



City of Franklin

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

Meeting Agenda

Work Session

Tuesday, December 9, 2025

5:00 PM

**Williamson County
Auditorium**

MEETING LOCATION

Williamson County Auditorium
1320 West Main Street

CALL TO ORDER

CITIZEN COMMENTS

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

WORK SESSION DISCUSSION ITEMS

1. Franklin Tomorrow Healthy Democracy Update

Sponsors: Mindy Tate

2. *Consideration Of Resolution 2025-94, A Resolution To Approve Benjamin Franklin Statue At Williamson County Archives And Museum At 611 West Main Street
HZC 10/13/25, 5-0
FPAC 11/19/25, 8-0

Sponsors: Milissa Reiersen, Monique McCullough

3. *Consideration Of Amendment 1 To COF Contract No. 2022-0191, With Williamson Medical Center For The Coordination Of Emergency Medical First Responder Services

Sponsors: Glenn Johnson

4. Consideration Of Resolution 2025-98, A Resolution Of The Board Of Mayor And Alderman For The City Of Franklin Adopting Budget Goals For The Fiscal Year 2026-2027
Finance 12/4/25

Sponsors: Eric Stuckey, Michael Walters Young

5. Consideration Of Draft Policies And Procedures Relating To The Consideration Of Petitions For The Creation Of Real Estate Infrastructure Development Districts
WS 4/8/25; 8/26/25; 9/23/25; 11/25/25

Sponsors: Eric Stuckey, Vernon Gerth, Walter Denton, Shauna Billingsley, Kristine Brock

OTHER BUSINESS

ADJOURN

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



File #: 21-01729

DATE: 12/9/2025
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Milissa Reiersen, Chief Communications Officer
Monique McCullough, Public Outreach Specialist

SUBJECT:

*Consideration Of Resolution 2025-94, A Resolution To Approve Benjamin Franklin Statue At Williamson County Archives And Museum At 611 West Main Street
HZC 10/13/25, 5-0
FPAC 11/19/25, 8-0

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning Resolution 2025-94, approving the installation of a statue at Williamson County Archives and Museum at 611 West Main Street.

BACKGROUND/STAFF COMMENTS:

Williamson County is proposing the installation of a Benjamin Franklin statue at the Williamson County Archives and Museum located at 611 West Main Street.

The 500-lb bronze statue, created by Lundeen Sculpture in Loveland, Colorado, is a gift to Williamson County from former Franklin Alderman Ms. Pam Lewis. It will be placed and secured on colored and stamped concrete near the Veterans Memorial Park. The surrounding area will be landscaped, and the statue will be lit at night. The installation and future maintenance will be the responsibility of the Williamson County Property Management Department.

FINANCIAL IMPACT:

There is no financial impact to the City of Franklin. The installation and future maintenance will be the responsibility of the Williamson County Property Management Department.

RECOMMENDATION:

The Franklin Public Arts Commission and the Historic Zoning Commission voted to recommend approval of the statue to the Board of Mayor and Aldermen.



MEMORANDUM

DATE: November 19, 2025

TO: Franklin Public Arts Commission

FROM: Monique McCullough, Special Events/Public Outreach Supervisor

SUBJECT: Benjamin Franklin Statue Proposal

We received an application from Williamson County for the installation of a statue of Benjamin Franklin at the Williamson County Archives and Museum (611 West Main Street).

The 500-lb bronze statue, created by Lundeen Sculpture in Loveland, Colorado, is a gift to Williamson County from Ms. Pam Lewis, former Franklin Alderman and community supporter. It will be placed and secured on colored and stamped concrete near the Veterans Memorial Park. The surrounding area will be landscaped, and the statue will be lit at night. The installation and future maintenance will be the responsibility of the Williamson County Property Management Department.



MEMORANDUM FOR CITY OF FRANKLIN, PUBLIC ARTS COMMISSION

DATE: 10/20/2025

SUBJECT: Proposal for permission to place a Bronze Sculpture of Benjamin Franklin on Williamson County Property located at 611 West Main Street

Public Arts Commission,

MS. Pam Lewis made an extremely generous gift of a 500 pound bronze historical statue of Benjamin Franklin wearing bifocals and reading the U.S. Constitution while sitting on a bench. The location that the county would like to place the statue is at our Archives Museum located at 611 West Main Street. The placement of the statue will have MR. Franklin looking down Main Street toward the square or looking at the Post Office based on how best the sculpture fits the space.

The size of the statue is 51" high x 77" wide x 42" deep. The cost of the artwork is valued at \$150,000.00. The statue will be placed and secured on colored and stamped concrete to match the existing concrete in the vicinity of the selected location. The surrounding area will have complimentary landscaping placed around it and the entire statue will be lit during times of darkness.

A placard will be placed adjacent to the statue and a possible informational Kiosk may follow at a latter time. The Kiosk is an educational tool that can enhance the ability of those wanting to learn about the man that Franklin, Tennessee was named after.

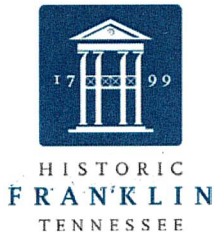
The artists are from Lundeen Sculpture, Loveland Colorado, and their website is <https://lundeensculpture.com/>. On their site they have seven pages of example bronze sculptures. All cost to place the statue, enhance the surrounding area and long term maintenance all will be taken care of by the Williamson County Property management Department.

The city of Franklin, Tennessee was named after the American Founding Father Benjamin Franklin. The city was founded in 1799 by Abram Maury Jr., who initially planned to name it Marthasville after his wife, Martha. However, Martha insisted that the town be named in honor of Benjamin Franklin, a close friend of Dr. Hugh Williamson, a local Continental Congress member for whom Williamson County was later named. Benjamin Franklin was also the first Postmaster General of the United States of America which ties into his placement across the road from the office at five points.

We look forward to the approval of the placement of this beautiful public art piece that will enhance one of the only green spaces in the Historic Downtown Overlay.

KEVIN R. BENSON
Director
Property Management





CITY STAFF	
Received by:	_____
Date:	8/15/18

APPLICATION FOR PLACING ARTWORK ON
CITY OF FRANKLIN PROPERTY

Thank you for your interest in placing artwork on property owned by the City of Franklin.
Please complete and submit this application, along with the proposal, to:
Franklin Public Art Commission
City of Franklin
109 Third Avenue South
Franklin, TN 37064

Please review the attached Policies and Procedures. For assistance, please contact the Public Outreach Specialist at 615-550-6606 or CityofFranklin@FranklinTN.gov. The Franklin Public Art Commission reserves the right to request additional information in order to process an exhibition proposal.

APPLICANT			
Name(s)/Organization: KEVIN R. BENSON / PROPERTY MANAGER, WILLIAMSON COUNTY TN.			
Contact: KEVIN R. BENSON			
Address: 1320 WEST MAIN ST			
City: FRANKLIN	State: TN	Zip: 37064	
Phone: 615-487-8250		Fax: 615-595-1222	
Email: KEVIN.benson@williamsoncounty-tn.gov		Website: WILLIAMSON COUNTY	
Conflicts of Interest (disclose any active contracts or contract negotiations with the City): N/A			

PROPOSED ARTWORK
Title of proposed artwork or exhibition BRONZE BENJAMIN FRANKLIN
Labeling - include artist's name, date of creation, materials used (optional), short explanation of work (optional), donor's name, when applicable ARTIST: LUNDEEN SCULPTURE 970-669-7176 338 EAST 4TH STREET FAX: 970-669-9493 LOVELAND, CO 80537 OLIVIA LUNDEEN; olivia@lundeensculpture.com CREATED: JULY 2025 MATERIAL: BRONZE BEN READING THE DECLARATION DONOR: PAM LEWIS
(Optional) Proposed City-owned site for placement: county 611 WEST MAIN ST.
Participants (list anyone that will be involved in the project): County MAINTENANCE PERSONNEL

ARTWORK DETAILS

Please attach a proposal that includes the following:

1. Narrative description of the artwork or project including:

a. Concept

b. Aesthetic vision

c. Artist involvement

d. Materials

e. Processes

f. Durability

g. Other relevant information

2. Timeline and detailed installation plan (including specific required components for installation)

3. Budget and funding (explain project budget and how it will be funded)

4. Maintenance plan while the piece is on display (whether temporary or permanent)

5. Qualifications including:

a. Artist(s) resume/bio

b. Examples of past exhibits or similar projects

6. Visuals including:

a. Sketches, photographs, or other documentation of sufficient descriptive clarity to indicate the nature of the proposed art including an accurate description of colors

b. (If applicable) Digital, color images of artworks in exhibition

c. A site plan clearly showing the dimensions and the location of the art and its relation to pedestrian path of travel on the site and in the vicinity, including adjacent rights-of-way.

d. An elevation or perspective rendering showing the streetscape view of the art including the street elevations of adjacent properties

e. Digital images of past exhibits or similar projects

f. Maquette or rendering of artwork(s)

Submit application and supporting materials to:

Franklin Public Art Commission

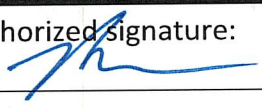
City of Franklin

109 Third Avenue South

Franklin, TN 37064

Or electronically at: CityofFranklin@FranklinTN.gov

APPLICANT'S AUTHORIZATION TO INITIATE REVIEW OF AN EXHIBITION PROPOSAL

Authorized signature: 	Signature of Legal Guardian if Artist is a minor:
Print name: KEVIN R. BENSON	Date: 10/20/25

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August 2018

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Benjamin Franklin Location

Write a description for your map.

Legend





Resolution No. 7-25-31

Requested by: Mayor's Office

**RESOLUTION ACCEPTING THE DONATION OF A HISTORICAL STATUE OF
BENJAMIN FRANKLIN FROM MS. PAM LEWIS**

- WHEREAS,** Tennessee Code Annotated, Section 5-8-101, provides that a county government may accept donations of money, intangible personal property, tangible personal property, and real property that are subject to conditional or restrictive terms if the county legislative body takes action to accept the conditional donation; and
- WHEREAS,** Ms. Pam Lewis founded PLA Media, a full-service public relations and marketing company for major music labels and independent artists, celebrities, and bestselling authors; and
- WHEREAS,** Ms. Pam Lewis has been a long time Tennessee citizen that has been involved the music industry; and
- WHEREAS,** Ms. Lewis has graciously donated to Williamson County an approximately 800 pound bronze historical statue of Benjamin Franklin wearing bifocals and reading the U.S. Constitution while sitting on a bench, conditioned on acceptance by the County Board of Commissioners; and
- WHEREAS,** the Williamson County Board of Commissioners finds it in the best interest of the citizens of Williamson County to accept the generous donation of a historical statue of Benjamin Franklin:

NOW, THEREFORE, BE IT RESOLVED, that the Williamson County Board of Commissioners, meeting in regular session on this 14th day of July, 2025, hereby accepts the generous donation of an 800-pound bronze historical statue depicting Benjamin Franklin wearing bifocals and reading the U.S. Constitution while seated on a bench from Ms. Pam Lewis, with the condition that the statue be used for a public purpose;

AND BE IT FURTHER RESOLVED that the Board further authorizes the County Mayor to execute any necessary documents to formally accept this conditional gift from Ms. Lewis.



County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

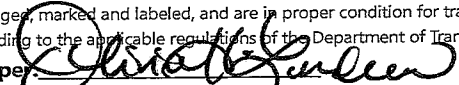
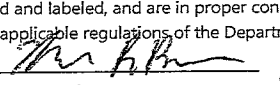
Property Committee	For <u>6</u>	Against <u>0</u>	Pass _____	Out _____
Commission Action Taken:	For _____	Against _____	Pass _____	Out _____

Jeff Whidby, County Clerk

Brian Beathard, Commission Chairman

Rogers C. Anderson, Williamson County Mayor

Date

BILL OF LADING		Carrier: IMAN TRUCKING LLC, 1072031	
Shipper		Pickup Date: 09/08/2025	
Lundeen Sculptures, Ltd. 338 E. 4th Street Loveland, CO 80537 Olivia P: +1 (970) 669-7176		Origin Terminal	
		Loveland, CO 80537	
		Phone: P: +1 (970) 669-7176	
		Destination Terminal	
		Franklin, TN 37064	
Phone: P: +1 (615) 487-8250			
Consignee		Truckload Identifiers	
Kevin Benson 305 Beasley Drive Franklin, TN 37064 Kevin Benson P: +1 (615) 487-8250		Pickup Hours: 08:00 - 13:00	
		Delivery Hours: 08:00 - 16:00	
3rd Party Bill To			
Priority 1 Inc. P.O. Box 398 North Little Rock, AR 72115 P: +1 (888) 569-8035			
Special instructions:			
Freight Terms: ☐ Prepaid ☐ Collect ☒ 3rd Party			
Units	Type	Pieces	Weight
1	Pallet	0	500 lbs
1	0		500 lbs
Dimensions		HM	Item Description
48" x 48" x 76"			Statue
Grand Totals			
Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding ____ per ____."			
Remit COD to:			
Collect _____ Prepaid _____ Customer check acceptable _____ COD Amount: \$ _____			
Note: Liability limitation for loss or damage in this shipment may be applicable. See 49 USC 14706(c)(1)(A) and (B)			
Received, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.		Trailer Loaded:	Freight Counted:
		____ by Shipper ____ by Driver	____ by Shipper ____ by Driver
		Shipper: _____	
Shipper Signature / Date		Consignee Signature / Date	
This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation. Shipper:  Time In: _____ Time Out: _____		This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation. Consignee:  Time In: _____ Time Out: _____ 9/11/25	
Carrier Signature / Date			
Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the Department of Transportation emergency response guidebook or equivalent documentation in vehicle. Property described above is received in good order, except as noted.			
Carrier: _____			



Truckload Customer SOP

In order to prevent mis-delivery release of freight to imposters purporting to act for a selected carrier, it is the responsibility of the Customer / Shipper to ensure that the identity of the pickup driver and the markings on his/her equipment are checked at the point of pickup and to confirm that such markings are consistent with the carrier identified on the Bill of Lading (BOL) issued by Priority1 or generated through Priority1's system.

To help avoid potential fraud, at pickup Customer / Shipper must:

- Verify that the carrier name and MC number on the truck and trailer matches what is shown on the BOL provided by Priority1.
 - If the information does not match or there are any other discrepancies **STOP** and notify your Priority1 representative before loading or releasing the shipment.
- Ask to see the driver's license of the driver, make a copy (or take a digital photo), and retain a copy in your file associated with the shipment.
- Check and record the license plate numbers of each truck and trailer for each shipment and retain copies.

Thank you,

Your Priority1 Team

Rogers C. Anderson
Williamson County Mayor



Property Management
Kevin R. Benson, Director

MEMORANDUM FOR CITY OF FRANKLIN, HISTORIC ZONING COMMISSION

**SUBJECT: Permission to place a Bronze Sculpture of Benjamin Franklin on
Williamson County Property located at 611 West Main Street**

Historic Zoning Commission,

MS. Pam Lewis made an extremely generous gift of a 500 pound bronze historical statue of Benjamin Franklin wearing bifocals and reading the U.S. Constitution while sitting on a bench. The location that the county would like to place the statue is at our Archives Museum located at 611 West Main Street. The placement of the statue will have MR. Franklin looking down Main Street toward the square.

The size of the statue is 51" high x 77" wide x 42" deep. The statue will be placed and secured on colored and stamped concrete to match the existing concrete in the vicinity of the selected location. The surrounding area will have complimentary landscaping placed around it and the entire statue will be lit during times of darkness.

A placard will be placed adjacent to the statue and a possible informational Kiosk may follow at a latter time. The Kiosk is an educational tool that can enhance the ability of those wanting to learn about the man that Franklin, Tennessee was named after.

The city of Franklin, Tennessee was named after the American Founding Father Benjamin Franklin. The city was founded in 1799 by Abram Maury Jr., who initially planned to name it Marthasville after his wife, Martha. However, Martha insisted that the town be named in honor of Benjamin Franklin, a close friend of Dr. Hugh Williamson, a local Continental Congress member for whom Williamson County was later named.

We look forward to the approval of the placement of this beautiful public art piece that will enhance one of the only green spaces in the Historic Downtown Overlay.

KEVIN R. BENSON
Director
Property Management



Kevin Benson

From: City of Franklin Tennessee <noreply@geocivix.com>
Sent: Thursday, October 16, 2025 2:11 PM
To: Kevin Benson; emily.huffer@franklintn.gov; elizabeth.bulay@franklintn.gov
Subject: 611 West Main Street Franklin, TN 37064
Attachments: Recommendation to FPAC and BOMA, 611 W. Main St. Public Art, COF 8948, 10.13.25 F.pdf



Hello Kevin Benson,

Thank you for submitting your project to Franklin. This review has been approved with the conditions as noted on the attached Certificate of Appropriateness (COA) document, as well as any non-approved work specifications. If the COA or Summary of Action Document is too large to access, Elizabeth Bulay will email it to you directly. Please contact Elizabeth Bulay (Elizabeth.bulay@franklintn.gov) with any questions pertaining to the COA document.

Application Type: 08c) Certificate of Appropriateness (COA)
Workflow: COA Default
Project: 611 West Main Street Franklin, TN 37064
COF no: 8948

<https://franklintn.geocivix.com/secure/project/?projectid=1887098>

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[This message is From an EXTERNAL SENDER]



HISTORIC
FRANKLIN
TENNESSEE

DATE: October 13, 2025

TO: Historic Zoning Commission

FROM: Kelly Dannenfelser, Assistant Director
Emily Huffer, Preservation Planner
Elizabeth Bulay, Assistant Preservation Planner

Subject

The HZC provides a recommendation in the review process for public art. These recommendations are then provided to the Franklin Public Arts Commission. The HZC reviews the proposals in light of the Guidelines for consistency with the historic district and potential impact to historic resources within the district. Considerations include placement and materials. The request is for the installation of a statue at 611 West Main Street.

Project Information

COF Project Number: #8948

Applicant: Kevin Benson, Williamson County

Summary of Action Taken

The Historic Zoning Commission has reviewed this item, held a public hearing, and voted to:

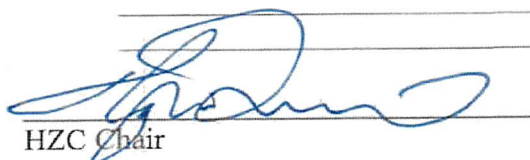


Recommend the proposal to the FPAC based on the recommendations by the Historic District Design Guidelines.

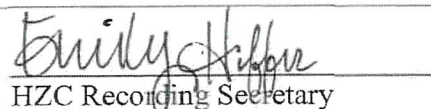
_____ Deny recommendation of the proposal to the FPAC because one or more of the Historic District Design Guidelines were not recommended.

_____ Defer recommendation of the proposal for continued review of the application.

_____ Recommend the proposal to the FPAC with conditions based on the Historic District Design Guidelines:



HZC Chair



HZC Recording Secretary

OWNER AFFIDAVIT

City of Franklin, Tennessee

When an application is not filed by the owner of the property, the City requires documentation that the owner of the property is aware of an application being filed on their behalf.

I/We ROGERS C. ANDERSON
(please print name(s) as listed on deed; if property owner is a company, provide full company name plus specific name(s) of representative)

being duly sworn, depose and say(s) that (I am)/(we are) the owner(s) of the property described as:

078CJ 00100 00009078C
(Property Parcel/Tax ID Number)
and located at:

611 WEST MAIN STREET
(Street Address)

I am/We are fully aware of the request for development approval in the City of Franklin, Tennessee. Furthermore, (I)/ (we) hereby appoint

KEVIN R. BENSON
(Please print name(s) in Full - This should be the applicant listed in IDT)

to act as my/our authorized agent on my/our behalf on all matters pertaining to the processing and obtaining the application with the exception of legal documents for recording purposes.


Owner Signature

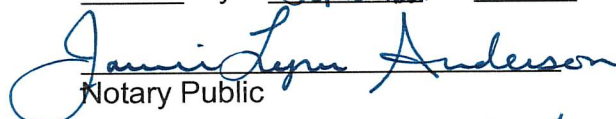
N/A
Additional Owner Signature, if applicable

1320 WEST MAIN STREET
Property Owner Mailing Address

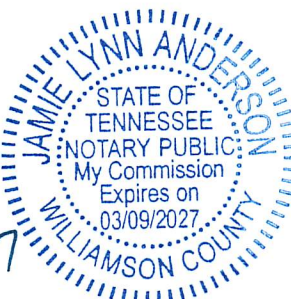
FRANKLIN, TN 37064
City, State & Zip

Subscribed and sworn to before me this

30 day of September 2025.


Notary Public

My Commission Expires: 03/09/2027



Law Dept approved (2) 05.13.24

Ms. Huffer stated that the regularly scheduled DRC will be next Monday, October 20th, starting at 4 PM at the Eastern Flank Event Facility, and the deadline to apply is midnight tonight. Ms. Huffer invited applicants to attend a DRC meeting in response to the action taken on your item and if you would like to attend the next available DRC meeting, please email staff by midnight tonight with your intent to be on the agenda for the next meeting on October 20th.

APPLICATIONS

2. **Consideration Of A Historic Zoning Commission Recommendation For Public Art At 611 West Main St.; Kevin Benson, Applicant.**

Sponsors: Kelly Dannenfelser, Emily Huffer

Project Leader: Emily Huffer. Ms. Huffer explained that the property at 611 West Main Street is at the corner of the five points intersection and is the home of the Williamson County Archives and the Veteran's park, both of which are located within the Historic Preservation Overlay. The proposal is seeking a recommendation from the Historic Zoning Commission to place a piece of art on the property of the Williamson County Archives. The statue will be positioned on the right side of the building, facing St. Paul's Episcopal Church and created using a bronze material. While the statue may be visible from certain vantage points, the proposed art appears to meet the Guidelines and will blend with the materials seen in the district.

Recommendation: It is recommended that the HZC make a recommendation for approval of the proposal to the Franklin Public Arts Commission and the Board of Mayor and Aldermen for the placement of public art at 611 West Main Street.

Applicant Presentation: Kevin Benson. Mr. Benson stated that the statue is being made possible because of the generous gift from Pam Lewis to Williamson County. The statue will be very similar to the Coach Gentry statue and will weigh around 800 pounds. Mr. Benson noted that the statue should look stunning in the proposed location and stated that he looks forward to the approval of the HZC.

Citizen Comments: None

MOTION

Commissioner Laster motioned to provide a favorable recommendation for the Public Art at 611 West Main Street to the Board of Mayor and Aldermen and the Arts Commission, seconded by Commissioner Barrett.

Commissioner Laster stated that his only discussion would be concerning the location of the statue, across from the Episcopal Church.

Chair LeMarinel stated that the application provided several options but if the applicant had a preference, the Commission would like to hear the preference.

Mr. Benson stated that Ben Franklin was the first Postmaster General and, in the location across from the church, it could be said that the statue is glancing at the Post Office.

Commissioner Pearce stated that the applicant's preference is what she would go along with.

Chair LeMarinel stated that any of the three proposed locations he is comfortable with.

The motion carried 5-0.

3. **Consideration Of Roofing Alterations At 312 3rd Ave. S.; Josh Foy, Applicant.**

Sponsors: Kelly Dannenfelser, Emily Huffer

Project Leader: Emily Huffer. Ms. Huffer stated that the property at 312 3rd Avenue South is located in the Downtown Franklin National Register Historic District. The proposal includes the removal of a portion of the metal roofing and replacing it with a rubber membrane roofing material.

Recommendation: Staff recommended approval with conditions listed in the staff report.

RESOLUTION 2025-94

A RESOLUTION APPROVING BENJAMIN FRANKLIN PUBLIC ART INSTALLATION AT WILLIAMSON COUNTY ARCHIVES AND MUSEUM (611 WEST MAIN STREET)

WHEREAS, Williamson County submitted a proposal for an art installation at the Williamson County Archives and Museum at 611 W. Main Street to the Franklin Public Arts Commission; and

WHEREAS, the installation is a bronze historical statue of Benjamin Franklin wearing bifocals and reading the U.S. Constitution while sitting on a bench; and

Whereas, the City of Franklin was named after Benjamin Franklin, one of America's Founding Fathers and the first Postmaster General; and

WHEREAS, the statue is a gift to Williamson County from Ms. Pam Lewis; and

WHEREAS, the installation and future maintenance of the statue will be the responsibility of the Williamson County Property Management Department; and

WHEREAS, the Historic Zoning Commission has reviewed the project and is recommending approval of the installation; and

WHEREAS, the Franklin Public Arts Commission was established to review and make recommendations concerning all aspects of public art and is recommending approval of the installation.

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

Based on the recommendations for approval by the Historic Zoning Commission on October 13, 2025 and the Franklin Public Arts Commission on November 19, 2025, the Benjamin Franklin public art installation at the Williamson County Archives and Museum is hereby approved.

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

ATTEST:

CITY OF FRANKLIN, TENNESSEE:

By: _____
Angie Skarp
City Recorder

By: _____
Dr. Ken Moore
Mayor

Approved as to Form:

By: _____
William E. Squires
Deputy City Attorney



File #: 21-01783

DATE: 12/9/2025
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Glenn Johnson, Fire Chief

SUBJECT:

*Consideration Of Amendment 1 To COF Contract No. 2022-0191, With Williamson Medical Center For The Coordination Of Emergency Medical First Responder Services

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning extending the terms of the existing Memorandum of Understanding (MOU) between Williamson Health EMS and the Franklin Fire Department regarding Advance Life Support (ALS) first responder services for an additional three years.

BACKGROUND/STAFF COMMENTS:

COF Contract No. 2022-0191, the MOU between Williamson Medical Center EMS and the City of Franklin was fully executed and became effective on December 15, 2022. The contract terms stipulate this MOU will remain in effect for a term of three (3) years and may be extended for one additional three (3) year term upon the mutual agreement of the parties no later than ninety (90) days prior to the expiring term. An additional three (3) year term extension is being requested for consideration at this time.

FINANCIAL IMPACT:

There is no fiscal impact to extend the terms of Contract No. 2022-0191.

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve Amendment 1 to COF Contract No. 2022-0191.

AMENDMENT NO. 1 TO
MEMORANDUM OF UNDERSTANDING FOR
EMERGENCY FIRST RESPONDER SERVICES

COF Contract No. 2022-0191

ENTERED INTO by and between the CITY OF FRANKLIN, TENNESSEE (the “City”) and WILLIAMSON COUNTY HOSPITAL DISTRICT d/b/a WILLIAMSON MEDICAL CENTER (“WMC”) as of this _____ day of _____, 20____.

RECITALS:

WHEREAS, the City and WMC entered into an agreement (COF Contract No. 2022-0191) dated December 15, 2025 (the “Agreement”); and

WHEREAS, the purpose of the Agreement was to provide first responder services within the jurisdiction of the City of Franklin; and

WHEREAS, the parties desire to exercise the contractual option to extend the Term of the Agreement for an additional three (3) years; and

WHEREAS, the City and WMC desire to amend the Agreement as set forth herein.

NOW, THEREFORE, in consideration of these premises and the mutual promises contained herein, it is agreed by and between the parties as follows:

1. The Agreement is hereby amended and restated as follows:
2. Term: The Term of the Agreement is hereby amended to extend the expiration date from December 15, 2025, to December 15, 2028. All other terms and conditions of the original Agreement shall remain unchanged and in full force and effect.
3. Waiver. Neither party’s failure nor delay to exercise any of its rights or powers under this Amendment will constitute or be deemed a waiver or forfeiture of those rights or powers. For a waiver of a right or power to be effective, it must be in writing signed by the waiving party. An effective waiver of a right or power shall not be construed as either (a) a future or continuing waiver of that same right or power, or (b) the waiver of any other right or power.
4. Severability. If any term or provision of the Amendment is held to be illegal or unenforceable, the validity or enforceability of the remainder of the Amendment will not be affected.
5. Precedence. In the event of conflict between this Amendment and the provisions of the previous Agreement(s), or any other contract, agreement or other document to which this Amendment may accompany or incorporate by reference, the provisions of this Amendment will, to the extent of such conflict (or to the extent the Agreement is silent), take precedence unless such document expressly states that it is amending this Amendment.
6. Entire Agreement. The Amendment between the parties supersedes any prior or contemporaneous communications, representations or agreements between the parties, whether oral or written, regarding the subject matter of the entire Amendment. The terms and conditions of this Amendment may not be changed except by an amendment expressly referencing this Amendment by section number and signed by an authorized representative of each party.

7. Additions/Modifications. If seeking any addition or modification to the Amendment, the parties agree to reference the specific paragraph number sought to be changed on any future document or purchase order issued in furtherance of the Amendment, however, an omission of the reference to same shall not affect its applicability. In no event shall either party be bound by any terms contained in any purchase order, acknowledgement, or other writings unless: (a) such purchase order, acknowledgement, or other writings specifically refer to the Amendment or to the specific clause they are intended to modify; (b) clearly indicate the intention of both parties to override and modify the Amendment; and (c) such purchase order, acknowledgement, or other writings are signed, with specific material clauses separately initialed, by authorized representatives of both parties.

8. Breach. Upon deliberate breach of the Amendment by either party, the non-breaching party shall be entitled to terminate the Amendment without notice, with all of the remedies it would have in the event of termination, and may also have such other remedies as it may be entitled to in law or in equity.

9. Survival. This Amendment shall survive the completion of or any termination of the original contract, revised contract, or agreement or other document to which it may accompany or incorporate by reference.

10. All other provisions of the Agreement, dated December 15, 2022, are unchanged and remain in full force and effect.

(Signature page to follow)

IN WITNESS WHEREOF, the parties have executed this Amendment No. 1 to COF Contract No. 2022-0191 as of the date first stated above.

CITY:

CITY OF FRANKLIN, TENNESSEE

By: _____
Dr. Ken Moore, Mayor

Date: _____

ATTEST:

By: _____
Angie Skarp, City Recorder

Date: _____

APPROVED AS TO FORM BY:

J. Blake Harper, Assistant City Attorney

WILLIAMSON COUNTY HOSPITAL DISTRICT
d/b/a WILLIAMSON MEDICAL CENTER

By: _____

Print Name & Title: _____

Date: _____



File #: 21-01749

DATE: 12/9/2025
TO: Board of Mayor and Aldermen
FROM: Eric Stuckey, City Administrator
Michael Walters Young, Chief Budget & Performance Officer

SUBJECT:

Consideration Of Resolution 2025-98, A Resolution Of The Board Of Mayor And Alderman For The City Of Franklin Adopting Budget Goals For The Fiscal Year 2026-2027
Finance 12/4/25

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning Resolution 2025-98, A Resolution To Adopt Budget Goals for FY 2026-2027.

BACKGROUND/STAFF COMMENTS:

Setting targeted goals is vital to accomplishment of any plan. For a financial plan to succeed, targeted goals are vital in guiding policymakers and civil servants in ensuring city services are provided in the most effective manner possible. The FY 2027 Budget goals are provided showing both the type of goal but where (and if) the proposed goal ties into the new FranklinForward, the City of Franklin's Strategic Plan.

The intent of a separate resolution proposing budget goals is to provide staff overarching direction in their preparation of budget requests for the upcoming fiscal year and ensure that the goals of the organization are being met through those submissions.

FINANCIAL IMPACT:

Although there is no cost associated with this item, the direction provided within this item will influence and determine the levels of resources available for the entire next Fiscal Year.

RECOMMENDATION:

Staff recommends that the Board of Mayor and Aldermen approve Resolution 2025-98.

RESOLUTION 2025-98

**A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN FOR THE CITY OF FRANKLIN
ADOPTING BUDGET GOALS FOR THE FISCAL YEAR 2026-2027**

WHEREAS, the City of Franklin strives to provide excellent services to its citizens on a cost effective basis through adoption of an annual operating budget as required by the Municipal Charter and the laws of the State of Tennessee; and

WHEREAS, this budget document is guided in principle by the goals and strategic planning developed by the Board of Mayor and Aldermen with input from the citizens of the City; and

WHEREAS, it is deemed to be in the public interest to provide for the long-range fiscal health of the system by establishing financial, non-financial and specific operational goals each year; and

WHEREAS, a set of goals has been reviewed by the full Board of Mayor & Aldermen and the Board of Mayor and Aldermen believe that setting these goals are in the best interest of the City.

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

SECTION 1. The Goals for Fiscal Year 2026-2027, as set forth more fully in **Attachment A**, is herewith approved and adopted.

SECTION 2: That this Resolution shall be effective upon adoption.

IT IS SO RESOLVED THIS _____ DAY OF _____, ____.

ATTEST:

CITY OF FRANKLIN, TENNESSEE:

By: _____
Angie Skarp
City Recorder

By: _____
Dr. Ken Moore
Mayor

Approved as to Form:

By: _____
Sauna R. Billingsley
City Attorney



City of Franklin, Tennessee

FY 2027 Operating Budget

Budget Planning

Budget Goals

Setting targeted goals is vital to accomplishment of any plan. For a financial plan to succeed, targeted goals are vital in guiding policymakers and civil servants in ensuring city services are provided in the most effective manner possible. These FY 2027 Budget goals are provided herein showing both the type of goal but where (and if) the proposed goal ties into **FranklinForward**, the City of Franklin's Strategic Plan. The six Strategic Plan goals are shown below:

-  **Safe Clean Livable City**
-  **Sustainable Growth & Economic Vitality**
-  **Fiscally Sound**
-  **Quality Life Experiences**
-  **Organizational Health**
-  **Operational Excellence**

Financial Goals

	Maintain and enhance the positive fiscal position of the City by adherence to financial management principles for public funds and compliance with Board-approved financial policies.
	Continue to pursue options for revenue diversification and enhancement where appropriate with expenditure growth reviewed annually in terms of population increases and desired public service levels.
	Produce a structurally balanced budget with ongoing revenues meeting ongoing expenses.
	Maintain reserve funds in compliance with the Board of Mayor and Aldermen's adopted policy.
	Maintain compliance with the City's adopted debt policy and capital funding program.
	Leverage local funds through the pursuit of grant opportunities.



City of Franklin, Tennessee

FY 2027 Operating Budget

Budget Planning

Non-Financial Goals

	Maintain and enhance services to citizens. Focus on the delivery of high-quality services to residents, businesses, and visitors.
	Focus on the delivery of projects approved through an updated 10-year Capital Investment Program and supported by the Invest Franklin initiative.
	Focus on continued maintenance and improvement to the water and wastewater infrastructure by advancing rate-funded capital projects.
	Develop, adopt, and implement programs and policies, which create and sustain a positive economic environment within the City of Franklin supporting job growth and private investment.
	Promote the City as a preferred economic development location in cooperation with the State of Tennessee, Williamson County and other partners. Promote economic prosperity and enhance Franklin's competitive position.
	Continue an emphasis on maintenance of facilities and equipment with replacement of the City's fixed assets as necessary, which include equipment, infrastructure, and facilities.
	Continue and further enhance our commitment to employee training and professional development, and thereby providing a positive work environment for teamwork, enhanced productivity, and individual development. Continue to build and enhance employee engagement across the City of Franklin Team.
	Maintain a highly competitive compensation and benefit plan for employees within our financial capabilities; to retain and attract qualified, talented, representative, and motivated employees.
	Continue commitment to the vitality of the downtown area, historical areas, and neighborhoods throughout the city.
	Support and connect the City's operational efforts to long-term planning initiatives including the Board-adopted strategic plan <i>FranklinForward</i> , the Integrated Water Resource Plan (IWRP), the Comprehensive Transportation Plan, the Park's Master Plan, the Greenway/Open Space Plan, the Envision Franklin land use plan, and sustainability efforts across the organization.



City of Franklin, Tennessee

FY 2027 Operating Budget

Budget Planning

Specific Fiscal Year 2027 Initiatives

	Implement updates to the City's Strategic Plan, Franklin Forward, with a focus on 10-year planning horizon with specific goals/deliverables identified for the next 1-3 years.
	Develop and evaluate options for growth-related infrastructure investment funding/financing for Board consideration.
	Work towards the development of incentives and strategies for affordable and workforce housing in the City of Franklin.
	Continue work on the City's growth management strategies focusing on targeted infrastructure enhancements. Support dialog with key stakeholders including Williamson County on growth patterns, infrastructure planning, and long term land use strategies.
	Continue to identify opportunities to expand and enhance the City's engagement with the public through various strategies and mediums.
	Enhance Franklin's economic vitality by promoting the City as a highly-competitive, preferred economic development location in cooperation with the State of Tennessee, Williamson County and other partners.
	Continue work toward additional long-term funding strategies for multi-modal and vehicular transportation needs in Franklin, Williamson County, and throughout the Middle Tennessee region.



File #: 21-01552

DATE: 12/9/2025

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Eric Stuckey, City Administrator
Vernon Gerth, Asst. City Administrator Community Development
Walter Denton, Asst. City Administrator Community Development
Shauna Billingsley, City Attorney
Kristine Brock, Asst. City Administrator/CFO

SUBJECT:

Consideration Of Draft Policies And Procedures Relating To The Consideration Of Petitions For The Creation Of Real Estate Infrastructure Development Districts
WS 4/8/25; 8/26/25; 9/23/25; 11/25/25

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning a draft Policies and Procedures Relating to the Consideration of Petitions for the Creation of Real Estate Infrastructure Development Districts.

BACKGROUND/STAFF COMMENTS:

The Real Estate Infrastructure Development Act of 2025 (Public Chapter No. 357) provides an alternative method for local governments to establish Infrastructure Development Districts ("IDDs") and finance infrastructure costs through special assessments to be billed and collected with the same enforcement as levied property taxes. This item is a presentation by Betsy Knotts, bond counsel of Bass Berry & Sims, of a draft policy and procedures document.

FINANCIAL IMPACT:

While the debt would not carry the full faith and credit (general obligation pledge) of the City of Franklin, principal and interest would be repaid by special assessments levied on the property within the district by the host municipality.

RECOMMENDATION:

For informational purposes and direction from the Board.

CITY OF FRANKLIN, TENNESSEE

POLICIES AND PROCEDURES RELATING TO THE CONSIDERATION OF PETITIONS FOR THE CREATION OF REAL ESTATE INFRASTRUCTURE DEVELOPMENT DISTRICTS

Section 1. Introduction

The Real Estate Infrastructure Development Act of 2025 (the “Act”), which was enacted by the General Assembly of the State of Tennessee as 2025 Public Chapter No. 357 and was codified as Title 7, Chapter 84, Part 8 of the Tennessee Code Annotated, provides for the creation of infrastructure development districts in which special assessments are imposed to pay the cost of capital infrastructure that benefits the applicable district. The City of Franklin, Tennessee (the “City”) expects to receive petitions to create such districts pursuant to the Act, and the City wishes to establish policies and procedures to provide for the orderly consideration of such petitions and to provide guidance to developers and property owners of the factors that the City will consider in evaluating such petitions.

These policies and procedures (these “Policies”) supplement the requirements of the Act, and to the extent the Act and these Policies are inconsistent, the terms of the Act shall control. Without limitation, if a developer and property owner submit a fully completed petition pursuant to the Act and do not comply with these Policies, the City will still consider such submitted petition as required by the Act. However, a developer’s failure to comply with these Policies may result in a negative recommendation from City staff with respect to the petition, and the Board of Mayor and Aldermen may deny approval of the petition. These Policies are intended to establish a collaborative process with developers for the creation and consideration of petitions under the Act.

These Policies are intended to address the consideration of petitions submitted under the Act to the City and are not intended to cover all aspects of creation of the districts and the imposition and administration of special assessments pursuant to the Act. The City may adopt additional policies and procedures pursuant to Tenn. Code Ann. § 7-84-820 to address the administration of special assessments pursuant to the Act.

The adoption of these Policies does not create or vest any rights in any person or entity, and the City retains the right to approve any petition to create an infrastructure development district in the sole discretion of the City.

Terms used in these Policies that are defined in the Act shall have the meanings given to such terms in the Act.

Section 2. Process for Consideration of Petitions

2.1. Commencement of Petition Process. If a developer desires to request the creation of an infrastructure development district, the developer shall file with the City a Notice of Intent relating to its request to create the district in the form attached to these Policies as Exhibit A together with a draft of the proposed petition and all additional documents and information required by the form of the Notice. Hard copies of such documents shall be delivered to the office of the City Administrator and digital copies should be submitted to the City Recorder at the email address provided on the City's website. The draft petition shall be substantially in the form provided in Exhibit B provided that the form of petition shall in all respects comply with the requirements of the Act. Upon submission of the Notice of Intent and the draft petition, the developer shall meet with certain City staff designated by the City Administrator to discuss the proposed petition. If a developer and City staff cannot agree on the form of a petition within sixty (60) days of the submission of the developer's Notice of Intent, the developer may submit the petition pursuant to the Act, but the applicable City staff recommendation will be that the petition be denied approval. A developer should not submit a Notice of Intent until such time as the developer has (i) a final, City-approved development plan and/or a substantially final site plan for its development, (ii) a list of infrastructure expected to be funded, (iii) obtained third-party estimates of the infrastructure costs expected to be funded as well as the total infrastructure costs relating to the development, and (iv) a proposed assessment methodology (such as frontage-based assessment) and the maximum rate of assessment. If a proposed assessment methodology is complex, City staff may require a third-party report of a consultant with expertise in assessments relative to the proposed assessment methodology to be submitted with the petition for the creation of the district.

2.2. Filing of Petition and Mailing Notice. Upon completion of the process described in Section 2.1, the developer shall collaborate with City staff to submit its petition at such a time that the public hearing required by the Act relating to the petition can be held between 30 and 45 days from the submission of the petition without the necessity of calling a special meeting of Board of Mayor and Aldermen. The petition should be filed in the same manner as provided above. Developer shall notify all residents within the proposed district by mail using the addresses as shown in the records of the Williamson County Assessor or Trustee for providing tax notices and provide evidence of such mailing to City staff prior to the date of the public hearing.

2.3 Public Hearing and Consideration of Resolution. The Board of Mayor and Aldermen shall consider a resolution relating to the petition immediately following the public hearing as required by the Act. The Board of Mayor and Aldermen may vote to approve the petition, approve the petition with amendments or deny approval of the petition.

2.4. Notice of Creation of District and Assessment. Upon the creation of a district, the developer shall cause to be filed in the Williamson County Register of Deeds Office a notice of the creation of the district and the imposition of special assessments in the district in a form acceptable to the City within sixty (60) days of the approval of the creation of the district by the Board of Mayor and Aldermen.

2.5. Timeline for District Creation. For illustration purposes only, a timeline summarizing the City's preferred approach for considering petitions for the creation of special assessment districts pursuant to the Act is attached hereto as Exhibit C.

Section 3. General Policies relating to the Infrastructure Development Districts

The City will apply the following policies in connection with considering petitions under the Act:

3.1. Term of Assessment. The term of any special assessments imposed in a district shall not exceed the lesser of (i) the period that is reasonably expected to be required to pay the infrastructure costs in the district based upon the assessment or (ii) thirty (30) years.

3.2 Eligible Infrastructure Costs. All infrastructure costs within the meaning of the Act may be paid with special assessments imposed pursuant to the Act, provided that the assessments benefit the properties within the district in the manner required by Section 7-84-817(c). For purposes of these policies, "infrastructure costs" are defined in Section 7-84-802(7) of the Act and are described in Section 5 of the form of petition attached hereto as Exhibit B.

3.3. Municipal Benefits. The Board of Mayor and Aldermen has determined that in exchange for the City's incurrence of time and expenses related to the creation and administration of special assessment districts, developers must agree to provide additional municipal benefits to the City. Only those benefits that comply with Section 3.2 may be funded with special assessment revenues, and any other municipal benefits agreed to must be paid for or financed by the developer from private funds. Guidelines for determining the level of municipal benefits provided by a developer are included in the Municipal Benefits Guidelines which are attached hereto as Exhibit D and made part of these Policies. As more particularly described in Municipal Benefits Guidelines, the priority areas of the Board of Mayor and Aldermen are as follows: (i) Extraordinary Benefits and Quality Development; (ii) Attainable Housing/Housing Stability; (iii) Enhancement of Infrastructure, Public Service, Safety and Sustainability; and (iv) Redevelopment. To qualify for a positive City staff recommendation with respect to the petition, the developer must include commitments in two of the City's priority areas and justify a full credit award in at least one of the two areas. See Exhibit D for further guidance on the criteria related to full and partial credit awards.

3.4. Financings. Any financing of infrastructure costs in a district payable, in whole or in part, from special assessments must be undertaken primarily through a public building authority or other similarly authorized entity on-behalf of the City as approved by the Board of Mayor and Aldermen (the "Authority"). The proceeds of the conduit financing shall flow through The Industrial Development Board of the City of Franklin (the "Industrial Development Board") to the developer of the district. In connection with any such financing, the developer of the district shall also enter into a district development agreement pursuant to which the developer, among other things, will commit to undertake the construction of the infrastructure in the district to the extent such infrastructure is not being undertaken by the City or another governmental entity. In connection with such financing, the developer shall comply with all policies and procedures of the City, the Authority and the Industrial Development Board.

3.5. Value-to-lien Ratio. As a condition to financing infrastructure costs pursuant to Section 3.4 above, the City strongly prefers the minimum ratio of the appraised value of the district as developed to the

principal amount of the special assessment financing to be at least three to one (3:1). The Authority, as the issuer of the special assessment financings, has the discretion to determine whether a ratio less than 3:1, but in no event less than two to one (2:1), is appropriate for certain financings. The Authority shall use its independent professional appraiser to assist in making such determinations.

3.6. Transparency and Disclosure Requirements. For all districts approved for creation, the developer, subsequent seller and any special assessment administrator shall maintain compliance with the transparency and disclosure requirements provided in Exhibit E attached hereto and made part of these Policies. As more particularly described in Exhibit E, the four general requirements are: (i) Full Disclosure of District Obligations and Assessments; (ii) Infrastructure and Service Commitments; (iii) Public Access to Documents and Records; and (iv) Ongoing Disclosure Requirements for Resales. The developer, subsequent seller and any special assessment administrator shall coordinate with regulatory agencies, title companies, and homeowner associations to ensure proper disclosure practices are followed. Such disclosure requirements will be included in the district development agreement or other similar agreements and monitored by City staff to ensure disclosure compliance is achieved.

3.7. Timing of Commencement of Special Assessments. The special assessments imposed on the parcels in a district, or any phase thereof, shall not commence and any financing payable from such special assessments shall not be closed until the completion and approval of the infrastructure in the district or the applicable phase thereof. The City will consider permitting the commencement of assessment and the closing of financing prior to such time if the developer can provide adequate security satisfactory to the Authority, the City and the Industrial Development Board to ensure completion of the applicable infrastructure.

3.8. Community Input. The City strongly encourages developers to receive input from the community, particularly neighbors, in connection with undertaking a development for which a special assessment is requested. Developers will be required at one community meeting, (i.e. neighborhood meeting), to give the public the opportunity to ask questions about the development and be provided information about the proposed special assessments to be levied in the district.

3.9. Relationship to City Existing Policies. These policies shall not be deemed to amend in any manner the City's existing policies relating to construction of infrastructure.

3.10. Reporting to Board of Mayor and Aldermen. City staff will provide annual reports on each district approved pursuant to these policies and on the progress of construction of infrastructure in the district. The developer shall be required in a district development agreement to cooperate with such annual reports and to also provide periodic reports to Board of Mayor and Aldermen until all such infrastructure is completed.

3.11. Special Assessment Billing. Prior to approval of the creation of any district, and if required by state law, the City will verify that a lawful agreement directing the billing, collection, and enforcement of the payment of special assessments has been authorized and entered into with the Williamson County Trustee (the "County Trustee"). When such agreement is in effect, all district special assessment rolls must be sent to the County Trustee in a timely manner to be included on annual property tax bills.

Section 4. Fees and Expenses; Miscellaneous

4.1. Administrative Fees. Five percent (5%) of all special assessments collected by the County Trustee on behalf of the City shall be applied to pay the administrative costs of the City, the County Trustee, the Authority and the Industrial Development Board in connection with imposing and collecting the special assessments in the district and undertaking any financing payable from such special assessments. Such administrative costs shall be shared by the various offices of the City, the County Trustee, the Authority and the Industrial Development Board in such manner as may be agreed upon by the City, the County Trustee, the Authority and the Industrial Development Board.

4.2. Other Expenses. The developer shall also pay all reasonable expenses incurred by the City, the Authority or the Industrial Development Board to third parties, including attorneys' fees and fees of the City's Department of Engineering incurred in managing any project hereunder, in connection with the consideration of any petition and the undertaking of any project or financing irrespective of whether any petition is approved or any financing is closed.

4.3. Additional Requirements; Amendments. These policies may be amended or waived, in whole or in part, at any time by a duly adopted resolution of Board of Mayor and Aldermen. The Board of Mayor and Aldermen may consider any special circumstances or conditions in determining whether to approve any Petition for the Establishment of a Real Estate Infrastructure Development District.

EXHIBIT A

NOTICE OF INTENT TO SUBMIT PETITION FOR CREATION OF REAL ESTATE INFRASTRUCTURE DEVELOPMENT DISTRICT PURSUANT TO THE REAL ESTATE INFRASTRUCTURE DEVELOPMENT ACT

The undersigned developer is providing to the City of Franklin this notice of its intent to submit a petition for creation of a real estate infrastructure development district pursuant to the Real Estate Infrastructure Development Act of 2025, codified as Title 7, Chapter 84, Part 8 of the Tennessee Code Annotated. Submitted with this Notice of Intent is the proposed form of the petition with all exhibits.

I. Developer Information

1. Name of Developer: _____
2. State of Organization (if an entity): _____
3. Contact Person: _____
Phone Number: _____
E-Mail Address: _____
4. Website of Developer (if any): _____
5. Type of Business Entity (circle one):

Sole Proprietorship	Limited Partnership
Corporation	General Partnership
Limited Liability Company	
6. Development Team

Please list the business name, contact person, address, phone number and email address for the following members of the Developer's development team for the Infrastructure (if not known, please so indicate):

Infrastructure Contractor: _____

Architect/Engineers: _____

Attorney for Developer: _____

II. Development and Financing Information

7. Does the Developer currently own the area to be included in the district? (Circle one)

☐ Yes

☐ No

If the answer is no, please explain the Developer's relationship to the property in the district.

8. If the district is to be developed in phases, please describe those phases and the expected timing of each phase:

9. Please describe how the developer intends to undertake any financing payable from special assessment, including whether such financing is expected to be a loan from a financial institution or a public offering of bonds:

10. Indicate maximum assessment period requested and explain how such period was determined:

11. Has any other government assistance (federal tax credits, grants or other economic benefits) been requested by the Developer to assist with infrastructure costs relating to the district?

(Circle one): ☐ Yes ☐ No

If yes, describe the type, source, and amount of assistance requested:

12. Did the developer hold community meeting(s) pursuant to which the community was given an opportunity to provide input on the development?

(Circle one): ☐ Yes ☐ No

13. Please discuss how the development supports the vision set in the City's Land Use Plan – Envision Franklin?

14. Please discuss what effect the development will have on schools and emergency service providers such as fire protection and what discussions the developer has had with schools and emergency service providers regarding the effect the development would have on the provision of educational and emergency services:

15. Please discuss the municipal benefit commitments of the developer in relation to the development itself and the community as a whole. See Section 3.3 of the City's Policies and Procedures Relating to the Creation of Infrastructure Development Districts for guidance relating to the City's municipal benefit priority areas:

III. Supplemental Information

Please provide with this Notice the following:

- Brief business history of the Developer
- Experience of Developer in the use of special assessments in connection with developments
- Resumes of all principals of Developer
- Timetable for the undertaking of the development
- A detailed budget for the cost of the infrastructure to be constructed relating to the district including the basis for determining such costs.
- The methodology for determining the overall development cost of the district as described in the petition.

Developer shall also provide financial information regarding the development and requested assessment as may be requested by City staff, including such information as may be requested by the City staff to determine the financial need for the assessment, provided, however, if any of such information is proprietary, Developer may request City staff to view such information at Developer's offices.

V. Representations and Agreements of Developer

By submitting this Notice, Developer hereby represents and agrees as follows:

(a) The undersigned Developer hereby agrees that the Developer shall meet with representatives of the City, upon request, to answer any questions that may arise in connection with the City's review of this Notice of Intent and related draft petition and that the Developer shall provide to the City, upon request, any supplemental information requested in connection with the City's review of this Notice of Intent and related petition.

(b) The Developer shall pay all reasonable expenses incurred by the City, the Industrial Development Board and the Authority in connection with the consideration of any petition for the creation of an infrastructure development district and/or the financing of infrastructure relating to such district, including reasonable fees of counsel to the City, the Authority and the Industrial Development Board.

(c) The Developer shall indemnify and hold harmless the City, its employees, officers, commissioners, attorneys and consultants against all losses, costs, damages, expenses (including reasonable attorney's fees), and liabilities of any nature directly or indirectly resulting from, arising out of or relating to the acceptance, consideration, approval or disapproval of a petition by Developer.

Developer: _____

Signed: _____ Date: _____, 20

Title of Person Signing (if Developer is an entity): _____

EXHIBIT B

Petition for the Establishment of a Real Estate Infrastructure Development District

[Developer Entity] (the “Developer”) and the owners of each parcel of property included within the boundaries of the infrastructure development district described below hereby petition the Board of Mayor and Aldermen of the City of Franklin (the “City”) to establish and administer an infrastructure development district in the manner described herein, pursuant to the authority provided to the City by Tennessee Code Annotated Sections 7-84-801 et seq. (the “Act”).

1. The name of the proposed real estate infrastructure development district is requested to be the “_____ Infrastructure Development District” (the “District”).

2. The boundaries of the District are hereby requested to be those boundaries set forth in Attachment 1 attached hereto. The Developer represents and warrants that:

- a. the entire boundaries of the District lie within the City; and
- b. no portion of the proposed District overlaps with any other district established pursuant to the Act or with any central business improvement district established pursuant to Tennessee Code Annotated Title 7, Chapter 84; and
- c. the District comprises ____ acres; and
- d. as more fully described in Attachment 4 referenced below, the capital costs required to develop the District are \$ _____; and
- e. the Developer’s address is _____; and

3. A list of each parcel of property within the District, identified by the parcel identification number and address listed therefor in the office of the Williamson County Assessor is attached hereto as Attachment 2.

4. A final, City-approved development plan and/or a substantially final site plan for its development for the District is attached hereto as Attachment 3 (the “Plan”). [The attached Plan:

- a. identifies all proposed uses of properties within the District; and

b. identifies the intended phasing of the development of the District (each such development phase, a “Phase”).]¹

5. Attachment 4 attached hereto lists the following:

a. the streets, roads, bridges, and sidewalks, and the water, wastewater, natural gas, electric, telecommunications, parking and storm water facilities, required for the development of the District, and benefitting the properties within the District, whether within or without the boundaries of the District; and the land within the boundaries of the District required to be donated, dedicated, or otherwise made available to a governmental entity for the foregoing uses and such other purposes that benefit the public as are approved by the City (collectively, “Infrastructure”); and

b. (i) an estimate of all costs that may be capitalized under generally accepted accounting principles for purchasing, constructing, installing, and equipping Infrastructure; (ii) the fees or costs imposed by a municipality or utility service provider: (A) related to the construction or installation of Infrastructure; or (B) as a condition to the delivery of utility services to properties within the District; and (iii) the cost of any land required to be donated, dedicated, or otherwise made available to a governmental entity for the purposes described above, which land shall be valued at either the Developer's demonstrated cost or, if the value of the land has subsequently been appraised, its appraised value, whichever is higher (collectively, “Infrastructure Costs”) and

c. an estimate of all other costs of developing the District, including third-party assessment administrator fees.

6. The undersigned request that the City levy special assessments (the “Assessment”) on each parcel of property within the District, in the manner described below, for the purpose of funding the following:

a. the Infrastructure Costs associated with those items of Infrastructure identified on Attachment 5 (the “Funded Infrastructure”); and

b. the payment of the principal, premium, and interest on any bonds, notes, or other debt obligations issued pursuant hereto, and the funding of necessary reserves for debt service, capitalized interest, and costs of issuance related to any such bonds, notes, or other debt obligations issued; and

c. an amount, not to exceed five percent (5%) of special assessments so levied, for administrative expenses, including expenses incurred by the City and the officers of the City, including the assessor of property, trustee, or other tax collecting official, in administering the collection and allocation of special assessments, including a reasonable allocation of overhead expenses; and

¹ Use this language if special assessments will be initiated or otherwise administered by phase.

7. The undersigned request that the Assessment be levied on the basis of _____ and in the amount of _____. The undersigned represent and warrant that:

a. the Funded Infrastructure directly, uniquely and specifically benefits the properties within the District; and

b. without the installation of the Funded Infrastructure, the parcels within the District could not be developed as proposed; and

c. the proposed manner and amount of the Assessment apportions the costs of the Funded Infrastructure to each parcel of property within the District in a manner consistent with the benefits received by such parcel as a result of the construction and installation of the Funded Infrastructure.

8. The undersigned request that the Assessment be levied and collected annually, beginning in such year as may be agreed to be the City and the Developer, and ending no later than the ____ year thereafter, in such manner as may be permitted by the Act. [The levy and collection of the Assessment may be commenced by phase, as determined by the City and the Developer.]²

9. The undersigned request that the City take any and all steps that it may elect to take to provide for the enforcement and collection of Assessments, including without limitation the imposition of a lien on properties within the District and the imposition of interest and penalties in the event of a property owner's failure to timely pay an Assessment, all as provided by the Act.

10. The undersigned request that the City:

a. authorize the issuance of bonds, to be issued directly by the Authority in conjunction with the Industrial Development Board for the purpose of funding the costs of the Funded Infrastructure;

b. apply and pledge to the payment of such bonds to the proceeds of the Assessment and the other costs described in Section 6 above;

c. enter into one or more district development agreements with the Developer, on such terms as may be consistent with the terms hereof and agreed to between the City, the Industrial Development Board and the Developer, to provide for the application of the proceeds of such bonds, the construction and installation of the Funded Infrastructure, and the development of the District.

11. The undersigned hereby request that the City hold a public hearing regarding this petition at the time and in the manner required by the Act, and to provide notice thereof in the manner required by the Act. The Developer hereby agrees to pay, or reimburse the City for the payment of: (a) all costs incurred

² Use this language if special assessments will be initiated or otherwise administered by phase

by the City to provide notice of the public hearing related to this petition required by the Act; and (b) upon the levy of an Assessment as contemplated herein, all legal, financial advisory and other third-party administrative costs incurred by the City in connection with the implementation of the terms hereof.

Respectfully submitted by the petitioners as of this ____ day of _____, 202__.

DEVELOPER:

[Developer Name]

By: _____

Name: _____

Title: _____

OWNERS:

Exhibit C

Timeline for District Creation Process

2.1 Commencement of Petition Process

Developer Submit Notice of Intent and Draft Petition for Review

- **Submit hard copies to:**
City Administrator's Office
- **Submit electronic copies to:**
City Recorder, recorder@franklintn.gov
- **Include the following:**
 - Final City-approved development plan and/or substantially final site plan
 - List of infrastructure expected to be funded
 - Third-party estimates of infrastructure costs
 - Proposed assessment methodology and rate of assessment

Note: Developer *should not submit* the Notice of Intent until all the above items are available.

2.2 Filing of Petition

- **File hard copies with:**
City Administrator's Office
- **File electronic copies with:**
City Recorder, recorder@franklintn.gov
- **Next Steps:**
 - Advertise public hearing at least 14 days prior to hearing
 - Public hearing to be held between 30 and 45 days from submission of the petition without the necessity of a special-called meeting
 - Developer to notify all residents within the proposed district by mail using the addresses as shown in the records of the Williamson County Assessor or Trustee for providing tax notices and provide evidence of such mailing to City staff prior to the date of the public hearing

Legal Reference: Tenn. Code Ann. § 7-84-812(b)

Notice of hearing must be mailed to all real property owners within the proposed district.

2.3 Public Hearing and Consideration of Resolution

- **Possible Actions of Board of Mayor and Aldermen:**
 - Approve the Petition
 - Approve the Petition with Amendments
 - Deny Approval of the Petition

Legal Reference: Tenn. Code Ann. § 7-84-813

District may only be established by resolution passed by a majority vote of the governing body present and voting upon conclusion of the public hearing.

2.4 Notice of Creation of District

- **Developer to File Notice with:**
Williamson County Register of Deeds
-

Creation Timeline Constraints:

- Maximum of 60 days from submission of Notice of Intent and draft petition for City staff and developer to agree on the final petition to file with the Board of Mayor and Aldermen
 - 30-45 days between the formal filing of the finalized petition and the required public hearing on the petition
 - Developer has 60 days from approval by the Board of Mayor and Aldermen to file notice of creation with the Williamson County Register of Deeds
-

Financings:

- Details related to special assessment financings are dependent on any proposed financing plan and specific agreements entered into following district creation.

EXHIBIT D

Municipal Benefits Guidelines

City Priorities	Sample Commitments	Credit Criteria
I. Extraordinary Benefits and Quality Development	• Project (within or outside of district) addresses one or more priority areas in one or more of the City's master plans • Developer demonstrates engagement with community stakeholders and identifies community-defined benefits • Construction or financial contributions to City priorities (e.g., the implementation of multimodal transportation improvements, such as greenways, bike lanes, traffic calming measures, and transit-supportive features that are in addition to the improvements required to serve the development) valued at a minimum of 1% of the principal amount of the special assessment financing or the infrastructure costs of the district if no financing is issued • Construction, upgrades, or financial contributions for expanding and improving public infrastructure needed to support an exceptional development. This includes, at a minimum, all required off-site infrastructure required to serve and mitigate the impact of the development on existing infrastructure - such as roads, utilities, or stormwater facilities • High-quality architectural and placemaking elements that exceed established base design standards and contribute to a distinct sense of place, as demonstrated through compliance with the current version of the City's development standards • When applicable, preservation, restoration, or adaptive reuse of designated historic structures or resources valued at a minimum of 1% of the principal amount of the special assessment financing or the infrastructure costs of the district if no financing is issued	Full credit awarded for multiple commitments that strongly align with the City's Master Plans and Development Standards. Partial credit awarded for limited commitments or vague alignment with the City's Master Plans and Development Standards.

City Priorities	Sample Commitments	Credit Criteria
II. Attainable Housing / Housing Stability	• At least 10% of the total units shall be deed-restricted (minimum 50 years) for households earning between 50% and 150% of Area Median Income (AMI), as defined annually by the U.S. Department of Housing and Urban Development • Development includes a mix of housing types when supported by Envision Franklin (e.g., apartments, townhomes, and single-family units) to serve a range of household sizes and income levels, with the goal of providing an equal number of the deed-restricted housing units for affordable (< 80% AMI) and workforce (between 80% – 150% AMI) income families • When apartments and for sale units are provided within a development, there are also an equal number of deed-restricted (minimum fifty years) affordable and workforce eligible rental and for sale units • Units of affordable housing as part of the development or off-site • Rental assistance or home-ownership support • Housing for special populations (e.g., seniors, veterans, low-income families)	Full credit awarded for quantitative commitments (units, affordability level, long-term affordability) and viability (funding, monitoring, enforcement). Partial credit awarded for quantitative commitments that are less than the minimum listed.
III. Enhancement of Infrastructure, Public Service, Safety, and Sustainability	• Dedicate at least 5% of the total site area to the City for facilities such as schools, childcare, fire/rescue stations, community centers, etc. that align with adopted public facility/school plans and level of service standards • Construction, improvement, or financial contributions for public infrastructure, in addition to the infrastructure required to serve the development, such as roads, utilities, or stormwater facilities valued at a minimum of 1% of the principal amount of the special assessment financing or the infrastructure costs of the district if no financing is issued • Streetscape improvements, public art, lighting, safety initiatives	Full credit awarded for robust design commitments and enhancements to public access, maintenance, and interconnection within the City's broader and future network. Partial credit awarded for commitments that have limited impact or moderately advance public access, maintenance, and interconnection within

City Priorities	Sample Commitments	Credit Criteria
	• Universal design / accessibility for people with disabilities • Connectivity to transit, walking and biking • Creation and integration of public art into many required open spaces, or the equivalent in other permitted locations within the development • For developments not designed under the Envision Franklin Village Green or Neighborhood Green Design Concepts, provide at least 20% additional <u>public</u> open space than required by the city's development regulations • Include connected greenway trails that link to the regional or citywide trail network, with a minimum length of 1,000 linear feet per 50 acres developed • Underground all public utilities located on all public roads located adjacent to the development (off-site) • Design certified energy efficient homes and buildings (i.e. Energy Star, LEED, NGBS, etc.), native landscaping, water conservation measures, etc.	the City's broader and future network.
IV. Redevelopment	• District area includes property with an existing site layout and architecture that does not meet the City's current regulations, and such property will be improved due to the development • District area includes property in which more than 50% of buildings are over 40 years old and such property will be improved due to the development • At least 20% of parcels within the district area have a building-to-land value ratio below 0.3 (a low ratio suggests the land holds more value than the building and the land is underutilized) and such ratio will be improved due to the development • District area includes a predominance of surface parking lots, and the development incorporates a mixture of other commercial and residential uses	Full credit awarded when the district includes at least 20% of its area within a census tract or block group (subdivision) and one (1) or more redevelopment commitments are also present.

City Priorities	Sample Commitments	Credit Criteria
	into a parking structure that will increase value, revenue potential and create a more vibrant, walkable neighborhood	

DRAFT

EXHIBIT E

Transparency and Disclosure Requirements

1. Full Disclosure of District Obligations and Assessments

Prior to the sale of any property within the district, developers and sellers shall provide clear, written disclosure to prospective buyers of the following:

- The existence, purpose, and governance structure of the district (e.g. homeowner association);
- All current and projected special assessments, taxes, and fees levied by the city, including capital improvement and maintenance obligations;
- Any outstanding debt incurred by the special assessment debt-issuing entity that affects the property;
- This information shall be included in the purchase contract and acknowledged by the buyer a minimum of three (3) business days before closing.

2. Infrastructure and Service Commitments

Developers shall provide buyers with a plain-language summary of planned infrastructure and community amenities to be funded or maintained within the district, including:

- Projected timelines, phasing, and associated completion dates;
- Responsibilities of the developer, any future homeowner association, the city, and the special assessment debt-issuing entity;
- Any known risks, delays, or dependencies that could affect delivery of the development.

3. Public Access to Documents and Records

A publicly accessible website shall be maintained by the special assessment administrator or other appropriate party so current and prospective homeowners can access the following:

- Governing documents (e.g., district formation documents, resolutions);
- District-related budgets, audits, meeting agendas, and minutes;
- Infrastructure plans, service agreements, and debt disclosures.

4. Ongoing Disclosure Requirements for Resales

Subsequent sellers of property within the district shall provide the same disclosures to future buyers, in accordance with state and local laws. The special assessment administrator or other appropriate party may offer standardized templates to assist in compliance.



Policies and Procedures Relating to the Consideration of Petitions for the Creation of Real Estate Infrastructure Development Districts November 25, 2025

Betsy Knotts
Bass, Berry & Sims PLC
21 Platform Way South, Suite 3500
Nashville, TN 37203
615-742-7878
Betsy.Knotts@bassberry.com

Commencement of Petition Process

❖ Developer Submit Notice of Intent and Draft Petition for Review

Submit hard copies to:

- City Administrator's Office

Submit electronic copies to:

- City Recorder, recorder@franklintn.gov

❖ Include the following:

- ▶ Final City-approved development plan and/or substantially final site plan
- ▶ List of infrastructure expected to be funded
- ▶ Third-party estimates of infrastructure costs
- ▶ Proposed assessment methodology and rate of assessment

❖ **Note:** Developer *should not submit* the Notice of Intent until all the above items are available.

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The undersigned develop
petition for creation of a
Infrastructure Developme
Annotated. Submitted w

I. Developer Information

1. Name of Developer: _____

2. State of Organization (

3. Contact Person: _____

Phone Number: _____

E-Mail Address: _____

4. Website of Developer (

5. Type of Business Entity

6. Development Team

Please list the business
following members of
so indicate):

Infrastructure Contract

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(a) The undersigned Developer hereby agrees that the Developer shall meet with representatives of the City, upon request, to answer any questions that may arise in connection with the City's review of this Notice of Intent and related draft petition and that the Developer shall provide to the City, upon request, any supplemental information requested in connection with the City's review of this Notice of Intent and related petition.

(b) The Developer shall pay all reasonable expenses incurred by the City, the Industrial Development Board and the Authority in connection with the consideration of any petition for the creation of an infrastructure development district and/or the financing of infrastructure relating to such district, including reasonable fees of counsel to the City, the Authority and the Industrial Development Board.

(c) The Developer shall indemnify and hold harmless the City, its employees, officers, commissioners, attorneys and consultants against all losses, costs, damages, expenses (including reasonable attorney's fees), and liabilities of any nature directly or indirectly resulting from, arising out of or relating to the acceptance, consideration, approval or disapproval of a petition by Developer.

Developer: _____

Signed: _____ Date: _____, 20

Title of Person Signing (if Developer is an entity): _____

Petition for the Estab

[Developer Entity] (the boundaries of the infrastru Mayor and Aldermen of the C development district in the ma Tennessee Code Annotated Sec

1. The name of the the " _____ Infrastructure I

2. The boundaries Attachment 1 attached hereto. 7

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3. A list of each p number and address listed there Attachment 2.

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by the City to provide notice of the public hearing related to this petition required by the Act; and (b) upon the levy of an Assessment as contemplated herein, all legal, financial advisory and other third-party administrative costs incurred by the City in connection with the implementation of the terms hereof.

Respectfully submitted by the petitioners as of this _____ day of _____, 202____.

DEVELOPER:

[Developer Name]

By: _____

Name: _____

Title: _____

OWNERS:

Filing of Petition

❖ File hard copies with:

- ▶ City Administrator's Office

❖ File electronic copies with:

- ▶ City Recorder, recorder@franklintn.gov

❖ Next Steps:

- ▶ Advertise public hearing at least 14 days prior to hearing
- ▶ Public hearing to be held between 30 and 45 days from submission of the petition without the necessity of a special-called meeting
- ▶ Developer to notify all residents within the proposed district by mail using the addresses as shown in the records of the Williamson County Assessor or Trustee for providing tax notices and provide evidence of such mailing to City staff prior to the date of the public hearing

❖ Legal Reference: Tenn. Code Ann. § 7-84-812(b)

Notice of hearing must be mailed to all real property owners within the proposed district.

Public Hearing and Consideration of Resolution

❖ Possible Actions of Board of Mayor and Aldermen:

- ▶ Approve the Petition
- ▶ Approve the Petition with Amendments
- ▶ Deny Approval of the Petition

❖ Legal Reference: Tenn. Code Ann. § 7-84-813

District may only be established by resolution passed by a majority vote of the governing body present and voting upon conclusion of the public hearing.

Notice of Creation of District

❖ **Developer to File Notice with:**

Williamson County Register of Deeds

❖ **Creation Timeline Constraints:**

- ▶ Maximum of 60 days from submission of Notice of Intent and draft petition for City staff and developer to agree on the final petition to file with the Board of Mayor and Aldermen
- ▶ 30-45 days between the formal filing of the finalized petition and the required public hearing on the petition
- ▶ Developer has 60 days from approval by the Board of Mayor and Aldermen to file notice of creation with the Williamson County Register of Deeds

General Policies relating to Infrastructure Development Districts

❖ **Financings**

- ▶ Issuer - public building authority or other similarly authorized entity on-behalf of the City as approved by the Board of Mayor and Aldermen
- ▶ Maximum term of 30 years pursuant to Tenn. Code Ann. § 7-84-815(d)
- ▶ Specific terms of each debt issuance will be negotiated by the financing team (i.e. issuer, underwriter, bond counsel, financial advisor, developer, trustee and program administrator)
- ▶ 3:1 Value-to-lien Ratio is strongly preferred over the minimum 2:1 required by state law

❖ **Municipal Benefits Guidelines**

- ▶ Only those benefits which qualify as authorized costs in compliance with Tenn. Code Ann. §§ 7-84-802 and 7-84-817(c) may be funded with special assessment revenues, and any other municipal benefits agreed to must be paid for or financed by the developer from private funds.
- ▶ Priority areas are as follows: (i) Extraordinary Benefits and Quality Development; (ii) Attainable Housing/Housing Stability; (iii) Enhancement of Infrastructure, Public Service, Safety and Sustainability; and (iv) Redevelopment.
- ▶ To qualify for a positive City staff recommendation with respect to the petition, the developer must include commitments in two of the City's priority areas and justify a full credit award in at least one of the two areas.

General Policies relating to Infrastructure Development Districts

◆ Transparency Requirements

- ▶ The four general requirements are: (i) Full Disclosure of District Obligations and Assessments; (ii) Infrastructure and Service Commitments; (iii) Public Access to Documents and Records; and (iv) Ongoing Disclosure Requirements for Resales.
- ▶ The developer, subsequent seller and any special assessment administrator shall coordinate with regulatory agencies, title companies, and homeowner associations to ensure proper disclosure practices are followed.
- ▶ Such disclosure requirements will be included in the district development agreement or other similar agreements and monitored by City staff to ensure disclosure compliance is achieved.

◆ Community Input

- ▶ Developers will be required at one community meeting, (i.e. neighborhood meeting), to give the public the opportunity to ask questions about the development and be provided information about the proposed special assessments to be levied in the district.

◆ Reporting

- ▶ City staff will provide annual reports to the Board of Mayor and Aldermen on each district and on the progress of construction of infrastructure in the district.
- ▶ The developer will be required in the district development agreement to cooperate with such annual reports and to also provide periodic reports to Board of Mayor and Aldermen until all such infrastructure is completed.

General Policies relating to Infrastructure Development Districts

❖ **Special Assessment Billing**

- ▶ Prior to approval of the creation of any district, the City will verify that a lawful agreement directing the billing, collection, and enforcement of the payment of special assessments has been authorized and entered into with the Williamson County Trustee.
- ▶ All district special assessment rolls must be sent to the County Trustee in a timely manner to be included on annual property tax bills.

❖ **Amend and Waive Policies; Special Circumstances**

- ▶ The policies may be amended or waived, in whole or in part, at any time by a duly adopted resolution of Board of Mayor and Aldermen.
- ▶ The Board of Mayor and Aldermen may consider any special circumstances or conditions in determining whether to approve any petition.

❖ **Administrative Fees; Other Expenses**

- ▶ Five percent (5%) of all special assessments collected by the County Trustee on behalf of the City shall be applied to pay the administrative costs of the City and other involved governmental entities in connection with imposing and collecting the special assessments in the district and undertaking any financing payable from such special assessments.
- ▶ In connection with the consideration of any petition and/or financing, the developer will also pay all reasonable expenses incurred by the City and other involved governmental entities to third parties.



Next Steps:

1. City Resolution Approving the IDD Policies
2. Amend City-County Interlocal Agreement Related to Tax Billing and Collections to Include Special Assessment Provisions
3. City Resolution Approving Public Building Authority as Issuer of Special Assessment Financings