



Meeting Agenda

Work Session

Tuesday, October 27, 2020

5:00 PM

Board Room

The Board of Mayor and Aldermen Work Session Meeting will limit physical access in the meeting room due to current limitations on public gatherings. Accommodations have been made to ensure that the public is able to participate in the meeting. The public may participate in the following ways: • Watch the meeting on FranklinTV or the City of Franklin website. • Watch the live stream through the City of Franklin Facebook and YouTube accounts. • Call in to the conference meeting 1-312-626-6799, Meeting ID: 966 3739 5759 Passcode: 600142 . Callers will be unmuted and given an opportunity to comment during the meeting at specific times. • Limited viewing will be available in the lobby of City Hall to watch the live video and make public comment. • The public may email comments and questions prior to 4:30 p.m. on the day of the meeting to recorder@franklinton.gov to be read aloud. • Live comments and those submitted by email will be limited to 2 minutes. • City YouTube: <https://www.youtube.com/user/CityOfFranklin> • City Facebook Live: <https://www.facebook.com/CityOfFranklin> • City website: <https://www.franklinton.gov/franklin-tv>

CALL TO ORDER

MEETING PROCEDURE CHANGES

1. Consideration Of Resolution 2020-199, A Resolution Declaring That The Board Of Mayor And Aldermen Members Shall Meet On October 27, 2020 For Work Session And Conduct Its Essential Business By Electronic Means Rather Than Being Required To Gather A Quorum Of The Members Physically Present In The Same Location Because It Is Necessary To Protect The Health, Safety, And Welfare Of Tennesseans In Light Of The COVID-19 Outbreak.

Sponsors: Shauna Billingsley

CITIZEN COMMENTS

WORKSESSION DISCUSSION ITEMS

2. Consideration Of An Event Permit For A "Citizens Christmas Parade" To Be Held On December 5, 2020 in Downtown Franklin.

Sponsors: Monique McCullough

3. *Consideration Of DRAFT Ordinance 2020-28, An Ordinance To Amend The Budget Of The City Of Franklin For Fiscal Year 2020-2021.
Finance 10/15/20, 4-0

Sponsors: Eric Stuckey, Kristine Brock, Michael Walters Young

4. Presentation About Traffic Level Of Service (LOS) Standards.

Sponsors: Vernon Gerth, Paul Holzen, Jonathan Marston, Adam Moser

5. Consideration Of Resolution 2020-182, A Resolution To Adopt The Revised Neighborhood Traffic Calming Program With Presentation.
CIC 9/24/20, 4-0

Sponsors: Paul Holzen, Jonathan Marston, Adam Moser
6. *Consideration Of Resolution 2020-172, A Resolution Providing Next Steps Related To The Road Network And/OR Future Land Uses In The West Harpeth Area, Defined As The Area Generally West Of The New Section Of Mack Hatcher Parkway, Between Hillsboro Road And Highway 96 West.
WS 9/8/20
BOMA 9/22/20, Deferred to 10/27/20, 7-0
WS 10/13/20

Sponsors: Vernon Gerth, Paul Holzen, Emily Wright
7. *Consideration Of COF Contract No. 2019-0235, A Warranty Deed With DPH Franklin, LLC For Property Acquisition Associated With The McEwen Drive / I-65 Ramp Modifications Project At A Cost Of \$32,000.00.

Sponsors: Paul Holzen, Jonathan Marston
8. *Consideration Of COF Contract No. 2019-0377, An Agreement For Dedication Of Easement With DPH Franklin, LLC For Property Acquisition Associated With The McEwen Drive / I-65 Ramp Modifications Project At A Cost Of \$10.00.

Sponsors: Paul Holzen, Jonathan Marston
9. *Consideration Of Resolution 2020-208, A Resolution Authorizing Condemnation For The Acquisition Of Rights-Of-Way And Easements For The East McEwen Drive Phase 4 Improvements Project (COF Project No. 2015-002)

Sponsors: Paul Holzen, Jonathan Marston, Sarah Roop
10. Consideration Of Procurement Award To American Development Corp., Inc. Of Fayetteville, Tennessee In The Delivered Bid Price Amount Of \$1.45 Per Gallon For The Chemical Sodium Hypochlorite For A Specified Term Of Award, With Options To Extend, For The Water Management Department (Purchasing Office Procurement Solicitation No. 2021-001; COF Contract No. 2020-0276).

Sponsors: Michelle Hatcher
11. Consideration Of Procurement Award To American Development Corp., Inc. Of Fayetteville, Tennessee In The Delivered Bid Price Amount Of \$1.50 Per Gallon For The Chemical Sodium Hydroxide For A Specified Term Of Award, With Options To Extend, For The Water Management Department (Purchasing Office Procurement Solicitation No. 2021-002; COF Contract No. 2020-0277).

Sponsors: Michelle Hatcher

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 #: 20-01239

DATE: October 7, 2020
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Shauna Billingsley, City Attorney

SUBJECT:

Consideration Of Resolution 2020-199, A Resolution Declaring That The Board Of Mayor And Aldermen Members Shall Meet On October 27, 2020 For Work Session And Conduct Its Essential Business By Electronic Means Rather Than Being Required To Gather A Quorum Of The Members Physically Present In The Same Location Because It Is Necessary To Protect The Health, Safety, And Welfare Of Tennesseans In Light Of The COVID-19 Outbreak.

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning conducting the Board of Mayor and Aldermen by electronic means to limit physical contact for the health and safety of all citizens.

BACKGROUND/STAFF COMMENTS:

Due to the COVID-19 Outbreak citizens need to limit potential exposure to the virus by limiting contact with others. To support this effort the City of Franklin boards and commissions will meet electronically rather than gathering a quorum physically in the same location to conduct their essential business.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of Resolution 2020-199.

RESOLUTION 2020-199

A RESOLUTION DECLARING THAT THE BOARD OF MAYOR AND ALDERMEN SHALL MEET ON OCTOBER 27, 2020, FOR WORK SESSION AND CONDUCT ITS ESSENTIAL BUSINESS BY ELECTRONIC MEANS RATHER THAN BEING REQUIRED TO GATHER A QUORUM OF THE MEMBERS PHYSICALLY PRESENT IN THE SAME LOCATION BECAUSE IT IS NECESSARY TO PROTECT THE HEALTH, SAFETY, AND WELFARE OF TENNESSEANS IN LIGHT OF THE COVID-19 OUTBREAK

WHEREAS, Coronavirus Disease 2019 (COVID-19) is a severe acute respiratory disease that appears to occur through respiratory transmission, presents with similar symptoms to those of influenza, and can lead to serious illness or death, particularly in the case of older adults and persons with serious chronic medical conditions; and

WHEREAS, the Centers for Disease Control and Prevention has recommended that all states and territories implement aggressive measures to slow and contain transmission of COVID-19 in the United States; and

WHEREAS, on March 12, 2020, pursuant to the authority granted by Tenn. Code Ann. § 58-2-107, the Governor of Tennessee, Bill Lee, issued Executive Order No. 14, declaring a state of emergency to facilitate the response to COVID-19; and

WHEREAS, on March 13, 2020, the President of the United States, Donald J. Trump, declared a national state of emergency with respect to COVID-19; and

WHEREAS, on March 20, 2020, Mayor Ken Moore issued Executive Order No. 2020-01 Declaring a State of Emergency and Civil Emergency; and

WHEREAS, Governor Lee issued Executive Order No. 16, and later issued Executive Order No. 34, Executive Order No. 51, and Executive Order No. 60, allowing electronic meetings while continuing to function openly and transparently; and

WHEREAS, Mayor Moore issued Executive Orders No. 2020-03, No. 2020-05, No. 2020-07, No. 2020-09, No. 2020-11, No. 2020-12, No. 2020-13, No. 2020-14, No. 2020-15, No. 2020-16, and No. 2020-17 continuing the Declaration of a State of Emergency and Civil Emergency; and

WHEREAS, the Board of Mayor and Aldermen believes it is in the best interest of the City of Franklin to conduct the October 27, 2020, work session by electronic means.

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

The work session scheduled for October 27, 2020, at 5 p.m. shall be conducted by electronic means rather than requiring a quorum of the members of the Board of Mayor and Aldermen to attend in person to protect the health, safety, and welfare of Tennesseans in light of the COVID-19 outbreak. Physical access in the meeting room will be limited. The public can view and participate in the meetings by watching the meeting live or later as a recording on FranklinTV, the City of Franklin website, the City of Franklin's Facebook page, and the City of Franklin's YouTube account. Specific dial-in and website links can be found on the City's website at

<https://www.franklintn.gov/Home/Components/Calendar/Event/10242/1092>

IT IS SO RESOLVED AND DONE on this 27th day of October, 2020.

ATTEST:

CITY OF FRANKLIN, TENNESSEE:

By: _____
Eric S. Stuckey
City Administrator

By: _____
Dr. Ken Moore
Mayor

Approved as to Form By:
Shauna R. Billingsley, City Attorney



File #: 20-01258

DATE: October 9, 2020
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Monique McCullough, Public Outreach Specialist

SUBJECT:

Consideration Of An Event Permit For A "Citizens Christmas Parade" To Be Held On December 5, 2020 in Downtown Franklin.

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning a request from a group of Franklin residents to hold a Christmas Parade in Downtown Franklin.

BACKGROUND/STAFF COMMENTS:

The Kiwanis Club has coordinated the Franklin Christmas Parade for decades. Because of the Covid-19 pandemic, and out of safety concerns for the community and their members, the Kiwanis Club decided to cancel the 2020 parade. After the cancellation, the City received an application for a special event permit from a group of citizens wanting to hold a "Citizens Christmas Parade" on December 5th in Downtown Franklin. The parade is proposed from 11 a.m. until noon on Saturday, December 5th.

The City's Special Events Advisory Team met with the organizers to discuss their plans for putting on the parade. Their request is to stage the parade on Third Ave North at Bicentennial Park. The route is: Hillsboro Road/Fifth Avenue, Main Street, Square, and Third Ave North back to Bicentennial Park.

FINANCIAL IMPACT:

The applicant would be responsible for the cost of Franklin extra-duty officers to work the parade (18 total officers) plus the \$1000 refundable damage deposit.

RECOMMENDATION:

Although the State of Tennessee has lifted certain restrictions related to large gatherings, staff has concerns on holding a parade that could bring thousands of people into Downtown Franklin. Although part of the proposed route does allow for more spacing or social distancing (Hillsboro Road), other portions of the route do not (Main Street, the Square, Third Ave N). There is also a concern for the health and safety of City employees that would be needed to work the event. If the event permit is approved, staff recommends the following conditions be met:

Applicant will follow all CDC guidelines and Tennessee Pledge guidelines as they relate to large gatherings and parades.

Applicant will adhere to any and all Executive Orders or mandates in place at the time of the event.

Applicant will strongly encourage volunteers, parade participants and the public attending the parade to wear masks

Applicant will have masks and hand sanitizer available for volunteers and parade participants

Applicant will limit the number of parade entries to 35 or fewer

Parade entries will not stop along the route to perform

Applicant will provide a \$1,000 refundable damage deposit to City prior to event.

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

Applicant will provide certificate of insurance (COI) naming the City as additional insured. COI should be received at least ten (10) business days prior to event.

Any accidents or injuries occurring during the event should be reported to City representatives immediately.

Event organizers will notify all participants that, for safety reasons, candy cannot be thrown from floats.

Applicant will hire required number of extra-duty Franklin Police Officers (estimated at 18 officers) to provide security and crowd control.

Applicant will provide volunteers to do clean-up after the event.

Applicant will work with the Parks Department to determine locations and rules/regulations for staging areas at Bicentennial Park.



City of Franklin

Special Event Permit Application

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

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

Please list all that apply:

- Parade/March

- Name/purpose of event:** Citizens Christmas parade
- Location Requested:** (if Temporary Street Closure, list major roads to be closed):
We will want to make a big rectangle for the route. 9th ave, New hwy 96, 3rd ave, around the square, Main Street back to 9th ave.
- Date or dates of event:** 12/05/2020
- Start/End Times of Event:** Parade will probably go from 12pm to 2pm
What date/time will set-up begin? 12/5/2020 12:00 PM
What date/time will tear-down be complete? 12/5/2020 2:00 PM
**Note: Event is responsible for cost of staff required during this time (including Franklin Police Officers). Read Additional Requirements section for more information).*
- Time of Street Closure** (if applicable): 11:45am
- An estimated number expected to attend during the course of the event:**
Spectators/Attendees: 200 Event Staff/Volunteers:50 Total:250
- Name of applicant and Organization Requesting Permit:**
Erin Holland -
a) Address: 842 Walden dr
Franklin, TN 37064
b) Phone: 9314462924 **c) Cell:** **d) Fax:**
e) E-mail address: erineholland@gmail.com
- DETAILED description of event** (use additional sheets):
Christmas parade put on by franklin citizens.
- ENCLOSE A DETAILED MAP** of event site and/or route, detailing any temporary or permanent structures, street closures, parking, etc. If applicable, list the location, blocks, streets, and/or intersections in which such event will occur. **For large-scale events, map should be obtained from the City's GIS division**

Please detail any restricted parking areas on the event map.

Event Map: 38119F21-686F-44F1-953E-16575801CA5A.jpeg

- Person in charge on day of event:** Erin Holland
Cell: 931-446-2924

E-mail address: erineholland@gmail.com

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

Name: Kate Butler

Cell: 615-500-3874

E-mail address: Kate@concordiaartsacademy.com

Name: Dabney Klein

Cell: 615-300-4554

E-mail address: Chuckndabs@aol.com

12.

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

Administrative Contact List: [image.jpg](#)

13. **Where is your organization based?** Williamson County

14. **Is your organization authorized to do business in Tennessee?** Yes

15. **Is your organization a tax-exempt organization as described by the Internal Revenue Code Section 501(c)(3) or a not-for-profit organization?** No

IRS tax exemption letter:

16. **Will you charge an admission fee?** No

Average admission fee:

17. **Will you charge a vendor participation fee?** No

Average vendor participation fee?

18. **Total Estimated Revenue from vendors, ticket sales, and sponsorship to event organizer:**

19. **Will any charity, gratuity, or offers be solicited or accepted during the event?** No

20. **Is this event a fundraiser?** No

What organization will be the benefactor of event?

What percentage of funds will they receive?

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

22. **Will any sound amplification equipment be used during the event?** No

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

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

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

Insurance Certificate:

24. **What, if any, vendors will be present at event?** (i.e. medical related, shirts, arts, etc.) **Please provide detailed list.** No vendors

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

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

Clean Up Plan and Provider:

26. Events under 200 participants require a \$250 refundable security deposit at the time of approval. For events over 200, a \$1000 security deposit is required upon approval. If the applicant fails to restore the property to its prior condition, then the applicant shall be responsible to the City of Franklin for any costs incurred in restoring the property after the event. Surrender of the deposit in no way relieves the applicant of the responsibility for any costs incurred by the City of Franklin in excess of the deposit. Applicant's event coordinator or representative and a City of Franklin representative will conduct a Pre-Event meeting prior to event date for Pre-Event Check List Site Review. *At the end of the event, a Post-Event Check List shall be completed by the Applicant's event coordinator, or representative, and a City of Franklin representative to re-assess the site for trash and damage, and to secure with caution tape and signage (provided by event group) any tents left for removal.* Damage deposit will be refunded after a satisfactory Post Event Check List has been completed and signed off on by both the City of Franklin and organization requesting event. ***NOTE:** Events that include deep frying cooking oil operations are required to have a grease pit on-site and contract with a grease waste hauler to handle the grease waste and removal of the grease pit. A copy of this agreement shall be filed along with this application. The primary event sponsor is required to remove all cooking grease from the site immediately after the event. Illegal dumping of cooking grease will be prosecuted. *Please read Additional Requirements section of this application for more information.*
27. **Will you require a temporary water tap?** No
If yes, please list exact locations:
28. **Will alcohol, beer, and/or wine be given away or sold?** No
If yes, a permit from the relevant board is required. Please read Additional Requirements section of this application for more information.
29. **Will your event include tents or other temporary structures, propane use, or open flames?** No
Tents 400 sq. ft. or larger (or, if cooking operations are under the tent, 200 sq. ft. or larger) require permitting from Franklin Fire Department. Safety measures must be provided on all tents, especially those set-up prior to the actual event. Tents should be taken down the date the event has ended. *Please read Additional Requirements section of this application for more information.*
30. **Attach Good Neighbor Letter and Mailing List used.** *Please read Additional Requirements section of this application for more information.*
Good Neighbor Letter: [0B94B9F2-8582-45F9-99C0-7E06D003E370.png](#)
Good Neighbor Letter Mailing List: [image.jpg](#)



Rules and Regulations

Please Read All Attachments Before Signing Application.

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

BY: [Signature] Date: 9/25/20
(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) ★
★

From: [Erin Holland](#)
To: [Monique McCullough](#)
Cc: kate@concordiaartsacademy.com
Subject: Franklin Christmas parade
Date: Friday, October 9, 2020 10:14:06 AM

ATTENTION COF staff: This email originated from outside the City of Franklin. Please use discretion when clicking on attachments & links from unknown senders or suspicious emails.

Hi Monique.

Kate and I have been working hard trying to get this parade together in short order.

So far we have talked to Tim Jones with the Kiwanis about their experience doing the parade. He is very helpful and willing to help us plan and get things together as he is the one in charge of the Kiwanis Christmas parades in the past. We will be contacting the police dept and TDOT to obtain detour signs to put up the night before the event to direct traffic around the parade route that morning.

The parade will be December 5th from 11-12pm.

Our route will begin at the gravel lot at bicentennial park and we plan to start meeting and getting everyone lined up about an hour before the parade start time (so 10am). Parade will be limited to 60 entries to keep it smaller and shorter than previous years (last year was 100-110 entries). We will start out heading west on 3rd ave towards hillsboro rd. Turn left onto hillsboro and head up towards 5 points. At 5 points, turn left onto Main Street and then left again at town square onto 3rd ave and back to bicentennial park. This route will ensure ample sidewalk space for spectators to spread out . We will also refer people to local guidelines and recommendations as far as covid precautions. We will also explain to parade entries that they are not to throw candy as it's a safety issue for children running into the street. We expect the parade to be about 1 hour or less in length.

We will prioritize school groups and kids (scouts, marching bands, dance studios, school clubs and organizations, etc). Businesses who want to participate can do so with a donation towards event costs up to 60 entries and then it will be full.

We have already started a go fund me to raise the funds to pay for traffic control and we will have enough money to cover it.

We have several groups already committed to being in the parade and are in talks with school groups for marching band performances. They are waiting to commit until we have definite clearance from the city.

Also Concordia arts academy will set up on the ground (no stage) on the unused portion of the town square (the part not in the parade route) to do some dance performances.

We do have several options for a \$1 million liability insurance policy for the day and we will

be providing that as well. One of the sponsors is an insurance agency and Kate also has an insurance policy for her dance studio that can be transferred to the location.

We have several moms that are willing to help us with coordination on parade day and clean up crews as well. The community is very excited about this and is really coming together to help make it all happen! Kate has been in contact with several downtown business owners and all are excited and supportive of a Christmas parade.

Is there anything else I haven't covered that we need to do?

Christmas Parade 2020



ERIN HOLLAND - 931-446-2924
KATE BUTLER - 615-500-3874
DABNEY KLEIN 615-300-4554



Dear Neighbor,

I am writing to let you know of a proposed event coming to your neighborhood this December. On December 5th, 2020 we are proposing that the streets of Franklin play host to the Citizens Christmas parade. The parade is open to all Franklin citizens who wish to join in celebrating Christmas with us. We are not an organization, we are just a group of folks who want a Christmas parade.

As you are probably aware, the Christmas parade is very important to people in Franklin and we would love for everyone to enjoy it again this year.

This parade will start at 12 noon and depending on how big it is will be done by 2pm at the latest.

Several streets will be affected including bridge street, 3rd avenue, 9th avenue and new highway 96. We will follow closely to the parade route taken in years past. Let's come together as a community and celebrate this most wonderful time of the year!

If you need to contact the event organizer to get involved you may contact Erin Holland

erineholland@gmail.com

931-446-2924

Regards,
Erin Holland

Staff Conditions:

If the event is approved, Staff recommends the following conditions:

- Applicant will follow all CDC guidelines and Tennessee Pledge guidelines as they relate to large gatherings and parades.
- Applicant will adhere to any and all Executive Orders or mandates in place at the time of the event.
- Applicant will strongly encourage volunteers and parade participants to wear masks
- Applicant will have masks and hand sanitizer available for volunteers and parade participants
- Applicant will limit the number of parade entries to 35 or less
- Parade entries will not stop along the route to perform
- Applicant will provide a \$1,000 refundable damage deposit to City prior to event.
- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.
- **Risk Management:**
 - Applicant will provide certificate of insurance naming the City as additional insured. COI should be received at least ten (10) business days prior to event.
 - Any accidents or injuries occurring during the event should be reported to City representatives immediately.
 - Event organizers will notify all participants that, for safety reasons, candy cannot be thrown from floats.
- **Police Department:**
 - Applicant will hire required number of extra-duty Franklin Police Officers to provide security and crowd control.
- **Sanitation and Environmental Services Department:**
 - Applicant will provide volunteers to do clean-up after the event.
- **Parks Department:**
 - Applicant will work with Department to determine locations and rules/regulations for staging areas at Bicentennial Park.



File #: 20-01280

DATE: October 19, 2020
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Kristine Brock, Asst. City Administrator/CFO
Michael Walters Young, Budget and Analytics Manager

SUBJECT:

*Consideration Of Ordinance 2020-28, An Ordinance To Amend The Budget Of The City Of Franklin For Fiscal Year 2020-2021.
Finance 10/15/20, 4-0

PURPOSE:

The purpose of this item is to amend the Fiscal Year 2021 Budget for compliance with State budgeting guidance regarding:

1. Ensuring authorizations in place to balance each fund's budget on a cash basis on June 30, 2021.

BACKGROUND/STAFF COMMENTS:

The State Comptroller has provided guidance that budget amendments are to be on the cash basis and must occur prior to fiscal year end (June 30) to ensure no fund has a deficit fund balance or deficit cash balance at June 30.

In order to stay ahead of this responsibility, staff is proposing two budget amendments.

The amendments are as follows:

1. Budget Restorations: The Fiscal Year 2021 budget was produced in the immediate onset of the COVID-19 Pandemic. When the document was constructed large sections of the local and national economy were shuttered, City Hall was closed to the public, and uncertainty ruled most decision making. Five months on, however, we know far more about the state of the economy and the ongoing nature of this pandemic. As a result of a far better closing of FY 2020 than anticipated and healthier sales tax collections in FY 2021 than estimated, staff is recommending a variety of budget increases for FY 2021. They are as follows:

A. General Fund:

i. Revenues: Increase of \$2,026,919. The vast majority of this increase (\$2,011,271) is based on increasing Local and State Shared Sales Taxes by 5% over initial FY 2021 budget estimates. Even with this increase, each of these vital revenue sources is still forecast down 10% for FY 2021. This conservatism is important as we enter the uncertain winter months amidst the ongoing COVID-19 pandemic. The other revenue increase is \$15,648 acknowledging the exact amount of money

received from the State of Tennessee as a Direct Appropriation Grant as part of the FY 2021 state budget to offset lost revenue as a result of the COVID-19 pandemic.

ii. Expenses: Increase of \$2,026,919. The increase in revenues allow the City to address several important policy initiatives and budget restorations which the original budget was not able to accommodate:

1. Personnel Enhancements. The FY 2021 budget was built with over 27 fulltime and 11 part-time positions authorized but unbudgeted, and no salary increases of any kind. This amendment proposes four enhancements for City employees:

a. Increase to Holiday Bonus: \$175,419. This one-time increase to a one-time payment is an acknowledgement for the service, sacrifice and steadfastness of our employees during this terribly difficult year. By proposing this increase now, if this amendment is passed on Third Reading on November 24th, the increased Holiday Bonus will be received prior to Thanksgiving.

b. 2% COLA Increase effective January 1: \$372,377. This increase, which the City can afford sustainably given revised revenue projections, provides an ongoing increase to employee salaries. This is essential to maintain market competitiveness and ensure we exit the pandemic stronger than we entered it.

c. Police Department Pay Adjustments: \$100,000. This money is being set aside as the City continues to work proactively to address retention issues within the department.

d. Personnel Restorations: \$419,195. 7 positions in 6 departments are being proposed to be restored to funding. They include: IT Director (IT), Engineering Associate (Engineering), Development Services Analyst and Plans Examiner II (BNS), Firefighter (Fire), Facilities Worker (Parks) and a Deputy Police Chief (Police).

2. Expense & Equipment Enhancements: \$419,195. This set of restorations are for vital Program Enhancements which were left unfunded in the current FY 2021 budget. They include money for IT security (\$30,000), replacement of a compact utility tractor (\$46,000 – Parks) and a tractor/brush-hog (\$137,000 – Streets), Plyovent for the Training Center (\$32,195 – Fire), additional funding for Taser replacements (\$24,000 – Police) and a Transfer to the Sanitation and Environmental Services Department in the amount of \$150,000 to enable the fund to purchase a badly needed replacement side loader.

3. Misc. Budget Cleanups: -\$11,217. Additional clean-ups include a net reduction of \$11,217 from the General Fund budget. These include reductions to the General Expenses budget and increases for transfers to the Debt Service Fund (See Amendment #2) and funding for an emergency repair at Bicentennial Park.

4. City Hall Phase I Architectural Services: \$636,010. This amount of money will cover the FY 2021 costs of funding Phase I Architectural Services for the replacement of City Hall. The total cost of Phase I is \$859,472. (Balance to be paid out of FY 2022).

B. Sanitation & Environmental Services Fund:

i. Revenues: Increase of \$467,283. There are four components to this revenue increase:

1. Reduction of \$728,917 from Collections revenues to fully account for refined operations no longer servicing commercial customers.

2. Increase of \$746,200 from Tipping revenues to account for increased rates charged at the

Transfer Station and higher than anticipated tonnage.

3. Increase of \$300,000 from Sale of Surplus Assets to account for the sale of the grinder used for brush. Now that the SES's air curtain burner is fully operational, the City can dispose of the brush grinder. This was originally budgeted revenue which was not realized in FY 2020, but now can be sold and realized in FY 2021.

4. Increase of \$150,000 from the General Fund in the form of a transfer to partially fund the replacement of a side loader.

ii. Expenses: Increase of \$311,220. There are five components to this expense increase:

1. Increase of \$48,840 for 2% COLA & Holiday Bonus increases.

2. Increase of \$100,000 for tipping fees for recycled materials from the Blue Bin program. Previously, the City did not have to pay to dispose of its recycling. It now pays \$25/ton. (It should be noted that this fee is still less than the over \$33/ton the City pays for disposing of refuse)

3. Increase of \$315,000 for the purchase of a replacement side loader.

4. Reduction of \$15,000 in Interfund Transfers to the General Fund. This reduction accounts for services which the SES fund is providing the streets department for use of the department's RouteSmart program to make streets services more efficient.

5. Reduction of \$137,620 in Debt Service Transfers. (See Amendment 2)

C. City Facilities Tax: Increase in expenses of \$32,000 for the purchase of a new trimming rotary mower for Parks.

D. Stormwater Fund: Increase in expenses of \$113,772 - \$40,272 for 2% COLA and Holiday Bonus increases and \$73,500 for the replacement of a mini-excavator.

E. Capital Projects Fund: Increase of \$636,010 for FY 2021 costs of Phase I City Hall Architectural Services.

F. Water Management Fund: Decrease of \$3,769,732. This decrease has three components.

i. Increase of \$92,268 for 2% COLA and Holiday Bonus increases.

ii. Increase of \$250,000 to account for servicing SRF loan related to the continued construction of the Wastewater Treatment Plant.

iii. Decrease of \$4,112,000 to account for a duplication of wastewater operating capital originally authorized in the FY 2021 Budget.

2. Debt Service Clean-Up: About a year ago, the City issued a second series of bonds during calendar year 2019 – 2019 Series C-E. While some of the modifications resulting from the refunding of previous issues contained within 2019 Series C-E bonds was achieved in the FY 2020 budget, this amendment is necessary to modify debt service payments for FY 2021 and beyond. Overall, the refinancing's saved the City significant money over the course of the next 20 years, and the result of this amendment is an overall decrease in debt service payments by \$147,508 in FY 2021.

This is the first budget amendment during this Fiscal Year to the budget. We envision at least two more during the Fiscal Year.

FINANCIAL IMPACT:

The amendments, as proposed, would result in:

1. General Fund: No Change.
2. Sanitation & Environmental Services Fund: Increase of Fund Balance of \$156,063.
3. Road Impact Fund: Decrease of Fund Balance of \$89,292.
4. City Facilities Tax Fund: Decrease of Fund Balance of \$32,000.
5. Stormwater Fund: Decrease of Fund Balance of \$113,772.
6. Hotel/Motel Tax Fund: Decrease of Fund Balance of \$164,001.
7. Debt Service Fund: No Change.
8. Multi-Purpose Capital Projects Fund: No Change.
9. Water & Wastewater Funds: Increase of Fund Balance of \$3,769,732.

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve Ordinance 2020-28 on First Reading.

Options

1. Approve amendment(s) as proposed.
2. Make changes to the amendment(s) where desired.

A framework for emerging from these turbulent
times stronger and more competitive

A Stronger Franklin



2020 – What can you say?



- Global Pandemic
- Economic contraction
- Social Unrest
- National political upheaval and a contentious Presidential Election
- Fatigue

MARTY, WHATEVER HAPPENS



DONT EVER GO TO 2020!

Despite these unprecedented challenges Franklin has achieved much



- All America City
- Best Places to Live #8
- Voice of the People Awards (2) and nominations (5)
- One of the 20 Fastest Growing Cities over the past decade
- Excellence recognized in many aspects of City operations

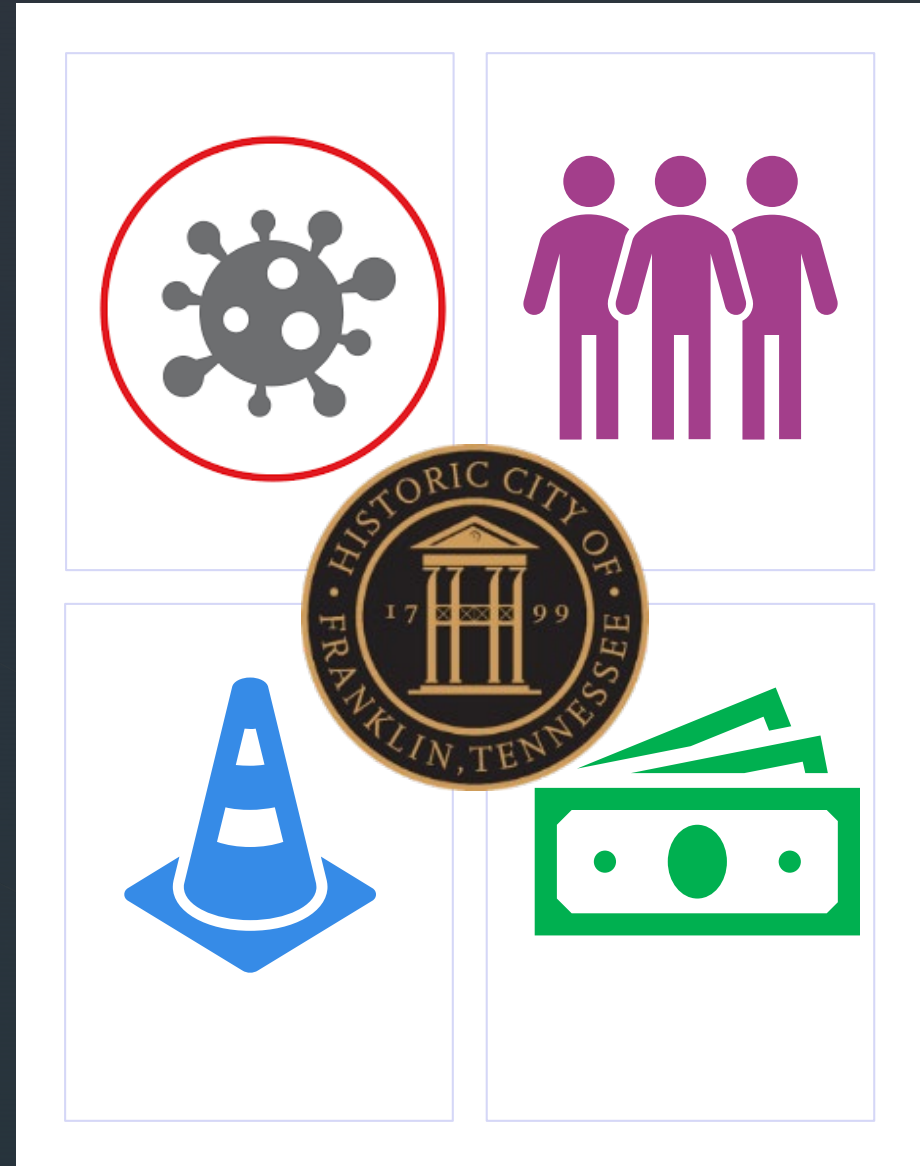
The Leadership Challenge – How do we emerge better, stronger and more competitive as a community?



- Identify the needs of the community
- Identify the needs of our City Team
- Build consensus
- Act

City of Franklin – Focus Areas

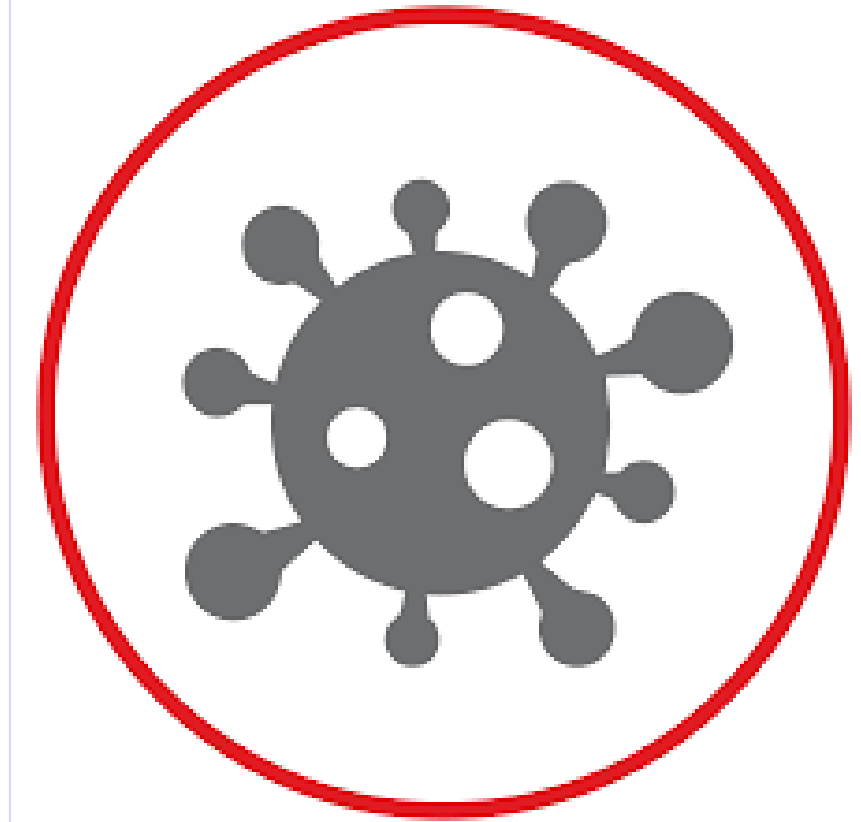
- Pandemic
- People
- Projects
- Possibilities (Financial capacity to support our sustained work)



Pandemic

Issues:

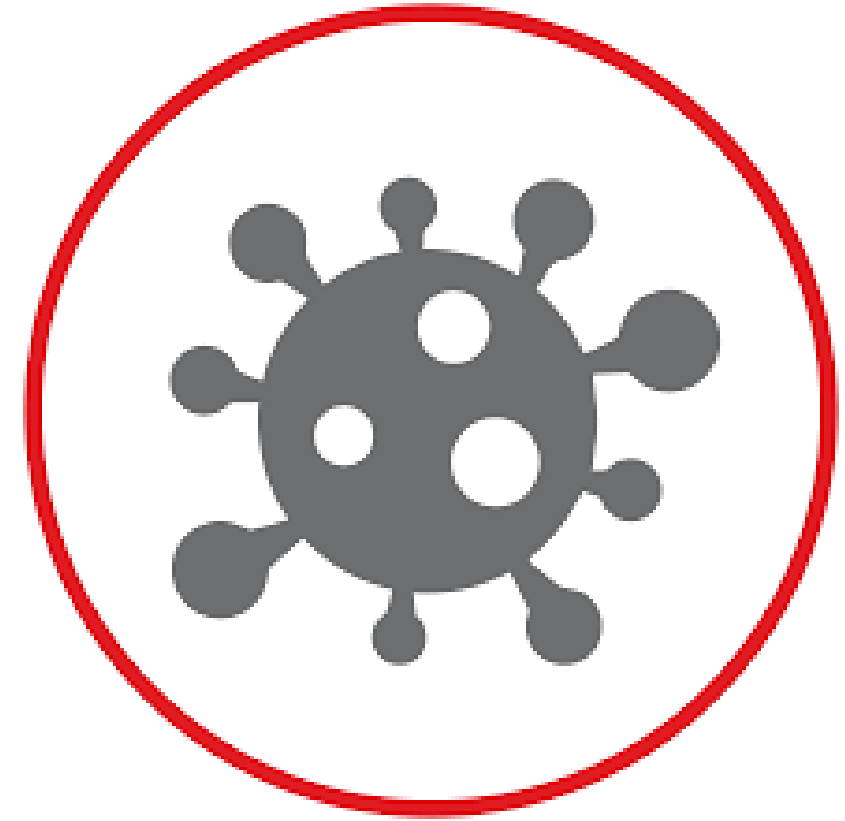
- We have been challenged and have risen to the occasion.
- The duration and future impact is unknown.
- We are fatigued.
- Morale concerns are real.



Pandemic

Ideas:

- Increase focus well-being of team members
- Encourage self-care and an “Allowance for grace.”
- Continue to track the best medical and scientific guidance. Enact City policy consistent with this guidance.
- Financial “recognition.”



People

Issues:

- Work/life balance has been “jolted” and people are craving stability.
- Remote work had become a reality for many (25-30%) of our team with uncertainty as to duration and effectiveness.
- Diversity and inclusion focus.
- Racial Injustice.
- Market update timing.
- Vacancies.



People

Ideas:

- Employee survey.
- General pay adjustment.
- Examine and act on inclusion and equity initiatives as an employer and in the community. Including addressing directly issues related to racial injustice.
- Identify any other pay structure issues.
- Benefits review.



Projects

Issues:

- Financial capacity related to CIP priorities/CIP funding plan has been impacted.
- High priority projects continue to move forward.
- Are there new projects/funding opportunities emerging?



Projects

Ideas:

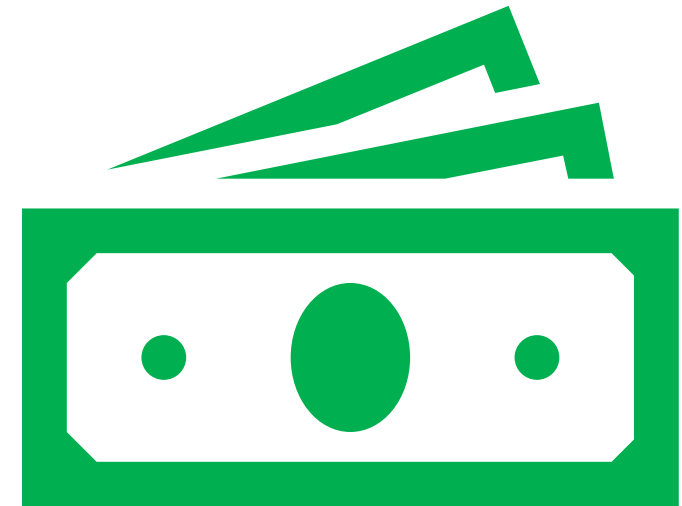
- Update CIP priorities and CIP funding plan based on evolving financial conditions.
- Continue to re-evaluate CIP priorities with BOMA as projects more forward.
- Focus on project delivery.
- Continue to be “opportunistic” in terms of funding.



Possibilities – Financial Capacity

Issues:

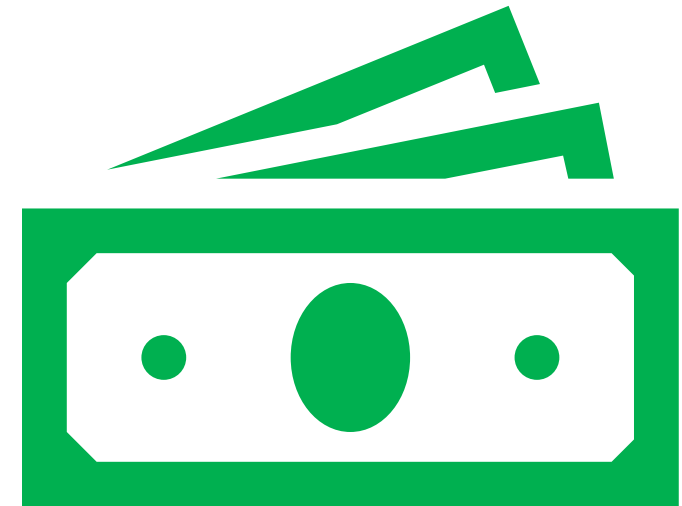
- Look at updates to FY21 projections.
- Revenue structure considerations.
- FY22 sales tax assumptions.



Possibilities – Financial Capacity

Ideas:

- Long Term Financial Model update.
- Debt restructure and retirement options.
- FY22 property reappraisal and tax rate.



An initial short term step – 2nd Quarter Budget Amendment



- Revenue adjustment (Local Sales Tax/State Shared Tax) - **\$2M increase**

Budget modifications:

- Pay adjustments - **\$647,800**:
 - One-time increase in our holiday bonus
 - 2% general pay increase – 1/1/21
 - Allocation to address Police pay compression – 1/1/21
- City Hall Phase I – Master Planning/Preliminary Design - **\$636,000**
- Budget Restoration – **\$745,000**
 - Restore 7 vacant/unfunded positions in 6 Departments – Police, Fire, IT, Parks, BNS, Engineering (a total of 60 vacancies of which 33 are unfunded)
 - Replacement equipment in Police, Fire, IT, Parks, and Sanitation

The “Ask”



- Provide feedback.
- Think about how these focus areas impact our City operations and community needs. What is missing or needs additional impact?
- Prepare and prioritize budget restoration items as financial conditions warrant.
- How can we support the community and one another?

ORDINANCE NO. 2020-28

**A ORDINANCE TO AMEND THE BUDGET OF THE CITY OF FRANKLIN
FOR FISCAL YEAR 2020-2021**

WHEREAS, the City Charter, Article VIII, provides for adoption of an annual budget for departments of the City of Franklin; and

WHEREAS, an annual budget process appropriating funds to the various departments and divisions of the City government for the fiscal year beginning July 1, 2020 has been completed in accordance with state law and local ordinances; and

WHEREAS, the Board of Mayor and Aldermen find it is in the best interests of the citizens of the City of Franklin to modify the annual budget from time to time.

NOW, THEREFORE BE IT ORDAINED by the Board of Mayor and Aldermen of the City of Franklin, Tennessee:

SECTION I: That the annual budget for the City of Franklin for the Fiscal Year 2020-2021 shall be amended and does allocate and appropriate additional funding as follows:

<u>GENERAL FUND</u>		[Amendments 1, 2]
<u>REVENUE</u>		
Local Option Sales Tax	Increase	\$ 1,706,199
State Shared Sales Tax	Increase	\$ 305,072
Tennessee Direct Appropriations Grant	Increase	\$ 15,648
<u>EXPENDITURES</u>		
Elected Officials	Increase	\$ 1,280
Administration	Increase	\$ 42,172
Court	Increase	\$ 3,597
Revenue Management	Increase	\$ 7,981
Communications	Increase	\$ 5,452
Purchasing	Increase	\$ 4,532
IT	Increase	\$ 122,826
Legal	Increase	\$ 8,844
Engineering	Increase	\$ 88,953
TOC	Increase	\$ 24,583
Human Resources	Increase	\$ 8,258
Planning & Sustainability	Increase	\$ 35,675
Building & Neighborhood Services	Increase	\$ 114,641
Police-Admin	Increase	\$ 168,833
Police-CID	Increase	\$ 68,053
Police-Patrol	Increase	\$ 186,230
Fire	Increase	\$ 212,742
Streets-Maintenance	Increase	\$ 130,704
Streets-Traffic	Increase	\$ 7,513
Streets-Fleet	Increase	\$ 25,838
Parks	Increase	\$ 54,814
General Expenses	Decrease	(\$ 189,365)
Transfers	Increase	\$ 880,906
Net Increase (Decrease) to Total General Fund Balance		\$ -

**SANITATION & ENVIRONMENTAL
SERVICES FUND**

[Amendments 1 & 2]

REVENUE

Residential Collections Revenue	Decrease	(\$ 728,917)
Tipping Revenue	Increase	\$ 746,200
Sale of Surplus Assets	Increase	\$ 300,000
Transfer from General Fund	Increase	\$ 150,000

EXPENDITURES

Admin Personnel	Increase	\$ 33,091
Reduce Debt Service Transfer	Decrease	(\$ 137,620)
Recycling Tipping Fees	Increase	\$ 100,000
Reduce Interfund Transfer	Decrease	(\$ 15,000)
Replace Side Loader	Increase	\$ 315,000
Collection Personnel	Increase	\$ 11,548
Disposal Personnel	Increase	\$ 4,201

**Net Increase (Decrease) to Sanitation
& Environmental Services Fund Balance** **\$ 156,063**

ROAD IMPACT FUND

[Amendment 2]

REVENUE

EXPENDITURES

Debt Service	Increase	\$ 89,292
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**Net Increase (Decrease) to Road Impact
Fund Balance** **(\$ 89,292)**

CITY FACILITIES TAX FUND

[Amendment 1]

REVENUE

EXPENDITURES

Trimming Rotary Mower	Increase	\$ 32,000
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**Net Increase (Decrease) to City Facilities Tax
Fund Balance** **(\$ 32,000)**

STORMWATER FUND

[Amendment 1]

REVENUE

EXPENDITURES

Stormwater-Streets	Increase	\$ 84,721
Stormwater-Engineering	Increase	\$ 29,051

**Net Increase (Decrease) to Stormwater
Fund Balance** **(\$ 113,772)**

HOTEL/MOTEL TAX FUND

[Amendment 2]

REVENUE**EXPENDITURES**

Debt Service Transfer	Increase	\$ 164,001

Net Increase (Decrease) to Hotel/Motel Tax Fund Balance		(\$ 164,001)

DEBT SERVICES FUND

[Amendment 2]

REVENUE

General Fund Subsidy	Increase	\$ 94,896
Sanitation Fund Subsidy	Decrease	(\$ 137,620)
Road Impact Fund Subsidy	Increase	\$ 89,292
Hotel/Motel Tax Fund Subsidy	Increase	\$ 164,001
BAB Rebates Subsidy	Decrease	(\$ 358,077)

EXPENDITURES

General Fund Debt Service	Increase	\$ 5,377
Sanitation Fund Debt Service	Decrease	(\$ 137,620)
Road Impact Fund Debt Service	Decrease	(\$ 53,939)
Hotel/Motel Tax Fund Debt Service	Increase	\$ 38,674

Net Increase (Decrease) to Debt Service Fund Balance		\$ -

MULTI-PURPOSE CAPITAL PROJECTS FUND

[Amendment 1]

REVENUE

Transfer from General Fund	Increase	\$ 636,010
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EXPENDITURES

Phase 1 City Hall Architectural Services	Increase	\$ 636,010

Net Increase (Decrease) to Multi-Purpose Capital Projects Fund Balance		\$ -

WATER & WASTEWATER FUND

[Amendments 1 & 2]

REVENUE**EXPENDITURES**

Utility Billing	Increase	\$ 2,470
Water Distribution	Increase	\$ 36,712
Water Plant	Increase	\$ 2,095
Utility Administration	Increase	\$ 16,681
Wastewater Collection	Decrease	(\$4,077,692)
Wastewater General	Increase	\$ 250,000

Net Increase (Decrease) to Total Water & Sewer Fund Balance		\$3,769,732

SECTION II: That the organizational charts and staffing tables for each department of the City which have restored positions are hereby amended and attached as Exhibit A herein.

SECTION III: That each department of the City shall limit its expenditures to the amount appropriated; that any changes or amendments to the appropriations set forth in the budget shall be made in accordance with the City Code, Article VIII.

SECTION IV: That this Ordinance shall take effect on after the passage of the Third and Final Reading; the health, safety and welfare of the citizens of the City of Franklin requiring it.

ATTEST:

CITY OF FRANKLIN, TENNESSEE

By: _____
ERIC S. STUCKEY
City Administrator

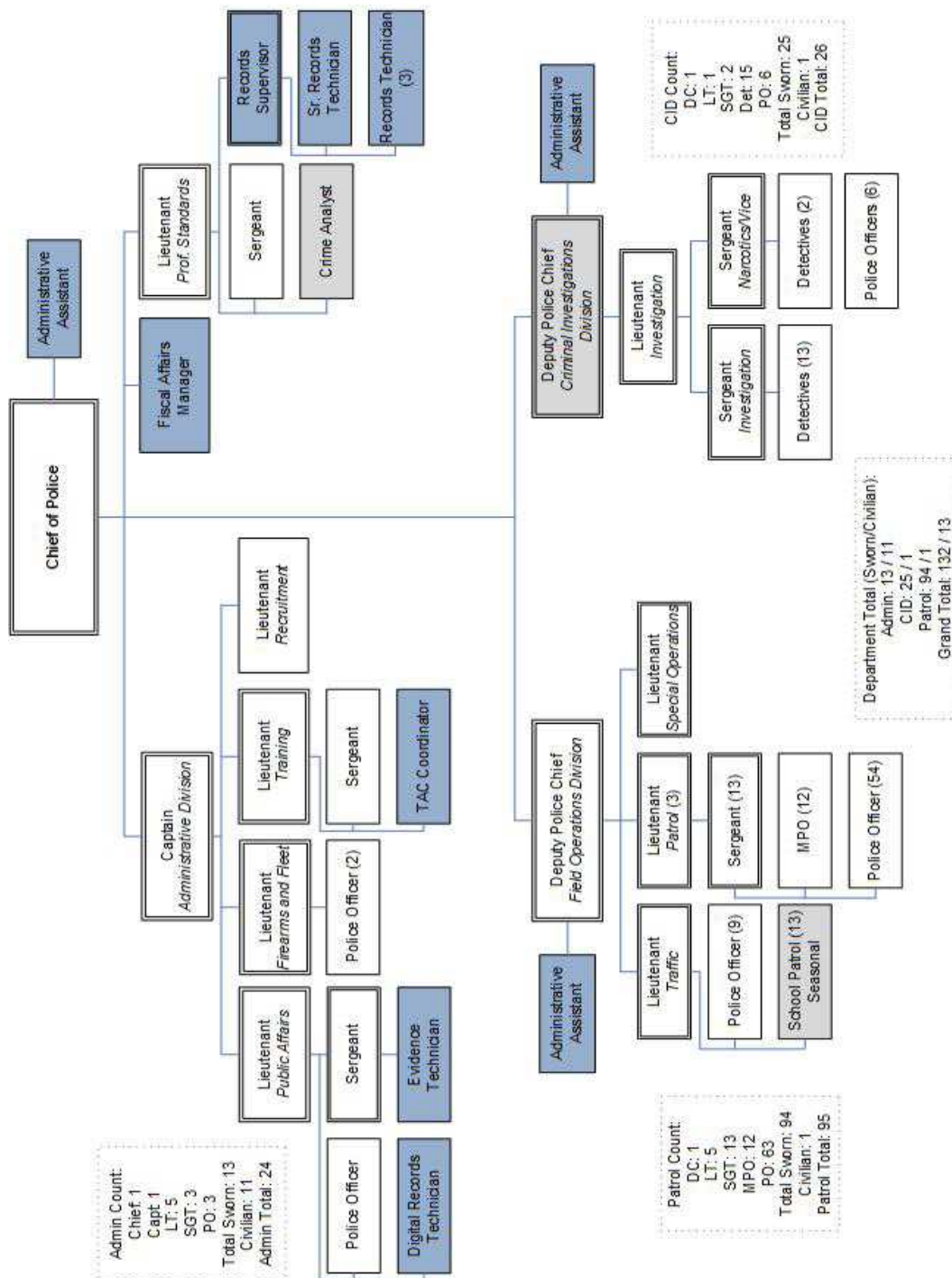
By: _____
DR. KEN MOORE
Mayor

Approved as to form:

Sauna R. Billingsley
City Attorney

PASSED FIRST READING:	_____
PUBLIC HEARING:	_____
PASSED SECOND READING:	_____
PASSED THIRD READING:	_____

Organizational Chart (Current)



Gray: Positions Authorized and Unbudgeted in FY 2021

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City of Franklin, Tennessee

FY 2021 Operating Budget

Staffing by Position (Current)

Budgeted Positions	Pay Grade	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Sworn Officers											
Police Chief	Grade M	1	0	1	0	1	0	1	0	1	0
Police Deputy Chief	Grade K	2	0	2	0	2	0	2	0	1	0
Police Captain	Grade J	1	0	1	0	1	0	1	0	1	0
Police Lieutenant	Grade I	10	0	10	0	10	0	11	0	11	0
Police Sergeant	Grade G	18	0	18	0	18	0	18	0	18	0
Detective/Master Patrol	Grade F	27	0	27	0	27	0	27	0	27	0
Police Officers	Grade E	70	0	70	0	70	0	72	0	72	0
Non-Sworn Personnel											
Fiscal Affairs Manager	Grade H	1	0	1	0	1	0	1	0	1	0
Crime Analyst	Grade F	1	0	1	0	1	0	1	0	0	0
Digital Records Technician	Grade F	1	0	1	0	1	0	1	0	1	0
Asst. Comm. Super.*	Grade E	0	0	0	0	0	0	0	0	0	0
Records Supervisor	Grade E	1	0	1	0	1	0	1	0	1	0
Sr. Communications Officer*	Grade E	0	0	0	0	0	0	0	0	0	0
Admin. Asst.	Grade D	3	0	3	0	3	0	3	0	3	0
Comm. Center Support Coord.	Grade D	1	0	1	0	1	0	1	0	1	0
Evidence Technician	Grade D	1	0	1	0	1	0	1	0	1	0
Sr. Records Technician	Grade D	0	0	0	0	0	0	0	0	1	0
Communications Officer*	Grade D	0	0	0	0	0	0	0	0	0	0
Records Technician	Grade C	0	0	0	0	0	0	0	0	3	0
Records Clerk	Grade B	3	0	4	0	4	0	4	0	0	0
Parking Enforcement Officer	Grade B	1	0	1	0	0	0	0	0	0	0
School Patrol (Part-time)	Grade A	0	11	0	11	0	11	0	13	0	9
Sub-total Budgeted Positions		142	13	143	11	142	11	145	13	143	9

Authorized, Unbudgeted Positions											
Police Deputy Chief	Grade K	0	0	0	0	0	0	0	0	1	0
Crime Analyst	Grade F	0	0	0	0	0	0	0	0	1	0
School Patrol (Part-time)	Grade A	0	0	0	0	0	0	0	0	0	4
Sub-total Unbudgeted Positions		0	0	0	0	0	0	0	0	2	4

Total Authorized Staffing		142	13	143	11	142	11	145	13	145	13
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Positions by Division

Administration	15	0	17	0	17	0	24	0	24	0
Patrol	97	11	96	11	95	11	95	13	95	13
CID	30	2	30	0	30	0	26	0	26	0
Total Authorized Staffing	142	13	143	11	142	11	145	13	145	13

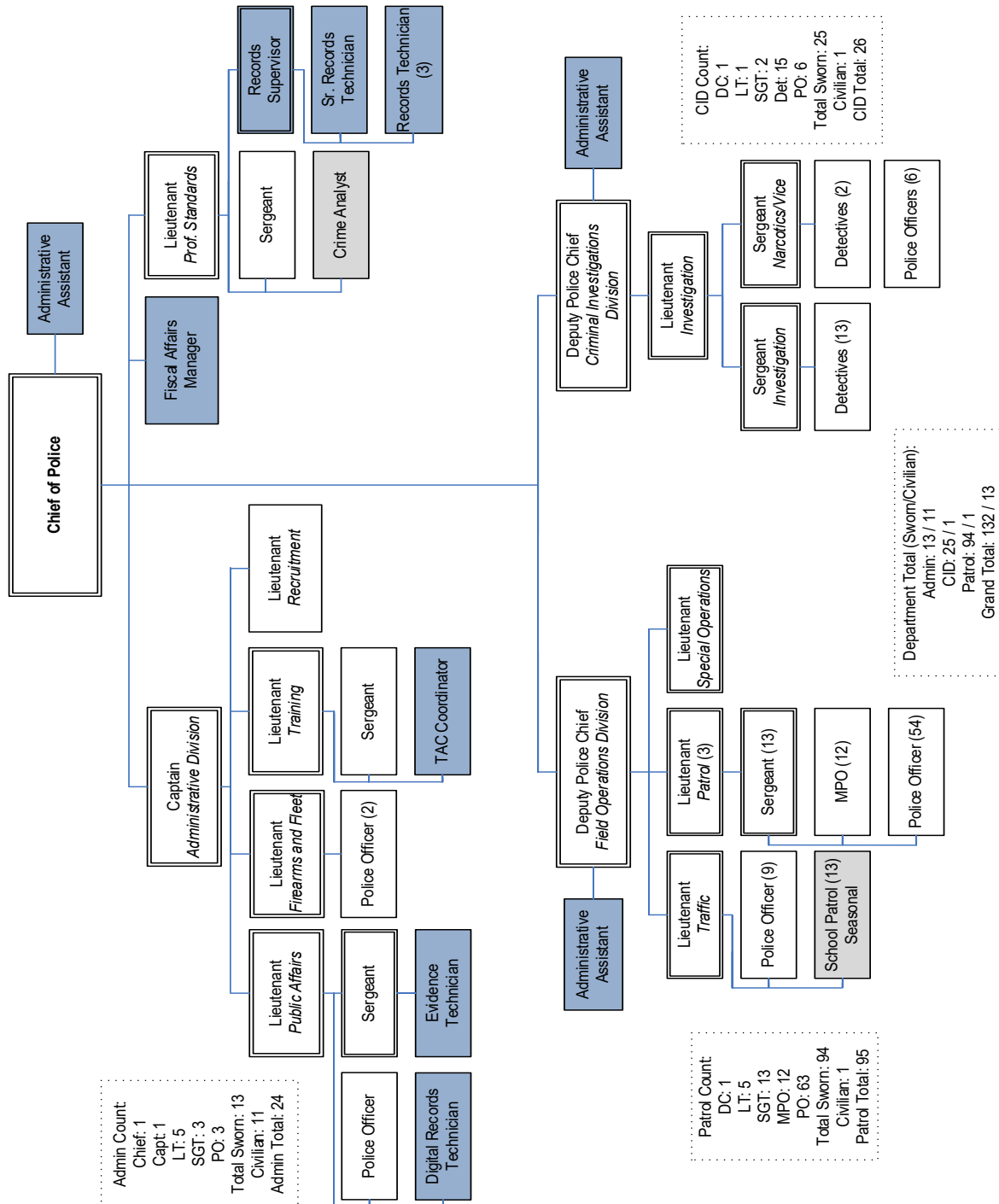
The City continues to provide for salary costs of 14 communications employees who were transferred to Williamson County in November 2016.



City of Franklin, Tennessee

FY 2021 Operating Budget

Organizational Chart (New)



White: Sworn Positions Authorized and Budgeted in FY 2021
 Blue: Civilian Positions Authorized and Budgeted in FY 2021
 Gray: Positions Authorized and Unbudgeted in FY 2021

Note: For detailed counts and authorized positions, please see following page entitled "Staffing by Position"



City of Franklin, Tennessee

FY 2021 Operating Budget

Staffing by Position (New)

Budgeted Positions	Pay Grade	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Sworn Officers											
Police Chief	Grade M	1	0	1	0	1	0	1	0	1	0
Police Deputy Chief	Grade K	2	0	2	0	2	0	2	0	2	0
Police Captain	Grade J	1	0	1	0	1	0	1	0	1	0
Police Lieutenant	Grade I	10	0	10	0	10	0	11	0	11	0
Police Sergeant	Grade G	18	0	18	0	18	0	18	0	18	0
Detective/Master Patrol	Grade F	27	0	27	0	27	0	27	0	27	0
Police Officers	Grade E	70	0	70	0	70	0	72	0	72	0
Non-Sworn Personnel											
Fiscal Affairs Manager	Grade H	1	0	1	0	1	0	1	0	1	0
Crime Analyst	Grade F	1	0	1	0	1	0	1	0	0	0
Digital Records Technician	Grade F	1	0	1	0	1	0	1	0	1	0
Asst. Comm. Super.*	Grade E	0	0	0	0	0	0	0	0	0	0
Records Supervisor	Grade E	1	0	1	0	1	0	1	0	1	0
Sr. Communications Officer*	Grade E	0	0	0	0	0	0	0	0	0	0
Admin. Asst.	Grade D	3	0	3	0	3	0	3	0	3	0
Comm. Center Support Coord.	Grade D	1	0	1	0	1	0	1	0	1	0
Evidence Technician	Grade D	1	0	1	0	1	0	1	0	1	0
Sr. Records Technician	Grade D	0	0	0	0	0	0	0	0	1	0
Communications Officer*	Grade D	0	0	0	0	0	0	0	0	0	0
Records Technician	Grade C	0	0	0	0	0	0	0	0	3	0
Records Clerk	Grade B	3	0	4	0	4	0	4	0	0	0
Parking Enforcement Officer	Grade B	1	0	1	0	0	0	0	0	0	0
School Patrol (Part-time)	Grade A	0	11	0	11	0	11	0	13	0	9
Sub-total Budgeted Positions		142	13	143	11	142	11	145	13	144	9

Authorized, Unbudgeted Positions											
Crime Analyst	Grade F	0	0	0	0	0	0	0	0	1	0
School Patrol (Part-time)	Grade A	0	0	0	0	0	0	0	0	0	4
Sub-total Unbudgeted Positions		0	0	0	0	0	0	0	0	1	4

Total Authorized Staffing		142	13	143	11	142	11	145	13	145	13
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Positions by Division

Administration	15	0	17	0	17	0	24	0	24	0
Patrol	97	11	96	11	95	11	95	13	95	13
CID	30	2	30	0	30	0	26	0	26	0
Total Authorized Staffing	142	13	143	11	142	11	145	13	145	13

The City continues to provide for salary costs of 14 communications employees who were transferred to Williamson County in November 2016.

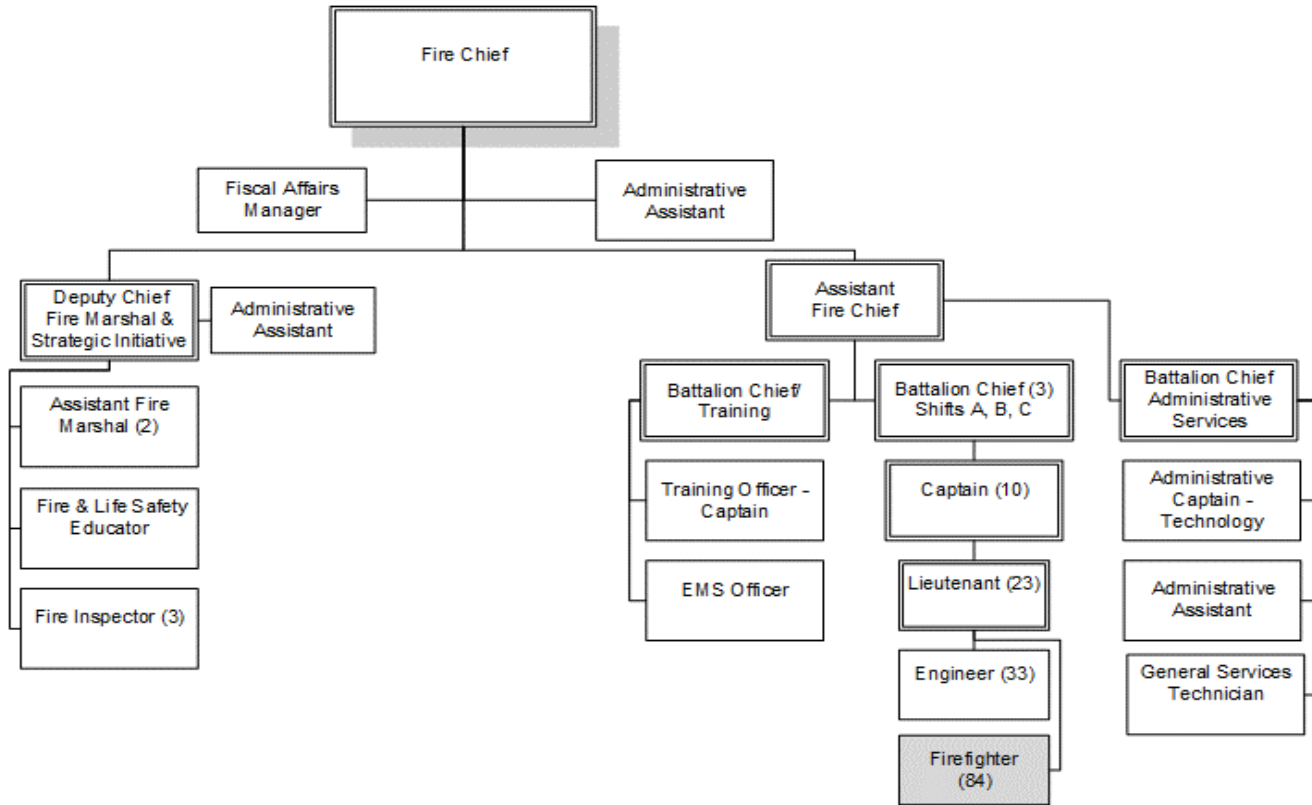


City of Franklin, Tennessee

FY 2021 Operating Budget

Ord. 2020-28
Exhibit A

Organizational Chart (Current)



White: Positions Authorized and Budgeted in FY 2021

Gray: Positions Authorized and Unbudgeted in FY 2021.

Note: For detailed counts and authorized positions, please see following page entitled "Staffing by Position"



City of Franklin, Tennessee

FY 2021 Operating Budget

Ord. 2020-28

Exhibit A

Staffing by Position (Current)

Budgeted Positions	Pay Grade	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Fire Chief	Grade M	1	0	1	0	1	0	1	0	1	0
Assistant Fire Chief	Grade L	0	0	0	0	1	0	1	0	1	0
Fire Deputy Chief - Administration	Grade K	1	0	1	0	1	0	0	0	0	0
Fire Deputy Chief - Operations	Grade K	1	0	1	0	0	0	0	0	0	0
Deputy Fire Chief	Grade K	1	0	1	0	1	0	1	0	1	0
Fire Battalion Chief	Grade J	3	0	3	0	3	0	4	0	4	0
Battalion Chief of Training	Grade J	1	0	1	0	1	0	1	0	1	0
EMS Officer	Grade I	1	0	1	0	1	0	1	0	1	0
Fire Captain	Grade I	11	0	10	0	10	0	10	0	10	0
Fire Captain/Training Officer	Grade I	1	0	1	0	1	0	1	0	1	0
Administrative Captain - Technology	Grade I	0	0	0	0	0	0	1	0	1	0
Administrative Services Officer	Grade I	1	0	1	0	1	0	0	0	0	0
Assistant Fire Marshal	Grade H	1	0	1	0	2	0	2	0	2	0
Fiscal Affairs Manager	Grade H	1	0	1	0	1	0	1	0	1	0
Fire Inspector Supervisor	Grade H	0	0	1	0	0	0	0	0	0	0
Fire & Life Safety Educator	Grade G	1	0	1	0	1	0	1	0	1	0
Fire Lieutenant	Grade G	22	0	23	0	23	0	23	0	23	0
Fire Inspector	Grade G	3	0	3	0	3	0	3	0	3	0
Fire Engineer	Grade F	33	0	33	0	33	0	33	0	33	0
Firefighter	Grade E	84	0	84	0	84	0	84	0	83	0
Administrative Assistant	Grade D	3	0	3	0	3	0	3	0	3	0
General Services Technician	Grade D	1	0	1	0	1	0	1	0	1	0
Intern	--	0	0	0	0	0	0	0	0	0	0
Sub-Total Budgeted Positions		171	0	172	0	172	0	172	0	171	0

Authorized, Unbudgeted Positions

Firefighter	Grade E	0	0	0	0	0	0	0	0	1	0
Sub-Total Unbudgeted Positions		0	0	0	0	0	0	0	0	1	0

Total Authorized Positions		171	0	172	0	172	0	172	0	172	0
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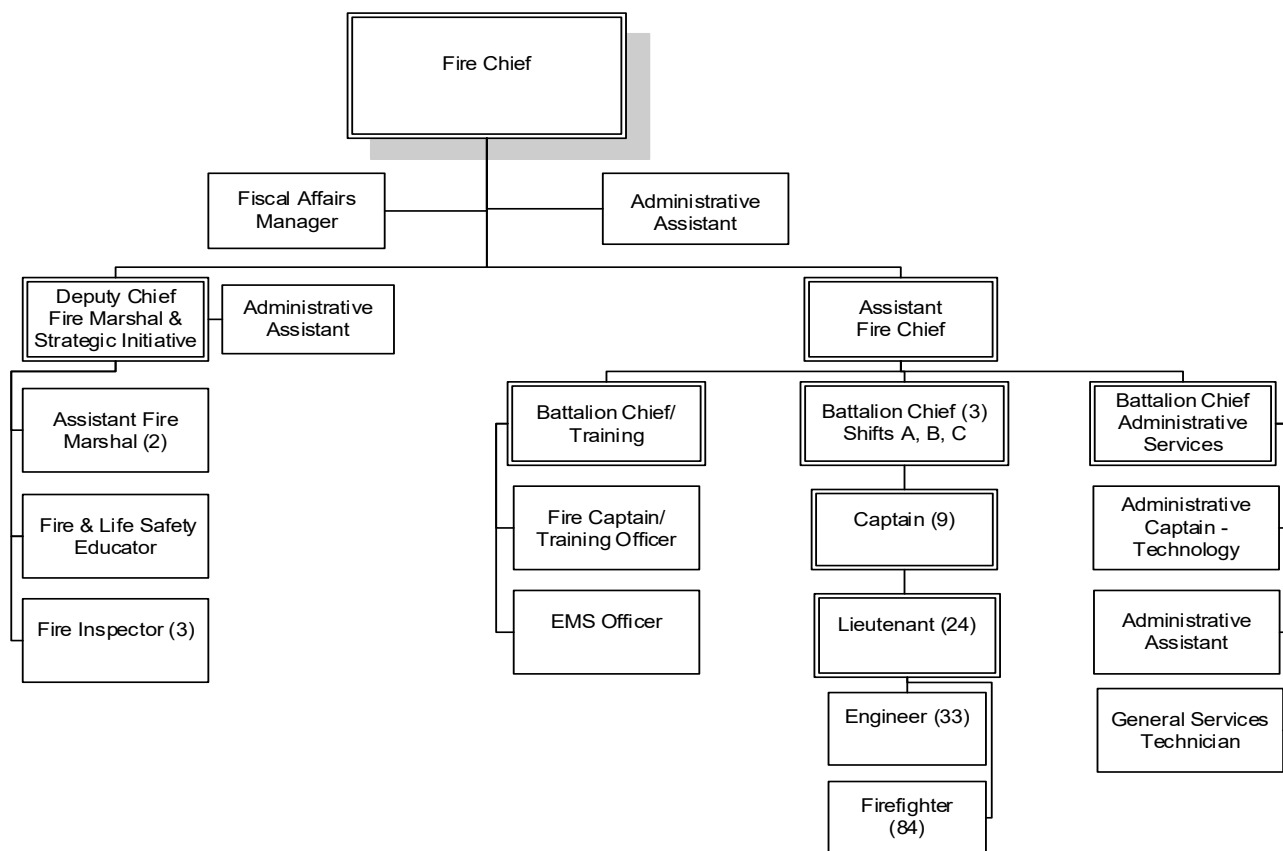


City of Franklin, Tennessee

FY 2021 Operating Budget

Ord. 2020-28
Exhibit A

Organizational Chart (New)



Note: For detailed counts and authorized positions, please see following page entitled "Staffing by Position"



City of Franklin, Tennessee

FY 2021 Operating Budget

Ord. 2020-28
Exhibit A

Staffing by Position (New)

Budgeted Positions	Pay Grade	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Fire Chief	Grade M	1	0	1	0	1	0	1	0	1	0
Assistant Fire Chief	Grade L	0	0	0	0	1	0	1	0	1	0
Fire Deputy Chief - Administration	Grade K	1	0	1	0	1	0	0	0	0	0
Fire Deputy Chief - Operations	Grade K	1	0	1	0	0	0	0	0	0	0
Deputy Fire Chief	Grade K	1	0	1	0	1	0	1	0	1	0
Fire Battalion Chief	Grade J	3	0	3	0	3	0	4	0	4	0
Battalion Chief of Training	Grade J	1	0	1	0	1	0	1	0	1	0
EMS Officer	Grade I	1	0	1	0	1	0	1	0	1	0
Fire Captain	Grade I	11	0	10	0	10	0	10	0	9	0
Fire Captain/Training Officer	Grade I	1	0	1	0	1	0	1	0	1	0
Administrative Captain - Technology	Grade I	0	0	0	0	0	0	1	0	1	0
Administrative Services Officer	Grade I	1	0	1	0	1	0	0	0	0	0
Assistant Fire Marshal	Grade H	1	0	1	0	2	0	2	0	2	0
Fiscal Affairs Manager	Grade H	1	0	1	0	1	0	1	0	1	0
Fire Inspector Supervisor	Grade H	0	0	1	0	0	0	0	0	0	0
Fire & Life Safety Educator	Grade G	1	0	1	0	1	0	1	0	1	0
Fire Lieutenant	Grade G	22	0	23	0	23	0	23	0	24	0
Fire Inspector	Grade G	3	0	3	0	3	0	3	0	3	0
Fire Engineer	Grade F	33	0	33	0	33	0	33	0	33	0
Firefighter	Grade E	84	0	84	0	84	0	84	0	84	0
Administrative Assistant	Grade D	3	0	3	0	3	0	3	0	3	0
General Services Technician	Grade D	1	0	1	0	1	0	1	0	1	0
Intern	--	0	0	0	0	0	0	0	0	0	0
Sub-Total Budgeted Positions		171	0	172	0	172	0	172	0	172	0

Total Authorized Positions	171	0	172	0	172	0	172	0	172	0
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City of Franklin, Tennessee

FY 2021 Operating Budget

Ord. 2020-28
Exhibit A

Information Technology

Jason Potts, Interim Director

Budget Summary

	2018 Actual	2019 Actual	2020		2021 Budget	2020 v. 2021	
			Budget	EOY		\$	%
Personnel	2,114,163	2,246,342	2,335,961	2,287,479	2,369,258	33,297	1.4%
Operations	2,203,274	1,968,465	1,438,733	1,319,659	1,288,245	-150,488	-10.5%
Capital	160,978	39,762	75,000	0	0	-75,000	-100.0%
Total	4,478,415	4,254,569	3,849,692	3,607,137	3,657,502	-192,190	-5.0%

Departmental Mission:

To provide innovative, reliable, and secure technology solutions that are aligned with City of Franklin's

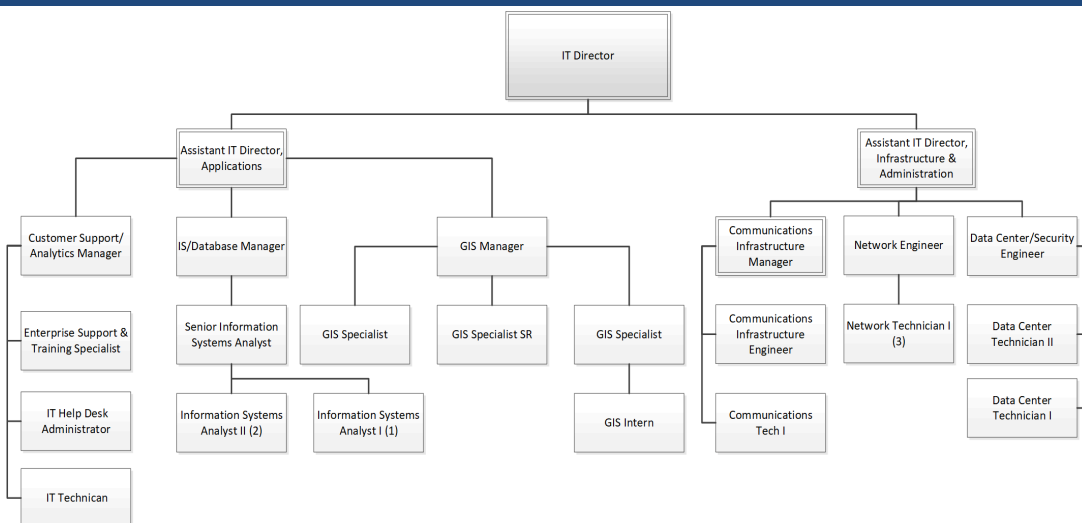
Departmental Vision:

Information Technology (IT) is focused on providing professional and prompt service to our community by strengthening the City of Franklin's technology infrastructure, and delivering innovative solutions that meet our City's needs and goals.

Departmental Summary

The Information Technology (IT) Department's mission is to provide innovative, reliable and secure technology solutions that are aligned with City of Franklin's goals and objectives to enhance City services. Our vision requires IT to focus on providing professional and prompt service to our community by strengthening the City's technology infrastructure and delivering useful solutions that meet Franklin's

Organizational Chart (Current)



White: Positions Authorized and Budgeted in FY 2021

Gray: Positions Authorized and Unbudgeted in FY 2021

Note: For detailed counts and authorized positions, please see table below entitled "Staffing by Position"



City of Franklin, Tennessee

FY 2021 Operating Budget

Ord. 2020-28
Exhibit A

Staffing by Position (Current)

Budgeted Positions	Pay Grade	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Info Technology Director	Grade M	1	0	1	0	1	0	1	0	0	0
Asst. IT Director, Infrastructure & Admin	Grade L	1	0	1	0	1	0	1	0	1	0
Asst. IT Director, Applications	Grade L	0	0	1	0	1	0	1	0	1	0
Customer Support/Analytics Manager	Grade J	1	0	1	0	1	0	1	0	1	0
System/Database Manager	Grade J	1	0	1	0	1	0	1	0	1	0
Communications Infrastructure Manager	Grade J	1	0	1	0	1	0	1	0	1	0
GIS Manager	Grade J	1	0	1	0	1	0	1	0	1	0
Network Operations Manager	Grade J	1	0	0	0	0	0	0	0	0	0
Network Engineer	Grade I	1	0	1	0	1	0	1	0	1	0
Data Center Engineer	Grade I	1	0	1	0	1	0	1	0	1	0
Senior Information Systems Analyst	Grade I	1	0	1	0	1	0	1	0	1	0
Information Systems Analyst II	Grade H	2	0	2	0	2	0	2	0	2	0
GIS Specialist Sr	Grade G	1	0	1	0	1	0	1	0	1	0
Enterprise Support & Training Specialist	Grade G	0	0	1	0	1	0	1	0	1	0
Information Systems Analyst I	Grade G	1	0	1	0	1	0	1	0	1	0
Information Imaging Specialist /Trainer	Grade G	0	0	0	0	0	0	0	0	0	0
Communications Infrastructure Engineer	Grade G	0	0	0	0	0	0	1	0	1	0
Communications Infrastructure Tech II	Grade G	1	0	1	0	1	0	0	0	0	0
Data Center Tech II	Grade G	0	0	0	0	0	0	1	0	1	0
Data Center Tech I	Grade F	1	0	1	0	1	0	0	0	1	0
Communications Infrastructure Tech I	Grade F	0	0	0	0	1	0	1	0	1	0
Network Technician I	Grade F	2	1	2	1	2	0	2	0	2	0
GIS Specialist	Grade F	1	0	1	0	1	0	2	0	2	0
GPS/GIS Technician	Grade E	1	0	1	0	1	0	0	0	0	0
IT Help Desk Administrator	Grade E	1	0	1	0	1	0	1	0	1	0
IT Technician	Grade E	0	0	0	0	0	0	1	0	1	0
GIS Intern	Intern	0	1	0	1	0	1	0	1	0	1
Sub-Total Budgeted Positions		21	2	22	2	23	1	24	1	24	1
Authorized, Unbudgeted Positions											
Info Technology Director	Grade M	0	0	0	0	0	0	0	0	1	0
Sub-Total Unbudgeted Positions		0	0	0	0	0	0	0	0	1	0
Total Authorized Positions		21	2	22	2	23	1	24	1	25	1



City of Franklin, Tennessee

FY 2021 Operating Budget

Ord. 2020-28
Exhibit A

Information Technology

Jason Potts, Interim Director

Budget Summary

	2018	2019	2020		2021	2020 v. 2021	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	2,114,163	2,246,342	2,335,961	2,287,479	2,369,258	33,297	1.4%
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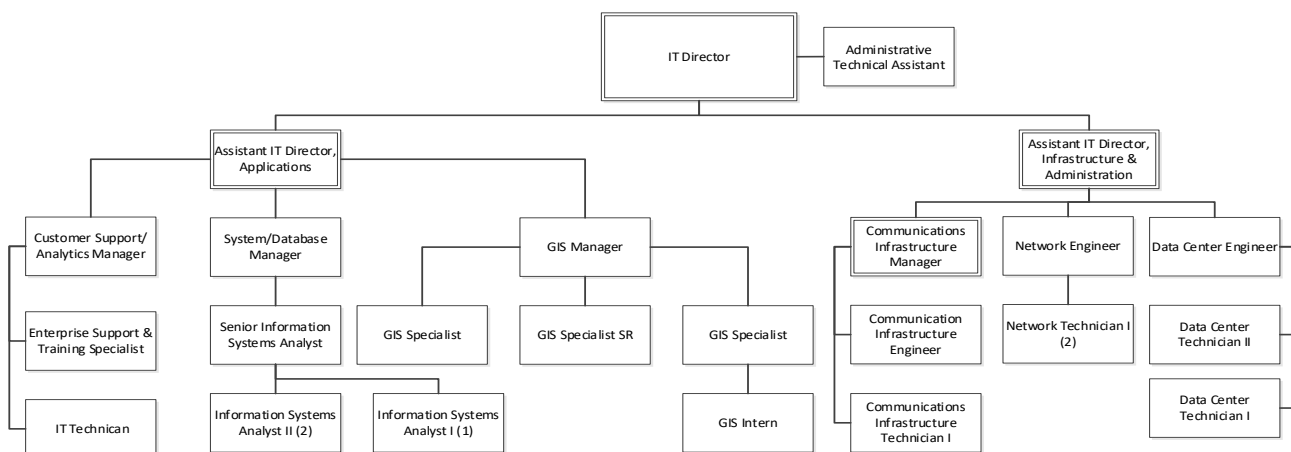
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Organizational Chart (New)



Note: For detailed counts and authorized positions, please see table below entitled "Staffing by Position"



City of Franklin, Tennessee

FY 2021 Operating Budget

Ord. 2020-28
Exhibit A

Staffing by Position (New)

Budgeted Positions	Pay Grade	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Info Technology Director	Grade M	1	0	1	0	1	0	1	0	1	0
Asst. IT Director, Infrastructure & Admin	Grade L	1	0	1	0	1	0	1	0	1	0
Asst. IT Director, Applications	Grade L	0	0	1	0	1	0	1	0	1	0
Customer Support/Analytics Manager	Grade J	1	0	1	0	1	0	1	0	1	0
System/Database Manager	Grade J	1	0	1	0	1	0	1	0	1	0
Communications Infrastructure Manager	Grade J	1	0	1	0	1	0	1	0	1	0
GIS Manager	Grade J	1	0	1	0	1	0	1	0	1	0
Network Operations Manager	Grade J	1	0	0	0	0	0	0	0	0	0
Network Engineer	Grade I	1	0	1	0	1	0	1	0	1	0
Data Center Engineer	Grade I	1	0	1	0	1	0	1	0	1	0
Senior Information Systems Analyst	Grade I	1	0	1	0	1	0	1	0	1	0
Information Systems Analyst II	Grade H	2	0	2	0	2	0	2	0	2	0
Communication Infrastructure Engineer	Grade H	0	0	0	0	0	0	1	0	1	0
GIS Specialist Sr	Grade G	1	0	1	0	1	0	1	0	1	0
Enterprise Support & Training Specialist	Grade G	0	0	1	0	1	0	1	0	1	0
Information Systems Analyst I	Grade G	1	0	1	0	1	0	1	0	1	0
Information Imaging Specialist /Trainer	Grade G	0	0	0	0	0	0	0	0	0	0
Communications Infrastructure Tech II	Grade G	1	0	1	0	1	0	0	0	0	0
Data Center Technician II	Grade G	0	0	0	0	0	0	1	0	1	0
Data Center Technician I	Grade F	1	0	1	0	1	0	0	0	1	0
Communications Infrastructure Tech I	Grade F	0	0	0	0	1	0	1	0	1	0
Network Technician I	Grade F	2	1	2	1	2	0	2	0	2	0
GIS Specialist	Grade F	1	0	1	0	1	0	2	0	2	0
GPS/GIS Technician	Grade E	1	0	1	0	1	0	0	0	0	0
Administrative Technical Assistant	Grade E	0	0	0	0	0	0	0	0	1	0
IT Help Desk Administrator	Grade E	1	0	1	0	1	0	1	0	0	0
IT Technician	Grade E	0	0	0	0	0	0	1	0	1	0
GIS Intern	Intern	0	1	0	1	0	1	0	1	0	1
Sub-Total Budgeted Positions		21	2	22	2	23	1	24	1	25	1
Total Authorized Positions		21	2	22	2	23	1	24	1	25	1



City of Franklin, Tennessee

FY 2021 Operating Budget

Ord .2020-28
Exhibit A

Project & Facilities Management

Brad Wilson, Director

Budget Summary

	2018 Actual	2019 Actual	2020		2021 Budget	2020 v. 2021	
			Budget	EOY		\$	%
Personnel	427,086	430,886	438,575	417,758	443,236	4,661	1.1%
Operations	691,812	729,823	597,671	605,221	674,083	76,412	12.8%
Capital	198,960	42,095	250,000	80,000	0	-250,000	-100.0%
Total	1,317,858	1,202,804	1,286,246	1,102,979	1,117,319	(168,928)	-13.1%

Department Goals

Facilities is responsible for the facilitation, design, planning, scheduling, maintenance, implementation of measures and management of City facilities and projects, along with maintaining work and repair requests for all managed structures. These projects cover a wide spectrum ranging from major new construction and remodels to small projects designed to improve, repair, or enhance existing City facilities or systems. The group is also responsible for the maintenance of City Hall, City parking garages, Police Headquarters, Public Works Facility, Fire Halls, and Sanitation and Environmental Services, while

FY 2021 Outlook

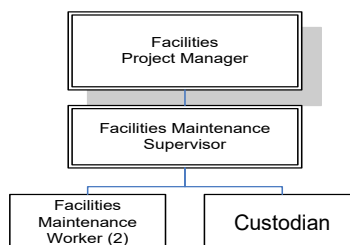
Department Goals

In the coming fiscal year, our goal remains to maintain a safe and healthy environment for City of Franklin staff and community. Facility accessibility will continue to be a priority in new and remodeling projects of municipal buildings along with maintaining a safe working environment.

Projects

Continuing projects in fiscal year 2019 will include construction in regards to COF Station 7 off Long Lane and within the Berry Farms corridor. Repairs to a few of the municipal buildings to keep them maintained along with work regarding some of the City of Franklin Fire Halls along with the continued maintenance, restructuring along with reconfiguring of staffing layouts at existing facilities. Proposed projects within City Hall include the aesthetic changes to the HR department along with some work within the Board Room. Momentum regarding a developmental plan for the existing City Hall site will also continue with in-house discussions and architectural assistance regarding the site, height of structures and exterior qualities for what the City may be looking for in a new facility.

Organizational Chart (Current)



Note: For detailed counts and authorized positions, please see table below entitled "Staffing by Position"



City of Franklin, Tennessee

FY 2021 Operating Budget

Ord .2020-28
Exhibit A

Staffing by Position (Current)

Position	Pay Grade	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Facilities Project Manager	Grade I	1	0	1	0	1	0	1	0	1	0
Facilities Maintenance Spvsr	Grade F	1	0	1	0	1	0	1	0	1	0
Facilities Maintenance Worker	Grade C	2	0	2	0	2	0	2	0	2	0
Custodian	Grade B	2	0	2	0	2	0	2	0	2	0
Totals		6	0	6	0	6	0	6	0	6	0

Budget

	Actual 2018	Actual 2019	Budget 2020	EOY 2020	Budget 2021	Difference	
						\$	%
Personnel							
Salaries & Wages	291,208	311,651	308,148	302,147	314,448	6,300	2.0%
Employee Benefits	135,878	119,235	130,427	115,611	128,788	(1,639)	-1.3%
Total Personnel	427,086	430,886	438,575	417,758	443,236	4,661	1.1%
Operations							
Transportation Services	39	161	120	120	120	-	0.0%
Operating Services	5,469	9,783	4,450	7,945	7,600	3,150	70.8%
Notices, Subscriptions, etc.	80	203	60	120	120	60	100.0%
Utilities	200,404	197,140	163,770	200,780	204,014	40,244	24.6%
Contractual Services	121,517	224,928	168,025	165,700	170,000	1,975	1.2%
Repair & Maintenance Services	540,111	570,698	477,700	476,797	533,950	56,250	11.8%
Office Supplies	4,292	2,196	1,250	2,175	2,450	1,200	96.0%
Operating Supplies	5,832	4,320	3,100	3,000	3,400	300	9.7%
Fuel & Mileage	1,408	1,022	5,000	1,250	4,600	(400)	-8.0%
Machinery & Equipment (<\$25,000)	16,548	-	32,850	3,552	7,500	(25,350)	-77.2%
Repair & Maintenance Supplies	74,608	58,481	46,150	47,655	49,600	3,450	7.5%
Property & Liability Costs	20,821	23,543	24,397	23,574	24,752	355	1.5%
Rentals	-	688	1,000	3,000	3,000	2,000	200.0%
Permits	940	782	800	550	600	(200)	-25.0%
Financial Fees	-	85	-	5	-	-	#DIV/0!
Interfund Reimbursements	(300,257)	(364,207)	(331,002)	(331,002)	(337,622)	(6,620)	2.0%
Total Operations	691,812	729,823	597,671	605,221	674,083	76,412	12.8%
Improvements	198,960	42,095	250,000	80,000	-	(250,000)	-100.0%
Capital	198,960	42,095	250,000	80,000	-	(250,000)	-100.0%
Total Proj. & Fac. Management	1,317,858	1,202,804	1,286,246	1,102,979	1,117,319	(168,928)	-13.1%



City of Franklin, Tennessee

FY 2021 Operating Budget

Ord .2020-28
Exhibit A

Project & Facilities Management

Brad Wilson, Director

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FY 2021 Outlook

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Organizational Chart (New)



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City of Franklin, Tennessee

FY 2021 Operating Budget

Ord .2020-28
Exhibit A

Staffing by Position (New)

Position	Pay Grade	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Facilities Project Manager	Grade I	1	0	1	0	1	0	1	0	1	0
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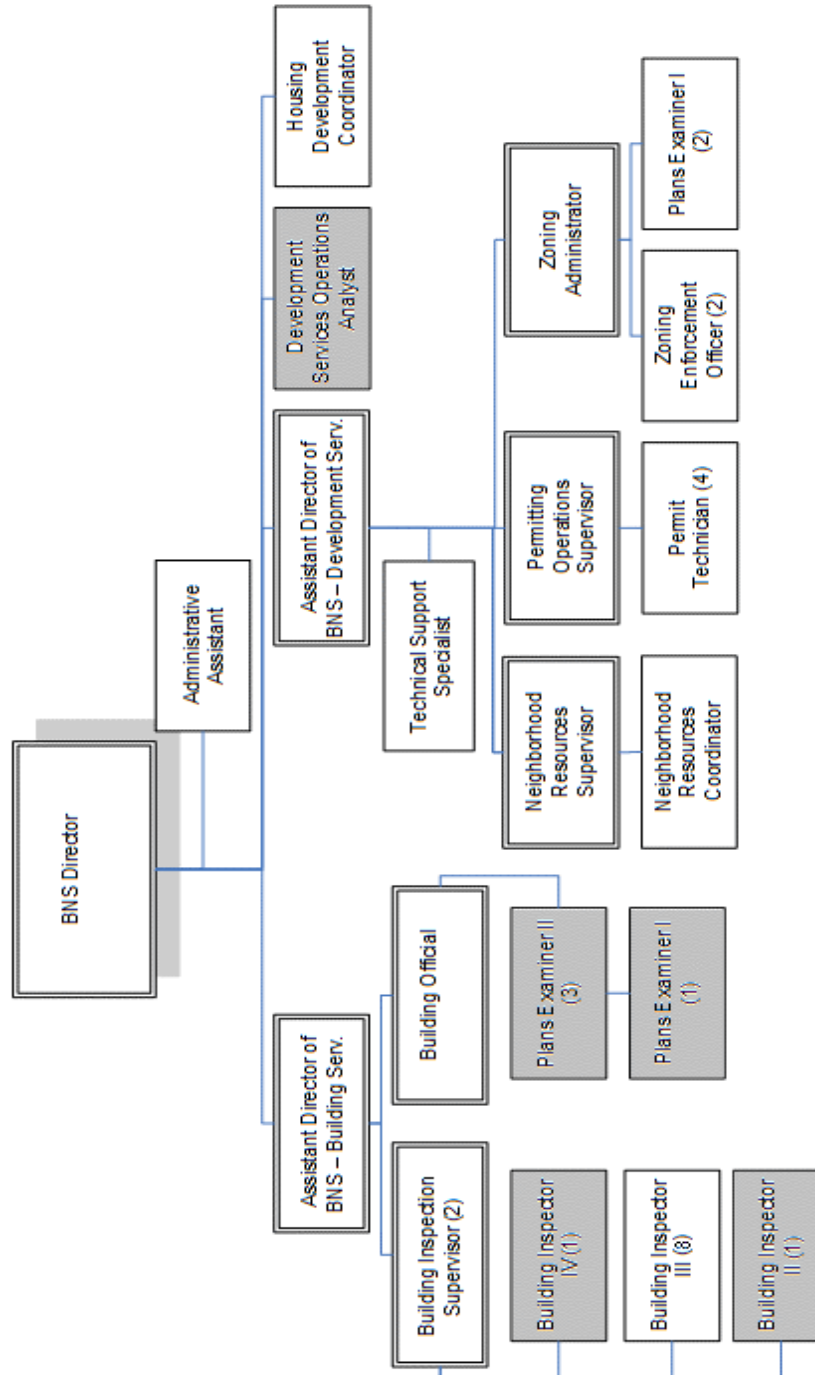
City of Franklin, Tennessee

FY 2021 Operating Budget

Ord. 2020-28

Exhibit A

Organizational Chart (Current)



White: Positions Authorized and Budgeted for FY 2021
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City of Franklin, Tennessee

FY 2021 Operating Budget

Ord. 2020-28
Exhibit A

Staffing by Position (Current)

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		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Building & Neigh. Svcs. Director	Grade L	1	0	1	0	1	0	1	0	1	0
Assistant Director of BNS	Grade K	0	0	1	0	1	0	2	0	2	0
Building Inspection Supervisor	Grade I	0	0	0	0	0	0	2	0	1	0
Building Official / Plans Review Supervisor	Grade I	0	0	0	0	0	0	1	0	1	0
Building Official	Grade I	1	0	1	0	1	0	0	0	0	0
Development Services Coordinator	Grade H	1	0	0	0	0	0	0	0	0	0
Building Inspector IV	Grade H	2	0	2	0	2	0	1	0	1	0
Zoning Administrator	Grade H	1	0	1	0	1	0	1	0	1	0
Plans Examiner II	Grade G	3	0	3	0	3	0	3	0	2	0
Dev. Serv. Oper. Analyst	Grade G	0	0	1	0	1	0	1	0	0	0
Neighborhood Resources Super.	Grade G	1	0	1	0	1	0	1	0	1	0
Housing Development Coord.	Grade G	1	0	1	0	1	0	1	0	1	0
Permitting Operations Supervisor	Grade G	1	0	1	0	1	0	1	0	1	0
Building Inspector III	Grade G	8	0	8	0	10	0	8	0	8	0
Plans Examiner I	Grade F	3	0	3	0	3	0	3	0	2	0
Building Inspector II	Grade F	2	0	2	0	1	0	1	1	1	0
Technical Support Specialist	Grade E	1	0	1	0	1	0	1	0	1	0
Zoning Enforcement Officer	Grade E	2	0	2	0	2	0	2	0	2	0
Neighborhood Resources Coord.	Grade E	1	0	1	0	1	0	1	0	1	0
Building Inspector I (obs.)	Grade E	1	0	1	0	0	0	0	0	0	0
Permit Technician	Grade D	4	0	4	0	4	0	4	0	4	0
Administrative Assistant	Grade D	1	0	1	0	1	0	1	0	1	0
Sub-total Budgeted Positions		35	0	36	0	36	0	36	1	32	0
Authorized, Unbudgeted Positions											
Building Inspection Supervisor	Grade I	0	0	0	0	0	0	0	0	1	0
Plans Examiner II	Grade G	0	0	0	0	0	0	0	0	1	0
Dev. Serv. Oper. Analyst	Grade G	0	0	0	0	0	0	0	0	1	0
Plans Examiner I	Grade F	0	0	0	0	0	0	0	0	1	0
Sub-total Unbudgeted Positions		0	0	0	0	0	0	0	0	4	0
Total		35	0	36	0	36	0	36	1	36	0



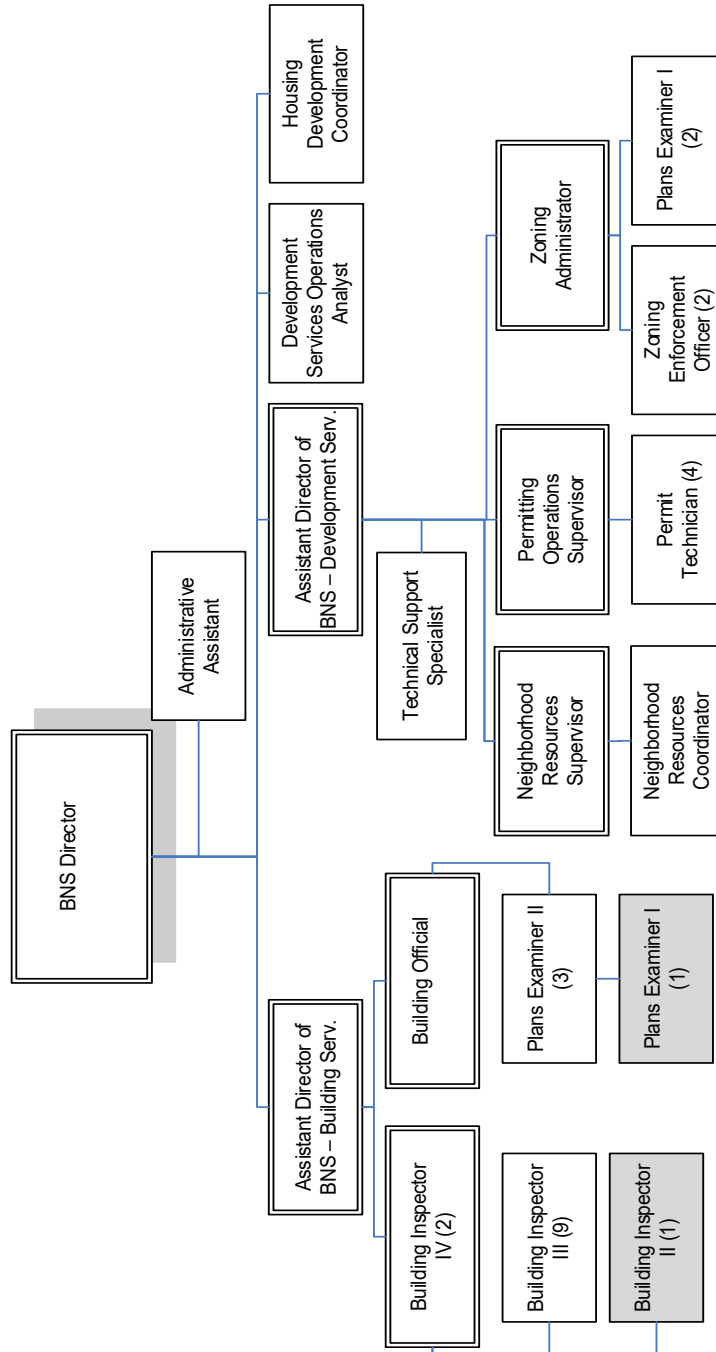
City of Franklin, Tennessee

FY 2021 Operating Budget

Ord. 2020-28

Exhibit A

Organizational Chart (New)



White: Positions Authorized and Budgeted for FY 2021
Gray: Positions Authorized and Unbudgeted for FY 2021

Note: For detailed counts and authorized positions, please see following page entitled "Staffing by Position"



City of Franklin, Tennessee

FY 2021 Operating Budget

Ord. 2020-28

Exhibit A

Staffing by Position (New)

Budgeted Positions	Pay Grade	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Building & Neigh. Svcs. Director	Grade L	1	0	1	0	1	0	1	0	1	0
Assistant Director of BNS	Grade K	0	0	1	0	1	0	2	0	2	0
Building Inspection Supervisor	Grade I	0	0	0	0	0	0	2	0	2	0
Building Official / Plans Review Supervisor	Grade I	0	0	0	0	0	0	1	0	1	0
Building Official	Grade I	1	0	1	0	1	0	0	0	0	0
Development Services Coordinator	Grade H	1	0	0	0	0	0	0	0	0	0
Building Inspector IV	Grade H	2	0	2	0	2	0	1	0	1	0
Zoning Administrator	Grade H	1	0	1	0	1	0	1	0	1	0
Plans Examiner II	Grade G	3	0	3	0	3	0	3	0	3	0
Dev. Serv. Oper. Analyst	Grade G	0	0	1	0	1	0	1	0	1	0
Neighborhood Resources Super.	Grade G	1	0	1	0	1	0	1	0	1	0
Housing Development Coord.	Grade G	1	0	1	0	1	0	1	0	1	0
Permitting Operations Supervisor	Grade G	1	0	1	0	1	0	1	0	1	0
Building Inspector III	Grade G	8	0	8	0	10	0	8	0	8	0
Plans Examiner I	Grade F	3	0	3	0	3	0	3	0	2	0
Building Inspector II	Grade F	2	0	2	0	1	0	1	1	0	0
Technical Support Specialist	Grade E	1	0	1	0	1	0	1	0	1	0
Zoning Enforcement Officer	Grade E	2	0	2	0	2	0	2	0	2	0
Neighborhood Resources Coord.	Grade E	1	0	1	0	1	0	1	0	1	0
Building Inspector I (obs.)	Grade E	1	0	1	0	0	0	0	0	0	0
Permit Technician	Grade D	4	0	4	0	4	0	4	0	4	0
Administrative Assistant	Grade D	1	0	1	0	1	0	1	0	1	0
Sub-total Budgeted Positions		35	0	36	0	36	0	36	1	34	0
Authorized, Unbudgeted Positions											
Building Inspector II	Grade F	0	0	0	0	0	0	0	0	1	0
Plans Examiner I	Grade F	0	0	0	0	0	0	0	0	1	0
Sub-total Unbudgeted Positions		0	0	0	0	0	0	0	0	2	0
Total		35	0	36	0	36	0	36	1	36	0

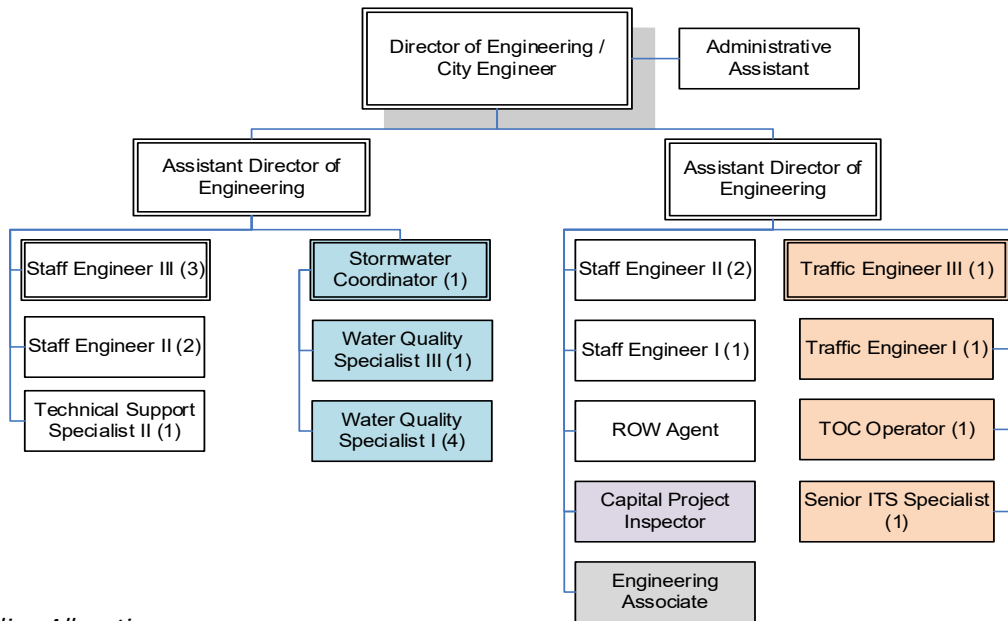


City of Franklin, Tennessee

FY 2021 Operating Budget

Ord. 2020-28
Exhibit A

Organizational Chart (Current)



1) Funding Allocation:

White: Positions funded through the Engineering budget are shaded in white.
Peach: The Traffic Eng III, Traffic Eng I and TOC Operator are included in TOC Budget.
Light Blue: Stormwater Coordinator, Wtr Qty Specialist I and II are funded out of the Stormwater Budget
Lavender: Capital Project Inspector funded out of Capital Project Funds
Gray: Positions Authorized but Unbudgeted in FY 2021

2) For detailed counts and authorized positions, please see below



City of Franklin, Tennessee

FY 2021 Operating Budget

Ord. 2020-28
Exhibit A

Staffing by Position (Current)

Position	Pay Grade	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Engineering											
Director of Engineering	Grade M	1	0	1	0	1	0	1	0	1	0
Asst. Dir. Of Engineering	Grade K	2	0	2	0	2	0	2	0	2	0
Staff Engineer III	Grade J	2	0	2	0	3	0	3	0	3	0
Staff Engineer II	Grade I	4	0	4	0	4	0	4	0	4	0
Staff Engineer I	Grade G	0	0	0	0	0	0	1	0	1	0
Capital Projects Inspector	Grade H	0	0	0	0	0	0	1	0	1	0
Right of Way Agent	Grade H	1	0	1	0	1	0	1	0	1	0
Technical Support Specialist II	Grade F	1	0	1	0	1	0	1	0	1	0
Technical Support Specialist	Grade E	1	0	0	0	0	0	0	0	0	0
Engineering Associate	Grade E	1	0	1	0	1	0	1	0	0	0
Administrative Assistant	Grade D	1	0	1	0	1	0	1	0	1	0
Sub-total Budgeted Positions		14	0	13	0	14	0	16	0	15	0
Authorized, Unbudgeted Positions											
Engineering Associate	Grade E	0	0	0	0	0	0	0	0	1	0
Sub-Total Unbudgeted Positions		0	0	0	0	0	0	0	0	1	0
Total Authorized Positions		14	0	13	0	14	0	16	0	16	0

Position	Pay Grade	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Traffic Operations Center											
Traffic/Transportation Engineer III	Grade J	1	0	1	0	1	0	1	0	1	0
Traffic/Transportation Engineer II	Grade H	1	0	1	0	1	0	0	0	0	0
Traffic/Transportation Engineer I	Grade G	0	0	0	0	0	0	1	0	1	0
Senior ITS Specialist	Grade G	0	0	1	0	1	0	1	0	1	0
TOC Operator	Grade E	1	0	1	0	1	0	1	0	1	0
Sub-total budgeted positions		3	0	4	0	4	0	4	0	4	0

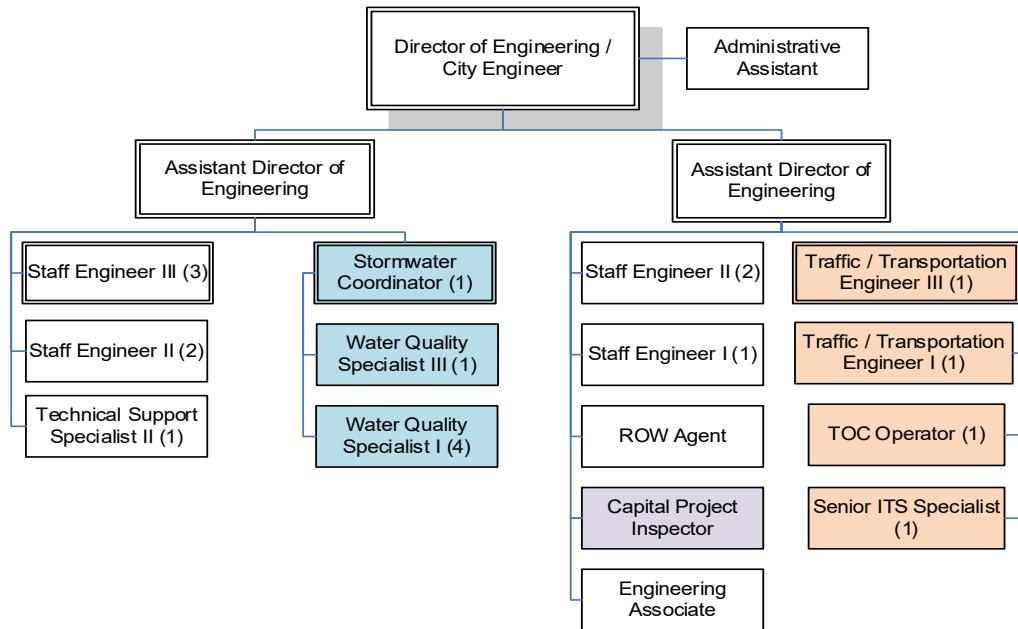


City of Franklin, Tennessee

FY 2021 Operating Budget

Ord. 2020-28
Exhibit A

Organizational Chart (New)



1) Funding Allocation:

White: Positions funded through the Engineering budget are shaded in white.
Peach: The Traffic Eng III, Traffic Eng I and TOC Operator are included in TOC Budget.
Light Blue: Stormwater Coordinator, Wtr Qty Specialist I and II are funded out of the Stormwater Budget
Lavender: Capital Project Inspector funded out of Capital Project Funds

2) For detailed counts and authorized positions, please see below



City of Franklin, Tennessee

FY 2021 Operating Budget

Ord. 2020-28
Exhibit A

Staffing by Position (New)

Position	Pay Grade	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Engineering											
Director of Engineering	Grade M	1	0	1	0	1	0	1	0	1	0
Asst. Dir. Of Engineering	Grade K	2	0	2	0	2	0	2	0	2	0
Staff Engineer III	Grade J	2	0	2	0	3	0	3	0	3	0
Staff Engineer II	Grade I	4	0	4	0	4	0	4	0	4	0
Staff Engineer I	Grade G	0	0	0	0	0	0	1	0	1	0
Capital Projects Inspector	Grade H	0	0	0	0	0	0	1	0	1	0
Right of Way Agent	Grade H	1	0	1	0	1	0	1	0	1	0
Technical Support Specialist II	Grade F	1	0	1	0	1	0	1	0	1	0
Technical Support Specialist	Grade E	1	0	0	0	0	0	0	0	0	0
Engineering Associate	Grade E	1	0	1	0	1	0	1	0	1	0
Administrative Assistant	Grade D	1	0	1	0	1	0	1	0	1	0
Sub-total Budgeted Positions		14	0	13	0	14	0	16	0	16	0
Total Authorized Positions											
		14	0	13	0	14	0	16	0	16	0

Position	Pay Grade	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Traffic Operations Center											
Traffic/Transportation Engineer III	Grade J	1	0	1	0	1	0	1	0	1	0
Traffic/Transportation Engineer II	Grade H	1	0	1	0	1	0	0	0	0	0
Traffic/Transportation Engineer I	Grade G	0	0	0	0	0	0	1	0	1	0
Senior ITS Specialist	Grade G	0	0	1	0	1	0	1	0	1	0
TOC Operator	Grade E	1	0	1	0	1	0	1	0	1	0
Sub-total budgeted positions		3	0	4	0	4	0	4	0	4	0

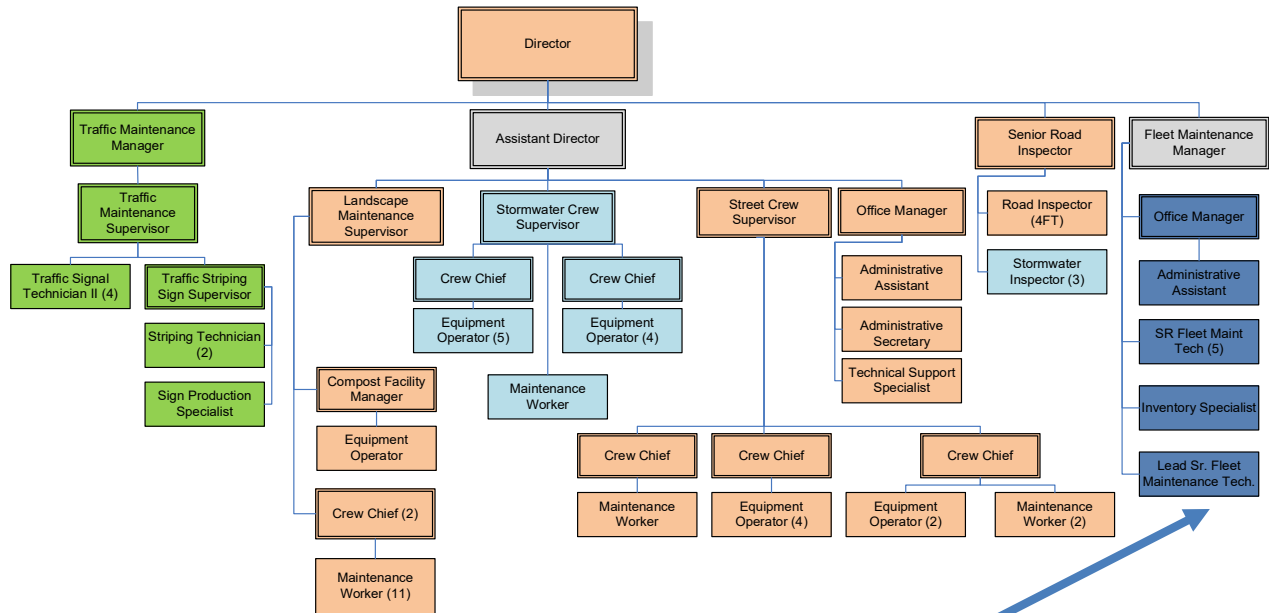


City of Franklin, Tennessee

FY 2021 Operating Budget

Ord. 2020-28
Exhibit A

Organizational Chart (Current)



Fleet Personnel are shaded in dark blue.

Note: For detailed counts and authorized positions, please see table below entitled "Staffing by Position"

Staffing by Position (Current)

Budgeted Positions	Pay Grade	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Fleet Maintenance Manager	Grade I	1	0	1	0	1	0	1	0	0	0
Lead Sr. Maintenance Tech	Grade G	0	0	1	0	1	0	1	0	1	0
Sr. Fleet Maint. Tech.	Grade F	5	0	5	0	5	0	5	0	5	0
Office Manager	Grade F	1	0	1	0	1	0	1	0	1	0
Mechanic	Grade E	1	0	0	0	0	0	0	0	0	0
Administrative Assistant	Grade D	0	1	0	1	1	0	1	0	1	0
Inventory Specialist	Grade D	1	0	1	0	1	0	1	0	1	0
Sub-Total Budgeted Positions		9	1	9	1	10	0	10	0	9	0

Authorized, Unbudgeted Positions											
Fleet Maintenance Manager	Grade I	0	0	0	0	0	0	0	0	1	0
Sub-Total Unbudgeted Positions		0	0	0	0	0	0	0	0	1	0

Total Authorized Positions		9	1	9	1	10	0	10	0	10	0
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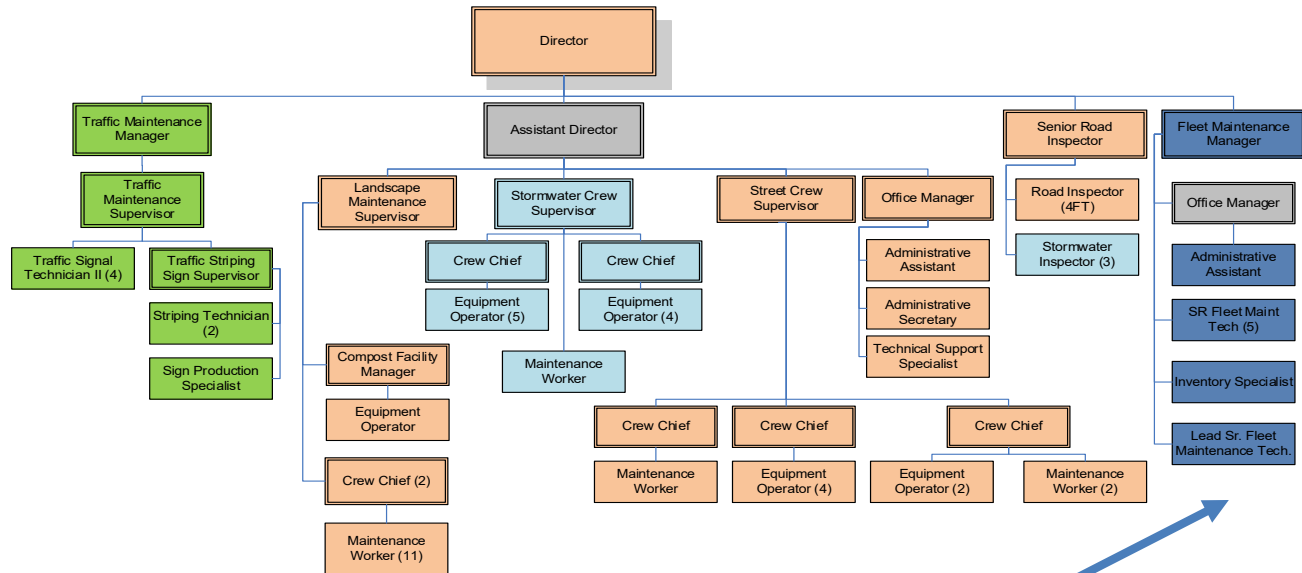


City of Franklin, Tennessee

FY 2021 Operating Budget

Ord. 2020-28
Exhibit A

Organizational Chart (New)



Fleet Personnel are shaded in dark blue.

Note: For detailed counts and authorized positions, please see table below entitled "Staffing by Position"

Staffing by Position (New)

Budgeted Positions	Pay Grade	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Fleet Maintenance Manager	Grade I	1	0	1	0	1	0	1	0	1	0
Lead Sr. Maintenance Tech	Grade G	0	0	1	0	1	0	1	0	1	0
Sr. Fleet Maint. Tech.	Grade F	5	0	5	0	5	0	5	0	5	0
Office Manager	Grade F	1	0	1	0	1	0	1	0	0	0
Mechanic	Grade E	1	0	0	0	0	0	0	0	0	0
Administrative Assistant	Grade D	0	1	0	1	1	0	1	0	1	0
Inventory Specialist	Grade D	1	0	1	0	1	0	1	0	1	0
Sub-Total Budgeted Positions		9	1	9	1	10	0	10	0	9	0

Authorized, Unbudgeted Positions											
Office Manager	Grade F	0	0	0	0	0	0	0	0	1	0
Sub-Total Unbudgeted Positions		0	0	0	0	0	0	0	0	1	0

Total Authorized Positions		9	1	9	1	10	0	10	0	10	0
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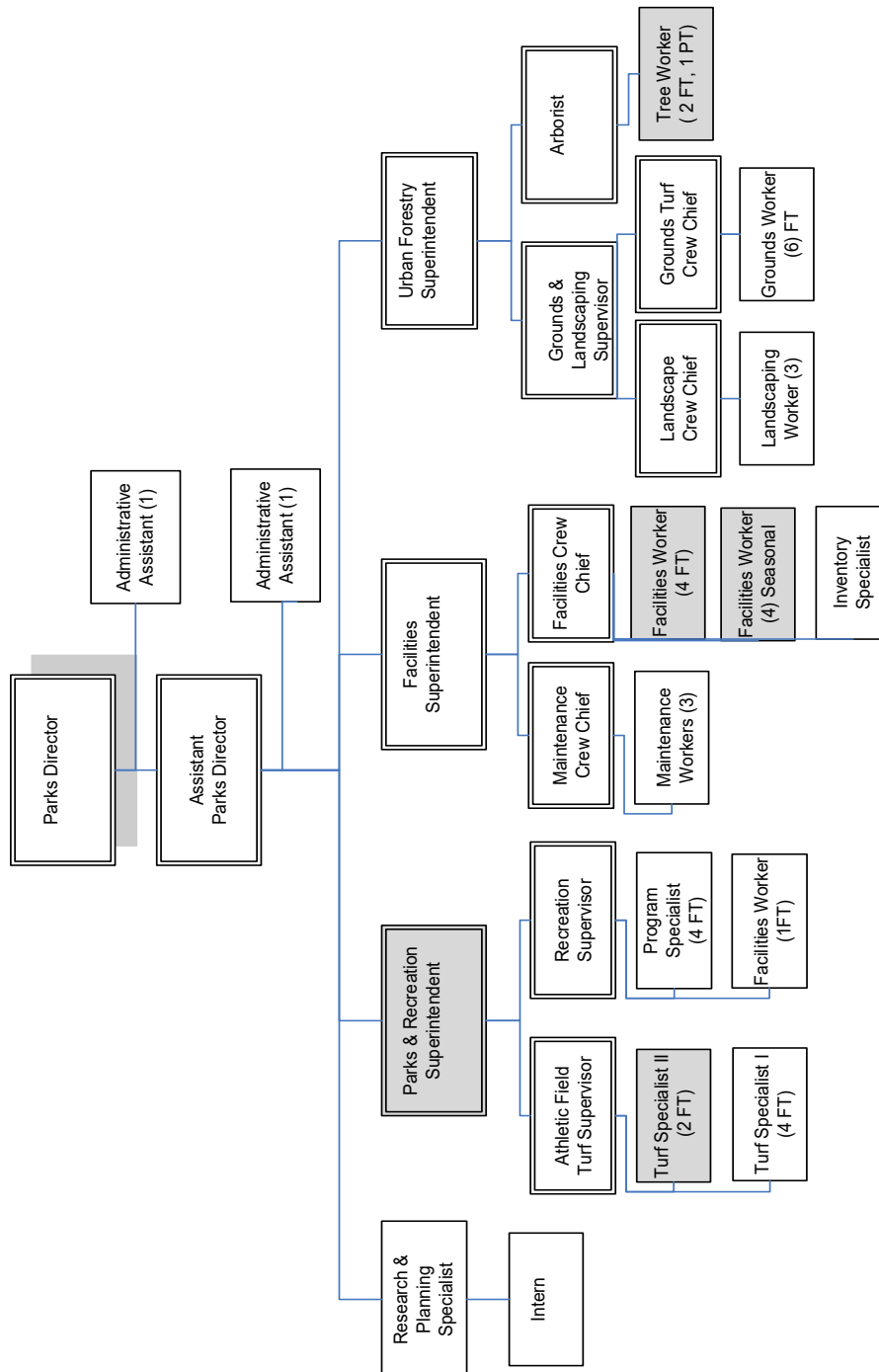


City of Franklin, Tennessee

FY 2021 Operating Budget

Ord. 2020-28
Exhibit A

Organizational Chart (Current)



White: Positions Authorized and Budgeted in FY 2021

Gray: Positions Authorized and Unbudgeted in FY 2021

Note: For detailed counts and authorized positions, please see following page entitled "Staffing by Position"



City of Franklin, Tennessee

FY 2021 Operating Budget

Ord. 2020-28
Exhibit A

Staffing by Position (Current)

Budgeted Positions	Pay Grade	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Parks Director	L	1	0	1	0	1	0	1	0	1	0
Assistant Parks Director	J	0	0	0	0	0	0	1	0	1	0
Facilities Superintendent	H	1	0	1	0	1	0	1	0	1	0
Parks & Recreation Superintendent	H	1	0	1	0	1	0	1	0	0	0
Urban Forestry Superintendent	H	0	0	1	0	1	0	1	0	1	0
Athletic Foreman	G	0	0	0	0	0	0	0	0	0	0
Athletic Field Turf Supervisor	G	0	0	0	0	0	0	1	0	1	0
Grounds & Landscape Supervisor	G	0	0	0	0	0	0	1	0	1	0
Grounds & Landscape Foreman	G	1	0	1	0	1	0	0	0	0	0
Facilities Foreman	G	1	0	1	0	0	0	0	0	0	0
Recreation Supervisor	G	0	0	0	0	0	0	1	0	1	0
Recreation Foreman	G	1	0	1	0	1	0	0	0	0	0
Arborist	F	1	0	1	0	1	0	1	0	1	0
Program Coordinator	E	0	1	0	1	0	0	0	0	0	0
Research & Planning Specialist	E	1	0	1	0	1	0	1	0	1	0
Facilities Crew Chief	E	0	0	0	0	1	0	1	0	1	0
Athletics Crew Chief	E	1	0	1	0	1	0	0	0	0	0
Grounds Turf Crew Chief	E	1	0	1	0	1	0	1	0	1	0
Landscaping Crew Chief	E	0	0	0	0	0	0	1	0	1	0
Maintenance Crew Chief	E	1	0	1	0	1	0	1	0	1	0
Turf Specialist II	E	0	0	0	0	0	0	2	0	1	0
Program Specialist	D	2	1	3	1	4	0	4	0	4	0
Admin Assistant	D	2	0	2	0	2	0	2	0	2	0
Inventory Specialist	D	1	0	1	0	1	0	1	0	1	0
Heavy Equipment Operator	---	0	0	0	0	0	0	0	0	0	0
Athletic Turf Worker	---	0	0	0	0	0	0	0	0	0	0
Athletic Field Worker II	D	0	0	0	0	0	0	0	0	0	0
Maintenance Worker	D	3	0	3	0	3	0	3	0	3	0
Turf Specialist I	D	0	0	0	0	0	0	4	0	4	0
Athletic Worker	C	5	2	5	2	6	0	0	0	0	0
Tree Worker	B	2	1	2	1	2	1	2	1	2	0
Facilities Worker	B	4	5	4	5	5	4	5	4	4	3
Grounds Worker	B	6	7	6	7	6	0	6	0	6	0
Landscaping Worker	B	3	0	3	0	3	0	3	0	3	0
Intern	---	0	1	0	1	0	1	0	1	0	0
Sub-Total Budgeted Positions		39	18	41	18	44	6	46	6	43	3

Authorized, Unbudgeted Positions											
Parks & Recreation Superintendent	H	0	0	0	0	0	0	0	0	1	0
Turf Specialist II	E	0	0	0	0	0	0	0	0	1	0
Tree Worker	B	0	0	0	0	0	0	0	0	0	1
Facilities Worker	B	0	0	0	0	0	0	0	0	1	1
Intern	---	0	0	0	0	0	0	0	0	0	1
Sub-Total Unbudgeted Positions		0	0	0	0	0	0	0	0	3	3

Total Authorized Positions		39	18	41	18	44	6	46	6	46	6
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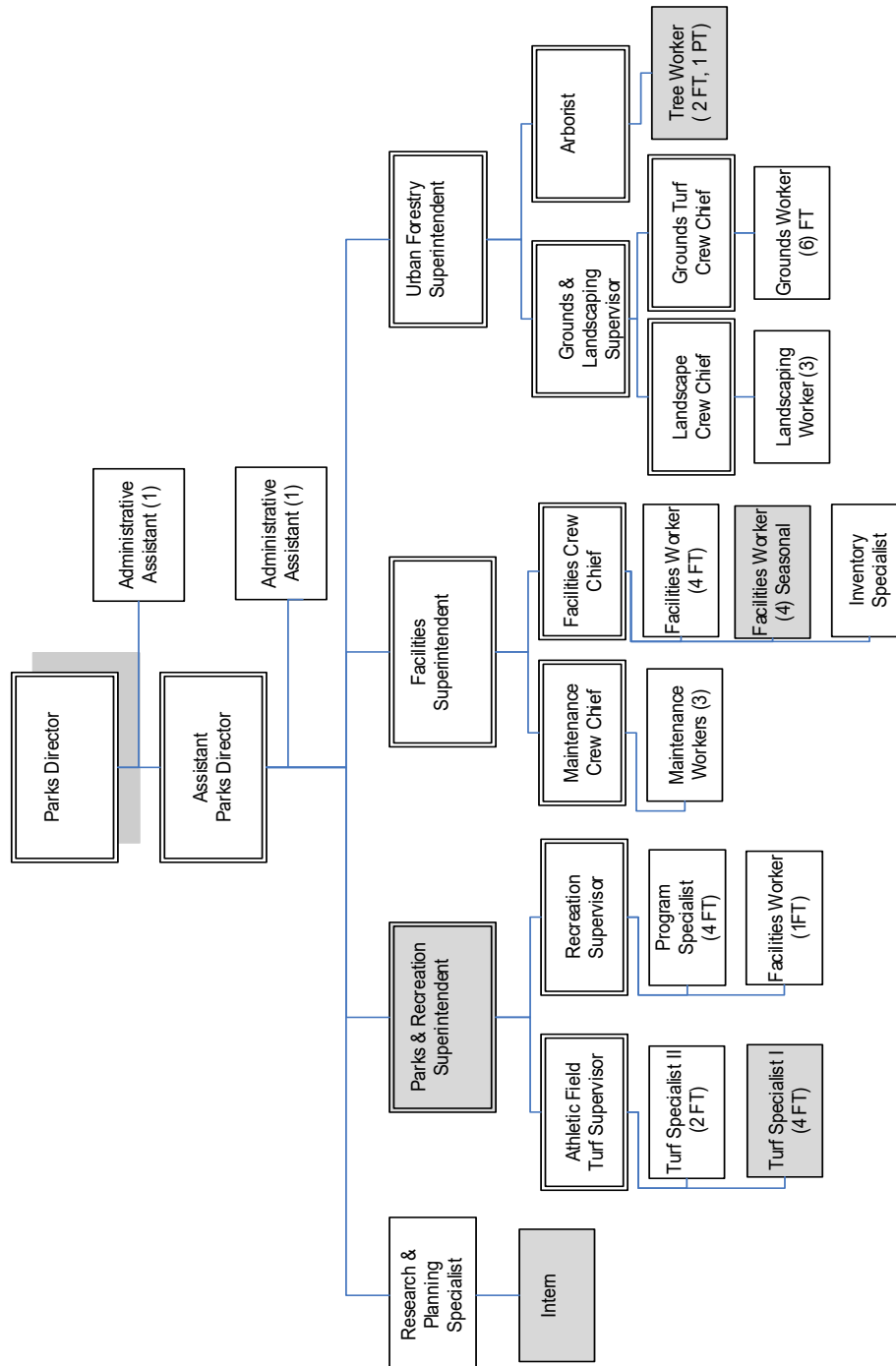


City of Franklin, Tennessee

FY 2021 Operating Budget

Ord. 2020-28
Exhibit A

Organizational Chart (New)



White: Positions Authorized and Budgeted in FY 2021
Gray: Positions Authorized and Unbudgeted in FY 2021

Note: For detailed counts and authorized positions, please see following page entitled "Staffing by Position"



City of Franklin, Tennessee

FY 2021 Operating Budget

Ord. 2020-28
Exhibit A

Staffing by Position (New)

Budgeted Positions	Pay Grade	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Parks Director	L	1	0	1	0	1	0	1	0	1	0
Assistant Parks Director	J	0	0	0	0	0	0	1	0	1	0
Facilities Superintendent	H	1	0	1	0	1	0	1	0	1	0
Parks & Recreation Superintendent	H	1	0	1	0	1	0	1	0	0	0
Urban Forestry Superintendent	H	0	0	1	0	1	0	1	0	1	0
Athletic Foreman	G	0	0	0	0	0	0	0	0	0	0
Athletic Field Turf Supervisor	G	0	0	0	0	0	0	1	0	1	0
Grounds & Landscape Supervisor	G	0	0	0	0	0	0	1	0	1	0
Grounds & Landscape Foreman	G	1	0	1	0	1	0	0	0	0	0
Facilities Foreman	G	1	0	1	0	0	0	0	0	0	0
Recreation Supervisor	G	0	0	0	0	0	0	1	0	1	0
Recreation Foreman	G	1	0	1	0	1	0	0	0	0	0
Arborist	F	1	0	1	0	1	0	1	0	1	0
Program Coordinator	E	0	1	0	1	0	0	0	0	0	0
Research & Planning Specialist	E	1	0	1	0	1	0	1	0	1	0
Facilities Crew Chief	E	0	0	0	0	1	0	1	0	1	0
Athletics Crew Chief	E	1	0	1	0	1	0	0	0	0	0
Grounds Turf Crew Chief	E	1	0	1	0	1	0	1	0	1	0
Landscaping Crew Chief	E	0	0	0	0	0	0	1	0	1	0
Maintenance Crew Chief	E	1	0	1	0	1	0	1	0	1	0
Turf Specialist II	E	0	0	0	0	0	0	2	0	2	0
Program Specialist	D	2	1	3	1	4	0	4	0	4	0
Admin Assistant	D	2	0	2	0	2	0	2	0	2	0
Inventory Specialist	D	1	0	1	0	1	0	1	0	1	0
Heavy Equipment Operator	---	0	0	0	0	0	0	0	0	0	0
Athletic Turf Worker	---	0	0	0	0	0	0	0	0	0	0
Athletic Field Worker II	D	0	0	0	0	0	0	0	0	0	0
Maintenance Worker	D	3	0	3	0	3	0	3	0	3	0
Turf Specialist I	D	0	0	0	0	0	0	4	0	3	0
Athletic Worker	C	5	2	5	2	6	0	0	0	0	0
Tree Worker	B	2	1	2	1	2	1	2	1	2	0
Facilities Worker	B	4	5	4	5	5	4	5	4	5	3
Grounds Worker	B	6	7	6	7	6	0	6	0	6	0
Landscaping Worker	B	3	0	3	0	3	0	3	0	3	0
Intern	---	0	1	0	1	0	1	0	1	0	0
Sub-Total Budgeted Positions		39	18	41	18	44	6	46	6	44	3

Authorized, Unbudgeted Positions											
Parks & Recreation Superintendent	H	0	0	0	0	0	0	0	0	1	0
Turf Specialist I	E	0	0	0	0	0	0	0	0	1	0
Tree Worker	B	0	0	0	0	0	0	0	0	0	1
Facilities Worker	B	0	0	0	0	0	0	0	0	0	1
Intern	---	0	0	0	0	0	0	0	0	0	1
Sub-Total Unbudgeted Positions		0	0	0	0	0	0	0	0	2	3

Total Authorized Positions		39	18	41	18	44	6	46	6	46	6
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City of Franklin, Tennessee

FY 2021 Operating Budget

Impact of Ordinance 2020-28 on Budgets

The following demonstrates the impact of Ordinance 2020-13 on ten separate funds: the General Fund, the Sanitation & Environmental Services Fund, the Road Impact Fund, the City Facilities Tax Fund, the Stormwater Fund, the Hotel/Motel Tax Fund, the Debt Service Fund, the Multi-Purpose Capital Projects Fund & the Water & Wastewater Funds. It is important to note:

- a) The General Fund has no impact on the bottom line by these transfers as a result of this amendment.
- b) The Sanitation & Environmental Services Fund will increase by \$156,063.
- c) The Road Impact Fund will decrease by \$89,292.
- d) The City Facilities Tax Fund will decrease by \$32,000.
- e) The Stormwater Fund will decrease by \$113,772.
- f) The Hotel/Motel Tax Fund will decrease by \$164,001.
- g) The Debt Service Fund has no impact on the bottom line.
- h) The Multi-Purpose Capital Projects Fund has no impact on the bottom line.
- i) The Water and the Wastewater Funds will increase by \$3,769,732.

Fund 110 - General Fund

	<u>A</u>	<u>B</u>	<u>C(B-A)</u>	<u>D (B/A)</u>
	2021 Budget	2021 Amended	Difference \$	%
Beginning Estimated Fund Balance*	\$ 53,216,286	\$ 53,216,286	\$ -	0.00%
Revenues	\$ 70,221,303	\$ 72,248,222	\$ 2,026,919	2.89%
Expenses				
Personnel	\$ 53,757,358	\$ 54,809,889	\$ 1,052,531	1.96%
Operations	\$ 14,188,945	\$ 15,163,333	\$ 974,388	6.87%
Capital	\$ 2,275,000	\$ 2,275,000	\$ -	0.00%
Expenses	\$ 70,221,303	\$ 72,248,222	\$ 2,026,919	2.89%
Ending Balance	\$ 53,216,286	\$ 53,216,286	\$ -	0.00%

Fund 124 - Sanitation & Environmental Services Fund

	<u>A</u>	<u>B</u>	<u>C(B-A)</u>	<u>D (B/A)</u>
	2021 Budget	2021 Amended	Difference \$	%
Beginning Estimated Fund Balance*	\$ 1,957,563	\$ 1,957,563	\$ -	0.00%
Revenues	\$ 10,142,494	\$ 10,609,777	\$ 467,283	4.61%
Expenses				
Personnel	\$ 3,310,731	\$ 3,359,571	\$ 48,840	1.48%
Operations	\$ 5,838,723	\$ 5,786,103	\$ (52,620)	-0.90%
Capital	\$ 470,000	\$ 785,000	\$ 315,000	0.00%
Expenses	\$ 9,619,454	\$ 9,930,674	\$ 311,220	3.24%
Ending Balance	\$ 2,480,603	\$ 2,636,666	\$ 156,063	6.29%



City of Franklin, Tennessee

FY 2021 Operating Budget

Impact of Ordinance 2020-28 on Budgets

Fund 128 - Road Impact Fund

	<u>A</u>	<u>B</u>	<u>C(B-A)</u>	<u>D (B/A)</u>
	2021 Budget	2021 Amended	Difference \$	%
Beginning Estimated Fund Balance*	\$ 22,442,977	\$ 22,442,977	\$ -	0.00%
Revenues	\$ 4,550,000	\$ 4,550,000	\$ -	0.00%
Expenses				
Personnel	\$ -	\$ -	\$ -	0.00%
Operations	\$ 5,710,486	\$ 5,799,778	\$ 89,292	1.56%
Capital	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 5,710,486	\$ 5,799,778	\$ 89,292	1.56%
Ending Balance	\$ 21,282,491	\$ 21,193,199	\$ (89,292)	-0.42%

Fund 130 - City Facilities Tax

	<u>A</u>	<u>B</u>	<u>C(B-A)</u>	<u>D (B/A)</u>
	2021 Budget	2021 Amended	Difference \$	%
Beginning Estimated Fund Balance*	\$ 10,694,849	\$ 10,694,849	\$ -	0.00%
Revenues	\$ 1,300,000	\$ 1,300,000	\$ -	0.00%
Expenses				
Personnel	\$ -	\$ -	\$ -	0.00%
Operations	\$ 44,480	\$ 76,480	\$ 32,000	71.94%
Capital	\$ 1,500,000	\$ 1,500,000	\$ -	0.00%
Expenses	\$ 1,544,480	\$ 1,576,480	\$ 32,000	2.07%
Ending Balance	\$ 10,450,369	\$ 10,418,369	\$ (32,000)	-0.31%

Fund 135 - Stormwater Fund

	<u>A</u>	<u>B</u>	<u>C(B-A)</u>	<u>D (B/A)</u>
	2021 Budget	2021 Amended	Difference \$	%
Beginning Estimated Fund Balance*	\$ 2,695,401	\$ 2,695,401	\$ -	0.00%
Revenues	\$ 2,647,500	\$ 2,647,500	\$ -	0.00%
Expenses				
Personnel	\$ 1,714,431	\$ 1,754,703	\$ 40,272	2.35%
Operations	\$ 984,455	\$ 1,057,955	\$ 73,500	7.47%
Capital	\$ 1,200,000	\$ 1,200,000	\$ -	0.00%
Expenses	\$ 3,898,886	\$ 4,012,658	\$ 113,772	2.92%
Ending Balance	\$ 1,444,015	\$ 1,330,243	\$ (113,772)	-7.88%



City of Franklin, Tennessee

FY 2021 Operating Budget

Impact of Ordinance 2020-28 on Budgets

Fund 150 - Hotel/Motel Tax Fund

	<u>A</u>	<u>B</u>	<u>C(B-A)</u>	<u>D (B/A)</u>
	2021 Budget	2021 Amended	Difference \$	%
Beginning Estimated Fund Balance*	\$ 7,503,829	\$ 7,503,829	\$ -	0.00%
Revenues	\$ 1,985,259	\$ 1,985,259	\$ -	0.00%
Expenses				
Personnel	\$ -	\$ -	\$ -	0.00%
Operations	\$ 3,585,896	\$ 3,749,897	\$ 164,001	4.57%
Capital	\$ 214,286	\$ 214,286	\$ -	0.00%
Expenses	\$ 3,800,182	\$ 3,964,183	\$ 164,001	4.32%
Ending Balance	\$ 5,688,906	\$ 5,524,905	\$ (164,001)	-2.88%

Fund 210 - Debt Service Fund

	<u>A</u>	<u>B</u>	<u>C(B-A)</u>	<u>D (B/A)</u>
	2021 Budget	2021 Amended	Difference \$	%
Beginning Estimated Fund Balance*	\$ 491,201	\$ 491,201	\$ -	0.00%
Revenues	\$ 15,403,652	\$ 15,256,144	\$ (147,508)	-0.96%
Expenses				
Personnel	\$ -	\$ -	\$ -	0.00%
Operations	\$ 15,478,652	\$ 15,331,144	\$ (147,508)	-0.95%
Capital	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 15,478,652	\$ 15,331,144	\$ (147,508)	-0.95%
Ending Balance	\$ 416,201	\$ 416,201	\$ -	0.00%

Fund 310 - Multi Purpose Capital Projects Fund

	<u>A</u>	<u>B</u>	<u>C(B-A)</u>	<u>D (B/A)</u>
	2021 Budget	2021 Amended	Difference \$	%
Beginning Estimated Fund Balance*	\$ 9,815,410	\$ 9,815,410	\$ -	0.00%
Revenues	\$ -	\$ 636,010	\$ 636,010	0.00%
Expenses				
Personnel	\$ -	\$ -	\$ -	0.00%
Operations	\$ -	\$ 636,010	\$ 636,010	100.00%
Capital	\$ -	\$ -	\$ -	0.00%
Expenses	\$ -	\$ 636,010	\$ 636,010	100.00%
Ending Balance	\$ 9,815,410	\$ 9,815,410	\$ -	0.00%



City of Franklin, Tennessee

FY 2021 Operating Budget

Impact of Ordinance 2020-28 on Budgets

Funds 421 & 431 - Water & Wastewater Fund

	<u>A</u>	<u>B</u>	<u>C(B-A)</u>	<u>D (B/A)</u>
	2021 Budget	2021 Amended	Difference \$	%
Beginning Estimated Balance*^	\$ 30,670,484	\$ 30,670,484	\$ -	0.00%
Revenues	\$ 32,531,614	\$ 32,531,614	\$ -	0.00%
Expenses				
Personnel	\$ 7,013,308	\$ 7,105,576	\$ 92,268	1.32%
Operations	\$ 17,147,701	\$ 17,397,701	\$ 250,000	1.46%
Capital	\$ 10,896,000	\$ 6,784,000	\$ (4,112,000)	-37.74%
Expenses	\$ 35,057,009	\$ 31,287,277	\$ (3,769,732)	-10.75%
Ending Balance	\$ 28,145,089	\$ 31,914,821	\$ 3,769,732	13.39%

*Estimated starting fund balances. May be updated once FY 2021 Audit is completed.

^Estimated Cash Balance for Water & Wastewater Funds



File #: 20-01220

DATE: October 1, 2020

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Vernon Gerth, Asst. City Administrator Community Development
Paul Holzen, Director of Engineering
Jonathan Marston, Asst. Director of Engineering
Adam Moser, Traffic Engineer

SUBJECT:

Presentation About Traffic Level Of Service (LOS) Standards.

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the use of the Level of Service (LOS) metric in the evaluation of development impacts on the City's transportation network.

BACKGROUND/STAFF COMMENTS:

The primary tool for staff to evaluate the impacts of a proposed development on the City's transportation network is an engineering study called a Traffic Impact Analysis (TIA). One of the primary items within the TIA is the Level of Service (LOS) metric, which allows for the display of traffic conditions, both existing and proposed, via a simple letter-style (*i.e.* A thru F) grading system. Since its introduction in the 1965 edition of the *Highway Capacity Manual*, LOS has become a widely used standard when studying traffic conditions. It is important to note that a traditional LOS evaluation focuses entirely upon vehicle movements, not alternative transportation forms such as pedestrians, bicycles, or transit. However, this was in-line with transportation thought at the time (e.g. construction and expansion of the interstate system).

As the City continues to grow with more intense development, the traditional LOS metric, as a primary means of evaluating existing versus proposed traffic congestion, is beginning to show its ineffectiveness for our style of growth. The City's current LOS standard, as set forth in the *Franklin Transportation & Street Technical Standards*, is for intersections and individual turning movements within an intersection to maintain a LOS "D". In many cases, the LOS for an existing intersection may already be "D" or worse, which makes meeting this standard difficult if not impossible for proposed developments of high intensity and increased density. Also, the City's land use policies and zoning do not specifically set density caps, which makes transportation planning for future development more difficult. Density is simply based on zoning and land use and negotiated with the Franklin Municipal Planning Commission (FMPC) and the BOMA on a case-by-case basis.

Our current standard requires any development that cannot meet the LOS standards to be presented to both the BOMA and the FMPC. In the last couple of years, this practice has become more common. Examples include: Avalon Square, Aureum, East Works, and the Chadwell Tract of Berry Farms. With the exception of the Chadwell Tract of Berry Farms, which is still in the development

review process, the above listed developments have received approval to proceed from the BOMA and the FMPC, even with their LOS deficiencies. However, the developers have continued to work with staff to provide meaningful improvements to the transportation network.

Rather than continuing to focus on unattainable LOS standards on a case-by-case basis, which can allow your transportation network to drive the growth of the City, staff recommends allowing the City's approved Land Use Plan, *Envision Franklin*, and Zoning Ordinance to serve as intended as the primary guiding documents for growth and development. This will allow the approved vision of the City to drive the transportation network, which is more appropriate. Level of Service comparisons will still be a part of the TIA document, and staff will continue to require development to provide improvements to mitigate impacts on the transportation network. At the conclusion of the on-going Cool Springs Transportation Network Study, staff will also work with the BOMA to develop additional strategies and potential policy changes to better address the transportation needs of our growing City.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Staff requests feedback from the Board of Mayor and Aldermen.



LEVEL OF SERVICE (LOS) DISCUSSION

BOARD OF MAYOR AND ALDERMEN

WORK SESSION

OCTOBER 27, 2020

AGENDA

- WHAT IS LEVEL OF SERVICE (LOS)?
- CURRENT CITY STANDARD (2020)
- WHY ARE WE TALKING ABOUT THIS?
- RECENT TRENDS (NATIONAL & LOCAL)
- FOR CONSIDERATION
- DISCUSSION & QUESTIONS



WHAT IS LEVEL OF SERVICE (LOS)?

What is Level of Service (LOS)?

Level of Service is a quantitative measure of traffic operational conditions. Ranges of operation are defined for each type of roadway section (signalized intersections, freeways, ramp junctions and weaving sections) and are related to the amount of traffic demand at a given time as compared to the capacity of that type of roadway section.

Six levels of service are defined for each type of roadway section and are given letter designations from A to F, with A representing good operating conditions and F representing unsatisfactory operating conditions.

Intersection

- Highly stable, free-flow condition with little or no congestion
- Delay: <10 seconds/vehicle



- Stable, free-flow condition with little congestion
- Delay: 10 to 20 seconds/vehicle



- Free-flow condition with moderate congestion
- Delay: 20 to 35 seconds/vehicle



- Approaching unstable condition with increasing congestion
- Delay: 35 to 55 seconds/vehicle



- Unstable, congested condition
- Delay: 55 to 80 seconds/vehicle



- Stop and go
- Delay: >80 seconds/vehicle



Roadway

LOS A



- Free flowing
- Uninterrupted vehicle

LOS B



- Stable flow
- Other vehicles are more noticeable

LOS C



- Stable flow
- Vehicle operations affected by other vehicles

LOS D



- High density free flow
- Operation of vehicle is affected by other vehicles

LOS E



- High density traffic flow, nearing capacity
- Operating conditions are extremely poor

LOS F



- Forced or breakdown flow
- Amount of traffic exceeds capacity

CURRENT CITY STANDARD (2020)

AS CONTAINED IN THE *FRANKLIN TRANSPORTATION & STREET TECHNICAL STANDARDS* ...

- OVERALL INTERSECTION – LOS D
- INDIVIDUAL MOVEMENTS (I.E. LEFT, THRU, RIGHT) – LOS D
- IF MINIMUM LOS D CANNOT BE MET, THEN...
 - PRESENT ATTAINABLE LOS TO FMPC AND BOMA
 - SUBJECT TO APPROVAL OR DISAPPROVAL BY BOMA



WHY ARE WE TALKING ABOUT THIS?

LOS INTRODUCED IN THE *HIGHWAY CAPACITY MANUAL 1965...*

- PRIORITIZES AUTOMOBILE TRAVEL, WHICH WAS CONSISTENT WITH TRANSPORTATION THOUGHT AT THE TIME...THE CAR IS KING!
 - CONSTRUCTION/EXPANSION OF INTERSTATE SYSTEM
- WHILE THE FEDERAL GOVERNMENT NEVER MANDATED THE USE OF LOS, IT HAS STILL BECOME THE DEFACTO STANDARD FOR TRANSPORTATION PLANNING OVER THE LAST 50 YEARS.



WHY ARE WE TALKING ABOUT THIS?

- DEVELOPMENTS ARE NOW MORE MIXED-USE WITH HIGHER DENSITY.
- MULTI-MODAL FOCUS IN TRANSPORTATION

• WALKING

• BIKING

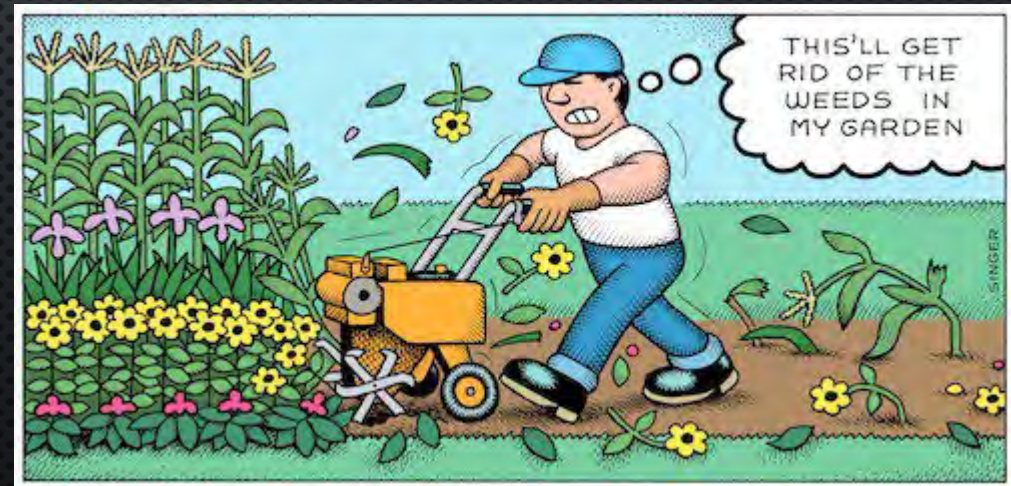
• TRANSIT

• AUTOS

- LAND USE & ZONING SHOULD DETERMINE TRANSPORTATION NEEDS, NOT VICE VERSA...



=



Source: Cartoons by Andy Singer on Transportation for America website(<http://t4america.org/>)

RECENT TRENDS (NATIONAL & LOCAL)

- NATIONAL

- HIGHER PRIORITY PLACED ON ECONOMIC DEVELOPMENT & VITALITY RATHER THAN THE MOVEMENT OF CARS
- STUDY OF OTHER MODES (I.E. TRANSIT, BIKE, PEDESTRIAN) OF TRANSPORTATION
- PLEASE SEE HANDOUT.....

- LOCAL - RECENTLY APPROVED PROJECTS THAT DO NOT MEET CURRENT LOS STANDARDS...

- AVALON SQUARE
- AUREUM
- EAST WORKS
- THE VINTAGE



FOR CONSIDERATION *(SHORT-TERM)*

- THIS IS NOT A REDUCTION IN THE STANDARD, WE ARE SIMPLY BROADENING OUR TRANSPORTATION OPTIONS.
- LOS STANDARDS WILL BE USED SIMPLY AS A TOOL FOR EVALUATION.
- LAND USE & ZONING WILL PROVIDE THE PRIMARY GUIDANCE FOR DEVELOPMENT
- TRAFFIC IMPACT ANALYSES (TIAS) WILL STILL BE PERFORMED TO DETERMINE THE EFFECT(S) OF PROPOSED DEVELOPMENT ON THE TRANSPORTATION NETWORK.
- CITY STAFF WILL WORK WITH DEVELOPERS TO DETERMINE THE APPROPRIATE UPGRADES NEEDED TO THE TRANSPORTATION NETWORK, WHILE STILL TRANSPARENTLY PRESENTING TRAFFIC IMPACTS TO THE FMPC AND BOMA.
- DEVELOPMENTS WITH LOS FAILURES WILL NO LONGER BE PRESENTED TO THE BOMA PRIOR TO THE DEVELOPMENT PLAN PROCEEDING THROUGH THE FMPC.



FOR CONSIDERATION *(LONG-TERM)*

- ANY FUTURE CHANGE IN **LAND USE** OR **ZONING** WOULD IMMEDIATELY TRIGGER A TRAFFIC IMPACT ANALYSES, RATHER THAN WAITING LATER IN THE PROCESS.
- BASED ON THE RESULTS OF THE COOL SPRINGS TRANSPORTATION NETWORK STUDY, STAFF WILL WORK WITH BOMA TO DETERMINE THE MOST APPROPRIATE LONG-TERM TRANSPORTATION SOLUTIONS FOR BOTH THE CITY AS A WHOLE AND FOR SPECIFIC AREAS OF THE CITY.



DISCUSSION & QUESTIONS





Reinventing TIA: Contemporary Approaches to Addressing the Traffic Impacts of Urban Development

BY NOREEN C. McDONALD AND TABITHA S. COMBS

Communities across the United States use Traffic Impact Assessment (TIA) to align road infrastructure with mobility demands of new development. The practice emerged in the 1970s as a tool for local governments to negotiate the financial costs of providing road improvements with developers during the development approval process.¹ ITE has been instrumental in the professionalization and standardization of TIA practices through publication of trip generation guides and TIA manuals.



While TIA is a widespread and generally accepted tool for ensuring transportation infrastructure keeps pace with land development, practitioners, researchers, and advocates have raised concerns about the accuracy and unintended consequences of TIA as conventionally employed. Methodological concerns focus on whether the TIA process overpredicts future roadway traffic due to a lack of systematic consideration of land use context, presence of alternative modes, and shifting of traffic from previous destinations.²⁻⁵ Incorrect vehicle trip generation estimates could lead to unneeded infrastructure improvements and negatively affect other modes. For example, adding left-turn lanes at an intersection could make it harder to cross the street by foot.

Other critiques of TIA have centered on how well the process aligns with efforts to address the affordable housing crisis through increased production, as developers of new residential properties pass the cost of roadway expansions on to consumers. TIA may also interfere with Vision Zero initiatives to eliminate roadway fatalities, given the absence of safety as an explicit consideration in most communities' TIA processes. Finally, there are concerns about the way TIA prioritizes mitigation of motor vehicle congestion. By applying rigid congestion-based metrics to the results of precisely specified analyses, reliance on TIA results in a "what gets measured is what matters" approach to public decision making and imposes a "cars first" norm on land use and transportation planning.⁶

The Institute of Transportation Engineers (ITE), the U.S. Environmental Protection Agency (EPA), and agencies have been leading efforts to address these concerns. California, USA has changed its environmental review requirements to focus on generation of vehicle miles of travel rather than generation of trips.⁷ The EPA and ITE have provided guidance on how to better address the land use and develop multimodal trip generation estimates.^{8,9} The *Highway Capacity Manual* incorporated multimodal level of service (LOS) to recognize the importance of LOS tradeoffs across modes.^{10,11} Some jurisdictions, such as the District of Columbia, USA have developed databases to better predict trip generation impacts locally.¹² These efforts address methodological concerns behind TIA. However, they are often limited to geographic areas where state departments of transportation are supporting development of new tools, or to communities with the financial capacity to hire consultants to implement new approaches to collecting, modelling, and interpreting trip generation data. To date, there is no evidence of widespread adoption of any of these approaches, outside of a handful of examples.

Yet innovation in TIA practices is occurring. In this article, we draw from a research effort to document current TIA practices among local governments in the United States, and to identify and describe the strategies that are being used to address growing concerns over the conventional approach to TIA.¹³ We interviewed transportation engineers and planners involved in the development

review process in 36 U.S. cities and counties in North Carolina, Virginia, and Maryland to understand whether, how, and why they are changing their TIA practices. Here we describe a sample of the practice changes we found, and the contexts in which we found them. Our intent is to illustrate the range of alternative approaches to TIA communities are adopting, as a starting point for transportation professionals looking to improve the TIA process in their communities. For readers looking for a more comprehensive analysis of evolving TIA practices, we have published a lengthier paper elsewhere, freely available at <https://doi.org/10.1177/0739456X20908928>.

A Wide Range of Adaptations in Local TIA Practices

Through content analysis of transcripts of more than 19 hours of interviews, we found that communities—ranging from major metropolitan areas to college towns to sparsely populated rural counties—were employing a rich and diverse set of practices with wide variation in scale and scope. Communities are modifying their approach to TIA at all stages of the development review process, including changes to when and where TIA is required, tweaks to the TIA process, adjustments in how results are interpreted, and changes to mitigation criteria required to receive project approval. The changes taking place also vary widely in terms of cost and difficulty of implementation, from "low hanging fruit" changes likely to be within the capacity of most communities, to technically, financial, and/or politically challenging changes accessible to a constrained set.

Low Hanging Fruit

Across our entire sample, and especially in smaller cities and cities outside major metropolitan areas, we documented relatively simple changes that require little to no additional staff time, technical capacity, or political involvement. They do not require changes to the mechanics of TIA. Instead, they focus on changes to when and where TIA is applied, what sorts of mitigations can be exacted from applicants, and how to achieve public development goals beyond the limits of TIA. Changes such as these may already be enabled through existing ordinances or plans, though in some cases may require approval by elected representatives. Examples include:

Exempt development proposals from the TIA process based on location, land use, project size, or parcel history. Exemptions are the most commonly used alternative strategy in our study. They are useful when communities want to encourage development in particular areas, or when the community has longer term plans for managing increased travel demand (such as new transit lines). For example, one city designated zones for higher intensity development and eliminated TIA requirements entirely for projects proposed within those zones. Several other cities have done away with TIAs for redevelopment of existing parcels, regardless of land use, as a means to encourage conversion of low productivity or abandoned

downtown properties. In both examples, conventional TIAs are required where not explicitly exempted.

Allow or require developers to pay impact fees into a public infrastructure improvement funds instead of mitigating impacts themselves through capacity improvements. Where allowed by law, impact fees afford local government more control over infrastructure improvements and enables corridor-based improvements rather than site-based improvements. This approach is useful along regionally important corridors with small or piecemeal development.

Require accommodations outside the TIA process for non-car travel modes as precondition for development approval. When projects are expected to either generate non-car trips or negatively affect safety or convenience for non-car travelers, but modeling those impacts is beyond the community's capacity, extra-TIA non-car accommodations is a common approach. These requirements are typically negotiated informally during the development review process or stipulated by ordinance.

Technically Simple but Politically or Financially Demanding

Many communities are also pursuing changes that, while not necessarily technically challenging, do require higher levels of political support (potentially including adoption of new plans or ordinances) and/or staff resources. Similar to low hanging fruit, these sorts of changes generally leave the *process* of TIA alone, but change the way the city responds (or asks the applicant to respond) to the *results* of the TIA. In our sample, public interest was often a driving force behind these sorts of changes. Technically simple but politically or financially demanding changes we observed include:

Limit allowable traffic mitigation strategies. A handful of communities in our study have pre-determined which sorts of congestion mitigation strategies would be allowed in certain areas, and only approve development proposals whose projected traffic impacts that can be satisfactorily mitigated by those strategies. For example, prescriptive roadway guidelines, adopted via ordinance or comprehensive plan, establish exactly what improvements are required or allowed along specified corridors, forcing developers to propose projects that fit within those guidelines.

Encourage creative mitigation strategies. Where conventional roadway capacity expansions conflict with other local objectives, communities have allowed or encouraged development applicants to propose creative mitigation strategies that offset projected traffic impacts through alternative improvements (e.g., TDM programs). These strategies are often negotiated with the developer during the permit approval process but require a high level of political support and acceptance of the alternative approaches.

Re-scale ITE's trip generation estimates by a pre-determined factor to account for greater expected rates of non-car travel. One community in our study—a mid-size city with a robust transit

system serving a large population of college students—reduces trip generation estimates by 10 percent in transit-served areas. The success of such approaches is contingent on continued support for non-car travel modes, which may be politically charged in some communities.

Adjust allowable levels of congestion or delay. This approach works best in places where alternative travel modes are available or where capacity expansions required to prevent an increase in congestion or motorist delay LOS would have negative impacts on safety or convenience for other travel modes. While simple in concept, this change is potentially politically challenging in that it explicitly allows for increases in congestion, which is a stated barrier to enacting change in many communities we studied.

Challenging but Impactful

A minority of communities in our sample have also experimented with more process-oriented changes that are potentially highly impactful, but politically and technically challenging. Communities pursuing such changes tend to be relatively dense, are experiencing heavy development pressures, have higher non-car mode shares, and have strong political support for changing TIA practices. Changes in these communities are nearly always driven by staff, supported by elected officials, and informed through professional development activities: these sorts of process-oriented changes require knowledgeable, committed staff and elected leadership. Challenging but impactful process-oriented changes we observed include:

Change data or models to reduce overprediction. Some communities in our study are substituting ITE's trip generation estimates with context-sensitive estimates based on locally collected data; a few have pushed further by developing in-house models calibrated to local context and expected impacts. These strategies can help correct "over-prediction" challenges associated with the conventional TIA approach in dense areas with heavy use of non-car travel modes. They are costly, however, as they require a robust, on-going system for collecting travel data and monitoring impacts of new developments over time, as well as the capacity to develop and implement complex traffic models.

Shift the focus away from motor vehicle congestion. A couple of communities in our study are working to shift the focus away from motor vehicle congestion by a) changing outcome of interest in TIA from motor vehicle trips to person trips or all trips (including by non-car modes) and b) replacing LOS with other metrics, such as multimodal LOS (MMLOS), vehicle miles generated, or overall network delay. These approaches allow for a more system-wide assessment of potential travel impacts, reducing the possibility that vehicle congestion-focused mitigations will have negative consequences for other modes. They may also encourage more compact, multimodal-supportive development patterns by enabling applicants to capitalize on supports for non-car travel modes and reducing permit costs for infill parcels relative to suburban and greenfield parcels.

What Impedes Change?

Across the whole sample, the most common impediments to broader practice change, regardless of the types of changes communities were pursuing were a lack of knowledge, tools, and technical capacity, followed closely by concerns by the public and elected officials that changes to the standard practice would not result in desired multimodal outcomes and/or would exacerbate existing congestion problems.

This finding points to a critical research need for the planning and engineering communities to develop and disseminate more accessible, evidence-based techniques for estimating and communicating system-wide impacts of land development in contemporary urban contexts. To date, data are unavailable on the efficacy and impacts of the alternative TIA practices defined here, particularly with respect to congestion management, safer streets, supports for non-car modes, or contributions to economic vitality. Given the importance of public and political support in changing practices, demonstrations of potential impacts of new practices is critical.

Conclusion

TIA is built on the philosophy that burdens placed on transportation systems by land development should be mitigated by those generating that burden. While this philosophy has wide acceptance in local governments across the United States, thinking is evolving regarding where, how, and even whether traffic impacts of new developments ought to be evaluated and accommodated. There was a strong sense across the 36 cities and counties we studied that the conventional approach to TIA imposes interpretations of “impacts” and “mitigations” that are inconsistent with current societal norms and values. However, absent realistic actionable guidance on alternative practices for ensuring transportation infrastructure keeps pace with development, TIA remains the dominant approach. This article shared examples of how some places are working to modify their TIA practices. In doing so, we hope to empower transportation professionals to explore the potential for alternative approaches in their own jurisdictions, and to encourage rigorous evaluation of alternative practices by the research community. **itej**

Acknowledgement

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Evolving Use of Level of Service Metrics in Transportation Analysis – California Case Study

Background and Context

California has long been a national leader in environmental policy, passing the California Environmental Quality Act (CEQA) in 1970, the year after passage of the National Environmental Policy Act (NEPA) in 1969. Most proposals for physical development in California are subject to the provisions of CEQA, as are many governmental planning decisions that do not immediately result in physical development (such as adoption of a general or community plan). Every project that requires a discretionary governmental approval requires at least some environmental review pursuant to CEQA, unless an exemption applies.¹

In 2006 California passed [Assembly Bill 32](#), requiring California to reduce its greenhouse gas (GHG) emissions to 1990 levels by 2020 — a reduction of approximately 15 percent below emissions expected under a “business as usual” scenario. It was followed by the [Sustainable Communities and Climate Protection Act of 2008 \(Senate Bill 375\)](#), supporting the state’s climate action goals to reduce GHG emissions through coordinated transportation and land use planning with the goal of more sustainable communities.² SB 375 calls for each metropolitan planning organization (MPO) in California to develop a Sustainable Communities Strategy (SCS), with land use, transportation, and housing strategies that allow the region to meet its GHG reduction targets. It provides relief from certain CEQA requirements for developers working on new residential or mixed use projects that are consistent with a regional SCS.

In 2013, the California legislature also passed [Senate Bill 743](#) to create a process to change the way that transportation impacts are analyzed under CEQA. Specifically, SB 743 requires the Governor’s Office of Planning and Research (OPR) to amend the CEQA Guidelines to provide an alternative to the use of Level of Service (LOS) as the primary metric for evaluating the transportation impacts of development projects. Those alternative criteria must “promote the reduction of greenhouse gas emissions, the development of multimodal transportation networks, and a diversity of land uses.” SB 743 also amended congestion management law to allow cities and counties to opt out of LOS standards within certain infill areas.^{3,4}

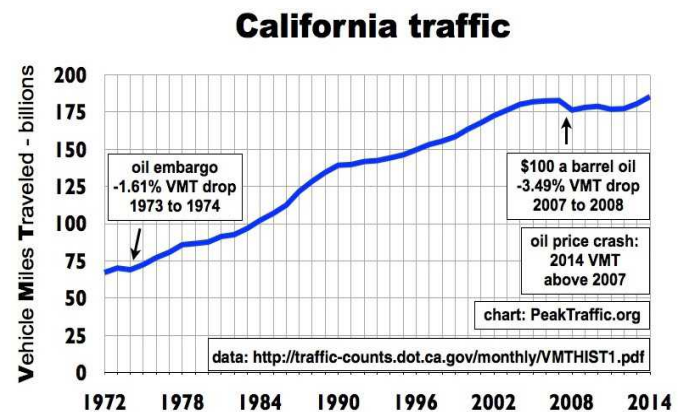


Figure 1: Total vehicle miles traveled in California from 1972-2014
Source: [PeakTraffic.org](#)

¹ Frequently Asked Questions about CEQA, <http://resources.ca.gov/ceqa/more/faq.html>

² California EPA Air Resources Board, Sustainable Communities, <http://www.arb.ca.gov/cc/sb375/sb375.htm>

³ State of California, Office of Planning and Research, https://www.opr.ca.gov/s_sb743.php

⁴ Urban infill is defined as new development that is sited on vacant or undeveloped land within an existing community, and that is enclosed by other types of development. The term “urban infill” itself implies that existing land is mostly built-out and what is being built is in effect “filling in” the gaps. (Source: National League of Cities <http://www.sustainablecitiesinstitute.org/topics/land-use-and-planning/urban-infill-and-brownfields-redevelopment>)



OPR released [Updating Transportation Impact Analysis in the CEQA Guidelines: Preliminary Discussion Draft of Updates to the CEQA Guidelines Implementing SB 743](#) in August 2014 and a [Revised Proposal on Updates to the CEQA Guidelines on Evaluating Transportation Impacts in CEQA](#) in January 2016. The agency expects to initiate the final rulemaking process in 2017, with the goal of finalizing the rule by late 2017. OPR has proposed a two-year implementation period to allow time for jurisdictions and transportation professionals to update their methods and address ancillary issues related to implementation; they may begin to use the updated metrics immediately, and will be required to do so by the end of the two-year period. While OPR is the state office responsible for implementing SB 743, it is working closely with many partner and stakeholder agencies, particularly the California Department of Transportation (Caltrans), to prepare the state for implementation. In addition to its collaboration with OPR, Caltrans is also reviewing its own use of LOS and other performance metrics in transportation operational analyses, as will be discussed later in this case study.

Case for Change

While CEQA does not specifically require or encourage the use of LOS metrics for impact analyses, LOS had become the de facto method that agencies used to evaluate and mitigate project impacts relating to transportation. SB 743 was prompted by concern that the way in which LOS metrics were used to analyze environmental impacts and mitigation strategies for CEQA analyses was inappropriate and in fact worked against California's environmental goals. For example, infill development projects that added relatively little vehicle traffic to the transportation network were flagged as having significant environmental impacts because they were located in already congested areas, whereas projects in outlying areas that added significantly more traffic to the network were able to proceed, because they did not appear to lead to localized congestion or delay.⁵ In urban areas, LOS analysis might lead development projects to reduce their impacts by narrowing sidewalks and widening roadways. Overall, project-level experience demonstrated that the actions needed to mitigate the traffic congestion impacts identified in CEQA analyses could be inconsistent with the actions needed to support GHG reduction and multimodal, sustainable communities.⁶

Further, many felt that such mitigation actions would actually exacerbate the environmental impacts associated with automobile traffic, as numerous studies have consistently shown that adding capacity to roadways fails to alleviate congestion for long, and it actually increases vehicle miles traveled (VMT). An increase in VMT attributable to increases in roadway capacity where congestion is present is called "induced travel."⁷ Induced travel counteracts the effectiveness of capacity expansion as a strategy for alleviating traffic congestion and offsets, in part or in whole, reductions in GHG emissions that would result from reduced congestion.⁸ Expanding the roadway footprint also brings associated potential environmental and fiscal impacts, related to habitat disruption, stormwater management, and the financial need to preserve and maintain additional infrastructure.

⁵ February 2016 Presentation on Revised CEQA Proposal. California Governor's Office of Planning and Research https://www.opr.ca.gov/s_sb743.php

⁶ For additional information, see presentation: "Is SB 743 an Evolutionary Change to Transportation Impact Analysis?" http://www.dot.ca.gov/hq/tpp/offices/owd/horizons_files/CaltransMilam8.26.pdf

⁷ The basic economic principles of supply and demand explain this phenomenon: adding capacity decreases travel time, in effect lowering the "price" of driving; and when prices go down, the quantity of driving goes up.

⁸ "Increasing Highway Capacity Unlikely to Relieve Traffic Congestion." National Center for Sustainable Transportation, October 2015. http://www.dot.ca.gov/newtech/researchreports/reports/2015/10-12-2015-NCST_Brief_InducedTravel_CS6_v3.pdf



With support from a broad range of stakeholders, the state legislature passed language to refocus from addressing congestion to managing additional VMT and associated GHG emissions. The legislation is intended to ensure consistent application across the state. As stated in SB 743, the intent is to:

- Ensure that the environmental impacts of traffic, such as noise, air pollution, and safety concerns, continue to be properly addressed and mitigated through the California Environmental Quality Act.
- More appropriately balance the needs of congestion management with statewide goals related to infill development, promotion of public health through active transportation, and reduction of GHG emissions.⁹

Implementation

Change in Metrics for CEQA Analysis

SB 743 instructs OPR to eliminate LOS and establish criteria for determining the significance of transportation impacts of land use and transportation projects. The criteria must promote GHG emission reductions, development of multimodal transportation networks, and diverse land uses. It also requires OPR to recommend metrics to measure transportation impacts; the metrics could include, but were not limited to, VMT, VMT per capita, automobile trip generation rates, or automobile trips generated. SB 743 also allows OPR to establish criteria for models used to analyze transportation impacts to ensure that the models are accurate, reliable, and consistent with the intent of the legislation.¹⁰

OPR selected VMT as the primary metric of choice, both because it is an umbrella metric for GHG emissions, other environmental impacts, and impacts to human health, and because it is already used in California for air quality analyses. In identifying and developing the proposed metric, OPR conducted significant stakeholder outreach, holding approximately 150 meetings with over 100 stakeholder groups, including local government staff, transportation modelers, technical experts, a liaison from the Institute

Project Type	Current	Proposed
Land Use	LOS on local intersections and highway segments	Full extent of VMT loaded onto the roadway network
Transit and Active Transport	Transit, active transportation projects presumed to slow automobile traffic, trigger LOS “impact to transportation”	Transit, active transportation presumed to reduce VMT unless demonstrated otherwise
Roadway Expansion	LOS impacts at nearby intersections from rerouted/induced vehicle travel (Also: Induced VMT analysis required for GHG calculation)	Induced (or reduced) VMT

Table 1: Proposed Changes in Analysis Metrics and Assumptions for Transportation Projects

⁹ SB 743, Section 1, (b). http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140SB743

¹⁰ Modernization of Transportation Analysis for Transit-Oriented Infill Projects (b)(1). Chapter 2.7 http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140SB743



of Transportation Engineers (ITE), and many others. While some practitioners have concerns about the technical approach, analysis, implementation, and application (in particular in rural areas), OPR staff generally agree that the outreach effort has been positive and that there is broad support for the change.

In addition to evaluating transportation impacts of land use projects, SB 743 also directs OPR to evaluate transportation projects, analyzing the inducement effects of capacity expansion projects, and recognize that non-auto projects (e.g., transit, bicycle, and pedestrian) will generally not increase VMT. Table 1 shows the current and proposed metrics for different types of transportation projects.

While OPR staff believe that the VMT approach is less technically complicated than the LOS approach, they recognize that SB 743 requires a change in approach for local governments and the transportation field, which could present a challenge for some agencies, especially those with limited staff capacity. OPR is developing technical resources to assist local governments and other transportation professionals with implementing the new approaches. These include guidance on how to address induced travel, recommendations for estimating VMT resulting from different types of projects, and [VMT data from the California Statewide Travel Demand Model](#). OPR is not updating guidance related to trip generation rates at this time but references other current and recent efforts through [ITE](#), Caltrans,¹¹ and the [Washington DC DOT](#) (DDOT) to update trip generation estimates, and may adjust its guidance in the future as more accurate approaches are operationalized.

Caltrans Implementation

While the legislation designated OPR as the agency responsible for [SB 743 implementation](#), successful implementation depends on close coordination with and support from multiple agencies, most notably Caltrans. When SB 743 first passed in 2013, Caltrans and OPR worked together closely on statewide outreach and education, and identifying potential issues and opportunities related to implementation.

Caltrans has taken several important steps to support SB 743 implementation and more broadly consider opportunities for VMT reduction, GHG reduction, improved system performance, and improved coordination between land use and transportation. This is consistent with the [2015-2020 Caltrans Strategic Management Plan](#), which established a new mission statement for the Department, shifting from a focus solely on mobility, to one highlighting the importance of safety, sustainability, land use integration, efficiency, and California's economy and livability. Under this umbrella, the agency has also set out several strategic objectives related to reducing VMT and GHG emissions, including: increasing Complete Streets features on state highways that also serve as local streets; and reducing peak period travel times and delay for all modes through Intelligent Transportation Systems (ITS), operational strategies, demand management, and land use/transportation integration.

Local Development – Intergovernmental Review Program

One important day-to-day change at Caltrans is the updated [Local Development – Intergovernmental Review \(LD-IGR\) Program interim guidance](#) published in September 2016 and revised in November 2016. The LD-IGR program reviews land use and infrastructure plans and projects across the state for potential impacts and enhancements to the state's environment, natural resources, and multimodal transportation system. Through the program, Caltrans advises Lead Agencies (typically local governments) on potential

¹¹ [Phase 1 Report \(2008\)](#), and [Phase 2 Report \(2009\)](#)



Figure 2: Caltrans Mission, Vision, and Goals
Source: Caltrans 2015-2020 Strategic Management Plan

impacts and ways to avoid, minimize, and/or mitigate adverse impacts. It also identifies land use and built environment design strategies to enhance connectivity and access to destinations.¹²

The new high level desk reference for Caltrans District staff refocuses the LD-IGR program attention on local development projects' VMT, appropriate transportation demand management (TDM) measures, and determining how best to address multimodal operational issues. The guidance notes that while project Lead Agencies are responsible for selecting and implementing mitigation measures, they typically follow the recommendations from Caltrans, which in the past have primarily relied on LOS analysis and focused recommendations on more "traditional" road improvements.

With the Strategic Management Plan objectives and SB 743's changes to CEQA, LD-IGR coordinators and functional reviewers now will transition away from using delay-based analysis (e.g., LOS or other measures of vehicular capacity or traffic congestion) to determine the impacts of land use and infrastructure plans and projects. Instead, they will focus on identifying opportunities for reduced VMT generation, safe operations, and recommendations for land use development that is more centrally located and incorporates TDM measures.¹³

Caltrans notes that some local jurisdictions have set LOS thresholds for the State Highway System (SHS) either through plans or by ballot measures and will provide this analysis during plan review. LOS can still be used as a transportation analysis tool in California; however, because of

¹² LI-DGR interim guidance, page 2

¹³ LI-DGR interim guidance, page 5



SB 743, review of transportation impacts for purposes of CEQA analysis will need to focus on VMT. District staff can highlight LOS deficiencies on the SHS and request mitigation that minimizes new VMT on the SHS. The LD-IGR Interim Guidance stipulates that Caltrans staff should focus first on operational impacts and consistency with Complete Streets principles and should only sparingly suggest roadway capacity improvements.¹⁴

The Interim Guidance also highlights the importance of analyzing and mitigating VMT through local and regional plan-level documents, as VMT is primarily a regional scale issue. It discusses the potential for “streamlining” impact analysis for project-specific approvals based upon plan or program-level environmental impact reviews (EIRs), and the use of programmatic mitigation strategies, such as impact fee programs.

Finally, the guidance acknowledges a need for a shift in organizational culture, changing language from focusing on “traffic” impacts to “transportation” impacts, emphasizing the need to analyze all modes, and strongly considering land use when reviewing planning documents and mitigation fee programs. It also highlights a need for, and commits to providing, extensive training to Caltrans staff at the headquarters and district levels to adapt to the new analysis methods. Face-to-face training on applying the Interim Guidance was provided to the planners, engineers, and modelers in Caltrans LD-IGR program. Additional training is planned to assist with statewide consistency in tone and approach to comments.

Transportation Analysis Guide / Transportation Impact Studies Guide

While VMT measures impact of, and on, the transportation system (e.g., emissions, energy consumption, demand on infrastructure, and health, etc.), they do not measure how well the transportation system provides access to destinations. Beyond environmental analyses required for CEQA, additional analyses are needed to better understand and address the operations of the transportation system. Having long recognized many of the challenges and limitations associated with LOS analysis, and as part of preparing for SB 743 implementation, Caltrans has begun to explore alternate methods for measuring multimodal mobility.

In 2015, Caltrans initiated an effort to develop a Transportation Analysis Guide (TAG) and an updated Transportation Impact Studies Guide (TISG). The TAG/TISG guidance would address the analysis of impacts related to transportation projects on the State Highway System and land use projects that may affect the transportation system and users of the system. This guidance will develop a comprehensive suite of metrics and methods as well as tools and techniques for performing multimodal transportation analysis and analysis and performance-based decision-making.

Another goal of the effort is to develop performance objectives across all modes of travel based on the contextual setting. The context would be largely defined by system performance and stewardship goals based on the existing and expected future degree of urbanization, modal availability, user need (for example, commerce, home to work, recreation), reliability, safety, environmental setting, and air quality. Caltrans intends to develop new methodologies and analytic best-practices required to perform multimodal performance and impact analysis, to implement SB 743, and provide the technical and analytical support needed by transportation practitioners and decision makers to move California in a more sustainable direction. Caltrans is working with partners to address related technical and policy issues, in order to move this effort forward.

¹⁴ LI-DGR interim guidance; Appendix B



Insights and Lessons Learned

While the revised CEQA requirements to implement SB 743 are not yet final and in place, making it too soon to evaluate the impacts of the proposed changes, the process leading to this point has yielded several important insights related to technical as well as organizational issues:

- **SB 743 promotes integrating transportation and land use planning in order to accomplish goals across multiple levels of government.** Project-level VMT studies highlight the impacts of land use and transportation investments in a manner that enables connection of those impacts to local, regional, and state goals (e.g., health, environment, economic). Analysis at the plan level illuminates the interactions between transportation and land use, and further enables connection to statewide goals. Metrics can address multiple goals and can be tailored to suit the project type (e.g., VMT/capita for residential, VMT/employee for office, VMT/service population for general plans).
- **Balancing land use planning, transportation operations, GHG emission reductions, and associated system investments requires an update to analysis methods.** The California legislation is focused on reducing environmental impacts associated with transportation and land development, mandating a shift away from an LOS-based transportation impact analysis in order to more appropriately balance the needs of congestion management with other statewide goals, such as prioritizing infill development, improving public health, and reducing harm to the environment. Caltrans anticipates that SB 743 implementation will likely lead to closer alignment of project-specific impact analysis and mitigation with investment priorities and management strategies identified through the regional and systems planning process.¹⁵
- **The transition from LOS to VMT will require deployment of new tools and training with up-front costs but may ultimately save time and money.** While there have been some concerns about time and resource costs associated with the change in analysis process, OPR's initial estimates indicate that the VMT analysis in CEQA will be more straightforward and substantially less costly than LOS analysis. OPR convened hundreds of experts over more than three years in developing the technical advisory and developing recommended methods for modeling VMT for different project types, and OPR will provide and arrange training and technical assistance for public and private practitioners.
- **There is no single performance measure that “does it all.”** OPR and Caltrans both note that while VMT is a useful umbrella metric for transportation impacts, it is not designed to be a performance metric for the functioning of the transportation system. Operating an effective transportation system requires a focus on accessibility for people and goods to reach destinations in an efficient manner. Further, transportation professionals need a comprehensive set of metrics at both the user-level and system-level to measure and support accomplishing these goals.

Outside of the SB 743/CEQA context, some jurisdictions will continue to undertake operational analyses, as there is a continued need for understanding the functioning of the roadway network, and how it provides access to destinations. While LOS will still be used in California for some of these analyses, there is a consensus on the need for metrics that support access to destinations for all modes. Caltrans, OPR, and other partners continue to actively work on developing those metrics.

¹⁵ LI-DGR interim guidance; Appendix B

Transportation Metrics: Disadvantages of LOS and Auto Delay

From California Governor's Office of Planning and Research Website

(<https://opr.ca.gov/ceqa/updates/sb-743/>)

- Article, Institute of Transportation Engineers Journal: Biases inherent in the LOS metric (ITE Journal, Aug 2014, 5p): [Decision, Values, and Data: Understanding Bias in Transportation Performance Measures](#)
- Article, Institute of Transportation Engineers Journal: LOS-based transportation impact studies inhibit sustainable transportation (ITE Journal May 2014, 5p) [Changing the Paradigm of Traffic Impact Studies: How Typical Traffic Studies Inhibit Sustainable Transportation](#)
- Primer: The difference between accessibility and mobility (Susan Handy, Access Journal, 5p): [Highway Blues: Nothing a Little Accessibility Can't Cure](#)
- Study: Pursuit of high LOS grades worsens transportation and lessens economic activity in Southern California (UCLA Lewis Center and UCLA Institute of Transportation Studies, 12p Executive Summary, 80p academic study): [Congested Development: A Study of Traffic Delays, Access, and Economic Activity in Metropolitan Los Angeles](#)
- Study: Pursuit of high LOS grades worsens transportation and lessens economic activity in Northern California (UCLA Lewis Center and UCLA Institute of Transportation Studies, 10p Executive Summary, 99p academic study) [Not So Fast: A Study of Traffic Delays, Access, and Economic Activity in the San Francisco Bay Area](#)
- Report: Problems with reliance on LOS, discussion of updated metrics (American Planning Association, 12p): [Smart Transportation Metrics for Smart Growth](#)
- Report: Problems with reliance on LOS, discussion of updated metrics (American Planning Association, 12p): Smart Transportation Metrics for Smart Growth
 - Executive summary (17p): [A Critique of Mobility Measures and a Synthesis: How sprawl is lengthening our commutes and why misleading mobility measures are making things worse](#)
 - Full Report (17p): [Measuring Urban Transportation Performance: A critique of mobility measures and synthesis](#)
- Report: Potential to reduce petroleum reliance through updating LOS metric (Summary 1p, report 9p): [Unraveling Petroleum: Use of Performance Measures that Prioritize Automobiles over Other Modes in Congested Areas](#)



File #: 20-01110

DATE: September 24, 2020
TO: Board of Mayor and Aldermen
FROM: Paul Holzen, Director of Engineering
Jonathan Marston, Asst. Director of Engineering
Adam Moser, Traffic Engineer

SUBJECT:

Consideration Of Resolution 2020-182, A Resolution To Adopt The Revised Neighborhood Traffic Calming Program With Presentation.
CIC 9/24/20, 4-0

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the City of Franklin's revision to the Neighborhood Traffic Calming Program (NTCP) and to present the draft resolution adopting this revised policy.

BACKGROUND/STAFF COMMENTS:

The City of Franklin's Neighborhood Traffic Calming Program (NTCP) contains guidelines and study criteria for a group of neighbors or a neighborhood Homeowners Association (HOA) to request traffic calming devices, such as speed humps. The current program criteria was reviewed by Engineering staff and found to be out of date and inefficient for residents that are requesting traffic calming devices on local streets. Staff researched the latest nationwide practice for requesting and implementing traffic calming devices and applied those changes to the current program guidelines and criteria. A presentation summarizing those changes will be made.

FINANCIAL IMPACT:

Current budget has funding for the NTCP traffic calming devices. This revision to the program guidelines will not have direct financial impact.

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve Resolution 2020-182.



NEIGHBORHOOD TRAFFIC CALMING PROGRAM (NTCP) UPDATE



AGENDA

- REFRESHER - WHAT IS THE NEIGHBORHOOD TRAFFIC CALMING PROGRAM (NTCP)
- WHY IS AN UPDATE NECESSARY?
- WHAT ARE THE CHANGES TO THE NTCP
- QUESTIONS



THE NEIGHBORHOOD TRAFFIC CALMING PROGRAM

- PROVIDES GUIDED STEPS FOR GROUPS OF RESIDENTS OR HOMEOWNERS ASSOCIATIONS REQUESTING SPEED HUMPS OR OTHER TRAFFIC CALMING DEVICES
- PROVIDES FOR IDENTIFYING PROJECTS ON LIMITED TRAFFIC CALMING BUDGET
- STUDY CRITERIA THAT FOLLOWS NATIONAL PRACTICE AND STANDARDS



NEIGHBORHOOD TRAFFIC CALMING PROGRAM (NTCP) FRANKLIN, TENNESSEE

INTRODUCTION

Application

This policy applies to local, residential streets. Collector and arterial streets and streets that are located in commercial zoning districts will not be considered for traffic calming.

PROCESS

Projects that are being considered for the NTCP must follow the procedure that is outlined below. A flowchart summarizing this procedure is provided in Appendix A.

Step 1: Request Traffic Calming

A homeowner's association or homeowner's group must submit a written request for traffic calming on a specific street segment or segments to the Engineering Department. The request must identify the perceived traffic problem and must include contact information for a representative (the requester) of the association/group. Individual citizens are not eligible to initiate projects for the NTCP.

Step 2: Conduct Petition

Upon receipt of the written request, Engineering staff will define the petition area. The petition area will typically include the following:

- Properties along the street that is being considered for traffic calming measures
- Properties along streets where access is substantially dependent upon the street that is proposed to be calmed
- Properties along any street that is expected to receive significant increases, as determined by Engineering staff, in traffic volumes or types as a result of the traffic calming installation

Engineering staff will prepare a petition packet that includes the petition form, a copy of the NTCP policy, a map of the study area, the names and addresses of the property owners within the petition area, and an explanation of the NTCP procedures. The petition packet will be given to the requester, who will be responsible for conducting the petition. Prior to conducting the petition, the traffic calming request and petition must be presented at a neighborhood meeting that is publicized by the City of Franklin in a manner that is consistent with Franklin's standard procedures. Engineering staff will attend the meeting to present the traffic calming request, identify the study area, and to explain the NTCP procedures. After the meeting, the requester must obtain supporting signatures, or "yes" votes, that represent 51 percent of the households within the petition area. Missing signatures will be counted as "no" votes. The requester will have 90 days after the date of the neighborhood meeting to submit the petition results to the Engineering Department. If the petition is successful, then the proposed project will proceed to Step 3. If the petition fails, or if the petition is not returned by the petition deadline, then the project is terminated, and the neighborhood will be ineligible to submit another request for traffic calming for a period of one year.

<https://www.franklin.tn.gov/home/showdocument?id=605>



WHY IS AN UPDATE NECESSARY?

- NATIONAL PRACTICES AND FEDERAL GUIDANCE CHANGES OVER TIME
- CURRENT PROCESS REQUIRED RESIDENTS TO PETITION PRIOR TO THE CITY STUDYING THE REQUESTED CORRIDOR
 - INEFFICIENT AND FRUSTRATING FOR OUR RESIDENTS
 - TRAFFIC STUDY OF NTCP CRITERIA IS MINIMAL COST AND STRAIGHTFORWARD
- CURRENT PROCESS OF MULTIPLE PUBLIC MEETINGS WERE NOT WELL ATTENDED AND CAUSED RESIDENT CONFUSION
- EDUCATION AND ENFORCEMENT WAS NOT DEFINED



SUMMARY OF CHANGES

- CONDUCT AND ANALYZE TRAFFIC STUDY BEFORE RESIDENT PETITION PROCESS
- PUBLIC MEETINGS REDUCED BY STUDYING STREET PRIOR TO MEETING WITH RESIDENTS
- DEFINES PRIORITIZATION FOR MULTIPLE SUCCESSFUL REQUESTS
- GIVES OPTIONS FOR FUNDING THE IMPLEMENTATION OF TRAFFIC CALMING DEVICES
- PETITION NOW NEEDS TO BE APPROVED BY 2/3 (67%) OF PETITION AREA RESIDENTS (FROM > 50%)
- EDUCATION AND ENFORCEMENT PROCESS IS NOW DEFINED
 - FLYER OF TRAFFIC INFORMATION (NATIONAL SAFETY STUDIES)
 - PROCESS FOR SPEED LIMIT REDUCTION OPTION
 - FRANKLIN PD TRAFFIC DIVISION CONTACTS
 - TEMPORARY SPEED FEEDBACK SIGN/TRAILER



Microwave Study Device



SUMMARY OF CHANGES

- SPECIFIC TRAFFIC STUDY CRITERIA GRADING SYSTEM:
 - USES A COMBINATION OF TRAFFIC VOLUME AND 85TH PERCENTILE SPEED
 - MINIMUM OF 6 POINTS NEEDED TO QUALIFY FOR NTCP
 - 1 POINT IS ADDED TO TOTAL IF THE STREET DOES NOT HAVE ANY SIDEWALKS
 - **ALLOWS PRIORITIZATION OF MULTIPLE PROJECT REQUESTS**

Table 1 Grading System Criteria	
Daily Traffic Volumes	
0 - 150	Not Eligible
151 - 300	1
301 - 500	2
501 - 700	3
751 - 1000	4
1001 - 1500	5
1501+	Not Eligible
85th Percentile Speeds*	
0-4 MPH	Not Eligible
4 MPH	1
5 MPH	2
6 MPH	3
7 MPH	4
8 MPH	5
> 10 MPH	6
*over speed limit	

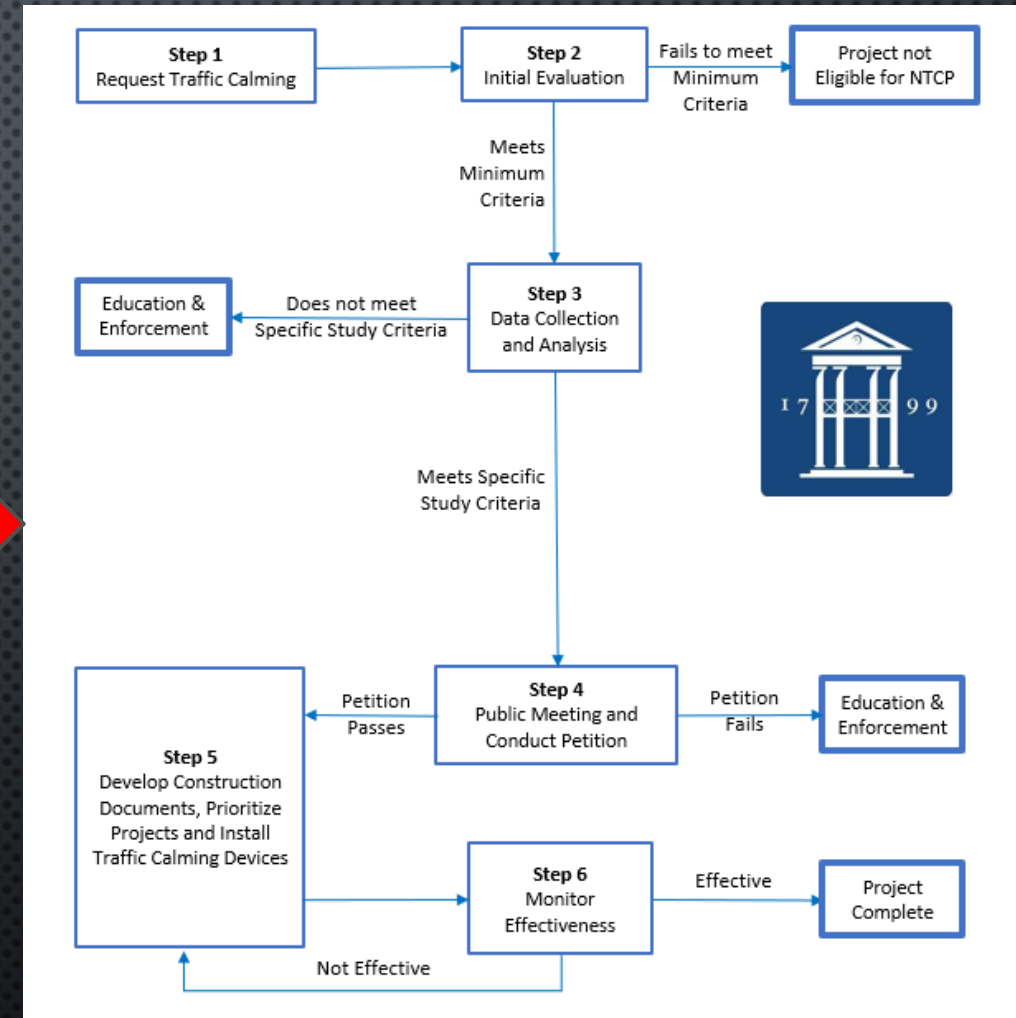
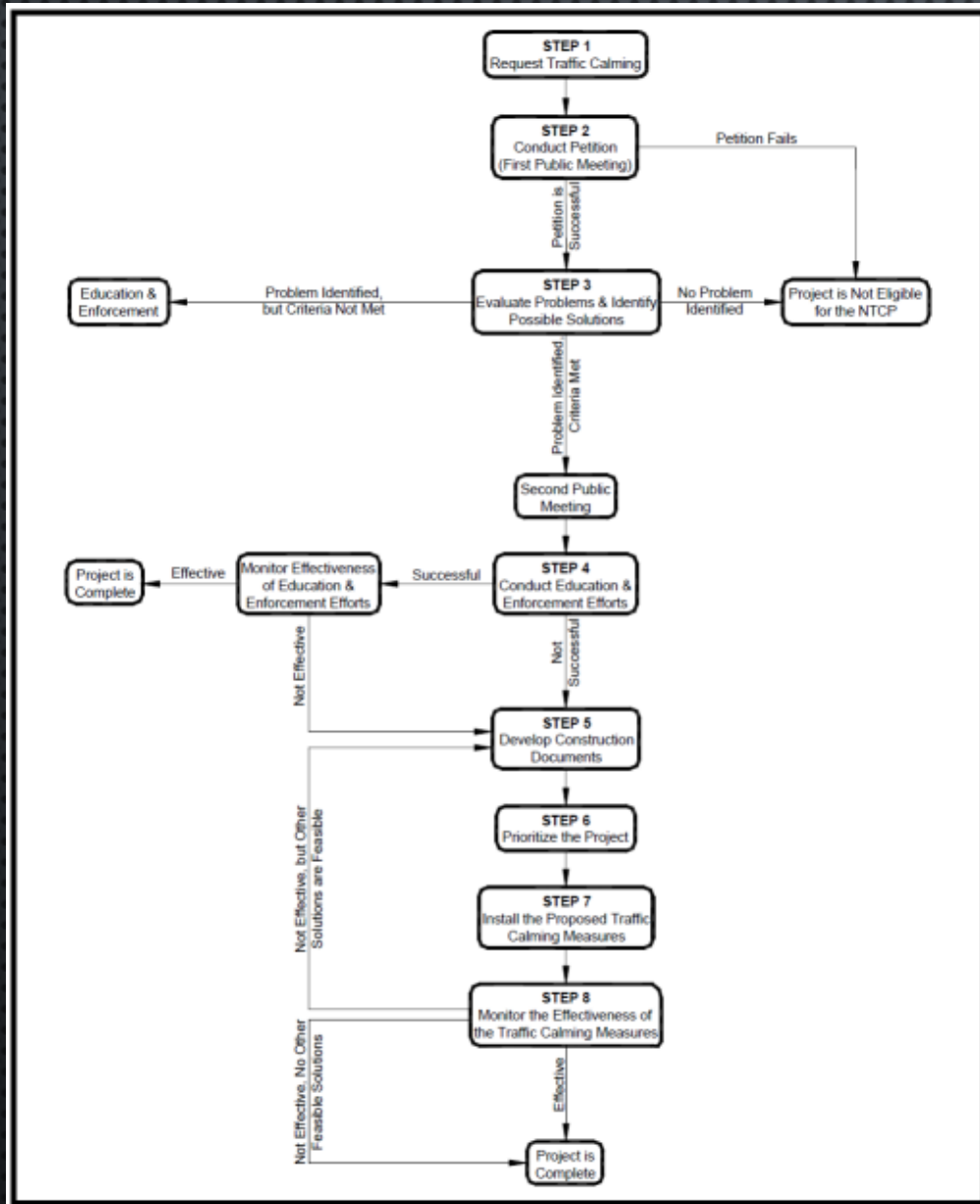


SUMMARY OF CHANGES

- LIMITED FUNDING RESULTS IN VERY FEW PROJECTS THAT CAN ACTUALLY BE IMPLEMENTED. SOME HOAS REQUESTED TO PUT TRAFFIC CALMING DEVICES IN THEMSELVES
 - STILL HAS TO MEET MINIMUM CRITERIA OF THE NTCP & COF STANDARDS
 - HOA OR NEIGHBORHOOD GROUP CAN NOW CONTRIBUTE FUNDING TO NTCP
 - ASSIST IN PRIORITIZING PROJECTS BASED ON AVAILABLE FUNDS



SUMMARY OF CHANGES



PREVIOUS INQUIRIES & UPDATES

- CAN RENTERS VOTE?
 - SINGLE FAMILY HOMES WITH SIGNED OWNERS PERMISSION (ELECTRONIC PERMISSION ACCEPTABLE)
- HOW TO DEAL WITH EXTENUATING CIRCUMSTANCES (EXAMPLE: No HOA)
 - CITY CAN PROVIDE MAILERS TO RESIDENTS TO SIGN AND MAIL BACK – REVIEWED ON A CASE BY CASE BASIS
 - PROXY IS ALLOWED AND INCLUDED IN APPENDIX
 - ENGINEERING LOOKING IN TO ELECTRONIC VOTING MEANS BUT WOULD REQUIRE UNIQUE IDENTIFIER



QUESTIONS
?



RESOLUTION NO. 2020-182

A RESOLUTION TO ADOPT THE REVISION OF THE CITY OF FRANKLIN NEIGHBORHOOD TRAFFIC CALMING PROGRAM (NTCP)

WHEREAS, the City of Franklin currently has an adopted Neighborhood Traffic Calming Program (NTCP); and

WHEREAS, staff has revised the NTCP to align with nationwide engineering practice for traffic calming request and implementation; and

WHEREAS, the City of Franklin desires to clarify the traffic calming study criteria and the process for residents requesting traffic calming devices; and

WHEREAS, the revised NTCP can be found attached as Exhibit A.

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

SECTION 1. The Board of Mayor and Aldermen of the City of Franklin, Tennessee, hereby authorizes the City Engineer to administer the revised Neighborhood Traffic Calming Program (NTCP), which is attached as Exhibit A.

SECTION 2. This Resolution shall take effect immediately from and after the date of passage and adoption.

IT IS SO RESOLVED AND DONE on this ____ day of _____, 202____.

ATTEST:

CITY OF FRANKLIN, TENNESSEE:

By: _____
Eric S. Stuckey
City Administrator

By: _____
Dr. Ken Moore
Mayor

Approved as to Form:

By: _____
Shauna R. Billingsley
City Attorney



NEIGHBORHOOD TRAFFIC CALMING PROGRAM (NTCP) FRANKLIN, TENNESSEE

INTRODUCTION

Welcome to the City of Franklin's traffic calming program. Traffic calming is a term used in Traffic Engineering to encourage safer, more responsible vehicular driving. Traffic calming uses physical design and/or devices on existing streets to improve safety for roadway users, including pedestrians and bicyclists.

The purpose of this policy is to provide an appropriate and consistent treatment for traffic calming requests from a citizen group or HOA. This policy examined other Local, State, and National traffic calming standards to ensure that the guidelines and criteria are fair and equitable. Not every successful request is guaranteed to be constructed or funded and may rely on the number of requests received and available funding in any particular budget year.

These instructions outline the steps in the traffic calming request process. Please read and understand this document before filling out the Request for Traffic Calming form or Petition (Appendix H). A reduced speed limit request is also available through this process and additional information is available in Appendix D.

Application

This policy applies to local, residential streets only. Collector streets, arterial streets and streets that are located in commercial zoning districts, as designated by the City's Major Thoroughfare Plan, will not be considered for traffic calming.

PROCESS

Projects that are being considered for the Neighborhood Traffic Calming Program (NTCP) must follow the procedure that is outlined below. A flowchart summarizing this procedure is provided in Appendix A.

Step 1: Request Traffic Calming

A homeowner's association (HOA) or a neighborhood group must submit a written request for traffic calming on a specific street segment or segments to the Engineering Department. A neighborhood that does not have an organized HOA may form a small group of 4 different property owners (1 individual from each owned property); however, the requesting group must live along the street being submitted for traffic calming. The written request must identify the perceived traffic problem and must include contact information for a representative (the requester) of the HOA or neighborhood group. Individual citizens and rental tenants are not eligible to initiate projects for



the NTCP. Single family home renters will need to request the participation of the property owner to represent them in any traffic calming request.

Step 2: Initial Review

Upon receipt of a valid written request and per the guidelines of this policy, Engineering staff will conduct an initial review of the street(s). This initial review will complete the following:

1. Ensure that the street(s) meets the minimum criteria
2. Conduct a field review and inspection of the street(s) to determine if a need exists
3. Determine if there are any preliminary solutions, such as posting speed limit signs, that could be put in place.

In order for a project to be considered for traffic calming measures, the following **minimum criteria** must be met on the street(s) requested during initial review:

- The posted speed limit is 30 mph or less on the street.
- The street must be classified as a local street as found in Connect Franklin, pg. 21 adopted in August 2016. No arterials, collectors, commercial areas or streets in the downtown business district are eligible for the NTCP.
- The local street is a through street connecting between two collector streets, two arterial streets, or a collector to an arterial street. In other words, a through street is any street that a driver can use to 'cut through' from one larger street to another larger designated street (collector or arterial).
- Residential street 'circles' (having the same entrance and exit) and cul-de-sacs are not eligible for traffic calming.
- An exception to the requirement of a street being a 'through street' includes a local street that services a general public area, such as a public park, a school, or other larger venues/development/business in which there may be more traffic generated than just local residential traffic of a specific neighborhood. *Note: Individual resident, contractor, or delivery vehicle speeding issues should be addressed by the HOA or group with those residents/businesses and/or the Franklin Police Department.*
- The street must measure longer than 1000 feet between stop signs or sharp, 90 degree turns.
- The combination of horizontal and vertical curves along the roadway is not such that would result in inadequate stopping sight distance for motorists as they encounter a potential traffic calming device.
- The street is not a transit route or a primary emergency access route.

Once the initial review has been completed, streets that meet the criteria will move on to Step 3. All other applications will be terminated. The requester will be notified if the street did or did not meet the minimum criteria including a summary of which criteria was either met or not met. If preliminary solutions, such as signage, are identified, they will be discussed with the requester.



Step 3: Data Collection and Analysis

Upon passing initial review in Step 2, Engineering staff will perform data collection for the requested street(s) to ensure the street(s) meet specific study criteria, as stated herein. Data will typically be collected on weekdays over a continuous, minimum 48-hour period while schools are in session, unless otherwise advised in the request. Data will not be collected on holidays, or at least one day before or after a holiday. The data collection will assist in determining the eligibility of the street(s) based on the following specific study criteria and Grading System:

- The maximum grade on the section of roadway that is being considered for traffic calming measures does not exceed 7 percent.
- The Average Daily Traffic (ADT) volume must be greater than 150 vehicles per day and less than or equal to 1500 vehicles per day (in a 24-hour period).
- The 85th percentile speed is at least 4 mph faster than the posted speed limit.
- The combination of traffic volume and 85th percentile speed of traffic will be quantified using the Grading System Criteria in Table 1. A total of at least **6 points** is required to move to Step 4.
- Streets that do not have sidewalks on at least one side are given one (1) point resulting in the need to obtain at least 5 points from Table 1.

Table 1 Grading System Criteria	
Daily Traffic Volumes	
0 - 150	Not Eligible
151 - 300	1
301 - 500	2
501 - 700	3
751 - 1000	4
1001 - 1500	5
1501+	Not Eligible
85th Percentile Speeds*	
0-4 MPH	Not Eligible
4 MPH	1
5 MPH	2
6 MPH	3
7 MPH	4
8 MPH	5
> 10 MPH	6
*over speed limit	



The above criteria and a total of at least 6 points must be met to qualify for the NTCP. If Engineering staff determine that the street segment does not meet the study criteria, then the project request will be terminated. The requested street(s) will be ineligible for the NTCP for a period of two years unless Engineering staff determine that changing conditions, such as additional development, has resulted in a traffic volume or speeding problem. If Engineering staff determine that a street segment in question does not meet the above criteria in full, then Engineering staff will work with the Traffic Division of the Franklin Police Department and the neighborhood association/group to address the problem with education and enforcement efforts. Education and enforcement efforts may include written information, temporary driver feedback signs, citations, etc. Further information can be found in Appendix C.

If Engineering staff determine that the above criteria are met in full, then the project will be included in the NTCP and Step 4 will be initiated. Engineering staff will identify feasible and appropriate traffic calming alternatives to address the identified traffic problem. Examples of traffic calming techniques are provided in Appendix B.

Step 4: Public Meeting and Conduct Petition

Once Engineering staff have identified an issue for the requested street(s) and it meets all criteria set forth in the previous steps, a neighborhood meeting will be scheduled. This meeting will be publicized by the City of Franklin in a manner that is consistent with the City's standard procedures. Engineering staff will attend the meeting to present the traffic calming request, discuss the study results, share preliminary alternatives, identify the study area, and explain the remaining NTCP process to the neighborhood. This meeting will also be used to identify an appropriate traffic calming measure that is to be approved by the property owners in attendance. Signed designated proxy votes submitted by property owners not in attendance will be allowed. Citizens can also ask questions, provide input, and feedback at this public meeting.

Engineering staff will define the petition area. The petition area will typically include the following:

- Properties along the street that is being considered for traffic calming measures
- Properties along streets where access is substantially dependent upon the street that is proposed to be calmed
- Properties along any street that is expected to receive significant increases, as determined by Engineering staff, in traffic volumes or types as a result of the traffic calming installation

Engineering staff will prepare a petition packet that includes the petition form, a copy of the NTCP policy, a map of the study area, the approved traffic calming solution and approximate location, and the names and addresses of the property owners within the petition area. The petition packet will be given to the requester, who will be responsible for conducting the petition along with other volunteers from within the study area. In extenuating circumstances, the City may accommodate



a neighborhood group in the petition process. HOAs will be responsible for conducting the petition process.

After the meeting, the requester must obtain supporting signatures, or “yes” votes, that represent **67 percent** (2/3) of the property owners within the petition area. Single family home renters will need to request permission of the property owner to represent them in the petition voting process. Only one vote per property will be counted. Missing signatures will be counted as “no” votes. The requester will have 90 days to collect signatures and submit the petition results, after Engineering staff provide the requester notice to proceed. If the petition is successful, then the proposed project will proceed to Step 5. If the petition fails, or if the petition is not returned by the petition deadline, then the project is terminated, and the neighborhood group or HOA will be ineligible to submit another request for traffic calming for a period of one year, and the street(s) requested shall not be eligible for a period of two years. Engineering staff will make every effort to avoid installation of Traffic calming measures or devices adjacent to the property owners that vote “No”.

During the petition and signature process, if it is found by the HOA or representatives that the original NTCP measure is not acceptable to its residents, an additional meeting can be called to further discuss different alternatives. The additional public meeting will follow the same format as the first meeting. A different alternative **must** be decided on at this meeting and the petition and signature gathering process must begin again if this meeting is requested. If the petition is successful, the request will then move onto Step 5.

Step 5: Develop, Prioritize, and Install Traffic Calming Measures

Based on the feasible and appropriate solutions identified by Engineering staff and property owners during Step 4, Engineering staff will develop construction documents with estimated costs for the proposed traffic calming measures to be implemented.

Projects will be prioritized by Engineering staff based on a variety of factors, such as availability of funding, Table 1 score, implementation costs, and cost sharing participation with the HOA or neighborhood group. Projects that include HOA or neighborhood funding will receive higher prioritization. For example, if there are two identical projects each costing the same amount and one group elects to participate in the cost by providing 25% and the other group elects to participation of 75%, than the project that participates with 75% of the cost will be higher on the list than the group that participates 25%. The cost to the City is smaller and the City’s limited funding for traffic calming will go further and include more projects when cost sharing with HOAs and citizen groups. Projects funded 100% by the HOA or neighborhood group will get top priority for implementation, but must be approved by the City of Franklin.

Projects that have the highest priority will be implemented first. Implementation of a project will not occur until all associated maintenance/landscape/payment agreements have been finalized and City budget allows. Installation of the traffic calming measures will be performed by City crews



or by a contractor that is selected by the City. Once implementation has been completed, the request will proceed to Step 6.

Step 6: Monitor the Effectiveness of the Traffic Calming Measures

Approximately three months after the proposed traffic calming devices have been installed, Engineering staff will evaluate the project to determine if the traffic calming devices have sufficiently addressed the traffic problem identified during Step 3. An additional 'after' study, similar to the study that Engineering staff complete in Step 3, will be completed. This study will collect speed and count data and analyze the data to determine what the constructed traffic calming measure effects had on speed and/or ADT. Once the after study has been completed and it is determined that the criteria does not meet the requirements in Table 1 from Step 3, (6 points), the traffic calming request will be considered resolved. If the traffic problem has been resolved, then the project will be considered complete. If the issue has not been resolved from the after study data, then Engineering staff will consider other solutions that were identified during Step 3. If an alternate solution is selected by Engineering staff, then the project will return to Step 5. If Engineering staff determine that there are no feasible alternatives, then the project will be terminated and enforcement will be recommended.

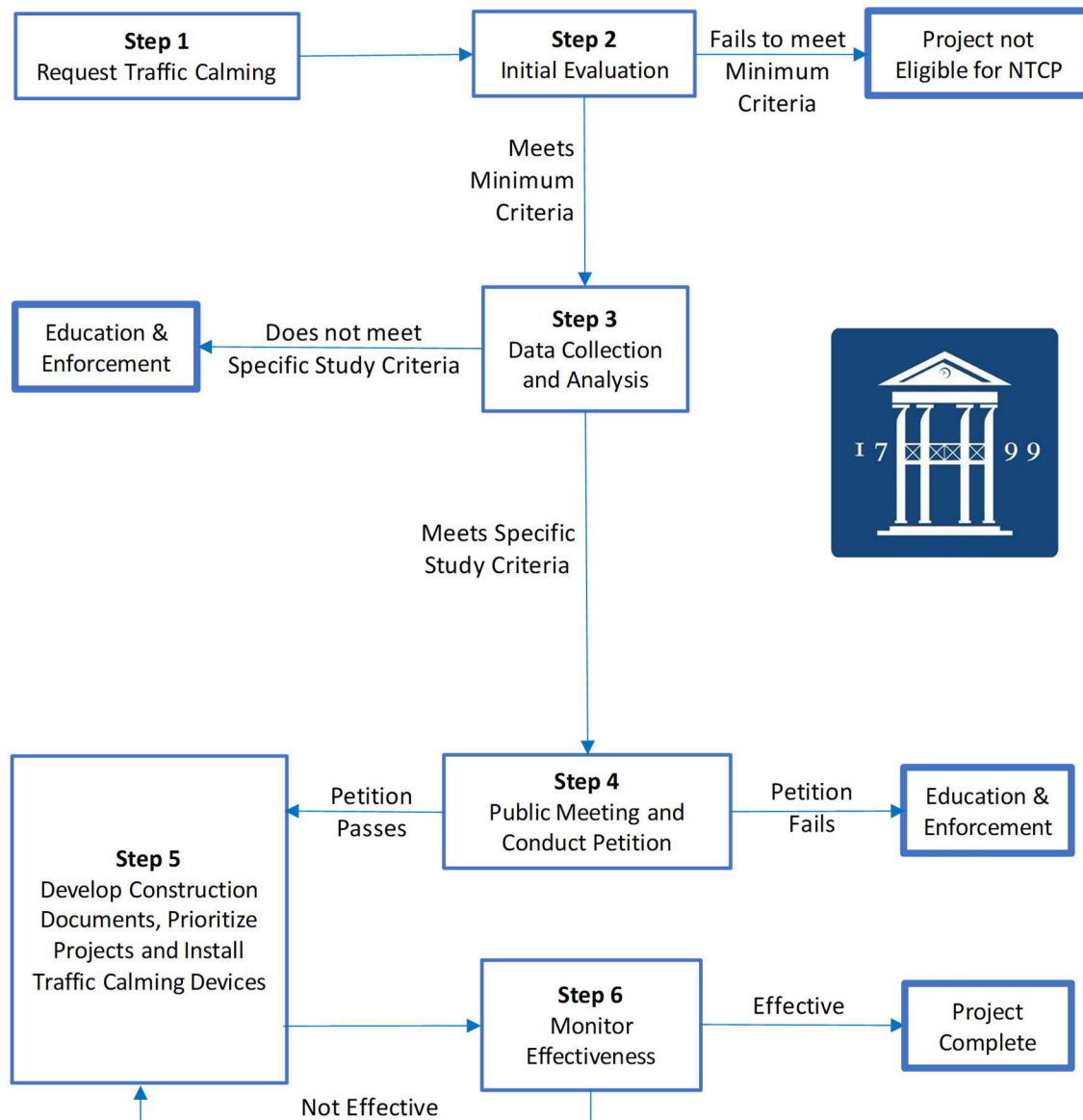
MODIFICATION OR REMOVAL OF A TRAFFIC CALMING DEVICE

Process

If Engineering staff determine that a traffic calming device needs to be modified or removed due to a public health or safety issue, then Engineering staff, with assistance from the Street Department, shall modify or remove the device and notify the HOA or residents on the reasoning for removal. If the neighborhood association/group wishes to remove or significantly alter a traffic calming device, then the neighborhood must conduct the same petitioning process outlined in Step 4 for removal or modification. If the petition supporting the removal/modification is successful, then the HOA or neighborhood must pay for the costs that are associated with the removal/modification of the traffic calming device. A traffic calming device will not be removed until all payment agreements have been finalized. If the removal/modification is initiated by the neighborhood association/group, then the neighborhood will be ineligible to participate in the NTCP for a period of five years.

APPENDIX A

FLOW CHART FOR THE NEIGHBORHOOD TRAFFIC CALMING PROGRAM (NTCP)



APPENDIX B

TRAFFIC CALMING TECHNIQUES

There are a variety of techniques that can be used to calm traffic on local, residential streets. Techniques that are specifically permitted, as well as techniques that are specifically prohibited, in the City of Franklin are described below. Techniques that are specifically permitted are summarized in Table B1, which also identifies the potential benefits and disadvantages of each.

**TABLE B1:
POTENTIAL IMPACTS OF TRAFFIC CALMING TECHNIQUES THAT MAY BE USED IN THE
CITY OF FRANKLIN**

Measure	Potential Benefits			Potential Disadvantages			Cost
	Speed Reduction	Volume Reduction	Conflict Reduction	Limits Local Access	Increases Emergency Response Time	Maintenance Required	
Chicanes	●	●	●	○	◐	◐	\$\$\$\$
Curb Extensions	◐	○	○	○	○	◐	\$\$\$
Raised Median	◐	○	◐	◐	○	◐	\$\$\$
Traffic Circle	●	◐	●	○	◐	◐	\$\$\$\$
Speed Hump/Table	●	◐	●	○	◐	◐	\$\$\$
Road Diet	◐	○	◐	○	○	○	\$\$\$\$
Driver Feedback Sign	◐	○	○	○	○	◐	\$\$
Enhanced Signage	◐	○	○	○	○	◐	\$
Speed Legend	◐	○	○	○	○	◐	\$
Roadway Striping	◐	○	○	○	○	◐	\$
Reduced Speed Limit	◐	◐	○	○	○	◐	\$
● - Substantial Benefits/Disadvantages ◐ - Minor Benefits/Disadvantages ○ - No Benefits/Disadvantages \$ - Low Cost \$\$ - Moderate Cost \$\$\$ - High Cost							

TECHNIQUES THAT ARE SPECIFICALLY PERMITTED IN THE NTCP

Horizontal Traffic Calming Measures

Horizontal traffic calming measures are segments of roadway where vehicles are moved side to side. By removing a vehicles straight line of travel, vehicles are encouraged to reduce speed to navigate the movements.

Chicane

A **chicane** shifts motorists' path of travel by creating a horizontal diversion in the roadway. A chicane is usually formed by a series of curb extensions that are placed on alternating sides of the roadway. These curb extensions reduce the roadway width and force motorists to steer from one side of the roadway to the other in order to travel through the chicane. More information regarding chicanes can be found [here](#).



A chicane creates a horizontal deflection in the roadway. (Source: Google Street View)

Curb extensions

Curb extensions are formed by extending the curb on one or both sides of the roadway into the vehicular travel lanes to reduce the paved roadway width. The reduction in width creates "slow points" in traffic flow. Curb extensions are also commonly referred to as chokers, neckdowns, traffic throats, and pedestrian bulb-outs. Click for more information regarding [Bulbouts](#) and [Chokers](#).



intersections and create shorter crossing distances for pedestrians. The reduction in lane width encourages motorists to slow down when driving through the intersection. (3rd Ave / 4th Ave, Franklin TN)



Raised Median Island

A **raised median island** is an elevated island that is constructed on the centerline of a two-way street to reduce the width of the adjacent travel lanes. Raised medians can be paved or landscaped. They create “slow points” in the roadway, can serve as pedestrian refuges for designated mid-block pedestrian crossings, and can be used in conjunction with other traffic calming measures. Click [here](#) for more information regarding [raised median islands](#).



Raised medians reduce the width of the adjacent travel lanes. (Source: Google)

Traffic Circle

A **traffic circle** is a raised, circular island that is typically placed in the center of a residential street intersection to allow traffic to flow through the intersection without being controlled by a stop sign or a traffic signal. The design of a traffic circle requires motorists to travel through the intersection in a counterclockwise direction around the island, which reduces the number of conflict points and reduces vehicular speeds. Please click to find more information regarding [traffic circles](#).



A traffic circle creates a horizontal deflection in the roadway, which causes motorists to slow down as they travel through the intersection. (Twin Oaks Drive / Birchwood Circle, Franklin TN)

Vertical Traffic Calming Measures

Vertical traffic calming measures are segments of roadway where vehicles are moved up and down causing some driver discomfort at higher speeds. By removing a vehicles straight line of travel, vehicles are encouraged to reduce speed to navigate the movements.

A **speed table/hump/cushions** is a wide and flat undulation that is placed on a street, typically across the width of the roadway, to reduce vehicular speeds. They have a height of three to four inches and a length of 12 or 22 feet. Speed humps should be distinguished from speed “bumps”, which are much shorter (six to 12 inches long) and have been associated with maintenance, safety, and liability concerns. Speed “bumps” are not allowed in the City as a traffic calming device. Please click for more information regarding [Speed Humps](#), [Speed Tables](#), and [Speed Cushions](#).



The speed table/hump that may be used in the City of Franklin is 22 feet long and three inches high. (Vera Valley Drive, Franklin TN)



Non-Physical Measures

Non-physical measures are ones that do not require construction or physical changes to the existing roadway.

Road Diet – Non-Structural

Reducing the number of travel lanes, or the width of travel lanes, on a roadway can be an effective technique for calming traffic on that street. This process, called a road diet, can help to reduce vehicular speeds, reduce the number of conflict points for right-of-way users, and can help make streets more bicycle and pedestrian friendly. Road diets can be accomplished by adding parking lanes, adding bike lanes, or by reclaiming some of the roadway width, which can create room for sidewalks and street trees. Please click for more information regarding [road diets](#).



*The addition of a bike lane and a parking lane on this street helps to create a narrow travel lane for motorists.
(Source: Google)*

Driver Feedback Signs

Driver feedback signs show the current speed limit and the speed that a vehicle is traveling at the moment. These signs inform drivers of the speed that they are traveling and encourage them to drive the speed limit. These signs can be programed to alert a driver that is traveling over the speed limit by flashing and or displaying a message.



*This driver feedback signs lets drivers know the speed they are traveling and can tell them to slow down.
(Ernest Rice, Franklin TN)*

Enhanced Signage

Posting signs is an informative way to let drivers know what is expected or required while driving various roadways. Some of these signs include speed limit signs, no trucks signs, pedestrian crossing, etc. These signs inform and encourage drivers to follow the law.



These signs have supplemental plaques included to add additional clarity and information for the drivers. (Alexander Drive, Franklin TN)

Speed Legend

Speed legends are large numbers that are painted in the roadway to inform drivers of the speed limit. These alert drivers if they miss the posted speed limit sign. These can also display other important messages.

These makings are painted messages on the roadway to provide additional indication of speed limits. (Source: Google)





Roadway Striping

Many residential roads do not have any striping on the roadway. Adding striping alerts drivers to the proper location to where they should position their vehicles on the roadway rather than using the whole width to go around turns.

Reduced Speed Limit

Establishing a lower speed limit may help to reduce speeding and cut-through traffic in residential neighborhoods. Some local, residential roadways have speed limits that are posted at up to 30 mph. It may be desirable to lower the speed limits on these roadways from the City's default speed limit, 25 mph for local or residential roadways. The criteria for a reduction in speed limit differs slightly from the NTCP and can be found in Appendix D.

TECHNIQUES THAT ARE SPECIFICALLY PROHIBITED IN THE NTCP

Rumble strips are raised buttons, bars, or groves that are closely placed on a roadway at regular intervals. They cause both noise and vibration in vehicles as motorists drive over them. Typically, rumble strips are used to alert motorists of unusual conditions ahead. As motorists get used to the rumble strips, the strips become less effective over time. Rumble strips can result in increased noise levels for nearby residents. Also, rumble strips require a high amount of maintenance. For these reasons, rumble strips may not be used as a traffic calming technique in the City of Franklin.



Rumble strips may not be used as a traffic calming technique in the City of Franklin. (Source: Google)

Speed Bumps are shorter (six to 12 inches long) than speed humps (12-22 feet) and have been associated with maintenance, safety, and liability concerns. Speed “bumps” are not allowed in the City as a traffic calming device on residential streets.



Speed bumps are not an approved traffic calming technique for residential streets in the City of Franklin. (City Hall)

APPENDIX C

Failed Requests Options

Education is a key component of keeping all residents safe in the City of Franklin. Engineering staff may assist the neighborhood HOA or groups in developing educational programs for the residents. This may come in the form of a flyer/brochure or written information. It will be the responsibility of the neighborhood HOA or groups to implement the educational programs.



Speed trailers may be used as part of the enforcement efforts to control speeding in neighborhoods that request traffic calming. (Source: City of Franklin PD)



Temporary driver feedback signs may be used as part of the education efforts to control speeding in neighborhoods that request traffic calming. (Source: City of Franklin PD)

Enforcement efforts may be completed in tandem with neighborhood education. The Franklin Police Department will work with Engineering staff to help resolve traffic problems, such as speeding. Enforcement efforts may involve the use of speed trailers, officers and may include citations for violators.



APPENDIX D

Speed Limit Reduction Criteria

A speed limit reduction request does not have the same requirements that are outlined in the Neighborhood Traffic Calming Program (NTCP); however, the requirements are similar, as stated below. For a roadway to be considered for a speed limit reduction it must be classified as a residential roadway/local street and have an existing speed limit of 30 mph or less. The lowest posted speed limit that is allowed on City of Franklin streets is 20 mph, and speed limits will be set in increments of 5 mph (30 to 25, 25 to 20). Unlike the Traffic Calming Program, all residential roadways are eligible for this reduction, including non-through streets.

A request for a speed limit reduction shall include all streets within a neighborhood, HOA, or Development, and shall be initiated by an HOA, group of HOAs or a group of residents. Streets shall not be submitted individually for the reduction in speed limit. Since the entire neighborhood shall apply for the reduction, the petition area will include all households in the neighborhood. If a street connects two or more different neighborhoods or developments, both neighborhoods or developments shall apply for the reduction of speed limit and will be included in the petition area. The City may alter the petition limits or area at the discretion of the City Engineer. The City shall approve the petition area prior to collecting signatures.

A request for speed limit reduction shall be submitted to the City of Franklin Engineering Department. Once received, Engineering staff will review the proposed petition area and ensure that it meets the minimum requirements. Once the petition area is approved by the City, a speed study will be performed to ensure speed limits can be reduced, per federal guidelines for setting speed limits. A public meeting will then be held to discuss the results of the study and to outline the remaining process. The petition process is the same as outlined in this NTCP. An approval of the speed reduction shall be 2/3 of the property owners in the petition area. If a property owner does not vote, it is considered a no vote.

If the petition is successful, an ordinance will be drafted by Engineering staff and be presented to the Board of Mayor and Alderman (BOMA) for vote. The requestor or representative are encouraged to be present for BOMA meetings in which the ordinance is on the agenda. If the ordinance is approved, Engineering staff will work with the Streets Department to get the speed limit signs changed per the approved ordinance. The streets that the reduced speed ordinance affects will not be eligible for the NTCP for two years.



APPENDIX E

Frequently Asked Questions

- **Can we have a “Slow - Children at Play” sign?** – Federal Standards discourages the use of “Children at Play” signs. There is a widespread false believe that traffic signs provide added protection. Studies have shown there is no long-term reduction in speed with these signs nor enforcement of ‘lower’ speeds. These signs may be found in locations through-out the city; however, these signs were placed before the MUTCD changed the recommendation for the use of this sign. The current edition of the MUTCD does not include this sign and therefore should not be used.
- **Can we have an All-way Stop for Traffic Calming?** – All-way stop signs must meet specific requirements found in the MUTCD. These requirements typically involve traffic volumes, crash history, and pedestrians. The MUTCD specifically states that “Yield or Stop signs should not be used for speed control.”. Multiway or All-way stop requests shall be requested separately and are not included in the NTCP.
- **What is the Speed Limit on residential streets when not posted?** – Per City of Franklin Ordinance Section 15-301, the speed limit for residential streets where not posted is 25 mph.
- **Can I request that a speed limit sign be posted on a street or in a neighborhood?** – Yes, we can review current signage and recommend a speed limit sign location(s) should it not be posted. This is at the discretion of the City, per their findings and allowable budget. It should be noted, the City does not supply decorative posts or install decorative posts for signs. If a neighborhood has decorative posts or standards, the City can only supply the sign to the HOA for them to install on their post.



APPENDIX F

Definitions

- **Through Street** – A through street is a roadway that provides access to or connects to multiple similar type roadways. A through street gives priority to the vehicles using it. A through street does not end at a Cul de sac and typically connects to other through or collectors streets.
- **85th Percentile Speed** – The 85th percentile speed is the speed at which 85 percent of the vehicles are traveling at or lower. For example, if the 85th percentile speed was found to be 32 mph, that means that 85 percent of vehicles were traveling at or below 32 mph.
- **Functional Classification** – Functional Classifications are classified based on the amount of access and mobility a roadway provides. These classifications provide different levels of emphasis in regard to traffic movement (getting from one side of town to the other) versus direct access to property. There are three main categories; Local, Collector, and Arterial. Each has their own unique characteristics to regard to access versus mobility.



APPENDIX G

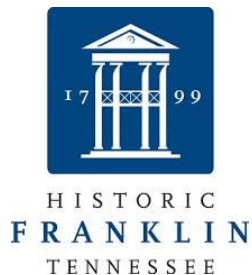
Additional Resources

Traffic calming programs have existed for many years through-out the country. A plethora of research of has been conducted to find the best and most effective methods to use to make roadways safer for all users. The following are a list of resources that can be looked at for further education and information.

- FHWA Traffic Calming ePrimer - https://safety.fhwa.dot.gov/speedmgt/traffic_calm.cfm
- ITE Traffic Calming - <https://www.ite.org/technical-resources/traffic-calming/>
- ITE Traffic Calming: State of the Practice, Reid Ewing, 1999 - <https://trid.trb.org/view/647739>
- Fact Sheet - <https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/812687>
- Ped Safety - <https://www.nhtsa.gov/road-safety/pedestrian-safety>
- Speed Management - https://safety.fhwa.dot.gov/local_rural/training/fhwasa010413spmgmt/
- MUTCD 2009 - https://mutcd.fhwa.dot.gov/kno_2009r1r2.htm
- <https://www.ite.org/technical-resources/topics/speed-management-for-safety/speed-as-a-safety-problem/>

Appendix H

Neighborhood Traffic Calming Program Forms



Request for Traffic Calming

Please read through the Neighborhood Traffic Calming Program (NTCP) prior to starting the traffic calming request process. Where an HOA exists, the request must come from the HOA. Where no HOA exists, a group of citizens may initiate the process. In order to request a Traffic Calming Study, 4 different property owners must sign (1 individual from each property is allowed to sign).

Date: _____

Neighborhood (HOA) Representative: _____

The Neighborhood Representative will serve as the liaison between the neighborhood group and the Engineering staff. The neighborhood representative will be responsible for obtaining the appropriate petition signatures.

Phone Number: _____

E-mail Address: _____

Address: _____

HOA Name: _____

Neighborhood Name: _____

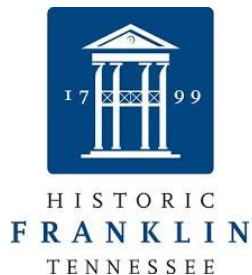
Name	Address	Signature

Please continue to next page.



HISTORIC
FRANKLIN
TENNESSEE

Please describe the location and perceived problem below.



Vote by Proxy Form

This form is to be used by those that are an able to attend the public meeting to discuss the results from the traffic study that was requested and potential alternatives to implement. This form must be filled out and signed before the public meeting. This form shall be turned in at the time when voting shall occur to determine the citizens preferred traffic calming alternative.

Date: _____

Name: _____

Address: _____

As this form is required to be filled out before the results and potential alternatives are shared with the public, please list your top three alternatives that you would like to see in your neighborhood based on the approved list in Appendix B. Based on the alternatives presented at the public meeting, your top alternative will be your vote. If your top alternative is not an option, your secondary alternative will be your vote and so on.

Preferred Alternative: _____

Secondary Alternative: _____

Tertiary Alternative: _____

Signature: _____



Neighborhood Traffic Calming Petition Form

Name of neighborhood and/or requesting organization: _____

Contact person: _____ Telephone No. _____

Street(s) to be calmed: _____ from _____ to _____
_____ from _____ to _____
_____ from _____ to _____

Request Statement: _____

Proposed Alternative: _____

SIGNATURES:

	Property Owner Name		Property Address	Telephone Number
	Print Name	Signature		
1				
2				
3				
4				
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HISTORIC
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HISTORIC
FRANKLIN
TENNESSEE

Petition Proxy Voting Form

This form is to be used by those that reside in a rented single family home and have contacted the owner of the property asking permission to vote for a Traffic Calming Measure on the owner's behalf. The renter must contact the owner of the property either directly or through the management company. The owner must fill out the following to allow the renter to vote on the Traffic Calming Petition and at the public meeting. Electronic scan of this form is acceptable.

Date: _____

Owners Name: _____

Owners Address: _____

Voting Property Address: _____

I _____ (property owns name) hear by give permission to the renter at the above address to vote in all matters in the Traffic Calming process.

Signature: _____



File #: 20-01143

DATE: October 14, 2020

TO: Board of Mayor and Aldermen

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

SUBJECT:

*Consideration Of Resolution 2020-172, A Resolution Providing Next Steps Related To The Road Network And/Or Future Land Uses In The West Harpeth Area, Defined As The Area Generally West Of The New Section Of Mack Hatcher Parkway, Between Hillsboro Road And Highway 96 West.

WS 9/8/20

BOMA 9/22/20, Deferred to 10/27/20, 7-0

WS 10/13/20

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) regarding recent citizen and property owner inquiries related to the future extension of public infrastructure and land uses within the northwestern quadrant of the City of Franklin and within the City's Urban Growth Boundary, North of Highway 96 West, West of Hillsboro Road, and generally west of the new section of Mack Hatcher Parkway.

BACKGROUND/STAFF COMMENTS:

Recently, there have been a number of conversations with property owners and representatives of parcels located in the West Sanitary Sewer Basin regarding potential future development and infrastructure. This led to a discussion with the City of Franklin Board of Mayor and Aldermen during their August 11, 2020 Work Session regarding a variety of ideas and expectations regarding the future alignment of a section of Old Charlotte Pike and the type and intensity of future development in this area of the City and County. Currently, the City of Franklin's Land Use Plan, Envision Franklin, designates this area as the Conservation Subdivision Design Concept, and the City's Comprehensive Transportation Network Plan (Connect Franklin) includes a general alignment for Old Charlotte Pike. In order for the City to effectively plan for the extension of public infrastructure and provide property owners and interested citizens meaningful guidance regarding the City's vision for this area, staff has drafted the enclosed Resolution 2020-172 that affords the Board of Mayor and Aldermen the opportunity to provide guidance to citizens and staff on the Board's vision for this area. This Resolution was placed on the Board of Mayor and Aldermen meeting agenda scheduled for Tuesday, September 22, 2020 for consideration and deferred to the October 27, 2020 meeting. Discussion of the item also occurred at the October 13, 2020 BOMA work session and is planned for further discussion at the October 27, 2020 BOMA work session before being considered at the voting meeting on the 27th.

Based on guidance from BOMA at various points of discussion, Resolution 2020-172 has been

revised by staff multiple times. Please see the attached Resolution for the updated options resulting from the October 13, 2020 work session discussion. The three options currently in the Resolution are summarized as:

A) Recommend that only the City's Comprehensive Transportation Network Plan (Connect Franklin) be amended by the Franklin Municipal Planning Commission to show a new alignment for the Old Charlotte Pike extension (Project 93), a minor collector, as Shown in Exhibit A.

B) Request that only infrastructure plans, inclusive of sewer plans and the transportation network within the City's Comprehensive Transportation Network Plan (Connect Franklin), be revisited and updated, with public engagement, for properties located within the West Drainage Basin.

C) Request that a Small Area Plan be completed for properties within the West Harpeth Area (the area generally west of the new section of Mack Hatcher Parkway, between Hillsboro Road and Highway 96 West) that is currently designated as Conservation and Conservation Subdivision Design Concepts in Envision Franklin, inclusive of public engagement on future land use, local road network, floodplain management/flood resilience, and public water and sanitary sewer infrastructure, with details to guide future development in the area.

For any of the three options, the Resolution includes language that would restrict new annexation, rezoning, and development plan submittals for properties in the applicable area of study until the selected option/next step is completed and approved by the applicable City review body.

FINANCIAL IMPACT:

Until the Board of Mayor and Aldermen provides direction, determining the short and long term financial impact is difficult. However, in the event the Board of Mayor and Aldermen decides to pursue Option B or Option C, staff would proceed with identifying the scope of work and determining whether additional outside services should be engaged to assist with this project or if staff has the resources to undertake and complete this project in a timely manner.

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve Resolution 2020-172, with their preferred option selected.

RESOLUTION NO. 2020-172

A RESOLUTION PROVIDING NEXT STEPS RELATED TO THE ROAD NETWORK AND/OR FUTURE LAND USES IN THE WEST HARPETH AREA, DEFINED AS THE AREA GENERALLY WEST OF THE NEW SECTION OF MACK HATCHER PARKWAY, BETWEEN HILLSBORO ROAD AND HIGHWAY 96 WEST.

WHEREAS, certain property owners within the West Sanitary Sewer Basin generally located in the City of Franklin's Urban Growth Boundary adjacent to the City of Franklin's western corporate limits north of Highway 96 West have requested consideration to be annexed; and

WHEREAS, during discussions with owners, family members, and representatives of these parcels, including a discussion with the City of Franklin Board of Mayor and Aldermen during their August 11, 2020, work session, a variety of ideas and expectations were shared regarding the future horizontal alignment of a section of Old Charlotte Pike and the type and intensity of future development in this area of the City and County; and

WHEREAS, two of the ideas and expectations shared during the August 11, 2020, work session included: 1) removing Old Charlotte Pike as a minor collector from the City of Franklin's Comprehensive Transportation Network Plan (Connect Franklin) and 2) approving the horizontal alignment of Old Charlotte Pike as illustrated on Exhibit A; and

WHEREAS, while the City of Franklin's Land Use Plan, Envision Franklin, currently designates this area as the Conservation and Conservation Subdivision Design Concepts, and the City's Comprehensive Transportation Network Plan (Connect Franklin) includes a general alignment for Old Charlotte Pike, in order for City staff to effectively plan for the extension of public infrastructure and provide property owners and interested citizens meaningful guidance of the City's vision for this area, staff is seeking additional guidance from the Board of Mayor and Aldermen; and

WHEREAS, there has been public feedback related to land use, lot size, rural character, road network, and floodplain conditions and proposed floodplain modifications related to various potential development plans in the West Harpeth area; and

WHEREAS, based largely on the ideas and expectations expressed during the August 11, 2020, and October 13, 2020, BOMA work sessions, City staff requests the Board of Mayor and Aldermen provide additional guidance regarding the extension of public infrastructure and future development in this area by selecting one of the following options:

- A. Recommend that only the City's Comprehensive Transportation Network Plan (Connect Franklin) be amended by the Franklin Municipal Planning Commission to show a new alignment for the Old Charlotte Pike extension (Project 93), a minor collector, as Shown in Exhibit A. Annexation, rezoning, and development plan applications that are not currently in review for and eligible for consideration at the December 10th Planning Commission meeting shall not be accepted for properties within the applicable area of change until the amendment to the Comprehensive Transportation Network Plan (Connect Franklin) has been approved by the Franklin Municipal Planning Commission.
- B. Request that only infrastructure plans, inclusive of sewer plans and the transportation network within the City's Comprehensive Transportation Network Plan (Connect Franklin), be revisited and updated, with public engagement, for properties located within the West Drainage Basin. Annexation, rezoning, and development plan applications that are not currently in review for and

eligible for consideration at the December 10th Planning Commission meeting shall not be accepted for properties within the West Drainage Basin until updates to these infrastructure plans have been completed and approved by the applicable City review body.

- C. Request that the Franklin Municipal Planning Commission complete a Small Area Plan for the entire West Harpeth area (the area generally west of the new section of Mack Hatcher Parkway, between Hillsboro Road and Highway 96 West) that is currently designated as the Conservation and Conservation Subdivision Design Concepts in Envision Franklin, inclusive of public engagement on future land use, local road network, floodplain management/flood resilience, and public water and sanitary sewer infrastructure, with details to guide future development in the area. Annexation, rezoning, and development plan applications that are not currently in review for and eligible for consideration at the December 10th Planning Commission meeting shall not be accepted for properties within the study area until the Small Area Plan is completed and until associated amendments to Envision Franklin and the Comprehensive Transportation Network Plan (Connect Franklin) have been approved by the Franklin Municipal Planning Commission.

NOW THEREFORE, BE IT RESOLVED, BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF FRANKLIN, TENNESSEE, that the Board of Mayor and Aldermen selects **Option ____** and authorizes City staff to proceed accordingly.

BE IT IS SO RESOLVED AND DONE on this ____ day of _____, 2020

ATTEST:

CITY OF FRANKLIN, TENNESSEE:

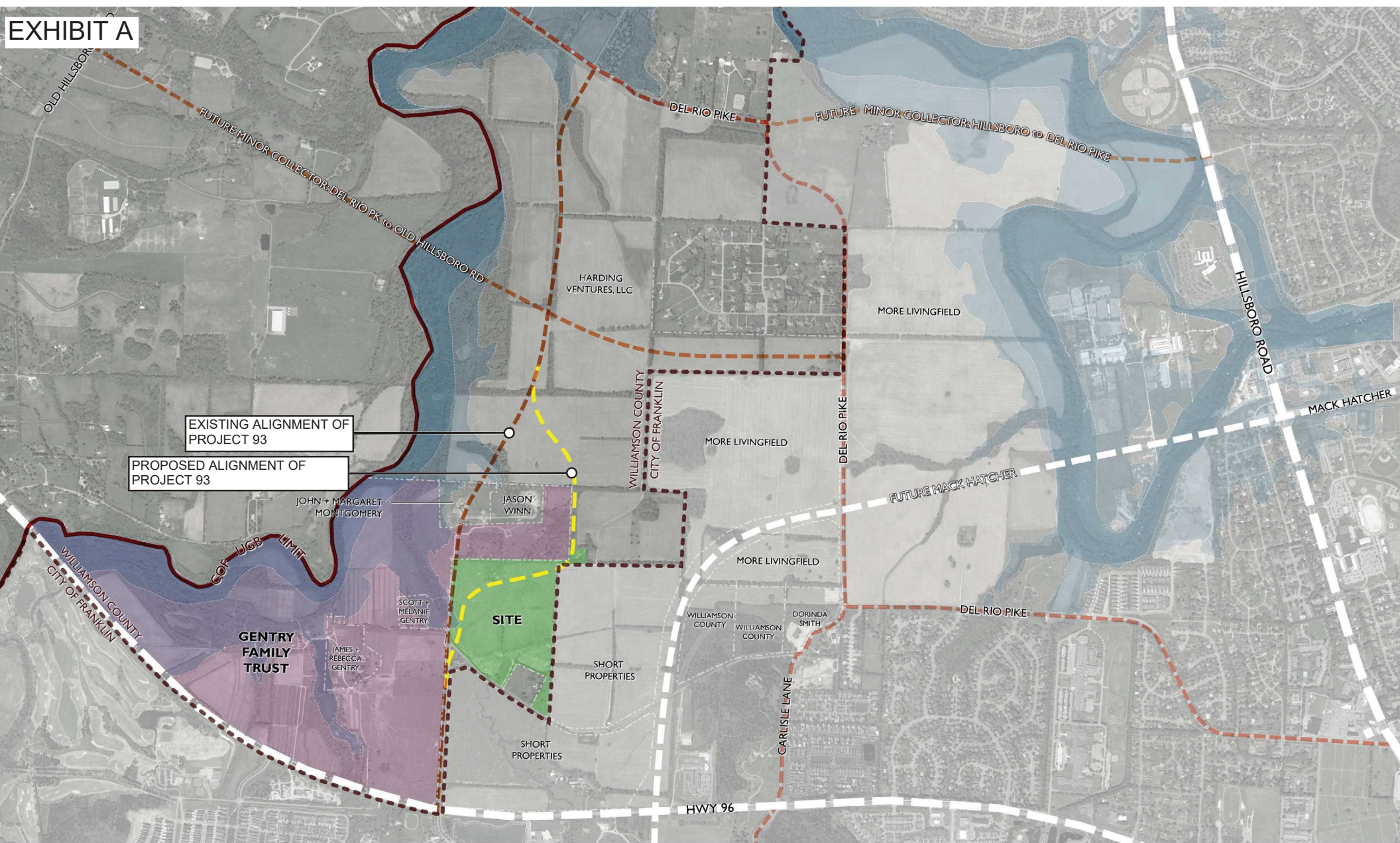
BY: _____
Eric S. Stuckey
City Administrator/Recorder

BY: _____
Dr. Ken Moore
Mayor

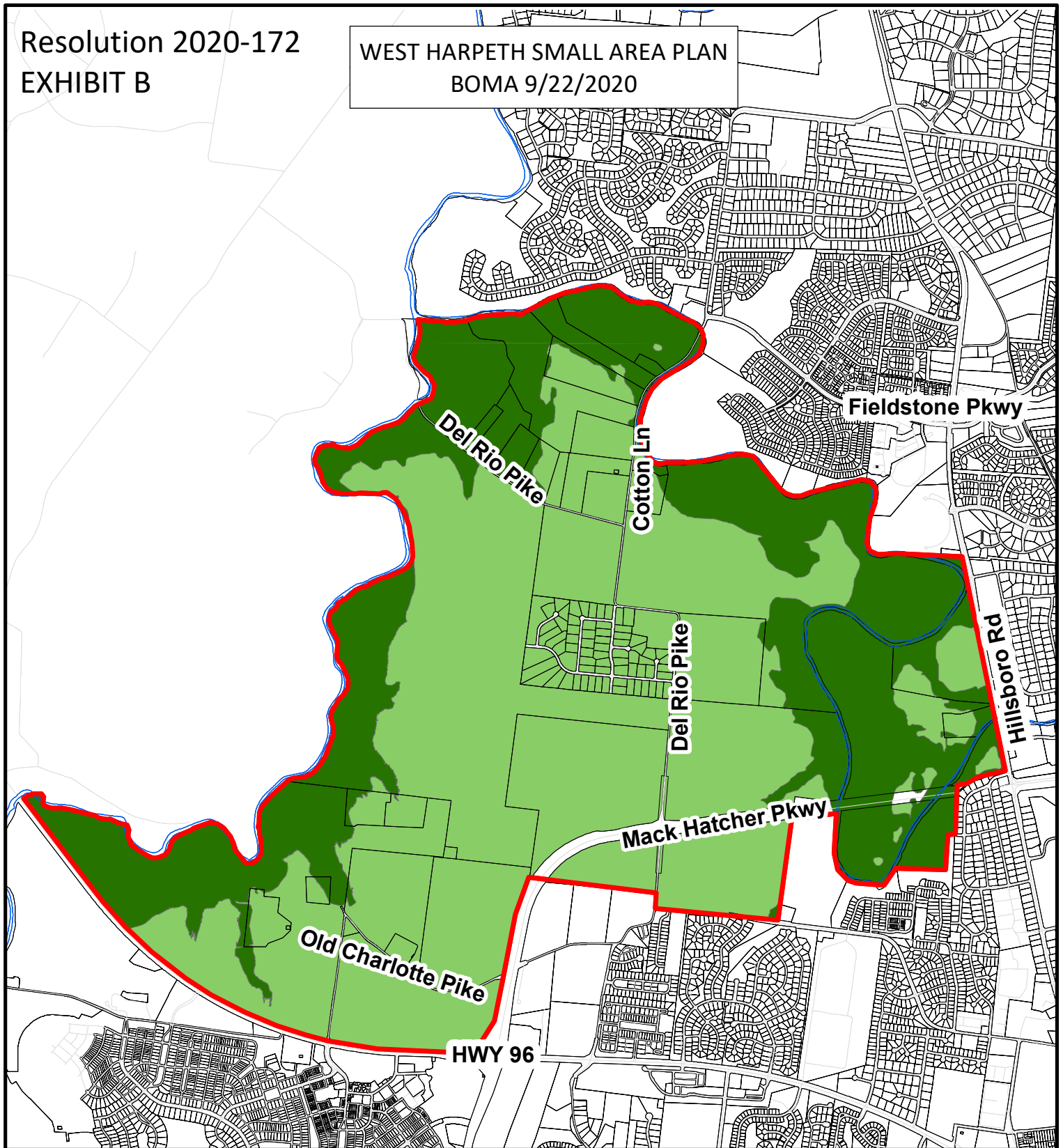
APPROVED AS TO FORM BY:

Shauna R. Billingsley, City Attorney

EXHIBIT A



OLD CHARLOTTE PIKE
PROPOSED MINOR COLLECTOR LAYOUT ALTERATION
July 27, 2020



Legend

- | | |
|---|--|
| — Project Boundary | Conservation |
| — Harpeth River | Conservation Subdivision |
| — City Limits | Parcels |



0 1 Miles

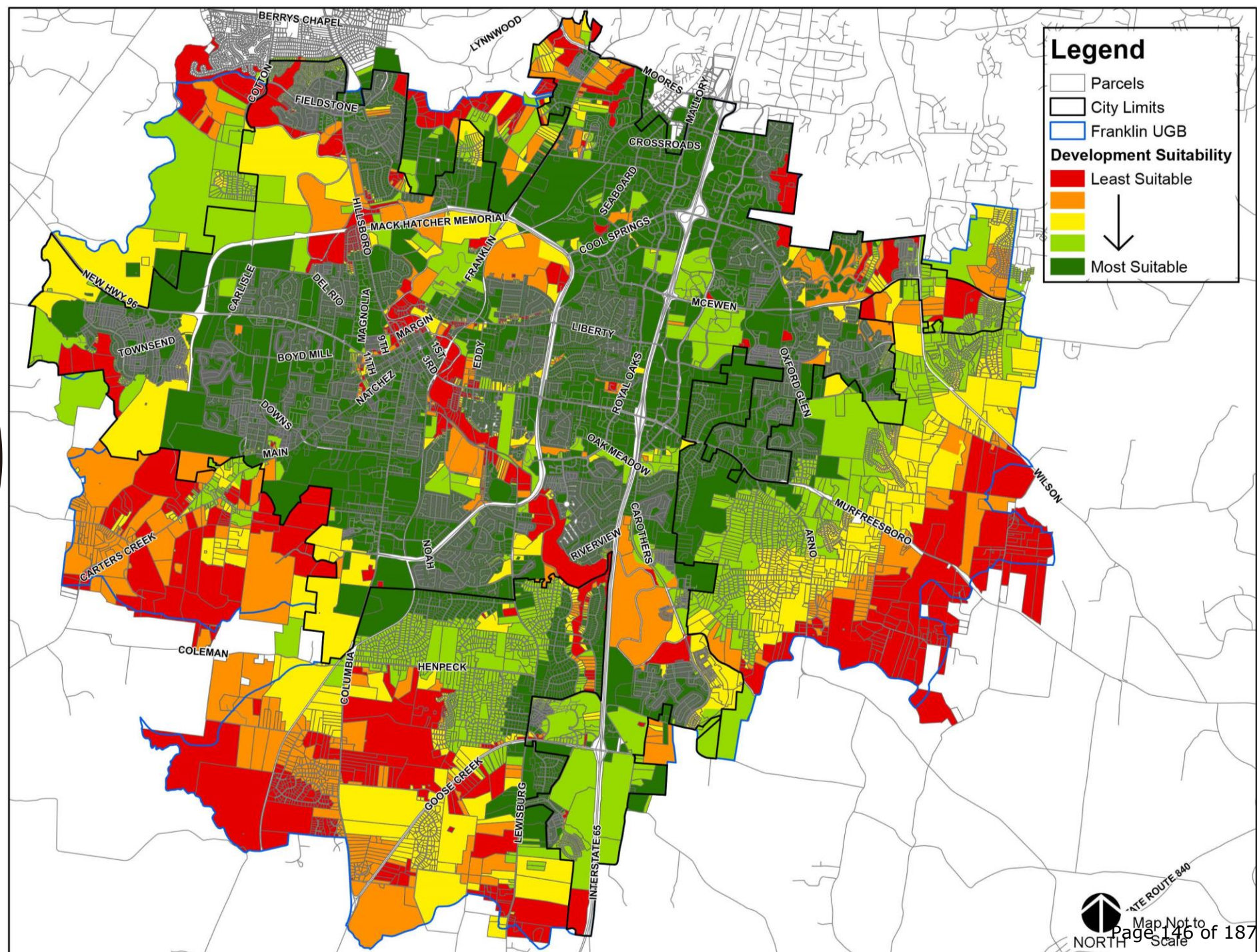
A scale bar with markings for 0 and 1 mile.

This map was created by the Franklin Planning Department. It was compiled from the most authentic information available. The City is not responsible for any errors or omissions contained hereon. All data and materials (c) copyright 2016. All rights reserved.

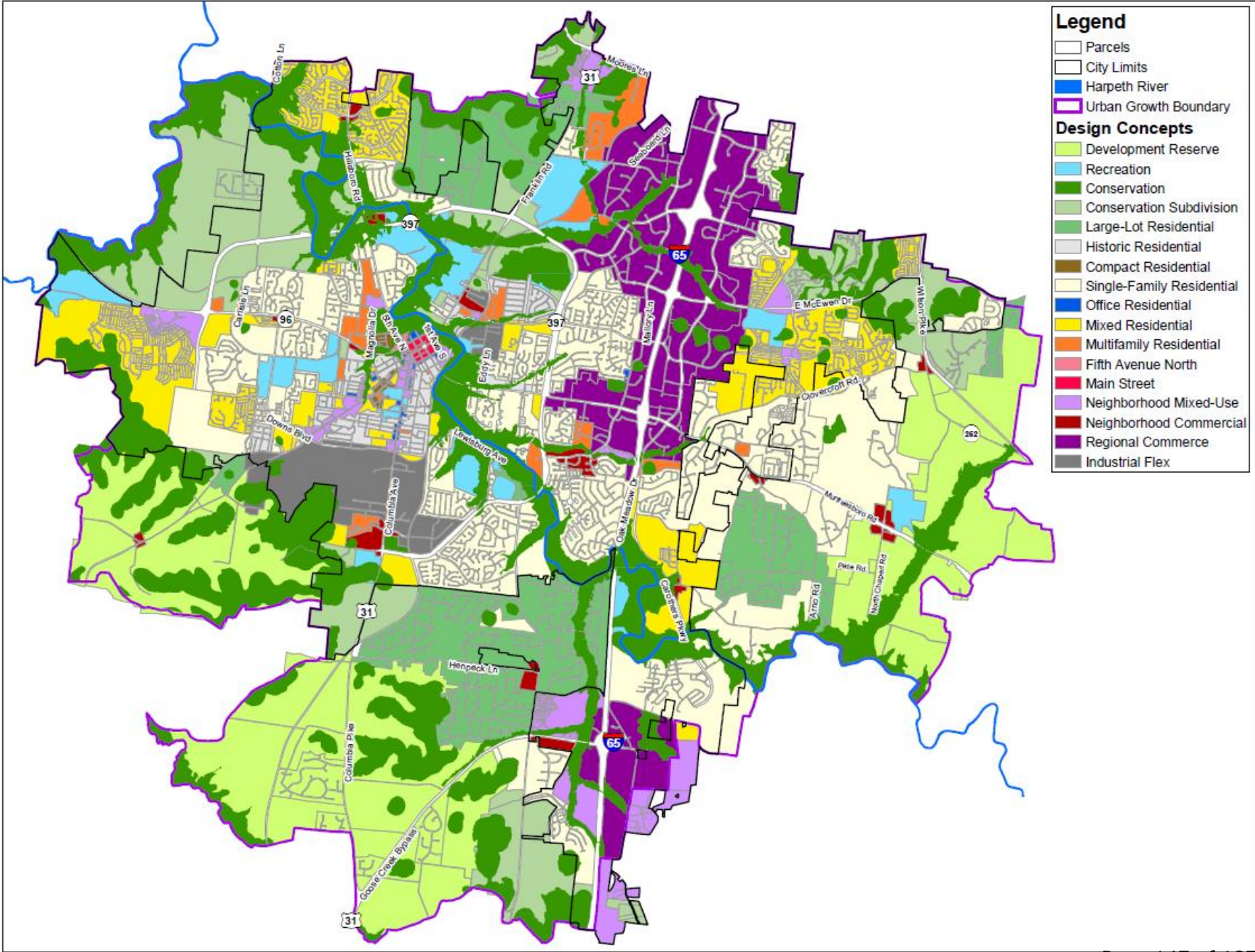
Envision Franklin Guiding Principle: Managed Growth

- **Strategic growth** is encouraged in locations supported by existing City infrastructure and services or where they are planned to be provided in an efficient and orderly manner.
- The extension of infrastructure and public services should be used as a tool that strategically directs where growth should take place, not as a reactive response to development.
- Land-use policies, infrastructure improvements, and community facility investments should be coordinated to maximize efficiency and public benefit while minimizing negative impacts of growth.
- Annexation within the UGB should be approached in a comprehensive manner that promotes contiguity and orderly growth, efficient delivery of municipal services, and proactive planning for future development.

Suitability Analysis



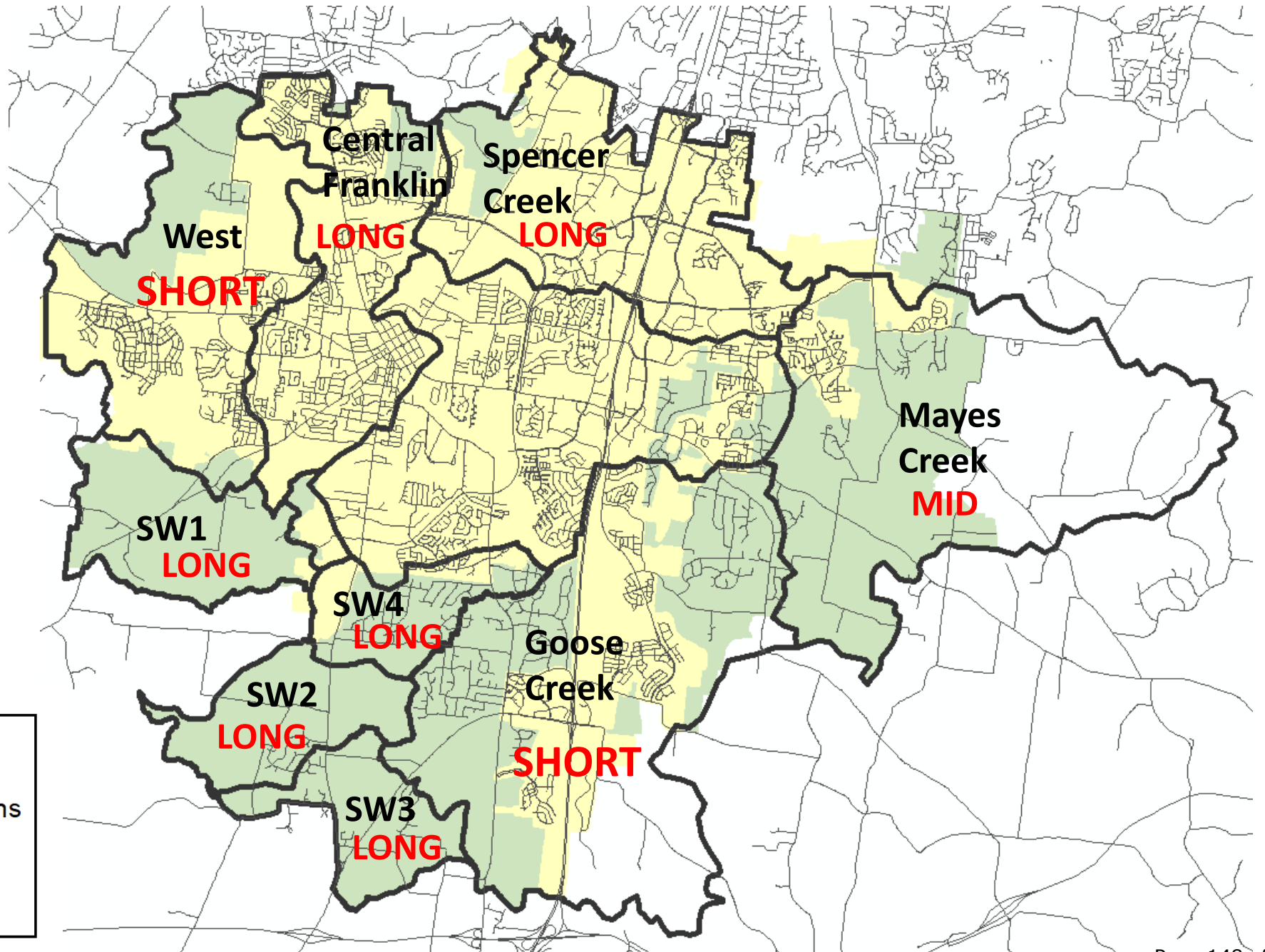
Design Concepts



Annexation Growth Capabilities

Short-, Mid-, or Long-
Term Capability based on:

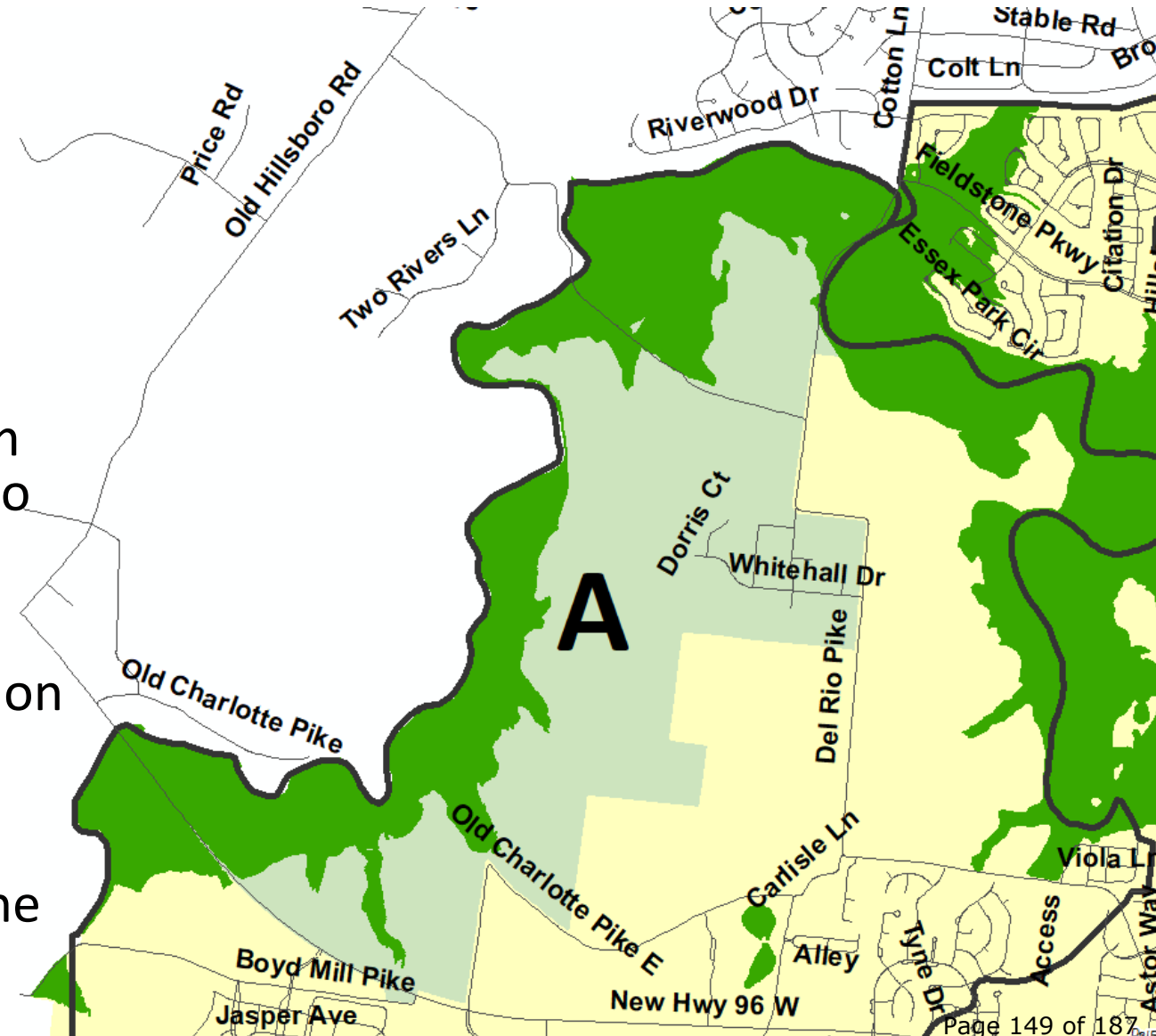
1. Developable acreage
2. Future land use
3. Ability to provide services
4. Magnitude of investment



Short-Term Capability

- Development Potential:
 - Significant developable area outside of floodplain
- Future Land Use:
 - Primarily residential and open space
- Sewer Service:
 - Sewer infrastructure is nearby
 - Planned relocation of pump station from Old Charlotte Pike and new force main to the plant
- Road Infrastructure:
 - Mack Hatcher Parkway under construction
 - Del Rio Pike improvement is long-term
- Emergency Services:
 - Fire Station #8 (Westhaven) can serve the area adequately

A. West Basin

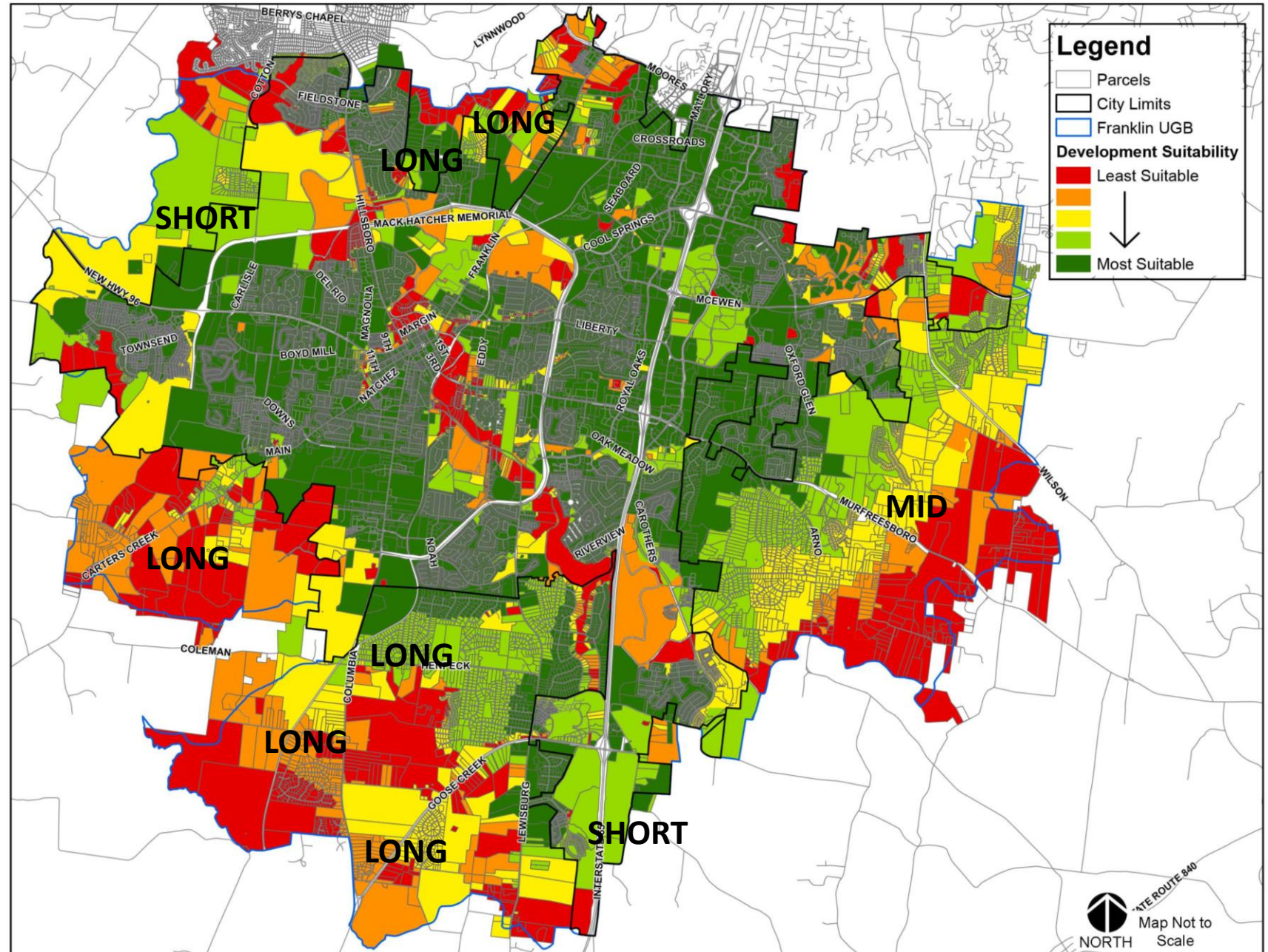


Annexation Capabilities

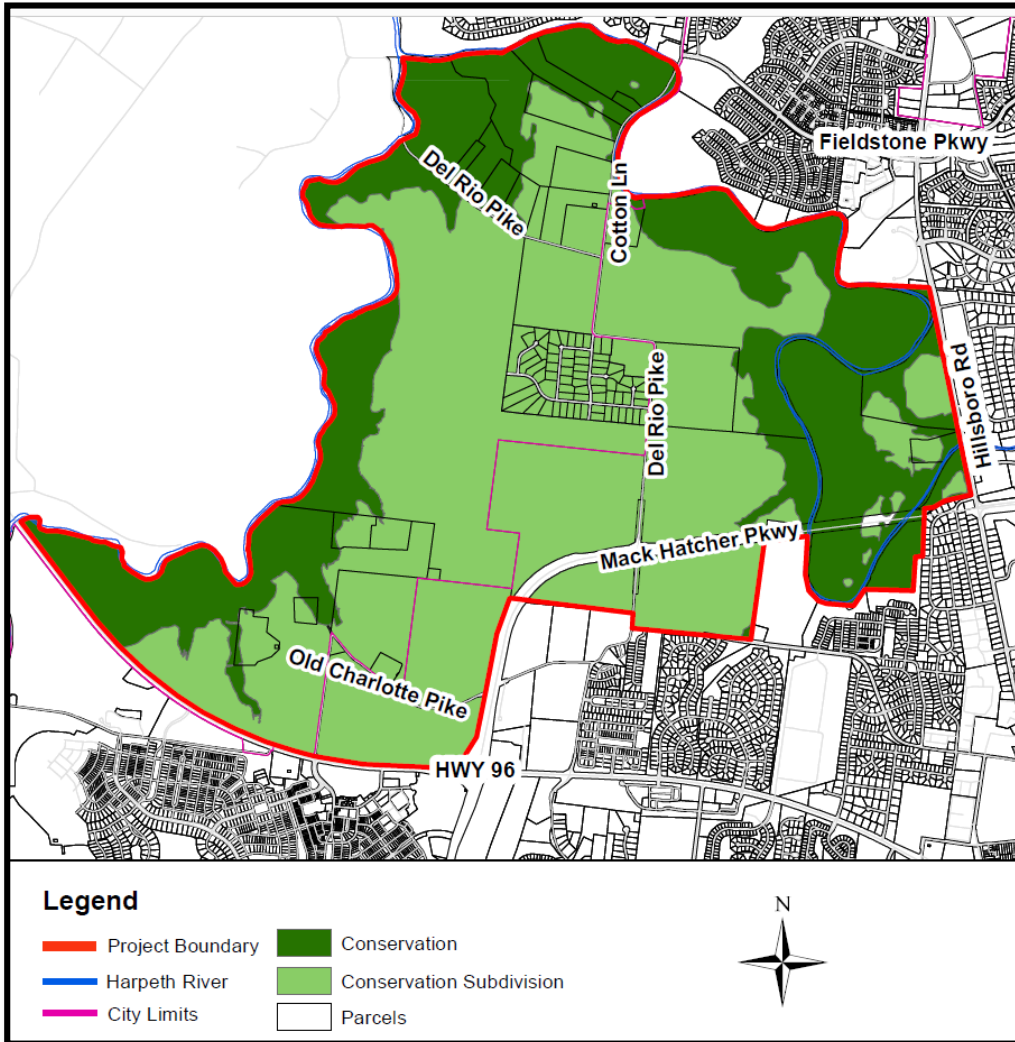
Short-, Mid-, or Long-Term Capability

Classification based on:

1. Developable acreage
2. Future land use
3. Ability to provide services
4. Magnitude of investment



Conservation Subdivision Design Concept



Primarily Single Family Uses

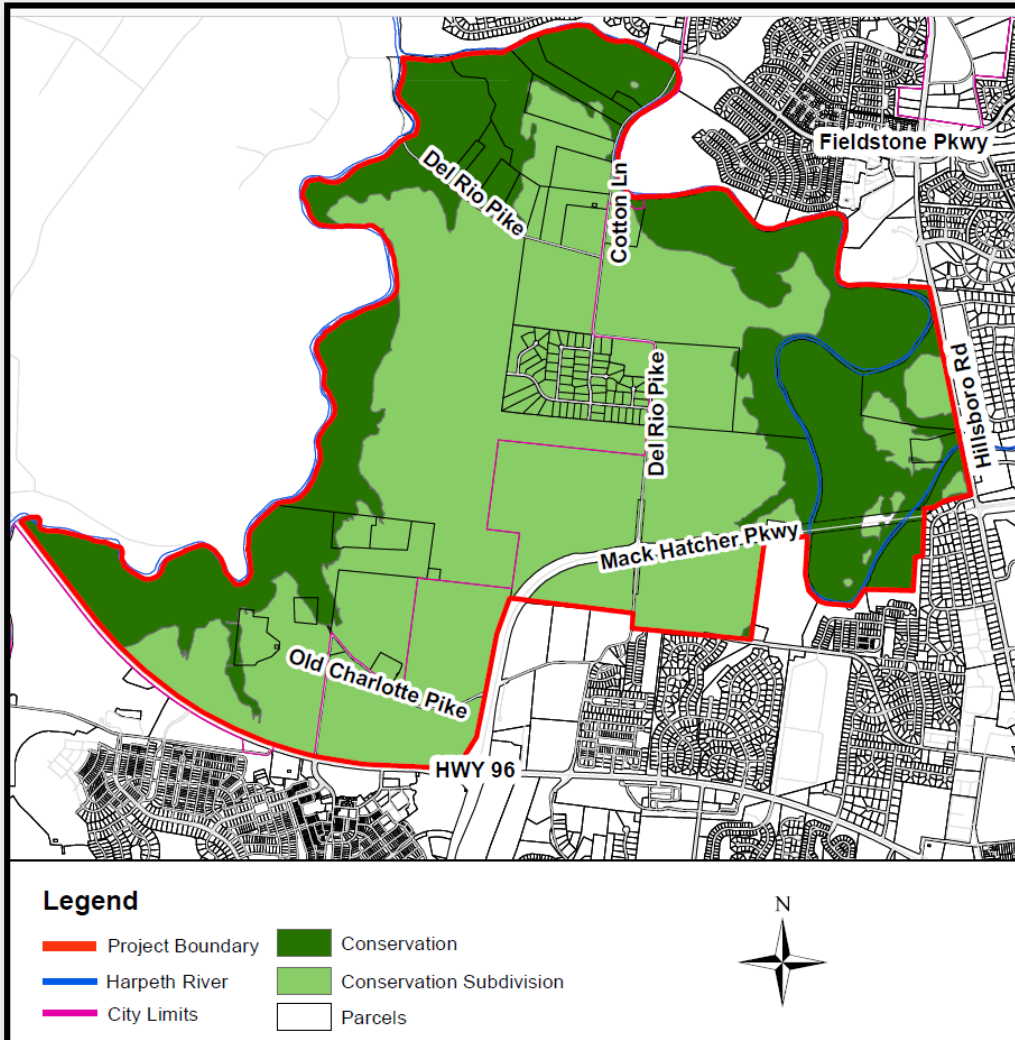
Secondary Uses include Duplexes, *Townhouses**, Big Houses, Farmstead Compound, Institutional, and Recreational

Minimum 50% Preserved Open Space

Includes natural features, scenic vistas, pastures, woodlands, amenities, and multi-use trail connections

Special Consideration for the NW Quadrant to allow townhouses and also local commercial uses at the future intersection of Del Rio Pike and Mack Hatcher Parkway. New development shall enhance and improve the street network.

Conservation Design Concept



Primary Use is Recreation

Contemplates as little development and disturbances as possible to protect environmental features

The Conservation Design Concept in the West Harpeth Area includes floodplains and floodways.

A coordinated pedestrian system should be provided that will connect the entire Conservation Design Concept throughout the City and to adjacent uses/properties, and streets.

West Harpeth Other Considerations

Scenic Corridor Overlay

150' setback off Mack Hatcher Parkway, Del Rio Pike, and Old Charlotte Pike

Parkland Dedication Implications

Contiguous Open Space & Multi-Use Trails

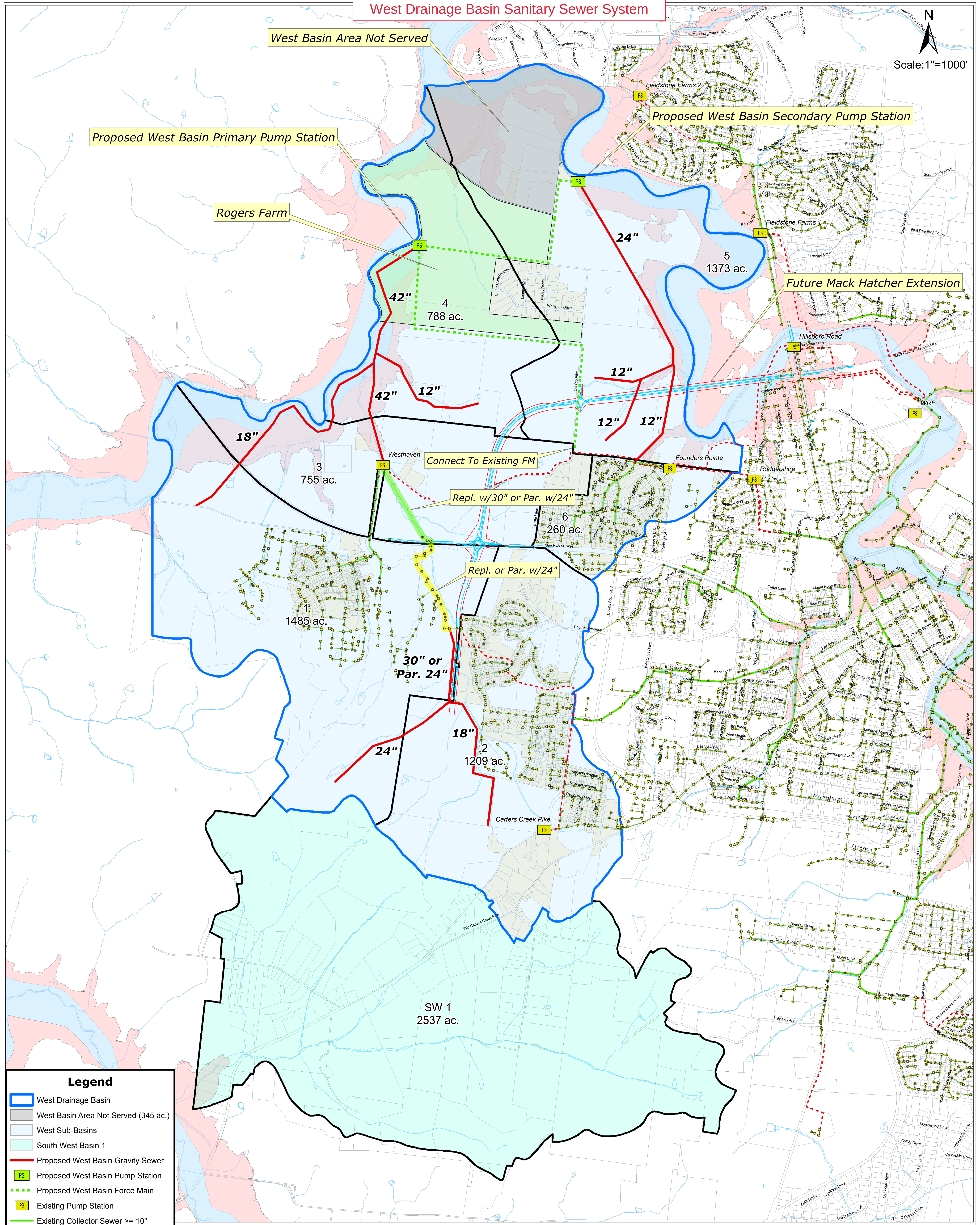
Zoning Requests will likely be to the Planned District (PD)





BOMA Approved Exhibit
Resolution 2013-19
West Drainage Basin Sanitary Sewer System

N
Scale: 1"=1000'



- Legend**
- West Drainage Basin
 - West Basin Area Not Served (345 ac.)
 - West Sub-Basins
 - South West Basin 1
 - Proposed West Basin Gravity Sewer
 - Proposed West Basin Pump Station
 - Proposed West Basin Force Main
 - Existing Pump Station
 - Existing Collector Sewer $\geq 10"$
 - Existing Gravity Sewer
 - Existing Force Main
 - Parcels ≤ 10 AC. = 857 Ac.
 - Parcels
 - Rogers Farm Development
 - 100 Yr. Flood
 - Floodway

City of Franklin, TN
West Drainage Basin
Exhibit B-1



West Basin Study Area

WEST BASIN STUDY AREA

COTTON LANE

DEL RIO PIKE

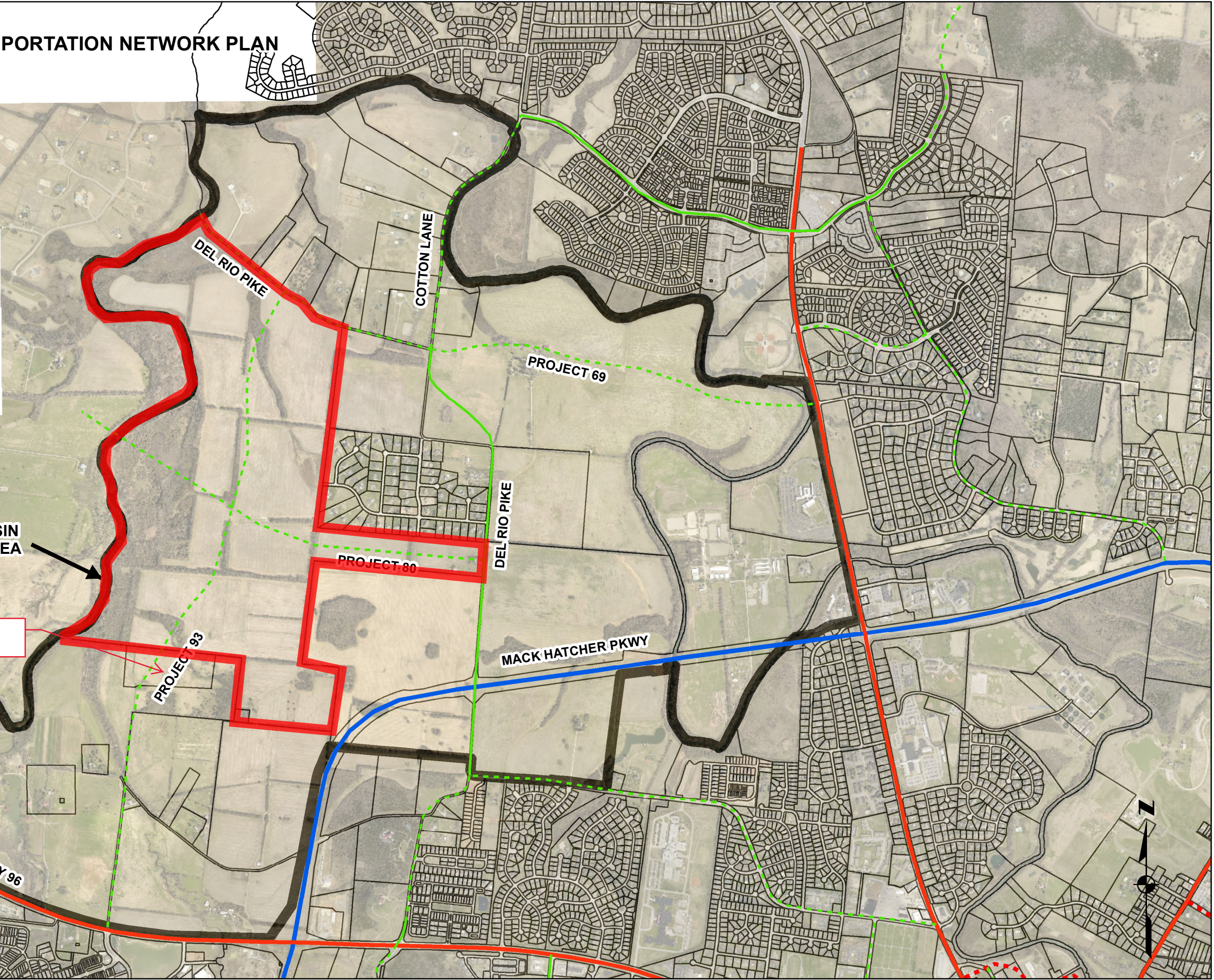
MACK HATCHER PKWY

HWY 96



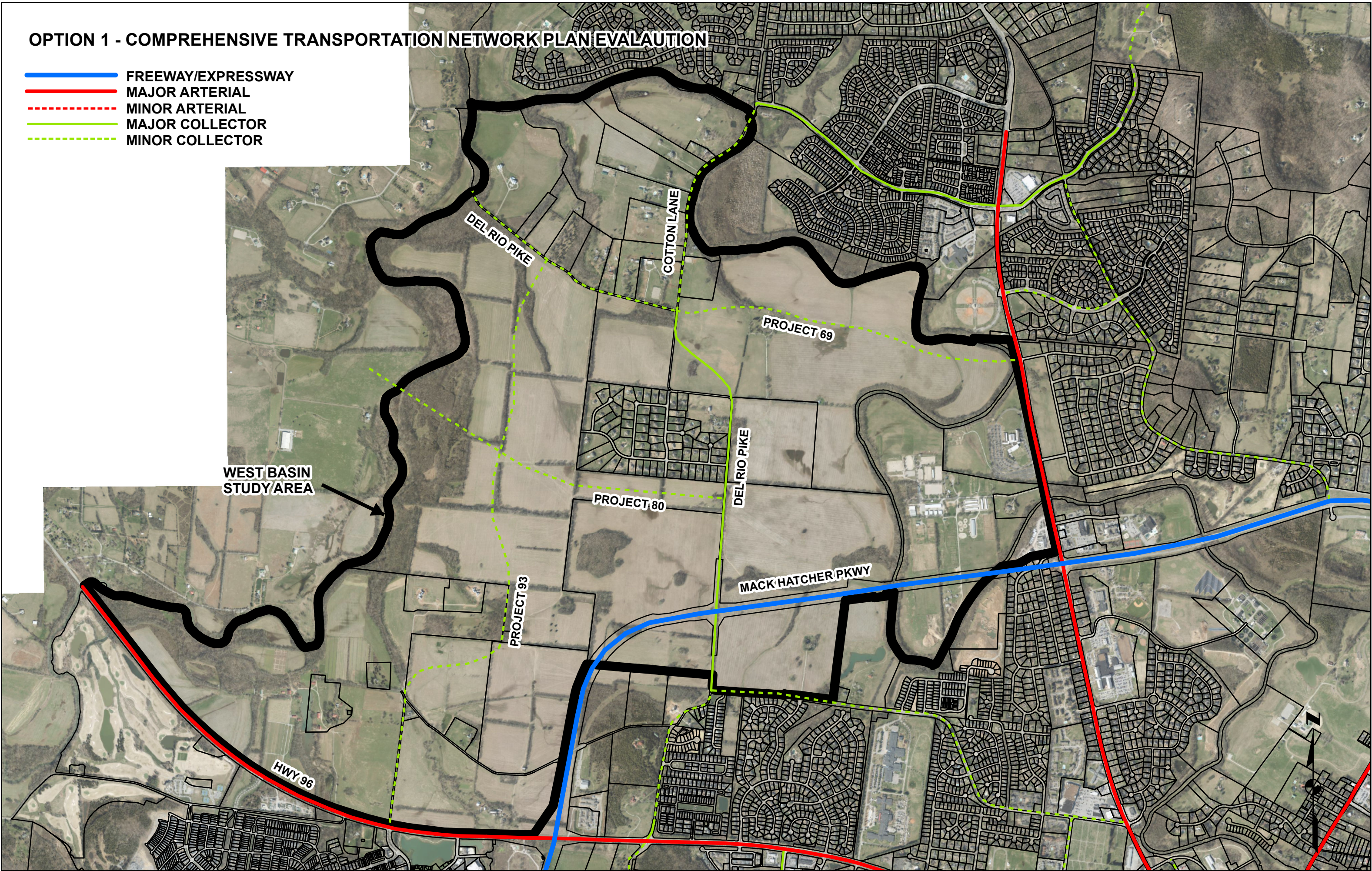
2016 COMPREHENSIVE TRANSPORTATION NETWORK PLAN

- FREEWAY/EXPRESSWAY
- MAJOR ARTERIAL
- MINOR ARTERIAL
- MAJOR COLLECTOR
- MINOR COLLECTOR



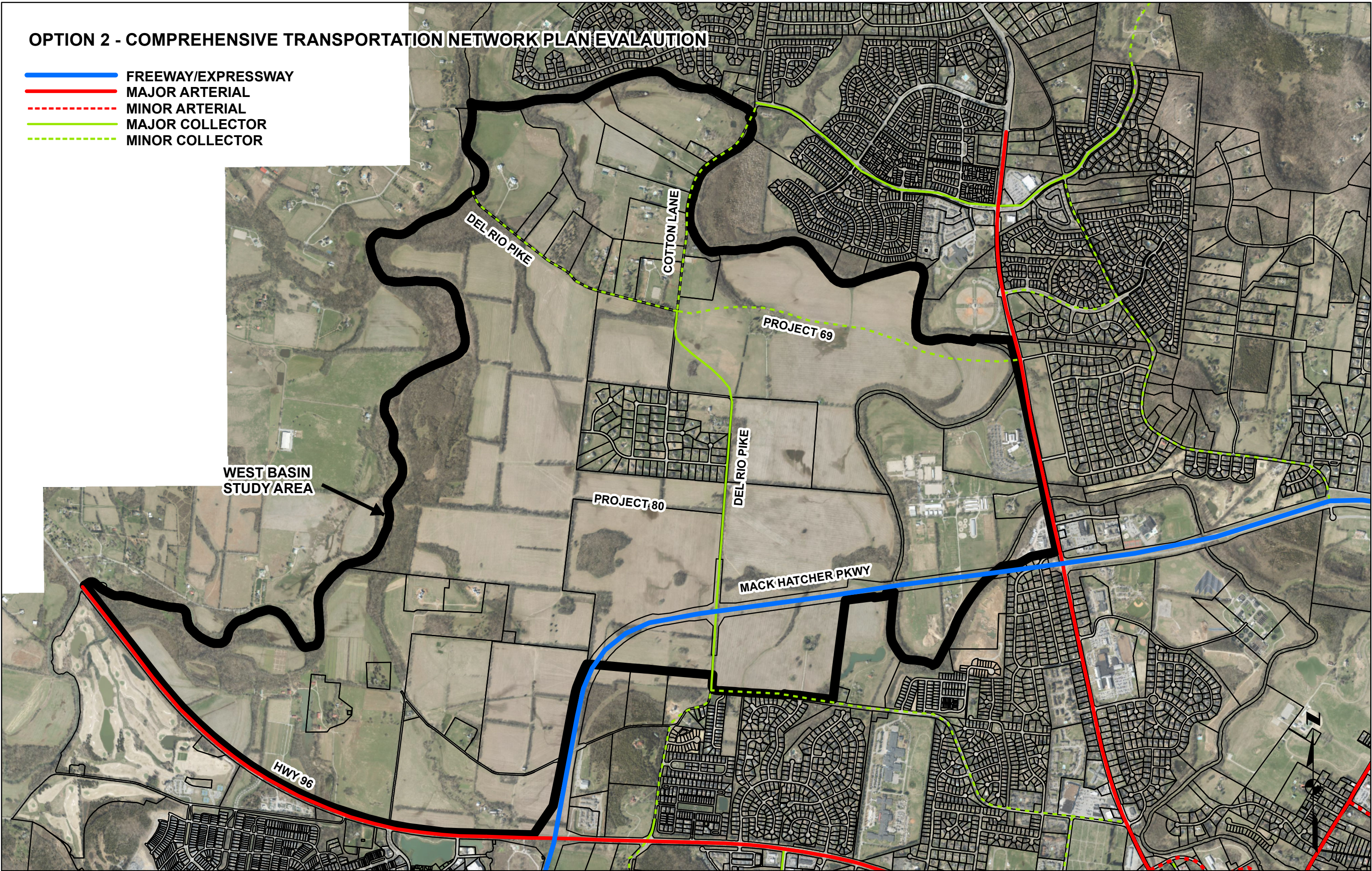
OPTION 1 - COMPREHENSIVE TRANSPORTATION NETWORK PLAN EVALAUTION

- FREEWAY/EXPRESSWAY
- MAJOR ARTERIAL
- MINOR ARTERIAL
- MAJOR COLLECTOR
- MINOR COLLECTOR



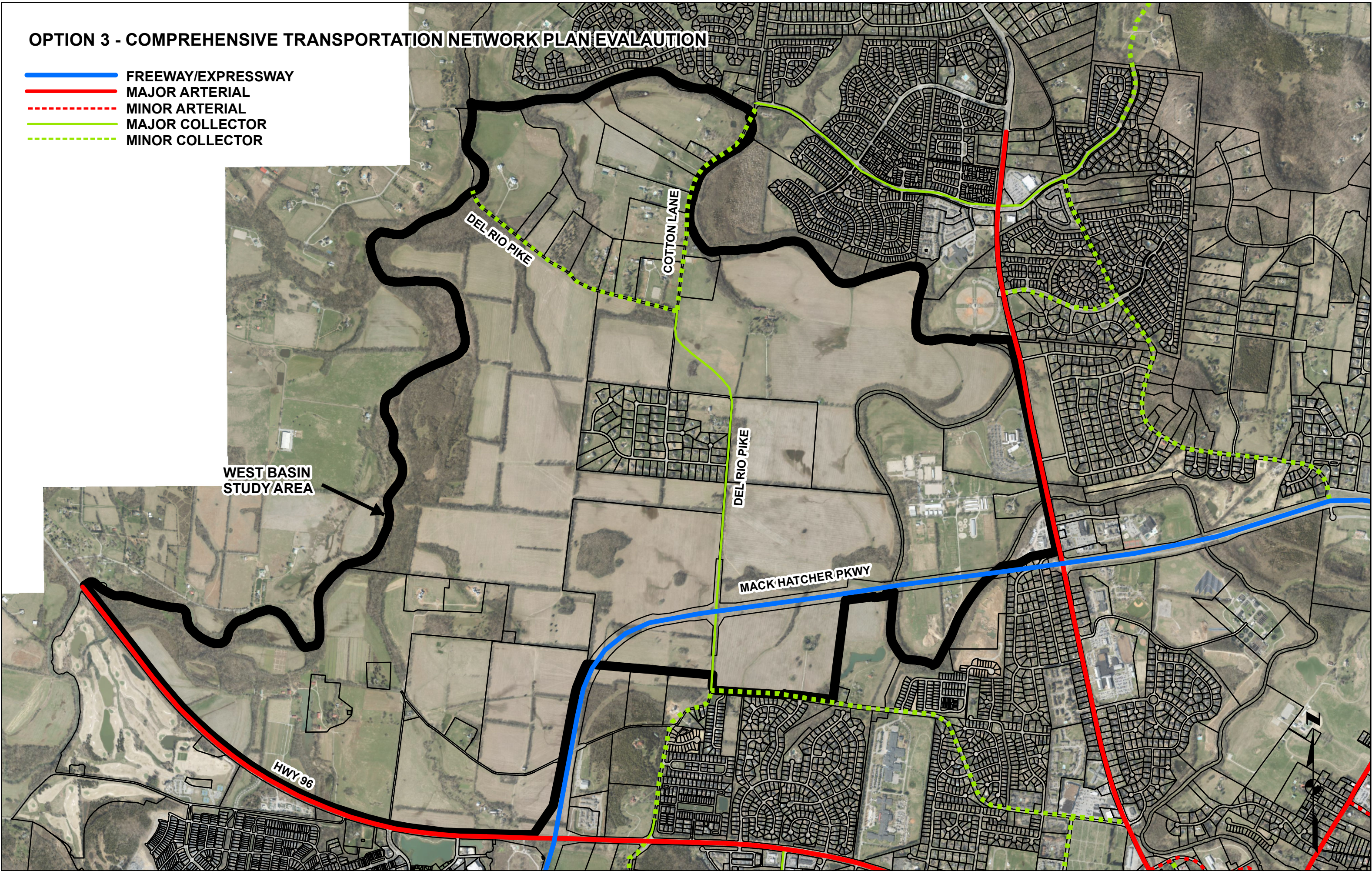
OPTION 2 - COMPREHENSIVE TRANSPORTATION NETWORK PLAN EVALAUTION

- FREEWAY/EXPRESSWAY
- MAJOR ARTERIAL
- MINOR ARTERIAL
- MAJOR COLLECTOR
- MINOR COLLECTOR



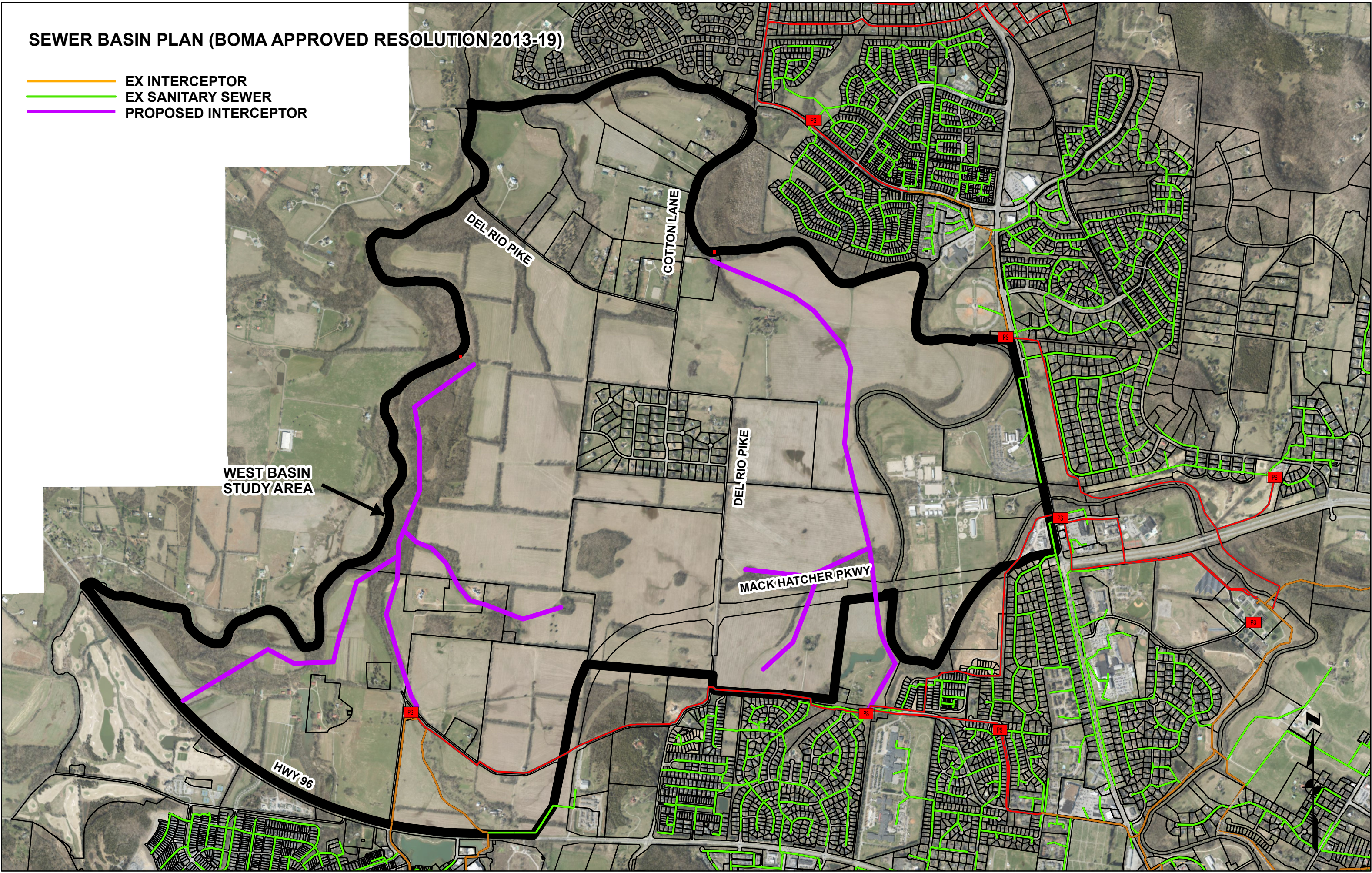
OPTION 3 - COMPREHENSIVE TRANSPORTATION NETWORK PLAN EVALAUTION

- FREEWAY/EXPRESSWAY
- MAJOR ARTERIAL
- MINOR ARTERIAL
- MAJOR COLLECTOR
- MINOR COLLECTOR



SEWER BASIN PLAN (BOMA APPROVED RESOLUTION 2013-19)

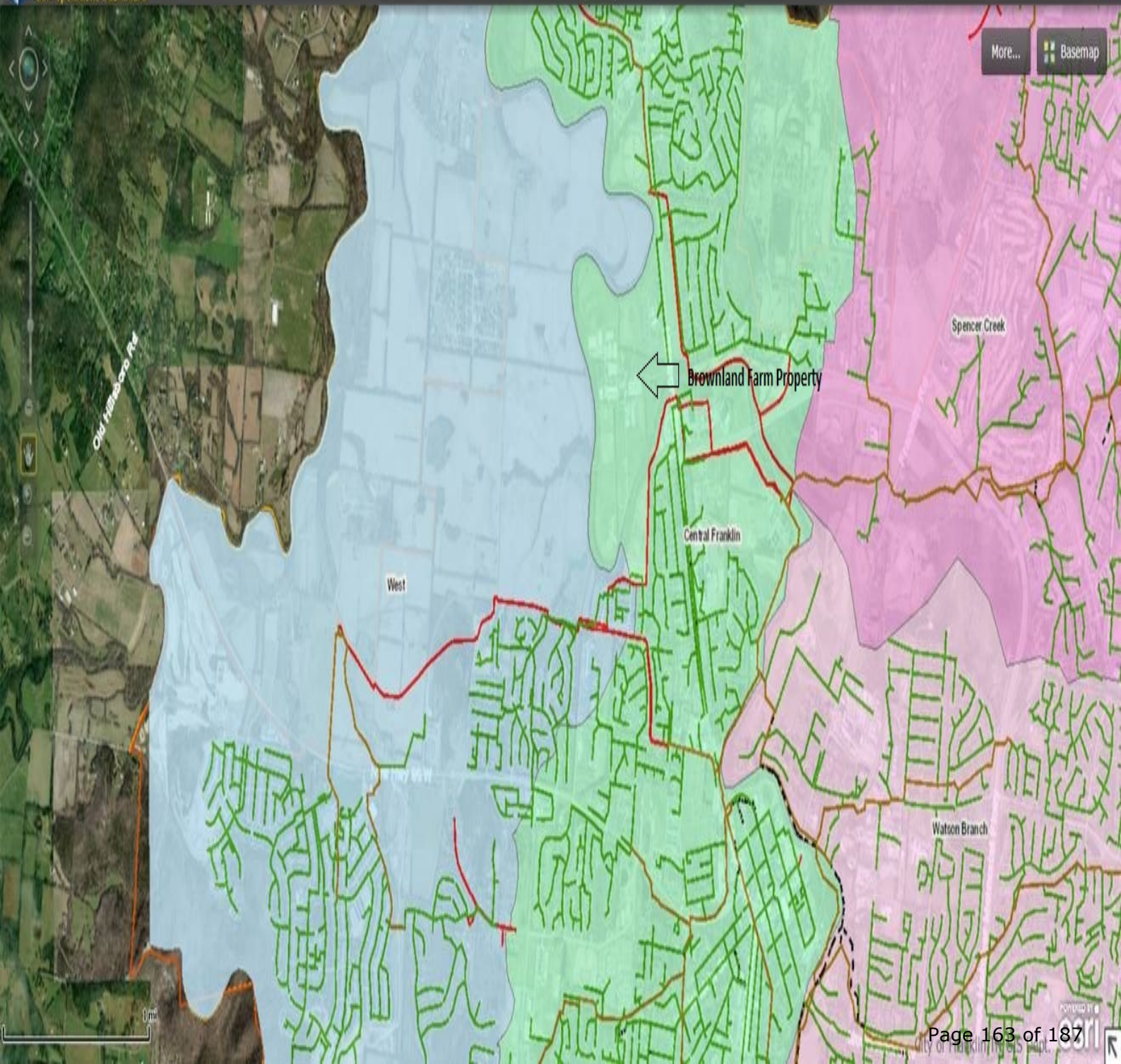
- EX INTERCEPTOR
- EX SANITARY SEWER
- PROPOSED INTERCEPTOR



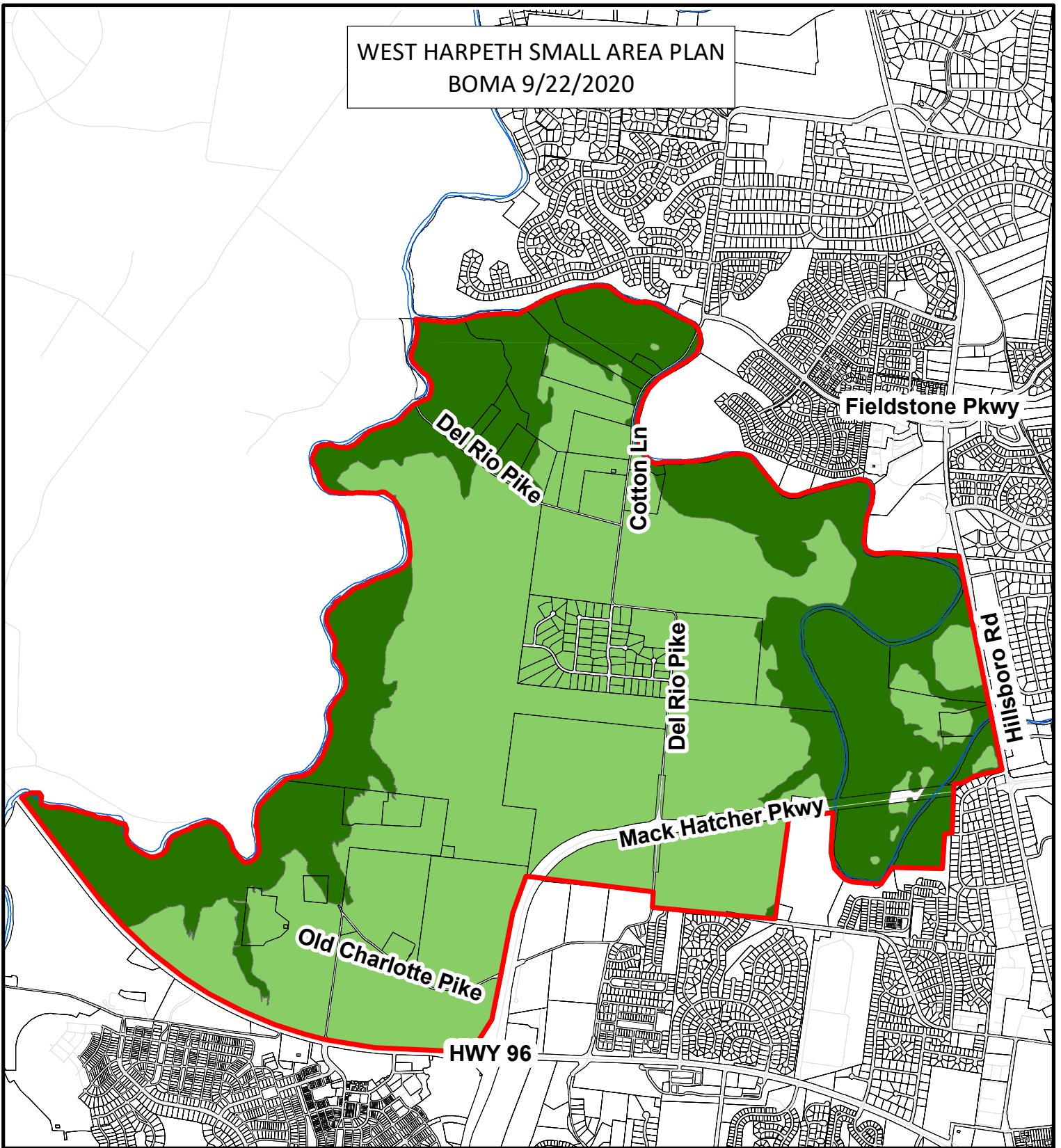


More...

Basemap



WEST HARPETH SMALL AREA PLAN
BOMA 9/22/2020



Legend

- Project Boundary
- Harpeth River
- City Limits
- Conservation
- Conservation Subdivision
- Parcels



0 1 Miles

A horizontal scale bar with tick marks at 0 and 1 mile.

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File #: 20-01241

DATE: October 7, 2020
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Paul Holzen, Director of Engineering
Jonathan Marston, Asst. Director of Engineering

SUBJECT:

*Consideration Of COF Contract No. 2019-0235, A Warranty Deed With DPH Franklin, LLC For Property Acquisition Associated With The McEwen Drive / I-65 Ramp Modifications Project At A Cost Of \$32,000.00.

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the acquisition of right-of-way and easements from DPH Franklin, LLC for the McEwen Drive / I-65 Ramp Modifications project.

BACKGROUND/STAFF COMMENTS:

To construct the McEwen Drive / I-65 Ramp Modifications project, the City must acquire property (right-of-way) and a temporary construction easement from DPH Franklin, LLC, which is listed as Tract 1 on the project plans. Staff and the property are in agreement on the terms of this acquisition.

FINANCIAL IMPACT:

The total cost of this agreement is \$32,000.00. Expenses from this project are being paid from the Capital Project Fund, with the final funding source(s) to be determined by the Finance Department. The General Ledger (GL) code for this expenditure is 310-89110-43100.

RECOMMENDATION:

Staff recommends acknowledgement of COF Contract No. 2019-0235 with DPH Franklin, LLC.

This Instrument Was Prepared By:
City of Franklin, Tennessee
Post Office Box 305
Franklin, Tennessee 37065

WARRANTY DEED

COF Contract No. 2019-0235

<u>Owner</u>	<u>County</u>	<u>Deed Book</u>	<u>Page</u>
DPH Franklin, LLC	Williamson	6269	979

<u>Project</u>	<u>Tax Map</u>	<u>Parcel</u>	<u>Tract</u>
McEwen Drive Interchange	062	02113 and 02113-001	1

KNOW ALL MEN BY THESE PRESENTS, that the undersigned,

DPH Franklin, LLC

("Grantor") has bargained and sold, and by these presents does transfer and convey unto the CITY OF FRANKLIN, TENNESSEE ("Grantee") the land and/or land rights, more particularly described as follows:

The following described property located in the City of Franklin, Tennessee, 8th Civil District of Williamson County, Tennessee, to wit:

ACQUISITION

BEGINNING at a point on the north present right-of-way of McEwen Drive, said point being 81.28 feet right of McEwen Drive survey centerline station 109+50.00; Thence, South 73 degrees 35 minutes 59 seconds East, and being 64.66 feet to a point 81.41 feet right of McEwen Drive survey centerline station 110+14.66; Thence, along a curve to the left with a radius of 285 feet and an arc length of 17.09 feet, and a chord bearing of South 75 degrees 19 minutes 04 seconds East 17.09 feet, to a point 80.94 feet right of McEwen Drive survey centerline station 110+31.75; Thence, South 35 degrees 35 minutes 31 seconds East, and being 35.05 feet to a point 102.58 feet right of McEwen Drive survey centerline station 110+59.32; Thence, North 62 degrees 41 minutes 41 seconds West, and being 111.37 feet to the POINT OF BEGINNING containing 871 sq. ft., more or less;

Being a portion of the property conveyed to DPH Franklin, LLC by Quitclaim Deed from Drury Development Corporation, dated September 4, 2014 of record in Book 6269, Page 979, Register's Office for Williamson County, Tennessee.

The above-described property is hereby conveyed in fee simple.

This conveyance is made in consideration of Thirty-Two Thousand and 00/100 Dollars (\$32,000.00), cash in hand paid, the receipt of which is hereby acknowledged, and said consideration includes payment for the property conveyed herein, and depicted on Exhibit A attached hereto, which is made a part hereof. The above consideration also includes payment for or the elimination of all actual or incidental damages to the remainder otherwise compensable under the Tennessee laws of eminent domain.

TO HAVE AND TO HOLD said land, with the appurtenances, estate, title, and interest thereto belonging, except as may be specified otherwise herein, to the Grantee. Grantor covenants with the Grantee that the Grantor is lawfully seized and possessed of said land in fee simple and has a right to convey it.

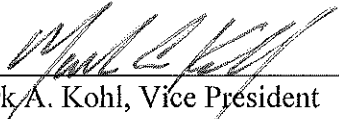
And the Grantor does further covenant and bind itself and its representatives, to warrant and forever defend the title to said land to the Grantee against the lawful claims of all persons whomsoever subject to the general taxes and assessments for the current year and any subsequent year and all restrictions, covenants, easements, and other encumbrances of record. Whenever used, the singular number shall include the plural, the plural the singular, and the use of any gender shall be applicable to all genders.

(Signature Pages to Follow)

Witness my hand this the _____ day of _____, 2020.

DPH FRANKLIN, LLC

By: Drury Development Corporation, its Manager



Mark A. Kohl, Vice President

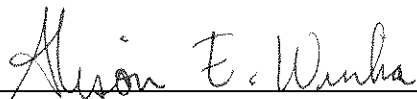
STATE OF MISSOURI

COUNTY OF ST. LOUIS

Personally appeared before me, the undersigned, a Notary Public in and for said State and County, **Mark A. Kohl**, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who upon oath acknowledged himself to be the **Vice President** of Drury Development Corporation, as Manager of DPH Franklin, LLC, the within named bargainor, and that he as such **Vice President**, being authorized to do so, executed the foregoing document for the purpose(s) therein contained, by signing the name of Drury Development Corporation, as Manager of DPH Franklin, LLC, by himself as such **Vice President**.

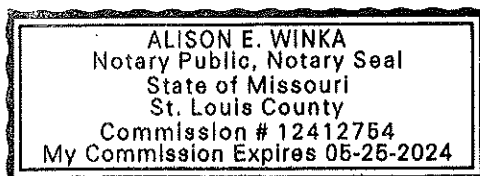
WITNESS my hand and official seal at office this the 13th day of July, 2020.

{SEAL}



NOTARY PUBLIC

My Commission Expires: 5-25-24



PAGE 3 OF 4

STATE OF MISSOURI)

COUNTY OF ST. LOUIS)

The actual consideration or true value, whichever is greater for this transfer is \$32,000.00.

Mark A. Kelly
Affiant

Sworn to and subscribed to before me on this the 13th day
of July 2020.

{SEAL}

Alison E. Winka
Notary Public

My Commission Expires: 5-25-24

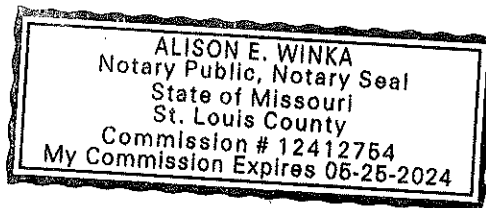
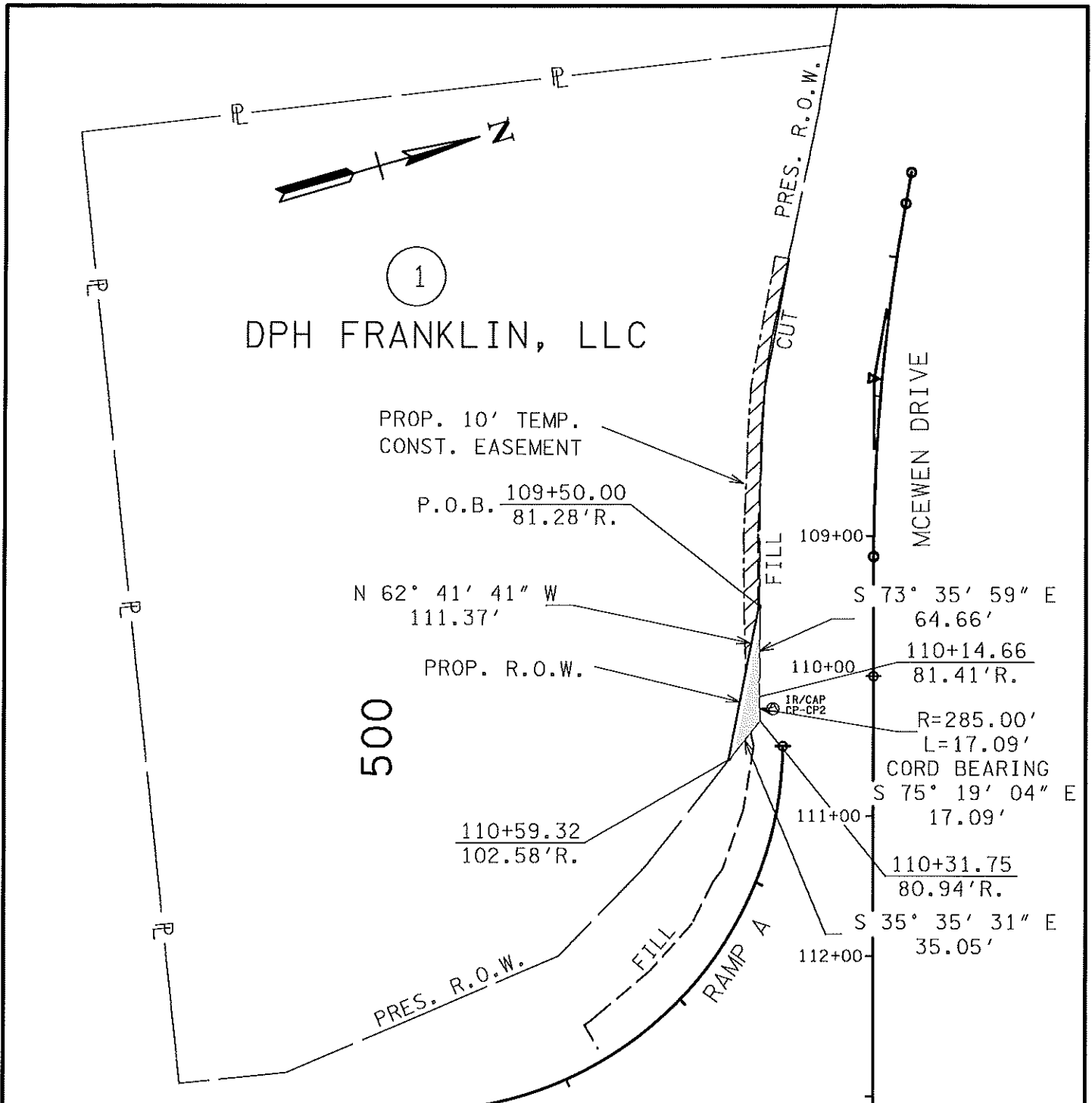


EXHIBIT "A"



DATE: MAY 15, 2019

EXHIBIT
CITY OF FRANKLIN

0 50' 100' 150'
SCALE: 1"=100'

PROPERTY OWNER: DPH FRANKLIN, LLC

DEED BOOK: 6269

PAGE: 979

MAP: 62

PARCEL: 21.13 and 21.13-001

STREET ADDRESS: 13075 MANCHESTER ROAD, SUITE 200

CITY, STATE ZIP: SAINT LOUIS, MO 63131-1836

AREA OF ACQUISITION: 871 SQ. FT.

TEMP. CONST. EASEMENT: 2716 SQ. FT.

AREA REMAINING: 6,682 AC.

AREA OF ACQUISITION

PROPOSED TEMPORARY CONSTRUCTION EASEMENT

PREPARED BY:

benesch

8 CADILLAC DRIVE, SUITE 250
BRENTWOOD, TN 37027
PHONE: 615.370.6973 FAX: 615.627.0266
WWW.BENESCH.COM



City of Franklin

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

File #: 20-01242

DATE: October 7, 2020
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Paul Holzen, Director of Engineering
Jonathan Marston, Asst. Director of Engineering

SUBJECT:

*Consideration Of COF Contract No. 2019-0377, An Agreement For Dedication Of Easement With DPH Franklin, LLC For Property Acquisition Associated With The McEwen Drive / I-65 Ramp Modifications Project At A Cost Of \$10.00.

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the acquisition of right-of-way and easements from DPH Franklin, LLC for the McEwen Drive / I-65 Ramp Modifications project.

BACKGROUND/STAFF COMMENTS:

To construct the McEwen Drive / I-65 Ramp Modifications project, the City must acquire property (right-of-way) and a temporary construction easement from DPH Franklin, LLC, which is listed as Tract 1 on the project plans. Staff and the property owner are in agreement on the terms of this acquisition.

FINANCIAL IMPACT:

The total cost of this agreement (COF Contract No. 2019-0377) is \$10.00. Expenses from this project are being paid from the Capital Project Fund, with the final funding source(s) to be determined by the Finance Department. The General Ledger (GL) code for this expenditure is 310-89120-43100.

RECOMMENDATION:

Staff recommends acknowledgement of COF Contract No. 2019-0377 with DPH Franklin, LLC.

This Instrument Was Prepared By:
City of Franklin, Tennessee
Post Office Box 305
Franklin, Tennessee 37065

AGREEMENT FOR DEDICATION OF EASEMENT

COF Contract No. 2019-0377

<u>Owner</u>	<u>County</u>	<u>Deed Book</u>	<u>Page</u>
DPH Franklin, LLC	Williamson	6269	979

<u>Project</u>	<u>Tax Map</u>	<u>Parcels</u>	<u>Tract</u>
McEwen Drive Interchange	062	02113 and 02113-001	1

KNOW ALL MEN BY THESE PRESENTS, that the undersigned,

DPH Franklin, LLC

("Grantor") has bargained and sold, and by these presents does transfer and convey unto the CITY OF FRANKLIN, TENNESSEE ("Grantee") a Temporary Construction Easement over the land and/or land rights, more particularly described as follows:

The following described property located in the City of Franklin, Tennessee, 8th Civil District of Williamson County, Tennessee, to wit:

CONSTRUCTION EASEMENT

A strip of land having a maximum width of 10.00 feet and a minimum width of 0.00 feet, more or less, in width lying outside and adjacent to the northeastern present and/or proposed right-of-way of McEwen Drive and contains 2,716 sq. ft., more or less.

Being all or a portion of the land acquired by the Grantor under instrument of record in Book 6269, Page 979 in the Register's Office for Williamson County, Tennessee.

Property located at: 1874 West McEwen Drive, Franklin, Tennessee 37067

By this easement the Grantor hereby conveys a temporary easement for construction, a working area, and erosion control outside the proposed right-of-way line in connection with the McEwen Drive to Interstate 65 Project (hereinafter referred to as the "Project"). The title to the above-described land remains vested in the Grantor, and is used by the Grantee or its designee, the City of Franklin, Tennessee, its contractors or assigns (the "Grantee Parties") for a period commencing on the date of recording of this *Agreement for Dedication of Easement* (hereinafter referred to as the "Agreement") and expiring on the earlier of (i) one (1) year from and after the commencement of construction of the Project; (ii) completion of construction of the Project; or (iii) three (3) years in total, whichever shall occur first.

This conveyance is made in consideration of Ten and 00/100 Dollars (\$10.00), cash in hand paid, the receipt of which is hereby acknowledged, and said consideration includes payment for the easement conveyed herein, and any other additions/features specifically noted herein or more particularly shown by the words, figures, signs, and symbols attached hereto as Exhibit A, and incorporated herein by reference. The above consideration also includes payment for or the elimination of all actual or incidental damages to the remainder otherwise compensable under the Tennessee laws of eminent domain.

SPECIAL CONDITIONS

(1) Grantor hereby grants to the Grantee on the terms and conditions set forth herein, a Temporary Easement (the "Easement") over the ten foot (10') wide parcel of real estate identified in Exhibit A attached hereto as the "Proposed Temporary Construction Easement" (the "Temporary Easement Area"). Grantor shall retain the right to enter into the Temporary Easement Area for purposes of hotel operations if necessary, in cooperation and consultation with the Grantee.

(2) Subject to certain limitations and restrictions set out herein which are intended to protect the property located at 1874 West McEwen Drive, Franklin, Tennessee 37067 (hereinafter referred to as the "Property") and the operation of the Drury Plaza Hotel Franklin, the Grantee shall have the right to enter onto the Temporary Easement Area solely for use as a working area and erosion control area in connection with the Project.

(3) The term of the Easement shall commence on the date of the recording of this Agreement and shall expire upon the earlier of (i) one (1) year after the commencement of construction of the Project; (ii) completion of construction of the Project; or (iii) three (3) years in total, whichever shall occur first.

(4) The Grantee Parties will perform all of the work with care, skill, and diligence and in such a way as not to damage the land, building, or other improvements of the Grantor. The Grantee covenants the Project will not prevent or interfere with vehicular access to the Grantor's property from McEwen Drive by the customers, employees, tenants, or other invitees of the Grantor or its tenants. The Grantee Parties shall in no event direct, cause, or encourage vehicles to cut through the Grantor's property to avoid the area of the Project.

(5) The Grantee shall ensure that any Grantee Parties performing work in or about the Temporary Easement Area shall, upon completion of any work each day, remove any and all trash from the Temporary Easement Area.

(6) Upon completion of the work, the Grantee will restore the Temporary Easement Area to the same or as good condition as existed prior to the commencement of the work, including but not limited to seeding or sodding.

(7) The Grantee shall secure and maintain all required licenses and permits necessary and appropriate for the work and shall comply with all applicable laws and regulations with respect to the Grantee Parties' use of the Temporary Easement Area.

(8) If any lien, encumbrance, or charge which might be or become a lien, encumbrance, or charge upon the Temporary Easement Area as a result of any contract entered into by any of the Grantee Parties or any of the work should arise, Grantee agrees to, to the extent appropriate and permitted by law, cooperate and work with the Grantor to have such lien, encumbrance, or charge removed.

(9) At all times during the term of this Agreement, the Grantee shall require any and all of the Grantee's contractors performing any work within or entering upon the Temporary Easement Area to maintain appropriate levels of insurance for the Project.

(10) Promptly following a written request by the Grantor following the termination or expiration of this Easement, the Grantee shall execute and record a termination of this Agreement (in a form reasonably approved by the Grantor) in the public records of Williamson County, Tennessee, such termination document is to be drafted by the Grantor and submitted to the Grantee for review and approval prior to signing.

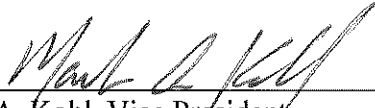
Grantor covenants with the Grantee that the Grantor is lawfully seized and possessed of said land in fee simple and has a right to grant the Easement contained herein save for any restrictions arising from a *Deed of Trust, Assignment of Leases and Rents and Security Agreement* and *Assignment of Leases and Rents* of record in Book 6278, Page 780 and Book 6278, Page 814, Register's Office for Williamson County, Tennessee.

(Signature Pages to Follow)

Witness our hand this the _____ day of _____, 2020.

DPH FRANKLIN, LLC

By: Drury Development Corporation, its Manager



Mark A. Kohl, Vice President

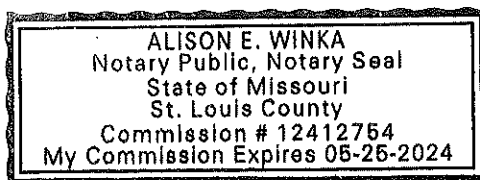
STATE OF MISSOURI

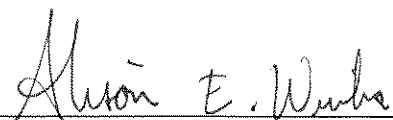
COUNTY OF ST. LOUIS

Personally appeared before me, the undersigned, a Notary Public in and for said State and County, **Mark A. Kohl**, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who upon oath acknowledged himself to be the **Vice President** of Drury Development Corporation, as Manager of DPH Franklin, LLC, the within named bargainer, and that he as such **Vice President**, being authorized to do so, executed the foregoing document for the purpose(s) therein contained, by signing the name of Drury Development Corporation, as Manager of DPH Franklin, LLC, by himself as such **Vice President**.

WITNESS my hand and official seal at office this the 13th day of July, 2020.

{SEAL}





NOTARY PUBLIC

My Commission Expires: 5-25-24

CITY OF FRANKLIN:

Eric S. Stuckey
City Administrator

STATE OF TENNESSEE

COUNTY OF WILLIAMSON

Personally appeared before me, the undersigned, a Notary Public in and for said State and County, **Eric S. Stuckey**, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who upon oath acknowledged himself to be the **City Administrator** of the Maker or a constituent of the Maker and is authorized by the Maker or by its constituent, the constituent being authorized by the Maker, to execute the foregoing document for the purpose(s) therein contained.

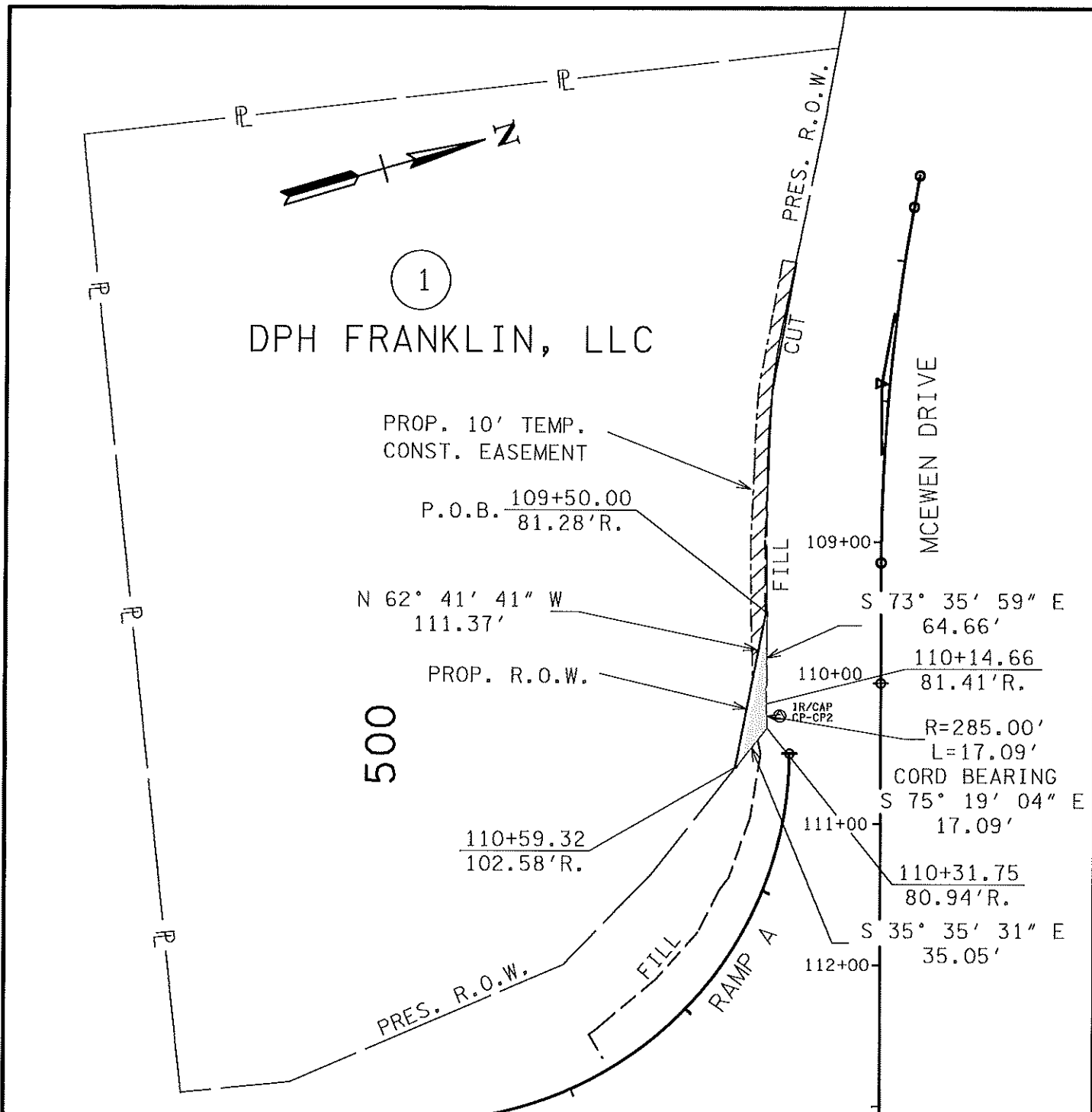
WITNESS my hand and seal this _____ day of _____,
2020.

{SEAL}

NOTARY PUBLIC

My Commission Expires: _____

EXHIBIT "A"



DATE: MAY 15, 2019

EXHIBIT
CITY OF FRANKLIN

0 50' 100' 150'
SCALE: 1"=100'

PROPERTY OWNER: DPH FRANKLIN, LLC

DEED BOOK: 6269

PAGE: 979

MAP: 62

PARCEL: 21.13 and 21.13-001

STREET ADDRESS: 13075 MANCHESTER ROAD, SUITE 200

CITY, STATE ZIP: SAINT LOUIS, MO 63131-1836

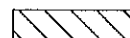
AREA OF ACQUISITION: 871 SQ. FT.

TEMP. CONST. EASEMENT: 2716 SQ. FT.

AREA REMAINING: 6.682 AC.



AREA OF ACQUISITION



PROPOSED TEMPORARY
CONSTRUCTION EASEMENT

PREPARED BY:



benesch

8 CADILLAC DRIVE, SUITE 250
BRENTWOOD, TN 37027
PHONE: 615.370.6278 FAX: 615.627.4056
WWW.BENESCH.COM



File #: 20-01219

DATE: October 1, 2020
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Paul Holzen, Director of Engineering
Jonathan Marston, Asst. Director of Engineering
Sarah Roop, Right of Way Agent

SUBJECT:

*Consideration Of Resolution 2020-208, A Resolution Authorizing Condemnation For The Acquisition Of Rights-Of-Way And Easements For The East McEwen Drive Phase 4 Improvements Project (COF Project No. 2015-002)

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning Resolution 2020-208.

BACKGROUND/STAFF COMMENTS:

Staff is receiving appraisals and making offers to acquire rights-of-way (ROW) and easements necessary for the construction of the East McEwen Drive Phase 4 Improvements project. Some property owners have requested their acquisitions to take place via the condemnation process. This resolution authorizes staff to proceed with condemnation should normal acquisition negotiations fail.

FINANCIAL IMPACT:

The actual financial impacts of condemnation will be determined on a case-by-base basis.

RECOMMENDATION:

Staff recommends the the Board of Mayor and Aldermen acknowledge Resolution 2020-208.

RESOLUTION 2020-208

**A RESOLUTION AUTHORIZING CONDEMNATION FOR THE ACQUISITION OF RIGHTS-OF-WAY
AND EASEMENTS FOR THE EAST MCEWEN DRIVE PHASE 4 IMPROVEMENTS PROJECT (COF
PROJECT NO. 2015-002)**

WHEREAS, the Board of Mayor and Aldermen of the City of Franklin, Tennessee (“the Board”) has determined that the construction of certain roadway, bicycle, pedestrian, and other infrastructure improvements within the city limits are necessary, suitable, and desirable for the public welfare; and

WHEREAS, these improvements are generally described as the widening and reconstruction of East McEwen Drive, including the construction of bicycle, pedestrian, and other infrastructure improvements, from just east of the roundabout intersection at Cool Springs Boulevard/Oxford Glen Drive to Wilson Pike (SR-252); and

WHEREAS, it will be necessary, in order to construct said improvements, for the City to obtain additional rights-of-way (real property) and easements (real property interest) from the owners of the properties listed on the attached Exhibit A; and

WHEREAS, the Board expressly finds that the City has the power of eminent domain to extend public roads (see T.C.A. §29-17-301 *et seq.*) and to acquire easements and rights-of-way necessary for proper completion of the said improvements, and that the acquisition of such easements and/or rights-of-way is for a public purpose and for a public use, and that the acquisition of the private property hereinafter described is necessary to accomplish said public use.

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

SECTION 1. The City Engineer and/or the City Attorney are authorized to obtain the necessary rights-of-way, permanent easements, and/or temporary easements on and/or across the properties listed in Exhibit A hereto and may enter into agreements with property owners with respect to the compensation to be paid for the said rights-of-way and/or easements, so long as such amounts are reasonable and supported by a qualified appraisal.

SECTION 2. The City Engineer and the City Attorney are authorized to continue negotiating with any landowner for the acquisition of the necessary rights-of-way and/or easements without resort to condemnation. However, if an impasse is reached with a property owner and condemnation is the only alternative, then the City Attorney is authorized to commence necessary condemnation proceedings. After condemnation proceedings have commenced, the City Engineering and the City Attorney are authorized to enter into settlement agreements with property owners with respect to the compensation to be paid for the said rights-of-way and easements, so long as such amounts are reasonable and supported by a qualified appraisal.

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

(Signatures on Following Page)

ATTEST:

CITY OF FRANKLIN, TENNESSEE:

By: _____
Eric S. Stuckey
City Administrator

By: _____
Dr. Ken Moore
Mayor

Approved as to Form:

By: _____
Shauna R. Billingsley
City Attorney

RESOLUTION 2020-208
EXHIBIT A

TAX MAP NUMBER	PARCEL NUMBER
061	00208
061	00216
061G	06200
061G	06202
061O	04602
061O	04601
061	02300
061	00309
061	02201
061	00308
061	00307
061	02201
061	00306
061	00305
061F	08800
061K	12800
061K	10700
061	02202
061	02000



File #: 20-01267

DATE: October 9, 2020
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Michelle Hatcher, Director of Water Management

SUBJECT:

Consideration Of Procurement Award To American Development Corp., Inc. Of Fayetteville, Tennessee In The Delivered Bid Price Amount Of \$1.45 Per Gallon For The Chemical Sodium Hypochlorite For A Specified Term Of Award, With Options To Extend, For The Water Management Department (Purchasing Office Procurement Solicitation No. 2021-001; COF Contract No. 2020-0276).

PURPOSE:

The purpose of this procurement is to establish unit pricing for the supply and delivery upon demand of the chemical sodium hypochlorite (a.k.a., bleach or liquid bleach or chlorine bleach) for an initial three-year term of award to commence January 1, 2021, with up to two (2) options to extend, each time for up to one (1) additional year, for the Water Management Department. This chemical is used for routine operations at both the City's Water Treatment Facility as well as the City's Water Reclamation Facility.

BACKGROUND/STAFF COMMENTS:

The City published on September 10, 2020 a Notice to Bidders in the *Williamson Herald* for supply and delivery upon demand of each of the following chemicals for the specified term of award: sodium hypochlorite (Purchasing Office Solicitation No. 2021-001) and sodium hydroxide (2021-002), each being bid independently. In addition, bid documents were sent on or about the same date directly to 39 potential bidders known or thought to be interested in this solicitation. Bids from two (2) suppliers were publicly opened at the bid opening held on October 1, 2020. A tabulation of the bids received for this solicitation is attached.

FINANCIAL IMPACT:

The responsible bidder that submitted the lowest priced responsive bid, from American Development Corp., Inc. of Fayetteville, Tennessee, is in the amount of \$1.45 per gallon for the Water Treatment Facility and \$1.45 per gallon for the Water Reclamation Facility for sodium hypochlorite. This bid was identified because it is the lowest bid that meets or exceeds the City's intention as expressed and implied by the City's specifications as well as the instructions, terms and conditions pertaining to this procurement solicitation. These unit prices match the unit pricing being paid by the City currently for sodium hypochlorite (which unit pricing was established by competitive process conducted in FY2016).

The Water Management Department estimates that the Water Treatment Facility may require 26,000 gallons of sodium hypochlorite per year and that the Water Reclamation Facility may require 65,000 gallons of sodium hypochlorite per year. (Bidders were advised and cautioned that the indicated

estimated quantities represent only approximate projections and do not represent guaranteed minimums or maximums.) Thus, the total annual value of an award to American Development Corp. pursuant to the unit pricing described above for the two specified uses of sodium hypochlorite is estimated to be \$131,950 per year. The Water Treatment Division of the Water Management Department budget for fiscal year 2021 allocates \$310,000 out of the Water Fund, and the Water Reclamation Division allocates \$200,000 out of the Wastewater Fund, for the purchase of chemicals and lab supplies.

RECOMMENDATION:

Staff recommends that the City accept, contingent upon Law Department and City Administrator approval of City Contract No. 2020-0276, the apparent lowest best bid, from American Development Corp., Inc. of Fayetteville, Tennessee, in the delivered bid price amount of \$1.45 per gallon for the Water Treatment Facility and \$1.45 per gallon for the Water Reclamation Facility, for the chemical sodium hypochlorite for a specified term of award, with options to extend, for the Water Management Department, and award this procurement to this bidder. The City's Purchasing Manager believes the prepared solicitation documents as distributed allowed for competition among multiple service providers, and that the staff recommendation appears to be made in a fair and impartial manner based upon the bids received. Pursuant to authority previously granted by the Board of Mayor and Aldermen, Contract No. 2020-0276 has been prepared for execution by the City Administrator pending approval by the Board of Mayor and Aldermen of the staff recommendation to accept the bid from and award the procurement to American Development Corp.

Tabulation of Bids*

Purchasing Office Solicitation No.:	2021-001 (sodium hypochlorite)								
Notice to Bidders published in the Williamson Herald on:	9/10/20								
Number of vendors that were notified of / that responded to this solicitation for bids:	39 / 2								
Date and time bids due and publicly opened:	10/1/20 2:00 PM								
Present at opening of bids:	Leslie Pewitt, Suzanne Ward and Brian Wilcox of the City of Franklin Purchasing Office								
Target meeting of BOMA at which recommendation is scheduled to be considered:	11/10/20								
Bids received from:	Bid No.:	Does the bid include all required documents?	Does the bid MOES¹? / If not, how many exceptions do not MOES¹?	Total quoted unit price per gallon:	Specified estimated quantities per year (U.S. gallons):	Total delivered bid price for specified estimated quantities per year:	Payment terms:	Estimated time of delivery after receipt of order:	Bid and bid pricing is offered through:
American Development Corp. Inc. 821 William D. Jones Blvd. Fayetteville, TN 37334 James McGee, Sales Manager 931-993-0881 jason@adc-chem.com	1 of 2 (Water Reclamation)	Yes	Yes	\$1.45	65,000	\$94,250.00	net 30 days	1 day	10/1/2021
	2 of 2 (Water Treatment)			\$1.45	26,000	\$37,700.00			
	Total:					\$131,950.00			
Brenntag Mid-South, Inc. 1405 Highway 136 West Henderson, KY 42420 Carlie Shelton, Indy & OVD Commercial Excellence Coordinator 270-830-1366 cshelton@brenntag.com	1 of 2 (Water Reclamation)	No (references not included)	No / 2 (for both delivery sites, pricing is for minimum quantity per order of 660 gallons)	\$1.498	65,000	\$97,370.00	net 30 days	5 days	12/31/2023
	2 of 2 (Water Treatment)			\$1.498	26,000	\$38,948.00			
	Total:					\$136,318.00			

¹MOES indicates "meet(s) or exceed(s) specifications"

*Shaded bid is apparent lowest best bid



File #: 20-01268

DATE: October 9, 2020
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Michelle Hatcher, Director of Water Management

SUBJECT:

Consideration Of Procurement Award To American Development Corp., Inc. Of Fayetteville, Tennessee In The Delivered Bid Price Amount Of \$1.50 Per Gallon For The Chemical Sodium Hydroxide For A Specified Term Of Award, With Options To Extend, For The Water Management Department (Purchasing Office Procurement Solicitation No. 2021-002; COF Contract No. 2020-0277).

PURPOSE:

The purpose of this procurement is to establish unit pricing for the supply and delivery upon demand of the chemical sodium hydroxide (a.k.a., caustic or caustic soda or lye) for an initial three-year term of award to commence January 1, 2021, with up to two (2) options to extend, each time for up to one (1) additional year, for the Water Management Department. This chemical is used for routine operations at the City's Water Reclamation Facility.

BACKGROUND/STAFF COMMENTS:

The City published on September 10, 2020 a Notice to Bidders in the *Williamson Herald* for supply and delivery upon demand of each of the following chemicals for the specified term of award: sodium hypochlorite (Purchasing Office Solicitation No. 2021-001) and sodium hydroxide (2021-002), each being bid independently. In addition, bid documents were sent on or about the same date directly to 39 potential bidders known or thought to be interested in this solicitation. Bids from two (2) suppliers were publicly opened at the bid opening held on October 1, 2020. A tabulation of the bids received for this solicitation is attached.

FINANCIAL IMPACT:

The responsible bidder that submitted the lowest priced responsive bid, from American Development Corp., Inc. of Fayetteville, Tennessee, is in the amount of \$1.50 per gallon for the Water Reclamation Facility for sodium hydroxide. This bid was identified because it is the lowest bid that meets or exceeds the City's intention as expressed and implied by the City's specifications as well as the instructions, terms and conditions pertaining to this procurement solicitation. These unit prices exceed by \$0.05 per gallon (3.4%) the unit pricing being paid by the City currently for sodium hydroxide (which unit pricing was established by competitive process conducted in FY2016).

The Water Management Department estimates that the Water Reclamation Facility may require 20,000 gallons of sodium hydroxide per year. (Bidders were advised and cautioned that the indicated estimated quantities represent only approximate projections and do not represent guaranteed minimums or maximums.) Thus, the total annual value of an award to American Development Corp. pursuant to the unit pricing described above for the specified use of sodium

hydroxide is estimated to be \$30,000 per year. The Water Reclamation Division of the Water Management Department budget for fiscal year 2021 allocates \$200,000 out of the Wastewater Fund for the purchase of chemicals and lab supplies.

RECOMMENDATION:

Staff recommends that the City accept, contingent upon Law Department and City Administrator approval of City Contract No. 2020-0277, the apparent lowest best bid, from American Development Corp., Inc. of Fayetteville, Tennessee, in the delivered bid price amount of \$1.50 per gallon for the Water Reclamation Facility for the chemical sodium hydroxide for a specified term of award, with options to extend, for the Water Management Department, and award this procurement to this bidder. The City's Purchasing Manager believes the prepared solicitation documents as distributed allowed for competition among multiple service providers, and that the staff recommendation appears to be made in a fair and impartial manner based upon the bids received. Pursuant to authority previously granted by the Board of Mayor and Aldermen, Contract No. 2020-0277 has been prepared for execution by the City Administrator pending approval by the Board of Mayor and Aldermen of the staff recommendation to accept the bid from and award the procurement to American Development Corp.

Tabulation of Bids*

Purchasing Office Solicitation No.:		2021-002 (sodium hydroxide)							
Notice to Bidders published in the Williamson Herald on:		9/10/20							
Number of vendors that were notified of / that responded to this solicitation for bids:		39 / 2							
Date and time bids due and publicly opened:		10/1/20 2:00 PM							
Present at opening of bids:		Leslie Pewitt, Suzanne Ward and Brian Wilcox of the City of Franklin Purchasing Office							
Target meeting of BOMA at which recommendation is scheduled to be considered:		11/10/20							
Bids received from:	Bid No.:	Does the bid include all required documents?	Does the bid MOES ¹ ? / If not, how many exceptions do not MOES ¹ ?	Total quoted unit price per gallon:	Specified estimated quantities per year (U.S. gallons):	Total delivered bid price for specified estimated quantities per year:	Payment terms:	Estimated time of delivery after receipt of order:	Bid and bid pricing is offered through:
American Development Corp. Inc. 821 William D. Jones Blvd. Fayetteville, TN 37334 James McGee, Sales Manager 931-993-0881 jason@adc-chem.com	1 of 1	Yes	Yes	\$1.50	20,000	\$30,000.00	net 30 days	1 day	10/1/2021
Brenntag Mid-South, Inc. 1405 Highway 136 West Henderson, KY 42420 Carlie Shelton, Indy & OVD Commercial Excellence Coordinator 270-830-1366 cshelton@brenntag.com	1 of 1	No (references not included)	No / 1 (pricing is for minimum quantity per order of 660 gallons)	\$1.673	20,000	\$33,460.00	net 30 days	5 days	12/31/2023

¹MOES indicates "meet(s) or exceed(s) specifications"

*Shaded bid is apparent lowest best bid