



City of Franklin

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

Meeting Agenda

Work Session

Tuesday, April 22, 2025

4:30 PM

**Williamson County
Auditorium**

MEETING LOCATION

Williamson County Auditorium
1320 West Main Street

CALL TO ORDER

CITIZEN COMMENTS

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

WORK SESSION DISCUSSION ITEMS

1. Consideration Of Event Permit For Bluegrass Along The Harpeth In Downtown Franklin On July 25 - 26, 2025

Sponsors: Milissa Reiersen, Monique McCullough

2. Consideration Of Event Permit For The Pilgrimage Music And Cultural Festival At The Park At Harlinsdale Farm To Be Held September 27-28, 2025

Sponsors: Lisa Clayton, Milissa Reiersen, Monique McCullough

3. Consideration Of Long-Term Special Event Permit For The Pilgrimage Music And Cultural Festival At The Park At Harlinsdale Farm (2025 Through 2029)

Sponsors: Milissa Reiersen, Monique McCullough

4. *Consideration Of Resolution 2025-30, A Resolution Allowing The Delegated Authority Of Water And Wastewater Infrastructure To Be Provided To The Director And Designee Of The Water Management Department

Sponsors: Michelle Hatcher, Brian Goodwin

5. *Consideration Of COF Contract No. 2025-0096, With The Tennessee Department Of Environment And Conservation For The Delegated Authority For Wastewater Infrastructure

Sponsors: Michelle Hatcher, Brian Goodwin

6. *Consideration Of COF Contract No. 2025-0097, With The Tennessee Department Of Environment And Conservation For The Delegated Authority For Water Infrastructure
- Sponsors:** Michelle Hatcher, Brian Goodwin
7. Capital Investment Plan - Round Two Prioritization Update
WS 4/8/25
- Sponsors:** Eric Stuckey, Paul Holzen, Lisa Clayton, Michael Walters Young
8. *Consideration Of Ordinance 2025-04, An Ordinance To Amend Chapter 4 Of Title 25 - Section 25-405, Section 25-406 And Section 420 Of The Franklin Municipal Code, Concerning Parkland Impact Fees As Amended
WS 4/8/25
- Sponsors:** Mark Hilty, Lisa Clayton, Kevin Lindsey, Heather Eusebio, Chris Franklin
9. *Consideration Of Resolution 2025-29, A Resolution Authorizing The Update Of Transit Vehicle Titles To Franklin Transit Authority
- Sponsors:** Vernon Gerth, Kristine Brock
10. Consideration Of Resolution 2025-34, A Resolution To Consider Whether To Approve A Funding Request From Franktown Open Hearts To Offset Stormwater Infrastructure Which Is Required In Developing A New Facility Located On The Northeast Corner Of Johnson Circle And Granbury Street
WS 3/11/25; 3/25/25
- Sponsors:** Vernon Gerth
11. Consideration Of Resolution 2025-33, A Resolution For The Board Of Mayor And Aldermen For The Closed City Of Franklin Employees' Pension Plan, Providing A Cost Of Living Adjustment To The Monthly Benefit For Retired Recipients, Effective July 2025
- Sponsors:** Kristine Brock
12. Consideration Of Resolution 2025-36, A Resolution Declaring The Intent Of The City Of Franklin, Tennessee, To Reimburse Itself In A Not-To-Exceed Amount of \$113,000,000 For Certain Project Expenditures With The Proceeds Of General Obligation Bonds, Notes, Or Other Obligations To Be Issued By The City
- Sponsors:** Kristine Brock
13. Update Of Strategic Planning Process
- Sponsors:** Eric Stuckey, Michael Walters Young

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 #: 21-0442

DATE: April 8, 2025
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Milissa Reiersen, Chief Communications Officer
Monique McCullough, Public Outreach Specialist

SUBJECT:

Consideration Of Event Permit For Bluegrass Along The Harpeth In Downtown Franklin On July 25 - 26, 2025

PURPOSE:

The purpose of this memorandum is to outline recommendations for the Bluegrass Along the Harpeth in Downtown Franklin on July 25 - 26, 2025.

BACKGROUND/STAFF COMMENTS:

Bluegrass Along the Harpeth is an annual event held in Downtown Franklin. Applicant is expecting 4,000 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 understands that with the construction of the new City Hall, Third Ave South will not be available.

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):*
Town Square to Bridge Street
Town Square to Fourth Ave
Town Square to Second Ave
Town Square to Church Street
3. **Date or dates of event:** 07/25/2025, 07/26/2025
4. **Start/End Times of Event:**
Event starts on July25 at 7pm-10pm
Event starts on July 26th at 9am-10pm

What date/time will set-up begin? 7/25/2025 5:00 PM

What date/time will tear-down be complete? 7/26/2025 10:00 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 have streets requested closed at 4 pm July 25th
We would like to have the parking areas around the square closed off July 25th at 5 am

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** (at least one applicant must be a resident of the City of Franklin; or the organization must be located in the City limits of Franklin): **Applicant / Organization Requesting Permit**

tommy jackson
bluegrass along the harpeth
421 perkins dr
franklin, TN 37064
P:6153903588

rtrevue@aol.com

Person in charge on day of event: Tommy Jackson

Cell: 615-390-3588

E-mail address: rtrevue@aol.com

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

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 34th annual Bluegrass Along the Harpeth fiddlers jamboree.

The event helps to preserve the art of old time music and dance.

The event is Free to the public with no alcohol allowed.

Friday Night 2 bands will perform , Cutter and Cash and the Kentucky Grass ,Little Roy and Lizzie

Saturday will be the Competitions

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.pdf](#)

10.

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: [Bath operations contacts 2025.pdf](#)

11. **Where is your organization based?** Williamson County
12. **Is your organization authorized to do business in Tennessee?** Yes
13. **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: [2022 - Tax Exempt Status \(1\) \(4\).pdf Doc 1.pdf](#)
14. **Will you charge an admission fee?** No
Average admission fee:
15. **Will you charge a vendor participation fee?** Yes
Average vendor participation fee? 100
16. **Total Estimated Revenue from vendors, ticket sales, and sponsorship to event organizer:**
17. **Will any charity, gratuity, or offers be solicited or accepted during the event?** No

18. **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*

19. **Will parking in the area of the event need to be restricted or prohibited?** Yes

20. **Will any sound amplification equipment be used during the event?** Yes

21. **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:

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

Craft Vendors

Company vendors

23. **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: [Clean up for festival.pdf](#)

24. 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.*

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

If yes, please list exact locations:

Parking quad at FM bank

26. **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.

27. **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.***

28. **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 2025.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 swear or affirm that the organization is located in the city limits of Franklin and/or one of the applicants is a resident of the City of Franklin, Tennessee.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) 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.
- 9) 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.
- 10) I/We understand that I/we assume the responsibility of the actions of any vendors, planners, and related parties for this event.
- 11) I/We understand that granting of Special Event Permit does not imply granting of other permits that are separately required.
- 12) 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.
- 13) 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 Date: 2-11-2025
(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

Event Name: Bluegrass Along the Harpeth

Signature: _____



FORM C

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.

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): 07/25/2025, 07/26/2025

- Time amplification equipment will be used:** From: 7:00 PM To: 10 PM
- Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). Provide map/layout if necessary.:
In front of City Hall

Sound Amplification Map: [map 2023.pdf](#)

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

5.

Number of Amplifiers:	Number of Speakers:	Number of Performers:
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- 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

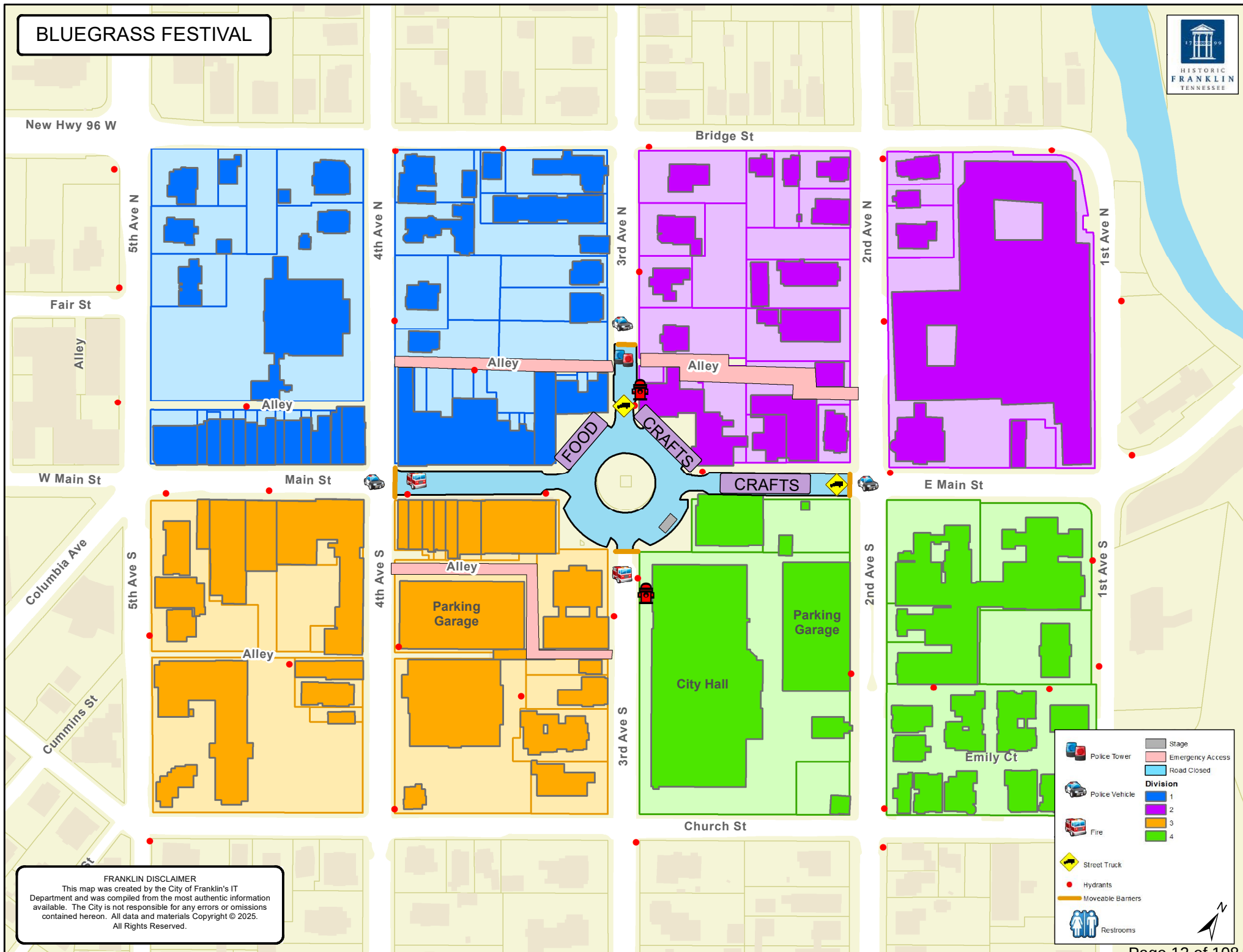
E-Mail: rtrevue@aol.com

Authorized Signature: tommy jackson

Date: 02/11/2025

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.

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 herein. All data and materials Copyright © 2025. All Rights Reserved.

Bluegrass Along the Harpeth

Tommy Jackson rtrevue@aol.com 615-390-3588

Robyn Durdin nybor3381@gmail.com 615-210-2076

Nancy Puetz fancy_air@icloud.com 615-947-7671

Clean up for Bluegrass Along The Harpeth will be be the staff members

Open Issues: 7

FIRE-Special Event

General Issues

2. Food Trucks

kristie.thompson@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
8. Food trucks with cooking operations that produce grease-laden vapors must have a Type 1 hood with a fire suppression system. The suppression system must have a current inspection tag issued by a licensed fire equipment distributor. **Not enforced at this time.**
9. Food trucks using propane must have an approved propane gas detector. **Not enforced at this time**

3. Mobile Food Vendors

Mobile food vendors must meet the following requirements:

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

4. Tents

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 PER LEG/POLE OF EACH TENT.
9. Pop-up tents using open flames, such as, candles, portable heaters, torches, must have one ABC fire extinguisher that is fully charged.
10. Where tents will be in use for more than three days, event sponsors must submit plans to the fire department for review and approval. Plans must contain the following:
 - a. Manufacturer's staking diagram
 - b. Manufacturer's wind restrictions

5. Vendor Tent Video

kristie.thompson@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>

6. Stages

kristie.thompson@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.

7. City Hall Construction Impact: 3rd Ave South setup

kristie.thompson@franklin.tn.gov Due to the ongoing City Hall construction site over the next few years, 3rd Ave South sidewalks will be closed indefinitely. Therefore no vendor tents or food trucks or others are permitted to set up on 3rd Ave South street during events.

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 understands that with the construction of the new City Hall, Third Ave South will not be available.

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.



File #: 21-0443

DATE: April 8, 2025
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Lisa Clayton, Director of Parks
Milissa Reiersen, Chief Communications Officer
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 27-28, 2025

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 2025. This is a multi-day music festival with multiple stages, food and beverage booths, and vendors selling arts, crafts, and merchandise. The maximum number of tickets is set at 25,000 per day (with estimated attendance of 15,000 per day). Set-up would begin on September 15th. Dates for the event are September 27th and 28th. Tear-down is scheduled to end by October 3rd.

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 - 2025
2. **Location Requested:** (if Temporary Street Closure, list major roads to be closed):
The Park at Harlinsdale Farm with street closures and pedestrian and traffic flow as mutually developed and agreed upon by festival management and City of Franklin
3. **Date or dates of event:** 09/27/2025, 09/28/2025
4. **Start/End Times of Event:**
12:00 pm - 10pm each day

What date/time will set-up begin? 9/8/2025 7:00 AM

What date/time will tear-down be complete? 10/3/2025 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):
As per existing and approved traffic plan, subject to changes as mutually agreed upon by festival management and City of Franklin
6. **An estimated number expected to attend during the course of the event:**
Spectators/Attendees: 30,000 Event Staff/Volunteers: 1,500 Total: 1,530
7. **Name of applicant and Organization Requesting Permit** (at least one applicant must be a resident of the City of Franklin; or the organization must be located in the City limits of Franklin): **Applicant / Organization Requesting Permit**
william brandt wood
Pilgrimage Presents, LLC
230 Franklin Road, Suite 12H
Franklin, TN 37064
P: 615 721 8111
brandt@pilgrimagefestival.com

Person in charge on day of event: Charlie Jennings

Cell: 865-228-0015

E-mail address: charlie@greystreetevents.com

Name and Cell Number of at least two others available on day of event:

Name: W Brandt Wood

Cell: 214-952-9663

E-mail address: brandt@pilgrimagefestival.com

Name: Brandy Blaylock

Cell: 423-967-3233

E-mail address: brandy@greystreetevents.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 a family friendly music festival entering its 11th year with an established, reliable program that includes a wide variety of great music and experiences. These include a kids area, stages with national headliners and a regional stage that features many artists from Franklin and Middle Tennessee. There are three stages and over 35 performing artists.

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: [Pilgrimage Music Festival 2024 v04-28-24.pdf](#)

10. **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 2024 Contact List.xlsx](#)

11. **Where is your organization based?** Williamson County
12. **Is your organization authorized to do business in Tennessee?** Yes
13. **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: [IMG_20161219_0005.pdf](#)
14. **Will you charge an admission fee?** Yes
Average admission fee: 450
15. **Will you charge a vendor participation fee?** Yes
Average vendor participation fee? 1,400
16. **Total Estimated Revenue from vendors, ticket sales, and sponsorship to event organizer:**
17. **Will any charity, gratuity, or offers be solicited or accepted during the event?** Yes
18. **Is this event a fundraiser?** Yes
What organization will be the benefactor of event? Friends of Franklin Parks
What percentage of funds will they receive? 1
19. **Will parking in the area of the event need to be restricted or prohibited?** Yes
20. **Will any sound amplification equipment be used during the event?** Yes

21. **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:

22. **What, if any, vendors will be present at event?** (i.e. medical related, shirts, arts, etc.) **Please provide detailed list.**
Pilgrimage hosts approximately 75 vendors of crafts, food and beverage
23. **Will food, beverages, or merchandise be sold or given away?** Yes
Clean-up of the area is required. Please attach your clean-up and recycling plan, including name of clean-up provider with contact information for person who will be on on-site during event. See Question #26.
Clean Up Plan and Provider: [Zero Hero.pdf](#)
24. 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.*
25. **Will you require a temporary water tap?** Yes
If yes, please list exact locations:
located at existing fire hydrants
26. **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.
27. **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.***

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

Good Neighbor Letter: [neighborpasses.docx](#)

Good Neighbor Letter Mailing List: [neighborpasses.docx](#)



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 swear or affirm that the organization is located in the city limits of Franklin and/or one of the applicants is a resident of the City of Franklin, Tennessee.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) 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.
- 9) 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.
- 10) I/We understand that I/we assume the responsibility of the actions of any vendors, planners, and related parties for this event.
- 11) I/We understand that granting of Special Event Permit does not imply granting of other permits that are separately required.
- 12) 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.
- 13) 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: W. Moore - Producer
(Signature and title – must be officer of organization)

Date: 2/13/25

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

Dr. Ken Moore, Mayor

Eric S. Stuckey, City Administrator

04/2024



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.



Signature: _____

Sound Amplification

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

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

Event Name: Pilgrimage Music and Cultural Festival - 2025

Event Date(s): 09/27/2025, 09/28/2025

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 attachment below

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

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,Mobile

5. **Number of Amplifiers:** 100 **Number of Speakers:** 100 **Number of Performers:** 40

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@empiricalproductionsgroup.com
Name: W Brandt Wood	Cell: 214-952-9663	E-Mail: brandt@pilgrimagefestival.com

Authorized Signature: william brandt wood

Date: 02/13/2025

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.

Event Name: Pilgrimage Festival



FORM I

Signature: _____

Sound Amplification

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

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

Event Name: Pilgrimage Festival

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

1. **Time amplification equipment will be used:** From: 10:00 AM To: 10:00 PM
2. **Exact locations sound amplification equipment will be used** (i.e. stage located on Second Avenue). Provide map/layout if necessary.:
The Park At Harlinsdale Farm
Sound Amplification Map: [2020 PMCF Site Plan 200423.pdf](#)
3. **For what purpose will sound amplification be used? Please list all that apply.**
 - Announcements/Speeches
 - Band/Singers
 - DJ
 - Sound System
4. **Type of Amplifier:**
 - PA System

5.

Number of Amplifiers: TBD

Number of Speakers: TBD

Number of Performers: 60

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

Name: Anne Kallevig

Cell: 440-476-1262

E-Mail: anne@empiricalproductiongroup.com

Name: W Brandt Wood

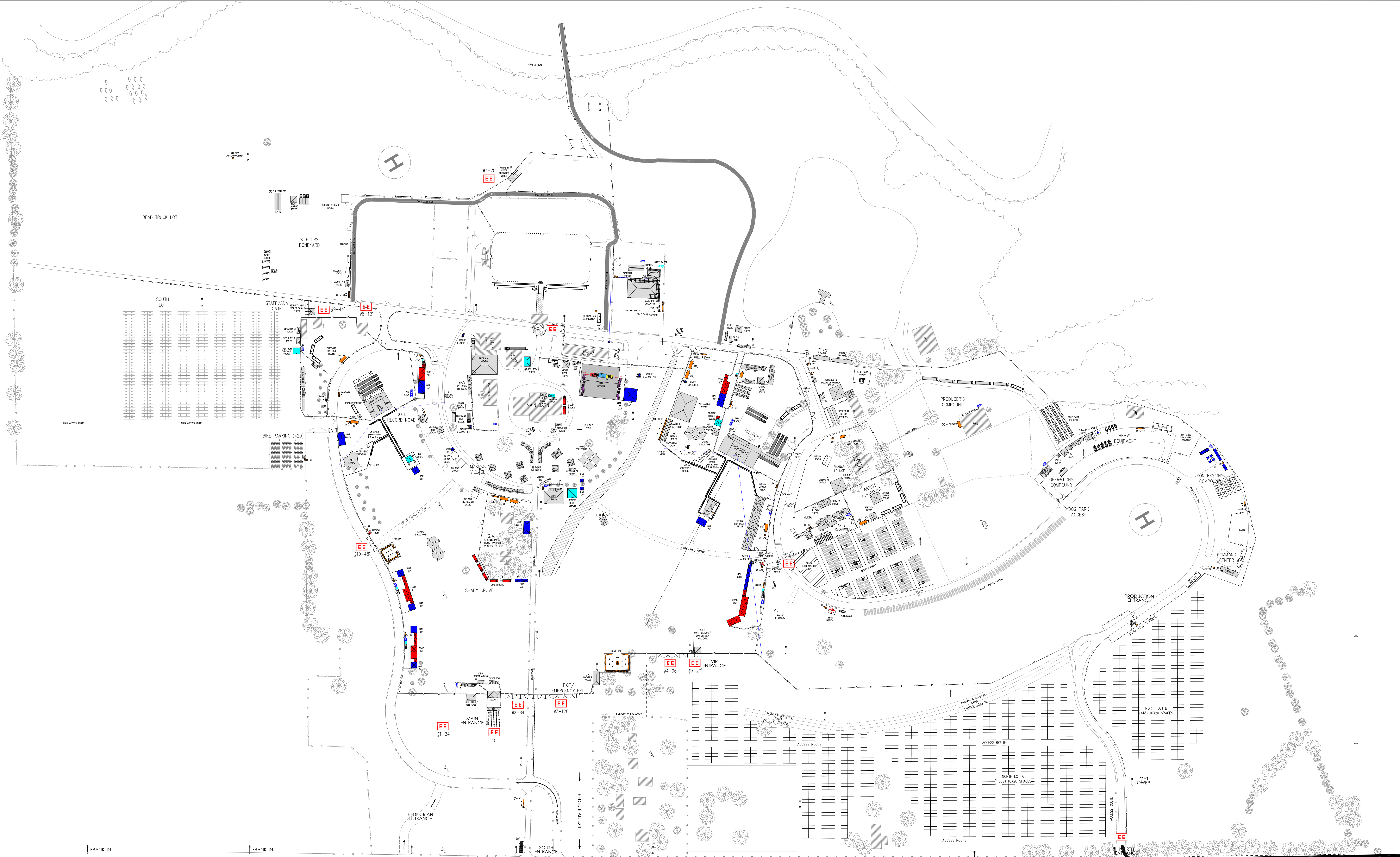
Cell: 214-952-9663

E-Mail: brandt@pilgrimagefestival.com

Authorized Signature: william brandt wood

Date: 02/04/2022

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



Tuesday, September 21, 2021

Dear Pilgrimage Neighbor,

We would like to extend a gesture of gratitude for being supportive of Pilgrimage over the years and for contending with the disruptions to everyday life that comes with the amazing shared experience the community enjoys. This year we are extending (2) passes (\$500 total value) to each household in the neighborhoods that abut Harlinsdale and ask that you simply rsvp to the following address: _____ if you'd like to join us. Once your address is verified as on our list we will add your name, plus one, to the "will call" list for pick up at The Drury Hotel on Friday or at the box office at the festival on Saturday and Sunday.

Please bring your rsvp ID and either a vaccine card or a negative COVID test result, which is required for admittance. We hope to see you at Harlinsdale this weekend to the enjoy the healing power of music at your hometown music festival.

With sincere appreciation,

Pilgrimage Producers

W. Brandt Wood
Kevin Griffin
Michael Whelan

Open Issues: 12

FIRE-Special Event

General Issues

2. Food Trucks

kristie.thompson@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
8. Food trucks with cooking operations that produce grease-laden vapors must have a Type 1 hood with a fire suppression system. The suppression system must have a current inspection tag issued by a licensed fire equipment distributor. **Not enforced at this time.**
9. Food trucks using propane must have an approved propane gas detector. **Not enforced at this time**

3. Mobile Food Vendor / Food Truck Video

kristie.thompson@franklin.tn.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>

4. Mobile Food Vendors

kristie.thompson@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. Mobile food trucks must be spaced a minimum of 10-feet apart.
7. Any tents associated with food vendors are required to have 40 POUNDS PER LEG/POLE OF EACH TENT.

5. Power Cords / Trip Hazards

kristie.thompson@franklin.tn.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. Propane Tanks (Cooking)

kristie.thompson@franklin.tn.gov Propane tanks used for cooking are required to be secured at least 10' away from the inside of a tent without tripping hazards over the hose.

7. Site Plan

kristie.thompson@franklintrn.gov Please provide the vendor tent and stage layout site plan, indicating location, tent size, stage size, food trucks, cooking vendors, etc. These are subject to a fire inspection by a Franklin Fire Inspector prior to the event.

8. Stages

kristie.thompson@franklintrn.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.

9. Tents

kristie.thompson@franklintrn.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 PER LEG/POLE OF EACH TENT.
9. Pop-up tents using open flames, such as, candles, portable heaters, torches, must have one ABC fire extinguisher that is fully charged.
10. Where tents will be in use for more than three days, event sponsors must submit plans to the fire department for review and approval. Plans must contain the following:
 - a. Manufacturer's staking diagram
 - b. Manufacturer's wind restrictions

10. Vendor Tent Video

kristie.thompson@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>

11. Fire extinguishers

kristie.thompson@franklin.tn.gov Fire extinguishers are to be placed throughout to satisfy the 75' of travel requirement from an occupant to a fire extinguisher.

12. Exit signs and emergency lights

kristie.thompson@franklin.tn.gov FOR LARGE TENTS: Exit signs are required above the required exits (red or green color). Emergency lights are required to be placed in locations along the tent walls to ensure the occupants ability to make their way to the exits.

Sanitation and Environmental Services

General Issues

1. Solid Waste Service

bobby.sullivan@franklin.tn.gov Thank you for providing your cleanup plan.

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

Thanks,
Wayne
[Edited By Bobby Sullivan]

Staff Conditions:

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



File #: 21-0444

DATE: April 8, 2025
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Milissa Reiersen, Chief Communications Officer
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 (2025 Through 2029)

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 2025 to 2029. 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 2024-2028.

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: _____



HISTORIC
FRANKLIN
TENNESSEE

CITY OF FRANKLIN

LONG TERM SPECIAL EVENT PERMIT APPLICATION

Please read application carefully and fully complete each section.

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

Name/purpose of event: Pilgrimage Music and Cultural Festival

Name of Applicant and Organization Requesting Permit:

W.B. Wood / Pilgrimage Events / Pilgrimage Foundation

Address: _____

Phone: N/A

c) Cell: 214.952.9663

d) Fax: N/A

E-mail address: Brandt @ Pilgrimage Festival .com

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

• The Park at Harlensdale Farm

239 Franklin Road, Franklin, TN 37064

• Franklin Road will have closures per published travel plan

Description of event: multi-day music festival with three stages, food and beverage booths, maker village, kids village, with operations and public safety infrastructure and plan.

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

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

Start/End Times of Event: 1pm - 10pm

Set-up Date 9/15/25

Tear-down completed date 10/3/25

2) Date or dates of event: September 25 - 27 - 2026

Start/End Times of Event: 1pm - 10pm

Set-up Date/Time 9/14/25

Tear-down completed date/time 9/2/26



- 3) Date or dates of event: September 24-26 - 2027
Start/End Times of Event: 1pm - 10pm
Set-up Date/Time 9/13/27 Tear-down completed date/time 10/1/27
- 4) Date or dates of event: September 22-24 - 2028
Start/End Times of Event: September 22-24 - 2028 1pm - 10pm
Set-up Date/Time 9/11/28 Tear-down completed date/time 10/29/28
- 5) Date or dates of event: September 28-30 - 2029
Start/End Times of Event: 1pm - 10pm
Set-up Date/Time 9/17/29 Tear-down completed date/time 10/5/29



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: WZNOX - Producer Date: 4/7/25
(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) *
*



City of Franklin

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

File #: 21-0328

DATE: March 12, 2025
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Michelle Hatcher, Director of Water Management
Brian Goodwin, Asst. Director of Water Management

SUBJECT:

*Consideration Of Resolution 2025-30, A Resolution Allowing The Delegated Authority Of Water And Wastewater Infrastructure To Be Provided To The Director And Designee Of The Water Management Department

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the delegated authority provided by the Tennessee Department of Environment and Conservation.

BACKGROUND/STAFF COMMENTS:

The Tennessee Department of Environment and Conservation has provided the City of Franklin the delegated authority to sign third-party development infrastructure plans on their behalf. This plan approval allows the City to ensure the constructed infrastructure meets City standards, while also allowing shorter review times and quicker approvals for developments.

The delegated authority provided to the City requires signature on formal development approvals by an authorized representative of the City. In order to provide a more seamless process for these approvals, this Resolution is allowing the City Administrator to delegate those signatures to the Director of Water Management Department, or an approved designee.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve Resolution 2025-30.

RESOLUTION 2025-30

A RESOLUTION ALLOWING THE DELEGATED AUTHORITY OF WATER AND WASTEWATER INFRASTRUCTURE TO BE PROVIDED TO THE DIRECTOR OR DESIGNEE OF THE DIRECTOR OF THE WATER MANAGEMENT DEPARTMENT.

WHEREAS, the Tennessee Department of Environment and Conservation (TDEC) has required the City of Franklin to create design criteria for the design of public water and wastewater infrastructure by developers who wish to connect to the existing public infrastructure; and

WHEREAS, TDEC has requested the City of Franklin to renew its delegated authority for water and wastewater infrastructure to provide approvals for infrastructure designed by developers on behalf of TDEC; and

WHEREAS, this authority is granted for the Water Management Director or designee approved by the Director of Water Management who shall be a registered engineer in the State of Tennessee and has met the requirements and received approval from TDEC to be a delegated approver; and

WHEREAS, the City finds this necessary to provide timely approvals to development that have been thoroughly reviewed are designed in accordance with the City's Design Criteria for Water and Wastewater Infrastructure; and

WHEREAS, the Board of Mayor and Aldermen believes it is in the best interest of the City of Franklin to grant the Director of the Water Management Department or designee approved by the Director of Water Management the authority to provide approvals on development plans for connection to public infrastructure.

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

The Director of the Water Management Department, or designee appointed by the Water Management Director, will have authority to review, comment, and approve plans on behalf of the Tennessee Department of Environment and Conservation for development projects connecting to the City's public infrastructure.

IT IS SO RESOLVED AND DONE on this ____ day of _____, 20__.

ATTEST:

CITY OF FRANKLIN, TENNESSEE:

By: _____
Angie Skarp
City Recorder

By: _____
Dr. Ken Moore
Mayor

Approved as to Form:

By: _____
Shauna R. Billingsley
City Attorney



File #: 21-0324

DATE: March 12, 2025
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Michelle Hatcher, Director of Water Management
Brian Goodwin, Asst. Director of Water Management

SUBJECT:

*Consideration Of COF Contract No. 2025-0096, With The Tennessee Department Of Environment And Conservation For The Delegated Authority For Wastewater Infrastructure

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the delegated authority provided to the City of Franklin by the Tennessee Department of Environment and Conservation.

BACKGROUND/STAFF COMMENTS:

The Tennessee Department of Environment and Conservation has provided the City of Franklin the delegated authority to sign third-party development infrastructure plans on their behalf. This plan approval allows the City to ensure the constructed infrastructure meets City standards, while also allowing shorter review times and quicker approvals for developments.

This contract for delegated authority provided to the City covers the approval of all sewer lines smaller than 24-inches, pump stations smaller than 300 gallons per minute, and reclaimed infrastructure smaller than 12-inches in diameter. All projects outside of this range of pipeline diameters must still be submitted to TDEC for their approval.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve COF Contract No. 2025-0096.

**AGREEMENT BETWEEN
THE STATE OF TENNESSEE,
DEPARTMENT OF ENVIRONMENT AND CONSERVATION,
DIVISION OF WATER RESOURCES
AND
THE CITY OF FRANKLIN [WASTEWATER DEPARTMENT]**

This agreement is made between the Tennessee Department of Environment and Conservation (Department) and the City of Franklin. The City of Franklin operates and maintains a publicly owned treatment works and desires that the Department grant certification, under Tennessee Code Annotated section 68-221-102 – Supervision over construction of water supply and sewerage systems — Certification of local standards, to review and approve local sewerage collection system projects for construction in lieu of Department approval.

The Department hereby grants the City of Franklin, in accordance with Tennessee Code Annotated section 68-221-102 authority to approve wastewater and reclaimed water plans with the conditions and exceptions set out in the agreement.

1. The standards and requirements adopted by the City of Franklin shall be used to review all wastewater and reclaimed water construction projects included in this certification. Those standards and requirements shall be at least as stringent as the standards in the Department's "Design Criteria for Sewage Works Construction Plans and Documents".
2. In the event of a disagreement between the parties, the Department's interpretation of the "Design Criteria for Sewage Works Construction Plans and Documents" shall prevail.
3. The City of Franklin agrees that approval of construction plans and specifications will not be granted without the approval of an engineer registered to practice in the state of Tennessee and employed by the City of Franklin.
4. Plans for any of the following projects must still be submitted to the Department for approval prior to the initiation of construction:
 - a. All treatment plants, including individual units and processes, as well as the main lift station;
 - b. All design and/or construction projects funded by state and/or federal loans, grants, etc.;
 - c. All plans developed by the staff of the City of Franklin;
 - d. All sludge handling facilities;
 - e. All collection lines greater than or equal to 25 inches in diameter,
 - f. All reclaimed water lines greater than 12 inch in diameter and;

- g. All wastewater lift stations greater than or equal to 300 gpm.
- 5. All wastewater and reclaimed water plans approved by the City of Franklin shall be stamped on the cover sheet certifying that approval has been granted in accordance with the Department's Criteria. The design shall incorporate the appropriate provisions of the Tennessee Erosion and Sediment Control Handbook and all necessary aquatic resource alteration permits shall be obtained from the Department prior to approval of the plans and specifications.
- 6. The City of Franklin shall forward the Department a copy of all wastewater and reclaimed water plans and specifications approved by the City of Franklin by the seventh day of the month following approval of the plans. Electronic copies are preferred.
- 7. The Department retains the right of access to all projects and a copy of the approved plans shall be available at the construction site for inspection. The Department may, upon request, periodically evaluate the quality of the plans review program operated by the City of Franklin.
- 8. The City of Franklin will only approve construction plans and specifications that are designed and sealed by an engineer registered to practice in the State of Tennessee.
- 9. City of Franklin shall promptly pay a \$1,000 annual fee upon the receipt of a yearly invoice from the Department.
- 10. City of Franklin shall not approve any wastewater or reclaimed water project if the system has inadequate capacity or if the project is likely to negatively affect existing customers or the sewer collection system in general.
- 11. The City of Franklin shall furnish the Department certified copies of any changes to locally imposed standards or the individual charged with approving plans.
- 12. Failure to comply with the above requirements or to maintain an acceptable program will result in revocation of certification authority granted under this Agreement.
- 13. All signatories to this Agreement warrant that they have actual authority to enter into this Agreement.
- 14. This Agreement shall be effective upon signature by all parties by a person authorized to bind each party. The Department shall note the Effective Date upon all signatures.

15. This Agreement shall be effective for a term of five years commencing upon execution and shall renew automatically for additional one-year terms, unless either party provides the other party written notice of its intent to terminate this Agreement. If this Agreement is terminated, all parties shall comply with the requirements for Department approval of plans contained in Tennessee Code Annotated section 68-221-102.

16. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.

CITY OF FRANKLIN

Dr. Ken Moore
Mayor

Date _____

STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT AND CONSERVATION
DIVISION OF WATER RESOURCES

April Grippo
Director

Date _____



File #: 21-0325

DATE: March 12, 2025

TO: Board of Mayor and Aldermen

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

SUBJECT:

*Consideration Of COF Contract No. 2025-0097, With The Tennessee Department Of Environment And Conservation For The Delegated Authority For Water Infrastructure

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning COF Contract No. 2025-0097.

BACKGROUND/STAFF COMMENTS:

The Tennessee Department of Environment and Conservation has provided the City of Franklin the delegated authority to sign third-party development infrastructure plans on their behalf. This plan approval allows the City to ensure the constructed infrastructure meets City standards, while also allowing shorter review times and quicker approvals for developments.

This contract for delegated authority provided to the City covers the approval of all water distribution lines smaller than 12-inches in diameter. All projects outside this range of pipeline diameters must still be submitted to TDEC for their approval.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve COF Contract No. 2025-0097.

**AGREEMENT BETWEEN
THE STATE OF TENNESSEE,
DEPARTMENT OF ENVIRONMENT AND CONSERVATION,
DIVISION OF WATER RESOURCES
AND
THE CITY OF FRANKLIN [WATER DEPARTMENT]**

This Agreement is made between the State of Tennessee, Department of Environment and Conservation, Division of Water Resources (the “Department”) and the City of Franklin. The City of Franklin operates and maintains a community public waterworks system as contemplated in Tennessee Code Annotated sections 68-221-101(10) and (12) and desires certification under Tennessee Code Annotated section 68-221-102(b) to review and approve local drinking water distribution system projects for construction in lieu of Department approval.

The Department hereby grants the City of Franklin, in accordance with Tennessee Code Annotated section 68-221-102(b), authority to approve drinking water plans according to the conditions and exceptions set out in this Agreement.

1. The City of Franklin shall adopt standards and requirements at least as stringent as the standards in the Department’s most current Community Public Water Systems Design Criteria (the “Criteria”). The standards and requirements adopted by the City of Franklin shall be used for all drinking water construction projects reviewed under the City of Franklin’s certification granted in this Agreement.
2. In the event of a disagreement between the parties, the Department’s interpretation of the Criteria shall prevail.
3. The City of Franklin agrees that approval of construction plans and specifications will not be granted without the approval of an engineer registered to practice in the state of Tennessee and employed by the City of Franklin.
4. Plans for any of the following projects must still be submitted to the Department for approval prior to the initiation of construction:
 - i. All treatment plants, including individual units and processes, as well as the main booster station;
 - ii. All design and/or construction projects funded by state and/or federal loans, grants, etc.;
 - iii. All plans developed by the staff of the City of Franklin;
 - iv. All finished water storage structures;
 - v. All distribution lines greater than twelve inches in diameter; and
 - vi. All drinking water booster stations.

5. All drinking water plans approved by the City of Franklin shall be stamped on the cover sheet certifying that approval has been granted in accordance with the Department's Criteria. The design shall incorporate the appropriate provisions of the Tennessee Erosion and Sediment Control Handbook and all necessary aquatic resource alteration permits shall be obtained from the Department prior to approval of the plans and specifications.
6. The City of Franklin shall forward the Department a copy of all drinking water plans and specifications approved by the City of Franklin by the seventh day of the month following approval of the plans. Electronic copies are preferred.
7. The Department retains the right of access to all projects and a copy of the approved plans shall be available at the construction site for inspection. The Department may, upon request, periodically evaluate the quality of the plans review program operated by the City of Franklin.
8. The City of Franklin will only approve construction plans and specifications that are designed and sealed by an engineer registered to practice in the State of Tennessee.
9. The City of Franklin shall promptly pay a \$1,000 annual fee upon the receipt of a yearly invoice from the Department.
10. The City of Franklin shall not approve any drinking water project if the system has inadequate flow or pressure or if the project is likely to negatively affect existing customers or the water distribution system in general.
11. The City of Franklin shall furnish the Department certified copies of any changes to locally imposed standards or the individual charged with approving plans.
12. Failure to comply with the above requirements or to maintain an acceptable program will result in revocation of certification authority granted under this Agreement.
13. All signatories to this Agreement warrant that they have actual authority to enter into this Agreement.
14. This Agreement shall be effective upon signature by all parties by a person authorized to bind each party. The Department shall note the Effective Date upon all signatures.
15. This Agreement shall be effective for a term of five years commencing upon execution and shall renew automatically for additional one-year terms, unless either party provides the other party written notice of its intent to terminate this Agreement. If this Agreement is terminated,

all parties shall comply with the requirements for Department approval of plans contained in Tennessee Code Annotated section 68-221-102.

16. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.

THE CITY OF FRANKLIN [WATER SYSTEM]

Dr. Ken Moore
Mayor

Date _____

STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT AND CONSERVATION
DIVISION OF WATER RESOURCES

April Grippo
Director

Date _____



File #: 21-0360

DATE: April 9, 2025
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Eric Stuckey, City Administrator
Paul Holzen, Director of Engineering
Lisa Clayton, Director of Parks
Michael Walters Young, Chief Budget & Performance Officer

SUBJECT:

Capital Investment Plan - Round Two Prioritization Update
WS 4/8/25

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning an update to the City's 10-Year Capital Investment Plan (CIP), 2025-2034.

BACKGROUND/STAFF COMMENTS:

As part of the ongoing effort to finalize the City's 10-year Capital Investment Plan (CIP), the Board of Mayor and Aldermen (BOMA) was tasked with ranking projects based on their perceived importance while ensuring that total funding remained within the allocated budget of \$150,000,000.

As part of the prioritization, the Board evaluated potential projects, with the following exclusions:

- Mack Hatcher Projects – Excluded due to ongoing discussions between the City of Franklin and TDOT regarding potential funding partnerships.
- Projects with Secured Funding – Omitted from evaluation since funding had already been allocated.

Following this first round of rankings, the Board identified several key projects for inclusion in the plan:

\$40,000,000 – Goose Creek Bypass and Carothers Parkway Extension
\$9,500,000 – Eddy Lane (SR96 to Liberty Pike)

\$3,150,000 – South Margin Street and 5th Avenue Intersection Improvement Project
\$4,300,000 – Mallory Lane and Cool Springs Boulevard Improvements

To further refine priorities and achieve greater consensus, a second round of project rankings was conducted on March 17, 2025, with the funding cap reduced to \$100,000,000.

The results of this second round produced the following refined list of prioritized projects:

\$2,000,000 – Creekside Property
\$29,900,000 – Carothers Parkway (Falcon Creek to SR96 East)
\$10,500,000 – Fire Station 3 Replacement
\$3,950,000 – Bicentennial Park – East Parking Lot
\$650,000 – Station 2 Improvements
\$10,400,000 – Boyd Mill Avenue (South of SR96 to Downs Boulevard)

City staff is seeking input and collaboration from BOMA to determine how best to proceed with the prioritization and funding of these projects. Further discussion is encouraged to ensure alignment with the City's long-term strategic goals and available resources.

FINANCIAL IMPACT:

No impact at this time. The CIP financial model will be updated to support the projects identified by the Board.

RECOMMENDATION:

Staff is seeking feedback from the Board of Mayor and Aldermen.

City of Franklin, Tennessee
FY 2024-2033 Capital Investment Program
BOMA Priority Projects - Non-Weighted Rankings for All Projects

Below is the compilation of individual BOMA member responses to the City Administrator's request for CIP project priority rankings. The following factors were used, in the order listed, to develop the overall project priority list: (1) **TOTAL** number of votes received from BOMA members, (2) By **STAFF RANKING**.

RANK	PROJECT	CATEGORY	STAFF RANKING	EST. COST	BORD OF MAYOR AND ALDERMEN									RUNNING TOTAL
					BAGGETT	BARNHILL	BLANTON	BROWN	BURGER	CAESAR	MOORE	PETERSEN	POTTS	
1	PK25001 - Creekside Property	Parks & Recreation	4	\$2,000,000	1	1	1	1	1		1		1	7
2	FD19003 - Fire Station 3 Replacement	Emergency Services	4	\$10,500,000	1	1	1	1	1				1	6
3	ST16015 - Carothers Pkwy (Falcon Creek - SR96E)	Transportation	3	\$29,900,000		1			1	1	1	1	1	6
4	ST24006 - Battle Ave Bridge Replacement	Transportation	4	\$740,000	1		1		1		1		1	5
5	FD24001 - Station 2 Improvements	Emergency Services	3	\$650,000	1	1	1			1			1	5
6	PK24003 - Bicentennial Park - East Parking Lot	Parks & Recreation	2	\$3,950,000	1		1	1	1				1	5
7	ST16027 - Boyd Mill Ave (South of SR96 - Downs Blvd)	Transportation	2	\$10,400,000	1	1				1	1	1		5
8	PK24006 - Collins Farm Structure(s) Stabilization and Roof	Parks & Recreation	4	\$430,000	1	1					1		1	4
9	FD24002 - Emergency Services / Traffic Technology Project	Emergency Services	3	\$3,775,000	1				1		1		1	4
10	PK16008 - Jim Warren Park Renovations	Parks & Recreation	2	\$23,000,000		1	1			1	1			4
11	ST24009 - Old Liberty Pike Improvements	Transportation	2	\$4,240,000				1	1	1		1		4
12	ST16023 - 1st Ave Multiuse Trail (S Margin St - Bridge St)	Transportation	1	\$2,200,000	1	1	1			1				4
13	ST24002 - Mallory Ln and W. McEwen Dr. Intersection Imp.	Transportation	4	\$3,700,000					1		1		1	3
14	PK24001 - Chestnut Bend Trail Improvements Project	Parks & Recreation	4	\$2,150,000			1	1					1	3
15	ST16016 - Lewisburg Pike (Donelson Crk Pkwy - Mack Hatcher)	Transportation	3	\$22,800,000				1				1	1	3
16	FD19004 - New Fire Traning Center	Emergency Services	3	\$4,500,000	1			1			1			3
17	PK16012 - Greenway (1st Ave North to Bicentennial)	Parks & Recreation	3	\$1,927,200	1			1	1					3
18	ST16022A - Carothers Pkwy (Long Ln - S. Carothers Rd)	Transportation	2	\$23,500,000			1				1		1	3
19	PK19007 - Greenway (Pinkerton Park to Franklin Road Bridge)	Parks & Recreation	2	\$5,250,000	1		1			1				3
20	PK24005 - Collins Farm Trail & Parking Project	Parks & Recreation	2	\$600,000	1							1	1	3
21	PK16007 - North Pavilion & Restroom Facility (Harlinsdale)	Parks & Recreation	2	\$1,000,000			1		1	1				3
22	FD19001 - Fire Station 9 (East Side of Franklin)	Emergency Services	1	\$12,900,000		1			1			1		3
23	ST16013 - Aspen Grove Dr. & Seaboard Ln Int Improvements	Transportation	1	\$3,400,000	1				1	1				3
24	FD19005 - Safe Rooms for Fire Station 1-6	Emergency Services	4	\$900,000								1	1	2
25	ST24011 - West Meade Blvd Sidewalk	Transportation	3	\$2,915,000							1	1		2
26	ST25001 - Long Ln. and Old Peytonsville Rd. Improvements	Transportation	3	\$17,500,000			1		1					2
27	ST24008 - Franklin Road (SR397 - SR441)	Transportation	3	\$46,400,000	1			1						2
28	PK16006 - 4 Worker Houses (Harlinsdale)	Parks & Recreation	3	\$2,750,000	1		1							2
29	FM24002 - South Salt Storage Facility	General Services	3	\$1,350,000			1				1			2
30	PK24008 - Fieldstone Concession and Pavilion Rehabilitation	Parks & Recreation	3	\$3,800,000			1	1						2
31	PK19015 - Winstead Hill Park	Parks & Recreation	3	\$1,150,000	1		1							2
32	ST16022B - Carothers Pkwy (Ladd Park Temporary Sidewalk)	Transportation	2	\$1,500,000	1								1	2
33	SW16005 - Jordan Branch (Cool Springs E) Stream Restoration	Stormwater	2	\$1,100,000					1	1				2
34	ST16025 - Oxford Glen Dr Multiuse Trail (Candytuft Ct. - E. McEwen Dr)	Transportation	1	\$1,100,000					1	1				2
35	PK24002 - Southeast Park - Phase 2	Parks & Recreation	3	\$16,350,000								1		1
36	PK24007 - Liberty Park - Phase 2	Parks & Recreation	3	\$6,500,000					1					1
37	ST16019 - N Royal Oaks Blvd (Alexander Plaza - Liberty Pike)	Transportation	2	\$17,000,000						1				1
38	SW16004 - Figuers Drive Area Drainage Improvements	Stormwater	2	\$5,352,960						1				1
39	FD19002 - Fire Station 10 (East of I-65)	Emergency Services	1	\$12,900,000		1								1
40	PK16005 - Power Station & Museum	Parks & Recreation	3	\$11,000,000										0
41	PK16019 - Harlinsdale Farm Interurban Trail Connection	Parks & Recreation	2	\$2,550,000										0
42	FD19006 - Safety Education Village	Emergency Services	2	\$3,900,000										0
43	PK19005 - Greenway (Aspen Grove to Mallory Station Rd)	Parks & Recreation	2	\$2,520,000										0
44	PK24004 - FSSD (Freedom Middle and Poplar Grove)	Parks & Recreation	2	\$4,300,000										0
45	ST16028 - Clovercroft Rd (SR96-Oxford Glen Dr)	Transportation	2	\$35,300,000										0
46	ST16032 - West Main St (Natchez St. to Downs Blvd)	Transportation	2	\$27,200,000										0
47	ST16035 - Columbia Ave (Downs Blvd to Fowlkes St)	Transportation	2	\$17,500,000										0

City of Franklin, Tennessee FY 2024-2033 Capital Investment Program BOMA Priority Projects -Weighted Rankings for All Projects															
Below is the compilation of individual BOMA member responses to the City Administrator's request for CIP project priority rankings. The least number of projects selected by any BOMA member was 9. The #1 project in each BOMA member's list was awarded 9 points. The #2 project was awarded 8 points. This process continues through the #9 project in each list, which is awarded 1 point. All remaining contained in a BOMA member's individual list are assigned a value of 1. The TOTAL of points possible for any given project is 81 points (9 BOMA members x9 Points for a #1 Vote). The number of BOMA member's voting for a project, or "Count", was used as a tiebreaker for any tied "TOTAL" values.															
RANK	PROJECT	CATEGORY	STAFF RANKING	NON-WEIGHTED VOTES	EST. COST	BORD OF MAYOR AND ALDERMEN									RUNNING TOTAL
						BAGGETT	BARNHILL	BLANTON	BROWN	BURGER	CAESAR	MOORE	PETERSEN	POTTS	
1	PK25001 - Creekside Property	Parks & Recreation	4	7	\$2,000,000	9	3	8	8	1		7		1	37
2	ST16015 - Carothers Pkwy (Falcon Creek - SR96E)	Transportation	3	6	\$29,900,000		7			1	8	3	9	8	36
3	FD19003 - Fire Station 3 Replacement	Emergency Services	4	6	\$10,500,000	1	9	9	5	4				2	30
4	PK24003 - Bicentennial Park - East Parking Lot	Parks & Recreation	2	5	\$3,950,000	8		4	4	6				1	23
5	FD24001 - Station 2 Improvements	Emergency Services	3	5	\$650,000	5	8	1			7			1	22
6	ST16027 - Boyd Mill Ave (South of SR96 - Downs Blvd)	Transportation	2	5	\$10,400,000	3	6				3	6	2		20
7	ST16016 - Lewisburg Pike (Donelson Crk Pkwy - Mack Hatcher)	Transportation	3	3	\$22,800,000				7				4	9	20
8	ST24002 - Mallory Ln and W. McEwen Dr. Intersection Imp.	Transportation	4	3	\$3,700,000					7		8		5	20
9	PK16008 - Jim Warren Park Renovations	Parks & Recreation	2	4	\$23,000,000		5	1			9	4			19
10	ST16022A - Carothers Pkwy (Long Ln - S. Carothers Rd)	Transportation	2	3	\$23,500,000			3				9		6	18
11	ST16022B - Carothers Pkwy (Ladd Park Temporary Sidewalk)	Transportation	2	2	\$1,500,000	6								7	13
12	ST24009 - Old Liberty Pike Improvements	Transportation	2	4	\$4,240,000				6	1	4		1		12
13	ST24011 - West Meade Blvd Sidewalk	Transportation	3	2	\$2,915,000							5	7		12
14	FD24002 - Emergency Services / Traffic Technology Project	Emergency Services	3	4	\$3,775,000	1				5		1		4	11
15	FD19001 - Fire Station 9 (East Side of Franklin)	Emergency Services	1	3	\$12,900,000		4			2			5		11
16	FD19004 - New Fire Traning Center	Emergency Services	3	3	\$4,500,000	7			3			1			11
17	ST16023 - 1st Ave Multiuse Trail (S Margin St - Bridge St)	Transportation	1	4	\$2,200,000	1	2	1			6				10
18	SW16005 - Jordan Branch (Cool Springs E) Stream Restoration	Stormwater	2	2	\$1,100,000					9	1				10
19	ST25001 - Long Ln. and Old Peytonsville Rd. Improvements	Transportation	3	2	\$17,500,000			7		3					10
20	ST24008 - Franklin Road (SR397 - SR441)	Transportation	3	2	\$46,400,000	1			9						10
21	ST24006 - Battle Ave Bridge Replacement	Transportation	4	5	\$740,000	1		5		1		1		1	9
22	FD19005 - Safe Rooms for Fire Station 1-6	Emergency Services	4	2	\$900,000								6	3	9
23	ST16025 - Oxford Glen Dr Multiuse Trail (Candytuft Ct. - E. McEwen Dr)	Transportation	1	2	\$1,100,000					8	1				9
24	PK19007 - Greenway (Pinkerton Park to Franklin Road Bridge)	Parks & Recreation	2	3	\$5,250,000	2		1			5				8
25	PK24002 - Southeast Park - Phase 2	Parks & Recreation	3	1	\$16,350,000								8		8
26	PK24006 - Collins Farm Structure(s) Stabilization and Roof	Parks & Recreation	4	4	\$430,000	1	3					2		1	7
27	PK16012 - Greenway (1st Ave North to Bicentennial)	Parks & Recreation	3	3	\$1,927,200	4			2	1					7
28	PK16006 - 4 Worker Houses (Harlinsdale)	Parks & Recreation	3	2	\$2,750,000	1		6							7
29	PK24005 - Collins Farm Trail & Parking Project	Parks & Recreation	2	3	\$600,000	1							3	1	5
30	PK16007 - North Pavilion & Restroom Facility (Harlinsdale)	Parks & Recreation	2	3	\$1,000,000			2		1	1				4
31	ST16013 - Aspen Grove Dr. & Seaboard Ln Int Improvements	Transportation	1	3	\$3,400,000	1				1	1				3
32	PK24001 - Chestnut Bend Trail Improvements Project	Parks & Recreation	4	3	\$2,150,000			1	1					1	3
33	FM24002 - South Salt Storage Facility	General Services	3	2	\$1,350,000			1				1			2
34	PK24008 - Fieldstone Concession and Pavilion Rehabilitation	Parks & Recreation	3	2	\$3,800,000			1	1						2
35	PK19015 - Winstead Hill Park	Parks & Recreation	3	2	\$1,150,000	1		1							2
36	ST16019 - N Royal Oaks Blvd (Alexander Plaza - Liberty Pike)	Transportation	2	1	\$17,000,000						2				2
37	FD19002 - Fire Station 10 (East of I-65)	Emergency Services	1	1	\$12,900,000		1								1
38	PK24007 - Liberty Park - Phase 2	Parks & Recreation	3	1	\$6,500,000					1					1
39	SW16004 - Figuers Drive Area Drainage Improvements	Stormwater	2	1	\$5,352,960						1				1
40	PK16019 - Harlinsdale Farm Interurban Trail Connection	Parks & Recreation	2	0	\$2,550,000										0
41	FD19006 - Safety Education Village	Emergency Services	2	0	\$3,900,000										0
42	PK16005 - Power Station & Museum	Parks & Recreation	3	0	\$11,000,000										0
43	PK19005 - Greenway (Aspen Grove to Mallory Station Rd)	Parks & Recreation	2	0	\$2,520,000										0
44	PK24004 - FSSD (Freedom Middle and Poplar Grove)	Parks & Recreation	2	0	\$4,300,000										0
45	ST16028 - Clovercroft Rd (SR96-Oxford Glen Dr)	Transportation	2	0	\$35,300,000										0
46	ST16032 - West Main St (Natchez St. to Downs Blvd)	Transportation	2	0	\$27,200,000										0
47	ST16035 - Columbia Ave (Downs Blvd to Fowlkes St)	Transportation	2	0	\$17,500,000										0



City of Franklin

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

File #: 21-0178

DATE: April 9, 2025
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Mark Hilty, Asst. City Administrator Public Works
Lisa Clayton, Director of Parks
Kevin Lindsey
Heather Eusebio, Research & Planning Specialist
Chris Franklin, Public Works Operations Analyst

SUBJECT:

*Consideration Of Ordinance 2025-04, An Ordinance To Amend Chapter 4 Of Title 25 - Section 25-405, Section 25-406 And Section 420 Of The Franklin Municipal Code, Concerning Parkland Impact Fees As Amended
WS 4/8/25

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the amendment to the Parkland Impact Fee Ordinance which foster vibrant and sustainable communities through enhancing quality of life, supporting community infrastructure and equitable development.

BACKGROUND/STAFF COMMENTS:

The City of Franklin reviewed and calculated Parkland Impact Fees and the Parkland Dedication and Construction Off-sets using the most recently approved certified census data and Williamson County Off-sets and Williamson County Tax Property Assessment in order to meet the requirements of the City of Franklin Municipal Code Sec. Title 25, Chapter 4, Section 25-415 - Revision of Fees.

FINANCIAL IMPACT:

The Parkland Impact Fee Ordinance was adopted at the current amount of Four Thousand Three-Hundred Four And No/100 Dollars (\$4,304.00) per dwelling unit in 2016. In 2020, the Ordinance was amended to allow for clarification of definitions for dwelling units, Parkland dedication, Phase and the Total Parkland Impact Fee. The restructure of the timing of payments collected at the first final plat, or first building permit when a plat is not required, with the remainder of fees collected at a pro-rated rate per permit pulled. In 2023, the Ordinance was amended to include accessory dwelling units, fees being paid in full for 12 dwelling units or less and to allow for both public and private offsets to receive 75% eligible reimbursement. The Parkland Impact Fee Ordinance calls for an update to the fees since the last census. The Parkland Impact Fee for a proposed new residential building shall maintain the same values as in the current Parkland Impact Fee Ordinance with an inflationary

increase using the Consumer Price Index ("CPI") for the development cost of a five (5) acre park. The new total Parkland Impact Fee per dwelling unit shall be Five Thousand Two Hundred Sixty-Eight and No/100 Dollars (\$5,268.00) per dwelling unit. Twenty-five percent (25%) of the total Parkland Impact Fee for a proposed new building shall be calculated at the time of the first residential final plat and the prorated amount of Three Thousand Nine Hundred Fifty-One and No/100 Dollars (\$3,951.00) for every dwelling unit platted. The new fees referenced in this Ordinance shall have a CPI increase year over year up to a maximum of 5% of the total Parkland Impact Fee. Such an increase shall be calculated on March 1st of each year. Any future amendments requiring fee adjustments shall be subject to the then-current CPI. When vesting rights for the Development Plan terminate, Parkland Impact Fees shall fall under the current Parkland Impact Fee Ordinance. All Parkland Impact Fee Agreements shall match the current approved Development Plan when pertaining to dwelling unit count. Public art in open space areas or areas of public or private park-like amenities may be eligible to receive Parkland Impact Fee reimbursement upon the recommendation of approval from the Franklin Public Arts Commission and approval from the Board of Mayor and Aldermen.

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen acknowledge Ordinance 2025-04.

ORDINANCE 2025-04

AN ORDINANCE TO AMEND CHAPTER 4 OF TITLE 25 SECTION 25-403, SECTION 25-405, SECTION 25-406, SECTION 25-418 AND SECTION 420 TO THE FRANKLIN MUNICIPAL CODE, CONCERNING PARKLAND IMPACT FEES.

WHEREAS, in order to promote the health, safety, human rights, prosperity, and general welfare of the people of Franklin, Tennessee, the Board of Mayor and Aldermen is authorized to prescribe regulations and standards to set parkland impact fees to assure the provision of adequate recreational amenities to serve such a new development, by requiring the owner to pay a portion of the Parkland Impact Fees into the given quadrant, based on recent growth in residential developments and are eligible to receive a portion of the required Parkland Impact Fees if recreational amenities are constructed within the given development within the City; and

WHEREAS, the City of Franklin reviewed and calculated Parkland Impact Fees and the Parkland Dedication and Construction Off-sets using the most recently approved certified census data and Williamson County Tax Property Assessment in order to meet the requirements of City of Franklin Municipal Code Sec. Title 25, Chapter 4, Section 25-415 – Revision of Fees; and

WHEREAS, the Board of Mayor and Aldermen find that this action to be in the best interest of the City.

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

SECTION I. That Title 25, Chapter 4, Section 25-403 of the City of Franklin Municipal Code is hereby amended to add and include subsection “(20)” and approved to read as follows:

Sec. 25-403. - Definitions.

(20) *Public art* means creative works designed for public display in outdoor spaces within the City of Franklin, contributing to the enhancement of public parks and recreation areas. These works, eligible for parkland impact fee reimbursement, are commissioned or supported by the Franklin Public Arts Commission. Public artwork encompasses visual, sculptural, and interactive arts that foster a sense of place, celebrate cultural heritage, and elevate the aesthetic quality of Franklin. Integrated into the planning, design, and construction of public spaces, public artwork ensures accessibility for citizens and visitors while enriching community experiences and preserving Franklin's cultural legacy. Additionally, public artwork funded by parkland impact fees must be situated in the same quadrant of the city as the development generating those fees, ensuring equitable distribution and alignment with community needs. This definition aligns with the Franklin Public Arts Commission's commitment to education, outreach, and responsible stewardship, while supporting initiatives that improve public spaces through art.

SECTION II. That Title 25, Chapter 4, Section 25-405 of the City of Franklin Municipal Code is hereby deleted in its entirety and replaced with the following:

Sec. 25-405. - Parkland impact fees.

- (1) The Parkland Impact Fee for a proposed new residential building shall maintain the same values as in the current Parkland Impact Fee Ordinance – with an inflationary increase using the Consumer Price Index (“CPI”) for the development cost of a five (5) acre park. The new total Parkland Impact Fee per dwelling unit shall be Five Thousand Two Hundred Sixty-Eight and No/100 Dollars (\$5,268.00) per dwelling unit.
- (2) Twenty-five percent (25%) of the total Parkland Impact Fee for a proposed new building shall be calculated at the time of the first residential final plat and the prorated amount of Three Thousand Nine Hundred Fifty-One and No/100 Dollars (\$3,951.00) for every dwelling unit platted.
- (3) The new fees referenced in this Ordinance shall have a CPI increase year over year up to a maximum of 5% of the total Parkland Impact Fee. Such increase shall be calculated March 1 of each year.
- (4) Any future contract amendments where requiring fee adjustments shall be subject to the then current CPI.

SECTION III. That Title 25 Chapter 4 Section 406 is hereby deleted in its entirety and replaced with the following:

Sec. 25-406. - Contract for parkland impact fees, parkland dedication and/or construction of park improvements.

The developer shall enter into a contract with the city which contains terms and conditions relative to the Parkland Impact Fees required to be paid by the developer and/or any off sets granted for parkland dedication and/or construction of park improvements as may be requested by the developer. Such contract shall be finalized concurrently with the approval of a development plan or site plan when a development plan is not required. When neither a Development Plan or Site Plan exist, the contract shall be approved by BOMA prior to the issuance of a building permit and shall contain financial assurances to the city. All detached accessory dwelling units shall be allowed to move forward to permit stage and will be required to pay Parkland Impact Fees once Agreement is executed. When vesting rights for the Development Plan project terminate, Parkland Impact Fee Agreements shall be governed by the current Parkland Impact Fee Ordinance. All Parkland Impact Fee Agreements shall match the current Development Plan pertaining to dwelling unit count.

SECTION IV. That Title 25, Chapter 4, Section 25-418 of the Franklin Municipal Code is hereby amended to add and include subsection “(10)” and shall take effect beginning July 1, 2025, from and after its passage on third and final reading, the health, safety, and welfare of the citizens requiring it:

Sec. 25-418. – Parkland Guidelines and Requirements.

- (10) Public art in open space areas or in areas of public or private park like amenities may be eligible to receive Parkland Impact Fee reimbursement upon the recommendation of approval from the Franklin Public Arts Commission and approval from the Board of Mayor and Alderman.

SECTION IV. That Appendix A, Chapter 25 of the Franklin Municipal Code is hereby deleted in its entirety and the following substituted in lieu thereof and shall take effect beginning July 1, 2025, from and after its passage on third and final reading, the health, safety, and welfare of the citizens requiring it:

CHAPTER 25. - PARKS

Parkland Impact Fee	\$5,268.00 per Dwelling Unit* * Requires approval by the BOMA of a Contract for Parkland Impact Fees, Parkland Dedication, and/or Construction of Park Improvements. * To be eligible to receive up to the full 100% of the Parkland Dedication in Lieu of Parkland Impact Fee Off-sets, Parkland Construction in Lieu of Parkland Impact Fee Off-sets, and/or Private Park and Recreation Amenities Off-sets, the density of the proposed development and Parkland Impact Fee formula shall require a total amount of parkland dedicated or set-aside equal to or greater than 5-acres. * If the amount of parkland dedicated or set-aside is less than 5-acres, then the developer shall be responsible for paying 25% of the total Parkland Impact Fee per Dwelling Unit. The developer may then be eligible to receive Off-sets on the remaining 75% of the total Parkland Impact Fee obligation.
Parkland Dedication in Lieu of Parkland Impact Fee Off-sets	(Amount of Parkland Dedicated or set-side x Cost of 1 Acre of Land)* * Requires approval by the BOMA of a Contract for Parkland Impact Fees, Parkland Dedication and/or Construction of Park Improvements. * The value of the Parkland Dedication in Lieu of Parkland Impact Fee Off-set that may be granted shall be based on the amount of land being dedicated (public) or set-aside (private) multiplied by the following 2017 city-wide average price of land per acre: Cost of 1 Acre of Land Located Outside Floodplain: \$62,121.00 Cost of 1 Acre of Land Located Inside Floodplain: \$45,757.00 * Off-sets for Parkland Dedications of less than 5 acres shall be calculated at 75% of the value of the parkland and improvements with

	25% of the total Parkland Impact Fee obligation being designated for Community-type parks in the quadrant in which the fee was collected.
Construction of Public Park Improvements in Lieu of Parkland Impact Fee Off-sets	Estimated Cost of Construction of Proposed Park Improvements • Requires approval by the BOMA of a Contract for Parkland Impact Fees, Parkland Dedication and/or Construction of Park Improvements. • The value of the Offset that may be granted for the Construction of Public Park Improvements shall be based on the actual cost to construct the proposed public park improvements submitted by the Developer up to the value of the total Parkland Impact Fee obligation upon submittal of documentation showing the actual cost of the improvement.
Private Park and Recreation Amenities Off-sets	Off-sets may be granted for private park and recreation amenities based on the following criteria: Off-sets for Private Parkland Set-aside for Private Use: Calculated at 25% of the Parkland Dedication in Lieu of Parkland Impact Fee Off-set Amount
	Off-sets for Private Parkland Set-aside available for Public Use when in an all-access public easement: Calculated at 100% of the Parkland Dedication in Lieu of Parkland Impact Fee Off-set Amount if the parkland improvement is a project consistent with the Comprehensive Parks and Recreation Master Plan. Off-sets for Construction of Private Park and Recreation Amenities — Not Open to the Public: 25% of the total required amount of \$5,268.00 per dwelling unit will go to the City. 50% of the total required amount of \$5,268.00 per dwelling unit will be eligible for off-sets if demonstrated in an exhibit and the inspection by the City is approved.

	Final 25% will go to the City at a pro-rated amount of \$3,951.00 per plat until obligation has been satisfied. Off-sets for Construction of Private Park and Recreation Amenities — Open to the Public: Calculated at 100% of the actual cost to construct the private park and recreation amenities submitted by the developer if the private park and recreation amenity is a project listed in the Comprehensive Parks and Recreation Master Plan.
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	Calculated at 75% of the actual cost to construct the private park and recreation amenities submitted by the developer if the private park and recreation amenity is a project not listed in the Comprehensive Parks and Recreation Master Plan. • Requires approval by the BOMA of a Contract for Parkland Impact Fees, Parkland Dedication and/or Construction of Park Improvements Offsets for Construction of Public and Private Park and Recreation Amenities — Both Open and Not Open to the Public: 25% of the total required amount of \$5,268.00 per dwelling unit will go to the City. 75% of the total required amount of \$5,268.00 per dwelling unit will be eligible for reimbursement: If private, 25% of the total required amount of \$5,268.00 per dwelling unit will be eligible for off-sets if demonstrated in an exhibit and the inspection by the City is approved. If public, 50% of the total required amount of \$5,268.00 per dwelling unit will be eligible for off-sets if demonstrated in an exhibit and the inspection by the City is approved. The final 25% will go to the City at a pro-rated amount of \$3,951.00 per plat until the obligation has been satisfied.
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SECTION IV. BE IT FINALLY ORDAINED by the Board of Mayor and Aldermen of the City of Franklin, Tennessee, that this Ordinance shall take effect on or after July 1, 2025, and after its passage on third and final reading, the health, safety, and welfare of the citizens of Franklin, Tennessee, requiring it.

ATTEST:

CITY OF FRANKLIN, TENNESSEE:

By: _____

Angie Skarp

City Recorder

By: _____

Dr. Ken Moore

Mayor

Approved as to form by:

J. Blake Harper

Staff Attorney

PASSED FIRST READING

PASSED SECOND READING:

THIRD AND FINAL READING:



File #: 21-0407

DATE: April 2, 2025
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Vernon Gerth, Asst. City Administrator Community Development
Kristine Brock, Asst. City Administrator/CFO

SUBJECT:

*Consideration Of Resolution 2025-29, A Resolution Authorizing The Update Of Transit Vehicle Titles To Franklin Transit Authority

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the update of transit vehicle titles to Franklin Transit Authority.

BACKGROUND/STAFF COMMENTS:

The City of Franklin audited the Franklin Transit Authority's 23 transit vehicles and identified discrepancies in the vehicle titles. Of the 23 vehicles, only three are titled under the Franklin Transit Authority. Five are titled under the City of Franklin, while the remaining 15 list both the City of Franklin and the Franklin Transit Authority. City staff sought guidance from the Federal Transit Authority (FTA) on the appropriate titling of these vehicles. The FTA clarified that all vehicles purchased wholly or partially with federal funds must be titled in the name of the grant recipient, which is the Franklin Transit Authority.

FINANCIAL IMPACT:

There is no financial impact on the City of Franklin.

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve Resolution 2025-29.

RESOLUTION 2025-29

A RESOLUTION AUTHORIZING THE UPDATE OF TRANSIT VEHICLE TITLES TO FRANKLIN TRANSIT AUTHORITY

WHEREAS, Franklin Transit Authority has an inventory of 23 transit vehicles that have been audited by the City of Franklin; and

WHEREAS, the audit identified discrepancies in the vehicle titles, with three (3) titled under Franklin Transit Authority, five (5) titled under the City of Franklin, with the remaining fifteen (15) titles listing both the Franklin Transit Authority and the City of Franklin; and

WHEREAS, guidance from the Federal Transit Authority (FTA) states that all vehicles purchased wholly or partially with federal funds must be titled in the name of the grant recipient, which is Franklin Transit Authority; and

WHEREAS, the Board of Mayor and Aldermen believes it is in the best interest of the City of Franklin that the titles of the twenty (20) vehicles purchased with federal funding shall be updated to reflect Franklin Transit Authority as the sole titleholder.

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

The City is hereby authorized to update the transit vehicle titles to the Franklin Transit Authority.

IT IS SO RESOLVED AND DONE on this ____ day of _____, 20__.

ATTEST:

CITY OF FRANKLIN, TENNESSEE:

By: _____

Angie Skarp
City Recorder

By: _____

Dr. Ken Moore
Mayor

Approved as to Form:

By: _____

Shauna R. Billingsley
City Attorney



File #: 21-0433

DATE: April 6, 2025
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Vernon Gerth, Asst. City Administrator Community Development

SUBJECT:

Consideration Of Resolution 2025-34, A Resolution To Consider Whether To Approve A Funding Request From Franktown Open Hearts To Offset Stormwater Infrastructure Which Is Required In Developing A New Facility Located On The Northeast Corner Of Johnson Circle And Granbury Street WS 3/11/25; 3/25/25

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) regarding a decision to fund the required stormwater infrastructure for the development of the Franktown Open Hearts proposed building located on county-owned property on the northeast corner of the Johnson Circle/Granbury street intersection.

BACKGROUND/STAFF COMMENTS:

Representatives from Franktown Open Hearts appeared before the BOMA during the two March Worksessions. As discussed, Franktown intends to develop a new facility on a county-owned parcel located on the northeast corner of Johnson Circle and Granberry Street. This is the same parcel the county had initially intended to develop the County Archive Facility that was later constructed just off Carlisle Lane next to the new Animal Care Center. In designing the Johnson Circle site, the green infrastructure and stormwater improvements were initially considered to be located in an open ditch on property owned by the Franklin Housing Authority. The topography of this area could not be modified for this stormwater improvement to function. Had the open ditch on private property been viable the estimated cost of construction was \$137,225. An alternative design that includes placing the stormwater infrastructure in Johnson Circle was determined to be viable. The estimated cost of construction for the Johnson Circle design is \$785,025 plus additional survey and design work. Initially, City staff requested representatives from Franktown and the Franklin Housing Authority to work through an agreement that would allow Franktown to design and construct this improvement. If the BOMA decides to contribute the funding, for efficiency the Franklin Housing Authority has agreed to work with their financial partner to deed the Johnson Circle right-of-way to the City which will then allow the City to draft a development agreement with Franktown for designing and constructing these stormwater improvements within the Johnson Circle right-of-way.

FINANCIAL IMPACT:

Resolution 2025-34 provides the following options for the BOMA to select the level of funding should they decide to support Franktown with this stormwater improvement.

Option 1 - Provide Funding in an amount not to exceed \$900,000, as requested.

Option 2 - Provide Funding in an amount not to exceed \$450,000, 50% of the requested amount.

Option 3 - Provide funding in another amount to be determined by the BOMA.

Option 4 - Provide No Additional Funding.

Funding is expected to come primarily from the County Adequate Facilities Tax Fund and the Community Development Block Grant with the City's General Fund as a final piece of a fund strategy. The City would negotiate an agreement that would provide for funding over a two- to three-year period.

RECOMMENDATION:

Should the Board of Mayor and Aldermen decide to support the Franktown Open Hearts, staff recommends an amount no greater than 50% of Franktown's original funding request. 50% of Franktown's original request is \$450,000.

RESOLUTION 2025-34

A RESOLUTION TO APPROVE A FUNDING REQUEST FROM FRANKTOWN OPEN HEARTS TO OFFSET STORMWATER INFRASTRUCTURE WHICH IS REQUESTED FOR A NEW FACILITY LOCATED ON THE NORTHEAST CORNER OF JOHNSON CIRCLE AND GRANBURY STREET.

WHEREAS, during Work Session meetings on both March 11, 2025, and March 25, 2025, representatives of Franktown Open Hearts presented a request seeking funding to offset the cost stormwater infrastructure which is requested for a new facility on a county-owned parcel at the intersection of Johnson Circle and Granbury Street; and

WHEREAS, the funding request from Franktown Open Hearts was a value not to exceed \$ 900,000.00 for stormwater infrastructure to be installed in Johnson Circle, a private road owned by the Franklin Housing Authority; and

WHEREAS, the Franklin Housing Authority has agreed to dedicate Johnson Circle to the City of Franklin provided Franktown Open Hearts pay for the cost associated with platting, dedication, and improving the section of Johnson Circle from the intersection of Johnson Circle and Granbury Street to the end of the cul-de-sac; and

WHEREAS, during the March 11, 2025, and March 25, 2025, Work Sessions the Board of Mayor and Aldermen (BOMA) discussed the availability of funding that could be used to assist Franktown Open Hearts with offsetting for the cost of this stormwater infrastructure including the improving and dedication of Johnson Circle and staff recommended utilizing Community Development Block Grants (CDBG) and the City's portion of the County Adequate Facilities Tax, depending on the timing when Franktown Open Hearts would request the funding offset to be disbursed; and

WHEREAS, through this Resolution to BOMA will agree to provide funding to Franktown Open Hearts to offset the cost of this stormwater infrastructure and, the improvement and dedication of Johnson Circle and the maximum value of funding so staff can proceed with drafting a development agreement for future consideration; and

WHEREAS, should the BOMA decide to provide funding, staff seeks guidance of the value of this funding as provided in the following three (3) options; and

- Option 1— Provide Funding in an amount not to exceed \$ 900,000, as requested.
- Option 2 — Provide Funding in an amount not to exceed \$ 450,000, 50% of the requested amount.
- Option 3 — Provide Funding in another amount of to be determined by the BOMA.
- Option 4 – Provide No Additional Funding.

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

Section 1. That the Board of Mayor and Aldermen select Option _____ as to the amount of the funding offset for Franktown Open Hearts for competing the specified stormwater improvements and for improving and dedicating the section of Johnson Circle in developing of a new facility located on the northeast corner of Johnson Circle and Granbury Street.

Section II. This Resolution shall take effect upon adoption, the public welfare requiring it.

IT IS SO RESOLVED AND DONE on this _____ day of _____, 2025.

ATTEST:

CITY OF FRANKLIN, TENNESSEE:

By: _____
Angie Skarp
City Recorder

By: _____
Dr. Ken Moore
Mayor

Approved as to form by:

Shauna R. Billingsley
City Attorney



File #: 21-0467

DATE: April 9, 2025
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Kristine Brock, Asst. City Administrator/CFO

SUBJECT:

Consideration Of Resolution 2025-33, A Resolution For The Board Of Mayor And Aldermen For The Closed City Of Franklin Employees' Pension Plan, Providing A Cost Of Living Adjustment To The Monthly Benefit For Retired Recipients, Effective July 2025

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning Resolution 2025-33 providing a cost of living adjustment for retired recipients of the closed City of Franklin Pension Plan effective July 2025.

BACKGROUND/STAFF COMMENTS:

In accordance with the Cost of Living Policy for the closed City of Franklin Pension Plan (Resolution 2022-79), a calculation has been performed to determine the change in the Consumer Price Index (CPI) between March 2024 and March 2025. This rate is 2.39%.

Section 1 of Resolution 2022-79 establishes a matrix taking into account the funded ratio for calculating the annual cost of living increase and the annual change in the CPI (using March data), to be effective in July. According to a letter dated April 10, 2025, provided by USI, the actuary for the closed pension plan, the funded ratio for the plan is 67.8%. Using the guidance shown in the appropriate line of this matrix, the July 2025 cost of living percentage increase should be 2.39%.

The July 2025 cost of living percentage of 2.39% is similar to the average cost of living percentage provided for the closed pension (since 1992) of 2.33%.

FINANCIAL IMPACT:

Approval of the July 2025 cost of living adjustment for the closed pension will result in additional estimated benefit payments over a 12-month period in the amount of \$230,000. Closed pension benefit payments are funded from investments and contributions held in trust for retirees and beneficiaries of the plan.

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve Resolution 2025-33.



S. Kevin Sullivan, FSA
USI Consulting Group
5301 Virginia Way, Suite 400
Brentwood, TN 37027
629.895.7855

April 10, 2025

Kristine Brock, CPFO
City of Franklin
Assistant City Administrator/CFO
109 Third Avenue South
Franklin, TN 37064

Kristine,

The purpose of this letter is to provide the funded ratio of the City of Franklin Employees' Pension Plan as of January 1, 2025. Below are the key measures of assets and liabilities and the resulting funding ratio.

<i>Measured as of January 1, 2025</i>	<i>(In Millions)</i>	
<i>Entry Age Normal Past Service Liability</i>	\$	259.6
<i>Actuarial Value of Assets</i>		176.0
<i>Funded Ratio of the Plan</i>		67.8%

We hope this information is helpful. Please let me know if you have any questions or need additional information.

Sincerely,

S. Kevin Sullivan, F.S.A.
Vice President & Senior Consulting Actuary

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RESOLUTION 2025-33

**A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN FOR THE CITY OF
FRANKLIN EMPLOYEES' PENSION PLAN, PROVIDING A COST-OF-LIVING
ADJUSTMENT TO THE MONTHLY BENEFIT FOR RETIRED RECIPIENTS,
EFFECTIVE JULY 2025.**

WHEREAS, the City of Franklin periodically adopts a cost-of-living adjustment for recipients of benefits from the single employer closed City of Franklin Employees' Pension Plan ("Plan"); and

WHEREAS, the Board of Mayor and Aldermen wishes to approve a cost of living increase to maintain the purchasing power of retiree benefit payments; and

WHEREAS, the Board of Mayor and Aldermen approved a Cost of Living Policy for the Plan by Resolution 2022-79, which establishes a framework for determining a rate of increase based upon the factors of 1) change in the Consumer Price Index ("CPI") as a percentage year over year, 2) the most recent funded ratio as calculated by a licensed actuary in accordance with the City's Funding Policy and actuarial best practices and 3) a maximum and minimum cost of living percentage in line with other well-funded pension plans including the Tennessee Consolidated Retirement System ("TCRS") and in accordance with the State of Tennessee Public Employee Defined Benefit Financial Security Act of 2014 as codified in TCA Title 9, Chapter 3, Part 5; and

WHEREAS, the change in CPI for the period of March 2024 to March 2025 was 2.39%, which in accordance with Section 1 of Resolution 2022-79 results in a cost of living increase of 2.39%; and

WHEREAS, the Board of Mayor and Aldermen believes it is in the best interest of the City of Franklin to provide a cost of living adjustment to the monthly benefit for retired recipients, effective July 2025.

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

Section 1. That the paying agent, which is currently the Tennessee Consolidated Retirement System, for the single employer closed City of Franklin Employees' Pension Plan be instructed to make effective the month of July 2025 a cost-of-living adjustment at a rate of 2.39%.

Section 2. That this Resolution shall be effective on July 1, 2025.

IT IS SO RESOLVED AND DONE on this ____ day of May, 2025.

ATTEST:

CITY OF FRANKLIN, TENNESSEE:

By: _____
Angie Skarp
City Recorder

By: _____
Dr. Ken Moore
Mayor

Approved as to Form:

Shauna R. Billingsley
City Attorney



City of Franklin

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

File #: 21-0469

DATE: April 9, 2025
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Kristine Brock, Asst. City Administrator/CFO

SUBJECT:

Consideration Of Resolution 2025-36, A Resolution Declaring The Intent Of The City Of Franklin, Tennessee, To Reimburse Itself In A Not-To-Exceed Amount of \$113,000,000 For Certain Project Expenditures With The Proceeds Of General Obligation Bonds, Notes, Or Other Obligations To Be Issued By The City

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning Resolution 2025-36.

BACKGROUND/STAFF COMMENTS:

The City's Capital Improvement Plan is funded, in part, with General Obligation Bonds issued by the City. The next General Obligation Bond is planned for issuance at the beginning of calendar year 2026 for the purposes of funding the purchase of replacement fire apparatus, certain costs related to the new Bransford Park project, including Robinson Lake, Major Road Resurfacing and new City Hall. Please see the breakdown below:

Replacement Fire Apparatus – Replacements for Ladder 5, Engine 4 and 8

Major Road Resurfacing Projects- Years 2026-2028

Pearl M. Bransford Park Project, including Robinson Lake

New City Hall

Total

Please note that Pearl Bransford Park and New City Hall projects are also funded with other sources

and the amounts above are not total project budgets, but rather the amount of funding allocated to the Series 2026 Bonds.

FINANCIAL IMPACT:

Approval of Resolution 2025-36 will allow the City to reimburse itself with bond proceeds for expenses incurred between the date in which the resolution is adopted and closing of the bond issue (approximately February 2026). This intent resolution does not by itself authorize issuance of long term debt. Board of Mayor and Aldermen consideration of the two resolutions required for issuance of general obligation debt is planned for late calendar year 2025 or early 2026.

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve Resolution 2025-36.

Series 2026 General Obligation Projects

Project Description	Project Cost
Replacement Fire Apparatus – Replacements for Ladder 5, Engine 4 and 8	\$ 4,443,103
Major Road Resurfacing Projects- Years 2026-2028	8,140,025
Bransford Park Project, including Robinson Lake	\$15,000,000
New City Hall	<u>85,000,000</u>
Total	\$112,583,128

Amounts shown above are estimates of capital expenses to be funded from proceeds of a proposed Series 2026 GO Bond issue and to be incurred between May 2025 (BOMA approval of intent resolution) and February 2029 (three years from issuance of bonds in February 2026).

Approval of a resolution of intent allows for reimbursement of capital expenses from future bond proceeds.

RESOLUTION 2025-36

A RESOLUTION DECLARING THE INTENT OF THE CITY OF FRANKLIN, TENNESSEE TO REIMBURSE ITSELF IN A NOT TO EXCEED AMOUNT OF \$113,000,000 FOR CERTAIN PROJECT EXPENDITURES WITH THE PROCEEDS OF GENERAL OBLIGATION BONDS, NOTES OR OTHER DEBT OBLIGATIONS TO BE ISSUED BY THE CITY

WHEREAS, it is the intention of the Board of Mayor and Aldermen of the City of Franklin, Tennessee (the "City") to provide funds for the (i) acquisition, construction, improvement, repair, renovation, maintenance and/or equipping of (a) a new City Hall building and facilities, parks and recreational facilities, (b) streets, roads and bridges, including but not limited to sidewalks, signage, signalization, related facilities, lighting and drainage improvements, and (c) public safety equipment and vehicles, including but not limited to fire apparatus; (ii) acquisition of all property real or personal, appurtenant thereto, or connected with the foregoing; and (iii) payment of architectural, engineering, legal, fiscal and administrative costs incident to the foregoing; and

WHEREAS, it is the intention of the Board of Mayor and Aldermen of the City to pay all or a portion of the costs associated with the aforementioned projects by the sale of general obligation bonds or notes, in one or more emissions, or other debt obligations of the City; and

WHEREAS, it is anticipated that it will be necessary to make expenditures in payment of said project costs prior to the issuance of said bonds, notes or other debt obligations; and

WHEREAS, the Board of Mayor and Aldermen of the City wishes to state its intentions with respect to reimbursements for said expenditures, in a not to exceed amount of \$113,000,000, in accordance with the requirements of final regulations applicable thereto promulgated by the United States Department of the Treasury and believe this action 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, AS FOLLOWS:

SECTION 1. It is reasonably expected that the City will reimburse itself for certain expenditures, in a not to exceed amount of \$113,000,000, made by the City in connection with the projects hereinabove described. The City further reasonably expects to reimburse all such expenditures from the proceeds of its general obligation bonds, notes or other debt obligations. The expenditures made prior to the issuance of said bonds, notes or other debt obligations are expected to be paid from the General Fund of the City, and reimbursement shall be made to the General Fund. Debt service on the bonds, notes or other debt obligations is expected to be paid from unlimited ad valorem taxes to be levied on all taxable property within the corporate limits of the City.

SECTION 2. This resolution shall be placed in the minutes of the Board of Mayor and Aldermen and shall be made available for inspection by the general public at the office of the City Recorder.

SECTION 3. This resolution constitutes a declaration of official intent under Treas. Reg. §1.150-2.

SECTION 4. All other resolutions and orders, or parts thereof in conflict with the provisions of this resolution, are, to the extent of such conflict, hereby repealed, and this resolution shall be in immediate effect from and after its adoption.

IT IS SO RESOLVED AND DONE on this ____ day of _____, 20__.

ATTEST:

CITY OF FRANKLIN, TENNESSEE:

By: _____
Angie Skarp
City Recorder

By: _____
Dr. Ken Moore
Mayor

Approved as to Form:

By: _____
Shauna R. Billingsley
City Attorney



File #: 21-0445

DATE: April 8, 2025
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Eric Stuckey, City Administrator
Michael Walters Young, Chief Budget & Performance Officer
SUBJECT:

Update Of Strategic Planning Process

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the status of ongoing updates to the City of Franklin's Strategic Plan.

BACKGROUND/STAFF COMMENTS:

The City of Franklin began a refresh of its Strategic Plan in December 2023. Throughout the ensuing year and half, progress has been made on various aspects of the plan.

The timeline of the plan has been as follows:

- December 2023: Kick-off & Values discussion with BOMA
- January 2024: Breakfast with the Mayors: kick-off of a community-wide survey
- March 2024: Determination of vision statement and values by BOMA; small group discussions had (non-profit, youth, faith leaders, business leaders)
- July 2024: SWOT Analysis conducted, mission statement worked on, strategic goals with initial outcomes determined between BOMA and Board of Mayor and Aldermen Work Session
- August 2024: Board of Mayor and Aldermen Work Session Plus Station Exercise on the New 6 Goals (Attachment included)
- Fall 2024-Spring 2025: Internal Review & Refinement of Strategic Measures & Indicators (as part of FY 2026 Budget Development Process - ongoing)
- February-March 2025: Leadership Team reviewed and developed Mission Statement ideas

This agenda item is designed to provide an update to the Board of Mayor and Alderman of the progress made to date and in particular the focus by the Leadership Team and the Office of Budget & Performance to develop a proposed Mission Statement.

FINANCIAL IMPACT:

There is no financial impact of this agenda item. Depending upon the determination of final Strategic Plan goals and initiatives, financial resources maybe required to be appropriated at a later date and time.

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen acknowledge receipt of this item.



City of Franklin, Tennessee

Update on Strategic Planning Process

Board of Mayor and Aldermen Work Session

April 22, 2025

Summary

- **Review of Strategic Planning Process**
- **Mission Statement Brainstorming**
- **Summary of Progress: April 2025**
- **Next Steps**



Review of Strategic Planning Process

Review of Strategic Planning Process

- **December 2023: Kick-off & Values discussion with BOMA**
- **January 2024: Breakfast with the Mayors: kick-off of a community-wide survey**
- **March 2024: Determination of vision statement and values by BOMA; small group discussions had (non-profit, youth, faith leaders, business leaders)**
- **July 2024: SWOT Analysis conducted, mission statement worked on, strategic goals with initial outcomes determined between BOMA and Board of Mayor and Aldermen Work Session**
- **August 2024: Board of Mayor and Aldermen Work Session Plus Station Exercise on the New 6 Goals**
- **Fall 2024-Spring 2025: Internal Review of Measures**
- **February-March 2025: Leadership Team reviewed and developed Mission Statement ideas**

Review of Strategic Planning Process

Progress Update: Components of Strategic Plan

 ***Vision***

 ***Values***

 ***Mission***

 ***Goals***

-  ***Outcomes***

-  ***Indicators***

Key:

 **Completed**

 **In Progress**

 **Not Completed**



City of Franklin, Tennessee
Strategic Plan Update

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Review of Strategic Planning Process **Vision Statement**

***America's finest hometown, driven by excellence,
balancing preservation and progress.***

Review of Strategic Planning Process

Values (BOMA – March 2024)

Culture of Excellence- We lead with integrity, wisdom, and are results-focused

Collaborative- We are inviting, approachable, and engaged with our community and each other

Service Driven- We are adaptable, responsive, and people-focused

Heart- We find joy in the work while caring and respecting our team and community

Purposeful- We are pragmatic and future-focused in our approach to solving problems

Review of Strategic Planning Process: Goals



Safe Clean Livable City



Sustainable Growth & Economic Vitality



Fiscally Sound



Quality Life Experiences



Organizational Health



Operational Excellence



City of Franklin, Tennessee
Strategic Plan Update

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Mission Statement

Mission Statement: Development

- Leaving our shared retreats in July, staff set out to work on two primary aspects of the Strategic Plan:
Performance Measures & Indicators for the Strategic Goals and refinement of the Mission Statement.
 - **Performance Indicators and Measures**
 - **Mission Statement Refinement & Development**

Mission Statement: Development

Performance Indicators and Measures

- **Leadership Team Plus (Department Heads & Assistant Directors) met in late August and held a mini-retreat at Eastern Flank to compare and contrast the six (6) Strategic Goals and the major Performance Indicators used in the old plan vs. the retreat a month before.**
- **Office of Budget & Performance worked throughout the Fall and Winter to examine & refine high-level performance measures.**
- **While some are built into the FY 2026 Recommended Budget, a complete set of those measures are still in progress and will be proposed as part of approval by the Board of Mayor and Alderman later in 2025.**

Mission Statement: Development

Mission Statement Refinement & Development

- Reflecting on the work done in June, our consultant CP2 Consulting provided word clouds for the Strengths and Opportunities sections provided by BOMA and Leadership
- The Office of Budget & Performance reviewed these and sponsored a brainstorming session for interested members of the Leadership Team to make efficient use of time and propose a mission Statement for the new Strategic Plan to the Board of Mayor and Aldermen.



City of Franklin, Tennessee

Strategic Plan Update

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Mission Statement Construction – July 2024

July 29th Mission Notes:

- Provide/deliver exceptional service in a collaborative fashion
- Building a thriving community balancing preservation & growth
- Quality of Life
- Excellence
- Working Together
- A resilient community
- Stakeholders
- Preservation
- Strategic investments
- Thrive
- Exceptional service
- Foundation/Platform
- Integrity
- Growth

Draft Mission Statement after Day 1: ***We will work together to foster a vibrant community through exceptional and responsive services.***



City of Franklin, Tennessee **Strategic Plan Update**

Mission Statement Construction – July 2024

July 30th Mission Notes:

- Municipal services
- In Franklin, together w/our neighbors
- Putting people first by focusing on...
- Serving people first
- Integrity
- Proudly Serving
- We work together to build
- Caring
- Build a thriving community
- Embrace community

80% Mission Statement (After Day 2):

- *Putting people First*
- *Care and serve with Excellence*
- *Do it right*



HISTORIC
FRANKLIN
TENNESSEE

City of Franklin, Tennessee

Strategic Plan Update

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Mission Statement: Development (July 2024)



Mission Statement: Development

- When developing the Mission Statement, team members were asked to consider the following:
 - What are the essential words or phrases to include?
 - Should it be a statement or a set of words?
 - How can our mission be more, well, Franklin? (and less generic?)
 - A statement of what we exist to do, now (*whereas a vision statement is where we are going in the future*)
 - A Mission Statement answers four main questions:
 - *Who? – How? – What? – Why?*



Mission Statement: Development

Serve. Connect. Lead. Deliver.

Serving with Excellence.

Connecting our Community.

Leading with Vision.

Delivering with Integrity.

Strategic Plan Progress – April 2025 Summary

- Vision:** *America's finest hometown, driven by excellence, balancing preservation and progress.*
- Mission:** *Serve. Connect. Lead. Deliver.*
- Values:** *Culture of Excellence - Collaborative - Service Driven - Heart - Purposeful*
- Goals:**
- Safe Clean Livable City**
 - Sustainable Growth & Economic Vitality**
 - Fiscally Sound**
 - Quality Life Experiences**
 - Organizational Health**
 - Operational Excellence**

Next Steps

- April 22nd – Present Mission Statement proposal to BOMA Work Session & seek feedback***
- May 2025 – Modify Mission Statement (if necessary); continue review of performance indicators for Strategic Plan goals**
- June 2025 – Present Strategic Plan to BOMA for approval**
- July 2025 & Beyond – Implement and track progress on Strategic Plan Goals**
- Annually – Provide update to BOMA on progress on the Strategic Plan Goals**



City of Franklin, Tennessee

Strategic Plan Update

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Discussion



Goal: Safe Clean Livable City

Existing

Franklin will have safe neighborhoods supported by high-quality police, fire, and emergency services as well as effective code enforcement.

Goal(s): 1) The violent crime rate in Franklin will remain at least half of the national average and decrease by 3% annually. 2) The property crime rate in Franklin will be 50% of the national rate and decrease by 3% annually. 3) Goal: Franklin Police will establish a clearance rate that is 1.5 times the national average for both property crimes and violent crimes and decrease by 3% annually. 4) The Franklin Fire Department will provide a response time among the top quartile of Tennessee Benchmark cities (TEMBP). 5) The Franklin Fire Department will reduce property fire loss per \$1 million of appraised value.

Franklin will enhance the value and character of our community through progressive and responsive development and neighborhood services.

Goal(s): 1) Franklin will increase the percentage of residents who rate their neighborhoods as either good or excellent in an annual, biannual, or other specified periodic citizen survey. 2) Franklin will reduce the number of cases and days it takes to resolve identified property maintenance violations.

Franklin will provide high-quality water and wastewater treatment services that will meet the needs of our growing community.

Goal(s): 1) Franklin will establish standards for the quality of its infrastructure (i.e., water lines, sewer services) (have a reliable, efficient, and scalable infrastructure 2) Franklin will continue to meet or exceed regulatory requirements for water quality. (To have no violations of regulatory requirements for water quality.)

Franklin will be a model for environmental quality and a sustainable city.

Goal(s) 1) Franklin will achieve platinum status within the TVA sustainable Communities Program. 2) To reduce the number of gallons of fossil fuel consumed by city vehicles by 10% by 2015. 3) Franklin will reduce government agency use of electricity by 20% by 2020. 4) Increase the number of LEED certified buildings to attract energy friendly businesses and increase tax revenues.

Franklin will be a leader in residential recycling efforts.

Goal(s): 1) To increase the percent of diversion through the "blue bag" recyclable program by 3% per year. 2) To reach 60% participation by 2020 in the residential curbside recycling program by increasing 3% annually the household refuse stops made by the City of Franklin. 3) To reduce dangerous and polluting chemicals in our city by increasing the collections of BOPAE (batteries, oil, paint, anti-freeze, electronics) at the drop-off location by 5% annually (as measured in pounds).

New

Outcome: Continue to Maintain a Low Crime Rate

Indicators: A crime rate comparable to other high performing cities

Outcome: Rapid, efficient, emergency response

Indicators:

Medical Calls = 60 seconds 90% of the time

All other calls = 120 seconds 90% of the time

Outcome: Complete all assigned daily services

Indicators:

97% route accuracy

Questions

What does Safe Clean Livable City mean to you?

What is missing?

What can be improved upon?

What data would be best use to measure success?





Goal: Sustainable Growth & Economic Vitality

Existing

Franklin will strategically manage its growth and the value of its assets.

Goal(s): 1) To have 80% or better of citizens reporting satisfaction with the managed growth of the community. 2) Update a minimum of one Land Use Plan character area with infrastructure capabilities every year. 3) To increase the assessed valuation per square mile for land in City of Franklin

Franklin will pursue growth and development that embraces its historic context and encourages revenue generation.

Goal(s): 1) Opportunities for increasing tourism experiences. (increase tourist visits to Franklin). 2) Increase private investment in Franklin's Historic Area. 3) Increase the number of participants in conventions, conferences, and meetings in the Conference Center. 4) Opportunities for revenue enhancements through tourism and sales revenues. (increase the revenue generated from Hotel/Motel taxes.) 5) Increase sales tax revenue money greater than the annual state-wide sales tax growth. 6) Franklin will increase revenue over expenditures from conventions, meetings, and trade shows at the Conference Center

Franklin will expand and retain business and job opportunities within the community as well as the county.

Goal(s): 1) Encourage job growth and retention within the city. (increase the number of jobs in the city over the previous year.) 2) Decrease the unemployment rate within the city over the previous year below the county and state levels.

Encourage expansion and retention of business opportunities in the City of Franklin.

Goal(s): 1) To increase the net number of business licenses within the city over the previous year. 2) To increase the success of Fortune 1000 companies located in Franklin over the previous year. 3) To reduce retail and commercial vacancy rates within Franklin to 30% or less than Nashville MSA rate.

Franklin will facilitate the development and maintenance of housing options that meet the needs of people desiring to live and work in our community.

Goal: Franklin will decrease the percentage of households who are cost burdened by their housing costs in Franklin (seek to improve housing diversity as identified through the 2013 Housing Analysis.)

New

Outcome: Aligning growth with infrastructure

Indicators: LOS of Streets, Metric of new capacity (location aspect v. quantity)

Outcome: Sustainable revenue streams for infrastructure & services

Indicators:

Diverse, Fees, Cost of Service Studies, Taxes

Outcome: Expand availability of Workforce housing

Indicators: Increase number of deed restricted units

Questions

What does Sustainable Growth & Economic Vitality mean to you?

What is missing?

What can be improved upon?

What data would be best use to measure success?





Goal: Fiscally Sound

Existing

Franklin government will seek diversification and efficiencies of revenue sources to fund its aspirations.

Goal(s): 1) Franklin will create a climate for necessary taxes and fees by assuring an equitable and balanced commercial, industrial, and residential tax base without a over-dependence on a single dominant revenue source. 2) Goal: Franklin will achieve the lowest cost of debt financing possible by retaining bond ratings of AAA from 2 out of 3 services

New

Outcome: Reliable Revenue Sources

Indicators: Sales Tax as a Percentage of Revenue, Ratio of Property Tax – Commercial/Industrial/Residential

Outcome: Infrastructure Investment Strategy

Indicators: Integrated Capital Funding Strategy, Dedicated Funding identified

Outcome: Balance Expenses with Value & Resources

Indicators: Benchmarking, Targeted Service/Cost Containment Strategy

Questions

What does Fiscally Sound mean to you?

What is missing?

What can be improved upon?

What data would be best use to measure success?





Goal: Quality Life Experiences

Existing

Preserving dynamic, diverse, engaged neighborhoods: Franklin will be a place that offers a high quality of life for all citizens who choose to live and work here.

Goal(s): 1) Unique sense of community and cultural diversity. 2) Franklin will promote a strong arts, cultural, and historical community to serve the citizens of Franklin as well as visitors to our community. 3) Franklin citizens will perceive they have excellent/good parks, recreation, and amenities.

Creating desirable life experiences: Franklin will continue to be a destination to live and work that ranks among the best in the nation.

Goal(s) 1) To improve ranking as one of the 100 Best Places to live in the United States. 2) To improve ranking as one of the top 10 communities providing for historic preservation in the U.S. 3) To improve ranking as one of the best cities for start-up businesses in the United States. 4) To remain one of the top rated healthy cities in Tennessee. 5) To exceed the National Recreation and Park Association standard for park space within a community. 6) To remain below the national Cost of Living Index of 100. 7) Maintain status as a Tree City U.S.A. 8) To reduce the poverty for citizens of Franklin to a rate at least 50% below the state average (State average is 16.9%) (2010 Census).

Meeting transportation needs: Franklin will have a diverse transportation network that promotes, provides, and supports safe and efficient mobility choices for all, including driving, public transit, walking, and biking.

Goal(s) 1) To reduce citizen perception of traffic congestion in Franklin (reduce percent of citizens reporting improvement in transportation/ reduction of traffic and lane improvements as the most important needs for Franklin) 2) To be a community that promotes walking, jogging, and cycling.

To reduce energy costs, road congestion and improve air quality by better use of alternative transportation services.

Goal(s) 1) Increase inventory of transit hubs, park-and-ride sites, and alternative services in Franklin, 2) Increase the number of riders using the Franklin Transit Authority).

New

Outcome: Community Events & Partnerships

Indicators: Event Attendance - Heads in beds/ tourism - Positive engagement – social media

Outcome: Parks & Recreation

Indicators: Miles of trails & sidewalks, connectivity, - Parkland per capita in Franklin vs. National Metric - expanded opportunities & accessibility

Outcome: Physical & Mental Health

Indicators: Community wellness report improvement - health education/awareness - community-wide survey

Questions

What does Quality Life Experiences mean to you?

What is missing?

What can be improved upon?

What data would be best use to measure success?





Goal: Organizational Health

Existing

Did not exist previously.

New

Outcome: Healthy Employee Engagement

Indicators: Continue growth in engagement survey

Outcome: Increase Trust and Education Amongst Internal Stakeholders (Having Honest/Hard Conversations)

Indicators: Post-mortems – BOMA -> Staff, Staff->Staff, Leadership-Staff, One-note tracking (Utilization for key questions)

Outcome: Improve Process Efficiencies (speed of decision making)

Indicators: Select 1-2 processes to improve per year

Questions

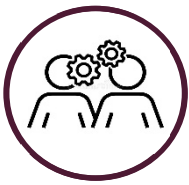
What does Organizational Health mean to you?

What is missing?

What can be improved upon?

What data would be best use to measure success?





Goal: Operational Excellence

Existing

Did not exist previously.

Some indicators and outcomes did pertain to staff under the theme “An Effective and Fiscally Sound City government Providing High Quality Services”

The citizens of Franklin will be benefactors of City services that reflect efficiency while preserving the personal touch and engagement they have come to expect in our community.

Goals (1) Franklin will develop a quality level of service expectation for its citizens. (have 90% citizen satisfaction rated excellent/good for services as reported by community survey.) 2) Franklin will have a dynamic social media presence to increase effective communication with the public. (To continue to increase the public’s use of social media forms of communication with the City of Franklin. 3)Citizens will have online access to city services

The City of Franklin will have a talented, diverse, and engaged workforce.

Goal(s) 1) Franklin will seek to attract and retain high quality employees whose diversity fully reflects the community. (attract talented workers, the City of Franklin’s salaries will target to the 70th percentile of the equivalent job expectations as reflected in the marketplace, actively recruit and retain a workforce representative of the community.) 2) Franklin will develop a Continuous Improvement Program using quantitative and qualitative methods to improve the effectiveness, efficiency and safety of service delivery processes and systems. (have a safe and healthy workplace, have effective training and development objectives within every employee’s work plan

New

Outcome: Technology to Support Service Delivery

Indicators:

Determine opportunities for improvement
Measure & evaluate new implementation/
upgrades

Outcome: A safe, reliable workplace

Indicators:

[Facilities] Establish and implement asset
management system
[Equipment] Implement and activate asset
management system
[Human Resources (Staffing)] Adequate
staffing levels/retention/succession
planning/cross-training

Outcome: Community Conversation

Indicators:

Clear understanding of the information gap
(content of calls and online inquiries)
Engaged community (attendance/likes/views)

Questions

What does Operational Excellence mean to you?

What is missing?

What can be improved upon?

What data would be best use to measure success?

