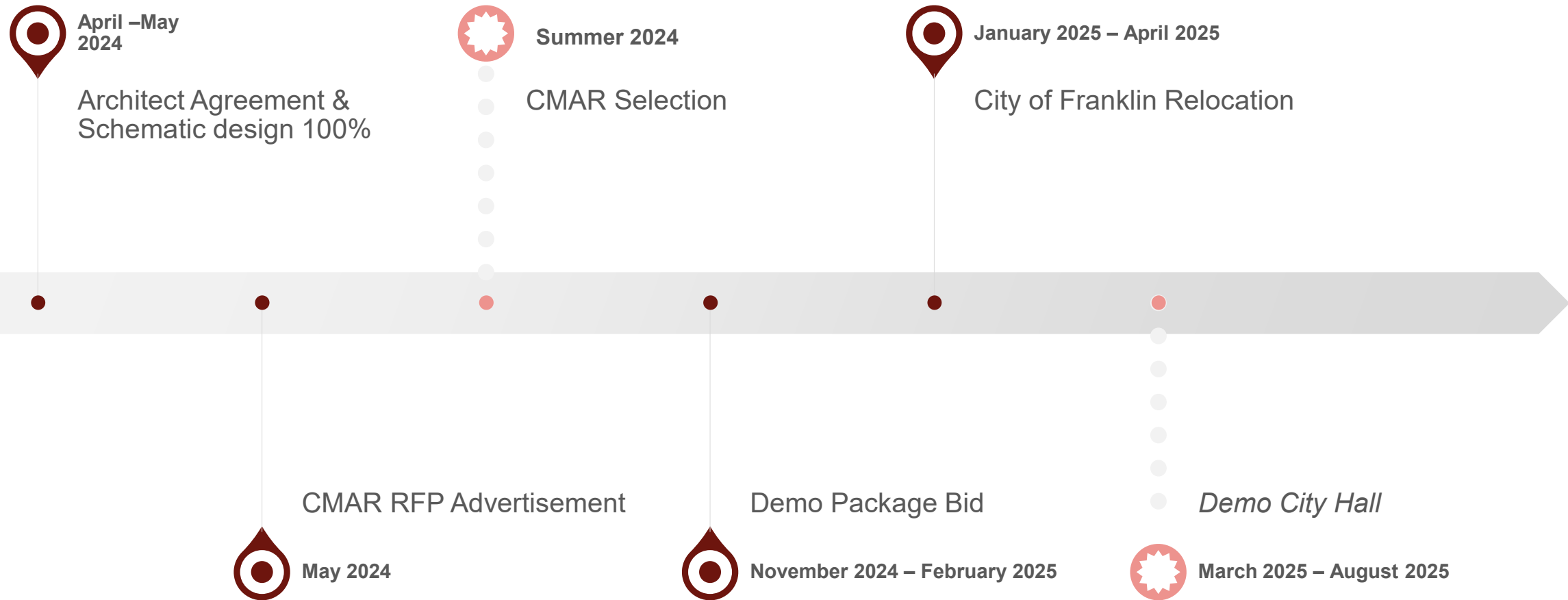
- Parameters are being established and dashboard site has been created
- Implementing and populating project information into the system



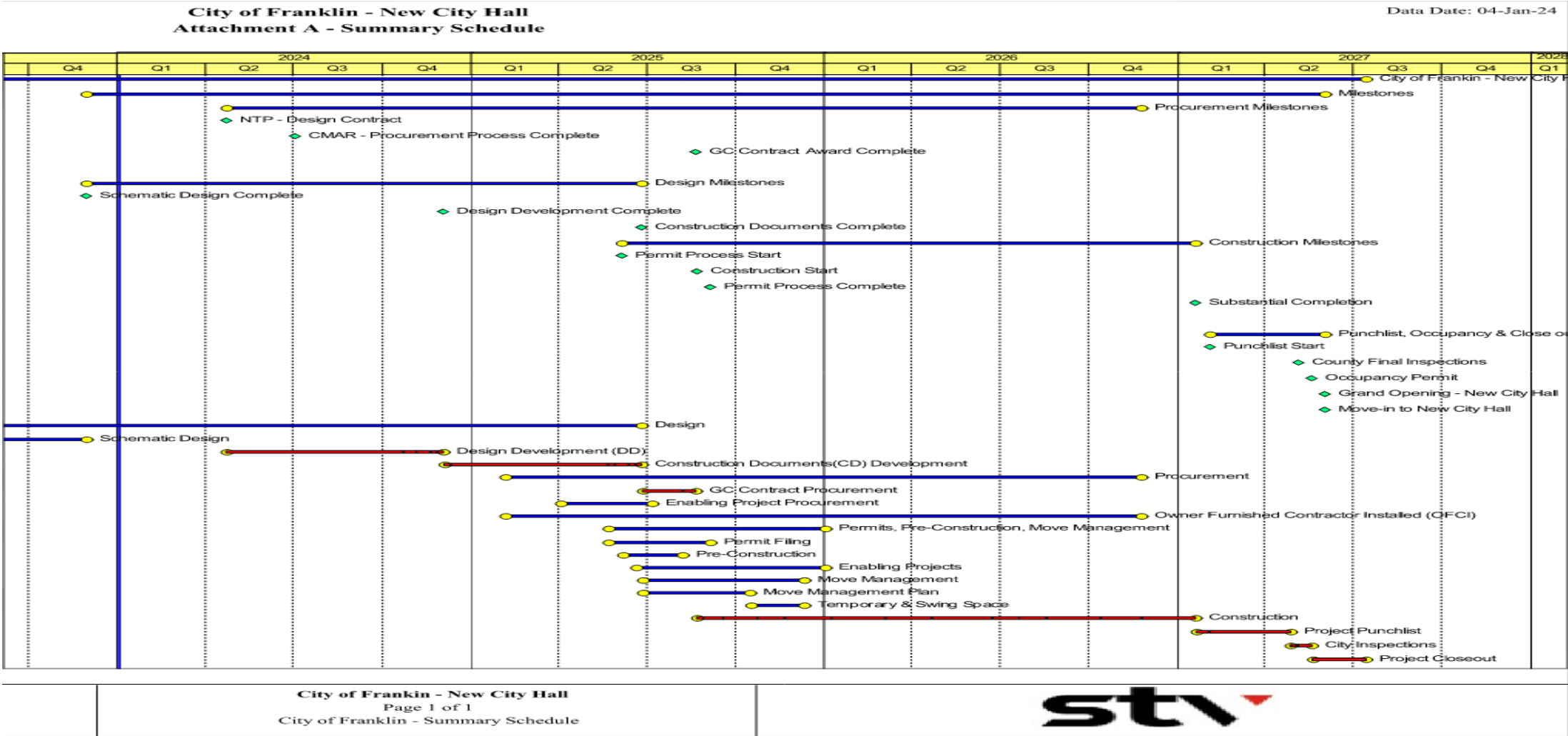
Schedule

- Full Schedule update has been drafted
- Schedule remains a working document as we get the design team on board and processes moving to set the schedule in place
- Initial timeline of project look ahead

Early Project Milestones



Milestone Schedule Detail

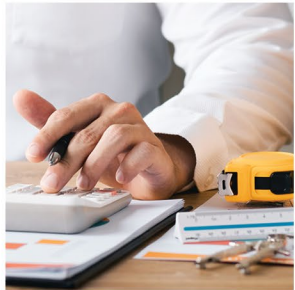
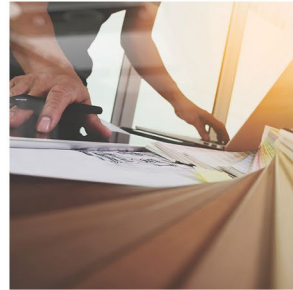
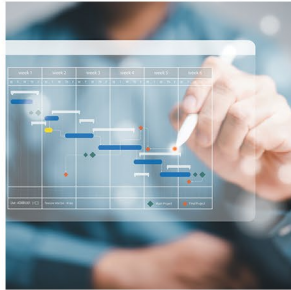
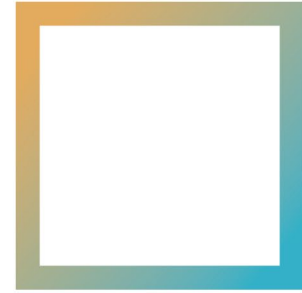


CMAR

- CMAR RFP Draft
 - Marketing of CMAR's
 - Initial draft review of RFP
 - Official Advertisement for CMAR May 2024

Cost Analysis

- Cost reviews
 - Internal estimate
 - VE review in collaboration with AE and CMAR
 - Keep project under budget



THANK YOU!





City of Franklin

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

File #: 21-073

DATE: April 9, 2024
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Vernon Gerth, Asst. City Administrator Community Development
Kelly Dannenfelser, Asst. Director of Planning
SUBJECT:

Presentation And Discussion About City Hall Interim Space And Recommendations

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) regarding interim space options for housing City Hall staff and operations during the redevelopment of our present site.

BACKGROUND/STAFF COMMENTS:

Earlier this year, the Board of Mayor and Alderman favorably acknowledged the completion of the schematic design for our new City Hall and site. The time has come to commence negotiations for interim office space that will house city employees and operations during redevelopment and, to proceed with demolition of our present City Hall. With occupancy planned for our new City Hall in the fall of 2027, the ideal lease term would be 2 1/2 years with a monthly extension option for up to 3 years.

During the past year, the City Hall Transition Team, which consists of two employees for every department located in City Hall, has toured several buildings and discussed the various aspects associated with transitioning operations out of City Hall into an interim office and location. Several of these space options will be reviewed and discussed during the Work Session with staff seeking guidance from the aldermen to commence lease negotiations with representatives from FirstBank and FSSD, as recommended. The final lease agreement(s) will be presented to the Board of Mayor and Aldermen for consideration, which will then allow the Transition Team to proceed with the planning of the other aspects associated with coordinating this important interim relocation.

FINANCIAL IMPACT:

Based upon the office buildings identified and staff recommendation, the cost for leasing the fully-furnished FirstBank office building is estimated to be \$3.9 Million for three years. As discussed, the lease terms will be for 2 1/2 years with monthly options up to 3 years. Staff is seeking permission to proceed with negotiations for the FirstBank office space and, if additional space is required, to

commence negotiations with representatives of Franklin Special School District for the current administrative offices located on West Highway 96.

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen support city staff proceeding with lease negotiations with representatives from FirstBank and FSSD, as presented.



City Hall Interim Space Options and Recommendations

BOMA Work Session
April 23, 2024



Agenda

Goals

Approach

Lease Options

Timeline

Staff Recommendation

BOMA Guidance Requested

Goals

- Continue efficient City operations and provide excellent customer service.
- Ensure citizens can efficiently access City Hall services.
- Ensure city employees have a smooth transition and space to work effectively.
- Accommodate public meetings through the interim.



Approach

- Formed City Hall Transition Team with two representatives from each City Hall Department.
- Toured several buildings and discussed various aspects about the transition.
- Evaluated interim spaces for staff operations that could accommodate City needs for 2½ to 3 years.
- Identified Williamson County Administrative Complex for larger, televised public meetings.
- Communicated with representatives for available office spaces.





Lease Options

1021 Windcross Court

3 Floors

62,500 SF

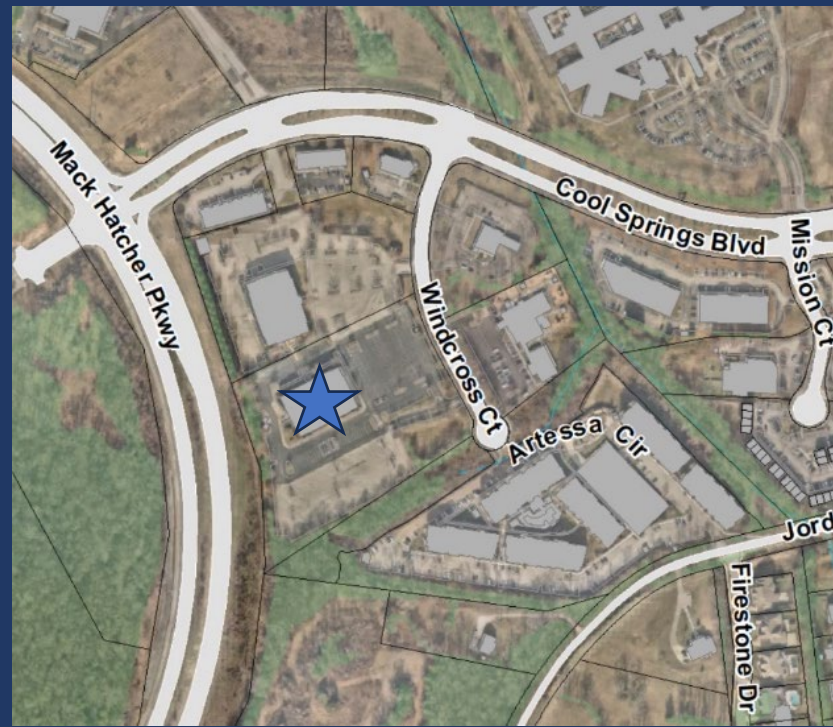
Handles Full Staff On-Site

Ample Parking

Needs Furnishings + Fiber

Est. Lease Cost + Furnishings: \$6.2M

Now On Market For Sale



455 Duke Drive

2nd Floor

100,000 SF

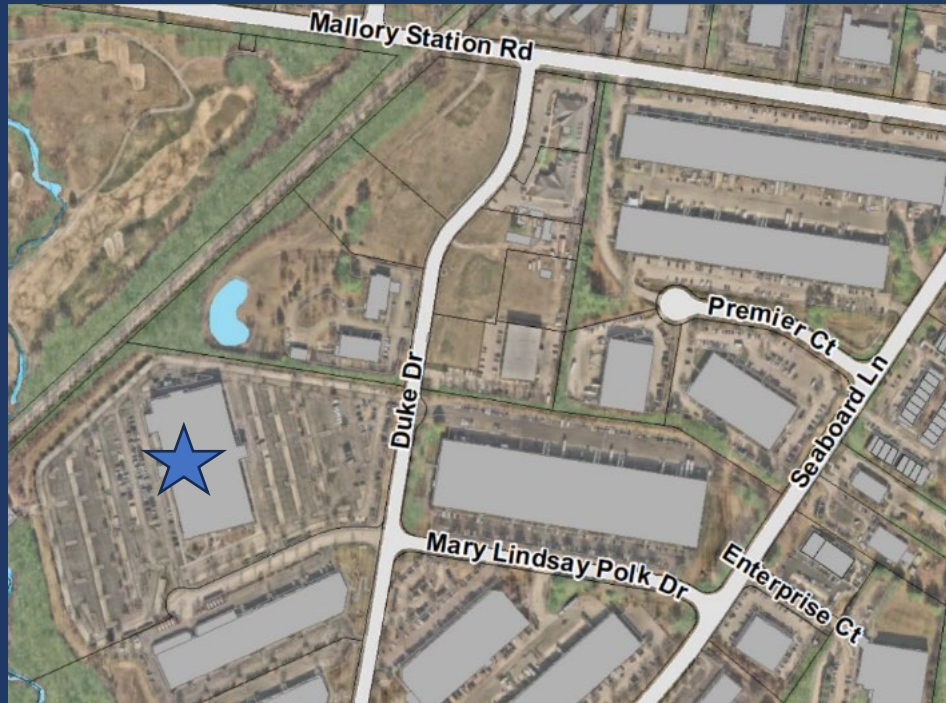
Handles Full Staff on One Site

Ample Parking

Needs Furnishings + Fiber

Est. Lease Cost + Furnishings: \$8.2 Million

Available for Lease Now



722 Columbia Avenue

Partial Office Building + 3 Story
Office/Parking Garage + White House

35,300 SF with 149 Workstations +

Handles Staff with Hybrid Flexibility

Parking On-Site and Off-Site

Already Furnished, Has Fiber Access

Estimated Lease Cost: \$3.9M

Available January 1, 2025



507 New Hwy 96 West

1 Building

7,800 SF – 19 Workstations +

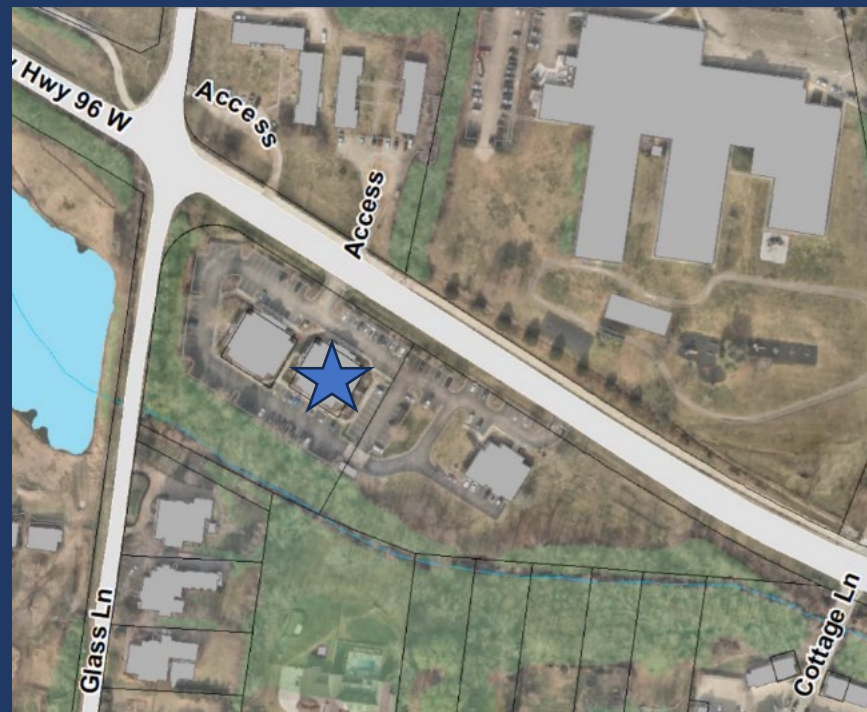
**Could Handle Services With
Direct Customer Interface**

Limited Parking

Already Furnished, Has Fiber Access

Estimated Lease Cost: \$TBD

Available Spring 2025



Modular Office Unit Approach

14-16 Modular Units
Various City Properties
Handles full staff
Parking TBD
Furnished, Fiber Needs TBD
Estimated Lease Cost: \$5.5M
Additional Costs: Utilities, Parking
Available TBD



Initial Estimated Costs

Location	Space	Parking	Furnishings	Capacity for Full Staff	Fiber	Availability	Estimated Lease Cost (3 Years)
1021 Windcross Court (Cool Springs/Mack Hatcher Parkway)	3 Floors 62,500 SF	Ample	No	Yes	No	On Market For Sale Now	\$ 6.2 Million (FFE \$596,000)
455 Duke Drive (Former Verizon Call Center)	2 nd Floor 100,000 SF	Ample	No	Yes	No	Available Now for Lease	\$8.2 Million (FFE \$596,000)
722 Columbia Avenue (FirstBank Office)	Partial Building + White House 35,300 SF	On-Site and Off-Site	Yes 149 Existing Workstations	Yes With Hybrid Flexibility	Yes	Available January 1, 2025	\$ 3.9 Million
507 New Hwy 96 West (FSSD Administrative Office)	7,800 SF	Limited	Yes 19 Existing Workstations	No	Yes	Available Spring 2025 Depending on Their Construction	TBD
Modular Offices (Various City Properties)	64x48 unit 14 to 16 units	TBD	Yes	Yes In Multiple Locations	TBD	TBD	\$ 5.5 Million + Utilities and Off- Street Parking

Timeline

Critical need for staff to move forward to secure space
or we may lose these options to competing interests

**Negotiate,
Draft, and
Finalize Lease**

**Spring/
Summer 2024**

**Transition
Plan +
Physical
Improvements
Plan**

**Summer/
Fall 2024**

**Physical
Improvements
on Interim
Space As
Needed**

**Winter 2024/
Spring 2025**

**Move into
Interim Space**

**Winter 2024/
Spring 2025**

**Demolition of
Current City
Hall**

**Spring/
Summer 2025**

**Construction
of New City
Hall**

**Summer/
Fall 2025 –
Summer 2027**

**Move into
New
City Hall**

Summer 2027

Staff Recommendation and BOMA Guidance Requested

- Proceed immediately with negotiations to secure a lease for the 722 Columbia Avenue buildings (Partial FirstBank Buildings).
- Look into FSSD as a complementary customer service hub, if needed.





File #: 21-06386

DATE: March 26, 2024

TO: Board of Mayor and Aldermen

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

SUBJECT:

Consideration Of Resolution 2024-19, A Resolution Awarding The Construction Contract (COF Contract No. 2023-0076) To Garney Construction In The Amount Of \$7,830,530 For The Lewisburg Avenue/Downtown Area Water And Sewer Improvements Project

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning Resolution 2024-19, A Resolution awarding the construction contract to Garney Construction in the amount of \$7,830,530 for the Lewisburg Avenue/Downtown Area Water And Sewer Improvements Project

BACKGROUND/STAFF COMMENTS:

The Lewisburg Avenue/Downtown Area Water And Sewer Improvements Project project is a project identified by the City of Franklin in need of construction to update existing water and sanitary sewer in order to provide increased water pressure, improve water quality and reduce flow to the water reclamation facility. Sealed bids for the project were opened and read aloud on February 20, 2024, in the Purchasing Department at City Hall. Garney Construction is the apparent low bidder and has been determined to be a responsive and responsible bidder. The project was bid with five (5) alternates that the City feels to be warranted and the City has chosen to incorporate two (2) of the alternates, A and B, with the Base Bid based on the available funding for the project.

FINANCIAL IMPACT:

The total cost of the base bid and two alternates for this project is \$7,830,530. The project is being funded, in part, by direct American Rescue Plan Act (ARPA) funds in the amount of \$5,050,176 in addition to contributions from the rate-funded capital each year for the duration of the project.

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve Resolution 2024-19 with Garney Constructors.

RESOLUTION 2024-19

A RESOLUTION AWARDING THE CONSTRUCTION CONTRACT (COF CONTRACT NO. 2023-0076) TO GARNEY CONSTRUCTION IN THE AMOUNT OF \$7,830,530.00 FOR THE LEWISBURG AVENUE/DOWNTOWN AREA WATER AND SEWER RESILIENCY IMPROVEMENTS PROJECT

WHEREAS, the Lewisburg Avenue/Downtown Area Water and Sewer Resiliency Improvements project is a project identified by the City of Franklin in need of construction to update existing water and sanitary sewer in order to provide increased water pressure, improve water quality and reduce flow to the water reclamation facility; and

WHEREAS, the construction of the Lewisburg Avenue/Downtown Area Water and Sewer Resiliency Improvements project generally includes the furnishing of all materials, equipment and labor for the following:

1. the installation of approximately 100 linear feet of 6-inch restrained joint water main, approximately 650 linear feet of 8-inch restrained joint water main, approximately 1,350 linear feet of 12-inch restrained joint water main, and all necessary valves, fittings, and appurtenances needed to complete the work;
2. the installation of approximately 1,800 linear feet of 8-inch sanitary sewer main, approximately 30 sewer service replacements, approximately 13 sewer manholes, approximately 170 linear feet of storm sewer pipe, approximately 5 storm water area drains, and all fittings, appurtenances, and labor needed to complete the work;
3. complete traffic improvements at the intersection of Lewisburg Pk. (SR-106), E. Fowlkes Street, and Adams Street;
4. create a new island within the intersection with Adams Street and Lewisburg Pk. (SR-106), rebuild sidewalk, curb and grass island between E. Fowlkes Street and Adams Street;
5. complete storm sewer upgrades on Winstead Court consisting of approximately 250 linear feet of 18-inch storm sewer concrete pipe and two (2) storm area drains; and

WHEREAS, on February 20, 2024, sealed bids were received in the Purchasing Department, City Hall, 109 3rd Avenue South, Suite 107, Franklin, Tennessee 37064 and were publicly opened and read aloud for the Lewisburg Avenue/Downtown Area Water and Sewer Resiliency Improvements Project (COF Contract No 2023-0076 and City Procurement Solicitation No. 2024-004); and

WHEREAS, four (4) bids were received for the construction of the Project (see attached certified bid tabulation) with the low bid being submitted by Garney Construction of Nashville, Tennessee; and

WHEREAS, five (5) alternates were provided that the City feels may be warranted on this project, and received bids on these items from the Contractor; and the City selected two (2) alternates to include as an addition to the Base Bid; this being Alternate A, which is the installation of approximately 1,350 linear feet of 12-inch restrained joint water main, 485 linear feet of 8-inch sanitary sewer, 600 linear feet of 10-inch sanitary sewer main, 120 days to the contract, and Alternate B, which is the installation of approximately 60 linear feet of 6-inch restrained joint water main, 1,000 linear feet of 12-inch restrained joint water main, 650 linear feet of 8-inch sanitary sewer main, 90 days to the contract; and

WHEREAS, the BOMA finds it is in the best interest of the City and for the efficiency of performing the construction contract to authorize the City Administrator and Water Management Department Director to approve expenditures of the Contingency up to 110% of the Contingency amount in the base bid as stipulated in the Bid Form with regular reporting of said expenditures to the BOMA; and

NOW THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Franklin, Tennessee, that approval is granted for the bid award to Garney Construction for the Lewisburg Avenue/Downtown Area Water and Sewer Resiliency Improvements Project (COF Contract No. 2023-0076) in the amount of Seven Million Eight Hundred Thirty Thousand Five Hundred Thirty and 00/100 Dollars (\$7,830,530.00).

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF FRANKLIN, TENNESSEE that the Director of Water Management is hereby authorized to have authority to review and approve the spending of all project funds included in the bid and award of the construction contract for the Lewisburg Avenue/Downtown Area Water and Sewer Resiliency Improvements Project (COF Contract No. 2023-0076).

IT IS SO RESOLVED AND DONE on this ____ day of _____, 2024.

ATTEST:

CITY OF FRANKLIN, TENNESSE

By: _____
Eric S. Stuckey
City Administrator

By: _____
Dr. Ken Moore
Mayor

Approved as to Form

By: _____
Shauna R. Billingsley
City Attorney

Tabulation of preliminary results from bid opening for City of Franklin, TN Procurement Solicitation No. 2024-004

Event Number	2024-004		Organization	City of Franklin, TN eBid	
Event Title	Berry Circle sanitary sewer and water line improvements		Workgroup	Purchasing	
Event Description	Downtown area water and sewer resiliency improvements		Event Owner	Suzanne Ward	
Event Type	ITB		Email	suzanne.ward@franklintn.gov	
Issue Date	1/8/2024 01:55:04 PM (CT)		Phone	615-550-6698	
Close Date	2/20/2024 02:00:00 PM (CT)		Fax	n/a	
Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
Garney Companies, Inc.	Nashville	TN	2/20/2024 10:54:30 AM (CT)	284	\$10,683,366.90
Civil Constructors, LLC	Franklin	TN	2/20/2024 10:33:53 AM (CT)	284	\$12,482,866.75
SBW Constructors, LLC	Goodlettsville	TN	2/20/2024 01:05:00 PM (CT)	284	\$13,232,649.50
CLEARY CONSTRUCTION INC	TOMPKINSVILLE	KY	2/20/2024 12:38:29 PM (CT)	284	\$16,457,477.00

Tabulation of preliminary results from bid opening for City of Franklin, TN Procurement Solicitation No. 2024-004

		Garney Companies, Inc.		Civil Constructors, LLC		SBW Constructors, LLC		CLEARY CONSTRUCTION INC	
		Total Price	\$10,683,366.90	Total Price	\$12,482,866.75	Total Price	\$13,232,649.50	Total Price	\$16,457,477.00
Line #	Description	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended
1	Base Bid	<u>\$3,841,766.00</u>	\$3,841,766.00	\$4,301,188.50	\$4,301,188.50	\$4,944,123.00	\$4,944,123.00	\$5,895,740.00	\$5,895,740.00
2	Alternate A	<u>\$2,630,944.00</u>	\$2,630,944.00	\$3,113,114.75	\$3,113,114.75	\$3,196,235.00	\$3,196,235.00	\$4,248,580.00	\$4,248,580.00
3	Alternate B	<u>\$1,357,820.00</u>	\$1,357,820.00	\$1,708,843.00	\$1,708,843.00	\$1,637,008.00	\$1,637,008.00	\$2,114,906.00	\$2,114,906.00
4	Alternate C	<u>\$893,201.50</u>	\$893,201.50	\$1,077,657.75	\$1,077,657.75	\$1,126,464.00	\$1,126,464.00	\$1,414,835.25	\$1,414,835.25
5	Alternate D	<u>\$1,007,531.00</u>	\$1,007,531.00	\$1,108,594.75	\$1,108,594.75	\$1,040,608.50	\$1,040,608.50	\$1,307,748.75	\$1,307,748.75
6	Alternate E	<u>\$952,104.40</u>	\$952,104.40	\$1,173,468.00	\$1,173,468.00	\$1,288,211.00	\$1,288,211.00	\$1,475,667.00	\$1,475,667.00



File #: 21-045

DATE: April 4, 2024
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Kristine Brock, Asst. City Administrator/CFO
Sara Sylvis, Benefits Manager

SUBJECT:

Consideration Of Resolution 2024-23, A Resolution Making Certain Adjustments For Retirees
Electing Coverage In Option II
Pension 3/25/24, 5-0

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning Resolution 2024-23, a resolution making certain adjustments for retirees electing coverage in Option II.

BACKGROUND/STAFF COMMENTS:

Staff routinely reviews the retiree health benefit program for opportunities to modify plan design in ways that are both beneficial to employees and feasible financially to the City. At the March 25, 2024 meeting of the Employee Pension and Trust Committee, staff presented a proposal to modify the retiree health benefit plan (Option II) in the following areas:

- Annual Deductibles and Out of Pocket Maximum Amounts to become aligned with the Active Employee PPO plan. Currently, the retiree plan has higher amounts.
- Increase the employer (city) portion of the premium paid to 55%, which is an increase from 50%.
- Establish a sick leave conversion program.

FINANCIAL IMPACT:

Analysis by staff shows the changes above may be incorporated within existing appropriation for employee health benefits. Changes in the City's Other Post Employment Benefit (OPEB) liability will next be calculated in mid 2025, per generally accepted accounting principles.

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve Resolution 2024-23.

Retiree Health Plans- Current and Proposed

	Retiree Health Plan I	Retiree Health Plan II	*Proposed* Retiree Health Plan II
Plan Design	Same PPO as Actives	PPO with Higher Deductibles & Out of Pocket Max than Actives	PPO with Same Annual Deductible & Out of Pocket Max as Actives
Eligibility Requirements (Age/Years of Service)	-Min Age 62 & 20+ Years of service -End of Coverage at age 65	-25 Years of Service - No Minimum Age -End of Coverage at age 65	-No Change for Closed Plan Members -For TCRS Members, Min Age 55 & 25 years of TCRS Service, w/ 10 at COF - End of Coverage at age 65
Retiree Share of Premiums	Same as Actives	50% of Cost	45% of Cost
Retiree Sick Leave Conversion Option	None	None	Yes

Plan Design- Current & Proposed

	Current Plan II- In Network	Proposed Plan II- In Network
Annual Deductible	\$750 Single \$2,750 Family	\$500 Single \$1,000 Family
Out of Pocket Annual Maximum	\$3,750 Single \$8,750 Family	\$1,500 Single \$3,000 Family

Proposed Plan II Annual Deductible and Out of Pocket Maximum shows above are rates for Active Employees for Fiscal Year 2024. Staff proposal is to match Retirees and Actives with the same plan design for annual deductible and out of pocket maximum amount.

Monthly Premiums- Current & Proposed

Category of Coverage	Retiree Health Plan II- Current 50% Employee Share	*Proposed* Retiree Health Plan II 45% Employee Share
Single Coverage	\$358.59	\$351.53
Employee + Spouse	\$763.00	\$746.97
Employee + Children	\$670.32	\$655.70
Family Coverage	\$1,083.91	\$1,063.04

Premiums shown above based on FY 2024 health insurance rates.

Proposed Sick Leave Conversion Plan

- Currently, retirees (40 hour week employees) are paid for up to 960 hours of unused sick leave upon retirement. Sick leave balances above 960 hours are forfeited.
- Proposed Conversion Plan- For every 15 days of sick leave above 960 hours, an employee may purchase an additional month of retiree health insurance at the active employee premium up to a maximum of 12 months.
 - For example, an employee retires with 1,200 hours in sick leave balance. 960 hours are paid at the regular rate of pay. 240 hours converts to two months of additional health insurance at the active employee rate.

RESOLUTION 2024-23

A RESOLUTION MAKING CERTAIN ADJUSTMENTS FOR RETIREES ELECTING COVERAGE IN OPTION II

WHEREAS, the City of Franklin (“City”) offers an Option II Health Care Plan (the “Plan”) for its retirees, of which 35 retirees are currently enrolled; and

WHEREAS, the City currently contributes 50% of the monthly premium for retirees enrolled in Option II, and the contribution percentage was last changed in 2023 from 40%; and

WHEREAS, the City Administrator, Human Resources Director, Assistant City Administrator/CFO and key staff have reviewed the existing terms of Option II and recommend adjustments to the Plan effective July 1, 2024; and

WHEREAS, the Employee Pension & Trust Committee met on March 25, 2024 and unanimously recommended approval of said changes by the Board of Mayor and Aldermen; and

WHEREAS, the Board of Mayor and Aldermen wish to acknowledge modifications to Plan as proposed and believe such modifications to be in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Franklin, Tennessee, the following changes to the Plan:

A: That the calculation of the monthly premium for Option II Retiree Health Care include a 55% City (employer) contribution, with the remaining 45% to be borne by the retiree; and

B: That the design for the retiree plan, including the PPO network, annual deductible and annual out of pocket maximum amounts, be the same as for active employees; and

C: For full time employees hired on or after January 1, 2017, and members of the Tennessee Consolidated Retirement System (“TCRS”) Legacy Defined Benefit Pension Plan, eligibility criteria for the Plan are:

- 1) 25 years of TCRS service, with a minimum of 10 years at the City
- 2) Minimum age of 55, and
- 3) Coverage ends at age 65.

D: Establishment of a Sick Leave Conversion Program as described below:

- 1) Upon retirement, should an employee have accrued sick leave hours above the maximum amount allowed for payment, the balance may be converted into the number of work days for their position.
- 2) For each 15 days of remaining sick leave, the employee may receive one month of retiree health insurance at the same monthly premium rate as active employees.
- 3) Maximum number of conversion months from sick leave reserve is 12.

E: Adjustments become effective with the fiscal year starting July 1, 2024.

RESOLVED FURTHER, that the officers and agents of the Board are hereby directed to take all such steps as may be necessary to accomplish the foregoing; and

RESOLVED FURTHER, that the officers of the Municipality are hereby authorized and directed to take all such steps as may be necessary to accomplish the foregoing.

IT IS SO RESOLVED and approved this ____ day of _____, 2024.

ATTEST:

CITY OF FRANKLIN, TENNESSEE:

By: _____
Eric S. Stuckey
City Administrator

By: _____
Dr. Ken Moore
Mayor

Approved as to form by:

Shauna R. Billingsley
City Attorney



City of Franklin

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

File #: 21-079

DATE: April 10, 2024
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Angie Skarp, City Recorder

SUBJECT:

Consideration Of New Wine In Grocery Store License For Tristar Energy, LLC, DBA Twice Daily #6180, (Steven Ray Hostetter, Leslie Evans Cherry, And Robbin Owens, Managing Agent) 4404 Peytonsville Rd, Franklin, TN 37068

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning a request for a new Wine in Grocery Store License for Twice Daily #6180, located at 4404 Peytonsville Rd in Franklin, TN.

BACKGROUND/STAFF COMMENTS:

A wine in grocery store license certificate of compliance request has been received for the location at 4404 Peytonsville Rd, Twice Daily. A City of Franklin Wine in Grocery Certificate is required for the owners to obtain a new Tennessee ABC (Alcoholic Beverage Commission) license.

In accordance with policy, a background record check has been performed by the Franklin Police Department. The Building and Neighborhood Services department has performed a zoning check for the location. All the applicants successfully meet all requirements for this certificate to be issued.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve the wine in grocery store certificate of compliance for Twice Daily at 4404 Peytonsville Rd in Franklin.



HISTORIC
FRANKLIN
TENNESSEE

CERTIFICATE OF COMPLIANCE
RETAIL FOOD STORE WINE

Twice Daily #6180, 4404 Peytonsville Rd, Franklin, TN, 37068

The City of Franklin hereby certifies the following facts concerning application in the name of Robbin Owens, managing agent and Executive Officers Steven Ray Hostetter [CEO], Leslie Evans Cherry [Secretary] with Tristar Energy LLC at 1740 Ed Temple Blvd, Nashville, TN 37208 who has made application for a Certificate of Compliance to sell retail food store wine at 4404 Peytonsville Rd, Franklin, TN which is within the corporate limits of the City of Franklin, Williamson, County, Tennessee:

1. An investigation has been undertaken of the applicant's felony criminal record and of the location of said business, and from said investigation the undersigned certify that the applicant or applicants who are to be in actual charge of the business have not been convicted of a felony within a ten-year period immediately preceding the date of application and, if a corporation, that the executive officers or those in control have not been convicted of a felony within a ten-year period immediately preceding the date of the application;

2. The applicant or applicants have secured a location which lies within the city limits of the City of Franklin which complies with all applicable zoning laws adopted therein by the City.

This the 14th day of May 2024

Dr. Ken Moore, Mayor
City of Franklin

ATTEST: _____
Eric Stuckey, City Administrator