



Meeting Agenda

Budget & Finance Committee

Thursday, April 8, 2021

1:00 PM

Board Room

The Budget & Finance Meeting will limit physical access in the meeting room due to current limitations on public gatherings. Accommodations have been made to ensure that the public is able to participate in the meeting. The public may participate in the following ways: • Watch the meeting on FranklinTV or the City of Franklin website. • Watch the live stream through the City of Franklin Facebook and YouTube accounts. • Call in to the conference meeting 1-312-626-6799, Meeting ID: 943 0679 4127 Passcode: 740518. Callers will be unmuted and given an opportunity to comment during the meeting at specific times. • Limited viewing will be available in the lobby of City Hall to watch the live video. • The public may email comments and questions prior to 4:30 p.m. on the day of the meeting to recorder@franklinton.gov to be read aloud. • City YouTube: <https://www.youtube.com/user/CityOfFranklin> • City Facebook Live: <https://www.facebook.com/CityOfFranklin> • City website: <https://www.franklinton.gov>

CALL TO ORDER

MEETING PROCEDURE CHANGES

1. Consideration Of Resolution 2021-61, A Resolution Declaring That The Budget & Finance Committee Shall Meet On April 8, 2021 And Conduct Its Essential Business By Electronic Means Rather Than Being Required To Gather A Quorum Of The Members Physically Present In The Same Location Because It Is Necessary To Protect The Health, Safety, And Welfare Of Tennesseans In Light Of The COVID-19 Outbreak.

Sponsors: Shauna Billingsley

APPROVAL OF MINUTES

2. Consideration Of Approval Of Minutes Of The March 11, 2021 Budget & Finance Committee Meeting.

NEW BUSINESS

3. Budget Presentation - Franklin Transit Authority

Sponsors: Vernon Gerth, Kristine Brock, Debbie Henry

4. Budget Presentation - Cool Springs Conference Center

Sponsors: Kristine Brock, Matthew Lahiff

5. Budget Presentation - Revenue Management & City Court

Sponsors: Jessica Davey

6. Budget Presentation - Law

Sponsors: Shauna Billingsley

7. Budget Presentation - Water Management Fund
Sponsors: Michelle Hatcher
8. Budget Presentation - Elected Officials & Administration
Sponsors: Eric Stuckey, Lanaii Benne, Angie Johnson
9. Budget Presentation - Communications
Sponsors: Milissa Reiersen
10. Budget Presentation - Human Resources
Sponsors: Kevin Townsel
11. Budget Presentation - Project & Facilities Management
Sponsors: Brad Wilson
12. Budget Presentation - Information Technology
Sponsors: Jason Potts
13. Budget Presentation - Appropriations
Sponsors: Kristine Brock, Michael Walters Young, Angelique Franzoni
14. Budget Presentation - Misc. General Fund Departments
Sponsors: Michael Walters Young
15. Budget Presentation - Other (Development/Tourism) Funds
Sponsors: Michael Walters Young
16. Budget Presentation - Debt Service Fund
Sponsors: Kristine Brock
17. Consideration Of Resolution 2021-74, A Resolution Declaring The Intent Of The City Of Franklin, Tennessee To Reimburse Itself In A Not To Exceed Amount of \$30,000,000 For Certain Project Expenditures With The Proceeds Of Water And Sewer System Revenue Bonds, Notes Or Other Debt Obligations To Be Issued By The City.
Sponsors: Eric Stuckey, Kristine Brock
18. Consideration Of Resolution 2021-68, A Resolution To Adopt A Revised Investment Policy For Non-Pension Related Assets.
Sponsors: Kristine Brock, Mike Lowe
19. Monthly Reports For April 2021
Sponsors: Mike Lowe, Margaret Wilson

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.



City of Franklin

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

File #: 21-01874

DATE: March 25, 2021
TO: Budget & Finance Committee
FROM: Eric Stuckey, City Administrator
Shauna Billingsley, City Attorney

SUBJECT:

Consideration Of Resolution 2021-61, A Resolution Declaring That The Budget & Finance Committee Shall Meet On April 8, 2021 And Conduct Its Essential Business By Electronic Means Rather Than Being Required To Gather A Quorum Of The Members Physically Present In The Same Location Because It Is Necessary To Protect The Health, Safety, And Welfare Of Tennesseans In Light Of The COVID-19 Outbreak.

PURPOSE:

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

BACKGROUND/STAFF COMMENTS:

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

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of Resolution 2021-61.

RESOLUTION 2021-61

A RESOLUTION DECLARING THAT THE BOARD OF MAYOR AND ALDERMEN BUDGET AND FINANCE COMMITTEE SHALL MEET ON APRIL 08, 2021, AND CONDUCT ITS ESSENTIAL BUSINESS BY ELECTRONIC MEANS RATHER THAN BEING REQUIRED TO GATHER A QUORUM OF THE MEMBERS PHYSICALLY PRESENT IN THE SAME LOCATION BECAUSE IT IS NECESSARY TO PROTECT THE HEALTH, SAFETY, AND WELFARE OF TENNESSEANS IN LIGHT OF THE COVID-19 OUTBREAK

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

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

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

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

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

WHEREAS, on March 20, 2020, Governor Lee issued Executive Order No. 16, and later issued Executive Order No. 34, Executive Order No. 51, Executive Order No. 60, Executive Order No. 65, Executive Order No. 71, and Executive Order No. 78 allowing electronic meetings while continuing to function openly and transparently; and

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

WHEREAS, the Board of Mayor and Aldermen Budget and Finance Committee believes it is in the best interest of the City of Franklin to conduct the April 8, 2021, 1:00 p.m. meeting by electronic means.

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

The meeting scheduled for April 8, 2021, at 1:00 p.m. shall be conducted by electronic means rather than requiring a quorum of the members of the Board of Mayor and Aldermen Budget and Finance Committee to attend in person to protect the health, safety, and welfare of Tennesseans in light of the COVID-19 outbreak. Physical access in the meeting room will be limited. The public can view and participate in the meetings by watching the meeting live or later as a recording on FranklinTV, the City of Franklin website, the City of Franklin's Facebook page, and the City of Franklin's YouTube account. Specific dial-in and website links can be found on the City's website at

<https://www.franklintn.gov/Home/Components/Calendar/Event/10709/1092>

IT IS SO RESOLVED AND DONE on this 8th day of April, 2021.

ATTEST

**CITY OF FRANKLIN, TENNESSEE
BUDGET AND FINANCE COMMITTEE**

**By: _____
Eric S. Stuckey
City Administrator**

**By: _____
Clyde Barnhill, Alderman
Chair**

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



File #: 21-01738

DATE: February 11, 2021

TO: Budget & Finance Committee

FROM: Vernon Gerth, Asst. City Administrator Community Development
Kristine Brock, Asst. City Administrator/CFO
Debbie Henry

SUBJECT:

Budget Presentation - Franklin Transit Authority

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the Franklin Transit Authority budget request for FY 2021-2022.

BACKGROUND/STAFF COMMENTS:

Each year, the Budget & Finance Committee reviews the detailed budget of each City Department. At the meetings in February, March, and April, departmental staff makes a presentation of the plans for the next budget cycle and the requested funding for those anticipated needs. This provides the Committee with an idea of the size and scope of budget requests that may be included in the City Administrator's proposed budget, which is typically delivered at the May committee meeting.

FINANCIAL IMPACT:

The financial impact varies by department, depending on the increase in population, the required services, equipment replacement needs, and program enhancements.

RECOMMENDATION:

Staff recommends that the Budget & Finance Committee acknowledge the presentation of the Franklin Transit Authority budget request.



City of Franklin, Tennessee

FY 2022 Operating Budget Request

Franklin Transit Authority

Debbie Henry – Executive Director, TMA



City of Franklin, Tennessee - FY 2022 Budget Request

Franklin Transit Authority

Slide 2

Outline

- Purpose of Department**
- Organization Chart**
- Base Budget Request**
 - Overall**
 - Highlights**
- Summary**

Purpose of Department

Mission: The Franklin Transit Authority connects people and places by providing efficient, safe and affordable transportation services.

Responsibilities:

The planning, operations and management of the small urban public transit system. Operating six days a week, featuring fixed route service as well as Transit on Demand (TODD, a pre-arranged curb to curb service within the City of Franklin.)

The TMA Group is the contractor of record for the operations and management of the Franklin Transit Authority. The TMA Group is a regional leader in customized innovative, environmentally friendly, multimodal transportation solutions for employers and communities.

City of Franklin, Tennessee - FY 2022 Budget Request

Franklin Transit Authority

Slide 4

Highlights

- Franklin Transit continued to operate services carrying essential employees and providing essential trips to passengers through this pandemic year. All vehicles were equipped with Personal Protective Equipment with plexiglass driver encasements and plexiglass cough shields for the passengers. Extensive daily sanitation throughout facility and vehicles is on-going.***
- Franklin Transit is providing coordinated efforts for COVID vaccination information and free transit rides for vaccinations.***
- Franklin Transit secured Federal Transit Administration CARES Act and American Relief Act to assist in the operational cost of Franklin Transit.***
- Franklin Transit procured 3 new transit vehicle units.***
- Franklin Transit has surveyed and submitted plans for shelters on the west side of Franklin and will be moving forward on the laying of the footer and installation of shelters. Franklin Transit will continue work on new shelter locations as identified in Cool Springs on Carothers.***

Statistics:

40,100 passenger trips (approx.) - Decrease due to COVID Pandemic

55% are employment trips

20% are student trips

10% are medical appointments

10% are for City events

5% trips are for shopping and social activities

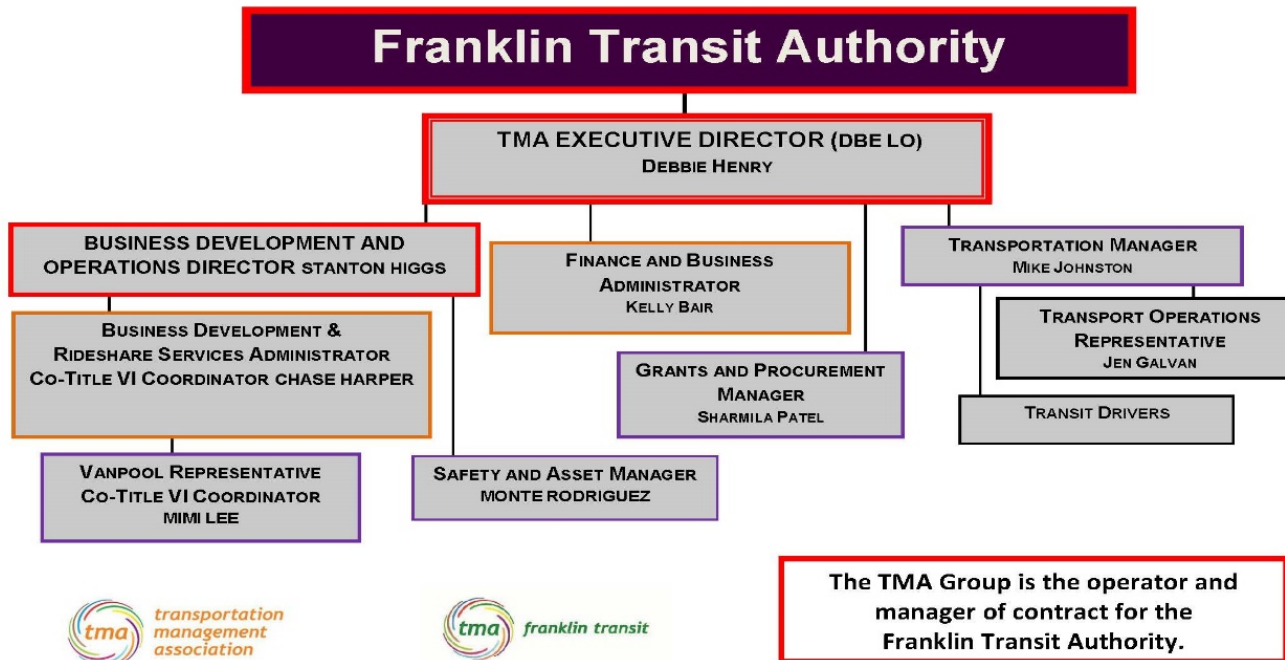
City of Franklin, Tennessee - FY 2022 Budget Request

Franklin Transit Authority

Slide 6

Organization Chart

THE FRANKLIN TRANSIT AUTHORITY ORGANIZATIONAL CHART 2020



708 Columbia Avenue, Franklin, Tennessee 37064
(615) 628-0260 www.tmagroup.org

City of Franklin, Tennessee - FY 2022 Budget Request

Franklin Transit Authority

Slide 7

Base Budget Request: Overall

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference	
						\$	%
Opening Balance	817,649	817,649	817,912	817,912	817,912		
Revenues							
DEPT OF TRANSPORTATION (FEDERAL)	1,163,055	1,788,185	1,644,844	1,709,728	2,060,608	415,764	25.3%
TDOT (STATE)	326,527	344,134	380,308	324,530	352,111	(28,197)	-7.4%
TRANSIT FARES	84,945	63,426	140,000	29,934	50,000	(90,000)	-64.3%
INTEREST INCOME	27,227	33,788	-	-	-	-	0.0%
RENTAL INCOME	9,700	10,500	9,700	9,700	9,700	-	0.0%
TRANSFER FROM GENERAL FUND*	795,884	371,653	903,034	636,183	815,364	(87,670)	-9.7%
Total Available Funds	2,407,338	2,611,686	3,077,886	2,710,075	3,287,783	209,897	6.8%
Expenses (Operations)							
VEHICLE LICENSES & TITLES	-	27	-	70	100	100	0.0%
TRANSIT OPERATIONS	2,268,956	2,312,140	2,490,679	2,295,827	2,587,683	97,004	3.9%
IMPROVEMENTS	-	-	-	-	250,000	250,000	100.0%
TRANSIT PLANNING	8,250	133,886	250,000	250,000	250,000	-	0.0%
VEHICLES (>\$25,000)	130,132	165,370	510,000	164,178	200,000	(310,000)	-60.8%
Total Expenditures	2,407,338	2,611,423	3,250,679	2,710,075	3,287,783	37,104	1.1%
Ending Balance	817,649	817,912	645,119	817,912	817,912		



City of Franklin, Tennessee - FY 2022 Budget Request

Franklin Transit Authority

Slide 8

Base Budget Request: Overall

Highlights:

- **Revenues: \$3,287,783**
 - **Projected increase in Federal aid to operations**
 - **Rebound in Transit Fares from 2021 low, not near normal**
 - **Lower City subsidy asked for in FY 2022**
- **Expenses: \$3,287,783**
 - **Slight increase in operations (3.9%)**
 - **Separation of money for shelter/station development (\$250K)**
 - **Level funded Transit Planning monies**
 - **Reduction in Vehicle replacement allocation**



City of Franklin, Tennessee - FY 2022 Budget Request

Franklin Transit Authority

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Summary

Franklin Transit Total Budget	\$ 3,287,783
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Request from City of Franklin	\$ 815,364
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Operations Request:	\$ 745,354
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Planning:	\$ 25,000
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Capital:	\$ 45,010
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We at the Franklin Transit Authority look forward to another year of serving our Franklin community and providing and essential service to our citizens as we all work through this pandemic. Thank you for your continued support.



City of Franklin, Tennessee

FY 2022 Operating Budget

Transit

Debbie Henry, Executive Director

Budget Summary

	2019 Actual	2020 Actual	2021 Budget	2021 EOY	2022 Budget	2021 v. 2022	
						\$	%
Beginning Balance	\$ 817,649	\$ 817,649	\$ 817,912	\$ 817,912	\$ 817,912		
Revenues	\$ 2,407,338	\$ 2,611,686	\$ 3,077,886	\$ 2,710,075	\$ 3,287,783	\$ 209,897	6.82%
Expenditures	\$ 2,407,338	\$ 2,611,423	\$ 3,250,679	\$ 2,710,075	\$ 3,287,783	\$ 37,104	1.14%
Ending Balance	\$ 817,649	\$ 817,912	\$ 645,119	\$ 817,912	\$ 817,912		

Department Mission:

The Franklin Transit Authority connects people and places by providing efficient, effective and affordable transportation services.

Department Objectives:

- The planning, operations, and management of the small urban public transit system.
- Operating six days a week, service is comprised of: fixed routes service, as well as Transit On Demand (TODD) a pre-arranged curb-to-curb service, within the City of Franklin including Cool Springs.
- The TMA Group is the contractor of record for the operations and management of the transit system on behalf of the Franklin Transit Authority. The TMA Group is a regional leader in customizing innovative, environmentally friendly, multi-modal transportation solutions.



Department Accomplishments:

Franklin Transit continued to operate services carrying essential employees and providing essential trips to passengers through this pandemic year. All vehicles were equipped with Personal Protective Equipment with plexiglass driver encasements and plexiglass cough shields for the passengers. Extensive daily sanitation throughout facility and vehicles is on-going.

Franklin Transit is providing coordinated efforts for COVID vaccination information and free transit rides for vaccinations.

Franklin Transit secured Federal Transit Administration CARES Act and American Relief Act to assist in the operational cost of Franklin Transit.

Franklin Transit procured 3 new transit vehicle units.

Franklin Transit has surveyed and submitted plans for shelters on the west side of Franklin and will be moving forward on the laying of the footer and installation of shelters. Franklin Transit will continue work on new shelter locations as identified in Cool Springs on Carothers.



City of Franklin, Tennessee

FY 2022 Operating Budget

Performance Measures

How a community utilizes its resources must be governed in accordance with its citizens wishes and its plans for the future. Therefore, the City of Franklin has established **FranklinForward : A Vision for 2033**. This Strategic Plan has specific and demonstrable objectives for each department which, when achieved individually, will cohesively move Franklin forward to meet the challenges and demands of the future.

Each budget has a series of performance measures and benchmarks attached to it which demonstrate the workload, effectiveness and outcome of taxpayer support for the annual operations of the City of Franklin and its pursuit of the goals of the Strategic Plan. Together, these measures demonstrate a proper and diligent use of taxpayer dollars in the pursuit of a greater community.



FranklinForward : A Vision for 2033 | Objectives for Developing a Strategic Plan

Theme: Quality Life Experiences



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

Goal: To increase inventory of transit hubs, park-and-ride sites, and alternative services in Franklin

Baseline: Inventory of current transit hubs, number of park-and-ride parking lots, and description of alternative transportation services available in Franklin. (TMA)

Goal: To increase the number of riders using the Franklin Transit Authority.

Baseline: 52,034 riders in 2009 (Last data available on Nashville MPO site).

Outcome Measures

	2018	2019	2020	2021	2022*
Increase the Inventory of transit hubs, park-and-ride sites, and alternative services in Franklin.					
Transit hubs, Park& Ride sites	136	136	136	139	139
Total	136	136	136	139	139
<i>Increase from Prior year?</i>	54.00%	0.00%	0.00%	3.00%	0.00%
Meeting Goal?	Yes	Yes	Yes	Yes	TBD
Increase the number of riders using the Franklin Transit Authority.					
Ridership					
Franklin Transit Fixed Route	46,037	53,127	45,000	26,000	38,000
Transit On Demand (TODD)	28,280	27,187	21,000	14,100	18,000
Total	74,317	80,314	66,000	40,100	56,000
<i>Increase from Prior year?</i>	No	Yes	No	N/A	TBD
Meeting Goal?	No	Yes	No	N/A	TBD

All numbers shown are Fiscal Year (July 1- June 30).

*2021 and 2022 are estimated

Statistics:

40,100 passenger trips (approx.) Decrease due to COVID Pandemic

55% are employment trips

20% are student trips

10% are medical appointments

10% are for City events

5% trips are for shopping and social activities



City of Franklin, Tennessee

FY 2022 Operating Budget

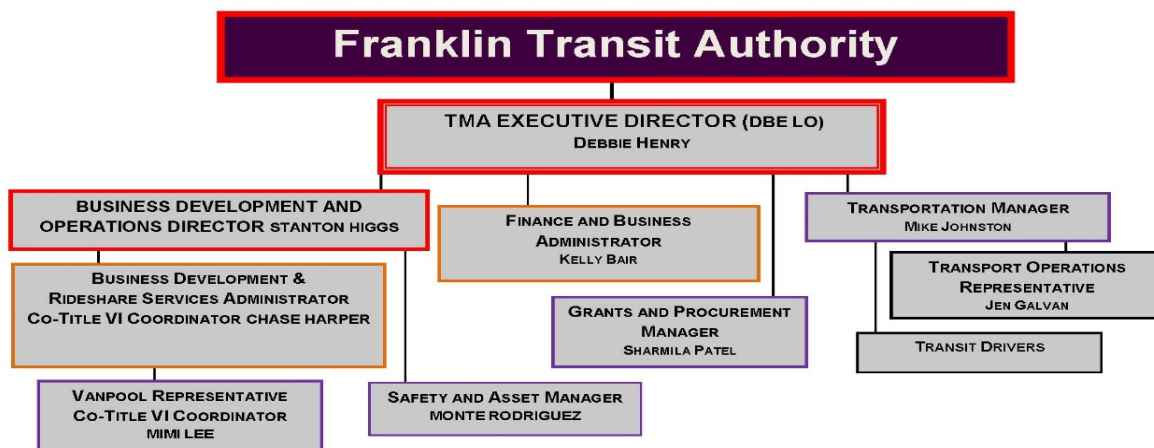
Performance Measures (con't)

Franklin Citizens Survey

		2016 Citizens Survey		2019 Citizens Survey	
		Excellent/ Good	Fair/Poor	Excellent/ Good	Fair/Poor
☒	% rating the quality of bus or transit service	42%	58%	54%	46%

Organizational Chart

THE FRANKLIN TRANSIT AUTHORITY ORGANIZATIONAL CHART 2020



The TMA Group is the operator and manager of contract for the Franklin Transit Authority.

708 Columbia Avenue, Franklin, Tennessee 37064
(615) 628-0260 www.tmagroup.org



City of Franklin, Tennessee

FY 2022 Operating Budget

Budget

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference	
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Revenues							
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INTEREST INCOME	27,227	33,788	-	-	-	-	0.0%
RENTAL INCOME	9,700	10,500	9,700	9,700	9,700	-	0.0%
TRANSFER FROM GENERAL FUND*	795,884	371,653	903,034	636,183	815,364	(87,670)	-9.7%
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VEHICLE LICENSES & TITLES	-	27	-	70	100	100	0.0%
TRANSIT OPERATIONS	2,268,956	2,312,140	2,490,679	2,295,827	2,587,683	97,004	3.9%
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Ending Balance	817,649	817,912	645,119	817,912	817,912		

Notes & Objectives

Overall, the FTA distributes its expenses between the Federal government, State government and City of Franklin as follows:

- Capital Expenditures: 80% federal, 10% state, 10% local;
- Preventive Maintenance Expenses: 80% federal and 20% local;
- Planning Expenses: 80% federal, 10% state, and 10% local.



File #: 21-01739

DATE: February 11, 2021
TO: Budget & Finance Committee
FROM: Kristine Brock, Asst. City Administrator/CFO
Matthew Lahiff

SUBJECT:

Budget Presentation - Cool Springs Conference Center

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the financial operations of the Cool Springs Conference Center for FY 2021-2022.

BACKGROUND/STAFF COMMENTS:

Each year, the Budget & Finance Committee reviews the detailed budget of each City Department. At the meetings in February, March, and April, departmental staff makes a presentation of the plans for the next budget cycle and the requested funding for those anticipated needs. This provides the Committee with an idea of the size and scope of budget requests that may be included in the City Administrator's proposed budget, which is typically delivered at the May committee meeting.

FINANCIAL IMPACT:

The financial impact varies by department, depending on the increase in population, the required services, equipment replacement needs, and program enhancements.

RECOMMENDATION:

Staff recommends that the Budget & Finance Committee acknowledge the presentation of the financial operations of the Cool Springs Conference Center.



City of Franklin, Tennessee
FY 2022 Operating Budget

Cool Springs Conference Center

Matthew Lahiff, General Manager
Franklin Marriott, Cool Springs



City of Franklin, Tennessee - FY 2022 Budget Request

Cool Springs Conference Center

Slide 2

Outline

- **Operational Summary**
- **Organization Structure/Relation to City**
- **Financial & Budget Overview**
- **Possible Challenges Post COVID**

Operational Summary

- Connected to the Marriott Hotel
- Built in 1999; last major renovation August of 2015.
- Current minor renovation in the hotel encompassing the pool, expansion of the fitness center & the construction of Marriott's M-Club concept. Completion of the project is estimated early summer of 2021. This renovation is not connected to the conference center FF&E reserve.
- The current concierge lounge will remain closed and converted to 3 additional guest rooms at a later date.
- 297 guest rooms; 3 suites.
- 29,000 square feet of flexible meeting space including ballroom space for up to 1,100 guests.

Organizational Structure / Relation to City

- Hotel owned and managed by Chartwell Hospitality.
- Management of the facility began in November, 2018.
- Conference Center and Hotel Revenues are not shared.
- Most expenses are shared between the hotel and conference center.
 - Admin and General & Engineering: Split as a percentage of total revenue
 - Sales: 50-50 Split
 - Catering and Event Management: 100% conference center
 - Food and Beverage: most expenses split as a percentage of food revenue



City of Franklin, Tennessee - **FY 2022 Budget Request** **Cool Springs Conference Center**

Slide 5

Operational Summary – Completed & Planned Renovation Projects for the Conference Center

- Per Marriott's Property Improvement Plan (PIP) several improvements to the Conference Center are required. The PIP was originally due in November 2021 but has been extended one year due to COVID.
- Completed in summer of 2020:
 - New doors and RFID locks, new door hardware and a complete sanding and repainting of door frames
- Planned future projects required by the PIP:
 - Replacing ceiling tiles in meeting space
 - Renovation of the conference center bathrooms
 - New LED lighting throughout the facility

Financial & Budget Overview: See Attachment

3 Year Financial Summary – page 1 of 2

- **2019 / 2020 Actual:**
 - Revenue: \$5.75M
 - House Profit: \$1.35M
 - NOI: \$554K

❖ **Notes:**

- the Conference Center was shuttered on 3/27/2020 due to the pandemic. It was reopened with COVID protocols in place in mid-June.
- due to group cancellations, the conference center received over \$212K in cancellation income that directly increased house profit and NOI for fiscal 19/20.



City of Franklin, Tennessee - FY 2022 Budget Request

Cool Springs Conference Center

Slide 7

Financial & Budget Overview: See Attachment

3 Year Financial Summary – page 2 of 2

- **2020 / 2021 Actual / Forecast:**
 - Revenue: \$1.68M (-\$4.41M to budget)
 - House Profit: -\$70K (-\$1.36M to budget)
 - NOI: -\$729K (-\$1.22M to budget)
 - For the 2020 / 2021 fiscal year, the conference center received over \$129K in cancellation income directly affecting HP and NOI.
- **2021 / 2022 Budget:**
 - Revenue: \$4.5M (\$2.8M year over year)
 - HP: \$961K (\$1.03M year over year)
 - NOI: \$251K (\$980K year over year)

Financial & Budget Overview:

Looking Ahead - Revenues

While there is still a great deal of uncertainty for the immediate future, there is a lot of pent up demand in the travel industry. We do expect to begin to recover from the COVID crisis in the upcoming fiscal year however we currently do not anticipate returning to pre-COVID revenue levels until the latter half of 2022.

- **Revenue On the Books for 2021 / 2022**
 - Definite (contract has been signed): \$2.25M
 - Tentative (group has requested a contract): \$64K
 - Prospect (initial conversations have begun only) \$66K



City of Franklin, Tennessee - FY 2022 Budget Request

Cool Springs Conference Center

Slide 9

Items Impacting Current Fiscal Year Budget

Challenges post COVID

- **Staffing:** many of our previous team members have moved on to other opportunities outside of the hospitality industry due to the lack of work. Many of these were long term team members with decades of experience.
- **Food Cost:** because we are not doing the same volume as before, we are purchasing less. As a result, our cost per unit becomes more expensive than before.
- **Other Expenses:** costs for disposable goods as well as safety equipment (gloves, masks, etc.) has risen due to demand.
- **Space Requirements:** smaller groups are looking for larger event space for the ability to meet socially distanced. This requires smaller groups taking up more space limiting our ability to book additional business.



City of Franklin, Tennessee - FY 2022 Budget Request

Cool Springs Conference Center

Slide 10

Challenges post COVID (cont.)

- **Cost of Execution:** because groups are requiring more space, we are forced to change how we schedule coverage.
 - Serving in larger spaces to accommodate social distancing requires more staff due to the larger room.
 - When buffets are served, we currently must schedule buffet attendants to serve the buffet (usually two per buffet) versus the pre-COVID way of guests serving themselves. We hope to get away from this as vaccines increase.
 - Because groups are using more space, meeting rooms are having to be completely torn down and reset for the next day in order to accommodate meal functions. Prior to COVID, we were able to set meal functions in a different space from the meeting. This increases banquet houseman labor.
 - Cleaning and sanitizing the space after each use is more time consuming than pre-COVID.



City of Franklin, Tennessee - FY 2022 Budget Request

Cool Springs Conference Center

Slide 11

Looking Ahead – Challenges post COVID (cont.)

- **Future Cancellations:** groups are continuing to cancel and / or shift events in the short term to future years. While this will help the long term future of the Conference Center, it will not help in the short term.
- **Pricing:** as we saw after the 2008 financial crisis, groups are looking for deals. There is a lot of competition in the market and we are all going after the same business. This results in pricing menus and space lower than we typically would in order to win the business.
- **Nashville / Davidson Co.:** a considerable amount of current business has pushed out to Williamson Co. because of meeting restrictions in Nashville. As Nashville comes back online, we expect that this source of business will decrease dramatically.



City of Franklin, Tennessee - FY 2022 Budget Request

Cool Springs Conference Center

Slide 12

Revenue Generation and Profit Maximization

- **Staffing Model:** we will continue to operate at lower staffing levels that prior to COVID and positions will not be brought back until revenues allow. Managers are covering line level shifts in both the banquet and culinary departments in order to reduce labor. All departments are working at a fraction of the levels we were prior to COVID.
- **Cancellation Fees:** we will continue to collect cancellation fees as outlined in the contract. Long term groups with multi-year contracts are addressed on a case by case basis to not jeopardize future years.
- **Overtime:** overtime is avoided if at all possible.



City of Franklin, Tennessee - FY 2022 Budget Request

Cool Springs Conference Center

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Revenue Generation and Profit Maximization

- **Virtual Tour:** a virtual tour of the hotel and convention center is in place for virtual site visits. This was sponsored by the CVB and free of cost to the hotel and conference center.
- **Past Relationships:** with our longevity in the market, our sales managers have established long term relationships with clients. We are actively pursuing these contacts to make them aware we are open and have space available.
- **E-Commerce:** we currently are running several promotions through several social media platforms. These include:
 - **Micro & Large Wedding Packages:** discounted wedding package for up to 60 guests and up to 250 guests.
 - **Small Meetings Package:** catered events with complimentary meeting room rental, AV discounts & double points.

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center													
For Property: Cool Springs Conference Center													
00- Master P&L TT12													
As of 6/30/2022													
Description	Jul 2021 (Budget)	Aug 2021 (Budget)	Sep 2021 (Budget)	Oct 2021 (Budget)	Nov 2021 (Budget)	Dec 2021 (Budget)	Jan 2022 (Budget)	Feb 2022 (Budget)	Mar 2022 (Budget)	Apr 2022 (Budget)	May 2022 (Budget)	Jun 2022 (Budget)	Total (Mixed)
SUMMARY													
Total Rooms Available	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Rooms Sold	0	0	0	0	0	0	0	0	0	0	0	0	0
Occupancy %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Average Rate	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVPAR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUES													
ROOMS	0	0	0	0	0	0	0	0	0	0	0	0	0
FOOD	218,132	402,463	446,152	387,778	298,219	326,636	373,593	434,272	345,807	397,940	458,600	382,901	4,472,493
BEVERAGE	2,272	7,751	5,638	9,639	6,632	16,219	9,713	16,305	3,675	8,212	6,653	6,303	99,012
GUEST COMMUNICATIONS	0	0	0	0	0	0	0	0	0	0	0	0	0
MISCELLANEOUS	250	250	250	250	250	250	250	250	250	250	250	250	3,000
TOTAL REVENUES	220,654	410,464	452,040	397,667	305,101	343,105	383,556	450,827	349,732	406,402	465,503	389,454	4,574,505
DEPARTMENT EXPENSES													
ROOMS EXPENSE	0	0	0	0	0	0	0	0	0	0	0	0	0
FOOD EXPENSE	120,615	197,509	225,078	194,272	161,738	183,035	199,509	213,421	166,201	192,317	222,412	185,491	2,261,598
BEVERAGE EXPENSE	536	1,610	1,132	1,744	1,248	2,819	1,806	3,298	815	1,435	1,409	1,218	19,070
COMMUNICATIONS EXPENSE	0	0	0	0	0	0	0	0	0	0	0	0	0
MISCELLANEOUS EXPENSE	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL DEPARTMENTAL EXPENSES	121,151	199,119	226,210	196,016	162,986	185,854	201,315	216,719	167,016	193,752	223,821	186,709	2,280,668
DEPARTMENTAL PROFIT													
ROOMS PROFIT	0	0	0	0	0	0	0	0	0	0	0	0	0
COMMUNICATIONS PROFIT	0	0	0	0	0	0	0	0	0	0	0	0	0
FOOD PROFIT	97,517	204,954	221,074	193,506	136,481	143,601	174,084	220,851	179,606	205,623	236,188	197,410	2,210,895
BEVERAGE PROFIT	1,736	6,141	4,506	7,895	5,384	13,400	7,907	13,007	2,860	6,777	5,244	5,085	79,942
MISCELLANEOUS PROFIT	250	250	250	250	250	250	250	250	250	250	250	250	3,000
TOTAL DEPARTMENTAL PROFIT	99,503	211,345	225,830	201,651	142,115	157,251	182,241	234,108	182,716	212,650	241,682	202,745	2,293,837
A & G EXPENSE	20,407	26,140	26,543	21,070	27,673	29,393	23,372	23,444	23,823	23,192	24,902	23,600	293,558
INFO & TELECOM	0	0	0	0	0	0	0	0	0	0	0	0	0
SALES & MARKETING EXPENSES	40,296	44,879	46,344	43,079	46,344	50,458	50,721	46,937	53,348	48,942	52,571	51,395	575,314
MAINTENANCE EXPENSES	15,880	15,870	16,289	17,030	15,889	16,461	15,365	18,603	17,642	16,263	18,654	15,587	199,533
UTILITIES EXPENSE	21,392	20,048	20,686	21,294	21,523	26,770	27,190	26,282	20,793	19,329	17,091	21,151	263,549
TOTAL ADMIN EXPENSES	97,975	106,937	109,862	102,473	111,429	123,082	116,648	115,266	115,606	107,726	113,218	111,733	1,331,954
HOUSE PROFIT	1,528	104,408	115,968	99,178	30,686	34,169	65,593	118,842	67,110	104,924	128,464	91,012	961,883
FIXED EXPENSES													
MANAGEMENT FEES	38,601	38,601	38,601	38,601	38,601	38,601	38,601	38,601	38,601	38,601	38,601	38,601	463,212
FRANCHISE FEES	14,159	20,977	22,471	20,525	17,193	18,558	20,012	22,428	18,796	20,832	22,955	20,224	239,130
FIXED EXPENSES	642	642	642	642	642	642	642	642	642	642	642	642	7,704
NET OPERATING INCOME	-51,874	44,188	54,254	39,410	-25,750	-23,632	6,338	57,171	9,071	44,849	66,266	31,545	251,837

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center
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00- Master P&L TT12
As of 6/30/2022

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Other	0	0	0	0	0	0	0	0	0	0	0	0	0
N.I. after Other	-51,874	44,188	54,254	39,410	-25,750	-23,632	6,338	57,171	9,071	44,849	66,266	31,545	251,837
FF & E Reserve	11,020	20,511	22,590	19,871	15,243	17,143	19,178	22,541	17,487	20,320	23,275	19,473	228,650

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ROOMS DEPARTMENT													
ROOMS REVENUE													
Total Transient Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Base Revenues	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Group Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Rooms Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
ROOM STATISTICS													
Total Transient Stats	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Crew Stats	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Group Stats	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL ROOM STATISTICS	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Room Stats													

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ADR													
Rack/Premium ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Corporate ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract - Airline ADR	0	0	0	0	0	0	0	0	0	0	0	0	0
Discount ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Distressed Passengers ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AARP ADR	0	0	0	0	0	0	0	0	0	0	0	0	0
Government ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AAA ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Local Negotiated ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Packages ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wholesale/FIT ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Internet ADR	0	0	0	0	0	0	0	0	0	0	0	0	0
Tax Exmpt - Transient ADR	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Transient ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Crew ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract ADR	0	0	0	0	0	0	0	0	0	0	0	0	0
Group - SMERF ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Group - Corporate ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Group - Government ADR	0	0	0	0	0	0	0	0	0	0	0	0	0
Group - Tour ADR	0	0	0	0	0	0	0	0	0	0	0	0	0
Group- Association ADR	0	0	0	0	0	0	0	0	0	0	0	0	0
Group - Tax Exmpt ADR	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Group ADR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center
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00- Master P&L TT12
As of 6/30/2022

Description	Jul 2021 (Budget)	Aug 2021 (Budget)	Sep 2021 (Budget)	Oct 2021 (Budget)	Nov 2021 (Budget)	Dec 2021 (Budget)	Jan 2022 (Budget)	Feb 2022 (Budget)	Mar 2022 (Budget)	Apr 2022 (Budget)	May 2022 (Budget)	Jun 2022 (Budget)	Total (Mixed)
Payroll & Related Expense													
Total P/R & R/Benefits- Rooms ROOMS DEPARTMENT OPERATING EXPENSE	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Operating - Rooms	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenses- Rooms	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Income- Rooms	0	0	0	0	0	0	0	0	0	0	0	0	0

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For Property: Cool Springs Conference Center													
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As of 6/30/2022													
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Food & Beverage Summary													
Total Food Sales	124,803	234,946	275,106	221,632	178,399	203,052	220,271	267,316	169,796	240,328	268,359	238,727	2,642,735
Total Beverage Sales	2,272	7,751	5,638	9,639	6,632	16,219	9,713	16,305	3,675	8,212	6,653	6,303	99,012
Total Banquet A/V	31,852	58,638	63,318	72,569	42,806	46,172	66,172	59,680	67,728	53,282	80,539	47,995	690,751
Total Banquet Misc	61,477	108,879	107,728	93,577	77,014	77,412	87,150	107,276	108,283	104,330	109,702	96,179	1,139,007
Total F & B Sales	220,404	410,214	451,790	397,417	304,851	342,855	383,306	450,577	349,482	406,152	465,253	389,204	4,571,505
Food Cost	30,826	56,387	64,925	51,197	44,957	50,154	53,306	62,017	38,544	53,353	56,892	48,223	610,781
Beverage Costs	465	1,539	1,061	1,673	1,177	2,748	1,735	3,227	744	1,364	1,338	1,147	18,218
Banquet A/V Costs	17,387	32,009	34,563	39,711	23,366	25,204	36,127	32,578	36,970	29,085	43,963	26,199	377,162
Total F & B Costs	48,678	89,935	100,549	92,581	69,500	78,106	91,168	97,822	76,258	83,802	102,193	75,569	1,006,161
Food Wages	51,248	79,666	88,741	75,359	65,036	73,092	74,807	86,672	64,653	79,945	86,378	79,865	905,462
Beverage Wages	0	0	0	0	0	0	0	0	0	0	0	0	0
Total F & B Wages	51,248	79,666	88,741	75,359	65,036	73,092	74,807	86,672	64,653	79,945	86,378	79,865	905,462
F & B- P T & E B	13,160	16,664	20,798	15,816	16,568	20,178	18,325	17,938	14,536	16,904	20,895	16,705	208,487
TTL P/R and Benefits	64,408	96,330	109,539	91,175	81,604	93,270	93,132	104,610	79,189	96,849	107,273	96,570	1,113,949
Food Operating Expenses	7,994	12,783	16,051	12,189	11,811	14,407	16,944	14,216	11,498	13,030	14,284	14,499	159,706
Beverage Operating Expenses	71	71	71	71	71	71	71	71	71	71	71	71	852
Total F & B Operating Expenses	8,065	12,854	16,122	12,260	11,882	14,478	17,015	14,287	11,569	13,101	14,355	14,570	160,558
Net F & B Income	99,253	211,095	225,580	201,401	141,865	157,001	181,991	233,858	182,466	212,400	241,432	202,495	2,290,837

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Food Department													
Total Restaurant	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Bar Food	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Bistro	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Garden Grill	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Fox	0	0	0	0	0	0	0	0	0	0	0	0	0
Total SoBro Sports Bar	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Food Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Room Service	0	0	0	0	0	0	0	0	0	0	0	0	0
Banquet Breakfast	22,627	34,173	20,554	25,375	6,006	10,842	33,531	36,588	12,355	28,399	25,806	43,726	299,982
Banquet Lunch	32,084	80,592	87,362	48,769	38,881	26,230	67,467	68,825	46,545	70,774	63,990	65,428	696,947
Banquet Dinner	19,032	3,755	20,451	8,171	17,220	27,352	16,054	20,871	1,626	38,811	27,291	15,927	216,561
Banquet Reception	1,183	12,010	18,880	8,011	15,421	1,145	24,749	22,046	4,721	18,388	11,015	24,226	161,795
Banquet Breaks	16,539	71,470	59,129	41,198	47,584	41,103	51,147	49,257	71,549	43,517	55,192	56,874	604,559
Total Banquets	91,465	202,000	206,376	131,524	125,112	106,672	192,948	197,587	136,796	199,889	183,294	206,181	1,979,844
Catering Breakfast	2,157	1,055	8,610	8,872	3,020	9,388	767	1,882	2,500	3,221	2,107	430	44,009
Catering Lunch	19,117	18,188	11,416	30,484	20,185	27,819	4,062	9,222	14,560	10,712	24,194	11,720	201,679
Catering Dinner	0	7,322	28,053	23,790	9,757	34,803	16,180	37,064	3,717	17,427	42,386	13,316	233,815
Catering Reception	131	0	9,604	10,351	4,376	6,773	0	10,900	6,827	1,040	692	662	51,356
Catering Breaks	11,933	6,381	11,047	16,611	15,949	17,597	6,314	10,661	5,396	8,039	15,686	6,418	132,032
Total Catering	33,338	32,946	68,730	90,108	53,287	96,380	27,323	69,729	33,000	40,439	85,065	32,546	662,891
Net Food Revenue	124,803	234,946	275,106	221,632	178,399	203,052	220,271	267,316	169,796	240,328	268,359	238,727	2,642,735
Banquet Room Rental	10,368	20,125	5,971	5,409	4,470	1,295	7,213	3,003	13,585	9,823	5,027	5,169	91,458
Banquet A/V	18,233	48,253	52,168	51,212	29,308	24,337	57,889	45,834	58,385	44,816	64,176	40,044	534,655
Banquet Miscellaneous	1,264	1,070	2,514	961	1,323	235	2,629	1,851	1,031	2,900	2,712	6,409	24,899
Catering Room Rental	5,954	4,987	8,570	6,233	9,732	5,419	5,880	11,432	12,994	10,031	8,307	6,637	96,176
Catering A/V	13,619	10,385	11,150	21,357	13,498	21,835	8,283	13,846	9,343	8,466	16,363	7,951	156,096
Catering Miscellaneous	84	547	657	1,847	728	2,620	703	2,745	631	93	911	796	12,362
Service Charges- Banquets	30,090	69,556	67,518	47,519	40,890	33,092	60,026	62,753	63,454	66,476	64,819	64,882	671,075
Service Charges- Catering	13,467	12,344	22,248	31,358	19,621	34,501	10,449	25,242	16,338	14,757	27,676	12,036	240,037

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Forfeiture Income- F & B	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Total Banquets Other	93,329	167,517	171,046	166,146	119,820	123,584	153,322	166,956	176,011	157,612	190,241	144,174	1,829,758
Total Food Revenues	218,132	402,463	446,152	387,778	298,219	326,636	373,593	434,272	345,807	397,940	458,600	382,901	4,472,493

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Description	Jul 2021 (Budget)	Aug 2021 (Budget)	Sep 2021 (Budget)	Oct 2021 (Budget)	Nov 2021 (Budget)	Dec 2021 (Budget)	Jan 2022 (Budget)	Feb 2022 (Budget)	Mar 2022 (Budget)	Apr 2022 (Budget)	May 2022 (Budget)	Jun 2022 (Budget)	Total (Mixed)
Cost of Goods Sold													
Cost of Sales - Food	30,826	56,387	64,925	51,197	44,957	50,154	53,306	62,017	38,544	53,353	56,892	48,223	610,781
Cost of Sales- Banquet A/V	17,387	32,009	34,563	39,711	23,366	25,204	36,127	32,578	36,970	29,085	43,963	26,199	377,162
Total Cost of Good Sold	48,213	88,396	99,488	90,908	68,323	75,358	89,433	94,595	75,514	82,438	100,855	74,422	987,943
Food Payroll													
Director of F & B	5,939	5,939	5,939	5,669	5,939	6,209	5,669	5,399	6,209	5,669	5,939	5,939	70,458
Executive Chef	4,794	4,794	4,794	4,576	4,794	5,012	4,576	4,358	5,012	4,576	4,794	4,794	56,874
Executive Sous Chef	3,164	3,164	3,164	3,021	3,164	3,308	3,021	2,877	3,308	3,021	3,164	3,164	37,540
Cooks	7,087	13,342	15,623	12,586	10,131	11,531	12,509	15,180	9,642	13,648	15,240	13,557	150,076
Dishwasher	4,243	7,988	9,354	7,536	6,066	6,904	7,489	9,089	5,773	8,171	8,124	8,117	88,854
Banquet Manager	5,433	5,433	5,433	5,186	5,433	5,680	5,186	4,939	5,680	5,186	5,433	5,433	64,455
Banquet Captain	3,393	8,480	10,496	8,175	6,940	7,855	9,141	11,573	7,632	9,636	10,843	8,542	102,706
Banquet Server	10,077	17,246	19,263	16,340	12,673	15,388	15,238	18,491	10,756	16,709	18,308	17,431	187,920
Banquet Setup	7,118	13,280	14,675	12,270	9,896	11,205	11,978	14,766	10,641	13,329	14,533	12,888	146,579
Payroll Taxes	4,067	5,882	6,428	5,583	5,120	5,546	5,663	6,332	5,131	5,967	6,458	5,897	68,074
Employee Benefits	4,647	6,721	7,344	6,379	5,850	6,336	6,471	7,235	5,863	6,818	7,378	6,737	77,779
Vacation /PTO	2,808	4,061	4,437	3,854	3,535	3,828	3,910	4,371	3,542	4,119	4,458	4,071	46,994
Holiday	1,638	0	2,589	0	2,063	4,468	2,281	0	0	0	2,601	0	15,640
Total Food Wages	64,408	96,330	109,539	91,175	81,604	93,270	93,132	104,610	79,189	96,849	107,273	96,570	1,113,949
Operating Expenses													
China	181	341	400	322	259	295	320	389	247	349	390	347	3,840
Glass	114	214	251	202	163	185	201	244	155	219	245	218	2,411
Silverware	110	206	242	195	157	178	194	235	149	211	236	210	2,323
Linens	125	236	276	223	179	204	221	268	171	241	270	240	2,654
Data Processing- F & B	1,387	1,387	1,387	1,387	1,387	1,387	1,387	1,387	1,387	1,387	1,387	1,387	16,644
Decorations	0	0	0	0	1,500	1,500	0	0	0	0	0	0	3,000
Contract Cleaning	500	400	1,900	408	408	1,910	5,208	408	1,952	408	408	1,952	15,862
Supplies- Other	798	1,502	1,759	1,417	1,141	1,298	1,408	1,709	1,086	1,537	1,716	1,526	16,897
Cleaning Supplies	239	449	526	424	341	388	421	511	325	459	513	456	5,052
Dishwasher Supplies	458	862	1,009	813	655	745	808	981	623	882	985	876	9,697
Supplies- Paper	972	1,830	2,143	1,727	1,390	1,582	1,716	2,083	1,323	1,872	2,091	1,860	20,589
Kitchen & Utensils Supplies	114	215	251	203	163	186	201	244	155	220	245	218	2,415
Uniforms	200	200	200	200	200	200	200	200	200	200	200	200	2,400
Equipment Rental	151	284	332	268	216	245	266	323	205	290	324	289	3,193
F & B- Ldy Allocation	1,997	3,759	4,402	3,546	2,854	3,249	3,524	4,277	2,717	3,845	4,294	3,820	42,284
Licenses & Permits	25	25	25	25	25	25	25	25	25	25	25	25	300
Workers Comp Insurance- F & B	623	873	948	829	773	830	844	932	778	885	955	875	10,145
Total Operating Expense- Food	7,994	12,783	16,051	12,189	11,811	14,407	16,944	14,216	11,498	13,030	14,284	14,499	159,706
Total Food Costs	120,615	197,509	225,078	194,272	161,738	183,035	199,509	213,421	166,201	192,317	222,412	185,491	2,261,598
N.I.- Food Department	97,517	204,954	221,074	193,506	136,481	143,601	174,084	220,851	179,606	205,623	236,188	197,410	2,210,895

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center
For Property: Cool Springs Conference Center
00- Master P&L TT12
As of 6/30/2022

Description	Jul 2021 (Budget)	Aug 2021 (Budget)	Sep 2021 (Budget)	Oct 2021 (Budget)	Nov 2021 (Budget)	Dec 2021 (Budget)	Jan 2022 (Budget)	Feb 2022 (Budget)	Mar 2022 (Budget)	Apr 2022 (Budget)	May 2022 (Budget)	Jun 2022 (Budget)	Total (Mixed)
Beverage Department													
Total Restaurant Beverage	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Garden Grill Beverage	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Fox Den Bar Beverage	0	0	0	0	0	0	0	0	0	0	0	0	0
Total SoBro Sports Bar Beverage	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pool Bar Beverage	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Wine Bar Beverage	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Room Service Bev	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Bar Beverage	0	0	0	0	0	0	0	0	0	0	0	0	0
Banquet Liquor	633	3,306	2,478	2,847	1,886	1,003	4,411	1,026	0	5,308	921	3,194	27,013
Banquet Beer	218	802	1,230	1,044	857	513	2,757	807	203	1,660	1,381	1,264	12,736
Banquet Wine	546	1,385	1,368	1,421	1,346	305	2,014	2,676	949	1,244	3,424	1,527	18,205
Total Banquet Beverage	1,397	5,493	5,076	5,312	4,089	1,821	9,182	4,509	1,152	8,212	5,726	5,985	57,954
Catering Liquor	0	120	99	1,174	646	9,338	127	5,625	106	0	479	97	17,811
Catering Beer	681	660	55	1,372	265	1,383	65	1,351	228	0	121	60	6,241
Catering Wine	194	1,478	408	1,781	1,632	3,677	339	4,820	2,189	0	327	161	17,006
Total Catering Beverage	875	2,258	562	4,327	2,543	14,398	531	11,796	2,523	0	927	318	41,058
Total Beverage Revenue	2,272	7,751	5,638	9,639	6,632	16,219	9,713	16,305	3,675	8,212	6,653	6,303	99,012

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center
For Property: Cool Springs Conference Center
00- Master P&L TT12
As of 6/30/2022

Description	Jul 2021 (Budget)	Aug 2021 (Budget)	Sep 2021 (Budget)	Oct 2021 (Budget)	Nov 2021 (Budget)	Dec 2021 (Budget)	Jan 2022 (Budget)	Feb 2022 (Budget)	Mar 2022 (Budget)	Apr 2022 (Budget)	May 2022 (Budget)	Jun 2022 (Budget)	Total (Mixed)
Cost of Goods Sold													
Cost of Sales - Liquor	91	538	394	541	326	1,606	686	1,042	19	757	209	452	6,661
Cost of Sales - Beer	197	324	278	507	261	422	582	491	91	345	334	334	4,166
Cost of Sales - Wine	177	677	389	625	590	720	467	1,694	634	262	795	361	7,391
Total COGS- Beverage	465	1,539	1,061	1,673	1,177	2,748	1,735	3,227	744	1,364	1,338	1,147	18,218
Beverage Payroll													
Total Beverage Payroll	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Expenses- Beverage													
Licenses & Permits	71	71	71	71	71	71	71	71	71	71	71	71	852
Total Operating- Beverage	71	71	71	71	71	71	71	71	71	71	71	71	852
Total Beverage Costs	536	1,610	1,132	1,744	1,248	2,819	1,806	3,298	815	1,435	1,409	1,218	19,070
Net Income- Beverage	1,736	6,141	4,506	7,895	5,384	13,400	7,907	13,007	2,860	6,777	5,244	5,085	79,942

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center
For Property: Cool Springs Conference Center
00- Master P&L TT12
As of 6/30/2022

Description	Jul 2021 (Budget)	Aug 2021 (Budget)	Sep 2021 (Budget)	Oct 2021 (Budget)	Nov 2021 (Budget)	Dec 2021 (Budget)	Jan 2022 (Budget)	Feb 2022 (Budget)	Mar 2022 (Budget)	Apr 2022 (Budget)	May 2022 (Budget)	Jun 2022 (Budget)	Total (Mixed)
FOOD STATS													
Banquet Breakfast Covers	870	1,314	791	976	231	417	1,290	1,407	475	1,092	993	1,682	11,538
Banquet Lunch Covers	106	2,686	2,912	1,626	1,296	874	2,249	2,294	1,551	2,359	2,133	2,181	22,267
Banquet Dinner Covers	453	89	487	195	410	651	382	497	39	924	650	379	5,156
Banquet Reception Covers	38	387	609	258	497	37	798	711	152	593	355	781	5,216
Banquet Breaks Covers	1,654	7,147	5,913	4,120	4,758	4,110	5,115	4,926	7,155	4,352	5,519	5,687	60,456
Catering Breakfast Covers	98	48	391	403	137	427	35	86	114	146	96	20	2,001
Catering Lunch Covers	659	627	394	1,051	696	959	140	318	502	369	834	404	6,953
Catering Dinner Covers	0	183	701	595	244	870	405	927	93	436	1,060	333	5,847
Catering Reception Covers	5	0	384	414	175	271	0	436	273	42	28	26	2,054
Catering Breaks Covers	994	532	921	1,384	1,329	1,466	526	888	450	670	1,307	535	11,002
Total Food Covers	4,877	13,013	13,503	11,022	9,773	10,082	10,940	12,490	10,804	10,983	12,975	12,028	132,490

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center

For Property: Cool Springs Conference Center

00- Master P&L TT12

As of 6/30/2022

Description	Jul 2021 (Budget)	Aug 2021 (Budget)	Sep 2021 (Budget)	Oct 2021 (Budget)	Nov 2021 (Budget)	Dec 2021 (Budget)	Jan 2022 (Budget)	Feb 2022 (Budget)	Mar 2022 (Budget)	Apr 2022 (Budget)	May 2022 (Budget)	Jun 2022 (Budget)	Total (Mixed)
GUEST COMMUNICATIONS													
TELEPHONE REVENUES													
Total Phone Revenues	0	0	0	0	0	0	0	0	0	0	0	0	0
COS- Communication													
Total COS- Comm	0	0	0	0	0	0	0	0	0	0	0	0	0
Gross Margin- Comm	0	0	0	0	0	0	0	0	0	0	0	0	0
 Operating Expenses													
Total Operating - Comm	0	0	0	0	0	0	0	0	0	0	0	0	0
N.I.- Comm Dept	0	0	0	0	0	0	0	0	0	0	0	0	0

Description	Jul 2021 (Budget)	Aug 2021 (Budget)	Sep 2021 (Budget)	Oct 2021 (Budget)	Nov 2021 (Budget)	Dec 2021 (Budget)	Jan 2022 (Budget)	Feb 2022 (Budget)	Mar 2022 (Budget)	Apr 2022 (Budget)	May 2022 (Budget)	Jun 2022 (Budget)	Total (Mixed)
MISCELLANEOUS DEPARTMENT													
MISCELLANEOUS REVENUES													
Late Cancellation Income	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Total Miscellaneous Revenues	250	250	250	250	250	250	250	250	250	250	250	250	3,000
COSales- Miscellaneous													
Total COS- Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Meeting Room Revenues	0	0	0	0	0	0	0	0	0	0	0	0	0
Cost of Sales- Meeting Room													
Total COS- Meeting Room	0	0	0	0	0	0	0	0	0	0	0	0	0
Gross Margin- Meeting Rooms	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Misccellaneous Revenues	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Total Miscellaneous Profit	250	250	250	250	250	250	250	250	250	250	250	250	3,000

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center
For Property: Cool Springs Conference Center
00- Master P&L TT12
As of 6/30/2022

Description	Jul 2021 (Budget)	Aug 2021 (Budget)	Sep 2021 (Budget)	Oct 2021 (Budget)	Nov 2021 (Budget)	Dec 2021 (Budget)	Jan 2022 (Budget)	Feb 2022 (Budget)	Mar 2022 (Budget)	Apr 2022 (Budget)	May 2022 (Budget)	Jun 2022 (Budget)	Total (Mixed)
ADMIN & GENERAL DEPARTMENT													
ADMIN & GENERAL													
P/R & Related Benefits- A&G													
General Manager	4,205	4,205	4,205	4,014	4,205	4,396	4,014	3,822	4,396	4,014	4,205	4,205	49,886
Controller	1,597	1,597	1,597	1,525	1,597	1,670	1,525	1,452	1,670	1,525	1,597	1,597	18,949
Accounting Clerk	857	857	857	818	857	896	818	779	896	818	857	857	10,167
Human Resources	2,187	2,187	2,187	2,088	2,187	2,287	2,088	1,988	2,287	2,088	2,187	2,187	25,948
Security	686	686	686	655	686	718	1,222	1,164	1,339	1,222	1,280	1,280	11,624
Payroll Taxes	770	770	770	735	770	805	781	743	855	781	818	818	9,416
Employee Benefits	1,247	1,247	1,247	1,190	1,247	1,304	1,264	1,204	1,385	1,264	1,325	1,325	15,249
Vacation /PTO	672	672	672	642	672	703	682	649	747	682	714	714	8,221
Holiday	429	0	429	0	4,209	897	435	0	0	0	456	0	6,855
Bonus/Incentive Pay	0	0	0	0	0	0	1,425	1,425	1,425	1,425	1,425	1,425	8,550
Total P/R & R/B- A&G	12,650	12,221	12,650	11,667	16,430	13,676	14,254	13,226	15,000	13,819	14,864	14,408	164,865
Operating Expenses- A&G													
Employee Relations	135	1,637	135	135	135	1,635	135	135	135	135	135	135	4,622
Accounting Fees	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000
Data Processing	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	18,504
Office Supplies	49	91	100	88	67	76	85	100	77	90	103	86	1,012
Audit Fees	0	3,000	4,000	0	3,000	4,000	0	0	0	0	0	0	14,000
Muzak	46	46	46	46	46	46	46	46	46	46	46	46	552
Telephone	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Licenses and Permits	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Postage	35	65	71	63	48	54	60	71	55	64	73	61	720
Recruitment	29	54	59	52	40	45	50	59	46	53	61	51	599
Employment Screening/ Drug Testing	16	29	32	28	21	24	27	32	25	29	33	27	323
Training	25	47	51	45	35	39	43	51	40	46	53	44	519
Armored Car	225	225	225	225	225	225	225	225	225	225	225	225	2,700
Dues/Subscriptions	714	264	280	400	264	264	264	624	329	264	264	264	4,195
Professional Fees	15	27	30	27	20	23	26	30	23	27	31	26	305
Credit Card Commissions	2,207	4,105	4,520	3,977	3,051	3,431	3,836	4,508	3,497	4,064	4,655	3,895	45,745
Equipment Rental	222	222	222	222	222	222	222	222	222	222	222	222	2,664
Payroll Services	405	405	405	405	405	405	405	405	405	405	405	405	4,860
Bank Charges	78	146	161	142	108	122	136	160	124	145	166	139	1,627
Workers Comp Insurance	164	164	164	156	164	1,714	166	158	182	166	174	174	3,546
Total Operating- A&G	7,757	13,919	13,893	9,403	11,243	15,717	9,118	10,218	8,823	9,373	10,038	9,192	128,693
Total Expenses- A&G	20,407	26,140	26,543	21,070	27,673	29,393	23,372	23,444	23,823	23,192	24,902	23,600	293,558

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center													
For Property: Cool Springs Conference Center													
00- Master P&L TT12													
As of 6/30/2022													
Description	Jul 2021 (Budget)	Aug 2021 (Budget)	Sep 2021 (Budget)	Oct 2021 (Budget)	Nov 2021 (Budget)	Dec 2021 (Budget)	Jan 2022 (Budget)	Feb 2022 (Budget)	Mar 2022 (Budget)	Apr 2022 (Budget)	May 2022 (Budget)	Jun 2022 (Budget)	Total (Mixed)
SALES DEPARTMENT													
SALES													
P/R & R/B													
Director of Sales	5,096	5,096	5,096	4,864	5,096	5,327	4,864	4,632	5,327	4,864	5,096	5,096	60,454
Sales Manager	5,927	5,927	5,927	5,658	5,927	6,917	5,658	5,388	6,197	5,658	5,927	5,927	71,038
Revenue Management	800	800	800	800	800	800	800	800	800	800	800	800	9,600
E Commerce Management	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Executive Meeting Manager	7,079	7,079	7,079	6,757	7,079	7,401	6,757	6,435	7,401	6,757	7,079	7,079	83,982
Catering Coordinator	0	0	0	0	0	0	2,272	2,163	2,488	2,272	2,380	2,380	13,955
Convention Services	8,885	13,553	13,553	12,937	13,553	14,169	12,937	12,320	14,169	12,937	13,553	13,553	156,119
Sales Coordinator	0	0	0	0	0	0	1,136	1,082	1,244	1,136	1,190	1,190	6,978
Payroll Taxes	2,122	2,489	2,489	2,376	2,489	2,602	2,644	2,518	2,896	2,644	2,770	2,770	30,809
Employee Benefits	2,984	3,483	3,483	3,329	3,483	3,637	3,694	3,523	4,037	3,694	3,865	3,865	43,077
Vacation / PTO	1,819	2,123	2,123	2,029	2,123	2,217	2,251	2,147	2,460	2,251	2,356	2,356	26,255
Holiday	1,255	0	1,465	0	1,465	3,059	1,554	0	0	0	1,626	0	10,424
Bonus/Incentive Pay	0	0	0	0	0	0	1,600	1,600	1,600	1,600	1,600	1,600	9,600
Total P/R & R/B- Sales	36,067	40,650	42,115	38,850	42,115	46,229	46,267	42,708	48,719	44,713	48,342	46,716	523,491
Operating Expenses- Sales													
Office Supplies	300	300	300	300	300	300	300	300	300	300	300	300	3,600
Travel & Lodging	50	50	50	50	50	50	50	50	50	50	50	50	600
Meals & Entertainment	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Promotions	1,009	1,009	1,009	1,009	1,009	1,009	1,009	1,009	1,009	1,009	1,009	1,009	12,108
Sales Training	150	150	150	150	150	150	150	150	150	150	150	150	1,800
Dues & Subscriptions	1,670	1,670	1,670	1,670	1,670	1,670	1,895	1,670	2,070	1,670	1,670	2,120	21,115
e Commerce Costs	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Brand Paid Search	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Internet Advertising	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Magazine Advertising	50	50	50	50	50	50	50	50	50	50	50	50	600
Workers Comp- Sales	300	300	300	300	300	300	300	300	300	300	300	300	3,600
Total Operating- Sales	4,229	4,229	4,229	4,229	4,229	4,229	4,454	4,229	4,629	4,229	4,229	4,679	51,823
Total Expenses-Sales	40,296	44,879	46,344	43,079	46,344	50,458	50,721	46,937	53,348	48,942	52,571	51,395	575,314

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center
For Property: Cool Springs Conference Center
00- Master P&L TT12
As of 6/30/2022

Description	Jul 2021 (Budget)	Aug 2021 (Budget)	Sep 2021 (Budget)	Oct 2021 (Budget)	Nov 2021 (Budget)	Dec 2021 (Budget)	Jan 2022 (Budget)	Feb 2022 (Budget)	Mar 2022 (Budget)	Apr 2022 (Budget)	May 2022 (Budget)	Jun 2022 (Budget)	Total (Mixed)
MAINTENANCE DEPARTMENT													
REPAIRS & MAINTENANCE													
P/R & Related Expenses- Maintenance													
Chief Engineer	2,116	2,116	2,116	2,020	2,116	2,212	2,020	1,923	2,212	2,020	2,116	2,116	25,103
Asst Engineer	1,315	1,315	1,315	1,256	1,315	1,375	1,256	1,196	1,375	1,256	1,315	1,315	15,604
General Maintenance	3,402	3,402	3,402	3,248	3,402	3,557	3,288	3,131	3,601	3,288	3,444	3,444	40,609
Payroll Taxes	586	586	586	560	586	613	563	536	617	563	590	590	6,976
Employee Benefits	553	553	553	528	553	578	531	506	581	531	556	556	6,579
Holiday	342	0	342	0	342	714	328	0	0	0	344	0	2,412
Vacation /PTO	578	578	578	552	578	605	555	529	608	555	582	582	6,880
Total P/R & Related Expenses- Maintenance	8,892	8,550	8,892	8,164	8,892	9,654	8,541	7,821	8,994	8,213	8,947	8,603	104,163
Operating Expenses- R & M													
Auto Expense	163	163	163	163	163	163	163	163	163	163	163	163	1,956
Laundry Equipment	139	139	139	139	139	139	139	139	139	139	139	139	1,668
Building Maintenance	926	926	926	926	926	926	926	926	926	926	926	926	11,112
Office Equipment	32	32	32	32	32	32	32	32	32	32	32	32	384
Light Bulbs	195	195	195	195	195	195	195	195	195	195	195	195	2,340
Electrical & Mechanical	264	264	264	264	264	264	264	264	264	264	264	264	3,168
HVAC	841	841	841	841	841	841	841	841	841	841	841	841	10,092
Plumbing & Boiler	424	424	424	424	424	424	424	424	424	424	424	424	5,088
Pool	129	129	129	129	129	129	129	129	129	129	129	129	1,548
Grounds & Landscaping	753	714	1,164	2,898	909	656	780	3,003	2,646	2,066	2,801	738	19,128
Interior Plants	129	129	129	129	129	129	129	129	129	129	129	129	1,548
Signage	32	32	32	32	32	32	32	32	32	32	32	32	384
Furniture & Fixtures	234	234	234	234	234	234	234	234	234	234	234	234	2,808
Painting	114	114	114	114	114	114	114	114	114	114	114	114	1,368
Carpet & Floor	64	64	64	64	64	64	64	64	64	64	64	64	768
Telephone	64	64	64	64	64	64	64	64	64	64	64	64	768
Kitchen Equipment	396	396	396	396	396	396	396	396	396	396	396	396	4,752
Locks & Keys	81	81	81	81	81	81	81	81	81	81	81	81	972
Radio & TV	32	32	32	32	32	32	32	32	32	32	32	32	384
Exterminating	399	399	399	399	399	399	399	399	399	399	399	399	4,788
License & Permits	35	35	35	35	35	35	35	35	35	35	35	35	420
Maintenance Contracts	166	166	166	166	166	166	166	166	166	166	166	166	1,992
Equipment Rental	32	32	32	32	32	32	32	32	32	32	32	32	384
Uniforms- R & M	163	163	163	163	163	163	163	163	163	163	163	163	1,956
Storage	125	125	125	125	125	125	125	125	125	125	125	125	1,500
Fire & Safety	436	854	476	257	301	292	298	2,061	278	275	1,143	556	7,227
Elevator	492	445	450	410	480	546	475	451	444	438	487	414	5,532
Workers Comp- R & M	128	128	128	122	128	134	92	88	101	92	97	97	1,335
Total Operating - R & M	6,988	7,320	7,397	8,866	6,997	6,807	6,824	10,782	8,648	8,050	9,707	6,984	95,370
Total Expenses- R & M	15,880	15,870	16,289	17,030	15,889	16,461	15,365	18,603	17,642	16,263	18,654	15,587	199,533

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center
For Property: Cool Springs Conference Center
00- Master P&L TT12
As of 6/30/2022

Description	Jul 2021 (Budget)	Aug 2021 (Budget)	Sep 2021 (Budget)	Oct 2021 (Budget)	Nov 2021 (Budget)	Dec 2021 (Budget)	Jan 2022 (Budget)	Feb 2022 (Budget)	Mar 2022 (Budget)	Apr 2022 (Budget)	May 2022 (Budget)	Jun 2022 (Budget)	Total (Mixed)
UTILITIES DEPARTMENT													
UTILITIES EXPENSE													
Electricity	11,880	12,369	12,828	11,859	11,246	15,281	14,004	11,713	11,590	10,169	12,198	13,166	148,303
Gas	1,935	988	1,152	2,391	4,427	6,557	7,451	7,004	3,602	3,409	1,019	1,002	40,937
Water & Sewer	7,015	5,460	5,615	5,698	4,738	4,116	4,703	6,081	4,882	5,165	3,178	6,126	62,777
Waste Removal	562	1,231	1,091	1,346	1,112	816	1,032	1,484	719	586	696	857	11,532
Total Expenses- Utilities	21,392	20,048	20,686	21,294	21,523	26,770	27,190	26,282	20,793	19,329	17,091	21,151	263,549

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center
For Property: Cool Springs Conference Center
00- Master P&L TT12
As of 6/30/2022

Description	Jul 2021 (Budget)	Aug 2021 (Budget)	Sep 2021 (Budget)	Oct 2021 (Budget)	Nov 2021 (Budget)	Dec 2021 (Budget)	Jan 2022 (Budget)	Feb 2022 (Budget)	Mar 2022 (Budget)	Apr 2022 (Budget)	May 2022 (Budget)	Jun 2022 (Budget)	Total (Mixed)
FRANCHISE DEPARTMENT													
FRANCHISE FEES													
Franchise Fees/ Royalties	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	75,000
Advertising	1,675	3,118	3,435	3,023	2,317	2,606	2,914	3,426	2,657	3,088	3,537	2,959	34,755
Frequent Traveler	4,979	9,272	10,212	8,987	6,889	7,749	8,664	10,185	7,898	9,180	10,517	8,797	103,329
Other Franchise Cost	1,255	2,337	2,574	2,265	1,737	1,953	2,184	2,567	1,991	2,314	2,651	2,218	26,046
Total Franchise Fees Expense	14,159	20,977	22,471	20,525	17,193	18,558	20,012	22,428	18,796	20,832	22,955	20,224	239,130

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center
For Property: Cool Springs Conference Center
00- Master P&L TT12
As of 6/30/2022

Description	Jul 2021 (Budget)	Aug 2021 (Budget)	Sep 2021 (Budget)	Oct 2021 (Budget)	Nov 2021 (Budget)	Dec 2021 (Budget)	Jan 2022 (Budget)	Feb 2022 (Budget)	Mar 2022 (Budget)	Apr 2022 (Budget)	May 2022 (Budget)	Jun 2022 (Budget)	Total (Mixed)
MANAGEMENT FEES													
Management Fees	19,161	19,161	19,161	19,161	19,161	19,161	19,161	19,161	19,161	19,161	19,161	19,161	229,932
Management Fees- Owner	19,440	19,440	19,440	19,440	19,440	19,440	19,440	19,440	19,440	19,440	19,440	19,440	233,280
Total Management Fees Expense	38,601	38,601	38,601	38,601	38,601	38,601	38,601	38,601	38,601	38,601	38,601	38,601	463,212

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center
For Property: Cool Springs Conference Center
00- Master P&L TT12
As of 6/30/2022

Description	Jul 2021 (Budget)	Aug 2021 (Budget)	Sep 2021 (Budget)	Oct 2021 (Budget)	Nov 2021 (Budget)	Dec 2021 (Budget)	Jan 2022 (Budget)	Feb 2022 (Budget)	Mar 2022 (Budget)	Apr 2022 (Budget)	May 2022 (Budget)	Jun 2022 (Budget)	Total (Mixed)
FIXED EXPENSES													
Personal Property Tax	292	292	292	292	292	292	292	292	292	292	292	292	3,504
Insurance	350	350	350	350	350	350	350	350	350	350	350	350	4,200
TOTAL FIXED EXPENSES	642	642	642	642	642	642	642	642	642	642	642	642	7,704

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center
For Property: Cool Springs Conference Center
00- Master P&L TT12
As of 6/30/2022

Description	Jul 2021 (Budget)	Aug 2021 (Budget)	Sep 2021 (Budget)	Oct 2021 (Budget)	Nov 2021 (Budget)	Dec 2021 (Budget)	Jan 2022 (Budget)	Feb 2022 (Budget)	Mar 2022 (Budget)	Apr 2022 (Budget)	May 2022 (Budget)	Jun 2022 (Budget)	Total (Mixed)
TOTAL OTHER													
Total Other	0	0	0	0	0	0	0	0	0	0	0	0	0

Company: Carothers Hotel Ptrs dba Cool Springs Conference Property: Cool Springs Conference Center													
For Property: Cool Springs Conference Center													
00- Master P&L TT12													
As of 6/30/2022													
Description	Jul 2021 (Budget)	Aug 2021 (Budget)	Sep 2021 (Budget)	Oct 2021 (Budget)	Nov 2021 (Budget)	Dec 2021 (Budget)	Jan 2022 (Budget)	Feb 2022 (Budget)	Mar 2022 (Budget)	Apr 2022 (Budget)	May 2022 (Budget)	Jun 2022 (Budget)	Total (Mixed)
House Laundry Dept													
Total P/R & Benefits- Ldy	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Expenses													
Total Operating Expenses- Ldy	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Laundry Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
Allocation													
Total Allocation	0	0	0	0	0	0	0	0	0	0	0	0	0



File #: 21-01740

DATE: February 11, 2021
TO: Budget & Finance Committee
FROM: Jessica Davey, Revenue & Licensing Manager
SUBJECT:

Budget Presentation - Revenue Management & City Court

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the Revenue Management and City Court budget requests for FY 2021-2022.

BACKGROUND/STAFF COMMENTS:

Each year, the Budget & Finance Committee reviews the detailed budget of each City Department. At the meetings in February, March, and April, departmental staff makes a presentation of the plans for the next budget cycle and the requested funding for those anticipated needs. This provides the Committee with an idea of the size and scope of budget requests that may be included in the City Administrator's proposed budget, which is typically delivered at the May committee meeting.

FINANCIAL IMPACT:

The financial impact varies by department, depending on the increase in population, the required services, equipment replacement needs, and program enhancements.

RECOMMENDATION:

Staff recommends that the Budget & Finance Committee acknowledge the presentation of the Revenue Management & City Court budget requests.



City of Franklin, Tennessee
FY 2022 Operating Budget Request

Revenue Management & City Court

Jessica Davey

Revenue & Licensing Manager, City Court Clerk

Judge Deana Hood



City of Franklin, Tennessee - **FY 2022 Budget Request** **Revenue Management & City Court**

Slide 2

Outline

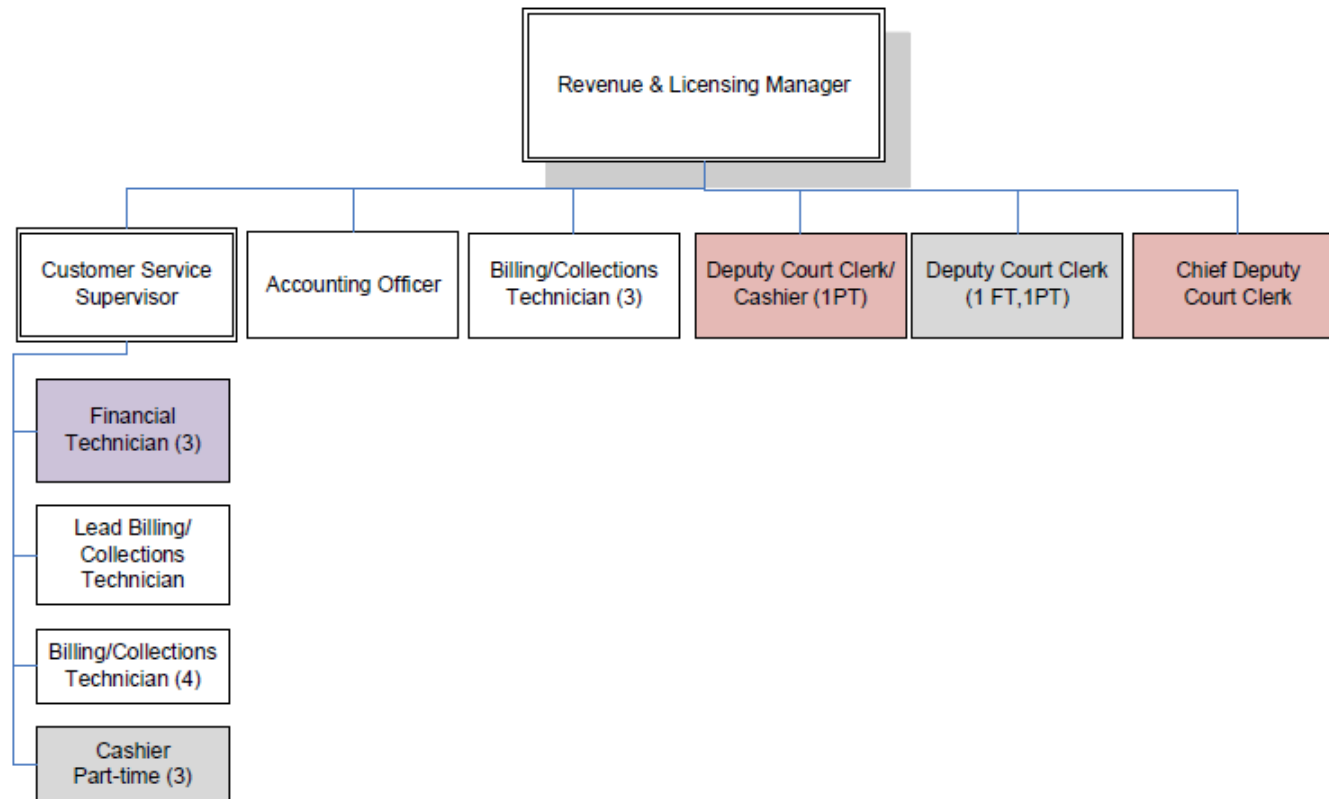
- Organization Chart**
- Purpose of Department**
- Base Budget Request**
 - Personnel**
 - Operations**
 - Capital**
- Program Enhancements**
- Summary**

City of Franklin, Tennessee - FY 2022 Budget Request

Revenue Management & City Court

Slide 3

Organization Chart





City of Franklin, Tennessee - FY 2022 Budget Request

Revenue Management

Slide 4

Purpose of Department

The Revenue Management Team performs the billing, collections and customer service for the City of Franklin water/wastewater/stormwater & sanitation services, business taxes, alcohol taxes, state shared taxes, hotel/motel taxes, and numerous permits.



City of Franklin, Tennessee - FY 2022 Budget Request

Revenue Management

Slide 5

Base Budget Request: Personnel

FY 2021: \$ 986,972

FY 2022: \$ 1,017,590

Increase of \$30,618 or 3.1% due to benefit deduction and election changes.

City of Franklin, Tennessee - FY 2022 Budget Request

Revenue Management

Base Budget Request: Personnel

Our current authorized staffing level consists of 13 full time positions, plus 2 full time equivalent positions staffed by part time employees. We are asking to restore the vacant Financial Technician I position. Adding this key position back into our authorized staffing will allow for additional cross-training and a seamless transition for when retirements occur.

Our team of part time staff allows us to adjust staffing levels as needed, as well as provides a pool of candidates for future job openings. As able, we cross train our part time staff to support our twice weekly Court sessions, which is a very productive and cost-effective use of existing personnel.

We will continue to seek opportunities in FY 2022 to increase our productivity and contribution.



City of Franklin, Tennessee - FY 2022 Budget Request

Revenue Management

Slide 7

Base Budget Request: Operations

With Interfund Transfers:

FY2021: (\$877,068)

FY2022: (\$908,558)

Without Interfund Transfers:

FY 2021: \$492,267

FY 2022: \$488,163

Operational costs are decreasing \$4,104 or .83% from FY 2021 due to an increase in interfund reimbursements.

City of Franklin, Tennessee - FY 2022 Budget Request

Revenue Management

Slide 8

Program Enhancement Request

<u>Priority</u>	<u>Request</u>	<u>Compensation</u>	<u>Benefits</u>	<u>Expenses</u>	<u>Total</u>
Revenue Management					
1	Cisco Call Center Upgrade	\$ -	\$ -	\$ 56,060	\$ 56,060
Total		\$ -	\$ -	\$ 56,060	\$ 56,060
		<u>Compensation</u>	<u>Benefits</u>	<u>Expenses</u>	<u>Total</u>
Total G/F Requests		\$ -	\$ -	\$ 56,060	\$ 56,060

City Court: Purpose of Department

Our mission is to effectively and accurately process city ordinance violations allowing the Court to handle cases in the most efficient manner possible; to create and sustain customer-oriented quality service; and promote public confidence in our Court system.



City of Franklin, Tennessee - FY 2022 Budget Request

City Court

Slide 10

Base Budget Request: Personnel

FY 2021: \$261,391

FY 2022: \$222,651

Decrease of \$38,740 or 14.82% due to the Parking Enforcement Officer position being transferred to the Police Department Patrol division.

As of FY22, authorized staffing will consist of 2 full-time positions and 1 part-time position in City Court.



City of Franklin, Tennessee - FY 2022 Budget Request

City Court

Slide 11

Base Budget Request: Operations

FY 2021: \$ 71,968

FY 2022: \$ 41,406

Decrease of \$30,562 or 42.47% due to the movement of a software maintenance contract to the Information Technology department.



City of Franklin, Tennessee - FY 2022 Budget Request

City Court

Slide 12

Program Enhancement Request

<u>Priority</u>	<u>Request</u>	<u>Compensation</u>	<u>Benefits</u>	<u>Expenses</u>	<u>Total</u>
Revenue Management					
1	New Multi-Function Copier	\$	\$	\$ 6,500	\$ 6,500
Total		\$	\$	\$ 6,500	\$ 6,500
		<u>Compensation</u>	<u>Benefits</u>	<u>Expenses</u>	<u>Total</u>
Total G/F Requests		\$	\$	\$ 6,500	\$ 6,500



City of Franklin, Tennessee - **FY 2022 Budget Request** **Revenue Management & City Court**

Slide 13

Summary

Revenue Management – We recently launched our new Electronic Billing Presentment and Payment (EBPP) platform.

City Court - Judge Deana Hood continues to serve the City in her sixth year as Franklin City Court Judge.

We look forward to further opportunities to serve the City in 2022.



City of Franklin, Tennessee

FY 2022 Operating Budget

Revenue Management

Jessica Davey, Revenue & Licensing Manager

Budget Summary

	2019 Actual	2020 Actual	2021		2022 Budget	2021 v. 2022	
			Budget	EOY		\$	%
Personnel	1,066,337	1,020,658	986,972	1,054,675	1,017,589	30,617	3.1%
Operations	-825,203	-885,186	-877,068	-898,532	-908,558	-31,490	3.6%
Capital	0	0	0	0	0	0	0.0%
Total	241,134	135,472	109,904	156,143	109,032	-872	-0.8%

Departmental Summary

The Revenue Management group performs the billing, collections and customer service for City of Franklin water/wastewater/stormwater/sanitation & environmental services bills; business tax; alcohol



COVID-19 Response & Impact

In order to continue providing excellent and timely customer service, we equipped our staff with remote work capabilities. To keep them safe and maintain a sanitary work environment, a rotating schedule was implemented along with additional measures, such as social distancing, mask wearing, and limiting access to the office. Weekly virtual staff meetings were implemented to maintain cohesion among staff, ensure consistency in communication, and to build morale.

FY 2022 Outlook

The Electronic Billing Presentation and Payment (EBPP) platform is currently being rolled out. The department strives to provide excellent service and we anticipate that this improvement to our customer billing and payment options will enhance our citizens' and business customers' interactions with the City.



City of Franklin, Tennessee

FY 2022 Operating Budget

Performance Measures

The City of Franklin has established FranklinForward: A Vision for 2033. This Strategic Plan has specific and demonstrable objectives for each department which, when achieved individually, will cohesively move Franklin forward to meet the challenges and demands of the future.

Each budget has a series of performance measures and benchmarks attached to it which demonstrate the workload, effectiveness and outcome of taxpayer support for the annual operations of the City of Franklin and its pursuit of the goals of the Strategic Plan. Together, these measures demonstrate a proper and diligent use of taxpayer dollars in the pursuit of a greater community.



FranklinForward : A Vision for 2033 | Objectives for Developing a Strategic Plan

Related Theme: None Specific

Revenue Management provides general support of all four themes of FranklinForward.

Key:

Sustainable Franklin



Franklin Citizens Survey



Workload (Output) Measures

	2018	2019	2020	2021*	2022*
Bills					
Number of property tax bills issued	31,930	33,000	33,458	34,240	35,000
Number of water & sewer bills issued	347,972	369,150	354,462	358,046	365,207
New requests for service (Total)	2,500	2,500	2,395	2,730	2800
Water (Monthly Average)	\$ 48.18	\$ 50.75	\$ 49.97	\$ 58.25	\$ 61.75
Sewer (Monthly Average)	\$ 55.29	\$ 58.61	\$ 65.80	\$ 74.06	\$ 78.50
Irrigation (Monthly Average)	\$ 201.11	\$ 250.00	\$ 221.86	\$ 345.75	\$ 366.50
Delinquent Notices	-	-	2,575	5,150	5,000
Water Shutoffs	892	1,000	500	944	1,000
Electronic					
Web Pay	36,911	39,165	45,128	54,188	60,000
ACH/RPPS	82,885	82,595	80,973	80,174	81,000
Bank Draft	87,005	99,040	106,175	108,266	110,000
Lock Box	88,412	82,625	79,776	74,208	73,000
Paper					
Drop Box (2nd Avenue) / Mail	14,342	15,420	15,273	14,546	14,895
In-Person Transactions	16,067	16,725	10,692	7,684	14,495
Total Transactions	325,622	335,570	338,017	339,066	348,263
% of total transactions electronic	90.7%	90.4%	92.3%	93.4%	94.0%
% of total transactions paper	4.4%	4.6%	4.5%	4.3%	3.0%
% of total transactions in-person	4.9%	5.0%	3.2%	2.3%	3.0%



City of Franklin, Tennessee

FY 2022 Operating Budget

Performance Measures

Efficiency Measures

	2018	2019	2020	2021*	2022*
Cost of processing bills (mailing and printing)					
Maintain utility billing error rate at or below 5.3 errors	4.50	4.50	4.50	4.50	4.50

Outcome (Effectiveness) Measures

	2018	2019	2020	2021*	2022*
Collection Rate(s)					
Property Tax Collections as a Percentage of Property	99.0%	99.0%	99.0%	99.0%	99.0%
Utility Collections as a Percentage of Utilities Billed (first	96.0%	99.2%	99.2%	99.2%	99.2%
 Increase Electronic Versus Manual Payments by 1% by Fiscal Year Ending	89.60%	90.00%	92.00%	93.00%	94.00%

* 2021 and 2022 data estimated.

Franklin Citizens Survey

		2016 Citizens Survey		2019 Citizens Survey	
		Excellent/ Good	Fair/Poor	Excellent/ Good	Fair/Poor
☒	% rating the quality of Utility billing services	79%	21%	80%	20%

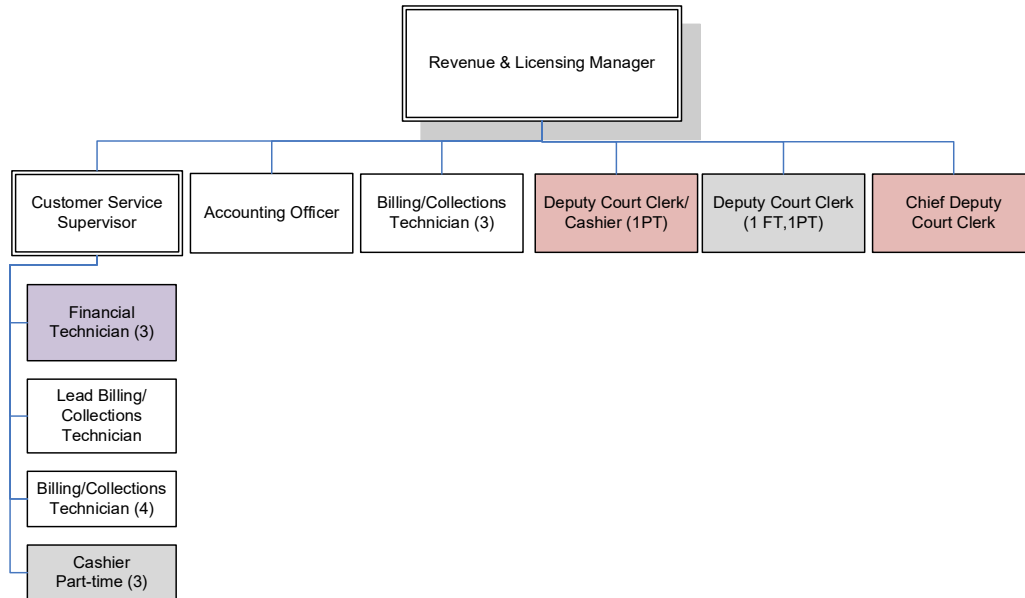


City of Franklin, Tennessee

FY 2022 Operating Budget

- Requested for Restoration in FY 2022

Organizational Chart



Revenue Management: Shaded in White

City Court: Shaded in Red

Lavender: Positions Requested for Restoration in FY 2022

Gray: Positions Authorized and Unbudgeted in FY 2022

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

Staffing by Position

Budget Positions	Pay Grade	FY 2018		FY 2019		FY 2020		FY 2021		FY 2022	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Revenue & Licensing Manager	Grade H	1	0	1	0	1	0	1	0	1	0
Asst City Recorder - Revenue Management	Grade G	0	0	0	0	0	0	0	0	0	0
Customer Service Supervisor	Grade G	1	0	1	0	1	0	1	0	1	0
Account Mgmt Supervisor	Grade F	1	0	1	0	0	0	0	0	0	0
Accounting Officer	Grade F	1	0	1	0	1	0	1	0	1	0
Lead Billing/Collections Technician	Grade E	0	0	0	0	1	0	1	0	1	0
Financial Technician I	Grade D	3	0	3	0	3	0	2	0	3	0
Billing/Collections Technician	Grade D	7	0	7	0	7	0	7	0	7	0
Cashier Part-Time	Grade B	0	3	0	3	0	3	0	2	0	2
Sub-Total Budgeted Positions		14	3	14	3	14	3	13	2	14	2
Authorized, Unbudgeted Positions											
Financial Technician	Grade D	0	0	0	0	0	0	1	0	0	0
Cashier Part-Time	Grade B	0	0	0	0	0	0	0	1	0	1
Sub-Total Unbudgeted Positions		0	0	0	0	0	0	1	1	0	1
Total Authorized Positions		14	3	14	3	14	3	14	3	14	3



City of Franklin, Tennessee

FY 2022 Operating Budget

Budget

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference	
						\$	%
Personnel							
Salaries & Wages	759,977	730,700	689,246	742,882	690,898	1,652	0.2%
Employee Benefits	306,360	289,958	297,726	311,793	326,691	28,965	9.7%
Total Personnel	1,066,337	1,020,658	986,972	1,054,675	1,017,589	30,617	3.1%
Operations							
Transportation Services	5,855	11,683	16,000	12,000	12,000	(4,000)	-25.0%
Operating Services	3,400	2,433	1,300	2,355	1,950	650	50.0%
Notices, Subscriptions, etc.	723	425	2,000	1,040	2,150	150	7.5%
Utilities	2,563	3,015	2,600	3,700	6,100	3,500	134.6%
Contractual Services	250	168	4,650	200	2,200	(2,450)	-52.7%
Repair & Maintenance Services	1,661	216	1,200	1,338	1,200	-	0.0%
Employee programs	618	425	3,000	170	2,700	(300)	-10.0%
Professional Development/Travel	799	741	3,000	2,670	5,770	2,770	92.3%
Office Supplies	13,807	14,966	20,600	16,000	17,600	(3,000)	-14.6%
Operating Supplies	2,121	89	2,800	1,960	1,960	(840)	-30.0%
Fuel & Mileage	195	117	-	160	200	200	0%
Machinery & Equipment (<\$25,000)	16,302	6,544	13,500	9,782	13,500	-	0.0%
Repair & Maintenance Supplies	-	207	-	132	-	-	0.0%
Property & Liability Costs	2,618	2,218	2,616	1,743	1,832	(784)	-30.0%
Permits	12,000	12,094	19,000	12,000	12,000	(7,000)	-36.8%
Financial Fees	367,964	401,788	400,001	405,553	407,001	7,000	1.7%
Miscellaneous	38	170	-	-	-	-	0.0%
Interfund Reimbursements	(1,256,117)	(1,342,485)	(1,369,335)	(1,369,335)	(1,396,721)	(27,387)	2.0%
Total Operations	(825,203)	(885,186)	(877,068)	(898,532)	(908,558)	(31,490)	3.6%
Capital							
Total Revenue Management	241,134	135,472	109,904	156,143	109,032	(872)	-0.8%

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
		Personnel									
=	81110	REGULAR PAY	752,780	742,992	724,457	709,188	453,582	737,382	711,200	746,760	784,098
-	81120	OVERTIME PAY	7,197	3,000	6,243	4,500	3,096	5,500	4,590	4,500	4,500
	81199	VACANCY ADJUSTMENT		(26,831)		(24,442)			(24,892)	(26,137)	(27,443)
=	XWAGE	TOTAL WAGES	759,977	719,161	730,700	689,246	456,678	742,882	690,898	725,123	761,155
=	81410	FICA (EMPLOYER'S SHARE)	54,995	58,645	52,936	53,036	33,215	56,830	54,758	57,496	60,371
-	81420	MEDICAL PREMIUMS - ACTIVE EEs/COBRA	188,589	179,339	169,532	172,158	71,873	173,524	205,398	225,938	248,532
	81422	NEAR-SITE CLINIC (URGENT TEAM)					2,255	5,160	5,200	5,200	5,200
-	81425	VISION PREMIUMS	1,224	947	1,031	1,105	414	999	1,234	1,357	1,493
=	81430	DENTAL INSURANCE PREMIUMS	13,764	13,727	13,491	13,382	3,257	7,933	8,518	8,944	9,391
	81431	FSA ADMINISTRATION					67	115	115	115	115
=	81433	GROUP INSURANCE PREMIUMS					2,458	4,383	4,404	4,624	4,855
=	81440	EE HEALTH INSURANCE CONTRIBUTIONS	(39,862)	(38,149)	(35,737)	(39,655)	(18,167)	(34,506)	(36,360)	(39,996)	(43,996)
	81441	CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT	1,500		1,000	1,000		1,000	2,000	2,000	2,000
=	81443	EE DENTAL INSURANCE CONTRIBUTIONS					(2,683)	(5,068)	(5,203)	(5,463)	(5,736)
-	81444	EE VISION INSURANCE CONTRIBUTIONS					(115)	(220)	(237)	(249)	(261)
!	81450	RETIREMENT CONTRIBUTIONS	66,246	75,725	67,783	75,611	38,259	76,518	57,775	63,553	69,908
	81455	DEFERRED COMP MATCH	19,525	23,028	7,403	8,575	4,933	7,859	8,744	9,181	9,640
	81456	TCRS CONTRIBUTIONS (CITY)			11,324	12,121	5,779	12,110	19,935	21,928	24,121
	81460	UNEMPLOYMENT CLAIMS					3,761	5,000			
	81470	WORKERS COMPENSATION PREMIUMS	379	398	374	393	140	156	412	433	455
	81475	WORKERS COMPENSATION CLAIMS			821						
=	XBEN	TOTAL BENEFITS	306,360	313,660	289,958	297,726	145,446	311,793	326,692	355,061	386,088
=	XPER	TOTAL PERSONNEL	1,066,337	1,032,821	1,020,658	986,972	602,124	1,054,675	1,017,590	1,080,184	1,147,243
		Operations									
+	82110	MAILING & OUTBOUND SHIPPING SERVICES	5,846	14,000	11,674	16,000	2,230	12,000	12,000	12,000	12,000
	1	Mailing (followup and notices)		(2,000)							
	2	Utility Billing Notices (changes coming)									
	3	Various	5,846	16,000	11,674	16,000	2,230	12,000	12,000	12,000	12,000
	4	Line Item 4									
	*	Amount missing from detail									
	82130	VEHICLE LICENSES & TITLES	9		9						
=	XTRC	TOTAL TRANSPORTATION CHARGES	5,855	14,000	11,683	16,000	2,230	12,000	12,000	12,000	12,000
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	1,391	300	1,224	300	118	1,200	1,200	1,200	1,200
	82240	TRANSCRIPTION FEES	309								
	82250	TESTING & PHYSICALS	915	500	238	500		500	250	250	500
	82260	UNIFORM RENTAL & SERVICES					155	155			
	82299	OTHER OPERATING SERVICES	785	500	971	500	237	500	500	500	500
=	XOPSV	TOTAL OPERATING SERVICES	3,400	1,300	2,433	1,300	510	2,355	1,950	1,950	2,200

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	82310	LEGAL NOTICES	29	100		1,000		100	1,000	1,000	1,000
+	82350	DUES FOR MEMBERSHIPS	425	500	425	500		650	650	650	650
	1	Tn Assoc of Municipal Clerks (TAMCAR)									
	2	CMFO									
	3	Int Assoc of Municipal Clerks (IIMC)									
	4	Govt Finance Officers Assoc (GFOA)									
	5	Various	425	500	425	500		650	650	650	650
	*	Amount missing from detail									
	82371	EMERGENCY RELIEF					40	40			
	82390	PUBLICATIONS, NON-TRAINING	269			500		250	500	500	500
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBUCITY	723	600	425	2,000	40	1,040	2,150	2,150	2,150
+	82450	TELEPHONE SERVICE	1,087	1,300	1,003	1,300	253	1,100	2,400	2,400	2,400
	82455	CELLULAR TELEPHONE SERVICE						600	1,200	1,200	1,200
	82470	INTERNET & RELATED SERVICES	1,476	1,300	2,012	1,300	610	2,000	2,500	2,500	2,500
=	XUTIL	TOTAL UTILITIES	2,563	2,600	3,015	2,600	863	3,700	6,100	6,100	6,100
+	82510	COMPUTER SERVICES		1,000	168	2,650		200	200	200	200
	1	Impact Printer PM - Infoprint (IBM)		(1,650)							
	2	Various		2,650		2,650					
	5	Programming Support for Credit Cards									
	6	Programming Support for PT import to Hansen									
	7	Programming Support for BL interface									
	8	Adobe Licenses			168			200	200	200	200
	*	Amount missing from detail									
+	82599	OTHER CONTRACTUAL SERVICES	250			2,000			2,000	2,000	2,000
	1	Bad Debt Collections - Transworld									
	2	Bad Debt Collections - To be Determined		2,000		2,000			2,000	2,000	2,000
	4	Various	250	(2,000)							
	*	Amount missing from detail									
=	XCTS	TOTAL CONTRACTUAL SERVICES	250	1,000	168	4,650		200	2,200	2,200	2,200
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	467		216		138	138			
+	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	1,194	1,200		1,200		1,200	1,200	1,200	1,200
	1	Copy Maintenance	1,194	1,200		1,200		1,200	1,200	1,200	1,200
	*	Amount missing from detail									
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	1,661	1,200	216	1,200	138	1,338	1,200	1,200	1,200
	82750	EMPLOYEE RECOGNITION/RECEPTIONS		1,000		1,000			1,000	1,000	1,000
+	82780	TRAINING, OUTSIDE	405	500	100	500	70	170	200	200	200
	1	MTAS fees (16 at \$50)	405	500	100	500	70	170	200	200	200
	*	Amount missing from detail									
	82790	TRAINING, IN-HOUSE	213	1,500	325	1,500			1,500	1,500	1,500
=	XEPG	TOTAL EMPLOYEE PROGRAMS	618	3,000	425	3,000	70	170	2,700	2,700	2,700
+	82810	REGISTRATIONS	325	400	175	2,400		2,670	3,670	2,470	2,470
	1	MTAS fees				1,000		1,000	1,000		

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	2	Rotary				400					
	3	TGFOA Fall Conference		400		400		400	800	800	800
	4	CMFO	325		175	600		600	1,200		
	5	CLE						500	500	500	500
	6	BPR Annual Registration						170	170	170	170
	*	Amount missing from detail									
+	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	100	200	(132)	200			200	200	200
	1	MTAS seminars/conferences									
	3	Various	100	200	(132)	200			200	200	200
	*	Amount missing from detail									
	82830	AIR TRAVEL	374						750	750	750
	82840	LODGING			662				750	750	750
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)		200	36	200			200	200	200
	82890	OTHER TRAVEL EXPENSES		200		200			200	200	200
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	799	1,000	741	3,000		2,670	5,770	4,570	4,570
	83110	OFFICE SUPPLIES	12,738	16,000	14,392	18,000	3,083	15,000	15,000	16,000	16,000
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)		200		1,000		200	1,000	1,000	1,000
	83130	EMPLOYEE BENEVOLENCE ITEMS	549	600	249	600		600	600	600	600
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	520	1,000	325	1,000		200	1,000	1,000	1,000
=	XOFS	TOTAL OFFICE SUPPLIES	13,807	17,800	14,966	20,600	3,083	16,000	17,600	18,600	18,600
	83260	UNIFORMS PURCHASED	2,036	1,800		1,800		1,800	1,800	1,800	1,800
	83299	OTHER OPERATING SUPPLIES	85	1,000	89	1,000	38	160	160	160	160
=	XOPS	TOTAL OPERATING SUPPLIES	2,121	2,800	89	2,800	38	1,960	1,960	1,960	1,960
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	195		117		39	160	200	200	200
=	XFUEL	TOTAL FUEL & MILEAGE	195		117		39	160	200	200	200
+	83510	FURNITURE, FIXTURES (<\$25,000)	3,296	5,000	1,857	5,000		1,000	5,000	5,000	5,000
	1	Chairs	3,296	5,000		5,000		1,000	5,000	5,000	5,000
	2	Lighting			1,857						
	*	Amount missing from detail									
+	83530	MACHINERY & EQUIPMENT (<\$25,000)	8,168		37		282	282			
	1	Cash Drawers									
	2	Copy Machine	8,168		37		282	282			
	*	Amount missing from detail									
+	83540	COMPUTER HARDWARE (<\$25,000)	4,764	8,500	4,650	8,500	7,022	8,500	8,500	8,500	8,500
	1	Computers, monitors, keyboards									
	2	Printers									
	3	Scanners									
	4	Various	4,764	8,500	4,650	8,500	7,022	8,500	8,500	8,500	8,500
	5	Line Item 5									
	*	Amount missing from detail									
	83550	COMPUTER SOFTWARE (<\$25,000)	74								
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	16,302	13,500	6,544	13,500	7,304	9,782	13,500	13,500	13,500
	83620	EQUIPMENT PARTS & SUPPLIES			207		132				

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES			207		132	132			
	85110	PROPERTY INSURANCE	1,193	1,253	1,095	1,150	1,079	1,079	1,133	1,190	1,249
	85111	FRAUD INSURANCE	261	274	150	288	94	94	99	103	109
	85112	INLAND MARINE INSURANCE	29	34	29	30	30	30	32	33	35
	85113	AUTO PHYSICAL DAMAGE			16	17	15	15	16	17	17
	85115	LIABILITY INSURANCE	280	294	172	338	81	81	85	89	94
	85116	E&O LIABILITY INSURANCE	614	645	344	361	102	102	107	112	118
	85117	VEHICLE LIABILITY INSURANCE			267	280	270	270	284	298	313
	85119	UMBRELLA LIABILITY	241	253	145	152	72	72	76	79	83
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	2,618	2,753	2,218	2,616	1,744	1,743	1,832	1,921	2,018
+	85330	UTILITY DISTRICT FEES	12,000	16,000	12,000	19,000	5,000	12,000	12,000	12,000	12,000
	1	Milcrofton - Sewer									
	2	MVUD Data Fee	12,000	16,000		19,000		12,000	12,000	12,000	12,000
	3	Milcrofton - Solid Waste									
	4	Milcrofton - Stormwater			12,000		5,000				
	*	Amount missing from detail									
	85340	RECORDING & FILING FEES			94						
=	XPERM	TOTAL PERMITS	12,000	16,000	12,094	19,000	5,000	12,000	12,000	12,000	12,000
	85510	BANKING FEES	23,353	20,000	20,290	20,000	6,585	22,000	22,000	22,000	22,000
+	85540	BILLING SERVICES	216,718	240,000	250,666	240,000	53,433	243,433	240,000	237,000	235,000
	3	HB&TS Billing		10,000		10,000		10,000	10,000	10,000	10,000
	5	Bill Presentment - Utility Bill Print Invoices	216,718	230,000	31,766	230,000		180,000	175,000	170,000	165,000
	6	Bill Presentment - Property Tax Notices			218,900		53,433	53,433	55,000	57,000	60,000
	*	Amount missing from detail									
	85550	CASH SHORT/OVER	1				(20)	120			
	85555	PROPERTY TAX BILLING SERVICES	127,720	131,000	130,832	140,000		140,000	145,000	150,000	155,000
	85570	BAD DEBT EXPENSE (NET OF RECOVERIES)	172	5,000		1			1	1	1
=	XFLF	TOTAL FINANCIAL FEES	367,964	396,000	401,788	400,001	59,998	405,553	407,001	409,001	412,001
	85990	MISCELLANEOUS	38		170						
=	XOBE	TOTAL OTHER BUSINESS EXPENSES	38		170						
	87510	REIMB OF INTERFUND SERVICES	(1,256,117)	(1,342,485)	(1,342,485)	(1,369,335)	(434,696)	(1,369,335)	(1,396,721)	(1,424,655)	(1,424,655)
=	XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(1,256,117)	(1,342,485)	(1,342,485)	(1,369,335)	(434,696)	(1,369,335)	(1,396,721)	(1,424,655)	(1,424,655)
=	XOP	TOTAL OPERATIONS	(825,203)	(868,932)	(885,186)	(877,068)	(353,509)	(898,532)	(908,558)	(934,603)	(931,256)
		Capital									

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
=	XTOT	TOTAL EXPENDITURES	241,134	163,889	135,472	109,904	248,615	156,143	109,032	145,581	215,987



City of Franklin, Tennessee

FY 2022 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Revenue Management						
1	Cisco Call Center Upgrade	\$ -	\$ -	\$ 56,060	\$ 56,060	
Total		\$ -	\$ -	\$ 56,060	\$ 56,060	\$ -
		Compensation	Benefits	Expenses	Total	
Total G/F Requests		\$ -	\$ -	\$ 56,060	\$ 56,060	\$ -

FranklinForward Allocations

	A Safe, Clean, Livable City	\$ -
	An Effective and Fiscally Sound City Government Providing High Quality Service	\$ 56,060
	Quality Life Experiences	\$ -
	Sustainable Growth & Economic Prosperity	\$ -
Totals		\$ 56,060

Traditional Allocations

	Personnel	\$ -
	Operations	\$ 56,060
	Equipment	\$ -
	Capital	\$ -
Total		\$ 56,060

FY 2022 Program Enhancement Request Form

 HISTORIC FRANKLIN TENNESSEE	Intended Year:	2022	Department Priority:	1	of	1
	Department:	41310 REVENUE MANAGEMENT				
	Division:					
	FranklinForward Theme:	An Effective and Fiscally Sound City Government Providing High Quality Service				
	Title:	Cisco Call Center Upgrade				

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING			
Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
			\$0
			\$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	\$0	\$0	\$0
Expenses			
82510 COMPUTER SERVICES	\$24,000	\$0	\$24,000
82510 COMPUTER SERVICES	\$8,276	\$0	\$8,276
82510 COMPUTER SERVICES	\$18,719	\$0	\$18,719
82510 COMPUTER SERVICES	\$0	\$5,065	\$5,065
			\$0
			\$0
			\$0
TOTAL	\$50,995	\$5,065	\$56,060

PURPOSE / DESCRIPTION OF REQUEST
The Revenue Management and Court Departments are seeking a tool to manage the customer service phone queue. This request is for software upgrade services, configuration, and ongoing licensing (ongoing maintenance fees in future fiscal years will be reflected in IT's budget along with their current Smartnet renewal). Phase One - One-time cost. Discovery, planning, SW intall/config, ACD group(s), call flow(s), agent configurations, QA Testing, cutover, post-support, documentation \$15,000. Phase Two - One-time cost. Database dips, screenpops, ANI routing \$9,000 Phase 1+2 = \$24,000 UCCX HA Server Licensing - One-time cost \$8,276 Call center upgrade, 17 users - One-time cost \$18,719 SWSS Upgrade (INFOR connectivity), 17 users \$5,066

SERVICE IMPLICATION
This program will allow us to see call volume and wait times. The additional upgrade will allow connectivity to INFOR; retrieving the customer's account automatically upon answering the phone. Supervisors will be able to add back office staff to the queue to help in high call volume situations. The program allows a live "listen in" feature. This is a valuable training tool when new staff come on board to the City. The supervisor can "shadow" the new employee and coach immediately after a call or a trainee can listen in to live support as other seasoned staff take calls. The program has a built in chat and text feature; expanding our reach to our citizens with a more modern platform. All of the above allow for us to further enhance the quality of customer service for our citizens.



City of Franklin, Tennessee

FY 2022 Operating Budget

Municipal Court

Jessica Davey, Revenue & Licensing Manager

Budget Summary

	2019 Actual	2020 Actual	2021		2022 Budget	2021 v. 2022	
			Budget	Estimated		\$	%
Personnel	154,347	214,025	261,391	269,762	222,651	-38,740	-14.8%
Operations	58,640	62,871	71,968	66,581	41,406	-30,562	-42.5%
Capital	0	0	0	0	0	0	0.0%
Total	212,987	276,896	333,359	336,343	264,058	-69,302	-20.8%

Department Mission

Our mission is to effectively, efficiently and accurately process city ordinance violations; to create and sustain customer oriented quality service that provides maximum access to the court and promotes public confidence in the court system.

Department Vision

Our vision is to provide those appearing and practicing before the court with fair, efficient and expeditious means of proceeding with their business. This is done by competent, professional employees, technology and process improvement measures.



COVID-19 Response & Impact

We equipped our staff with remote work capabilities and implemented a rotating schedule, while continuing to provide excellent customer service and completing all tasks timely. We transitioned to virtual Court in compliance with Tennessee Supreme Court Orders. Additional measures, such as social distancing, mask wearing, and limiting access to the office, were taken to maintain a safe and sanitary work environment. Weekly virtual staff meetings were implemented to ensure consistency in

FY 2022 Outlook

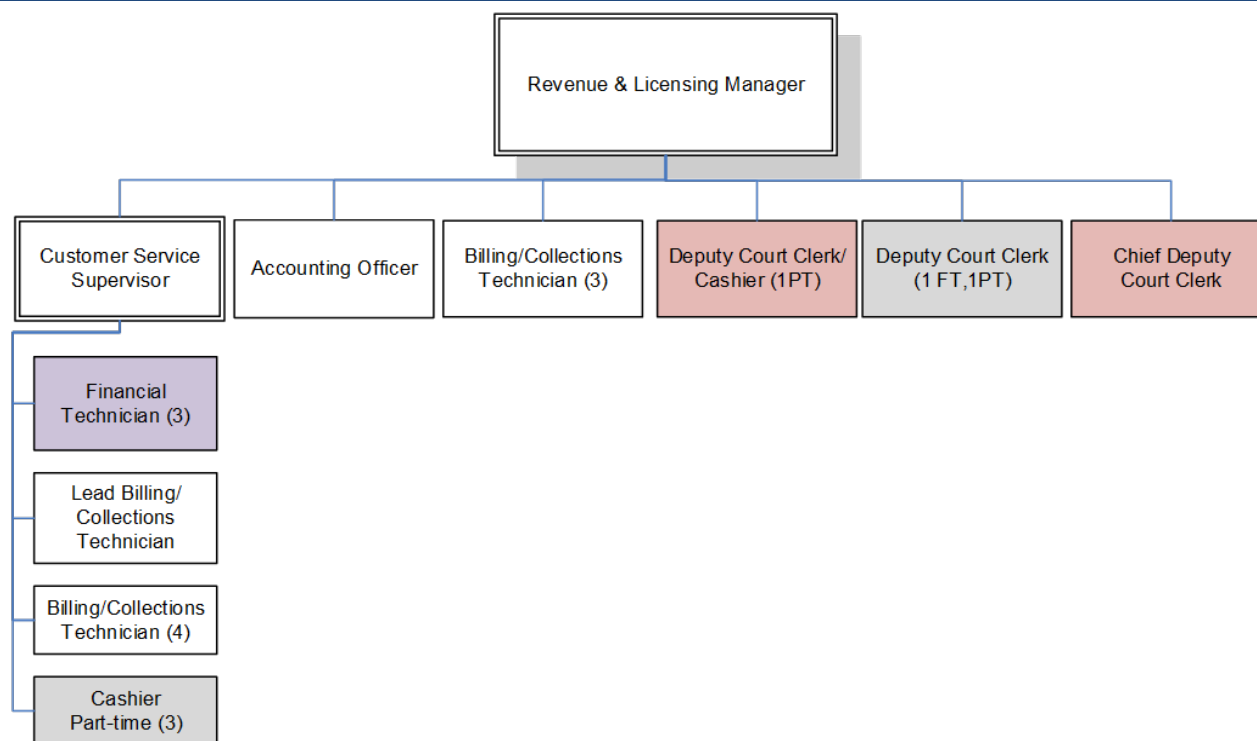
For FY 2022, we plan to continue with our flexible staffing model with part-time positions. We will also continue to cross utilize support staff from the office of Revenue Management as needed to maintain our service levels during Court sessions. We will continue to hold virtual Court as required by State rules and regulations.



City of Franklin, Tennessee

FY 2022 Operating Budget

Organizational Chart



Revenue Management: Shaded in White

City Court: Shaded in Red

Gray: Positions Authorized but Unbudgeted in FY 2022

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

Staffing by Position

Budget Positions	Pay Grade	FY 2018		FY 2019		FY 2020		FY 2021		FY 2022	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Chief Deputy Court Clerk	Grade F	1	0	1	0	1	0	1	0	1	0
Deputy Court Clerk	Grade D	1	2	1	2	1	1	1	0	1	0
Deputy Court Clerk/Cashier	Grade D	0	0	0	0	0	1	0	1	0	1
Court Security and Parking Enforcement Officer	Grade C	0	0	1	0	1	0	1	0	0	0
Sub-Total Budgeted Positions		2	2	3	2	3	2	3	1	2	1

Authorized, Unbudgeted Positions



City of Franklin, Tennessee

FY 2022 Operating Budget

Performance Measures

The City of Franklin has established **FranklinForward : A Vision for 2033**. This Strategic Plan has specific and demonstrable objectives for each department which, when achieved individually, will cohesively move Franklin forward to meet the challenges and demands of the future.

Each budget has a series of performance measures and benchmarks attached to it which demonstrate the workload, effectiveness and outcome of taxpayer support for the annual operations of the City of Franklin and its pursuit of the goals of the Strategic Plan. Together, these measures demonstrate a proper and diligent use of taxpayer dollars in the pursuit of a greater community.



FranklinForward : A Vision for 2033 | Objectives for Developing a Strategic Plan

Related Theme:

Municipal Court provides general support of all four themes of *FranklinForward*.

Key:

Sustainable Franklin



Workload (Output) Measures

	2018	2019	2020	2021*	2022*
Total Cases Filed	2,238	4,946	6,690	4,899	5,344
Types of Cases					
- Moving Violations	1,158	1,650	1,524	1,650	1,495
- Financial Responsibility	250	325	290	297	290
- License and Registration	571	600	511	570	563
- Codes Enforcement	47	120	57	86	77
- Failure to Appear	108	281	256	188	208
- Seat Belt	33	20	39	28	30
- Parking Violations - Cited	71	1,800	3,863	1,930	2,531
- Parking Violations - Warning	-	150	150	150	150

Efficiency Measures

	2018	2019	2020	2021*	2022*
Average # of days from issuance of Citation to Resolution (Non Traffic School)	35.00	40.00	40.00	40.00	40.00

Outcome (Effectiveness) Measures

	2018	2019	2020	2021*	2022*
Municipal Court Collections as a percentage of Municipal Obligations Billed	82.0%	90.0%	90.0%	90.0%	90.0%
 Goal: Deliver customer oriented quality service					
Deploy tool for online payments	YES	YES	YES	YES	YES
Customer feedback tool deployed and responding within 2 business days 100% of the time to those needing responses	100.0%	100.0%	100.0%	100.0%	100.0%



City of Franklin, Tennessee

FY 2022 Operating Budget

Performance Measures

Goal: Collect the monies owed the City of Franklin by taking actions to pursue obligations in accordance with State and City requirements.

Actions taken due to citations not satisfied (% that meet follow up criteria)	95.0%	95.0%	95.0%	95.0%	95.0%
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** 2021 and 2022 Data Estimated*



City of Franklin, Tennessee

FY 2022 Operating Budget

Budget

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference \$ %	
Personnel							
Salaries & Wages	100,271	132,870	165,756	172,763	130,054	(35,702)	-21.5%
Officials Fees	25,000	25,000	25,108	25,000	25,608	500	2.0%
Employee Benefits	29,076	56,155	70,527	71,999	66,989	(3,538)	-5.0%
Total Personnel	154,347	214,025	261,391	269,762	222,651	(38,740)	-14.8%
Operations							
Transportation Services	3,525	5,503	4,000	4,000	4,000	-	0.0%
Operating Services	889	959	2,450	2,450	2,450	-	0.0%
Notices, Subscriptions, etc.	406	456	750	500	750	-	0.0%
Utilities	841	1,706	1,625	1,625	625	(1,000)	-61.5%
Contractual Services	42,541	41,326	41,700	46,240	12,300	(29,400)	-70.5%
Repair & Maintenance Services	905	71	2,500	1,500	500	(2,000)	-80.0%
Employee Programs	-	-	500	-	500	-	0.0%
Professional Development/Travel	851	-	2,700	200	2,700	-	0.0%
Office Supplies	1,450	2,467	3,200	2,300	3,200	-	0.0%
Operating Supplies	2,537	304	300	300	300	-	0.0%
Fuel & Mileage	28	-	700	700	700	-	0.0%
Machinery & Equipment (<\$25,000)	-	4,793	5,000	2,000	7,500	2,500	50.0%
Repair & Maintenance Supplies	46	-	500	100	500	-	0.0%
Property & Liability Costs	2,587	2,666	3,043	2,266	2,381	(662)	-21.8%
Financial Fees	2,034	2,620	3,000	2,400	3,000	-	0.0%
Debt Service and Lease Payments	-	-	-	-	-	-	0.0%
Total Operations	58,640	62,871	71,968	66,581	41,406	(30,561)	-42.5%
Capital	-	-	-	-	-	-	0.0%
Total Municipal Court	212,987	276,896	333,359	336,343	264,058	(69,302)	-20.8%

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
		Personnel									
=	81110	REGULAR PAY	99,586	166,705	130,363	171,243	97,793	171,163	134,348	141,065	148,119
-	81120	OVERTIME PAY	685	400	2,507	400	891	1,600	408	408	408
	81199	VACANCY ADJUSTMENT		(7,105)		(5,887)			(4,702)	(4,937)	(5,184)
=	XWAGE	TOTAL WAGES	100,271	160,000	132,870	165,756	98,684	172,763	130,054	136,536	143,343
-	81220	CITY JUDGE	25,000	25,108	25,000	25,108	12,500	25,000	25,608	25,608	25,608
=	XOFF	TOTAL OFFICIALS FEES	25,000	25,108	25,000	25,108	12,500	25,000	25,608	25,608	25,608
=	81410	FICA (EMPLOYER'S SHARE)	8,798	17,451	11,396	15,051	8,141	15,129	12,268	12,881	13,525
=	81420	MEDICAL PREMIUMS - ACTIVE EEs/COBRA	19,388	42,096	33,571	35,061	14,755	35,412	35,412	38,953	42,849
	81422	NEAR-SITE CLINIC (URGENT TEAM)					420	840	840	840	840
=	81425	VISION PREMIUMS	120	80	216	216	90	216	216	238	261
=	81430	DENTAL INSURANCE PREMIUMS	1,660	2,942	2,323	3,251	907	2,219	1,203	1,263	1,326
	81431	FSA ADMINISTRATION					22	38	38	38	38
=	81433	GROUP INSURANCE PREMIUMS					588	1,009	719	755	793
=	81440	EE HEALTH INSURANCE CONTRIBUTIONS	(8,320)	(8,419)	(7,055)	(7,594)	(3,345)	(6,175)	(6,175)	(6,793)	(7,472)
=	81443	EE DENTAL INSURANCE CONTRIBUTIONS					(705)	(1,301)	(650)	(683)	(717)
=	81444	EE VISION INSURANCE CONTRIBUTIONS					(22)	(41)	(41)	(45)	(50)
!	81450	RETIREMENT CONTRIBUTIONS	7,361	8,097	15,063	22,149	10,931	21,862	23,110	25,421	27,963
	81455	DEFERRED COMP MATCH	26	39							
	81456	TCRS CONTRIBUTIONS (CITY)			597	2,347	1,310	2,287			
	81470	WORKERS COMPENSATION PREMIUMS	43	45	44	46	453	504	49	51	54
=	XBEN	TOTAL BENEFITS	29,076	62,331	56,155	70,527	33,545	71,999	66,989	72,919	79,410
=	XPER	TOTAL PERSONNEL	154,347	247,439	214,025	261,391	144,729	269,762	222,651	235,063	248,361
		Operations									
+	82110	MAILING & OUTBOUND SHIPPING SERVICES	3,525	4,000	5,503	4,000	768	4,000	4,000	4,000	4,000
	1	Mail (followup)		(4,000)							
	3	Various	3,525	8,000	5,503	4,000	768	4,000	4,000	4,000	4,000
	*	Amount missing from detail									
=	XTRC	TOTAL TRANSPORTATION CHARGES	3,525	4,000	5,503	4,000	768	4,000	4,000	4,000	4,000
+	82210	PRINTING & COPYING SERVICES, OUTSOURCED	739	2,200	643	2,200	703	2,200	2,200	2,200	2,200
	1	Print Information Sheets for PD									
	2	Print forms for court	739	2,200	643	2,200	703	2,200	2,200	2,200	2,200
	*	Amount missing from detail									
	82250	TESTING & PHYSICALS		250		250		100	250	250	250
	82299	OTHER OPERATING SERVICES	150		316			150			
=	XOPSV	TOTAL OPERATING SERVICES	889	2,450	959	2,450	703	2,450	2,450	2,450	2,450
	82390	PUBLICATIONS, NON-TRAINING	406	750	456	750	67	500	750	750	750
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	406	750	456	750	67	500	750	750	750

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	82450	TELEPHONE SERVICE	349	400	1,035	1,000	249	1,000			
	82470	INTERNET & RELATED SERVICES	492	625	671	625	203	625	625	625	625
=	XUTIL	TOTAL UTILITIES	841	1,025	1,706	1,625	453	1,625	625	625	625
I	82510	COMPUTER SERVICES	31,301	35,000	32,236	35,000		35,000			
+	82599	OTHER CONTRACTUAL SERVICES	11,240	6,000	9,090	6,700	2,660	11,240	12,300	12,300	12,300
	10	Various	5,220		5,320						
	2	Support for Court Softwaere conversion (SQL)									
	3	Collections Contract Age nt									
	4	SQL programming for onliine payments									
	5	SQL programming for PD interface									
	6	SQL programming for citation scanning interface									
	7	TBI - access to TJS	2,500	2,500		2,500		2,240	2,300	2,300	2,300
	8	File Maintenance - General Sessions Records									
	9	Court Security	3,520	3,500	3,770	4,200	2,660	9,000	10,000	10,000	10,000
	*	Amount missing from detail									
=	XCTS	TOTAL CONTRACTUAL SERVICES	42,541	41,000	41,326	41,700	2,660	46,240	12,300	12,300	12,300
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	852		16	2,000	14	1,000			
+	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	53	1,500	55	500	19	500	500	500	500
	1	Copier maintenance/repair		1,500		500		500	500	500	500
	2	Line Item 2	53		55		19				
	*	Amount missing from detail									
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	905	1,500	71	2,500	33	1,500	500	500	500
	82790	TRAINING, IN-HOUSE		1,000		500			500	500	500
=	XEPG	TOTAL EMPLOYEE PROGRAMS		1,000		500			500	500	500
+	82810	REGISTRATIONS	227	200		400		200	400	400	400
	1	TIES (TAC Conference - 2/year - REQUIRED)									
	2	MTAS - continuing education						200			
	3	Various	227	200		400			400	400	400
	4	NACM Conference									
	*	Amount missing from detail									
+	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	262			700			700	700	700
	1	TIES (instate travel)	262	(700)							
	2	MTAS (mostly in Middle Tn)		700		700			700	700	700
	*	Amount missing from detail									
+	82840	LODGING	304	100		1,200			1,200	1,200	1,200
	1	TIES		(500)							
	2	Various	304	600		1,200			1,200	1,200	1,200
	3	NACM Conference									
	*	Amount missing from detail									
+	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	58	200		400			400	400	400
	1	TIES									
	2	Various	58	200		400			400	400	400
	3	NACM Conference									

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	*	Amount missing from detail									
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	851	500		2,700		200	2,700	2,700	2,700
+	83110	OFFICE SUPPLIES	1,384	2,000	2,322	2,500	267	2,000	2,500	2,500	2,500
	1	Recurring office supplies	1,384	2,000	2,322	2,500	267	2,000	2,500	2,500	2,500
	*	Amount missing from detail									
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)			58						
	83130	EMPLOYEE BENEVOLENCE ITEMS	43	200	87	200	34	200	200	200	200
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	23			500		100	500	500	500
=	XOFS	TOTAL OFFICE SUPPLIES	1,450	2,200	2,467	3,200	301	2,300	3,200	3,200	3,200
+	83260	UNIFORMS PURCHASED	2,537	300	(9)	300		300	300	300	300
	1	COF Attire for Staff (3 @ \$100)		300		300		300	300	300	300
	2	Various	2,537		(9)						
	3	Parking Enforcement Uniform									
	*	Amount missing from detail									
	83265	UNIFORMS, SPECIALIZED			203						
	83270	CONSUMABLE TOOLS			110						
=	XOPS	TOTAL OPERATING SUPPLIES	2,537	300	304	300		300	300	300	300
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	28			600		600	600	600	600
+	83320	MILEAGE (INSIDE WILLIAMSON COUNTY)		100		100		100	100	100	100
	1	Mileage reimbursement for MTAS in 82820 above		100		100		100	100	100	100
	2	Line Item 2									
	*	Amount missing from detail									
=	XFUEL	TOTAL FUEL & MILEAGE	28	100		700		700	700	700	700
+	83510	FURNITURE, FIXTURES (<\$25,000)				3,000			3,000	3,000	3,000
	1	Chairs				3,000			3,000	3,000	3,000
	2	Line Item 2									
	*	Amount missing from detail									
+	83540	COMPUTER HARDWARE (<\$25,000)		5,000	4,793	2,000	1,554	2,000	4,500	2,000	2,000
	1	Desktop (computer, monitor, keyboard)		500							
	2	Printers									
	3	Court Software Server									
	4	Cashiering Equipment									
!	5	Scanner (1 replacement)		500				1,500	2,500		
	6	Copier Replacement (\$9,000 moved to lease)									
	7	Various		4,000	4,793	2,000	1,554	500	2,000	2,000	2,000
	*	Amount missing from detail									
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)		5,000	4,793	5,000	1,554	2,000	7,500	5,000	5,000
	83620	EQUIPMENT PARTS & SUPPLIES	46	500		500		100	500	500	500
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	46	500		500		100	500	500	500
	85110	PROPERTY INSURANCE	1,193	1,253	1,095	1,150	1,079	1,079	1,133	1,190	1,249
	85111	FRAUD INSURANCE	221	232	253	244	304	304	319	335	351

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	85112	INLAND MARINE INSURANCE	210	221	207	217	56	56	59	62	65
	85115	LIABILITY INSURANCE	238	250	289	569	262	262	276	289	304
	85116	E&O LIABILITY INSURANCE	521	547	579	608	331	331	348	365	383
	85119	UMBRELLA LIABILITY	204	214	243	255	234	234	246	258	271
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	2,587	2,717	2,666	3,043	2,266	2,266	2,381	2,499	2,623
	85530	E-COMMERCE FEES	2,034	3,000	2,604	3,000	887	2,400	3,000	3,000	3,000
=	XFLF	TOTAL FINANCIAL FEES	2,034	3,000	2,604	3,000	887	2,400	3,000	3,000	3,000
	85990	MISCELLANEOUS			16						
=	XOBE	TOTAL OTHER BUSINESS EXPENSES			16						
=	XOP	TOTAL OPERATIONS	58,640	66,042	62,871	71,968	9,692	66,581	41,406	39,024	39,148
		Capital									
=	XTOT	TOTAL EXPENDITURES	212,987	313,481	276,896	333,359	154,421	336,343	264,057	274,087	287,509



City of Franklin, Tennessee

FY 2022 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
City Court						
1	New Multi-Function Copier	\$ -	\$ -	\$ 6,500	\$ 6,500	
Total		\$ -	\$ -	\$ 6,500	\$ 6,500	\$ -
		Compensation	Benefits	Expenses	Total	
Total G/F Requests		\$ -	\$ -	\$ 6,500	\$ 6,500	\$ -

FranklinForward Allocations

	A Safe, Clean, Livable City	\$ -
	An Effective and Fiscally Sound City Government Providing High Quality Service	\$ 6,500
	Quality Life Experiences	\$ -
	Sustainable Growth & Economic Prosperity	\$ -
Totals		\$ 6,500

Traditional Allocations

	Personnel	\$ -
	Operations	\$ 6,500
	Equipment	\$ -
	Capital	\$ -
Total		\$ 6,500

FY 2022 Program Enhancement Request Form

 HISTORIC FRANKLIN TENNESSEE	Intended Year:	2022	Department Priority: 1 of 1	
	Department:	41200 COURT		
	Division:			
	FranklinForward Theme:	An Effective and Fiscally Sound City Government Providing High Quality Service		
	Title:	New Multi-Function Copier		

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING			
Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
			\$0
			\$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	\$0	\$0	\$0
Expenses			
83530 MACHINERY & EQUIPMENT (<\$25,000)	\$6,500		\$6,500
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$6,500	\$0	\$6,500

PURPOSE / DESCRIPTION OF REQUEST
Per Novatech, the useful service life of multifunction copiers is five to seven years. After seven years, replacement parts become scarce. Therefore, Novatech recommends the following machine assigned to City Court be scheduled for replacement: KMBS B363 ID N6677, installed 12/20/2013

SERVICE IMPLICATION
Failure to replace the copy machine could result in decreased productivity and service to the citizens. The copier is used daily by Court staff and should it malfunction, efficiency and customer service would be negatively impacted while awaiting replacement.



File #: 21-01741

DATE: February 11, 2021
TO: Budget & Finance Committee
FROM: Shauna Billingsley, City Attorney
SUBJECT:

Budget Presentation - Law

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the Law Department budget request for FY 2021-2022.

BACKGROUND/STAFF COMMENTS:

Each year, the Budget & Finance Committee reviews the detailed budget of each City Department. At the meetings in February, March, and April, departmental staff makes a presentation of the plans for the next budget cycle and the requested funding for those anticipated needs. This provides the Committee with an idea of the size and scope of budget requests that may be included in the City Administrator's proposed budget, which is typically delivered at the May committee meeting.

FINANCIAL IMPACT:

The financial impact varies by department, depending on the increase in population, the required services, equipment replacement needs, and program enhancements.

RECOMMENDATION:

Staff recommends that the Budget & Finance Committee acknowledge the presentation of the Law Department budget request.



City of Franklin, Tennessee

FY 2022 Operating Budget Request

Law Department

Shauna R. Billingsley, City Attorney



City of Franklin, Tennessee - FY 2022 Budget Request

Law Department

Slide 2

Outline

- Purpose of Department**
- Organization Chart**
- Base Budget Request**
 - Personnel**
 - Operations**
 - Capital**
- Program Enhancements**
- Summary**



City of Franklin, Tennessee - FY 2022 Budget Request

Law Department

Slide 3

Purpose of Department

The Law Department provides legal advice to the Mayor, Aldermen, City Administrator, department directors, boards, commissions, committees, and other city officials.

In 2020-2021, the Law Department completed the following:

40 ordinances

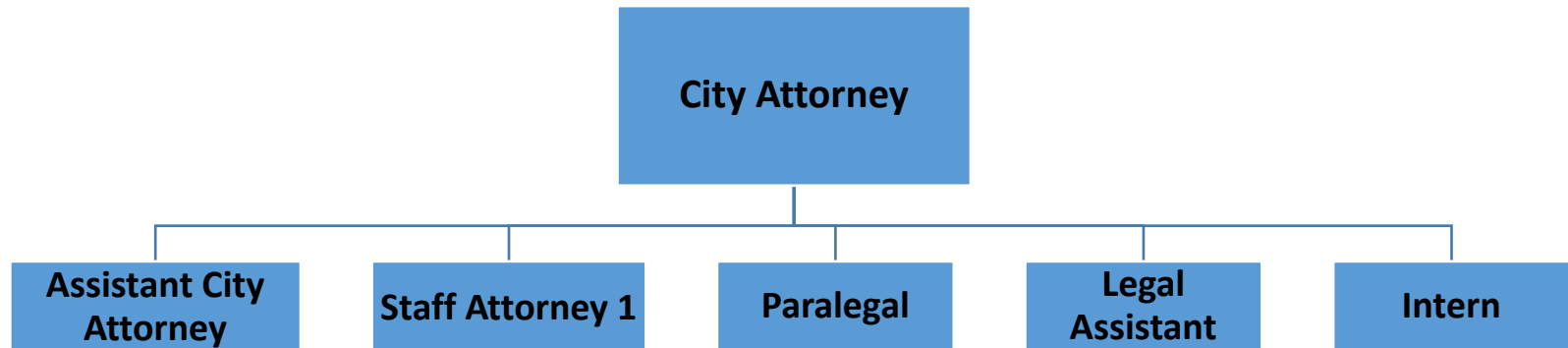
270 resolutions

360 contracts

734 separate research or drafting requests (not an ordinance, resolution, or contract)

93 closed litigation cases (mostly City Court)

Organization Chart





City of Franklin, Tennessee - FY 2022 Budget Request

Law Department

Slide 5

Base Budget Request: Personnel

FY 2021: \$ 610,312

FY 2022: \$ 618,872

Difference: Increase of \$8,560 or 1.4%

Position	Pay Grade
City Attorney	Grade N
Assistant City Attorney	Grade K
Staff Attorney	Grade J
Paralegal	Grade G
Legal Assistant	Grade E
Intern	---



City of Franklin, Tennessee - FY 2022 Budget Request

Law Department

Slide 6

Base Budget Request: Operations

FY 2021: \$ 52,364

FY 2022: \$ 81,556

Difference: Increase of \$29,193 or 55.7% (\$30K restoration from 2021)

The Law Department's budget has remained consistent through the Department's inception in 2006.

The Law Department is tasked with providing training to elected and appointed officials and City staff.

The Attorneys are required to obtain hours of continuing education annually. Further, in order to be up to date with current law, the Attorneys attend seminars and conferences directly related to the practice of municipal law.

The Budget contains a line item for consultant services, which is used generally for the City's lobbyists.



City of Franklin, Tennessee - FY 2022 Budget Request

Law Department

Slide 7

Base Budget Request: Capital

The Law Department base capital budget remains static with no new requests.



City of Franklin, Tennessee - FY 2022 Budget Request

Law Department

Slide 8

Program Enhancement Requests

None requested in this budget



City of Franklin, Tennessee - FY 2022 Budget Request

Law Department

Slide 9

Summary

The Law Department appreciates your careful consideration of this budget.



City of Franklin, Tennessee

FY 2022 Operating Budget

Law

Shauna R. Billingsley, City Attorney

Budget Summary

	2019	2020	2021		2022	2021 v. 2022	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	752,703	583,738	610,312	628,848	618,872	8,560	1.4%
Operations	5,378	-34,769	52,364	-42,700	81,556	29,193	55.7%
Capital	0	0	0	0	0	0	0.0%
Total	758,081	548,969	662,676	586,148	700,428	37,752	5.7%

Departmental Summary

The Law Department provides legal advice to the Mayor, Aldermen, City Administrator, department directors, boards, commissions, committees, and other City officials. These duties include:

- 1) to direct professional and other employees in the Law Department in the provision of legal services to the City;
- 2) to supervise preparation and review of contracts, deeds, bonds, ordinances, resolutions, real estate transactions and agreements for the City by rendering opinions relative to substance, form, and propriety of such documents;
- 3) to attend and provide legal counsel to Board of Mayor and Aldermen meetings and committee meetings as may be required;
- 4) to direct the management of all litigation in which the City is a party or is interested, including the functions of prosecuting attorney in City Court appeals;
- 5) to apply in the name of the City for injunctive or other extraordinary relief as authorized by law;
- 6) to assist in development of administrative policies, rules, and regulations;
- 7) to represent the City in legal issues at administrative hearings, in meetings with government officials, and in professional educational organizations; and
- 8) to recommend and arrange for retention of special counsel in cases involving extensive or specialized litigation.



COVID-19 Response & Impact

The Law Department was tasked with drafting Executive Orders and other needed documents for the Mayor and City staff and assisting City staff with COVID-related issues and advice. Due to the quick action and response of the City's IT Department, the Law Department has been fully functional while working remotely. The Law Department has continued to represent the City in litigation in the court system by Zoom court hearings and by attending City-related meetings by Zoom.



City of Franklin, Tennessee

FY 2022 Operating Budget

Performance Measures

The City of Franklin has established **FranklinForward : A Vision for 2033**. This Strategic Plan has specific and Each budget has a series of performance measures and benchmarks attached to it which demonstrate the



FranklinForward : A Vision for 2033 | Objectives for Developing a Strategic Plan

Related Theme: all

The Law Department supports all four themes of the Strategic Plan.

Workload (Output) Measures

	2018	2019	2020	2021*	2022*
Number of Ordinances Drafted/Reviewed	73	73	40	all	all
Number of Resolutions Drafted/Reviewed	102	102	270	all	all
Number of Contracts Drafted/Reviewed	275	275	360	all	all
Total Number of Litigation Cases Opened/Closed	140/84	130/66	105/93	as many as needed	as many as needed
Number of Tasks Created/Completed	849/828	726/708	734/665	as many as needed	as many as needed

Efficiency Measures

	2018	2019	2020	2021*	2022*
TBD	TBD	TBD	TBD	TBD	TBD

Outcome (Effectiveness) Measures

	2018	2019	2020	2021*	2022*
TBD	TBD	TBD	TBD	TBD	TBD

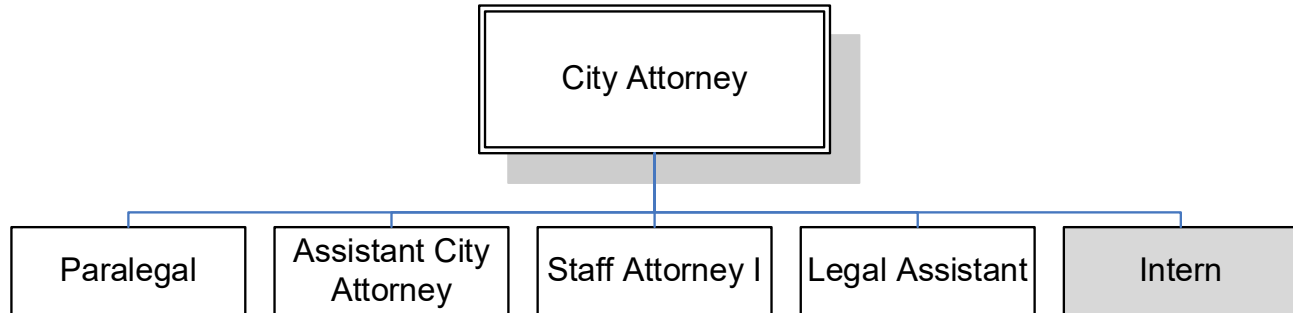
*2021 and 2022 estimated



City of Franklin, Tennessee

FY 2022 Operating Budget

Organizational Chart



White: Authorized and budgeted in FY 2022

Gray: Authorized and unbudgeted in FY 2022

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

Staffing by Position

Budgeted Positions	Pay Grade	FY 2018		FY 2019		FY 2020		FY 2021		FY 2022	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
City Attorney	Grade N	1	0	1	0	1	0	1	0	1	0
Assistant City Attorney	Grade K	1	0	1	0	1	0	1	0	1	0
Staff Attorney I	Grade J	1	0	1	0	1	0	1	0	1	0
Paralegal	Grade G	1	0	1	0	1	0	1	0	1	0
Legal Assistant	Grade E	1	0	1	0	1	0	1	0	1	0
Intern	---	0	1	0	1	0	1	0	0	0	0
Sub-Total Budgeted Positions		5	1	5	1	5	1	5	0	5	0



City of Franklin, Tennessee

FY 2022 Operating Budget

Budget

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference \$	%
Personnel							
Salaries & Wages	412,176	450,839	464,005	481,874	470,451	6,446	1.4%
Officials Fees	221,691	-	300	-	300	-	0.0%
Employee Benefits	118,836	132,899	146,007	146,974	148,121	2,114	1.4%
Total Personnel	752,703	583,738	610,312	628,848	618,872	8,560	1.4%
Operations							
Transportation Services	872	1,204	1,500	1,000	1,600	100	6.7%
Operating Services	7,470	5,430	14,000	6,310	14,100	100	0.7%
Notices, Subscriptions, etc.	16,318	22,151	30,000	21,450	32,200	2,200	7.3%
Utilities	3,080	2,971	4,500	4,000	4,650	150	3.3%
Contractual Services	87,609	51,653	94,500	52,500	124,600	30,100	31.9%
Repair & Maintenance Services	-	87	-	500	1,000	1,000	100.0%
Employee programs	883	1,030	5,000	885	5,000	-	0.0%
Professional Development/Travel	16,361	9,923	25,000	10,000	25,000	-	0.0%
Office Supplies	2,273	2,507	5,200	3,350	5,200	-	0.0%
Operating Supplies	270	266	800	200	800	-	0.0%
Fuel & Mileage	-	-	500	100	500	-	0.0%
Machinery & Equipment (<\$25,000)	2,569	15,218	15,500	5,500	14,000	(1,500)	-9.7%
Repair & Maintenance Supplies	-	-	150	50	150	-	0.0%
Property & Liability Costs	3,712	4,112	4,204	3,595	4,171	(33)	-0.8%
Financial Fees	670	78	800	100	800	-	0.0%
Permits	2,868	1,827	7,000	4,050	7,200	200	2.9%
Miscellaneous	(54)	(1)	-	-	-	-	0.0%
Interfund Services Reimbursement	(139,523)	(153,225)	(156,290)	(156,290)	(159,415)	(3,126)	2.0%
Total Operations	5,378	(34,769)	52,364	(42,700)	81,556	29,193	55.7%
Capital						-	0.0%
Total Law Department	758,081	548,969	662,676	586,148	700,428	37,752	5.7%

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
		Personnel									
=	81110	REGULAR PAY	410,753	456,554	447,347	477,235	275,145	479,745	484,090	508,295	533,709
=	81120	OVERTIME PAY	1,423	2,200	3,327	2,200	1,227	2,129	2,244	2,356	2,474
	81150	TEMPORARY WORK BY NON-CITY EMPLOYEES		1,060	165	1,060			1,060	1,060	1,060
	81199	VACANCY ADJUSTMENT		(15,485)		(16,490)			(16,943)	(17,790)	(18,680)
=	XWAGE	TOTAL WAGES	412,176	444,329	450,839	464,005	276,372	481,874	470,451	493,921	518,563
	81250	JUDICIAL COMMISSION-WARRANTS	221,691	300		300			300	300	300
=	XOFF	TOTAL OFFICIALS FEES	221,691	300		300			300	300	300
=	81410	FICA (EMPLOYER'S SHARE)	29,296	31,627	32,218	35,458	19,013	34,946	35,651	37,434	39,305
=	81420	MEDICAL PREMIUMS - ACTIVE EEs/COBRA	57,765	55,029	67,767	78,495	33,047	79,312	79,312	87,243	95,968
	81421	MEDICAL PREMIUMS - RETIREES									
	81422	NEAR-SITE CLINIC (URGENT TEAM)					1,095	2,285	2,300	2,300	2,300
=	81425	VISION PREMIUMS	399	345	434	467	194	467	466	513	564
=	81430	DENTAL INSURANCE PREMIUMS	4,249	6,574	4,676	5,242	1,143	2,682	2,682	2,816	2,957
	81431	FSA ADMINISTRATION					67	115	115	115	115
=	81433	GROUP INSURANCE PREMIUMS					1,504	2,579	2,409	2,529	2,656
=	81440	EE HEALTH INSURANCE CONTRIBUTIONS	(11,110)	(12,379)	(13,894)	(15,390)	(7,541)	(13,922)	(13,922)	(15,175)	(16,541)
	81442	RETIREE INSURANCE CONTRIBUTIONS									
=	81443	EE DENTAL INSURANCE CONTRIBUTIONS					(705)	(1,301)	(1,301)	(1,366)	(1,434)
=	81444	EE VISION INSURANCE CONTRIBUTIONS					(48)	(88)	(88)	(92)	(97)
	81445	CONTRA-EMPLOYEE INS CONTRIBUTIONS									
!	81450	RETIREMENT CONTRIBUTIONS	22,082	31,653	22,594	22,149	10,931	21,862	23,110	25,421	27,963
	81455	DEFERRED COMP MATCH	9,557	11,245							
	81456	TCRS CONTRIBUTIONS (CITY)			13,865	16,392	9,364	16,360	16,553	18,208	20,029
	81460	UNEMPLOYMENT CLAIMS	55		939		110	200			
	81470	WORKERS COMPENSATION PREMIUMS	224	164	656	794	898	1,000	833	875	919
	81475	WORKERS COMPENSATION CLAIMS	3,919		1,244		187	200			
	81482	CAR ALLOWANCE	2,400	2,400	2,400	2,400	277	277			
=	XBEN	TOTAL BENEFITS	118,836	126,658	132,899	146,007	69,536	146,974	148,121	160,821	174,704
=	XPER	TOTAL PERSONNEL	752,703	571,287	583,738	610,312	345,908	628,848	618,872	655,042	693,567
		Operations									
	82110	MAILING & OUTBOUND SHIPPING SERVICES	872	1,400	1,204	1,500	515	1,000	1,600	1,551	1,551
=	XTRC	TOTAL TRANSPORTATION CHARGES	872	1,400	1,204	1,500	515	1,000	1,600	1,551	1,551
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	245	2,000	867	2,100	21	800	2,200	2,200	2,200
	82230	ARCHIVING/RECORDS MANAGEMENT SERVICES	1,785	2,500	1,820	3,000		200	3,000	3,000	3,000
!	82240	TRANSCRIPTION FEES	4,880	8,000	2,219	8,400	3,109	5,000	8,400	8,400	8,400
	82250	TESTING & PHYSICALS	473	250	448	400		250	400	400	400
	82299	OTHER OPERATING SERVICES	87	95	76	100		60	100	100	100
=	XOPSV	TOTAL OPERATING SERVICES	7,470	12,845	5,430	14,000	3,130	6,310	14,100	14,100	14,100
	82310	LEGAL NOTICES		1,000		1,000		250	1,000	1,000	1,000

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	82350	DUES FOR MEMBERSHIPS	3,213	6,000	5,296	8,000	490	6,000	8,000	8,000	8,000
	82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)		250	1,154	1,000		200	1,200	1,000	1,000
	82371	EMERGENCY RELIEF			1,501						
	82390	PUBLICATIONS, NON-TRAINING	13,105	16,000	14,200	20,000	6,406	15,000	22,000	20,000	20,000
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	16,318	23,250	22,151	30,000	6,896	21,450	32,200	30,000	30,000
	82450	TELEPHONE SERVICE	319	370	334	500	84	400	500	500	500
	82455	CELLULAR TELEPHONE SERVICE	2,269	3,000	1,966	3,250	386	2,750	3,250	3,250	3,250
	82470	INTERNET & RELATED SERVICES	492	500	671	750	203	850	900	750	750
=	XUTIL	TOTAL UTILITIES	3,080	3,870	2,971	4,500	674	4,000	4,650	4,500	4,500
	82510	COMPUTER SERVICES	155	440	505	500		500	600	500	500
!	82520	LEGAL SERVICES	57,055	36,000	14,698	44,000	1,350	20,000	74,000	74,000	74,000
!	82560	CONSULTANT SERVICES	26,050	40,000	36,450	50,000	12,500	32,000	50,000	50,000	50,000
	82599	OTHER CONTRACTUAL SERVICES	4,349	5,500						5,500	5,500
=	XCTS	TOTAL CONTRACTUAL SERVICES	87,609	81,940	51,653	94,500	13,850	52,500	124,600	130,000	130,000
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES		1,800	87		155	500	1,000		
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES		1,800	87		155	500	1,000		
	82740	EMPLOYEE WELLNESS PROGRAM		100		100		35	100	100	100
	82750	EMPLOYEE RECOGNITION/RECEPTIONS		350	211	400		100	400	400	400
	82780	TRAINING, OUTSIDE		3,000	40	3,000	20	500	3,000	3,000	3,000
	82790	TRAINING, IN-HOUSE	883	1,000	779	1,500		250	1,500	1,500	1,500
=	XEPG	TOTAL EMPLOYEE PROGRAMS	883	4,450	1,030	5,000	20	885	5,000	5,000	5,000
	82810	REGISTRATIONS	7,088	6,000	4,514	8,000	1,932	5,000	8,000	8,000	8,000
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	1,318	2,000	417	2,000		500	2,000	2,000	2,000
	82830	AIR TRAVEL	1,244	4,000	1,910	5,500		2,000	5,500	5,500	5,500
	82840	LODGING	5,824	7,000	2,498	7,000		2,000	7,000	7,000	7,000
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	887	2,500	584	2,500		500	2,500	2,500	2,500
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	16,361	21,500	9,923	25,000	1,932	10,000	25,000	25,000	25,000
	83110	OFFICE SUPPLIES	1,400	3,500	1,703	3,750	345	2,750	3,750	3,750	3,750
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	24	250	228	250		100	250	250	250
	83130	EMPLOYEE BENEVOLENCE ITEMS	204	500	303	500	153	250	500	500	500
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	645	600	273	700		250	700	700	700
=	XOPS	TOTAL OFFICE SUPPLIES	2,273	4,850	2,507	5,200	498	3,350	5,200	5,200	5,200
	83210	TRAINING SUPPLIES		500	135	500		100	500	500	500
	83260	UNIFORMS PURCHASED	270	300	131	300		100	300	300	300
=	XOPS	TOTAL OPERATING SUPPLIES	270	800	266	800		200	800	800	800
	83320	MILEAGE (INSIDE WILLIAMSON COUNTY)		500		500		100	500	500	500
=	XFUEL	TOTAL FUEL & MILEAGE		500		500		100	500	500	500
	83510	FURNITURE, FIXTURES (<\$25,000)	2,956	3,500	604	3,500		2,000	2,000	3,500	3,500
+	83530	MACHINERY & EQUIPMENT (<\$25,000)	33	11,000	9,442	3,000			3,000	3,000	3,000

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	1	FY 2020 PER - Copier		8,000							
	2	Misc.	33	3,000	9,442	3,000			3,000	3,000	3,000
	*	Amount missing from detail									
	83540	COMPUTER HARDWARE (<\$25,000)	(535)	7,000	4,773	7,000	2,031	3,000	7,000	7,000	7,000
	83550	COMPUTER SOFTWARE (<\$25,000)	115	2,000	399	2,000		500	2,000	2,000	2,000
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	2,569	23,500	15,218	15,500	2,031	5,500	14,000	15,500	15,500
	83620	EQUIPMENT PARTS & SUPPLIES		150		150		50	150	150	150
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES		150		150		50	150	150	150
	84126	BIKE PATROL OPERATIONS									
	85110	PROPERTY INSURANCE	1,193	1,253	1,095	1,150	1,079	1,100	1,155	1,213	1,273
	85111	FRAUD INSURANCE	446	468	445		602	650	683	717	752
	85112	INLAND MARINE INSURANCE	29	30	29	30	31	35	37	39	41
	85115	LIABILITY INSURANCE	480	504	1,010	1,003	520	530	557	584	614
	85116	E&O LIABILITY INSURANCE	1,051	1,104	1,020	1,071	656	700	735	772	810
	85119	UMBRELLA LIABILITY	413	434	429	450	465	480	504	529	556
	85140	SURETY/NOTARY BONDS	100	500	84	500		100	500	500	500
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	3,712	4,293	4,112	4,204	3,352	3,595	4,171	4,354	4,546
	85320	STATE FEES	1,744	1,600	1,627	1,800	1,016	1,800	2,000	2,000	2,000
	85325	FEDERAL FEES		250		300	90	250	300	300	300
	85340	RECORDING & FILING FEES	1,124	4,700	200	4,900	292	2,000	4,900	4,900	4,900
=	XPERM	TOTAL PERMITS	2,868	6,550	1,827	7,000	1,398	4,050	7,200	7,200	7,200
	85530	E-COMMERCE FEES	170	250	78	300	13	100	300	300	300
	85590	BOND COMPLIANCE	500	500		500			500	500	500
=	XFLF	TOTAL FINANCIAL FEES	670	750	78	800	13	100	800	800	800
	85990	MISCELLANEOUS	(54)		(1)						
=	XOBE	TOTAL OTHER BUSINESS EXPENSES	(54)		(1)						
	87510	REIMB OF INTERFUND SERVICES	(139,523)	(153,225)	(153,225)	(156,290)	(51,974)	(156,290)	(159,415)	(162,604)	(165,856)
=	XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(139,523)	(153,225)	(153,225)	(156,290)	(51,974)	(156,290)	(159,415)	(162,604)	(165,856)
=	XOP	TOTAL OPERATIONS	5,378	39,223	(34,769)	52,364	(17,510)	(42,700)	81,556	82,051	78,991
		Capital									

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
=	XTOT	TOTAL EXPENDITURES	758,081	610,510	548,969	662,676	328,398	586,148	700,428	737,093	772,558



File #: 21-01758

DATE: March 4, 2021
TO: Budget & Finance Committee
FROM: Michelle Hatcher, Director of Water Management
SUBJECT:

Budget Presentation - Water Management Fund

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the Water Management Fund budget request for FY 2021-2022.

BACKGROUND/STAFF COMMENTS:

Each year, the Budget & Finance Committee reviews the detailed budget of each City Department. At the meetings in February, March, and April, departmental staff makes a presentation of the plans for the next budget cycle and the requested funding for those anticipated needs. This provides the Committee with an idea of the size and scope of budget requests that may be included in the City Administrator's proposed budget, which is typically delivered at the May committee meeting.

FINANCIAL IMPACT:

The financial impact varies by department, depending on the increase in population, the required services, equipment replacement needs, and program enhancements.

RECOMMENDATION:

Staff recommends that the Budget & Finance Committee acknowledge the presentation of the Water Management Fund budget request.



City of Franklin, Tennessee
FY 2022 Operating Budget Request

Water Management

Michelle Hatcher, Director



City of Franklin, Tennessee - FY 2022 Budget Request

Water Management

Slide 2

Outline

- Purpose of Department
- Operations / Projects FY21
- Organization Chart
- Base Budget Request
 - Personnel
 - Operations
 - Capital
- Program Enhancements
- Summary



City of Franklin, Tennessee - FY 2022 Budget Request

Water Management

Slide 3

Purpose of Department

The Water Management Department's vision, in support of the City's vision statement, is to continually strive to enhance quality of life through exceptional, responsive, and cost-effective water resources services. These services include drinking water treatment and distribution, wastewater collection and treatment, and reclaimed water distribution for customers located primarily in the City of Franklin.

Operations

- Loss of 10 employees**
- Modified operations to keep minimal crews in building while maintaining level of service.**
 - Field operations for stationing of staff.**
- Mandatory weekly staff meetings.**
- Addition of BMPs and SOPs for each facility.**
- Modified office operations to keep administrative roles functioning.**



City of Franklin, Tennessee - FY 2022 Budget Request

Water Management

Slide 5

Projects (construction)

-Internal (service division)

- advanced metering infrastructure**
- Berry Farms reclaimed water line**

-External

- advanced metering infrastructure**
- Gist St infrastructure replacement design**
- Holiday Court pump station replacement**
- Spencer Creek at Franklin Rd sewer replacement**
- Frazier Drive sewer replacement**
- Sewer main and lateral CIPP lining**



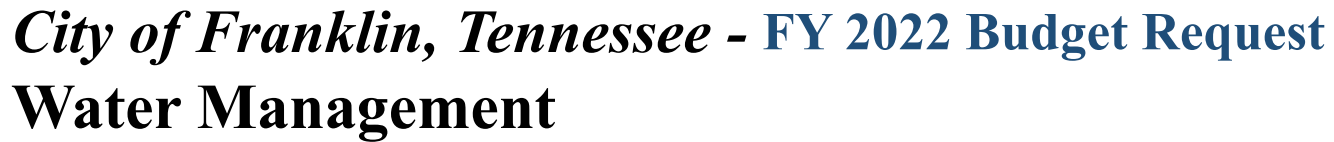
City of Franklin, Tennessee - FY 2022 Budget Request

Water Management

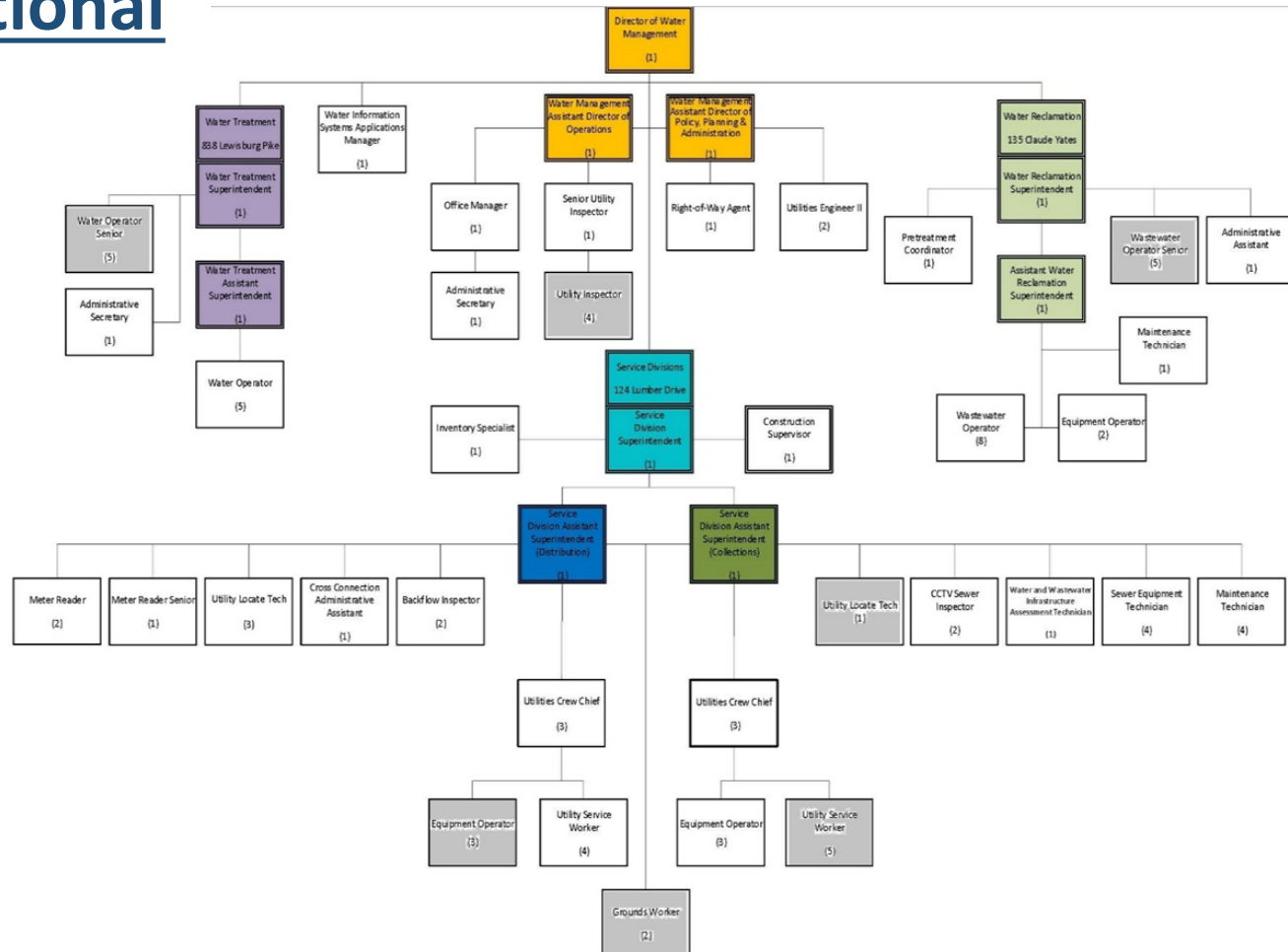
Slide 6

Projects (consultant)

- Cost of service study
- Impact fee methodology & evaluation
- Collection system flow monitoring
- Lift station evaluations
- Asset management assistance
- Water distribution model
- Reservoir Management Plan – Phase 2
- Reclaimed booster station design
- Reclaimed water model & masterplan
- Water reclamation facility construction
- SE wastewater capacity evaluation
- South Prong sewer design



Organizational Chart



City of Franklin, Tennessee - FY 2022 Budget Request

Water Management

Base Budget Request: Overall

	2019 Actual	2020 Actual	2021 Budget	2021 EOY	2022 Budget	2021 v. 2022 \$ %	
Beginning Balance*	24,413,715	35,691,145	45,858,716	45,858,716	43,515,975		
Revenues	32,010,519	31,476,456	33,465,399	31,476,456	33,441,059	(24,340)	-0.1%
Expenses							
Personnel	6,482,599	7,232,226	7,105,576	7,097,614	7,495,916	390,340	5.5%
Operations	14,250,491	14,076,659	17,147,701	20,555,415	17,886,675	738,974	4.3%
Capital	0	0	7,034,000	6,166,167	6,593,500	(440,500)	-6.3%
Expenses	20,733,090	21,308,885	31,287,277	33,819,196	31,976,091	688,814	2.2%
Ending Balance*	35,691,145	45,858,716	48,036,837	43,515,975	44,980,943		

*Beginning and Ending Balance representative of the cash basis of the Enterprise Fund. Does not include accrual of fixed assets.

Remaining Ending Balance will be used to subsidize larger capital projects, namely as a cash contribution for the Water and Wastewater Reclamation Facilities. Budget figures shown above include only operational costs and operating capital. Large projects - such as the aforementioned plants are not included within these figures. Debt Service and Loan Repayment for the construction of those plants is included.



City of Franklin, Tennessee - FY 2022 Budget Request

Water Management

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Base Budget Request: Personnel

FY 2021: \$4,633,952

FY 2022: \$4,932,971

Difference: \$390,340 or 5.5% increase

Total authorized and budgeted positions – 89

(34 Water, 55 Wastewater)

Total authorized requested for restoration – 1

(est. \$63.530 cost – Wastewater)

Total authorized and unbudgeted positions – 6

(3 Water, 3 Wastewater)



City of Franklin, Tennessee - FY 2022 Budget Request

Water Management

Slide 10

Base Budget Request: Operations

FY 2021: \$17,147,701

FY 2022: \$17,886,675

Difference: \$728,974 or 4.3% increase

Increases in Biosolids Management Services, Water Purchase, Repair & Maintenance Services & Supplies and Debt Service payment.

Decreases in Contractual Services.



City of Franklin, Tennessee - FY 2022 Budget Request

Water Management

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Base Budget Request: Capital

FY 2021: \$7,034,000

FY 2022: \$6,593,500

Difference: (\$440,500) or -6.3% decrease

Covers costs of renewal projects (lining of pipes, line replacement, pump/lift station overhauls, etc.) Does not cover costs related to major capital investment, such as the Water and Wastewater Treatment Plants.

City of Franklin, Tennessee - FY 2022 Budget Request

Water Management

Program Enhancement Requests

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Water Management						
1	WMD INFRASTRUCTURE & DEVELOPMENT MANAGER	\$ 67,079	\$ 20,124	\$ 375	\$ 87,578	
2	WMD FACILITIES MAINTENANCE MANAGER	\$ 75,464	\$ 22,639	\$ 375	\$ 98,478	
3	(#1) Senior Wastewater Operator; Grade IV	\$ 47,111	\$ 14,133	\$ 375	\$ 61,619	
4	(#2) Senior Wastewater Operator; Grade IV	\$ 47,111	\$ 14,133	\$ 375	\$ 61,619	
5	WATER/WASTEWATER INSTALLATION FEES	\$ -	\$ -	\$ -	\$ -	
6	ASSISTANT SUPERINTENDENT VEHICLE	\$ -	\$ -	\$ 40,050	\$ 40,050	
7	RUBBER-TRACKED SKID STEER	\$ -	\$ -	\$ 100,000	\$ 100,000	
8	Wtr-Wstwtr INFRASTRUCTURE ASSESSMENT TECHNICIAN	\$ 47,111	\$ 14,133	\$ 2,550	\$ 63,794	
Total		\$ 283,876	\$ 85,163	\$ 144,100	\$ 513,139	\$ -
		<u>Compensation</u>	<u>Benefits</u>	<u>Expenses</u>	<u>Total</u>	
Total Requests		\$ 283,876	\$ 85,163	\$ 144,100	\$ 513,139	\$ -

City of Franklin, Tennessee - FY 2022 Budget Request

Water Management

Program Enhancement Requests

Meter Size	WATER & IRRIGATION - Installation Fees			
	Tap Already Made	Tap Already Made ¹	Tap Not Made	Tap Not Made ¹
	(existing)	(proposed)	(existing)	(proposed)
3/4"	\$315.00	\$471.05	\$756.00	\$3,538.03
1"	\$374.00	\$526.11	\$897.00	\$3,571.70
1.5"	\$656.00	\$1,587.05	\$1,444.00	\$4,624.47
2"	\$1,362.00	\$1,784.55	\$2,223.00	\$4,902.81
3"	\$1,581.00	\$1,000.00	\$3,654.00	\$1,000.00
4"	\$2,668.00	\$1,000.00	\$5,492.00	\$1,000.00
6"	\$4,723.00	\$1,000.00	\$7,387.00	\$1,000.00
8"	\$10,293.00	\$1,000.00	\$14,110.00	\$1,000.00

¹ WMD installs up to 2" meters, Contractor will install anything larger and WMD will inspect after work in complete.

Main Size	Sewer - Installation Fees			
	Tap Already Made		Tap Not Made	
	(existing)	(proposed)	(existing)	(proposed)
2" up to 6"	\$263.00	\$420.00	\$1,240.00	\$4,500.00



City of Franklin, Tennessee - FY 2022 Budget Request

Water Management

Slide 14

Summary

The budget provides for equipment and staffing to support ongoing programs and initiatives that continue and expand the proactive approach to operations and maintenance of both the water distribution and wastewater collection systems.

The budget continues the renewal efforts that focuses on areas in the City with aging infrastructure and operational issues.

The budget features program enhancements to ensure the Department has appropriate resources and serviceable equipment to perform day to day functions.

Revenues estimates show signs of growth consistent with the rate planning efforts enabling the City to continue working through strategic projects developed through the Integrated Water Resources Plan efforts.



City of Franklin, Tennessee

FY 2022 Operating Budget

Water Management

Michelle Hatcher, Director

	2019 Actual	2020 Actual	2021 Budget	2021 EOY	2022 Budget	2021 v. 2022 \$ %	
Beginning Balance*	24,413,715	35,691,145	45,858,716	45,858,716	43,515,975		
Revenues	32,010,519	31,476,456	33,465,399	31,476,456	33,441,059	(24,340)	-0.1%
Expenses							
Personnel	6,482,599	7,232,226	7,105,576	7,097,614	7,495,916	390,340	5.5%
Operations	14,250,491	14,076,659	17,147,701	20,555,415	17,886,675	738,974	4.3%
Capital	0	0	7,034,000	6,166,167	6,593,500	(440,500)	-6.3%
Expenses	20,733,090	21,308,885	31,287,277	33,819,196	31,976,091	688,814	2.2%
Ending Balance*	35,691,145	45,858,716	48,036,837	43,515,975	44,980,943		

Budget Summary - By Division

	2019 Actual	2020 Actual	2021 Budget	2021 EOY	2022 Budget	2021 v. 2022 \$ %	
Beginning Balance*	24,413,715	35,691,145	45,858,613	45,858,613	43,008,987		
Revenues	32,010,519	31,476,456	33,465,399	31,476,456	33,441,059	(24,340)	-0.1%
Expenses							
Water	10,582,938	10,118,736	13,654,781	13,724,790	14,616,094	961,313	7.0%
Wastewater	10,063,142	11,081,155	16,892,071	19,795,665	16,669,719	(222,352)	-1.3%
Reclaimed	87,010	109,097	740,425	805,625	590,425	(150,000)	-20.3%
Expenses	20,733,090	21,308,988	31,287,278	34,326,081	31,876,239	588,961	1.9%
Ending Balance*	35,691,145	45,858,613	48,036,733	43,008,987	44,573,807		

*Beginning and Ending Balance representative of the cash basis of the Enterprise Fund. Does not include accrual of fixed assets.

Remaining Ending Balance will be used to subsidize larger capital projects, namely as a cash contribution for the Water and Wastewater Reclamation Facilities. Budget figures shown above include only operational costs and operating capital. Large projects - such as the aforementioned plants are not included within these figures. Debt Service and Loan Repayment for the construction of those plants is.



City of Franklin, Tennessee

FY 2022 Operating Budget

Water Management

Michelle Hatcher, Director

Departmental Summary

The Water Management Department's vision, in support of the City's vision statement, is to continually strive to enhance quality of life through exceptional, responsive, and cost effective water resources services. These services include drinking water treatment and distribution, wastewater collection and treatment, and reclaimed water distribution for customers located primarily in the City of Franklin.

To achieve this vision it is necessary to safely and efficiently deliver drinking water while providing clean water and reclaimed water services to our customers. The Water Management Department continues to evolve through formalization and refinement of practices and through the implementation of the Integrated Water Resources Plan.

This budget was developed to further refine operations to achieve the Department's vision, in support of the City of Franklin's goals and objectives. Revenues and expenditures for each division are presented in consolidated Sections as follows:

Division	Section
Water Distribution	Water
Water Treatment	Water
Utility Billing	Water
Wastewater Collection	Wastewater
Wastewater Treatment	Wastewater
Utility Administration	Wastewater
Reclaimed Water	Reclaimed Water

Water and wastewater are independent business units of the City of Franklin and are required to be self-sufficient entities. These utilities are not subsidized by local taxes, reimbursing the General Fund monies to cover the costs of administrative oversight and support services such as payroll, human resources, finance and legal. Reclaimed water, while presented as its own section, is a beneficial reuse of treated wastewater. The use of reclaimed water increases the discharge capacity of the wastewater treatment plant to the Harpeth River (primarily during summer months) and provides a cost effective source of water within the reclaimed water distribution system while providing revenue to support its operation.

COVID-19 Response & Impact

Operations began the year with limited personnel while administration worked to develop operating procedures, schedules, and management practices to keep employees safe while continuing to provide the level of service of the Department. Later in the year staff returned to a expanded work schedule that was distanced and modified working hours to prevent overlapping staff. The Department is continuing that strategy and has resumed work on capital projects and remaining infrastructure upgrades as budgeted this fiscal year.

The WTP and WRF has continued to provide exceptional services for the production of water and clean water. The WRF upgrade construction has proved challenging this past year with multiple schedule delays due to the



City of Franklin, Tennessee

FY 2022 Operating Budget

Performance Measures

How a community utilizes its resources must be governed in accordance with its citizens wishes and its plans for the future. Therefore, beginning in FY 2015, The City of Franklin has established **FranklinForward : A Vision for 2033**. This Strategic Plan has specific and demonstrable objectives for each department which, when achieved individually, will cohesively move Franklin forward to meet the challenges and demands of the future.

Each budget has a series of performance measures and benchmarks attached to it which demonstrate the workload, effectiveness and outcome of taxpayer support for the annual operations of the City of Franklin and its pursuit of the goals of the Strategic Plan. Together, these measures demonstrate a proper and diligent use of taxpayer dollars in the pursuit of a greater community.



FranklinForward : Objectives for Developing a Strategic Plan

Related Theme: A Safe Clean and Livable City

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

Franklin will establish standards for the quality of its infrastructure (i.e., water lines, sewer services)

Goal: To have a reliable, efficient, and scalable infrastructure

Baseline: Baseline energy costs for water and sewage delivery is \$1,595,352 (FY2012 sum actual expenditures from water fund and wastewater fund)

Baseline of unaccounted water within the system is 20.8% (FY2012)

Baseline of sanitary score is 97 (2012)

Franklin will continue to meet or exceed regulatory requirements for water quality.

Goal: To have no violations of regulatory requirements for water quality.

Baseline: Zero water quality violations in 2012. (TN Dept. of Environment & Conservation monitoring requirements and regulatory standards.)

Franklin will pursue completion of the recently approved Integrated Water Resource Plan (IWRP) by 2042.

Goal: To fully complete the Franklin Integrated Water Resource Plan by 2042 in five year increments as set in the plan.

Baseline: 5% completed (2012). (Franklin Integrated Water Resource Plan.)

Adopted Strategic Schedule for each of the 5-year increments. (2013).

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

Goal: Franklin will achieve platinum status within the TVA sustainable Communities Program.

[Baseline: Achieved Goal status, 2013]

Key:	
Strategic Plan: FranklinForward	
Sustainable Franklin	
Franklin Citizens Survey	☒

Workload (Output) Measures

	2018	2019	2020*	2021*	2022*
Water Production (in MGD) - Average	2.04	2.46	2.50	2.50	2.50
Water Production (in MGD) - Maximum	3.41	4.17	4.25	4.25	4.25

Efficiency Measures

	2018	2019	2020*	2021*	2022*
TBD					



City of Franklin, Tennessee

FY 2022 Operating Budget

Performance Measures

Outcome (Effectiveness) Measures

	2018	2019	2020*	2021*	2022*
Franklin will establish standards for the quality of its infrastructure (i.e., water lines, sewer services) Goal: To have a reliable, efficient, and scalable infrastructure					
Declining or steady energy costs for water and sewage delivery	\$ 1,650,384	\$ 1,643,942	\$ 1,594,735	\$ 1,601,892	\$ 1,659,718
Target (FY2012 sum actual expenditures from water fund and wastewater fund)	\$ 1,595,352	\$ 1,595,352	\$ 1,595,352	\$ 1,595,352	\$ 1,595,352
Meets Target?	No	No	Yes	No	No
Unaccounted water within the system decreases	17%	18%	17%	16%	TBD
Target (20.8% unaccounted for in FY 2012)	20.8%	20.8%	20.8%	20.8%	TBD
Meets Target?	Yes	Yes	Yes	Yes	TBD
Sanitary score remains or improves	98	-	97	-	TBD
Target (97 from FY 2012)	97	-	97	-	TBD
Meets Target?	Yes	-	Yes	-	TBD
Franklin will continue to meet or exceed regulatory requirements for water quality. Goal: To have no violations of regulatory requirements for water quality.					
Franklin Water Quality Violations	2	4	4	0	NA
Target (TN Dept. of Environment & Conservation monitoring requirements and regulatory standards.)	0	0	0	0	NA
Meets Target?	No	No	No	Yes	TBD
Franklin will pursue completion of the recently approved Integrated Water Resource Plan (IWRP) by 2042. Goal: To fully complete the Franklin Integrated Water Resource Plan by 2042 in five year increments as set in the plan.					
5% completed (2012). (Franklin Integrated Water Resource Plan.)	25.0%	30.0%	35.0%	45.0%	NA
Target	15.0%	15.0%	15.0%	15.0%	NA
Meets Target?	Yes	Yes	Yes	Yes	TBD
Baseline: Adopted Strategic Schedule for each of the 5-year increments. (2013).					
Franklin Status	Adopted	Adopted	Adopted	Adopted	Adopted
Target (Adopted?)	Adopted	Adopted	Adopted	Adopted	Adopted
Meets Target?	Yes	Yes	Yes	Yes	Yes
Franklin will achieve platinum status within the TVA sustainable Communities Program.					
Franklin status	Platinum	Platinum	Gold	Gold	TBD
Target (Platinum)	Platinum	Platinum	Platinum	Platinum	Platinum
Meets Target?	Yes	Yes	No	No	TBD

*2019 and 2020 are estimates

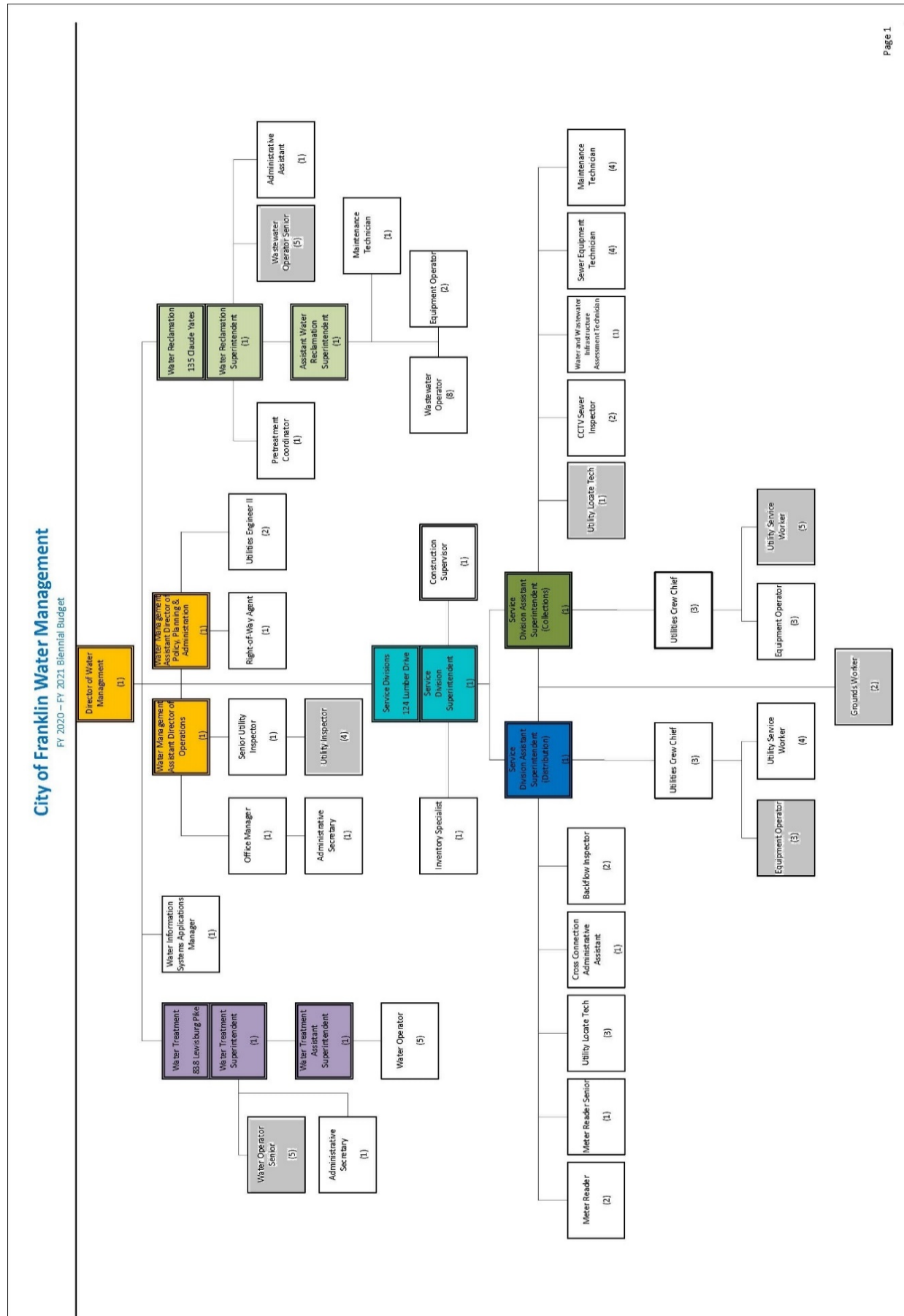
Franklin Citizens Survey

		2016 Citizens Survey		2019 Citizens Survey	
		Excellent/ Good	Fair/Poor	Excellent/ Good	Fair/Poor
☒	% rating the quality of Drinking water	73%	27%	76%	24%
☒	% rating the quality of Sewer services	88%	12%	87%	13%



City of Franklin, Tennessee FY 2022 Operating Budget

Organizational Chart



Page 1

Gray: Positions Authorized but not Budgeted in FY 2022

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



City of Franklin, Tennessee

FY 2022 Operating Budget

Staffing by Position

- Requested for restoration

Budgeted Positions	Pay Grade	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
		F-T	F-T	F-T	F-T	F-T

Water Section

Utility Billing

Meter Reader Sr	C	1	1	1	1	1
Meter Reader	B	2	2	2	2	2
TOTALS		3	3	3	3	3

Water Distribution

Service Division Superintendent	I	1	1	1	1	1
Service Division Assistant Superintendent	H	1	1	1	1	1
Water Distribution Assistant Superintendent	H	0	0	0	0	0
Utilities Crew Chief	F	3	3	3	3	3
Backflow Inspector	E	2	2	2	2	2
Administrative Assistant	D	1	1	1	1	1
Inventory Specialist	D	1	1	1	1	1
Equipment Operator	D	3	3	3	2	2
Utility Locate Technician	D	2	2	3	3	3
Utility Service Worker	C	4	4	4	3	3
Administrative Secretary	B	1	1	0	0	0
Grounds Worker	B	2	2	2	2	2
TOTALS		21	21	21	19	19

Water Treatment Plant

Water Treatment Superintendent	I	1	1	1	1	1
Water Treatment Assistant Superintendent	H	1	1	1	1	1
Water Operator Sr	E	5	5	5	4	4
Water Operator 2	---	0	0	0	0	0
Water Operator	D	5	5	5	5	5
Administrative Secretary	B	0	0	1	1	1
TOTALS		12	12	13	12	12

Water Section Totals

36 36 37 34 34

Wastewater Section

Utility Administration

Director of Water Management	L	1	1	1	1	1
Water Mgmt. Asst. Director of Operations	J	1	1	1	1	1
Water Mgmt. Asst. Dir. of Policy, Planning, & Admin.	J	1	1	1	1	1
Utilities Engineer II	I	2	2	2	2	2
Right of Way Agent	H	0	1	1	1	1
Water Information Systems Applications Mgr	H	0	0	1	1	1
Senior Utility Inspector	G	1	1	1	1	1
GIS Analyst	F	1	1	0	0	0
Utility Inspector	F	3	4	4	3	3
Office Manager	F	1	1	1	1	1
Administrative Assistant	D	1	1	0	0	0
Administrative Secretary	B	0	0	1	1	1
TOTALS		12	14	14	13	13



City of Franklin, Tennessee

FY 2022 Operating Budget

Staffing by Position

- Requested for restoration

Budgeted Positions	Pay Grade	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
		F-T	F-T	F-T	F-T	F-T

Wastewater Collection						
Service Division Assistant Superintendent	H	1	1	1	1	1
Wastewater Collection Assistant Superintendent	G	0	0	0	0	0
Construction Supervisor	F	1	1	1	1	1
Utilities Crew Chief	F	3	3	3	3	3
Water & Wastewater Infrastructure Assessment Tech	E	0	0	1	1	1
TV Truck Sewer Inspector	E	2	2	2	2	2
Maintenance Technician	E	4	4	4	4	4
Equipment Operator	D	4	4	3	3	3
Sewer Equipment Technician	D	4	4	4	4	4
Utility Locate Technician	D	2	2	1	0	0
Utility Service Worker	C	5	5	5	4	4
TOTALS		26	26	25	23	23

Water Reclamation						
Water Reclamation Superintendent	I	1	1	1	1	1
Assistant Water Reclamation Superintendent	H	1	1	1	1	1
Pretreatment Coordinator	F	1	1	1	1	1
Wastewater Operator Sr	E	5	5	5	4	4
Maintenance Technician	E	1	1	1	1	1
Administrative Assistant	D	1	1	1	1	1
Equipment Operator	D	2	2	2	2	2
Wastewater Operator	D	8	8	8	8	8
TOTALS		20	20	20	19	19

WASTEWATER SECTION TOTALS	58	60	59	55	55
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Authorized, Unbudgeted Positions						
Water Distribution						
Equipment Operator	D	0	0	0	1	1
Utility Service Worker	C	0	0	0	1	1
Water Treatment Plant						
Water Operator Sr	E	0	0	0	1	1
Utility Administration						
Utility Inspector	F	0	0	0	1	1
Wastewater Collection						
Utility Locate Technician	D	0	0	0	1	1
Utility Service Worker	C	0	0	0	1	1
Water Reclamation						
Wastewater Operator Sr	E	0	0	0	1	1
Sub-Total Unbudgeted Positions		0	0	0	7	7

Total All Authorized Positions, Water & Wastewater	94	96	96	96	96
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City of Franklin, Tennessee

FY 2022 Operating Budget

Budget - All Divisions

The following table presents the Water, Wastewater and Reclaimed Water divisions of the Water & Wastewater Fund in a composite presentation.

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F (E-C)</u>	<u>G (E/C)</u>
	Actual	Actual	Budget	EOY	Budget	Difference	
	2019	2020	2021	2021	2022	\$	%
Personnel							
Salaries & Wages	4,499,496	4,722,497	4,633,952	4,718,208	4,932,971	299,019	6.5%
Employee Benefits	1,983,103	2,509,729	2,471,624	2,379,406	2,562,945	91,321	3.7%
Total Personnel	6,482,599	7,232,226	7,105,576	7,097,614	7,495,916	390,340	5.5%
Operations							
Transportation Services	4,214	10,744	4,700	8,110	12,310	7,610	161.9%
Operating Services	617,618	558,953	540,550	693,125	710,650	170,100	31.5%
Notices, Subscriptions, etc.	9,666	16,158	27,150	39,033	26,000	(1,150)	-4.2%
Utilities	1,738,412	1,684,993	1,562,354	1,601,892	1,659,718	97,364	6.2%
Contractual Services	1,088,551	1,260,577	1,619,500	2,241,500	1,223,500	(396,000)	-24.5%
Repair & Maintenance Services	421,040	478,939	416,550	690,500	694,290	277,740	66.7%
Employee programs	9,963	9,510	23,100	7,925	20,850	(2,250)	-9.7%
Professional Development/Travel	13,754	15,774	38,200	7,150	38,350	150	0.4%
Office Supplies	12,211	9,780	13,550	9,600	12,300	(1,250)	-9.2%
Operating Supplies	628,887	629,161	720,125	700,400	724,225	4,100	0.6%
Fuel & Mileage	115,568	96,073	131,745	74,500	125,600	(6,145)	-4.7%
Supplies for Resale	4,180,999	4,456,760	4,200,000	4,505,001	4,605,002	405,002	9.6%
Machinery & Equipment (<\$25,000)	148,650	165,830	262,422	203,961	303,572	41,150	15.7%
Repair & Maintenance Supplies	1,203,796	(283,684)	630,550	803,050	822,350	191,800	30.4%
Operational Units	2,546,650	2,709,106	2,957,734	2,957,734	2,818,551	(139,183)	-4.7%
Property & Liability Costs	494,585	334,929	377,662	280,925	359,305	(18,357)	-4.9%
Rentals	33,951	5,973	8,650	3,900	9,200	550	6.4%
Financial Fees	690	29,383	344,100	344,100	344,100	-	0.0%
Permits	54,096	57,135	51,000	49,450	50,000	(1,000)	-2.0%
Debt Service and Lease Payments	927,190	1,830,565	3,218,059	5,333,559	3,326,802	108,742	3.4%
Total Operations	14,250,491	14,076,659	17,147,701	20,555,415	17,886,675	738,974	4.3%
Land	-	-	-	25,000	-	-	0.0%
Buildings	-	-	750,000	4,334	500,000	(250,000)	-33.3%
Improvements	-	-	6,099,000	5,885,540	6,093,500	(5,500)	-0.1%
Machinery & Equipment (>\$25,000)	-	-	185,000	251,293	-	(185,000)	-100.0%
Capital	-	-	7,034,000	6,166,167	6,593,500	(440,500)	-6.3%
Total Water & Wastewater Fund	20,733,090	21,308,885	31,287,277	33,819,196	31,976,091	688,814	2.2%



Water Budget

Section Summary

The Water Section comprises the Water Treatment and Distribution Divisions and the Utility Billing Division. The activities of these divisions are summarized below.

- The Water Treatment facility is located on Lewisburg Pike. Staff at the plant perform numerous functions including water treatment, compliance sampling, raw water reservoir management, compliance reporting, and assisting Water Distribution service crews with system maintenance and operation.
- The Water Distribution service crews maintain approximately 310 miles of distribution lines, six (6) booster stations, and seven (7) finished water reservoirs with a total capacity of 11.5 million gallons.
- The Utility Billing Division is the interface between the Water Management Department and Revenue Management. The division is responsible for collecting metering data and working with the Water Distribution Division to perform meter repairs, replacements, and to restore or terminate water service.

Section Goals & Strategic Initiatives

The primary goal for the Water Section is to continue to provide safe and reliable drinking water to our customers. The Water Section has been working to refine practices and policies to better serve customers including the drafting of revisions to municipal code, review of internal work flow related to customer service requests and work orders and training and educating staff.

A key strategic initiative was the completion of the Water Treatment Plant Upgrade project. The plant has been online for over two years and has increased our production of water, in addition to providing a much higher level of treatment. The upgrade to the facility included installation of membrane filtration, ultraviolet (UV) disinfection and advanced oxidation processes and carbon contactors to address current and potential future regulatory requirements, taste and odor, lifecycle costs and operational considerations.

The next strategic goal is to develop an asset management database across all divisions to include all vertical assets and track maintenance, lifecycle, and operational abilities for increased better reliability and reduced replacement.

The Water Distribution team continues to perform leak detection services. In both FY 2019 and FY 2020, leak detection surveys were performed on 18 miles of the system each year, identifying 6 leaks total with an estimated loss of 50,000 gallons per day (8,760,000 gallons per year).



City of Franklin, Tennessee

FY 2022 Operating Budget

Water Budget

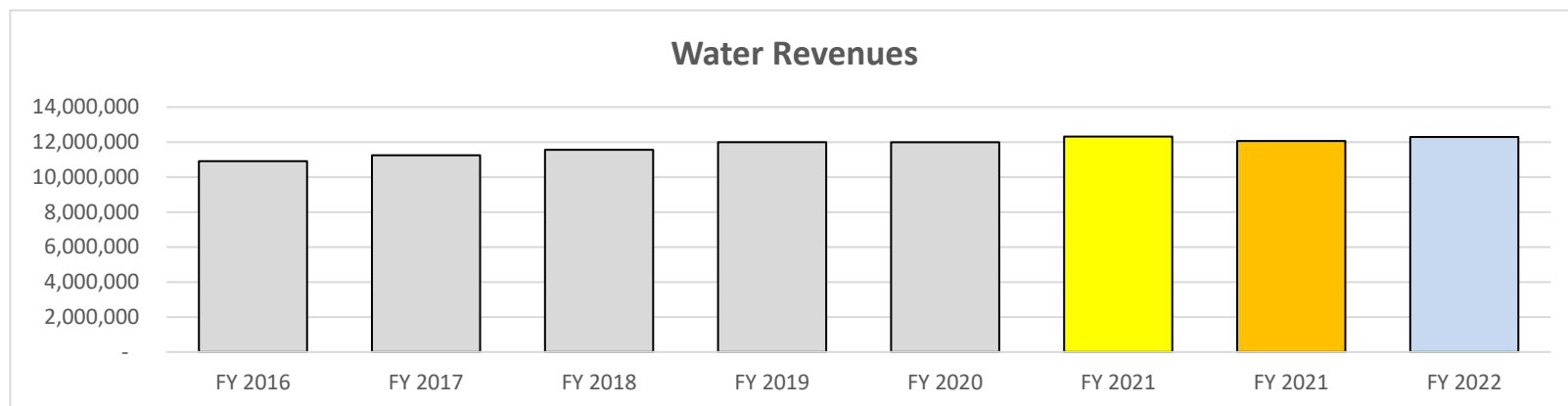
Consumption

The water customer base has witnessed steady growth since FY 2011. The average consumption for both residential and commercial customers has declined significantly over the last decade, however this average volume appears to be stabilizing over the last few years. The table below presents the account information and consumption values (residential and commercial totals) from FY 2012 through FY 2020. It is important to note that in 2016 the City updated the method by which it calculates customers to more accurately count each customer of each individual division of the system. This methodology was applied to the information presented below and may differ from prior information.

Year	Annual Total (Million Gallons)	Monthly Average - Residential and Commercial (Gallons)
FY 12	1,627	8,048
FY 13	1,599	7,827
FY 14	1,486	7,164
FY 15	1,548	7,338
FY 16	1,574	7,414
FY 17	1,505	7,160
FY 18	1,875	8,648
FY 19	1,575	7,264
FY 20	1,703	7,845

Revenues

Rate based revenues for FY 2022 are projected to be at approximately 102.9% of the 2020 receipts. The tables below present historic revenue by category FY 2016-FY 2020, estimated for the budgeted and projected revenues for FY 2021 and the projected revenues for FY 2022



	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 Estd	FY 2022 Budget
Intergovernmental	-	-	-	-	-	-	-	-
Interest Income	10,735	11,032	69,046	103,257	118,151	86,000	12,480	90,000
Rental Income	24,000	24,000	21,075	24,000	26,000	24,000	24,000	20,000
Sale of Surplus Assets	11,432	54,960	41,046	379	3,410	-	-	-
Customer Service (Rates)	10,716,426	11,006,147	11,021,468	11,761,456	11,732,447	12,114,033	11,953,272	12,079,693
Inspection Fees	61,100	78,595	76,951	79,502	63,114	40,000	48,051	45,000
Other Service Revenue	84,615	70,550	327,010	24,177	45,690	50,000	22,323	55,000
Fund Balance	-	-	-	-	-	-	-	-
Total Water Revenues*	10,908,308	11,245,284	11,556,597	11,992,771	11,988,812	12,314,033	12,060,126	12,289,693

*Total revenues less those received for Capital Contributions and accounted for elsewhere within the Water & Wastewater Fund.



City of Franklin, Tennessee

FY 2022 Operating Budget

Water Budget

Budget Summary

Personnel – The Water Management Department is not requesting any additional water treatment or water distribution division staff this fiscal year.

Operations – The largest operations expense in the Water Section continues to be the purchase of finished water. Expenditures on purchased water can fluctuate depending on a number of factors. Some of these factors include Franklin Water Treatment capacities, weather, financial considerations, construction, and water resource conservation efforts. Since the construction has been complete, the facilities water production rate has increased and the quality of water has significantly increased.

Indirect expenses also is a large expense item in the Water Section. These expenses include the interfund reimbursement to the General Fund for administrative support functions (customer service, utility billing, and other support functions such as Engineering and Human Resources).

Electricity is the primary cost and is necessary for booster pump stations in the distribution system, high service and raw water pumps at the Water Treatment Plant, and other day to day needs. The Water Section continues to evaluate energy needs and practices to reduce electrical consumption. The raw water pumps were replaced during the upgrade project at the Water Treatment Plant, in addition to several other energy reducing technologies to reduce our overall consumption.

Operations Capital – Operations Capital expenditures are related to equipment and vehicles directly related to operations versus system replacement or expansion. In previous years the Water Management Department has evaluated the annual cost of replacement of operations of capital items based on present day replacement value, anticipated lifecycle, and a projected annual increase in replacement cost of five percent. Due to budgeting requirements, the approach has been modified to be consistent with other City departments, however, this practice will continue to be used during rate analyses to ensure long term costs are captured. Enhancement requests have been provided and are largely related to replacement of existing equipment.

In terms of capital projects, the City has been working through the IWRP priority projects established by the BOMA. . The distribution projects are renewal of existing infrastructure.



City of Franklin, Tennessee

FY 2022 Operating Budget

Water Budget

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F (E-C)</u>	<u>G (E/C)</u>
	Actual	Actual	Budget	EOY	Budget	Difference '21 v. '22	
	2019	2020	2021	2021	2022	\$	%
Divisions							
Water Distribution	2,615,424	1,146,199	2,383,377	4,186,584	2,659,223	275,846	11.6%
Water Treatment/Plant	5,881,138	6,260,343	6,241,318	6,446,123	6,985,936	744,618	11.9%
Utility Billing	159,288	172,936	199,593	184,550	185,991	(13,602)	-6.8%
Water General	1,927,088	2,539,258	4,830,493	2,907,533	4,784,944	(45,549)	-0.9%
Total Water	10,582,938	10,118,736	13,654,781	13,724,790	14,616,094	961,313	7.0%
Expense by Category							
Personnel							
Salaries & Wages	1,624,731	1,589,840	1,659,280	1,589,880	1,769,904	110,624	6.7%
Employee Benefits	753,222	982,077	906,146	831,890	908,837	2,691	0.3%
Total Personnel	2,377,953	2,571,917	2,565,426	2,421,770	2,678,741	113,315	4.4%
Operations							
Transportation Services	1,745	9,333	1,350	4,960	5,110	3,760	278.5%
Operating Services	52,353	33,223	117,500	93,350	101,800	(15,700)	-13.4%
Notices, Subscriptions, etc.	710	6,224	11,250	17,370	11,750	500	4.4%
Utilities	437,009	424,878	387,261	415,224	419,200	31,939	8.2%
Contractual Services	60,063	132,225	403,500	203,500	217,500	(186,000)	-46.1%
Repair & Maintenance Services	84,150	149,499	70,200	135,800	202,700	132,500	188.7%
Employee programs	4,812	5,045	14,800	4,100	8,400	(6,400)	-43.2%
Professional Development/Travel	1,393	2,674	10,550	450	9,200	(1,350)	-12.8%
Office Supplies	4,915	4,771	5,050	4,200	4,450	(600)	-11.9%
Operating Supplies	355,094	368,909	351,550	357,650	354,050	2,500	0.7%
Fuel & Mileage	39,649	32,530	40,245	27,000	41,700	1,455	3.6%
Supplies for Resale	4,180,999	4,456,760	4,200,000	4,505,000	4,605,000	405,000	9.6%
Machinery & Equipment (<\$25,000)	110,928	75,882	95,750	95,500	105,500	9,750	10.2%
Repair & Maintenance Supplies	902,235	(597,094)	428,650	516,400	562,650	134,000	31.3%
Operational Units	1,273,325	1,354,553	1,478,867	1,478,867	1,409,276	(69,591)	-4.7%
Property & Liability Costs	125,527	86,380	114,873	98,357	112,611	(2,263)	-2.0%
Rentals	23,538	730	3,500	1,500	4,000	500	14.3%
Financial Fees	216	21,489	115,050	115,050	115,050	-	0.0%
Permits	36,030	37,085	36,500	36,000	36,000	(500)	-1.4%
Other Business Expenses	-	103	-	-	150	150	100.0%
Debt Service and Lease Payments	510,294	941,620	1,215,909	1,340,909	1,218,758	2,848	0.2%
Total Operations	8,204,985	7,546,819	9,102,355	9,451,187	9,544,853	442,499	4.9%
Improvements	-	-	1,987,000	1,785,540	2,392,500	405,500	20.4%
Machinery & Equipment (>\$25,000)	-	-	-	66,293	-	-	0.0%
Capital	-	-	1,987,000	1,851,833	2,392,500	405,500	20.4%
Total Water Summary	10,582,938	10,118,736	13,654,781	13,724,790	14,616,094	961,313	7.0%

Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	Personnel									
I=	81110 REGULAR PAY	884,189	936,048	843,614	938,296	476,492	817,492	943,200	990,360	1,039,878
F=	81120 OVERTIME PAY	27,822	35,000	29,787	35,000	14,056	31,727	35,700	37,485	39,359
	81199 VACANCY ADJUSTMENT		(31,381)		(34,881)			(33,012)	(34,663)	(36,396)
-	XWAGE TOTAL WAGES	912,011	939,667	873,401	938,415	490,548	849,219	945,888	993,182	1,042,841
=	81410 FICA (EMPLOYER'S SHARE)	65,590	68,431	62,320	74,383	34,995	64,965	74,886	78,630	82,562
F=	81420 MEDICAL PREMIUMS - ACTIVE EEs/COBRA	261,931	278,791	249,878	326,765	117,742	264,086	340,959	375,055	412,560
	81422 NEAR-SITE CLINIC (URGENT TEAM)					3,418	7,233	7,233	7,233	7,233
F=	81425 VISION PREMIUMS	1,840	1,523	1,673	2,213	740	1,680	2,262	2,488	2,737
=	81430 DENTAL INSURANCE PREMIUMS	17,038	22,053	16,194	22,274	5,115	11,298	15,655	16,438	17,260
	81431 FSA ADMINISTRATION					90	154	154	154	154
=	81433 GROUP INSURANCE PREMIUMS					3,425	5,889	6,398	6,718	7,054
=	81440 EE HEALTH INSURANCE CONTRIBUTIONS	(56,434)	(61,972)	(58,904)	(71,325)	(30,240)	(58,090)	(62,791)	(68,442)	(74,602)
	81441 CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT	3,000		2,000	2,000		2,000	2,000	2,000	2,000
=	81443 EE DENTAL INSURANCE CONTRIBUTIONS					(4,634)	(9,106)	(10,406)	(10,926)	(11,473)
F=	81444 EE VISION INSURANCE CONTRIBUTIONS					(210)	(403)	(450)	(473)	(496)
I	81450 RETIREMENT CONTRIBUTIONS	117,770	129,547	120,502	132,896	65,587	129,973	127,105	139,816	153,797
	81455 DEFERRED COMP MATCH	17,199	17,501	10,686	7,709	4,388	7,780	7,784	8,173	8,582
	81456 TCRS CONTRIBUTIONS (CITY)			4,593	13,678	4,349	7,820	16,396	18,036	19,839
	81470 WORKERS COMPENSATION PREMIUMS	10,679	11,213	10,768	11,774	3,221	3,587	12,362	12,980	13,629
	81475 WORKERS COMPENSATION CLAIMS	1,410		13,895		295	1,000			
-	XBEN TOTAL BENEFITS	440,023	467,087	433,605	522,367	208,281	439,866	539,546	587,880	640,836
=	XPER TOTAL PERSONNEL	1,352,034	1,406,754	1,307,006	1,460,782	698,829	1,289,085	1,485,434	1,581,062	1,683,677
	Operations									
	82110 MAILING & OUTBOUND SHIPPING SERVICES	1,030	200	4,437	200	34	100	100	100	100
	82120 FREIGHT FOR INBOUND PURCHASED ITEMS		100		100					
	82130 VEHICLE LICENSES & TITLES	99	225	108	200			100		
-	XTRC TOTAL TRANSPORTATION CHARGES	1,129	525	4,545	500	34	100	200	100	100
	82210 PRINTING & COPYING SERVICES, OUTSOURCED	657	500	889	500			100	100	100
	82240 TRANSCRIPTION FEES	131	100		100			100	100	100
	82250 TESTING & PHYSICALS	919	1,000	1,071	1,000	30	100	1,000	1,000	1,000
	82260 UNIFORM RENTAL & SERVICES			3,030	5,500	3,237	5,000	5,500	5,500	5,500
	82280 LAB FEES			238						
-	XOPSV TOTAL OPERATING SERVICES	1,707	1,600	5,228	7,100	3,267	5,100	6,700	6,700	6,700
	82310 LEGAL NOTICES		200		200					
	82350 DUES FOR MEMBERSHIPS	568	1,000	265	1,000		300	600	600	600
	82360 PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	32	3,000	1,725	3,000	221	1,000	3,000	3,000	3,000
	82371 EMERGENCY RELIEF			2,739		5,455	6,000			
	82390 PUBLICATIONS, NON-TRAINING		200		200			200	200	200
=	XNSP TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	600	4,400	4,729	4,400	5,676	7,300	3,800	3,800	3,800
	82410 ELECTRIC SERVICE	101,015	98,880	118,185	101,846	60,675	101,000	105,000	105,000	105,000
	82420 WATER & SEWER SERVICE	1,308	775	3,268	800	2,685	3,000	850	850	850
	82430 STORMWATER SERVICE	4,180	4,200	4,179	3,500	2,438	3,000	3,500	3,500	3,500
	82435 SOLID WASTE SERVICE	2,613	2,600	3,093	2,600	1,926	2,500	2,600	2,600	2,600
	82440 NATURAL GAS SERVICE	3,027	2,250	3,328	2,250	1,092	2,250	2,500	2,500	2,500

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	82450	TELEPHONE SERVICE	1,009	800	995	800	647	1,000	800	800	800
	82455	CELLULAR TELEPHONE SERVICE	10,630	7,000	10,995	7,000	6,450	8,000	11,000	11,000	11,000
	82470	INTERNET & RELATED SERVICES	1,774	1,400	3,740	2,000	2,404	3,000	3,600	3,600	3,600
-	XUTIL	TOTAL UTILITIES	125,556	117,905	147,783	120,796	78,317	123,750	129,850	129,850	129,850
	82520	LEGAL SERVICES	1,950	10,000		10,000			10,000	10,000	10,000
+	82560	CONSULTANT SERVICES	7,680	121,500	43,068	70,000	5,269	40,000	45,000	35,000	56,000
	1	Leak Detection Services									
	2	Tank Inspection Services									
	3	Miscellaneous	7,680								
	4	Prior Years									
	5	Jackson Thornton		121,500	43,068	70,000	5,269	40,000	45,000	35,000	56,000
	*	Amount missing from detail									
	82599	OTHER CONTRACTUAL SERVICES	16,080	17,000	9,863	17,000	75	10,000	52,000	20,000	20,000
-	XCTS	TOTAL CONTRACTUAL SERVICES	25,710	148,500	52,931	97,000	5,344	50,000	107,000	65,000	86,000
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	19,272	12,650	8,339	10,000	13,320	15,000	7,000	7,000	7,000
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	11,486	7,500	9,613	8,000	3,910	8,000	6,500	7,000	7,500
	82640	PAVING & REPAIR SERVICES	3,148	2,000	3,805	2,000	4,396	65,000	65,000	70,000	70,000
	82660	BUILDING REPAIR & MAINTENANCE SERVICES		1,000		1,000	1,065	1,100	2,000	2,000	2,000
	82682	REPAIR TO LINES	2,389	3,000	15,022	15,000	2,508	15,000	15,000	15,000	15,000
	82683	WATER TANK MAINTENANCE SERVICES		15,000	13,073				50,000	50,000	50,000
	82684	PUMP STATION REPAIR SERVICES		8,000	275	8,000		2,000	4,000	4,000	4,000
	82699	OTHER REPAIR & MAINTENANCE SERVICES	63	1,000	180	1,000		1,000	1,000	1,000	1,000
-	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	36,358	50,150	50,307	45,000	25,199	107,100	150,500	156,000	156,500
	82750	EMPLOYEE RECOGNITION/RECEPTIONS	124	500	170	500		500	500	500	500
	82780	TRAINING, OUTSIDE	2,955	4,500	910	5,000	309	1,000	2,500	2,500	2,500
	82790	TRAINING, IN-HOUSE	824	200	222	6,500		500	2,000	2,000	2,000
-	XEPG	TOTAL EMPLOYEE PROGRAMS	3,903	5,200	1,302	12,000	309	2,000	5,000	5,000	5,000
	82810	REGISTRATIONS		1,500		1,500		250	1,500	1,500	1,500
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	47	200	118	200			200	200	200
	82830	AIR TRAVEL		750	362	2,000			1,000	1,000	1,000
	82840	LODGING		1,800	1,244	3,500			2,000	2,000	2,000
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	156	500	402	1,000			500	750	750
-	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	203	4,750	2,126	8,200		250	5,200	5,450	5,450
	83110	OFFICE SUPPLIES	633	800	397	800	212	500	500	500	500
	83130	EMPLOYEE BENEVOLENCE ITEMS		100		100		100	100	100	100
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	2,161	1,000	1,762	1,500	668	1,500	1,500	1,500	1,500
-	XOFS	TOTAL OFFICE SUPPLIES	2,794	1,900	2,159	2,400	880	2,100	2,100	2,100	2,100
	83210	TRAINING SUPPLIES		250		250	72	100	250	250	250
	83220	CHEMICALS & LAB SUPPLIES	1,454	1,200		1,200		500	1,200	1,200	1,200
	83240	MEDICAL SUPPLIES	310	200	235	200	57	200	200	200	200
	83250	SAFETY SUPPLIES	18,037	7,650	8,045	8,000	1,497	3,000	4,000	4,000	4,000
	83260	UNIFORMS PURCHASED	2,884	2,500	4,414	2,500	2,020	2,500	2,500	2,500	2,500
	83270	CONSUMABLE TOOLS	14,695	10,000	8,973	11,000	6,145	11,000	12,000	12,000	12,000
	83299	OTHER OPERATING SUPPLIES	5,602	4,000	6,666	4,000	1,426	4,000	4,000	4,000	4,000
-	XOPS	TOTAL OPERATING SUPPLIES	42,982	25,800	28,333	27,150	11,217	21,300	24,150	24,150	24,150
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	35,999	34,400	27,724	35,000	10,864	20,000	36,000	36,000	36,000
-	XFUEL	TOTAL FUEL & MILEAGE	35,999	34,400	27,724	35,000	10,864	20,000	36,000	36,000	36,000

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	83510	FURNITURE, FIXTURES (<\$25,000)	267	600	100	600			500	500	500
+	83530	MACHINERY & EQUIPMENT (<\$25,000)	23,049	35,000	27,250	35,000	5,870	12,000	35,000	35,000	35,000
	1	Miscellaneous		35,000		35,000			35,000	35,000	
	10	One-Call									
	11	Trench Box									
	12	Zero-Turn Lawnmower 60"									
	13	Locator (Metro Tech)									
	14	Pipe Horn Locator									
	2	Sure Lock Locator									
	3	Pipe Saw									
	4	Tapping Machine, Replacement									
	5	Trenchless Boring Machine									
	6	Hydrant Flushing Devices									
	7	Pipehorn Locator									
	8	Portable Valve Exerciser									
	9	Other	23,049		27,250		5,870	12,000			35,000
	*	Amount missing from detail									
+	83540	COMPUTER HARDWARE (<\$25,000)	5,902	5,000	5,469	1,500	2,341	14,000	5,000	5,000	5,000
	1	Replace waterhill18 (dc6100, 4 yrs old, warranty expired)									
	2	Digital Camera									
	3	Other									
	4	One-Call									
	5	Line Item 5									
	6	Line Item 6	5,902	5,000	5,469	1,500	2,341	14,000	5,000	5,000	5,000
	*	Amount missing from detail									
	83550	COMPUTER SOFTWARE (<\$25,000)	7,807	21,492	4,026	21,500	5,217	21,500	21,500	21,500	21,500
-	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	37,025	62,092	36,845	58,600	13,428	47,500	62,000	62,000	62,000
	83610	VEHICLE PARTS & SUPPLIES	466	1,200	405	1,200	502	1,200	1,200	1,500	1,500
	83620	EQUIPMENT PARTS & SUPPLIES	3,561	5,000	2,872	6,000	1,250	6,000	6,000	6,000	6,000
	83630	FIRE HYDRANT SUPPLIES	54,972	30,000	25,241	35,000	2,993	35,000	40,000	40,000	40,000
	83640	PAVING & REPAIR SUPPLIES	28,879	25,000	12,752	25,000	9,960	25,000	25,000	25,000	25,000
	83652	LANDSCAPING SUPPLIES	100	300	20	300	86	300	300	300	300
	83654	GROUPS MAINTENANCE SUPPLIES	50	100	396	400	400	400	400	400	400
	83660	BUILDING MAINTENANCE SUPPLIES	4,680	3,000	1,005	3,000	170	500	2,000	2,000	2,000
	83680	METER REPAIR & REPLACEMENT SUPPLIES	492,933	230,000	(809,573)	230,000	602,819	230,000	260,000	270,000	280,000
	83682	UTILITY LINES REPAIR SUPPLIES	199,618	75,000	144,680	100,000	93,455	200,000	200,000	200,000	200,000
	83683	WATER TANK MAINTENANCE SUPPLIES	7,618	15,000	202	5,000		250	5,000	2,500	2,500
	83684	PUMP STATION REPAIR SUPPLIES	1,923	2,500	264	2,500	112	1,000	2,500	2,500	2,500
	83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES	69	1,000	16	1,000		1,000	1,000	1,000	1,000
-	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	794,869	388,100	(621,720)	409,400	711,747	500,650	543,400	551,200	561,200
	85110	PROPERTY INSURANCE	16,981	17,830	14,979	15,728	14,802	14,802	15,542	16,319	17,135
	85111	FRAUD INSURANCE	1,583	1,662	1,685		2,159	2,159	2,267	2,380	2,499
	85112	INLAND MARINE INSURANCE	3,980	4,179	4,025	4,226	4,150	4,150	4,358	4,575	4,804
	85113	AUTO PHYSICAL DAMAGE	980	1,029	849	891	531	531	558	585	615
	85115	LIABILITY INSURANCE	1,703	1,788	2,309	4,194	2,030	2,030	2,131	2,238	2,350
	85116	E&O LIABILITY INSURANCE	3,725	3,911	3,859	4,052	2,353	2,353	2,471	2,594	2,724
	85117	VEHICLE LIABILITY INSURANCE	6,347	5,560	5,432	5,704	9,153	9,153	9,611	10,091	10,596
	85119	UMBRELLA LIABILITY	1,463	1,536	1,623	1,704	1,668	1,668	1,751	1,839	1,931
	85120	PROPERTY DAMAGE COSTS	1,350	1,418							
	85125	LIABILITY CLAIMS/DEDUCTIBLES	779	818			10,160	10,160			

Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
85126	PUBLIC LIABILITY CLAIMS/DEDUCTIBLES			400						
85170	EASEMENTS ACQUIRED	33,190	20,000		20,000			20,000	20,000	20,000
-	XPLC TOTAL PROPERTY & LIABILITY COSTS	72,081	59,731	35,161	56,499	47,006	47,006	58,689	60,621	62,654
85230	LAND USE RENTAL	697	500	630	500	50	500	500	500	500
85240	EQUIPMENT RENTAL & LEASES	7,994	2,000	100	2,000		1,000	2,500	2,500	2,500
-	XRENT TOTAL RENTALS	8,691	2,500	730	2,500	50	1,500	3,000	3,000	3,000
85310	PERMITS		200		200		200	200	200	200
85320	STATE FEES	34,539	35,000	26,777	35,000	30,352	35,000	35,000	35,000	35,000
85340	RECORDING & FILING FEES	66	200		200	84	200	200	200	200
-	XPERM TOTAL PERMITS	34,605	35,400	26,777	35,400	30,436	35,400	35,400	35,400	35,400
85530	E-COMMERCE FEES	43	50	31	50	22	50	50		
-	XFLF TOTAL FINANCIAL FEES	43	50	31	50	22	50	50		
85990	MISCELLANEOUS			103				150		
-	XOBE TOTAL OTHER BUSINESS EXPENSES			103				150		
86300	PAYING AGENT & OTHER DEBT FEES	899	600	686	600	359	600	600		
+	86600 LEASE/LOAN PRINCIPAL					89,347	90,000			
1	ARRA # 6 Loan \$1.5m (100%)			79,856						
2	2017 PER - One Call Vehicles (2 Vehicles - \$24,000 each)									
3	Line Item 3			(79,856)		89,347	90,000			
*	Amount missing from detail									
+	86700 LEASE/LOAN INTEREST	38,236		33,413		22,140	35,000			
1	ARRA # 6 Loan \$1.5m (100%)	38,236		33,413		22,140	35,000			
2	2017 PER - One-Call Vehicles (1.5%)									
*	Amount missing from detail									
-	XDSV TOTAL DEBT SERVICE	39,135	600	34,099	600	111,846	125,600	600		
XOP	TOTAL OPERATIONS	1,263,390	943,603	(160,807)	922,595	1,055,641	1,096,706	1,173,789	1,146,371	1,179,904
Capital										
89320	DISTRIBUTION SYSTEMS						1,734,500			
1	2010 - Curd Lane Water Tank Painting									
2	Line Item 2						1,734,500			
*	Amount missing from detail									
-	XIMPR TOTAL IMPROVEMENTS						1,734,500			
89520	VEHICLES (>\$25,000)		60,000			66,293	66,293			
01	Replace Unit 4; 2003 model; convert Unit 6 to Service Truck									
02	Replace Unit 11A; 1997 model; 78,000 miles with compact pickup									
03	Replace Unit 6 with 4wd mid-size SUV									
04	Replace Unit 48 with 1/2 ton pickup ext									
05	Replace Unit 32; 2000 model; convert Unit 48 to Service Truck									
06	Unit 2 Service Truck									
07	Miscellaneous		60,000			66,293	66,293			
08	Dump Truck - Replace Unit WF-9, 1997 Model									
09	Replace Unit 39; 2005 model, 44,000 miles						Budget & Finance Committee - April 8, 2021 Page 16			
10	Replace Unit 26; 2005 Model									

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	11	Replace Unit 46; 2005 Model									
	12	FY 2018 PER - Pick-Up Trucks (2)									
	13	FY 2018 PER - Utility Service Truck									
	14	FY 2018 PER - Sport Utility Truck (for One-Call)									
	15	Line Item 15									
	16	Line Item 16									
	17	Line Item 17									
	*	Amount missing from detail									
=	XMEO	TOTAL MACHINERY & EQUIPMENT (>\$25,000)		60,000			66,293	66,293			
=	XCAP	TOTAL CAPITAL		60,000			66,293	1,800,793			
=	XTOT	TOTAL EXPENDITURES	2,615,424	2,410,357	1,146,199	2,383,377	1,820,763	4,186,584	2,659,223	2,727,433	2,863,581

Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	Personnel									
I=	81110 REGULAR PAY	586,491	724,175	589,456	619,552	483,158	623,990	625,808	657,098	689,953
=	81120 OVERTIME PAY	28,809	20,000	28,589	20,000	14,719	20,000	20,400	21,420	22,491
	81199 VACANCY ADJUSTMENT		(21,188)		(21,908)			(21,903)	(22,998)	(24,148)
=	XWAGE TOTAL WAGES	615,300	722,987	618,045	617,644	497,877	643,990	624,305	655,520	688,296
=	81410 FICA (EMPLOYER'S SHARE)	44,878	53,953	45,101	49,115	36,588	49,265	49,435	51,907	54,502
=	81420 MEDICAL PREMIUMS - ACTIVE EEs/COBRA	130,676	161,931	145,976	157,352	80,317	160,634	150,435	165,479	182,026
	81422 NEAR-SITE CLINIC (URGENT TEAM)					2,940	4,380	4,380	4,380	4,380
=	81425 VISION PREMIUMS	838	884	942	1,055	527	1,055	993	1,092	1,202
=	81430 DENTAL INSURANCE PREMIUMS	10,915	15,813	12,249	12,462	3,934	7,868	7,868	8,261	8,674
=	81433 GROUP INSURANCE PREMIUMS					3,131	4,336	4,140	4,347	4,564
=	81440 EE HEALTH INSURANCE CONTRIBUTIONS	(27,417)	(32,603)	(29,674)	(32,872)	(17,929)	(24,490)	(25,948)	(28,283)	(30,829)
	81441 CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT	1,200		5,500	4,000		4,000	4,000	4,000	4,000
=	81443 EE DENTAL INSURANCE CONTRIBUTIONS					(3,062)	(4,200)	(4,553)	(4,781)	(5,020)
=	81444 EE VISION INSURANCE CONTRIBUTIONS					(129)	(179)	(186)	(195)	(205)
I	81450 RETIREMENT CONTRIBUTIONS	80,967	92,888	82,845	88,597	63,900	87,449	80,885	88,974	97,871
	81455 DEFERRED COMP MATCH	2,439	3,123	(684)						
	81456 TCRS CONTRIBUTIONS (CITY)			8,397	14,681	8,040	11,247	18,572	19,705	20,907
	81470 WORKERS COMPENSATION PREMIUMS	9,569	6,609	4,783	7,380	8,750	9,531	7,749	8,136	8,543
=	XBEN TOTAL BENEFITS	254,065	302,598	275,435	301,770	187,007	310,896	297,770	323,022	350,615
=	XPER TOTAL PERSONNEL	869,365	1,025,585	893,480	919,414	684,884	954,886	922,074	978,542	1,038,911
	Operations									
	82110 MAILING & OUTBOUND SHIPPING SERVICES	485	1,000	4,697	50	47	4,600	4,600	4,600	4,600
	82120 FREIGHT FOR INBOUND PURCHASED ITEMS	75	500	16	500	63	100	150	150	150
	82130 VEHICLE LICENSES & TITLES	36	1,600	54	200	9	100	100	100	100
=	XTRC TOTAL TRANSPORTATION CHARGES	596	3,100	4,767	750	119	4,800	4,850	4,850	4,850
	82210 PRINTING & COPYING SERVICES, OUTSOURCED	4,622		950	40,000		40,000	40,000	40,000	40,000
	82240 TRANSCRIPTION FEES			80	200	131	200	200	200	200
	82250 TESTING & PHYSICALS	624	200	1,191	200	15	200	200	200	200
	82260 UNIFORM RENTAL & SERVICES			1,879	5,500	2,462	5,500	5,500	5,500	5,500
	82280 LAB FEES	44,966	60,000	20,427	60,000	17,405	40,000	45,000	45,000	50,000
	82299 OTHER OPERATING SERVICES	87		7						
=	XOPSV TOTAL OPERATING SERVICES	50,299	60,200	24,534	105,900	20,013	85,900	90,900	90,900	95,900
	82310 LEGAL NOTICES		250		250		100	100	100	100
	82350 DUES FOR MEMBERSHIPS	30	250	516	250	311	500	500	500	500
	82355 PROFESSIONAL STANDARDS / ACCREDITATION						1,000	1,000	1,000	1,000
	82360 PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)		1,000	32	1,000		1,000	1,000	1,000	1,000
	82370 PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)		250		250		250	250	250	250
	82371 EMERGENCY RELIEF			782		2,059	2,100			
	82390 PUBLICATIONS, NON-TRAINING	80		105		113	120	100	100	100
=	XNSP TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	110	1,750	1,435	1,750	2,483	5,070	2,950	2,950	2,950
	82410 ELECTRIC SERVICE	290,793	237,332	254,839	249,198	159,329	271,000	271,000	271,000	271,000
	82430 STORMWATER SERVICE	796	750	772	750	462	750	750	750	750
	82435 SOLID WASTE SERVICE	2,112	1,100	1,140	1,100	665	1,100	1,100	1,100	1,100

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	82440	NATURAL GAS SERVICE	7,698	3,000	10,823	3,000	4,051	5,024	3,000	3,000	3,000
	82450	TELEPHONE SERVICE	2,449	2,400	1,104	2,400	814	2,400	2,400	2,400	2,400
	82455	CELLULAR TELEPHONE SERVICE	830	1,350	1,091	1,350	712	1,350	1,350	1,350	1,350
	82470	INTERNET & RELATED SERVICES	238		671	1,000	474	1,000	1,000	1,000	1,000
-	XUTIL	TOTAL UTILITIES	304,916	245,932	270,440	258,798	166,507	282,624	280,600	280,600	280,600
	82560	CONSULTANT SERVICES			30,396	273,000		105,000	35,000	25,000	35,000
	82599	OTHER CONTRACTUAL SERVICES		15,000	12,236	18,000	22,137	20,000	37,000	20,000	20,000
-	XCTS	TOTAL CONTRACTUAL SERVICES		15,000	42,632	291,000	22,137	125,000	72,000	45,000	55,000
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	3,901	750	2,303	750	292	500	750	750	750
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	17,656	20,000	76,135	20,000	15,603	20,000	25,000	25,000	25,000
	82660	BUILDING REPAIR & MAINTENANCE SERVICES	2,504	2,000	19,970	2,000	6,770	7,000	25,000	5,000	5,000
	82699	OTHER REPAIR & MAINTENANCE SERVICES	628	200		200		200	200	200	200
-	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	24,689	22,950	98,408	22,950	22,665	27,700	50,950	30,950	30,950
	82750	EMPLOYEE RECOGNITION/RECEPTIONS	235	300	253	300			300	300	300
	82780	TRAINING, OUTSIDE	375	1,500	2,910	1,500		1,500	2,500	2,500	2,500
	82790	TRAINING, IN-HOUSE	79	500	451	500	11	500	500	500	500
-	XEPG	TOTAL EMPLOYEE PROGRAMS	689	2,300	3,614	2,300	11	2,000	3,300	3,300	3,300
	82810	REGISTRATIONS	449	750		750	499	100	750	750	750
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	38	100		100			250	250	250
	82830	AIR TRAVEL		300		300			1,000	1,000	1,000
	82840	LODGING	642	1,000	315	1,000			1,500	1,500	1,500
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	61	200	233	200	32	100	500	500	500
-	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	1,190	2,350	548	2,350	531	200	4,000	4,000	4,000
	83110	OFFICE SUPPLIES	1,635	1,700	1,731	1,700	983	1,300	1,500	1,500	1,500
	83130	EMPLOYEE BENEVOLENCE ITEMS	61	100	206	100		100	100	100	100
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	425	500	640	550	564	600	600	600	600
-	XOFS	TOTAL OFFICE SUPPLIES	2,121	2,300	2,577	2,350	1,547	2,000	2,200	2,200	2,200
	83220	CHEMICALS & LAB SUPPLIES	302,528	300,000	330,195	310,000	186,086	310,000	320,000	320,000	320,000
	83240	MEDICAL SUPPLIES	243	750	151	750	52	250	500	500	500
	83250	SAFETY SUPPLIES	2,861	2,000	4,797	3,000	953	1,000	3,000	3,000	3,000
	83260	UNIFORMS PURCHASED	963	2,000	1,267	2,000	810	2,000	2,000	2,000	2,000
	83270	CONSUMABLE TOOLS	1,000	1,500	628	1,500	724	1,500	1,500	1,500	1,500
	83299	OTHER OPERATING SUPPLIES	3,120	4,000	2,033	4,000	965	20,000	2,500	2,500	2,500
-	XOPS	TOTAL OPERATING SUPPLIES	310,715	310,250	339,071	321,250	189,590	334,750	329,500	329,500	329,500
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	2,092	3,090	2,814	3,245	2,245	6,000	3,500	3,500	3,500
-	XFUEL	TOTAL FUEL & MILEAGE	2,092	3,090	2,814	3,245	2,245	6,000	3,500	3,500	3,500
+	83410	WATER PURCHASED	4,180,999	4,000,000	4,456,760	4,200,000	2,545,706	4,505,000	4,605,000	4,605,000	4,605,000
1		Contractual Obligation									
2		Water Plant Augmentation Purchases									
3		Line Item 3	4,180,999	4,000,000	4,456,760	4,200,000	2,545,706	4,505,000	4,605,000	4,605,000	4,605,000
*		Amount missing from detail									
-	XSFR	TOTAL SUPPLIES FOR RESALE	4,180,999	4,000,000	4,456,760	4,200,000	2,545,706	4,505,000	4,605,000	4,605,000	4,605,000
	83510	FURNITURE, FIXTURES (<\$25,000)	1,517	500	596	500	138	500	500	500	500
	83520	VEHICLES (<\$25,000)			1,189						
+	83530	MACHINERY & EQUIPMENT (<\$25,000)	54,429	25,000	33,024	25,000	30,524	31,000	25,000	25,000	25,000

Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
1	Miscellaneous	54,429	25,000	33,024	25,000	30,524	31,000	25,000	25,000	25,000
2	HR 5000 DR Analyzer									
3	Bench Top Turbidimeter									
4	Line Item 4									
5	Line Item 5									
6	Line Item 6									
7	Other									
8	Line Item 8									
*	Amount missing from detail									
83540	COMPUTER HARDWARE (<\$25,000)	5,288	2,000	1,247	3,000	3,877	4,000	7,000	5,000	5,000
83550	COMPUTER SOFTWARE (<\$25,000)		3,150		3,150	5,217	10,000	10,000	10,000	10,000
_ XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	61,234	30,650	36,056	31,650	39,756	45,500	42,500	40,500	40,500
83610	VEHICLE PARTS & SUPPLIES	385	500	121	500		500	500	500	500
83620	EQUIPMENT PARTS & SUPPLIES	12,636	10,000	17,071	10,000	6,605	10,000	10,000	10,000	10,000
83652	LANDSCAPING SUPPLIES		250		250			250	250	250
83654	GROUNDS MAINTENANCE SUPPLIES		500		500		250	500	500	500
83660	BUILDING MAINTENANCE SUPPLIES	7,243	6,500	6,843	7,000	2,370	4,000	7,000	7,000	7,000
83684	PUMP STATION REPAIR SUPPLIES		500		500		500	500	500	500
83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES		500		500		500	500	500	500
_ XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	20,264	18,750	24,035	19,250	8,975	15,750	19,250	19,250	19,250
85110	PROPERTY INSURANCE	23,514	10,996	25,572	26,851	25,113	25,113	26,369	27,687	29,071
85111	FRAUD INSURANCE	4,374	4,593	4,100	4,593	5,734	5,734	6,021	6,322	6,638
85112	INLAND MARINE INSURANCE	580	609	609	639	617	617	648	680	714
85113	AUTO PHYSICAL DAMAGE	96	101	90	95	110	110	116	121	127
85115	LIABILITY INSURANCE	4,706	4,941	4,696	9,236	4,959	4,959	5,207	5,467	5,740
85116	E&O LIABILITY INSURANCE	10,296	10,811	9,390	9,860	6,249	6,249	6,561	6,890	7,234
85117	VEHICLE LIABILITY INSURANCE	3,299	3,464	801	841	1,131	1,131	1,188	1,247	1,309
85119	UMBRELLA LIABILITY	4,044	4,246	3,949	4,146	4,430	4,430	4,652	4,884	5,128
_ XPLC	TOTAL PROPERTY & LIABILITY COSTS	50,909	39,761	49,207	56,261	48,343	48,343	50,762	53,298	55,961
85240	EQUIPMENT RENTAL & LEASES		1,000		1,000			1,000	1,000	1,000
_ XRENT	TOTAL RENTALS		1,000		1,000			1,000	1,000	1,000
85310	PERMITS		100		100		100	100	100	100
85320	STATE FEES	950	1,000	9,965	1,000		500	500	500	500
_ XPERM	TOTAL PERMITS	950	1,100	9,965	1,100		600	600	600	600
= XOP	TOTAL OPERATIONS	5,011,773	4,760,483	5,366,863	5,321,904	3,070,628	5,491,237	5,563,862	5,517,398	5,535,061
	Capital									
+ 89230	BUILDING IMPROVEMENTS							500,000		
1	Water Treatment Plant Driveway Resurfacing									
2	Parking Area Resurfacing									
3	Raw Water Reservoir Fencing (1.5 miles)									
4	Line Item 4							500,000		

Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
*	Amount missing from detail									
= XBLDG	TOTAL BUILDINGS							500,000		
= XCAP	TOTAL CAPITAL							500,000		
= XTOT	TOTAL EXPENDITURES	5,881,138	5,786,068	6,260,343	6,241,318	3,755,512	6,446,123	6,985,936	6,495,940	6,573,972

Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	Personnel									
I=	81110 REGULAR PAY	95,211	105,441	96,305	104,752	54,151	95,171	106,395	111,715	117,300
=	81120 OVERTIME PAY	2,209	2,000	2,089	2,000	578	1,500	2,040	2,142	2,249
	81199 VACANCY ADJUSTMENT		(3,527)		(3,531)			(3,724)	(3,910)	(4,106)
-	XWAGE TOTAL WAGES	97,420	103,914	98,394	103,221	54,729	96,671	104,711	109,947	115,443
=	81410 FICA (EMPLOYER'S SHARE)	6,976	7,709	6,884	8,014	3,831	7,395	8,295	8,710	9,145
=	81420 MEDICAL PREMIUMS - ACTIVE EEs/COBRA	35,554	40,044	46,201	51,285	21,589	51,285	35,436	38,980	42,878
	81422 NEAR-SITE CLINIC (URGENT TEAM)					690	1,380	1,380	1,380	1,380
=	81425 VISION PREMIUMS	156	140	225	321	80	321	261	287	316
=	81430 DENTAL INSURANCE PREMIUMS	1,460	3,221	1,940	2,354	1,017	1,479	1,479	1,553	1,631
	81431 FSA ADMINISTRATION					19	38	38	38	38
=	81433 GROUP INSURANCE PREMIUMS					423	653	805	845	888
=	81440 EE HEALTH INSURANCE CONTRIBUTIONS	(6,889)	(8,347)	(8,133)	(9,973)	(3,311)	(6,130)	(6,059)	(6,604)	(7,199)
	81441 CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT							2,000	2,000	2,000
=	81443 EE DENTAL INSURANCE CONTRIBUTIONS					(244)	(650)	(650)	(683)	(717)
=	81444 EE VISION INSURANCE CONTRIBUTIONS					(28)	(41)	(50)	(53)	(55)
I	81450 RETIREMENT CONTRIBUTIONS	7,361	10,331	7,531	11,075	5,466	10,931	11,555	12,711	13,982
	81455 DEFERRED COMP MATCH	3,752	3,745	(255)						
	81456 TCRS CONTRIBUTIONS (CITY)			3,736	3,962	1,944	2,802	4,187	4,605	5,066
	81470 WORKERS COMPENSATION PREMIUMS	1,336	3,431	1,317	3,603	268	298	3,783	3,972	4,171
	81475 WORKERS COMPENSATION CLAIMS	33								
-	XBEN TOTAL BENEFITS	49,739	60,274	59,446	70,641	31,743	69,761	62,460	67,741	73,524
=	XPER TOTAL PERSONNEL	147,159	164,188	157,840	173,862	86,472	166,432	167,171	177,688	188,967
	Operations									
	82110 MAILING & OUTBOUND SHIPPING SERVICES	11	50	12	50		50	50	50	50
	82130 VEHICLE LICENSES & TITLES	9	50	9	50		10	10	10	10
-	XTRC TOTAL TRANSPORTATION CHARGES	20	100	21	100		60	60	60	60
	82210 PRINTING & COPYING SERVICES, OUTSOURCED		3,000		3,000		1,000	3,000	3,000	3,000
	82240 TRANSCRIPTION FEES		100		100		50	100	100	100
	82250 TESTING & PHYSICALS		400	234	400		300	200	200	200
	82260 UNIFORM RENTAL & SERVICES			672	1,000	279	1,000	900	900	900
-	XOPSV TOTAL OPERATING SERVICES		3,500	906	4,500	279	2,350	4,200	4,200	4,200
	82310 LEGAL NOTICES		100		100					
	82371 EMERGENCY RELIEF			60						
-	XNSP TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY		100	60	100					
	82450 TELEPHONE SERVICE	942	978	1,215	950	306	1,000	1,200	1,200	1,200
	82451 800 MHZ ACCESS LINE SERVICE	303	367	4	367					
	82455 CELLULAR TELEPHONE SERVICE	1,040	500	1,575	2,400	290	2,400	1,800	1,800	1,800
	82470 INTERNET & RELATED SERVICES	2,189	1,500	2,683	1,500	813	3,000	3,300	3,300	3,300

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
-	XUTIL	TOTAL UTILITIES	4,474	3,345	5,477	5,217	1,410	6,400	6,300	6,300	6,300
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	1,965	1,500	784	1,500		1,000	500	500	500
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES		500		500			500	500	500
	82699	OTHER REPAIR & MAINTENANCE SERVICES	69	250		250			250	250	250
-	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	2,034	2,250	784	2,250		1,000	1,250	1,250	1,250
	82750	EMPLOYEE RECOGNITION/RECEPTIONS			85	500		100	100	100	100
	82790	TRAINING, IN-HOUSE	20		44						
-	XEPG	TOTAL EMPLOYEE PROGRAMS	20		129	500		100	100	100	100
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)		100	35	300	30	100	150	200	200
-	XOFS	TOTAL OFFICE SUPPLIES		100	35	300	30	100	150	200	200
	83250	SAFETY SUPPLIES	120	200		500					
	83260	UNIFORMS PURCHASED	937	500	579	650		600	200	200	200
	83270	CONSUMABLE TOOLS	54	200	895	2,000	114	1,000	200	200	200
	83299	OTHER OPERATING SUPPLIES	106		31						
-	XOPS	TOTAL OPERATING SUPPLIES	1,217	900	1,505	3,150	114	1,600	400	400	400
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	1,558	2,000	1,716	2,000	349	1,000	2,200	2,200	2,200
-	XFUEL	TOTAL FUEL & MILEAGE	1,558	2,000	1,716	2,000	349	1,000	2,200	2,200	2,200
	83540	COMPUTER HARDWARE (<\$25,000)	233	29,000		3,000			1,000	1,000	1,000
	83550	COMPUTER SOFTWARE (<\$25,000)		1,800	2,450	2,500		2,500			
-	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	233	30,800	2,450	5,500		2,500	1,000	1,000	1,000
	83620	EQUIPMENT PARTS & SUPPLIES	36								
-	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	36								
	85110	PROPERTY INSURANCE	1,114	1,170	817	858	1,340	1,340	1,407	1,477	1,551
	85111	FRAUD INSURANCE	134	141	146		180	180	189	198	208
	85112	INLAND MARINE INSURANCE	95	100	95	100	96	96	101	106	111
	85113	AUTO PHYSICAL DAMAGE	83	87	46	48	92	92	97	101	107
	85115	LIABILITY INSURANCE	144	151	167	329	155	155	163	171	180
	85116	E&O LIABILITY INSURANCE	314	330	334	351	196	196	206	216	227
	85117	VEHICLE LIABILITY INSURANCE	529	555	267	280	810	810	851	893	938
	85119	UMBRELLA LIABILITY	124	131	141	148	139	139	146	153	161
-	XPLC	TOTAL PROPERTY & LIABILITY COSTS	2,537	2,665	2,013	2,114	3,007	3,008	3,160	3,315	3,483
	85550	CASH SHORT/OVER		50							
-	XFLF	TOTAL FINANCIAL FEES		50							

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
=	XOP	TOTAL OPERATIONS	12,129	45,810	15,096	25,731	5,190	18,118	18,820	19,025	19,193
		Capital									
=	XTOT	TOTAL EXPENDITURES	159,288	209,998	172,936	199,593	91,662	184,550	185,991	196,713	208,160

Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	Personnel									
I+=	81110 REGULAR PAY		32,977					95,000	95,000	95,000
	1 Classification & Compensation Plan		32,977					95,000	95,000	95,000
	* Amount missing from detail									
-	XWAGE TOTAL WAGES		32,977					95,000	95,000	95,000
=	81420 MEDICAL PREMIUMS - ACTIVE EEs/COBRA	20,872	22,959	3,142	25,255		25,255	27,781	30,559	33,615
	81421 MEDICAL PREMIUMS - RETIREES			216,715		(2,601)				
	81422 NEAR-SITE CLINIC (URGENT TEAM)					140		635	635	635
	81426 VISION PREMIUMS - RETIREE					(41)		110	121	133
-	81430 DENTAL INSURANCE PREMIUMS					473		992	1,042	1,094
-	81440 EE HEALTH INSURANCE CONTRIBUTIONS	(11,477)	(12,625)	(1,103)	(13,888)		(13,888)	(15,276)	(16,804)	(18,485)
	81442 RETIREE INSURANCE CONTRIBUTIONS			(5,979)		(2,773)		(5,182)	(5,648)	(6,157)
	81460 UNEMPLOYMENT CLAIMS			816		(408)				
	81475 WORKERS COMPENSATION CLAIMS		500							
-	XBEN TOTAL BENEFITS	9,395	10,834	213,591	11,367	(5,210)	11,367	9,060	9,905	10,835
=	XPER TOTAL PERSONNEL	9,395	43,811	213,591	11,367	(5,210)	11,367	104,060	104,905	105,835
	Operations									
	82240 TRANSCRIPTION FEES			26						
	82250 TESTING & PHYSICALS	260		90						
	82280 LAB FEES			2,439						
	82299 OTHER OPERATING SERVICES	87								
-	XOPSV TOTAL OPERATING SERVICES	347		2,555						
	82310 LEGAL NOTICES		5,000		5,000			5,000	5,000	5,000
-	XNSP TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY		5,000		5,000			5,000	5,000	5,000
	82430 STORMWATER SERVICE	981	1,000	938	1,000	201	1,000	1,000	1,000	1,000
	82435 SOLID WASTE SERVICE	25		240						
	82450 TELEPHONE SERVICE	467	700		700		700	700	700	700
	82470 INTERNET & RELATED SERVICES	590	750		750		750	750	750	750
-	XUTIL TOTAL UTILITIES	2,063	2,450	1,178	2,450	201	2,450	2,450	2,450	2,450
	82510 COMPUTER SERVICES	6,129		817	500		500	500	500	500
	82520 LEGAL SERVICES		5,000		5,000		10,000	10,000	10,000	10,000
	82530 AUDIT SERVICES	12,250	12,250	12,375	10,000	3,250	13,000	13,000	13,000	13,000
	82560 CONSULTANT SERVICES	15,974	100,000	23,470			5,000	15,000	15,000	20,000
	82599 OTHER CONTRACTUAL SERVICES		82,125							
-	XCTS TOTAL CONTRACTUAL SERVICES	34,353	199,375	36,662	15,500	3,250	28,500	38,500	38,500	43,500
	82640 PAVING & REPAIR SERVICES	21,069	15,088							
-	XRMSV TOTAL REPAIR & MAINTENANCE SERVICES	21,069	15,088							
	82790 TRAINING, IN-HOUSE	200		42						
-	XEPG TOTAL EMPLOYEE PROGRAMS	200		42						

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	83250	SAFETY SUPPLIES			31						
	83260	UNIFORMS PURCHASED	125								
	83270	CONSUMABLE TOOLS	55								
-	XOPS	TOTAL OPERATING SUPPLIES	180		31						
	83530	MACHINERY & EQUIPMENT (<\$25,000)			206						
	83540	COMPUTER HARDWARE (<\$25,000)	3,451		325						
	83550	COMPUTER SOFTWARE (<\$25,000)	8,985								
-	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	12,436		531						
	83640	PAVING & REPAIR SUPPLIES	1,713								
	83654	GROUNDS MAINTENANCE SUPPLIES	118								
	83680	METER REPAIR & REPLACEMENT SUPPLIES	8,466								
	83682	UTILITY LINES REPAIR SUPPLIES	76,769		896						
-	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	87,066		896						
	84710	ADMIN SERVICES PROVIDED BY GENERAL FUND	1,273,325	1,354,552	1,354,553	1,478,867	492,956	1,478,867	1,409,276	1,437,462	1,466,211
-	XOPU	TOTAL OPERATIONAL UNITS	1,273,325	1,354,552	1,354,553	1,478,867	492,956	1,478,867	1,409,276	1,437,462	1,466,211
	85240	EQUIPMENT RENTAL & LEASES	14,847								
-	XRENT	TOTAL RENTALS	14,847								
	85310	PERMITS	475		125						
	85320	STATE FEES			218						
-	XPERM	TOTAL PERMITS	475		343						
	85530	E-COMMERCE FEES			21,325	100,000	15,617	100,000	100,000	100,000	100,000
	85570	BAD DEBT EXPENSE (NET OF RECOVERIES)	173	15,000	30	15,000	364	15,000	15,000	15,000	15,000
-	XFLF	TOTAL FINANCIAL FEES	173	15,000	21,355	115,000	15,982	115,000	115,000	115,000	115,000
I+	86100	PRINCIPAL		581,114		600,620		600,620	625,184	649,810	679,496
	01	2002 Issue - \$2.27m (54%)									
	02	2008 Issue - \$20m (7%)				96,600			99,050	101,500	
	03	2011 Refunding - \$19.43m (7%)				74,020			76,134	78,310	
	04	2017 Water Treatment Plant (\$12,000,000)		581,114		430,000			450,000	470,000	
	5	Various						600,620			679,496
	*	Amount missing from detail									
I+	86200	INTEREST	370,879	535,684	357,241	514,689	171,573	514,689	492,974	465,836	437,578
	01	2002 Issue - \$2.27m (54%)									
	02	2008 Issue - \$20m (7%)				15,095			12,694	10,232	
	03	2011 Refunding - \$19.43m (7%)				24,194			22,080	19,904	
	04	2017 Water Treatment Plant (\$12,000,000)	370,879	535,684	357,241	475,400	171,573	514,689	458,200	435,700	
	5	various									437,578
	*	Amount missing from detail									
+	86300	PAYING AGENT & OTHER DEBT FEES	280		280						
	01	2002 Issue - \$2.27m (54%)									
	02	2008 Issue - \$20m (7%)									
	03	2011 Refunding - \$19.43m (7%)	280		280						
	*	Amount missing from detail									

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
-	XDSV	TOTAL DEBT SERVICE	371,159	1,116,798	357,521	1,115,309	171,573	1,115,309	1,118,158	1,115,646	1,117,074
	88095	TRANSFER TO DEBT SERVICE FUND	100,000	100,000	100,000	100,000	50,000	100,000	100,000	100,000	100,000
	88100	TRANSFER TO CAPITAL IMPROVEMENT BONDS		450,000	450,000						
-	XTRAN	TOTAL TRANSFERS	100,000	550,000	550,000	100,000	50,000	100,000	100,000	100,000	100,000
=	XOP	TOTAL OPERATIONS	1,917,693	3,258,263	2,325,667	2,832,126	733,962	2,840,126	2,788,384	2,814,058	2,849,235
		Capital									
+	89320	DISTRIBUTION SYSTEMS		1,701,000		1,987,000	51,040	51,040	1,892,500	2,285,800	2,464,800
	1	Rate Funded Capital (Life Cycle)		1,701,000		1,987,000	51,040	51,040	1,892,500	2,285,800	2,464,800
	*	Amount missing from detail									
-	XIMPR	TOTAL IMPROVEMENTS		1,701,000		1,987,000	51,040	51,040	1,892,500	2,285,800	2,464,800
=	XCAP	TOTAL CAPITAL		1,701,000		1,987,000	51,040	51,040	1,892,500	2,285,800	2,464,800
=	XTOT	TOTAL EXPENDITURES	1,927,088	5,003,074	2,539,258	4,830,493	779,792	2,902,533	4,784,944	5,204,763	5,419,870



City of Franklin, Tennessee

FY 2022 Operating Budget

Wastewater Budget

Section Summary

The Wastewater Section includes the Wastewater Collection, Water Reclamation, Maintenance, and Utility Administration Divisions.

The City of Franklin operates a water reclamation facility utilizing activated sludge treatment at 135 Claude Yates Drive. The facility is currently operating under a new National Pollutant Discharge Elimination System Permit (NPDES) for discharge of twelve (12) million gallons per day (MGD) of treated effluent, with provisions to increase discharge to sixteen (16) MGD. The City of Franklin operates a reclaimed water network, reducing irrigation demand on potable water. The WRF is facing increasing regulatory constraints from EPA and TDEC primarily related to nutrient loading to the Harpeth River and additional Capacity Management Operation Maintenance (CMOM) initiative requirements.



The Wastewater Collection Division is responsible for the operation and maintenance of the wastewater collection system including gravity sewer lines, force main lines and wastewater pump stations located throughout the service area. Under this division, there are crews that are assigned to the replacement and extension of the wastewater collection system which collects and transports wastewater to the treatment plant.

Section Goals & Strategic Initiatives

The primary goal for the Wastewater Section is to effectively operate the collection system with no sanitary sewer overflows and to produce high quality effluent water for distribution in the reclaimed water system and discharge to the Harpeth River. This water produced will strive to meet or exceed permit requirements. As with the Water Section, the Wastewater Section is enhancing and implementing various programs to improve customer service, regulatory compliance, and overall operations.

The Water Management Department continues to refine operations efforts consistent with components of the EPA's Capacity Management, Operations and Maintenance (CMOM) program. The City has continued the implementation of a capacity assurance tool to aid with evaluation of new developments as they connect to the system. To support this, refinements to the collection system model have been initiated which will use the City's flow monitoring data to help calibrate flows for dry and wet weather conditions.

The wastewater collection division continues to perform inspections of the sanitary sewer system to evaluate condition, risk and maintenance needs. Starting in 2017, the Division has used a sanitary sewer rapid assessment tool to provide for more efficient inspections and maintenance activities, and guide resources more efficiently by prioritizing needs.

Consumption & Revenues

The sanitary sewer customer base has shown greater signs of growth primarily due to areas within the Milcrofton and HB&TS Utility Districts. It is important to note that in 2016 the City updated the method by which it calculates customers to more accurately count each customer of each individual division of the system. This methodology was applied to the information presented below and may differ from prior information.



City of Franklin, Tennessee

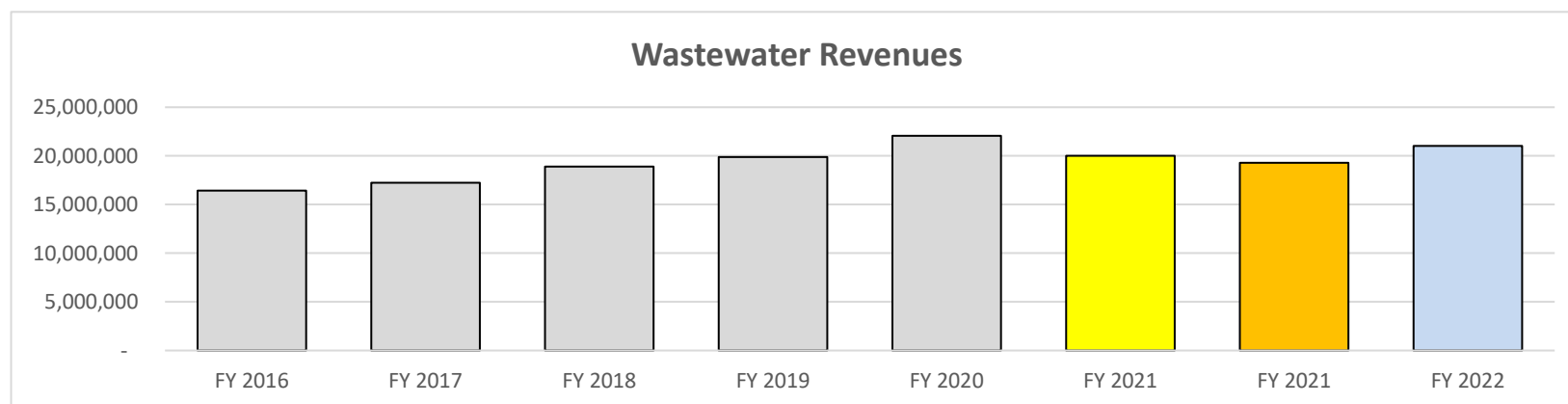
FY 2022 Operating Budget

Wastewater Budget

Year	Annual Total (Million Gallons)	Monthly Average - Residential and Commercial (Gallons)
FY 12	2,305	9,219
FY 13	2,345	9,159
FY 14	2,276	8,648
FY 15	2,357	8,698
FY 16	2,450	8,676
FY 17	3,209	8,941
FY 18	4,814	13,372
FY 19	3,302	8,913
FY 20	3,503	9,370

Revenues

Rate based revenues for FY 2021 are projected to be at approximately 103.2% of the collections for FY 2019. The tables below present historic revenue by category FY 2015-FY 2019, estimated for the budgeted and estimated revenues for FY 2020 and the projected revenues for FY 2021.



	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 EOY	FY 2022 Budget
Intergovernmental	-	-	-	-	-	-	250,000	-
Interest Income	107,242	94,807	181,367	793,210	849,274	255,950	60,599	397,200
Rental Income	2,800	-	2,210	2,800	-	2,800	-	2,800
Sale of Surplus Assets	-	264	-	-	-	-	-	-
Customer Service (Rates)	16,236,044	17,036,817	18,652,030	19,001,445	19,896,486	19,638,081	18,918,465	20,511,366
Inspection Fees	70,968	94,503	51,488	50,986	26,264	75,000	54,651	75,000
Other Service Revenue	17,703	15,419	15,622	36,655	10,099	40,000	8,865	40,000
Transfer from Co. Fac. Tax	-	-	-	-	1,285,000	-	-	-
Total Wastewater Revenues*	16,434,757	17,241,810	18,902,717	19,885,096	22,067,123	20,011,831	19,292,580	21,026,366

*Total revenues less those received for Capital Contributions and accounted for elsewhere within the Water & Wastewater Fund.



City of Franklin, Tennessee

FY 2022 Operating Budget

Wastewater Budget

Budget Summary

Personnel – The Water Management Department is requesting no change to the personnel within the Wastewater Section.

Operations and Maintenance – Operations and maintenance accounts for the largest costs in the Wastewater Section. These costs are largely associated with aeration of the wastewater for biological processes, pumping, odor control and various other processes and operations.

Indirect Expenses also is a large expense item in the Wastewater Section. As with the Water Section, these expenses include reimbursement to the General Fund for customer service, utility billing, and other support functions such as Engineering and Human Resources.

The City has also started implementation of a sanitary sewer rapid assessment tool. The equipment uses sonic technology to determine blockage condition which helps determine further action such as inspection, cleaning or maintenance activities. The crews have had positive results.

Operations Capital – Operations Capital expenditures are related to equipment and vehicles directly related to operations versus system replacement or expansion. In previous years the Water Management Department has evaluated the annual cost of replacement of operations capital items based on present day replacement value, anticipated lifecycle, and a projected annual increase in replacement cost of five percent. Due to budgeting requirements, the approach has been modified to be consistent with other City departments, however, this practice will continue to be used during rate analyses to ensure long terms costs are captured. Enhancement requests have been provided and largely related to replacement of existing equipment.

Similar to the Water Section, the City has been working through the IWRP priority projects established by the BOMA. The key project in the Wastewater Section is the continued work on the Water Reclamation Facility Upgrade and Expansion. At this time, construction continues. Costs for this project are not shown as part of this operating budget as it is a one-time capital expenditure. Future operating budgets will show detailed debt principal and interest payments to service the SRF loan generously provided by the State of Tennessee.



City of Franklin, Tennessee

FY 2022 Operating Budget

Wastewater Budget

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F (E-C)</u>	<u>G (E/C)</u>
	Actual	Actual	Budget	EOY	Budget	Difference '20 v. '21	
	2019	2020	2021	2021	2022	\$	%
Divisions							
Wastewater Collection	3,215,170	3,206,696	7,435,711	3,373,992	3,568,835	(3,866,876)	-52.0%
Wastewater Plant	3,665,559	3,726,778	4,158,044	4,381,259	4,154,474	(3,570)	-0.1%
Utility Administration	1,330,456	1,464,565	1,390,900	1,413,947	1,418,703	27,803	2.0%
Wastewater General	1,851,957	2,690,137	3,907,416	10,626,467	7,527,707	3,620,291	92.7%
Total Wastewater	10,063,142	11,088,175	16,892,071	19,795,665	16,669,719	(222,352)	-1.3%
Expense by Category							
Personnel							
Salaries & Wages	2,874,765	3,132,657	2,974,672	3,128,328	3,163,067	188,395	6.3%
Employee Benefits	1,229,881	1,527,652	1,565,479	1,547,516	1,654,108	88,630	5.7%
Total Personnel	4,104,646	4,660,309	4,540,151	4,675,844	4,817,175	277,024	6.1%
Operations							
Transportation Services	2,469	1,411	3,300	3,150	7,200	3,900	118.2%
Operating Services	565,265	525,730	423,050	599,775	608,850	185,800	43.9%
Notices, Subscriptions, etc.	8,956	9,914	15,900	21,613	14,200	(1,700)	-10.7%
Utilities	1,301,403	1,260,115	1,175,093	1,186,668	1,240,518	65,425	5.6%
Contractual Services	1,017,150	1,099,851	1,161,000	1,928,000	1,001,000	(160,000)	-13.8%
Repair & Maintenance Services	336,890	326,592	329,350	537,700	474,590	145,240	44.1%
Employee programs	5,151	4,465	8,300	3,825	12,450	4,150	50.0%
Professional Development/Travel	12,361	13,100	27,650	6,700	29,150	1,500	5.4%
Office Supplies	7,296	5,009	8,500	5,400	7,850	(650)	-7.6%
Operating Supplies	220,281	197,749	288,175	262,350	289,775	1,600	0.6%
Fuel & Mileage	75,919	63,543	91,500	47,500	83,900	(7,600)	-8.3%
Machinery & Equipment (<\$25,000)	37,722	89,948	164,672	106,461	196,072	31,400	19.1%
Repair & Maintenance Supplies	298,411	316,049	181,900	263,650	239,700	57,800	31.8%
Operational Units	1,273,325	1,354,553	1,478,867	1,478,867	1,409,275	(69,592)	-4.7%
Property & Liability Costs	369,058	248,549	262,788	182,568	246,694	(16,094)	-6.1%
Rentals	10,413	5,243	5,150	2,400	5,200	50	1.0%
Financial Fees	474	7,894	229,050	229,050	229,050	-	0.0%
Permits	18,066	20,050	14,500	13,450	14,000	(500)	-3.4%
Debt Service and Lease Payments	397,886	871,081	1,936,175	3,926,675	2,042,069	105,894	5.5%
Total Operations	5,958,496	6,420,846	7,804,920	10,805,802	8,151,544	346,624	4.4%
Capital							
Land	-	-	-	25,000	-	-	0.0%
Buildings	-	-	250,000	4,019	-	(250,000)	-100.0%
Improvements	-	-	4,112,000	4,100,000	3,701,000	(411,000)	-10.0%
Machinery & Equipment (>\$25,000)	-	-	185,000	185,000	-	(185,000)	-100.0%
Capital	-	-	4,547,000	4,314,019	3,701,000	(846,000)	-18.6%
Total Wastewater	10,063,142	11,081,155	16,892,071	19,795,665	16,669,719	(222,352)	-1.3%

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
		Personnel									
I=	81110	REGULAR PAY	991,678	1,222,506	1,101,246	1,140,408	799,107	1,130,130	1,147,628	1,205,009	1,265,260
=	81120	OVERTIME PAY	50,650	30,000	55,452	30,000	41,396	51,482	30,600	32,130	33,737
	81199	VACANCY ADJUSTMENT		(41,049)		(42,317)			(40,167)	(42,175)	(44,284)
-	XWAGE	TOTAL WAGES	1,042,328	1,211,457	1,156,698	1,128,091	840,503	1,181,612	1,138,061	1,194,964	1,254,713
=	81410	FICA (EMPLOYER'S SHARE)	74,924	86,769	83,369	90,405	60,760	90,393	90,134	94,641	99,373
=	81420	MEDICAL PREMIUMS - ACTIVE EEs/COBRA	319,901	341,152	354,589	361,938	202,778	394,677	384,994	423,493	465,843
	81422	NEAR-SITE CLINIC (URGENT TEAM)					8,071	12,070	12,070	12,070	12,070
	81425	VISION PREMIUMS	2,147	1,991	2,286	2,174	1,220	2,544	2,272	2,499	2,749
=	81430	DENTAL INSURANCE PREMIUMS	22,069	28,447	23,409	23,261	8,354	15,774	15,459	16,232	17,044
	81431	FSA ADMINISTRATION					19	38	38	38	38
=	81433	GROUP INSURANCE PREMIUMS					6,156	8,382	7,841	8,233	8,645
=	81440	EE HEALTH INSURANCE CONTRIBUTIONS	(66,411)	(72,504)	(70,598)	(74,008)	(45,185)	(63,020)	(68,103)	(74,232)	(80,913)
	81441	CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT	3,600		2,000	2,000		2,000	2,000	2,000	2,000
=	81443	EE DENTAL INSURANCE CONTRIBUTIONS					(5,854)	(8,482)	(9,106)	(9,561)	(10,039)
=	81444	EE VISION INSURANCE CONTRIBUTIONS					(292)	(418)	(434)	(456)	(478)
I	81450	RETIREMENT CONTRIBUTIONS	147,213	164,628	150,628	177,194	133,564	174,898	184,881	203,369	223,705
	81455	DEFERRED COMP MATCH	13,826	15,866	7,737	5,590	4,068	5,517	5,643	6,207	6,828
	81456	TCRS CONTRIBUTIONS (CITY)			11,141	17,577	7,151	10,870	17,747	19,522	21,474
	81470	WORKERS COMPENSATION PREMIUMS	7,845	25,107	8,404	26,362	10,180	11,337	27,680	29,064	30,518
	81475	WORKERS COMPENSATION CLAIMS	209		415						
-	XBEN	TOTAL BENEFITS	525,323	591,456	573,380	632,493	390,990	656,580	673,117	733,119	798,857
=	XPER	TOTAL PERSONNEL	1,567,651	1,802,913	1,730,078	1,760,584	1,231,493	1,838,192	1,811,178	1,928,083	2,053,570
		Operations									
	82110	MAILING & OUTBOUND SHIPPING SERVICES	296	400	673	400	1,075	1,100	500	500	500
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS		200		200		200	200	200	200
	82130	VEHICLE LICENSES & TITLES	126	225	108	200	37	100	200	200	200
-	XTRC	TOTAL TRANSPORTATION CHARGES	422	825	781	800	1,112	1,400	900	900	900
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	1,630	200	85	500		100	500	500	500
	82240	TRANSCRIPTION FEES	100	100		100	20	100	100	100	100
	82250	TESTING & PHYSICALS	787	800	1,646	800	89	400	800	800	800
	82260	UNIFORM RENTAL & SERVICES			4,551	5,000	4,909	7,500	7,500	7,500	7,500
	82270	LANDFILL & BIOSOLIDS MANAGEMENT SERVICES	13,931	5,000	5,539	5,000	693	3,000	5,000	5,000	5,000
	82280	LAB FEES	4,877								
-	XOPSV	TOTAL OPERATING SERVICES	21,325	6,100	11,821	11,400	5,711	11,100	13,900	13,900	13,900
	82310	LEGAL NOTICES	2,459	3,000		3,000		250	1,500	1,500	1,500
	82350	DUES FOR MEMBERSHIPS	110	500	135	500	135	250	250	250	250
	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	1,032	1,500	490	1,500	221	1,500	2,000	2,000	2,000
	82371	EMERGENCY RELIEF			2,815		5,654	6,000			
	82390	PUBLICATIONS, NON-TRAINING		100		200		200	200	200	200
-	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	3,601	5,100	3,440	5,200	6,010	8,200	3,950	3,950	3,950
	82410	ELECTRIC SERVICE	134,935	125,000	129,312	125,000	71,701	120,000	125,000	125,000	125,000
	82420	WATER & SEWER SERVICE	2,970	2,325	2,873	2,325	3,209	7,000	7,000	7,000	7,000
	82430	STORMWATER SERVICE	681	800	681	800	397	800	800	800	800
	82435	SOLID WASTE SERVICE	2,613	2,750	3,093	2,750	1,926	2,750	2,750	2,750	2,750

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	82440	NATURAL GAS SERVICE	3,028	1,150	3,328	1,150	1,092	1,500	1,000	1,000	1,000
	82450	TELEPHONE SERVICE	1,016	600	1,063	600	707	1,100	1,100	1,100	1,100
	82455	CELLULAR TELEPHONE SERVICE	8,639	9,500	8,697	9,500	5,117	9,500	9,500	9,500	9,500
	82470	INTERNET & RELATED SERVICES	2,222	1,350	5,167	3,000	2,764	9,500	9,500	9,500	9,500
-	XUTIL	TOTAL UTILITIES	156,104	143,475	154,214	145,125	86,913	152,150	156,650	156,650	156,650
	82520	LEGAL SERVICES	597,979	200,000	743,919	400,000	76,693	400,000	400,000	400,000	400,000
	82560	CONSULTANT SERVICES	48,180	448,800	69,411	190,000	5,672	143,000	185,000	108,000	143,000
+	82599	OTHER CONTRACTUAL SERVICES	116,138	111,148	8,031	102,000	4,128	17,000	114,000	120,000	120,000
	1	Pest Control									
	2	Misc	116,138	111,148	8,031	102,000	4,128	17,000	114,000	120,000	120,000
	3	Line Item 3									
	4	One-Call									
	5	Line Item 5									
	*	Amount missing from detail									
-	XCTS	TOTAL CONTRACTUAL SERVICES	762,297	759,948	821,361	692,000	86,493	560,000	699,000	628,000	663,000
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	39,966	35,810	26,541	25,000	13,186	185,000	108,000	143,000	148,000
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	18,660	10,000	10,054	10,000	9,645	10,000	10,000	10,000	10,000
	82640	PAVING & REPAIR SERVICES	10,277	5,000	11,819	6,000	3,977	45,000	45,000	50,000	50,000
	82660	BUILDING REPAIR & MAINTENANCE SERVICES		2,000		2,000	1,065	2,000	3,000	3,000	3,000
	82682	REPAIR TO LINES	1,841	10,000	8,180	10,000	2,508	10,000	10,000	10,000	10,000
	82684	PUMP STATION REPAIR SERVICES	40,536	75,000	16,765	75,000	19,602	30,000	45,000	55,000	65,000
	82699	OTHER REPAIR & MAINTENANCE SERVICES	63	5,000	1,850	5,000		2,500	5,000	5,000	5,000
-	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	111,343	142,810	75,209	133,000	49,983	284,500	226,000	276,000	291,000
	82750	EMPLOYEE RECOGNITION/RECEPTIONS	157	200	293	300		200	300	300	300
	82780	TRAINING, OUTSIDE	2,656	2,500	1,650	2,750	380	1,000	2,750	3,000	3,000
	82790	TRAINING, IN-HOUSE	111	500	245	600	21	25	2,000	2,000	2,000
-	XEPG	TOTAL EMPLOYEE PROGRAMS	2,924	3,200	2,188	3,650	401	1,225	5,050	5,300	5,300
	82810	REGISTRATIONS	190	1,500		1,500		500	3,500	3,500	3,500
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	288	200		200			200	200	200
	82830	AIR TRAVEL	855	600	372	600			600	600	600
	82840	LODGING	243	1,000	185	1,200			1,200	1,200	1,200
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	187	400	11	1,000			1,000	1,000	1,000
	82890	OTHER TRAVEL EXPENSES		200		200			200	200	200
-	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	1,763	3,900	568	4,700		500	6,700	6,700	6,700
	83110	OFFICE SUPPLIES	630	700	376	700	285	500	700	700	700
	83130	EMPLOYEE BENEVOLENCE ITEMS		200		200		200	200	200	200
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	2,302	1,700	1,658	1,900	929	1,900	2,000	2,100	2,200
-	XOFS	TOTAL OFFICE SUPPLIES	2,932	2,600	2,034	2,800	1,214	2,600	2,900	3,000	3,100
	83210	TRAINING SUPPLIES		200		200			200	200	200
	83220	CHEMICALS & LAB SUPPLIES	480	250		250		250	250	250	250
	83240	MEDICAL SUPPLIES	310	500	235	500	57	250	500	500	500
	83250	SAFETY SUPPLIES	24,497	9,000	10,107	9,000	2,193	2,500	10,000	10,000	10,000
	83260	UNIFORMS PURCHASED	3,481	5,000	3,078	5,500	3,217	5,500	5,500	5,500	5,500
	83270	CONSUMABLE TOOLS	5,431	10,200	7,328	10,200	2,450	5,000	11,000	11,000	11,000
	83299	OTHER OPERATING SUPPLIES	5,339	6,000	7,418	7,000	2,525	5,500	7,000	7,000	7,000
-	XOPS	TOTAL OPERATING SUPPLIES	39,538	31,150	28,166	32,650	10,442	19,000	34,450	34,450	34,450
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	44,294	49,400	32,442	49,500	12,394				

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
-	XFUEL	TOTAL FUEL & MILEAGE	44,294	49,400	32,442	49,500	12,394	20,000	49,500	49,500	49,500
	83510	FURNITURE, FIXTURES (<\$25,000)	573	300		300			300	300	300
	83520	VEHICLES (<\$25,000)	20								
+	83530	MACHINERY & EQUIPMENT (<\$25,000)	19,031	35,000	49,295	35,000	1,354	5,000	35,000	35,000	35,000
	01	Misc	19,031	35,000	49,295	35,000	1,354	5,000	35,000	35,000	35,000
	02	Pipehorn Locator									
	03	Pipe Saw									
	04	One-Call									
	05	Line Item 5									
	*	Amount missing from detail									
+	83540	COMPUTER HARDWARE (<\$25,000)	2,722	2,000	2,579	2,500	2,378	7,700	5,000	5,000	5,000
	01	Monitors									
	02	Misc	2,722	2,000	2,579	2,500	2,378	7,700	5,000	5,000	5,000
	03	Line Item 3									
	04	One-Call									
	05	Line Item 5									
	*	Amount missing from detail									
+	83550	COMPUTER SOFTWARE (<\$25,000)	5,057	21,492	4,026	21,492	7,717	21,492	39,492	21,492	21,492
	01	Granite Enterprise Edition									
	02	Granite Engineering Edition									
	03	Granite Versioning Upgrade Change									
	04	Hansen Sewer Module									
	05	Schedule Module									
	06	CSD Software Training									
	07	Onsite Training (2 days)									
	08	Other	5,057	21,492	4,026	21,492	7,717	21,492	39,492	21,492	21,492
	09	Line Item 9									
	*	Amount missing from detail									
-	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	27,403	58,792	55,900	59,292	11,449	34,192	79,792	61,792	61,792
	83610	VEHICLE PARTS & SUPPLIES	1,761	1,000	527	1,000	466	750	1,000	1,000	1,000
	83620	EQUIPMENT PARTS & SUPPLIES	10,978	12,000	7,875	12,000	3,685	7,500	12,000	12,000	12,000
	83640	PAVING & REPAIR SUPPLIES	53,784	25,000	43,495	25,000	11,295	11,500	10,000	10,000	10,000
	83652	LANDSCAPING SUPPLIES		250		250		250	250	250	250
	83654	GROUPS MAINTENANCE SUPPLIES	50	250	205	250		250	250	250	250
	83660	BUILDING MAINTENANCE SUPPLIES	1,382	4,000	624	4,000	170	1,000	4,000	4,000	4,000
	83680	METER REPAIR & REPLACEMENT SUPPLIES	1,116								
	83682	UTILITY LINES REPAIR SUPPLIES	57,561	30,000	66,043	32,000	39,089	75,000	75,000	75,000	75,000
	83684	PUMP STATION REPAIR SUPPLIES	53,130	40,000	78,740	40,000	68,880	69,000	65,000	65,000	65,000
	83685	OTHER INVENTORY SUPPLIES		2,500		2,500		500	2,500	2,500	2,500
	83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES	1,899	3,000	16	3,000		500	3,000	3,000	3,000
-	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	181,661	118,000	197,525	120,000	123,585	166,250	173,000	173,000	173,000
	85110	PROPERTY INSURANCE	21,451	22,524	21,412	23,650	21,143	21,143	22,200	23,310	24,476
	85111	FRAUD INSURANCE	2,228	2,339	2,509	2,456	6,823	6,823	7,164	7,522	7,898
	85112	INLAND MARINE INSURANCE	3,202	3,362	1,994	3,530	2,035	2,035	2,137	2,244	2,356
	85113	AUTO PHYSICAL DAMAGE	1,923	2,019	1,534	2,120	1,935	1,935	2,032	2,133	2,240
	85115	LIABILITY INSURANCE	15,316	16,082	6,966	16,886	10,869	10,869	11,412	11,983	12,582
	85116	E&O LIABILITY INSURANCE	5,246	5,508	5,745	5,784	7,435	7,435	7,807	8,197	8,607
	85117	VEHICLE LIABILITY INSURANCE	5,283	6,381	5,074	6,113	6,503	6,503	6,805	7,201	7,528
	85119	UMBRELLA LIABILITY	2,060	2,163	2,416	2,271	5,271	5,271	5,535	5,811	6,102

Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
85120	PROPERTY DAMAGE COSTS	18,262	593	(1,506)	5,000			5,000	5,000	5,000
85123	PHYSICAL DAMAGE CLAIMS/DEDUCTIBLES	642		640						
85170	EASEMENTS ACQUIRED	161,233	50,000	3,500	50,000			50,000	50,000	50,000
-	XPLC TOTAL PROPERTY & LIABILITY COSTS	236,846	110,971	50,284	117,810	62,013	62,014	120,115	123,370	126,789
85230	LAND USE RENTAL	803	650	864	650	615	650	700	700	700
85240	EQUIPMENT RENTAL & LEASES	9,610	2,500	4,379	2,500	181	1,000	2,500	2,500	2,500
-	XRENT TOTAL RENTALS	10,413	3,150	5,243	3,150	796	1,650	3,200	3,200	3,200
85320	STATE FEES	2,658	1,500	1,309	1,500	1,161	750	1,500	1,500	1,500
85340	RECORDING & FILING FEES	699		141		198	200			
-	XPERM TOTAL PERMITS	3,357	1,500	1,450	1,500	1,359	950	1,500	1,500	1,500
85530	E-COMMERCE FEES	70	50	14	50	23	50	50	50	50
-	XFLF TOTAL FINANCIAL FEES	70	50	14	50	23	50	50	50	50
86300	PAYING AGENT & OTHER DEBT FEES	1,825	200	1,394	500	730	1,000	1,000	1,000	1,000
+	86600 LEASE/LOAN PRINCIPAL		150,000		150,000	101,989	150,000	150,000	150,000	150,000
1	ARRA#6 Loan \$1,888,200 (46%)		150,000		150,000	101,989	150,000	150,000	150,000	150,000
2	2017 - PER for One-Call (2 Vehicles - \$24,000/piece)									
3	2017 - PER for Sanitary Sewer Vaccum (\$350,000)									
4	2017 - PER for CCTV Inspection Equipment (\$275,000)									
*	Amount missing from detail									
+	86700 LEASE/LOAN INTEREST	39,401	30,000	32,584	30,000	20,625	30,000	30,000	30,000	30,000
1	ARRA#6 Loan \$1,888,200 (46%)	39,401	30,000	32,584	30,000	20,625	30,000	30,000	30,000	30,000
*	Amount missing from detail									
-	XDSV TOTAL DEBT SERVICE	41,226	180,200	33,978	180,500	123,344	181,000	181,000	181,000	181,000
XOP	TOTAL OPERATIONS	1,647,519	1,621,171	1,476,618	1,563,127	583,242	1,506,781	1,757,657	1,722,262	1,775,781
Capital										
+	89120 EASEMENTS ACQUIRED					25,000	25,000			
1	Easement - C. Horton									
2	Easement - M. Polk									
3	Easement - P. Campbell									
4	Easement - M. Brown									
5	Misc					25,000	25,000			
*	Amount missing from detail									
-	XLAND TOTAL LAND					25,000	25,000			
89230	BUILDING IMPROVEMENTS					4,019	4,019			
-	XBLDG TOTAL BUILDINGS					4,019	4,019			
I+	89320 DISTRIBUTION SYSTEMS				4,112,000					
1	Franklin Sewer Receiving Station - SSR									
2	Monticello Sewer Design (SSR)									
3	Fieldstone Farms PS # 2 (SSR)									
4	Fieldstone Farms PS # 2 (L&C)									
5	Fieldstone Farms PS # 2 Resident Project Insp (SSR)									
6	Henpeck Lane Extension									
7	Misc				4,112,000					

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	*	Amount missing from detail									
-	XIMPR	TOTAL IMPROVEMENTS				4,112,000					
+	89520	VEHICLES (>\$25,000)		155,000							
	1	Freightliner Dump Truck (Neely Coble)									
	10	FY 2020 PER - Tandem Axle Dump Truck		155,000	217,300						
	2	2011 - Replace Unit 1, 2002 Model									
	3	2012 - Replace Unit 19, 2002 Model									
	4	2012 - Replace Unit 38, 2005 Model									
	5	2013 - Replace Unit 30, 2003 Model									
	6	2013 - Replace Unit 31, 2001 Model									
	7	2013 - Dump Truck - Replace Unit WF-8, 1993 Model									
	8	2014 - Replace Unit 33, 2003 Model									
	9	Line Item 9									
	*	Amount missing from detail			(217,300)						
-	XMEO	TOTAL MACHINERY & EQUIPMENT (>\$25,000)		155,000							
=	XCAP	TOTAL CAPITAL		155,000		4,112,000	29,019	29,019			
=	XTOT	TOTAL EXPENDITURES	3,215,170	3,579,084	3,206,696	7,435,711	1,843,754	3,373,992	3,568,835	3,650,345	3,829,351

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
		Personnel									
I=	81110	REGULAR PAY	835,485	965,361	899,051	955,502	674,849	927,755	1,006,448	1,056,770	1,109,609
+	81120	OVERTIME PAY	33,681	25,000	36,317	25,000	27,106	36,412	25,500	26,775	28,114
	81198	CAPITAL FUND CONTRIBUTION							(36,292)	(36,292)	(36,292)
	81199	VACANCY ADJUSTMENT		(32,313)		(34,838)			(35,226)	(36,987)	(38,836)
=	XWAGE	TOTAL WAGES	869,166	958,048	935,368	945,664	701,955	964,167	960,429	1,010,266	1,062,595
=	81410	FICA (EMPLOYER'S SHARE)	61,991	70,584	67,030	75,747	50,426	73,759	78,944	82,891	87,036
+	81420	MEDICAL PREMIUMS - ACTIVE EEs/COBRA	250,635	276,948	272,616	310,143	146,588	293,910	313,332	344,665	379,132
	81422	NEAR-SITE CLINIC (URGENT TEAM)					4,951	8,470	8,470	8,470	8,470
+	81425	VISION PREMIUMS	1,573	1,451	1,671	1,903	896	1,796	1,901	2,091	2,300
=	81430	DENTAL INSURANCE PREMIUMS	17,517	22,756	18,033	20,482	6,086	14,059	13,053	13,706	14,391
	81431	FSA ADMINISTRATION					86	115	115	115	115
=	81433	GROUP INSURANCE PREMIUMS					4,742	6,333	6,522	6,848	7,191
+	81440	EE HEALTH INSURANCE CONTRIBUTIONS	(55,337)	(59,171)	(57,286)	(63,607)	(36,476)	(51,496)	(54,969)	(59,916)	(65,309)
=	81443	EE DENTAL INSURANCE CONTRIBUTIONS					(5,068)	(7,154)	(7,805)	(8,195)	(8,605)
+	81444	EE VISION INSURANCE CONTRIBUTIONS					(244)	(345)	(365)	(383)	(402)
!	81450	RETIREMENT CONTRIBUTIONS	95,688	118,327	97,908	132,896	100,173	131,173	138,660	152,526	167,779
	81455	DEFERRED COMP MATCH	11,819	11,142	697		818	1,321	1,737	1,824	1,915
	81456	TCRS CONTRIBUTIONS (CITY)			13,944	21,320	11,970	16,276	21,517	22,829	24,222
	81470	WORKERS COMPENSATION PREMIUMS	5,969	11,027	16,068	11,578	5,480	5,968	12,157	12,765	13,403
=	XBEN	TOTAL BENEFITS	389,855	453,064	430,681	510,462	290,428	494,185	533,270	580,236	631,638
=	XPER	TOTAL PERSONNEL	1,259,021	1,411,112	1,366,049	1,456,126	992,383	1,458,352	1,493,699	1,590,502	1,694,233
		Operations									
	82110	MAILING & OUTBOUND SHIPPING SERVICES	1,309	1,000	465	1,000	319	1,000	1,000	1,000	1,000
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS		1,000		1,000		500	5,000	5,000	5,000
	82130	VEHICLE LICENSES & TITLES	36	125	45	100		100	100	100	100
	82140	VEHICLE TOW-IN SERVICES	300								
=	XTRC	TOTAL TRANSPORTATION CHARGES	1,645	2,125	510	2,100	319	1,600	6,100	6,100	6,100
	82210	PRINTING & COPYING SERVICES, OUTSOURCED			264	500		100	500	500	500
	82240	TRANSCRIPTION FEES			30	50		50	50	50	50
	82250	TESTING & PHYSICALS	754	500	1,890	500	240	500	500	500	500
	82260	UNIFORM RENTAL & SERVICES			4,616	12,500	6,046	11,000	11,500	12,000	12,000
	82270	LANDFILL & BIOSOLIDS MANAGEMENT SERVICES	465,724	310,000	439,264	315,000	372,582	500,000	500,000	500,000	500,000
	82280	LAB FEES	76,529	75,000	63,512	75,000	48,190	75,000	80,000	85,000	90,000
	82299	OTHER OPERATING SERVICES	87	1,000		1,000		250	500	500	500
=	XOPSV	TOTAL OPERATING SERVICES	543,094	386,500	509,576	404,550	427,058	586,900	593,050	598,550	603,550
	82310	LEGAL NOTICES	57	500	57	500	105	200	250	250	250
	82350	DUES FOR MEMBERSHIPS	380	500	380	500	380	1,000	3,000	3,000	3,000
	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	396	500	882	1,000		1,000	1,500	1,500	1,500
	82371	EMERGENCY RELIEF			1,838		5,615	5,700			
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	833	1,500	3,157	2,000	6,100	7,900	4,750	4,750	4,750
	82410	ELECTRIC SERVICE	1,117,199	985,000	1,092,399	995,000	646,745	995,000	1,044,750	1,096,988	1,151,837
	82411	SOLAR ARRAY	(26,599)	(15,000)	(57,460)	(20,000)	18,001	(20,000)	(20,000)	(20,000)	(20,000)
	82420	WATER & SEWER SERVICE	18,841	20,000	32,001	20,000	15,527	20,000	20,000	20,000	20,000
	82430	STORMWATER SERVICE	5,008	5,008	5,008	5,008	2,937	5,008	5,008	5,008	5,008
	82435	SOLID WASTE SERVICE	6,360	6,360	6,360	6,360	3,710	6,360	6,360	6,360	6,360
	82440	NATURAL GAS SERVICE	8,118	7,000	12,235	7,000	5,862				

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	82450	TELEPHONE SERVICE	1,995	3,350	2,785	2,000	2,352	3,550	550	550	550
	82455	CELLULAR TELEPHONE SERVICE	2,709	2,350	2,643	2,500	1,416	2,500	2,500	2,500	2,500
	82470	INTERNET & RELATED SERVICES				1,000					
=	XUTIL	TOTAL UTILITIES	1,133,631	1,014,068	1,095,971	1,018,868	696,550	1,024,918	1,071,668	1,123,906	1,178,755
	82510	COMPUTER SERVICES				4,000			5,000	5,000	5,000
+	82560	CONSULTANT SERVICES	44,990		40,380	71,000	38,975	309,000	169,000	172,000	172,000
	1	Miscellaneous									
	2	Vulvability Assessment									
	3	FOG Inspections									
	4	PLC Programming									
	5	Other	44,990		40,380	71,000	38,975	309,000	169,000	172,000	172,000
	*	Amount missing from detail									
	82599	OTHER CONTRACTUAL SERVICES		50,000							
=	XCTS	TOTAL CONTRACTUAL SERVICES	44,990	50,000	40,380	75,000	38,975	309,000	174,000	177,000	177,000
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	25,526	15,810	56,327	15,000	29,859	35,000	40,000	40,000	40,000
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	125,861	50,000	160,212	145,000	182,757	185,000	160,000	160,000	160,000
	82654	GROUPS MAINTENANCE SERVICES	289	500		500			250	250	250
+	82660	BUILDING REPAIR & MAINTENANCE SERVICES	49,611	34,500	24,897	20,000	10,549	20,000	34,140	34,140	34,140
	1	Various	49,611	15,000	24,897	20,000	10,549	20,000	21,000	21,000	21,000
	2	FY 2020 PER - WW Plant Admin Flooring Replacement		19,500							
!	3	Cleaning Services							13,140	13,140	13,140
	*	Amount missing from detail									
	82684	PUMP STATION REPAIR SERVICES	8,052	15,000	5,717						
	82699	OTHER REPAIR & MAINTENANCE SERVICES		10,000		10,000		10,000	10,000	10,000	10,000
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	209,339	125,810	247,153	190,500	223,165	250,000	244,390	244,390	244,390
	82750	EMPLOYEE RECOGNITION/RECEPTIONS		500	227	500		500	500	500	500
	82780	TRAINING, OUTSIDE	1,145	1,000	1,060	2,500	250	1,000	5,000	5,000	5,000
	82790	TRAINING, IN-HOUSE	95	250	92	250	185	250	500	500	500
=	XEPG	TOTAL EMPLOYEE PROGRAMS	1,240	1,750	1,379	3,250	435	1,750	6,000	6,000	6,000
	82810	REGISTRATIONS	475	500	670	1,500	375	1,000	1,000	1,000	1,000
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	199	500	181	500			500	500	500
	82830	AIR TRAVEL	742	500		500		1,000	500	500	500
	82840	LODGING	2,397	1,500	1,355	2,500	770	1,000	2,500	2,500	2,500
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	530	500	232	500			500	500	500
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	4,343	3,500	2,438	5,500	1,145	3,000	5,000	5,000	5,000
	83110	OFFICE SUPPLIES	1,018	1,500	517	1,500	466	600	1,500	1,500	1,500
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	72								
	83130	EMPLOYEE BENEVOLENCE ITEMS		200		200		200	200	200	200
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	540	1,250	434	1,250	596	600	1,250	1,250	1,250
=	XOFS	TOTAL OFFICE SUPPLIES	1,630	2,950	951	2,950	1,062	1,400	2,950	2,950	2,950
	83210	TRAINING SUPPLIES		100	94	100	286	300	150	150	150
	83220	CHEMICALS & LAB SUPPLIES	154,772	200,000	146,627	200,000	97,915	200,000	200,000	200,000	200,000
	83221	ODOR CONTROL CHEMICALS	1,954	25,000	1,236	25,000	426	25,000	25,000	25,000	25,000
	83240	MEDICAL SUPPLIES	1,787	1,200	1,554	1,200	1,218	1,200	1,200	1,200	1,200
	83250	SAFETY SUPPLIES	8,607	8,000	8,078	9,000	1,622	3,000	9,000	9,000	9,000
	83260	UNIFORMS PURCHASED	5,746	3,500	3,195	4,000	2,298	4,000	4,000	5,000	5,000
	83270	CONSUMABLE TOOLS	488	750	3,201	5,000	1,011	5,000	5,000	5,000	5,000
	83299	OTHER OPERATING SUPPLIES	3,590	7,500	3,599	7,500	1,624	3,000	7,500	7,500	7,500
=	XOPS	TOTAL OPERATING SUPPLIES	176,944	246,050	167,584	251,800	106,400	241,500	251,850	252,850	252,850
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	27,543	29,400	18,501	29,400	13,384	29,400	29,400	29,500	29,500

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	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
+=	89520	VEHICLES (>\$25,000)		155,000							
	1	2009 Mack Dump Truck									
	2	2011 Freightliner Dump Truck (Neely Coble)									
	3	2011 - Replace 1998 4x4 Pickup Truck									
	4	2011 - Replace 1999 Maintenance Truck w/Utility Bed									
	5	2011 - Replace 2002 Pickup Truck									
	6	Pickup Truck Replacement									
	7	Line Item 7		155,000							
	*	Amount missing from detail									
+	89530	MACHINERY & EQUIPMENT (>\$25,000)		275,000		185,000	116,282	185,000			
	01	UVT Analyzer (Southern Sales)									
	02	Field Engineering Services (Revere Control)									
	03	2011 - Belt Press									
	04	2011 - Ultra Violet Annual Bulb, Ballast, Boards, Boots, etc.									
	05	2011 - VFD Installation for Supplemental Air									
	06	Vogelsang DAF Pumps (2)									
	07	2011 - Head works Odor Control recirculation pumps replacement									
	08	2011 - Oil Change Piping for automated oil change for 9 aerators									
	09	2011 - Copier replacement									
	10	2011 - Main Pump Station Muffin Monster									
	11	2011 - Generator Switch Gear Installation									
	12	DAF Drive Arm Conversion									
	13	Head Works Fine Screen Rehabilitation									
	14	Influent Flow Monitor Replacement									
	15	Main Pump Station VFD Drive									
	16	Main Pump Station AC Replacement									
	17	Test Filter Analyzer									
	18	Odor Control Media Replacement									
	19	Oxidation Ditch Aerator Replacement									
	20	Anoxic Zone Mixer Replacement									
	21	Main Pump Station Comminutor Replacement									
	22	Line Item 22		275,000		185,000	116,282	185,000			
	*	Amount missing from detail									
=	XMEO	TOTAL MACHINERY & EQUIPMENT (>\$25,000)		430,000		185,000	116,282	185,000			
=	XCAP	TOTAL CAPITAL		430,000		435,000	116,282	185,000			
=	XTOT	TOTAL EXPENDITURES	3,665,559	3,977,068	3,726,778	4,158,044	2,832,992	4,381,259	4,154,474	4,315,969	4,485,697

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
		Personnel									
I=	81110	REGULAR PAY	961,818	1,044,361	1,033,042	933,388	716,904	977,702	945,635	992,917	1,042,563
=	81120	OVERTIME PAY	3,284	2,000	7,549	2,000	4,536	4,847	2,040	2,142	2,249
	81199	VACANCY ADJUSTMENT		(35,177)		(34,470)			(33,097)	(34,752)	(36,490)
-	XWAGE	TOTAL WAGES	965,102	1,011,184	1,040,591	900,918	721,440	982,549	914,578	960,307	1,008,322
=	81410	FICA (EMPLOYER'S SHARE)	70,538	76,801	76,034	72,058	52,910	75,165	72,497	76,122	79,928
=	81420	MEDICAL PREMIUMS - ACTIVE EEs/COBRA	173,503	216,356	208,938	198,688	100,366	200,731	219,419	241,361	265,497
	81422	NEAR-SITE CLINIC (URGENT TEAM)					3,630	6,210	6,210	6,210	6,210
	81425	VISION PREMIUMS	1,067	1,140	1,279	1,130	564	1,128	1,229	1,352	1,487
=	81430	DENTAL INSURANCE PREMIUMS	13,652	18,282	15,104	13,936	3,934	7,868	8,518	8,944	9,391
	81431	FSA ADMINISTRATION					157	192	192	192	192
=	81433	GROUP INSURANCE PREMIUMS					4,205	5,555	5,613	5,894	6,188
=	81440	EE HEALTH INSURANCE CONTRIBUTIONS	(42,728)	(41,581)	(46,927)	(41,129)	(26,225)	(37,112)	(39,557)	(43,117)	(46,998)
	81441	CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT			300						
=	81443	EE DENTAL INSURANCE CONTRIBUTIONS					(3,225)	(4,553)	(5,203)	(5,463)	(5,736)
=	81444	EE VISION INSURANCE CONTRIBUTIONS					(159)	(226)	(238)	(250)	(262)
I	81450	RETIREMENT CONTRIBUTIONS	51,525	71,367	67,783	99,672	72,247	98,380	92,440	101,684	111,853
	81455	DEFERRED COMP MATCH	28,559	30,117	14,768	15,675	11,391	15,800	15,830	17,413	19,154
	81456	TCRS CONTRIBUTIONS (CITY)			12,834		7,773	10,679	17,691	19,460	21,406
	81460	UNEMPLOYMENT CLAIMS			1,632	14,077	(408)	(408)			
	81470	WORKERS COMPENSATION PREMIUMS	3,373	3,373	3,599	3,542	1,939	3,486	3,719	3,905	4,100
	81475	WORKERS COMPENSATION CLAIMS	1,200								
-	XBEN	TOTAL BENEFITS	300,689	375,855	355,344	377,649	229,099	382,895	398,358	433,707	472,410
=	XPER	TOTAL PERSONNEL	1,265,791	1,387,039	1,395,935	1,278,567	950,539	1,365,444	1,312,936	1,394,014	1,480,732
		Operations									
	82110	MAILING & OUTBOUND SHIPPING SERVICES	339	200	48	200	34	100	100	100	100
	82130	VEHICLE LICENSES & TITLES	63	325	72	200	9	50	100	100	100
-	XTRC	TOTAL TRANSPORTATION CHARGES	402	525	120	400	43	150	200	200	200
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	250	400		200	53	75	100	100	100
	82250	TESTING & PHYSICALS	350	200	150	200		100	100	100	100
	82260	UNIFORM RENTAL & SERVICES			1,668	1,500	779	1,500	1,500	1,500	1,500
	82270	LANDFILL & BIOSOLIDS MANAGEMENT SERVICES	246								
	82299	OTHER OPERATING SERVICES			76	200		100	200	200	200
-	XOPSV	TOTAL OPERATING SERVICES	846	600	1,894	2,100	832	1,775	1,900	1,900	1,900
	82310	LEGAL NOTICES	40	200		200					
	82340	LEADERSHIP RETREATS		200							
	82350	DUES FOR MEMBERSHIPS	2,132	2,000	2,347	4,000	2,118	3,000	3,000	3,000	3,000
	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	2,048	3,000		4,000		2,000	2,000	2,000	2,000
	82371	EMERGENCY RELIEF			323		13	13			
	82390	PUBLICATIONS, NON-TRAINING	262	150	407	500		500	500	500	500
-	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	4,482	5,550	3,077	8,700	2,131	5,513	5,500	5,500	5,500
	82450	TELEPHONE SERVICE	432	1,000	669	1,000	397	750	750	750	750
	82451	800 MHZ ACCESS LINE SERVICE	2,635	2,600	41	2,600		2,600	2,600	2,600	2,600
	82455	CELLULAR TELEPHONE SERVICE	8,207	6,450	7,817	6,500	4,464	7,200	7,200	7,200	7,200
	82470	INTERNET & RELATED SERVICES	394	1,000	1,403	1,000	949	1,650	1,650	1,650	1,650

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
-	XUTIL	TOTAL UTILITIES	11,668	11,050	9,930	11,100	5,810	9,600	12,200	12,200	12,200
	82599	OTHER CONTRACTUAL SERVICES	1,318		216						
-	XCTS	TOTAL CONTRACTUAL SERVICES	1,318		216						
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	1,691	3,650	3,954	3,650	1,189	1,500	2,000	2,500	2,500
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	39	1,000	16	1,000	8	500	1,000	1,000	1,000
	82660	BUILDING REPAIR & MAINTENANCE SERVICES	3,605	1,200		1,200		1,200	1,200	1,200	1,200
	82684	PUMP STATION REPAIR SERVICES	3,061								
	82699	OTHER REPAIR & MAINTENANCE SERVICES			260						
-	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	8,396	5,850	4,230	5,850	1,197	3,200	4,200	4,700	4,700
	82750	EMPLOYEE RECOGNITION/RECEPTIONS	473	200	177	200	56	200	200	200	200
	82780	TRAINING, OUTSIDE					150	150			
	82790	TRAINING, IN-HOUSE	514		721	1,200		500	1,200	1,200	1,200
-	XEPG	TOTAL EMPLOYEE PROGRAMS	987	200	898	1,400	206	850	1,400	1,400	1,400
	82810	REGISTRATIONS	3,804	4,000	1,805	6,000		1,000	6,000	6,000	6,000
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	572	750	2,056	850			850	850	850
	82830	AIR TRAVEL	352	2,500	719	3,500		1,000	3,500	3,500	3,500
	82840	LODGING	1,217	4,000	4,781	5,000		1,000	5,000	5,000	5,000
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	302	1,500	733	2,100		200	2,100	2,100	2,100
	82890	OTHER TRAVEL EXPENSES	8								
-	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	6,255	12,750	10,094	17,450		3,200	17,450	17,450	17,450
	83110	OFFICE SUPPLIES	524	1,000	734	1,200	123	500	1,000	1,000	1,000
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)		150		450					
	83130	EMPLOYEE BENEVOLENCE ITEMS	403	450	245	1,000	75	500	500	500	500
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	1,807	500	1,045	100	359	400	500	500	500
-	XOFS	TOTAL OFFICE SUPPLIES	2,734	2,100	2,024	2,750	557	1,400	2,000	2,000	2,000
	83210	TRAINING SUPPLIES			598						
	83220	CHEMICALS & LAB SUPPLIES		100		100			100	100	100
	83240	MEDICAL SUPPLIES	227								
	83250	SAFETY SUPPLIES	837	500	61	500	18	100	500	500	500
	83260	UNIFORMS PURCHASED	1,601	2,125	992	2,125	893	1,500	2,125	2,125	2,125
	83270	CONSUMABLE TOOLS	144	500	244	500	40	150	500	500	500
	83299	OTHER OPERATING SUPPLIES	990	500	104	500		100	250	250	250
-	XOPS	TOTAL OPERATING SUPPLIES	3,799	3,725	1,999	3,725	951	1,850	3,475	3,475	3,475
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	4,082	12,600	5,505	12,600	2,707	4,500	5,000	5,500	6,000
-	XFUEL	TOTAL FUEL & MILEAGE	4,082	12,600	5,505	12,600	2,707	4,500	5,000	5,500	6,000
	83510	FURNITURE, FIXTURES (<\$25,000)	444	500	342	600		250	500	500	500
+	83530	MACHINERY & EQUIPMENT (<\$25,000)	38	3,500		3,000		500	1,500	1,500	1,500
	1	Miscellaneous	38	3,500		3,000		500	1,500	1,500	1,500
	2	Zero Turn Lawn Mower									
	3	Light Tower for Night Work									
	4	Other									
	5	Line Item 5									
	*	Amount missing from detail									
+	83540	COMPUTER HARDWARE (<\$25,000)	5,771	9,300	9,986	5,500	5,242	5,500	14,000	5,000	5,000
	1	New computer for Utilities Project Manager									

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	2	Misc	5,771	9,300	9,986	5,500	5,242	5,500	14,000	5,000	5,000
	3	Line Item 3									
	4	Line Item 4									
	5	Line Item 5									
	*	Amount missing from detail									
	83550	COMPUTER SOFTWARE (<\$25,000)	1,019	26,780	7,434	26,780	401	1,000	26,780	26,780	26,780
-	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	7,272	40,080	17,762	35,880	5,643	7,250	42,780	33,780	33,780
	83610	VEHICLE PARTS & SUPPLIES		100		100		100	100	100	100
	83620	EQUIPMENT PARTS & SUPPLIES	981	100		100		100	100	100	100
	83652	LANDSCAPING SUPPLIES	100	100		100					
	83654	GROUPS MAINTENANCE SUPPLIES	525	100		100					
	83660	BUILDING MAINTENANCE SUPPLIES					38				
-	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	1,606	400		400	38	200	200	200	200
	85110	PROPERTY INSURANCE	1,114	1,170	817	858	1,340	1,340	1,407	1,477	1,551
	85111	FRAUD INSURANCE	1,019	1,070	1,060		1,271	1,271	1,334	1,401	1,471
	85112	INLAND MARINE INSURANCE	45	47	45	47	46	46	48	51	53
	85113	AUTO PHYSICAL DAMAGE	277	291	259	272	302	302	317	333	350
	85115	LIABILITY INSURANCE	1,096	1,151	1,214	2,388	1,343	1,343	1,410	1,481	1,555
	85116	E&O LIABILITY INSURANCE	2,399	2,519	2,427	2,548	1,385	1,385	1,454	1,527	1,603
	85117	VEHICLE LIABILITY INSURANCE	2,697	2,496	2,136	2,243	2,296	2,296	2,411	2,531	2,658
	85119	UMBRELLA LIABILITY	942	989	1,021	1,072	982	982	1,031	1,083	1,137
	85140	SURETY/NOTARY BONDS	50	50		50		50	50	50	50
-	XPLC	TOTAL PROPERTY & LIABILITY COSTS	9,639	9,783	8,979	9,478	8,965	9,015	9,462	9,934	10,428
	85240	EQUIPMENT RENTAL & LEASES	422		18						
-	XRENT	TOTAL RENTALS	422		18						
	85320	STATE FEES	236	3,000	1,875	500					
	85340	RECORDING & FILING FEES	117								
-	XPERM	TOTAL PERMITS	353	3,000	1,875	500					
	85530	E-COMMERCE FEES	404		9						
-	XFLF	TOTAL FINANCIAL FEES	404		9						
=	XOP	TOTAL OPERATIONS	64,665	108,213	68,630	112,333	29,080	48,503	105,767	98,239	99,233
		Capital									
	89320	DISTRIBUTION SYSTEMS					23,083				
-	XIMPR	TOTAL IMPROVEMENTS					23,083				
+=	89520	VEHICLES (>\$25,000)		35,000							
1		Unit 14A Replacement									
2		Pickup Truck - Replacement									
3		Pickup Truck - Replacement									
4		Line Item 4		35,000	34,077						

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	5	FY 2018 PER - Pick-up Trucks (2)									
	*	Amount missing from detail			(34,077)						
-	XMEO	TOTAL MACHINERY & EQUIPMENT (>\$25,000)		35,000							
=	XCAP	TOTAL CAPITAL		35,000			23,083				
=	XTOT	TOTAL EXPENDITURES	1,330,456	1,530,252	1,464,565	1,390,900	1,002,702	1,413,947	1,418,703	1,492,253	1,579,965

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	83682	UTILITY LINES REPAIR SUPPLIES	(7,965)		12,243						
-	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	(29,044)		12,243						
	84710	ADMIN SERVICES PROVIDED BY GENERAL FUND	1,273,325	1,354,552	1,354,553	1,478,867	1,109,150	1,478,867	1,409,275	1,437,461	1,437,461
-	XOPU	TOTAL OPERATIONAL UNITS	1,273,325	1,354,552	1,354,553	1,478,867	1,109,150	1,478,867	1,409,275	1,437,461	1,437,461
	85170	EASEMENTS ACQUIRED	18,375		63,430		(22,400)				
-	XPLC	TOTAL PROPERTY & LIABILITY COSTS	18,375		63,430		(22,400)				
	85240	EQUIPMENT RENTAL & LEASES	2,515								
-	XRENT	TOTAL RENTALS	2,515								
	85310	PERMITS	1,200		4,450						
	85320	STATE FEES	75		290		1,000				
	85340	RECORDING & FILING FEES	196		1,379		16				
-	XPERM	TOTAL PERMITS	1,471		6,119		1,016				
	85530	E-COMMERCE FEES			7,869	200,000	27,613	200,000	200,000		
	85570	BAD DEBT EXPENSE (NET OF RECOVERIES)		20,000		20,000		20,000	20,000		
	85575	LEAK ADJUSTMENTS		9,000		9,000		9,000	9,000		
-	XFLF	TOTAL FINANCIAL FEES		29,000	7,869	229,000	27,613	229,000	229,000		
	86100	PRINCIPAL		949,216		915,800	2,255,000	2,300,000	968,111		
	01	1999 Refunding - \$2.195m (100%)									
	02	2001 Issue - \$7m (100%)									
	03	2002 Issue - \$2.27m (46%)									
	04	2002A Refunding - \$4.715m (6%)									
	05	2002A Notes - \$1.23m (100%)									
	06	2002B Issue - \$26.23m (25%)									
	07	2005 Refunding - \$24.67m (40%)		949,216		915,800			968,111		
	08	2008 Issue - \$20m (1%)									
	09	2011 Refunding - \$19.43m (1%)									
	10	Various					2,255,000	2,300,000			
	*	Amount missing from detail									
+	86200	INTEREST	256,399	284,955	211,576	739,175	211,576	739,175	792,958		
	01	1999 Refunding - \$2.195m (100%)									
	02	2001 Issue - \$7m (100%)									
	03	2002 Issue - \$2.27m (46%)									
	04	2002A Refunding - \$4.715m (6%)									
	05	2002A Notes - \$1.23m (100%)									
	06	2002B Issue - \$26.23m (25%)									
	07	2005 Refunding - \$24.67m (40%)		284,955		739,175	88,465		792,958		
	08	2008 Issue - \$20m (1%)									
	09	2011 Refunding - \$19.43m (1%)									
	10	Year End Interest Accrual	256,399		211,576						
	11	Various					123,111	739,175			
	*	Amount missing from detail									
	86300	PAYING AGENT & OTHER DEBT FEES	261	700	13,435	700	30,124	30,500			
+	86600	LEASE/LOAN PRINCIPAL					25,866	26,000			
	1	Hansen UB Software Lease (40%)					25,866	26,000			
	*	Amount missing from detail									
+	86700	LEASE/LOAN INTEREST			242,092		548,746	550,000			
	1	Hanse UB Software Lease (40%)			62,250			Budget & Finance Committee - April 8, 2021 Page 46			
	2	Line Item 2			179,842		548,746	550,000			

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	*	Amount missing from detail									
-	XDSV	TOTAL DEBT SERVICE	256,660	1,234,871	467,103	1,655,675	3,071,312	3,645,675	1,761,069		
	88095	TRANSFER TO DEBT SERVICE FUND	100,000	100,000	100,000	100,000	50,000	100,000	100,000		
	88100	TRANSFER TO CAPITAL IMPROVEMENT BONDS		270,000	270,000						
-	XTRAN	TOTAL TRANSFERS	100,000	370,000	370,000	100,000	50,000	100,000	100,000		
=	XOP	TOTAL OPERATIONS	1,839,774	3,354,423	2,521,890	3,862,542	5,196,022	6,512,611	3,627,344	2,023,461	1,590,461
		Capital									
	89120	EASEMENTS ACQUIRED					(22,400)				
-	XLAND	TOTAL LAND					(22,400)				
	89320	DISTRIBUTION SYSTEMS		4,621,850			4,047,189	4,100,000	3,701,000		
-	XIMPR	TOTAL IMPROVEMENTS		4,621,850			4,047,189	4,100,000	3,701,000		
=	XCAP	TOTAL CAPITAL		4,621,850			4,024,789	4,100,000	3,701,000		
=	XTOT	TOTAL EXPENDITURES	1,851,957	8,035,966	2,690,137	3,907,416	9,219,579	10,626,467	7,527,707	2,227,759	1,800,190



Reclaimed Water

Section Summary

On February 10, 2004, the City of Franklin Board of Mayor and Aldermen officially created the Reclaimed Division through adoption of Title 18, Chapter 4, of the Franklin Municipal Code. The Reclaimed Water Section produces and distributes water for commercial irrigation use within the City's water service area. There are no dedicated personnel assigned to this division. Personnel from the Service Divisions currently maintain the reclaimed water lines and personnel from the Water Reclamation Plant operate and maintain the pumps and sampling stations.



Section Goals & Strategic Initiatives

The primary goal for the Reclaimed Water Section is to distribute high quality effluent water for irrigation needs of customers. A benefit of reclaimed water, in addition to a low cost alternative for irrigation water, is that it reduces loading of effluent to the Harpeth River. While the use of reclaimed water is typically seasonal, the Department has been and will continue to evaluate other disposal concepts that would reduce effluent discharge to the river that are consistent with the permit.

Though reclaimed water is not an essential service, it is imperative that the Department be able to serve the demands for the system. It is projected that the existing Long Lane Water Tank (500,000 gallons) will be converted to a reclaimed storage facility in the future to provide for demands in the southern area of the City. Additional storage facilities are being considered using existing department property.



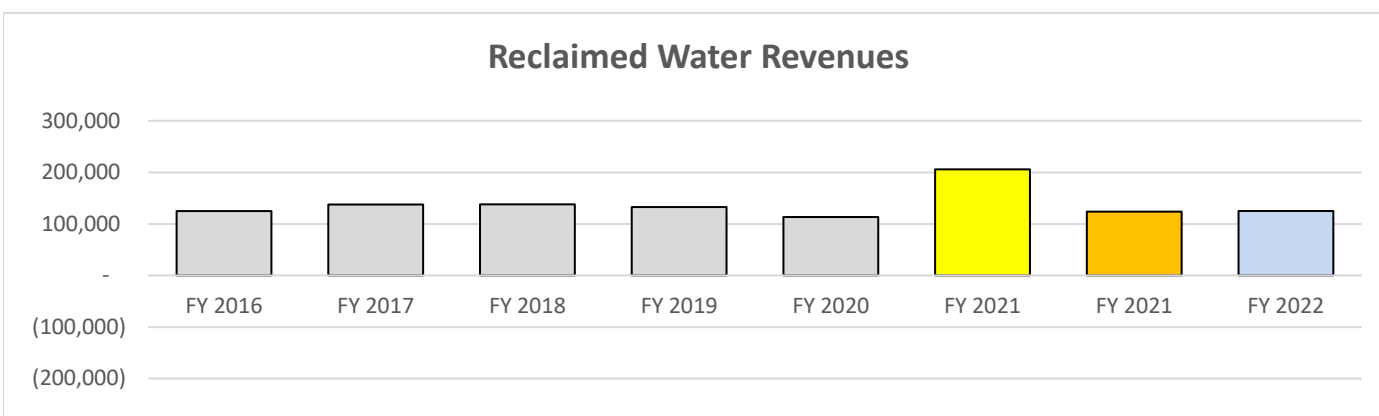
City of Franklin, Tennessee

FY 2022 Operating Budget

Reclaimed Water

Revenues

Rate based revenues for FY 2022 are projected to be at approximately the same as projected for FY 2021.



	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2021 EOY	FY 2022 Budget
Intergovernmental	-	-	-	-	-	-	-	-
Interest Income	38	196	691	1,958	-	100	-	-
Sale of Surplus Assets	-	-	-	-	-	-	-	-
Customer Service (Rates)	124,810	137,351	135,705	129,194	109,559	201,150	120,000	120,500
Inspection Fees	-	-	-	-	3,144	3,000	3,000	3,000
Other Service Revenue	-	-	1,500	1,500	600	1,500	750	1,500
Fund Balance Contrib.	-	-	-	-	-	-	-	-
Contributions from Develop.	-	-	-	-	-	-	-	-
Total Reclaimed Revenues	124,848	137,547	137,896	132,652	113,303	205,750	123,750	125,000

**Total revenues less those received for Capital Contributions and accounted for elsewhere within the Water & Wastewater Fund.*



City of Franklin, Tennessee

FY 2022 Operating Budget

Reclaimed Budget

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F (E-C)</u>	<u>G (E/C)</u>
	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference '20 vs. '21 \$	%
Personnel							
Salaries & Wages	-	-	-	-	-	-	0.0%
Employee Benefits	-	-	-	-	-	-	0.0%
Total Personnel	-	-	-	-	-	-	0.0%
Operations							
Transportation Services	-	-	50	-	-	(50)	-100.0%
Notices, Subscriptions, etc.	-	20	-	50	50	50	100.0%
Contractual Services	11,338	28,501	55,000	110,000	5,000	(50,000)	-90.9%
Repair & Maintenance Services	-	2,848	17,000	17,000	17,000	-	0.0%
Operating Supplies	53,512	62,503	80,400	80,400	80,400	-	0.0%
Machinery & Equipment (<\$25,000)	-	-	2,000	2,000	2,000	-	0.0%
Repair & Maintenance Supplies	3,150	(2,639)	20,000	23,000	20,000	-	0.0%
Property & Liability Costs	-	-	-	-	-	-	0.0%
Debt Service and Lease Payments	19,010	17,864	65,975	65,975	65,975	-	0.0%
Total Operations	87,010	109,097	240,425	298,425	190,425	(50,000)	-20.8%
Capital	-	-	500,000	507,200	400,000	(100,000)	-20.0%
Total Reclaimed Water	87,010	109,097	740,425	805,625	590,425	(150,000)	-20.3%

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
+	86600	LEASE/LOAN PRINCIPAL		46,682		47,953	33,301	47,953	49,259		
	1	ARRA#6 Loan \$1,888,200 (54%)		46,682		47,953	33,301	47,953	49,259		
	*	Amount missing from detail									
+	86700	LEASE/LOAN INTEREST	19,010	19,293	17,864	18,022	12,515	18,022	16,716		
	1	ARRA#6 Loan \$1,888,200 (54%)	19,010	19,293	17,864	18,022	12,515	18,022	16,716		
	*	Amount missing from detail									
-	XDSV	TOTAL DEBT SERVICE	19,010	65,975	17,864	65,975	45,816	65,975	65,975		
=	XOP	TOTAL OPERATIONS	87,010	291,475	83,730	240,425	200,154	298,425	190,425	15,000	10,000
		Capital									
	89230	BUILDING IMPROVEMENTS		500,000		500,000	315	500,000			
-	XBLDG	TOTAL BUILDINGS		500,000		500,000	315	500,000			
	89320	DISTRIBUTION SYSTEMS					7,162	7,200	400,000		
-	XIMPR	TOTAL IMPROVEMENTS					7,162	7,200	400,000		
=	XCAP	TOTAL CAPITAL		500,000		500,000	7,477	507,200	400,000		
=	XTOT	TOTAL EXPENDITURES	87,010	791,475	83,730	740,425	207,631	805,625	590,425	15,000	10,000



City of Franklin, Tennessee
FY 2022 Operating Budget

Debt Service - Water, Wastewater & Reclaimed Funds Schedule

Purpose	Issue Year	Orig. Amt. Issued / Interest Rate	2020	F 2021	F 2022	F 2023	F 2024	F 2025	Balance (2026-2037)	Total Outstanding (2021-2037)
Water Operations										
PRINCIPAL										
Bonds 2011A \$19.43M (Refund 2008 TMBF)	2008 (2011 Refund)	\$ 1,360,100	\$ 94,150	\$ 96,600	\$ 99,050	\$ 101,500	\$ 103,950	\$ 106,400	\$ 109,200	\$ 616,700
ARRA Loan 2011 \$1.5M - (Reservoir Rehabilitation)	2011	\$ 1,500,000	\$ 71,964	\$ 74,020	\$ 76,134	\$ 78,310	\$ 80,546	\$ 82,848	\$ 499,821	\$ 891,680
Bonds 2017 - \$12m (Water Plant)	2017	\$ 12,000,000	\$ 415,000	\$ 430,000	\$ 450,000	\$ 470,000	\$ 495,000	\$ 520,000	\$ 8,450,000	\$ 10,815,000
PRINCIPAL		\$ 14,860,100	\$ 581,114	\$ 600,620	\$ 625,184	\$ 649,810	\$ 679,496	\$ 709,248	\$ 9,059,021	\$ 12,323,380
INTEREST										
Bonds 2011A \$19.43M (Refund 2008 TMBF)	2008 (2011 Refund)	2.48%	\$ 17,434	\$ 15,095	\$ 12,694	\$ 10,232	\$ 7,710	\$ 5,127	\$ 2,482	\$ 53,340
ARRA Loan 2011 \$1.5M - (Reservoir Rehabilitation)	2011	2.82%	\$ 26,250	\$ 24,194	\$ 22,080	\$ 19,904	\$ 17,668	\$ 15,366	\$ 40,347	\$ 139,558
Bonds 2017 - \$12m (Water Plant)	2017	3.29%	\$ 492,000	\$ 475,400	\$ 458,200	\$ 435,700	\$ 412,200	\$ 387,450	\$ 2,425,650	\$ 4,594,600
INTEREST			\$ 535,684	\$ 514,688	\$ 492,974	\$ 465,836	\$ 437,578	\$ 407,943	\$ 2,468,479	\$ 4,787,498
TOTAL EXPENDITURES										
			\$ 1,116,798	\$ 1,115,309	\$ 1,118,158	\$ 1,115,646	\$ 1,117,074	\$ 1,117,191	\$ 11,527,500	\$ 17,110,878

Purpose	Issue Year	Orig. Amt. Issued / Interest Rate	2020	F 2021	F 2022	F 2023	F 2024	F 2025	Balance (2025-2037)	Total Outstanding (2022-2048)
Sewer Operations										
PRINCIPAL										
Bonds 2005 \$24.67M (Refund 2001 / 2002)	2001, 2002, 2005	\$ 9,868,000	\$ 896,000	\$ 902,000	\$ 912,000	\$ 622,000	\$ 580,000	\$ 580,000	\$ -	\$ 3,596,000
Bonds 2011A \$19.43M (Refund 2008 TMBF)	2008 (2011 Refund)	\$ 194,300	\$ 13,450	\$ 13,800	\$ 14,150	\$ 14,500	\$ 14,850	\$ 15,200	\$ 15,600	\$ 88,100
ARRA Loan 2013 \$1.89M - (Sewer & Reclaimed Projects)	2012	\$ 868,572	\$ 39,766	\$ 40,849	\$ 41,961	\$ 43,104	\$ 44,278	\$ 45,484	\$ 373,659	\$ 589,335
SRF Loan 2017 & Beyond	2017	\$ 100,000,000	n/a	n/a	n/a	n/a			\$ -	\$ 100,000,000
PRINCIPAL		\$ 110,930,872	\$ 949,216	\$ 956,649	\$ 968,111	\$ 679,604	\$ 639,128	\$ 640,684	\$ 389,259	\$ 4,273,435
INTEREST										
Bonds 2005 \$24.67M (Refund 2001 / 2002)	2001, 2002, 2005	3.00%-5.00%	\$ 220,250	\$ 175,450	\$ 130,350	\$ 84,750	\$ 53,650	\$ 24,650	\$ -	\$ 468,850
Bonds 2011A \$19.43M (Refund 2008 TMBF)	2008 (2011 Refund)	2.48%	\$ 2,491	\$ 2,156	\$ 12,694	\$ 10,232	\$ 7,710	\$ 5,127	\$ 2,482	\$ 40,402
ARRA Loan 2013 \$1.89M - (Sewer & Reclaimed Projects)	2012	2.69%	\$ 16,435	\$ 15,352	\$ 14,239	\$ 13,097	\$ 11,923	\$ 10,717	\$ 38,483	\$ 103,811
SRF Loan 2017 & Beyond	2017	1.47%	\$ 500,000	\$ 600,000	\$ 600,000	\$ 600,000			\$ -	\$ 1,800,000
INTEREST			\$ 739,175	\$ 792,958	\$ 757,283	\$ 708,079	\$ 73,283	\$ 40,494	\$ 40,966	\$ 2,413,063
TOTAL EXPENDITURES										
			\$ 1,688,391	\$ 1,749,607	\$ 1,725,395	\$ 1,387,683	\$ 712,411	\$ 681,178	\$ 430,225	\$ 6,686,498

Purpose	Issue Year	Orig. Amt. Issued / Interest Rate	2020	F 2021	F 2022	F 2023	F 2024	F 2025	Balance (2025-2037)	Total Outstanding (2022-2037)
Reclaimed Operations										
PRINCIPAL										
ARRA Loan 2013 \$1.89M - (Sewer & Reclaimed Projects)	2012	\$ 1,019,628	\$ 46,682	\$ 47,953	\$ 49,259	\$ 50,600	\$ 51,979	\$ 53,394	\$ 438,643	\$ 691,828
PRINCIPAL		\$ 1,019,628	\$ 46,682	\$ 47,953	\$ 49,259	\$ 50,600	\$ 51,979	\$ 53,394	\$ 438,643	\$ 691,828
INTEREST										
ARRA Loan 2013 \$1.89M - (Sewer & Reclaimed Projects)	2012	2.69%	\$ 19,293	\$ 18,022	\$ 16,716	\$ 15,374	\$ 13,996	\$ 12,581	\$ 45,176	\$ 121,865
INTEREST			\$ 19,293	\$ 18,022	\$ 16,716	\$ 15,374	\$ 13,996	\$ 12,581	\$ 45,176	\$ 121,865
TOTAL EXPENDITURES										
			\$ 65,975	\$ 65,975	\$ 65,975	\$ 65,975	\$ 65,975	\$ 65,975	\$ 483,819	\$ 813,693

*Debt Service shown above for Proprietary Funds only shows budgeted debt service within operational accounts. Additional debt service is paid out of development accounts (Access & Taps) for all three funds - Water, Wastewater & Reclaimed. For FY 2021, those amounts are \$526,922 for Water Access, \$2,733,120 for Sewer Access, \$79,781 for Reclaimed Access and \$15,956 for Reclaimed Taps.



City of Franklin, Tennessee

FY 2022 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Water Management						
1	WMD Infrastructure & Development Manager	\$ 70,868	\$ 21,260	\$ 375	\$ 92,503	
2	WMD Facilities Maintenance Manager	\$ 75,464	\$ 22,639	\$ 375	\$ 98,478	
3	Wastewater Operator Senior	\$ 44,702	\$ 19,167	\$ 375	\$ 64,244	
4	Wastewater Operator Senior	\$ 44,702	\$ 19,167	\$ 375	\$ 64,244	
5	Water/Wastewater Installation Fees	\$ -	\$ -	\$ -	\$ -	
6	Assistant Superintendent Vehicle	\$ -	\$ -	\$ 40,050	\$ 40,050	
7	Rubber-Tracked Skid Steer	\$ -	\$ -	\$ 100,000	\$ 100,000	
8	W/WW Infrastructure Assessment Technician	\$ 47,111	\$ 19,569	\$ 2,550	\$ 69,230	
Total		\$ 282,847	\$ 101,803	\$ 144,100	\$ 528,750	\$ -
		Compensation	Benefits	Expenses	Total	
Total Requests		\$ 282,847	\$ 101,803	\$ 144,100	\$ 528,750	\$ -

FranklinForward Allocations

	A Safe, Clean, Livable City	\$ 197,718
	A Effective and Fiscally Sound City Government Providing High Quality Service	\$ 238,528
	Quality Life Experiences	\$ -
	Sustainable Growth & Economic Prosperity	\$ 92,503
Totals		\$ 528,750

Traditional Allocations

	Personnel	\$ 388,700
	Operations	\$ -
	Equipment	\$ 140,050
	Capital	\$ -
Total		\$ 528,750

FY 2022 Program Enhancement Request Form

 HISTORIC FRANKLIN TENNESSEE	Intended Year:	2022	Department Priority:	1	of	8
	Department:	52211 UTILITY ADMINISTRATION				
	Division:	UTILITY ADMINISTRATION				
	FranklinForward Theme:	Sustainable Growth & Economic Prosperity				
	Title:	WMD Infrastructure & Development Manager				

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING			
Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
81100 SALARIES & WAGES		\$70,868	\$70,868
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>		\$21,260	\$21,260
Expenses			
83260 UNIFORMS PURCHASED	\$375	\$0	\$375
			\$0
			\$0
TOTAL	\$375	\$92,128	\$92,503

PURPOSE / DESCRIPTION OF REQUEST
The Water Management Department is requesting an additional staff person classified as the Infrastructure & Development Manager as paygrade H with exempt status. As development rapidly increases, the WMD continues to increase the level of service we provide our customers through guidance for pump station capacities and consistency with the basin planning studies and coordination with other planning staff. This position entails: -participating in the strategic growth of the City with the appropriate Departments and conveying those ideas and issues to the WMD, -assisting and managing the revision of the sewer basin studies related to growth and additional development capacities, -identifying issues in the development review process and managing any potential changes to policies (with appropriate Departments), -applying innovative solutions for development and construction problems and issues, -assisting Utility Inspectors with concerns, troubleshooting the construction process, responding to public inquiries and information requests for capacity-related questions, -preparing and approving a variety of operational reports and other supporting documentation. -acting as the WMD liaison related to development matters with a customer focused approach on ensuring the City's best interests are maintained.

SERVICE IMPLICATION
This new position will provide perpetual assistance and support to current WMD operations as well as a higher level of customer support and service assistance that the citizens of Franklin desire and expect, ensuring the citizens best interests are maintained with respect to development. This new position will also increase collaboration throughout other City Departments helping to ensure future development and growth within the City is planned and designed in the most efficient and effective way possible. Failure to approve this position may result in inadequate project review and slower plan reviews, subsequently resulting in a substandard product and increased maintenance / capital improvements schedules by the City of Franklin.

FY 2022 Program Enhancement Request Form

 HISTORIC FRANKLIN TENNESSEE	Intended Year:	2022	Department Priority:	2	of	8
	Department:	52211 UTILITY ADMINISTRATION				
	Division:	Administration				
	FranklinForward Theme:	An Effective and Fiscally Sound City Government Providing High Quality Service				
	Title:	WMD Facilities Maintenance Manager				

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
81100 SALARIES & WAGES		\$75,464	\$75,464
			\$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	\$0	\$22,639	\$22,639
Expenses			
83260 UNIFORMS PURCHASED	\$375	\$0	\$375
			\$0
			\$0
			\$0
TOTAL	\$375	\$98,103	\$98,478

PURPOSE / DESCRIPTION OF REQUEST

We are requesting funding for a New position in Water Management Department, exempt status, Paygrade I.

As development rapidly increases and the service area of the distribution and collection system, there is a need to better manage the vertical assets of the system as they begin to age. As the upgraded WRF comes online in Spring 2022, those new vertical assets will require continual preventive maintenance to keep equipment operations and efficiencies at an optimum level. Currently, operators at both the WRF and WTP are performing maintenance on mechanical equipment and other assets that is outside the scope of their operator descriptions.

The WMD is looking to add a maintenance manager who will create the asset inventory of all the vertical assets of the Department (pumps, valves, buildings, HVAC equipment, mixers, aerators, membranes, motors, etc.), from the existing distribution & collection system and the WRF and WTP. They will be responsible for performing preventive maintenance and ensuring timely repairs when needed by directing existing staff that will be reclassified under this supervisor. Duties will include entering information into the automated computer maintenance management system (CMMS), creating work orders for preventive and routine maintenance, creating reliability matrices to include redundant and critical scoring, supervising maintenance personnel (maintenance technicians - service division and WRF maintenance technician) to ensure customer focused and effective operations, and providing input into the budgeting process for lifecycle replacement of equipment.

SERVICE IMPLICATION

The addition of this Maintenance Manager position will allow for better prioritization of resources, both staff and financial, in creating a more efficient maintenance program for the Department. Currently, staff does not historically track maintenance issues at locations or determine where budgetary resources are being consumed. This position will effectively manage both resources (financial and staff) and provide a customer focused operational program to ensure efficient and effective maintenance.

Failure to approve this position may result in inadequate or inefficient equipment operation and maintenance for both of the newly upgraded facilities (both WTP and WRF), subsequently resulting in increased maintenance schedules and lifecycle replacement costs.

FY 2022 Program Enhancement Request Form

 HISTORIC FRANKLIN TENNESSEE	Intended Year:	2022	Department Priority:	3	of	8
	Department:	52213 SEWER PLANT				
	Division:	Water Reclamation Facility				
	FranklinForward Theme:	A Safe, Clean, Livable City				
	Title:	Wastewater Operator Senior				

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING			
Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
81110 REGULAR PAY		\$44,702	\$44,702
			\$0
Benefits			
Benefits -->>	\$0	\$19,167	\$19,167
Expenses			
83260 UNIFORMS PURCHASED	\$375	\$0	\$375
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$375	\$63,869	\$64,244

PURPOSE / DESCRIPTION OF REQUEST
Request 1 of 2 for this position. WMD is requesting additional staffing for the WRF to operate the new and upgraded WRF. During design, the consultant, CDM Smith, identified several additional staffing requirements that would be needed for operation of an expanded and upgraded new facility. As part of these upgrades, a new senior operator is needed to operate the solids processes on each shift concurrently with the liquids processes. This operator will require specific training and skill sets specifically dedicated to solids processing of digestion, the new thermal hydrolysis process, dewatering, and operation of the boilers and heat exchangers. The WMD anticipates, at a minimum, one operator dedicated to the solids process for each shift to operate the continuous operations.
SERVICE IMPLICATION The addition of a senior operator will allow for greater operational flexibility as a singular operator for each shift will be dedicated to operation of the solids facility. This will allow for focused attention and specialization on the processes and equipment on the solids side. The WMD would like to bring these operators online in this fiscal year to receive the training and oversight that will be provided during start-up of the expanded facility by the vendors to create ownership and understanding of the tasks they will be performing. Failure to approve this position will result in lack of attention to these highly upgraded processes in the new facility because current senior operators will be stretched between the liquid and solids processes.

FY 2022 Program Enhancement Request Form

 HISTORIC FRANKLIN TENNESSEE	Intended Year:	2022	Department Priority:	4	of	8
	Department:	52213 SEWER PLANT				
	Division:	Water Reclamation Facility				
	FranklinForward Theme:	A Safe, Clean, Livable City				
	Title:	Wastewater Operator Senior				

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
81110 REGULAR PAY		\$44,702	\$44,702
			\$0
Benefits			
Benefits -->>	\$0	\$19,167	\$19,167
Expenses			
83260 UNIFORMS PURCHASED	\$375	\$0	\$375
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$375	\$63,869	\$64,244

PURPOSE / DESCRIPTION OF REQUEST

Request 2 of 2 for this position. WMD is requesting additional staffing for the WRF to operate the new and upgraded WRF.

During design, the consultant, CDM Smith, identified several additional staffing requirements that would be needed for operation of an expanded and upgraded new facility. As part of these upgrades, a new senior operator is needed to operate the solids processes on each shift concurrently with the liquids processes. This operator will require specific training and skill sets specifically dedicated to solids processing of digestion, the new thermal hydrolysis process, dewatering, and operation of the boilers and heat exchangers. The WMD anticipates, at a minimum, one operator dedicated to the solids process for each shift to operate the continuous operations.

SERVICE IMPLICATION

The addition of a senior operator will allow for greater operational flexibility as a singular operator for each shift will be dedicated to operation of the facility. This will allow for focused attention and specialization on the processes and equipment on the solids side. The WMD would like to bring these operators online in this fiscal year to receive the training and oversight that will be provided during start-up of the expanded facility by the vendors to create ownership and understanding of the tasks they will be performing.

Failure to approve this position will result in lack of attention to these highly upgraded processes in the new facility because current senior operators will be stretched between the liquid and solids processes.

FY 2022 Program Enhancement Request Form

 HISTORIC FRANKLIN TENNESSEE	Intended Year:	2022	Department Priority:	5	of	8
	Department:	52211 UTILITY ADMINISTRATION				
	Division:	WATER / WASTEWATER				
	FranklinForward Theme:	Sustainable Growth & Economic Prosperity				
	Title:	Water/Wastewater Installation Fees				

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING			
Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
			\$0
			\$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	\$0	\$0	\$0
Expenses			
82000 SERVICES			\$0
82000 SERVICES			\$0
82000 SERVICES			\$0
TOTAL	\$0	\$0	\$0

PURPOSE / DESCRIPTION OF REQUEST
The WMD is requesting an increase for both Water and Wastewater installation fees. These fees are paid when a new customer wants to connect to the system and are meant to cover the actual cost the Department incurs as a result of setting the meter, making the tap to the collection/distribution system, or installing a service for the customer. These fees have not been increased in over 13 years, despite labor, material, and equipment fees having increased incrementally. Fees requested for increase include the following: <u>WATER:</u> -Installation - Meter Only: WMD sets water meter, a connection tap has already been made previously and is not required. -Installation - Complete Tap: WMD makes connection to water main, installs water-service line, water meter and meterbox & lid at or near property line-ROW. Water installations are routinely not very deep and can be performed by one crew. <u>WASTEWATER:</u> -Installation Fee (tap not in place): WMD makes connection to wastewater main, installs wastewater service line to location at or near property line-ROW. Wastewater installations can be more involved versus water installations, the infrastructure is routinely deeper and may require more than one crew using specialized equipment. -Installation Fee (tap in place): WMD inspects the connection to the wastewater main before the developer/plumber fills in the trench. Updated installation fee tables can be seen in the attachment. The installation fee will be based upon the size of the meter installed and will not vary based upon SFUE determination.

SERVICE IMPLICATION
As these costs represent the actual costs that the Department incurs in labor, equipment usage, and material costs, they have not been updated in over 13 years and do not accurately reflect the current installation costs. Failure to increase these costs will result in revenue lost for each additional service connection that is made, ultimately resulting in increased operation & maintenance costs to be assumed by the rate payer.

Meter Size	WATER & IRRIGATION - Installation Fees			
	Tap Already Made	Tap Already Made ¹	Tap Not Made	Tap Not Made ₁
	(existing)	(proposed)	(existing)	(proposed)
3/4"	\$315.00	\$471.05	\$756.00	\$3,538.03
1"	\$374.00	\$526.11	\$897.00	\$3,571.70
1.5"	\$656.00	\$1,587.05	\$1,444.00	\$4,624.47
2"	\$1,362.00	\$1,784.55	\$2,223.00	\$4,902.81
3"	\$1,581.00	\$1,000.00	\$3,654.00	\$1,000.00
4"	\$2,668.00	\$1,000.00	\$5,492.00	\$1,000.00
6"	\$4,723.00	\$1,000.00	\$7,387.00	\$1,000.00
8"	\$10,293.00	\$1,000.00	\$14,110.00	\$1,000.00
¹ WMD installs up to 2" meters, Contractor will install anything larger and WMD will inspect after work in complete.				
Main Size	Sewer - Installation Fees			
	Tap Already Made		Tap Not Made	
	(existing)	(proposed)	(existing)	(proposed)
2" up to 6"	\$263.00	\$420.00	\$1,240.00	\$4,500.00

FY 2022 Program Enhancement Request Form

 HISTORIC FRANKLIN TENNESSEE	Intended Year:	2022	Department Priority:	6	of	8
	Department:	52102 WATER DISTRIBUTION				
	Division:	Distribution				
	FranklinForward Theme:	An Effective and Fiscally Sound City Government Providing High Quality Service				
	Title:	Assistant Superintendent Vehicle				

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING			
Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
			\$0
			\$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	\$0	\$0	\$0
Expenses			
89520 VEHICLES (>\$25,000)	\$38,000		\$38,000
82130 VEHICLE LICENSES & TITLES	\$25		\$25
83310 GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUN		\$1,500	\$1,500
82610 VEHICLE REPAIR & MAINTENANCE SERVICES		\$250	\$250
85117 VEHICLE LIABILITY INSURANCE		\$275	\$275
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$38,025	\$2,025	\$40,050

PURPOSE / DESCRIPTION OF REQUEST
WMD is requesting funding to replace Unit #306 (Brad Furline, Assistant Superintendent Service Division), a 2011 vehicle with high mileage (115K) and the life-cycle replacement standard (10 years). This vehicle has experienced issues in recent years with excessive motor-oil consumption and Fleet Maintenance has performed extensive repairs. The Water Department purchased several vehicles in 2011 that are all due for lifecycle replacements, however, the Department is looking to slowly replace them to reduce the overall strain of replacing them all at once. This vehicle shows the largest amount of usage. Replacement of this vehicle would include selling the current vehicle.

SERVICE IMPLICATION
Replacing this unit would contribute to the success of the day-to-day operations of the Water Distribution, Service Division. This position is on-call at all times and needs a reliable vehicle that will allow for seamless transport to and from the office and field operations. Failure to fund this item may subsequently hinder our ability to properly perform some functions of the overall operations.

FY 2022 Program Enhancement Request Form

 HISTORIC FRANKLIN TENNESSEE	Intended Year:	2022	Department Priority:	7	of	8
	Department:	52211 UTILITY ADMINISTRATION				
	Division:	RECLAMATION, DISTRIBUTION, COLLECTION				
	FranklinForward Theme:	An Effective and Fiscally Sound City Government Providing High Quality Service				
	Title:	Rubber-Tracked Skid Steer				

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING			
Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>	\$0	\$0	\$0
Expenses			
89530 MACHINERY & EQUIPMENT (>\$25,000)	\$100,000		\$100,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$100,000	\$0	\$100,000

PURPOSE / DESCRIPTION OF REQUEST
The WMD is requesting funding to purchase a replacement rubber-tracked skid steer (96.4 HP) to support the Service Division in daily operations and maintenance throughout the City's service area. This unit would be utilized for the maintenance / repair / installation of water, wastewater and reclaim infrastructure. The existing rubber-tracked excavator the Service Division has is mainly used in existing properties to minimize the amount of disruption in yards and sidewalks as can be seen from steel tracks. The rubber-tracks provide a greater turning ability in tighter spaces as infrastructure continues to get tighter and maintenance on older infrastructure increases.

SERVICE IMPLICATION
The addition of this unit will provide assistance and support to current WMD operations and future activities including the maintenance, replacement, repair and relocation of City infrastructure.

FY 2022 Program Enhancement Request Form

 HISTORIC FRANKLIN TENNESSEE	Intended Year:	2022	Department Priority:	8	of	8
	Department:	52109 WATER-GENERAL				
	Division:	WATER / WASTEWATER				
	FranklinForward Theme:	A Safe, Clean, Livable City				
	Title:	W/WW Infrastructure Assessment Technican				

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
81110 REGULAR PAY		\$47,111	\$47,111
Benefits			
Benefits -->>	\$0	\$19,569	\$19,569
Expenses			
82355 PROFESSIONAL STANDARDS / ACCREDITATION		\$350	\$350
83260 UNIFORMS PURCHASED	\$450		\$450
83540 COMPUTER HARDWARE (<\$25,000)	\$1,500		\$1,500
83250 SAFETY SUPPLIES	\$250		\$250
TOTAL	\$2,200	\$67,030	\$69,230

PURPOSE / DESCRIPTION OF REQUEST

WMD is requesting an additional Water-Wastewater Infrastructure Assessment Technician (Pay Grade E) in the Water Management Department. The Department currently has one Infrastructure Assessment Technician.

The purpose of this position would be to provide additional assistance in the preparation, research, analysis and ultimate maintenance/repair/replacement of the City's Water Distribution and Wastewater Collection Systems. The Infrastructure Technician utilizes technologies the Department has purchased previously to rapidly assess the collection & distribution system as follows:

- SL-RAT rapidly assesses the collection system by using acoustic technology to detect blockages in the main from manhole to manhole. Right now, the process takes longer to asses becuase one person travels between manholes. The addition of a second person will allow for more rapid assessment of the system, allowing for better allocation of resources for the CCTV and repair crews.
- Valve exercising is used to open and close distribution system valves to ensure they are working property. The addition of a second person will allow this process to proceed faster, increasing the amount of valves that can be addresses annually.
- Leak detection is used to find small leaks within the distribution system around hydrants or other infrastructure. The addition of a second person will allow one person to use the equipment and the other employee to record data, increasing the survey time and finding a larger amount of leaks quicker.
- Hydrant flushing is used to flush out older water in the distribution system and scour the lines with clean water. This is a TDEC approved program and zones for flushing have been approved by TDEC. Flushing is required to occur in specified timeframes and typically is initiated by diverting Service Division crews to complete the tasks. The addition of a second employee will allow for focused attention on completing the program in the specied timeframe without diverting staff away from daily opereations and maintenance of the Department.

As the City continues to grow, and the amount of required infrastructure assessment also continues to grow and becomes more and more complex, existing staff are working to operate and maintain more infrastructure without additional personnel. This two-person crew will also provide better maintenance data to management in assessing the collection and distribution system, leading to a better use of resources for capital improvements and focus.

SERVICE IMPLICATION

Additional staff is necessary to meet the rigorous demands of the assessment process, to provide timely vital information to departmental repair/maintenance decisions, budgetary considerations, policy makers and ensure that the citizens and rate payer of the City of Franklin are provided the best and most efficient services. Failure to approve this position will result in continued strain on Service / Maintenance staff and Administration, likely producing delays in the production of either infrastructure assessment data/reports or future budgetary considerations, in addition to the construction of capital projects.



File #: 21-01742

DATE: February 11, 2021
TO: Budget & Finance Committee
FROM: Eric Stuckey, City Administrator
Lanaii Benne, Asst. City Recorder
Angie Johnson, Deputy Assistant City Recorder

SUBJECT:

Budget Presentation - Elected Officials & Administration

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the Elected Officials and Administration Department's budget requests for FY 2021-2022.

BACKGROUND/STAFF COMMENTS:

Each year, the Budget & Finance Committee reviews the detailed budget of each City Department. At the meetings in February, March, and April, departmental staff makes a presentation of the plans for the next budget cycle and the requested funding for those anticipated needs. This provides the Committee with an idea of the size and scope of budget requests that may be included in the City Administrator's proposed budget, which is typically delivered at the May committee meeting.

FINANCIAL IMPACT:

The financial impact varies by department, depending on the increase in population, the required services, equipment replacement needs, and program enhancements.

RECOMMENDATION:

Staff recommends that the Budget & Finance Committee acknowledge the presentation of the Elected Officials & Administration Department's budget requests.



City of Franklin, Tennessee

FY 2022 Operating Budget Request

Elected Officials & Administration

Dr. Ken Moore, Mayor

Eric Stuckey, City Administrator

Lanaii Benne, Assistant City Recorder

City of Franklin, Tennessee - FY 2022 Budget Request

Elected Officials and Administration

Slide 2

Outline

- Elected Officials Division
- Administration Division
- Organization Chart
- Base Budget Request
 - Personnel
 - Operations
 - Capital
- Program Enhancements
- Summary

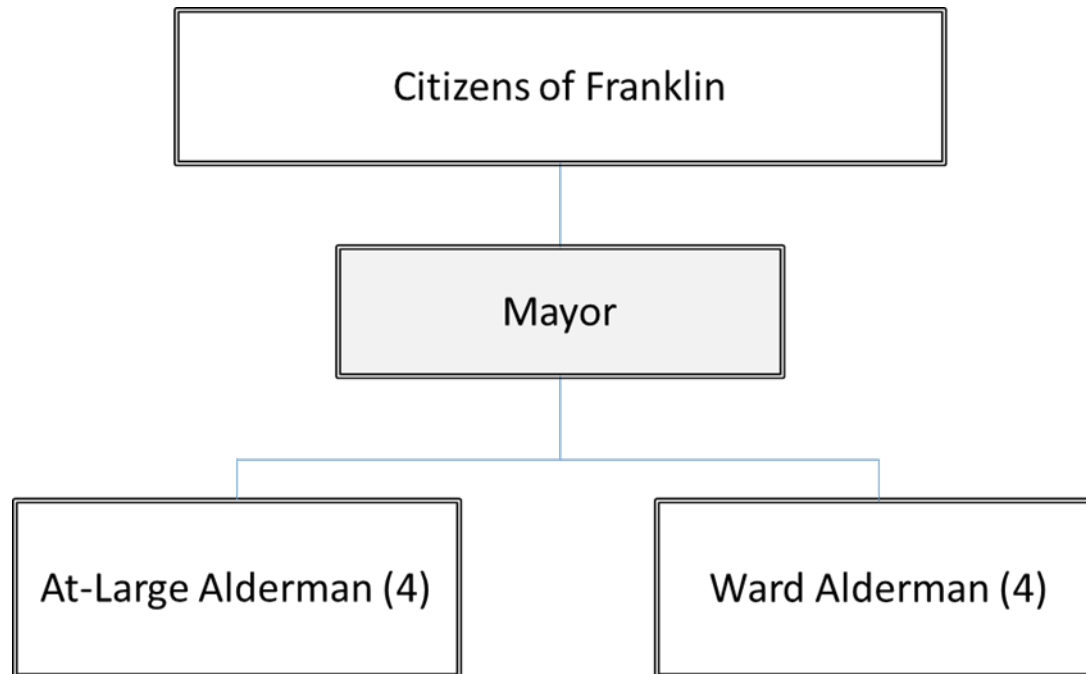


Purpose of Department

The City of Franklin is governed by its elected officials, the Board of Mayor and Aldermen. The Board is comprised of the Mayor and eight Aldermen. Four aldermen are elected from the four political divisions of the City called wards; four are elected at-large. This governing board is responsible for deciding on the city's policies and procedures by passing Resolutions, Ordinances and the Municipal Code.



Organization Chart



Base Budget Request – Elected Officials

Budget Summary

	2019 Actual	2020 Actual	2021		2022 Budget	2021 v. 2022	
			Budget	Estimated		\$	%
Personnel	247,764	252,555	265,890	274,966	277,081	11,191	4.2%
Operations	42,738	106,135	95,701	67,438	169,988	74,288	77.6%
Capital	0	0	0	0	0	0	0.0%
Total	290,502	358,690	361,591	342,404	447,069	85,479	23.6%

An election of the four (4) Ward Aldermen and one (1) At-Large Alderman is scheduled for October 26, 2021.

The one At-Large seat is due to the untimely passing of Ald. Bransford in fall of 2020. The term will then continue until the next scheduled Mayor and Aldermen At-Large election, October 24, 2023.



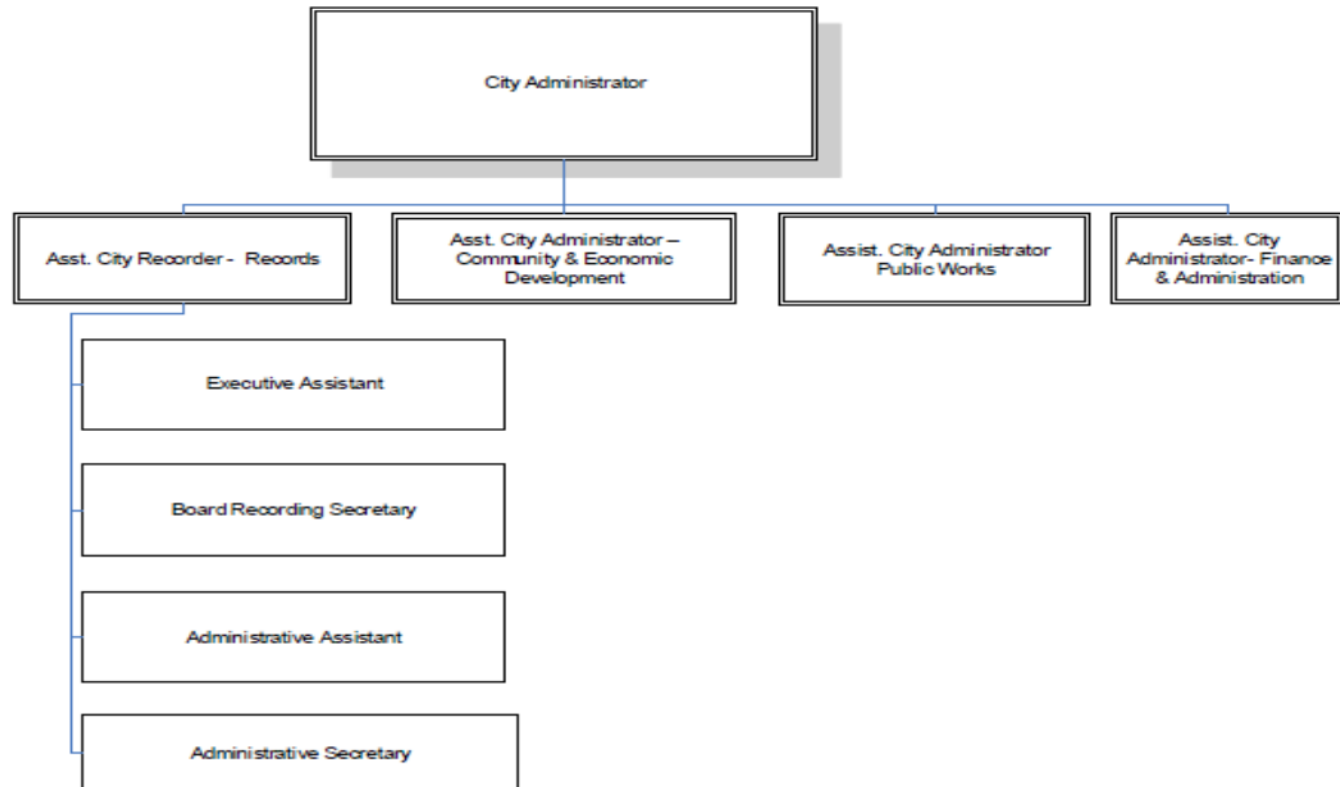
Purpose of Department – Administration

The Administration Office handles the general administration of the City and executes the policies and objectives of the Board of Mayor and Aldermen.

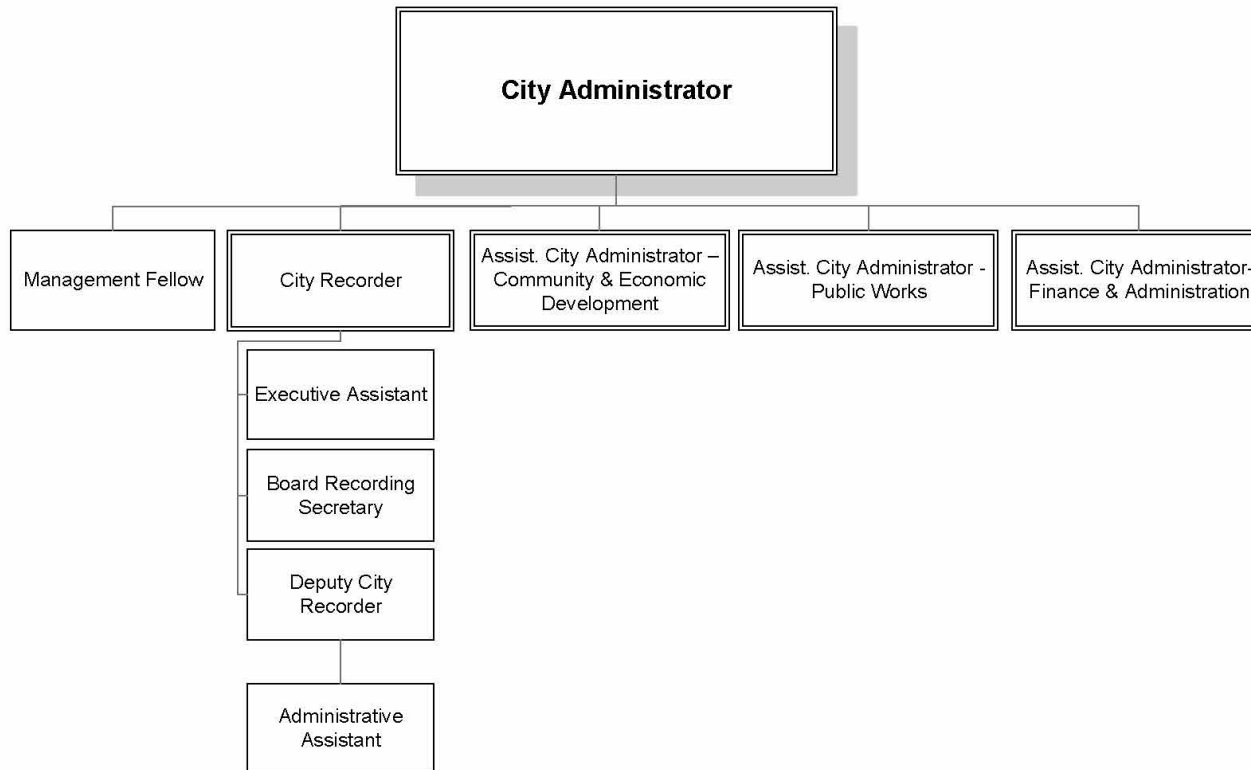
In addition to overseeing the day to day operations of the City, the City Administrator works closely with the Board and professional staff to chart the strategic direction of the City.



Current Organization Chart



Proposed Organization Chart



Base Budget Request - Administration

Budget Summary

	2019 Actual	2020 Actual	2021		2022 Budget	2021 v. 2022	
			Budget	Estimated		\$	%
Personnel	1,131,496	1,314,698	1,339,544	1,394,301	1,435,840	96,296	7.2%
Operations	-88,068	-53,614	-43,950	-132,141	-1,758	42,192	-96.0%
Capital	0	0	0	0	0	0	0.0%
Total	1,043,428	1,261,084	1,295,594	1,262,160	1,434,082	138,488	10.7%

The sizeable increase in Personnel is due to the restoration of the Management Fellow position. Increases in Operations are attributable to restorations of COVID-19 reductions taken in 2021.

Program Enhancement Request: Personnel

**We are requesting the following
program enhancements:**

- °Reclassification of Assistant City Recorder
to City Recorder**
- °Reclassification of Deputy Assistant City Recorder
to Deputy City Recorder**
- °Reclassification of Administrative Secretary
to Administrative Assistant**

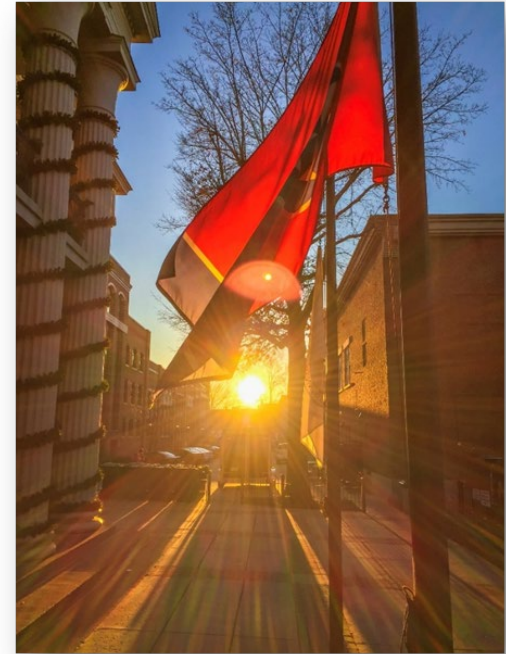


Summary

The Administration team will continue to support the Elected Officials and the City organization in daily operations, strategic management and leadership.

Our City team will continue to operate focused on our five key principles:

*Excellence – Innovation – Teamwork
Integrity – Action-oriented*





City of Franklin, Tennessee

FY 2022 Operating Budget

Elected Officials

Dr. Ken Moore, Mayor

Budget Summary

	2019 Actual	2020 Actual	2021		2022 Budget	2021 v. 2022	
			Budget	Estimated		\$	%
Personnel	247,764	252,555	265,890	274,966	277,081	11,191	4.2%
Operations	42,738	106,135	95,701	67,438	169,988	74,288	77.6%
Capital	0	0	0	0	0	0	0.0%
Total	290,502	358,690	361,591	342,404	447,069	85,479	23.6%

Departmental Summary

The City of Franklin is governed by its elected officials, the Board of Mayor and Aldermen. The Board is comprised of the Mayor and eight Aldermen. Four Aldermen are elected from the four political divisions of the City called wards; four are elected at-large. This governing board is responsible for deciding on the City's policies and procedures by passing Resolutions, Ordinances and the Municipal Code, all of which are implemented by the various City Departments.



COVID-19 Response & Impact

The pandemic had a significant impact on the day to day actions of the Board of Mayor and Aldermen. The most impactful change included holding public meetings electronically. Public meetings were conducted via the ZOOM software platform; public involvement continued through communication platforms such as the City's Facebook page, phone in opportunities, Cable Channel 10.

FY 2022 Outlook

The City will hold a municipal election in October, 2021 for the offices of Ward Aldermen. Also on the 2021 ballot will be the single vacant spot of Alderman At Large due to the untimely passing of Alderman Bransford in 2020. The following City election for the offices of Mayor and Aldermen At Large will be in October of 2023.



City of Franklin, Tennessee

FY 2022 Operating Budget

Performance Measures

The City of Franklin has established **FranklinForward : A Vision for 2033**. This Strategic Plan has specific and demonstrable objectives for each department which, when achieved individually, will cohesively move Franklin forward to meet the challenges and demands of the future.

Each budget has a series of performance measures and benchmarks attached to it which demonstrate the workload, effectiveness and outcome of taxpayer support for the annual operations of the City of Franklin and its pursuit of the goals of the Strategic Plan. Together, these measures demonstrate a proper and diligent use of taxpayer dollars in the pursuit of a greater community.



FranklinForward : A Vision for 2033 | Objectives for Developing a Strategic Plan

Related Theme:

Elected Officials support all four themes of the Strategic Plan.

Key

Franklin Citizens Survey	☒
--------------------------	-------------------------------------

Workload (Output) Measures

	2018	2019	2020	2021*	2022*
Number of Resolutions Passed	70	125	148	125	125
Number of Ordinances Passed	51	56	32	50	50
Meetings Held					
- Work Sessions	22	20	21	25	24
- Regular Meetings	12	12	12	21	21
- Special Meetings	16	13	10	2	2

Outcome (Effectiveness) Measures

	2018	2019	2020	2021*	2022*
Percent of BOMA Meetings with Perfect attendance (9 of 9)	64%	70%	80%	80%	80%
Percent of BOMA Meetings with eight of nine members in attendance (8 of 9)	95%	100%	85%	85%	85%

* Note: All counts shown herein are on Calendar Year basis



City of Franklin, Tennessee

FY 2022 Operating Budget

Performance Measures

Franklin Citizens Survey

		2x/week+	2-4x/mo	Once/mo.	Not at all
% of respondents attended a local public meeting	2016	1%	2%	20%	77%
	2019	1%	2%	23%	75%
% of respondents who watched a local public meeting	2016	1%	4%	18%	77%
	2019	2%	2%	16%	79%

		2016 Citizens Survey		2019 Citizens Survey	
		Excellent/ Good	Fair/Poor	Excellent/ Good	Fair/Poor
☒	% rating the value of services for the taxes paid to Franklin	76%	24%	76%	76%
☒	% rating the overall direction that Franklin is taking	74%	26%	75%	74%
☒	% rating the job Franklin does at welcoming citizen involvement	71%	29%	75%	71%
☒	% rating overall confidence in Franklin government	77%	23%	74%	77%
☒	% rating the City of Franklin generally acting in the best interest of the community	74%	26%	75%	74%
☒	% rating Franklin government in being	74%	26%	78%	74%
☒	% rating Franklin government treats all	22%	28%	75%	25%

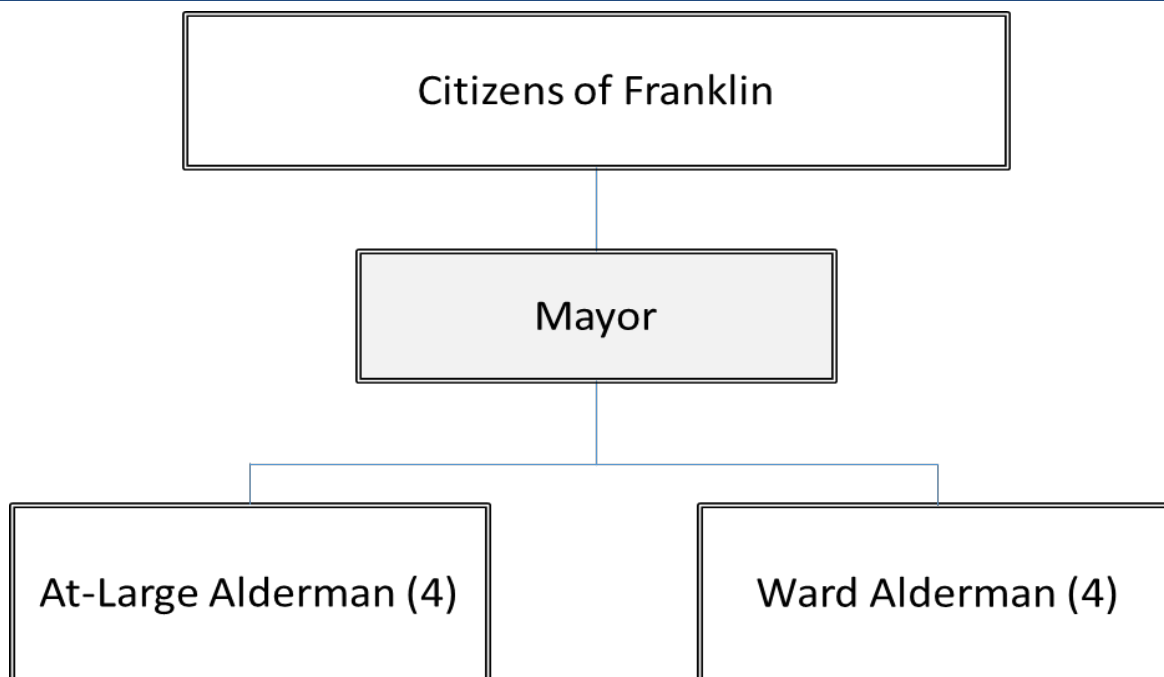
*2019 and 2020 data estimated.



City of Franklin, Tennessee

FY 2022 Operating Budget

Organizational Chart



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

Staffing by Position

Position	Pay Grade	FY 2018		FY 2019		FY 2020		FY 2021		FY 2022	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Mayor		1	0	1	0	1	0	1	0	1	0
Aldermen		8	0	8	0	8	0	8	0	8	0
Totals		9	0	9	0	9	0	9	0	9	0



City of Franklin, Tennessee

FY 2022 Operating Budget

Budget

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference	
						\$	%
Personnel							
Officials Fees	130,055	129,295	134,371	134,371	131,935	(2,436)	-1.8%
Employee Benefits	117,709	123,260	131,518	140,595	145,145	13,627	10.4%
Total Personnel	247,764	252,555	265,890	274,966	277,081	11,191	4.2%
Operations							
Transportation Services	333	175	200	200	200	-	0.0%
Operating Services	115	-	660	150	150	(510)	-77.3%
Notices, Subscriptions, etc.	21,187	89,220	37,350	44,915	102,400	65,050	174.2%
Utilities	930	744	1,900	1,200	1,900	-	0.0%
Contractual Services	-	4,000	2,500	2,000	3,550	1,050	42.0%
Employee Programs	-	500	-	-	-	-	0.0%
Professional Development/Travel	8,512	5,195	31,500	3,625	34,000	2,500	7.9%
Office Supplies	9,233	3,502	9,400	3,900	9,400	-	0.0%
Operating Supplies	81	237	800	800	800	-	0.0%
Fuel & Mileage	-	-	1,000	100	1,000	-	0.0%
Machinery & Equipment (<\$25,000)	-	-	7,700	7,560	13,450	5,750	74.7%
Property & Liability Costs	2,347	2,562	2,691	2,988	3,138	448	16.6%
Total Operations	42,738	106,135	95,701	67,438	169,988	74,288	78%
Capital	-	-	-	-	-	-	0%
Total Elected Officials	290,502	358,690	361,591	342,404	447,069	85,479	23.6%

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
		Personnel									
-	81210	MAYOR & ALDERMEN	130,055	129,267	129,295	134,371	66,151	134,371	131,935	131,935	131,935
=	XOFF	TOTAL OFFICIALS FEES	130,055	129,267	129,295	134,371	66,151	134,371	131,935	131,935	131,935
=	81410	FICA (EMPLOYER'S SHARE)	8,099	9,889	7,987	10,280	4,124	10,279	10,093	10,093	10,093
-	81420	MEDICAL PREMIUMS - ACTIVE EEs/COBRA	129,331	114,845	135,557	140,800	59,684	143,241	153,117	168,430	185,274
	81422	NEAR-SITE CLINIC (URGENT TEAM)					1,785	3,850	3,850	3,850	3,850
-	81425	VISION PREMIUMS	733	3,362	732	733	305	733	782	860	946
-	81430	DENTAL INSURANCE PREMIUMS	4,690	8,090	5,311	5,393	2,167	5,303	5,738	6,025	6,326
=	81433	GROUP INSURANCE PREMIUMS				756	62	102	756	794	833
=	81440	EE HEALTH INSURANCE CONTRIBUTIONS	(27,586)	(24,752)	(28,370)	(28,523)	(12,607)	(22,772)	(27,868)	(30,655)	(33,720)
	81441	CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT	2,400	2,400	2,000	2,000		2,000	2,000	2,000	2,000
=	81443	EE DENTAL INSURANCE CONTRIBUTIONS					(1,301)	(2,602)	(3,252)	(3,415)	(3,585)
-	81444	EE VISION INSURANCE CONTRIBUTIONS					(70)	(144)	(154)	(169)	(186)
	81470	WORKERS COMPENSATION PREMIUMS	42	80	43	80	495	605	84	88	93
=	XBEN	TOTAL BENEFITS	117,709	113,914	123,260	131,519	54,644	140,595	145,146	157,901	171,924
=	XPER	TOTAL PERSONNEL	247,764	243,181	252,555	265,890	120,795	274,966	277,081	289,836	303,859
		Operations									
	82110	MAILING & OUTBOUND SHIPPING SERVICES	333	200	175	200	98	200	200	200	200
=	XTRC	TOTAL TRANSPORTATION CHARGES	333	200	175	200	98	200	200	200	200
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	115	660		660		150	150	200	200
=	XOPSV	TOTAL OPERATING SERVICES	115	660		660		150	150	200	200
	82310	LEGAL NOTICES	18,246	25,000	22,045	25,000	2,822	25,000	25,000	25,000	25,000
-	82320	CITY ELECTIONS		50,000	62,745				65,000		65,000
-	82340	LEADERSHIP RETREATS		8,600		8,600			8,600	8,600	8,600
-	82350	DUES FOR MEMBERSHIPS	230	1,200	915	1,400	17,565	17,565	1,450	1,500	1,500
-	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	2,414	2,000	297	2,000		2,000	2,000	2,000	2,000
	82371	EMERGENCY RELIEF			150						
	82390	PUBLICATIONS, NON-TRAINING	297	350	3,068	350		350	350	350	350
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	21,187	87,150	89,220	37,350	20,387	44,915	102,400	37,450	102,450
	82455	CELLULAR TELEPHONE SERVICE	930	1,850	744	1,900	105	1,200	1,900	2,000	2,000
=	XUTIL	TOTAL UTILITIES	930	1,850	744	1,900	105	1,200	1,900	2,000	2,000
+	82560	CONSULTANT SERVICES			4,000	2,500		2,000	3,550	3,550	3,550
	1	Strategic Plan Consultant									
	2	Various			4,000	2,500		2,000	3,550	3,550	3,550
	*	Amount missing from detail						Budget & Finance Committee - April 8, 2021 Page 6			

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
=	XCTS	TOTAL CONTRACTUAL SERVICES			4,000	2,500		2,000	3,550	3,550	3,550
	82780	TRAINING, OUTSIDE			500						
=	XEPG	TOTAL EMPLOYEE PROGRAMS			500						
I+	82810	REGISTRATIONS	3,249	12,100	1,763	20,100	25	2,825	21,600	21,600	21,600
I	2	TML conferences (approx. 6 delegates)		2,600		2,600		2,600	2,600	2,600	2,600
I	3	Franklin Tomorrow Site Visits		8,500		8,500		100	9,000	9,000	9,000
I	4	Chamber visits (Williamson Inc)		3,000		9,000		100	9,000	9,000	9,000
	5	Various	3,249	(2,000)	1,763		25	25	1,000	1,000	1,000
	*	Amount missing from detail									
+	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	1,670	2,000	1,335	2,000	25	100	2,000	2,000	2,000
I	1	TML Conference		1,500		1,500			1,500	1,500	1,500
I	2	various	1,670	500	1,335	500	25	100	500	500	500
	*	Amount missing from detail									
I	82830	AIR TRAVEL	351	3,000	974	3,500			3,500	3,500	3,500
+	82840	LODGING	3,069	4,500	1,026	4,500			5,500	5,500	5,500
I	1	TML Conference		2,500		2,500			2,500	2,500	2,500
I	2	various	3,069	2,000	1,026	2,000			3,000	3,000	3,000
	*	Amount missing from detail									
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	173	1,100	97	1,100		500	1,100	1,250	1,250
	82890	OTHER TRAVEL EXPENSES		300		300		200	300	350	350
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	8,512	23,000	5,195	31,500	50	3,625	34,000	34,200	34,200
	83110	OFFICE SUPPLIES	85	750	310	800		800	800	800	800
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	61	750	90	800		800	800	800	800
	83130	EMPLOYEE BENEVOLENCE ITEMS	225	300		300	160	300	300	300	300
I	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	8,862	7,000	3,102	7,500		2,000	7,500	7,500	7,500
=	XOFS	TOTAL OFFICE SUPPLIES	9,233	8,800	3,502	9,400	160	3,900	9,400	9,400	9,400
	83210	TRAINING SUPPLIES			15						
+	83260	UNIFORMS PURCHASED	81	650	222	800		800	800	850	850
	1	City Logo Shirt for each Board member @\$40 pp	81	650	222	800		800	800	850	850
	*	Amount missing from detail									
=	XOPS	TOTAL OPERATING SUPPLIES	81	650	237	800		800	800	850	850
I	83320	MILEAGE (INSIDE WILLIAMSON COUNTY)		1,000		1,000		100	1,000	1,000	1,000
=	XFUEL	TOTAL FUEL & MILEAGE		1,000		1,000		100	1,000	1,000	1,000
	83510	FURNITURE, FIXTURES (<\$25,000)		600		5,000		5,000	1,000	1,000	1,000
+	83540	COMPUTER HARDWARE (<\$25,000)		1,200		2,700	1,360	2,560	12,450	1,200	2,600
I	1	Misc		1,200		1,200		1,200	1,200	1,200	1,200
I	2	Replacement of Individual Microsoft Surface Tablets							11,250		
I	3	Mayor's laptop adminlap25				1,500	1,360	1,360			1,400
	*	Amount missing from detail									
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)		1,800		7,700	1,360	7,560	13,450	2,200	3,600

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	85110	PROPERTY INSURANCE			1,095	1,150	1,079	1,079	1,133	1,190	1,249
	85111	FRAUD INSURANCE	232	244	265						
	85112	INLAND MARINE INSURANCE	36	38	36	40	37	37	39	41	43
	85115	LIABILITY INSURANCE	249	261	304	596	618	618	649	681	715
	85116	E&O LIABILITY INSURANCE	546	573	607	637	361	361	379	398	418
	85117	VEHICLE LIABILITY INSURANCE	1,070	1,124			637	637	669	702	737
	85119	UMBRELLA LIABILITY	214	225	255	268	256	256	269	282	296
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	2,347	2,465	2,562	2,691	2,989	2,988	3,138	3,294	3,458
=	XOP	TOTAL OPERATIONS	42,738	127,575	106,135	95,701	25,148	67,438	169,988	94,344	160,908
		Capital									
=	XTOT	TOTAL EXPENDITURES	290,502	370,756	358,690	361,591	145,943	342,404	447,069	384,180	464,767



City of Franklin, Tennessee

FY 2022 Operating Budget

Administration

Eric S. Stuckey, City Administrator

Budget Summary

	2019 Actual	2020 Actual	2021		2022 Budget	2021 v. 2022	
			Budget	Estimated		\$	%
Personnel	1,131,496	1,314,698	1,339,544	1,394,301	1,435,840	96,296	7.2%
Operations	-88,068	-53,614	-43,950	-132,141	-1,758	42,192	-96.0%
Capital	0	0	0	0	0	0	0.0%
Total	1,043,428	1,261,084	1,295,594	1,262,160	1,434,082	138,488	10.7%

Departmental Summary

The Administration Office handles the general administration of the City and executes the policies and objectives of the Board of Mayor and Aldermen.

The Board of Mayor and Aldermen's meeting agendas are currently available on the City's website via an agenda software management program, Civic Clerk. This new agenda program allows Board members, staff, and citizens to access current and past meeting agendas, supporting documents, videos of meetings, and minutes through the software's online interaction application. Agendas remain on the City's website after the meeting, and the video clip is linked to the respective item on the agenda.

Just FOIA, a software program to process public records requests, is performing well. Tennessee citizens may request records through the city's website and online portal. This has tremendously helped staff streamline requests and monitor responses, thereby reducing time spent by staff on these retrieval tasks.

The Administration Department continues to codify the Municipal Code on the City's website. It is updated on a constant basis through MuniCode, our contracted codifier of the code. Besides the value of making this information available to citizens 24/7, it is current and also minimizes the use and cost of paper products.

In accordance with the City's Records Retention Policy, the Administration Department continues to purge and destroy those files, records, and documents exceeding the recommended retention period. This continuing practice has eliminated a number of file cabinets, thereby saving departments valuable storage space.



COVID-19 Response & Impact

The pandemic had a significant impact on the day to day operations of this Department. The most profound change included conducting public meetings electronically while continuing public involvement. Employees were able to work remotely, while rotating in-house staff to maintain office coverage. Staff modified their schedules and completed assigned tasks with very little interruption to the service provided.



City of Franklin, Tennessee

FY 2022 Operating Budget

Administration

Eric S. Stuckey, City Administrator

FY 2022 Outlook

The Administration Department will continue to process the Board's agendas using Civic Clerk, the online agenda management software system.

The preservation of historical records will also continue. Working with Facilities Maintenance, we continue to look at options for permanent, long term storage options. The City maintains historical record books dating back to the mid 1800's. Staff is researching a more secure, safekeeping retention method such as professional scanning and storage of these records.

Staff continues to use JustFOIA to process requests for public records in accordance with State requirement. We are able to process requests for records more efficiently and expediently while maintaining the integrity of the records with the new software.



City of Franklin, Tennessee

FY 2022 Operating Budget

Performance Measures

The City of Franklin has established **FranklinForward : A Vision for 2033**. This Strategic Plan has specific and demonstrable objectives for each department which, when achieved individually, will cohesively move Franklin forward to meet the challenges and demands of the future.

Each budget has a series of performance measures and benchmarks attached to it which demonstrate the workload, effectiveness and outcome of taxpayer support for the annual operations of the City of Franklin and its pursuit of the goals of the Strategic Plan. Together, these measures demonstrate a proper and diligent use of taxpayer dollars in the pursuit of a greater community.



FranklinForward : Objectives for Developing a Strategic Plan

Related Theme: An Effective and Fiscally Sound City Government Providing High Quality Service

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

Franklin will develop a quality level of service expectation for its citizens.

Goal: have 90% citizen satisfaction rated excellent/good for services as reported by community survey.

Baseline: Data to be collected in next community survey.

Related Theme: Quality Life Experiences

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

Citizens will recognize and celebrate the unique sense of community and cultural diversity that is Franklin.

Goal: To have 90% or better of citizens who consider Franklin's quality of life to be

Baseline: 94% of citizens responding to community survey considered the overall quality of life to be excellent/good.

(Source: 2012 Community Survey by ASI for Franklin Tomorrow)

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

Franklin will decrease the percentage of households who are cost burdened by their housing costs in Franklin.

Goal: Franklin will seek to improve housing diversity as identified through the 2013 Housing Analysis

Baseline: Complete Housing Analysis and establish goals based on data from the analysis.

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

Goal: to improve ranking as one of the 100 Best Places to live in the United States

Baseline: ranked 6th (CNN Money Magazine, 2018)

Goal: to increase percentage of citizens positively ranking the overall economic health of

Baseline: 90% of citizens ranking the overall economic health of Franklin as either excellent or good (Franklin Citizen's Survey).

Related Theme: Sustainable Growth & Economic Prosperity

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

Goal: To have 80% or better of citizens reporting satisfaction with the managed growth of the community.



City of Franklin, Tennessee

FY 2022 Operating Budget

Performance Measures

Baseline: Citizen Perception reported through community survey.

Key:	
Strategic Plan: FranklinForward	
Franklin Citizens Survey	

Workload (Output) Measures

	2018	2019	2020	2021*	2022*
Number of Agenda Packets reviewed	49	50	43	45	45
Number of Sets of Minutes Produced	49	50	43	45	45
Number of documents scanned into OnBase:					
Resolutions	70	125	100	100	100
Ordinances	51	56	32	45	45
Sets of Minutes	45	56	43	45	45

Efficiency Measures

	2018	2019	2020	2021*	2022*
Distribute Agenda Packets to Board of Mayor and Aldermen on Thursday prior to the meeting date.					
Percentage of time target met	90%	95%	94%	95%	95%

Outcome (Effectiveness) Measures

	2018	2019	2020	2021*	2022*
Franklin Baseline: 90% or better of citizens who consider Franklin's quality of life to be excellent/good.					
Overall quality of life to be excellent/good	97%	97%	97%	97%	97%
Target	90%	90%	90%	90%	90%
Meets Target?	Yes	Yes	Yes	Yes	Yes
Franklin will seek to improve housing diversity as identified through the 2013 Housing Analysis.					
Target	TBD	TBD	TBD	TBD	TBD
Meets Target?	TBD	TBD	TBD	TBD	TBD
Improve ranking as one of the 100 Best Places to live in the United States.					
Franklin Ranking	6	6	TBD	TBD	TBD
Target (Baseline 6 in 2018, Money Magazine)	4	6	6	6	6
Meets Target?	No	Yes	TBD	TBD	TBD
90% or better of citizens ranking the overall economic health of Franklin as positive					
Franklin Ranking	94%	91%	91%	91%	91%
Target (from Citizens Survey)	90%	90%	90%	90%	90%
Meets Target?	Yes	Yes	Yes	Yes	Yes



City of Franklin, Tennessee

FY 2022 Operating Budget

Performance Measures

Outcome (Effectiveness) Measures continued

	2018	2019	2020	2021*	2022*
 80% or better of citizens reporting satisfaction with the managed growth of the community.					
Satisfaction response rate	84%	80%	80%	80%	80%
Target (from Citizens Survey)	80%	80%	80%	80%	80%
Meets Target?	Yes	Yes	Yes	Yes	Yes

Franklin Citizens Survey

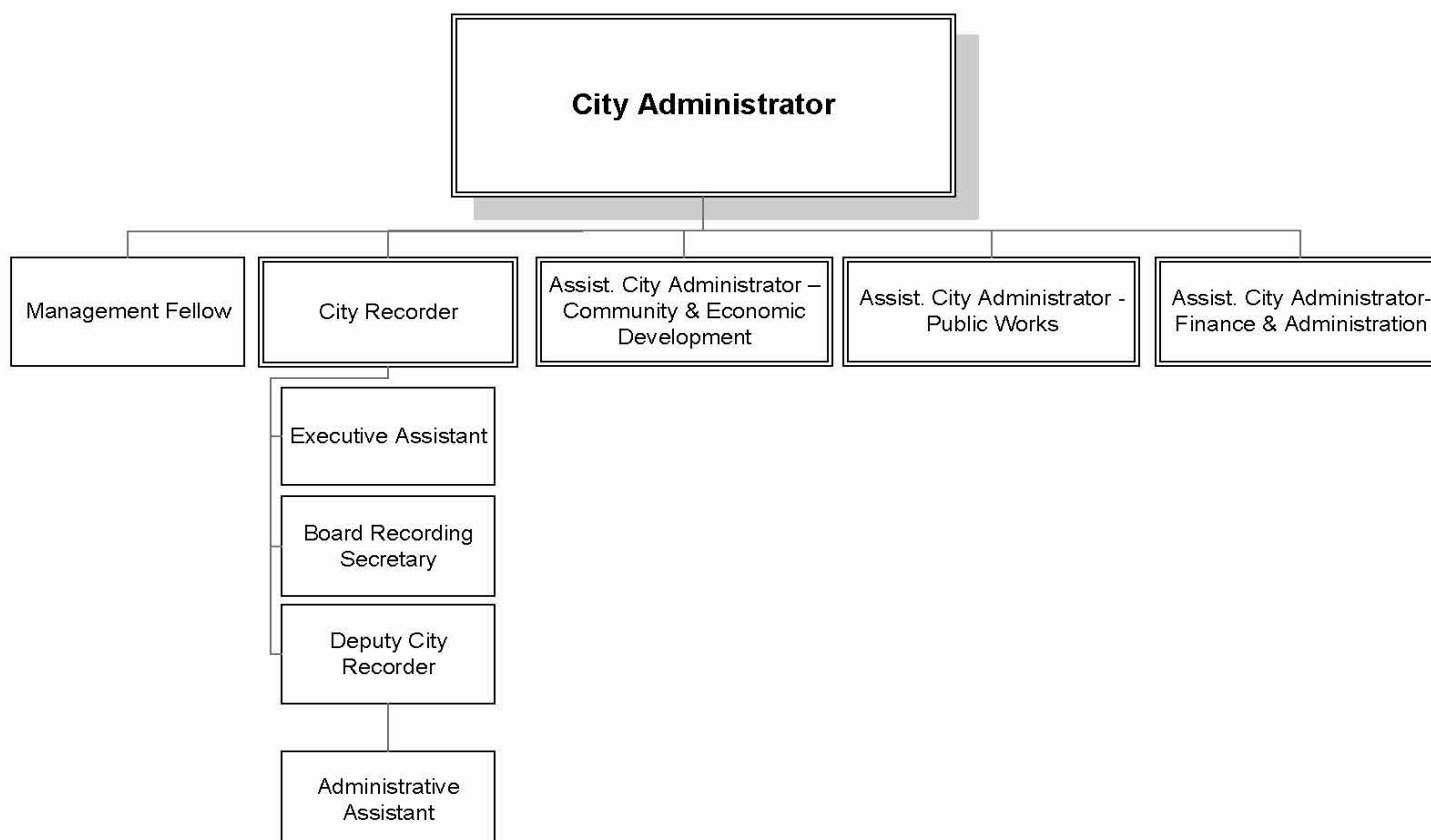
		2016 Citizens Survey		2019 Citizens Survey	
		Excellent/ Good	Fair/Poor	Excellent/ Good	Fair/Poor
☒	% rating Franklin as a place to raise children	97%	3%	97%	3%
☒	% rating Franklin as a place to work	91%	9%	92%	8%
☒	% rating Franklin as a place to visit	92%	8%	94%	6%
☒	% rating Franklin as a place to retire	85%	15%	84%	16%
☒	% rating the overall quality of life in Franklin	97%	3%	97%	3%
☒	% rating Overall customer service by Franklin employees	90%	10%	91%	9%
☒	% rating the quality of services provided by the City of Franklin	93%	7%	93%	7%



City of Franklin, Tennessee

FY 2022 Operating Budget

Organizational Chart



White: Positions Authorized and budgeted in FY 2022

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

Staffing by Position

Budgeted Positions	Pay Grade	FY 2018		FY 2019		FY 2020		FY 2021		FY 2022	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
City Administrator	Grade P	1	0	1	0	1	0	1	0	1	0
Asst. City Admin-Community Development	Grade N	1	0	1	0	1	0	1	0	1	0
Asst. City Admin-Finance/Admin	Grade N	1	0	1	0	1	0	1	0	1	0
Asst. City Admin-Public Works	Grade N	1	0	1	0	1	0	1	0	1	0
Contract Administrator	Grade H	0	0	0	0	1	0	1	0	1	0
City Recorder	Grade H	0	0	0	0	0	0	0	0	1	0
Assistant City Recorder - Records	Grade G	1	0	1	0	1	0	1	0	0	0
Deputy City Recorder	Grade E	0	0	0	0	0	0	0	0	1	0
Management Fellow	Grade E	0	1	1	0	1	0	0	0	1	0
Executive Assistant	Grade E	1	0	1	0	1	0	1	0	1	0
Deputy Assistant City Recorder	Grade E	0	0	0	0	1	0	1	0	0	0
Administrative Assistant	Grade D	1	0	1	0	0	0	0	0	1	0
Board Recording Secretary - BOMA	Grade C	1	0	1	0	1	0	1	0	1	0
Administrative Secretary	Grade B	1	0	1	0	1	0	1	0	0	0
Sub-Total - Budgeted Positions		9	1	10	0	11	0	10	0	11	0
Authorized, Unbudgeted Positions	Pay Grade	FY 2018		FY 2019		FY 2020		FY 2021		FY 2022	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Management Fellow	Grade E	0	0	0	0	0	0	1	0	0	0
Sub-Total - Unbudgeted Positions		0	0	0	0	0	0	1	0	0	0
Total Authorized Positions		9	1	10	0	11	0	11	0	11	0



City of Franklin, Tennessee

FY 2022 Operating Budget

Budget

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference \$	%
Personnel							
Salaries & Wages	895,311	1,032,211	1,020,233	1,067,265	1,076,740	56,507	5.5%
Employee Benefits	236,185	282,487	319,311	327,036	359,100	39,789	12.5%
Total Personnel	1,131,496	1,314,698	1,339,544	1,394,301	1,435,840	96,296	7.2%
Operations							
Transportation Services	135	187	970	270	520	(450)	-46.4%
Operating Services	13,724	12,750	24,650	11,626	23,976	(674)	-2.7%
Notices, Subscriptions, etc.	22,092	38,407	26,585	24,090	26,715	130	0.5%
Utilities	13,753	15,358	16,675	15,150	16,700	25	0.1%
Contractual Services	310	5,205	10,300	9,800	20,300	10,000	97.1%
Repair & Maintenance Services	7,365	3,586	7,600	5,500	7,500	(100)	-1.3%
Employee programs	4,022	6,490	11,500	6,500	26,500	15,000	130.4%
Professional Development/Travel	22,229	28,011	47,840	9,720	69,140	21,300	44.5%
Office Supplies	23,153	18,492	18,050	8,500	18,050	-	0.0%
Operating Supplies	637	1,323	3,335	2,835	3,335	-	0.0%
Fuel & Mileage	224	224	750	200	800	50	6.7%
Machinery & Equipment (<\$25,000)	33,154	64,911	40,099	26,818	42,584	2,485	6.2%
Repair & Maintenance Supplies	696	544	180	180	200	20	11.1%
Property & Liability Costs	13,013	11,776	12,312	11,466	12,040	(271)	-2.2%
Permits	-	-	1,320	1,320	1,320	-	0.0%
Other Business Expenses	(745)	20	-	-	-	-	0.0%
Interfund Reimbursements	(241,830)	(260,898)	(266,116)	(266,116)	(271,438)	(5,322)	2.0%
Total Operations	(88,068)	(53,614)	(43,950)	(132,141)	(1,758)	42,192	-96.0%
Capital	-	-	-	-	-	-	0.0%
Total Administration	1,043,428	1,261,084	1,295,594	1,262,160	1,434,082	138,488	10.7%

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
		Personnel									
!=	81110	REGULAR PAY	877,160	1,066,356	1,014,748	1,044,414	600,946	1,056,346	1,103,876	1,159,070	1,217,023
=	81120	OVERTIME PAY	9,254	7,000	13,092	7,500	5,757	9,929	7,500	7,875	8,269
	81150	TEMPORARY WORK BY NON-CITY EMPLOYEES	8,897	4,000	4,371	4,000	990	990	4,000	4,000	4,000
	81199	VACANCY ADJUSTMENT		(35,015)		(35,681)			(38,636)	(40,567)	(42,596)
=	XWAGE	TOTAL WAGES	895,311	1,042,341	1,032,211	1,020,233	607,693	1,067,265	1,076,740	1,130,378	1,186,696
=	81410	FICA (EMPLOYER'S SHARE)	60,992	66,177	70,771	72,506	36,914	72,000	76,551	80,379	84,397
=	81420	MEDICAL PREMIUMS - ACTIVE EEs/COBRA	112,041	140,037	123,278	166,757	63,682	162,151	186,420	205,062	225,568
	81422	NEAR-SITE CLINIC (URGENT TEAM)					1,871	4,181	4,181	4,181	4,181
=	81425	VISION PREMIUMS	710	713	888	1,164	444	1,100	1,154	1,269	1,396
=	81430	DENTAL INSURANCE PREMIUMS	8,215	12,620	10,448	12,328	2,767	7,100	7,315	7,681	8,065
	81431	FSA ADMINISTRATION					131	211	211	211	211
=	81433	GROUP INSURANCE PREMIUMS					2,917	4,959	5,228	5,489	5,764
=	81440	EE HEALTH INSURANCE CONTRIBUTIONS	(23,350)	(29,622)	(27,470)	(35,724)	(15,601)	(28,636)	(33,126)	(36,107)	(39,357)
	81441	CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT			1,000	1,000		1,000	1,000	1,000	1,000
=	81443	EE DENTAL INSURANCE CONTRIBUTIONS					(2,304)	(3,117)	(4,553)	(4,781)	(5,020)
=	81444	EE VISION INSURANCE CONTRIBUTIONS					(117)	(162)	(223)	(234)	(246)
!	81450	RETIREMENT CONTRIBUTIONS	44,164	48,580	60,251	72,540	32,793	65,587	75,483	83,031	91,334
	81455	DEFERRED COMP MATCH	21,196	20,732	13,876	7,882	9,193	19,665	18,211	19,122	20,078
	81456	TCRS CONTRIBUTIONS (CITY)			17,223	20,416	10,137	17,694	20,784	22,862	25,149
	81470	WORKERS COMPENSATION PREMIUMS	217	421	222	442	1,721	1,918	464	487	512
	81482	CAR ALLOWANCE	12,000	9,600	12,000		1,385	1,385			
=	XBEN	TOTAL BENEFITS	236,185	269,258	282,487	319,311	145,933	327,036	359,100	389,652	423,032
=	XPER	TOTAL PERSONNEL	1,131,496	1,311,599	1,314,698	1,339,544	753,626	1,394,301	1,435,840	1,520,030	1,609,728
		Operations									
	82110	MAILING & OUTBOUND SHIPPING SERVICES	117	650	167	650	51	200	200	225	250
!	82120	FREIGHT FOR INBOUND PURCHASED ITEMS		300	11	300		50	300	300	300
	82130	VEHICLE LICENSES & TITLES	18	20	9	20		20	20	20	20
=	XTRC	TOTAL TRANSPORTATION CHARGES	135	970	187	970	51	270	520	545	570
	82210	PRINTING & COPYING SERVICES, OUTSOURCED		2,000		2,000			2,000	2,000	2,000
!+	82230	ARCHIVING/RECORDS MANAGEMENT SERVICES	13,348	16,000	11,797	19,750	3,863	11,250	19,000	18,000	18,000
!	1	Holding	13,348	1,000	10,680	1,000			1,000		
	2	Additional supplement to Municode published 4/2011 approximately \$6,000									
	3	Archiving - Municode updates		10,000		11,250		7,387	8,000	8,000	8,000
!	4	Archiving - digitize historical minutes books		5,000		7,500			10,000	10,000	10,000
	5	Misc.			1,117		3,863	3,863			
	*	Amount missing from detail									
!	82240	TRANSCRIPTION FEES		2,000		2,000			2,000	2,000	2,000
	82250	TESTING & PHYSICALS	220	900	842	900		300	900	900	900
!	82260	UNIFORM RENTAL & SERVICES	69		35						
+	82299	OTHER OPERATING SERVICES	87		76			76	76	76	76
	1	Amazon Prime for Administration	87		76			76	76	76	76
	*	Amount missing from detail									
=	XOPSV	TOTAL OPERATING SERVICES	13,724	20,900	12,750	24,650	3,863	11,626	23,976	22,976	22,976
!+	82310	LEGAL NOTICES	2,034	200	257	200		100	200	200	200
1		various	2,034	200	257	200		100	200	200	200

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	2	Legal notices are to be charged to 41100, Elected officials									
	*	Amount missing from detail									
!	82330	CITIZENS ACADEMIES			400						
!	82340	LEADERSHIP RETREATS		550		550			550	550	550
!+	82350	DUES FOR MEMBERSHIPS	18,753	21,370	35,992	23,585		22,190	24,165	23,960	23,960
	01	Various	18,753	675	26,667	800		800	900	900	900
	02	Eric's TCMA		400		400		400	400	400	400
	03	Eric's ICMA		1,305		1,305		1,305	1,305	1,305	1,305
!	04	Lanai's TAMCAR		35		35		35	35		
!	05	Lanai's IIMC		210		210		215	215		
!	06	Lanai's ARMA		175		175		175	175		
	07	ICMA Performance Measurement Service		1,625		1,625		1,625	1,625	1,625	1,625
	08	Angie Johnson's TAMCAR		35		35		35	35	35	35
!	09	Angie Johnson's IIMC		100		100		100	100	220	220
	10	Vernon's TCMA		400		400		400	400	400	400
	11	Kristine's TCMA		400		400		400	400	400	400
	12	Mark's TCMA		400		400		400	400	400	400
	13	RTA Annual Dues		7,100		7,200		7,200	7,300	7,400	7,400
	14	NLC Dues		5,500		5,750		5,750	6,000	6,000	6,000
	15	Vernon's ICMA		1,060		1,100		1,100	1,150	1,150	1,150
	16	Kristine's ICMA		975		1,000		1,000	1,025	1,025	1,025
	17	Mark's ICMA		975		1,000		1,000	1,025	1,025	1,025
	19	Mark's APWA Membership				250		250	250	250	250
!	20	Management Fellow- TCMA				400			400	400	400
!	21	Management Fellow - ICMA				1,000			1,025	1,025	1,025
	22	misc			9,325						
	*	Amount missing from detail									
+	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	713	1,500	809	1,500		1,500	1,500	1,500	1,500
!	1	Various	713	1,500	809	1,500		1,500	1,500	1,500	1,500
	3	BMI Music licensing for 2014									
	*	Amount missing from detail									
!	82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)			679						
	82371	EMERGENCY RELIEF			49						
	82390	PUBLICATIONS, NON-TRAINING	592	750	221	750	51	300	300	300	300
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	22,092	24,370	38,407	26,585	51	24,090	26,715	26,510	26,510
	82410	ELECTRIC SERVICE		725		750		750	800	800	800
	82450	TELEPHONE SERVICE	4,632	6,500	4,450	6,525	1,114	5,000	5,500	6,000	6,500
	82451	800 MHZ ACCESS LINE SERVICE	148	150	2	150		150	150	150	150
!	82455	CELLULAR TELEPHONE SERVICE	4,545	5,250	4,870	5,250	654	5,250	5,750	5,750	5,750
	82470	INTERNET & RELATED SERVICES	4,428	4,000	6,036	4,000	1,830	4,000	4,500	4,750	5,000
=	XUTIL	TOTAL UTILITIES	13,753	16,625	15,358	16,675	3,599	15,150	16,700	17,450	18,200
!	82510	COMPUTER SERVICES	310	1,000	505	1,500	15	1,000	1,500	2,000	2,000
+	82560	CONSULTANT SERVICES		5,550	4,700	5,550		5,550	15,550	15,550	15,550
	1	Various		5,550	4,700	5,550		5,550	5,550	5,550	5,550
	4	Public Arts Commission - Public Projects							10,000	10,000	10,000
	*	Amount missing from detail									
	82599	OTHER CONTRACTUAL SERVICES		3,250		3,250		3,250	3,250	3,250	3,250
=	XCTS	TOTAL CONTRACTUAL SERVICES	310	9,800	5,205	10,300	15	9,800	20,300	20,800	20,800
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	3,526	3,000	594	3,000	337	1,000	3,000	3,000	3,000
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	3,839	3,250	2,992	3,500	492	3,500	3,500	3,500	3,500
	82660	BUILDING REPAIR & MAINTENANCE SERVICES		1,100		1,100		1,000	1,000	1,000	1,000
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	7,365	7,350	3,586	7,600	829	5,500	7,500	7,500	7,500

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
+	82750	EMPLOYEE RECOGNITION/RECEPTIONS	2,687	6,400	5,761	6,500		6,500	6,500	6,600	6,600
	1	Various	2,687	600	5,761	600		600	600	600	600
	2	Holiday Breakfast for COF Employees		5,800		5,900		5,900	5,900	6,000	6,000
	*	Amount missing from detail									
!	82780	TRAINING, OUTSIDE	1,279	5,000	729	5,000			5,000	5,000	5,000
+	82790	TRAINING, IN-HOUSE	56	15,000					15,000	15,000	15,000
	1	Consultant TBD									
	2	Consultant TBD									
	3	various	56	15,000					15,000	15,000	15,000
	*	Amount missing from detail									
=	XEPG	TOTAL EMPLOYEE PROGRAMS	4,022	26,400	6,490	11,500		6,500	26,500	26,600	26,600
!	82810	REGISTRATIONS	10,231	6,450	12,424	17,940	1,300	3,720	23,740	19,620	19,460
!	1	various	10,231	3,500	12,424	1,000	1,300	1,300	1,000	1,000	1,000
	10	Angie Johnson Summit conference for Civic Plus				600			600	600	600
	11	Mark's APWA PWX Conf Registration				1,500			1,500	1,500	1,500
	12	Mark's TCMA Spring Conference Registration				250			250	250	250
	13	Kristines TGFOA (2 annually)				350		350	350	350	350
	14	Kristine's TCMA (2 annually)				700		700	700	700	700
	15	Kristine's GFOA Annual Conference				600			600	600	600
	16	Kristine - 1 misc conference				200			200	200	200
!	17	Vernon's Annual Registrations				2,600		500	2,600	2,600	2,600
!	18	Management Fellow - TCMA				250			250	250	250
!	19	Management Fellow - ICMA				330			330	330	330
	2	Eric ICMA		330		330		330	330	330	330
!	20	Chamber Visits (Williamson Inc)				2,500			2,500	2,500	2,500
	21	David Diaz - annual registrations				2,000			2,000	2,000	2,000
	22	Adjustments from Workbook				(500)			2,500	2,800	2,800
	3	Eric TCMA		250		250		250	250	250	250
!	4	Lanai TAMCAR		320		320		160	320	160	
	5	Lanai IIMC		600		600			600		
!	6	TML Eric, Lanai, Vicki, Angie, Vernon, Mark, Kristine, Mgmt Fellow		1,050		2,800			5,600	2,800	2,800
	7	Angie Johnson - IIMC		400		400			400	400	400
!	8	Angie Johnson - TAMCAR				260		130	260		
!	9	Lanai Summit conference for Civic Plus				600			600		
	*	Amount missing from detail									
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	2,156	2,060	1,761	3,000		3,000	3,000	3,000	3,000
+	82830	AIR TRAVEL	66	7,700	5,823	7,350			14,350	12,550	12,550
!	1	various	66	5,000	5,823	1,000			1,000	1,000	1,000
!	10	Kristine's air travel for GFOA annual conf				350			350	350	350
!	11	Kristine's air travel for misc Conference				350			350	350	350
!	12	Vernon's air travel				1,350			1,350	1,350	1,350
!	13	Management Fellow				1,000			1,000	1,000	1,000
!	14	David Diaz - annual				1,000			1,000	1,000	1,000
	15	Adjustment from Workbooks				(3,000)			4,000	4,000	4,000
!	2	Eric - ICMA		900		900			900	900	900
!	3	Lanai - IIMC		900		900			900		
	4	Leadership Retreat Travel									
!	5	Angie - IIMC		900		900			900	900	900
!	6	Angie - Summit for Civic Plus				900			900	900	900
!	7	Lanai - Summit for Civic Plus				900			900		
!	8	Mark's APWA PWX air travel				450			450	450	450
!	9	Kristine's air travel for GFOA Debt Committee				350			350	350	350
	*	Amount missing from detail									

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
!+	82840	LODGING	8,571	10,450	6,279	14,350		3,000	22,850	19,650	19,650
!	1	various	8,571	5,500	6,279	1,500			1,500	1,500	1,500
	10	Kristine's GFOA Debt Committee				400			400	400	400
	11	Kristine's TGFOA Lodging				150			150	150	150
	12	Kristine's GFOA Annual Conference Lodging				1,200			1,200	1,200	1,200
	13	Kristine's one misc conference				400			400	400	400
	14	Vernon's Lodging				2,850			2,850	2,850	2,850
	15	Management Fellow				2,000			2,000	2,000	2,000
	16	David Diaz - annual				600			600	600	600
	17	Adjustment from Workbooks				(1,500)			4,500	4,500	4,500
	18	Angie - TML							700	350	350
	2	Eric - ICMA		1,500		1,500			1,750	1,750	1,750
	3	Lanaii - IIMC		1,200		1,200		1,500	1,750		
!	4	Eric - TML		350		350			700	350	350
!	5	Lanaii - TML		350		350			700		
!	6	Vicki - TML		350		350			700	350	350
	7	Angie Johnson - IIMC		1,200		1,500		1,500	1,750	1,750	1,750
	8	Mark's APWA PWX Conf Lodging				1,200			1,200	1,200	1,200
	9	Kristine's TCMA Annual Conference Lodging				300				300	300
	*	Amount missing from detail									
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	1,205	2,000	1,724	5,200			5,200	5,200	5,200
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	22,229	28,660	28,011	47,840	1,300	9,720	69,140	60,020	59,860
	83110	OFFICE SUPPLIES	5,760	5,950	5,992	7,000	1,033	6,000	7,000	7,000	7,000
!	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	330	1,000	567	1,000		200	1,000	1,000	1,000
	83130	EMPLOYEE BENEVOLENCE ITEMS	283	300	877	300		300	300	300	300
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	16,780	9,400	11,056	9,750	539	2,000	9,750	9,950	9,950
=	XOPS	TOTAL OFFICE SUPPLIES	23,153	16,650	18,492	18,050	1,572	8,500	18,050	18,250	18,250
	83210	TRAINING SUPPLIES		500	48	500		100	500	500	500
!+	83240	MEDICAL SUPPLIES	126	250	227	250		150	250	250	250
	1	Various	126	250	227	250		150	250	250	250
	2										
	*	Amount missing from detail									
	83250	SAFETY SUPPLIES	100			225		225	225	225	225
!	83260	UNIFORMS PURCHASED	411	1,200	1,048	1,300		1,300	1,300	1,350	1,350
	83299	OTHER OPERATING SUPPLIES		1,060		1,060		1,060	1,060	1,080	1,080
=	XOPS	TOTAL OPERATING SUPPLIES	637	3,010	1,323	3,335		2,835	3,335	3,405	3,405
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	224	400	224	450		150	500	500	500
	83320	MILEAGE (INSIDE WILLIAMSON COUNTY)		300		300		50	300	300	300
=	XFUEL	TOTAL FUEL & MILEAGE	224	700	224	750		200	800	800	800
!	83510	FURNITURE, FIXTURES (<\$25,000)	2,277	6,000	3,406				7,500	7,500	
+	83530	MACHINERY & EQUIPMENT (<\$25,000)	1,891	12,300	6,620	1,300		1,300	1,300	1,300	13,000
	2	Various	1,891	1,300	6,620	1,300		1,300	1,300	1,300	
!	3	Photocopier (Color and B/W)		11,000							13,000
	*	Amount missing from detail									
+	83540	COMPUTER HARDWARE (<\$25,000)	20,104	9,630	5,654	18,215	11,370	9,934	13,200	9,900	10,800
	1	Various	20,104	2,000	5,654	1,234		1,234	2,000	2,000	2,000
	10	Admin Asst Desktop (Angela) Admin 39				1,200				1,600	
	11	Vicki Parr / Boardroom Adminlap30				1,815				1,600	
	12	Mark Hilly Adminlap28				2,000				1,600	
	13	Lanaii / Agenda software mgmt laptop admin29 (Change to SP?)		2,000							
	14	Mark Hilly Surface Pro Adminlab02				2,000					

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	15	Vernon Gerth Laptop		1,815							1,600
!	16	Vernon Gerth Surface Pro		2,000							
	17	Kristine Tallent Laptop		1,815					1,600		
	18	Eric Stuckey Surface Pro				2,000		1,500			1,500
!	19	Lanaii Benne Surface Pro				2,000		1,500			
	2	Linda Fulwider Desktop Admin 35							1,600		
	20	Kristine Tallent Surface Pro				2,000		1,500			1,500
	21	Angie Johnson laptop							1,600		
	22	Angie Johnson Surface Pro								1,500	
	23	David Diaz Surface Pro				2,000		1,500			1,500
	24	various				766	11,370				
	3	Vicki Parr Desktop Admin 33							1,600		
	4	Lanaii Benne Admin lap26							1,600		
!	5	Admin - Large conference room								1,600	
	6	Information Desk Desk top							1,600		
	7	Eric Stuckey Adminlap24							1,600		
	8	Encoder for agenda software use with Channel 10				1,200		1,200			1,200
	*	Amount missing from detail									
+	83550	COMPUTER SOFTWARE (<\$25,000)	8,882	52,685	49,231	20,584	4,725	15,584	20,584	19,000	19,000
	1	Agenda Management Software annual fee for monthly maintenance (Granicus)	8,882	20,000	15,000						
	2	Civic Plus agenda management software			20,613	15,584		15,584	15,584	14,000	14,000
	3	JustFOIA (MCCI) Records Request processing software			5,000	5,000			5,000	5,000	5,000
	4	various		32,685	8,618		4,725				
	*	Amount missing from detail									
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	33,154	80,615	64,911	40,099	16,095	26,818	42,584	37,700	42,800
	83620	EQUIPMENT PARTS & SUPPLIES	696	45	114	45		45	50	50	50
	83660	BUILDING MAINTENANCE SUPPLIES		135	430	135		135	150	200	200
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	696	180	544	180		180	200	250	250
	85110	PROPERTY INSURANCE	8,271	6,700	6,567	6,895	6,488	6,488	6,812	7,153	7,511
	85111	FRAUD INSURANCE	745	782	854						
	85112	INLAND MARINE INSURANCE	209	219	238	250	240	240	252	265	278
	85113	AUTO PHYSICAL DAMAGE	47	49	44	46	42	42	44	46	49
	85115	LIABILITY INSURANCE	801	841	978	1,924	2,151	2,151	2,259	2,371	2,490
	85116	E&O LIABILITY INSURANCE	1,753	1,841	1,956	2,054	1,257	1,257	1,320	1,386	1,455
	85117	VEHICLE LIABILITY INSURANCE	499	524	267	280	397	397	417	438	460
	85119	UMBRELLA LIABILITY	688	722	822		891	891	936	982	1,031
	85120	PROPERTY DAMAGE COSTS				863					
	85140	SURETY/NOTARY BONDS		50	50						
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	13,013	11,728	11,776	12,312	11,467	11,466	12,040	12,641	13,274
	85320	STATE FEES		1,200		1,200		1,200	1,200	1,200	1,200
	85340	RECORDING & FILING FEES		120		120		120	120	120	120
=	XPERM	TOTAL PERMITS		1,320		1,320		1,320	1,320	1,320	1,320
	85990	MISCELLANEOUS	(745)		20						
=	XOBE	TOTAL OTHER BUSINESS EXPENSES	(745)		20						
	87510	REIMB OF INTERFUND SERVICES	(241,830)	(260,897)	(260,898)	(266,116)	(99,546)	(256,116)	(271,438)	(276,867)	(282,404)

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
=	XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(241,830)	(260,897)	(260,898)	(266,116)	(99,546)	(266,116)	(271,438)	(276,867)	(282,404)
=	XOP	TOTAL OPERATIONS	(88,068)	(11,619)	(53,614)	(43,950)	(60,705)	(132,141)	(1,758)	(20,100)	(19,289)
		Capital									
=	XTOT	TOTAL EXPENDITURES	1,043,428	1,299,980	1,261,084	1,295,594	692,921	1,262,160	1,434,082	1,499,930	1,590,439



City of Franklin, Tennessee

FY 2022 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Administration						
1	City Recorder	\$ 3,981	\$ 398	\$ -	\$ 4,379	
2	Deputy City Recorder	\$ 1,733	\$ 173	\$ -	\$ 1,906	
3	Administrative Secretary to Administrative Assistant	\$ 1,356	\$ 136	\$ 200	\$ 1,692	
Total		\$ 7,070	\$ 707	\$ 200	\$ 7,977	\$ -
		<u>Compensation</u>	<u>Benefits</u>	<u>Expenses</u>	<u>Total</u>	
Total G/F Requests		\$ 7,070	\$ 707	\$ 200	\$ 7,977	\$ -

FranklinForward Allocations

	A Safe, Clean, Livable City	\$ -
	A Effective and Fiscally Sound City Government Providing High Quality Service	\$ 7,977
	Quality Life Experiences	\$ -
	Sustainable Growth & Economic Prosperity	\$ -
Totals		\$ 7,977

Traditional Allocations

	Personnel	\$ 7,977
	Operations	\$ -
	Equipment	\$ -
	Capital	\$ -
Total		\$ 7,977

FY 2022 Program Enhancement Request Form



Intended Year:

2022

Department Priority:

1 of 3

Department:

41300 ADMINISTRATION

Division:

City Recorder's Office

FranklinForward Theme:

An Effective and Fiscally Sound City Government Providing High Quality Service

Title:

City Recorder

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
81100 SALARIES & WAGES		\$81,333	\$81,333
81100 SALARIES & WAGES		-\$77,352	-\$77,352
Benefits			
Benefits auto-calculated at 10% of compensation -->>	\$0	\$398	\$398
Expenses			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	# \$0	\$4,379	\$4,379

PURPOSE / DESCRIPTION OF REQUEST

The proposed reorganization of the Administration Department provides for a clear division of the City Recorder's office in Administration. We are propping to remove the title of City Recorder from the City Administrator and afford the duties and title to the current Assistant City Recorder position. This request would reclassify the Assistant City Recorder (Pay Grade G) to a more practical title of City Recorder (Pay Grade H).

SERVICE IMPLICATION

Approving this position allows for the City Administrator to focus on core duties of city management, placing the remaining City Recorder duties, department management, and City Recorder staff supervision on the City Recorder position.

FY 2022 Program Enhancement Request Form



HISTORIC
FRANKLIN
TENNESSEE

Intended Year:

2022

Department Priority:

2

of

3

Department:

41300 ADMINISTRATION

Division:

City Recorder's Office

FranklinForward Theme:

An Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Deputy City Recorder

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
81100 SALARIES & WAGES		\$60,638	\$60,638
81100 SALARIES & WAGES		-\$58,905	-\$58,905
Benefits			
Benefits auto-calculated at 10% of compensation -->>	\$0	\$173	\$173
Expenses			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	#	\$0	\$1,906

PURPOSE / DESCRIPTION OF REQUEST

This request would reclassify the Deputy Assistant City Recorder to a more appropriate title of Deputy City Recorder. In the proposed reorganization of the Administration Department, a clear division of the City Recorder's office is defined and the Deputy City Recorder would report to the City Recorder. This position would initially supervise the Administrative Assistant position, adding additional supervision responsibilities in the near future as retirements occur.

The purpose of this position change would be to provide greater assistance in the processing of the Board of Mayor and Aldermen's agendas and meeting minutes, public records requests, record retention and liquor licenses. In addition, the Deputy City Recorder would assume supervisory responsibilities.

SERVICE IMPLICATION

Approving this reclassification allows for greater support to the City Recorder position through shared supervision and key recorder functions. This will provide the City Recorder the ability to focus on core duties including developing administrative plans and evaluating departmental needs for greater efficiency and effectiveness. The City Recorder would also have a greater opportunity to oversee development of department goals and objectives, monitor department budget, and Leadership Team projects. Failure to approve this reclassification would likely result in a strain on the Administration department by hindering the ability to provide managerial duties in recording, preservation of official city documents, and general office management.

FY 2022 Program Enhancement Request Form

 HISTORIC FRANKLIN TENNESSEE	Intended Year:	2022	Department Priority:	3	of	3
	Department:	41300 ADMINISTRATION				
	Division:	City Recorder's Office				
	FranklinForward Theme:	An Effective and Fiscally Sound City Government Providing High Quality Service				
	Title:	Administrative Secretary to Administrative Assistant				

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING			
Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
81100 SALARIES & WAGES		\$43,597	\$43,597
81100 SALARIES & WAGES		-\$42,241	-\$42,241
Benefits			
Benefits auto-calculated at 10% of compensation -->>	\$0	\$136	\$136
Expenses			
82350 DUES FOR MEMBERSHIPS		\$200	\$200
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$1,692	\$1,692

PURPOSE / DESCRIPTION OF REQUEST
The proposed reorganization of the Administration Department provides for a clear division of the City Recorder's office in Administration. We are requesting reclassification of the Administrative Secretary (Pay Grade B) to a more appropriate title of Administrative Assistant (Pay Grade D). Since the turnover of staff and relocation of the Administrative Secretary work station, the current staff member in this position has taken on additional duties outside the scope of the Administrative Secretary position and now functions more in line with the position description of the Administrative Assistant. This position would be assigned the support services of Assistant City Administrators, the Facilities Maintenance Manager, Communications Division staff, as well as City Recorder office staff. This position would also report to the Deputy City Recorder.

SERVICE IMPLICATION
Not approving this position change will cause Administration staff to change operations. The Administrative Secretary staff member currently performing this additional work would regress to duties more in line with the original position description. The regression in responsibilities would redirect the additional duties to other staff and cause a strain within the City Recorder's Office. Staff will also be unable to fully support executive staff members as warranted.



File #: 21-01743

DATE: February 11, 2021
TO: Budget & Finance Committee
FROM: Milissa Reiersen, Communications Manager
SUBJECT:

Budget Presentation - Communications

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the Communications Department budget request for FY 2021-2022.

BACKGROUND/STAFF COMMENTS:

Each year, the Budget & Finance Committee reviews the detailed budget of each City Department. At the meetings in February, March, and April, departmental staff makes a presentation of the plans for the next budget cycle and the requested funding for those anticipated needs. This provides the Committee with an idea of the size and scope of budget requests that may be included in the City Administrator's proposed budget, which is typically delivered at the May committee meeting.

FINANCIAL IMPACT:

The financial impact varies by department, depending on the increase in population, the required services, equipment replacement needs, and program enhancements.

RECOMMENDATION:

Staff recommends that the Budget & Finance Committee acknowledge the presentation of the Communications department budget request.



City of Franklin, Tennessee

FY 2022 Operating Budget Request

Communications Division

Milissa Reiersen



City of Franklin, Tennessee - FY 2022 Budget Request

Communications

Slide 2

Outline

- Purpose of Department**
- Organization Chart**
- Base Budget Request**
 - Personnel**
 - Operations**
- Program Enhancements**
- Summary**



City of Franklin, Tennessee - FY 2022 Budget Request

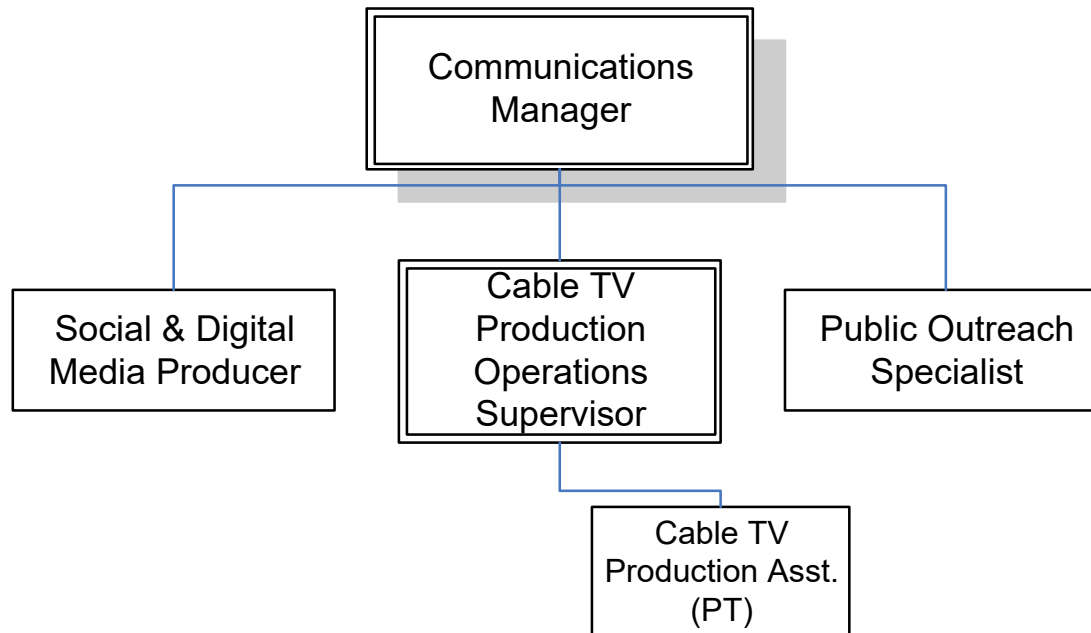
Communications

Slide 3

Purpose of Department

The Communications Division was created in December 2008 to develop internal and external communications and citizen participation initiatives. The Division also handles all media relations for the City and manages the City's Government Access Channel, Franklin TV and all social media.

Organization Chart





City of Franklin, Tennessee - FY 2022 Budget Request

Communications

Slide 5

Base Budget Request: Personnel

FY 2021: \$415,910

FY 2022: \$419,950

Difference: Increase of \$4,040 or \$1.0%

Base Budget Request: Operations

FY 2021: \$29,780 (\$133,343 w/o interfund reimbursement)

FY 2022: \$31,058 (\$136,692 w/o interfund reimbursement)

Difference: Increase of \$1,278 or 4.3%

City of Franklin, Tennessee - FY 2022 Budget Request

Communications

Slide 6

The Communications Division works as the public relations office for all departments within the city. In 2020 our team has had many **accomplishments**. Below are a few:

- Completed **Public Gatherings and Expression events permitting process** and approved by BOMA
- SEAT worked with organizations to create **pandemic friendly events** in 2020
- Successfully promoted the **launch of the new blue bin recycling program**
- Produced a special on **Suicide Prevention** with Chief Faulkner and Mayor Moore (7.7K reach)
- Wrote and produced a **unique Tree Lighting video program** (38.4k reach)
- Assisting in writing application for **All America City and Produced the Live award-winning video**
- Effectively communicated **COVID-19 guidelines** and health strategies via social media
- Franklin TV also produced several **re-opening videos** titled TN Pledge Partners (16.2 reach, 13 videos) and a #WearAMask campaign (38.4K reach, 12 videos)





City of Franklin, Tennessee - FY 2022 Budget Request

Communications

Slide 7

Summary:

The Communications Division is working hard in 2020. Some upcoming projects include:

Educating the public on Covid vaccines and safety

Promoting our Capital Projects and infrastructure updates including Mack Hatcher, Franklin Road and South East Park

Creating a new series with Police and Fire titled “Safety Minutes”

Keeping our social channels up to date and continue to grow and preserve community trust.

CITY OF FRANKLIN
S O C I A L
M E D I A

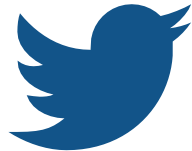
FACEBOOK
INSTAGRAM
TWITTER
YOUTUBE
NEXTDOOR
FRANKLINTN.GOV

2020

CITY OF FRANKLIN
S O C I A L
M E D I A



FOLLOWERS - 41,117
IMPRESSIONS - 7,109,594
REACH - 6,330,869
ENGAGEMENT - 461,839



FOLLOWERS - 28,900
IMPRESSIONS - 2,554,000
ENGAGEMENT - 99,330



FOLLOWERS - 21,000
IMPRESSIONS - 2,217,431
REACH - 1,922,919



SUBSCRIBERS - 1,507



MEMBERS - 22,399
IMPRESSIONS - 382,226
ENGAGEMENT - 1,015

2020

CITY OF FRANKLIN

THE AUDIENCE

G E N D E R

	WOMEN	MEN
FACEBOOK	73.0%	26.0%
INSTAGRAM	72.1%	27.9%
YOUTUBE	21.7%	78.3%
WEBSITE	45.9%	54.1%



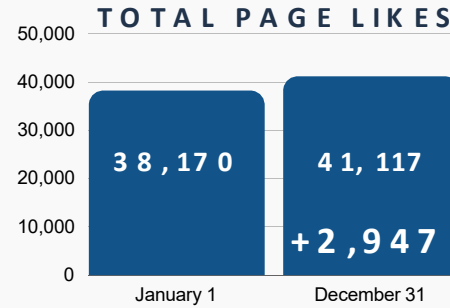
A G E S

	13-24	25-34	35-44	45-54	55-64	65+
FACEBOOK	3.00%	13.0%	26.0%	24.0%	18.0%	16.0%
INSTAGRAM	3.50%	20.4%	30.8%	24.4%	14.7%	6.20%
YOUTUBE	1.20%	17.7%	31.0%	12.2%	36.1%	1.80%
WEBSITE	*27.5%	33.5%	15.5%	12.5%	5.50%	5.50%

*Ages 18-24



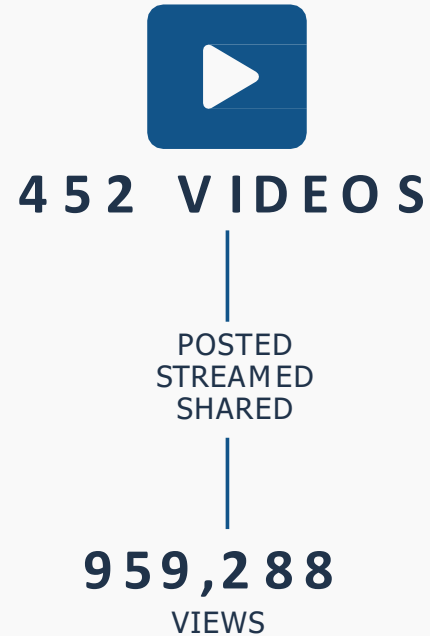
- In a year that was difficult for many people, the communications team found that citizens interacted most with feel-good stories, images, etc.
 - The top viewed Facebook video was a drive-by birthday celebration, garnering almost double the amount of views as the top informational video.
- Facebook continued to be the City's most important resource for connecting with citizens - especially ages 35 plus - in terms of reach and impressions.
- Most people who visited the City's website are under the age of 35 with the most visited page being ones about COVID-19 and bill pay for utilities.
- The City's Instagram following grew by more than 5,000 users in 2020.
- More than 75 percent of the followers of the City's Instagram page fall within the ages of 25-54. Of all the outlets the City uses, that's the highest percentage in that age range.
- Nearly 75 percent of the Facebook and Instagram followers are female, while more than 75 percent of YouTube subscribers are male.



7,109,594
TOTAL IMPRESSIONS

6,330,869
TOTAL REACH

461,839
TOTAL ENGAGEMENTS





TOP
THREE
VIEWED
VIDEOS

FRANKLIN PD DRIVE-BY BIRTHDAY
APRIL 15, 2020
49,134 VIEWS



COVID-19 UPDATE
MARCH 20, 2020
25,928 VIEWS



VIRTUAL TREELIGHTING
NOVEMBER 26, 2020
21,770 VIEWS



2020



MEETINGS



108

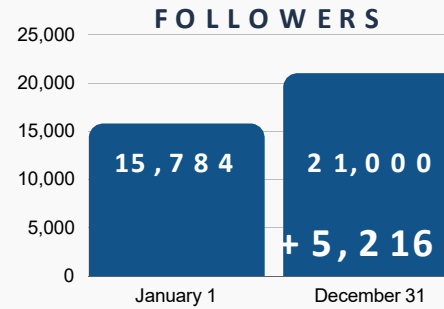
MEETINGS LIVESTREAMED

147,381

VIEWS

450,838

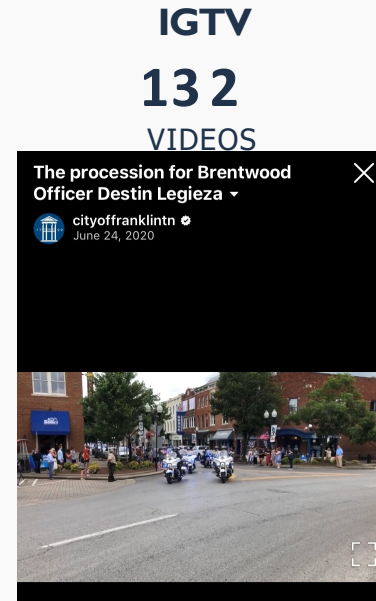
REACH



456
POSTS

1,922,919
POST REACH

2,217,431
POST IMPRESSIONS



7,769
IGTV – MOST REACH

2020



5,279
MOST VIDEOVIEWS

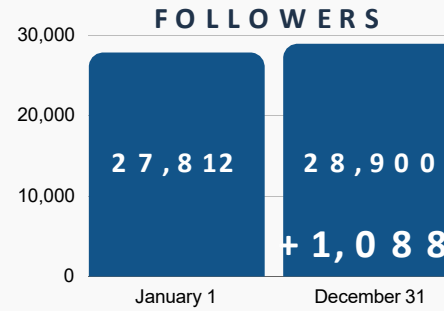


View Insights Promote

23,300
MOST IMPRESSIONS



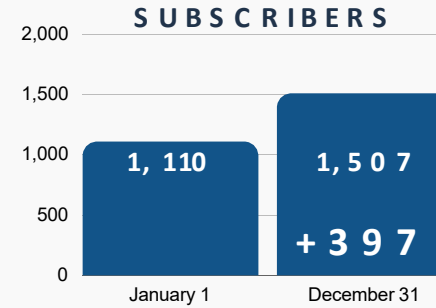
909
MOST INTERACTIONS



T O P T W E E T

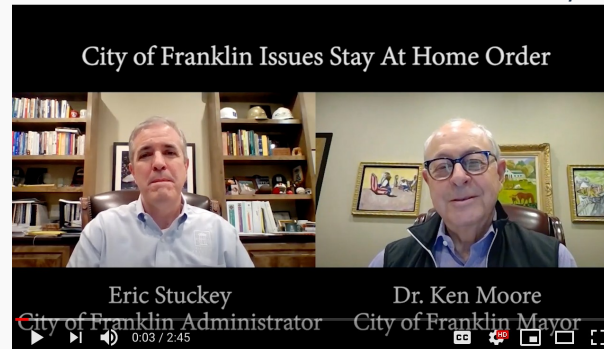
32,171
IMPRESSIONS

730
ENGAGEMENT



392 **98,100**
VIDEOS POSTED VIDEO VIEWS

POSTED 3/24



**MOST VIEWED VIDEO
POSTED IN 2020**

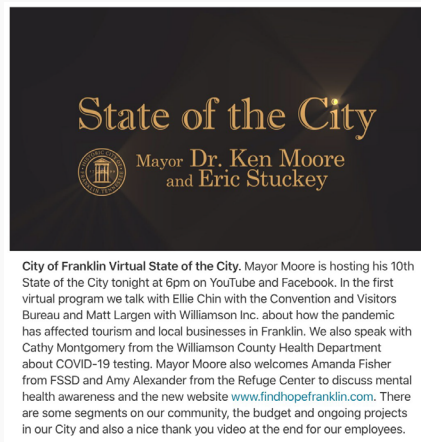
2,723
VIEWS

2020



29,399
MEMBERS

64 **382,226** **1,015**
POSTS IMPRESSIONS INTERACTIONS
(LIKES & COMMENTS)



POSTED 5/15
PROMO FOR STATE OF THE CITY WITH HOW TO TUNE IN

MOST IMPRESSIONS

22,096

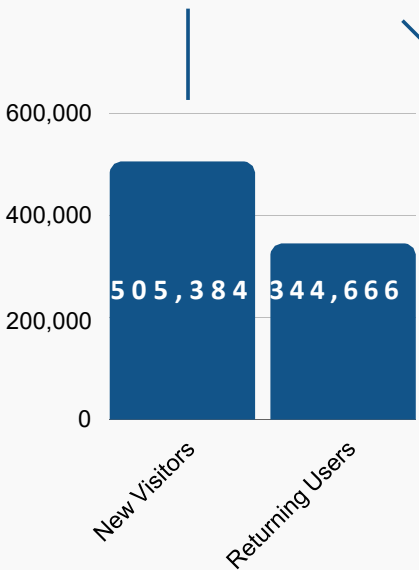
2020



1,814,517
TOTAL PAGEVIEWS

850,050
SESSIONS

2.13
PAGES PERSESSION



1:28
AVERAGE
SESSION
DURATION

A **SESSION** IS A GROUP OF
USER INTERACTIONS WITH
YOUR WEBSITE THAT TAKE
PLACE WITHIN A GIVEN TIME
FRAME.

WEBSITE
FRANKLINTN.GOV



1,814,517
TOTAL PAGEVIEWS

TOP 10 MOST VISITED PAGES

BY PAGEVIEWS

1. **241,025**
HOME PAGE

2. **174,326**
COVID-19 PAGE

3. **63,319**
STAY AT HOME ORDER

4. **60,245**
PAY BILL LANDING PAGE

5. **59,043**
PAY WATER BILL /
YARD SALE PERMIT PAGE

6. **32,711**
ENVIRONMENTAL SERVICESPAGE

7. **31,413**
FRANKLIN POLICEPAGE

8. **23,896**
PRESS RELEASE /
STATE OF EMERGENCY

9. **21,424**
BLUE BINRECYCLING

10. **21,161**
ANNUAL EVENTS & FESTIVALS



City of Franklin, Tennessee

FY 2022 Operating Budget

Communications

Milissa Reiersen, Communications Manager

Budget Summary

	2019 Actual	2020 Actual	2021		2022 Budget	2021 v. 2022	
			Budget	EOY		\$	%
Personnel	412,049	398,806	415,910	426,735	419,950	4,040	1.0%
Operations	-17,045	-20,829	29,780	12,417	31,058	1,278	4.3%
Capital	0	0	0	0	0	0	0.0%
Total	395,004	377,977	445,690	439,152	451,008	5,318	1.2%

Departmental Summary

The Communications Division was created within the City Administrator's Office in December 2008 to develop internal and external communications and citizen participation initiatives. The Division also handles all media relations for the City and manages the City's Government Access Channel, Franklin TV.



We have worked continuously to promote the City, disseminate information to citizens and maintain standards for professional excellence.

COVID-19 Response & Impact

The Communications Department was activated immediately when the first Covid case was reported in Williamson County. Our team jumped into action with educational information through social media. We were the first City to have daily announcements from City Leadership about the lockdown to keep our community informed. We worked with the county to get information out about testing and now vaccines. We worked with local businesses to promote businesses who were abiding by Governor Lee's Tennessee Pledge and promote safety practices. We also worked with event organizers to postpone, cancel or modify events. A majority of our team, Monique, Gavin, Carter (part-timer) and myself were all able to adjust to working from home and keep productivity at a high level. Robert Mott our Cable Television Operations supervisor was able to work onsite and easily adjusted to broadcasting the board meetings and other meetings via zoom.



City of Franklin, Tennessee

FY 2022 Operating Budget

Communications

Milissa Reiersen, Communications Manager

FY 2022 Outlook

The Communications Division continues to work to promote the City of Franklin services, events and achievements through the traditional media, social media, and Franklin TV. The year 2020 was a year like no other. The Communications Department was activated immediately when the first Covid case was reported in Williamson County. Our team jumped into action with educational information through social media. We were the first City to have daily announcements from City Leadership about the lockdown to keep our community informed. We worked with the county to get information out about testing and now vaccines. We worked with local businesses to promote businesses who were abiding by Governor Lee's Tennessee Pledge and promote safety practices. We also worked with event organizers to postpone, cancel or modify events. In 2021 we hope to work to communicate post-pandemic response and promote safe city-sponsored events to the public. We will also promote our City projects. The Communications division works with all City departments to help them achieve their communications goals.



City of Franklin, Tennessee

FY 2022 Operating Budget

Performance Measures

The City of Franklin has established FranklinForward: A Vision for 2033. This Strategic Plan has specific and demonstrable objectives for each department which, when achieved individually, will cohesively move Franklin forward to meet the challenges and demands of the future.

Each budget has a series of performance measures and benchmarks attached to it which demonstrate the workload, effectiveness and outcome of taxpayer support for the annual operations of the City of Franklin and its pursuit of the goals of the Strategic Plan. Together, these measures demonstrate a proper and diligent use of taxpayer dollars in the pursuit of a greater community.



FranklinForward : A Vision for 2033 | Objectives for Developing a Strategic Plan

Related Theme: An Effective and Fiscally Sound City Government Providing High Quality Service

Franklin will have a dynamic social media presence to increase effective communication with the public.

Goal: To continue to increase the public's use of social media forms of communication with the City of Franklin.

Baseline: Current communication contacts with citizens through website hits-32,662; social media: Facebook followers- 7,462, Twitter followers - 4350, YouTube views - 38,664.

Related Theme: Quality Life Experiences

Franklin will promote a strong arts, cultural, and historical community to serve the citizens of Franklin as well as visitors to our community.

Goal: To increase participation by 10% annually at permitted arts and cultural events in Franklin.

Baseline: The total estimated attendance at City of Franklin events. Track annually the estimated number of attendees at BOMA

Goal: Increase annually the number of events that satisfy all the criteria identified on the application for permit.

Baseline: To be established from those applicants that meet all criteria identified on the application for permit. (Special Events Committee applications).

Key:	
Strategic Plan: FranklinForward	
Franklin Citizens Survey	☒

Workload (Output) Measures

	2018	2019	2020	2021*	2022*
Special Events Processed by City	48	55	23	55	55
Film Permits Processed by the City	15	22	9	22	22
Goal: Provide proactive and timely information ^					
Number of Press Releases (excluding Police & Fire)	39	30	45	30	30
Goal: Produce informative programming for Franklin TV ^					
Local programming produced for Franklin TV (not including meetings)	114	40	NA	NA	NA
Produced programming for YouTube (Social Media Program titled Franklin Insider)	186	80	NA	NA	NA
Goal: Produce informative programming for the community					
Local programming produced for Franklin TV and/or Social Media (not including meetings)	NA	NA	183	180	180

Social Media interaction/week	Measure under development
-------------------------------	---------------------------



City of Franklin, Tennessee

FY 2022 Operating Budget

Performance Measures

^ Measure under refinement.

Outcome (Effectiveness) Measures

	2018	2019	2020	2021*	2022*
 Increase the public's use of social media forms of communication.^					
Definitions:					
Followers: The Number of People following your page					
Facebook (number of followers)	35,779	37,480	41,117	42,000	42,000
Twitter (number of followers)	27,400	28,400	28,900	30,000	30,000
Instagram (number of followers)	9,000	15,924	21,000	20,000	20,000
Impressions: The total number of times your content is displayed, no matter if it was clicked or not.					
Facebook (Impressions)	5,290,993	6,694,773	7,109,594	7,000,000	7,000,000
Twitter (Impressions)	1,239,000	2,147,600	2,554,000	2,500,000	2,500,000
Instagram (Impressions)	N/A	1,389,190	2,217,431	1,750,000	1,750,000
Reach: The number of people who saw any of your posts at least once. <i>Estimated.</i>					
Facebook (Reach)	3,483,854	5,061,265	6,330,869	6,000,000	6,000,000
Instagram (Reach)	N/A	1,029,943	1,922,919	1,300,000	1,300,000
Engagement: The number of interactions people have with your content, likes, comments, shares or reposts.					
Facebook (Engagement)	246,271	314,297	461,839	400,000	400,000
Twitter (Engagement)	27,400	28,400	99,330	30,000	30,000
YouTube (upload views)	587,534	N/A	33,366	700,000	700,000
 Increase annually the number of events that satisfy all the criteria identified on the application for permit.					
Baseline: To be established from those applicants that meet all criteria identified on the application for permit. (Special Events Committee applications).	Baseline to be established				
Meets Target?	TBD	TBD	TBD	TBD	

*2021 and 2022 estimated. ^ Measure under refinement.

Franklin Citizens Survey

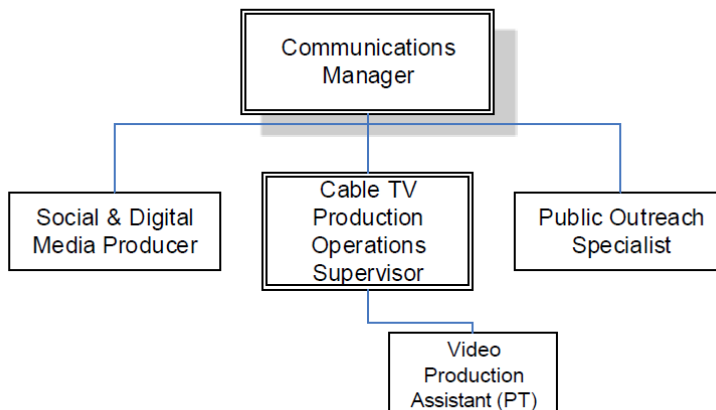
	2x/week+	2-4x/mo	Once/mo.	Not at all
☒ % of respondents attended a City-sponsored event	4%	10%	56%	30%
	2%	7%	62%	29%
	2016 Citizens Survey		2019 Citizens Survey	
	Excellent/Good	Fair/Poor	Excellent/Good	Fair/Poor
☒ % rating the quality of Public information services	78%	22%	86%	14%
☒ % rating the quality of Cable television	54%	46%	58%	42%
☒ % rating the quality of City sponsored special events	87%	13%	85%	15%



City of Franklin, Tennessee

FY 2022 Operating Budget

Organizational Chart



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

Staffing History

Position	Pay Grade	FY 2018		FY 2019		FY 2020		FY 2021		FY 2022	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Communications Manager	Grade J	1	0	1	0	1	0	1	0	1	0
Cable TV Production Operations Supervisor	Grade G	1	0	1	0	1	0	1	0	1	0
Public Outreach Specialist	Grade G	1	0	1	0	1	0	1	0	1	0
Social & Digital Media Producer	Grade F	1	0	1	0	1	0	1	0	1	0
Video Production Assistant	Grade C	0	1	0	1	0	1	0	1	0	1
TOTALS		4	1	4	1	4	1	4	1	4	1



City of Franklin, Tennessee

FY 2022 Operating Budget

Budget

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference	
						\$	%
Personnel							
Salaries & Wages	314,077	303,693	306,479	316,228	307,155	676	0.2%
Employee Benefits	97,972	95,113	109,431	110,507	112,795	3,364	3.1%
Total Personnel	412,049	398,806	415,910	426,735	419,950	4,040	1.0%
Operations							
Transportation Services	282	58	715	600	730	15	2.1%
Operating Services	236	466	530	470	545	15	2.8%
Notices, Subscriptions, etc.	32,993	32,133	44,210	37,664	44,880	670	1.5%
Utilities	3,001	3,583	4,065	3,472	4,150	85	2.1%
Contractual Services	12,036	18,665	23,440	19,900	21,700	(1,740)	-7.4%
Repair & Maintenance Services	383	(3,115)	3,560	2,500	3,630	70	2.0%
Employee programs	225	2,194	500	500	500	-	0.0%
Professional Development/Travel	7,960	1,871	11,930	3,300	12,170	240	2.0%
Office Supplies	2,612	2,016	3,650	2,250	3,715	65	1.8%
Operating Supplies	4,498	2,815	7,180	7,000	7,325	145	2.0%
Fuel & Mileage	271	112	480	250	490	10	2.1%
Machinery & Equipment (<\$25,000)	11,047	6,394	22,200	27,719	25,900	3,700	16.7%
Repair & Maintenance Supplies	92	4,622	530	500	540	10	1.9%
Operational Units	2,411	2,779	4,700	4,500	4,795	95	2.0%
Property & Liability Costs	5,469	3,204	5,653	5,355	5,622	(30)	-0.5%
Other Business Expenses	-	2,606	-	-	-	-	0.0%
Interfund Service Reimbursements	(100,561)	(101,232)	(103,563)	(103,563)	(105,634)	(2,071)	2.0%
Total Operations	(17,045)	(20,829)	29,780	12,417	31,058	1,278	4.3%
Capital		-	-	-	-	-	-
Total Communications Department	395,004	377,977	445,690	439,152	451,008	5,318	1.2%

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
		Personnel									
=	81110	REGULAR PAY	314,077	314,186	303,691	317,432	180,474	315,478	318,295	334,210	350,920
-	81120	OVERTIME PAY			2		384	750			
	81199	VACANCY ADJUSTMENT		(10,996)		(10,953)			(11,140)	(11,697)	(12,282)
=	XWAGE	TOTAL WAGES	314,077	303,190	303,693	306,479	180,858	316,228	307,155	322,513	338,638
=	81410	FICA (EMPLOYER'S SHARE)	22,914	24,035	22,112	24,283	13,223	24,191	24,350	25,568	26,846
-	81420	MEDICAL PREMIUMS - ACTIVE EEs/COBRA	57,830	57,656	58,607	62,272	26,213	62,910	62,910	69,201	76,121
	81422	NEAR-SITE CLINIC (URGENT TEAM)					765	1,500	1,500	1,500	1,500
-	81425	VISION PREMIUMS	398	307	369	367	153	366	366	403	443
=	81430	DENTAL INSURANCE PREMIUMS	3,015	3,411	3,403	3,590	748	1,854	1,755	1,843	1,935
	81431	FSA ADMINISTRATION					64	115	115	115	115
=	81433	GROUP INSURANCE PREMIUMS					1,033	1,776	1,733	1,820	1,911
=	81440	EE HEALTH INSURANCE CONTRIBUTIONS	(11,943)	(11,772)	(11,607)	(11,634)	(5,891)	(10,876)	(10,876)	(11,855)	(12,922)
	81441	CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT	1,700	500							
=	81443	EE DENTAL INSURANCE CONTRIBUTIONS					(352)	(650)	(650)	(683)	(717)
-	81444	EE VISION INSURANCE CONTRIBUTIONS					(37)	(68)	(68)	(71)	(75)
I	81450	RETIREMENT CONTRIBUTIONS	14,721	16,193	15,063	22,148	10,931	21,862	23,110	25,421	27,963
	81455	DEFERRED COMP MATCH	8,823	9,461	1,774						
	81456	TCRS CONTRIBUTIONS (CITY)			5,196	6,845	3,922	6,854	6,913	7,604	8,365
	81460	UNEMPLOYMENT CLAIMS				510			536	563	591
	81470	WORKERS COMPENSATION PREMIUMS	514	486	196	227	605	673	238	250	262
	81475	WORKERS COMPENSATION CLAIMS				823			864	907	953
=	XBEN	TOTAL BENEFITS	97,972	100,277	95,113	109,431	51,377	110,507	112,795	122,586	133,291
=	XPER	TOTAL PERSONNEL	412,049	403,467	398,806	415,910	232,235	426,735	419,950	445,099	471,929
		Operations									
	82110	MAILING & OUTBOUND SHIPPING SERVICES	282	470	49	485	66	400	495	505	515
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS		225		230		200	235	240	245
	82130	VEHICLE LICENSES & TITLES			9						
=	XTRC	TOTAL TRANSPORTATION CHARGES	282	695	58	715	66	600	730	745	760
	82210	PRINTING & COPYING SERVICES, OUTSOURCED		150		155		150	160	165	170
	82250	TESTING & PHYSICALS		245	346	250		200	255	260	265
I	82299	OTHER OPERATING SERVICES	236	90	120	125		120	130	135	140
=	XOPSV	TOTAL OPERATING SERVICES	236	485	466	530		470	545	560	575
I	82330	CITIZENS ACADEMIES	6,494	5,000	4,870	7,200			7,300	7,450	7,600
+	82350	DUES FOR MEMBERSHIPS	837	2,750	615	4,900	1,540	2,400	5,000	5,100	5,200
	1	Organization Dues		3,000		3,100			3,200	3,300	3,400
	2	Critical Mention (previously TVEyes)		1,750		1,800			1,800	1,800	1,800

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	3	Various	837	(2,000)	615		1,540	2,400			
	*	Amount missing from detail									
+	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	6,850	32,270	26,085	28,600	1,460	28,600	29,000	29,600	30,200
	1	Various	6,850	10,270	26,085		1,460	28,600			
	10	United Way				400			400	400	400
	11	BMI license				740			740	740	740
	12	ASCAP/SESAC license				960			960	960	960
	13	Adjustments from workbooks				(5,000)					
	2	State of the City				1,200			1,000	1,000	1,200
	3	Tree Lighting		22,000		25,000			22,000	22,600	22,700
	4	Promo Items				2,200			2,000	2,000	2,000
	5	Advertising				1,200			1,000	1,000	1,200
	6	Social Media (FB, Hootsuite, etc.)				1,600			600	600	700
	8	Fotolia, Graphic River, etc.				300			300	300	300
	*	Amount missing from detail									
+	82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)	18,824	2,800	152	2,900		3,300	2,960	3,020	3,080
	5	Various	18,824	2,800	152	2,900		3,300	2,960	3,020	3,080
	*	Amount missing from detail									
	82371	EMERGENCY RELIEF			271		2,764	2,764			
	82390	PUBLICATIONS, NON-TRAINING	(12)	590	140	610	28	600	620	630	640
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	32,993	43,410	32,133	44,210	5,792	37,664	44,880	45,800	46,720
	82450	TELEPHONE SERVICE	251	65	244	65	62	72	70	75	75
	82455	CELLULAR TELEPHONE SERVICE	2,752	3,900	3,339	4,000	464	3,400	4,080	4,200	4,200
+	82470	INTERNET & RELATED SERVICES	(2)								
	3	Various	(2)								
	*	Amount missing from detail									
=	XUTIL	TOTAL UTILITIES	3,001	3,965	3,583	4,065	525	3,472	4,150	4,275	4,275
+	82510	COMPUTER SERVICES	9,351	8,900	11,549	9,500	30	4,000	11,200	11,500	11,700
	2	Visions service contract	9,351	8,900	1,660	9,300			11,000	11,300	11,300
	3	Various			9,889	200	30	4,000	200	200	400
	*	Amount missing from detail									
+	82560	CONSULTANT SERVICES	183	11,500	8,201	11,500		11,000	8,000	8,200	8,400
	1	various projects	183		8,201			11,000			
	2	FY 2020 PER - Site Improv - Digital Governance Platform		8,500		8,500			5,000	5,000	5,000
	3	Closed Caption Services		3,000		3,000			3,000	3,200	3,400
	*	Amount missing from detail									
+	82599	OTHER CONTRACTUAL SERVICES	2,502	2,370	(1,085)	2,440	4,900	4,900	2,500	2,550	2,600
	3	Various	2,502	2,370	(1,085)	2,440	4,900	4,900	2,500	2,550	2,600
	*	Amount missing from detail									
=	XCTS	TOTAL CONTRACTUAL SERVICES	12,036	22,770	18,665	23,440	4,930	19,900	21,700	22,250	22,700
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	383	1,030	25	1,060		1,000	1,080	1,100	1,120
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES		2,470	(3,320)	2,500	50	1,500	2,550	2,600	2,650
	82652	LANDSCAPING SERVICES			180						
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	383	3,500	(3,115)	3,560	50	2,500	3,630	3,700	3,770

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
+	82750	EMPLOYEE RECOGNITION/RECEPTIONS		500		500		500	500	500	500
	1	Trophies for contests, certificates, framing, etc.				500			500	500	500
	2	Various		500				500			
	*	Amount missing from detail									
	82780	TRAINING, OUTSIDE	225		2,194						
=	XEPG	TOTAL EMPLOYEE PROGRAMS	225	500	2,194	500		500	500	500	500
+	82810	REGISTRATIONS	2,239	2,400		3,500		3,000	3,570	3,600	3,670
	1	Various	2,239	2,400		3,500		3,000	3,570	3,600	3,670
	*	Amount missing from detail									
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	327	350	94	360	14	200	370	380	390
+	82830	AIR TRAVEL	759	1,000	896	3,100			3,160	3,220	3,285
	1	Various	759	1,000	896	3,100			3,160	3,220	3,285
	*	Amount missing from detail									
+	82840	LODGING	4,038	1,600	547	3,700			3,775	3,850	3,900
	1	Various	4,038	1,600	547	3,700			3,775	3,850	3,900
	*	Amount missing from detail									
+	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	525	230	192	1,270	44	100	1,295	1,320	1,345
	4	Various	525	230	192	1,270	44	100	1,295	1,320	1,345
	*	Amount missing from detail									
	82890	OTHER TRAVEL EXPENSES	72		142						
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	7,960	5,580	1,871	11,930	58	3,300	12,170	12,370	12,590
	83110	OFFICE SUPPLIES	705	1,650	688	1,700	66	1,700	1,730	1,765	1,800
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	183	100	48	100		50	100	100	100
	83130	EMPLOYEE BENEVOLENCE ITEMS		100		100			100	100	100
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	1,724	1,700	1,280	1,750		500	1,785	1,820	1,860
=	XOFS	TOTAL OFFICE SUPPLIES	2,612	3,550	2,016	3,650	66	2,250	3,715	3,785	3,860
	83210	TRAINING SUPPLIES		250		260		200	265	270	275
	83265	UNIFORMS, SPECIALIZED	106	895	803	920		800	940	960	980
+	83299	OTHER OPERATING SUPPLIES	4,392	5,800	2,012	6,000		6,000	6,120	6,245	6,370
	2	various	4,392	(5,000)	2,012			6,000			
	4	Misc operating supplies		10,800		6,000			6,120	6,245	6,370
	*	Amount missing from detail									
=	XOPS	TOTAL OPERATING SUPPLIES	4,498	6,945	2,815	7,180		7,000	7,325	7,475	7,625
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	271	470	112	480		250	490	500	510
=	XFUEL	TOTAL FUEL & MILEAGE	271	470	112	480		250	490	500	510
+	83510	FURNITURE, FIXTURES (<\$25,000)		250	180	5,400		5,000	5,500	5,600	5,700
	2	Misc		250	180	5,400		5,000	5,500	5,600	5,700
	*	Amount missing from detail									
+	83530	MACHINERY & EQUIPMENT (<\$25,000)	6,444	9,100	83	9,300		5,000	9,500	9,700	9,900
	1	Misc equipment	6,444	9,100	83	9,300		5,000	9,500	9,700	9,900
	*	Amount missing from detail									

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
+	83540	COMPUTER HARDWARE (<\$25,000)	3,745	4,120	4,794	4,200	5,719	5,719	7,500	4,400	4,400
	1	Cable 05 Replacement Desktop							1,000		
	10	Cable 06 Desktop Replacement							1,000		
	3	Monique Desktop Replacement							1,000		
	4	Milissa Desktop Replacement							1,000		
	5	Milissa Surface Pro Replacement							1,200		
	6	Gavin Desktop Replacement							1,000		
	7	Cable L001 Laptop Replacement							1,300		
	8	Replacement laptops for Monique and Milissa				3,000					
	9	Various	3,745	4,120	4,794	1,200	5,719	5,719		4,400	4,400
	*	Amount missing from detail									
+	83550	COMPUTER SOFTWARE (<\$25,000)	858	3,200	1,337	3,300	11,148	12,000	3,400	3,500	3,600
	1	Various	858		1,337		11,148	12,000			
	3	Misc software		3,200		3,300			3,400	3,500	3,600
	*	Amount missing from detail									
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	11,047	16,670	6,394	22,200	16,867	27,719	25,900	23,200	23,600
	83620	EQUIPMENT PARTS & SUPPLIES	92	515	4,622	530	466	500	540	550	560
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	92	515	4,622	530	466	500	540	550	560
	84550	STUDIO PRODUCTION	2,411	4,600	2,779	4,700		4,500	4,795	4,900	4,900
=	XOPU	TOTAL OPERATIONAL UNITS	2,411	4,600	2,779	4,700		4,500	4,795	4,900	4,900
	85110	PROPERTY INSURANCE	1,193	1,253	1,095	1,150	1,079	1,079	1,133	1,190	1,249
	85111	FRAUD INSURANCE	288	302	314		405	405	425	447	469
	85112	INLAND MARINE INSURANCE	121	127	126	132	127	127	133	140	147
	85113	AUTO PHYSICAL DAMAGE	25	26	23	24	17	17	18	19	20
I	85115	LIABILITY INSURANCE	2,634	2,588	359	2,996	2,702	2,702	2,836	2,978	3,127
	85116	E&O LIABILITY INSURANCE	678	712	718	754	442	442	464	487	512
	85117	VEHICLE LIABILITY INSURANCE	264	277	267	280	270	270	284	298	313
	85119	UMBRELLA LIABILITY	266	279	302	317	313	313	329	345	362
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	5,469	5,564	3,204	5,653	5,355	5,355	5,622	5,904	6,199
	85990	MISCELLANEOUS			2,606						
=	XOBE	TOTAL OTHER BUSINESS EXPENSES			2,606						
	87510	REIMB OF INTERFUND SERVICES	(100,561)	(101,532)	(101,232)	(103,563)	(36,179)	(103,563)	(105,634)	(107,747)	(109,902)
=	XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(100,561)	(101,532)	(101,232)	(103,563)	(36,179)	(103,563)	(105,634)	(107,747)	(109,902)
=	XOP	TOTAL OPERATIONS	(17,045)	17,687	(20,829)	29,780	(2,005)	12,417	31,058	28,757	28,242

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
		Capital									
=	XTOT	TOTAL EXPENDITURES	395,004	421,154	377,977	445,690	230,231	439,152	451,008	473,866	501,171



File #: 21-01744

DATE: February 11, 2021
TO: Budget & Finance Committee
FROM: Kevin Townsel, Director of Human Resources
SUBJECT:

Budget Presentation - Human Resources

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the Human Resources Department budget request for FY 2021-2022.

BACKGROUND/STAFF COMMENTS:

Each year, the Budget & Finance Committee reviews the detailed budget of each City Department. At the meetings in February, March, and April, departmental staff makes a presentation of the plans for the next budget cycle and the requested funding for those anticipated needs. This provides the Committee with an idea of the size and scope of budget requests that may be included in the City Administrator's proposed budget, which is typically delivered at the May committee meeting.

FINANCIAL IMPACT:

The financial impact varies by department, depending on the increase in population, the required services, equipment replacement needs, and program enhancements.

RECOMMENDATION:

Staff recommends that the Budget & Finance Committee acknowledge the presentation of the Human Resources Department budget request.



City of Franklin, Tennessee
FY 2022 Operating Budget Request

Human Resources

KEVIN TOWNSEL, J.D.
DIRECTOR



City of Franklin, Tennessee - FY 2022 Budget Request

Human Resources

Slide 2

Outline

- Purpose of Department
- Organization Chart
- Base Budget Request
 - Personnel
 - Operations
 - Capital
- Program Enhancements
- Summary



City of Franklin, Tennessee - FY 2022 Budget Request

Human Resources

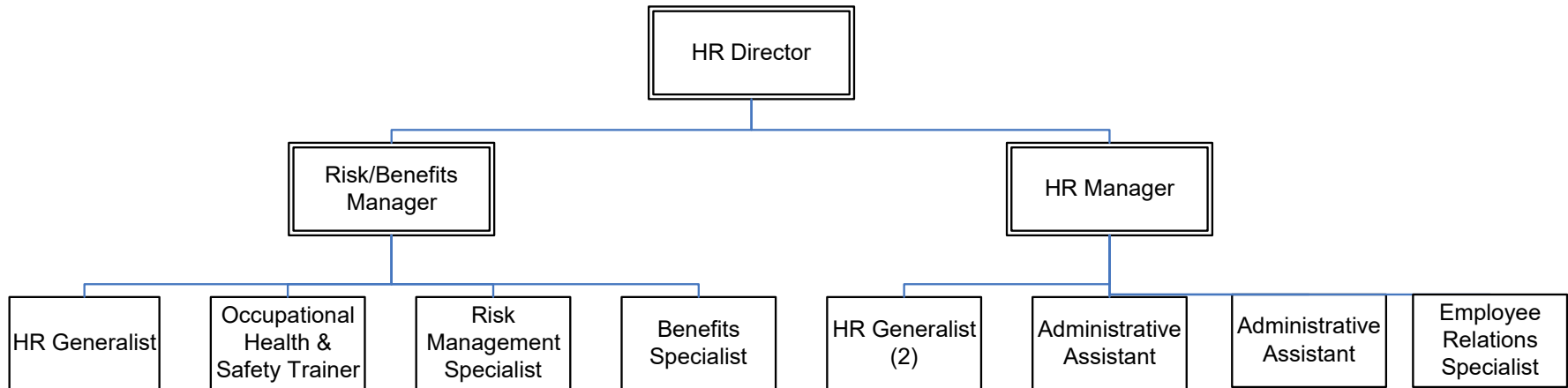
Slide 3

Purpose of Department

The Human Resources Department provides services to other City departments and the citizens of the City of Franklin. Those responsibilities include:

- City's recruitment, hiring and onboarding processes
- Administering the City's Defined Benefit, Defined Contribution Plan and TCRS
- Creating and implementing the personnel rules and regulations
- Managing the training of all City employees in OSHA regulations, Civil Treatment and other areas as required/needed
- Procuring and administering all Property and Casualty insurance
- Managing Safety Program for all City employees
- Managing employee benefits
- Conducting workplace investigations

Organization Chart





City of Franklin, Tennessee - FY 2022 Budget Request

Human Resources

Slide 5

Base Budget Request: Personnel

The Personnel Base Budget Request for the Human Resources Department is \$1,149,996, which is an \$19,871 (1.8%) increase over 2020-2021 budget.

Human Resources will maintain the current number of 12 Full-Time employees.

There are no Program Enhancements pertaining to Personnel.



City of Franklin, Tennessee - FY 2022 Budget Request

Human Resources

Slide 6

Base Budget Request: Operations

The Operations Base Budget Request is for the Human Resources Department is \$285,740*, which is a \$16,741 (5.5%) decrease over the 2020-2021 budget.

**Total amount of budget includes interfund services reimbursements and lease/loan payments. Without reimbursement, total operations are \$599,430 for FY 2022.*



City of Franklin, Tennessee - FY 2022 Budget Request

Human Resources

Slide 7

Program Enhancement Requests

The Human Resources Department has three (3) program enhancement requests.

Vehicle (FY 2023)	\$ 30,000
Restore Supervisor Training (FY 2022)	\$ 30,000
HR Electronic Filing System (FY 2022)	\$ 20,000
Total	\$ 80,000



City of Franklin, Tennessee - FY 2022 Budget Request

Human Resources

Slide 8

Summary

The Human Resources Department will continue the good work in FY 2022 serving our most important resource – our employees!

Highlights of the last year included:

- City received \$643,278 in pharmacy rebates in the past 12 months
- City received “mod” rate of 0.93 – resulting in lower worker’s compensation premiums in FY 2020. Since the City went self-insured July 1, 2020 so the MOD rate will no longer be applicable.
- Continued to offer flu shots, the annual health and wellness fair in an online format, ELDOA remote classes, and a number of departmental contests..
- Implemented our near-site clinic services through Ascension St. Thomas Walk-In Clinic on Hillsboro Road.
- Implemented the Employee of the Quarter program
- Recognized the hard work of our employees during Public Service Recognition Week
- Conducted online employee trainings through Zoom and KnowledgeCity
- Revamped interview questions to recruit top talented candidates
- Continued to utilize an employee perks program called AccessPerks.

City of Franklin, Tennessee - FY 2022 Budget Request

Human Resources

SUMMARY OF COVID -19 Response Highlights

In consultation with Department Directors and under the guidelines of the CDC, the HR Dept. generated the *COF COVID Toolkit* to give structure and guidance to our employees and supervisors in a successful effort to reduce exposure to COVID-19. The toolkit includes protocols and policies that may arise in the workplace related to Covid, which include:

- Exposure Protocol
- Employee Test Positive Checklist
- Travel Guidelines
- Returning to Work

Established a Covid-19 Response Team which met several mornings each week

Setup testing sites for employees with same day tests results

Scheduled the vaccination of hundreds of our employees from 1st responders to office workers

Near Site Clinic

Benefits Secured Ascension St. Thomas to provide employees and their family with convenient healthcare.

- To be used by those on the COF Health Plan (Employees, Retirees, and Dependents)**
- For employees injured on the job (Workers' Comp)**
- With access to 13 other Ascension St. Thomas Locations**
- Choice of Walk-in, Hold My Spot, or Telemedicine**
- Employee out-of-pocket expense of \$20 per visit**
- Open 7 Days A Week**



City of Franklin, Tennessee

FY 2022 Operating Budget

Human Resources

Kevin G. Townsel, J.D., Director

Budget Summary

	2019	2020	2021		2022	2021 v. 2022	
	Estimated	EOY	Budget	EOY	Budget	\$	%
Personnel	1,060,301	1,119,992	1,130,125	1,080,437	1,149,996	19,871	1.8%
Operations	90,950	150,506	302,482	48,512	285,740	-16,741	-5.5%
Capital	0	0	0	0	0	0	0.0%
Total	1,151,251	1,270,498	1,432,607	1,128,949	1,435,736	3,129	0.2%

Departmental Summary

The goal of the Human Resources Department is to administer a comprehensive human resources program for all City of Franklin employees.

Functions include

- (1) recruitment, testing, selection and orientation of new employees,
- (2) procurement and administration of the comprehensive fringe benefit package,
- (3) review, update and implementation of the Human Resources Policies and Procedures,
- (4) classification and compensation administration,
- (5) employee and supervisory training, and
- (6) procurement and administration of all lines of risk insurance.

Assistance is provided to department heads and supervisors to assure fairness and consistency among hiring and promotional practices, disciplinary and termination practices and for day-to-day policy interpretation.



COVID-19 Response & Impact

The City of Franklin Human Resources Department has dedicated numerous hours, several resources, and thousands of dollars in response to the COVID-19 pandemic.

The Human Resources team has worked closely with testing facilities to schedule employees for Covid-19 tests. The team has scheduled approximately 420 tests since March 2020. The City has arranged for COVID-19 tests for all new hires and any employee who has been exposed to COVID-19, inside or outside the workplace.

The Human Resources Department has developed several policies and protocols for handling COVID-19 in the workplace. These policies include a Travel Policy, Exposure & Testing Protocols, Protocol to Resume Onsite Operations, Supervisor Checklists, Employee Positive Checklist, Returning to Work Protocols, as well as flow charts for each protocol.

The Human Resources Department is also responsible for all contact tracing for the City. The HR team has selected departments that they work closely with to answer any Covid related questions or concerns.

The Human Resources Department also held 3 supervisor training courses in the Summer of 2020 to help supervisors and employees navigate the appropriate responses to different COVID-19 related scenarios. The development and facilitation of this training helped equip our City team with the right resources as we navigate through the pandemic.



City of Franklin, Tennessee

FY 2022 Operating Budget

Human Resources

Kevin G. Townsel, J.D., Director

FY 2021 Accomplishments

- The HR Department continues to utilize Cadient to assist in job requisitions and applicant tracking. It has helped HR in reducing (by 50%) the number of days required in the recruitment process and dramatically reduces the amount of paper previously used. Cadient allows us to communicate effectively with employees and all paperwork is stored within the system. After completing the onboarding process, Cadient allows the information to integrate into the Kronos system.
- The City has received \$643,278 in pharmacy rebates in the past 12 months which will directly reduce the total medical plan expenditures.
- The City implemented an online training platform known as KnowledgeCity. This platform allows us to train our team members on pertinent information such as OSHA, HR Manual signoffs, HIPAA and more. Currently, we have 390 users on this platform and have completed 600 hours of training in FY21.
- We have received our experience modification rate from NCCI for the FY2021 insurance period and it is .93. The “mod” rate is a factor that is developed between the insured’s actual past experience and the expected or actual experience of the WC class code. When it is applied to our manual premium, it produces a premium that is more representative of our actual loss experience. Since we are below 1.0 (which is average) we will pay less premium for FY2021.
- The City went self-insured on our WC program on July 1, 2020. The City has saved approximately \$363,000 since moving to our self-insured WC program with TPA services.
- We implemented near-site clinic services for employees and their dependents in April 2020. We went through an RFP process and negotiated flat rates and PEPM charges to cut costs for our medical insurance plan.
- The Human Resources Department believes that health and wellness is an important component of maintaining sustainable communities. This year, we offered flu shots, held the annual health and wellness fair virtually, hosted lunch and learns, offered ELDOA remote classes, and offered a number of departmental contests.
- The City of Franklin continues to use the annual evaluation cycle through Trakstar, a paperless system. 691 employees have completed a self-appraisal this evaluation cycle, which engages the employee in the appraisal process. Trakstar enables supervisors and employees to record performance issues in real time allowing immediate feedback. Trakstar is also used for inputting employee goals and allows that employee to track and complete their progress of each goal. Since implementing Trakstar, we have noticed an increase in employee participation and many departments have encouraged their employees to use the system regularly.
- The Human Resources department continues to utilize an employee perks program called AccessPerks. It allows employees to log on via a created username and password to have access to discounted products such as clothing, entertainment, restaurants, vacation packages, etc.



City of Franklin, Tennessee

FY 2022 Operating Budget

Performance Measures

The City of Franklin has established **FranklinForward : A Vision for 2033**. This Strategic Plan has specific and demonstrable objectives for each department which, when achieved individually, will cohesively move Franklin forward to meet the challenges and demands of the future.

Each budget has a series of performance measures and benchmarks attached to it which demonstrate the workload, effectiveness and outcome of taxpayer support for the annual operations of the City of Franklin and its pursuit of the goals of the Strategic Plan. Together, these measures demonstrate a proper and diligent use of taxpayer dollars in the pursuit of a greater community.



FranklinForward : A Vision for 2033 | Objectives for Developing a Strategic Plan

Related Theme: An Effective and Fiscally Sound City Government Providing High Quality Service

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

Goal: To attract talented workers, the City of Franklin's salaries will target to the 70th percentile of the equivalent job expectations as reflected in the marketplace.

Baseline: 2012 average salary is 92.1% of target market index.

Goal: To actively recruit and retain a workforce representative of the community.

Baseline: 2012 demographic employment profile for City of Franklin: 21% female (City population average is 52%); 6.6% minority (15.6% for city population). City data based on 2010 U.S. Census data. Minority includes all census group classifications which was 9,774 of 62,487 population.

Franklin will develop a Continuous Improvement Program using quantitative and qualitative methods to improve the effectiveness, efficiency and safety of service delivery processes and systems.

Goal: To have a safe and healthy workplace.

Baseline: 69 Franklin employees had accidents in FY2013.

Number of lost work days by employees in FY2013 was 158.

Goal: To have effective training and development objectives within every employee's work plan.

Baseline: Number of credit hours reimbursed for employees in FY 2013 was 345.

Key:

Strategic Plan: FranklinForward



Benchmarking Alliance of Tennessee



Workload (Output) Measures

	2018	2019	2020	2021*	2022*
Organization-Wide					
Number of Budgeted Positions Full-Time	736	738	749	731	732
Benchmarking Alliance of Tennessee Average	TBD	TBD	TBD	TBD	TBD
Number of Budgeted Positions Part-Time	31	31	31	33	35
Total FTEs (entire organization)	707	707	715	720	725
Number of exempt FTEs	133	133	139	140	143
Number of non-exempt FTEs	574	574	576	580	582
Number of Actual FTEs ending fiscal year:	652	707	711	715	720
Benchmarking Alliance of Tennessee Average	TBD	TBD	TBD	TBD	TBD



City of Franklin, Tennessee

FY 2022 Operating Budget

Performance Measures

Employee Turnover for Full-Time Positions (Not Including Retirees)	9%	7%	7%	7.0%	7.0%
Number of Vacancies Advertised Externally **	108	108	44	75	115
Number of External Applications Processed	4,200	4,200	2,524	4,000	5200
Average Number of Applications per Advertised	80	80	57.36	53.33	45.22
Average Number of Days to Fill a Position Advertised	45	40	68	60	60
Number of new employees hired	93	93	40	70	105
Number of new hires that were from within ranks (promoted)	49	55	23	50	60
OSHA 300 log recordable injuries or illnesses	20	25	19	20	20
Workers' compensation claims	50	54	53	53	50
Human Resources Department Statistics					
Total number of FTEs	12.00	12.00	12.00	12.00	12.00
Human Resources Staff per 100 Employees	1.64	1.64	1.54	1.53	1.51
Applications processed Internal & External	4,500	4,500	2,692	4200	5400
Requisitions approved Internal & External	132	128	54	68	105
Total HR Department Expenditures	\$ 987,380	\$ 1,247,368	\$ 1,270,498	\$ 1,270,498	
Benchmarking Alliance of Tennessee Average	TBD	TBD	TBD	TBD	

**includes postings with multiple vacancies

Efficiency Measures

	2018	2019	2020*	2021*	2022*
Benefits to Salary Ratio (All Funds)	37.15%	TBD	TBD	TBD	TBD
Personnel Costs (All Funds) per FTE	\$ 80,252	TBD	TBD	TBD	TBD
Human Resources Cost per Total FTE (City -Wide)	\$ 2,003	TBD	TBD	TBD	TBD
Workers Compensation Cost per Claim	\$ 9,592	TBD	TBD	TBD	TBD
Annual Wellness Cost per FTE	\$ 38.00	TBD	TBD	TBD	TBD
Benefits as a percentage of All Funds personnel costs^	27.6%	TBD	TBD	TBD	TBD

Outcome (Effectiveness) Measures

	2018	2019	2020*	2021*	2022*
City of Franklin's salaries will target to the 70th percentile of the equivalent job expectations as reflected in the marketplace.					
Current Franklin	TBD	TBD	TBD	TBD	TBD
Target	70.0%	70.0%	70.0%	70.0%	70.0%
Meets Target?	TBD	TBD	TBD	TBD	TBD
Actively recruit and retain a workforce representative of the community.					
% of Employees Female	19.0%	22.0%	20.7%	21.5%	23.0%
% of Franklin Female	52.2%	52.2%	52.2%	52.2%	52.2%
Meets Target?	No	No	No	No	No
% of Employees Minority	7.0%	8.0%	7.9%	8.5%	10.0%
% of Franklin Minority	15.7%	15.7%	15.7%	15.7%	15.7%
Meets Target?	No	No	No	No	No



City of Franklin, Tennessee

FY 2022 Operating Budget

Performance Measures



Franklin will develop a Continuous Improvement Program using quantitative and qualitative methods to improve the effectiveness, efficiency and safety of service delivery processes

# of employees who had accidents	58	128	74	70	70
# Number of lost work days by employees	130	40	283	150	150
Meets Target?	TBD	TBD	TBD	TBD	TBD
# of credit hours reimbursed for employees	206	214	185	225	250

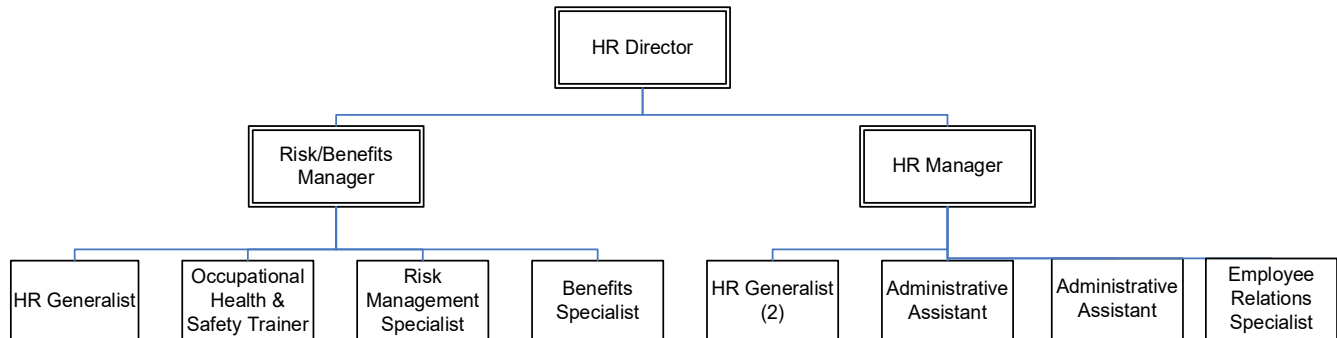
*2022 and 2022 estimated.



City of Franklin, Tennessee

FY 2022 Operating Budget

Organizational Chart



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

Staffing by Position

Position	Pay Grade	FY 2018		FY 2019		FY 2020		FY 2021		FY 2022	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Director of Human Resources	Grade M	1	0	1	0	1	0	1	0	1	0
Risk/Benefits Manager	Grade K	1	0	1	0	1	0	1	0	1	0
HR Manager	Grade J	1	0	1	0	1	0	1	0	1	0
Benefits Specialist	Grade I	0	0	0	0	1	0	1	0	1	0
Risk Management Specialist	Grade I	0	0	0	0	1	0	1	0	1	0
Occupational Health & Safety Trainer	Grade H	1	0	1	0	1	0	1	0	1	0
Safety Coordinator	Grade H	1	0	1	0	0	0	0	0	0	0
Employee Relations Specialist	Grade G	1	0	1	0	1	0	1	0	1	0
HR Generalist	Grade G	4	0	4	0	3	0	3	0	3	0
Administrative Assistant	Grade D	2	0	2	0	2	0	2	0	2	0
TOTALS		12	0	12	0	12	0	12	0	12	0



City of Franklin, Tennessee

FY 2022 Operating Budget

Budget

	Actual	Actual	Budget	EOY	Budget	Difference	
	2019	2020	2021	2021	2022	\$	%
Personnel							
Salaries & Wages	805,707	838,170	832,435	799,563	840,211	7,776	0.9%
Employee Benefits	254,594	281,822	297,690	280,874	309,785	12,095	4.1%
Total Personnel	1,060,301	1,119,992	1,130,125	1,080,437	1,149,996	19,871	1.8%
Operations							
Transportation Services	2,159	2,538	4,100	1,600	4,100	-	0.0%
Operating Services	2,894	3,194	3,900	1,400	3,100	(800)	-20.5%
Notices, Subscriptions, etc.	20,848	11,701	23,250	7,100	22,550	(700)	-3.0%
Utilities	6,483	7,505	8,050	3,750	8,400	350	4.3%
Contractual Services	66,574	109,214	132,468	72,500	140,218	7,750	5.9%
Repair & Maintenance Services	5,607	6,282	5,750	2,500	6,000	250	4.3%
Employee Programs	197,026	229,453	302,750	212,000	298,750	(4,000)	-1.3%
Professional Development/Travel	24,507	19,374	27,275	7,000	27,875	600	2.2%
Office Supplies	19,000	18,339	28,000	12,000	28,000	-	0.0%
Operating Supplies	160	2,627	4,250	2,000	4,500	250	5.9%
Fuel & Mileage	2,830	2,466	3,500	3,500	3,500	-	0.0%
Machinery & Equipment (<\$25,000)	25,993	30,405	45,250	12,000	42,750	(2,500)	-5.5%
Repair & Maintenance Supplies	110	230	570	570	570	-	0.0%
Operational Units	62	-	-	-	-	-	0.0%
Property & Liability Costs	18,206	8,589	20,338	18,131	8,537	(11,801)	-58.0%
Rentals	-	98	-	-	-	-	0.0%
Other Business Expenses	-	-	570	-	580	10	1.8%
Interfund Reimbursements	(301,509)	(301,509)	(307,539)	(307,539)	(313,690)	(6,151)	2.0%
Total Operations	90,950	150,506	302,482	48,512	285,740	(16,741)	-5.5%
Total Human Resources	1,151,251	1,270,498	1,432,607	1,128,949	1,435,736	3,129	0.2%

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
		Personnel									
I=	81110	REGULAR PAY	803,911	854,687	836,466	860,647	459,014	797,471	869,099	912,554	958,182
-	81120	OVERTIME PAY	1,796	1,500	1,704	1,500	1,201	2,092	1,530	1,607	1,687
	81199	VACANCY ADJUSTMENT		(28,456)		(29,712)			(30,418)	(31,939)	(33,536)
=	XWAGE	TOTAL WAGES	805,707	827,731	838,170	832,435	460,215	799,563	840,211	882,222	926,333
=	81410	FICA (EMPLOYER'S SHARE)	58,850	61,926	61,037	66,954	33,634	61,167	66,603	69,933	73,430
=	81420	MEDICAL PREMIUMS - ACTIVE EEs/COBRA	134,642	153,445	151,570	158,000	58,740	142,889	162,943	179,237	197,161
	81422	NEAR-SITE CLINIC (URGENT TEAM)					2,226	4,746	5,000	5,000	5,000
-	81425	VISION PREMIUMS	941	857	1,117	1,105	409	1,003	1,103	1,213	1,335
=	81430	DENTAL INSURANCE PREMIUMS	11,051	14,757	12,954	13,468	3,034	7,310	7,868	8,261	8,674
	81431	FSA ADMINISTRATION					67	115	115	115	115
-	81433	GROUP INSURANCE PREMIUMS					2,818	4,851	5,161	5,419	5,690
=	81440	EE HEALTH INSURANCE CONTRIBUTIONS	(32,030)	(33,953)	(31,552)	(33,195)	(13,371)	(24,685)	(28,158)	(30,692)	(33,455)
	81441	CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT	6,000		8,200	6,000		6,000	6,000	6,000	6,000
=	81443	EE DENTAL INSURANCE CONTRIBUTIONS					(2,114)	(3,902)	(4,553)	(4,781)	(5,020)
-	81444	EE VISION INSURANCE CONTRIBUTIONS					(103)	(191)	(211)	(222)	(233)
I	81450	RETIREMENT CONTRIBUTIONS	36,803	51,976	37,657	44,299	21,862	43,724	46,220	50,842	55,926
	81455	DEFERRED COMP MATCH	35,750	32,373	21,705	14,078	8,716	15,107	14,216	14,927	15,673
	81456	TCRS CONTRIBUTIONS (CITY)			16,690	24,225	11,863	20,562	24,583	27,041	29,745
	81470	WORKERS COMPENSATION PREMIUMS	2,495	2,625	2,352	2,756	1,956	2,178	2,894	3,039	3,191
	81482	CAR ALLOWANCE	92		92						
=	XBEN	TOTAL BENEFITS	254,594	284,006	281,822	297,690	129,737	280,874	309,785	335,332	363,232
=	XPER	TOTAL PERSONNEL	1,060,301	1,111,737	1,119,992	1,130,125	589,952	1,080,437	1,149,996	1,217,554	1,289,565
		Operations									
	82110	MAILING & OUTBOUND SHIPPING SERVICES	2,114	3,500	2,484	3,000	134	1,500	3,000	3,000	3,000
I	82120	FREIGHT FOR INBOUND PURCHASED ITEMS				1,000			1,000	1,000	1,000
	82130	VEHICLE LICENSES & TITLES	45	100	54	100		100	100	100	100
=	XTRC	TOTAL TRANSPORTATION CHARGES	2,159	3,600	2,538	4,100	134	1,600	4,100	4,100	4,100
I	82210	PRINTING & COPYING SERVICES, OUTSOURCED	509	1,000	1,582	1,000	181	400	1,000	1,000	1,000
	82240	TRANSCRIPTION FEES		100		100			100	100	100
	82250	TESTING & PHYSICALS	2,298	1,500	1,027	2,300	19	500	1,500	2,000	2,000
	82299	OTHER OPERATING SERVICES	87	500	585	500	204	500	500	500	500
=	XOPSV	TOTAL OPERATING SERVICES	2,894	3,100	3,194	3,900	403	1,400	3,100	3,600	3,600
I	82310	LEGAL NOTICES	543	100	57	1,500			800	800	800
	82350	DUES FOR MEMBERSHIPS	7,482	5,500	8,667	7,500	2,672	4,000	7,500	7,500	7,500
I	82355	PROFESSIONAL STANDARDS / ACCREDITATION	4,013	1,800	300	4,000	84	1,500	4,000	4,000	4,000
	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	270		50						
I	82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)					28				
	82371	EMERGENCY RELIEF					326				
I	82373	RECRUITMENT	8,504	3,000	2,627	10,000		1,500	10,000	11,000	12,000

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	82390	PUBLICATIONS, NON-TRAINING	36	500		250		100	250	250	250
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	20,848	10,900	11,701	23,250	3,110	7,100	22,550	23,550	24,550
I	82450	TELEPHONE SERVICE	1,040	1,100	1,003	1,200	253	750	1,300	1,400	1,400
	82451	800 MHZ ACCESS LINE SERVICE	95	125	1	100			100	100	100
I	82455	CELLULAR TELEPHONE SERVICE	3,872	4,250	4,489	5,500	747	2,000	5,750	6,000	6,000
	82470	INTERNET & RELATED SERVICES	1,476	1,250	2,012	1,250	610	1,000	1,250	1,250	1,250
=	XUTIL	TOTAL UTILITIES	6,483	6,725	7,505	8,050	1,610	3,750	8,400	8,750	8,750
I+	82510	COMPUTER SERVICES	4,101	9,303	13,584	12,468	129	5,000	12,468	12,000	12,000
1		Kronos									
2		HRIS - Kronos Cloud Hosting									
3		Various	4,101		9,870	12,000		5,000	12,000	12,000	12,000
4		Trakstar									
5		Survey Monkey		348		348			348		
6		Talentwise		70		70			70		
7		Taleo Business Connect		50		50			50		
8		FY 2020 PER - Online Training Program		8,835	3,714		129				
*		Amount missing from detail									
	82520	LEGAL SERVICES	4,800	10,000	10,010	12,000			12,000	12,000	12,000
+	82560	CONSULTANT SERVICES	55,722	97,500	85,292	105,000	23,333	50,000	112,500	118,000	118,000
1		Property Appraisals: Municipal Buildings		10,000		10,000			10,000	10,000	10,000
2		Benefits Consultant		55,000		60,000			65,000	70,000	70,000
3		Burris Thompson		22,500		25,000			27,500	28,000	28,000
4		Acuff/Findley		10,000		10,000			10,000	10,000	10,000
5		Various	55,722		85,292		23,333	50,000			
*		Amount missing from detail									
	82599	OTHER CONTRACTUAL SERVICES	1,951	500	328	3,000	8,812	17,500	3,250	3,500	3,500
=	XCTS	TOTAL CONTRACTUAL SERVICES	66,574	117,303	109,214	132,468	32,274	72,500	140,218	145,500	145,500
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	2,905	2,500	3,581	2,750	680	1,500	2,750	2,750	2,750
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	2,597	2,750	2,184	3,000	286	1,000	3,250	3,500	3,500
I	82660	BUILDING REPAIR & MAINTENANCE SERVICES	105								
	82699	OTHER REPAIR & MAINTENANCE SERVICES			517						
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	5,607	5,250	6,282	5,750	966	2,500	6,000	6,250	6,250
	82720	TUITION ASSISTANCE PROGRAM	101,702	92,500	97,086	135,000	21,831	115,000	135,000	135,000	135,000
	82730	EMPLOYEE ASSISTANCE PROGRAM	12,978	19,000	18,006	20,000	8,790	20,000	25,000	25,000	25,000
I+	82740	EMPLOYEE WELLNESS PROGRAM	21,104	18,250	15,167	38,250	194	20,000	36,750	38,250	38,250
1		Flu Shots		7,000		7,000			7,000	7,000	7,000
10		Other Wellness programs/events		(10,000)		10,000			10,000	10,000	10,000
2		Health Screenings		1,500		1,500				1,500	1,500
4		Health Fair		6,000		6,000			6,000	6,000	6,000
I	5	Various	21,104	5,750	2,837	5,750		20,000	5,750	5,750	5,750
6		Fitness Center - Comcast		500		500			500	500	500
7		Fitness Center - Fitness Direct Contract		1,000		1,000			1,000	1,000	1,000
8		Fitness Center - repairs		1,500		1,500			1,500	1,500	1,500
9		Fitness Center - Equipment		5,000	12,330	5,000	194		5,000	5,000	5,000
*		Amount missing from detail						Budget & Finance Committee - April 8, 2021 Page 9			

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	82750	EMPLOYEE RECOGNITION/RECEPTIONS	17,239	20,000	25,338	20,000	3,185	20,000	20,000	20,000	20,000
I+	82760	SAFETY PROGRAMS	29,743	38,000	45,149	37,000	11,259	37,000	37,000	37,000	37,000
	1	Health and Safety Fair							6,000	6,000	6,000
	2	Safety Incentive Program							5,000	5,000	5,000
	3	Technical Training: Confined Space							5,000	5,000	5,000
	4	Samba Drivers License Monitoring							10,000	10,000	10,000
	5	TN Workers Comp Law Change Posting Updates							2,500	2,500	2,500
	6	IA Pro/Blueteam (internal risk reporting)									
	7	Various	29,743	38,000	45,149	37,000	11,259	37,000	3,500	8,500	8,500
	8	Covid Test							5,000		
	*	Amount missing from detail									
	82780	TRAINING, OUTSIDE	2,098	15,000	1,818	30,000			30,000	30,000	30,000
I+	82790	TRAINING, IN-HOUSE	12,162	50,000	26,889	22,500			15,000	15,000	25,000
	1	Various	12,162	(10,000)		12,500			10,000	10,000	20,000
	2	FY 2019 PER - Civil Treatment Materials		10,000		10,000			5,000	5,000	5,000
	3	FY 2020 PER - Supervisor Training		50,000	26,889						
	*	Amount missing from detail									
=	XEPG	TOTAL EMPLOYEE PROGRAMS	197,026	252,750	229,453	302,750	45,259	212,000	298,750	300,250	310,250
I	82810	REGISTRATIONS	12,091	12,500	11,661	14,500	3,150	7,000	15,000	20,500	20,500
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	655	1,100	563	1,200			1,300	1,400	1,400
I	82830	AIR TRAVEL	898	3,000	2,990	3,500			3,500	7,000	7,000
I	82840	LODGING	9,121	5,000	3,368	6,000			6,000	14,000	14,000
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	1,682	2,000	609	2,000			2,000	2,000	2,000
	82890	OTHER TRAVEL EXPENSES	60		183	75			75	75	75
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	24,507	23,600	19,374	27,275	3,150	7,000	27,875	44,975	44,975
	83110	OFFICE SUPPLIES	9,216	9,000	7,272	9,500	1,097	4,500	9,500	9,500	9,500
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	258	1,000	351	1,000	204		1,000	1,000	1,000
	83130	EMPLOYEE BENEVOLENCE ITEMS	391	250	1,220	2,500	182	2,500	2,500	2,500	2,500
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	9,135	5,000	9,496	15,000	687	5,000	15,000	15,000	15,000
=	XOFS	TOTAL OFFICE SUPPLIES	19,000	15,250	18,339	28,000	2,171	12,000	28,000	28,000	28,000
I	83210	TRAINING SUPPLIES	138	1,250	658	1,500			1,750	2,000	2,000
	83250	SAFETY SUPPLIES			1,408						
	83260	UNIFORMS PURCHASED		550	561	750			750	750	750
I	83299	OTHER OPERATING SUPPLIES	22	1,750		2,000		2,000	2,000	2,500	2,500
=	XOPS	TOTAL OPERATING SUPPLIES	160	3,550	2,627	4,250		2,000	4,500	5,250	5,250
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	2,830	2,100	2,466	3,500	383	3,500	3,500	3,500	3,500
=	XFUEL	TOTAL FUEL & MILEAGE	2,830	2,100	2,466	3,500	383	3,500	3,500	3,500	3,500
I	83510	FURNITURE, FIXTURES (<\$25,000)	6,688	6,000	8,807	6,500			4,000	4,000	4,000
+	83530	MACHINERY & EQUIPMENT (<\$25,000)	89	11,421	11,421						
	1	2014 - Copier (\$16,000 to lease)									
	2	Line Item 2	89								
	3	FY 2020 PER - Copier		11,421	11,421						
	*	Amount missing from detail									
	83540	COMPUTER HARDWARE (<\$25,000)	6,644	6,750	9,974	6,750	8,243	Budget & Finance Committee - April 8, 2021	12,800	6,750	6,750

Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
+ 83550	COMPUTER SOFTWARE (<\$25,000)	12,572	27,000	203	32,000			32,000	32,000	32,000
1	Various	12,572	15,000		15,000			15,000	15,000	15,000
2	FY 2019 PER - Track Certificates of Insurance		12,000		12,000			12,000	12,000	12,000
3	1095 Software			203	5,000			5,000	5,000	5,000
*	Amount missing from detail									
= XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	25,993	51,171	30,405	45,250	8,243	12,000	42,750	42,750	42,750
83620	EQUIPMENT PARTS & SUPPLIES	110	570	230	570		570	570	570	570
= XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	110	570	230	570		570	570	570	570
84610	CITY SPONSORED TRAINING PROGRAM	62								
= XOPU	TOTAL OPERATIONAL UNITS	62								
85110	PROPERTY INSURANCE	1,193	1,253	1,095	1,315	1,079	1,079	1,133	1,190	1,249
85111	FRAUD INSURANCE	869	912	985	958	1,311	1,311	1,376	1,445	1,518
85112	INLAND MARINE INSURANCE	660	693	661	728	682	682	716	752	790
85113	AUTO PHYSICAL DAMAGE	142	149	132	157	133	133	140	147	154
85115	LIABILITY INSURANCE	6,700	7,035	1,128	7,386	1,134	1,134	1,190	1,250	1,312
85116	E&O LIABILITY INSURANCE	2,045	2,147	2,255	2,255	1,429	1,429	1,500	1,575	1,654
85117	VEHICLE LIABILITY INSURANCE	6,035	6,337	1,335	6,654	1,350	1,350	1,418	1,488	1,563
85119	UMBRELLA LIABILITY	803	843	948	885	1,013	1,013	1,064	1,117	1,173
85123	PHYSICAL DAMAGE CLAIMS/DEDUCTIBLES	(241)								
85140	SURETY/NOTARY BONDS			50		10,000	10,000			
= XPLC	TOTAL PROPERTY & LIABILITY COSTS	18,206	19,369	8,589	20,338	18,131	18,131	8,537	8,964	9,413
85260	VEHICLE RENTAL (INSIDE WILLIAMSON COUNTY)			98						
= XRENT	TOTAL RENTALS			98						
85990	MISCELLANEOUS		560		570			580	581	581
= XOBE	TOTAL OTHER BUSINESS EXPENSES		560		570			580	581	581
87510	REIMB OF INTERFUND SERVICES	(301,509)	(301,509)	(301,509)	(307,539)	(96,846)	(307,539)	(313,690)	(319,964)	(326,363)
= XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(301,509)	(301,509)	(301,509)	(307,539)	(96,846)	(307,539)	(313,690)	(319,964)	(326,363)
= XOP	TOTAL OPERATIONS	90,950	214,289	150,506	302,482	18,988	48,512	285,740	306,626	311,676
	Capital									
= XTOT	TOTAL EXPENDITURES	1,151,251	1,326,026	1,270,498	1,432,607	608,940	1,128,949	1,435,736	1,524,180	1,601,241



City of Franklin, Tennessee

FY 2022 Operating Budget Request

Program Enhancement Summary

Priority	Fiscal Year	Request	Compensation	Benefits	Expenses	Total	Funded
Human Resources							
1	2022	Restoration: Use of Consultants for Supervisor Training	\$ -	\$ -	\$ 30,000	\$ 30,000	
2	2022	HR Electronic Filing System	\$ -	\$ -	\$ 20,000	\$ 20,000	
Sub-total FY 2022 Requests Only			\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -
3	2023	Replacement Vehicle	\$ -	\$ -	\$ 30,000	\$ 30,000	
Total			\$ -	\$ -	\$ 80,000	\$ 80,000	\$ -
			Compensation	Benefits	Expenses	Total	
Total G/F Requests			\$ -	\$ -	\$ 80,000	\$ 80,000	\$ -

FranklinForward Allocations



A Safe, Clean, Livable City

\$ -



A Effective and Fiscally Sound City Government
Providing High Quality Service

\$ 80,000



Quality Life Experiences

\$ -



Sustainable Growth & Economic Prosperity

\$ -

Totals

\$ 80,000

Traditional Allocations



Personnel \$ -



Operations \$ 50,000



Equipment \$ 30,000



Capital \$ -

Total \$ 80,000

FY 2022 Program Enhancement Request Form

 HISTORIC FRANKLIN TENNESSEE	Intended Year:	2022	Department Priority:	1	of	3
	Department:	41650 HUMAN RESOURCES				
	Division:					
	FranklinForward Theme:	An Effective and Fiscally Sound City Government Providing High Quality Service				
	Title:	Restoration: Use of Consultants for Supervisor Training				

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING			
Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
			\$0
			\$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	\$0	\$0	\$0
Expenses			
82790 TRAINING, IN-HOUSE	\$0	\$30,000	\$30,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$30,000	\$30,000

PURPOSE / DESCRIPTION OF REQUEST
The purpose of this request is to restore the supervisor training program for our employees. During the 2020 calendar year, the Human Resources department hosted online trainings for all employees to participate, if schedules permitted. The trainings were well received by staff and there is a desire to continue training opportunities into the new year. With many trainings and conferences being cancelled due to the pandemic, restoring the City's training program will allow us to continue investing and promoting training amongst our City team. This request will allow the HR Department to utilize consultants to help administer an effective training program.

SERVICE IMPLICATION
The supervisor training will help our organization continue to build a better workforce of tomorrow.

FY 2022 Program Enhancement Request Form

 HISTORIC FRANKLIN TENNESSEE	Intended Year:	2022	Department Priority:	2	of	3
	Department:	41650 HUMAN RESOURCES				
	Division:					
	FranklinForward Theme:	An Effective and Fiscally Sound City Government Providing High Quality Service				
	Title:	HR Electronic Filing System				

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING			
Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
			\$0
			\$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	\$0	\$0	\$0
Expenses			
83550 COMPUTER SOFTWARE (<\$25,000)	\$20,000		\$20,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$20,000	\$0	\$20,000

PURPOSE / DESCRIPTION OF REQUEST
Managing paper employee files can be a huge challenge at times for the HR Department. To help streamline employee document management, the Human Resources team would like to move towards an electronic filing system. Transitioning to an electronic filing system has many benefits to include: instant file retrieval, saving money by eliminating paper, disaster resistance and more! We would like to become a better, more efficient, paperless Human Resources Department.

SERVICE IMPLICATION
The electronic filing system will help our organization continue to provide quality customer service.

FY 2022 Program Enhancement Request Form

 HISTORIC FRANKLIN TENNESSEE	Intended Year:	2023	Department Priority:	3	of	3
	Department:	41650 HUMAN RESOURCES				
	Division:					
	FranklinForward Theme:	An Effective and Fiscally Sound City Government Providing High Quality Service				
	Title:	Replacement Vehicle				

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
			\$0
			\$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	\$0	\$0	\$0
Expenses			
83520 VEHICLES (<\$25,000)	\$30,000		\$30,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$30,000	\$0	\$30,000

PURPOSE / DESCRIPTION OF REQUEST

The purpose of this request is to budget for a future replacement vehicle. The HR department would like to replace our 2003 Ford Explorer with a Chevy Tahoe. This will allow HR to use it for hauling larger items for training, items needed for promotional processes, and entry level firefighter/police officer testing.

SERVICE IMPLICATION

The larger vehicle will allow us to haul the items we need for training, recruitment, and promotional/entry-level testing.



File #: 21-01745

DATE: February 11, 2021
TO: Budget & Finance Committee
FROM: Brad Wilson, Facilities Project Manager
SUBJECT:

Budget Presentation - Project & Facilities Management

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the Project & Facilities Management department budget request for FY 2021-2022.

BACKGROUND/STAFF COMMENTS:

Each year, the Budget & Finance Committee reviews the detailed budget of each City Department. At the meetings in February, March, and April, departmental staff makes a presentation of the plans for the next budget cycle and the requested funding for those anticipated needs. This provides the Committee with an idea of the size and scope of budget requests that may be included in the City Administrator's proposed budget, which is typically delivered at the May committee meeting.

FINANCIAL IMPACT:

The financial impact varies by department, depending on the increase in population, the required services, equipment replacement needs, and program enhancements.

RECOMMENDATION:

Staff recommends that the Budget & Finance Committee acknowledge the presentation of the Project & Facilities Management department budget request.



City of Franklin, Tennessee
FY 2022 Operating Budget Request

PROJECT AND FACILITIES MANAGEMENT

Brad Wilson



City of Franklin, Tennessee - FY 2022 Budget Request

Project and Facilities Management

Slide 2

Outline

- Purpose of Department**
- Organization Chart**
- Base Budget Request**
 - Personnel**
 - Operations**
 - Capital**
- Program Enhancements**
- Summary**

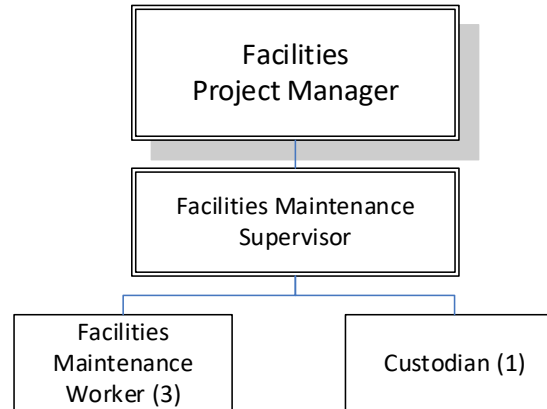
Purpose of Department

The Facilities departments mission is to manage all city facilities in a sustainable and economical environment where ever possible. The department strives for a safe and healthy environment for all team members and community members that use the facilities we manage along with any new structures that are developed within our community. We support other city departments such as Sanitation and Environmental Services, Public Works, Fire, PD, Wastewater and Waterworks along with Parks when requested in keeping their facilities safe and always functioning so that they can meet the needs of our citizens.

City of Franklin, Tennessee - FY 2022 Budget Request

Project and Facilities Management

Organization Chart



Staffing by Position

Position	Pay Grade	FY 2018		FY 2019		FY 2020		FY 2021		FY 2022	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Facilities Project Manager	Grade I	1	0	1	0	1	0	1	0	1	0
Facilities Maintenance Spvsr	Grade F	1	0	1	0	1	0	1	0	1	0
Facilities Maintenance Worker	Grade C	3	0	2	0	2	0	3	0	3	0
Custodian	Grade B	2	0	2	0	2	0	1	0	1	0
Totals		7	0	6	0	6	0	6	0	6	0



City of Franklin, Tennessee - FY 2022 Budget Request

Project and Facilities Management

Slide 5

Base Budget Request: Personnel

FY 2021: \$448,647

FY 2022: \$477,236

Difference: Increase of \$28,589 or 6.4%

With the growth of departments throughout the organization we are being called upon more and more to assist with many more maintenance requests regarding other facilities. Of all our facilities City Hall still demands the most work out of our current team. We are still heavily involved with all the Fire Facilities, Public Works, Sanitation and Environmental Services, Parking Garages and when called or asked Waste Water and or the Water Reclamation Plant along with Parks. With the reorganization of the department where a custodial position was moved to a maintenance worker position we are able to stay up with all maintenance requests from other departments.

Facilities is still using an outside source for the cleaning of City Hall, PD, Public Works and Sanitation and Environmental services and we look to budget for that service to allow for five days per week and any continued additional disinfection due to Covid.

At this time no additional personnel are required.



City of Franklin, Tennessee - FY 2022 Budget Request

Project and Facilities Management

Slide 6

Base Budget Request: Operations

FY 2021: \$682,774

FY 2022: \$682,886

Difference: Increase of \$112 or 0.0%

This budget represents the cost for maintaining the current infrastructure in regards to operations and materials needed to support the facilities and staff needs at each facility that our department assist. This budget cannot plan for the unexpected major roof leak at City Hall or a mechanical system that possibly fails even though we carry a separate budget amount for each. Facilities such as Public Works and PD are requiring more time and attention even though they are still young properties in our group. This budget will continue to incorporate the higher utility cost to some of the current facilities we operate full time. With all facilities comes the required testing requirements, revision of existing maintenance contracts, updated IT infrastructure cost etc. The 2022 budget for operations is proposed to be level-funded.



City of Franklin, Tennessee - FY 2022 Budget Request **Project and Facilities Management**

Slide 7

Base Budget Request: Capital

At this time we seek no additional Capital improvements.

Program Enhancement Requests

Currently we are proposing four new program enhancements:

- 1) A kitchen replacement to Fire Station 4 that did not happen in the 2019 budget due to time and bidding. The stove was purchased and is on site but cannot be used in the current kitchen due to the configuration.
- 2) Station 3 the oldest COF structure is in desperate need of the mens restroom shower area and restroom remodel. This would be to tear our and make larger the shower spaces and create private changing areas as well. Stations one and four have already been completed.
- 3) A Multi-unit mower and winter clearing unit to aid in clearing sidewalks and areas around City Hall and Downtown during winter storms. Could be sued year-round with attachments by the Streets Department.
- 4) Needed work regarding jointing materials and waterproofing of our city parking garages. More leaks are becoming prevalent in these facilities and they need to be sealed as best as possible protected from rain and ice.



City of Franklin, Tennessee - FY 2022 Budget Request

Project and Facilities Management

Slide 9

Summary

In summary it is our intention to keep our budget as close to the prior year as much as possible. There will always be problems with facilities regarding cost impacts that we cannot control based on contracts and materials required. Facilities has worked hard to install energy saving devices and lights with older units have hit their end of life cycles. We have and will continue to install where the department sees the need to install timers and other energy saving devices into facilities where needed. Current COF building infrastructures even though some are getting older will start to require more work especially protection from the elements of weather etc. As stated in the past we will continue to take the funds provided and use them in the very wisest way possible while working to save funds however and wherever possible.

My Thanks to the Board of Mayor and Aldermen along with City Administration.



City of Franklin, Tennessee

FY 2022 Operating Budget

Project & Facilities Management

Brad Wilson, Director

Budget Summary

	2019	2020	2021		2022	2021 v. 2022	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	430,886	448,962	448,647	481,371	477,236	28,589	6.4%
Operations	729,823	705,428	682,774	653,069	682,886	112	0.0%
Capital	42,095	99,503	0	0	0	0	0.0%
Total	1,202,804	1,253,893	1,131,421	1,134,440	1,160,122	28,700	2.5%

Department Goals

The Facilities department's mission is to manage all city facilities in a sustainable and economical environment where ever possible. The department strives for a safe and healthy environment for all team members and community members that use the facilities we manage along with any new structures that are developed within our community. We continue to support other city departments such as Sanitation and Environmental Services, Public Works, Fire, PD, Wastewater and Waterworks along with Parks when requested in keeping their facilities safe and always functioning so that they can meet the needs of our citizens.



COVID-19 Response & Impact

In regards to dealing with the Covid fall out Facilities has been able to partner with a certified cleaner that usually reacts to our calls within hours and cleans any area effectively. They have been a great partner and react to us very quickly to any of our City sites.

FY 2022 Outlook

Department Goals

In the coming fiscal year, our goal remains to maintain a safe and healthy environment for City of Franklin staff and community. Facility accessibility will continue to be a priority along with the sanitation of any areas suspected or reported to have come in contact with someone dealing with the Covid infection.

Projects

With the completion of Station 7 no new projects are looked to begin during the 2022 fiscal year. Meetings will continue on the development of a new city hall facility to be located at this time at the current location. The Facilities department will continue to react daily to any and all called assistance that is requested from outlying offices.



City of Franklin, Tennessee

FY 2022 Operating Budget

Performance Measurement

The City of Franklin has established FranklinForward: A Vision for 2033. This Strategic Plan has specific and demonstrable objectives for each department which, when achieved individually, will cohesively move Franklin forward to meet the challenges and demands of the future.

Each budget has a series of performance measures and benchmarks attached to it which demonstrate the workload, effectiveness and outcome of taxpayer support for the annual operations of the City of Franklin and its pursuit of the goals of the Strategic Plan. Together, these measures demonstrate a proper and diligent use of taxpayer dollars in the pursuit of a greater community.



FranklinForward : A Vision for 2033 | Objectives for Developing a Strategic Plan

Related Theme: A Safe Clean and Livable City

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

Goal: Franklin will reduce government agency use of electricity by 20% by 2020.

Baseline: Current annual kilowatt consumption by Franklin municipal facilities and operations for 2012 was 17.9 million kWh for cost of \$2.78 million (Finance Department).

Key:	
Strategic Plan: FranklinForward	
Sustainable Franklin	

Workload (Output) Measures

	2018	2019	2020	2021*	2022*
Number of Buildings** Maintained	168	TBD	TBD	TBD	TBD
Gross Square Footage of Municipal Buildings (Gen. Fund)	575,366	TBD	TBD	TBD	TBD
Number of Hours Served					
- Employees	Data being collected				
- Contractors	Data being collected				
Number of Requests Taken	Data being collected				
Average Daytime Number of People in Buildings	Data being collected				
Utilities					
- Gas (therms)	98,177	94,819	95,958	96,318	96,318
- Electricity (kW)	23,861,360	25,041,728	24,705,955	22,530,010	23,431,210

Efficiency Measures

	2018	2019	2020	2021*	2022*
G.S.F./Average daily # of people	Data being collected				
People served/Custodian	Data being collected				
Average time to complete a routine request	Data being collected				



City of Franklin, Tennessee

FY 2022 Operating Budget

Performance Measurement continued

Outcome (Effectiveness) Measures

	2018	2019	2020	2021*	2022*
Percentage of routine requests completed in 2-3 days	Data being collected				
 Reduce government agency use of electricity by 20% by 2020.					
City of Franklin Electric Use (Annually)	23,861,360	25,041,728	24,705,955	22,530,010	23,431,210
Target (In Kilowatt hours - Source: Finance Department)	15,315,688	15,315,688	14,932,795	14,932,795	14,549,903
Meets Target?	No	No	No	No	No

* 2021 and 2022 data estimated.

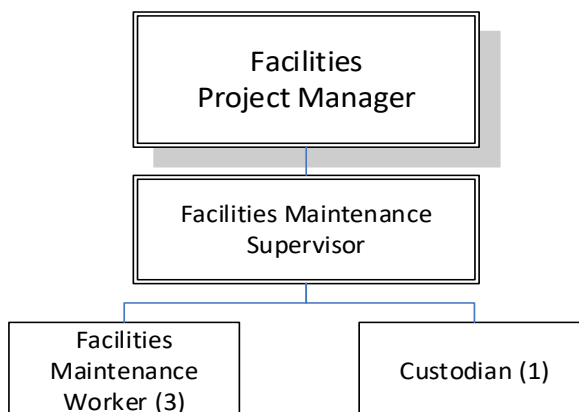
**Buildings inclusive of all structures pertaining to general fund operations. Will be refined.



City of Franklin, Tennessee

FY 2022 Operating Budget

Organizational Chart



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

Staffing by Position

Position	Pay Grade	FY 2018		FY 2019		FY 2020		FY 2021		FY 2022	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Facilities Project Manager	Grade I	1	0	1	0	1	0	1	0	1	0
Facilities Maintenance Spvsr	Grade F	1	0	1	0	1	0	1	0	1	0
Facilities Maintenance Worker	Grade C	2	0	2	0	2	0	3	0	3	0
Custodian	Grade B	2	0	2	0	2	0	1	0	1	0
Totals		6	0	6	0	6	0	6	0	6	0



City of Franklin, Tennessee

FY 2022 Operating Budget

Budget

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference	
						\$	%
Personnel							
Salaries & Wages	311,651	331,319	318,923	327,867	320,648	1,725	0.5%
Employee Benefits	119,235	117,643	129,724	153,504	156,589	26,865	20.7%
Total Personnel	430,886	448,962	448,647	481,371	477,236	28,589	6.4%
Operations							
Transportation Services	161	304	120	120	120	-	0.0%
Operating Services	9,783	4,470	7,600	3,900	4,450	(3,150)	-41.4%
Notices, Subscriptions, etc.	203	24,388	120	120	120	-	0.0%
Utilities	197,140	179,685	204,014	190,405	194,325	(9,689)	-4.7%
Contractual Services	224,928	193,964	178,691	215,675	216,175	37,484	21.0%
Repair & Maintenance Services	570,698	515,979	533,950	485,506	517,556	(16,394)	-3.1%
Office Supplies	2,196	4,736	2,450	2,100	3,250	800	32.7%
Operating Supplies	4,320	12,694	3,400	13,525	2,600	(800)	-23.5%
Fuel & Mileage	1,022	1,626	4,600	5,200	5,200	600	13.0%
Machinery & Equipment (<\$25,000)	-	14,447	7,500	5,200	5,500	(2,000)	-26.7%
Repair & Maintenance Supplies	58,481	50,298	49,600	42,875	50,250	650	1.3%
Property & Liability Costs	23,543	24,511	24,751	22,965	24,114	(636)	-2.6%
Rentals	688	6,421	3,000	2,500	3,000	-	0.0%
Permits	782	870	600	600	600	-	0.0%
Financial Fees	85	49	-	-	-	-	0.0%
Other Business Expenses	-	1,988	-	-	-	-	0.0%
Interfund Reimbursements	(364,207)	(331,002)	(337,622)	(337,622)	(344,374)	(6,752)	2.0%
Total Operations	729,823	705,428	682,774	653,069	682,886	112	0.0%
Improvements	42,095	99,503	-	-	-	-	0.0%
Capital	42,095	99,503	-	-	-	-	0.0%
Total Proj. & Fac. Management	1,202,804	1,253,893	1,131,421	1,134,440	1,160,122	28,700	2.5%

Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	Personnel									
I=	81110 REGULAR PAY	301,962	312,697	321,844	319,602	184,190	319,567	321,378	337,447	354,319
-	81120 OVERTIME PAY	9,689	6,000	9,475	10,311	3,993	8,300	10,517	11,043	11,595
	81199 VACANCY ADJUSTMENT		(10,549)		(10,990)			(11,248)	(11,811)	(12,401)
=	XWAGE TOTAL WAGES	311,651	308,148	331,319	318,923	188,183	327,867	320,648	336,679	353,513
=	81410 FICA (EMPLOYER'S SHARE)	22,840	23,058	24,337	25,269	13,609	25,082	25,390	26,660	27,992
F	81420 MEDICAL PREMIUMS - ACTIVE EEs/COBRA	73,020	74,846	65,019	58,601	38,107	86,135	86,135	94,749	104,223
F	81422 NEAR-SITE CLINIC (URGENT TEAM)					875	2,100	2,100	2,100	2,100
F	81425 VISION PREMIUMS	468	384	468	417	256	596	582	640	704
=	81430 DENTAL INSURANCE PREMIUMS	5,072	7,184	5,522	5,605	1,892	4,497	4,259	4,472	4,696
	81431 FSA ADMINISTRATION					45	77	77	77	77
=	81433 GROUP INSURANCE PREMIUMS					1,181	2,062	2,078	2,182	2,291
=	81440 EE HEALTH INSURANCE CONTRIBUTIONS	(14,215)	(15,934)	(14,068)	(12,503)	(8,290)	(15,306)	(15,306)	(16,684)	(18,185)
	81441 CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT			2,200	1,000		1,000	1,000	1,000	1,000
=	81443 EE DENTAL INSURANCE CONTRIBUTIONS					(1,409)	(2,602)	(2,602)	(2,732)	(2,869)
F	81444 EE VISION INSURANCE CONTRIBUTIONS					(59)	(109)	(109)	(114)	(120)
I	81450 RETIREMENT CONTRIBUTIONS	29,443	35,481	30,126	44,702	21,862	43,724	46,220	50,842	55,926
	81455 DEFERRED COMP MATCH	2,125	2,393							
	81456 TCRS CONTRIBUTIONS (CITY)			2,441	4,955	2,718	4,518	5,002	5,502	6,052
	81470 WORKERS COMPENSATION PREMIUMS	482	3,015	1,598	1,678	1,554	1,730	1,762	1,851	1,945
=	XBEN TOTAL BENEFITS	119,235	130,427	117,643	129,724	72,341	153,504	156,589	170,545	185,832
=	XPER TOTAL PERSONNEL	430,886	438,575	448,962	448,647	260,524	481,371	477,236	507,224	539,345
	Operations									
	82110 MAILING & OUTBOUND SHIPPING SERVICES	134	20	178	20		20	20	20	20
	82120 FREIGHT FOR INBOUND PURCHASED ITEMS			99						
	82130 VEHICLE LICENSES & TITLES	27	100	27	100		100	100	100	100
=	XTRC TOTAL TRANSPORTATION CHARGES	161	120	304	120		120	120	120	120
+	82210 PRINTING & COPYING SERVICES, OUTSOURCED	4,558	350		500			500	500	50
1	Plan coping and scanning for misc. projects		350		500			500	500	50
2	Various	4,558								
*	Amount missing from detail									
+	82230 ARCHIVING/RECORDS MANAGEMENT SERVICES	1,745	4,000	3,250	5,500	334	2,000	2,000	2,000	2,000
1	Shredding Services		4,000		5,500		2,000	2,000	2,000	2,000
2	Various	1,745		3,250		334				
*	Amount missing from detail									
	82245 FINGERPRINTING FEES	33		35						
	82250 TESTING & PHYSICALS	45	100	239	100		150	150	150	150
	82260 UNIFORM RENTAL & SERVICES				1,500	210	250	300	300	300
	82299 OTHER OPERATING SERVICES	3,402		946		1,049	1,500	1,500	1,500	1,500
=	XOPSV TOTAL OPERATING SERVICES	9,783	4,450	4,470	7,600	1,593	3,900	4,450	4,450	4,000
	82310 LEGAL NOTICES			1,036						
+	82350 DUES FOR MEMBERSHIPS	60	60	120	120	120	120	120	120	120
1	Sams Club	60	60	120	120	120	120	120	120	120

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	2	Various									
	*	Amount missing from detail									
	82371	EMERGENCY RELIEF			23,232		36,175				
	82390	PUBLICATIONS, NON-TRAINING	143								
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	203	60	24,388	120	36,295	120	120	120	120
+	82410	ELECTRIC SERVICE	131,998	116,900	117,947	140,386	23,860	137,000	140,500	140,500	168,900
	1	Various	131,998		117,947		23,860				
	2	Public Works Electric		25,000		42,636		57,000	57,000	57,000	57,000
	3	Streets Building		1,500		5,750			3,500	3,500	3,500
	5	City Hall and Fire there are 2 meters on this line item.		62,000		92,000		80,000	80,000	80,000	80,000
	7	Street & Traffic Signals		3,400							3,400
	8	Police Headquarters		25,000							25,000
	*	Amount missing from detail									
+	82420	WATER & SEWER SERVICE	19,215	15,300	13,211	14,484	1,839	12,400	12,700	12,800	16,300
	1	Various	19,215		13,211		1,839				
	2	Public Works Facility		1,100		3,264		2,900	3,100	3,100	3,100
	4	Water Dept(Hill property)		1,500							
	5	City Hall		9,200		11,220		9,500	9,600	9,700	9,700
	7	Police Headquarters		3,500							3,500
	*	Amount missing from detail									
+	82430	STORMWATER SERVICE	3,196	1,920	3,196	9,108	533	3,480	3,600	3,500	4,500
	1	Various	3,196		3,196		533				
	2	Public Works Facility		350							350
	3	Streets Building		120		1,050		1,080	1,100	1,100	1,000
	5	City Hall		700		8,058		2,400	2,500	2,400	2,400
	7	Police Headquarters		750							750
	*	Amount missing from detail									
+	82435	SOLID WASTE SERVICE	13,057	11,300	13,842	13,867	2,377	14,600	14,600	14,600	17,600
	1	Various	13,057		13,842		2,377				
	2	Public Works Facility		4,500		5,508		9,800	9,800	9,800	9,800
	3	City Hall Miscellaneous Dumpster fees for projects		300		300		300	300	300	300
	6	City Hall		3,500		8,059		4,500	4,500	4,500	4,500
	8	Police Headquarters		3,000							3,000
	*	Amount missing from detail									
+	82440	NATURAL GAS SERVICE	20,097	12,300	20,226	19,819	420	10,975	10,975	11,075	13,075
	1	Various	20,097		20,226		420				
	2	Public Works		3,800		9,180					
	3	Streets Building		2,000		4,794		4,700	4,700	4,700	4,700
	5	City Hall		4,500		5,845		5,900	5,900	6,000	6,000
	8	Police Headquarters		2,000							2,000
	9	Parking Garage						375	375	375	375
	*	Amount missing from detail									
+	82450	TELEPHONE SERVICE	3,106	1,050	4,281	1,150	868	1,150	1,150	1,150	
	1	Various	3,106		4,281		868	1,150			
	2	Public Works		250		250			250	250	
	5	City Hall		800		900			900	900	
	*	Amount missing from detail									
+	82455	CELLULAR TELEPHONE SERVICE	4,333	3,000	3,563	3,200	557	3,400	3,400	3,400	3,400
	1	Staff Phones		3,000		3,200		3,400	3,400	3,400	3,400
	2	Various	4,333		3,563		557				
	*	Amount missing from detail									
+	82470	INTERNET & RELATED SERVICES	2,138	2,000	3,419	2,000	665	7,400	7,400	7,400	7,400

Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
1	Comcast		2,000		2,000		2,700	2,700	2,700	2,700
3	Various	2,138		3,419		665				
4	Fire Data Sevice						4,700	4,700	4,700	4,700
*	Amount missing from detail									
= XUTIL	TOTAL UTILITIES	197,140	163,770	179,685	204,014	31,119	190,405	194,325	194,425	231,175
82510	COMPUTER SERVICES	155		16						
82540	ENGINEERING SERVICES	18,438	30,000		30,000					
+ 82599	OTHER CONTRACTUAL SERVICES	206,335	138,025	193,948	148,691	34,032	215,675	216,175	216,175	216,175
1	Some sub contract labor misc. outsource labor									
10	Cintas monthly heavy cleaning Public Restrooms, PD,City Hall,PW,SES,WWP		15,500		21,000		21,000	21,000	21,000	21,000
11	Cisco yearly maintenance fee		3,000		4,000					
12	Cintas Floor Mat Cleaning-PW, SES, WWP		5,900		19,000		9,000	9,000	9,000	9,000
13	ACT City Hall Fire Testing of Systems		1,500		3,000		3,200	3,200	3,200	3,200
14	Police Dept Fire Systems Testing from Devices		3,600		3,800		3,800	3,800	3,800	3,800
15	PD Clean Agent Testing		2,500		2,500		2,500	2,500	2,500	2,500
16	PW Fire Monitoring		3,200		2,600					
17	PD Fire Monitoring		2,300		1,800					
18	Fire Department Air Filter Changes				2,400		3,505	3,505	3,505	3,505
19	Various	206,335		190,420	8,691	34,032				
2	Pest Control Services PD, PW and CH		7,200	3,528	10,750		22,000	22,000	22,000	22,000
22	Testing of Fire Extinguishers		625		1,300		1,000	1,000	1,000	1,000
23	Pressure Washing regarding parking garages, PD				16,000		16,000	16,000	16,000	16,000
24	Station 8 Daikin Maintenacne Agreement				9,800		10,000	10,000	10,000	10,000
25	Adjustments from Workbooks				(24,500)					
26	Alarm Monitoring						9,950	9,950	9,950	9,950
27	Drainage Treatment at Fire Halls and other sites						9,520	9,520	9,520	9,520
3	REA Maintenance/Testing AAON Units at PD		7,500		7,500		7,500	7,500	7,500	7,500
34	Turf Management at PD, SE PKY, Station 8, 7		32,000				35,000	35,000	35,000	35,000
40	Maintenance Cont. for City Generators PD, FD, CH, PW, SES, IT		39,500		39,500		39,500	39,500	39,500	39,500
5	PD Geothermal Maintenace		1,700		1,150		3,200	3,200	3,200	3,200
8	Water Quality Maintance Agreement PD		2,500		900		1,500	1,500	1,500	1,500
9	Kone Maintenance PD, PW, Garages, 5 Points plus misc repairs.		9,500		17,500		17,500	18,000	18,000	18,000
*	Amount missing from detail									
= XCTS	TOTAL CONTRACTUAL SERVICES	224,928	168,025	193,964	178,691	34,032	215,675	216,175	216,175	216,175
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	835	600	381	900	157	250	250	250	250
+ 82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	217,717	146,300	117,663	139,580	35,056	126,150	136,300	136,300	131,300
1	Unforseen Mechanical HVAC Systems Replacements/Repairs		40,000		40,000		45,000	45,000	45,000	45,000
12	Speed Gates at PD Maint. Agreement and misc repairs		6,000		6,000		6,000	6,000	6,000	6,000
13	Unforseen City Hall Roof Repairs				50,000		50,000	50,000	50,000	50,000
14	Garage Sweeper Maintenance Agreement		500		1,500		1,500	1,500	1,500	500
15	Buffing of VCT flooring at PD, PW and City Hall				13,280		2,650	5,000	5,000	5,000
17	Green Roof PD Contract plus additional plantings		15,000		16,000		16,000	16,000	16,000	15,000
18	Window Cleaning PD \$ 3500 Parking Garages \$ 2500		6,800		6,800			6,800	6,800	6,800
19	General Parking Garage Maintenance		3,000		6,000		5,000	6,000	6,000	3,000
8	Various	217,717	75,000	117,663		35,056				
*	Amount missing from detail									
82652	LANDSCAPING SERVICES	16,775	19,000	49,076	32,000	12,962	50,000	54,000	54,000	54,000
82653	IRRIGATION SERVICES	1,931	1,500	2,838	1,200	65	800	1,200	1,200	1,500
+ 82660	BUILDING REPAIR & MAINTENANCE SERVICES	333,440	268,800	336,097	356,770	89,852	308,306	322,306	327,306	314,106
0	Repairs of 4th Ave Garage to replace jointing materials (partial)		15,000		15,000		Budget & Finance Committee - April 8, 2021 Page 8			
03	PD, PW and CH Misc. Cleaning of CPT, Tile, Epoxy. Public RR				5,000					

Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
04	Various	333,440		336,097		89,852				
05	City Hall Roof Repairs per year		35,000		50,000		50,000	50,000	50,000	50,000
06	PW Roof Repairs per year		20,000		15,000		1,500	15,000	15,000	15,000
12	Public Works Cleaning Agreement Incl Dollars for Misc. Floor Scrubs		45,000		69,000		52,000	52,000	52,000	52,000
13	PD Cleaning Agreement Incl Dollars for Misc. Floor Scrubs		47,000		70,100		71,806	71,806	71,806	71,806
14	City Hall Cleaning Agreement Incl Dollars for Misc. Floor Scrubs		45,000		61,170		63,500	63,500	63,500	63,500
15	City Hall Misc. Repairs		50,000		50,000		50,000	50,000	50,000	50,000
17	Repairs parking garages.		5,000		6,500				5,000	
19	Cleaning of Parking Garage Stairwells		6,800		15,000		15,000	15,000	15,000	6,800
*	Amount missing from detail									
82699	OTHER REPAIR & MAINTENANCE SERVICES		3,500	9,924	3,500	1,930		3,500	3,500	
= XRMVS	TOTAL REPAIR & MAINTENANCE SERVICES	570,698	439,700	515,979	533,950	140,022	485,506	517,556	522,556	501,156
83110	OFFICE SUPPLIES	1,349	500	2,011	1,700	856	1,700	2,500	2,500	2,500
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	260		1,370						
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	587	750	1,355	750	307	400	750	750	750
= XOFS	TOTAL OFFICE SUPPLIES	2,196	1,250	4,736	2,450	1,163	2,100	3,250	3,250	3,250
83240	MEDICAL SUPPLIES		100		100					
83250	SAFETY SUPPLIES	125	250	115	250		75	100	100	100
+ 83260	UNIFORMS PURCHASED	1,218	1,250	2,075	1,250		700	700	700	700
1	Needed staff uniforms for facilities	1,218	1,250	2,075	1,250		700	700	700	700
*	Amount missing from detail									
83270	CONSUMABLE TOOLS	2,977	1,500	6,873	1,800	222	750	1,800	1,800	1,800
83299	OTHER OPERATING SUPPLIES			3,631		1,745	12,000			
= XOPS	TOTAL OPERATING SUPPLIES	4,320	3,100	12,694	3,400	1,967	13,525	2,600	2,600	2,600
+ 83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	1,022	5,000	1,626	4,600	211	5,200	5,200	5,800	5,800
1	Diesel fuel for PD, PW, Fire Stations, Radio Towers, Water/Sewer, San.		3,200		3,200		3,200	3,200	3,800	3,800
3	Fuel for Maintenance Vehicles		1,800		1,400		2,000	2,000	2,000	2,000
5	Various	1,022		1,626		211				
*	Amount missing from detail									
= XFUEL	TOTAL FUEL & MILEAGE	1,022	5,000	1,626	4,600	211	5,200	5,200	5,800	5,800
+ 83510	FURNITURE, FIXTURES (<\$25,000)		30,000	9,332		7,173				
1	Furniture Purchases for misc. departments.		30,000							
7	Various			9,332		7,173				
*	Amount missing from detail									
+ 83530	MACHINERY & EQUIPMENT (<\$25,000)		750		4,500		500	500	2,200	750
3	New vacumns at PD, CH. Floor Scrubber, Ladders, Storage Shelving		750		4,500		500	500	2,200	750
4	Various									
*	Amount missing from detail									
+ 83540	COMPUTER HARDWARE (<\$25,000)		2,100	5,115	3,000	4,676	4,700	5,000	5,000	5,000
1	Computers scheduled to be replaced this year		2,100	2,052	3,000		4,700	5,000	5,000	5,000
2	Various			3,063		4,676				
*	Amount missing from detail									
= XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)		32,850	14,447	7,500	11,849	5,200	5,500	7,200	5,750
83610	VEHICLE PARTS & SUPPLIES			10						
+ 83620	EQUIPMENT PARTS & SUPPLIES	2,497		351			Budget & Finance Committee - April 8, 2021 Page 9			
2	Various	2,497		351			100	500	500	500

Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
*	Amount missing from detail									
83652	LANDSCAPING SUPPLIES	140		170		85	100			
83653	IRRIGATION SUPPLIES	205			200		175	200	200	200
+ 83654	GROUPS MAINTENANCE SUPPLIES		200		200			200	200	200
1	Gly 4 Chemical		200		200			200	200	200
*	Amount missing from detail									
+ 83660	BUILDING MAINTENANCE SUPPLIES	55,639	45,950	49,712	49,200	14,108	42,500	49,350	49,350	45,750
1	PD, PW, CH Air and Water Filters		4,800		5,500		2,800	5,500	5,500	4,500
10	PD, PW, CH Occupancy sensors and switches		350		350			350	350	350
11	Housekeeping equipment		600		1,500		1,200	1,500	1,500	500
12	Cleaning Products, Paper, Lighting, SAM's		35,000		35,000		33,500	35,000	35,000	35,000
13	Lighting Products, City Hall, PD, PW		2,000		2,000		750	2,000	2,000	2,000
14	Flags for City		1,800		3,200		3,000	3,200	3,200	1,800
15	PD Urinal Filters special ordered		700		750		825	900	900	900
16	PD Cistern Filters		700		900		425	900	900	700
17	0									
2										
8	Various	55,639		49,712		14,108				
*	Amount missing from detail									
+ 83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES			55						
1	Misc. Maintenance and HVAC recovery equipment			55						
*	Amount missing from detail									
= XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	58,481	46,150	50,298	49,600	14,193	42,875	50,250	50,250	46,650
85110	PROPERTY INSURANCE	16,595	17,425	17,338	18,204	17,133	17,500	18,375	19,294	20,258
85111	FRAUD INSURANCE	937	984	906		1,041	1,100	1,155	1,213	1,273
85112	INLAND MARINE INSURANCE	164	172	167	175	169	180	189	198	208
85113	AUTO PHYSICAL DAMAGE	140	147	109	114	103	110	116	121	127
85115	LIABILITY INSURANCE	1,008	1,058	1,038	2,041	901	925	971	1,020	1,071
85116	E&O LIABILITY INSURANCE	2,205	2,315	2,075	2,179	1,135	1,200	1,260	1,323	1,389
85117	VEHICLE LIABILITY INSURANCE	1,628	1,388	1,068	1,121	1,080	1,100	1,155	1,213	1,273
85119	UMBRELLA LIABILITY	866	909	873	917	804	850	893	937	984
85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES			937						
= XPLC	TOTAL PROPERTY & LIABILITY COSTS	23,543	24,398	24,511	24,751	22,366	22,965	24,114	25,319	26,583
85240	EQUIPMENT RENTAL & LEASES	688	1,000	6,421	3,000	1,571	2,500	3,000	3,000	3,000
= XRENT	TOTAL RENTALS	688	1,000	6,421	3,000	1,571	2,500	3,000	3,000	3,000
+ 85310	PERMITS	782	800	870	600	235	600	600	600	900
1	Elevator Permits City Parking Garages, PD, Public Works	782	800	870	600	235	600	600	600	900
*	Amount missing from detail									
= XPERM	TOTAL PERMITS	782	800	870	600	235	600	600	600	900
85530	E-COMMERCE FEES	85		21		5				
85580	LATE CHARGES			28						
= XFLF	TOTAL FINANCIAL FEES	85		49		5				
85990	MISCELLANEOUS			1,988						
= XOBE	TOTAL OTHER BUSINESS EXPENSES			1,988						

Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
87510	REIMB OF INTERFUND SERVICES	(364,207)	(331,002)	(331,002)	(337,622)	(107,064)	(337,622)	(344,374)	(351,262)	(358,287)
= XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(364,207)	(331,002)	(331,002)	(337,622)	(107,064)	(337,622)	(344,374)	(351,262)	(358,287)
= XOP	TOTAL OPERATIONS	729,823	559,671	705,428	682,774	189,558	653,069	682,886	684,603	688,992
	Capital									
+ 89220	BUILDING DESIGN & CONSTRUCTION	42,095	250,000	99,503						9,000,000
1	City Hall Architectural Services	42,095	216,000	35,191						
2	Construction Services									9,000,000
3	FY 2020 PER - Relocation of City Hall Water Line		4,000							
4	FY 2020 PER - Relocation of City Fire Riser and Connection to Existing		30,000							
5	Line Item 5			64,312						
*	Amount missing from detail									
= XBLDG	TOTAL BUILDINGS	42,095	250,000	99,503						9,000,000
= XCAP	TOTAL CAPITAL	42,095	250,000	99,503						9,000,000
= XTOT	TOTAL EXPENDITURES	1,202,804	1,248,246	1,253,893	1,131,421	450,082	1,134,440	1,160,122	1,191,827	10,228,337



City of Franklin, Tennessee

FY 2022 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Project and Facilities Management						
1	Fire Station 4 Kitchen Remodel	\$ -	\$ -	\$ 45,000	\$ 45,000	
2	Remodel of Station 3 Men's Shower and Bath Space	\$ -	\$ -	\$ 25,000	\$ 25,000	
3	TORO Grandstand Multi Unit Mower Winter Clearing Unit	\$ -	\$ -	\$ 17,675	\$ 17,675	
4	Waterproof and Joint repairs 2nd and 4th Ave Garages	\$ -	\$ -	\$ 40,000	\$ 40,000	
Total		\$ -	\$ -	\$ 127,675	\$ 127,675	\$ -

	Compensation	Benefits	Expenses	Total	
Total G/F Requests	\$ -	\$ -	\$ 127,675	\$ 127,675	\$ -

FranklinForward Allocations



A Safe, Clean, Livable City

\$ -



An Effective and Fiscally Sound City Government
Providing High Quality Service

\$ 127,675



Quality Life Experiences

\$ -



Sustainable Growth & Economic Prosperity

\$ -

Totals

\$ 127,675

Traditional Allocations



Personnel



Operations \$ 65,000



Equipment \$ 17,675



Capital \$ 45,000

Total

#####

FY 2022 Program Enhancement Request Form

 HISTORIC FRANKLIN TENNESSEE	Intended Year:	2022	Department Priority:	1	of	4
	Department:	41320 PROJECT AND FACILITIES MANAGEMENT				
	Division:	Administration				
	FranklinForward Theme:	An Effective and Fiscally Sound City Government Providing High Quality Service				
	Title:	Fire Station 4 Kitchen Remodel				

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING			
Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
81110 REGULAR PAY			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>		\$0	\$0
Expenses			
82660 BUILDING REPAIR & MAINTENANCE SERVICES	\$45,000		\$45,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$45,000	\$0	\$45,000

PURPOSE / DESCRIPTION OF REQUEST
In 2019 pricing was put together and a budget established to do the kitchen at Station 4. The project did not get off the ground due to the hood and fresh air make up system with a Ansul Fire Protection System. Bids for the hood ranged from fifteen to forty thousand dollars. By the time the pricing was determined the fiscal year was over and the project did not happen. The range though was purchased and is on site today but cannot be installed due to the older cabinets and hole for the new range currently is set up for a residential range and hood. Pricing has been established but needs to be looked at again for cabinets, floor coating paint and the installation of the range hood system.

SERVICE IMPLICATION
There is not service implication currently but the stove that has been purchased and is sitting at the facility would be great to get installed and the kitchen remodeled. Fire station 4 is our second oldest built facility and is located in the Fieldstone community. The men's locker rooms were remodeled two years back due to the size of the shower areas and bad water lines.

FY 2022 Program Enhancement Request Form

 HISTORIC FRANKLIN TENNESSEE	Intended Year:	2022	Department Priority:	2	of	4
	Department:	41320 PROJECT AND FACILITIES MANAGEMENT				
	Division:	Administration				
	FranklinForward Theme:	An Effective and Fiscally Sound City Government Providing High Quality Service				
	Title:	Remodel of Station 3 Men's Shower and Bath Space				

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
			\$0
			\$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	\$0	\$0	\$0
Expenses			
82660 BUILDING REPAIR & MAINTENANCE SERVICES	\$25,000		\$25,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$25,000	\$0	\$25,000

PURPOSE / DESCRIPTION OF REQUEST

Fire Station 3 is the first station that the City of Franklin built back in 1994 and is the oldest new structure built with Station 2 that went in to operation prior but in a modified residence. Station 3 is in need to what we have done to the facilities that are the same plan (1 and 4) to enlarge the bathing and privacy areas of the shower. Currently staff showers in the decon room and women's restroom at times due to size of the showers and privacy. These are old corner fiberglass type units that only allow minimal movement within and no real privacy while entering or leaving the shower.

SERVICE IMPLICATION

Staff continues to shower in the current space and other locations. To my knowledge there is no fixture problems that are requiring removal of the showers to repair. The need is just there for the staff of the facility.

FY 2022 Program Enhancement Request Form



HISTORIC
FRANKLIN
TENNESSEE

Intended Year:

2022

Department Priority:

3

of

4

Department:

41320 PROJECT AND FACILITIES MANAGEMENT

Division:

Administration

FranklinForward Theme:

An Effective and Fiscally Sound City Government Providing High Quality Service

Title:

TORO Grandstand Multi Unit Mower Winter Clearing Unit

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
			\$0
			\$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	\$0	\$0	\$0
Expenses			
83500 EQUIPMENT (<\$25,000)	\$17,675		\$17,675
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$17,675	\$0	\$17,675

PURPOSE / DESCRIPTION OF REQUEST

Every winter it seems that we have an event that we wish we had either a snow sweeper, snow plow and this year a snow plow. Every winter I say we need to get us something to help with PD's walkways, upper parking deck and especially the ramp and then the sidewalks around City Hall and the sidewalks of downtown Franklin. This is a unit that not only faculties can use during the winter months but all streets could use. Streets downtown crew could you to assist in cutting and taking care of the surround areas in times of warmth. In the times of cold the unit would be stored at the 2nd ave parking garage for use in not only sweeping and cleaning of leaves around but when we have a ice, sleet or snow event with the simple change out of an accessory. This unit when not cutting the deck can be removed and any of eight different units can be added to assist in keeping our downtown area neat and clean along with PD.

SERVICE IMPLICATION

This is an item that I have discussed with Steve Grubb that they could use in the grass and leaf season but leave at City Hall for winter events and that they could use as well for cleaning sidewalks in the downtown corridor. Streets and Facilities could share the cost of the unit if it were possible to purchase such a piece of equipment

FY 2022 Program Enhancement Request Form

 HISTORIC FRANKLIN TENNESSEE	Intended Year:	2022	Department Priority:	4	of	4
	Department:	41320 PROJECT AND FACILITIES MANAGEMENT				
	Division:	Administration				
	FranklinForward Theme:	An Effective and Fiscally Sound City Government Providing High Quality Service				
	Title:	Waterproof and Joint repairs 2nd and 4th Ave Garages				

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING			
Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
			\$0
			\$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	\$0		\$0
Expenses			
82660 BUILDING REPAIR & MAINTENANCE SERVICES		\$40,000	\$40,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL		\$40,000	\$40,000

PURPOSE / DESCRIPTION OF REQUEST
Over the last few years the parking garages have seen more traffic and use with the popularity of The City of Franklin. As the Fourth Ave garage does not seem to be suffering as badly Second Ave has more leaks and joints falling apart each year. In the cold months with failing waterproofing and sealants and moisture getting into the joints this can cause damage to the slabs. The garage at 2nd is probably the worst with water running from the top deck all the way down as it enters the main joints between slabs and transition locations. ABG Waterproofing had a proposal a few years back to rework these transition areas but since then expansion joint sealant and backer rods have begun to fail and fall out. Both garages are in need of maintenance regarding moisture but not as bad as Second Avenue.

SERVICE IMPLICATION
Failure to approve could cause the precast concrete to crack or separate at areas that water intrusion is happening and then freezing. With heavy amounts of moisture and a longer time of freezing slabs can actually move causing more joints to open causing more leaks to occur. The amount is a budget number that looks high and is based on two bids I had a few years ago at roughly Twenty Thousand. This price alone was for just reworking five of the transition areas in the second avenue garage.



File #: 21-01746

DATE: February 11, 2021
TO: Budget & Finance Committee
FROM: Jason Potts, Asst. IT Director of Infrastructure and Administration
SUBJECT:

Budget Presentation - Information Technology

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the Information Technology Department budget request for FY 2021-2022.

BACKGROUND/STAFF COMMENTS:

Each year, the Budget & Finance Committee reviews the detailed budget of each City Department. At the meetings in February, March, and April, departmental staff makes a presentation of the plans for the next budget cycle and the requested funding for those anticipated needs. This provides the Committee with an idea of the size and scope of budget requests that may be included in the City Administrator's proposed budget, which is typically delivered at the May committee meeting.

FINANCIAL IMPACT:

The financial impact varies by department, depending on the increase in population, the required services, equipment replacement needs, and program enhancements.

RECOMMENDATION:

Staff recommends that the Budget & Finance Committee acknowledge the presentation of the Information Technology department budget request.



City of Franklin, Tennessee
FY 2022 Operating Budget Request

Information Technology

Jason Potts, Director



City of Franklin, Tennessee - FY 2022 Budget Request

Information Technology

Slide 2

Outline

- Purpose of Department
- COVID Response
- Organization Chart
- Base Budget
- Program Enhancements
- Summary



City of Franklin, Tennessee - FY 2022 Budget Request

Information Technology

Slide 3

Purpose of Department

To provide innovative, reliable, and secure technology solutions that are aligned with City of Franklin's goals and objectives to enhance city services. Information Technology (IT) is focused on providing professional and prompt service to our community by strengthening the City of Franklin's technology infrastructure, and delivering innovative solutions that meet our city's needs and goals.

COVID-19 Response & Impact

COVID-19 increased the Information Technology (IT) Department's workflow as we gathered details and materials and deployed resources to staff to allow for remote work for those employees whose position permitted this functionality. We worked to maintain the secure transfer of data from all remote and onsite sources and enabled the City offices, the staff, and our citizens to stay connected while apart. Specifically, the department focused on:

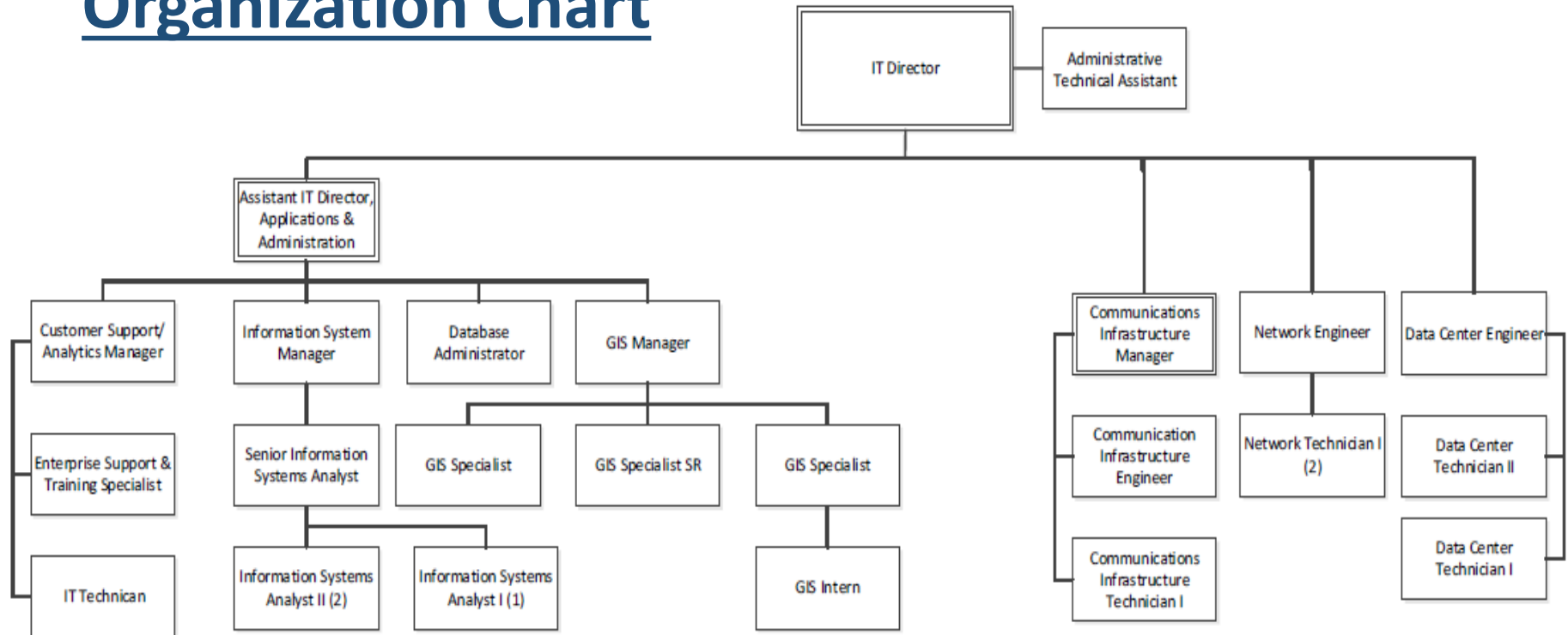
- Adapting business processes for operations virtually**
- Prioritizing and enhancing Emergency Services response for City team**
- Conducting security and operational assessments for increases in virtual environment**
- Training for colleagues and departments to adapt to electronic/virtual processes**

City of Franklin, Tennessee - FY 2022 Budget Request

Information Technology

Slide 5

Organization Chart





City of Franklin, Tennessee - FY 2022 Budget Request

Information Technology

Slide 6

Budget Request: Personnel

FY 2021: \$2,459,198

FY 2022: \$2,545,228

Difference: Increase of \$86,031 or 3.5%

Personnel: Same Staffing (25 Full-Time, 1 Part-time – all budgeted and authorized) as current year; increases attributable to higher benefit and pension costs.

Budget Request: Operations

FY 2021: \$1,318,244

FY 2022: \$1,635,150

Difference: Increase of \$316,906 or 24.0%

- **Operations: Majority of increase in Contractual Services (\$300,359). Reasons:**
 - **Restoration of cuts from FY 2021: \$75,000**
 - **Shift of software programs in other departments to IT: \$100,000**
 - **Contractual (inflationary) increases in software licensing: \$125,000**

City of Franklin, Tennessee - FY 2022 Budget Request

Information Technology

Slide 8

Program Enhancement Requests

<u>Priority</u>	<u>Request</u>	<u>Compensation</u>	<u>Benefits</u>	<u>Expenses</u>	<u>Total</u>
Information Technology					
1	Annual Technology Security Assessment	\$ -	\$ -	\$ 25,000	\$ 25,000
2	UCS Server Replacement	\$ -	\$ -	\$ 148,000	\$ 148,000
3	Wireless Access Points	\$ -	\$ -	\$ 37,000	\$ 37,000
4	Physical Security	\$ -	\$ -	\$ 100,000	\$ 100,000
5	Emergency Services - Internet, and SIP, and Cellular	\$ -	\$ -	\$ 51,750	\$ 51,750
6	Core Network Gear Public Works	\$ -	\$ -	\$ 117,000	\$ 117,000
7	Police Building IDF Switches	\$ -	\$ -	\$ 40,000	\$ 40,000
8	Traffic Intersection Network Switches	\$ -	\$ -	\$ 50,000	\$ 50,000
9	Network Time Appliance	\$ -	\$ -	\$ 6,500	\$ 6,500
10	Cargo Van	\$ -	\$ -	\$ 42,300	\$ 42,300
Total		\$ -	\$ -	\$ 617,550	\$ 617,550
		<u>Compensation</u>	<u>Benefits</u>	<u>Expenses</u>	<u>Total</u>
Total G/F Requests		\$ -	\$ -	\$ 617,550	\$ 617,550



City of Franklin, Tennessee - FY 2022 Budget Request

Information Technology

Slide 9

Summary

The Information Technology (IT) Department's mission is to provide innovative, reliable and secure technology solutions that are aligned with City of Franklin's goals and objectives to enhance City services. Our vision requires IT to focus on providing professional and prompt service to our community by strengthening the City's technology infrastructure and delivering useful solutions that meet Franklin's needs and goals. We look forward to assisting our employees and providing the tools our City needs to grow in FY 2022 and beyond.



City of Franklin, Tennessee

FY 2022 Operating Budget

Information Technology

Jason Potts, Director

Budget Summary

	2019	2020	2021		2022	2021 v. 2022	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	2,246,342	2,418,277	2,459,198	2,383,495	2,545,228	86,031	3.5%
Operations	1,968,465	1,417,319	1,318,244	1,200,796	1,635,150	316,906	24.0%
Capital	39,762	0	0	0	0	0	0.0%
Total	4,254,569	3,835,596	3,777,442	3,584,291	4,180,378	402,936	10.7%

Departmental Mission:

To provide innovative, reliable, and secure technology solutions that are aligned with City of Franklin's goals and objectives to enhance City services.

Departmental Vision:

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

Departmental Summary

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- Adapting business processes for operations virtually
- Prioritizing and enhancing Emergency Services response for City team
- Conducting security and operational assessments for increase in virtual environment
- Training for colleagues and departments to adapt to electronic/virtual processes



City of Franklin, Tennessee

FY 2022 Operating Budget

Performance Measures

The City of Franklin has established **FranklinForward : A Vision for 2033**. This Strategic Plan has specific and demonstrable objectives for each department which, when achieved individually, will cohesively move Franklin forward to meet the challenges and demands of the future.

Each budget has a series of performance measures and benchmarks attached to it which demonstrate the workload, effectiveness and outcome of taxpayer support for the annual operations of the City of Franklin and its pursuit of the goals of the Strategic Plan. Together, these measures demonstrate a proper and diligent use of taxpayer dollars in the pursuit of a greater community.



FranklinForward : A Vision for 2033 | Objectives for Developing a Strategic Plan

Related Theme: An Effective and Fiscally Sound City Government Providing High Quality Service

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

Citizens will have online access to city services.

Goal: To enhance online services for citizens.

Baseline: Total Citizen interactions through online portal / fiscal year

Key:	
Strategic Plan: FranklinForward	
Sustainable Franklin	
Benchmarking Alliance of Tennessee	

Note: Measures shown herein are being revised. While the data is correct, new targets are being developed with the cooperation of Information Technology and the Finance Department to set more appropriate performance measures.

Workload (Output) Measures

	2018	2019	2020	2021*	2022*
Number of Budgeted Positions Full-Time	22	23	24	25	25
Benchmarking Alliance of Tennessee Average	TBD	TBD	TBD	TBD	TBD
Number of ArcMap Licenses -GIS	79	81	TBD	TBD	TBD
Number of 800 MHz Radios (Motorola)	1010	1600 (COF 450)	TBD	TBD	TBD
Number of Cell Phones (Verizon Wireless)	317	332	TBD	TBD	TBD
Number of Cell Phones Recycled	113	98	TBD	TBD	TBD
Number of Wireless Lines (Verizon Wireless)	588	753	TBD	TBD	TBD
Number of Active User Extensions -Phone System (Cisco)	800	800	TBD	TBD	TBD
Number of Desktop Computers	420	400	TBD	TBD	TBD
Number of Laptops	440	450	TBD	TBD	TBD
Number of Servers	16(99)	16(100)	TBD	TBD	TBD



City of Franklin, Tennessee

FY 2022 Operating Budget

Performance Measures

Number of Servers Virtualized	99	100	TBD	TBD	TBD
Help Desk / HelpStar Requests by Category:					
800 MHz Radios	24	132	TBD	TBD	TBD
Financial Applications	115	128	TBD	TBD	TBD
FIRE -Computer Technology	129	188	TBD	TBD	TBD
GIS	34	63	TBD	TBD	TBD
Hardware	405	462	TBD	TBD	TBD
Phones	112	361	TBD	TBD	TBD
Police - Computer Technology	481	456	TBD	TBD	TBD
Printers	104	104	TBD	TBD	TBD
Software	1156	1155	TBD	TBD	TBD
TriTech	0	11	TBD	TBD	TBD
Web Related	20	90	TBD	TBD	TBD
Total number of Help desk requests received					
Benchmarking Alliance of Tennessee Average	TBD	TBD	TBD	TBD	TBD
Total Active Calls:	1900000	New System, partial data: 52,868	TBD	TBD	TBD
Duration:	6450:00:00 (hours/minutes/seconds)	New System, partial data: 138:30:53	TBD	TBD	TBD
Total Push to Talks:	4,500,000	New System, partial data: 47,724	TBD	TBD	TBD
Average Voice Call Duration:	0:00:14 (seconds)	New System, partial data: 0:00:09 (seconds)	TBD	TBD	TBD

Efficiency Measures

	2018	2019	2020	2021*	2022*
TBD	TBD	TBD	TBD	TBD	TBD

Outcome (Effectiveness) Measures

	2018	2019	2020	2021*	2022*
Total Citizen Interactions through Online Portal (per fiscal year)	TBD	TBD	TBD	TBD	TBD
Target	TBD	TBD	TBD	TBD	TBD
Meets Target?	TBD	TBD	TBD	TBD	TBD

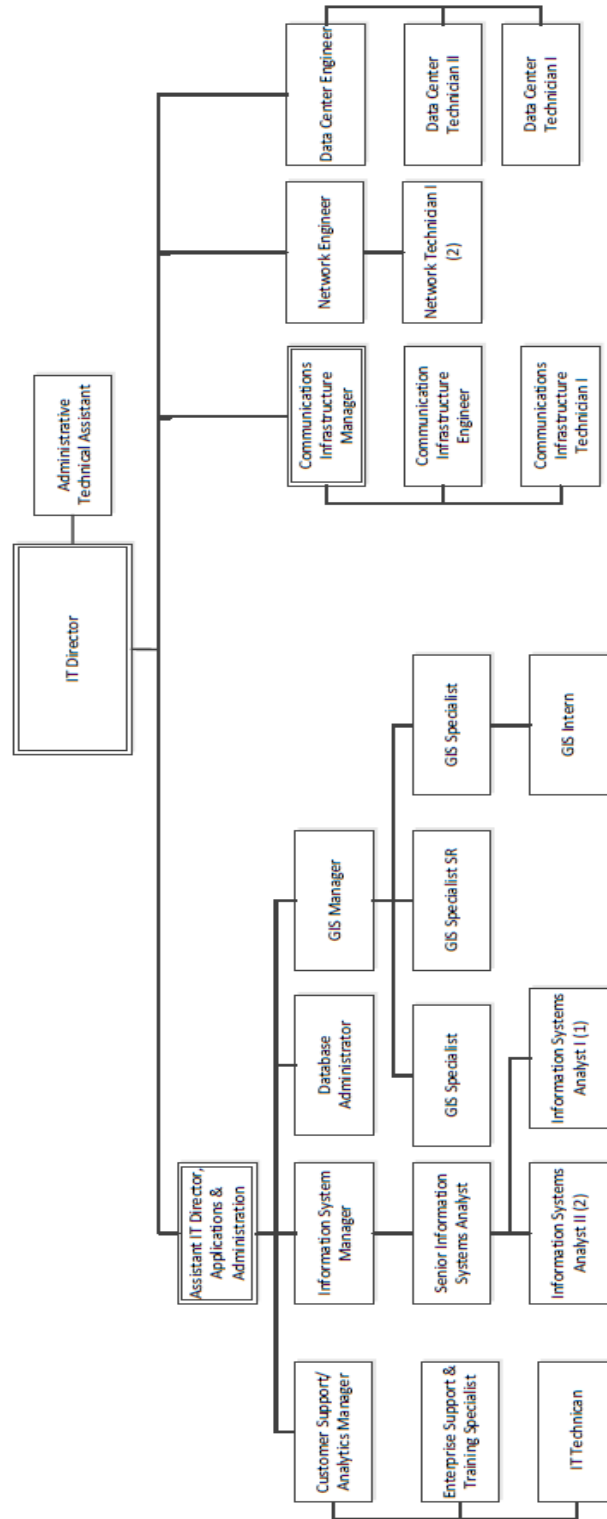
* 2021 & 2022 data estimated



City of Franklin, Tennessee

FY 2022 Operating Budget

Organizational Chart



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



City of Franklin, Tennessee

FY 2022 Operating Budget

Staffing by Position

Budgeted Positions	Pay Grade	FY 2018		FY 2019		FY 2020		FY 2021		FY 2022	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Info Technology Director	Grade M	1	0	1	0	1	0	1	0	1	0
Asst. IT Director - Applications & Admin.	Grade L	0	0	0	0	0	0	1	0	1	0
Asst. IT Director, Infrastructure & Admin	Grade L	1	0	1	0	1	0	0	0	0	0
Asst. IT Director, Applications	Grade L	1	0	1	0	1	0	0	0	0	0
Database Administrator	Grade J	0	0	0	0	0	0	1	0	1	0
Customer Support/Analytics Manager	Grade J	1	0	1	0	1	0	1	0	1	0
Information Systems Manager	Grade J	0	0	0	0	0	0	1	0	1	0
System/Database Manager	Grade J	1	0	1	0	1	0	0	0	0	0
Communications Infrastructure Manager	Grade J	1	0	1	0	1	0	1	0	1	0
GIS Manager	Grade J	1	0	1	0	1	0	1	0	1	0
Network Engineer	Grade I	1	0	1	0	1	0	1	0	1	0
Data Center Engineer	Grade I	1	0	1	0	1	0	1	0	1	0
Senior Information Systems Analyst	Grade I	1	0	1	0	1	0	1	0	1	0
Information Systems Analyst II	Grade H	2	0	2	0	2	0	2	0	2	0
Communication Infrastructure Engineer	Grade H	0	0	0	0	1	0	1	0	1	0
GIS Specialist Sr	Grade G	1	0	1	0	1	0	1	0	1	0
Enterprise Support & Training Specialist	Grade G	1	0	1	0	1	0	1	0	1	0
Information Systems Analyst I	Grade G	1	0	1	0	1	0	1	0	1	0
Communications Infrastructure Tech II	Grade G	1	0	1	0	0	0	0	0	0	0
Data Center Technician II	Grade G	0	0	0	0	1	0	1	0	1	0
Data Center Technician I	Grade F	1	0	1	0	0	0	1	0	1	0
Communications Infrastructure Tech I	Grade F	0	0	1	0	1	0	1	0	1	0
Network Technician I	Grade F	2	1	2	0	2	0	2	0	2	0
GIS Specialist	Grade F	1	0	1	0	2	0	2	0	2	0
GPS/GIS Technician	Grade E	1	0	1	0	0	0	0	0	0	0
Administrative Technical Assistant	Grade E	0	0	0	0	0	0	1	0	1	0
IT Help Desk Administrator	Grade E	1	0	1	0	1	0	0	0	0	0
IT Technician	Grade E	0	0	0	0	1	0	1	0	1	0
GIS Intern	Intern	0	1	0	1	0	1	0	1	0	1
Sub-Total Budgeted Positions		22	2	23	1	24	1	25	1	25	1
Total Authorized Positions		22	2	23	1	24	1	25	1	25	1



City of Franklin, Tennessee

FY 2022 Operating Budget

Budget

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference \$	%
Personnel							
Salaries & Wages	1,750,272	1,856,240	1,857,893	1,757,754	1,877,365	19,472	1.0%
Employee Benefits	496,070	562,037	601,305	625,741	667,863	66,558	11.1%
Total Personnel	2,246,342	2,418,277	2,459,198	2,383,495	2,545,228	86,031	3.5%
Operations							
Transportation Services	604	698	750	150	785	35	4.7%
Operating Services	516	978	835	830	875	40	4.8%
Notices, Subscriptions, etc.	1,738	84,413	1,602	6,300	1,737	135	8.4%
Utilities	79,210	48,485	55,274	65,343	63,190	7,916	14.3%
Contractual Services	1,750,197	1,439,012	1,823,612	1,779,735	2,123,971	300,359	16.5%
Repair & Maintenance Services	4,740	2,642	11,200	13,700	11,000	(200)	-1.8%
Employee programs	10,030	17,375	20,200	19,000	20,200	-	0.0%
Professional Development/Travel	25,032	22,850	32,700	6,000	33,700	1,000	3.1%
Office Supplies	7,151	7,171	9,700	5,750	9,700	-	0.0%
Operating Supplies	3,392	2,173	3,700	1,000	3,700	-	0.0%
Fuel & Mileage	2,715	1,465	3,200	600	3,200	-	0.0%
Machinery & Equipment (<\$25,000)	170,965	348,402	145,000	169,100	178,000	33,000	22.8%
Repair & Maintenance Supplies	76,185	68,183	121,300	56,062	121,300	-	0.0%
Property & Liability Costs	37,798	36,759	42,055	34,110	35,814	(6,241)	-14.8%
Rentals	715	-	1,000	-	1,000	-	0.0%
Other Business Expenses	419	-	3,000	-	3,000	-	0.0%
Debt Service and Lease Payments	107,175	-	-	-	-	-	0.0%
Interfund Reimbursements	(310,167)	(663,287)	(956,884)	(956,884)	(976,022)	(19,138)	2.0%
Total Operations	1,968,465	1,417,319	1,318,244	1,200,796	1,635,150	316,906	24.0%
Machinery & Equipment (>\$25,000)	39,762	-	-	-	-	-	0.0%
Capital	39,762	-	-	-	-	-	0.0%
Total Information Technology	4,254,569	3,835,596	3,777,442	3,584,291	4,180,378	402,936	10.7%

Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	Personnel									
I=	81110 REGULAR PAY	1,690,956	1,807,569	1,798,396	1,852,542	1,230,907	1,705,550	1,873,560	1,967,238	2,065,600
-	81120 OVERTIME PAY	40,447	19,000	50,891	19,000	38,703	52,204	19,380	20,349	21,366
+	81150 TEMPORARY WORK BY NON-CITY EMPLOYEES	18,869	10,000	6,953	50,000			50,000	50,000	50,000
	1 various	18,869	50,000	6,953	50,000			50,000	50,000	50,000
	2 DBA									
	3 Tech Writer									
	4 Adjustments from Workbooks		(40,000)							
	5 Line Item 5									
	* Amount missing from detail									
	81199 VACANCY ADJUSTMENT		(60,618)		(63,649)			(65,575)	(68,853)	(72,296)
=	XWAGE TOTAL WAGES	1,750,272	1,775,951	1,856,240	1,857,893	1,269,610	1,757,754	1,877,365	1,968,734	2,064,670
=	81410 FICA (EMPLOYER'S SHARE)	127,384	131,901	136,225	132,512	93,692	134,468	144,810	152,051	159,653
=	81420 MEDICAL PREMIUMS - ACTIVE EEs/COBRA	256,945	298,082	295,273	316,546	153,254	309,489	352,426	387,669	426,435
	81422 NEAR-SITE CLINIC (URGENT TEAM)					5,143	8,488	8,488	8,488	8,488
-	81425 VISION PREMIUMS	1,684	1,549	1,805	1,590	871	1,763	2,152	2,367	2,604
=	81430 DENTAL INSURANCE PREMIUMS	22,116	27,364	22,969	23,600	6,005	12,535	15,085	15,839	16,631
	81431 FSA ADMINISTRATION					170	192	192	192	192
=	81433 GROUP INSURANCE PREMIUMS					7,248	9,607	10,943	11,490	12,065
=	81440 EE HEALTH INSURANCE CONTRIBUTIONS	(57,972)	(60,488)	(59,852)	(66,631)	(35,137)	(48,417)	(61,693)	(67,245)	(73,297)
	81441 CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT	1,200		4,400	2,000		2,000	2,000	2,000	2,000
=	81443 EE DENTAL INSURANCE CONTRIBUTIONS					(4,381)	(6,088)	(8,455)	(8,878)	(9,322)
-	81444 EE VISION INSURANCE CONTRIBUTIONS					(217)	(300)	(408)	(428)	(450)
I	81450 RETIREMENT CONTRIBUTIONS	110,410	126,023	128,034	155,597	119,452	163,967	149,873	164,860	181,346
	81455 DEFERRED COMP MATCH	33,803	34,892	23,368	18,012	13,746	18,983	18,511	19,437	20,408
	81456 TCRS CONTRIBUTIONS (CITY)			9,362	17,449	9,786	13,465	33,278	36,606	40,266
	81470 WORKERS COMPENSATION PREMIUMS	500	688	453	630	5,133	5,589	662	695	730
=	XBEN TOTAL BENEFITS	496,070	560,011	562,037	601,305	374,765	625,741	667,863	725,143	787,749
=	XPER TOTAL PERSONNEL	2,246,342	2,335,962	2,418,277	2,459,198	1,644,375	2,383,495	2,545,228	2,693,877	2,852,419
	Operations									
	82110 MAILING & OUTBOUND SHIPPING SERVICES	559	750	628	700	62	150	735	772	810
	82120 FREIGHT FOR INBOUND PURCHASED ITEMS		100	25	50			50	50	50
	82130 VEHICLE LICENSES & TITLES	45		45						
=	XTRC TOTAL TRANSPORTATION CHARGES	604	850	698	750	62	150	785	822	860
	82210 PRINTING & COPYING SERVICES, OUTSOURCED	36		106	125		100	130	130	130
	82245 FINGERPRINTING FEES	35	120	70	100		120	108	116	124
	82250 TESTING & PHYSICALS	358	340	726	534	15	534	561	589	618
	82299 OTHER OPERATING SERVICES	87		76	76		76	76	76	76
=	XOPSV TOTAL OPERATING SERVICES	516	460	978	835	15	830	875	911	948
	82310 LEGAL NOTICES		150		150			150	150	150
+	82350 DUES FOR MEMBERSHIPS	1,714	1,500	1,110	1,352	830	1,300	1,487	1,636	1,800
	1 Various	1,714	2,000	830	1,352		1,300	1,487	1,636	1,800
	2 Adjustments from Workbooks		(500)	280		830				
	* Amount missing from detail									
	82371 EMERGENCY RELIEF	24		83,303		3,667	5,000			

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	82390	PUBLICATIONS, NON-TRAINING		200		100			100	100	100
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	1,738	1,850	84,413	1,602	4,497	6,300	1,737	1,886	2,050
	82410	ELECTRIC SERVICE	53,948	47,500	15,602	22,800	13,822	24,247	23,940	25,137	26,394
	82450	TELEPHONE SERVICE	2,688	2,200	2,765	2,870	1,650	2,805	3,014	3,164	3,322
	82455	CELLULAR TELEPHONE SERVICE	15,427	18,000	15,616	15,840	8,457	14,457	16,236	16,642	17,058
	82470	INTERNET & RELATED SERVICES	7,147	500	14,502	13,764	17,068	23,834	20,000	20,000	20,000
	82483	CONNECTION CHARGES		400							
=	XUTIL	TOTAL UTILITIES	79,210	68,600	48,485	55,274	40,997	65,343	63,190	64,943	66,774
	82510	COMPUTER SERVICES	1,544,323	1,494,500	1,352,180	1,707,112	1,432,952	1,702,735	1,892,471	1,924,745	1,971,578
+	01	various	1,544,323	57,000		57,000	7,780	4,271			20,000
I	03	Motorola (800 MHz radio software)		50,000		50,000		30,000	50,000	50,000	50,000
	04	Infor Public Sector (asset management system) 9/17-9/16 yearly		275,000	270,671	285,000	58,501	58,501	260,000	270,000	280,000
	05	Microsoft Enterprise Application (operating system software {Dell})		330,000	321,916	330,000	324,003	324,003	350,000	350,000	350,000
	07	Networking Gear Maint (SmartNet		90,000		90,000	94,056	94,056	110,000	120,000	130,000
	08	ESRI (GIS software system)		65,000	51,000	56,100	55,000	55,000	60,000	60,500	60,500
	100	Wufoo.com- In-lace training req form-renews 11/2 ea year							359	370	381
	101	Presidio - Webex license/renewal - 9/20-9/19 yearly					6,645	6,645			
I	102	EMS Technology Solutions - Operative IQ (Fire Software)							11,866	12,222	12,588
I	103	Tyler Technologies Brazos E-citation (Rev. Mgt & PD)							35,000	35,000	35,000
	104	Presidio - AppSpace (AS-OMNI-C-CL) 8/26-7/25/21 initial					9,937	9,937			
	105	Zoom.us					280	280			
	106	TeamViewer GMGHUS					2,900	2,900			
	107	Cadient (HR Software)					4,200	4,200	17,000	17,000	17,000
	108	Valimail (security subscription)							10,000	10,000	10,000
	109	DocuSign							23,000	25,000	25,000
	11	Hyland - OnBase (document imaging software)		35,000	33,947	35,000	33,947	33,947	35,000	35,000	35,000
	110	Informacast Fusion							11,600	11,600	11,600
	111	Winthrop Enhancement - COMP. RESOURCES - 6/30-6/30 yearly					900	900			
	112	Duncan Parnell - GPS Hardware Upgrade					9,706	9,706			
	114	Lynda.com Inc.					375	375			
	115	Presidio - VEEAM Availability Suite Enter - 8/6-8/5					6,156	6,156			
	116	INFOR Hansen 8 8/15-8/14 yearly					188,151	188,151			
	117	Miscellaneous Credit Transactions					(2,130)	(2,130)			
I	118	INFOR					17,894	17,894			
	119	EMERGENT, LLC - ADOBE - 9/1-8/31					14,860	14,860			
	120	INFOR - AD HOC Services					2,578	2,578			
	121	INFOR - IPS Elec. Billing					27,265	27,265			
	122	INFOR - PAYMENT GATEWAY					15,010	15,010			
	123	VEEAM AVAIL-TY SUITE Renewal 7/24-7/23 yearly					9,837	9,837			
	124	Webex Spark Meeting Renewal 9/20-9/19					9,230	9,230			
	125	INFOR - Cloudsuite					31,000	31,000			
	126	Nearmap					9,950	9,950			
	127	Crywolf Web Page Lic. Fee (CentralSquare/Pub Safe Corp)					7,308	7,308			
	128	Valimail - Enforce Volume					8,750	8,750			
	129	Presidio - Genetec Advantage Camera					3,981	3,981			
	13	LGA (Local Government current revenue management software)		25,000	25,272	5,000	26,973	26,973	25,000	25,000	25,000
	14	Presidio - Virtualization (VMWare) - 8/1-8/1 yearly		27,000	627	27,000	22,799	22,799	27,000	27,000	27,000
	15	IronPort (all devices - WSA & SMA)		85,000		85,000		85,000	40,000	40,000	40,000
	17	Trend Micro (desktop and laptop anti-virus software) (UNICO 11/19/XX-11/20/XX)		7,700	7,710	7,710	6,960	6,960	8,000	8,000	8,000
	20	HelpStar (help desk software)		7,000		7,000	8,702	8,702	12,000	12,000	12,000
	21	Xmedius (faxing software)		4,000	4,054	4,054		4,054	4,104	4,158	4,158
	22	Neustar (see 82470)					Budget & Finance Committee - April 8, 2021 Page 8				
	23	Solar Winds (network management software!)		3,000		3,000		3,000			

Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
24	Net Motion		15,000		15,000		15,000			
27	Presidio: Quest Active Administrator & Security Explorer		4,800		4,800	4,288	4,288	4,800	4,800	4,800
29	APC Service Agreement (MISSION CRITICAL) FY20: 2020-67		36,000	53,932	54,000	27,007	27,007	30,000	30,000	30,000
30	Fluke (Magnet)		15,000		15,000		15,000	15,000	15,000	15,000
31	Trimble		2,000		2,000		2,000	2,000	2,000	2,000
32	LP360		1,400	1,398	1,400		1,400	1,400	1,400	1,400
33	ArcPad		1,000		1,000		1,000	1,000	1,000	1,000
34	Metro E Internet Service		65,000		65,000		65,000	65,000	65,000	65,000
36	PD TriTech Software (INFORM RMS 2014-0316 5% RENEWAL INC)		105,000	73,943	77,640	77,431	77,431	81,522	85,598	85,598
37	PD Flat Earth		2,500	1,780	2,352		2,400			
38	PD Diverse		1,400		1,400	1,040	1,040	4,450	4,450	4,450
40	PD AOT Public		6,200		6,200		6,200			
41	PD Crime Reports (Motorola Solutions)7/12-7/11 yearly		1,100	3,588	3,588	7,176	7,176	3,588	3,588	3,588
44	PD Arbitrator (vendor: Insight Public Sector)		17,000	8,343	10,000					
46	See 82620 Trimble Warranty		4,500							
47	Microsoft Tru-up		5,000		5,000			5,000	5,000	5,000
48	SHI International - SolarWinds (Application Monitoring) 8/31-8/31 yearly		9,000		9,000	9,447	9,447	23,700	23,700	23,700
49	Presidio - Veeam (Backup Software) -		3,500	8,546	9,000	10,815	10,815	25,000	25,000	25,000
50	Presidio -FireEye - Renewal 8/1-7/31 yearly		30,000	21,242	22,304	21,242	21,242	23,419	24,590	24,590
53	Everbridge Notification System(reimb Williamson Co)			15,400	15,400	15,400	15,400	15,400	15,400	15,400
54	ISP Internet Circuit		15,600		15,600			15,600	15,600	15,600
55	Kronos - Dimension TimeKeeping, Cloud Hosting (HR) TeleStaff (Fire) timeclock		88,000	57,709	67,148	85,921	85,921	118,000	120,000	123,000
56	Trakstar (Vendor: Insight Public Sector)		26,000	31,519	32,000	36,798	36,798	40,000	40,000	42,000
57	Microsoft Power BI		5,000		5,000					
58	Presidio - Nimble Storage Maint - 8/2-8/1 yearly renewal		14,000	13,594	14,000	13,593	13,593	14,000	14,000	14,000
59	CPAM Identiv (TEKLINKS/CSPIRE) WEB, BADGE		6,000	3,960	4,158		4,000	4,366	4,584	4,584
60	GoDaddy SSL Certs		500	800	800	1,260	1,260	3,000	3,000	3,000
61	Presidio - Syn-Apps - 8/1-7/31 yearly		6,000		6,000	918	1,000	6,000	6,000	6,000
62	TreeSize Pro		1,300		1,300			1,300	1,300	1,300
63	Presidio: Exagrid		8,000	8,124	8,200	8,366	8,366	13,000	13,000	13,200
64	Data Domain		5,500		5,500					
66	.GOV Renewal (2Domains/\$400/yr each)					800	800	800	800	800
67	Bluebeam		4,000		4,000			4,000	4,000	4,000
68	IntuVision (RENEWAL AND AD HOC SERVICES) 8/7-8/6		7,000	19,615	7,000	10,000	10,000	13,000	13,000	13,000
69	Presidio - Cradlepoint Router (SCADA) -		3,500	6,764	7,000	13,344	13,344			
70	FY 2020 PER - CAFROnline Service, VENDOR: THALES CONSULTING		3,000		3,000			3,000	3,000	3,000
71	FY 2020 PER - Paramount Workplace (Purchasing) Insight		26,000		6,000					
72	IDT - Citywide Web Service for Electronic Plan Review Software Renewal		24,000	22,000	24,000			24,000	24,000	24,000
73	RouteSmart (SES & Streets)		15,000		15,000			33,500	33,500	33,500
74	IDT Maintenance Renewal			3,267	3,500		3,300	3,500	3,500	3,500
75	IDT Service Portal Enhancement			1,200						
76	CAT BASE LICENSES (YEARLY CHARGE FROM BRADSHAW)			538	540	538	538	540	540	540
77	2 Factor Security Software (Identity Automation)			1,500		18,330	18,330	20,000	20,100	20,200
78	Nolan Enhancement Renewal (Computer Resources)			945	992	945	945	1,042	1,094	1,094
79	Greenshades Renewal (Computer Resources) 7/8-7/8 yearly			7,770	8,159	8,790	8,790	8,567	8,995	8,995
80	Computer Resources Support Services			1,958	3,000	101	1,000	3,000	3,000	3,000
81	Rockton Renewal (Computer Resources)			1,254	1,317	1,254	1,254	1,383	1,452	1,452
82	Crywolf (CentralSquare/Public Safety Corp)			7,435	7,807	7,807	7,807	9,300	9,300	9,300
83	Great Plains, eOne, Professional Adv. (Computer Resources)			23,701	24,886	23,701	23,701	24,000	24,000	24,000
84	Wellspring (Computer Resources)			115	121		121	127	133	133
85	Integrity Data Enhancement (Computer Resources)			2,000	2,100		2,000	2,205	2,315	2,315
86	Knowbe4 Security Awareness Training Subscription			6,988	7,000		7,000	7,000	7,000	7,000
87	GPSGATE (MY COMMERCE - DIGITAL RIVER)			2,389	2,400	1,537	1,537	2,400	2,400	2,400
88	Misc. Computer Services			2,653	3,000		3,100	3,100	3,100	3,100
89	PatchMyPC (Insight Public)			2,130	2,130		2,130	2,130	2,130	2,130

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	90	Mobile Connectivity - Cradlepoint			13,645	13,700		13,700	32,000	32,000	32,000
	91	LOKI PPK DGPS CORE & ASPSUITE (GEOCUE GROUP)			1,498	1,500	1,599	1,599	1,500	1,500	1,500
	92	ESSENTIAL SECURITY SOLUTIONS (PRESIDIO)			4,032	4,032		4,032			
	93	EDELIVERY VSM7 CAMERA LICENSES (PRESIDIO)			3,274	3,274		3,274			
	94	Adjustments from Workbooks		(150,000)	196,434	30,000					
	95	Actsoft 54 units @ \$21 per month / GPS software for City of Franklin vehicles							14,400	14,400	14,400
	96	ESO-Firehouse-2018-0207-9/1-8/31 ren. per. 3% inc. ea yr.							11,936	12,294	12,663
	97	ESO-Medical-2020-0026-4/14-4/13 ren. per. 3% inc. ea yr							12,872	13,258	13,656
	98	Locution-Alert Software-all stations-Feb-Jan ren. per.							31,525	31,525	31,525
	99	Target Solutions-Training Platform-2016-0045-5/31-5/30 ren. per. 2.5% yearly inc							15,170	15,549	15,938
	*	Amount missing from detail									
	82540	ENGINEERING SERVICES			646						
+	82550	AERIAL PHOTOGRAPHY / MAPPING SERVICES	86,400			30,000					
	1	Pictometry									
	2	Lidar	86,400			30,000					
	*	Amount missing from detail									
+	82560	CONSULTANT SERVICES	107,427	105,000	74,015	65,000	66,721	67,000	210,000	210,000	210,000
	1	Info-Tech									
	10	Enterprise Application (Infor)							75,000	75,000	75,000
	2	Network		15,000		15,000			15,000	15,000	15,000
	3	GIS		5,000		5,000			5,000	5,000	5,000
	4	IS		20,000		20,000			20,000	20,000	20,000
	5	Microsoft Technical Account Management		65,000		65,000			65,000	65,000	65,000
	6	OnBase									
	7	Various	107,427		74,015		66,721	67,000			
	8	FY 2019 PER - City-Wide Scanning Project		30,000		30,000			30,000	30,000	30,000
	9	Adjustments from Workbooks		(30,000)		(70,000)					
	*	Amount missing from detail									
+	82599	OTHER CONTRACTUAL SERVICES	12,047	14,500	12,171	21,500		10,000	21,500	21,500	21,500
	1	Middle Tennessee Electric Wi-Fi pole rental	12,047	14,000		14,000			14,000	14,000	14,000
	2	Tower Maintenance		7,500		7,500			7,500	7,500	7,500
	3	Various		(7,000)	12,171			10,000			
	*	Amount missing from detail									
=	XCTS	TOTAL CONTRACTUAL SERVICES	1,750,197	1,614,000	1,439,012	1,823,612	1,499,673	1,779,735	2,123,971	2,156,245	2,203,078
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	1,560	1,500	1,539	1,500	2,004	2,500	1,500	1,500	1,500
+	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	1,245	7,500	1,103	9,500	272	1,200	9,500	9,500	9,500
	1	Plotter Maintenance		1,500		1,500			1,500	1,500	1,500
	2	Konica Monthly Use	1,245	1,500		3,500			3,500	3,500	3,500
	3	Trimble Warranty		4,500		4,500			4,500	4,500	4,500
	4	Line Item 4			1,103		272	1,200			
	*	Amount missing from detail									
	82649	FIBER OPTIC SERVICE					9,985	10,000			
+	82660	BUILDING REPAIR & MAINTENANCE SERVICES	1,935	200		200					
	1	Line Item 1	1,935	200		200					
	*	Amount missing from detail									
	82699	OTHER REPAIR & MAINTENANCE SERVICES		500							
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	4,740	9,700	2,642	11,200	12,261	13,700	11,000	11,000	11,000
+	82780	TRAINING, OUTSIDE	9,970	20,000	17,125	20,000	2,646	12,000	20,000	20,000	20,000
	1	ESRI Classroom Training (ELA Renewal) - GIS									
	10	SANS									
	11	Urisa Leadership Academy - GIS Manager									
	12	Application Training		10,000	17,125	10,000			10,000	10,000	10,000
	2	Lynda.com Training Site - All IT	375								

Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
3	VB.Net Training - System Analyst									
4	Software Testing Training and Certification - App Project Leader									
5	Agile Testing Training - App Project Leader									
6	Government Chief Information Officer Certification Training - Asst IT Director									
7	Fiber Certification Training - 3 Telecom Techs									
8	SANS - 2 Network Techs									
9	Network Training - Infrastructure	9,595	10,000		10,000	2,646	12,000	10,000	10,000	10,000
*	Amount missing from detail									
82790	TRAINING, IN-HOUSE	60		250	200	6,650	7,000	200	200	200
= XEPG	TOTAL EMPLOYEE PROGRAMS	10,030	20,000	17,375	20,200	9,296	19,000	20,200	20,200	20,200
+ 82810	REGISTRATIONS	9,531	10,500	8,192	15,500	5,601	5,000	15,500	15,500	15,500
1	TN GIS User Group Conference - 3 GIS Employees		1,500		1,500			1,500	1,500	1,500
10	APCO Conference		500		500			500	500	500
11	Various	9,531		8,192		5,441	5,000			
12	Adjustments from Workbooks		(5,000)							
2	ESRI Technical Certification training - GIS Spec I									
3	Regional GIS Conference - Sr GIS Spec									
4	ESRI Annual Conference - GIS Manager/GIS Spec I									
5	FireHouse Conference - Software Analyst II		2,000		2,000			2,000	2,000	2,000
6	Inform Conference - Systems/DBA Manager		2,000		2,000			2,000	2,000	2,000
7	OnBase Annual Conference		3,000		3,000			3,000	3,000	3,000
8	SharePoint Conference		2,500		2,500			2,500	2,500	2,500
9	Tritech Conference		4,000		4,000	160		4,000	4,000	4,000
*	Amount missing from detail									
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	613	1,500	1,769	1,500		1,000	1,500	1,500	1,500
+ 82830	AIR TRAVEL	4,752	2,500	2,126	5,000			5,500	6,000	6,000
1	Various	4,752	4,500	357	5,000			5,500	6,000	6,000
2	Adjustments from Workbooks		(2,000)	1,769						
*	Amount missing from detail									
82840	LODGING	8,859	8,000	8,537	8,000			8,500	9,000	9,000
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	1,244	2,000	2,226	2,500			2,500	2,000	2,000
82890	OTHER TRAVEL EXPENSES	33	200		200			200	200	200
= XPD	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	25,032	24,700	22,850	32,700	5,601	6,000	33,700	34,200	34,200
83110	OFFICE SUPPLIES	6,011	7,000	6,025	7,000	2,827	5,000	7,000	7,000	7,000
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)		1,000		1,000			1,000	1,000	1,000
83130	EMPLOYEE BENEVOLENCE ITEMS	150	200		200			200	200	200
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	990	1,500	1,146	1,500	24	750	1,500	1,500	1,500
= XOFS	TOTAL OFFICE SUPPLIES	7,151	9,700	7,171	9,700	2,851	5,750	9,700	9,700	9,700
83210	TRAINING SUPPLIES		500		500			500	500	500
+ 83260	UNIFORMS PURCHASED	3,377	1,900	2,173	3,000	838	1,000	3,000	3,000	3,000
1	Various	3,377	3,000	1,159	3,000		1,000	3,000	3,000	3,000
2	Adjustments from Workbooks		(1,100)	1,014		838				
*	Amount missing from detail									
83299	OTHER OPERATING SUPPLIES	15	200		200			200	200	200
= XOPS	TOTAL OPERATING SUPPLIES	3,392	2,600	2,173	3,700	838	1,000	3,700	3,700	3,700
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	2,715	3,000	1,465	3,000	557	600	3,000	3,000	3,000
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)		200		200			200	200	200
= XFUEL	TOTAL FUEL & MILEAGE	2,715	3,200	1,465	3,200	557	600	3,200	3,200	3,200
83510	FURNITURE, FIXTURES (<\$25,000)	11,160	5,000	6,430	5,000	Budget & Finance Committee April 8, 2021				
+ 83530	MACHINERY & EQUIPMENT (<\$25,000)	5,773	10,000	675		997	1,000	5,000	5,000	5,000

Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
01	Fiber Trailer									
02	Fiber Supplies (tools, etc,) see fiber optic supply code 83649									
03	Work Bench Equipment									
04	Network cable supplies									
05	Konica MFD									
06	Various	5,773	10,000	675		997	1,000			
*	Amount missing from detail									
+ 83540	COMPUTER HARDWARE (<\$25,000)	137,220	186,000	337,127	140,000	160,997	161,000	173,000	173,000	173,000
01	EMC Additional Storage (PD SAN Wareable Storage)									
02	Server Replacments		30,000		30,000			30,000	30,000	30,000
03	Desktops & Laptops		30,000		30,000			32,000	32,000	32,000
04	KACE (PC maintenance appliance)									
05	Radios and Radio Equipment									
06	Cisco Switches		85,000		80,000			80,000	80,000	80,000
07	CallManager VOIP upgrade materials									
08	Base Station Upgrade									
09	GPS Unit									
10	Telephony DR									
11	Fluke Network Tester									
12	Various	137,220		192,102		34,552	34,555			
13	FY 2019 PER - Drone									
14	FY 2020 PER - Backup Internet Circuit		5,000							
15	FY 2020 PER - Traffic Switches Replacement		20,000							
16	FY 2020 PER - GIS Plotter		16,000	145,025		126,445	126,445			
17	IT Computer Hardware Replacement							31,000	31,000	31,000
*	Amount missing from detail									
+ 83550	COMPUTER SOFTWARE (<\$25,000)	16,812		4,170		7,045	7,100			
01	Mashal Sync Tool - GIS									
02	Xtools Extension for ArcGIS									
04	OnBase License									
05	Rockton - GP Extension									
06	Trend (laptop thumb drive encryption)									
07	TreeSize Pro (disk space managment software)									
08	Visual Studio									
09	OnBase Unity Platform									
10	CallManager Voice CUWL Licensing									
11	Various	16,812		4,170		5,789	7,100			
12	FY 2018 PER - OnBase Add-ons									
13	FY 2019 PER - Drone					1,256				
*	Amount missing from detail									
= XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	170,965	201,000	348,402	145,000	169,039	169,100	178,000	178,000	178,000
83610	VEHICLE PARTS & SUPPLIES		3,000		3,000			3,000	3,000	3,000
83620	EQUIPMENT PARTS & SUPPLIES	13,620	3,000	10,106	3,000	459	500	3,000	3,000	3,000
+ 83649	FIBER OPTIC SUPPLIES	62,565	100,000	58,077	110,000	18,978	55,562	110,000	110,000	110,000
1	Long Lane/Lula Lighting									
2	WWTP to Mack Hatcher/Harpeth River									
3	Hillsboro/Mack Hatcher to Mack Hatcher/Franklin Road									
4	Hillsboro Road/Mack Hatcher to FS4									
5	Tower Sites									
6	Future Growth		200,000		110,000			110,000	110,000	110,000
7	Various	62,565		16,375		13,416	50,000			
8	Adjustments from Workbooks		(100,000)	41,702		5,562	5,562			
*	Amount missing from detail									
Budget & Finance Committee - April 8, 2021 Page 12										
83660	BUILDING MAINTENANCE SUPPLIES		300		300			300	300	300

Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES				5,000			5,000	5,000	5,000
= XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	76,185	106,300	68,183	121,300	19,437	56,062	121,300	121,300	121,300
85110	PROPERTY INSURANCE	1,193	1,253	1,095	1,150	1,079	1,079	1,133	1,190	1,249
85111	FRAUD INSURANCE	3,136	3,293	2,926	3,457	3,364	3,364	3,532	3,708	3,894
85112	INLAND MARINE INSURANCE	18,160	19,068	18,382	19,301	18,621	18,621	19,552	20,530	21,556
85113	AUTO PHYSICAL DAMAGE	161	169	150	158	169	169	177	186	196
I 85115	LIABILITY INSURANCE	3,543	3,543	3,352	6,592	2,909	2,909	3,054	3,207	3,367
85116	E&O LIABILITY INSURANCE	7,383	7,752	6,701	7,036	3,665	3,665	3,848	4,041	4,243
85117	VEHICLE LIABILITY INSURANCE	1,322	1,388	1,335	1,402	1,705	1,705	1,790	1,880	1,974
85119	UMBRELLA LIABILITY	2,900	3,045	2,818	2,959	2,598	2,598	2,728	2,864	3,008
= XPLC	TOTAL PROPERTY & LIABILITY COSTS	37,798	39,511	36,759	42,055	34,111	34,110	35,814	37,606	39,487
85240	EQUIPMENT RENTAL & LEASES	715	1,000		1,000			1,000	1,000	1,000
= XRENT	TOTAL RENTALS	715	1,000		1,000			1,000	1,000	1,000
85310	PERMITS	50								
= XPERM	TOTAL PERMITS	50								
85990	MISCELLANEOUS	419	3,000		3,000			3,000	3,000	3,000
= XOBE	TOTAL OTHER BUSINESS EXPENSES	419	3,000		3,000			3,000	3,000	3,000
+ 86600	LEASE/LOAN PRINCIPAL	106,362								
01	Delage - Disaster Recovery Equipment									
02	US Bank Sch 1 - \$1.0 Technology Equipment									
03	US Bank Sch 1 - \$1.0 Technology Equipment									
04	US Bank Sch 2 - Technology Equipment									
05	BOA-Hardware									
06	2015 Chase - Infor UB Software									
07	2016 - IT Hardware (IPS/IDS Network Security Appliance & AeroFlex 3920)									
08	2016 - IT Software									
09	2017 - Disaster Recovery Hardware									
10	2017 - Data Domain Hardware									
11	2017 - Kuhl Cisco License									
12	2017 - Fire Eye Email Security									
13	2017 - Vehicle									
14	Line Item 14									
15	Line Item 15	106,362								
*	Amount missing from detail									
+ 86700	LEASE/LOAN INTEREST	813								
01	Delage - Disaster Recovery Equipment									
02	US Bank Sch 1 - \$1.0 Technology Equipment									
03	US Bank Sch 1 - \$1.0 Technology Equipment									
04	US Bank Sch 2 - Technology Equipment									
05	BOA-Hardware									
06	2015 Chase - Infor UB Software									
07	2016 - IT Hardware (IPS/IDS Network Security Appliance & AeroFlex 3920)									
08	2016 - IT Software									
09	2017 - Disaster Rcovery Hardware									
10	2017 - Data Domain Hardware									
11	2017 - Kuhl Cisco License									
12	2017 - FireEye Email Security									
13	2017 - Vehicle									

Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
14	Line Item 14									
15	Line Item 15	813								
*	Amount missing from detail									
= XDSV	TOTAL DEBT SERVICE	107,175								
87510	REIMB OF INTERFUND SERVICES	(310,167)	(667,739)	(663,287)	(956,884)	(717,663)	(956,884)	(976,022)	(995,542)	(1,015,543)
= XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(310,167)	(667,739)	(663,287)	(956,884)	(717,663)	(956,884)	(976,022)	(995,542)	(1,015,543)
= XOP	TOTAL OPERATIONS	1,968,465	1,438,732	1,417,319	1,318,244	1,081,572	1,200,796	1,635,150	1,652,171	1,682,954
	Capital									
+ 89540	COMPUTER HARDWARE (>\$25,000)	39,762	75,000							
1	Fiber Equipment (truck, trailer & tools)									
2	Fiber and fiber supplies									
3	EMC VNX Platform (replace SAN @ PD & DR)									
4	IPS/IDS Security Appliance									
5	FY 2018 PER - Nimble Storage									
6	FY 2019 PER - Wireless Controllers									
7	FY 2020 PER - VSOM Additional Nodes	39,762	75,000							
*	Amount missing from detail									
= XMEO	TOTAL MACHINERY & EQUIPMENT (>\$25,000)	39,762	75,000							
= XCAP	TOTAL CAPITAL	39,762	75,000							
= XTOT	TOTAL EXPENDITURES	4,254,569	3,849,694	3,835,596	3,777,442	2,725,947	3,584,291	4,180,378	4,346,048	4,535,373



City of Franklin, Tennessee

FY 2022 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Information Technology						
1	Annual Technology Security Assessment	\$ -	\$ -	\$ 25,000	\$ 25,000	
2	UCS Server Replacement	\$ -	\$ -	\$ 148,000	\$ 148,000	
3	Wireless Access Points	\$ -	\$ -	\$ 37,000	\$ 37,000	
4	Physical Security	\$ -	\$ -	\$ 100,000	\$ 100,000	
5	Emergency Services - Internet, and SIP, and Cellular	\$ -	\$ -	\$ 51,750	\$ 51,750	
6	Core Network Gear Public Works	\$ -	\$ -	\$ 117,000	\$ 117,000	
7	Police Building IDF Switches	\$ -	\$ -	\$ 40,000	\$ 40,000	
8	Traffic Intersection Network Switches	\$ -	\$ -	\$ 50,000	\$ 50,000	
9	Network Time Appliance	\$ -	\$ -	\$ 6,500	\$ 6,500	
10	Cargo Van	\$ -	\$ -	\$ 42,300	\$ 42,300	
Total		\$ -	\$ -	\$ 617,550	\$ 617,550	\$ -
		<u>Compensation</u>	<u>Benefits</u>	<u>Expenses</u>	<u>Total</u>	
Total G/F Requests		\$ -	\$ -	\$ 617,550	\$ 617,550	\$ -

FranklinForward Allocations

	A Safe, Clean, Livable City	\$ 201,750
	A Effective and Fiscally Sound City Government Providing High Quality Service	\$ 415,800
	Quality Life Experiences	\$ -
	Sustainable Growth & Economic Prosperity	\$ -
Totals		\$ 617,550

Traditional Allocations

	Personnel	\$ -
	Operations	\$ 113,750
	Equipment	\$ 503,800
	Capital	\$ -
Total		\$ 617,550

FY 2022 Program Enhancement Request Form

 HISTORIC FRANKLIN TENNESSEE	Intended Year:	2022	Department Priority:	1 of 10
	Department:	41350 INFORMATION TECHNOLOGY (IT)		
	Division:			
	FranklinForward Theme:	An Effective and Fiscally Sound City Government Providing High Quality Service		
Title:		Annual Technology Security Assessment		

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING			
Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
			\$0
			\$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	\$0	\$0	\$0
Expenses			
82560	\$25,000		\$25,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$25,000	\$0	\$25,000

PURPOSE / DESCRIPTION OF REQUEST
This program enhancement would provide an in depth security audit for our technology network (internal/external). It will identify potential vulnerabilities that attention in order to provide a more secure operating environment for COF staff, communications with Franklin citizens, and a secure location of electronic data.

SERVICE IMPLICATION

FY 2022 Program Enhancement Request Form



HISTORIC
FRANKLIN
TENNESSEE

Intended Year:

2022

Department Priority:

2

of

10

Department:

41350 INFORMATION TECHNOLOGY (IT)

Division:

Data Center

FranklinForward Theme:

An Effective and Fiscally Sound City Government Providing High Quality Service

Title:

UCS Server Replacement

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
			\$0
			\$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>			\$0
Expenses			
89540 COMPUTER HARDWARE (>\$25,000)	\$148,000		\$148,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$148,000	\$0	\$148,000

PURPOSE / DESCRIPTION OF REQUEST

This enhancement request will replace existing UCS server blades. These devices run all technical operations/applications needed for COF technical/electronic operations. These devices are at an end of support and life cycle from the manufacturer. Note: These devices were installed during our data center move to the Police building.

SERVICE IMPLICATION

To be able to continue support for our VMware environment and allow a necessary upgrade to the latest VMware version.

HISTORIC

FRANKLIN

TENNESSEE

Intended Year:

2022

Department:

41350 INFORMATION TECHNOLOGY (IT)

Division:

FranklinForward Theme:

An Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Wireless Access Points

Department Priority:

3

of

10

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
			\$0
			\$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	\$0	\$0	\$0
Expenses			
89540 COMPUTER HARDWARE (>\$25,000)	\$37,000		\$37,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$37,000	\$0	\$37,000

PURPOSE / DESCRIPTION OF REQUEST

This enahancement will replace wireless access points that are end of life and not supported by the manufacturer continuing forward. This will allow increased security configurations for network autentication for the access points.

SERVICE IMPLICATION

FY 2022 Program Enhancement Request Form



HISTORIC
FRANKLIN
TENNESSEE

Intended Year:

2022

Department Priority:

4

of

10

Department:

41350 INFORMATION TECHNOLOGY (IT)

Division:

FranklinForward Theme:

A Safe, Clean, Livable City

Title:

Physical Security

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
			\$0
			\$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	\$0	\$0	\$0
Expenses			
89540 COMPUTER HARDWARE (>\$25,000)	\$100,000		\$100,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$100,000	\$0	\$100,000

PURPOSE / DESCRIPTION OF REQUEST

This will convert all physical access to a single system. This solution is robust and secure. We currently have to manage access in three separate systems. This would enable us to migrate all other city buildings over to the Genetec System and be managed from one system interface. The Genetec system also has the ability to grant delegation options to staff for efficiency purposes.

SERVICE IMPLICATION

added security that we have an alternate path to make and receive phone calls and continue to operate without interruption to our citizens.

FY 2022 Program Enhancement Request Form

 HISTORIC FRANKLIN TENNESSEE	Intended Year:	2022	Department Priority:	5	of	10
	Department:	41350 INFORMATION TECHNOLOGY (IT)				
	Division:					
	FranklinForward Theme:	A Safe, Clean, Livable City				
	Title:	Emergency Services - Internet, and SIP, and Cellular				

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING			
Account Description	One-Time Cost ~	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
			\$0
			\$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	\$0	\$0	\$0
Expenses			
82455 CELLULAR TELEPHONE SERVICE	\$6,000	\$1,750	\$7,750
82450 TELEPHONE SERVICE		\$16,000	\$16,000
82470 INTERNET & RELATED SERVICES		\$28,000	\$28,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$6,000	\$45,750	\$51,750

PURPOSE / DESCRIPTION OF REQUEST
This enhancement will provide an alternate means of essential business operations in the event there is a single point of failure with outside entities that provide internet, telephony, and cellular services. Cellular - Replace Cell Phones with Dual Sim capably models, this will enable essential personnel to be on 2 carrier networks at the same time ensuring network connectivity during an outage, ongoing services will be coded back to the depts that add the additional devices for dual sims SIP (telephony) -Install redundant SIP Trunks so we can have an alternate phone system path in the event that we have another incident that made our AT&T Network unusable. DIA (dedicated internet) - Redudant internet will provide an alternate pather for all electronic operations needed city operations and business continuity..

SERVICE IMPLICATION
This architecture will provide continued operations in the event of a service provider failure.

FY 2022 Program Enhancement Request Form

	Intended Year:	2022	Department Priority: 6 of 10	
	Department:	41350 INFORMATION TECHNOLOGY (IT)		
	Division:			
	FranklinForward Theme:	An Effective and Fiscally Sound City Government Providing High Quality Service		
	Title:	Core Network Gear Public Works		
Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.				
REQUESTED PROGRAM ENHANCEMENT FUNDING				
Account Description		One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation				
				\$0
				\$0
Benefits				
Benefits auto-calculated at 30% of compensation -->>		\$0	\$0	\$0
Expenses				
89540 COMPUTER HARDWARE (>\$25,000)		\$117,000		\$117,000
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
TOTAL		\$117,000	\$0	\$117,000
PURPOSE / DESCRIPTION OF REQUEST				
This enhancement will replace the core network switches that are end of life/support at our Public Works facility.				
SERVICE IMPLICATION				

FY 2022 Program Enhancement Request Form

	Intended Year:	2022	Department Priority: 7 of 10	
	Department:	41350 INFORMATION TECHNOLOGY (IT)		
	Division:			
	FranklinForward Theme:	An Effective and Fiscally Sound City Government Providing High Quality Service		
	Title:	Police Building IDF Switches		
	Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.			
REQUESTED PROGRAM ENHANCEMENT FUNDING				
Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request	
Compensation				
			\$0	
			\$0	
Benefits				
Benefits auto-calculated at 30% of compensation -->>		\$0	\$0	\$0
Expenses				
89540 COMPUTER HARDWARE (>\$25,000)	\$40,000		\$40,000	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
TOTAL	\$40,000	\$0	\$40,000	
PURPOSE / DESCRIPTION OF REQUEST				
This enhancement will replace network switches that are end of life/support in our Police facility. These are the switches located throughout the building that provide connectivity desktops/laptops/phones etc.				
SERVICE IMPLICATION				

FY 2022 Program Enhancement Request Form

 HISTORIC FRANKLIN TENNESSEE	Intended Year:	2022	Department Priority:	8	of	10
	Department:	41350 INFORMATION TECHNOLOGY (IT)				
	Division:					
	FranklinForward Theme:	A Safe, Clean, Livable City				
	Title:	Traffic Intersection Network Switches				

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
			\$0
			\$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	\$0	\$0	\$0
Expenses			
89540 COMPUTER HARDWARE (>\$25,000)	\$50,000		\$50,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$50,000	\$0	\$50,000

PURPOSE / DESCRIPTION OF REQUEST

This enhancement will replace end of life/support for key traffic network switches in the field. These swtiches allow remote management and video operations at the intersections.

SERVICE IMPLICATION

FY 2022 Program Enhancement Request Form

	Intended Year:	2022	Department Priority:	9	of	10
	Department:	41350 INFORMATION TECHNOLOGY (IT)				
	Division:					
	FranklinForward Theme:	An Effective and Fiscally Sound City Government Providing High Quality Service				
	Title:	Network Time Appliance				

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
			\$0
			\$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	\$0	\$0	\$0
Expenses			
83540 COMPUTER HARDWARE (<\$25,000)	\$6,500		\$6,500
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$6,500	\$0	\$6,500

PURPOSE / DESCRIPTION OF REQUEST

This enhancement replaces the appliance that provides network time to all devices connected to our network. This ntp server provides a more accurate synchronization of time across the COF network.

SERVICE IMPLICATION

 HISTORIC F R A N K L I N TENNESSEE	Intended Year:	2022	Department Priority: 10 of 10	
	Department:	41350 INFORMATION TECHNOLOGY (IT)		
	Division:			
	FranklinForward Theme:	An Effective and Fiscally Sound City Government Providing High Quality Service		
	Title:	Cargo Van		
	Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.			

REQUESTED PROGRAM ENHANCEMENT FUNDING			
Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>	\$0	\$0	\$0
Expenses			
89520 VEHICLES (>\$25,000)	\$32,300		\$32,300
89500 EQUIPMENT (>\$25,000)	\$10,000		\$10,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$42,300	\$0	\$42,300

PURPOSE / DESCRIPTION OF REQUEST

This enhancement will provide an additional vehicle for the IT Department. It will be used by staff to keep network/communications materials together and in a single place to work from when working on projects at outlying locations.

SERVICE IMPLICATION



File #: 21-01749

DATE: February 11, 2021
TO: Budget & Finance Committee
FROM: Kristine Brock, Asst. City Administrator/CFO
Michael Walters Young, Budget and Analytics Manager
Angelique Franzoni

SUBJECT:

Budget Presentation - Appropriations

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the Appropriations to Outside Agencies budget requests for FY 2021-2022.

BACKGROUND/STAFF COMMENTS:

Each year, the Budget & Finance Committee reviews the detailed budget of each City Department. At the meetings in February, March, and April, departmental staff makes a presentation of the plans for the next budget cycle and the requested funding for those anticipated needs. This provides the Committee with an idea of the size and scope of budget requests that may be included in the City Administrator's proposed budget, which is typically delivered at the May committee meeting.

FINANCIAL IMPACT:

The financial impact varies by department, depending on the increase in population, the required services, equipment replacement needs, and program enhancements.

RECOMMENDATION:

Staff recommends that the Budget & Finance Committee acknowledge the presentation of the Appropriations to Outside Agencies budget requests.

FY2022 Appropriations Funding



Getting to Know
Our Community Partners

Outside Agency Funding Types

- **Internal Revenue Code Section 501c3:** a nonprofit organization that has been approved by the IRS as a tax-exempt, charitable organization (organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, educational, or other specified purpose). Appropriation requirements per T.C.A. 6-54-111, as amended.
- **Internal Revenue Code Section 501c4 and 501c6:** a nonprofit civic organization that has been approved by the IRS as a tax-exempt organization which “...direct[s] their efforts at promoting the common economic interests of all commercial enterprises in a trade or community”. Appropriation requirements per T.C.A. 6-54-111, as amended.
- **Government:** Williamson County and its agencies and the State of Tennessee or any of its political subdivisions or instrumentalities that serve the City of Franklin.

*information on the following slides were taken from applications submitted by the noted entities and “about” pages on entity websites.

501c3

“Promoting the General Welfare of Franklin Residents”



The Arc Williamson County is committed to helping individuals and families locate and access services and otherwise secure their rights guaranteed by law. The City of Franklin funds would be used toward the salary and supplies for staff who work with the Advocacy program which provides social skills training to students who attend Williamson County and Franklin Special Schools as well as young adults who reside in Franklin. www.thearcwc.org



The Boys & Girls Clubs of Middle Tennessee are at the forefront of youth development, working with young people from disadvantaged economic, social, and family circumstances. The City of Franklin funds would be used for PPE supplies, adequate staff coverage to ensure adult-child ratios are met, purchase of educational and technology resources, field trips and outings and the purchase of health snacks and meals. The funds will help provide local families access to affordable, after-school and summer opportunities at the Franklin Club. www.bgcmt.org



The Bridges Domestic Violence Center serves women, men, and their children affected by domestic violence, ensuring a safe transition to successful independent living through education, intervention, and case management. The City of Franklin funds would be used to support the crisis intervention team that responds upon request with the Franklin Police Department to the scene of domestic violence assaults. Funds will also support the shelter services; food, gas, clothing, legal assistance, rental subsidies, etc. www.bridgesdvc.org



The Community Housing Partnership of Williamson County seeks to create, supply and maintain affordable housing by rehabilitation, maintenance, and restoration. The City of Franklin Funds would be used to support the Single-Family and Multi-Family Development programs with projects located within the City of Franklin. The funds will specifically be used towards administrative, operational, and project management costs to free up available funds from other sources for the project costs related to acquisition, rehabilitation, and construction of affordable housing. www.chpwc.org

FRANKLIN TOMORROW

Franklin Tomorrow is recognized as a community visioning and engagement partner for the City and its citizenry. The City of Franklin Funds would go to assist in staging educational programs and events, which engage the community, foster collaboration, and advocate for a shared vision for the future of Franklin. www.franklintomorrow.org



The Mid-Cumberland Human Resource Agency was created on the belief that all Middle Tennesseans deserve to live productive, healthy, and independent lives. City of Franklin funds are requested for dues (used for the purpose of matching various federal programs of assistance), for the Homemaker and Elder Abuse Program to help provide direct support services to seniors who are neglected and no longer able to take care of themselves; keeps them home longer, for the Meals on Wheels program to directly help serve 1,828 meals, and for the Long-Term Care Ombudsman program to help provide Ombudsman services to the nursing homes and assisted care living facilities located in the City of Franklin. www.mchra.com



The mission of Sister Cities of Franklin and Williamson County is to build global relationships, to share cultural and educational experiences, and to inspire economic growth for our community. The funds will be used to help host visits and events and toward general operating expenses (insurance, website, annual Sister City International membership fee, PO Box, etc.). www.sistercityestn.org



Waves empowers individuals with intellectual and developmental disabilities to progress toward their full potential. The City of Franklin funds would go toward the Franklin Adult Day Program. The Franklin Adult Day Program provides meaningful daily activities for adults that will empower them to progress toward their potential. It allows them to participate in, and contribute to, family and community life. Having a safe place for their family member allows their family members to work. www.wavesinc.com



Graceworks offers wraparound services to many individuals and families in need. The wraparound services include food, clothing, housing support, and financial assistance. The City of Franklin funds would be used for rent and utility bill assistance. The average assistance given for rent per family is \$318 one time a year and \$130 for utility bill assistance at no more than three times in a year. www.graceworksministries.net



Gentry's Education Center offers children in Franklin, TN the opportunity to enrich their lives through education and mentoring. Students are given needed instruction to fill gaps in learning and guidance and mentoring to realize their full potential. The City of Franklin funds would go toward increasing capacity to serve 150 students who demonstrate socio-economic disadvantage, academic risk for failure, and/or those with mental health needs. Additional funds are being requested to go toward additional counseling as a part of the Tutoring and Enrichment Program.

<https://sites.google.com/gentryeducationalfoundation.org/gentrys-educational-foundation>



The Transit Alliance of Middle Tennessee works with contributors, community officials and regional leaders to build support for funding regional transit in Middle Tennessee with a purpose to educate, empower, and mobilize policy to serve the entire region. The City of Franklin funds will support the ability of the Transit Alliance to make significant progress in the mission to build support for funding regional transit. www.thetransitalliance.org



Gilda's Club Middle Tennessee is dedicated to providing support, education, and hope to all people impacted by cancer, including family members and friends of those diagnosed. The City of Franklin funding would result in participants experiencing: less depression, less mood disturbance, better self-advocacy, increased socialization/decreased isolation, and improved quality of life for the Williamson County members and participants by helping to expand services. One such expansion would be via a new Telehealth-in person hybrid service; allowing Gilda's Club to reach more people who lack transportation, financial means, and ability to physically participate. www.gildasclubmiddletn.org



The Davis House provides wraparound services to children who have been sexually or significantly physically abused within the 21st Judicial District of TN. Services include forensic interviews, victim advocacy, therapy, and prevention training. The City of Franklin funding would go to support the general operations of Davis House CAC in Franklin. The requested figure represents 20 children of the yearly average of 118 Franklin children served.

501c6 and 501c4

“Bringing About Civic Betterments and Social Improvements”



The Williamson County Chamber of Commerce provides unparalleled access to education, leadership development, relationship-building and up-to-the-minute information about doing business in one of the country's fastest growing counties. The City of Franklin funds to the Tourism division would be used to support the growth of new and existing businesses throughout the City and greater Williamson County, including professional development opportunities, networking and business development oriented programs/events to support small, medium, and large companies. The City of Franklin funds toward the Economic Development division would be used to help support the strategic plan in the areas of career growth (existing business initiatives, business recruitment, and entrepreneurship), outreach (local and regional planning initiatives), and talent (workforce development programming). www.williamsonchamber.com



The Williamson County Convention & Visitors Bureau (Visit Franklin) is the official destination marketing organization for Williamson County, TN, including all its incorporated cities. They are responsible for developing and implementing an effective program of marketing, sales, promotion, and new market development designed to attract visitors to Williamson County. Their focus is on leisure travel, meetings/conferences/conventions, group tours, and sports marketing. The City of Franklin fund would go toward supporting the operations of Visit Franklin and their efforts to impact each market segment with advertising, digital marketing, direct sales, trade show and marketplace attendance, publications, media familiarization tours/site inspections, and new product development. www.visitfranklin.com



The Greater Nashville Regional Council assists local communities and state agencies in the development of plans and programs that guide growth and development in the most desirable, efficient, and cost-effective manner, while ensuring the continued long-term livability of the region. They convene elected leadership and local practitioners to brainstorm strategies for improving quality of life; facilitating cooperative policy-making in order to prioritize state and federal investments into area social services and public infrastructure; and provide a public forum for Middle Tennesseans to shape regional decisions. The GNRC operates as a council of governments and represents 13 counties and 52 cities in Middle Tennessee. www.gnrc.org

Government

“Working Together To Support Our Citizens”



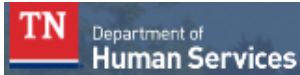
The Williamson County Health Department addresses health issues identified in Williamson County. They implement programs that promote health and safety within our community. During the past year, health department employees responded and engaged in COVID-19 activities. They rallied to work on the front lines operating the county's largest COVID test site and continue this all-hands-on approach for the vaccination distribution site. Health and dental services continued via infection-controlled environments and telehealth services. www.williamsoncounty-tn.gov/120/Health-Department



The Williamson County Animal Center makes Williamson County Tennessee better for animals through adoption, education, enforcement and pet population control. They have a goal of increasing the save rate, finding a good home for every adoptable pet, slowing pet population growth, ending animal neglect and abuse, and being a positive force in the community. www.adoptwcac.org



The Williamson County Library seeks to meet the recreational, educational, and information needs of county patrons through a significant collection of digital and print materials housed at a network of county wide locations headquartered in Franklin; extensive personal computer and related technology; and diverse and interesting programs targeted to various age groups. www.wcpltn.org



The Tennessee Rehabilitation Center at Franklin provides no cost services in the form of Vocational Evaluations, Employee Development Services, Job Placement, and Pre-Employment Transition Services to eligible individuals in Franklin with significant disabilities who are interested in obtaining training and employment. www.tn.gov/humanservices/ds/community-trc.html



The Regional Transit Authority is a State Agency that provides ridesharing opportunities in order to promote the economic growth of our membership and improve the air quality of our community. RTA is led by a board of city and county mayors and community leaders. The City of Franklin funds are for the Route 91X Franklin Express.



City of Franklin, Tennessee

FY 2022 Operating Budget Request

Appropriations



City of Franklin, Tennessee - FY 2022 Budget Request

Appropriations

Slide 2

Outline

- Base Budget Request
- Program Enhancement Requests

City of Franklin, Tennessee - FY 2022 Budget Request

Appropriations

Budget Purpose & Request

The Appropriations budget provides for the allotment of City of Franklin funds to various outside agencies, functions and programs that are under IRS classifications 501c3, 501c4, 501c6, and government entities.

Budget Summary

	2019 Actual	2020 Actual	2021		2022 Budget	2021 v. 2022	
			Budget	EOY		\$	%
Personnel	0	0	0	0	0	0	0.0%
Operations	466,424	486,738	451,450	445,656	451,568	118	0.0%
Capital	0	0	0	0	0	0	0.0%
Total	466,424	486,738	451,450	445,656	451,568	118	0.0%

- All funding requests are level-funded, except for:
- Animal Control Increase: \$118

City of Franklin, Tennessee - FY 2022 Budget Request

Appropriations

Outside Agency Funding Types

- **Internal Revenue Code Section 501c3:** a nonprofit organization that has been approved by the IRS as a tax-exempt, charitable organization (organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, educational, or other specified purpose). Appropriation requirements per T.C.A. 6-54-111, as amended.
- **Internal Revenue Code Section 501c4 and 501c6:** a nonprofit civic organization that has been approved by the IRS as a tax-exempt organization which "...direct[s] their efforts at promoting the common economic interests of all commercial enterprises in a trade or community". Appropriation requirements per T.C.A. 6-54-111, as amended.
- **Government:** Williamson County and its agencies and the State of Tennessee or any of its political subdivisions or instrumentalities that serve the City of Franklin.

City of Franklin, Tennessee - FY 2022 Budget Request

Appropriations

Program Enhancement Requests

In addition to the existing requests for funding under the Appropriations budget, there are twelve increase requests (totaling \$58,364). \$27,624 are requested restorations to pre-Covid funding and \$30,740 are additional funds for program enhancements to address increased need in the community.

Increases:

- Sister Cities	\$ 550
- Library	\$ 6,422
- ARC	\$ 1,193
- Boys & Girls Club	\$ 8,800
- Bridges	\$ 7,514
- Community Housing Part.	\$ 846
- Community Child Care	\$ 3,774
- Mid Cumberland Human Resources Dues	\$ 6,874
- Gentry's Education Center	\$ 13,100
- Graceworks	\$ 6,500
- Waves	\$ 2,291
- Transit Alliance	\$ 500
Total	\$ 58,364



City of Franklin, Tennessee - FY 2022 Budget Request

Appropriations

Slide 6

Program Enhancement Requests, continued.

The below represent two new community partners requesting funds from the City of Franklin.

Gilda's Club Middle TN	\$ 7,000
Davis House Child Advocacy Center	\$ 30,000
Total	\$ 37,000

PER Request Total: \$95,364



City of Franklin, Tennessee

FY 2022 Operating Budget

Appropriations

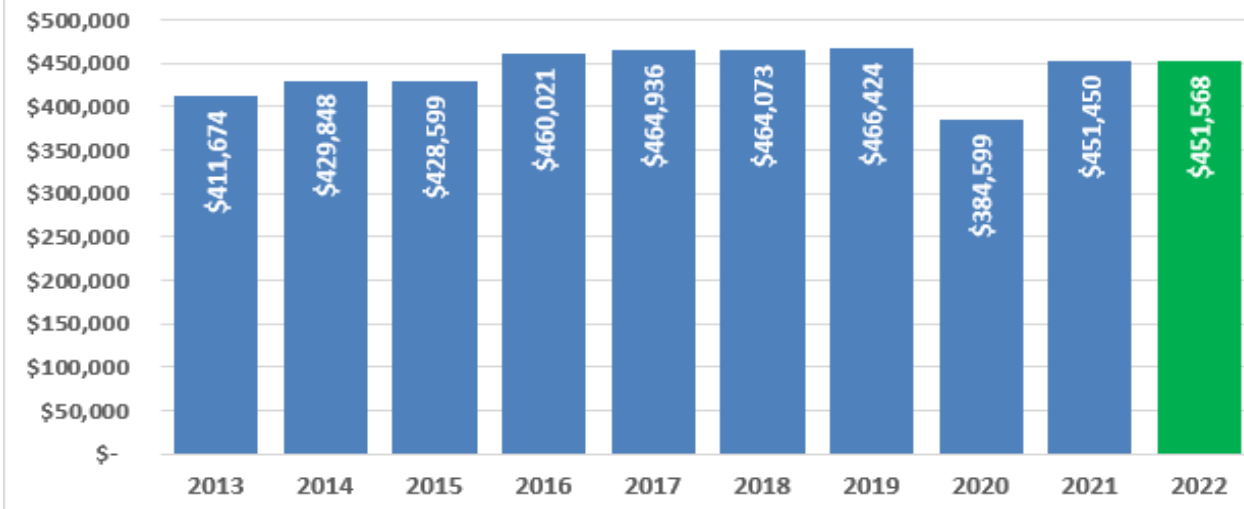
Budget Summary

	2019 Actual	2020 Actual	2021		2022 Budget	2021 v. 2022	
			Budget	EOY		\$	%
Personnel	0	0	0	0	0	0	0.0%
Operations	466,424	486,738	451,450	445,656	451,568	118	0.0%
Capital	0	0	0	0	0	0	0.0%
Total	466,424	486,738	451,450	445,656	451,568	118	0.0%

Department Goals

The Appropriations budget provides for the allotment of City of Franklin funds to various outside agencies, functions and programs that are under IRS classifications 501c3, 501c4, 501c6, and government entities.

Ten-Year Appropriations History





City of Franklin, Tennessee

FY 2022 Operating Budget

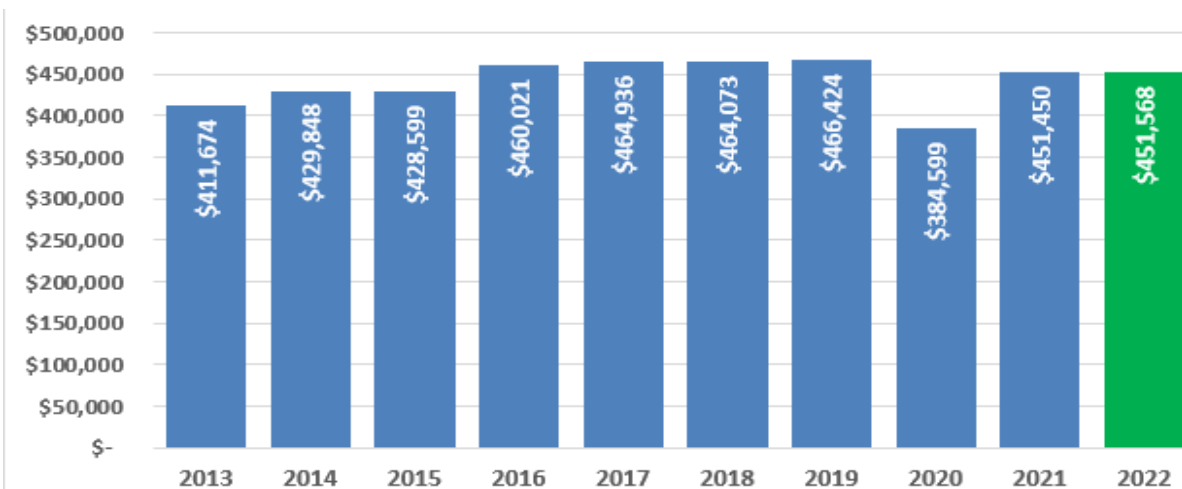
Organizational Chart

There is no organization chart associated with Appropriations. It is supervised by personnel in Administration and the Finance Department.

Staffing by Position

There are no staff formally associated with Appropriations. It is supervised by personnel in Administration and the Finance Department.

Ten-Year Appropriations History



Franklin Citizens Survey

		2016 Citizens Survey		2019 Citizens Survey	
		Excellent/ Good	Fair/Poor	Excellent/ Good	Fair/Poor
☒	% rating the quality of services provided	93%	7%	93%	7%
☒	% rating the quality of services provided	88%	12%	88%	12%
☒	% rating the quality of services provided	79%	21%	84%	16%



City of Franklin, Tennessee

FY 2022 Operating Budget

Budget

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference	
						\$	%
Operations							
Contracted Services							
Regional Transit Authority - 91X Bus	56,185	56,185	56,185	-	-	(56,185)	-100.0%
Franklin Tomorrow	34,610	34,610	31,149	-	-	(31,149)	-100.0%
Sister City Program	5,100	6,300	4,950	-	-	(4,950)	-100.0%
TN Rehab @ Franklin	23,170	-	-	-	-	-	0.0%
Total Contracted Services	119,065	97,095	92,284	-	-	(92,284)	-100.0%
Appropriations to Governments							
Health Department	21,150	21,150	19,035	19,035	19,035	-	0.0%
Animal Control	-	-	121,858	121,858	121,976	118	0.1%
Library - Books	64,220	64,220	57,798	57,798	57,798	-	0.0%
Regional Transit Authority - 91X Bus	-	-	-	56,185	56,185	56,185	100.0%
TN Reha @ Franklin	-	28,964	20,853	15,059	20,853	-	0.0%
Total Appropriations to Gov't	85,370	114,334	219,544	269,935	275,847	56,303	25.6%
Appropriations to Charitable Organizations							
ARC	4,230	4,230	3,807	3,807	3,807	-	0.0%
Boys & Girls Club	18,000	18,000	16,200	16,200	16,200	-	0.0%
Bridges	15,040	15,040	13,536	13,536	13,536	-	0.0%
Community Child Care	29,140	29,140	26,226	26,226	26,226	-	0.0%
Community Housing Partnership	8,460	8,460	7,614	7,614	7,614	-	0.0%
Franklin Tomorrow	-	-	-	31,149	31,149	31,149	100.0%
Gentry's Education Center	15,000	20,000	18,000	18,000	18,000	-	0.0%
Mid Cum Hum Res/Homemaker	4,700	4,700	4,230	4,230	4,230	-	0.0%
Mid-Cum Hum Res/Ombudsman	2,500	2,500	2,250	2,250	2,250	-	0.0%
Mid-Cum Meals on Wheels	10,152	10,152	9,137	9,137	9,137	-	0.0%
Second Harvest/Nashville's Table	1,500	1,500	-	-	-	-	0.0%
Sister City Program	-	-	-	4,950	4,950	4,950	100.0%
Waves	22,913	22,913	20,622	20,622	20,622	-	0.0%
Wmson Co Emergency Relief/Graceworks	15,000	15,000	13,500	13,500	13,500	-	0.0%
Animal Control	110,354	118,674	-	-	-	-	0.0%
Transit Alliance	5,000	5,000	4,500	4,500	4,500	-	0.0%
Total Appropriations to Charitable Orgs.	261,989	275,309	139,622	175,721	175,721	36,099	25.9%
Total Operations	466,424	486,738	451,450	445,656	451,568	118	0.0%
Total Appropriations	466,424	486,738	451,450	445,656	451,568	118	0.0%

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
		Operations									
+	87110	CONTRACTED SERVICES	119,065	96,295	97,095	92,284					
	02	Regional Transit Authority - 91X Bus Service SEE 87120 OF B2021	56,185	56,185	56,185	56,185					
!	03	Franklin Tomorrow SEE 87130 OF B2021	25,958	34,610	34,610	31,149					
!	04	Sister City Program SEE 87130 OF B2021	3,825	5,500	6,300	4,950					
	05	United Way - Community Needs Assessment	33,097								
	*	Amount missing from detail									
+	87120	APPROPRIATIONS TO GOVERNMENTS	85,370	227,964	114,334	219,544	201,355	269,935	275,847	290,685	297,073
	01	Health Department	21,150	21,150	21,150	19,035		19,035	19,035	21,150	21,150
	02	Animal Control		118,674		121,858	91,394	121,858	121,976	127,760	134,148
	03	Spay/Neuter Program									
	04	Library	64,220	64,220	64,220	57,798	43,349	57,798	57,798	64,220	64,220
!	05	TN Rehab @ Franklin		23,170	28,964	20,853	10,427	15,059	20,853	21,370	21,370
	06	Franklin Housing Authority (DO NOT USE)									
	07	IDB & Health/Education Board		750							
	08	I-65 Corridor Study									
	10	Line Item 10									
	11	Line Item 11									
	9	REGIONAL TRANSIT AUTHORITY - 91X BUS SERVICE					56,185	56,185	56,185	56,185	56,185
	*	Amount missing from detail									
+	87130	APPROPRIATIONS TO CHARITABLE ORGANIZATIONS	261,989	156,635	275,309	139,622	131,794	175,721	175,721	175,721	175,721
	01	ARC	4,230	4,230	4,230	3,807	2,855	3,807	3,807	3,807	3,807
	02	Mid Cum Hum Res/Homemaker	4,700	4,700	4,700	4,230	3,173	4,230	4,230	4,230	4,230
	03	Mid-Cum Hum Res/Ombudsman	2,500	2,500	2,500	2,250	1,688	2,250	2,250	2,250	2,250
	04	Mid-Cum Meals on Wheels	10,152	10,152	10,152	9,137	6,853	9,137	9,137	9,137	9,137
	05	Second Harvest/Nashville's Table	1,500	1,500	1,500						
	06	Waves	22,913	22,913	22,913	20,622	15,467	20,622	20,622	20,622	20,622
	07	Wmson Co Emergency Relief/Graceworks	15,000	15,000	15,000	13,500	10,125	13,500	13,500	13,500	13,500
	10	Boys & Girls Club	18,000	18,000	18,000	16,200	12,150	16,200	16,200	16,200	16,200
	11	Bridges	15,040	15,040	15,040	13,536	10,152	13,536	13,536	13,536	13,536
	12	Community Child Care	29,140	29,140	29,140	26,226	19,670	26,226	26,226	26,226	26,226
	13	Community Housing Partnership	8,460	8,460	8,460	7,614	5,711	7,614	7,614	7,614	7,614
	16	Gentry's Education Center	15,000	20,000	20,000	18,000	13,500	18,000	18,000	18,000	18,000
	17	Transit Alliance	5,000	5,000	5,000	4,500	3,375	4,500	4,500	4,500	4,500
	20	Mid Cum Youth Can									
	21	Franklin Tomorrow					23,362	31,149	31,149	31,149	31,149
	22	SISTER CITIES					3,713	4,950	4,950	4,950	4,950
	23	Line Item 23	110,354		118,674						
	*	Amount missing from detail									
=	XAPP	TOTAL APPROPRIATIONS	466,424	480,894	486,738	451,450	333,149	445,656	451,568	466,406	472,794
=	XOP	TOTAL OPERATIONS	466,424	480,894	486,738	451,450	333,149	445,656	451,568	466,406	472,794
=	XTOT	TOTAL EXPENDITURES	466,424	480,894	486,738	451,450	333,149	445,656	451,568	466,406	472,794

FY 2022 Program Enhancement Request Form



HISTORIC
FRANKLIN
TENNESSEE

Intended Year:

2022

Department Priority: 1 of 1

Department:

45920 APPROPRIATIONS

Division:

FranklinForward Theme:

Quality Life Experiences

Title:

Additional Funding Requests

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>		\$0	\$0
Expenses			
87000 Appropriations		\$95,364	\$95,364
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$95,364	\$95,364

PURPOSE / DESCRIPTION OF REQUEST

In addition to the the recurring funding requests under the Appropriations budget, there are 14 (totaling \$91,708) which would be considered "new" or otherwise not part of the FY21 base budget.

Sister Cities	\$ 550	Return to pre-Covid funding level
Gilda's Club Middle TN	\$ 7,000	New
Davis House	\$30,000	New
Library	\$ 6,422	Return to pre-Covid funding level
ARC	\$ 1,193	Return to pre-Covid funding level plus add'l \$770
Boys & Girls Club	\$ 8,800	Return to pre-Covid funding level plus add'l \$7,000
Bridges	\$ 7,514	Return to pre-Covid funding level plus add'l \$6,010
Community Housing Part.	\$ 846	Return to pre-Covid funding level
Mid-Cumberland Hum. Res. Dues	\$ 6,874	Previously requested, not previously funded
Waves	\$ 2,291	Return to pre-Covid funding level
Graceworks	\$ 6,500	Return to pre-Covid funding level plus add'l \$5,000
Gentry's Education Center	\$13,100	Return to pre-Covid funding level plus add'l \$11,100
Transit Alliance	\$ 500	Return to pre-Covid funding level
Community Childcare	\$ 3,774	Return to pre-Covid funding level plus add'l \$860

Details can be found online as part of the agenda item on Civic Clerk.

SERVICE IMPLICATION



Franklin Nonprofit Funding Request – Fiscal Year 2021-2022

Application for Charitable and Civic Organizations

Submission Deadline: March 22, 2021

Agency Name:
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:
Name Email Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Is this a TN Governor's Office of Diversity Business Enterprise (Go-DBE)? ☐ Yes ☒ No
If yes, is this business certified with the TN Department of General Services for Minority Owned,
Women Owned, Service-Disabled Veteran Owned and Small Business Enterprise firms?
☐ Yes ☐ No

Total amount of City of Franklin funds being requested for FY2021-2022 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Digitally signed by Denise Carothers
Date: 2021.03.10 09:07:45 -06'00'
Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Boys & Girls Clubs of Middle Tennessee (Franklin Club)

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

See attached

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

See attached



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☐ monthly ☒ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency budget, what percentage is derived from this funding request to the City of Franklin?

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Denise Carothers 9Director of Resource Development Williamson County)	03/10/2021
Printed Name of (CEO/President/Executive Director/Board Chair)	Date

Denise Carothers Digitally signed by Denise Carothers Date: 2021.03.10 09:11:17 -06'00'	03/10/2021
Signature of (CEO/President/Executive Director/Board Chair)	Date

Program Description and Use of Funds

For over 118 years, Boys & Girls Clubs of Middle Tennessee (BGCMT) has been at the forefront of youth development, working with young people from disadvantaged economic, social, and family circumstances. We have actively sought to enrich the lives of girls and boys, ages 5-18 years old, which other youth agencies have had difficulty reaching. We are dedicated to ensuring that our community's disadvantaged children and teens have greater access to quality programs and services that will enhance their lives and shape their futures. As the global pandemic puts children and teens at a greater risk of falling behind and dropping out of school, BGCMT will do whatever it takes for our young people to build great futures.

BGCMT is requesting that the City of Franklin make a \$25,000 investment to provide local families access to affordable, after-school and summer opportunities at our Franklin Club.

BGCMT has been working on expanding our STEAM programming to better engage our Club members in Science, Technology, Engineering, Arts and Mathematics. During the summer, our Clubs focus on both Science and Math, with a goal of reducing Summer Learning Loss in both programs. By implementing STEAM programming, BGCMT engages local minority and underrepresented youth with STEAM education. This allows these youth to see that hard work in these areas can be beneficial to them. It will also help address the lack of diversity as it relates to gender and ethnicity in technology fields.

In addition, BGCMT provides age-appropriate programs for youth with which focus on Academic Success, Good Character, and Healthy Lifestyles. In the area of Academic Success, the Club supports members' school success through homework help and school readiness, which engages members in fun, hands-on activities. This curriculum allows youth to practice and learn reading, writing, speaking, math, scientific inquiry, and provides extra help for members who have difficulty mastering academic content and skills. In addition, our Let's Go Learn program provides automated, individualized diagnostic testing, data, reporting, and instruction to boost an individual Club member's performance.

In the area of Good Character the Club engages members in Club and/or community-based service and introduces concepts of good character, civility and tolerance. In the area of Healthy Lifestyles, the Club teaches members about basic nutrition and healthy eating, provides multiple ways for members of all ages to engage in fitness activities, track fitness activity levels and reach out to inactive members and teaches decision-making skills. Girls ages 8 to 18 participate in SMART Girls and boys ages 11 to 14 participate in Passport to Manhood. These programs encourage youth to resist alcohol and drug use, make healthy relationship choices, and avoid peer pressure. The gender targeted programs (Passport to Manhood and SMART Girls) assist adolescent youth to navigate the space between childhood and adulthood. SMART Moves and Passport to Manhood run for consecutive 12-week sessions.

Use of Funds

100% of the funds will be used for program support. Program support includes PPE supplies needed due to the on-going COVID-19 pandemic; adequate staff coverage ensuring that adult-child ratios are met, purchase of educational and technology resources, field trips and outings, and purchase of healthy snacks and meals.

STATEMENT OF WORK (PROGRAM OBJECTIVES)

Our goal is to ensure that our Club youth are 100% ready for their great futures—ready to read, ready for class the next day, ready to graduate, ready for their careers and ready to serve their communities.

Program objectives are to:

1. Provide academic enrichment with a focus on science, technology, engineering, the arts, math and technology to increase the abilities of lower performing students along with other academic activities.
2. Provide methods to increase parental participation with their children.
3. To provide an intense intervention program for those residing in economically and socially disadvantaged neighborhoods.



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Boys & Girls Clubs of Middle Tennessee (Franklin Club)

Attachments:

- ☒ Annual Audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded. *audit in progress*
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☐ Any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability (if applicable), general liability, and workers' compensation (if required by TN law).
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

2020 Board Roster, Boys & Girls Clubs of Middle Tennessee

Member	Personal Mailing Address	Corporate Mailing Address	Email Address	Telephone	Significant Other/Kids	Member Since	Term Expires	Committee Assignment
RJ Stillwell	555 Church Street Penthouse 2403 Nashville, TN 37219	CEO & Founder Sound Healthcare & Financial (same as residence) Business Solver	rjstillwell@soundhealthcare.org	(615) 256-8667 (work) (615) 585-7678 (cell)	William Smithson Daughter: Chloe	2014	2023	Chairman: RD Gala Event Committee
Hunter West	2203 Old Hickory Blvd Nashville, 37215		huntow@comcast.net	(615) 243-0566 (cell)	Jinanne West Annelise Hollis Anson	2008	2023	Executive, Immediate Past Chairman
Ward Wilson	650 Post Oak Circle Brentwood, TN 37027	US Bank Regional Vice President 333 Commerce Street Suite 900 Nashville, TN 37201	ward.wilson@usbank.com	(615) 251-9253 (work) (615) 512-7248 (cell) (615) 661-9180 (home) Assistant: Diane Bishop (615) 251-9224 diane.bishop@usbank.com	Paula Wilson Mary Helen Anna Sarah Andrew	2006	2021	Executive, Past Chair Finance Committee
Farzin Ferdowsi		MRCO President & CEO 1728 General George Patton Brentwood, TN 37027	fferdowsi@mrco.net Always copy Renee Wells rwells@mrco.net	(615) 481-9070 (cell) (615) 373-4299 (fax) Renee Wells: (615) 972-9222 (cell) (615) 377-5723 (work)	Ziba Ferdowsi	2003	2021	Executive, Past Chair Finance Committee
Jerry Geraghty	312 Deer Park Circle Nashville, TN 37205	Rogers Group Retired CEO	jvgeraghty@gmail.com	(615) 477-4231 (cell)	Susan Geraghty (artist) Brian, Steven Alison	2008	2021	Executive Treasurer Finance Committee
Sherri Neal	P.O. Box 50233 Nashville, TN 37203	HCA VP Cultural Development & Inclusion 1 Park Plaza Building 1-2W Nashville, TN 37203	sherrineal@hcahealthcare.com	(615) 344-5248 (work) (615) 438-0138 (cell)	Marvin Joshua Caleb Charity	2012	2023	Executive At Large Operations
Lee Schaefer	722 Newbury Road Nashville, TN 37205	Maverick Properties CEO	lee@maverick-properties.com	(615) 292-7554 (w) (615) 480-7771 (cell)	Annie Schaefer Daughter: Genevieve	2002	2021	Executive, Past Chair Operations Finance Cmte
Jensen Gahagan Sessums		Camshaw Consulting 674 Good Springs	jensen@camshawconsulting.com	(615) 945-4746 (cell)	Chris Sessums Son: Carter	2015	2021	Gala Event Committee

2020 Board Roster, Boys & Girls Clubs of Middle Tennessee

Member	Personal Mailing Address	Corporate Mailing Address	Email Address	Telephone	Significant Other/Kids	Member Since	Committee Assignment
Anne Keeble Frazer	1121 Crater Hill Drive Nashville, TN 37215	Community Volunteer	afrazer@comcast.net	(615) 423-3001 (cell) (615) 730-7342 (home)	Jay Lilly Jack	2007	2022
John Gallagher			john.gallagher@ev.com			2020	2023
Tony Grande	4017 Estes Road Nashville, TN 37215	CoreCivic Chief Development Officer 10 Burton Hills Blvd Nashville, TN 37215	tony.grande@corecivic.com	(615) 263-3260 (work) (615) 604-2699 (home) (615) 263-3260 (fax) (615) 948-5962 (cell) Assistant: Jamie Warren (615) 263-3056	Mary Belle Grande Isabella Sophia	2016	2022 RD Committee
Andrea Hart	221 Breezeway Lane Franklin, TN 37067	Caterpillar Financial Services Global HR Director 2120 West End Avenue P.O. Box 34001 Nashville, TN 37203	andrea.hart@cat.com	(615) 341-1350 (work) (217) 855-8714 (home)	Matt Ethan Lauren	2017	2023 Operations
Don Holmes	807 Turnbridge Drive Brentwood, TN 37027	Delek Holdings Retired Executive VP, HR 7102 Commerce Way Brentwood, TN 37027	donaiddholmes@delekus.com donaiddholmes@comcast.net	(615) 224-1131 (work) (615) 224-1179 (cell) (615) 776-7212 (home)	Deborah Anthony	2014	2023 RD Committee
Elliott Holt			Elliott.nobleholt@mediacopy.net			2020	2023
Marion Ligon			marion.ligon@groups360.com			2020	2023
Member	Personal Mailing Address	Corporate Mailing Address	Email Address	Telephone	Significant Other/Kids	Member Since	Committee Assignment
Whit McCrary, IV	6035 Robin Hill Road, Nashville, TN 37205	Cushman & Wakefield SR Managing Director 1033 Demonbreun St Suite 600 Nashville, TN 37203	whit.mccrary@cushwake.com	(615) 301-2908 (work) (615) 301-2958 (fax) Assistant: Natalie Sulzby (615) 301-2902	Elizabeth Mac	2009	2021

2020 Board Roster, Boys & Girls Clubs of Middle Tennessee

Rebecca Ozols	1803 Broadway Unit 313 Nashville, TN 37203	Bell & Associates Construction 1000 Health Park Drive Ste 150 Brentwood, TN 37027	rozols@balp.com	(615) 927-4327 (work) (615) 927-4327 (cell)		2019	2022	
Katie Payne	1610 Gartland Ave Nashville, TN 37206	Deloitte & Touche Assurance SR Associate 424 Church Street Suite 2400 Nashville, TN 37219	kpayne@deloitte.com	(407) 712-5797 (cell) (615) 734-4504 (work)	Michael Payne Daughter: Elizabeth	2015	2021	Club Blue Advisory Board President & Finance Committee
Tonya Sisco			Latonya.sisco@cummins.com			2020	2023	
Peter Smith		Nissan						
Phil Thornton		Sony Music, Senior VP & GM	Phil.thornton@sonymusic.com			2020	2023	
Steve Tjugum	905 20 th Avenue S Nashville, TN 37203	The General COO 2636 Elm Hill Pike Nashville, TN 37214	stjugum@amfam.com	(615) 744-1461 (262) 308-8058 (home)	Abby Berger	2019	2022	
Jack Wallace	110 West Hampton Place Nashville, TN 37205	Willis Towers Watson, Executive Vice President	jack.wallace@willis.com	(615) 872-3850 (work) (615) 351-7278 (cell) (615) 872-3896 (fax)	Elizabeth Jack, Uli, Ansley & Gray	1985	2021	
Member	Personal Mailing Address	Corporate Mailing Address	Email Address	Telephone	Significant Other/Kids	Member Since		Committee Assignment
Kenneth Webb	6226 Brownlee Drive Nashville, TN 37205	CapStar Bank, Market President Middle TN	kwebb@capstarbank.com	(615) 732-6410 (work) (615) 356-8526 (home) (615) 732-6411 (fax) (615) 347-6025 (cell) Assistant: Sheila Cameron	Christy Kathryn Clayton William	2001	2022	Golf Event Committee
Stephen Wilson	2420 Durrham Manor Drive, Franklin, TN 37064	United Healthcare CEO TN/AR 10 Cadillac Drive Suite 200, Brentwood, TN 37027	stephen_l_wilson@uhc.com	(615) 372-3488 (work) (615) 372-3640 (fax) Assistant: Suzanne Miller (615) 372-3545	Miranda Calvin Harrison	2017	2023	

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/28/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER HUB International Mid-South 3011 Armory Drive Suite 250 615-383-9761 Nashville, TN 37204		CONTACT NAME: Jennifer Davis PHONE (A/C, No, Ext): 615 383-9761 E-MAIL ADDRESS: jennifer.davis@hubinternational.com FAX (A/C, No): 615 383-4628	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Philadelphia Indemnity Insurance Co	
		INSURER B: SummitPoint Insurance Company	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:		PHPK2198177	11/01/2020	11/01/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$20,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY		PHPK2198177	11/01/2020	11/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☒ OCCUR ☐ CLAIMS-MADE DED ☒ RETENTION \$10000		PHUB743629	11/01/2020	11/01/2021	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ N/A	WCS3006512	11/01/2020	11/01/2021	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
A	Professional Liab		PHPK2198177	11/01/2020	11/01/2021	\$1M Occ/\$3M Agg
A	Sexual Abuse Liab		PHPK2198177	11/01/2020	11/01/2021	\$1M Occ/\$3M Agg

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Subject to all of the terms, conditions, exclusions and definitions of the above referenced policies as issued by the carrier(s).

RE: 129 West Fowlkes Street - Franklin, TN

Williamson County Government is included as an Additional Insured as respects General Liability coverages as required by written contract or agreement.

CERTIFICATE HOLDER

CANCELLATION

Williamson County Government
 1320 West Main St
 Franklin, TN 37064

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

R. Smith



Franklin Nonprofit Funding Request – Fiscal Year 2021-2022

Application for Charitable and Civic Organizations

Submission Deadline: March 22, 2021

Agency Name:
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:
Name Email Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Is this a TN Governor's Office of Diversity Business Enterprise (Go-DBE)? ☐ Yes ☒ No
If yes, is this business certified with the TN Department of General Services for Minority Owned,
Women Owned, Service-Disabled Veteran Owned and Small Business Enterprise firms?
☐ Yes ☐ No

Total amount of City of Franklin funds being requested for FY2021-2022 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Digitally signed by Linda Crockett
DN: cn=Linda Crockett, o=Bridges Domestic Violence
Center, ou, email=lindaj@bridgesdvc.org, c=US
Date: 2021.01.30 15:14:30 -06'00'
Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: **Bridges of Williamson County dba Bridges Domestic Violence Center**

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

Bridges provides crisis intervention team, shelter, case management, court & child advocacy, outreach, therapy, transitional housing and a pet accompaniment programs.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

Funding will be used to support the crisis intervention team that responds upon request with the Franklin Police Dept. to the scene of a domestic violence assaults.

Funds will also be used to support the shelter services to clients on a case by case basis based on need. Including specific assistance directly for clients (food, gas, clothing, legal assistance, etc., rental subsidies)



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☒ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency budget, what percentage is derived from this funding request to the City of Franklin?

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Linda Crockett	01/30/2021
Printed Name of (CEO/President/Executive Director/Board Chair)	Date

Linda Crockett Digitally signed by Linda Crockett DN: cn=Linda Crockett, o=Bridges Domestic Violence Center, ou, email=lindaj@bridgesdvc.org, c=US Date: 2021.01.30 15:17:46 -06'00'	01/30/2021
Signature of (CEO/President/Executive Director/Board Chair)	Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Bridges of Williamson County dba Bridges Domestic Violence Center

Attachments:

- ☒ Annual Audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability (if applicable), general liability, and workers' compensation (if required by TN law).
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Bridges of Williamson County dba Bridges Domestic Violence Center

Name of Nonprofit Organization

P.O. Box 1592 physical address confidential	Franklin	Williamson	TN	37065
Street Address	City	County	State	Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from 2019 through 2020

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$ 326,956.00	
State Grants		
Financial Assistance from Local Governments	30,741.00	
Donations and Gifts from Citizens	81,378.00	
Membership Dues		
Fees/Charges for Services	74,350.00	
Fundraising Events	77,724.00	
Sale of Assets		
Loans-Borrowed Funds		
Investment Income		
Other Receipts	419,298.00	
Total Receipts		\$ 1,010,447.00 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$	
Salaries and Wages	563,304.00	
Employee Benefits	51,722.00	
Payroll Taxes	37,238.00	
Fees for Services (non-employee)	25,634.00	
Advertising and Promotion		
Office Expenses	1,468.00	
Leases/Rentals	3,600.00	
Maintenance and Repairs	30,486.00	
Supplies	10,944.00	
Travel	3,896.00	

Utilities	43,325.00	
Insurance	23,106.00	
Conferences, Conventions and Meetings	2,657.00	
Interest		
Purchase of Capital Assets – Vehicles and Equipment		
Purchase of capital Assets – Property and Buildings		
Loan Payments		
Other	174,931.00	
Total Disbursements		\$ 972,311.00 (B)
Cash Receipts Less Disbursements for the fiscal Year (A-B=C)		\$ 38,136.00 (C)
Cash Balance - at the beginning of the fiscal year		\$ (D)
Cash Balance - at the end of the fiscal year (C+D=E)		\$ 38,136.00 (E)
Details of Cash Balance - at the end of the fiscal year		
Cash on Hand	\$	
Cash in Bank – Checking	441,951.00	
Cash in Bank – Savings Accounts	60,572.00	
Cash in Bank – Certificates of Deposits		
Other Cash		
Total Cash - at the end of the fiscal year		\$ 502,523.00 (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

Bridges provides crisis intervention team, shelter, case management, court & child advocacy, outreach, therapy, transitional housing and a pet accompaniment programs. The funding from Local Governments will provide for support of operating the above programs.

Eighty percent of funds at the end of the year are restricted to make renovations to our existing building and property.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the
 Bridges of Williamson Co. dba Bridges Domestic Violence Center **for the fiscal year noted above.**

Name of Nonprofit Organization

Person Preparing Report

Linda Crockett

Printed Name

Linda Crockett

Signature

Phone Number 615-591-7752

Email Address lindaj@bridgesdvc.org

Date 01/30/2021

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **SEP 15 2003**

BRIDGES OF WILLIAMSON COUNTY
PO BOX 1592
FRANKLIN, TN 37065

Employer Identification Number:

62-1753127

DLN:

17053221731083

Contact Person:

L. WAYNE BOTHE

ID# 31462

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated December 1998, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity during an advance ruling period.

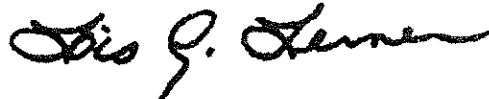
Based on our records and on the information you submitted, we are pleased to confirm that you are exempt under section 501(c)(3) of the Code, and you are classified as a public charity under the Code section listed in the heading of this letter.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

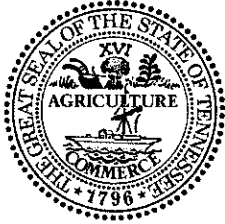
Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)



Tre Hargett
Secretary of State

Division of Business Services
Department of State
State of Tennessee
312 Rosa L. Parks AVE, 6th FL
Nashville, TN 37243-1102

BRIDGES DV
LINDA CROCKETT
P.O. BOX 1592
FRANKLIN, TN 37065

August 30, 2020

Request Type: Certificate of Existence/Authorization
Request #: 0379701

Issuance Date: 08/30/2020
Copies Requested: 1

Document Receipt

Receipt #: 005757547
Payment-Credit Card - State Payment Center - CC #: 3788211244

Filing Fee: \$20.00
\$20.00

Regarding: BRIDGES OF WILLIAMSON COUNTY
Filing Type: Nonprofit Corporation - Domestic
Formation/Qualification Date: 09/21/1998
Status: Active
Duration Term: Perpetual
Business County: WILLIAMSON COUNTY

Control #: 357731
Date Formed: 09/21/1998
Formation Locale: TENNESSEE
Inactive Date:

CERTIFICATE OF EXISTENCE

I, Tre Hargett, Secretary of State of the State of Tennessee, do hereby certify that effective as of the issuance date noted above

BRIDGES OF WILLIAMSON COUNTY

- * is a Corporation duly incorporated under the law of this State with a date of incorporation and duration as given above;
- * has paid all fees, interest, taxes and penalties owed to this State (as reflected in the records of the Secretary of State and the Department of Revenue) which affect the existence/authorization of the business;
- * has filed the most recent annual report required with this office;
- * has appointed a registered agent and registered office in this State;
- * has not filed Articles of Dissolution or Articles of Termination. A decree of judicial dissolution has not been filed.

Tre Hargett
Secretary of State

Processed By: Cert Web User

Verification #: 041466834

Bridges Domestic Violence Center Board of Directors Roster

Position	Name	Race	Gender	Address	City, State, Zip	Bus. Phone	Home Ph	Mobile Ph	Fax	E-Mail	Committee	Joined	Yrs on Board
Chair	Karla McCamish	W	F	7030 Marwood Dr.	College Grove, TN 37046	615-748-2539		239-825-1783		karla.McCamish@regions.com	Executive/Building	2016	4
Co-Chair	Open												
Secretary	Jeanne Rybolt	W	F	4059 Trail Ridge Dr.	Franklin, TN 37067	615-807-8710		615-512-1982		jeanne.rybolt@parallon.com	Executive/Fundraising	2018	2
Treasurer	Dorinda Smith	W	F	1049 Carlisle Lane	Franklin, TN 37064			804-357-2358		dsosmith@verizon.net	Finance Chair	2018	2
	Willie Hight	B	M	1097 Frank Martin Road	Shelbyville, TN 37160			615-840-3866		willie.hight@changehealthcare.com	Finance	2015	5
	Marybeth Avenill	W	F	4482 Gosey Hill Road	Franklin, TN 37064	615-771-2597	615-599-3069	615-418-1408		hiddenfalls1234@gmail.com	Board Develop. Chair/Mktg	2016	4
	Linda Hirsch	W	F	1302 Arrowhead Dr.	Brentwood, TN 37027		615-371-0284	615-972-0284		linda.hirsch@pikerton.com	Building	2016	4
	Kevin Herrington	W	M	9027 Keats St.	Franklin, TN 37064			615-308-6241		kevinherrington@comcast.net	Building	2018	2
	Wait Harrison	W	M	9458 Waterfall Rd	Brentwood, TN 37027	615-771-8100		615-415-4109		wait.harrison@cbiz.com	Fund Raising Chair	2019	1
	Jill Hudson	W	F	215 Heathstone Circle	Franklin, TN 37069	615-309-2319		615-293-3700		jhudson@bmc.com	Fund Raising	2019	1
	Rae Sanchez	B	F	1101 Downs Blvd. Lot 140	Franklin, TN 37064	615-790-5556 wk ext.8952		615-979-8934		rae@chpwc.org	TBD	2020	<1
	Juanita Patton	B	F	301 Scruggs Ave.	Franklin, TN 37074	615-661-7470		615-300-3689		jepatton@firsthorizon.com	TBD	2020	<1
Exec Dir (ex-officio)	Linda Crockett	W	F	805 West End Circle	Franklin, TN 37064	615-591-7752		615-714-0150	615-598-1964	linda@bridgesdvc.org	Executive Director	1998	22

The Board of Directors meets on a monthly basis, they are responsible for all organization, program and financial decisions.
The Executive Director is responsible for implementing all direct services and reports directly to the board chair.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/01/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER First Ins Partners 110 Mathis Dr. Suite 105 Dickson TN 37055		CONTACT NAME: Pamela Stanford (Rep) PHONE (A/C, No, Ext): (615) 446-2814 FAX (A/C, No): E-MAIL ADDRESS: pstanford@southpointrisk.com	
INSURED Bridges of Williamson County PO Box 1592 Franklin TN 37065		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Insurance Companies INSURER B: NorthStone Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** CL212146565**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			PHPK2196657	10/20/2020	10/20/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY			PHPK2196657	10/20/2020	10/20/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			PHUB743142	10/20/2020	10/20/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☒ N N/A			WCN6004393	08/04/2020	08/04/2021	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Directors & Officers Liability			PHSD1573806	10/20/2020	10/20/2021	Policy Limit \$1,000,000 Aggregate Limit \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Franklin 109 3rd Avenue South Franklin TN 37064	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Pamela Stanford
--	--

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Workers Compensation and Employers Liability Insurance Policy

400 Quarrier St., Charleston, WV 25301

NorthStone Insurance Company
A Stock Company

Policy Number	Policy Period	
	From	To
WCN6004393	08/04/2020	08/04/2021
(12:01 AM at the insured location)		

Information Page		Renewal/Rewrite of Policy Number	
		NEW	
1. Named Insured and Address		Agency Information	
Bridges of Williamson County PO Box 1592 Franklin, TN 37065		33219307 Geny Insurance Group, LLC SouthPoint Risk - Nashville 992 Davidson Drive, Ste 108 Nashville, TN 37205	
Carrier No.	FEIN	Risk ID	Entity Type
16456	62-1753127	410790173	Other

Additional Workplaces not shown above:

Refer to Schedule of Locations Endorsement WC 99 06 02 A (07-20)

2. The Policy Period is from 08/04/2020 to 08/04/2021 12:01am Standard Time at the insured's mailing address.

3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: TN

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3.A. The limits of our liability under part Two are:

Bodily Injury by Accident:	\$100,000.00	Each Accident
Bodily Injury by Disease:	\$500,000.00	Policy Limit
Bodily Injury by Disease:	\$100,000.00	Each Employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here: All states and U.S. territories except North Dakota, Ohio, Washington, Wyoming, Puerto Rico, and the U.S. Virgin Islands, and states designated in Item 3.A. of the Information Page.

D. This policy includes these endorsements and schedules: SEE ATTACHED SCHEDULE

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All Information required below is subject to verification and change by audit.

SEE ATTACHED CLASSIFICATIONS OF OPERATIONS

Minimum Premium: \$366.00	Total Estimated Annual Premium:	\$10,892.00
	Premium Discount:	\$56.00CR
	Expense Constant:	\$200.00
	Deposit Premium:	\$2,723.00

Issue Date: 07/28/2020

Issuing Office: Charleston, WV

WC 00 00 01 A (7-09)



Franklin Nonprofit Funding Request – Fiscal Year 2021-2022

Application for Charitable and Civic Organizations

Submission Deadline: March 22, 2021

Agency Name:

(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:

Name

Email

Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Is this a TN Governor's Office of Diversity Business Enterprise (Go-DBE)?

☐ Yes

☒ No

If yes, is this business certified with the TN Department of General Services for Minority Owned, Women Owned, Service-Disabled Veteran Owned and Small Business Enterprise firms?

☐ Yes

☐ No

Total amount of City of Franklin funds being requested for FY2021-2022 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Community Child Care, Inc.

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

These funds will be used to assist families with tuition fees who have suffered a financial loss due to covid-19.

These funds will be used to hire part-time help to continue to assist our teachers with student check-ins, as they take temperatures daily upon arrival to prevent the spread of covid-19.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

Some of our parents face evictions and job loss on a regular basis. These funds would assist the parents with paying their tuition fees, so we will not lose revenue.

We closed for seven weeks last year, during the pandemic and did not charge the families for daycare services. These funds will be greatly needed as we continue to assist our families who financial fall below socioeconomic status here in Franklin.

Hiring part-time help will be a huge addition as we have changed our drop off and pick up instructions. This employee will be responsible for taking students to and from the entrance to their classrooms. This process will continue until our positive cases have declined dramatically.



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☒ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency budget, what percentage is derived from this funding request to the City of Franklin?

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Tara Blue	03/22/2021
Printed Name of (CEO/President/Executive Director/Board Chair)	Date

	03/22/2021
Signature of (CEO/President/Executive Director/Board Chair)	Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Community Child Care, Inc.

Attachments:

- ☒ Annual Audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☐ Any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability (if applicable), general liability, and workers' compensation (if required by TN law).
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Community Child Care, Inc.

Name of Nonprofit Organization

129 West Fowlkes Suite 1270	Franklin	Williamson	TN	37064
Street Address	City	County	State	Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from July 2019 through June 2020

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$ 0.00	
State Grants	163,795.00	
Financial Assistance from Local Governments	36,648.00	
Donations and Gifts from Citizens	6,881.00	
Membership Dues	0.00	
Fees/Charges for Services	179,638.00	
Fundraising Events	31,765.00	
Sale of Assets	0.00	
Loans-Borrowed Funds	75,000.00	
Investment Income	3,017.00	
Other Receipts	157,790.00	
Total Receipts		\$ 654,534.00 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$ 0.00
Salaries and Wages	437,868.00
Employee Benefits	10,956.00
Payroll Taxes	33,245.00
Fees for Services (non-employee)	10,160.00
Advertising and Promotion	530.00
Office Expenses	4,813.00
Leases/Rentals	1,800.00
Maintenance and Repairs	200.00
Supplies	42,899.00
Travel	0.00

Utilities	11,362.00	
Insurance	16,005.00	
Conferences, Conventions and Meetings	117.00	
Interest	0.00	
Purchase of Capital Assets – Vehicles and Equipment	0.00	
Purchase of capital Assets – Property and Buildings	0.00	
Loan Payments	0.00	
Other	36,323.00	
Total Disbursements		\$ 606,278.00 (B)
Cash Receipts Less Disbursements for the fiscal Year (A-B=C)		\$ 48,256.00 (C)
Cash Balance - at the beginning of the fiscal year		\$ 501,606.00 (D)
Cash Balance - at the end of the fiscal year (C+D=E)		\$ 549,862.00 (E)
Details of Cash Balance - at the end of the fiscal year		
Cash on Hand	\$ 0.00	
Cash in Bank – Checking	477,031.00	
Cash in Bank – Savings Accounts	0.00	
Cash in Bank – Certificates of Deposits	72,831.00	
Other Cash	0.00	
Total Cash - at the end of the fiscal year		\$ 549,862.00 (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

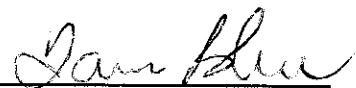
Proposed use of the funds will assist parents who have faced financial hardship with paying their tuition on time and allow us to hire a part-time staff person to assist with taking temperatures of children upon arrival and mid-day.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the
 Community Child Care Center **for the fiscal year noted above.**
 Name of Nonprofit Organization

Person Preparing Report

Tara Blue

Printed Name



Signature

Phone Number 615 794 8986

Email Address communitychild@bellsouth.net

Date 03/23/2021

COMMUNITY CHILD CARE, INC.
FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORT
JUNE 30, 2020 AND 2019

COMMUNITY CHILD CARE, INC.

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Community Child Care, Inc.
Franklin, Tennessee

We have audited the accompanying financial statements of Community Child Care, Inc., which comprise the statements of financial position as of June 30, 2020 and 2019, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position Community Child Care, Inc. as of June 30, 2020 and 2019, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Bellenfant, PLLC

January 12, 2021

COMMUNITY CHILD CARE, INC.

STATEMENTS OF FINANCIAL POSITION

JUNE 30, 2020 AND 2019

ASSETS

	<u>2020</u>	<u>2019</u>
CURRENT ASSETS		
Cash and Cash Equivalents	\$ 549,862	\$ 501,606
County Government Receivable	7,508	7,508
Child Care Food Program Receivable	2,134	2,833
Prepaid Expenses	<u>1,800</u>	<u>3,600</u>
 Total Current Assets	 <u>561,304</u>	 <u>515,547</u>
 FIXED ASSETS		
Furniture and Equipment	85,483	78,800
Less: Accumulated Depreciation	<u>(47,263)</u>	<u>(37,255)</u>
 Total Fixed Assets	 <u>38,220</u>	 <u>41,545</u>
 Total Assets	 <u><u>\$ 599,524</u></u>	 <u><u>\$ 557,092</u></u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts Payable	\$ 487	\$ 14,676
SBA PPP Loan Payable	<u>75,000</u>	<u>-</u>
 Total Current Liabilities	 <u>75,487</u>	 <u>14,676</u>
 NET ASSETS		
Net Assets Without Donor Restrictions	<u>524,037</u>	<u>542,416</u>
 Total Net Assets	 <u>524,037</u>	 <u>542,416</u>
 Total Liabilities and Net Assets	 <u><u>\$ 599,524</u></u>	 <u><u>\$ 557,092</u></u>

The accompanying notes are an integral part of these financial statements.

COMMUNITY CHILD CARE, INC.

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

SUPPORT AND REVENUE:

	<u>2020</u>	<u>2019</u>
11 Tennessee Department of Human Services		
Child Care Food Program	\$ 29,654	\$ 33,119
Child Care Assistance	<u>134,141</u>	<u>82,400</u>
Total Tennessee Department of Human Services	<u>163,795</u>	<u>115,519</u>
United Way	165,000	170,000
Day Care Fees	179,638	242,315
City of Franklin	29,140	29,140
Williamson County	7,508	7,508
Contributions	38,646	34,979
Interest	3,017	3,136
Computer Center	1,155	448
Leadership Franklin	-	10,326
Campaign Funds	<u>-</u>	<u>375</u>
Total Support and Revenue	<u>587,899</u>	<u>613,746</u>

EXPENSES:

Program Services	476,060	439,908
Management and General	89,168	82,358
Fundraising	<u>41,050</u>	<u>38,472</u>
Total Expenses	<u>606,278</u>	<u>560,738</u>
Change in Net Assets	(18,379)	53,008
Net Assets, beginning of year	<u>542,416</u>	<u>489,408</u>
Net Assets, end of year	<u><u>\$ 524,037</u></u>	<u><u>\$ 542,416</u></u>

The accompanying notes are an integral part of these financial statements.

COMMUNITY CHILD CARE, INC.

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2020

	Program Services	Management and General	Fundraising	Total
Salaries	\$ 350,294	\$ 65,680	\$ 21,894	\$ 437,868
Payroll Taxes	26,596	4,987	1,662	33,245
Retirement	8,765	1,643	548	10,956
Payroll Processing Fees	2,278	427	142	2,847
Supplies	34,319	6,435	2,145	42,899
Employee Education	4,478	840	280	5,598
Computer Center	640	120	40	800
Maintenance and Cleaning	160	30	10	200
Professional Services	8,128	1,524	508	10,160
Advertising	424	80	26	530
Utilities	9,090	1,704	568	11,362
Special Events	3,341	626	209	4,176
Insurance	12,804	2,401	800	16,005
Taxes and Licenses	298	56	19	373
Dues and Subscriptions	3,210	602	201	4,013
Training and Seminars	94	18	5	117
Rent	1,440	270	90	1,800
Other	1,194	224	74	1,492
Fundraising	-	-	11,829	11,829
Total Expenses before Depreciation	467,553	87,667	41,050	596,270
Depreciation	8,507	1,501	-	10,008
Total Expenses	\$ 476,060	\$ 89,168	\$ 41,050	\$ 606,278

The accompanying notes are an integral part of these financial statements.

COMMUNITY CHILD CARE, INC.

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2019

	Program Services	Management and General	Fundraising	Total
Salaries	\$ 322,174	\$ 60,408	\$ 20,136	\$ 402,718
Payroll Taxes	24,158	4,530	1,510	30,198
Retirement	9,768	1,832	610	12,210
Payroll Processing Fees	1,930	362	121	2,413
Supplies	42,226	7,917	2,640	52,783
Computer Center	422	79	27	528
Maintenance and Cleaning	26	5	2	33
Professional Services	7,636	1,432	477	9,545
Advertising	100	19	6	125
Utilities	9,851	1,847	616	12,314
Special Events	3,954	741	247	4,942
Insurance	8,392	1,574	524	10,490
Taxes and Licenses	336	63	21	420
Dues and Subscriptions	2,502	469	156	3,127
Training and Seminars	788	148	49	985
Rent	1,440	270	90	1,800
Other	499	94	31	624
Fundraising	-	-	11,209	11,209
Total Expenses before Depreciation	436,202	81,790	38,472	556,464
Depreciation	3,706	568	-	4,274
Total Expenses	\$ 439,908	\$ 82,358	\$ 38,472	\$ 560,738

The accompanying notes are an integral part of these financial statements.

COMMUNITY CHILD CARE, INC.

STATEMENTS OF CASH FLOWS

FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

CASH FLOWS FROM OPERATING ACTIVITIES	<u>2020</u>	<u>2019</u>
Change in Net Assets	\$ (18,379)	\$ 53,008
Adjustments to reconcile net income to net cash used by operating activities:		
Depreciation	10,008	4,274
(Increase) Decrease in:		
Child Care Assistance Receivable	-	3,946
Child Care Food Program Receivable	699	447
Prepaid Expenses	1,800	(1,800)
Increase (Decrease) in:		
Accounts Payable and Accrued Expenses	<u>(14,189)</u>	<u>9,746</u>
Net Cash Provided (Used) by Operating Activities	<u>(20,061)</u>	<u>69,621</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
(Purchase) Disposal of Fixed Assets	<u>(6,683)</u>	<u>(32,733)</u>
Net Cash Provided (Used) by Investing Activities	<u>(6,683)</u>	<u>(32,733)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
SBA PPP Loan Payable	<u>75,000</u>	<u>-</u>
Net Cash Provided (Used) by Financing Activities	<u>75,000</u>	<u>-</u>
Net Increase (Decrease) in Cash	48,256	36,888
Cash and cash equivalents, beginning of year	<u>501,606</u>	<u>464,718</u>
Cash and cash equivalents, end of year	<u><u>\$ 549,862</u></u>	<u><u>\$ 501,606</u></u>

The accompanying notes are an integral part of these financial statements.

COMMUNITY CHILD CARE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2020 AND 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Purpose

Community Child Care, Inc. ("the Organization"), located in Franklin, Tennessee, is a nonprofit corporation organized to provide child care services to low-income families.

Basis of Presentation

Community Child Care, Inc. prepares its financial statements and maintains its financial accounting records on the accrual basis of accounting. Revenue is generally recognized when earned. Expenses are generally recognized when incurred.

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with U.S. generally accepted accounting principles. Financial statement presentation follows the requirements of the Financial Accounting Standards Board (FASB) Accounting Standards Codification Topic related to Presentation of Financial Statements of Not-for-Profit Organizations. Under the FASB Accounting Standards Codification, the Organization is required to report information regarding its financial position and activities according to two classes of net assets; net assets without donor restrictions and net assets with donor restrictions.

Net assets without donor restrictions - These are net assets that are not subject to donor-imposed stipulations. The Organization had \$524,037 and \$542,416 of net assets without donor restrictions as of June 30, 2020 and 2019, respectively.

Net assets with donor restrictions - These are net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Organization and/or the passage of time. This classification also includes net assets subject to donor-imposed stipulations that may be maintained permanently by the Organization. Generally, donors of these assets permit the Organization to use all or part of the income earned for general or specific purposes. The Organization had no net assets with donor restrictions as of June 30, 2020 and 2019.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all certificates of deposit purchased with a maturity of three months or less to be cash equivalents. Certificates of deposit with original maturities exceeding three months are classified as investments and stated at fair value. Investments were \$72,831 and \$142,593 as of June 30, 2020 and 2019, respectively.

COMMUNITY CHILD CARE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2020 AND 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Contributions

The Organization accounts for contributions in accordance with the Financial Accounting Standards Board (FASB) Accounting Standards Codification topic relating to Accounting for Contributions Received and Contributions Made. In accordance with the FASB Accounting Standards Codification, contributions received are recorded as without restrictions or with restrictions depending on the existence or nature of any donor-imposed restrictions. Under the FASB Accounting Standards Codification, certain contributions are required to be reported as restricted support and are then reclassified to net assets without donor restrictions upon expiration or resolution of the donor restrictions. The Organization had no contributions with restrictions as of June 30, 2020 and June 30, 2019.

Fair Values of Financial Instruments

The following methods and assumptions were used by the Organization in estimating its fair value disclosures for financial instruments:

Cash, cash equivalents, certificates of deposit, accounts receivable, and accounts payable: The carrying amounts reported in the statement of financial position approximate fair values because of the short maturities of those instruments.

Accounts Receivable

The Organization considers accounts receivable to be fully collectible; accordingly, no allowances for doubtful accounts is required. If accounts become uncollectible, they will be charged to operations when that determination is made.

Revenue Recognition

Grant income is recognized over the grant period in relation to the expenditures incurred and services provided, as outlined in the grant documents. Cash received in excess of grant expenditures to date is recorded as deferred revenue, and an account receivable is recorded when allowable expenditures exceed cash received.

Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

COMMUNITY CHILD CARE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2020 AND 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Equipment

Equipment is stated at cost for purchased equipment and at fair market value on the date received for contributed equipment less accumulated depreciation. Depreciation is computed using the straight-line method over the estimated useful lives of five years for equipment. Assets purchased with a cost of less than \$500 are expensed to minor equipment.

Change in Accounting Principle

In November 2016, FASB issued Accounting Standards Update (ASU) 2016-18, *Statement of Cash Flows*. The standard provides guidance on the classification and presentation of changes in restricted cash on the statement of cash flows. The standard also acknowledges and provides guidance on the diversity that exists within this classification. ASU 2016-18 is effective for the Organization for the year ended June 30, 2020. The accounting change has been retrospectively applied to prior periods presented as if the policy had always been used.

In June 2018, FASB issued ASU 2018-08, *Not-for-Profit Entities Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. The standard provides guidance on determining whether a transaction should be accounted for as a contribution or as an exchange transaction. A primary aspect of this determination is whether the two parties receive and sacrifice commensurate value. The standard also provides guidance on determining whether a contribution is conditional, helping entities better distinguish a donor-imposed condition from a donor-imposed restriction. ASU 2018-08 is effective for the Organization for the year ended June 30, 2020. The accounting change has been retrospectively applied to prior periods presented as if the policy had always been used.

COMMUNITY CHILD CARE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2020 AND 2019

Accounting Policies for Future Pronouncements

In May 2014, FASB issued ASU 2014-09, *Revenue from Contracts with Customers*. ASU 2014-09 clarifies the principles for recognizing revenue and develops a common revenue standard under U.S. GAAP under which an entity should recognize revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. ASU 2014-09 will be effective for the fiscal year ending June 30, 2021. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

In February 2016, FASB issued ASU 2016-02, *Leases*. The standard requires all leases with lease terms over 12 months to be capitalized as a right of use asset and lease liability on the balance sheet at the date of lease commencement. Leases will be classified as either finance or operating. This distinction will be relevant for the pattern of expense recognition in the income statement. This standard will be effective for the fiscal year ending June 30, 2023. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

2. FEDERAL INCOME TAX STATUS

The Organization has been determined by the Internal Revenue Service to be exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. Accordingly, the financial statements do not reflect a provision for income taxes.

The Organization files a U.S. Federal Form 990-*Return of Organization Exempt from Income Tax*. The Organization's returns for the years prior to fiscal year ended June 30, 2017 are no longer open for examination.

The Organization has evaluated its tax positions in accordance with the Codification Standard relating to Accounting for Uncertainty in Income Taxes. The Organization believes that it has taken no uncertain tax positions.

3. GRANT REVENUE RECEIVABLE

Grant revenue receivable consists of receivables of the annual budgeted amount from Williamson County, Tennessee and Child Care Food Program, and the Child Care Assistance Program funded by the Tennessee Department of Human Services.

COMMUNITY CHILD CARE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2020 AND 2019

4. PENSION PLAN

The Organization has a defined contribution pension plan for all eligible employees. The employer contributes up to 6% of each participants salary, depending on the employee's length of service. Employer contributions for the years ended June 30, 2020 and 2019 were \$10,956 and \$12,210, respectively.

5. CONCENTRATIONS OF RISK

The financial condition of all depository banks, including those with balances less than the Federal Deposit Insurance Corporation's \$250,000 insured limit, is continually reviewed by the board. The Fifth Third Operating account is currently exceeding the FDIC insured limit.

6. SIGNIFICANT SOURCE OF REVENUE RISK

The Organization receives over 28% and 19% of its revenue from the State of Tennessee Department of Human Services and over 31% and 28% from United Way for child care assistance and child care food programs for the years ended June 30, 2020 and 2019, respectively. A major reduction of funds by the grantor agencies would have a significant effect on future operations.

7. CONTINGENCY

Expenditures related to government contracts are subject to adjustment based upon review by the granting agencies. The Organization does not anticipate that adjustments, if any, arising from such reviews will have a material effect on the financial statements.

8. PAYCHECK PROTECTION PROGRAM LOAN PAYABLE

In response to the pandemic, Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act, and it was signed into law on March 27, 2020. The CARES Act implemented the Payroll Protection Program (PPP), which provides loans to small businesses and charitable organizations to keep their employees on payroll. Community Child Care obtained a PPP loan for \$75,000 on May 4, 2020. The portion of loan proceeds that is spent on qualified payroll costs and operational expenses will be forgiven.

COMMUNITY CHILD CARE, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2020 AND 2019

9. AVAILABILITY OF FINANCIAL ASSETS

The following reflects the Organization's financial assets as of June 30, 2020, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the balance sheet date:

Financial assets, at year-end	\$ 549,862
Less: cash held as certificates of deposit	<u>(72,831)</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 477,031</u>

There is an adequate amount of financial assets available as of June 30, 2020. The Organization effectively manages its liquid available resources to meet cash needs for general expenditures within one year of the balance sheet date.

10. SUBSEQUENT EVENTS

Subsequent events have been evaluated through January 12, 2021 which is the date the financial statements were available to be issued.

On March 11, 2020, the World Health Organization characterized the outbreak of the COVID-19 coronavirus as a pandemic. The Organization receives the majority of its revenue from day care fees, donations, and grants, and therefore sees the pandemic as a risk to its ability to generate revenue.



**STATE OF TENNESSEE
DEPARTMENT OF REVENUE**

COMMUNITY CHILD CARE, INC.
129 W FOWLKES ST STE 1270
FRANKLIN TN 37064-3563

Effective Date: July 1, 2019
Expiration Date: June 30, 2023
Account No: 1000119927-SLC
Exemption No: 25484288
Facility Address:
129 W FOWLKES ST
FRANKLIN TN 37064-3561

**Exempt Organizations or Institutions
Sales and Use Tax Certificate of Exemption**

This organization or institution qualifies for the authority to make sales and use tax exempt purchases of goods and services that it will use, consume or give away.

This authorization for exemption is limited to sales made directly to the referenced organization. This exemption certificate may not be used for sales made to individuals paying with personal checks or personal debit or credit cards, even if the individual is a representative or employee of the organization, and he or she will be reimbursed for the purchase. Sellers must refuse to accept the certificate when the sale is made to someone other than the organization.

This exemption certificate may not be used to make purchases without the payment of sales and use tax for other locations and may not be transferred to or used by any other person.

Seller's Name

Seller's Address (City & State)

I, _____ as an authorized representative of the taxpayer named above, affirm that the purchases qualify for the exemption and will be used at the location of the facility address referenced above. Under penalty of perjury, I affirm this to be a true and correct statement.

Print Name of Authorized Representative

Signature of Authorized Representative

Date

The supplier must maintain a copy of this document as evidence of the sales tax exemption.

Tennessee Secretary of State
Tre Hargett



Division of Business Services
Division of Charitable Solicitations and Gaming
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243-1102

Thomas H. Riley, III
Director
March 11, 2021

615-741-2555
Tom.Riley@tn.gov

Tara Blue
Community Child Care, Inc.
129 West Fowlkes Street, Suite 1270
Franklin, TN 37064

RE: **APPROVAL** - Registration to Solicit Funds for Charitable Purposes
Community Child Care, Inc. - CO4568
Registration Expiration Date: **December 31, 2021**

Dear Tara Blue:

Pursuant to Tenn. Code Ann. § 48-101-501, *et seq.*, the Division of Charitable Solicitations and Gaming has reviewed your submitted application and is pleased to announce your organization's registration to solicit contributions has been approved.

With this approval, your organization has new responsibilities for maintaining statutory compliance, including submission of the proper documents and required fees on an annual basis. The required filings include:

- Completed *Application to Renew Registration* form
- Completed *Summary of Financial Activities* form
- IRS determination letter granting tax-exempt status, if not previously filed
- IRS *Form 990*, *Form 990EZ*, or *990N* for the most recently completed accounting year, if the organization qualifies as tax-exempt
- An audited financial statement if the organization grossed more than \$500,000 in revenue
- Any amendments to the organization's governing documents

The *Application to Renew Registration* and *Summary of Financial Activities* forms are available on our website at <http://sos.tn.gov/charitable>. Additionally, the "CO" number listed above will serve as your organization's identification number specific to this division and should be included on all correspondence.

Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

Tre Hargett
Secretary of State

LG:CO4568

Community Child Care Board Members- 2020- 2021

Name	Position	Contact Information	End of Term
Kevan Dunn	President	615 806 1036	2021
Shedrick Wright	Vice-President	615 218 9698	2021
Mary Waldron	Secretary	615 930 8883	2022
Laura McGregor	Treasurer	931 607 4380	2022
Andy Maloney	Ad/Council	615 289 4524	n/a
Pamela Bright	Ad/Council	615 973 6881	n/a
Anthony Bills	Member	615 775 7525	2022
Kathy Turner	Member	615 480 3404	2022
Cara Ferguson	Member	615 500 4879	2023
Jason Kaplan	Member	615 939 1491	2023
Tara Blue	Ex. Director	615 415 6316	n/a



COMMCHI-01

SROY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/26/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Chappell, Smith & Associates 1006 Merylinger Court PO Box 681209 Franklin, TN 37067	CONTACT NAME: Susan Roy PHONE (A/C, No, Ext): (615) 435-8300 E-MAIL ADDRESS: sroy@chappellsmith.com		FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE INSURER A: Markel Insurance Co.		NAIC # 38970
INSURED Community Child Care Center Suite 1270 129 West Fowles Street Franklin, TN 37064	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			CCP20001512-08	7/12/2020	7/12/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			CCP20001512-08	7/12/2020	7/12/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Property			CCP20001512-08	7/12/2020	7/12/2021	Contents 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is named as Additional Insured as respects to General Liability.

CERTIFICATE HOLDER**CANCELLATION**

City of Franklin - Finance & Administration Attn: Angelique Franzoni 109 - 3rd Avenue, South Franklin, TN 37064	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

COMMUNITY CHILD CARE INC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☒ Other (see instructions) ► **Nonprofit corporation exempt under IRS Code Section 501(c)(3)**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

129 WEST FOWLKES STREET

Requester's name and address (optional)

6 City, state, and ZIP code

FRANKLIN, TN 37064

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

6 2 - 0 8 5 2 9 7 2

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Dave Blair

Date ►

2/20/2021

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Franklin Nonprofit Funding Request – Fiscal Year 2021-2022

Application for Charitable and Civic Organizations

Submission Deadline: March 22, 2021

Agency Name:

(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:

Name

Email

Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Is this a TN Governor's Office of Diversity Business Enterprise (Go-DBE)? ☐ Yes ☒ No

If yes, is this business certified with the TN Department of General Services for Minority Owned, Women Owned, Service-Disabled Veteran Owned and Small Business Enterprise firms?

☐ Yes ☒ No

Total amount of City of Franklin funds being requested for FY2021-2022 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Community Housing Partnership of Williamson County

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No

If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

Community Housing Partnership of Williamson County (CHP) is requesting the same amount of funding as what was received in the previous fiscal year (\$8,460.00). The proposed use of funds is serving City of Franklin citizens who are workforce, who are low-income, who are elderly and/or who have disabilities by creating affordable homes through new construction or rehabilitation. The funding would be utilized by both our Single-Family and Multi-Family Development Programs, specifically with projects located within the City of Franklin. CHP has had an ongoing Development Program for over fifteen years through various avenues.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

CHP anticipates using the City of Franklin funds for administrative, operational and project management costs incurred by the Single-Family and Multi-Family Development Programs. Generally examples would include overhead expenses such as mileage, office supplies, IT management and software, pre-development costs and carrying costs. The City of Franklin funding would be essential for the feasibility of development projects this fiscal year. Other grant revenue sources received by CHP are designated to project costs related to the acquisition, rehabilitation and construction of affordable housing.



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☒ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency budget, what percentage is derived from this funding request to the City of Franklin?

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Printed Name of (CEO/President/Executive Director/Board Chair) Date

Signature of (CEO/President/Executive Director/Board Chair) Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Community Housing Partnership of Williamson County

Attachments:

- ☐ Annual Audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability (if applicable), general liability, and workers' compensation (if required by TN law).
- ☒ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency



129 W. Fowlkes St. Ste. 124
Franklin, TN 37064
615.790.5556
615.595.1215
chpwc.org

March 19, 2021

By this document and as an authorized representative of Community Housing Partnership of Williamson County, I hereby certify the following:

The attached audit is for the fiscal year ending June 30, 2019. Additionally, supplied is the June 30, 2020, financial statement. The current audit for the fiscal year ending June 30, 2020, is in process and is not completed. Should you have questions regarding the audit in process, you may contact Kristen Francisco at Blankenship CPA Group, PLLC. She can be reached at (615) 373-3771. Her email is kfrancisco@bcpas.com.

Certified by,

A handwritten signature in black ink, appearing to read 'Wayne Weaver', written over a horizontal line.

Wayne Weaver, President and CEO

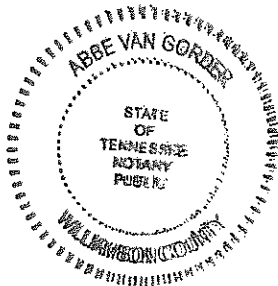
STATE OF TENNESSEE
COUNTY OF Williamson

Before me, Abbe Van Gorder, a Notary Public of said County and State, personally appeared Wayne Weaver, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged to be President and CEO of Community Housing Partnership of Williamson County, the within named bargainer, a corporation, and that he/she as such President and CEO executed the foregoing instrument for the purposes therein contained.

Witness my hand and seal, at Office, this 22 day of March, 2021.

A handwritten signature in black ink, appearing to read 'Abbe Van Gorder', written over a horizontal line.
Notary Public

My Commission Expires: 10-16-22

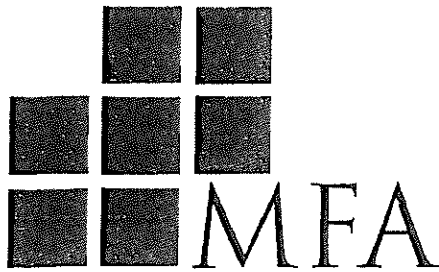


A UNITED WAY OF WILLIAMSON COUNTY AGENCY

**COMMUNITY HOUSING PARTNERSHIP OF WILLIAMSON COUNTY
AUDITED FINANCIAL STATEMENTS
JUNE 30, 2019**

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MCMURRAY, FOX & ASSOCIATES, PLLC CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Community Housing Partnership of Williamson County,

We have audited the accompanying financial statements of Community Housing Partnership of Williamson County (a nonprofit organization) which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Community Housing Partnership of Williamson County as of June 30, 2019, and the changes in its net assets and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

McMurray, Fox & Associates

McMurray, Fox & Associates, PLLC
Hendersonville, Tennessee
January 20, 2020

COMMUNITY HOUSING PARTNERSHIP OF WILLIAMSON COUNTY
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2019

ASSETS

Current assets	
Cash and cash equivalents	\$ 340,044
Marketable securities	288,591
Accounts and notes receivable, net	1,746
Inventory of rehabilitation homes	1,308,674
Contributions receivable - United Way	52,000
Escrow deposit	24,176
Total current assets	<u>2,015,231</u>
Property and equipment	
Land	269,602
Building	3,056,679
Equipment	66,663
Less: accumulated depreciation	(1,231,892)
Net property and equipment	<u>2,161,052</u>
Other assets	
Notes receivable - property sales	336,432
Discount on notes receivable - property sales	(243,200)
Total other assets	<u>93,232</u>
Total assets	<u>\$ 4,269,515</u>

LIABILITIES AND NET ASSETS

Current liabilities	
Accounts payable and accrued expenses	\$ 48,390
Tenants' deposits	12,200
Payroll liabilities	19,671
Lines of credit	277,225
Current portion of long-term debt	987,237
Total current liabilities	<u>1,344,723</u>
Long-term liabilities	
Long-term debt	<u>261,258</u>
Total long-term liabilities	<u>261,258</u>
Net assets	
Net assets without donor restrictions	2,611,534
Net assets with donor restrictions	52,000
Total net assets	<u>2,663,534</u>
Total liabilities and net assets	<u>\$ 4,269,515</u>

See independent auditor's report and notes to financial statements.

COMMUNITY HOUSING PARTNERSHIP OF WILLIAMSON COUNTY
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2019

	Without donor restrictions	With donor restrictions	Total
Revenues			
Grant income	\$ -	\$ 375,234	\$ 375,234
Contributions	-	15,948	15,948
In-kind contributions	47,054	-	47,054
Homebuyers counseling	22,199	-	22,199
Rental income	318,646	-	318,646
Net gain from property sales	206,517	-	206,517
Other income	5,264	-	5,264
Interest income	6,526	-	6,526
Unrealized gain (loss) on investment	6,749	-	6,749
Net assets released from restrictions	390,497	(390,497)	-
Total revenues	1,003,452	685	1,004,137
Expenses			
Program services	735,614	-	735,614
Management and general	101,113	-	101,113
Total expenses	836,727	-	836,727
Change in net assets	166,725	685	167,410
Net assets at beginning of year	2,444,809	51,315	2,496,124
Net assets at end of year	\$ 2,611,534	\$ 52,000	\$ 2,663,534

See independent auditor's report and notes to financial statements.

COMMUNITY HOUSING PARTNERSHIP OF WILLIAMSON COUNTY
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2019

	Program Services	Management and General	Total
Salaries and benefits	\$ 308,479	\$ 72,359	\$ 380,838
Payroll taxes	15,746	3,694	19,440
Total wages cost	324,225	76,053	400,278
Donations	700	-	700
Community rehabilitation expenses	97,111	-	97,111
Insurance	11,084	2,600	13,684
Office expense and supplies	21,361	5,011	26,372
Professional services	31,638	7,421	39,059
Interest	46,707	-	46,707
Mileage	2,737	642	3,379
Other	1,917	450	2,367
Rent	24,229	5,683	29,912
Training, meetings and dues	5,360	1,257	6,617
Maintenance & repairs	59,180	-	59,180
Property taxes	11,583	-	11,583
Depreciation	97,782	1,996	99,778
Total expenses	<u>\$ 735,614</u>	<u>\$ 101,113</u>	<u>\$ 836,727</u>

See independent auditor's report and notes to financial statements.

COMMUNITY HOUSING PARTNERSHIP OF WILLIAMSON COUNTY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2019

Cash flows from operating activities:	
Increase/ (Decrease) in net assets	\$ 167,410
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:	
Depreciation	99,778
Amortization of discount on notes receivable	(4,440)
Unrealized gain on investment	(6,749)
(Increase)/ Decrease in accounts and notes receivable - other	5,612
(Increase)/ Decrease in inventory of rehabilitation homes	2,331,431
Increase/ (Decrease) in accounts payable and other liabilities	33,283
Increase/ (Decrease) in tenant deposits	1,400
Increase/ (Decrease) in payroll liabilities	17,507
Total adjustments	<u>2,477,822</u>
Net cash provided by operating activities	<u>2,645,232</u>
Cash flows from investing activities:	
Purchase of marketable securities	(163,444)
Escrow deposit	(4,176)
Purchase of fixed assets	<u>(468,988)</u>
Net cash used in investing activities	(636,608)
Cash flow from financing activities:	
Principal payments on notes payable	(4,451,658)
Proceeds from notes payable	2,347,535
Increase in lines of credit	251,200
Net cash used in financing activities	<u>(1,852,923)</u>
Net increase in cash and cash equivalents	155,701
Cash and cash equivalents at beginning of year	<u>184,343</u>
Cash and cash equivalents at end of year	<u>\$ 340,044</u>

See independent auditor's report and notes to financial statements.

COMMUNITY HOUSING PARTNERSHIP OF WILLIAMSON COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Nature of Activities

Community Housing Partnership of Williamson County (the Organization) is a non-profit organization in Williamson County, Tennessee. The Organization's mission is to provide affordable housing in Williamson County to low- and moderate-income families.

B. Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting in accordance with generally accepted accounting principles in the United States of America.

C. Basis of Presentation

Net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed stipulations. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

Net assets without donor restrictions – Net assets that are not subject to donor-imposed stipulations.

Net assets with donor restrictions – Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Organization and/or the passage of time. All grants and contributions are considered with donor restrictions upon receipt and are commonly used within the same year. At June 30, 2019, the Organization had \$52,000 of net assets with donor restrictions which represents a United Way commitment for community rehabilitation expenses which will be paid monthly in fiscal year 2020.

D. Fair Value Measurement

The Organization follows the guidance in ASC 820, Fair Value Measurements. This standard defines fair value, provides guidance for measuring fair value, and requires certain disclosures. The standard utilizes a fair value hierarchy which is categorized into three levels based on the inputs to the valuation techniques used to measure fair value. The standard does not require any new fair value measurements, but discusses valuation techniques, such as the market approach (comparable market prices), the income approach (present value of future income or cash flows), and the cost approach (cost to replace the service capacity of an asset or replacement cost). The Organization's investments are measured on a recurring basis at fair value at the reporting date using quoted prices in active markets for identical assets or level 1 investments.

See independent auditor's report.

COMMUNITY HOUSING PARTNERSHIP OF WILLIAMSON COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

F. Cash and Cash Equivalents

Cash and cash equivalents include all monies in banks and highly liquid investments with maturity dates of less than three months. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments.

G. Accounts Receivable

Accounts receivable results primarily from tenant rent and other promissory notes owed to the Organization at June 30, 2019. Accounts receivable are based on managements' evaluation of outstanding receivables at year end. Allowance for doubtful accounts, if any, is provided based on the review of outstanding receivables, management's historical experience, and economic conditions. Uncollectible accounts are expensed in the period such amounts are determined. At June 30, 2019, a reserve for uncollectible accounts of \$8,809 was recognized.

H. Marketable Securities

The Organization has \$288,591 primarily in stocks and bond mutual funds held at Morgan Stanley. An unrealized gain of \$6,749 was recognized in the financial statements.

I. Property and Equipment

Property and equipment are recorded at cost or, if donated, at the estimated fair market value at the date of donation. Property and equipment with a cost in excess of \$300 are capitalized. Property and equipment are depreciated using the straight-line method over the life of the asset, between three and thirty years. Depreciation expense for the year ended June 30, 2019 is \$99,778. Repair and maintenance costs are expensed as incurred.

Property includes 35 units that are currently being rented. Rental income was \$318,646 for the year ended June 30, 2019.

J. Contributed Services

Contributed services are reflected in the financial statements at the fair value of the services received only when those services either (a) create or enhance nonfinancial assets, or (b) require specialized skills that are provided by individuals possessing those skills and would typically need to be purchased if not provided by donation. A substantial number of unpaid volunteers have made significant contributions of their time to develop the Organization's programs. No amounts have been recognized in the accompanying financial statements because the criteria for recognition of such volunteer efforts, under ASC 958 Accounting for Contributions Received and Contributions Made, have not been satisfied.

See independent auditor's report.

COMMUNITY HOUSING PARTNERSHIP OF WILLIAMSON COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

K. In-Kind Contributions

The Organization receives office space rent for \$1 per year from Williamson County, Tennessee. The value of this rent is estimated to be \$10,140 and has been recorded as an in-kind contribution and rent/office expense in the statement of activities.

The Organization recorded \$36,914 of interest as in-kind contribution and interest expense related to below market notes payable.

L. Accrued Time Off

The Organization allows for paid vacation and comp time. Payroll liabilities includes accrued time off of \$16,634 as of June 30, 2019.

M. Classification of Expenses

Expenses are classified by function as a measure of service efforts and accomplishments. Direct expenses are incurred for a single program and are allocated entirely to that function. Joint expenses are applicable to more than one function and are allocated on a time study of management and staff time as estimated by management.

N. Income Taxes

Community Housing Partnership of Williamson County is a not-for-profit organization that is exempt from income taxes under section 501(c)(3) of the Internal Revenue Code, therefore no provision for federal or state income taxes is applicable.

O. Inventory of Rehabilitation Homes and Grants to Homebuyers

The Organization purchases residential homes, rehabs the homes and then sells the homes to qualified individuals. The profit from these homes is reinvested into the mission of the Organization. At June 30, 2019, the Organization had six of these homes that were still in a stage of rehabilitation.

The Organization also sells some of these homes to qualified individuals at prices below the Organization's cost to purchase and rehabilitate the home. The difference is awarded as Grants to homebuyers.

P. New Accounting Pronouncements

In August 2016, the Financial Accounting Standards Board (FASB) issued ASU No. 2016-14, Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities effective for fiscal years beginning after December 15, 2017. The new pronouncement primarily changes net asset presentation from three net asset classifications to net assets with and without donor restrictions. We adopted the new guidance July 1, 2018. The adoption did not have a material impact on our financial statements.

See independent auditor's report.

COMMUNITY HOUSING PARTNERSHIP OF WILLIAMSON COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

P. New Accounting Pronouncements (Continued)

New Accounting Pronouncements (continued)

From time to time, new accounting pronouncements are issued by the FASB or other standards setting bodies that the Board adopts as of the specified effective date. Unless otherwise discussed, management believes the impact of any other recently issued standards that are not yet effective are either not applicable at this time or will not have a material impact on the financial statements upon adoption.

NOTE 2 – CREDIT RISK

The Organization maintains its cash in bank deposit accounts that at times may exceed the federal insured limit of \$250,000. In addition, the Organization has credit risk associated with the purchase and rehab of residential homes, with the risk of the housing market supporting the desired price and timeframe for sale.

NOTE 3 – NOTES PAYABLE

Notes payable consists of the following at June 30, 2019:

Note payable to Landmark Bank, secured by property, bearing interest equal to 1.25% with monthly interest payments and a final balloon payment of principal and interest due October 1, 2019.	\$ 374,572
Revolving note payable to US Bank, secured by property, bearing interest equal to 5.5% with monthly interest payments and final principal and interest due July 9, 2021.	18,861
Note payable to Pinnacle Bank, secured by property, bearing interest at WSJ Prime less 4.0% with monthly interest payments of \$277 and a final payment of principal and interest due August 15, 2019.	33,878
Note payable to Pinnacle Bank, secured by property, bearing interest at WSJ Prime less 4.0% with a final payment of principal and interest due January 15, 2021.	189,695
Note payable to Pinnacle Bank, secured by property, bearing interest at WSJ Prime less 4.0% with monthly interest payments of \$277 and a final payment of principal and interest due November 14, 2019.	34,959

See independent auditor's report.

COMMUNITY HOUSING PARTNERSHIP OF WILLIAMSON COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 3 – NOTES PAYABLE (CONTINUED)

Note payable to Pinnacle Bank, secured by property, bearing interest at WSJ Prime less 4.0% with monthly interest payments of \$277 and a final payment of principal and interest due August 29, 2019.	34,575
Note payable to Pinnacle Bank, secured by property, bearing interest at WSJ Prime less 4.0% with annual principal payments of \$14,004 and a final payment of remaining principal and all interest due August 31, 2019.	82,688
Note payable to Reliant Bank, secured by property, bearing interest at 5.0%. The note is due on demand. If no demand, interest payments of \$309 are due monthly with remaining principal and interest due March 1, 2027.	23,011
Note payable to Reliant Bank, secured by property, bearing interest at 5.0%. The note is due on demand. If no demand, interest payments of \$318 are due monthly with remaining principal and interest due May 26, 2027.	24,747
Note payable to Reliant Bank, secured by property, bearing interest at 5.0%. The note is due on demand. If no demand, interest payments of \$334 are due monthly with remaining principal and interest due August 15, 2027.	26,066
Note payable to Reliant Bank, secured by property, bearing interest at 6.5%. The note is due on demand. If no demand, principal and interest is due at maturity of March 22, 2020.	111,343
Note payable to Reliant Bank, secured by property, bearing interest at WSJ Prime plus 1.0%. The note is due on demand. If no demand, principal and interest is due at maturity of April 15, 2020.	100,021
Note payable to Studio Bank, secured by property, bearing interest at WSJ Prime less 4.0% with monthly interest payments and a final payment of principal and interest due October 9, 2019.	118,766
Note payable to Walt and Beverly Totty, secured by property, bearing interest at 5%. Principal and interest is due at maturity based on development of the property.	75,313
Total Notes payable	1,248,495
Less: Current portion	987,237
Total Long-term debt	<u>\$ 261,258</u>

See independent auditor's report.

COMMUNITY HOUSING PARTNERSHIP OF WILLIAMSON COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 3 – NOTES PAYABLE (CONTINUED)

Principal repayments for the next five years and after are as follows:

2020	\$ 987,237
2021	193,445
2022	3,750
2023	3,750
2024	3,750
Thereafter	<u>56,563</u>
Total	<u>\$1,248,495</u>

Several of the notes obtained by the Organization were issued at below market interest rates due to the nature of the projects and the Organization's status as a non profit. Interest on these notes has been imputed at 5% annually and amounted to \$36,914 for the year ended June 30, 2019.

NOTE 4 – LINES OF CREDIT

The Organization has a Line of Credit with Republic Bank bearing interest at 0% which auto renews annually. The balance outstanding on the line of credit at June 30, 2019 was \$199,199.

In addition, the Organization has a line of credit with Regions bank bearing interest at Regions Index plus 2.75% which renews automatically annually. The balance outstanding on this line of credit at June 30, 2019 was \$78,026.

NOTE 5 – RETIREMENT PLAN

The Organization has adopted a Simplified Employee Retirement Plan covering all eligible employees. Eligibility requirements are the employee must be at least 21 years old, performed services in at least three of the preceding five years and whose compensation during the year was not less than \$450. For the year ended June 30, 2019, the Organization contributed \$12,566 to the retirement plan.

NOTE 6 – NOTES RECEIVABLE – PROPERTY SALES

In previous years, the Organization received in-kind contributions for a portion of the value of residential homes from various developers building homes in Williamson County. The Organization immediately identified buyers for the homes. In each transaction, the Organization purchased the home from the developer at the reduced price and recognized an in-kind donation for the difference between the market value of the home and the reduced price, then immediately sold the home to a buyer for the market value of the home. The buyer of the home paid the Organization the reduced price immediately and signed a long-term note for the in-kind donation amount. These notes are interest free notes and

See independent auditor's report.

COMMUNITY HOUSING PARTNERSHIP OF WILLIAMSON COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 6 – NOTES RECEIVABLE – PROPERTY SALES (CONTINUED)

mature beginning in 2042. These notes have been discounted at 5% and will be amortized into interest income over the life of the notes. The discount totaled \$243,200 at June 30, 2019.

NOTE 7 – GRANTS

The Organization has various grants from State and Local sources. In addition, the Organization received a Federal grant which is administered through the Tennessee Housing Development Agency. The grant which falls under the U.S. Department of Housing and Urban Development allows the Organization to purchase and redevelop foreclosed properties that might otherwise become sources of abandonment and blight. Once redeveloped, the properties are then rented or sold to qualified residents at reduced prices.

NOTE 8 – COMMITMENTS

Amounts received from grantors are subject to restrictions and are open to audits. Any disallowed claims including amounts already collected, could become a liability to the Organization.

NOTE 9 – LIQUIDITY

The Organization's operating funds primarily come from grants, rental income and the sale of homes. They will continue to operate based on the availability of these funds moving forward.

NOTE 10 – SUBSEQUENT EVENTS

Community Housing Partnership of Williamson County has evaluated events and transactions for subsequent events that would impact the financial statements for the year ended June 30, 2019 through January 20, 2020, the date the financial statements were available to be issued. There were no subsequent events that require recognition in the financial statements.

See independent auditor's report.

CHPWC

Profit and Loss July 2019 - June 2020

	TOTAL
Income	
4100 Rental Income	386,805.68
4105 Rental Late Fees	2,462.34
4115 Rental Cleaning Fees	1,975.00
4200 Grants	529,740.76
4215 Grant Receivables	133,994.72
4380 Contributions General	809.52
4385 In-Kind Contributions	10,140.00
4400 Donations Equity	4,686.26
4900 Interest Income	8,298.44
4935 Uncategorized Income	75.00
4940 Unrealized Gain/Loss Investment	30,574.79
5195 Development Income	6,750.00
Contributions - Miscellaneous	2,000.00
Grants General	9,475.75
Grants - CDBG	720.00
Grants - Williamson County	38,131.00
Total Grants General	48,326.75
Rental Utilities	529.95
Total Income	\$1,167,169.21
GROSS PROFIT	\$1,167,169.21
Expenses	
6100 Office Expenses & Supplies	22,825.52
6105 Supplies	1,068.56
6106 Office Rent (In-Kind)	10,140.00
Total 6100 Office Expenses & Supplies	34,034.08
6110 Postage	210.94
6115 Telephone	6,826.26
6120 Internet	103.86
6125 Marketing	701.94
6130 Computer Acces./Mainten.	12,150.39
6135 Meetings and Conferences	6,409.21
6140 Cleaning Service	240.00
6145 Membership Expense	5,450.37
6150 Professional Fees	99,661.77
6155 Publications	384.50
6175 Storage Facility	510.30
6180 Training	1,136.12
6200 Insurance	15,763.62
6300 Loan Cost	3,522.87
6400 Equipment Purc/Rental/Main	994.19

CHPWC

Profit and Loss

July 2019 - June 2020

	TOTAL
6500 Payroll	413,831.93
6525 Payroll Taxes	31,722.62
6535 Employee Benefits	59,300.29
6545 Mileage	3,412.91
6705 Rental Homeowner Fees	16,451.50
6710 Rental Interest	4,810.12
6715 Rental M & R	92,145.61
6720 Rental Taxes	7,996.00
6725 Rental Utilities (expense)	12,134.96
6900 Donation (Expense)	2,701.00
6905 Community Services	170,561.92
6915 Bank Charges	4,649.37
6920 Interest expense	5,295.83
6975 Bad Debt	0.00
6990 Miscellaneous Expense	1,502.56
6999 Uncategorized Expense	3,459.42
7000.26 6105 - Supplies	397.28
Depreciation (non cash)	113,987.33
Professional Fees General	75.00
Total Expenses	\$1,132,536.07
NET OPERATING INCOME	\$34,633.14
Other Income	
4950 Gain (Loss) On Assets Sold	-40,475.93
4955 Homebuyers Counseling	3,432.00
5150 Miscellaneous Income	2.31
Total Other Income	\$ -37,041.62
Other Expenses	
9000 Other Miscellaneous Expense	13,186.25
Total Other Expenses	\$13,186.25
NET OTHER INCOME	\$ -50,227.87
NET INCOME	\$ -15,594.73

Proof of nonprofit status (IRS Tax Exempt Letter of Determination).



Tre Hargett
Secretary of State

Division of Business Services
Department of State

State of Tennessee
312 Rosa L. Parks AVE, 6th FL
Nashville, TN 37243-1102

Filing Information

Name: **COMMUNITY HOUSING PARTNERSHIP OF WILLIAMSON COUNTY**

General Information

SOS Control #	000281744	Formation Locale: TENNESSEE
Filing Type:	Nonprofit Corporation - Domestic	Date Formed: 07/21/1994
	07/21/1994 10:12 AM	Fiscal Year Close 6
Status:	Active	
Duration Term:	Perpetual	
Public/Mutual Benefit:	Public	

Registered Agent Address

ZABRINA N GREGG
STE 124
129 W FOWLKES ST
FRANKLIN, TN 37064-3563

Principal Address

STE 124
129 W FOWLKES ST
FRANKLIN, TN 37064-3563

The following document(s) was/were filed in this office on the date(s) indicated below:

Date Filed	Filing Description	Image #
07/17/2020	2020 Annual Report	B0894-3012
	Registered Agent First Name Changed From: STEPHEN To: ZABRINA	
	Registered Agent Last Name Changed From: MURRAY To: GREGG	
10/21/2019	2019 Annual Report	B0768-6527
08/07/2018	2018 Annual Report	B0578-5072
08/23/2017	2017 Annual Report	B0436-1450
	Registered Agent First Name Changed From: RAQUEL To: STEPHEN	
	Registered Agent Middle Name Changed From: No Value To: N	
	Registered Agent Last Name Changed From: WATERS To: MURRAY	
09/22/2016	2016 Annual Report	B0280-9522
07/28/2015	2015 Annual Report	B0123-8639
	Registered Agent First Name Changed From: ERIN To: RAQUEL	
	Registered Agent Last Name Changed From: WILDENRADT To: WATERS	
06/24/2014	2014 Annual Report	7355-0916
07/25/2013	2013 Annual Report	7223-2611
	Principal Address 2 Changed From: STE 128 To: STE 124	

Filing Information

Name: **COMMUNITY HOUSING PARTNERSHIP OF WILLIAMSON COUNTY**

Principal Postal Code Changed From: 37064-3562 To: 37064-3563	
07/10/2013 Registered Agent Change (by Entity)	7219-2838
Registered Agent First Name Changed From: GAYLE To: ERIN	
Registered Agent Last Name Changed From: HARRIS To: WILDENRADT	
Registered Agent Middle Name Changed From: MOYER To: No Value	
Registered Agent Physical Address 2 Changed From: STE 128 To: STE 124	
Registered Agent Physical Postal Code Changed From: 37064-3562 To: 37064-3563	
06/05/2013 Mailing Address Update	A0188-1728
07/02/2012 2012 Annual Report	7071-1786
Principal Address 1 Changed From: 129 W FOWKLES ST To: 129 W FOWLKES ST	
Principal Address 2 Changed From: SUITE 128 To: STE 128	
Principal Postal Code Changed From: 37064 To: 37064-3562	
07/25/2011 2011 Annual Report	6921-0191
08/24/2010 2010 Annual Report	6760-1040
07/30/2009 2009 Annual Report	6576-1496
08/22/2008 2008 Annual Report	6369-0131
06/20/2007 2007 Annual Report	6076-1217
09/17/2006 2006 Annual Report	5861-0949
10/26/2005 2005 Annual Report	5593-0999
11/01/2004 2004 Annual Report	5270-0461
Fiscal Year Close Changed	
11/14/2003 2003 Annual Report	4961-0491
10/30/2002 2002 Annual Report	4636-1277
Registered Agent Physical Address Changed	
Registered Agent Changed	
11/30/2001 2001 Annual Report	4358-0455
12/20/2000 2000 Annual Report	4075-0229
Principal Address Changed	
Registered Agent Physical Address Changed	
02/10/2000 CMS Annual Report Update	3825-0892
Principal Address Changed	
Registered Agent Physical Address Changed	
Registered Agent Changed	
01/24/2000 Notice of Determination	ROLL 3807
07/23/1996 CMS Annual Report Update	3196-1367
Registered Agent Changed	

Filing Information

Name: **COMMUNITY HOUSING PARTNERSHIP OF WILLIAMSON COUNTY**

11/09/1994 Articles of Amendment

2913-0658

07/21/1994 Initial Filing

2871-1003

Active Assumed Names (if any)

Date

Expires

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAY 6 1 2001

COMMUNITY HOUSING PARTNERSHIP OF
WILLIAMSON COUNTY
129 W FOWLKES ST STE 128
FRANKLIN, TN 37064

Employer Identification Number:
62-1572386

DLN:

17053104800031

Contact Person:

EVELYN D GRIFFITHS

ID# 31432

Contact Telephone Number:

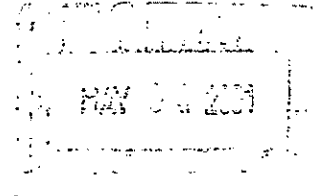
(877) 829-5500

Our Letter Dated:

December 1994

Addendum Applies:

No



Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

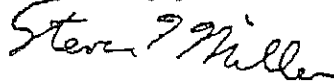
Letter 1050 (DO/CG)

COMMUNITY HOUSING PARTNERSHIP OF

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

A handwritten signature in cursive script that reads "Steven T. Miller". The signature is written in dark ink and is positioned below the typed name.

Steven T. Miller
Director, Exempt Organizations

Letter 1050 (DO/CG)

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
401 W. PEACHTREE ST. NW
ATLANTA, GA 30365

DEPARTMENT OF THE TREASURY

Date: **DEC 05 1994**

COMMUNITY HOUSING PARTNERSHIP OF
WILLIAMSON COUNTY
1320 W. MAIN ST., SUITE 421
FRANKLIN, TN 37064

Employer Identification Number:
62-1572386
Case Number:
584215009
Contact Person:
DENNIS PHILLIPS
Contact Telephone Number:
(404) 381-0172
Accounting Period Endings:
June 30
Foundation Status Classification:
509(a)(1)
Advance Ruling Period Begins:
July 21, 1994
Advance Ruling Period Ends:
June 30, 1999
Addendum Applies:
Yes

--
Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(2).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we

Letter 1045 (00/06)

COMMUNITY HOUSING PARTNERSHIP OF

will no longer treat you as a publicly supported organization; grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

Contributions to you are deductible by donors beginning July 21, 1994.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If you are required to file a return you must file it by the 15th day of

Letter 1045 (00/CG)

COMMUNITY HOUSING PARTNERSHIP OF

the fifth month after the end of your annual accounting period. We charge a penalty of \$10 a day when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty we charge cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. We may also charge this penalty if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are spent only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence that the funds will remain dedicated to the required purposes and that the recipient will use the funds for those purposes.

If you distribute funds to individuals, you should keep case histories showing the recipients' names, addresses, purposes of awards, manner of selection, and relationship (if any) to members, officers, trustees or donors of funds to you, so that you can substantiate upon request by the Internal Revenue Service any and all distributions you made to individuals. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

You indicate that you will not finance your activities with tax-exempt bonds or certificates of participation. Therefore, this determination letter is based on the understanding that you will not raise funds through such financing. If in the future you wish to raise funds by either of these methods, you should request a ruling from the Internal Revenue Service, 1111 Constitution Avenue, N.W., Washington, D.C. 20224, Attn: CP:E:EO:R, according to Revenue Procedure 90-4, 1990-2 I.R.B. 10.

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

Letter 1045 (DO/CG)

COMMUNITY HOUSING PARTNERSHIP OF

Letter

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Nelson A. Brooke

Nelson A. Brooke
District Director

Letter 1045 (00/CG)

COMMUNITY HOUSING PARTNERSHIP OF

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, and supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of \$10 per day for each day there is failure to comply (up to a maximum of \$5,000 in the case of an annual return). See Internal Revenue Service Notice 88-120, 1988-2 C.B. 454, for additional information.

If your organization conducts fund-raising events such as benefit dinners, auctions, membership drives, etc., where something of value is received in return for contributions, you can help your donors avoid difficulties with their income tax returns by assisting them in determining the proper tax treatment of their contributions. To do this you should, in advance of the event, determine the fair market value of the benefit received and state it in your fund-raising materials such as solicitations, tickets, and receipts in such a way that your donors can determine how much is deductible and how much is not. To assist you in this, the Service has issued Publication 1391, Deductibility of Payments Made to Charities Conducting Fund-Raising Events. You may obtain copies of Publication 1391 from your local IRS Office. Guidelines for deductible amounts are also set forth in Revenue Ruling 67-246, 1967-2 C.B. 104 and Revenue Procedure 90-12, 1990-1 C.B. 471 and Revenue Procedure 92-49, 1992-26 I.R.B. 18.

Board of Directors List

3/23/2021

Community Housing Partners of Williamson County Mail - Fwd: Resolution



Abbe Bishop <abbe@chpwc.org>

Fwd: Resolution

3 messages

Wayne Weaver <wayne@chpwc.org>

To: Jeri Moore <jeri@chpwc.org>, Abbe Bishop <abbe@chpwc.org>

Mon, Mar 22, 2021 at 4:46 PM

For the records.

Job title a little wrong but off to a great start.

Sent from Wayne Weaver iPhone

Begin forwarded message:

From: Scott Harrison <snharrisonrealtor@gmail.com>
Date: March 22, 2021 at 4:31:00 PM CDT
To: Wayne Weaver <wayne@chpwc.org>
Subject: Resolution

Please see attached -

Scott N. Harrison
Broker
District Director
Nashville Marketing Center

Fathom Realty TN LLC

615-335-5496 Direct
888-455-6040 Main

snharrisonrealtor@gmail.com

2021 TN Realtors Professional Standards Committee
2021 GNR Legislative Committee

CHP Corporate Resolution (1).pdf
5280K

Jeri Moore <jeri@chpwc.org>

To: Wayne Weaver <wayne@chpwc.org>

Cc: Abbe Bishop <abbe@chpwc.org>

Mon, Mar 22, 2021 at 7:19 PM

Very good!! You're officially official now!!

Jeri

[Quoted text hidden]

JERI C. MOORE
ADMINISTRATIVE ASSISTANT

615.790.5556 x0 (office)

jeri@chpwc.org



Abbe Bishop <abbe@chpwc.org>

To: Jeri Moore <jeri@chpwc.org>

Cc: Wayne Weaver <wayne@chpwc.org>

Thank you!

[Quoted text hidden]

Best regards,



1210 W. Leavelle St. Ste. 124
 Franklin, TN 37064
 615.790.7500
 615.705.0215
 chp.org

Corporate Resolution

LET IT BE KNOWN:

The Board of Directors of Community Housing Partnership of Williamson County, a Tennessee not for profit corporation (the Organization) made the following resolutions by majority vote at a Specially Called Meeting of the Board.

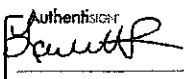
RESOLVED THAT: Wayne O. Weaver, being the President and Executive Director of the Organization, is hereby authorized to enter into agreements for the purchase, sale, financing, leasing, and construction, of any real property in Williamson County on behalf of the Organization. This includes the ability to make all necessary contracts, leases, notes, deeds of trust, quitclaim deeds, warranty deeds, and documents pertaining thereto, with such covenants, warranties and assurances, and to perform any and all acts which are reasonably pertaining thereto.

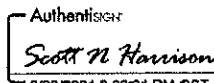
FURTHER RESOLVED THAT: Wayne O. Weaver is authorized on behalf of the Organization to apply for such grants, loans, programs, planning submissions, zoning requests, and permits as he deems reasonably necessary to carry out the purposes of the Organization and to execute all documents necessary to accomplish such tasks. This includes the ability to sign any and all forms, documents and statements that will achieve the above stated purposes with such covenants, warranties and assurances as are usual and customary on account of such tasks.

AND FURTHER RESOLVED THAT: Wayne O. Weaver is authorized on behalf of the Organization to issue any check, approve any transaction, enter into agreements, to interview, reprimand, hire and fire employees, contractors, and staff, and to perform any and all acts which are necessary for the day to day operations of the Organization.

Wayne O. Weaver shall be responsible to the Organization and its Board for all such actions but is authorized to conduct such actions as are usual and customary and reasonable for such actions, and to do and perform any and all other acts needed by law or necessary to be done for the purposes described herein and in the best interests of the Organization and its Board and the people they serve.

By our signatures below we affirm the above Resolution was duly approved,

Authentisign

 03/22/2021 3:06 PM CST
 By: Scott Harrison
 Its: Board Chair

Authentisign

 03/22/2021 3:06 PM CST
 By: Scott Harrison
 Its: Incoming Board Chair

CHP Board of Directors

	First	Last	Position	Email	Phone	Cell	Induction Date	Expiration Date
1	Keith	Allen	Director	keith.allen@lpnt.net	615-920-7200	615-830-8839	2012	2020
2	Clay	Barnes	Director	gclaybarnes@gmail.com	615-591-2430	615-533-9806	2013	2022
3	Lori	Clemons	Secretary	loriclemons@gmail.com	615-936-3312	443-878-0300	2018	2021
4	Michael	Haarbauer	Director	earthsearchllc@gmail.com	615-210-5523	615-210-5523	2017	2021
5	Scott	Harrison	Vice Chair	snharrisonrealtor@gmail.com	615-778-1818	615-335-5496	2017	2021
6	Bob	Iannacone	Director	biannaco@bellsouth.net	615-371-0948	615-429-8292	1994	2021
7	Lance	Jordan	Director	ljordan@wavesinc.com	615-794-7955	615-997-9415	2017	2022
8	Ryan	McWaters	Director	ryanmcwaters@gmail.com	615-804-2731	615-804-2731	2008	2021
9	Lane	Rhodes	Chair	Lane.rhodes@PNFP.com	615-969-2848	615-969-2848	2010	2020
10	Kevin	Riggs	Director	kevin@franklincommunitychurch.org	615-440-7553	615-440-7553	2012	2020
11	Mort	Stein	Director	mortstein927@gmail.com	615-790-3914	615-973-5467	1994	2021
12	Beverly	Totty	Director	btotty@hotmail.com	615-799-2800	615-533-1256	2007	2021
13	Bob	Waagelein	Treasurer	robert.waagelein@pophealthcare.com	845-214-8283	845-214-8283	2020	2023
14	Brian	Willer	Director	willervol@gmail.com	888-781-8441	615-210-7138	2014	2020

Certificate of
Insurance
for professional
liability (if applicable),
general liability, and
workers'
compensation (if
required by TN law).



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/23/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

State Farm



ED UNDERWOOD STATE FARM

115 5TH AVE N

FRANKLIN, TN 37064

CONTACT NAME: ED UNDERWOOD

PHONE (A/C, No, Ext): 615-771-0700

FAX (A/C, No):

E-MAIL

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: State Farm Fire and Casualty Company

25143

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

COMMUNITY HOUSING PARTNERSHIP OF

WILLIAMSON COUNTY

129 W FOWLKES ST STE 124

FRANKLIN

TN 37064

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY					
	CLAIMS-MADE ☒ OCCUR					EACH OCCURRENCE \$ 2,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
						MED EXP (Any one person) \$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY \$ 2,000,000
	POLICY ☐ PRO-JECT ☐ LOC					GENERAL AGGREGATE \$ 4,000,000
	OTHER					PRODUCTS - COMPIOP AGG \$
						\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO					BODILY INJURY (Per person) \$
	OWNED AUTOS ONLY ☐ SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$
	DED					\$
	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE ☐ OTH-ER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N ☐	N/A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
	FIDELITY BOND		92-ED-Y420-1	03/04/2021	03/04/2022	100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

THE CITY OF FRANKLIN
109 3RD AVE. SOUTH
FRANKLIN, TN 37064

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susie Adamo



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/23/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Tucker Agency, LLC 21 White Bridge Pike Ste 201 Nashville TN 37205		CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): 6156307401 E-MAIL ADDRESS: info@tuckertrn.com	
INSURED Community Housing Partnership Of Williamson County 129 W Fowlkes St, #124 Franklin TN 37064		INSURER(S) AFFORDING COVERAGE INSURER A: WESCO INS CO INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ OTHER:
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ OTHER:
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ OTHER:
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WWC3415981	06/11/2019	06/11/2020	PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Franklin 109 3rd Avenue South Franklin TN 37064	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Will Tucker</i>
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Franklin Nonprofit Funding Request – Fiscal Year 2021-2022

Application for Charitable and Civic Organizations

Submission Deadline: March 22, 2021

Agency Name:

(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:

Name

Email

Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Is this a TN Governor's Office of Diversity Business Enterprise (Go-DBE)? ☐ Yes ☒ No

If yes, is this business certified with the TN Department of General Services for Minority Owned, Women Owned, Service-Disabled Veteran Owned and Small Business Enterprise firms?

☐ Yes ☐ No

Total amount of City of Franklin funds being requested for FY2021-2022 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Digitally signed by Brent D. Hutchinson
Date: 2021.03.21 20:08:29 -05'00'

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Williamson County Child Advocacy Center Task Force

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No

If no, please list service dates.

Davis House is open year-round to provide services to children.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

Davis House provides wraparound services to children who have been sexually or significantly physically abused within the 21st Judicial District of Tennessee. Those services are an extension of law enforcement services, but Davis House is independently operated as a 501c3 and currently receives no funding from local municipal sources. Our services include forensic interviews, victim advocacy, therapy, and prevention training throughout the community. All services are provided to children and families at no cost to them, but at approximately \$1,500 per child to Davis House.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

Requested funds will go to support the general operations of Davis House CAC in Franklin, serving all of Williamson County. In the last three years, an average of 118 children from the city of Franklin each year, amounting to an expense of over \$175,000 each year, with no support from local municipal sources (city or county). The requested grant will go to support operations, which include all possible services to children, prevention training within the larger community, and physical infrastructure. The request of \$30,000 represents the cost for Davis House to serve 20 children, or an average of 17% of the total number of children served from the City of Franklin over the past three years.



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Williamson County Child Advocacy Center Task Force

4. What is your fiscal year (ex. July 1 to June 30)? July 1 to June 30
5. How often does the Board of Directors receive/approve financial reports?
☒ bi-monthly ☐ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency budget, what percentage is derived from this funding request to the City of Franklin? 4.26%

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Brent D. Hutchinson

Printed Name of (CEO/President/Executive Director/Board Chair)

03/21/2021

Date

Brent D. Hutchinson Digitally signed by Brent D. Hutchinson
Date: 2021.03.21 20:17:07 -05'00'

Signature of (CEO/President/Executive Director/Board Chair)

03/21/2021

Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Williamson County Child Advocacy Center Task Force

Attachments:

- ☒ Annual Audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability (if applicable), general liability, and workers' compensation (if required by TN law).
- ☒ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Williamson County Child Advocacy Center Task Force

Name of Nonprofit Organization

1810 Columbia Ave., Ste. 28	Franklin	Williamson	TN	37064
Street Address	City	County	State	Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from July 2019 **through** June 2020

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$	
State Grants		195,592.00
Financial Assistance from Local Governments		10,000.00
Donations and Gifts from Citizens		282,645.00
Membership Dues		0.00
Fees/Charges for Services		0.00
Fundraising Events		249,327.00
Sale of Assets		0.00
Loans-Borrowed Funds		98,187.00
Investment Income		0.00
Other Receipts		9,359.00
Total Receipts	\$	845,110.00 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$	0.00
Salaries and Wages		426,111.00
Employee Benefits		55,842.00
Payroll Taxes		34,692.00
Fees for Services (non-employee)		32,088.00
Advertising and Promotion		0.00
Office Expenses		0.00
Leases/Rentals		60,485.00
Maintenance and Repairs		0.00
Supplies		5,905.00
Travel		4,483.00

Utilities	0.00	
Insurance	11,274.00	
Conferences, Conventions and Meetings	5,717.00	
Interest	0.00	
Purchase of Capital Assets – Vehicles and Equipment	1,146.00	
Purchase of capital Assets – Property and Buildings	0.00	
Loan Payments	0.00	
Other	111,843.00	
Total Disbursements		\$ 749,586.00 (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) \$ 95,524.00 (C)

Cash Balance - at the beginning of the fiscal year \$ 43,364.00 (D)

Cash Balance - at the end of the fiscal year (C+D=E) \$ 138,888.00 (E)

Details of Cash Balance - at the end of the fiscal year

Cash on Hand	\$ 147,762.00	
Cash in Bank – Checking	0.00	
Cash in Bank – Savings Accounts	0.00	
Cash in Bank – Certificates of Deposits	0.00	
Other Cash	0.00	
Total Cash - at the end of the fiscal year		\$ 147,762.00 (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

Local government support will go to close the gap on operating expenses Davis House does not obtain through other governmental grant sources. All revenues raised because of local government disbursements will only be spent on services utilized within that particular municipality (i.e., all Franklin income will be spent on Franklin-related services).

I certify that this report accurately presents the cash receipts, disbursements, and balances of the Williamson County Child Advocacy Center Task Force for the fiscal year noted above.

Name of Nonprofit Organization

Person Preparing Report

Brent D. Hutchinson

Printed Name

Brent D. Hutchinson Digitally signed by Brent D. Hutchinson
Date: 2021.03.21 20:44:46 -05'00'

Signature

Phone Number 6157905900

Email Address brent@davishousecac.org

Date 03/21/2020

**WILLIAMSON COUNTY CHILD ADVOCACY
CENTER, INC.
DBA DAVIS HOUSE CHILD ADVOCACY CENTER**

**FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORT**

JUNE 30, 2020 & 2019

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.

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JUNE 30, 2020 & 2019

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BELLENFANT

CERTIFIED PUBLIC ACCOUNTANTS & ADVISORS

Professional Accounting & Consulting Services

INDEPENDENT AUDITOR'S REPORT

Board of Directors and Brent Hutchinson, Executive Director
Williamson County Child Advocacy Center, Inc.
dba Davis House Child Advocacy Center
Franklin, Tennessee

Report on the Financial Statements

We have audited the accompanying financial statements of Williamson County Child Advocacy Center, Inc. (dba Davis House Child Advocacy Center), which comprise the statements of financial position as of June 30, 2020 and 2019, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Williamson County Child Advocacy Center, Inc. (dba Davis House Child Advocacy Center) as of June 30, 2020 and 2019, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Bellenfant, PLLC

September 30, 2020

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.

STATEMENTS OF FINANCIAL POSITION

JUNE 30, 2020 AND 2019

	<u>ASSETS</u>	<u>2020</u>	<u>2019</u>
Current Assets			
Cash		\$ 147,762	\$ 43,364
Prepaid Rent		4,574	-
Grants Receivable		21,408	21,222
Total Current Assets		<u>173,744</u>	<u>64,586</u>
Furniture and Equipment			
Furniture and Equipment		93,296	82,614
Less: Accumulated Depreciation		(75,216)	(66,214)
Furniture and Equipment, net		<u>18,080</u>	<u>16,400</u>
Other Assets			
Deposits		<u>2,880</u>	<u>2,880</u>
Total Assets		<u><u>\$ 194,704</u></u>	<u><u>\$ 83,866</u></u>
 <u>LIABILITIES AND NET ASSETS</u>			
Liabilities			
Accounts Payable and Accrued Expenses		\$ 33,969	\$ 20,355
Paycheck Protection Program Loan		98,187	-
Total Liabilities		<u>132,156</u>	<u>20,355</u>
Net Assets			
Without Donor Restrictions		<u>62,548</u>	<u>63,511</u>
Total Net Assets		<u>62,548</u>	<u>63,511</u>
Total Liabilities and Net Assets		<u><u>\$ 194,704</u></u>	<u><u>\$ 83,866</u></u>

The accompanying notes are an integral part of this statement.

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

Public Support and Revenue	<u>2020</u>	<u>2019</u>
Public Support:		
Government Grants	\$ 195,592	\$ 189,875
Corporate Grants	135,445	117,332
Court Ordered Donations	1,700	304
Contributions	<u>157,200</u>	<u>95,395</u>
	<u>489,937</u>	<u>402,906</u>
Special Event Revenue:		
Revenue	249,327	274,514
Less: Direct Costs	<u>(59,125)</u>	<u>(72,621)</u>
Net Revenue from Special Events	<u>190,202</u>	<u>201,893</u>
In-Kind	<u>9,359</u>	<u>13,774</u>
Total Public Support	<u><u>689,498</u></u>	<u><u>618,573</u></u>
Expenses		
Program Services:		
Counseling	63,430	75,318
Education and Outreach	134,982	139,362
Forensic Interviewing	96,965	90,779
Victim Services	<u>220,254</u>	<u>199,006</u>
Total Program Services	<u>515,631</u>	<u>504,465</u>
Support Services:		
Management and General	90,129	83,206
Fundraising	<u>84,701</u>	<u>61,689</u>
Total Supporting Services	<u>174,830</u>	<u>144,895</u>
Total Expenses	<u><u>690,461</u></u>	<u><u>649,360</u></u>
Change in Net Assets	(963)	(30,787)
Net assets, beginning of year	<u>63,511</u>	<u>94,298</u>
Net assets, end of year	<u><u>\$ 62,548</u></u>	<u><u>\$ 63,511</u></u>

The accompanying notes are an integral part of this statement.

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2020

	Program Services				Supporting Services			
	Counseling	Education and Outreach	Forensic Interviewing	Victim Services	Total Program Services	Management and General	Fundraising	Total Supporting Services
								Total Expenses
	\$	\$	\$	\$	\$	\$	\$	\$
Salaries	52,354	104,092	74,500	115,095	346,041	18,949	61,121	80,070
Employee benefits	561	11,559	13,451	20,279	45,850	2,888	7,104	9,992
Payroll taxes	4,580	4,134	4,714	11,821	25,249	2,898	6,545	9,443
Total compensation	57,495	119,785	92,665	147,195	417,140	24,735	74,770	99,505
Professional development and training	739	2,660	219	1,732	5,350	294	73	367
Professional fees	3,325	420	-	-	3,745	28,343	-	28,343
Supplies	557	907	854	1,278	3,596	1,613	696	2,309
Occupancy	-	-	-	59,663	59,663	822	-	822
Insurance	251	-	-	-	251	11,023	-	11,023
Travel	342	2,430	248	1,463	4,483	-	-	-
Business fees and expenses	721	8,780	2,079	8,923	20,503	4,692	9,162	13,854
Depreciation	-	-	-	-	-	9,002	-	9,002
Direct expenses of special events	-	-	-	-	-	-	59,125	59,125
Equipment	-	-	900	-	900	246	-	246
In-Kind	-	-	-	-	-	9,359	-	9,359
Total expenses	63,430	134,982	96,965	220,254	515,631	90,129	143,826	233,955
Less: expenses netted with revenue on statement of activities	-	-	-	-	-	-	(59,125)	(59,125)
Direct expenses of special events	63,430	134,982	96,965	220,254	515,631	90,129	84,701	174,830
Total expenses by function	\$	\$	\$	\$	\$	\$	\$	\$
Current year's percentages	9.2%	19.4%	14.0%	31.9%	74.7%	13.1%	12.3%	25.3%
								100.0%

The accompanying notes are an integral part of this statement.

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2019

	Program Services				Supporting Services				Total Expenses
	Counseling	Education and Outreach	Forensic Interviewing	Victim Services	Total Program Services	Management and General	Fundraising	Total Supporting Services	
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Salaries	66,465	103,562	72,000	96,507	338,534	16,602	46,600	63,202	401,736
Employee benefits	-	9,842	8,478	18,859	37,179	7,133	4,115	11,248	48,427
Payroll taxes	5,666	3,931	5,001	9,530	24,128	3,005	5,527	8,532	32,660
Total compensation	72,131	117,335	85,479	124,896	399,841	26,740	56,242	82,982	482,823
Professional development and training	1,498	3,315	371	1,670	6,854	500	173	673	7,527
Professional fees	-	-	-	-	-	19,897	-	19,897	19,897
Supplies	582	4,969	231	2,698	8,480	71	-	71	8,551
Occupancy	-	-	-	58,323	58,323	-	-	-	58,323
Insurance	113	1,752	-	-	1,865	11,051	-	11,051	12,916
Travel	591	4,217	1,033	1,148	6,989	-	46	46	7,035
Business fees and expenses	403	7,610	2,114	10,187	20,314	3,480	5,228	8,708	29,022
Depreciation	-	-	-	-	-	7,693	-	7,693	7,693
Direct expenses of special events	-	-	-	-	-	-	72,621	72,621	72,621
Equipment	-	164	1,551	84	1,799	-	-	-	1,799
In-Kind	-	-	-	-	-	13,774	-	13,774	13,774
Total expenses	75,318	139,362	90,779	199,006	504,465	83,206	134,310	217,516	721,981
Less: expenses netted with revenue on statement of activities	-	-	-	-	-	-	(72,621)	(72,621)	(72,621)
Direct expenses of special events	75,318	139,362	90,779	199,006	504,465	83,206	61,689	144,895	649,360
Total expenses by function	75,318	139,362	90,779	199,006	504,465	83,206	61,689	144,895	649,360
Current year's percentages	11.6%	21.4%	14.0%	30.6%	77.7%	12.8%	9.5%	22.3%	100.0%

The accompanying notes are an integral part of this statement.

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.

STATEMENTS OF CASH FLOWS

FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

CASH FLOWS FROM OPERATING ACTIVITIES	<u>2019</u>	<u>2019</u>
Change in Net Assets	\$ (963)	\$ (30,787)
Adjustments to reconcile increase in net assets to net cash provided by operating activities:		
Depreciation	9,002	7,693
Changes in Operating Assets and Liabilities:		
Grants Receivable	(186)	(474)
Prepaid Rent	(4,574)	-
Accounts Payable and Accrued Expenses	<u>13,614</u>	<u>2,729</u>
Net Cash Provided (Used) by Operating Activities	<u>16,893</u>	<u>(20,839)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
(Purchase) Disposal of Furniture and Equipment	<u>(10,682)</u>	<u>(948)</u>
Net Cash Provided (Used) by Investing Activities	<u>(10,682)</u>	<u>(948)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Paycheck Protection Program Loan	<u>98,187</u>	<u>-</u>
Net Cash Provided (Used) by Financing Activities	<u>98,187</u>	<u>-</u>
Net Change in Cash and Cash Equivalents	104,398	(21,787)
Cash, beginning of the year	<u>43,364</u>	<u>65,151</u>
Cash, end of the year	<u><u>\$ 147,762</u></u>	<u><u>\$ 43,364</u></u>

SUPPLEMENTAL DISCLOSURE OF NON-CASH OPERATING ACTIVITIES

In-Kind Contributions of Facilities	\$ 9,359	\$ 13,774
Total In-Kind Contributions	<u><u>\$ 9,359</u></u>	<u><u>\$ 13,774</u></u>

The accompanying notes are an integral part of this statement.

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2020 AND 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Williamson County Child Advocacy Center (dba Davis House Child Advocacy Center), the “Organization”, is a nonprofit organization chartered in the State of Tennessee in 1999 to combat child abuse by providing and coordinating services to children and their families in crisis and providing community education focused on prevention and early intervention. The Organization serves the 21st Judicial District which includes Williamson, Hickman, Lewis and Perry Counties. The Organization is supported primarily through government grants, individual and business contributions, and special events.

Basis of Presentation

The Organization prepares its financial statements and maintains its financial and accounting records on the accrual basis of accounting. Revenue is generally recognized when earned. Expenses are generally recognized when incurred.

Financial statement presentation follows the requirements of the Financial Accounting Standards Board (FASB) Accounting Standards Codification Topic related to the Presentation of Financial Statements of Not-for-Profit Organizations. Under the FASB Accounting Standards Codification, the Association is required to report information regarding its financial position and activities according to two classes of net assets; net assets without donor restrictions and net assets with donor restrictions.

Net assets without donor restrictions - These are net assets that are not subject to donor-imposed stipulations. The Organization had \$62,548 and \$63,511 of net assets without donor restrictions as of June 30, 2020 and 2019, respectively.

Net assets with donor restrictions - These are net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Organization and/or the passage of time. This classification also includes net assets subject to donor-imposed stipulations that may be maintained permanently by the Organization. Generally, donors of these assets permit the Organization to use all or part of the income earned for general or specific purposes. The Organization had no net assets with donor restrictions as of June 30, 2020 and 2019.

Cash and Cash Equivalents

For purposes of the Statement of Cash Flows, the Organization considers all cash funds, cash bank accounts and highly liquid debt instruments, with an original maturity when purchased of three months or less, to be cash and cash equivalents. At June 30, 2020 and 2019, the Organization had no cash equivalents.

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2020 AND 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Grants Receivable

The Organization considers grants receivable to be fully collectible at year-end. Accordingly, no allowance for doubtful accounts has been recorded.

Property and Equipment

Property and equipment are recorded at cost to the Organization, or if donated, at the estimated fair market value at the date of donation. All depreciation is computed using the straight-line method based on the estimated useful life of the asset. Estimated useful lives are 3-10 years for office furniture and equipment.

Expense Allocation

The costs of providing program services and supporting services have been summarized on a functional basis in the statement of activities and in the statement of functional expenses. Accordingly, certain costs have been allocated among programs and supporting services based on actual or estimated time employees spent on each function.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Contributions

Contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Contributions that are restricted by the donor are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Income Taxes

The Organization is a nonprofit organization exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code, and the Organization is classified as an organization that is not a private foundation as defined in Section 509(a) of the Internal Revenue Code. Therefore, no provision for federal income taxes is included in the accompanying financial statements.

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2020 AND 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Income Taxes (Continued)

The Organization accounts for the effect of any uncertain tax positions based on a more likely than not threshold to the recognition of the tax positions being sustained based on the technical merits of the position under examination by the applicable taxing authority. If a tax position or positions are deemed to result in uncertainties of those positions, the unrecognized tax benefit is estimated based on a cumulative probability assessment that aggregates the estimated tax liability for all uncertain tax positions. Tax positions for the Organization include, but are not limited to, the tax exempt status and determination of whether income is subject to unrelated business income tax; however, the Organization has determined that such tax positions do not result in an uncertainty requiring recognition. Tax years that remain open to examination include years ended June 30, 2018 through June 30, 2020.

New Pronouncements

In May 2014, FASB issued ASU 2014-09, *Revenue from Contracts with Customers*. ASU 2014-09 clarifies the principles for recognizing revenue and develops a common revenue standard under U.S. GAAP under which an entity should recognize revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. ASU 2014-09 is effective for the Organization for the year ended June 30, 2020.

In June 2018, FASB issued ASU 2018-08, *Not-for-Profit Entities Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. The standard provides guidance on determining whether a transaction should be accounted for as a contribution or as an exchange transaction. A primary aspect of this determination is whether the two parties receive and sacrifice commensurate value. The standard also provides guidance on determining whether a contribution is conditional, helping entities better distinguish a donor-imposed condition from a donor-imposed restriction. ASU 2018-08 is effective for the Organization for the year ended June 30, 2020.

In February 2016, FASB issued ASU 2016-02, *Leases*. The standard requires all leases with lease terms over 12 months to be capitalized as a right of use asset and lease liability on the balance sheet at the date of lease commencement. Leases will be classified as either finance or operating. This distinction will be relevant for the pattern of expense recognition in the income statement. This standard will be effective for the fiscal year ending December 31, 2021. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2020 AND 2019

2. GRANTS RECEIVABLE

Grants receivable consist of the following at June 30:

	<u>2020</u>	<u>2019</u>
Department of Children's Services	\$ 11,167	\$ 11,167
Office of Criminal Justice Program	4,716	5,430
Other Corporate	5,525	4,625
	<u>\$ 21,408</u>	<u>\$ 21,222</u>

3. CONCENTRATION OF CREDIT RISK

Financial instruments that potentially subject the Organization to concentrations of credit risk consist of grant funds from the State of Tennessee from the Office of Criminal Justice Programs and the Department of Children's Services. The grants represented 29% and 31% of the total revenue for the years ending June 30, 2019 and 2018, respectively. A significant reduction in the level of this support, if this were to occur, could have an adverse impact on the Organization's programs and activities.

4. FURNITURE AND EQUIPMENT

The following changes to fixed assets occurred during the period July 1, 2019 through June 30, 2020:

	Beginning <u>Balance</u>	<u>Additions</u>	<u>Deletions</u>	Ending <u>Balance</u>
Furniture and Equipment	\$ 82,614	\$ 10,682		\$ 93,296
Accumulated Depreciation	(66,214)	(9,002)		(75,216)
Net Fixed Assets	<u>\$ 16,400</u>	<u>\$ 1,680</u>	<u>\$ -</u>	<u>\$ 18,080</u>

The following changes to fixed assets occurred during the period July 1, 2018 through June 30, 2019:

	Beginning <u>Balance</u>	<u>Additions</u>	<u>Deletions</u>	Ending <u>Balance</u>
Furniture and Equipment	\$ 81,666	\$ 948	\$ -	\$ 82,614
Accumulated Depreciation	(58,521)	(7,693)	-	(66,214)
Net Fixed Assets	<u>\$ 23,145</u>	<u>\$ (6,745)</u>	<u>\$ -</u>	<u>\$ 16,400</u>

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2020 AND 2019

5. DONATED SERVICES AND FACILITIES

A corporation donated facility services to the Organization for a fundraising event in the amount of \$4,415 for the year ended June 30, 2019.

For the years ended June 30, 2020 and 2019, Lewis County Commission donated the Organization's office facilities at the Hohenwald location in the amount of \$3,000 for each year. For the years ended June 30, 2020 and 2019, Centerville Church of Christ donated the Organization's office facilities at the Centerville location in the amount of \$3,600.

For the year ended June 30, 2020 and 2019, Clydeton Storage donated storage space in the amount of \$2,759.

6. LEASE COMMITMENT

The Organization leased office facilities under an operating lease which expires December 31, 2020. Rent expense totaled \$50,250 and \$48,792 for the years ended June 30, 2020 and 2019, respectively.

Future minimum rental payments under the noncancellable operating lease are as follows:

For the years ended,	June 30, 2021	<u>\$ 25,494</u>
	Total	<u><u>\$ 25,494</u></u>

7. AVAILABILITY OF FINANCIAL ASSETS

The following reflects the Organization's financial assets as of June 30, 2020 and 2019, reduced by amounts not available for general use:

	<u>2020</u>	<u>2019</u>
Cash	<u>\$ 147,762</u>	<u>\$ 43,364</u>
Financial assets available to meet cash needs for general expenditures within one year	<u><u>\$ 147,762</u></u>	<u><u>\$ 43,364</u></u>

There is an adequate amount of financial assets available as of June 30, 2020 and 2019. The Organization effectively manages its liquid available resources to meet cash needs for general expenditures within one year of the balance sheet date.

WILLIAMSON COUNTY CHILD ADVOCACY CENTER, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2020 AND 2019

8. PAYCHECK PROTECTION PROGRAM LOAN PAYABLE

In response to the COVID-19 pandemic, Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act, and it was signed into law on March 27, 2020. The CARES Act implemented the Payroll Protection Program (PPP), which provides loans to small businesses and charitable organizations to keep their employees on payroll. The Organization obtained a PPP loan for \$98,187 on April 30, 2020. The portion of loan proceeds that is spent on qualified payroll costs and operational expenses will be forgiven.

9. SUBSEQUENT EVENTS

The Organization evaluated subsequent events through September 30, 2020, the date the financial statements were available for issuance.

On March 11, 2020, the World Health Organization characterized the outbreak of the COVID-19 coronavirus as a pandemic. This may negatively impact operating results; however, the financial impact and duration cannot be reasonably estimated at this time.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV - 3 1999

WILLIAMSON COUNTY CHILD ADVOCACY
CENTER TASK FORCE
PO BOX 1571
FRANKLIN, TN 37065-0000

Employer Identification Number:
62-1772353

DLN:

17053276775014

Contact Person:

DAN W BERRY

ID# 31122

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated NOVEMBER 1999, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV 30 1999

WILLIAMSON COUNTY CHILD ADVOCACY
CENTER INC
C/O RONALD L DAVIS
PO BOX 1571
FRANKLIN, TN 37065

Employer Identification Number:
62-1772353

DLN:

17053257024049

Contact Person:

ROBERTA VAN METER

ID# 52624

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

June 30

Foundation Status Classification:

509(a)(1)

Advance Ruling Period Begins:

August 5, 1999

Advance Ruling Period Ends:

June 30, 2004

Addendum Applies:

No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the

Letter 1045 (DO/CG)

WILLIAMSON COUNTY CHILD ADVOCACY

act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return. Because you will be treated as a public charity for return filing purposes during your entire advance ruling period, you should file Form 990 for each year in your advance ruling period that you exceed the \$25,000 filing threshold even if your sources of support do not satisfy the public support test specified in the heading of this letter.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for

Letter 1045 (DO/CG)

WILLIAMSON COUNTY CHILD ADVOCACY

the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

The law requires you to make your annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your exemption application, any supporting documents and this exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are made widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection, (up to a maximum of \$10,000 in the case of an annual return).

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

Letter 1045 (DO/CG)

-4-

WILLIAMSON COUNTY CHILD ADVOCACY

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Steven T. Miller

Steven T. Miller
Director, Exempt Organizations

Enclosure(s):
Form 872-C

Letter 1045 (DO/CG)

Tennessee Secretary of State
Tre Hargett



Division of Business Services
Division of Charitable Solicitations and Gaming
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243-1102

Thomas H. Riley, III
Director
March 16, 2021

615-741-2555
Tom.Riley@tn.gov

Brent Hutchinson
Williamson County Child Advocacy Center
1810 Columbia Ave., Ste 28
Franklin, TN 37064

RE: **APPROVAL** - Registration to Solicit Funds for Charitable Purposes
Williamson County Child Advocacy Center - CO5567
Registration Expiration Date: **December 31, 2021**

Dear Brent Hutchinson:

Pursuant to Tenn. Code Ann. § 48-101-501, *et seq.*, the Division of Charitable Solicitations and Gaming has reviewed your submitted application and is pleased to announce your organization's registration to solicit contributions has been **approved**.

With this approval, your organization has new responsibilities for maintaining statutory compliance, including submission of the proper documents and required fees on an annual basis. The required filings include:

- Completed *Application to Renew Registration* form
- Completed *Summary of Financial Activities* form
- IRS determination letter granting tax-exempt status, if not previously filed
- IRS Form 990, Form 990EZ, or 990N for the most recently completed accounting year, if the organization qualifies as tax-exempt
- An audited financial statement if the organization grossed more than \$500,000 in revenue
- Any amendments to the organization's governing documents

The *Application to Renew Registration* and *Summary of Financial Activities* forms are available on our website at <http://sos.tn.gov/charitable>. Additionally, the "CO" number listed above will serve as your organization's identification number specific to this division and should be included on all correspondence.

Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

Tre Hargett
Secretary of State

LG:CO5567

Board of Directors 2020-21

Last Name	First Name	Mobile #	Email	Officer	Committee	Affiliation	Term Ends	Term Start
Oliver	Brandon	615-668-2786	brandon.oliver@pophealthcare.com	Chair	Executive Strategy/Leadership Chair	POP Healthcare	2022	2013
Fitz	Ashley	615-906-2444	aahfitz@yahoo.com	Vice Chair 1	Executive Advancement Chair Strategy/Leadership	Sotheby's Zeitlin Real Estate	2021	2012
Giffilan	Kelly	615-293-4319	quillan.kelly@gmail.com	Vice Chair 2	Executive Operations Chair Strategy/Leadership	Home Page Media Group	2022	2016
Myers	Katie	615-627-7611	katie.elizabeth.myers@gmail.com	Secretary	Executive Advancement Strategy/Leadership		2022	2019
Burris	Paul	615-969-4026	pburris@lbmc.com	Treasurer	Executive Operations Strategy/Leadership	LBMC	2023	2014
Schenck	Mike	615-651-4606	mschenck87@gmail.com	Past Chair	Executive Strategy/Leadership	Elements Massage	2021	2015
Adcox	David	931-628-0737	david@highlandcorp.com		Advancement Strategy/Leadership	Highland Oil	2023	2020
Davis	Brenda	615-347-7581	brenda642@comcast.net		Operations	TN Commission on Children and Youth	2020	2011
Laramie	Joe	615-427-2486	laramie@fvic.edu		Operations	Fox Valley Technical College	2022	2019
Moorhead	Sean	720-641-6324	sean.moorhead@jackson.com		Advancement	Jackson Insurance	2022	2019
Olin	Jim	850-699-1828	jim@olimrealty.com		Strategy/Leadership	Olin Realty	2021	2018
Van Voris	Bishaka	615-496-9893	pbvanvoris@gmail.com		Operations	State of TN Dept. of Human Services	2022	2016
Vild	Dan	615-590-7900	dani@advancedsafetysupply.com		Strategy/Leadership	Advanced Safety and Industrial Supply	2023	2014
Voyles	Andy	615-584-1057	a_voyles@msn.com		Advancement Strategy/Leadership	Bank of England	2021	2018
Gerren	Amanda		amanda@nashvilleangels.org		Advancement	YLC Board Intern	2021	2020
Hutchinson	Brent	606-438-5455	brent@davishousecac.org	Ex-Officio		Davis House	NA	NA

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/22/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER HUB International Mid-South 3011 Army Drive Suite 250 615-383-9761 Nashville, TN 37204		CONTACT NAME: PHONE (A/C, No, Ext): 615 383-9761 FAX (A/C, No): 615 383-4628 E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A : Philadelphia Indemnity Insurance Co	
		INSURER B : Allied Eastern Indemnity Company	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:		PHPK2151699	06/28/2020	06/28/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY		PHPK2151699	06/28/2020	06/28/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	☐ OCCUR ☐ CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y ☒ N N/A	0000550124	10/01/2020	10/01/2021	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is additional insured per the attached endorsement.

Subject to all of the terms, conditions, exclusions and definitions of the above referenced policies as issued by the carrier(s)

RE: Davis House CAC Policy Statement - City of Franklin

CERTIFICATE HOLDER City of Franklin 109 Third Ave. S. Franklin, TN 37064	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**GENERAL LIABILITY DELUXE ENDORSEMENT:
HUMAN SERVICES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE

It is understood and agreed that the following extensions only apply in the event that no other specific coverage for the indicated loss exposure is provided under this policy. If such specific coverage applies, the terms, conditions and limits of that coverage are the sole and exclusive coverage applicable under this policy, unless otherwise noted on this endorsement. The following is a summary of the Limits of Insurance and additional coverages provided by this endorsement. For complete details on specific coverages, consult the policy contract wording.

Coverage Applicable	Limit of Insurance	Page #
Extended Property Damage	Included	2
Limited Rental Lease Agreement Contractual Liability	\$50,000 limit	2
Non-Owned Watercraft	Less than 58 feet	2
Damage to Property You Own, Rent, or Occupy	\$30,000 limit	2
Damage to Premises Rented to You	\$1,000,000	3
HIPAA	Clarification	4
Medical Payments	\$20,000	5
Medical Payments – Extended Reporting Period	3 years	5
Athletic Activities	Amended	5
Supplementary Payments – Bail Bonds	\$5,000	5
Supplementary Payment – Loss of Earnings	\$1,000 per day	5
Employee Indemnification Defense Coverage	\$25,000	5
Key and Lock Replacement – Janitorial Services Client Coverage	\$10,000 limit	6
Additional Insured – Newly Acquired Time Period	Amended	6
Additional Insured – Medical Directors and Administrators	Included	7
Additional Insured – Managers and Supervisors (with Fellow Employee Coverage)	Included	7
Additional Insured – Broadened Named Insured	Included	7
Additional Insured – Funding Source	Included	7
Additional Insured – Home Care Providers	Included	7
Additional Insured – Managers, Landlords, or Lessors of Premises	Included	7
Additional Insured – Lessor of Leased Equipment	Included	7
Additional Insured – Grantor of Permits	Included	8
Additional Insured – Vendor	Included	8
Additional Insured – Franchisor	Included	9
Additional Insured – When Required by Contract	Included	9
Additional Insured – Owners, Lessees, or Contractors	Included	9
Additional Insured – State or Political Subdivisions	Included	10

Duties in the Event of Occurrence, Claim or Suit	Included	10
Unintentional Failure to Disclose Hazards	Included	10
Transfer of Rights of Recovery Against Others To Us	Clarification	10
Liberalization	Included	11
Bodily Injury – includes Mental Anguish	Included	11
Personal and Advertising Injury – includes Abuse of Process, Discrimination	Included	11

A. Extended Property Damage

SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE

LIABILITY, Subsection 2. **Exclusions**, Paragraph a. is deleted in its entirety and replaced by the following:

a. Expected or Intended Injury

"Bodily injury" or property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property.

B. Limited Rental Lease Agreement Contractual Liability

SECTION I – COVERAGES, COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE

LIABILITY, Subsection 2. **Exclusions**, Paragraph b. **Contractual Liability** is amended to include the following:

- (3) Based on the named insured's request at the time of claim, we agree to indemnify the named insured for their liability assumed in a contract or agreement regarding the rental or lease of a premises on behalf of their client, up to \$50,000. This coverage extension only applies to rental lease agreements. This coverage is excess over any renter's liability insurance of the client.

C. Non-Owned Watercraft

SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE

LIABILITY, Subsection 2. **Exclusions**, Paragraph g. (2) is deleted in its entirety and replaced by the following:

- (2) A watercraft you do not own that is:
 - (a) Less than 58 feet long; and
 - (b) Not being used to carry persons or property for a charge;

This provision applies to any person, who with your consent, either uses or is responsible for the use of a watercraft. This insurance is excess over any other valid and collectible insurance available to the insured whether primary, excess or contingent.

D. Damage to Property You Own, Rent or Occupy

SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE

LIABILITY, Subsection 2. Exclusions, Paragraph j. Damage to Property, Item (1) is deleted in its entirety and replaced with the following:

- (1) Property you own, rent, or occupy, including any costs or expenses incurred by you, or any other person, organization or entity, for repair, replacement, enhancement, restoration or maintenance of such property for any reason, including prevention of injury to a person or damage to another's property, unless the damage to property is caused by your client, up to a \$30,000 limit. A client is defined as a person under your direct care and supervision.

E. Damage to Premises Rented to You

1. If damage by fire to premises rented to you is not otherwise excluded from this Coverage Part, the word "fire" is changed to "fire, lightning, explosion, smoke, or leakage from automatic fire protective systems" where it appears in:

- a. The last paragraph of **SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Subsection 2. Exclusions**; is deleted in its entirety and replaced by the following:

Exclusions c. through n. do not apply to damage by fire, lightning, explosion, smoke, or leakage from automatic fire protective systems to premises while rented to you or temporarily occupied by you with permission of the owner. A separate limit of insurance applies to this coverage as described in **SECTION III – LIMITS OF INSURANCE**.

- b. **SECTION III – LIMITS OF INSURANCE, Paragraph 6.** is deleted in its entirety and replaced by the following:

Subject to Paragraph 5. above, the Damage To Premises Rented To You Limit is the most we will pay under Coverage A for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, lightning, explosion, smoke, or leakage from automatic fire protective systems while rented to you or temporarily occupied by you with permission of the owner.

- c. **SECTION V – DEFINITIONS, Paragraph 9.a.,** is deleted in its entirety and replaced by the following:

A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire, lightning, explosion, smoke, or leakage from automatic fire protective systems to premises while rented to you or temporarily occupied by you with permission of the owner is not an "insured contract";

2. **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, Subsection 4. Other Insurance, Paragraph b. Excess Insurance, (1) (a) (ii)** is deleted in its entirety and replaced by the following:

That is insurance for fire, lightning, explosion, smoke, or leakage from automatic fire protective systems for premises rented to you or temporarily occupied by you with permission of the owner;

3. The Damage To Premises Rented To You Limit section of the Declarations is amended to the greater of:

- a. \$1,000,000; or
- b. The amount shown in the Declarations as the Damage to Premises Rented to You Limit.

This is the most we will pay for all damage proximately caused by the same event, whether such damage results from fire, lightning, explosion, smoke, or leaks from automatic fire protective systems or any combination thereof.

F. HIPAA

SECTION I – COVERAGES, COVERAGE B PERSONAL AND ADVERTISING INJURY LIABILITY, is amended as follows:

1. Paragraph 1. **Insuring Agreement** is amended to include the following:

We will pay those sums that the insured becomes legally obligated to pay as damages because of a "violation(s)" of the Health Insurance Portability and Accountability Act (HIPAA). We have the right and the duty to defend the insured against any "suit," "investigation," or "civil proceeding" seeking these damages. However, we will have no duty to defend the insured against any "suit" seeking damages, "investigation," or "civil proceeding" to which this insurance does not apply.

2. Paragraph 2. **Exclusions** is amended to include the following additional exclusions:

This insurance does not apply to:

- a. **Intentional, Willful, or Deliberate Violations**

Any willful, intentional, or deliberate "violation(s)" by any insured.

- b. **Criminal Acts**

Any "violation" which results in any criminal penalties under the HIPAA.

- c. **Other Remedies**

Any remedy other than monetary damages for penalties assessed.

- d. **Compliance Reviews or Audits**

Any compliance reviews by the Department of Health and Human Services.

3. **SECTION V – DEFINITIONS** is amended to include the following additional definitions:

- a. "Civil proceeding" means an action by the Department of Health and Human Services (HHS) arising out of "violations."
- b. "Investigation" means an examination of an actual or alleged "violation(s)" by HHS. However, "investigation" does not include a Compliance Review.
- c. "Violation" means the actual or alleged failure to comply with the regulations included in the HIPAA.

G. Medical Payments – Limit Increased to \$20,000, Extended Reporting Period

If **COVERAGE C MEDICAL PAYMENTS** is not otherwise excluded from this Coverage Part:

1. The Medical Expense Limit is changed subject to all of the terms of **SECTION III - LIMITS OF INSURANCE** to the greater of:
 - a. \$20,000; or
 - b. The Medical Expense Limit shown in the Declarations of this Coverage Part.
2. **SECTION I – COVERAGES, COVERAGE C MEDICAL PAYMENTS**, Subsection 1. Insuring Agreement, a. (3) (b) is deleted in its entirety and replaced by the following:
 - (b) The expenses are incurred and reported to us within three years of the date of the accident.

H. Athletic Activities

SECTION I – COVERAGES, COVERAGE C MEDICAL PAYMENTS, Subsection 2. Exclusions, Paragraph e. **Athletic Activities** is deleted in its entirety and replaced with the following:

e. Athletic Activities

To a person injured while taking part in athletics.

I. Supplementary Payments

SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS - COVERAGE A AND B are amended as follows:

1. b. is deleted in its entirety and replaced by the following:
 1. b. Up to \$5000 for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these.
- 1.d. is deleted in its entirety and replaced by the following:
 1. d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to \$1,000 a day because of time off from work.

J. Employee Indemnification Defense Coverage

SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS – COVERAGES A AND B the following is added:

We will pay, on your behalf, defense costs incurred by an "employee" in a criminal proceeding occurring in the course of employment.

The most we will pay for any "employee" who is alleged to be directly involved in a criminal proceeding is \$25,000 regardless of the numbers of "employees," claims or "suits" brought or persons or organizations making claims or bringing "suits."

K. Key and Lock Replacement – Janitorial Services Client Coverage

SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS – COVERAGES A AND B is amended to include the following:

We will pay for the cost to replace keys and locks at the “clients” premises due to theft or other loss to keys entrusted to you by your “client,” up to a \$10,000 limit per occurrence and \$10,000 policy aggregate.

We will not pay for loss or damage resulting from theft or any other dishonest or criminal act that you or any of your partners, members, officers, “employees”, “managers”, directors, trustees, authorized representatives or any one to whom you entrust the keys of a “client” for any purpose commit, whether acting alone or in collusion with other persons.

The following, when used on this coverage, are defined as follows:

a. “Client” means an individual, company or organization with whom you have a written contract or work order for your services for a described premises and have billed for your services.

b. “Employee” means:

(1) Any natural person:

(a) While in your service or for 30 days after termination of service;

(b) Who you compensate directly by salary, wages or commissions; and

(c) Who you have the right to direct and control while performing services for you; or

(2) Any natural person who is furnished temporarily to you:

(a) To substitute for a permanent “employee” as defined in Paragraph (1) above, who is on leave; or

(b) To meet seasonal or short-term workload conditions;

while that person is subject to your direction and control and performing services for you.

(3) “Employee” does not mean:

(a) Any agent, broker, person leased to you by a labor leasing firm, factor, commission merchant, consignee, independent contractor or representative of the same general character; or

(b) Any “manager,” director or trustee except while performing acts coming within the scope of the usual duties of an “employee.”

c. “Manager” means a person serving in a directorial capacity for a limited liability company.

L. Additional Insureds

SECTION II – WHO IS AN INSURED is amended as follows:

1. If coverage for newly acquired or formed organizations is not otherwise excluded from this

Coverage Part, Paragraph 3.a. is deleted in its entirety and replaced by the following:

- a. Coverage under this provision is afforded until the end of the policy period.
- 2. Each of the following is also an insured:
 - a. **Medical Directors and Administrators** – Your medical directors and administrators, but only while acting within the scope of and during the course of their duties as such. Such duties do not include the furnishing or failure to furnish professional services of any physician or psychiatrist in the treatment of a patient.
 - b. **Managers and Supervisors** – Your managers and supervisors are also insureds, but only with respect to their duties as your managers and supervisors. Managers and supervisors who are your “employees” are also insureds for “bodily injury” to a co-“employee” while in the course of his or her employment by you or performing duties related to the conduct of your business.

This provision does not change Item 2.a.(1)(a) as it applies to managers of a limited liability company.

- c. **Broadened Named Insured** – Any organization and subsidiary thereof which you control and actively manage on the effective date of this Coverage Part. However, coverage does not apply to any organization or subsidiary not named in the Declarations as Named Insured, if they are also insured under another similar policy, but for its termination or the exhaustion of its limits of insurance.

- d. **Funding Source** – Any person or organization with respect to their liability arising out of:

- (1) Their financial control of you; or
- (2) Premises they own, maintain or control while you lease or occupy these premises.

This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.

- e. **Home Care Providers** – At the first Named Insured's option, any person or organization under your direct supervision and control while providing for you private home respite or foster home care for the developmentally disabled.
- f. **Managers, Landlords, or Lessors of Premises** – Any person or organization with respect to their liability arising out of the ownership, maintenance or use of that part of the premises leased or rented to you subject to the following additional exclusions:

This insurance does not apply to:

- (1) Any “occurrence” which takes place after you cease to be a tenant in that premises; or
- (2) Structural alterations, new construction or demolition operations performed by or on behalf of that person or organization.

- g. **Lessor of Leased Equipment – Automatic Status When Required in Lease Agreement With You** – Any person or organization from whom you lease equipment when you and such person or organization have agreed in writing in a contract or agreement that such person or organization is to be added as an additional insured on your policy. Such person or

organization is an insured only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

A person's or organization's status as an additional insured under this endorsement ends when their contract or agreement with you for such leased equipment ends.

With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

- h. **Grantors of Permits** – Any state or political subdivision granting you a permit in connection with your premises subject to the following additional provision:
 - (1) This insurance applies only with respect to the following hazards for which the state or political subdivision has issued a permit in connection with the premises you own, rent or control and to which this insurance applies:
 - (a) The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners or decorations and similar exposures;
 - (b) The construction, erection, or removal of elevators; or
 - (c) The ownership, maintenance, or use of any elevators covered by this insurance.
- i. **Vendors** – Only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business, subject to the following additional exclusions:
 - (1) The insurance afforded the vendor does not apply to:
 - (a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
 - (b) Any express warranty unauthorized by you;
 - (c) Any physical or chemical change in the product made intentionally by the vendor;
 - (d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
 - (e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
 - (f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

- (g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
- (h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
 - (i) The exceptions contained in Sub-paragraphs (d) or (f); or
 - (ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.
- (2) This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing.
- j. **Franchisor** – Any person or organization with respect to their liability as the grantor of a franchise to you.
- k. **As Required by Contract** – Any person or organization where required by a written contract executed prior to the occurrence of a loss. Such person or organization is an additional insured for "bodily injury," "property damage" or "personal and advertising injury" but only for liability arising out of the negligence of the named insured. The limits of insurance applicable to these additional insureds are the lesser of the policy limits or those limits specified in a contract or agreement. These limits are included within and not in addition to the limits of insurance shown in the Declarations
- l. **Owners, Lessees or Contractors** – Any person or organization, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by:
 - (1) Your acts or omissions; or
 - (2) The acts or omissions of those acting on your behalf;
 in the performance of your ongoing operations for the additional insured when required by a contract.

With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- (a) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- (b) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

m. State or Political Subdivisions – Any state or political subdivision as required, subject to the following provisions:

- (1) This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit, and is required by contract.
- (2) This insurance does not apply to:
 - (a) "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
 - (b) "Bodily injury" or "property damage" included within the "products-completed operations hazard."

M. Duties in the Event of Occurrence, Claim or Suit

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, Paragraph 2. is amended as follows:

a. is amended to include:

This condition applies only when the "occurrence" or offense is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership; or
- (3) An executive officer or insurance manager, if you are a corporation.

b. is amended to include:

This condition will not be considered breached unless the breach occurs after such claim or "suit" is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership; or
- (3) An executive officer or insurance manager, if you are a corporation.

N. Unintentional Failure To Disclose Hazards

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 6. **Representations** is amended to include the following:

It is agreed that, based on our reliance on your representations as to existing hazards, if you should unintentionally fail to disclose all such hazards prior to the beginning of the policy period of this Coverage Part, we shall not deny coverage under this Coverage Part because of such failure.

O. Transfer of Rights of Recovery Against Others To Us

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 8. **Transfer of Rights of**

Recovery Against Others To Us is deleted in its entirety and replaced by the following:

If the insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.

Therefore, the insured can waive the insurer's rights of recovery prior to the occurrence of a loss, provided the waiver is made in a written contract.

P. Liberalization

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, is amended to include the following:

If we revise this endorsement to provide more coverage without additional premium charge, we will automatically provide the additional coverage to all endorsement holders as of the day the revision is effective in your state.

Q. Bodily Injury – Mental Anguish

SECTION V – DEFINITIONS, Paragraph 3. Is deleted in its entirety and replaced by the following:

"Bodily injury" means:

- a. Bodily injury, sickness or disease sustained by a person, and includes mental anguish resulting from any of these; and
- b. Except for mental anguish, includes death resulting from the foregoing (Item a. above) at any time.

R. Personal and Advertising Injury – Abuse of Process, Discrimination

If **COVERAGE B PERSONAL AND ADVERTISING INJURY LIABILITY COVERAGE** is not otherwise excluded from this Coverage Part, the definition of "personal and advertising injury" is amended as follows:

1. **SECTION V – DEFINITIONS**, Paragraph 14.b. is deleted in its entirety and replaced by the following:

- b. Malicious prosecution or abuse of process;

2. **SECTION V – DEFINITIONS**, Paragraph 14. is amended by adding the following:

Discrimination based on race, color, religion, sex, age or national origin, except when:

- a. Done intentionally by or at the direction of, or with the knowledge or consent of:
 - (1) Any insured; or
 - (2) Any executive officer, director, stockholder, partner or member of the insured;
- b. Directly or indirectly related to the employment, former or prospective employment, termination of employment, or application for employment of any person or persons by an insured;

- c. Directly or indirectly related to the sale, rental, lease or sublease or prospective sales, rental, lease or sub-lease of any room, dwelling or premises by or at the direction of any insured; or
- d. Insurance for such discrimination is prohibited by or held in violation of law, public policy, legislation, court decision or administrative ruling.

The above does not apply to fines or penalties imposed because of discrimination.



Franklin Nonprofit Funding Request – Fiscal Year 2021-2022

Application for Charitable and Civic Organizations

Submission Deadline: March 22, 2021

Agency Name: Franklin Tomorrow Inc.
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact: Mindy Tate mindy@franklintomorrow.org 615-794-0998
Name Email Phone

Mailing Address: PO Box 383, Franklin TN 37065

Headquarters' Address (if different from mailing): 198 E. Main St., Suite 205 Franklin TN 37064

Is this a TN Governor's Office of Diversity Business Enterprise (Go-DBE)? ☐ Yes ☒ No
If yes, is this business certified with the TN Department of General Services for Minority Owned,
Women Owned, Service-Disabled Veteran Owned and Small Business Enterprise firms?
☐ Yes ☒ No

Total amount of City of Franklin funds being requested for FY2021-2022 \$ 31,149.00

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Mindy Tate / Executive Director
Printed Name of (CEO/President/Executive Director/Board Chair)

03/05/2021
Date

Mindy D. Tate
Signature of (CEO/President/Executive Director/Board Chair)

03/05/2021
Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: **Franklin Tomorrow Inc.**

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

Franklin Tomorrow is recognized as a community visioning and engagement partner for the City of Franklin as well as its citizenry. City of Franklin funds go into our general fund to assist in staging our educational programs and events which accomplish our mission to engage the community, foster collaboration, and advocate for a shared vision for the future of Franklin. Events include the quarterly Breakfast With the Mayors, with average, in-person attendance of 350-400 people each time. Our monthly, in-person FrankTalks lecture series averages 80-100 people and has helped to engage individuals through timely topics, including the quarterly "City Hall on Wheels."

Additionally, our Get Fit Franklin project stages quarterly "Walk MOORE With the Mayor" events. In 2018 and 2019, we held On The Table conversations across the City and were able to survey participants as to their feelings about the city as well as areas where they would like to see improvement.

During 2020 and the pandemic, Franklin Tomorrow was forced to make its programming remote, through the use of technology. While this was difficult, it did lead to increased participation via channels such as YouTube, Facebook and our website. Also in 2020, Franklin Tomorrow was the City of Franklin's partner in attaining the All-America City designation from the National Civic League.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

1. Continued presentation of Breakfast With the Mayors, FrankTalks and Get Fit Franklin programs
2. Enhanced production of online & virtual programming, including the new Franklin Tomorrow podcast, "Front Porch Conversations."
3. As a follow-up to the All-America City process, Franklin Tomorrow plans to utilize the National Civic League's Civic Index for measuring civic capital in the spring and hosts NCL's Community Conversations project in Fall 2021, health conditions permitting.



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Franklin Tomorrow Inc.

4. What is your fiscal year (ex. July 1 to June 30)? January 1 to December 31
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☒ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☐ Yes ☒ No
7. Of your local agency budget, what percentage is derived from this funding request to the City of Franklin? 11.00%

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Mindy Tate / Executive Director 03/05/2021
Printed Name of (CEO/President/Executive Director/Board Chair) Date

Mindy D. Tate 03/05/2021
Signature of (CEO/President/Executive Director/Board Chair) Date

Tennessee Secretary of State
Tre Hargett



Division of Charitable Solicitations and Gaming
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243-1102

Mona Hart
Director

615-741-2555
Mona.Hart@tn.gov

June 15, 2020

Mindy Tate
Franklin Tomorrow Inc.
P.O. Box 383
Franklin, TN 37065

RE: **APPROVAL** - Registration to Solicit Funds for Charitable Purposes
Franklin Tomorrow Inc. - CO16742
Registration Expiration Date: **June 30, 2021**

Dear Mindy Tate:

Pursuant to Tenn. Code Ann. § 48-101-501, *et seq.*, the Division of Charitable Solicitations and Gaming has reviewed your submitted application and is pleased to announce your organization's registration to solicit contributions has been approved.

With this approval, your organization has new responsibilities for maintaining statutory compliance, including submission of the proper documents and required fees on an annual basis. The required filings include:

- Completed *Application to Renew Registration* form
- Completed *Summary of Financial Activities* form
- IRS determination letter granting tax-exempt status, if not previously filed
- IRS *Form 990*, *Form 990EZ*, or *990N* for the most recently completed accounting year, if the organization qualifies as tax-exempt
- An audited financial statement if the organization grossed more than \$500,000 in revenue
- Any amendments to the organization's governing documents

The *Application to Renew Registration* and *Summary of Financial Activities* forms are available on our website at <http://sos.tn.gov/charitable>. Additionally, the "CO" number listed above will serve as your organization's identification number specific to this division and should be included on all correspondence.

Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

Tre Hargett
Secretary of State

KN:CO16742

Mindy Tate
Franklin Tomorrow Inc.
P.O. Box 383
Franklin, TN 37065



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Franklin Tomorrow Inc.

Name of Nonprofit Organization

198 E. Main St., Suite 205	Franklin	Williamson	TN	37064
Street Address	City	County	State	Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from 1/1/2020 through 12/31/2020

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$ 0.00	
State Grants	0.00	
Financial Assistance from Local Governments	32,014.00	
Donations and Gifts from Citizens	18,944.00	
Membership Dues	0.00	
Fees/Charges for Services	0.00	
Fundraising Events	180,184.00	
Sale of Assets	0.00	
Loans-Borrowed Funds	25,160.00	
Investment Income	0.00	
Other Receipts	31,582.00	
Total Receipts		\$ 287,884.00 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$ 492.00
Salaries and Wages	125,751.00
Employee Benefits	13,846.00
Payroll Taxes	9,226.00
Fees for Services (non-employee)	14,982.00
Advertising and Promotion	4,688.00
Office Expenses	36,688.00
Leases/Rentals	
Maintenance and Repairs	70.00
Supplies	4,557.00
Travel	

Utilities	0.00	
Insurance	2,104.00	
Conferences, Conventions and Meetings	2,305.00	
Interest	217.00	
Purchase of Capital Assets – Vehicles and Equipment	0.00	
Purchase of capital Assets – Property and Buildings	0.00	
Loan Payments	0.00	
Other	21,516.00	
Total Disbursements		\$ 236,442.00 (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) \$ 51,442.00 (C)

Cash Balance - at the beginning of the fiscal year \$ 109,946.00 (D)

Cash Balance - at the end of the fiscal year (C+D=E) \$ 161,388.00 (E)

Details of Cash Balance - at the end of the fiscal year

Cash on Hand	\$ 0.00	
Cash in Bank – Checking	181,278.00	
Cash in Bank – Savings Accounts	20,371.00	
Cash in Bank – Certificates of Deposits	0.00	
Other Cash	1,042.00	
Total Cash - at the end of the fiscal year		\$ 202,691.00 (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

Continuation and expansion of existing Franklin Tomorrow programs, such as Breakfast With the Mayors, FrankTalks, Get Fit Franklin, and Engage Franklin

Identification of new methods for citizen engagement and education, such as Civic Index and Community Conversations

I certify that this report accurately presents the cash receipts, disbursements, and balances of the Franklin Tomorrow Inc. for the fiscal year noted above.

Name of Nonprofit Organization

Person Preparing Report

Mindy G. Tate

Printed Name

Mindy G. Tate

Signature

Phone Number 615-794-0998

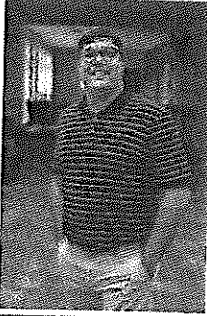
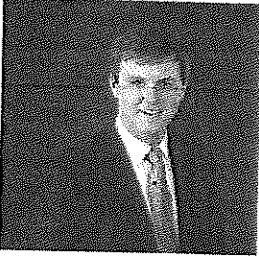
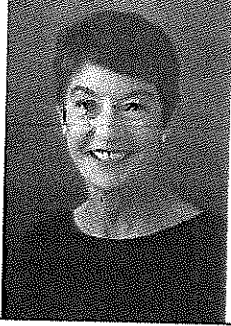
Email Address mindy@franklintomorrow.org

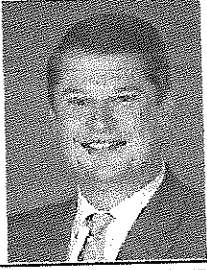
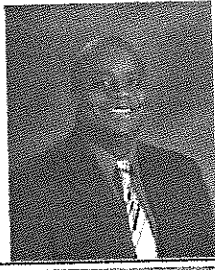
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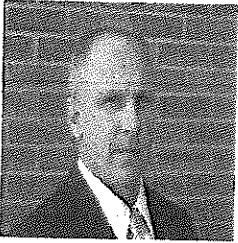
FRANKLIN TOMORROW

Engage • Collaborate • Advocate

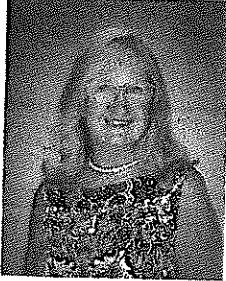
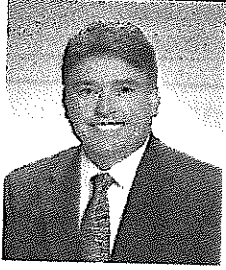
Board of Directors 2021

	Michael Armentrout Founding Director, Franklin Fellows <table border="1"> <tr> <td>Email</td><td>michael.armentrout@christcommunity.org</td></tr> <tr> <td>Cell</td><td>321.271.5732</td></tr> <tr> <td>Work</td><td>321.271.5732</td></tr> <tr> <td>Address (work)</td><td>1215 Hillsboro Rd., Franklin, TN 37069</td></tr> </table> <i>Term: 2021-2023</i>	Email	michael.armentrout@christcommunity.org	Cell	321.271.5732	Work	321.271.5732	Address (work)	1215 Hillsboro Rd., Franklin, TN 37069
Email	michael.armentrout@christcommunity.org								
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	Patrick Baggett – Board President Executive Committee Vice President of Full Service Insurance <table border="1"> <tr> <td>Email</td><td>patrick.baggett@usi.com</td></tr> <tr> <td>Cell</td><td>615.955.0411</td></tr> <tr> <td>Work</td><td>615.790.0990</td></tr> <tr> <td>Address (work)</td><td>903 Murfreesboro Road Franklin, TN 37064</td></tr> </table> <i>Term: 2020-2022</i>	Email	patrick.baggett@usi.com	Cell	615.955.0411	Work	615.790.0990	Address (work)	903 Murfreesboro Road Franklin, TN 37064
Email	patrick.baggett@usi.com								
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Address (work)	903 Murfreesboro Road Franklin, TN 37064								
	Mary Lee Bennett – Vice President of Strategic Initiatives Executive Committee <table border="1"> <tr> <td>Email</td><td>marylee.bennett@gmail.com</td></tr> <tr> <td>Cell</td><td>615.804.9822</td></tr> <tr> <td>Work</td><td>Empower Local, General Manager, Nashville Region</td></tr> <tr> <td>Address (work)</td><td>103 Forest Crossing, Suite 201A Franklin, TN 37064</td></tr> </table> <i>Term: 2020-2022</i>	Email	marylee.bennett@gmail.com	Cell	615.804.9822	Work	Empower Local, General Manager, Nashville Region	Address (work)	103 Forest Crossing, Suite 201A Franklin, TN 37064
Email	marylee.bennett@gmail.com								
Cell	615.804.9822								
Work	Empower Local, General Manager, Nashville Region								
Address (work)	103 Forest Crossing, Suite 201A Franklin, TN 37064								
	Christine Bradley – Vice President of Programs Executive Committee Director, Government & Community Affairs Vanderbilt University Medical Center <table border="1"> <tr> <td>Email</td><td>christine.bradley@vumc.org</td></tr> <tr> <td>Cell</td><td>615.715.7961</td></tr> <tr> <td>Work</td><td>615.936.5898</td></tr> <tr> <td>Address</td><td>2147 Belcourt Ave, Suite 200 Nashville, TN 37212</td></tr> </table> <i>Term: 2019-2021</i>	Email	christine.bradley@vumc.org	Cell	615.715.7961	Work	615.936.5898	Address	2147 Belcourt Ave, Suite 200 Nashville, TN 37212
Email	christine.bradley@vumc.org								
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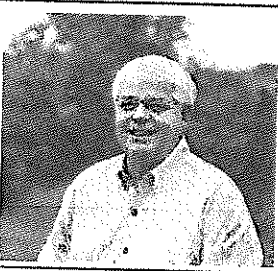
	Nancy Conway Senior Vice President of Community Relations – Williamson Inc. <table border="1"> <tr> <td>Email</td> <td>Nancy@williamsonchamber.com</td> </tr> <tr> <td>Cell</td> <td>615.423.0545</td> </tr> <tr> <td>Work</td> <td></td> </tr> <tr> <td>Address (work)</td> <td>4031 Aspen Grove Dr., Ste. 630 Franklin, TN 37067</td> </tr> </table> <i>Term: 2019-2021</i>	Email	Nancy@williamsonchamber.com	Cell	615.423.0545	Work		Address (work)	4031 Aspen Grove Dr., Ste. 630 Franklin, TN 37067
Email	Nancy@williamsonchamber.com								
Cell	615.423.0545								
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Address (work)	4031 Aspen Grove Dr., Ste. 630 Franklin, TN 37067								
	Kelly Dannenfelter Assistant Director, Planning & Sustainability – City of Franklin <table border="1"> <tr> <td>Email</td> <td>kellyd@franklintn.gov</td> </tr> <tr> <td>Cell</td> <td>615.364.1490</td> </tr> <tr> <td>Work</td> <td>615.550.6735</td> </tr> <tr> <td>Address (work)</td> <td>109 Third Ave S., Franklin, TN 37064</td> </tr> </table> <i>Term: 2020-2022</i>	Email	kellyd@franklintn.gov	Cell	615.364.1490	Work	615.550.6735	Address (work)	109 Third Ave S., Franklin, TN 37064
Email	kellyd@franklintn.gov								
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Work	615.550.6735								
Address (work)	109 Third Ave S., Franklin, TN 37064								
	Marianne DeMeyers Owner – The Tin Cottage <table border="1"> <tr> <td>Email</td> <td>marianne@tincottage.com</td> </tr> <tr> <td>Cell</td> <td></td> </tr> <tr> <td>Work</td> <td>615.472.1183</td> </tr> <tr> <td>Address (work)</td> <td>334 Main Street, Suite 100 Franklin, TN</td> </tr> </table> <i>Term: 2021-2023</i>	Email	marianne@tincottage.com	Cell		Work	615.472.1183	Address (work)	334 Main Street, Suite 100 Franklin, TN
Email	marianne@tincottage.com								
Cell									
Work	615.472.1183								
Address (work)	334 Main Street, Suite 100 Franklin, TN								
	Travis Dumke Vice President, Commercial Banker – FirstBank <table border="1"> <tr> <td>Email</td> <td>travis.dumke@franklinsynergy.com</td> </tr> <tr> <td>Cell</td> <td>615.642.2187</td> </tr> <tr> <td>Work</td> <td>615.236.8312</td> </tr> <tr> <td>Address (work)</td> <td>722 Columbia Ave Franklin, TN 37064</td> </tr> </table> <i>Term: 2021-2023</i>	Email	travis.dumke@franklinsynergy.com	Cell	615.642.2187	Work	615.236.8312	Address (work)	722 Columbia Ave Franklin, TN 37064
Email	travis.dumke@franklinsynergy.com								
Cell	615.642.2187								
Work	615.236.8312								
Address (work)	722 Columbia Ave Franklin, TN 37064								
	Drew Freeman Executive Director of Franklin Family YMCA <table border="1"> <tr> <td>Email</td> <td>dfreeman@ymcamidtn.org</td> </tr> <tr> <td>Cell</td> <td>615.815.8183</td> </tr> <tr> <td>Work</td> <td>615.591.0322</td> </tr> <tr> <td>Address (work)</td> <td>501 South Royal Oaks Dr. Franklin, TN 37064</td> </tr> </table> <i>Term: 2020-2022</i>	Email	dfreeman@ymcamidtn.org	Cell	615.815.8183	Work	615.591.0322	Address (work)	501 South Royal Oaks Dr. Franklin, TN 37064
Email	dfreeman@ymcamidtn.org								
Cell	615.815.8183								
Work	615.591.0322								
Address (work)	501 South Royal Oaks Dr. Franklin, TN 37064								
	Kelly Gilfillan Associate Publisher - FW Publishing <table border="1"> <tr> <td>Email</td> <td>kelly.gilfillan@homepagemediagroup.com</td> </tr> <tr> <td>Cell</td> <td>615.293.4319</td> </tr> <tr> <td>Work</td> <td>615.293.4319</td> </tr> <tr> <td>Address</td> <td>509 Cobert Lane, Franklin, TN 37064</td> </tr> </table> <i>Term: 2019-2021</i>	Email	kelly.gilfillan@homepagemediagroup.com	Cell	615.293.4319	Work	615.293.4319	Address	509 Cobert Lane, Franklin, TN 37064
Email	kelly.gilfillan@homepagemediagroup.com								
Cell	615.293.4319								
Work	615.293.4319								
Address	509 Cobert Lane, Franklin, TN 37064								

	Teresa Ashworth Harris Business Development – Fisher Arnold, Inc. <table border="1"> <tr><td>Email</td><td>Teharris@comcast.net</td></tr> <tr><td>Cell</td><td>615.330.0083</td></tr> <tr><td>Work</td><td>615.330.0083</td></tr> <tr><td>Address</td><td>1541 Bedford Common Franklin, TN 37064</td></tr> </table> <i>Term: 2021-2023</i>	Email	Teharris@comcast.net	Cell	615.330.0083	Work	615.330.0083	Address	1541 Bedford Common Franklin, TN 37064
Email	Teharris@comcast.net								
Cell	615.330.0083								
Work	615.330.0083								
Address	1541 Bedford Common Franklin, TN 37064								
	Russ Haynes – Treasurer Executive Committee CFO – Harpeth Associates, LLC <table border="1"> <tr><td>Email</td><td>russ@harpethassociates.com</td></tr> <tr><td>Cell</td><td>251.767.9877</td></tr> <tr><td>Work</td><td>615.472.1471</td></tr> <tr><td>Address (work)</td><td>198 E Main St., Suite 103, Franklin, TN 37064</td></tr> </table>	Email	russ@harpethassociates.com	Cell	251.767.9877	Work	615.472.1471	Address (work)	198 E Main St., Suite 103, Franklin, TN 37064
Email	russ@harpethassociates.com								
Cell	251.767.9877								
Work	615.472.1471								
Address (work)	198 E Main St., Suite 103, Franklin, TN 37064								
	<i>Term: 2021-2023</i> Chris Henson – Secretary Executive Committee Director of Fund Development – Columbia State Community College <table border="1"> <tr><td>Email</td><td>chenson12@columbiastate.edu</td></tr> <tr><td>Cell</td><td>423.306.5421</td></tr> <tr><td>Work</td><td>615.465.5715</td></tr> <tr><td>Address (work)</td><td>1665 Hampshire Pike Columbia, TN 38401</td></tr> </table> <i>Term: 2020-2022</i>	Email	chenson12@columbiastate.edu	Cell	423.306.5421	Work	615.465.5715	Address (work)	1665 Hampshire Pike Columbia, TN 38401
Email	chenson12@columbiastate.edu								
Cell	423.306.5421								
Work	615.465.5715								
Address (work)	1665 Hampshire Pike Columbia, TN 38401								
	Adam Hicks Vice President - Account Manager, Skanska <table border="1"> <tr><td>Email</td><td>adaghick@outlook.com</td></tr> <tr><td>Cell</td><td>615.714.3930</td></tr> <tr><td>Work</td><td>615.714.3930</td></tr> <tr><td>Address (work)</td><td>5000 Meridian, Suite 100 Franklin, TN 37067</td></tr> </table> <i>Term: 2020-2022</i>	Email	adaghick@outlook.com	Cell	615.714.3930	Work	615.714.3930	Address (work)	5000 Meridian, Suite 100 Franklin, TN 37067
Email	adaghick@outlook.com								
Cell	615.714.3930								
Work	615.714.3930								
Address (work)	5000 Meridian, Suite 100 Franklin, TN 37067								
	Cassie Jones Executive Committee Owner/Publisher - Southern Exposure <table border="1"> <tr><td>Email</td><td>cassie@southernexposurmagazine.com</td></tr> <tr><td>Cell</td><td>615.804.2829</td></tr> <tr><td>Work</td><td></td></tr> <tr><td>Address</td><td>1117 Columbia Avenue Franklin, TN 37064</td></tr> </table> <i>Term: 2019-2021</i>	Email	cassie@southernexposurmagazine.com	Cell	615.804.2829	Work		Address	1117 Columbia Avenue Franklin, TN 37064
Email	cassie@southernexposurmagazine.com								
Cell	615.804.2829								
Work									
Address	1117 Columbia Avenue Franklin, TN 37064								
	Peggy Kidd Community Volunteer <table border="1"> <tr><td>Email</td><td>peggykidd14@gmail.com</td></tr> <tr><td>Cell</td><td>858.342.1082</td></tr> <tr><td>Work</td><td></td></tr> <tr><td>Address (work)</td><td>262 Sontag Dr. Franklin, TN 37064</td></tr> </table> <i>Term: 2021-2023</i>	Email	peggykidd14@gmail.com	Cell	858.342.1082	Work		Address (work)	262 Sontag Dr. Franklin, TN 37064
Email	peggykidd14@gmail.com								
Cell	858.342.1082								
Work									
Address (work)	262 Sontag Dr. Franklin, TN 37064								

	Chris Koeper Volkert <table border="1"> <tr> <td>Email</td> <td>chris.koeper@volkert.com</td> </tr> <tr> <td>Cell</td> <td>713.444.0565</td> </tr> <tr> <td>Work</td> <td></td> </tr> <tr> <td>Address (work)</td> <td>302 Innovation Drive Suite 100 Franklin, TN 37067</td> </tr> </table> <i>Term: 2021-2023</i>	Email	chris.koeper@volkert.com	Cell	713.444.0565	Work		Address (work)	302 Innovation Drive Suite 100 Franklin, TN 37067
Email	chris.koeper@volkert.com								
Cell	713.444.0565								
Work									
Address (work)	302 Innovation Drive Suite 100 Franklin, TN 37067								
	Diane LeBlanc Senior Vice President, Renasant Bank <table border="1"> <tr> <td>Email</td> <td>dleblanc@renasant.com</td> </tr> <tr> <td>Cell</td> <td>615.456.6418</td> </tr> <tr> <td>Work</td> <td>615.764.4114</td> </tr> <tr> <td>Address (work)</td> <td>815 Columbia Ave. Franklin, TN 37064</td> </tr> </table> <i>Term: 2020-2022</i>	Email	dleblanc@renasant.com	Cell	615.456.6418	Work	615.764.4114	Address (work)	815 Columbia Ave. Franklin, TN 37064
Email	dleblanc@renasant.com								
Cell	615.456.6418								
Work	615.764.4114								
Address (work)	815 Columbia Ave. Franklin, TN 37064								
	Eric McElroy Executive Committee Supervising Engineer at WSP <table border="1"> <tr> <td>Email</td> <td>eric.mcelroy@wsp.com</td> </tr> <tr> <td>Cell</td> <td>615.339.7464</td> </tr> <tr> <td>Work</td> <td>615.981.8363</td> </tr> <tr> <td>Address (work)</td> <td>2100 West End Ave, Suite 630 Nashville, TN 37203</td> </tr> </table> <i>Term: 2020-2022</i>	Email	eric.mcelroy@wsp.com	Cell	615.339.7464	Work	615.981.8363	Address (work)	2100 West End Ave, Suite 630 Nashville, TN 37203
Email	eric.mcelroy@wsp.com								
Cell	615.339.7464								
Work	615.981.8363								
Address (work)	2100 West End Ave, Suite 630 Nashville, TN 37203								
	Doris McMillan Executive Committee Director of Admissions & Enrollment Management, New Hope Academy Owner – Doris McMillan Custom Apparel & Millinery <table border="1"> <tr> <td>Email</td> <td>doris.mcmillan@yahoo.com</td> </tr> <tr> <td>Cell</td> <td>615.881.3403</td> </tr> <tr> <td>Work</td> <td></td> </tr> <tr> <td>Address</td> <td>303 Bel Aire Drive Franklin, TN 37064</td> </tr> </table> <i>Term: 2019-2021</i>	Email	doris.mcmillan@yahoo.com	Cell	615.881.3403	Work		Address	303 Bel Aire Drive Franklin, TN 37064
Email	doris.mcmillan@yahoo.com								
Cell	615.881.3403								
Work									
Address	303 Bel Aire Drive Franklin, TN 37064								
	Renee Shafer Director of Membership, Williamson Inc. <table border="1"> <tr> <td>Email</td> <td>renee@williamsonchamber.com</td> </tr> <tr> <td>Cell</td> <td>770.853.9393</td> </tr> <tr> <td>Work</td> <td></td> </tr> <tr> <td>Address</td> <td>4031 Aspen Grove Dr., Ste. 630 Franklin, TN 37067</td> </tr> </table> <i>Term: 2021-2023</i>	Email	renee@williamsonchamber.com	Cell	770.853.9393	Work		Address	4031 Aspen Grove Dr., Ste. 630 Franklin, TN 37067
Email	renee@williamsonchamber.com								
Cell	770.853.9393								
Work									
Address	4031 Aspen Grove Dr., Ste. 630 Franklin, TN 37067								

	Candy Sullivan Director of Community Relations for Advancement - BGA <table border="1"> <tr><td>Email</td><td>candy.sullivan@mybga.org</td></tr> <tr><td>Cell</td><td>615.480.1001</td></tr> <tr><td>Work</td><td>615.567.8313</td></tr> <tr><td>Address</td><td>336 Ernest Rice Lane, Franklin 37069</td></tr> </table> <i>Term: 2021-2023</i>	Email	candy.sullivan@mybga.org	Cell	615.480.1001	Work	615.567.8313	Address	336 Ernest Rice Lane, Franklin 37069
Email	candy.sullivan@mybga.org								
Cell	615.480.1001								
Work	615.567.8313								
Address	336 Ernest Rice Lane, Franklin 37069								
	Kurt Winstead Executive Committee Attorney-Partner of Rudy Winstead Turner, PLLC <table border="1"> <tr><td>Email</td><td>kwinstead@rudylaw.net</td></tr> <tr><td>Cell</td><td>615.500.8010</td></tr> <tr><td>Work</td><td>615.515.3530</td></tr> <tr><td>Address</td><td>100 Pebble Beach Drive Franklin, TN 37069</td></tr> </table> <i>Term: 2020-2022</i>	Email	kwinstead@rudylaw.net	Cell	615.500.8010	Work	615.515.3530	Address	100 Pebble Beach Drive Franklin, TN 37069
Email	kwinstead@rudylaw.net								
Cell	615.500.8010								
Work	615.515.3530								
Address	100 Pebble Beach Drive Franklin, TN 37069								
	Nichole Volk Director of Marketing, Williamson Medical Center <table border="1"> <tr><td>Email</td><td>nvolk@wmed.org</td></tr> <tr><td>Cell</td><td>615.630.0805</td></tr> <tr><td>Work</td><td>615.435.5356</td></tr> <tr><td>Address</td><td>4321 Carothers Pkwy. Franklin, TN 37067</td></tr> </table> <i>Term: 2020-2022</i>	Email	nvolk@wmed.org	Cell	615.630.0805	Work	615.435.5356	Address	4321 Carothers Pkwy. Franklin, TN 37067
Email	nvolk@wmed.org								
Cell	615.630.0805								
Work	615.435.5356								
Address	4321 Carothers Pkwy. Franklin, TN 37067								

EX-OFFICIO BOARD MEMBERS

	Rogers Anderson Williamson County Mayor <table border="1"> <tr><td>Email</td><td>countymayor@williamson-tn.org</td></tr> <tr><td>Cell</td><td>615.519.9208</td></tr> <tr><td>Work</td><td>615.790.5700</td></tr> <tr><td>Address (work)</td><td>1320 W. Main St., Suite 125 Franklin, TN 37064</td></tr> </table>	Email	countymayor@williamson-tn.org	Cell	615.519.9208	Work	615.790.5700	Address (work)	1320 W. Main St., Suite 125 Franklin, TN 37064
Email	countymayor@williamson-tn.org								
Cell	615.519.9208								
Work	615.790.5700								
Address (work)	1320 W. Main St., Suite 125 Franklin, TN 37064								
	Brandy Blanton Alderman, at Large <table border="1"> <tr><td>Email</td><td>brandybblanton@gmail.com</td></tr> <tr><td>Cell</td><td>615.300.5251</td></tr> <tr><td>Work</td><td></td></tr> <tr><td>Address</td><td>406 Vienna Court Franklin, TN 37067</td></tr> </table>	Email	brandybblanton@gmail.com	Cell	615.300.5251	Work		Address	406 Vienna Court Franklin, TN 37067
Email	brandybblanton@gmail.com								
Cell	615.300.5251								
Work									
Address	406 Vienna Court Franklin, TN 37067								

Revised January 8, 2021

	Ken Moore Mayor, City of Franklin <table border="1"> <tr> <td>Email</td><td>Ken.moore@franklintn.gov</td></tr> <tr> <td>Cell</td><td>615.791.3217</td></tr> <tr> <td>Work</td><td>615.550.6605</td></tr> <tr> <td>Address (work)</td><td>109 Third Avenue South Franklin, TN 37064</td></tr> </table>	Email	Ken.moore@franklintn.gov	Cell	615.791.3217	Work	615.550.6605	Address (work)	109 Third Avenue South Franklin, TN 37064
Email	Ken.moore@franklintn.gov								
Cell	615.791.3217								
Work	615.550.6605								
Address (work)	109 Third Avenue South Franklin, TN 37064								
	Allena Bell – Past President Executive Committee Franklin Special School District Board Member <table border="1"> <tr> <td>Email</td><td>Bell.bell@comcast.net</td></tr> <tr> <td>Cell</td><td>615.969.9272</td></tr> <tr> <td>Work</td><td></td></tr> <tr> <td>Address (work)</td><td>732 Meeting St., Franklin, TN 37064</td></tr> </table>	Email	Bell.bell@comcast.net	Cell	615.969.9272	Work		Address (work)	732 Meeting St., Franklin, TN 37064
Email	Bell.bell@comcast.net								
Cell	615.969.9272								
Work									
Address (work)	732 Meeting St., Franklin, TN 37064								

FRANKLIN TOMORROW

	Mindy Tate – Executive Director Franklin Tomorrow <table border="1"> <tr> <td>Email</td><td>mindy@franklintonmorrow.org</td></tr> <tr> <td>Cell</td><td>615.210.9401</td></tr> <tr> <td>Work</td><td>615.794.0998</td></tr> <tr> <td>Address (work)</td><td>198 E Main St., Ste. 205 Franklin, TN 37064 P.O. Box 383, Franklin, TN 37065</td></tr> </table>	Email	mindy@franklintonmorrow.org	Cell	615.210.9401	Work	615.794.0998	Address (work)	198 E Main St., Ste. 205 Franklin, TN 37064 P.O. Box 383, Franklin, TN 37065
Email	mindy@franklintonmorrow.org								
Cell	615.210.9401								
Work	615.794.0998								
Address (work)	198 E Main St., Ste. 205 Franklin, TN 37064 P.O. Box 383, Franklin, TN 37065								
	Carly Jewell– Director of Community Engagement Franklin Tomorrow <table border="1"> <tr> <td>Email</td><td>carly@franklintonmorrow.org</td></tr> <tr> <td>Cell</td><td>615.519.3992</td></tr> <tr> <td>Work</td><td>615.794.0998</td></tr> <tr> <td>Address (work)</td><td>198 E Main St., Ste. 205 Franklin, TN 37064 P.O. Box 383, Franklin, TN 37065</td></tr> </table>	Email	carly@franklintonmorrow.org	Cell	615.519.3992	Work	615.794.0998	Address (work)	198 E Main St., Ste. 205 Franklin, TN 37064 P.O. Box 383, Franklin, TN 37065
Email	carly@franklintonmorrow.org								
Cell	615.519.3992								
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Address (work)	198 E Main St., Ste. 205 Franklin, TN 37064 P.O. Box 383, Franklin, TN 37065								

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 25 2005

FRANKLIN TOMORROW INC
C/O PATRICE MAYO-LIGON
1406 CANNON ST.
FRANKLIN, TN 37064-0000

Employer Identification Number:
62-1821869
DLN:
17053039094045
Contact Person:
MRS T FARR ID# 52404
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
February 4, 2005
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
December 31, 2009

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

Client#: 1834040

FRANKTOM3

ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

3/10/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services, LLC 903 Murfreesboro Rd. Franklin, TN 37064 615 790-0990		CONTACT NAME: Damara Puckett PHONE (A/C, No, Ext): 615-790-0990 E-MAIL ADDRESS: damara.puckett@usi.com FAX (A/C, No):															
INSURED Franklin Tomorrow, Inc. P.O. Box 383 Franklin, TN 37065		INSURER(S) AFFORDING COVERAGE <table border="1"> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : The Cincinnati Insurance Company</td> <td>10677</td> </tr> <tr> <td>INSURER B : United States Liability Insurance Co.</td> <td>25895</td> </tr> <tr> <td>INSURER C : Accident Fund National Insurance Company</td> <td>12305</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>		INSURER	NAIC #	INSURER A : The Cincinnati Insurance Company	10677	INSURER B : United States Liability Insurance Co.	25895	INSURER C : Accident Fund National Insurance Company	12305	INSURER D :		INSURER E :		INSURER F :	
INSURER	NAIC #																
INSURER A : The Cincinnati Insurance Company	10677																
INSURER B : United States Liability Insurance Co.	25895																
INSURER C : Accident Fund National Insurance Company	12305																
INSURER D :																	
INSURER E :																	
INSURER F :																	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:		ENP0094467	08/20/2020	08/20/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$		CUP2552118C	08/20/2020	08/20/2021	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ Y ☐ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WCV6194139	08/20/2020	08/20/2021	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

** Workers Comp Information **

Proprietors/Partners/Executive Officers/Members Excluded:

Bell, Allena, President

CERTIFICATE HOLDER**CANCELLATION**

The City of Franklin
 109 3rd Ave South
 Franklin, TN 37065

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

B. M. Carl



Franklin Nonprofit Funding Request – Fiscal Year 2021-2022

Application for Charitable and Civic Organizations

Submission Deadline: March 22, 2021

Agency Name:

(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:

Name

Email

Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Is this a TN Governor's Office of Diversity Business Enterprise (Go-DBE)?

☐ Yes ☒ No

If yes, is this business certified with the TN Department of General Services for Minority Owned, Women Owned, Service-Disabled Veteran Owned and Small Business Enterprise firms?

☐ Yes ☐ No

Total amount of City of Franklin funds being requested for FY2021-2022 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: **Gentry's Education Center @ the Store Front, Inc.**

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

Gentry's Tutoring and Enrichment Program. Gentry's Education Center at the Store Front is requesting \$31,100.00 to be leveraged with additional funds to increase Gentry's capacity to serve 150 students through tutoring, academic enrichment, and counseling during the 2021-2022 school year. Funding from the City of Franklin will increase Gentry's capacity by providing additional tutors and a counselor.
*Please see additional documentation.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

☐ 90% of students will attend 60 days or more in program activities.
☐ 70% of students will demonstrate a .4 grade level growth/gain in reading and math by the final benchmark in May 2022.
☐ By May 2022, 70% of the students identified for counseling services will recognize their own individual strengths and challenges and can name at least two.
☐ By May 2022, 70% of students who participated in counseling will rate their emotional well-being higher than they did in their first session as measured by a self-assessment of feelings.
☐ At least 85% of parents will rate services provided by Gentry's as Helpful or Very Helpful and can name at least one idea – academic and/or emotional improvement – they plan to implement.
*Please see attached documentation.

Gentry's Education Center @ the Store Front, Inc.

FY2021-2022 Nonprofit Organization Funding Request, continued. July 1, 2021 – June 30, 2022

- **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

The future prosperity of our community depends on the investments we make in children today.

For the past 10 years, Gentry's Education Center at the Store Front (Gentry's), a community-based 501c3, has worked in partnership with parents and the school communities of Williamson County to provide quality after school programming to address some of the most pressing academic and social needs of our students.

Gentry's mission is to assist and prepare young people in our community for school, work, and life. Our vision is that every child in the Gentry community will realize their own potential and have tools for a lifetime of success. We carry out our mission through tutoring, academic enrichment, and social development.

Gentry's Education Center at the Store Front is requesting \$31,100.00 to be leveraged with additional funds to increase Gentry's capacity to serve 150 students from "inner-city" Franklin who demonstrate socio-economic disadvantage and academic risk for failure through the Gentry's Tutoring and Enrichment Program. Children from this area reflect a greater diversity in race and ethnicity than Franklin does overall and represents a greater proportion of individuals in poverty – 26.8% African American, 31.4% Hispanic, 35% White, and 6.8% Other; 84.6% of students served last year came from homes at or below the Federal Poverty Level. We also serve children who have disabilities and reside in homes where English is not the primary language. Some children are homeless and several already have high rates of Adverse Childhood Experiences (ACEs). Funding from the City of Franklin will increase Gentry's capacity through securing additional tutors and a counselor.

The tutoring and enrichment program will address two distinct needs that have arisen due to the coronavirus – (1) learning loss/poor academic achievement and (2) access to mental health services. It is well documented that these conditions can develop from poverty, low social emotional skills, and lack of access to high quality evidenced-based interventions. The COVID-19 pandemic introduced uncertainty into major aspects of our community, particularly our schools. There is uncertainty about how school closures last spring impacted student achievement, as well as how the rapid conversion of most instruction to a virtual and/or hybrid platform this academic year will continue to affect achievement. However, the need for interventions will be greater as some of the most vulnerable students prior to the pandemic have lost critical instructional time and social supports.

Although FSSD students achieved the expected measures for academic achievement district-wide when TN Ready was last administered (2019), a significant percentage of students scored Basic and Below Basic on standardized testing. While the proficiency rate is lower than desired in both math and reading/language arts, the problem is even greater for BHN, ED, SWD, and

ELL students, who had significantly lower rates. Gentry's primarily serves these students. There is a significant gap for BHN, ED, SWD, and ELL students in both reading/language arts and math.

The chart below indicates the math and reading proficiency levels of students from Johnson Elementary School (JES) and Freedom Intermediate School (FIS) prior to the COVID-19 school closures.

Percentage of Students Proficient in Math and Reading Language Arts					
	ALL	BHN (Black/Hispanic/Native American)	ED (Economically Disadvantaged)	SWD (Students with Disabilities)	ELL (English Language Learners)
JES MATH	56.9%	50.9%	40.9%	18.2%	53.8%
JES RLA	55.9%	42.1%	31.8%	9.1%	38.5%
FIS MATH	78.3%	65%	60%	31.5%	63.7%
FIS RLA	55.4%	33.8%	21.7%	9.3%	15%

While more students are back in schools now and educators have more experience with remote instruction than when the pandemic forced schools to close in spring 2020, the collective shock we are experiencing is ongoing. The latest Vanderbilt Child Health Poll release found that only 16 percent of Black parents reported their children were attending school in person compared to 43 percent of white parents. This raises serious equity concerns, given that low-income, minority, and historically underserved families have fewer resources to ensure that their children have access to quality online educational opportunities.

Although Franklin, TN is not considered a high poverty area, Gentry's students attend Title 1 schools in "inner city" Franklin in the Franklin Special School District (FSSD) indicating high levels of poverty. 84.6% of students served last year came from homes at or below the Federal Poverty Level. Gentry's serves students with significant ACEs (adverse childhood experiences). The number of students with Adverse Childhood Experiences (ACEs) - (based on 10 key questions about abuse, neglect, and household dysfunction): 90% of students have at least 1 ACE and 81% of students have 3 or more ACEs. Though Williamson County has a low rate of uninsured children, it has one of the highest percentages of children who qualify for TennCare or CoverKids but who **still lack health insurance**. (<https://www.tn.gov/tccy/kc/tccy-kcsoc/county-profiles.html>). The closing of schools last spring in the wake of the coronavirus has exacerbated the steady rise in student mental health needs, as some of these children have spent more time in high-risk home environments while lacking access to free school-based supports. Brain science demonstrates ACEs and growing up in persistent poverty can create toxic stress that impacts physical and mental health. Those experiences can be buffered by the provision of safe, stable, nurturing relationships and environments offered in high quality afterschool programs.

- **Work Plan (Performance Objectives): Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.**
 - ❖ 90% of students will attend 60 days or more in program activities.
 - ❖ 70% of students will demonstrate a .4 grade level growth/gain in reading and math by the final benchmark in May 2022.
 - ❖ By May 2022, 70% of the students identified for counseling services will recognize their own individual strengths and challenges and can name at least two.
 - ❖ By May 2022, 70% of students who participated in counseling will rate their emotional well-being higher than they did in their first session as measured by a self-assessment of feelings.
 - ❖ At least 85% of parents will rate services provided by Gentry's as Helpful or Very Helpful and can name at least one idea – academic and/or emotional improvement – they plan to implement.

Gentry's Tutoring and Enrichment Program will go from July 1, 2021 to June 30, 2022, encompassing after school and summer extended learning. Gentry's will target K-6TH grade students who are economically disadvantaged, at risk of academic failure, and/or with mental health needs.

This program was developed using frameworks recommended by the Afterschool Alliance and 21st Century Community Learning Centers, and the trauma-informed curriculum framework designed by the Tennessee Department of Education and used by Franklin Special School District. Its outcomes and activities align with the school day instruction, interventions, and the Tennessee state curriculum.

Programming will be offered throughout the school year Monday through Thursday between 6:45-7:45 am and 3:00-6:00 pm. Certified teachers will tutor students to ensure mastery of reading and math curricula. Students' time will be allocated to skill development - 45 minutes of homework assistance and 1-2 hours of intensive, targeted tutoring in reading and math, and academic enrichment via STEM, art, and physical exercise. During this time Gentry's will offer ACEs interventions with resilience-focused treatment through responsive services for students through culturally competent, evidence-based practices, including crisis intervention. Licensed counselors will work to increase protective factors and reduce risk factors through individual counseling, family counseling, positive relationships with adults and participation in purposeful community service activities. In response to the possibility of continued social distancing, Gentry's will modify programs to accommodate virtual participation.

During the school year, the program will begin by analyzing students' initial abilities and needs based on standardized testing along with information from current teachers. Tutors work with students individually and in small groups of up to five. They will teach students skills through engaging project-based activities designed to meet students' academic needs while unlocking new opportunities. ACEs interventions will begin with workshops to train teachers and parents in identifying students with mental health needs. They will refer students through a short checklist - Strengths and Difficulties Questionnaire (SDQ) – to accurately determine child's current needs, based on the intensity and scope of the problem. Counselors will meet with the child, teacher,

and/or parent to plan the most appropriate approach for the child before beginning services. Counselors will also provide parents and teacher support through individual meetings and conduct cognitive behavioral counseling for individual students whose SDQ scores indicate the need for individual mental health services. Intervention will also include purposeful community service projects.

The Summer Academy will be held from 8:00 am to 3:00 pm Monday-Friday, June 2022. Certified teachers will facilitate learning through combined reading and math tutoring with project-based activities. The Summer Academy builds on student success by continuing to use project-based learning driven by student interests while incorporating necessary instruction in reading and math.

City of Franklin Request	Price	Number of Staff	Total
Tutors (Reading/Math) @ \$20.00/hour x 2 hours/day x 155 days (School Year 2021-2022)	\$6,200.00	2	\$12,400.00
Math/Reading Tutor @ \$20.00/hour x 4 hours/day x 20 days (Summer 2022)	\$1,600.00	2	\$3,200.00
Program counselor @ \$25.00/hour x 2 hours/day x 155 days (2021-2022)	\$7,750.00	2	\$15,500.00

Adding additional tutors will allow for increased one-on-one intensive tutoring for students significantly below grade level (2 or more grades behind in reading) or not performing at proficient reading levels based on TN Department of Education Common Core standards. One-on-one tutoring will allow for increased focus on specific learning needs and produce quicker learning and mastery of skills in standards-aligned reading goals.

After school centers are often helpful in identifying the emotional health care needs of children, partly because most children spend much of their time in after school activities, and partly because these centers are accessible to students in low-income and under-served racial and ethnic minority groups, who are more likely to be without health insurance.

Students will be assessed throughout the year using STAR Renaissance Math and Reading to determine progress and expected performance on the annual state standardized assessment. Students receiving ACEs services will be assessed using the Strengths and Difficulties Questionnaire (SDQ) to determine need for services and gauge progress during program participation. Gentry's will also utilize parent participation to enhance students' academic and social development through day-to-day interactions and planned activities.



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Gentry's Education Center @ the Store Front, Inc.

4. What is your fiscal year (ex. July 1 to June 30)? January 1 to December 31
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☐ monthly ☒ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency budget, what percentage is derived from this funding request to the City of Franklin? 6.40%

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Evelyn Hickerson 03/17/2021
Printed Name of (CEO/President/Executive Director/Board Chair) Date

Evelyn Hickerson 3/17/2021
Signature of (CEO/President/Executive Director/Board Chair) Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Gentry's Education Center @ the Store Front, Inc.

Attachments:

- ☒ Annual Audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability (if applicable), general liability, and workers' compensation (if required by TN law).
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

Gentry's Education Center at the Store Front, Inc
FY2021-2022 Nonprofit Organization Funding
Request, continued.
July 1, 2021 – June 30, 2022

ATTACHMENTS



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Gentry's Education Center @ the Store Front, Inc.

Name of Nonprofit Organization				
4221 Warren Road	Franklin	Williamson	TN	37067
Street Address	City	County	State	Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from 1/1/2020 through 12/31/2020

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$ 4,000.00	
State Grants	242,122.10	
Financial Assistance from Local Governments		
Donations and Gifts from Citizens	119,807.38	
Membership Dues		
Fees/Charges for Services	24,428.35	
Fundraising Events	8,730.00	
Sale of Assets		
Loans-Borrowed Funds	42,467.00	
Investment Income		
Other Receipts	71.23	
Total Receipts		\$ 441,626.06 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$	
Salaries and Wages	179,883.09	
Employee Benefits		
Payroll Taxes	15,046.25	
Fees for Services (non-employee)	193,890.50	
Advertising and Promotion	2,412.00	
Office Expenses	3,071.85	
Leases/Rentals		
Maintenance and Repairs		
Supplies	5,060.65	
Travel		

Utilities		
Insurance	<u>5,549.00</u>	
Conferences, Conventions and Meetings	<u>117.00</u>	
Interest		
Purchase of Capital Assets – Vehicles and Equipment		
Purchase of capital Assets – Property and Buildings	<u>6,115.00</u>	
Loan Payments		
Other		
Total Disbursements		\$ <u>411,145.34</u> (B)
Cash Receipts Less Disbursements for the fiscal Year (A-B=C)		\$ <u>30,480.72</u> (C)
Cash Balance - at the beginning of the fiscal year		\$ <u>105,851.00</u> (D)
Cash Balance - at the end of the fiscal year (C+D=E)		\$ <u>136,331.72</u> (E)
Details of Cash Balance - at the end of the fiscal year		
Cash on Hand	\$	
Cash in Bank – Checking	<u>65,597.32</u>	
Cash in Bank – Savings Accounts	<u>69,614.00</u>	
Cash in Bank – Certificates of Deposits		
Other Cash	<u>1,121.57</u>	
Total Cash - at the end of the fiscal year		\$ <u>136,332.89</u> (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

Gentry's Tutoring and Enrichment Program. Gentry's Education Center at the Store Front is requesting \$31,100.00 to be leveraged with additional funds to increase Gentry's capacity to serve 150 students through tutoring, academic enrichment, and counseling during the 2021-2022 school year. Funding from the City of Franklin will increase Gentry's capacity by providing additional tutors and a counselor.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the Gentry Educational Center at the Store Front, Inc. for the fiscal year noted above.

Name of Nonprofit Organization

Person Preparing Report

Kevin A. Hopkins

Printed Name

Kevin A. Hopkins

Signature

Phone Number 615-673-1120

Email Address kevin@hopkinspage.com

Date 03/18/21

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: APR 12 2011

GENTRYS EDUCATION CENTER AT THE
STORE FRONT INC
2226 HENPECK LN
FRANKLIN, TN 37064

Employer Identification Number:
27-1202003
DLN:
401080085
Contact Person:
JEFFERY A CULLEN ID# 31215
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
December 30, 2009
Contribution Deductibility:
Yes
Addendum Applies:
No

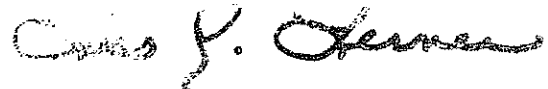
Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

Tennessee Secretary of State
Tre Hargett



Division of Charitable Solicitations and Gaming
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243-1102

Mona Hart
Director
July 9, 2020

615-741-2555
Mona.Hart@tn.gov

Evelyn Hickerson
Gentry's Education Center @ the Store Front, Inc.
4221 Warren Road
Franklin, TN 37067

RE: **APPROVAL** - Registration to Solicit Funds for Charitable Purposes
Gentry's Education Center @ the Store Front, Inc. - CO20587
Registration Expiration Date: **June 30, 2021**

Dear Evelyn Hickerson:

Pursuant to Tenn. Code Ann. § 48-101-501, *et seq.*, the Division of Charitable Solicitations and Gaming has reviewed your submitted application and is pleased to announce your organization's registration to solicit contributions has been **approved**.

With this approval, your organization has new responsibilities for maintaining statutory compliance, including submission of the proper documents and required fees on an annual basis. The required filings include:

- Completed *Application to Renew Registration* form
- Completed *Summary of Financial Activities* form
- IRS determination letter granting tax-exempt status, if not previously filed
- IRS *Form 990*, *Form 990EZ*, or *990N* for the most recently completed accounting year, if the organization qualifies as tax-exempt
- An audited financial statement if the organization grossed more than \$500,000 in revenue
- Any amendments to the organization's governing documents

The *Application to Renew Registration* and *Summary of Financial Activities* forms are available on our website at <http://sos.tn.gov/charitable>. Additionally, the "CO" number listed above will serve as your organization's identification number specific to this division and should be included on all correspondence.

Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

Tre Hargett
Secretary of State

CE:CO20587

sos.tn.gov

**Gentry's Education Center at the Store Front, Inc.
Board of Directors 2021**

Name: Evelyn Hickerson * Executive Director (Non-Voting)
Employer: Retired-Franklin Special School District Email: hickersoneve@fssd.org
Telephone: (615) 925-1033
Term: N/A

Name: Benjamin Sohr * Board Chair
Pencil & Paper Creative Development Co. Email: benjamin@pencilandpaperco.com
Telephone: (415) 505-6248
Term: August 2021

Name: Jorge Dominicis Co-Chair
Correct Care Solutions Email: jdomincis@correctcaresolutions.com
Telephone: (561) 213-2476
Term: August 2021

Name: Erin Lefkovitz *Secretary
Employer: Gentry's Educational Foundation Email: erinlefkovitz@gmail.com
Telephone: (615) 419-8515
Term: August 2022

Name: Louis Upkins
Employer: Entrepreneur Email: lupkins@louisupkins.com
Telephone: (615) 477-3856
Term: August 2021

Name: Victoria Carter
Project for Neighborhood Aftercare Email: victoria.gentryseducationfnd@gmail.com
Telephone: (615) 906-7460
Term: August 2021

*Honorary Board Members
Scott and Tracie Hamilton



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/21/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Commercial Insurance Associates, LLC 103 Powell Court, Ste 100 Brentwood TN 37027		CONTACT NAME: Ben Pyron PHONE (A/C, No, Ext): 615-515-6040 FAX (A/C, No): 615-515-6001 E-MAIL: bpyron@com-ins.com ADDRESS: bpyron@com-ins.com	
INSURED Gentry's Educational Foundation 129 West Fowlkes Street Suite 128 Franklin TN 37064		INSURER(S) AFFORDING COVERAGE INSURER A: Markel Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC# 38970	

COVERAGES

CERTIFICATE NUMBER: 34554502

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			CCP332301	4/25/2020	4/25/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			CCP332301	4/25/2020	4/25/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Property			CCP332301	4/25/2020	4/25/2021	BPP 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Educators' Liability Coverage Endorsement - Policy No. CCP3323-01 - \$1,000,000 Each Act/\$2,000,000 Aggregate - Retroactive Date: 4/15/2017
Abuse or Molestation Endorsement - Policy No. CCP3323-01 - \$1,000,000 Each Person/\$2,000,000 Aggregate

CERTIFICATE HOLDER**CANCELLATION**

For Information Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Craig W. Meyer

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ACORD 25 (2016/03)

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/19/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Commercial Insurance Associates, LLC
103 Powell Court, Ste 200
Brentwood TN 37027

CONTACT NAME: Kattie Holland

PHONE (A/C, No, Ext): 615-515-6054

FAX (A/C, No): 615-515-6000

E-MAIL ADDRESS: kholland@com-ins.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Markel Insurance Company

38970

INSURER B: Property and Casualty Insurance Company of Hartford

34690

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
Gentry's Educational Foundation
129 West Fowlkes Street
Suite 128
Franklin TN 37064

GENTEDU-01

COVERAGES

CERTIFICATE NUMBER: 457783206

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:		CCP332301	4/25/2020	4/25/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY		CCP332301	4/25/2020	4/25/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☐ N/A		20WECAH8BXT	9/23/2020	9/23/2021	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Property		CCP332301	4/25/2020	4/25/2021	BPP 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Educators' Liability Coverage Endorsement - Policy No. CCP3323-01 - \$1,000,000 Each Act/\$2,000,000 Aggregate - Retroactive Date: 4/15/2017

Abuse or Molestation Endorsement - Policy No. CCP3323-01 - \$1,000,000 Each Person/\$2,000,000 Aggregate

CERTIFICATE HOLDER

CANCELLATION

City of Franklin

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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March 17, 2021

Kristin Brock,
Assistant City Administrator/CFO
Finance & Administration
City Hall
109 Third Avenue South
Franklin, TN 37064

RE: Gentry's Nonprofit Funding Request – Fiscal Year 2021-2022

Dear Ms. Brock:

Pursuant to the request set forth by the City of Franklin, Gentry's Educational Center at the Store Front (DBA: Gentry's Educational Foundation) is pleased to submit this application for your review. Financial information for the year 2019 has been included as this is the most recent fiscal that has been concluded with a financial audit. The financial audit for 2020 is in process and will be delivered to your office as soon as it is complete by our accounting firm.

For the past 10 years, Gentry's, a community-based 501c3, has worked in partnership with parents and the school communities of Williamson County to provide quality after school programming to address some of the most pressing academic and social needs of our students. Every year, Gentry's state-certified teachers provide research-based, individualized academic support, mentoring, and family engagement supports. Gentry's begins instruction right where students are and helps them fill in gaps in skills. It has shown phenomenal results: on average, children gain more than one month of skills during each month they attend. We focus on real-time approaches that move the needle on issues of equity and access in education.

With estimates that students will experience more than a 50 percent learning loss this year, it is more important than ever for Gentry's to work with schools to complement school day lessons, open lines of communication with teachers and families to identify children who need extra help and shape our tutoring and enrichment activities to their needs. Afterschool programs will play an essential role in responding to the coronavirus pandemic and will continue to play a critical role through recovery.

Please feel free at any time to contact our office or just come by for a visit when it is safe to do so. We look forward to the work ahead and working with our Board of Alderman. Most importantly, we thank the City of Franklin for providing program support which sustains our mission and serves our county residents.

With warm regards,

Evelyn Hickerson

Evelyn Hickerson
Executive Director
Gentry's Educational Foundation

<https://sites.google.com/gentryeducationalfoundation.org/gentrys-educational-foundation/>
4221 Warren Road, Franklin, TN 37064; Phone: 615-925-1033; Email: hickersoneve@fssd.org



Franklin Nonprofit Funding Request – Fiscal Year 2021-2022

Application for Charitable and Civic Organizations

Submission Deadline: March 22, 2021

Agency Name:
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:
Name Email Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Is this a TN Governor's Office of Diversity Business Enterprise (Go-DBE)? ☐ Yes ☒ No
If yes, is this business certified with the TN Department of General Services for Minority Owned, Women Owned, Service-Disabled Veteran Owned and Small Business Enterprise firms?
☐ Yes ☐ No

Total amount of City of Franklin funds being requested for FY2021-2022 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2021-2022 Nonprofit Organization Funding Request, continued. July 1, 2021 – June 30, 2022

Agency Name: **Gilda's Club Middle Tennessee**

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

Gilda's Club Middle Tennessee (GCMTN), an affiliate of the Cancer Support Community, offers an evidence-based psychosocial cancer support program at no charge for individuals facing cancer of all ages, genders, stages (including grief and survivorship), cancer types, backgrounds, and financial situations, as well as for friends and family members of diagnosed individuals. GCMTN is the only organization in Middle Tennessee that offers a complete support plan for individuals with cancer, their family members, friends, caregivers, to improve their quality of life. We serve 17 Middle Tennessee counties (Bedford, Cheatham, Coffee, Davidson, Dickson, Hickman, Marshall, Maury, Montgomery, Robertson, Rutherford, Sumner, Tipton, Williamson, and Wilson). Our program is offered at no charge by licensed mental health professionals thus reducing barriers and promoting access to quality and affordable mental health care. Moreover, we plan to create a hybrid in-person/telehealth system to reach more people who lack transportation, financial means, and ability to physically participate. Prior to the pandemic, we served more than 4,600 individuals, including 1,144 unique individuals who participated in our programming that currently live in Franklin. 134 persons living with cancer and 39 family members of someone with a cancer diagnosis from Franklin. This is because we are the gold standard in social work care. We are proud to serve as an extension of medical care for the growing number of individuals and families impacted by cancer.

GCMTN's virtual programming includes: Cancer Support Networking Groups, which meet weekly and are facilitated by licensed clinicians; Educational Offerings, covering issues from diagnosis, medical coverage, and advance medical treatment; to self-care related to cancer diagnosis and healthy lifestyle workshops led by experts focusing on wellness, food, nutrition, and more. In 2019, 2,116 unique individuals participated in our Cancer Support Networking Groups. 78 families participated in educational offerings and we facilitated 543 virtual Healthy Lifestyle workshops attended by 1,134 adults, children, teens, and families. We also developed a Virtual Self-Care Resource Guide to address growing needs for access to resources and services. We shared the guide with our participants and over 100+ community health partners. One participant who is feeling devastated and panicked by the COVID-19 situation shared "My Gilda's Club group was always important but now it has actually become my lifeline."

Additionally, with the rising costs of healthcare, specifically cancer care, and increasing cost of living in Franklin, many of our members cannot afford mental health support (often not covered by insurance) or other health resources when facing cancer. Evidence from our member survey shows that 61% of GCMTN participants have an average household income below Tennessee's average cost of living (according to the Tennessee's average cost of living, below \$11,000 annually) and almost 20% of our members rely on Medicare/Medicaid for additional costs not covered by insurance. We increase access to health care providers and community resources. A \$1,000 grant from The City of Franklin would directly support the program and operating costs for our virtual psychosocial cancer support program offered to the residents of Franklin completely free of charge and often not covered by traditional medical insurance.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

GCMTN's program begins with an information session and a Customized Support Plan (CSP), a one-on-one meeting between each new participant and a GCMTN licensed clinical social worker. In a CSP, participants set goals for involvement at GCMTN based on personal concerns and needs. Then, GCMTN's clinical staff administer a cancer distress screener (Cancer Support Source™) to access where an individual is at, if cancer is the primary health stressor, and screen for anxiety, depression, sadness, and suicidality. Following this, participants can be placed into a Support/Networking Group and sign up for any evidence-based support activities - at no charge - and now all offered virtually. Prior to the pandemic, we served more than 4,600 individuals facing cancer, including 388 new participants in 2019. We saw a 50% increase 2017-2018, and a 20% additional increase in 2019. In 2020, 2,116 unique individuals participated in our Cancer Support/Networking Groups. 78 families participated in educational offerings, and we facilitated 543 virtual Healthy lifestyle workshops attended by 1,134 adults, children, teens, and families.

Funding from the City of Franklin would result in participants experiencing: less depression, less mood disturbance, better self-advocacy, increased socialization, decreased isolation, and improved quality of life for our Williamson County members and participants. "Lack of social support is associated with higher levels of anxiety and a lower quality of life in cancer patients. A lower incidence of depression is associated with the ability of family members to openly express feelings and thoughts. Cancer patients who lack social support have a greater desire to die and a higher risk of suicide" (Winship Cancer Institute). Support, like at GCMTN, is linked with increased quality of life for cancer patients/caregivers. Participants understand their cancer better, cope with emotions surrounding cancer, learn to manage mental health/stress, manage disruptions in work/school/life, and have increased treatment adherence.

"Gilda's Club has been a plus in my life. Cancer survivors have a long road to travel. Knowing we have a loving and supportive group at Gilda's Club, to walk beside us and maybe at times give us a push, means we can and will maneuver our journeys' long path." - Jane, Gilda's Club member and Franklin resident.

We cannot continue this vital work during COVID without community partners like The City of Franklin. Thank you for your consideration!



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☐ monthly ☒ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency budget, what percentage is derived from this funding request to the City of Franklin?

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Printed Name of (CEO/President/Executive Director/Board Chair) Date

Signature of (CEO/President/Executive Director/Board Chair) Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Gilda's Club Middle Tennessee

Attachments:

- ☒ Annual Audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☐ Any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☐ Certificate of Insurance for professional liability (if applicable), general liability, and workers' compensation (if required by TN law).
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Gilda's Club Middle Tennessee

Name of Nonprofit Organization

1707 Division Street	Nashville	Davidson	TN	37203
Street Address	City	County	State	Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from July 1, 2019 **through** June 30, 2020

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$ 10,000.00	
State Grants		
Financial Assistance from Local Governments		
Donations and Gifts from Citizens	651,726.97	
Membership Dues		
Fees/Charges for Services		
Fundraising Events	375,220.88	
Sale of Assets		
Loans-Borrowed Funds		
Investment Income	49,366.83	
Other Receipts	3,188.08	
Total Receipts		\$ 1,089,502.76 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$	
Salaries and Wages	683,779.20	
Employee Benefits	82,274.14	
Payroll Taxes	50,921.80	
Fees for Services (non-employee)	33,640.00	
Advertising and Promotion	39,679.92	
Office Expenses	58,317.90	
Leases/Rentals	16,577.05	
Maintenance and Repairs	25,529.65	
Supplies	123,718.96	
Travel		

Utilities	<u>36,752.83</u>	
Insurance	<u>26,517.15</u>	
Conferences, Conventions and Meetings	<u>3,489.41</u>	
Interest	<u>3,484.83</u>	
Purchase of Capital Assets – Vehicles and Equipment	<u> </u>	
Purchase of capital Assets – Property and Buildings	<u> </u>	
Loan Payments	<u> </u>	
Other	<u> </u>	
Total Disbursements		\$ <u>1,184,682.84</u> (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) \$ -95,180.08 (C)

Cash Balance - at the beginning of the fiscal year \$ (D)

Cash Balance - at the end of the fiscal year (C+D=E) \$ -95,180.08 (E)

Details of Cash Balance - at the end of the fiscal year

Cash on Hand	<u>\$ 79,177.90</u>	
Cash in Bank – Checking	<u>568.89</u>	
Cash in Bank – Savings Accounts	<u> </u>	
Cash in Bank – Certificates of Deposits	<u> </u>	
Other Cash	<u>1,221,294.32</u>	
Total Cash - at the end of the fiscal year		\$ <u>1,301,041.11</u> (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the Gilda's Club Middle Tennessee **for the fiscal year noted above.**

Name of Nonprofit Organization

Person Preparing Report

Lauren Srodka

Printed Name


Signature

Phone Number 6153291124

Email Address lauren@gildasclubmiddletn.org

Date 03/17/2021

Gildas Club Middle Tennessee

EIN: 62-1614190 | Nashville, TN, United States

> Other Names

Publication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

On Publication 78 Data List: Yes

Deductibility Code: PC

Copies of Returns (990, 990-EZ, 990-PF, 990-T)

Electronic copies (images) of Forms 990, 990-EZ, 990-PF or 990-T returns filed with the IRS by charities and non-profits.

> Tax Year 2018 Form 990

> Tax Year 2017 Form 990

> Tax Year 2016 Form 990

> Tax Year 2015 Form 990

Page Last Reviewed or Updated: 20-November-2020

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Tennessee Secretary of State

Re: 1837022

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[Find and Update a Business Record](#)
[Filing](#)
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Business Services Online > Find and Update a Business Record > Business Entity Detail

Business Entity Detail

Available
Entity
Actions

[File Annual Report](#)
[Certificate of Existence](#)
[More](#)

Entity details cannot be edited. This detail reflects the current state of the filing in the system.

[Return to the Business Information Search.](#)

000301786: Nonprofit Corporation - Domestic

[Printer Friendly Version](#)

Name: Gilda's Club Middle Tennessee

Old Name: GILDA'S CLUB NASHVILLE

Status: Active

Initial Filing Date: 10/17/1995

Formed in: TENNESSEE

Delayed Effective Date:

Fiscal Year Close: December

AR Due Date: 04/01/2020

Term of Duration: Perpetual

Inactive Date:

Principal Office: 1707 DIVISION ST
NASHVILLE, TN 37203-2701 USAMailing Address: 1707 DIVISION ST
NASHVILLE, TN 37203-2701 USA

AR Exempt: No

Obligated Member Entity: No

Mutual Benefit Corporation: Yes

[Assumed Names](#)[History](#)[Registered Agent](#)

Agent Name: Gilda's Club Middle Tennessee

Agent Address: 1707 DIVISION ST
NASHVILLE, TN 37203-2701 USA

Division of Business Services
112 Rosa L. Parks Avenue, Snodgrass
Baynet 6th Floor
Nashville, TN 37243

615-741-2236

8:00 a.m. until 4:30 p.m. (Central,
Monday - Friday.

[Home](#) | [About Us](#) | [Contact Us](#) | [Privacy Policy](#)

Business Filings and Information (615) 741-2236 | TNSOS.CORPINFO@tn.gov

Certified Copies and Certificate of Existence (615) 741-6486 | TNSOS.CERT@tn.gov

Motor Vehicle Temporary Licenses (615) 741-0529 | TNSOS.MVTL@tn.gov

Notary Commissions (615) 741-2679 | TNSOS.ATS@tn.gov

Uniform Commercial Code (UCC) (615) 741-3276 | TNSOS.UCC@tn.gov

Unincorporated Association Exemption Registrations (615) 741-0533 | TNSOS.WCFER@tn.gov

Vendor Bid and Publications (615) 741-0536 | TNSOS.ATS@tn.gov

Trademarks (615) 741-1799 | TNSOS.ATS@tn.gov

Trademarks (615) 741-0533 | TNSOS.ATS@tn.gov

Unincorporated Association Exemption Registrations (615) 741-0533 | TNSOS.ATS@tn.gov



STATE OF TENNESSEE DEPARTMENT OF REVENUE

GILDA'S CLUB MIDDLE TENNESSEE
1707 DIVISION ST
NASHVILLE TN 37203-2701

Effective Date: July 1, 2019
Expiration Date: June 30, 2023
Account No: 1000138107-SLC
Exemption No: 1185946624
Facility Address:
1707 DIVISION ST
NASHVILLE TN 37203-2701

Exempt Organizations or Institutions Sales and Use Tax Certificate of Exemption

This organization or institution qualifies for the authority to make sales and use tax exempt purchases of goods and services that it will use, consume or give away.

This authorization for exemption is limited to sales made directly to the referenced organization. This exemption certificate may not be used for sales made to individuals paying with personal checks or personal debit or credit cards, even if the individual is a representative or employee of the organization, and he or she will be reimbursed for the purchase. Sellers must refuse to accept the certificate when the sale is made to someone other than the organization.

This exemption certificate may not be used to make purchases without the payment of sales and use tax for other locations and may not be transferred to or used by any other person.

Seller's Name

Seller's Address (City & State)

I, Harriet Schiffan, as an authorized representative of the taxpayer named above, affirm that the purchases qualify for the exemption and will be used at the location of the facility address referenced above. Under penalty of perjury, I affirm this to be a true and correct statement.

Harriet Schiffan Harriet Schiffan 9.16.19
Print Name of Authorized Representative Signature of Authorized Representative Date

The supplier must maintain a copy of this document as evidence of the sales tax exemption.



2021-2022 Board of Directors

Anne Fletcher (Associate Board Chair)

TravelSOUL

Owner

Cell: 901.270.3693

anne.c.fletcher@gmail.com,

associateboard@gildasclubmiddletn.org

Term end: 6/2021

Denise Alper

Community Leader

Cell: 615-500-9046

den1256@comcast.net

Term end: 5/2021

Jessica Averbuch (Property Committee Co-Chair)

Zeitlin Sotheby's International Realty

CEO

Work: 615-383-0183 Cell: 615-294-9880

jessica.averbuch@zeitlin.com

Term end: 7/2023

Anthony Barton (Development Chair)

Community Leader

Cell: 917-559-1163

anthonybarton25@gmail.com

Term end: 3/2023

Jim Brown (Immediate Past Board Chair)

Nat'l Federation of Independent Business

Tennessee State Director

Cell: 615-337-5507

jim.brown@nfib.org

Term end: 12/2020

Ken Bryant

Burr & Forman LLP

Partner

Work: 615-724-3240

kbryant@burr.com

Term end: 7/2023

Jim Corum (Board Chair)

Diana Health

Co-Founder and COO

Cell: 615-424-2576

corum.jim@gmail.com

jim.corum@diana.health

Term end: 12/2022

Jeff Fisher

Community Leader

Cell: 615-979-2046

jeffreyfisher73@gmail.com

Term end: 12/2020

Randy Goldstein (Treasurer)

Community Leader

Cell: 615-479-6433

rmgold@gmail.com

Term end: 12/2023

Rachel Goodrich (Governance & Nominating Chair)

HCA

Corporate Counsel

Work: 615-344-8807 Cell: 478-456-2637

rachel.goodrich@hcahealthcare.com

Term end: 7/2023

Dr. Steve Hecklin, DMD

Dr. Hecklin: Family & Cosmetic Dentistry

Owner

Work 615-356-7500 Cell 615-579-7055

drshecklin@gmail.com

Term end: 7/2023

Allen Huggins (Property Committee Co-Chair)

WH Properties

Owner/Broker

Cell: 615.417.9834

allen@whnashville.com

private.huggins@gmail.com

Term end: 12/2024

Janet Kurtz

Kurtz Hospitality Marketing

President

Cell: 615-456-3953

jkurtz@kurtzhospitality.com

Term end: 6/2023



2021-2022 Board of Directors

Keith Kraft (Program Committee Chair)

Regency Company
Principal Broker
Work: 615-352-1448 Home: 615-356-8707
MKKraft@aol.com
Term end: 12/2022

Helen H. Lane (Board Chair Elect)

Ankura
Senior Managing Director
Work: 615-371-8612 Cell: 615-390-4153
Helen.Lane@ankura.com
Term end: 3/2022

David Lewis

Zander Insurance
Chief Legal Officer
Cell: 615-579-1507
dlewis@zanderins.com
Term end: 6/2023

Drew Mallory

Truxton Trust Wealth Management Services
Managing Director
Cell: 678-294-7726
drew.mallory@truxtontrust.com
Term end: 6/2023

Jennifer McGugin

Office of Legal Affairs VUMC
Division Counsel
Cell: 615-473-1474
jennifer.mcgugin@vumc.org
Term end: 6/2023

Michael Moschel

Littler
Shareholder/ Attorney
Work: 615-514-4124 Cell: 615-390-4321
moschel@gmail.com
Term end: 12/2023

Samantha Saturn

SESAC
Chief Marketing Officer
Cell: 917.364.4016
saturnsamantha@gmail.com
ssaturn@sesac.com
Term end: 7/2023

Carolyn Schneider

Community Leader
Cell: 615-579-3471
schneiderch@bellsouth.net
Term end: 12/2023

Ben Sutter (YLC Intern)

Risk Strategies Company
Account Executive
Work 615-279-5223 Cell 615-969-6079
Term end: 6/2021

Lisa Taylor (Secretary)

HCA
CFO, HR Group
Work: 615-344-6049 Cell 615-426-8215
lisa.taylor5@hcahealthcare.com
Term end: 12/2023

Flynn Tracy (Marketing Chair)

AltoIRA
Product Marketing Senior Director
Cell: 770-328-8644
flynnktracy@hotmail.com
Term end: 12/2022

Sharon Turner-Friley

Community Volunteer
Cell: 615-481-4912
turnerfriley@yahoo.com
Term end: 12/2023

Kathy Winn

LifePoint Health
VP Strategic Marketing
Cell: 615-478-5941
kathy.winn@lpnt.net
Term end: 6/2023

ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

3/18/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER HUB International Mid-South 3011 Armory Drive Suite 250 615-383-9761 Nashville, TN 37204	CONTACT NAME: Laurie Lee Sisk PHONE (A/C, No, Ext): 615 383-9761 E-MAIL ADDRESS: lsisk@thecrichtongroup.com		FAX (A/C, No): 615 383-4628
	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Insurance Co INSURER B: Allied Eastern Indemnity Company INSURER C: INSURER D: INSURER E: INSURER F:		NAIC # 18058 11242
INSURED Gilda's Club Middle Tennessee 1707 Division Street Nashville, TN 37203-2701			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:		PHPK2126549	07/01/2020	07/01/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$20,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY		PHPK2126549	07/01/2020	07/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$10000		PHUB720182	07/01/2020	07/01/2021	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	03000055487606	07/01/2020	07/01/2021	PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Subject to all of the terms, conditions, exclusions and definitions of the above referenced policies as issued by the carrier(s).

CERTIFICATE HOLDER**CANCELLATION**

The City of Franklin 109 3rd Ave South Franklin, TN 37064	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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Franklin Nonprofit Funding Request – Fiscal Year 2021-2022

Application for Charitable and Civic Organizations

Submission Deadline: March 22, 2021

Agency Name:

(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:

Name

Email

Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Is this a TN Governor's Office of Diversity Business Enterprise (Go-DBE)?

☐ Yes☒ No

If yes, is this business certified with the TN Department of General Services for Minority Owned, Women Owned, Service-Disabled Veteran Owned and Small Business Enterprise firms?

☐ Yes☐ No

Total amount of City of Franklin funds being requested for FY2021-2022 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Digitally signed by Valencia A. Breckenridge
Date: 2021.03.22 11:56:56 -05'00'

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Graceworks Ministries, Inc.

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☐ Yes ☒ No
If no, please list service dates.

We are open year-round except from Christmas Day through New Year's Day. Staff are on call during that time for emergencies.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

Funds awarded would be used for rent and utility bill assistance.
While GraceWorks serves thousands of residents annually in the City of Franklin for 26 years with many types of needs, we are asking the City of Franklin for \$20,000 to assist residents with one basic need – shelter. This amount would bring in \$1,667 a month and would help with our Shelter Fund, which provides rent assistance, utility bill assistance, heating and cooling for our neighbors in Franklin.
In fiscal year 2019-2020 GraceWorks served 7,087 Franklin residents with our Food, Shelter, and Support programs. Franklin residents were 42% of the 16,823 total neighbors served that year. Of those Franklin residents served.. 2,337 were given rent and utility assistance.
The average assistance given for rent per family is \$318 and the average assistance for utility bills is \$130. Those average payments are increasing as COVID has affected many families living in situational poverty. These families typically live with higher incomes that can sustain higher rent and utility expenses, but COVID has diminished their incomes. Rent assistance is given once a year, and utility bill help three times a year. Our clients are not required to, but some provide a portion of the bill when they can without causing further economic distress.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

Normally, GraceWorks provides rent and utility assistance through one-on-one interviews with volunteers, guided by staff. But with the onset of the COVID-19 pandemic, GraceWorks has conducted interviews over the phone.
The pandemic greatly exacerbated demand for food – 53% more than the previous fiscal year. Rent and utility numbers remained relatively static over the previous year, but those requests are expected to increase when moratoriums expire and residents are expected to come up with perhaps months of back rent.
Williamson County residents who exhibit one of two financial situations qualify for GraceWorks services: 1. Household incomes at or below 250% of the federal poverty guideline (FPG). The 2021 FPG is \$26,500 for a family of four. 2. Experiencing situational poverty – a condition caused by a sudden event such as death, divorce, loss of employment, or illness and is often temporary.
Each family must verify their need(s) to receive financial assistance. Verification includes documentation to verify their home address and documentation to reveal financial standing and overdue bill status.



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Graceworks Ministries, Inc.

4. What is your fiscal year (ex. July 1 to June 30)? 07/01/2021 to 06/30/2022
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☐ monthly ☒ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency budget, what percentage is derived from this funding request to the City of Franklin? 0.25%

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Valencia A. Breckenridge

Printed Name of (CEO/President/Executive Director/Board Chair)

03/22/2021

Date

Valencia A. Breckenridge

Digitally signed by Valencia A. Breckenridge
Date: 2021.03.22 11:58:19 -05'00'

Signature of (CEO/President/Executive Director/Board Chair)

03/22/2021

Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Graceworks Ministries, Inc.

Attachments:

- ☒ Annual Audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☐ Any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability (if applicable), general liability, and workers' compensation (if required by TN law).
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency



March 22, 2021

Dear Board of Mayor and Aldermen,

Thank you for the opportunity to apply for funding from the City of Franklin.

GraceWorks helps thousands of Franklin residents each year with many types of needs such as food, shelter, clothing, and other basic needs. We are asking the city for \$20,000 to assist residents with one basic human need - shelter. These funds will pay rent, utilities, heating, and cooling for city residents in crisis.

In the last fiscal year, all GraceWorks' Food, Shelter, and Support programs served a record number of 16,823 neighbors, which was 63% more than the previous year. A total 2,337 unduplicated residents received help for shelter needs in the 2019-2020 fiscal year. Your support at this time is particularly important to ensure Franklin residents receive the housing assistance they desperately need to avoid homelessness and utility disconnection.

GraceWorks, with your help, can continue to meet these needs. You can meet more than a need; you can help the people of Franklin!

Attached you will find the required paperwork. We believe all questions have been answered sufficiently. However, GraceWorks is vitally interested in complete compliance with your process. Please let me know if you have further questions or need more information.

Thank you for the opportunity to apply for funding from City of Franklin and your consideration of this request.

Sincerely,

A handwritten signature in dark ink, appearing to read "Valencia", written over a horizontal line.

Valencia A. Breckenridge
CEO/President
GraceWorks Ministries, Inc.
794-9055 x 138

valencia@graceworksministries.net



2020

Financial Statements

GRACEWORKS MINISTRIES, INC.

FINANCIAL STATEMENTS

JUNE 30, 2020

WITH SUMMARIZED COMPARATIVE TOTALS AS OF JUNE 30, 2019

(With Independent Auditor's Report Thereon)

GRACEWORKS MINISTRIES, INC.
FINANCIAL STATEMENTS
JUNE 30, 2020
WITH SUMMARIZED COMPARATIVE TOTALS AS OF JUNE 30, 2019

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PATTERSON, HARDEE & BALLENTINE, P.C.

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
of GraceWorks Ministries, Inc.

We have audited the accompanying financial statements of GraceWorks Ministries, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of GraceWorks Ministries, Inc. as of June 30, 2020, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the GraceWorks Ministries, Inc.'s 2019 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 18, 2019. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2019, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Patterson Hardee & Ballentine

November 19, 2020

GRACEWORKS MINISTRIES, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2020
WITH SUMMARIZED COMPARATIVE TOTALS AS OF JUNE 30, 2019

ASSETS

	<u>2020</u>	<u>2019</u>
Current Assets:		
Cash and restricted cash	\$ 1,795,256	\$ 794,272
Accounts receivable	74,250	2,100
Inventory	546,383	532,849
Prepaid expenses	15,286	16,255
Total current assets	<u>2,431,175</u>	<u>1,345,476</u>
Property and Equipment:		
Vehicles	267,387	265,387
Property and equipment	116,514	91,296
Leasehold improvements	141,586	39,352
	<u>525,487</u>	<u>396,035</u>
Less: accumulated depreciation	<u>(209,906)</u>	<u>(150,222)</u>
Total property and equipment, net	<u>315,581</u>	<u>245,813</u>
Assets Whose Use is Limited:		
Investment - endowment	<u>515,346</u>	<u>527,907</u>
Total assets whose use is limited	<u>515,346</u>	<u>527,907</u>
Total assets	<u>\$ 3,262,102</u>	<u>\$ 2,119,196</u>

LIABILITIES AND NET ASSETS

Current Liabilities:		
Accounts payable	\$ 22,809	\$ 1,860
Payroll liabilities	57,907	26,580
Sales tax payable	-	5,063
Deferred revenue	109,132	50,349
Accrued expenses	15,409	18,547
Total current liabilities	<u>205,257</u>	<u>102,399</u>
Long-term Liability		
Bank Loan	<u>267,500</u>	<u>-</u>
Total liabilities	<u>472,757</u>	<u>102,399</u>
Net Assets:		
Without donor restrictions	2,140,151	1,365,745
With donor restrictions	<u>649,194</u>	<u>651,052</u>
Total net assets	<u>2,789,345</u>	<u>2,016,797</u>
Total liabilities and net assets	<u>\$ 3,262,102</u>	<u>\$ 2,119,196</u>

See accompanying notes to financial statements.

GRACEWORKS MINISTRIES, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2020
WITH SUMMARIZED COMPARATIVE TOTALS AS OF JUNE 30, 2019

	Without Donor Restrictions	With Donor Restrictions	Total 2020	Total 2019
Public Support and Revenue:				
Gross special event revenue	\$ 444,951	\$ -	\$ 444,951	\$ 588,125
Less direct cost of special events	107,466		107,466	133,130
Net special events revenue	337,485	-	337,485	454,995
Public Support:				
In-kind donation	4,209,634	-	4,209,634	4,060,554
Grants	352,167	-	352,167	155,867
Individual contributions	974,771	373,327	1,348,098	491,611
Business donations	159,400	-	159,400	82,084
Church contributions	389,830	-	389,830	322,757
Net assets released from temporarily restricted	377,466	(377,466)	-	-
Total public support	6,800,753	(4,139)	6,796,614	5,567,868
Program and Other Revenue:				
Store income	815,516	-	815,516	1,089,338
Neighbor assistance payments	74,873	-	74,873	96,925
Investment income, net	5,382	2,281	7,663	28,457
Other income	800	-	800	-
Gain on sales of assets	-	-	-	7,043
Total program and other revenue	896,571	2,281	898,852	1,221,763
Total revenue	7,697,324	(1,858)	7,695,466	6,789,631
Expenses:				
Program services				
Food programs	4,966,567	-	4,966,567	5,457,963
Shelter programs	455,992	-	455,992	115,978
Other programs	698,986	-	698,986	374,204
Total program services	6,121,545	-	6,121,545	5,948,145
Supporting Services				
Management and general	421,401	-	421,401	402,217
Fundraising & special events	379,972	-	379,972	331,078
Total supporting services	801,373	-	801,373	733,295
Total expenses	6,922,918	-	6,922,918	6,681,440
Increase (decrease) in net assets	774,406	(1,858)	772,548	108,191
Net assets - beginning of year	1,365,745	651,052	2,016,797	1,908,606
Net assets - end of year	\$ 2,140,151	\$ 649,194	\$ 2,789,345	\$ 2,016,797

See accompanying notes to financial statements.

GRACEWORKS MINISTRIES, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2020
WITH SUMMARIZED COMPARATIVE TOTALS AS OF JUNE 30, 2019

	Program Services				Supporting Services			Total	
	Food	Shelter	Support	Total Program	Management and General	Fundraising & Special Events		2020	2019
Salaries	\$ 513,134	\$ 88,943	\$ 82,102	\$ 684,179	\$ 253,809	\$ 165,527	\$	\$ 1,103,515	\$ 1,027,274
Payroll taxes and benefits	87,887	15,233	14,062	117,182	43,471	28,350		189,003	161,014
Total payroll and related expenses	601,021	104,176	96,164	801,361	297,280	193,877		1,292,518	1,188,288
Advertising	-	-	-	-	-	2,931		2,931	899
Bad debt expense	-	-	-	-	-	7,236		7,236	598
Client services	555,336	123,132	75,788	754,256	-	-		754,256	755,783
Continuing education, memberships, and volunteer	4,312	827	788	5,907	2,192	1,429		9,528	5,319
Depreciation and amortization	53,928	10,342	9,603	73,873	4,104	4,104		82,081	45,124
Dues and subscriptions	-	-	-	-	2,068	-		2,068	4,233
Fundraising	-	-	-	-	-	107,466		107,466	133,130
General & IT repairs and maintenance	38,795	7,440	6,909	53,144	21,680	18,044		92,868	80,929
General administration expenses	16,968	3,254	3,022	23,244	3,774	3,724		30,742	35,768
In-kind expenses	3,475,369	164,528	467,368	4,107,266	45,620	43,614		4,196,500	4,122,400
Insurance	22,728	4,358	4,048	31,135	3,459	-		34,594	41,424
Licenses and fees	-	-	-	-	276	-		276	538
Merchant and bank fees	25,963	4,979	4,624	35,566	6,022	17,119		58,707	49,999
Mileage and expense reimbursement	3,721	653	698	5,072	2,039	2,322		9,433	12,806
Office supplies	4,586	879	817	6,282	2,734	1,592		10,608	12,668
Postage and freight	-	-	-	-	1,397	-		1,397	4,648
Printing	4,022	772	716	5,510	5,511	11,020		22,041	10,463
Professional services	-	-	-	-	9,375	66,628		76,003	29,801
Property taxes	-	-	-	-	3,772	-		3,772	3,709
Rent	120,304	23,072	21,424	164,800	5,500	5,500		175,800	204,696
Store supplies	9,911	1,901	1,765	13,577	-	-		13,577	13,963
Utilities	29,603	5,677	5,272	40,552	4,598	832		45,982	57,384
Total expenses by function	4,986,567	455,992	698,986	6,121,545	421,401	487,438		7,030,384	6,814,570
Less expense included with revenues on the statement of activities:	-	-	-	-	-	(107,466)		(107,466)	(133,130)
Direct cost of special events	-	-	-	-	-	-		-	-
Total expenses included in the expense section on the statement of activities	\$ 4,986,567	\$ 455,992	\$ 698,986	\$ 6,121,545	\$ 421,401	\$ 379,972	\$	\$ 6,922,918	\$ 6,681,440

See accompanying notes to financial statements.

GRACEWORKS MINISTRIES, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2020
WITH SUMMARIZED COMPARATIVE TOTALS AS OF JUNE 30, 2019

	<u>2020</u>	<u>2019</u>
Cash Flows From Operating Activities:		
Increase in net assets	\$ 772,548	\$ 108,191
Adjustments to reconcile increase in net assets to net cash provided by operating activities:		
Depreciation and amortization	82,081	45,124
Unrealized losses on investments	12,561	-
Gain(loss) on disposal of equipment	-	(7,043)
Changes in:		
Accounts receivable	(72,150)	(2,100)
Inventory	(13,534)	42,068
Prepaid expenses	969	5,917
Investments - Endowment	-	(79,866)
Accounts payable	20,949	1,860
Credit card payable	(3,138)	3,380
Payroll liabilities	31,327	1,348
Sales tax payable	(5,063)	1,269
Deferred revenue	58,783	(5,531)
Total adjustments	<u>112,785</u>	<u>6,426</u>
Net cash provided by operating activities	<u>885,333</u>	<u>114,617</u>
Cash Flows From Investing Activities:		
Proceeds from sale of property and equipment	-	13,000
Purchase of property and equipment	<u>(151,849)</u>	<u>(183,635)</u>
Net cash used in investing activities	<u>(151,849)</u>	<u>(170,635)</u>
Cash Flows From Financing Activities:		
Issuance of Debt	<u>267,500</u>	<u>-</u>
Net cash provided by financing activities	<u>267,500</u>	<u>-</u>
Net increase (decrease) in cash	1,000,984	(56,018)
Cash and restricted cash - beginning of year	<u>794,272</u>	<u>850,290</u>
Cash and restricted cash - end of year	<u>\$ 1,795,256</u>	<u>\$ 794,272</u>

See accompanying notes to financial statements.

GRACEWORKS MINISTRIES, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

WITH SUMMARIZED COMPARATIVE TOTALS AS OF JUNE 30, 2019

NOTE 1 - Summary of Significant Accounting Policies

Nature of Activities and Program Description

In these notes, the terms "we", "us" or "our" mean GraceWorks Ministries, Inc. We are a nonprofit organization devoted to fulfilling our mission statement: Neighbor serving Neighbor, by the power of God's grace. We accomplish this through our core programs: Family Services, Instructional Support, Seasonal Needs and Hunger Prevention.

GraceWorks Thrift Store

We believe that everyone should have the ability to purchase high-quality used goods such as clothing, furniture and household items at affordable prices. Our thrift stores are open to the public. All merchandise sold is donated, including many new items, and the sales help support our mission.

Program Services

The following program services are included in the accompanying financial statements:

Food – Providing food to families experiencing crisis or poverty through four access points: a food pantry, mobile food pantries, holiday food boxes, and student fuel bags and classroom snack boxes.

Shelter – Helping families stay in their homes with rent payment assistance and utility payment assistance. Additionally, providing access to temporary shelter through hotel payments and providing household items such as furniture and air conditioners and heaters.

Support – Providing access to additional resources including financial coaching, tax assistance, Christmas gifts, medical supplies, newborn supplies, transportation, gas cards, counseling referrals, and access to our network of partners with additional resources.

Basis of Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles. Net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, our net assets and changes therein are classified and reported as follows:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of the Organization's management and the board of directors. Restrictions fulfilled in the same accounting period in which the contributions are received are reported in the Statement of Activities as unrestricted.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Prior Year Summarized Financial Information

While comparative information is not required under United States generally accepted accounting principles ("US GAAP"), we believe this information is useful and have included certain summarized financial information from our 2019 financial statements. Such summarized information is not intended to be a complete presentation in conformity with US GAAP. Accordingly, such information should be read in conjunction with our financial statements as of and for the year ended June 30, 2019, from which it was derived.

GRACEWORKS MINISTRIES, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

WITH SUMMARIZED COMPARATIVE TOTALS AS OF JUNE 30, 2019

NOTE 1 - Summary of Significant Accounting Policies (continued)

Cash and Cash Equivalents

For the purposes of the Statement of Cash Flows, we consider all unrestricted cash and investment instruments purchased with an original maturity date of ninety days or less from the date of issuance to be a cash equivalent. At June 30, 2020 and June 30, 2019, we had no cash equivalents.

Inventory

GraceWorks tracks inventory for its thrift store and food pantry, which are items that are donated to the organization. Accounting principles generally accepted in the United States of America require that contributions be recognized as revenue when received.

Thrift Store Inventory:

The organization considers the value of contributed merchandise to be equal to the value of the annual thrift store revenue. Management estimates that all thrift store donations exit the store within three months' time, therefore the value of the thrift store inventory equals three months of subsequent sales.

Food Pantry Inventory:

The organization considers the value of contributed food to be equal to the number of food carts and fuel bags distributed to community members (neighbors). Food cart value is based on the average weight of the food carts multiplied by \$1.62, which is a donated food value issued in the most recent RSM report from Feeding America. Fuel Bags values were determined by auditing the actual retail price of contents contained in each fuel bag. Management estimates GraceWorks maintains a month and a half of food on premises, therefore the value of the food pantry inventory equals the value of the subsequent 1.5 months of food distributed to our neighbors.

Contributions Receivable

Contributions are recognized when the donor makes a promise to give to us that is, in substance, unconditional. Unconditional promises to give are recorded as temporarily restricted revenue in the year the promise is made and released from restriction in the year received.

Unconditional promises to give due in the next year are reflected as current promises to give and are recorded at their net realizable value. Unconditional promises to give due in subsequent years are reflected as long-term promises to give and are recorded at the present value of their net realizable value, using risk-free interest rates applicable to the years in which the promises are received to discount the amounts.

We use the allowance method to determine uncollectible unconditional promises receivable. The allowance is based on our analysis of specific promises made. At June 30, 2020, and June 30, 2019, no allowance was considered necessary.

Property and Equipment

Property and equipment is recorded at cost, or, if donated, at the estimated fair market value at the date of donation. If equipment is donated, the donor can stipulate how long the assets must be used, and the contributions are recorded as restricted support. In the absence of such stipulations, contributions of property and equipment are recorded as unrestricted support. Our capitalization policy is to capitalize any expenditure over \$1,000 for property and equipment. Depreciation is provided utilizing the straight-line method over the estimated useful lives of the respective assets. Expenditures for repairs and maintenance are charged to expense as incurred.

GRACEWORKS MINISTRIES, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

WITH SUMMARIZED COMPARATIVE TOTALS AS OF JUNE 30, 2019

NOTE 1 - Summary of Significant Accounting Policies (continued)

Contributions

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. All donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions.

Contributed Services

Contributions of donated services that create or enhance non-financial assets or that require specialized skills are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are recorded at their fair values in the period received. We receive many contributed services for our outreach programs. These services meet the requirements for recognition in the financial statements and have been recorded or reflected in the accompanying financial statements.

Compensated Absences

Full time employees are defined as those working 30 hours or more per week. Paid time off is calculated based on each employee's regularly scheduled hours per week and is granted 90 days after hire date. An employee can carry over up to 40 hours of paid time off at the end of the fiscal year into the new year.

Functional Allocation of Expenses

The costs of providing program services and supporting services have been summarized on a functional basis in the Statement of Activities. Operating costs other than personnel and occupancy costs are allocated based on management's estimate. Account details are reviewed to aid management in their estimates. Personnel costs are allocated based on the time spent in each area the employee works. Occupancy costs, such as leases and utilities are allocated based on square footage used for each functional classification.

Program Services expenses were determined based on how much was spent on each program, in both cash and in-kind expenditures. Using this methodology, 73% of our program expenses were spent on food; 14% were spent on shelter; and 13% were spent on other programs. If you remove in-kind expenses, and only consider cash spent on program expenses, GraceWorks spent 74% of its program expenses on food; 15% on shelter; and 11% on support programs.

Advertising

Advertising is expensed as incurred. Total advertising expense for the years ended June 30, 2020, and June 30, 2019, was \$2,931 and \$899, respectively.

Income Taxes

We are a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, and are classified as an organization that is not a private foundation as defined in Section 509(a) of the Internal Revenue Code. Therefore, no provision for federal income taxes is included in the accompanying consolidated financial statements. We do not believe there are any uncertain tax positions. Further, we do not believe that we have any unrelated business income, which would be subject to federal taxes.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires us to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

GRACEWORKS MINISTRIES, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

WITH SUMMARIZED COMPARATIVE TOTALS AS OF JUNE 30, 2019

NOTE 1 - Summary of Significant Accounting Policies (continued)

Fair Values of Financial Instruments

The fair values of current assets, current liabilities, and restricted cash approximate the carrying values due to the short maturities of these instruments and they are all Level 1 in the fair value hierarchy.

We use a framework for measuring fair value and disclosing fair values. We define fair value at the price which would be received to sell an asset in an orderly transaction between market participants at the measurement date. We use this framework for all assets and liabilities measured and reported on a fair value basis and enable the reader of the financial statements to assess the inputs used to develop those measurements by establishing a hierarchy for ranking the quality and reliability of the information used to determine fair values. The statement requires each asset and liability carried at fair value be classified into one of the following categories:

- Level 1 - Quoted market prices in active markets for identical assets or liabilities
- Level 2 - Observable market based inputs or unobservable inputs corroborated by market data
- Level 3 - Unobservable inputs that are not corroborated by market data

The following table summarizes our financial assets measured at fair value on a recurring basis segregated by level of valuation inputs within the fair value hierarchy utilized to measure fair value as of June 30, 2020:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Investments held at Charles Schwab, see Note 5	\$ 515,346	\$ -	\$ -	\$ 515,346
	<u>\$ 515,346</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 515,346</u>

Revenue Recognition

Fee income is recognized in the period in which services are provided based on a contractual rate per client per day. Rates paid to us are determined by the State of Tennessee per client based on the level of care required. In addition, the funding received from the State of Tennessee is subject to audit and retroactive adjustment.

Performance Obligations

A performance obligation is a promise in a contract to transfer a distinct good or service to the customer, and is the unit of account in the new revenue recognition standard. The contract transaction price is allocated to each distinct performance obligation and recognized as revenue when, or as, the performance obligation is satisfied.

Performance Obligations Satisfied at a Point in Time

Revenues that do not satisfy the criteria for recognition over time are recognized at a point in time. Upon fulfillment of the performance obligation, which is the services provided to the customer, revenue is recognized. The Company believes that point in time recognition remains appropriate and will continue to recognize revenues as services are provided. Revenue from services transferred to customers at a point in time accounted for 100% of revenue for the year ended June 30, 2020. Further, at June 30, 2019, 100% of our accounts receivable were revenue from contracts with customers.

GRACEWORKS MINISTRIES, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

WITH SUMMARIZED COMPARATIVE TOTALS AS OF JUNE 30, 2019

NOTE 1 - Summary of Significant Accounting Policies (continued)

Reclassifications

Certain accounts in the June 30, 2019, financial statements have been reclassified for comparative purposes to conform to the presentation of the June 30, 2020, financial statements.

New Accounting Pronouncement

The Financial Accounting Standards Board (FASB) issued an Accounting Standard Update that will affect the Company's revenue recognition. Accounting Standards Update No. 2014-09, Revenue from Contracts with Customers (Topic 606) affects contracts with customers to transfer goods or services and contracts for the transfer of non-financial assets (unless those contracts are within the scope of other standards). The core principle of this Update is that an entity should recognize revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for the good or services. This Update requires entities to make new judgements and estimates and provide expanded disclosures about revenue. We have adopted this standard retrospectively during 2019. The adoption of this standard had no effect on beginning Net Assets on our statement of operations and Net Assets for the year ended June 30, 2020.

The second, Accounting Standards Update No. 2018-08, *Not-For-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*, establishes standards for characterizing grants and similar contracts with resource providers as either exchange transactions or conditional contributions. We have adopted these standards retrospectively during 2020. The adoption of this standard had no effect on beginning net assets on our statement of activities for the year ended June 30, 2020.

In November 2016, the FASB amended the Statement of Cash Flows topic of the Accounting Standards Codification to clarify how restricted cash is presented and classified on the statements of financial position and cash flows. The statements of financial position and cash flows have been presented to reflect this Accounting Standards Update at June 30, 2019, and certain reclassifications of prior year summarized amounts have been made to conform to the current year presentation.

NOTE 3 - Concentrations of Credit Risk

Financial instruments that potentially subject us to concentrations of credit risk consist of cash and cash equivalents, and various grant, contract and contributions receivable. Grant, contract and contributions receivable represent concentrations of credit risk to the extent they are receivable from concentrated sources.

We maintain our cash in bank accounts which, at times, may exceed federally insured limits. We have not experienced any losses in such accounts and do not believe this exposes us to any significant credit risk on our cash.

NOTE 2 - Availability and Liquidity

Financial assets available for general expenditure within one year of the statement of financial position, consist of the following:

Financial assets for the year ended

Cash	\$ 1,523,467
Accounts receivable	74,250
Inventory	<u>546,383</u>
	<u>\$ 2,144,100</u>

GRACEWORKS MINISTRIES, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

WITH SUMMARIZED COMPARATIVE TOTALS AS OF JUNE 30, 2019

NOTE 2 - Availability and Liquidity (continued)

The Organization has certain board-designated assets limited to use, which are available for general expenditure within one year in the normal course of operations in the amount of \$168,336. Accordingly, these assets have been included in the qualitative information above. The Organization also has certain donor-restricted assets limited to use which are only available for restricted programs. Accordingly, these assets have been excluded from the qualitative information above and are described in NOTE 6.

In the next fiscal year, we plan to receive the same level of income from our donors and our thrift store, and consider this income for programs which are ongoing, major, and central to our annual operations to be available to meet cash needs for general expenditures. The Organization has minimal amounts of liabilities in order to maintain most of its financial assets to be readily available. Cash is currently held in multiple bank accounts including interest bearing savings accounts.

This cash is considered readily available. We manage our liquidity and reserves following three guiding principles: operating within a prudent range of financial soundness and stability, maintaining adequate liquid assets to fund near-term operating needs, and maintaining sufficient reserves to provide reasonable assurance that long-term obligations will be discharged. If our analysis of liquid assets reveals inadequate funds for near-term operating needs, we will immediately reduce spending of program and management and general expenditures

NOTE 4 - Leases

We leased three copiers under operating leases during the year end June 30, 2020. The minimum monthly rental amount for these copiers is \$545. Additional amounts due under the lease are based on the number of copies made during the billing period. We currently lease the warehouse where our Franklin store is located for a monthly cost of \$13,200 and the administration building adjacent to the warehouse for a monthly cost of \$1,000. The total yearly rent expense was \$182,050 for the year ended June 30, 2020, which includes \$6,250 for the copiers that is in the General & IT repairs and maintenance line on the statement of functional expenses and \$223,227 for June 30, 2019, which includes \$5,447 for the copiers that is in the General & IT repairs and maintenance line on the statement of functional expenses.

A schedule of future minimum lease payments required under all non-cancelable operating leases as of June 30, 2020, is as follows:

Year Ending June 30,

2021	\$ 162,000
2022	158,400
2023	158,400
	<u>\$ 478,800</u>

NOTE 5 - Investments

Investments consisted of the following at June 30, 2020:

Bond Funds	\$ 266,690
Equity Funds	154,583
Exchange Traded Funds	94,273
	<u>\$ 515,346</u>

The entire investment balance at June 30, 2020, is donor restricted, see NOTE 7.

GRACEWORKS MINISTRIES, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020
WITH SUMMARIZED COMPARATIVE TOTALS AS OF JUNE 30, 2019

NOTE 6 - Net Assets

Board-designated net assets are available for the following purposes:

Building Improvements - This account is intended to provide funds necessary for building improvements.

Endowment - This account is intended to hold the excess realized annual income and the excess of the market value of the corpus that is to remain with the endowment at all times per the investment policy.

Board designated net assets without donor restrictions consisted of the following at June 30,

	<u>2020</u>	<u>2019</u>
Building Improvements	\$ 11,632	\$ 16,632
Set Aside for Future Use	152,893	152,893
Endowment	3,811	-
Neighbor Services programs	27,975	29,119
	<u>\$ 196,311</u>	<u>\$ 198,644</u>

Net assets with donor restrictions consisted of the following at June 30,

	<u>2020</u>	<u>2019</u>
Specific purpose:		
Cash for Backpacks	\$ 2,095	\$ 1,895
Cash for Manger	35,757	16,265
Cash for Our Little Angels	1,801	3,885
Cash for Heaters/AC for Neighbors	-	558
Cash for Food Pantry	46,103	65,011
Endowment:		
Investment endowment fund	563,438	563,438
	<u>\$ 649,194</u>	<u>\$ 651,052</u>

NOTE 7 - Endowment Funds

Our endowment consists of funds established by donors to be held in perpetuity, including gifts requiring that the principal be invested and the income or specific portions thereof be used for operations. Our permanently restricted endowment funds are based on the spending policies described below which follow the Uniform Prudent Management of Institutional Funds Act of 2006 (UPMIFA) and the State of Tennessee's State Uniform Prudent Management of Institutional Funds Act (SUPMIFA).

Financial accounting standards provide guidance on the net asset classification of donor-restricted endowment funds for a nonprofit organization that is subject to an enacted version of UPMIFA. Financial accounting standards also require additional disclosures about our endowment funds (both donor-restricted endowment funds and board-designated endowment funds), whether or not we are subject to UPMIFA.

GRACEWORKS MINISTRIES, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

WITH SUMMARIZED COMPARATIVE TOTALS AS OF JUNE 30, 2019

NOTE 7 - Endowment Funds (continued)

Interpretation of applicable law - The Board of Directors has interpreted UPMIFA as requiring the preservation of the fair value of the original gifts as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, we classify as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, and (b) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by us in a manner consistent with the standard of prudence prescribed by UPMIFA.

Spending policy - we have a policy of appropriating for distribution each year a maximum payout up to the total earnings from the funds in excess of the original corpus value. Withdrawal of funds cannot cause the account to fall below the original corpus. If market conditions cause the value of the account to fall below this limit, no withdrawal of funds can be made until the value exceeds this limit. Corpus balance will not be restored from general operating funds of the organization rather withdrawals will be prohibited until market growth restores balance. Withdrawn funds will only be used to enhance the Neighbor Service programs above and beyond the amounts typically spent or budgeted on such programs. Funds released for this purpose for the years ended June 30, 2020 and 2019, were \$0.

Investment return objective, risk parameters and strategies - the objective of our endowment portfolio is a balanced approach between equities and fixed income. The investment horizon is long-term and balances the need for income and growth. The portfolio allows up to 60% investment in equities and up to 40% investment in fixed income.

At June 30, 2020, our endowment funds were held in an investment account consisting of cash and investment funds, see NOTE 4.

As of June 30, 2020, the funds are shown on the statement of financial position as follows:

Cash and money market funds	\$ 51,903
Investments (NOTE 4)	<u>515,346</u>
	567,249
Board designated - endowment	<u>(3,811)</u>
Donor restricted - endowment	<u>\$ 563,438</u>

The following is a schedule of changes in endowment net assets for the year ended June 30, 2020:

Endowment net assets, June 30, 2019	\$ 563,438
Dividend and interest income	23,027
Administrative expenses	(3,969)
Net appreciation (realized and unrealized)	(11,559)
Amounts released to board designated	<u>(7,499)</u>
Endowment net assets, June 30, 2020	<u>\$ 563,438</u>

GRACEWORKS MINISTRIES, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

WITH SUMMARIZED COMPARATIVE TOTALS AS OF JUNE 30, 2019

NOTE 8 - Contingencies

During the year ended June 30, 2020, the COVID-19 outbreak in the United States had caused business disruption through mandated and voluntary closings of business operations. While the disruption was temporary, the Organization was not negatively affected for the year ending June 30, 2020. However, the COVID-19 outbreak continues to be a major pandemic in the United States and there is still potential for future store closings. There is considerable uncertainty around the possibility, duration, and timing of these closings. Any related financial impact and duration for these possible closings cannot be reasonably estimated at this time.

NOTE 9 - New Pronouncements

In February 2016, FASB issued Accounting Standards Update 2016-02, *Leases (Topic 842)*. The Update provides guidance about recording lease transactions on an organization's statements of financial position and activities. The amendments in this Update were recently deferred to become effective January of 2021. We are currently evaluating the impact of adopting this statement.

NOTE 10 - Subsequent Events

We have evaluated events subsequent to the year ending June 30, 2020. As of November 19, 2020, the date that the financial statements were available to be issued, we are not aware of any material subsequent events which would require recognition or disclosure in the accompanying financial statements for the year ended June 30, 2020.

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAY 20 1998

GRACEWORKS MINISTRIES INC
C/O CHERYL A KING
PO BOX 438
FRANKLIN, TN 37065-0438

Employer Identification Number:
62-1584204

DLN:

17053093815039

Contact Person:

THOMAS E O'BRIEN

ID# 31187

Contact Telephone Number:

(877) 829-5500

Our Letter Dated:

August 1995

Addendum Applies:

No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

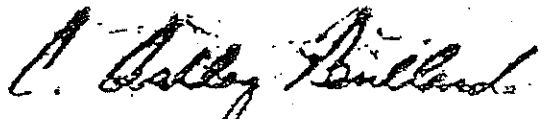
Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



District Director

Letter 1050 (DO/CG)



Tre Hargett
Secretary of State

Division of Business Services
Department of State

State of Tennessee
312 Rosa L. Parks AVE, 6th FL
Nashville, TN 37243-1102

Filing Information

Name: **GRACEWORKS MINISTRIES, INC.**

General Information

SOS Control #	000285666	Formation Locale:	TENNESSEE
Filing Type:	Nonprofit Corporation - Domestic	Date Formed:	10/27/1994
	10/27/1994 1:36 PM	Fiscal Year Close	12
Status:	Active	Religious Corp:	Yes
Duration Term:	Perpetual		
Public/Mutual Benefit:	Public		

Registered Agent Address
VALENCIA BRECKENRIDGE
104 SE PARKWAY
FRANKLIN, TN 37064-3969

Principal Address
STE 100
104 SE PARKWAY
FRANKLIN, TN 37064-3970

The following document(s) was/were filed in this office on the date(s) indicated below:

Date Filed	Filing Description	Image #
01/27/2020	2019 Annual Report	B0807-3215
	Principal Postal Code Changed From: 37064-3969 To: 37064-3970	
02/19/2019	2018 Annual Report	B0655-1092
03/06/2018	2017 Annual Report	B0508-4933
01/23/2017	2016 Annual Report	B0335-4151
	Registered Agent First Name Changed From: ANDREW To: VALENCIA	
	Registered Agent Last Name Changed From: BROWN To: BRECKENRIDGE	
03/31/2016	2015 Annual Report	B0228-0695
	Registered Agent First Name Changed From: TINA To: ANDREW	
	Registered Agent Last Name Changed From: EDWARDS To: BROWN	
02/04/2015	2014 Annual Report	B0049-4478
02/20/2014	2013 Annual Report	A0215-2946
01/30/2013	2012 Annual Report	A0152-1153
	Principal Address 2 Changed From: No value To: STE 100	
06/19/2012	2011 Annual Report	7067-0029
	Principal Address 1 Changed From: 104 SOUTHEAST PARKWAY To: 104 SE PARKWAY	
	Principal Postal Code Changed From: 37064 To: 37064-3969	

3/23/2021 10:00:57 AM

Page 1 of 3

Filing Information

Name: **GRACEWORKS MINISTRIES, INC.**

06/02/2012 Notice of Determination	A0122-0937
03/16/2011 2010 Annual Report	6851-0965
Principal County Changed From: No value To: Williamson	
Registered Agent First Name Changed From: Mark To: Tina	
Registered Agent Last Name Changed From: Holeman To: Edwards	
02/05/2010 2009 Annual Report	A0004-2365
Principal Address 1 Changed From: 104 S.E. PARKWAY To: 104 Southeast Parkway	
Registered Agent First Name Changed From: ED To: Mark	
Registered Agent Last Name Changed From: TROWBRIDGE To: Holeman	
Registered Agent Physical Address 1 Changed From: 104 SE PKWY To: 104 Southeast Parkway	
Registered Agent Physical Address 2 Changed From: STE 100 To: No Value	
03/19/2009 2008 Annual Report	6481-0178
Registered Agent Changed	
03/27/2008 2007 Annual Report	6266-0207
07/17/2007 2006 Annual Report	6095-0513
Registered Agent Changed	
06/21/2007 Notice of Determination	ROLL 6065
08/21/2006 2005 Annual Report	5848-1234
06/14/2006 Notice of Determination	ROLL 5809
07/06/2005 2004 Annual Report	5498-0639
Registered Agent Changed	
06/14/2005 Notice of Determination	ROLL 5484
04/06/2004 2003 Annual Report	5102-0364
03/21/2003 2002 Annual Report	4762-3130
Principal Address Changed	
Registered Agent Physical Address Changed	
Registered Agent Changed	
04/04/2002 2001 Annual Report	4470-2439
06/15/2001 Notice of Determination	ROLL 4229
04/08/2001 2000 Annual Report	4267-0474
Registered Agent Changed	
05/04/2000 1999 Annual Report	3902-1974
Principal Address Changed	
Registered Agent Physical Address Changed	
07/28/1999 CMS Annual Report Update	3720-0771
Registered Agent Changed	

3/23/2021 10:00:57 AM

Page 2 of 3

Filing Information

Name: **GRACEWORKS MINISTRIES, INC.**

06/18/1999	Notice of Determination	ROLL 3699
07/31/1998	CMS Annual Report Update	3545-0033
Registered Agent Changed		
06/19/1998	Notice of Determination	ROLL 3527
03/21/1996	CMS Annual Report Update	3141-1663
Principal Address Changed		
Registered Agent Physical Address Changed		
Registered Agent Changed		
Fiscal Year Close Changed		
10/27/1994	Initial Filing	2909-1942

Active Assumed Names (if any)

Date

Expires

GraceWorks Board of Directors Contact List August 21, 2020

	Position	Email	Term Expiration Date
Valencia Breckenridge	CEO (Non-Voting Member)	valencia@graceworksministries.net	CEO, GraceWorks
Rodney Chester	Director	rodney.chester@greshamsmith.com	June 2022
Tim Cochran	Director	timcochran4110@gmail.com	June 2023
Gina Drummonds	Director	ginadrummonds@comcast.net	June 2021
Chastity Fox	Director	chastitybfox@gmail.com	June 2023
Courtney Hatfield	Director	chatfield@mhamidsouth.org	June 2022
Matthew Hayes	Director	matthew@humancapitalgroup.com	June 2022
Michael Holley	Treasurer	michael.holley@syndigo.com	June 2021
Carol Lloyd	Director	carol.lloyd@vumc	June 2021
Laura McWhorter	Secretary	Tlloyd123@comcast.net	June 2023
Sarah Pierce	Chairman of the Board	Sarah.pierce@hcahealthcare.com	June 2021
Sharmila Patel	Director	Csmkpierce@comcast.net	June 2022
Jaime Settles	Director	spatel@tmagroup.org	June 2022
Anita Stephens	Director	jaimesettles@ML.com	June 2021
Charles Williams	Director	Anita.stephens@comcast.net	June 2022
Bill Wright	Vice Chair of the Board	crwill65@gmail.com	June 2021
Marvin Young	Director	William.Wright2@HCAhealthcare.com	June 2022

8/21/2020

Client#: 1833894

GRACEMIN

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/23/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services, LLC 903 Murfreesboro Rd. Franklin, TN 37064 615 790-0990	CONTACT NAME: Damara Puckett		FAX (A/C, No): 615-791-4641
	PHONE (A/C, No, Ext): 615-790-0990		
INSURED GraceWorks Ministries Inc. 104 SE Parkway Ste 100 Franklin, TN 37064	E-MAIL ADDRESS: damara.puckett@usi.com		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : The Cincinnati Insurance Company		10677
	INSURER B : AmTrust North America		NONE
	INSURER C :		
	INSURER D :		
INSURER E :			
INSURER F :			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:		ETD0541356	06/11/2020	06/11/2021	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 Professional \$1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY					
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$		ETD0541356	06/11/2020	06/11/2021	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ Y ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WWC3424503	06/11/2020	06/11/2021	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Franklin
109 3rd Avenue South
Franklin, TN 37064

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

B. M. Carl

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ACORD 25 (2016/03) 1 of 1
#S31532466/M31516918

The ACORD name and logo are registered marks of ACORD.

JXHEF

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March 12, 2021

ATTN: Kristine Brock
Historic Franklin
City Hall
109 Third Avenue South
Franklin, TN 37064

Dear Kristine,

The services offered by Mid-Cumberland Human Resource Agency have proven to impact lives, maintain dignity, and allow many to live at home longer. With your support, we are able to provide and improve the quality of life within your community.

Please consider and approve the following FY'22 funding request:

<u>Service:</u>	<u>Requested Amount:</u>
Dues	\$ 6,873.57
Homemaker	\$ 4,230.00
Meals-on-Wheels	\$ 9,137.00
Ombudsman	\$ 2,250.00
Total	\$ 22,490.57

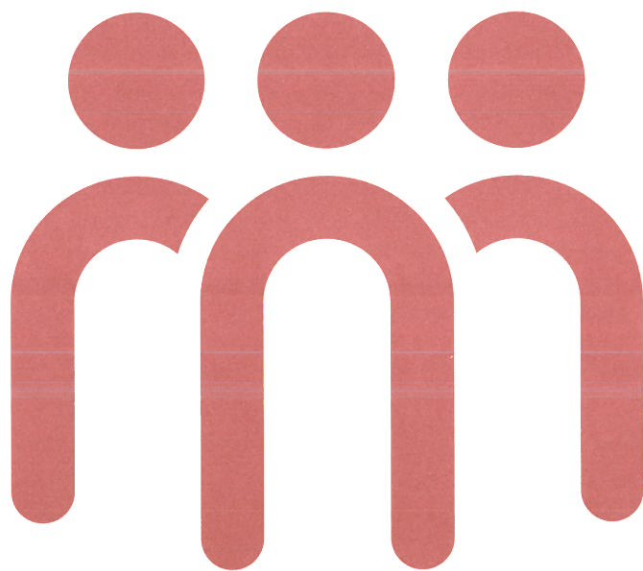
Should you have any questions, feel free to contact me. As always, we sincerely appreciate your support.

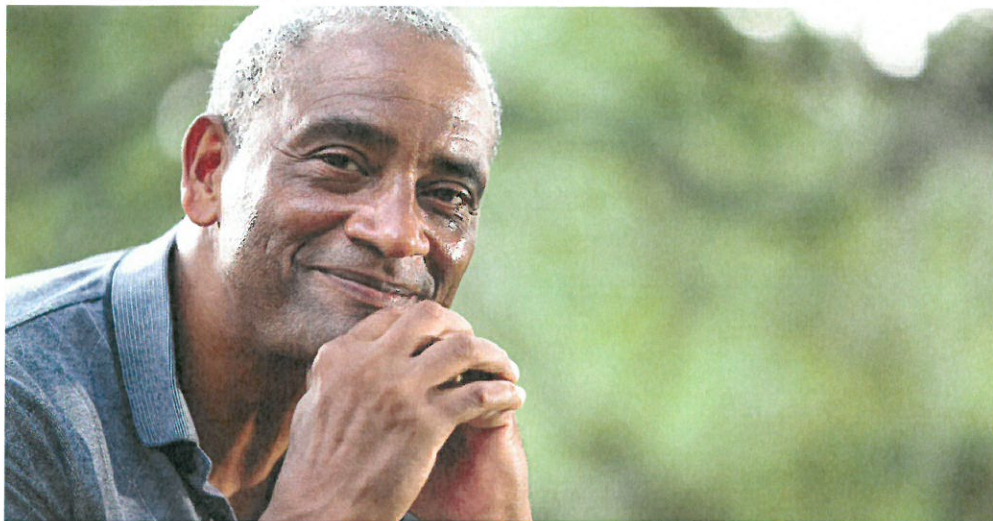
Best regards,

A handwritten signature in blue ink that reads "Jane Hamrick".

Jane Hamrick
Executive Director

Enclosures





2022 Dues Request for | City of Franklin

Agency Dues Request of \$6,873.57

Pursuant to the **"Human Resource Agency Act of 1973"** The Mid-Cumberland Human Resource Agency was created forty-four years ago on the fundamental belief that all Middle Tennesseans deserve to live productive, healthy, and independent lives. We use this principle as a measurement tool in our ability to make a difference. And do we?

YES, our dedicated team makes a difference EVERY day!

13-26-102 Creation authorized... *with the intent that the agencies so created may be the delivery system for human resources..."*

13-26-107 (c) Appropriations-Local contributions... *"It is the intent of the state to assist financially with the delivery of human resources for residents. After the creation.... and when the local governments have indicated a willingness to contribute financially by adopting a budget requiring a certain **per capita** assessment, the state is authorized to match the local contributions according to the....schedule..."*

The request for Dues hereby made by the Mid-Cumberland Human Resource Agency is eleven cents per capita, the minimum on this schedule.

(d) ...such funds may be used for purposes of matching various federal programs of assistance... Cities and counties are specifically authorized to appropriate and expend funds for carrying out the purposes of this chapter."

Calculation:

2010 census population of 62,487 x \$.11 per capita = **\$6,873.57**



Homemaker | a Mid-Cumberland Service

A Homemaker and Elder Abuse Program



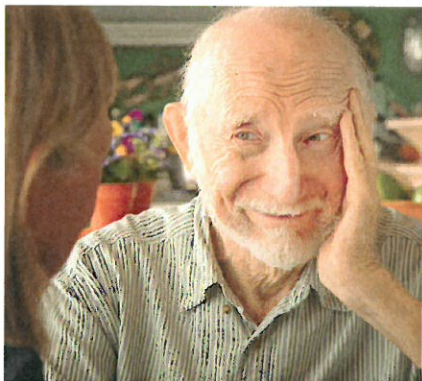
Request:

The Homemaker Program is requesting \$4,230 from Franklin.

About Us:

Trained Homemakers provide basic, in-home assistance to elderly, disabled, and handicapped persons. Many elderly residents live alone and are in danger of being neglected, exploited, or abused. With the broad range of services the program offers, we are able to address most of the services needed to allow the client to remain SAFELY independent in their own home. Without these services many residents would be forced into institution care prematurely or worse, remain victims of abuse, neglect, and exploitation. The Homemaker is often the only advocate our vulnerable clients have. The Homemaker performs the essential tasks which the client is no longer able to do for him or herself. These include:

- Routine Household Tasks
- Meal Preparation
- Monitoring
- Grocery Shopping
- Household Budgeting/Bill Paying
- Emotional Support
- Resource Assistance
- Transportation
- Others as Needed
- Personal Care



Did You Know?

- Every 5 seconds an elderly person is abused
- 1 in 9 elderly individuals report they have been a victim of abuse
 - There are as many as 3,074 victims of elder abuse in Williamson County
- Only 1 out of 23 victims report abuse, neglect, exploitation, or self-neglect to authorities
- In 90% of cases reported, the abuse was imposed by a family member

Our Service Statistics

FY20	Number of Clients	Number of Units	Percent of clients able to SAFELY retain their independence as a result of services provided
Williamson County	43	4,619.75	93.03%



We help clients gain or maintain self-sufficiency and independence

Prevent or reduce the need for institutional care

Prevent or remedy neglect, abuse or exploitation

Maintain safe, intact family units



Franklin Nonprofit Funding Request – Fiscal Year 2021-2022

Application for Charitable and Civic Organizations

Submission Deadline: March 22, 2021

Agency Name:
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:
Name Email Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Is this a TN Governor's Office of Diversity Business Enterprise (Go-DBE)? ☐ Yes ☒ No
If yes, is this business certified with the TN Department of General Services for Minority Owned, Women Owned, Service-Disabled Veteran Owned and Small Business Enterprise firms?
☐ Yes ☒ No

Total amount of City of Franklin funds being requested for FY2021-2022 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Mid-Cumberland Human Resource Agency/Homemaker

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

Funds were used to help provide direct support services to seniors who are neglected and no longer able to take care of themselves. Funding helps seniors live independently longer at home before placement in a long-term care facility

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

By providing direct support service such as routine household tasks, grocery shopping, personal care tasks, seniors are able to live longer at home. It is much more cost effective for seniors to age in place, and most seniors want to be at home rather than in a long term care facility. Homemaker kept 93% of the seniors it serves living at home in FY20.



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☐ monthly ☒ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency budget, what percentage is derived from this funding request to the City of Franklin?

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date



Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Mid-Cumberland Human Resource Agency/Homemaker

Attachments:

- ☒ Annual Audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☐ Any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☐ Certificate of Insurance for professional liability (if applicable), general liability, and workers' compensation (if required by TN law).
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Mid-Cumberland Human Resource Agency - Homemaker

Name of Nonprofit Organization

1101 Kermit Dr. Suite 300	Nashville	Davidson	TN	37217
Street Address	City	County	State	Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from 7/1/19 through 6/30/20

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants/Other grants	123,881.00	
State Grants		
Financial Assistance from Local Governments	41,700.00	
Donations and Gifts from Citizens		
Membership Dues		
Fees/Charges for Services	19,965.00	
Fundraising Events		
Sale of Assets		
Loans-Borrowed Funds Investment Income		
Other Receipts		
Total Receipts		\$ 185,546.00 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$	
Salaries and Wages	146,642.00	
Employee Benefits		
Payroll Taxes		
Fees for Services (non-employee)		
Advertising and Promotion		
Office Expenses	7,995.00	
Leases/Rentals	4,778.00	
Maintenance and Repairs Supplies		
Travel	12,722.00	

Utilities	_____	
Insurance	592.00	
Conferences, Conventions and Meetings	221.00	
Interest	_____	
Purchase of Capital Assets – Vehicles and Equipment	_____	
Purchase of capital Assets – Property and Buildings	_____	
Loan Payments	_____	
Other	12,596.00	
Total Disbursements		\$ 185,546.00 (B)
Cash Receipts Less Disbursements for the fiscal Year (A-B=C)		\$ 0.00 (C)
Cash Balance - at the beginning of the fiscal year		\$ 0.00 (D)
Cash Balance - at the end of the fiscal year (C+D=E)		\$ 0.00 (E)
Details of Cash Balance - at the end of the fiscal year		
Cash on Hand	\$ 0.00	
Cash in Bank – Checking	0.00	
Cash in Bank – Savings Accounts	0.00	
Cash in Bank – Certificates of Deposits	0.00	
Other Cash	0.00	
Total Cash - at the end of the fiscal year		\$ 0.00 (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

Funds were used to help provide direct support services to seniors who are neglected and no longer able to take care of themselves. Funding helps seniors live independently longer at home before placement in a long-term care facility

I certify that this report accurately presents the cash receipts, disbursements, and balances of the
Mid-Cumberland Homemaker _____ for the fiscal year noted above.

Name of Nonprofit Organization

Person Preparing Report

Jane Hamrick

Printed Name

Jane Hamrick
Signature

Phone Number 618-850-3912

Email Address jane.hamrick@mchra.com

Date 3/10/21

Meals-On-Wheels | a Mid-Cumberland Service

It's More than Just a Meal!



Request:

Meals-on-Wheels is requesting a community investment from City of Franklin of \$9,137 to be used as a match for state and federal dollars. This would help serve 1,884 meals to residents of Franklin.

About Us:

Many homebound seniors live alone and do not eat well because of a lack of mobility, money, and knowledge of healthy eating. Meals-On-Wheels aims to assist individuals 60 years and older in maintaining their health and independence. We do this by providing a nutritious meal and a much needed volunteer visit. Our meals meet 1/3 of the daily recommended nutritional value and are packed at local meal sites and delivered to vulnerable seniors by caring, dedicated volunteers. Homebound individuals age 60 and over may qualify for services as funding is available.



Did You Know?

- 1 in 5 Tennessee seniors is hungry
 - 5,792 seniors at risk in Williamson County
- 63% of at risk seniors choose between food and medicine
- Seniors with pets have 21% fewer doctor visits

Mid-Cumberland delivers 15,000 pounds of donated pet food annually



Our Volunteers:

Seniors who are lonely have a 45% greater chance of death. Our caring and dedicated volunteers are a vital part of the Meals-On-Wheels experience. They help pack and deliver meals. Without volunteers the program would serve approximately 20% less meals. Most importantly, volunteers offer vulnerable home bound seniors increased opportunities for socialization and a very important check on their well being. Many home bound seniors live alone and the volunteer may be the only person the senior sees that day.



Williamson County 2020

334
Clients
Served

41,464 Meals Served

4,184 Volunteer Hours

92% of recipients say
Meals-On-Wheels
enables them to
continue living at home.



Franklin Nonprofit Funding Request – Fiscal Year 2021-2022

Application for Charitable and Civic Organizations

Submission Deadline: March 22, 2021

Agency Name: Mid-Cumberland Human Resource Agency/Meals-on-Wheels
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact: Jane Hamrick jane.hamrick@mchra.com 615-850-3912
Name Email Phone

Mailing Address: 1101 Kermit Drive, Suite 300, Nashville, TN 37217

Headquarters' Address (if different from mailing): N/A

Is this a TN Governor's Office of Diversity Business Enterprise (Go-DBE)? ☐ Yes ☒ No
If yes, is this business certified with the TN Department of General Services for Minority Owned,
Women Owned, Service-Disabled Veteran Owned and Small Business Enterprise firms?
☐ Yes ☒ No

Total amount of City of Franklin funds being requested for FY2021-2022 \$ 9,137.00

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Jane Hamrick, Executive Director
Printed Name of (CEO/President/Executive Director/Board Chair)

3-10-2021
Date

Jane Hamrick, Executive Director
Signature of (CEO/President/Executive Director/Board Chair)

3-10-2021
Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Mid-Cumberland Human Resource Agency/Meals-on-Wheels

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

Funds will be used to help serve 1,828 meals. In 2019 TN ranked as the 50th worst state for the provision of meals to seniors who have independent living difficulties.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

The funds help provide meals. By providing meals seniors are able to live independently longer. Seniors overwhelmingly prefer to age in place. The program annually keeps 70-80% of the seniors it serves living at home independently.



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

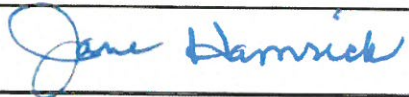
Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☐ monthly ☒ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency budget, what percentage is derived from this funding request to the City of Franklin?

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Jane Hamrick	03/10/2021
Printed Name of (CEO/President/Executive Director/Board Chair)	Date

	03/10/2021
Signature of (CEO/President/Executive Director/Board Chair)	Date



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Mid-Cumberland Human Resource Agency - Meals-on-Wheels

Name of Nonprofit Organization

1101 Kermit Dr. Suite 300	Nashville	Davidson	TN	37217
Street Address	City	County	State	Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from 7/1/19 through 6/30/20

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$ 151,538.00	
State Grants		
Financial Assistance from Local Governments	24,774.00	
Donations and Gifts from Citizens	104,734.00	
Membership Dues		
Fees/Charges for Services	29,055.00	
Fundraising Events		
Sale of Assets		
Loans-Borrowed Funds		
Investment Income		
Other Receipts		
Total Receipts		\$ 310,101.00 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations	\$	
Salaries and Wages and benefits	84,038.00	
Employee Benefits		
Payroll Taxes		
Fees for Services (non-employee)		
Advertising and Promotion		
Office Expenses		
Leases/Rentals		
Maintenance and Repairs		
Supplies- Office Exp included	10,832.00	
Travel	2,730.00	

Utilities	_____	
Insurance	<u>1,412.00</u>	
Conferences, Conventions and Meetings	<u>570.00</u>	
Interest	_____	
Purchase of Capital Assets – Vehicles and Equipment	_____	
Purchase of capital Assets – Property and Buildings	_____	
Loan Payments	_____	
Other - Primarily Raw Food Costs	<u>210,519.00</u>	
Total Disbursements		\$ <u>310,101.00</u> (B)
Cash Receipts Less Disbursements for the fiscal Year (A-B=C)		\$ <u>0.00</u> (C)
Cash Balance - at the beginning of the fiscal year		\$ <u>0.00</u> (D)
Cash Balance - at the end of the fiscal year (C+D=E)		\$ <u>0.00</u> (E)
Details of Cash Balance - at the end of the fiscal year		
Cash on Hand	\$ <u>0.00</u>	
Cash in Bank – Checking	<u>0.00</u>	
Cash in Bank – Savings Accounts	<u>0.00</u>	
Cash in Bank – Certificates of Deposits	<u>0.00</u>	
Other Cash	<u>0.00</u>	
Total Cash - at the end of the fiscal year		\$ <u>0.00</u> (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

The funding was used to help provide meals to homebound senior citizens in the City of Franklin.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the
Mid-Cumberland Meals-on-Wheels _____ for the fiscal year noted above.

Name of Nonprofit Organization

Person Preparing Report

Jane Hamrick

Printed Name


Signature

Phone Number 618-850-3912

Email Address jane.hamrick@mchra.com

Date 03/10/2021

Advocates for the Elderly

Request:

The **Long-Term Care Ombudsman Program** is requesting a community investment from the City of Franklin of \$2,250 to be used as a match for federal dollars. This would help provide Ombudsman services to the 26 nursing homes and assisted care living facilities serving the City of Franklin and Williamson County.

About Us:

Many elderly residents of long-term care facilities have no one to advocate for them. The Ombudsman Program provides paid staff and trained volunteers to assist residents in resolving complaints about sub-standard care, poor quality of life and violations of their rights. We educate facility residents, their loved ones and citizens on the rights of long-term care residents and how to access Ombudsman services. The program also provides consultations to facility staff on improving care and information and referral services to citizens trying to navigate the long-term care system.

Did You Know?

- 44% of nursing home residents have been abused
- 50% of nursing home staff admitted to mistreating residents
- 30% of Tennessee nursing homes receive the lowest possible rating from the Centers for Medicare and Medicaid Services
- The Families for Better Care Report Card gives Tennessee an overall rating of D for nursing home quality
- There are over 500 veterans residing in long-term care facilities in the service area

Our Volunteers:

Many residents of long-term care facilities have outlived their loved ones or their loved ones live far away or seldom visit. They have no one to monitor conditions in the facility or advocate for better care for them. Our Volunteer Ombudsman Representatives visit each facility assigned to them at least once a month to monitor conditions in the facility and help residents resolve complaints. Volunteers are the heart and soul of this program. For information on volunteering and upcoming volunteer training events call 615-850-3918.

FY 2020	Number of Volunteers	Volunteer Hours	Value of Time
MCHRA Service Area	28	1,045	\$25,802

5,227
Clients
Served

628 Complaints Resolved

**1,026 Consults with
Staff & Citizens**

2,398
Residents
and Citizens
Educated

**There are 15,125
residents in the
182 facilities of
our 13-county
service area.**





Franklin Nonprofit Funding Request – Fiscal Year 2021-2022

Application for Charitable and Civic Organizations

Submission Deadline: March 22, 2021

Agency Name:
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:
Name Email Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Is this a TN Governor's Office of Diversity Business Enterprise (Go-DBE)? ☐ Yes ☒ No
If yes, is this business certified with the TN Department of General Services for Minority Owned, Women Owned, Service-Disabled Veteran Owned and Small Business Enterprise firms?
☐ Yes ☒ No

Total amount of City of Franklin funds being requested for FY2021-2022 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Mid-Cumberland Human Resource Agency/Ombudsman

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

The Long-Term Care Ombudsman Program is requesting a community investment from the City of Franklin of \$2,250 to help provide Ombudsman services to the nursing homes and assisted care living facilities located in the City of Franklin. Ombudsman is an advocate for seniors in long term care facilities, and many do not have family to advocate for them. Imagine being a resident of a long term facility and your call light has been out for weeks, and nobody will listen to you about having it repaired. Ombudsman can help advocate for the seniors to have quality emotional and physical care.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

When Ombudsman receives a complaint from a resident or the family of a resident, they work to resolve the complaint. Many times these are training issues so when a complaint is resolved for one resident, it often helps the remaining residents in the facility.



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☐ monthly ☒ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency budget, what percentage is derived from this funding request to the City of Franklin?

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date



Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Mid-Cumberland Human Resource Agency/Ombudsman

Attachments:

- ☒ Annual Audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☐ Any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☐ Certificate of Insurance for professional liability (if applicable), general liability, and workers' compensation (if required by TN law).
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Mid-Cumberland Human Resource Agency - Ombudsman

Name of Nonprofit Organization

1101 Kermit Dr. Suite 300	Nashville	Davidson	TN	37217
Street Address	City	County	State	Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from 7/1/19 through 6/30/20

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts 13 county budget

Federal Grants	\$ 115,700.00	
State Grants	20,000.00	
Financial Assistance from Local Governments	10,387.00	
Donations and Gifts from Citizens	75,290.00	
Membership Dues		
Fees/Charges for Services		
Fundraising Events		
Sale of Assets		
Loans-Borrowed Funds		
Investment Income		
Other Receipts		
Total Receipts		\$ 221,377.00 (A)

Disbursements 13 county budget

Grants and Other Assistance Paid to Other Organizations and Individuals	\$	
Salaries and Wages	107,223.00	
Employee Benefits	36,037.00	
Payroll Taxes		
Fees for Services (non-employee)		
Advertising and Promotion		
Office Expenses	3,061.00	
Leases/Rentals	2,246.00	
Maintenance and Repairs		
Supplies	563.00	
Travel	8,968.00	

Utilities	_____	
Insurance	714.00	
Conferences, Conventions and Meetings	1,771.00	
Interest	_____	
Purchase of Capital Assets – Vehicles and Equipment	_____	
Purchase of capital Assets – Property and Buildings	_____	
Loan Payments	_____	
Other/ Primarily indirect/operating set aside	60,794.00	
Total Disbursements		\$ 221,377.00 (B)
Cash Receipts Less Disbursements for the fiscal Year (A-B=C)		\$ 0.00 (C)
Cash Balance - at the beginning of the fiscal year		\$ 0.00 (D)
Cash Balance - at the end of the fiscal year (C+D=E)		\$ 0.00 (E)
Details of Cash Balance - at the end of the fiscal year	\$ 0.00	
Cash on Hand	0.00	
Cash in Bank – Checking	0.00	
Cash in Bank – Savings Accounts	0.00	
Cash in Bank – Certificates of Deposits	0.00	
Other Cash		\$ 0.00 (E)
Total Cash - at the end of the fiscal year		

Please Explain Proposed Use of the Financial Assistance from Local Governments.

The Long-Term Care Ombudsman provides Ombudsman services to the nursing homes and assisted care living facilities serving the City of Franklin. The services advocate for quality emotional and physical care for residents of long-term care facilities.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the Mid-Cumberland Ombudsman _____ for the fiscal year noted above.

Name of Nonprofit Organization

Person Preparing Report

Jane Hamrick

Printed Name


Signature

Phone Number 618-850-3912

Email Address jane.hamrick@mchra.com

Date 03/10/2021

Attachments

27th MARCH

MCHRA GOVERNING BOARD MEMBER BIOGRAPHICAL INFORMATION
(Please indicate principal officers with *)

FY21

	EXECUTIVE COMMITTEE/Policy Council			
1	*Cheatham County Mayor Kerry McCarver	100 Public Sq. kerry.mccarver@cheathamcountyttn.gov	Ashland City, TN 37015 P: 615-792-4316	2017- Years on board: 3
2	Dickson County Mayor Robert Rial	P.O. Box 267, 4 Country Square bobrial@dicksoncountyttn.gov	Charlotte, TN 37026 P: 615-789-7003	2010- Years on board: 10
3	Houston County Mayor James Bridges	Houston County Courthouse PO Box 366 James.Bridges@hococtn.com	Erin, TN 37061 P: 931-289-3633	2018- Years on board: 2
4	Humphreys County Executive Jessie Wallace	102 Thompson Street jwallace@humphreystn.com	Waverly, TN 37185 P: 931-296-7795	2011- Years on board: 9
5	Montgomery County Mayor Jim Durrett	1 Millennium Plaza mayordurrett@mcgtn.net	Clarksville, TN 37040 P: 931-648-5787	2014- Years on board: 6
6	Robertson County Mayor Billy Vogle	Robertson County Courthouse, Room 108 bvogle@robcoctn.org	Springfield, TN 37172 P: 615-384-0617	2018- Years on board: 2
7	Rutherford County Mayor Bill Ketron Jr.	Rutherford County Courthouse, suite 105 bketron@rutherfordcountyttn.gov	Murfreesboro, TN 37130 P: 615-898-7745	2018- Years on board: 2
8	Stewart County Mayor Robin Brandon	226 Lakeview Drive rbrandon@stewartcogov.com	Dover, TN 37058 P: 931-232-5371	2018- Years on board: 2
9	*Sumner County Mayor Anthony Holt	355N. Belvedere Drive aholt@sumnertn.org	Gallatin, TN 37066 P: 615-452-3604	2011- Years on board: 9
10	Trousdale County Mayor Stephen Chambers	328 Broadway, Rm 6 Stephen.Chambers@trousdalecountyttn.gov	Hartsville, TN 37074 P: 615-374-2461	2018- Years on board: 2
11	*Williamson County Mayor Rogers Anderson	1320 W. Main St., Suite 125 rogers.anderson@williamsoncountyttn.gov	Franklin, TN 37064 P: 615-790-5700	2002- Years on board: 18
12	*Wilson County Mayor Randall Hutto,	228 E. Main St., Room 104 HuttoR@wilsoncountyttn.gov	Lebanon, TN 37087 P: 615-444-1383	2011- Years on board: 9

CERTIFICATE OF INSURANCE

PRODUCER SPROUSE INSURANCE GROUP, LLC PO BOX 1977 DUNLAP TN 37327	DATE: 3/18/2021 THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES LISTED BELOW.
--	--

INSURED MID CUMBERLAND HUMAN RES AGC OAKS OFFICE TOWERS SUITE 300 NASHVILLE TN 37217	COMPANIES AFFORDING COVERAGE COMPANY LETTER A PUBLIC ENTITY PARTNERS COMPANY LETTER B COMPANY LETTER C
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COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO	TYPE OF INSURANCE	Add'l Insd	POLICY #	POLICY PERIOD	LIMITS	
A	GENERAL LIABILITY		PLI-0476-21	6/30/2020 - 6/30/2021	TORT	
	☒ Commercial General Liability				PER PERSON/BODILY INJURY/PERSONAL INJURY	\$300,000
	☒ Claims Made				PER OCCUR/BODILY INJURY/PERSONAL INJURY	\$700,000
	☒ Personal Injury Liability				PER OCCURENCE/PROPERTY DAMAGE	\$100,000
	☒ Claims Made				NON TORT	
	☐ Law Enforcement Liability				PER OCCURENCE/EACH OTHER LOSS	\$1,000,000
	☐ Claims Made					
A	ERRORS or OMISSIONS LIAB		PLI-0476-21	6/30/2020 - 6/30/2021	PER OCCURENCE	\$1,000,000
	☒ Claims Made					
	AUTOMOBILE LIABILITY				TORT	
	☐ Owned Autos				PER PERSON/BODILY INJURY	
	☐ Hired Autos				PER OCCURENCE/BODILY INJURY	
	☐ Non-owned Autos				PER OCCURENCE/PROPERTY DAMAGE	
	☐ Physical Damage				NON TORT	
					PER OCCURENCE/EACH OTHER LOSS	
A	WORKERS COMPENSATION		PWC-0466-21	6/30/2020 - 6/30/2021	WC STATUTORY COVERAGE	
	EMPLOYERS LIABILITY				EMPLOYERS LIAB-EACH ACCIDENT	\$1,000,000
					EMPLOYERS LIAB-DISEASE-POLICY LIMIT	\$1,000,000
					EMPLOYERS LIAB-DISEASE-EACH PERSON	\$1,000,000
	PROPERTY & CRIME				BUILDINGS/PERS PROPERTY	
	PROPERTY-PART I				EDP EQUIPMENT	
	Causes of Loss				MOBILE EQUIPMENT	
	☐ Special				EQUIPMENT BREAKDOWN	
	☐ Flood				AUTOMATIC COVERAGES	
	☐ Earthquake					
	CRIME-PART II				EMPLOYEE DISHONESTY	
	☐ Blanket Crime				FORGERY OR ALTERATION	
					THEFT, DISAPPEARANCE OR DESTRUCTION	
					COMPUTER FRAUD	

LOCATION OF PREMISES/DESCRIPTION OF PROPERTY, OPERATIONS, VEHICLES OR SPECIAL ITEMS.
--

CERTIFICATE HOLDER City of Franklin 109 Third Ave S Franklin, TN 37064	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Jonathan P Calvin
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Internal Revenue Service

Department of the Treasury

District
Director

Delaware-Maryland District

31 Hopkins Plaza, Baltimore, MD 21201

D

JULY 14, 1998

BOYS AND GIRLS CLUB OF
MIDDLE TENNESSEE, INC.
PO BOX 110268
NASHVILLE, TN 37222-0268

P.O. Box 13163, Room 817
Baltimore, MD 21203

Employer Identification Number:
62-0540402

Person to Contact:
EP/EO Tax Examiner

Telephone Number:
(410) 962-6058

Dear Sir/Madam:

This is in response to your inquiry received JULY 10, 1998, requesting a copy of the letter which granted tax exempt status to the above named organization.

Our records show that the organization was granted exemption from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code effective SEPTEMBER, 1954.

We have also determined that the organization is not a private foundation because it is described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you under section 170 of the Code.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during the calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

A copy of our letter certifying the status of the organization is not available, however, this letter may be used to verify your tax-exempt status.

Because this letter could help resolve any questions about your exempt status, it should be kept in your permanent records.

Sincerely yours,



Paul M. Harrington
District Director

Address any reply to:

3131 Democrat Road, Memphis, Tennessee 38110

FEB 23. REC'D

Department of the Treasury

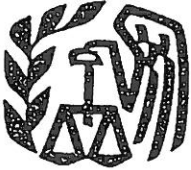
**Internal Revenue
Service Center**

Southeast Region

Date: FEB 18 1977

In reply refer to:

49220438:1s



▷ Mid-Cumberland Human Resource Agency
Attn: Mr. James Adams
501 Union St.
Nashville, TN 37219

Gentlemen:

Pursuant to our telephone conversations and letters you submitted, we are accepting the ruling given you by the Wage Excise and Administrative Provisions Branch set forth in their letter of September 7, 1976, stating your organization is not a political subdivision.

Your organization has an exemption from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954. You also have an accepted Form SS-15 effective April 1, 1974.

Therefore, you should continue to file Form 941, employer's quarterly tax return, to report both Federal income tax and Social Security tax withheld from your employees' wages.

If you have any questions and wish to call us at 901-365-5664, Eva Williams will be able to help you. The telephone number is not toll-free.

We are closing our case file at this time.

Sincerely yours,

B. J. Fant, Chief
Correspondence Section

NOV 13 REC'D

Internal Revenue Service

Department of the Treasury

Washington, DC 20224

Person to Contact:

Phone Contact: J. Fillmore

Telephone Number: 202-964-4757

Mid-Cumberland Human Resource
Agency
501 Union Street
Suite 601
Nashville, Tennessee 37219

Refer Reply to:

E:EO:T:R:1:3

Date: NOV 11 1975

Key District: Atlanta
Accounting Period Ending: June 30
Form 990 Required: ☒ Yes ☐ No
Foundation Status Classification: 509(a)(1)
Advance Ruling Period Ends: June 30, 1977

Gentlemen:

Based on the information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization of the type described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date referred to above.

Within 90 days after the end of your advance ruling period, you must submit to your key district director information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization so long as you continue to meet the requirements of the applicable support test. If, however, you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for

Mid-Cumberland Human Resource Agency

future periods. Also, in the event you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. In addition, if you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(a)(1) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(1) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) organization..

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes.

If your sources of support, or your purposes, character, or method of operation is changed, you must let your key District Director know so he can consider the effect of the change on your status. Also, you must inform him of all changes in your name or address.

Section 3121(b)(7) of the Federal Insurance Contributions Act (FICA) and section 3306(c)(7) of the Federal Unemployment Tax Act (FUTA) provide that services performed in the employ of an instrumentality wholly owned by a state or political subdivision of a state are excepted

Mid-Cumberland Human Resource Agency

from the definition of "employment." Accordingly, if your organization is a wholly owned instrumentality, remuneration for services performed for you is not subject to the taxes imposed by the FICA or FUTA. When social security coverage is desired for employees of a wholly owned instrumentality of a state or political subdivision the coverage may be obtained only by means of an agreement between the state and the Secretary of Health, Education, and Welfare, entered into pursuant to a section 218 agreement of the Social Security Act, as amended.

The waiver procedure in section 3121(k) of the FICA is not applicable to a wholly owned instrumentality of a state or political subdivision even though the particular instrumentality also qualifies for exemption from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

The block checked at the top of this letter shows whether you must file Form 990, Return of Organization Exempt From Income Tax. If the Yes box is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$5,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file the return on time.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Mid-Cumberland Human Resource Agency

We are informing your key District Director of this action. Please keep this ruling letter in your permanent records.

Sincerely yours,

A handwritten signature in cursive script, reading "Jeanne S. Gessay". The signature is written in dark ink and is positioned above the typed name.

Jeanne S. Gessay
Chief, Rulings Section 1
Exempt Organizations
Technical Branch



Franklin Nonprofit Funding Request – Fiscal Year 2021-2022

Application for Charitable and Civic Organizations

Submission Deadline: March 22, 2021

Agency Name:
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:
Name Email Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Is this a TN Governor's Office of Diversity Business Enterprise (Go-DBE)? ☐ Yes ☒ No
If yes, is this business certified with the TN Department of General Services for Minority Owned,
Women Owned, Service-Disabled Veteran Owned and Small Business Enterprise firms?
☐ Yes ☒ No

Total amount of City of Franklin funds being requested for FY2021-2022 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Signature of (CEO/President/Executive Director/Board Chair)

Date

Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Sister Cities of Franklin and Williamson County, Tennessee, Inc.

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

In non COVID years, we host our Passport Series some 4 to 6 times a year attracting 50 to 100 participants. We arrange/provide the pumpkin for the Pumpkinfest. We organize and hold the Celebration of Nations which highlight the diverse arts, crafts and food we have in Williamson County and Middle Tennessee. And we hope to participate in the Great Americana BBQfest.

For this fiscal year we plan an October Virtual CoN, to host a Humboldt Exhibit at the Williamson County Archives presented by our Sister City Bad Soden and to host the Mayor of Bad Soden and his entourage, and relaunch our historic activities as re-opening permits.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

1. Hosting Bad Soden mayoral visit and events.
2. Assisting with the hosting of the Humboldt Exhibit.
3. Assistance with re-establishing the Ireland relationship.
4. Re-launching The Passport Series when COVID restrictions are lifted.
5. Host a Virtual Celebration of Nations.
6. Assist, as applicable, with the deferred City of Franklin Fire Department 200th Birthday Event.
7. Student and/or adult exchanges when COVID restrictions are lifted.
8. General operating expenses (insurance, website, annual Sister City International membership fee, PO Box, etc.)



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Sister Cities of Franklin and Williamson County, Tennessee, Inc.

4. What is your fiscal year (ex. July 1 to June 30)? July 1, 2021 to June 30, 2021
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☒ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☐ Yes ☒ No
7. Of your local agency budget, what percentage is derived from this funding request to the City of Franklin? 30.00%

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Jason Collins, President 3/11/21
Printed Name of (CEO/President/Executive Director/Board Chair) Date

[Signature] 3/11/21
Signature of (CEO/President/Executive Director/Board Chair) Date



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Sister Cities of Franklin and Williamson County, Tennessee, Inc.

Name of Nonprofit Organization

309 Haddon Ct	Franklin	Williamson	TN	37067
Street Address	City	County	State	Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from July 1, 2019 **through** June 30, 2020

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$	
State Grants		
Financial Assistance from Local Governments		6,300.00
Donations and Gifts from Citizens		20,323.00
Membership Dues		1,393.00
Fees/Charges for Services		
Fundraising Events		4,744.00
Sale of Assets		
Loans-Borrowed Funds		
Investment Income		
Other Receipts		659.00
Total Receipts	\$	33,419.00 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$	
Salaries and Wages		
Employee Benefits		
Payroll Taxes		
Fees for Services (non-employee)		20,205.00
Advertising and Promotion		644.00
Office Expenses		
Leases/Rentals		
Maintenance and Repairs		
Supplies		
Travel		

Utilities		
Insurance	<u>1,508.00</u>	
Conferences, Conventions and Meetings	<u>166.00</u>	
Interest	<u></u>	
Purchase of Capital Assets – Vehicles and Equipment	<u></u>	
Purchase of capital Assets – Property and Buildings	<u></u>	
Loan Payments	<u></u>	
Other	<u>3,643.00</u>	
Total Disbursements		\$ <u>26,166.00</u> (B)
Cash Receipts Less Disbursements for the fiscal Year (A-B=C)		\$ <u>7,253.00</u> (C)
Cash Balance - at the beginning of the fiscal year		\$ <u>4,851.00</u> (D)
Cash Balance - at the end of the fiscal year (C+D=E)		\$ <u>12,104.00</u> (E)
Details of Cash Balance - at the end of the fiscal year		
Cash on Hand	\$ <u></u>	
Cash in Bank – Checking	<u>12,104.00</u>	
Cash in Bank – Savings Accounts	<u></u>	
Cash in Bank – Certificates of Deposits	<u></u>	
Other Cash	<u></u>	
Total Cash - at the end of the fiscal year		\$ <u>12,104.00</u> (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

Please note that the Celebration of Nations 2019 incurred a significant loss which was funded by one-time donations from officers of Sister Cities of Franklin and Williamson County.

As in prior years, the funds will be used to support the operating costs of Sister Cities of Franklin and Williamson County which include, among other costs, insurance, the membership fee to participate in Sister Cities International, program costs (Passport Series) to allow us to serve the citizens of Franklin and Williamson County.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the
 Sister Cities of Franklin and Williamson County, Tennessee, Inc. **for the fiscal year noted above.**

Name of Nonprofit Organization

Person Preparing Report

Frank David Haas, Treasurer

Printed Name

Frank David Haas

Signature

Phone Number 614-313-7103

Email Address fhaas48102@aol.com

Date 3/11/2021

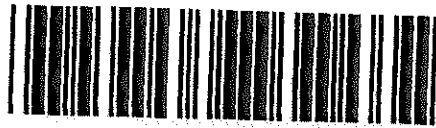


FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Sister Cities of Franklin and Williamson County, Tennessee, Inc.

Attachments:

- ☒ Annual Audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☐ Any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability (if applicable), general liability, and workers' compensation (if required by TN law). *Requested*
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required). *No changes*
- ☒ W9 for the agency



07443321

**Tennessee Corporation Annual Report Form**File online at: <https://TNBear.TN.gov/>AR Filing #: 07443321
FILED: Jan 14, 2021 4:24PM

Due on/Before: 04/01/2021

Reporting Year: 2020

Annual Report Filing Fee Due:\$20 if no changes are made in block 3 to the registered agent/office, or
\$40 if any changes are made in block 3 to the registered agent/officeThis Annual Report has been successfully
paid for and filed. Please keep this report for
your records.Payment-Credit Card - State Payment
Center - CC #: 3796792984

SOS Control Number: 423163

Nonprofit Corporation - Domestic

Date Formed: 03/08/2002

Formation Locale: TENNESSEE

(1) Name and Mailing Address:SISTER CITIES OF FRANKLIN AND WILLIAMSON COUNTY,
PO BOX 977
FRANKLIN, TN 37065-0977**(2) Principal Office Address:**309 HADDON CT
FRANKLIN, TN 37067-6242**(3) Registered Agent (RA) and Registered Office (RO) Address:**FRANK DAVID HAAS
309 HADDON CT
FRANKLIN, TN 37067-6242Agent Changed: No

Agent County: WILLIAMSON COUNTY

(4) Name and business address (with zip code) of the President, Secretary and other principal officers.

Title	Name	Business Address	City, State, Zip
Secretary	Roger Walters	119 LEWISBURG AVE.	FRANKLIN, TENNESSEE (TN)
President	Jason Collins	3112 WINBERRY DR.	FRANKLIN, TENNESSEE 37064
Vice-President	Summer Sheldon	1404 SKYE VALLEY LN	FRANKLIN, TENNESSEE 37064
Treasurer	Frank D Haas	309 HADDON CT	FRANKLIN, TENNESSEE 37067

(5) Board of Directors names and business address (with zip code). None, or listed below.

Name	Business Address	City, State, Zip
Roger Walters	119 LEWISBURG AVE	FRANKLIN, TN 37064
Jason Collins	3112 WINBERRY DR	FRANKLIN, TN 37064
Cliff Buell	757 GLEN OAKS DR	FRANKLIN, TN 37067
Christelle Hanson	5085 DONOVAN ST	FRANKLIN, TN 37064
Mike Thompson	PO BOX 444	FRANKLIN, TN 37065
Jamie Melton	109 THIRD AV S	FRANKLIN, TN 37064
Patricia Kriebel	104 POTEAT PL	FRANKLIN, TN 37064
Frank D Haas	309 HADDON CT	FRANKLIN, TN 37067
Cheryl Wilson	5175 MURFREESBORO RD	COLLEGE GROVE, TN 37046
Doug Sharp	306 ADDISON AVENUE	FRANKLIN, TN 37064
Summer Sheldon	1404 SKYE VALLEY LANE	FRANKLIN, TENNESSEE (TN) 37064
Kim Cannon	7129 TULLAMORE LANE	FRANKLIN, TN 37067

(6) This section applies to non-profit corporations ONLY.A. Our records reflect that your non-profit corporation is a public benefit or a mutual benefit corporation as indicated.
If blank or incorrect, please check appropriately: ☒ Public ☐ MutualB. If a Tennessee religious corporation, please check here if blank: ☐ Religious



Tennessee Corporation Annual Report Form

File online at: <https://TNBear.TN.gov/>

Due on/Before: 04/01/2021

Reporting Year: 2020

AR Filing #: 07443321

FILED: Jan 14, 2021 4:24PM

Annual Report Filing Fee Due:

\$20 if no changes are made in block 3 to the registered agent/office, or
\$40 if any changes are made in block 3 to the registered agent/office

This Annual Report has been successfully paid for and filed. Please keep this report for your records.

Payment-Credit Card - State Payment Center - CC #: 3796792984

BU969-1293 01/14/2021 4:24 PM Received by Tennessee Secretary of State Tre Hargett

(7) Signature: Electronic

(8) Date: 01/14/2021

(9) Type/Print Name: Frank D Haas

(10) Title: Treasurer



Department of the Treasury
Internal Revenue Service

P.O. Box 2508

Cincinnati OH 45201

In reply refer to: 0248164862

May 29, 2009 LTR 4168C E0

94-3425537 000000 00 000

00016695

BODC: TE

SISTER CITIES OF FRANKLIN TENNESSEE
INC

109 THIRD AVE S

FRANKLIN TN 37064-2519

Employer Identification Number: 94-3425537

Person to Contact: Miss Campbell

Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of May 19, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in September 2002, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

Sister Cities of Franklin and Williamson County, Tennessee, Inc.
Board of Directors
As of March 11, 2021

Name	Occupation	Address	Phone Number	Email Address	Years on Board	Length of Terms	Term Ends
Jason Collins, President	Small Business Owner	3112 Winberry Dr, Franklin TN 37064	615-887-1216	jason12780@yahoo.com	1	2	6/30/2022
Summer Sheldon, Vice President	Small Business Owner	1404 Skye Valley Ln, Franklin TN 37064	615-390-3998	sturyy@hotmail.com	8	2	6/30/2022
Frank David Haas, Treasurer	Retired	309 Haddon Ct, Franklin TN 37067	614-313-7103	frank48102@aol.com	3	2	6/30/2022
Roger Walters, Secretary	Talent Management Advisor	119 Lewisburg Ave, Franklin TN 37064	281-536-2411	murford@msn.com	1	2	6/30/2022
Cir Buehl	Retired	757 Glen Oaks Dr, Franklin TN 37067	615-887-6832	dil.lurell@gmail.com	1	2	6/30/2022
Kim Cannon	Professional Volunteer	7129 Tullamore Ln, Franklin TN 37067	630-248-3887	kinandrich@gmail.com	3	2	6/30/2022
Gabrielle Hanson	Real Estate Broker	5085 Donovan St, Franklin TN 37064	615-946-4200	e@williamsoncoralestate.com	1	2	6/30/2022
Jamie Melton (City Representative)	Franklin Fire Department	109 Third Ave S, Franklin TN 37064	615-791-3270	jamie.melton@franklin.tn.gov	2	2	6/30/2022
Patricia Kriebel	Retired	104 Poteat Pl, Franklin TN 37064	615-202-7431	pkriebel@gmail.com	2	2	6/30/2022
Doug Sharp	Architect	306 Addison Ave, Franklin TN 37064	615-969-2833	doug.sharp@comcast.com	3	2	6/30/2022
Mike Thompson	Retired	PO Box 444, Franklin TN 37065	615-790-6349	twilson@wilsonpc.com	19	2	6/30/2022
Cheryl Wilson (County Representative)	Retired	5175 Murfreesboro Rd, College Grove TN 37046	615-347-5476	mike.thompson@usa.net	12	2	6/30/2022
Victor Pausin	Financial Officer	305 Foxborough Sq., Brentwood TN 37027	615-753-9441	Victor.Pausin@nissan-usa.com	13	2	6/30/2022
John Schroer	BOMA - Alderman	109 3rd Ave. South, Franklin TN 37064	615-476-8845	john.schroer@franklin.tn.gov	1	2	6/30/2022
PROSPECTIVE - Porsha L. Hart					1	2	6/30/2022

Notes:

- Our By-Laws allow for staggered board terms. We will be evaluating the reinstitution of staggered terms in the coming months. We anticipate that the majority of our board members will continue after June 30, 2022.
- Mike Thompson advised Jason Collins yesterday that he is resigning from the Board effective March 24, 2021.



SISTCIT-03

MALCORN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/15/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cincinnati Insurance Company Cincinnati Customer Care Center P.O. Box 145496 Cincinnati, OH 45250-5496	CONTACT NAME: Mary Alcorn		
	PHONE (A/C, No, Ext): (877) 687-1291	FAX (A/C, No): (513) 881-8114	
	E-MAIL ADDRESS: CincinnatiCerts@cinfin.com		
INSURED SISTER CITIES OF FRANKLIN INC PO BOX 977 FRANKLIN, TN 37065-0977	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Cincinnati Insurance Company		10677
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			ENP 0570177	3/12/2021	3/12/2023	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	☒ POLICY ☒ PRO-JECT ☒ LOC						
	OTHER:						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE ☐ OTH-ER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N ☐ N/A						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Franklin 109 3rd Avenue South Franklin, TN 37064	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Mary A. Alcorn</i>



Franklin Nonprofit Funding Request – Fiscal Year 2021-2022

Application for Charitable and Civic Organizations

Submission Deadline: March 22, 2021

Agency Name:
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact:
Name Email Phone

Mailing Address:

Headquarters' Address (if different from mailing):

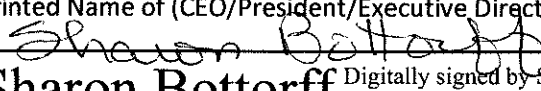
Is this a TN Governor's Office of Diversity Business Enterprise (Go-DBE)? ☐ Yes ☒ No
If yes, is this business certified with the TN Department of General Services for Minority Owned, Women Owned, Service-Disabled Veteran Owned and Small Business Enterprise firms?
☐ Yes ☐ No

Total amount of City of Franklin funds being requested for FY2021-2022 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date


 Digitally signed by Sharon Bottorff
Date: 2021.01.25 15:58:37 -06'00'
Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: The Arc Williamson County

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

The Arc Williamson County is requesting funding to assist with the Advocacy Program. Specifically, The Arc will be providing social skills training to students who attend Williamson County and Franklin Special Schools as well as young adults who reside in Franklin; hosting the annual disABILITY Resource Fair; workshops on topics of interest to the disability community including on Conservatorship, Social Security, Housing Options, Social and Recreational Services; and providing Information and Referral to individuals with disabilities and their families. The funds will be used towards salary and supplies.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

1. Provide Information and Referral Services to 250 Franklin residents with disabilities and their families.
 2. Host Annual disABILITY Resource Fair with 50 provider agencies attending and targeting 250 families.
 3. Provide Social Skills Training to 50 individuals-students and young adults-who reside in Franklin.
 4. Host Workshops on topics such as Conservatorship and Special Needs Trusts; Housing Options, Post-Secondary Education; Social Security to 150 Franklin residents.



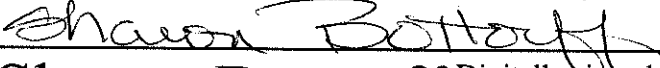
FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☐ monthly ☒ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency budget, what percentage is derived from this funding request to the City of Franklin?

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Sharon Bottorff	01/25/2021
Printed Name of (CEO/President/Executive Director/Board Chair)	Date
	
Sharon Bottorff Digitally signed by Sharon Bottorff Date: 2021.01.25 15:59:30 -06'00'	01/25/2021
Signature of (CEO/President/Executive Director/Board Chair)	Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: The Arc Williamson County

Attachments:

- ☒ Annual Audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability (if applicable), general liability, and workers' compensation (if required by TN law).
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency



Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248232325
Dec. 18, 2019 LTR 4168C 0
62-6019147 000000 00
00010507
BODC: TE

ARC OF WILLIAMSON COUNTY
129 W FOWLKES ST STE 143
FRANKLIN TN 37064

017905

Employer ID number: 62-6019147
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Dec. 10, 2019, about your tax-exempt status.

We issued you a determination letter in June 1960, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,

Tennessee Secretary of State
Tre Hargett



Division of Charitable Solicitations and Gaming
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243-1102

Mona Hart
Director
December 7, 2020

615-741-2555
Mona.Hart@tn.gov

Sharon Bottorff
ARC of Williamson County (The)
129 West Fowlkes Street, Suite 143
Franklin, TN 37064

RE: **APPROVAL** - Registration to Solicit Funds for Charitable Purposes
ARC of Williamson County (The) - CO1355
Registration Expiration Date: **December 31, 2021**

Dear Sharon Bottorff:

Pursuant to Tenn. Code Ann. § 48-101-501, *et seq.*, the Division of Charitable Solicitations and Gaming has reviewed your submitted application and is pleased to announce your organization's registration to solicit contributions has been **approved**.

With this approval, your organization has new responsibilities for maintaining statutory compliance, including submission of the proper documents and required fees on an annual basis. The required filings include:

- Completed *Application to Renew Registration* form
- Completed *Summary of Financial Activities* form
- IRS determination letter granting tax-exempt status, if not previously filed
- IRS *Form 990*, *Form 990EZ*, or *990N* for the most recently completed accounting year, if the organization qualifies as tax-exempt
- An audited financial statement if the organization grossed more than \$500,000 in revenue
- Any amendments to the organization's governing documents

The *Application to Renew Registration* and *Summary of Financial Activities* forms are available on our website at <http://sos.tn.gov/charitable>. Additionally, the "CO" number listed above will serve as your organization's identification number specific to this division and should be included on all correspondence.

Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

Tre Hargett
Secretary of State

LG:CO1355

STATE OF TENNESSEE
DEPARTMENT OF INTELLECTUAL & DEVELOPMENTAL DISABILITIES



LICENSE

THE DEPARTMENT OF INTELLECTUAL & DEVELOPMENTAL DISABILITIES GRANTS THIS FULL
LICENSE IN ACCORDANCE WITH TENNESSEE CODE ANNOTATED TITLE 33, CHAPTER 2, PART 4 TO:

THE ARC WILLIAMSON COUNTY

(Name of Licensee)

TO OPERATE A FACILITY OR SERVICE IDENTIFIED AND LOCATED AS FOLLOWS FOR THE
PROVISION OF THE DEPARTMENT OF INTELLECTUAL & DEVELOPMENTAL DISABILITIES OR
PERSONAL SUPPORT SERVICES:

The ARC Williamson Co. Office

(Name of Facility or Service as Known to the Public)

129 West Fowlkes St. Suite 143, Franklin, TN 37064

(Street Address or Location, City or Town)

THE LICENSEE HAS DEMONSTRATED COMPLIANCE WITH T.C.A. TITLE 33, CHAPTER 2, PART 4 AND
WITH RULES OF THE DEPARTMENT OF INTELLECTUAL & DEVELOPMENTAL DISABILITIES.

THIS LICENSE AUTHORIZES LIFE SAFETY OCCUPANCY CLASSIFICATIONS AND THE FOLLOWING
DISTINCT CATEGORY OF FACILITY OR SERVICES TO BE PROVIDED:

Distinct Category	Accessible to mobile, non-ambulatory individuals	Approved for persons with:		Capacity	Occupancy Classification
		Hearing Loss	Vision Impairment		
Support Coordination Agency	Y	n/a	n/a	n/a	Business

November 01, 2020

Date License Granted

October 31, 2021

Date License Expires

L000000019335

License Number

A handwritten signature in black ink, likely belonging to the Commissioner of the Department of Intellectual & Developmental Disabilities.

Commissioner of Department Of Intellectual & Developmental Disabilities

19335

THIS LICENSE IS NON-TRANSFERABLE AND NON-ASSIGNABLE.
POST THIS LICENSE IN A CONSPICUOUS PLACE.



Achieve with us.

2020-2021 The Arc Williamson County Board of Directors

President:

Kevin Walker (6/30/2021)
5010 Evanston Way
Thompson's Station, TN 37179
ktlc2008@live.com
615-934-5014

Vice-President:

Haileigh Taylor (6/30/2021)
156 Cavalcade Drive
Franklin, TN 37069
Betruetoyourself1234@gmail.com
615-856-9552

Secretary:

Tavis Wright (6/30/2021)
324 Braveheart Drive
Franklin, TN 37064
tavisw@comcast.net
615-397-4446

Treasurer:

Stacey Gardner (6/30/2021)
601 Hunt Court
Franklin, TN 37064
Saylaviel@gmail.com
stacey.a.gardner@wellsfargo.com
615-554-7526; 615-390-3731

Board Members:

Susan Sistrunk (6/30/2021)
1019 Huntsman Circle
Franklin, TN 37064
ssistrunk@ymcamidtn.org
615-975-9871

Board Members:

Patti Williams (6/30/2022)
213 Matthew Place
Franklin, TN 37064
pattiswilliams@gmail.com
615-579-9615

Wendy Clydesdale (6/30/2021)
9661 Brunswick Drive
Brentwood, TN 37027
wendycly@comcast.net
615-476-2428

Dean Arnold (6/30/2022)
307 Patrick Avenue
Franklin, TN 37064
M27500@comcast.net
615-405-6563

Wyatt Moore (6/30/2022)
100 Cavalcade Circle
Franklin, TN 37069
Allison.m61@gmail.com
615-927-6460

Heather Hunt (6/30/2022)
6123 Stags Leap Way
Franklin, TN 37064
b1hunt@comcast.net
615-417-8357

Allison Riley (6/30/2021)
6200 Bridlewood Lane
Brentwood, TN 37027
allieriley@gmail.com
615-678-3005

Robin Nash (6/30/2022)
517 Rafe Court
Franklin, TN 37064
Pudge.89@hotmail.com
615-294-2333

ACORD™

Client#: 11968

WILLI5

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/27/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Couch Braunsdorf Insurance Grp PO BOX 888 701 Martinsville Rd. Liberty Corner, NJ 07938-0888		CONTACT NAME: PHONE (A/C, No, Ext): 800 223-5433 FAX (A/C, No): 908-580-1274 E-MAIL ADDRESS:	
INSURED The Arc Of Williamson County 129 W. Fowlkes Street, Suite 151 Franklin, TN 37064		INSURER(S) AFFORDING COVERAGE INSURER A : Philadelphia Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
		NAIC # 23850	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:		PHPK2204483	01/11/2021	01/11/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY		PHPK2204483	01/11/2021	01/11/2022	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE ☐ OTHER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability		PHPK2204483	01/11/2021	01/11/2022	\$1,000,000 Each Limit \$2,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

The Arc Williamson County
129 West Fowlkes Street,
Suite 143
Franklin, TN 37064

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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129 West Fowlkes St., Suite 143
Franklin, TN 37064

615-790-5815 phone
615-790-5891 fax
www.thearcwc.org

Achieve with us.

January 25, 2021

JAN 29 2021

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

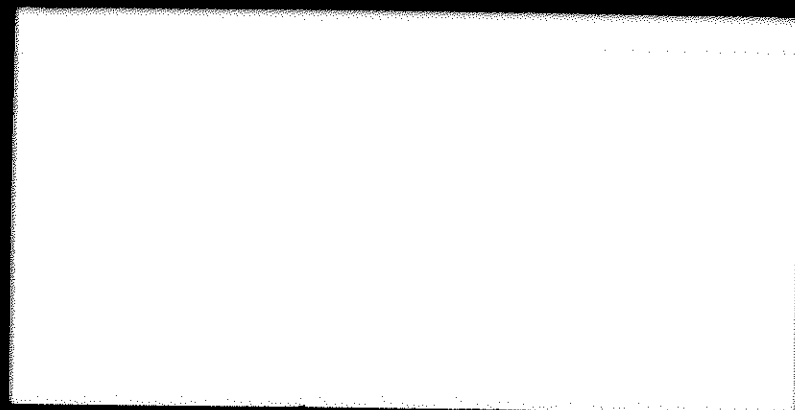
RE: Nonprofit Organization request for City of Franklin Funds

Dear Kristine,

Attached is The Arc Williamson County's Non-Profit Funding Application for 2021-2022 in the amount of \$5000. Also attached is a W-9, copy of our most recent audit in lieu of the State of Tennessee Annual Reporting form, a copy of our 501(c)3 letter, a copy of our charitable solicitations approval letter, a copy of our state license, Board of Directors list, and Certificate of Insurance. Thank you as always for your support of The Arc. If you need any further information, please do not hesitate to contact me.

Sincerely,

Sharon Bottorff
Executive Director



JOHN R. POOLE

CERTIFIED PUBLIC ACCOUNTANT

ARC OF WILLIAMSON COUNTY, INC.

FINANCIAL STATEMENTS

JUNE 30, 2020

JAN 29 2021

ARC OF WILLIAMSON COUNTY, INC.

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FINANCIAL SECTION

JOHN R. POOLE, CPA
CERTIFIED PUBLIC ACCOUNTANT

134 NORTHLAKE DRIVE
HENDERSONVILLE, TN 37075

(615) 822-4177

Independent Auditor's Report

To the Board of Directors of
ARC of Williamson County, Inc.
Franklin, Tennessee

Report on the Financial Statements

I have audited the accompanying financial statements of ARC of Williamson County, Inc. (a nonprofit organization) which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, functional expenses and cash flows for the year then ended and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express opinions on these financial statements based on my audit. I conducted the audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of ARC of Williamson County, Inc. as of June 30, 2020, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

John R Poole, CPA

September 15, 2020

FINANCIAL STATEMENTS

ARC of WILLIAMSON COUNTY, INC.

Statement of Financial Position

June 30, 2020

Assets

Current assets:

Cash	\$	110,940
Unconditional promises receivable		<u>23,000</u>
Total current assets		<u>133,940</u>

Property and equipment at cost:

Office equipment		7,517
Less: accumulated depreciation		<u>(7,517)</u>
Net property and equipment		<u>0</u>

Total assets	\$	<u><u>133,940</u></u>
--------------	----	-----------------------

Liabilities and Net Assets

Current liabilities:

Accounts payable	\$	1,262
PPP Loan Payable		<u>20,000</u>
Total current liabilities		<u>21,262</u>

Net assets:

Without donor restrictions		<u>112,678</u>
Total net assets		<u>112,678</u>

Total liabilities and net assets	\$	<u><u>133,940</u></u>
----------------------------------	----	-----------------------

The accompanying notes are an integral part of these statements.

ARC of WILLIAMSON COUNTY, INC.

Statement of Activities

For the year ended June 30, 2020

CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS:

Revenue and Other support:

State Grant	
Family Support Program	\$ 205,017
ISC	119,585
Contributions	70,819
United Way	1,612
County and City appropriations	6,044
Special events, less expenses	8,806
Interest	8
Miscellaneous	2,409
Net assets released from restrictions:	
United Way funding for the year 2019-2020	23,000
Total public support and revenues	<u>437,300</u>

Expenses:

Program services	\$ 401,269
Management and general	10,803
Total expenses	<u>412,072</u>

Increase (decrease) in net assets without donor restrictions	<u>25,228</u>
--	---------------

Beginning of year net assets	87,450
------------------------------	--------

End of year net assets	<u>\$ 112,678</u>
------------------------	-------------------

ARC of WILLIAMSON COUNTY, INC.

Statement of Functional Expenses

For the year ended June 30, 2020

		Supporting Services	
	Program Services	Management and General	Total Expenses
Salaries	\$ 142,391	0	142,391
Employee benefits	874	0	874
Payroll taxes	10,903	0	10,903
Grants and subsidies	181,557	0	181,557
Dues	3,317	0	3,317
Telephone	3,770	0	3,770
Professional services	11,905	1,600	13,505
Office expense	4,651	1,000	5,651
Supplies	23,408	4,900	28,308
Training and travel	5,813	0	5,813
Rent	12,680	0	12,680
Insurance	0	2,509	2,509
Miscellaneous	0	794	794
Total Expenses	\$ 401,269	10,803	412,072

The accompanying notes are an integral part of these statements.

ARC of WILLIAMSON COUNTY, INC.

Statement of Cash Flows

For the year ended June 30, 2020

Cash flows from operating activities:	
Support and revenue received	\$ 476,619
Cash paid for:	
Salaries and related expenses	(154,168)
Program and support services	(271,707)
Net cash provided by operating activities	<u>50,744</u>
Cash flows from financing activities:	
PPP loan proceeds	<u>20,000</u>
Net cash provided by financing activities	<u>20,000</u>
Net change in cash	70,744
Cash and cash equivalents at beginning of year	40,196
Cash and cash equivalents at end of year	\$ <u><u>110,940</u></u>
Reconciliation of Increase in Net Assets to Net Cash Provided by Operating Activities	
Increase (decrease) in net assets	\$ 25,228
Adjustments to reconcile decrease in net assets to net cash provided by operating activities:	
Changes in assets (increase) decrease:	
Accounts receivable and unconditional promises	39,319
Changes in liabilities increase (decrease):	
Accounts payable	(13,803)
Net cash provided by operating activities	\$ <u><u>50,744</u></u>

The accompanying notes are an integral part of these statements.

NOTES TO THE FINANCIAL STATEMENTS

ARC OF WILLIAMSON COUNTY, INC.

Notes to the Financial Statements June 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

ARC of Williamson County, Inc. is a non-profit organization in Williamson County, Tennessee. The Organization's mission is to empower people with intellectual and developmental disabilities and their families to actively participate in their community throughout their lifetime. The Organization provides advocacy, research and education to individuals with intellectual and developmental disabilities and their families.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles and recommendations of the American Institute of Certified Public Accountants in its industry audit and accounting guide, Not-for-Profit Organizations.

Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Standards (SAS). The Organization is required to report information regarding its financial position and activities according to two classes of net assets; net assets with donor restrictions and net assets without donor restrictions. In addition, the Organization is required to present a statement of cash flows. There were no donor restricted net assets at yearend.

Contributions

Contributions received are recorded as with or without donor restrictions depending on the existence or nature of any donor restrictions.

Promises to Give

Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. These amounts are reported as an increase in net assets without restrictions. Contributions that are restricted by the donor are reported as increases in donor restricted net assets. If the restrictions expire in the fiscal year in which the contributions are recognized the amounts are transferred to net assets with donor restrictions. There were no donor restricted promises to give at yearend. At June 30, 2020 the organization has recorded \$23,000 of promises to give from the United Way of Williamson County, a non-donor restricted amount.

ARC OF WILLIAMSON COUNTY, INC.

Notes to the Financial Statements June 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued

Donated Services

ARC of Williamson County, Inc. receives many hours of donated time from various citizens. It is impractical to estimate a value for these services, as such no such value has been placed on these services in the Organization's financial statements.

Depreciation

Depreciation is provided for over the estimated useful lives of the assets. Assets are depreciated using the straight-line method of depreciation. There was no depreciation in the current year.

Functional Allocation of Expenses

The costs of providing the ARC's various programs and supporting services have been summarized on a functional basis in the statement of activities. Accordingly, certain costs may have been allocated among the programs and supporting services benefited.

Income Taxes

The Organization is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Economic Dependence

Approximately 74% of the organization's revenues for the year ended June 30, 2020, was from contracts from various State of Tennessee departments. The State of Tennessee may, at its discretion, request reimbursement of expenses or return of funds, or both as a result of non-compliance by the Organization with the terms of the programs.

ARC OF WILLIAMSON COUNTY, INC.

Notes to the Financial Statements June 30, 2020

2. AVAILABILITY AND LIQUIDITY

The following represents ARC's financial assets at June 30, 2020:

Financial assets at year end:

Cash	\$110,940
Contribution receivable	\$ <u>23,000</u>
Total	\$133,940

Less amounts not available to be used within one year: \$ 21,262

Financial assets available to meet general expenditures
over the next twelve months: \$112,678

3. PROPERTY AND EQUIPMENT

A summary of property and equipment activity is noted below:

	Balance 6/30/19	Addition	Retirement	Balance 6/30/20
Furniture and equipment	<u>7,517</u>	<u>-</u>	<u>-</u>	<u>7,517</u>
Total	7,517			7,517
Less: Accumulated depreciation	<u>(7,517)</u>			<u>(7,517)</u>
Net property and equipment	<u>-</u>			<u>-</u>

4. LOAN PAYABLE

In early 2020, Congress passed the CARES Act; Section 1102 of the Act temporarily added a new product, titled the "Paycheck Protection Program (PPP)," to the U.S. Small Business Administration's Loan Program. The Paycheck Protection Program is intended to provide economic relief to small businesses nationwide adversely impacted by the Coronavirus Disease 2019 (COVID-19). The ARC of Williamson County, Inc. received a PPP loan in the amount of \$20,000.

5. STATE CONTRACTS AND GRANTS:

Amounts received from the State of Tennessee are subject to audit and adjustment by the State of Tennessee. Any disallowed claims including amounts already collected, could become a liability of the Organization.

ARC OF WILLIAMSON COUNTY, INC.

**Notes to the Financial Statements
June 30, 2020**

6. LINE OF CREDIT

The Organization has a \$30,000 line of credit. There was no outstanding balance at yearend.

7. SUBSEQUENT EVENTS

Thru September 15, 2020 (the date of this report), there are no material subsequent events that should be reported.



Government Funding Request Form – Fiscal Year 2021-2022

Application for Government Programs Operating within the City of Franklin
Submission Deadline: March 22, 2021

Agency Name: Tennessee Rehabilitation Center at Franklin TEN076
(List agency name as it appears on the Secretary of State website)

Physical Address: 1405-A Brookwood Avenue, Franklin, TN 37064 *3/2021 moved 203 Beasley Drive #8 Franklin, TN 37064*

Payment Address: Department of Human Services, 11th Floor Citizens Plaza Bldg., 400 Deaderick St. Nashville, TN 37243-1403
DHS Cashier, 505 Deaderick St., 11th Floor, Nashville, TN 37243

Tax ID: 62-0718039

Application Contact: Selina Kirkland selina.kirkland@tn.gov 615-532-4084
Name Email Phone

*3/10/21
BTK*

Total amount of City of Franklin funds being requested for FY2021-2022 \$ 20,853.00

Of your agency budget, what percentage is derived from this funding request to the City of Franklin? 12.00%

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Attachments (all attachments are required unless otherwise noted):

- ☐ Annual Audit for the last fiscal year you have concluded *6/30 need 2020 Audit.*
- ☐ City of Franklin Vendor Information form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ Signed statement of use of funds demonstrating that the funds requested will be used to promote the general welfare of Franklin residents.



Government Funding Request Form – Fiscal Year 2021-2022, cont.

Agency: Tennessee Rehabilitation Center at Franklin TEN076

Selina Kirkland

03/01/2021

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Selina Kirkland

Digitally signed by Selina Kirkland
DN: cn=Selina Kirkland, o=Vocational Rehabilitation,
email=salina.kirkland@tn.gov, c=US
Date: 2021.03.01 09:02:21 -06'00'

Signature of (CEO/President/Executive Director/Board Chair)

Date

*Unless contractually negotiated otherwise, any funding approved by the Board of Mayor Alderman will be distributed on an even quarterly basis. Submission of this form is not a guarantee of funding. All funds authorized are done by authority extended by the State and the City's local charter. Approved funding may result in a contract and this form will become an integral part of that contract.



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

JAMES K. POLK BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1403

TELEPHONE: 615-313-4700 FAX: 615-741-4165
TTY: 1-800-270-1349
www.tn.gov/humanservices

BILL LEE
GOVERNOR

CLARENCE H. CARTER
COMMISSIONER

March 3, 2021

Funds allocated by the City of Franklin to the Tennessee Rehabilitation Center at Franklin will be used to cover the administrative operational cost associated with providing no cost services in the form of Vocational Evaluations, Employee Development Services, Job Placement, and Pre-Employment Transition Services to eligible individuals in Franklin with significant disabilities who are interested in obtaining training and employment.

Number of Active Participants in Organization: 126 Williamson County customers are being served with training and employment services. 283 Williamson County school students are receiving pre-employment transition skills services.

1. Comprehensive Vocational Evaluation Services

- a) Assists in discovery of vocational interests, strengths, and weaknesses as well as the type of jobs or training in which the client can best perform.
- b) Determines employment aptitudes, interests and abilities.
- c) Involves career exploration and planning.
- d) Observation of work habits and behaviors.

2. Employee Development Services

- a) Assists with building physical work tolerance.
- b) Teaches valuable employment skills and allows client to gain actual work experience.
- d) Education through classes on various life skill topics such as budgeting, basic interview practice, and application of basic computer skills.

3. Job Readiness, Job Development, and Employment Placement Assistance

- a) Job Readiness instruction, resume creation and development, interview skills practice, online job searching/applications, and assistance with completing applications.
- b) Job Coaching services.
- c) Job Retention services.
- d) Supported Employment Services.

4. Pre-Employment Transition Services for students aged 14-22

- a) Career exploration
- b) Post-secondary counseling
- c) Self-Advocacy
- d) Work based learning
- e) Job Readiness

Selina Kirkland

A handwritten signature in black ink, appearing to read "Selina Kirkland".

Community TRC Network Director



Franklin Nonprofit Funding Request – Fiscal Year 2021-2022

Application for Charitable and Civic Organizations

Submission Deadline: March 22, 2021

Agency Name: Transit Alliance of Middle Tennessee
(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3) ☐ Civic Organization (501c6 or 501c4)

Application Contact: Jessica Dauphin jessica.dauphin@thetransitalliance.org 615-743-3051
Name Email Phone

Mailing Address: 500 11th Ave N., Suite 200, Nashville, TN 37203

Headquarters' Address (if different from mailing):

Is this a TN Governor's Office of Diversity Business Enterprise (Go-DBE)? ☐ Yes ☒ No
If yes, is this business certified with the TN Department of General Services for Minority Owned, Women Owned, Service-Disabled Veteran Owned and Small Business Enterprise firms?
☐ Yes ☒ No

Total amount of City of Franklin funds being requested for FY2021-2022 \$5,000.00

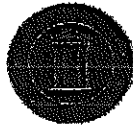
By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Jessica Dauphin
Printed Name of (CEO/President/Executive Director/Board Chair)

Jessica Dauphin
Signature of (CEO/President/Executive Director/Board Chair)

03/02/2021
Date

3/2/21
Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Transit Alliance of Middle Tennessee

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

See "Proposed Use of Funds" attached.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

Funding from the City of Franklin will support the ability of the Transit Alliance to make significant progress in the mission to build support for funding regional transit, thus promoting the general welfare of Franklin residents. Research proves that transit is better for the environment, community health outcomes, it supports a more sustainable economy, affordability, and provides pathways to more equitable opportunities for access to education and jobs. All of these improve and otherwise support the ability of residents in Franklin to maintain and access employment within the municipality and beyond.

Our work plan is three-fold: quality, opportunity, stewardship. We will continue offering the highest quality educational programs in the region. We will provide as many opportunities as our budget and staffing allow, from the TCLA to lunchtime speakers, so that as many residents of the City of Franklin can participate as often as they are able. Due to COVID-19, we have secured quality virtual meeting software and have been offering all programs virtually, which more readily supports participation across the region, including residents of Franklin, as it removes the burden of driving. We are able to do this because we are excellent stewards of partner contributions, like the support from the City of Franklin. By operating lean, we remain flexible and our reputation for programming remain in high regard as both a dependable and trusted resource for the region.

If the region is to see a connected multimodal future, the Transit Alliance must be successful. The City of Franklin funds are considered unrestricted and support all aspects of our operational budget, from software acquisition to salary and professional consultants. The funds from the City of Franklin are critical to our annual budget, thus to the mission.



Proposed Use of Funds

The Mission of the Transit Alliance of Middle TN is to build support for funding regional transit by educating, empowering, and mobilizing communities and leadership. Our goal is to educate citizens around the region regarding the need and value of a connected Middle Tennessee transit system.

The Alliance welcomes all residents, business leaders, and elected officials from the region to our programs. The Alliance also welcomes requests for speaking engagements to communities or civic groups. We are available to collaborate on any specific needs you may have in terms of educating residents about the value of transit. See our full list of programs below. Additionally, we work to ensure that no barriers prevent participation. We are grateful to report that we are able to reach that goal due to the support from area counties, municipalities, and companies. These programs are free for participants to register and attend. We intend to use the funds to continue our work and educational programs across the region, including but not limited to the following:

- **Transit Citizen Leadership Academy (TCLA)** - The TCLA is an award-winning educational six-session series of expert-led presentations, panels, and discussions. It is designed to give participants a high-level view of how public transit supports a higher quality of life and intersects with our health, environment, economy, and ability to meet equity goals.
- **Speaker Series** - Our speaker series is designed for the busy individual who wants to learn more about issues related to transit. It is a four-part series spread over four months that explores various issues related to transit and advocacy.
- **Neighborhood Transit Institute (NTI)** - The NTI is a three-session series based on the TCLA while aimed at those who desire to know how to protect and enhance transit in their neighborhoods.
- **STEM-curriculum for high school students** - this is an 11-hour curriculum built to pique the interest of high school students in STEM-focused programs. It highlights transportation and transit engineering and planning and culminates with a student project.
- **Transit Advocacy Training** - This is a toolkit on our website designed to help residents understand the importance and logistics of communicating with their elected officials and how to be an effective advocate for transit.
- **Speaking and/or facilitation** - The Transit Alliance strives to accommodate all requests for group presentations to regional municipalities, businesses, civic organizations, faith organizations, and any other organization that requests a facilitated discussion of transportation and transit in the region. We can discuss our work, the history of transit in the region, the current state of transit in the region, and the value of transit to the regional communities. The Transit Alliance is also available to facilitate a discussion specific to any partners' needs.
- **Communications** - The Transit Alliance strives to be the reliable resource of supporting transit in Middle Tennessee. We leverage OpEds, emails, videos, and social media, to educate the region.
- **Regional coordination** - The Transit Alliance remains a regional voice on transportation-specific committees for example the Nashville Area Chamber of Commerce's Moving Forward initiative and the Greater Nashville Regional Council's Transportation Demand Management thinktank. We attend the Regional Transit Authority meetings and the GNRC's Transportation Policy Board meetings.

The Transit Alliance of Middle Tennessee (EIN 27-1568117) is a 501(c)(3) organization and as such your contribution is tax deductible to the extent allowed by law. No goods or services were provided in exchange for your generous donation.



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

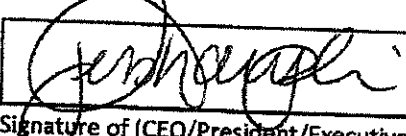
Agency Name: Transit Alliance of Middle Tennessee

4. What is your fiscal year (ex. July 1 to June 30)? January 1 to December 31
5. How often does the Board of Directors receive/approve financial reports?
☒ bi-monthly ☐ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☐ Yes ☒ No
7. Of your local agency budget, what percentage is derived from this funding request to the City of Franklin? 4.80%

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Jessica Dauphin 03/02/2021
Printed Name of (CEO/President/Executive Director/Board Chair) Date

 3/2/21
Signature of (CEO/President/Executive Director/Board Chair) Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Transit Alliance of Middle Tennessee

Attachments:

- ☐ Annual Audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded.
- ☐ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☐ Any other forms of due diligence required by the State Comptroller's office.
- ☐ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☐ Certificate of Insurance for professional liability (if applicable), general liability, and workers' compensation (if required by TN law).
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☐ W9 for the agency



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Transit Alliance of Middle Tennessee

Name of Nonprofit Organization

500 11th Ave. N., Suite 200

Nashville

Davidson

TN

37203

Street Address

City

County

State

Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from 01/01/20 through 12/31/20

Report Required by Title 5, Chapter 9, Part 1,

And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$ 0.00
State Grants	0.00
Financial Assistance from Local Governments	23,375.00
Donations and Gifts from Citizens	84,648.12
Membership Dues	
Fees/Charges for Services	0.00
Fundraising Events	4,104.00
Sale of Assets	0.00
Loans-Borrowed Funds	0.00
Investment Income	0.00
Other Receipts	0.00
Total Receipts	\$ 112,127.12 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$ 0.00
Salaries and Wages	104,492.25
Employee Benefits	3,707.12
Payroll Taxes	7,869.80
Fees for Services (non-employee)	7,150.01
Advertising and Promotion	4,104.00
Office Expenses	3,769.18
Leases/Rentals	0.00
Maintenance and Repairs	0.00
Supplies	
Travel	0.00

Utilities	0.00	
Insurance	424.00	
Conferences, Conventions and Meetings	185.00	
Interest	0.00	
Purchase of Capital Assets – Vehicles and Equipment	0.00	
Purchase of capital Assets – Property and Buildings	0.00	
Loan Payments	0.00	
Other	8,795.92	
Total Disbursements		\$ 140,497.28 (B)
Cash Receipts Less Disbursements for the fiscal Year (A-B=C)		\$ -28,370.16 (C)
Cash Balance - at the beginning of the fiscal year		\$ 250,814.40 (D)
Cash Balance - at the end of the fiscal year (C+D=E)		\$ 222,444.24 (E)
Details of Cash Balance - at the end of the fiscal year		
Cash on Hand	\$ 0.00	
Cash in Bank – Checking	222,444.24	
Cash in Bank – Savings Accounts	0.00	
Cash in Bank – Certificates of Deposits	0.00	
Other Cash	0.00	
Total Cash - at the end of the fiscal year		\$ 222,444.24 (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

The Transit Alliance uses financial assistance from area local governments to support its regional educational efforts. These efforts include the Transit Citizen Leadership Academy (TCLA), the Neighborhood Transit Institute (NTI), the Lunchtime Speaker Series, speaking engagements/presentations to area civic and professional groups (as requested), regional communications (e-newsletter and social media), and the creation of new programs as needed. The financial assistance from local governments allows the Transit Alliance to provide these programs free of charge to participants so that there are no barriers to participation for Middle Tennesseans.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the
Transit Alliance of Middle Tennessee **for the fiscal year noted above.**

Name of Nonprofit Organization

Person Preparing Report

Jessica Dauphin

Printed Name

Signature

Phone Number 615-743-3051

Email Address jessica.dauphin@thetransitalliance.org

Date 03/02/2021

Tennessee Secretary of State
Tre Hargett



Division of Charitable Solicitations and Gaming
312 Rosa L. Parks Avenue, 6th Floor
Nashville, Tennessee 37243-1102

Mona Hart
Director
September 1, 2020

615-741-2555
Mona.Hart@tn.gov

Gary Dover
Nashville Area Chamber of Commerce
Transit Alliance of Middle Tennessee, Inc.
500 11th Ave. North
Suite 200, TN 37203

RE: **APPROVAL** - Registration to Solicit Funds for Charitable Purposes
Transit Alliance of Middle Tennessee, Inc. - CO22305
Registration Expiration Date: **June 30, 2021**

Dear Gary Dover:

Pursuant to Tenn. Code Ann. § 48-101-501, *et seq.*, the Division of Charitable Solicitations and Gaming has reviewed your submitted application and is pleased to announce your organization's registration to solicit contributions has been approved.

With this approval, your organization has new responsibilities for maintaining statutory compliance, including submission of the proper documents and required fees on an annual basis. The required filings include:

- Completed *Application to Renew Registration* form
- Completed *Summary of Financial Activities* form
- IRS determination letter granting tax-exempt status, if not previously filed
- IRS Form 990, Form 990EZ, or 990N for the most recently completed accounting year, if the organization qualifies as tax-exempt
- An audited financial statement if the organization grossed more than \$500,000 in revenue
- Any amendments to the organization's governing documents

The *Application to Renew Registration* and *Summary of Financial Activities* forms are available on our website at <http://sos.tn.gov/charitable>. Additionally, the "CO" number listed above will serve as your organization's identification number specific to this division and should be included on all correspondence.

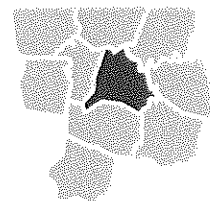
Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

Tre Hargett
Secretary of State

LG:CO22305



Re: Note on Audit Exemption

The Transit Alliance is a 501(c)3 nonprofit that serves the Middle Tennessee region. The mission is to build support for regional transit through education and empowerment of residents across the region, including the following counties: Cheatham, Dickson, Davidson, Maury, Montgomery, Robertson, Rutherford, Sumner, Williamson, and Wilson.

The Transit Alliance is not required to have an audited financial statement as per the Tenn. Code Ann. § 48-101-506(b)(2): A charitable organization with gross annual revenue over \$500,000 (excluding grants from government agencies and other 501(c)(3) nonprofits) must file an audited financial statement prepared by an independent CPA.

Transit Alliance does not gross more than \$500,000 in revenue; therefore, it is not required to undergo or submit an audited financial statement.

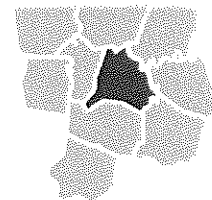
As a charitable organization in the state of Tennessee, the Transit Alliance is required to register annually with the State's Division of Charitable Solicitations and Gaming in the Office of Tennessee Secretary of State Tre Hargett. As part of that registration process, it is the organization's responsibility to provide an IRS form 990, 990EZ, or 990N.

Thank you for your support,

Jessica Dauphin
President & CEO, Transit Alliance of Middle TN

The Transit Alliance of Middle Tennessee (EIN 27-1568117) is a 501(c)(3) organization and as such your contribution is tax deductible to the extent allowed by law. No goods or services were provided in exchange for your generous donation.

211 Commerce Street, Suite 100, Nashville TN, 37201 • 615-743-3051 • thetransitalliance.org



INFORMATION REGARDING OUR YEAR-ROUND SERVICES & PROGRAMS

The programs of the Transit Alliance of Middle Tennessee operate and exist without regard to season. Our work to educate communities about the growing needs for mass transit is effective and active all year round. Our organization operates continuously through all twelve months of the year without interruption and always benefits the general welfare and transit and transportation-based educational needs of the residents of Middle Tennessee including the following counties, Cheatham, Davidson, Dickson, Maury, Montgomery, Robertson, Rutherford, Sumner, Williamson, and Wilson.

The Transit Alliance focuses on the Transit Citizen Leadership Academy, a six week class that runs three times per calendar year or more and is scheduled at the convenience of the venue that hosts the classes and the professional speakers who lead presentations. The planning of and hosting of the Transit Citizen Leadership Academy is continual, year round , and without seasonal interruption.

The TCLA is meant as an educational support for residents in the Middle Tennessee region who are interested in learning more about transit and transportation in the region as well as how it impacts our quality of life. It is open to any resident of the region and is free for them to attend (see the enclosed flyer for more information).

In addition to the TCLA, the Transit Alliance strives to accommodate all requests for group presentations to regional municipalities, business, civic organizations, faith organizations, and any other organization that requests a facilitated discussion of transportation and transit in the region. These happen throughout the year and are accepted based on availability of staff and not season.

The Transit Alliance is also available to facilitate a discussion of specific transit needs of a municipality or community at the request of said parties. These requests are accepted based on availability of staff and not season, therefore offered all year round.

The Transit Alliance remains a regional voice on transportation specific committees for example the Nashville Area Chamber of Commerce's Moving Forward initiative and the Greater Nashville Regional Council's Transportation Demand Management thinktank. Meetings of these committees are scheduled year round without regard to season.

The Transit Alliance of Middle Tennessee (EIN 27-1568117) is a 501(c)(3) organization and as such your contribution is tax deductible to the extent allowed by law. No goods or services were provided in exchange for your generous donation.

211 Commerce Street, Suite 100, Nashville TN, 37201 • 615-743-3051 • thetransitalliance.org

TRANSIT ALLIANCE

OF MIDDLE TENNESSEE

Board of Directors 2021

Jim Schmitz, Chair
Elliot Davis
Davidson County
2021

Ryan Stanton, Vice Chair
TN Department of Environment & Conservation
Davidson County
2023

Lewis Agnew, Treasurer
President, Charles Hawkins Co.
Davidson County
2023

Chris O' Neal, Secretary
VP of Sales & Marketing, Goodall Homes
Sumner County
2021

Charles W. Bone, *Honorary*
Founder and Chairman, Bone McAllester Norton PLLC
Wilson County

Howard Bradley
VP Business Development, F&M Bank
Robertson County
2021

Jamie Dunham
President & Founder, Brand Wise
Davidson County
2023

Debbie Henry
Executive Director, The TMA Group
Williamson County
2023

Mayor Randall Hutto
County Mayor of Wilson County
Wilson County

Mayor Ken Moore
Mayor of Franklin/Mayors Caucus Representative
Williamson County

Charles Sueing
President, Sueing Insurance Agency, Inc.
Williamson County
2023

Richard Warren
Partner, Bradley Arant Boult Cummings
Davidson County
2021

Pete Wooten, Immediate Past Board Chair
Executive Vice President, Pinnacle Financial Partners
Davidson County
2022



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/04/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER First Ins Partners 110 Mathis Dr. Suite 105 Dickson TN 37055		CONTACT NAME: Pamela Stanford (Rep) PHONE (A/C, No, Ext): (615) 446-2814 FAX (A/C, No): E-MAIL ADDRESS: pstanford@southpointrisk.com	
INSURED THE TRANSIT ALLIANCE OF MIDDLE TENNESSEE 500 11th Ave N SUITE 200 NASHVILLE TN 37203		INSURER(S) AFFORDING COVERAGE INSURER A: Selective Insurance Co of South Carolina INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 19259	

COVERAGES

CERTIFICATE NUMBER: CL213447209

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			S 2257171	04/26/2021	04/26/2022	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person) \$ 10,000
	☐ POLICY ☐ PRO-JECT ☒ LOC						PERSONAL & ADV INJURY \$ 1,000,000
	OTHER:						GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMP/OP AGG \$ 3,000,000
A	☐ AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ EXCESS LIAB						EACH OCCURRENCE \$
	☐ OCCUR ☐ CLAIMS-MADE						AGGREGATE \$
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

The City of Franklin
City Hall
109 3rd Avenue South
Franklin TN 37064

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Pamela Stanford



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/28/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER First Ins Partners 110 Mathis Dr. Suite 105 Dickson TN 37055		CONTACT NAME: Pamela Stanford (Rep) PHONE (A/C, No, Ext): (615) 446-2814 FAX (A/C, No): E-MAIL ADDRESS: pstanford@southpointrisk.com		
INSURED THE TRANSIT ALLIANCE OF MIDDLE TENNESSEE 500 11th Avenue North Suite 200 NASHVILLE TN 37203		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Selective Insurance Co of America		12572
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** CL2012839120**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			S 2257171	04/26/2020	04/26/2021	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 3,000,000
	☐ POLICY ☐ PROJECT ☒ LOC						PRODUCTS - COMP/OP AGG \$ 3,000,000
	OTHER:						\$
	AUTOMOBILE LIABILITY			S 2257171	04/26/2020	04/26/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE \$
	DED ☐ RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						☐ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y / ☐ N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

The City of Franklin City Hall 109 3rd Avenue South Franklin TN 37064	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Pam Stanford

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INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 23 2011**

TRANSIT ALLIANCE OF MIDDLE
TENNESSEE INC
511 UNION STREET STE 1850
NASHVILLE, TN 37219

Employer Identification Number:
27-1568117
DLN:
401033060
Contact Person:
JACOB A MCDONALD ID# 31649
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
November 2, 2009
Contribution Deductibility:
Yes
Addendum Applies:
No

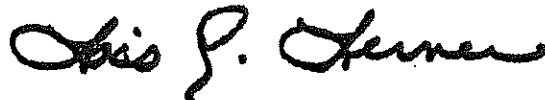
Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)



Franklin Nonprofit Funding Request – Fiscal Year 2021-2022

Application for Charitable and Civic Organizations

Submission Deadline: March 22, 2021

Agency Name:

(List agency name as it appears on the Secretary of State website)

Legal Status: ☒ Charitable (501c3)

☐ Civic Organization (501c6 or 501c4)

Application Contact:

Name

Email

Phone

Mailing Address:

Headquarters' Address (if different from mailing):

Is this a TN Governor's Office of Diversity Business Enterprise (Go-DBE)?

☐ Yes

☒ No

If yes, is this business certified with the TN Department of General Services for Minority Owned, Women Owned, Service-Disabled Veteran Owned and Small Business Enterprise firms?

☐ Yes

☐ No

Total amount of City of Franklin funds being requested for FY2021-2022 \$

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: **Waves, Inc.**

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

The funds will be used to support the operation of one component of Waves, the Franklin Adult Day Program. This program for adults with intellectual and developmental disabilities has been operating in Williamson County for 48 years. The program is housed in space located at 1405B Brookwood Avenue and is leased from Williamson County government.

The cost for operating this program unit is \$465,867. The requested funding from the City of Franklin is 4.9% of the direct cost. The City's investment is met with funding from the state Department of Intellectual and Developmental Disabilities; United Way of Williamson County; Williamson County Government; private pay fees; and contributions.

Funding is also received from the TennCare Choices Waiver which is managed through MCO's, Amerigroup, United Health Care and Blue Care Network.

Funding received from the City of Franklin will continue Waves efforts to provide meaningful daily activities for 30 adults that will empower them to progress toward their potential. Such support allows them to participate in, and contribute to, family and community life. Having a safe place for their family member to receive care, training, and socialization allows their family members to work.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

The primary services provided by the Franklin Adult Day Services Program are meaningful daily activities and participation in community life; vocational training; recreation therapy; advocacy; social services; transportation; monitoring of health conditions such as diabetes, high blood pressure and seizures; public education about intellectual and developmental disabilities; and referral and information services.

Waves Franklin Adult Day Program provided training and therapeutic recreation activities to 29 adults with intellectual disabilities ranging from 22 to 76 years in age. 10 of the 29 participants also have physical disabilities which require use of wheelchairs and/or assistive devices.

The objective of the Adult Day Program is to support the acquisition, retention, or improvement in daily living, social, communication, self-help, and other adaptive skills. Most services are provided by a Direct Support Professional to a small group of three to six people and are individualized to the greatest extent possible. Some individuals who have significant physical disabilities require one on one staff support. In addition to the training provided in Waves sites, learning activities take place in community settings, such as a local church or community center. "Life Skills" classes structured on themes related to safety and health, basic academic skills, and life activities such as money handling and using the trolley. Waves' staff coordinate opportunities for physical activities such as walking club and swimming class at the Williamson County Recreation Center and attendance at special events such as Belcourt Theater events and the Williamson County Fair.

Individuals are encouraged to consider community-based employment or are linked to volunteer opportunities. Examples of volunteer opportunities that occur on a regular basis are: packaging lunches for Meals on Wheels; assisting with delivery of meals; cleaning trails at Edwin Warner Park. Other volunteer sites are Bowie Nature Park. Volunteer activities that occur on a periodic basis are assisting with mailings for nonprofit organizations and churches and collecting donations of food or other supplies for other local organizations such as GraceWorks.

The Adult Day Program is open Monday - Friday from 8:00 AM to 4:00 PM on a year-round basis. Round trip transportation is provided to most participants.



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☒ bi-monthly ☐ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency budget, what percentage is derived from this funding request to the City of Franklin?

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Waves, Inc.

Attachments:

- ☐ Annual Audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded.
- ☐ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☐ Any other forms of due diligence required by the State Comptroller's office.
- ☐ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☐ Certificate of Insurance for professional liability (if applicable), general liability, and workers' compensation (if required by TN law).
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☐ W9 for the agency



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Waves, Inc.

Name of Nonprofit Organization

1325 West Main St. Ste. 104	Franklin	Williamson	TN	37064
Street Address	City	County	State	Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from July 1 through June 30

**Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated***

Receipts

Federal Grants	\$ 305,459.00	
State Grants	2,287,708.00	
Financial Assistance from Local Governments	68,377.00	
Donations and Gifts from Citizens	57,242.00	
Membership Dues		
Fees/Charges for Services		
Fundraising Events	45,532.00	
Sale of Assets		
Loans-Borrowed Funds	540,402.00	
Investment Income		
Other Receipts	275,210.00	
Total Receipts		\$ 3,579,930.00 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$
Salaries and Wages	2,193,637.00
Employee Benefits	53,656.00
Payroll Taxes	337,037.00
Fees for Services (non-employee)	
Advertising and Promotion	
Office Expenses	
Leases/Rentals	129,466.00
Maintenance and Repairs	16,363.00
Supplies	68,069.00
Travel	106,558.00

Utilities	<u>17,109.00</u>	
Insurance	<u>15,262.00</u>	
Conferences, Conventions and Meetings	<u>525.00</u>	
Interest	<u>1,201.00</u>	
Purchase of Capital Assets – Vehicles and Equipment	<u> </u>	
Purchase of capital Assets – Property and Buildings	<u> </u>	
Loan Payments	<u> </u>	
Other	<u>142,432.00</u>	
Total Disbursements		\$ <u>3,081,315.00</u> (B)
 Cash Receipts Less Disbursements for the fiscal Year (A-B=C)		 \$ <u>498,615.00</u> (C)
 Cash Balance - at the beginning of the fiscal year		 \$ <u>244,122.00</u> (D)
Cash Balance - at the end of the fiscal year (C+D=E)		\$ <u>742,737.00</u> (E)
 Details of Cash Balance - at the end of the fiscal year		
Cash on Hand	\$ <u> </u>	
Cash in Bank – Checking	<u>742,737.00</u>	
Cash in Bank – Savings Accounts	<u> </u>	
Cash in Bank – Certificates of Deposits	<u> </u>	
Other Cash	<u> </u>	
Total Cash - at the end of the fiscal year		\$ <u>742,737.00</u> (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

Waves provides programming for adults with intellectual and developmental disabilities. The assistance in this application will be used to fund the programming for the Franklin Day Center. At this center individuals are provided a safe environment to learn life skills, socialize with others and gain exposure to the community through regular outings.

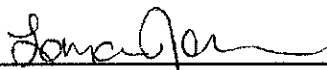
I certify that this report accurately presents the cash receipts, disbursements, and balances of the
Waves, Inc. for the fiscal year noted above.

Name of Nonprofit Organization

Person Preparing Report

Lance Jordan

Printed Name


Signature

Phone Number 615-795-7955

Email Address ljordan@wavesinc.com

Date 03/08/2021

WAVES, INC.
FINANCIAL STATEMENTS
WITH SUPPLEMENTARY INFORMATION
JUNE 30, 2020
(With Independent Auditor's Report Thereon)

WAVES, INC.
FINANCIAL STATEMENTS
JUNE 30, 2020

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WAVES, INC.
ROSTER OF BOARD OF DIRECTORS
JUNE 30, 2020

Dan Horecka, President

Mike Terrell, Vice President

George Zubulake, Secretary

Brad Smith, Treasurer

Tom Stearns, Honorary Board Chair

Ashley Perkins, Immediate Past
President

Robert Blair - Member

Shauna Billingsley - Member

Denice Demers - Member

Frank Duvall - Member

Jared King - Member

Jim Gilchriest - Member

Don Merlo - Member

Josh Pittman - Member

Meagan Pratt - Member

M.T. "Tom" Taylor - Member

Christy Webb - Member

Danielle Williams, Intern



PATTERSON, HARDEE & BALLENTINE, P.C.

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Waves, Inc.

Report on the Financial Statements

We have audited the accompanying financial statements of Waves, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Waves, Inc. as of June 30, 2020, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters**Other Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, roster of Board of Director, and schedules of current year findings, and prior year findings as required by Tennessee Comptroller of the Treasury Division of Local Government Audit, are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 23, 2020, on our consideration of Waves, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Waves, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Waves, Inc.'s internal control over financial reporting and compliance.

Patterson Harder & Ballentine

December 23, 2020

WAVES, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2020

ASSETS

Current Assets:			
Cash	\$	902,688	
Accounts receivable - state agencies		221,176	
Accounts receivable - other		5,736	
Prepaid expenses		<u>19,552</u>	
Total current assets			\$ 1,149,152
Property and equipment:			
Land and Building		412,778	
Vehicles		423,532	
Furniture and equipment		57,821	
Less: accumulated depreciation		<u>(687,279)</u>	
Net property and equipment			206,852
Assets Whose Use Is Limited:			
Accounts receivable - other		<u>97,268</u>	
Total assets whose use is limited			<u>97,268</u>
Total Assets			<u><u>\$ 1,453,272</u></u>

LIABILITIES AND NET ASSETS

Current Liabilities:			
Current portion of long-term debt	\$	264,025	
Accounts payable		9,552	
Other payables		<u>177,900</u>	
Total current liabilities			\$ 451,477
Note payable, net of current installments			<u>310,450</u>
Total Liabilities			761,927
Net Assets:			
Without donor restrictions		594,077	
With donor restrictions		<u>97,268</u>	
Total net assets			<u>691,345</u>
Total Liabilities and Net Assets			<u><u>\$ 1,453,272</u></u>

See accompanying notes to financial statements.

WAVES, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2020

	<u>Without Donor</u> <u>Restrictions</u>	<u>With Donor</u> <u>Restrictions</u>	<u>Total</u>
Public Support and Revenue:			
Gross special event revenue	\$ 45,532	\$ -	\$ 45,532
Less direct costs of special events	(8,600)	-	(8,600)
Net special events revenue	36,932	-	36,932
Revenues:			
State of Tennessee funding	2,287,708	-	2,287,708
Grants	305,459	97,268	402,727
Private pay	34,780	-	34,780
TEIS	74,140	-	74,140
Room and board	27,696	-	27,696
Recycle fees	73,135	-	73,135
Contributions	57,242	-	57,242
In-Kind	24,660	-	24,660
Rental income	3,933	-	3,933
Interest income	35	-	35
Miscellaneous income	16,540	-	16,540
Net assets released from restriction	97,268	(97,268)	-
Total revenues	3,002,596	-	3,002,596
Total public support and revenue	3,039,528	-	3,039,528
Expenses:			
Program services	2,464,178	-	2,464,178
Management and general	562,004	-	562,004
Fundraising	55,133	-	55,133
Total functional expenses	3,081,315	-	3,081,315
Other loss:			
Gain on disposal of fixed assets	450	-	450
Decrease in net assets	(41,337)	-	(41,337)
Net Assets - beginning of year	635,414	97,268	732,682
Net Assets - end of year	\$ 594,077	\$ 97,268	\$ 691,345

See accompanying notes to financial statements.

WAVES, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2020

Cash Flows From Operating Activities:		
Decrease in net assets		\$ (41,337)
Adjustments to reconcile decrease in net assets		
to net cash used in operating activities:		
Depreciation	\$ 63,820	
Gain on disposal of fixed assets	(450)	
Changes in:		
Accounts receivable - state agencies	127,107	
Accounts receivable - other	15,362	
Prepaid expenses	(250)	
Accounts payable	9,552	
Other payables	(20,000)	
		195,141
Net cash provided by operating activities		153,804
Cash Flows from Investing Activities:		
Purchases of property and equipment	(10,800)	
Proceeds from sale of property and equipment	450	
Net cash used in investing activities		(10,350)
Cash Flows from Financing Activities:		
Proceeds from issuance of installment notes payable	540,402	
Payments on installment note payable	(25,290)	
Net cash provided by financing activities		515,112
Net increase in cash		658,566
Cash - beginning of year		244,122
Cash - end of year		<u>\$ 902,688</u>

SUPPLEMENTAL CASH FLOW INFORMATION:

Interest paid during the year ended June 30, 2020, was \$1,201.

See accompanying notes to financial statements.

WAVES, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2020

	Program Services				Supporting Services		
	Residential Services	Day Services	Employment Services	Early Learning Services	Total Program Services	Management and general	Fundraising
Salaries	\$ 1,207,594	\$ 245,043	\$ 95,209	\$ 281,047	\$ 1,828,893	\$ 326,412	\$ 38,332
Employee benefits	46,208	1,170	336	978	48,692	4,793	171
Payroll taxes	215,424	32,557	15,244	31,261	294,486	38,762	3,789
Travel and vehicle expense	35,751	31,154	19,828	14,361	101,094	5,484	-
Supplies	33,634	10,058	698	1,773	46,163	11,779	10,127
Professional services	2,199	562	-	3,278	6,029	66,622	1,715
Occupancy	13,227	58,351	9,679	11,037	92,294	30,719	6,453
Training	-	-	176	191	367	158	-
Information technology	23,410	7,956	1,546	5,618	38,530	12,688	2,652
Miscellaneous	7,337	260	33	-	7,630	787	494
Depreciation	-	-	-	-	-	63,820	-
Total expenses by function	1,584,784	387,101	142,749	349,544	2,464,178	562,004	63,733
Less expenses included with revenues on the Statement of Activities:							
Direct cost of special events	-	-	-	-	-	-	(8,600)
Total expenses included in the expense section on the Statement of Activities	\$ 1,584,784	\$ 387,101	\$ 142,749	\$ 349,544	\$ 2,464,178	\$ 562,004	\$ 55,133
							\$ 3,083,915

See accompanying notes to financial statements.

WAVES, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 1 - Summary of Significant Accounting Policies

Description of Business and Program Services

In these notes, the terms "Organization", "we", "us" or "our" mean Waves, Inc. We are a community organization committed to empowering individuals with intellectual and developmental disabilities to progress toward their full potential. We accomplish this through securing all indicated resources and ensuring their effective use for the individuals we serve. We are further committed to serving as a vehicle for communicating the desires and needs of the persons we serve and to enhance the image of those persons in the community.

Basis of Accounting

The accompanying financial statements have been prepared on an accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, our net assets and changes therein are classified and reported as follows:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of the Organization's management and the board of directors. Restrictions fulfilled in the same accounting period in which the contributions are received are reported in the Statement of Activities as net assets without donor restrictions.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Revenue

We recognize revenue as it is received or promised to us in accordance with accounting principles generally accepted in the United State of America for non-profit organizations.

Revenue Concentration

We receive approximately 72% of our total support and revenue from the Tennessee Department of Finance and Administration – Division of Intellectual Disabilities Services and Bureau of TennCare. In the event of a significant reduction in the level of this support, our programs and activities could be affected.

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the statement of activities. The statement of functional expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited. The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include occupancy and utilities which are allocated on a square footage basis. Salaries and wages, benefits, payroll taxes, and professional services are allocated on the basis of time utilization. Office expenses, supplies and information technology as well as insurance is allocated based on usage.

Cash and Cash Equivalents

For purposes of the Statement of Cash Flows, we consider all investment instruments without donor restrictions with an original maturity date of three months or less to be cash equivalents. At June 30, 2020, we had no cash equivalents.

WAVES, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 1 - Summary of Significant Accounting Policies (continued)

Property and Equipment

Property and equipment are stated at cost, or if contributed, at fair market value at the date of the gift. Assets with a cost in excess of \$500 are capitalized. Depreciable assets are being depreciated using the straight-line method over the estimated useful lives of the assets, which range from two to thirty years. Maintenance and repairs are charged to expense as incurred.

Long-lived assets to be held and used are reviewed for impairment whenever events or changes in circumstances indicate the related carrying amount may not be recoverable. At June 30, 2020, no assets were considered to be impaired.

Income Taxes

We are a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, and are classified as an organization that is not a private foundation as defined in Section 509(a) of the Internal Revenue Code. Therefore, no provision for federal income taxes is included in the accompanying financial statements. We do not believe there are any uncertain tax positions. Further, we do not believe that we have any unrelated business income, which would be subject to federal taxes.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires us to make estimates and assumptions affecting certain reported amounts and disclosures. Actual results could differ from those estimates.

New Accounting Pronouncement

The Financial Accounting Standards Board (FASB) issued two Accounting Standard Updates that could have an affect the Organization's revenue recognition. The first, Accounting Standards Update No. 2014-09, *Revenue from Contracts with Customers (Topic 606)* affects contracts with customers to transfer goods or services and contracts for the transfer of non-financial assets (unless those contracts are within the scope of other standards). The core principle of this Update is that an entity should recognize revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for the good or services. This Update requires entities to make new judgements and estimates and provide expanded disclosures about revenue. The second, Accounting Standards Update No. 2018-08, *Not-For-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*, establishes standards for characterizing grants and similar contracts with resource providers as either exchange transactions or conditional contributions. We have adopted these standards, during the year ended June 30, 2020, and applied them retrospectively to beginning net assets. The adoption of these updates had no effect on beginning net assets on our statement of activities, or for the year ended June 30, 2020.

In November 2016, the FASB amended the Statement of Cash Flows topic of the Accounting Standards Codification to clarify how restricted cash is presented and classified on the statements of financial position and cash flows. The adoption of this standard had no effect on beginning net assets on our statement of activities for the year ended June 30, 2020.

WAVES, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 2 - Availability and Liquidity

Financial assets available for general expenditure within one year of the Statement of Financial Position, consist of the following:

Financial assets for the year ended June 30, 2020:

Cash	\$ 902,688
Accounts receivable	226,912
	<u>\$ 1,129,600</u>

The Organization has certain donor-restricted assets limited to use which are only available for restricted programs. Accordingly, these assets have been excluded in the qualitative information above.

In the next fiscal year, we plan to receive the same level of contributions, and consider contributions for programs which are ongoing, major, and central to our annual operations to be available to meet cash needs for general expenditures. The Organization has minimal amounts of liabilities in order to maintain most of its financial assets to be readily available. We consider cash to be readily available. We manage our liquidity and reserves following three guiding principles: operating within a prudent range of financial soundness and stability, maintaining adequate liquid assets to fund near-term operating needs, and maintaining sufficient reserves to provide reasonable assurance that long-term obligations will be discharged. If our analysis of liquid assets reveals inadequate funds for near-term operating needs, we will immediately reduce spending of program and management and general expenditures.

NOTE 3 - Accounts Receivable

We classify accounts receivable into the following categories:

Accounts receivable - state agencies - Amounts represent a request for payment for services rendered under state contracts.

Accounts receivable - other - Amounts represent contracted receivables from various agencies.

Bad debts are recognized using the allowance method based on our evaluation of outstanding accounts. At June 30, 2020, no allowance was considered necessary.

At June 30, 2020, 100% of our accounts receivable were due from state agencies, and 100% of accounts receivable with donor restrictions was due from the United Way.

NOTE 4 - Other Payables

The following is a summary of other payables at June 30, 2020:

Salaries payable	\$ 86,302
Accrued leave payable	83,322
Miscellaneous payables	<u>8,276</u>
	<u>\$ 177,900</u>

WAVES, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 5 – Net Assets With Donor Restrictions

The following is a summary of net assets with donor restrictions at June 30, 2020:

Adult Day Care	\$ 68,268
Early Learning	29,000
	<u>\$ 97,268</u>

NOTE 6 - Long-Term Debt

As of June 30, 2020, we have an installment note payable as follows:

U.S. Small Business Administration Paycheck Protection Plan under the Coronavirus Aid, Relief, and Economic Security Act Loan. Monthly payments of \$30,412 are required based on 18 months amortization with interest at 1.00%	\$ 540,402
Note payable to a bank with a maturity of September 21, 2021. Monthly payments of \$2,274 are required based on 60 months amortization with interest at 4.35%.	34,073
	<u>574,475</u>
Less: current maturities	<u>(264,025)</u>
	<u>\$ 310,450</u>

The following is a list of future maturities:

<u>Year Ending June 30,</u>	
2021	\$ 264,025
2022	310,450
	<u>\$ 574,475</u>

NOTE 7 - Leases

We lease various office equipment and real property under lease arrangements classified as operating leases. We have one operating lease for a copier with monthly payments of \$968 that expires on November 7, 2024. One lease agreement is for our main office in Franklin, Tennessee, which expires in March 2022, with monthly payments varying between \$4,667 and \$4,952. We also have an operating lease for another office location in Franklin, Tennessee, which expires June 2021, with monthly payments of \$986. Finally, we have a lease agreement for our location in Fairview, Tennessee. The lease agreement for that location is for one dollar a month. We have estimated the fair value of this donated rent and recorded in-kind revenue and expense for this lease, see NOTE 10.

The following is a schedule of future minimum lease payments under the non-cancellable operating lease (copier) and the lease for our Franklin location as of June 30, 2020:

<u>Year Ending June 30</u>	
2020	\$ 81,563
2021	56,181
2022	11,616
2023	11,616
2025	4,840
	<u>\$ 165,816</u>

WAVES, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 8 - Employee Benefit Plan

We have a 403(b) retirement plan through Mutual of America that covers all employees who are regularly scheduled to work 1,000 hours or more per year and have worked for one year. We contribute an amount equal to each participating employee's contribution, up to 2% of the employee's compensation for the year. Employees may make contributions to the Plan up to the maximum amount allowed by the Internal Revenue Code if they wish. The amount contributed by us for the year ended June 30, 2020, was \$33,788.

NOTE 9 - Concentration of Credit Risk

We maintain our cash in bank accounts which, at times, may exceed federally insured limits. We have not experienced any losses in such accounts and do not believe that we are exposed to any significant credit risk on our cash.

NOTE 10 - Donated Services

The following donated services have been included in revenues and expenses (occupancy) in the financial statements for the year ended June 30, 2020:

Fairview facility rent	<u>\$ 24,660</u>
------------------------	------------------

NOTE 11 - New Pronouncements

In February 2016, FASB issued Accounting Standards Update 2016-02, *Leases (Topic 842)*. The Update provides guidance about recording lease transactions on an organization's statements of financial position and activities. The amendments in this Update are effective for annual periods beginning after December 15, 2021, and for annual periods and interim periods thereafter with early adoption permitted. We are currently evaluating the impact of adopting this statement.

NOTE 12 - Contingency

As of December 23, 2020, the COVID-19 outbreak in the United States has caused business disruption through mandated and voluntary closings of business operations. While the disruption is currently expected to be temporary, there is considerable uncertainty around the duration of the closings. However, the related financial impact and duration cannot be reasonably estimated at this time.

NOTE 13 - Subsequent Events

We have evaluated events subsequent to June 30, 2020. As of December 23, 2020, the date that the financial statements were available to be issued, no other events subsequent to the Statement of Financial Position date are considered necessary to be included in the financial statements for the year ended June 30, 2020.

WAVES, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

Federal Grantor/ Pass Through Grantor	Program/Cluster Name	CFDA Number	Contract Number	Passed Through to Subrecipients	Expenditures
<u>Federal Awards</u> Pass-through Funding: U.S. Department of Education through the TN Department of Education U.S. Department of Education through the TN Department of Education Total Program 84.181A	Special Education - Grants for Infants and Families	84.181A	UNKNOWN	\$ -	\$ 167,136
	Special Education - Grants for Infants and Families	84.181A	UNKNOWN	-	48,000
				-	215,136
TOTAL FEDERAL AWARDS					
<u>State Financial Assistance</u> TN Department of Education TN Department of Education TOTAL STATE AWARDS	Special Education - Grants for Infants and Families	N/A	UNKNOWN	\$ -	\$ 128,324
	Special Education - Grants for Infants and Families	N/A	UNKNOWN	-	26,140
				\$ -	\$ 154,464
TOTAL FEDERAL AND STATE AWARDS					
				\$ -	\$ 369,600

Note 1 - Basis of Presentation: The accompanying Schedule of Expenditures of Federal Awards summarizes the expenditures of Waves, Inc. under programs of the federal and state government for the year ended June 30, 2020. This schedule is presented using the accrual basis of accounting.

Note 2 - Indirect Cost Rate: Waves, Inc. allocates indirect costs using a method other than the de minimus indirect 10% cost method.

Note 3 - Amounts are reported on the Statement of Activities as follows:

Included in Grants	\$ 295,460
TEIS	74,140
Total	\$ 369,600



PATTERSON, HARDEE & BALLENTINE, P.C.

Chartered Public Accountants

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors of
Waves, Inc.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Waves, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 23, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Waves, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Waves, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Waves, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items 2020-001, 2020-002, 2020-003, and 2020-004 that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Waves, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as items 2020-001, 2020-002, and 2020-003.

Waves, Inc.'s Response to Findings

Waves, Inc.'s response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Waves, Inc.'s response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Patterson Handley & Bellantone".

December 23, 2020

WAVES, INC.
SCHEDULE OF CURRENT YEAR FINDINGS
FOR THE YEAR ENDED JUNE 30, 2020

SUMMARY OF AUDITOR'S RESULTS

1. The auditor's report expresses an unmodified opinion on the financial statements of Waves, Inc.
2. Four significant deficiencies during the audit of the financial statements were reported in the Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*. See 2020-001, 2020-002, 2020-003 and 2020-004.
3. Three instances of material noncompliance were disclosed during the audit.

FINDINGS—FINANCIAL STATEMENT AUDIT

2020-001

Criteria:	As a part of financial reporting and controls over financial reporting, the Organization should reconcile supporting documentation for DIDD billings to the general ledger on a monthly basis, investigate differences and make adjustments as necessary before sending billings to the State and receipts from the State.
Condition:	Supporting documentation of daily notes did not agree to the billings sent to the State and amounts received from the State.
Perspective Information:	The Organization was aware that some supporting documentation was insufficient. The Organization has made significant improvements in identifying and correcting these discrepancies, leading to far fewer instances during the current year.
Cause:	Review of daily notes failed to identify all discrepancies between the notes and the billings to the State and receipts from the State.
Effect:	We were unable to obtain support for some billings to the State and receipts from the State.
Recommendations:	Review and agree daily notes to the billing spreadsheet before sending the billings to the State and receipts from the State.
Response:	See Management's Corrective Action Plan

2020-002

Criteria:	As a part of financial reporting and controls over financial reporting, the Organization should maintain Social Security Administration (SSA) authorization forms for all representative payees.
Condition:	SSA authorization forms were not maintained by the Organization.
Perspective Information:	The Organization was aware that some supporting documentation was insufficient. Representative payee documentation was not maintained in one central location, however it will be moving forward.
Cause:	Review of representative payee files not performed to insure all documentation is maintained.

WAVES, INC.
SCHEDULE OF CURRENT YEAR FINDINGS (continued)
FOR THE YEAR ENDED JUNE 30, 2020

Effect: We were unable to obtain SSA authorization forms for some representative payees.

Recommendations: Review representative payee files to insure all documentation is maintained.

Response: See Management's Corrective Action Plan

2020-003

Criteria: As a part of financial reporting and controls over financial reporting, the Organization should maintain Employment and Community First CHOICES (ECF) authorization forms for all clients.

Condition: ECF authorization forms were not maintained by the Organization.

Perspective Information: The Organization was aware that some supporting documentation was insufficient. ECF documentation was not maintained in one central location, however it will be moving forward.

Cause: Review of ECF files not performed to insure all documentation is maintained.

Effect: We were unable to obtain ECF authorization forms for some clients.

Recommendations: Review ECF files to insure all documentation is maintained.

Response: See Management's Corrective Action Plan

2020-004

Criteria: As a part of financial reporting and controls over financial reporting, the Organization should reconcile supporting documentation for all accruals to the general ledger on a monthly basis, investigate differences and make adjustments as necessary.

Condition: Supporting documentation for accrued leave and accrued payroll did not agree to the general ledger at year end and is not being reconciled. Further accounts receivable are not being recorded properly.

Perspective Information: Accounts receivable, accrued leave and accrued payroll are being recorded, however the amount recorded in the general ledger is not being reconciled to supporting documentation.

Cause: Amounts recorded in the general ledger for accounts receivable and accruals are not being reconciled to supporting documentation.

Effect: Material adjustments were proposed and recorded as a result of audit procedures.

Recommendations: Reconcile the general ledger to supporting documentation for all accruals.

Response: See Management's Corrective Action Plan



Management's Corrective Action Plan

ISSUE	TARGET DATE	PLAN ACTION STEPS	RESPONSIBLE PERSONS	PROGRESS REPORT	DATE
Billing Integrity	1/25/2021	Train new Program managers and reiterate the importance of required verification of service documentation prior to billing submission. Make sure everyone is consistent in documentation.	Adult Services Director	To be completed in 1/25/2021 Management meeting.	
	1/25/2021	Review Service Documentation Check off forms with Program Managers and Coordinators	Adult Services Director	To be completed in 1/25/2021 Management meeting	
	2/25/2021	Review SR records for updated Rep Payee documents	Adult Services Director and Program Managers	To be completed in next mock survey in 2021	

Respectfully Submitted,

Lance Jordan
Waves, Inc Executive Director

Additional 2021 Improvement action:

Business office staff will ensure that balance sheet amounts reconcile to supporting documentation for all accounts by a target date of December 31, 2021.

Waves, Inc.
145 Southeast Parkway, Suite 100 Franklin, TN 37064
Telephone 615.794.7955 Fax 615.794.6019 E-mail contact@wavesinc.com
www.wavesinc.com

WAVES, INC.
SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

Financial Statement Finding

Prior Year Finding Number	Finding Title	Status/Current Year Finding Number
2019-001	Insufficient supporting documentation for DIDD billings	Repeated/ 2020-001
2019-002	SSA authorization forms were not maintained by the Organization	Repeated/ 2020-002
2019-003	Amounts recorded in the general ledger for accounts receivable and accruals are not being reconciled to supporting documentation	Repeated/ 2020-004

Address any reply to: P. O. Box 737, Atlanta, Georgia 30301

Department of the Treasury

District Director

Internal Revenue Service

Date:

FEB 18 1975

In reply refer to:

711-3:GF:5096

► Waves, Inc.
Route 1, Adams Drive
Fairview, Tennessee 37062

Gentlemen:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 170(b)(1)(A)(vi) and 509(a)(1).

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If your purposes, character, or method of operation is changed, please let us know so we can consider the effect of the change on your exempt status. Also, you should inform us of all changes in your name or address.

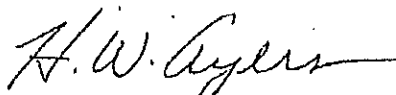
your gross receipts each year are normally more than \$5,000, you are required to file Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file a return on time.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Please keep this determination letter in your permanent records.

Sincerely yours,



Exempt Organization Specialist
404-526-4516

Tennessee Department of State Division of Charitable Solicitation and Gaming Financial Reports for Registered Charities

Keyword Search Charity Name: waves, inc.

More Resources

- [FAQs for Charitable Giving](#)
- [General Tips for Giving](#)

Waves, Inc.

145 Southeast Parkway, Suite 100, Franklin, TN 37064
 Contact: Lance Jordan
 Phone: 615-794-7955
 Website: wavesinc.com
 Status: Registered
 Expires: 12/31/2021

Fiscal Year Ending 6/30/2020	Amount	Total	Percentage
Beginning Balance:		732,683	
Public Contributions	57,707		1.91%
Government Grants	476,867		15.77%
Program Fees	2,427,252		80.27%
Special Events	45,067		1.49%
Sales	0		0.00%
Other Revenue	17,025		0.56%
Total Revenue		3,023,918	
Program Services	-2,439,518		79.59%
Special Events-Expenses	-8,600		0.28%
Cost of Goods Sold	-0		0.00%
Management and General	-562,004		18.33%
Fundraising	-55,133		1.80%
Other Expenses	-0		0.00%
Total Expenses		-3,065,255	
Excess/Deficit		-41,337	
Other Changes to Balance		0	
Ending Balance		691,346	

Fiscal Year Ending 6/30/2019	Amount	Total	Percentage
Beginning Balance:		732,683	
Public Contributions	62,674		1.82%
Government Grants	526,486		15.27%
Program Fees	2,811,373		81.55%
Special Events	40,243		1.17%
Sales	9,809		0.28%
Other Revenue	-3,118		0.09%
Total Revenue		3,447,467	
Program Services	-2,825,870		80.87%
Special Events-Expenses	-0		0.00%
Cost of Goods Sold	-0		0.00%

**WAVES 2020-2021 BOARD MEMBER
BIOGRAPHICAL INFORMATION**

1	Name: George Zubulake, President Employer: Promotions, by George	Street: 312 Windemere Wood Drive Email: george@promosbygeorge.com	City: Nashville Telephone: 615.944.4626	Zip: 37215 Expiration: June 2022
2	Name: Jim Gilchrist, Vice President Employer: Gilchrist Consulting Group	Street: 395 Forrest Park Circle Email: jim.gilchrist@gmail.com	City: Franklin Telephone: 615.920.4192	Zip: 37064 Expiration: June 2024
3	Name: Jared King, Secretary Employer: Kraft CPAs	Street: 555 Great Circle Road Email: jking@kraftcpas.com	City: Nashville Telephone: 615.782.4205	Zip: 37228 Expiration: June 2022
4	Name: Tom Stearns, Honorary Board Chair Employer: State Volunteer Mutual Insurance Co.	Street: 7331 Nolensville Road Email: thomashstearns@comcast.net	City: Nolensville Telephone: 615.776.2814	Zip: 37135-9463 Expiration: June 2021
5	Name: Josh Pittman, Treasurer Employer: MediCore	Street: 2832 Logan Street Ste. B Email: jpittman@medicare.com	City: Nashville Telephone: 800.327.8894	Zip: 37211 Expiration: June 2021
6	Name: Denise Demers Employer: First Horizons Bank	Street: 7082 Bakers Bridge Rd Email: DWDemers@firsthorizon.com	City: Franklin Telephone: 615.790.5130	Zip: 37067 Expiration: June 2024
7	Name: Zachary McMillan Employer: Hughes and Coleman Injury Lawyers	Street: 3833 Somers Lane Email: zmcmillan.law@gmail.com	City: Thompson's Station Telephone: 615.627.8123	Zip: 37179 Expiration: June 2025
8	Name: Katie Moss Employer: State of TN Dept. of Finance & Admin	Street: 121 Stream Valley Blvd. Email: katieevansmoss@yahoo.com	City: Franklin Telephone: 615.717.5322	Zip: 37064 Expiration: June 2025
9	Name: Embry Nichols Employer: Guy Carpenter	Street: 1608 Indian Creek Circle Email: embry.nichols@guycarp.com	City: Franklin Telephone: 267.254.5049	Zip: 37067 Expiration: June 2026
10	Name: Brad Smith Employer: Smiley, Smith, Wynd, LLC	Street: 1650 Murfreesboro Rd. Ste. 100 Email: brad@sswcpas.com	City: Franklin Telephone: 615.794.8881	Zip: 37067 Expiration: June 2021
11	Name: Christy Webb Employer: Nissan North America	Street: 307 Tom Robinson Rd. Email:	City: Franklin Telephone: 615.794.7048	Zip: 37069 Expiration: June 2022
12	Name: Danielle Williams Employer: Crowe, LLP	Street: 720 Cool Springs Blvd. Ste. 600 Email: Danielle.williams@crowe.com	City: Franklin Telephone: 615.515.5960	Zip: 37067 Expiration: June 2025
13	Name: Rebekah Zeitlin Employer: Parks Relocation	Street: 8119 Isabella Lane, Ste. 105 Email: rebekah@parks-realty.com	City: Brentwood Telephone: 615.574.7340	Zip: 37027 Expiration: June 2025
14	Name: Hailey Blank, Intern Employer:	Street: Email: haileymarieblank@gmail.com	City: Telephone:	Zip: Expiration: June 2026
15				
16				

**WAVES 2020-2021 BOARD MEMBER
BIOGRAPHICAL INFORMATION**

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/09/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER HUB International Mid-South 3011 Armory Drive Suite 250 615-383-9761 Nashville, TN 37204		CONTACT NAME: Amanda Smith PHONE (A/C, No, Ext): 615-687-2950 E-MAIL ADDRESS: amanda.smith@hubinternational.com FAX (A/C, No): 615 383-4628															
INSURED Waves, Inc. 1325 W. Main Street, Ste 104 Franklin, TN 37064		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Philadelphia Indemnity Insurance Co</td> <td>18058</td> </tr> <tr> <td>INSURER B : Carolina Casualty Insurance Co</td> <td>10510</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Philadelphia Indemnity Insurance Co	18058	INSURER B : Carolina Casualty Insurance Co	10510	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER E :																	
INSURER F :																	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:		PHPK2145629	07/01/2020	07/01/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$20,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS		PHPK2145629	07/01/2020	07/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$10000		PHUB726585	07/01/2020	07/01/2021	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ Y ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	KEY0136775	04/09/2020	04/09/2021	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
A	Professional		PHPK2145629	07/01/2020	07/01/2021	\$1,000,000 Each Claim \$3,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Franklin 109 3rd Avenue South Franklin, TN 37064	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Government Funding Request Form – Fiscal Year 2021-2022

Application for Government Programs Operating within the City of Franklin

Submission Deadline: March 22, 2021

Agency Name:
(List agency name as it appears on the Secretary of State website)

Physical Address:

Payment Address:

Tax ID:

Application Contact:	Nena Graham	nena.graham@williamsoncounty-tn.gov	615-790-5703
	Name	Email	Phone

Total amount of City of Franklin funds being requested for FY2021-2022 \$

Of your agency budget, what percentage is derived from this funding request to the City of Franklin?

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Attachments (all attachments are required unless otherwise noted):

- ☐ Annual Audit for the last fiscal year you have concluded NA - Interlocal 2015-0074
- ☐ City of Franklin Vendor Information form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☐ Signed statement of use of funds demonstrating that the funds requested will be used to promote the general welfare of Franklin residents. NA - Interlocal 2015-0074



Government Funding Request Form – Fiscal Year 2021-2022, cont.

Agency: Williamson County Accounting WIL013

Nena Graham, Budget Director

01/26/2021

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Nena Graham

1/26/2021

Signature of (CEO/President/Executive Director/Board Chair)

Date

*Unless contractually negotiated otherwise, any funding approved by the Board of Mayor Alderman will be distributed on an even quarterly basis. Submission of this form is not a guarantee of funding. All funds authorized are done by authority extended by the State and the City's local charter. Approved funding may result in a contract and this form will become an integral part of that contract.

Rogers C. Anderson
Williamson County Mayor



Nena Graham
Budget Director

WILLIAMSON COUNTY GOVERNMENT

January 26, 2021

VIA US MAIL

Ms. Kristine Tallent, Finance Administrator
City of Franklin
103 3rd Avenue South
Franklin, TN 37064

Re: Animal Control Fee – Fiscal Year 2021-2022

Dear Ms. Tallent:

As you may recall, the City of Franklin and Williamson County executed an interlocal agreement for the provision of animal control services. The agreement automatically renews for an additional year unless either party provides 90 days' notice to the other party. In addition, the agreement provides that Williamson County shall recalculate the fee each year based on the costs for the operation portion of the current total fiscal year animal control budget and provide the new fee prior to March 1 of the current year. The recalculation cannot exceed an increase of five percent (5%) from the previous year fee except in years in which a special census was completed.

Based on my calculations, the City of Franklin's contribution for fiscal year 2021-22 is **\$121,976.00**. Please sign this letter acknowledging your receipt and return it to my attention. You may e-mail it to Nena.Graham@williamsoncounty-tn.gov. The payment for animal control services is due any time between July 1, 2021 and June 30, 2022.

If you have any questions, please call me at 615-790-5703.

Sincerely,

Nena Graham
Finance Director

Received: Kristine Brock (signature)

Printed name: Kristine Brock

Title: ACA / CFO

Date: 2/1/2021

WILLIAMSON COUNTY
ANIMAL CONTROL - SHARED COSTS WITH CITIES

	Population Totals	Population %	Contribution By Population Total Budget	Current Contribution from Cities
Franklin	70,908	31.5280%	\$ 487,904	\$ 121,858
Williamson County	45,847	20.3851%	\$ 315,464	\$ -
Brentwood	43,889	19.5145%	\$ 301,992	\$ 75,425
Spring Hill	40,436	17.9791%	\$ 278,232	\$ 69,491
Fairview	8,002	3.5579%	\$ 55,060	\$ 13,752
Nolensville	11,097	4.9341%	\$ 76,356	\$ 19,071
Thompson's Station	4,726	2.1013%	\$ 32,519	\$ 8,122
	224,905	100.0000%	\$ 1,547,528	\$ 307,717

FY 2020-2021 Animal Control Budget

Salaries	\$1,066,235.00	excludes longevity of \$2,750.00
Operating	\$481,293.00	
	\$1,547,528.00	

The operating portion of the budget is approximately 25 % of the total budget.
 Per our agreement, Cities would contribute 25% of the
 total budget allocated by the percentage of population from the last federal
 census or special census. The increases would be automatic based on the county budget guidelines.
 For Fiscal year 2020-21, no pay increases. Based on the agreement,
 Cities contribution can not exceed 5% in a year unless based on a change in population.
 Please use the second column for your cities' budgeted contribution for 2021-2022
 fiscal year.

	Contribution By Population Total Budget	25% of total budget	Current Contribution from Cities	Current Contr. "+5% 2020-21
Franklin	\$ 487,904	\$ 121,976	\$ 121,858	\$ 127,951
Williamson County	\$ 315,464		\$ -	\$ -
Brentwood	\$ 301,992	\$ 75,498	\$ 75,425	\$ 79,196
Spring Hill	\$ 278,232	\$ 69,558	\$ 69,491	\$ 72,965
Fairview	\$ 55,060	\$ 13,765	\$ 13,752	\$ 14,439
Nolensville	\$ 76,356	\$ 19,089	\$ 19,071	\$ 20,024
Thompson's Station	\$ 32,519	\$ 8,130	\$ 8,122	\$ 8,528
Total	\$ 1,547,528	\$ 308,016	\$ 307,717	\$ 323,103



Government Funding Request Form – Fiscal Year 2021-2022

Application for Government Programs Operating within the City of Franklin
Submission Deadline: March 22, 2021

Agency Name:
(List agency name as it appears on the Secretary of State website)

Physical Address:

Payment Address:

Tax ID:

Application Contact:	Catherine Montgomery	catherine.montgomery@tn.gov	615-794-1542
	Name	Email	Phone

Total amount of City of Franklin funds being requested for FY2021-2022 \$

Of your agency budget, what percentage is derived from this funding request to the City of Franklin?

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Attachments (all attachments are required unless otherwise noted):

- ☐ Annual Audit for the last fiscal year you have concluded
- ☐ City of Franklin Vendor Information form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☐ Signed statement of use of funds demonstrating that the funds requested will be used to promote the general welfare of Franklin residents.



Government Funding Request Form – Fiscal Year 2021-2022, cont.

Agency: Williamson County Health Department WIL022

Catherine A. Montgomery, County Health Director

03/03/2021

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

A handwritten signature in cursive script, reading "C. A. Montgomery", is written over a horizontal line.

3.3.2021

Signature of (CEO/President/Executive Director/Board Chair)

Date

*Unless contractually negotiated otherwise, any funding approved by the Board of Mayor Alderman will be distributed on an even quarterly basis. Submission of this form is not a guarantee of funding. All funds authorized are done by authority extended by the State and the City's local charter. Approved funding may result in a contract and this form will become an integral part of that contract.



**STATE OF TENNESSEE
DEPARTMENT OF HEALTH
WILLIAMSON COUNTY HEALTH DEPARTMENT**

**FRANKLIN CLINIC
1324 WEST MAIN STREET
FRANKLIN, TN 37064
(615) 794-1542**

**FAIRVIEW CLINIC
2629 FAIRVIEW BOULEVARD
FAIRVIEW, TN 37062
(615) 799-2389**

March 9, 2021

Angelique Franzoni, Finance Department
City of Franklin
109 Third Avenue, South
Franklin, TN 37064

Dear Ms. Franzoni:

Thank you for continuing to support programs, services and initiatives offered by the Williamson County Health Department. Enclosed is the Health Services Report indicating the number of services provided for Franklin residents residing in zip codes 37064, 37067 and 37069 during calendar year (CY) 2020 (see Appendix A). Once again, the health department is requesting annual appropriations in the amount of \$19,035 from the City of Franklin for fiscal year 2021-2022.

COVID-19 ACTIVITIES

The past year was unique as our amazing team of health department employees responded and engaged in COVID-19 activities, many in lieu of day-to-day clinical operations that were adjusted or temporarily suspended due to potential exposure. Our employees rallied to work on the front lines operating the county's largest COVID test site – conducting assessment and triage and polymerase chain reaction (PCR) testing – and completed more than 56,000 tests for Williamson County residents, Tennesseans and those from out of state. When COVID vaccinations arrived in late December 2020, employees continued to contribute their time at both the vaccination distribution site and Emergency Management call center to assist residents in scheduling appointments, registering on priority wait lists, triaging, managing vaccine distribution and providing vaccinations. These results are shared with health department employees monthly to identify and discuss opportunities for improvement.

HEALTH DEPARTMENT PROGRAMS & SERVICES

The health department's Continuity of Operation Plan (COOP) was in place from March – October 2020. While programs and services were limited during this time, clinicians and dental providers continue to place significant emphasis on infection control to continue offering health and dental care services for Williamson County and Tennessee residents. The Women, Infant and Children's (WIC) nutrition program provided instruction via telehealth and conference calls to prevent pregnant women and children under age 5 from accessing the clinic and therefore limiting exposure.

COLLABORATION AND PARTNERSHIPS

The Williamson County Health Department continues to collaborate with city and county agencies and community-based organizations. This year was no exception as we partnered with the county's Emergency Management Agency, local law enforcement including Franklin Police Department, Williamson County Agriculture Center and others to implement COVID-19 activities.

In 2021-2022, the health department plans to continue collaboration with agencies to address health issues identified in Williamson County as well as preparing for implementation of our county's Community Health Needs Assessment. Financial assistance from the City of Franklin allows us to continue implementing programs that promote health and safety in our community.

If you have any questions, please feel free to email (Catherine.montgomery@tn.gov) or call (615.595.1258) me. We look forward to continuing our partnership to keep Williamson County safe and healthy.

Best regards,



Cathy Montgomery, County Director
Williamson County Health Department



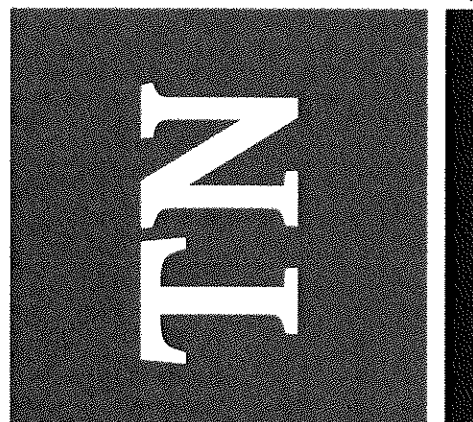
Williamson County Health Department Programs & Services

City of Franklin Annual Report
January 1 – December 31, 2020



Fairview Clinic
2629 Fairview Blvd.
Fairview, TN 37062
(615) 799-2389

Franklin Clinic
1324 W. Main Street
Franklin, TN 37064
(615) 794-1542



TM

Overall Health: Williamson County

Ranked #1 as healthiest county in Tennessee every year since 2010

Adult smoking rate: 15% (2020)
(less than state rate of 23%)

Adult obesity decreased from 27% to 22% from 2016 to 2020
(less than state rate of 33%)

Higher rates for excessive drinking in the state

- 16% (2020)
 - 16% (2019)
 - 17% (2018)
 - 15% (2017)
- (higher than state rate of 14%)



Protect...



Communicable disease

- TB, HIV, AIDS, STDs
- Confidential testing, treatment, and contact follow-up

Cancer screening & referral

Environmental Health

- School, restaurant, swimming pool, and hotel & motel inspections
- Rabies control

Immunizations & vaccinations

- School flu vaccinations
- Mass flu clinics

Promote...

Physical exams

Family planning & birth control

Dental services

Women, Infant & Children (WIC)

Children's Special Services

- Provides durable medical equipment for children with special needs

Health Education

- STD, tobacco & anti-drug presentations
- CPR classes



Improve...



Sunset Elementary & Middle School
Sidewalk Expansion Project

Community Health Access & Navigation in Tennessee (CHANT)

- Home visiting program that offers resources for those in need

Carseat Safety Program

- Provides safety inspection services & FREE carseats for qualifying residents

Built Environment Projects

Community Health Improvement Planning

- Assist uninsured pregnant women to access TennCare services for prenatal care

COVID-19 Operations

COVID Testing

- Completed >56,000 PCR tests
- Collected >3,000 self-test kits

Contact Tracing

- Conduct case investigation for + results
- Issue quarantine & isolation instructions

COVID Vaccinations

- Schedule & triage 1st & 2nd doses
- >20,000 persons vaccinated*

*December 2020 – February 2021



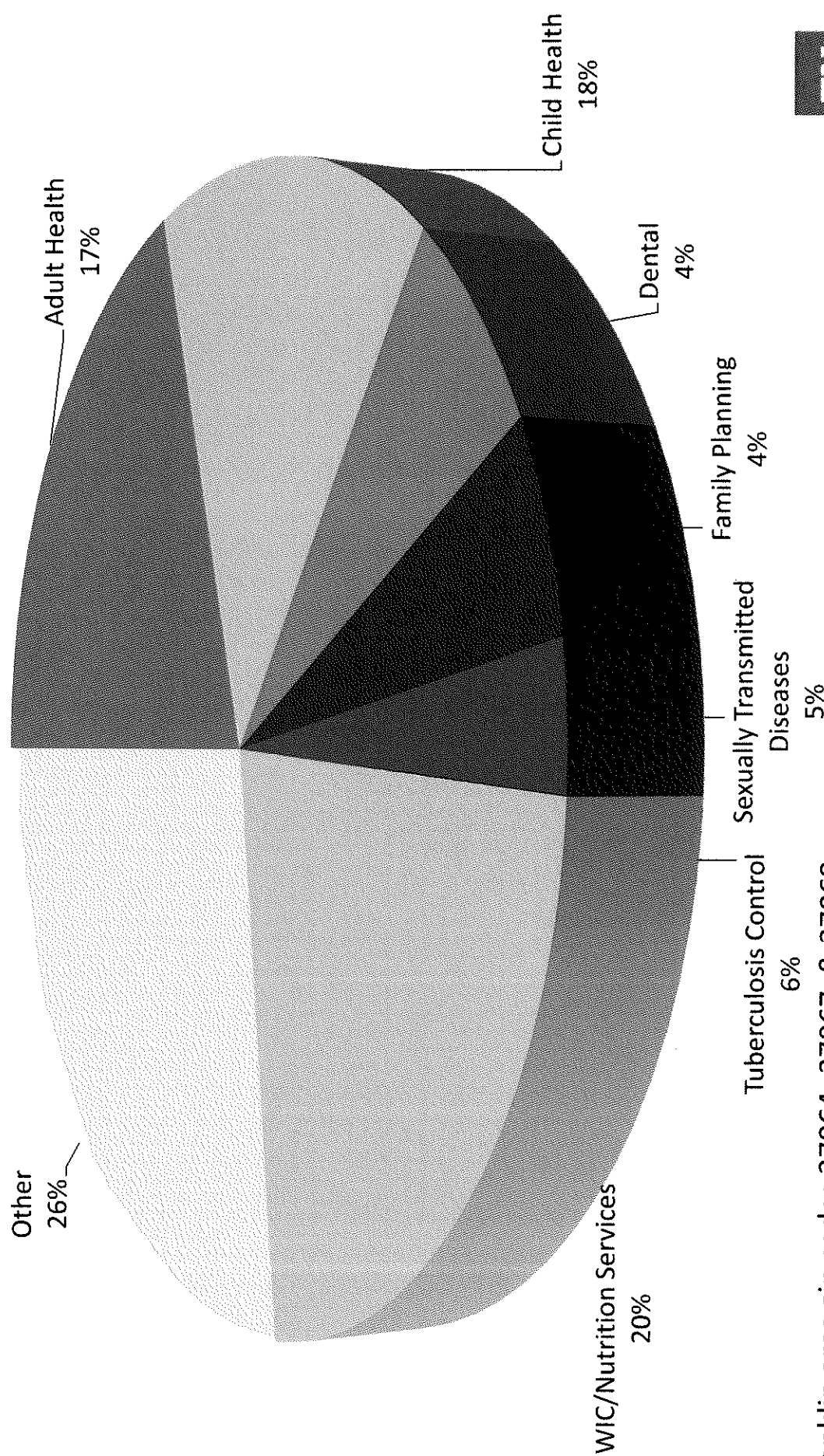
Programs & Services: Williamson County Residents in 2020

PROGRAM SERVICES PROVIDED	PATIENTS SERVED	PATIENT VISITS
Adult Health (includes AIDS Prevention, Men's Health, Women's Health)	1,856	2,467
Child Health (includes Child Health, CSS, HUGS)	1,555	2,249
Dental	321	376
Family Planning	481	549
Sexually Transmitted Diseases	752	778
Tuberculosis Control	147	934
WIC/Nutrition Services (includes breastfeeding)	1,858	3,061
Other (includes Voter Registration, TennCare Outreach, Birth Certificates, Death Certificates, Smoking Cessation Counseling)	2,326	3,198
Totals (Individuals may receive services from more than one program)	9,296	13,612

Programs & Services: Franklin Residents in 2020

PROGRAM SERVICES PROVIDED	PATIENTS SERVED	PATIENT VISITS
Adult Health (includes AIDS Prevention, Men's Health, Women's Health)	1,031	1,361
Child Health (includes Child Health, CSS, HUGS)	930	1,439
Dental	249	286
Family Planning	273	310
Sexually Transmitted Diseases	404	425
Tuberculosis Control	75	442
WIC/Nutrition Services (includes breastfeeding)	901	1,527
Other (includes Voter Registration, TennCare Outreach, Birth Certificates, Death Certificates, Smoking Cessation Counseling)	1,192	2,017
Totals (Individuals may receive services from more than one program)	5,055	7,807

Patient Encounters for Franklin Residents



Franklin area zip codes 37064, 37067 & 37069
January – December 2020

TN

Programs & Services: All Tennessee Residents in 2020

	FRANKLIN CLINIC	FAIRVIEW CLINIC	2020 TOTAL	2019 TOTAL	% CHANGE*
SERVICES PROVIDED IN 2020	15,174	2,931	18,105	24,003	-25%
PATIENTS SERVED IN 2020	10,774	2,410	13,184	14,904	-12%

*The health department transitioned to a Continuity of Operations Plan (COOP) in March 2020 due to COVID-19 activities. In an effort to prevent the spread of COVID-19, precautionary measures were put in place to reduce entry into the clinic while still providing necessary health services including offering car side pick-up for medications, phone triage, offering WIC nutrition services via phone, and eliminating dental services. In October 2020, the COOP plan was rescinded to allow the provision of dental and medical services; however, WIC nutrition services continue to be provided via phone to prevent vulnerable populations such as pregnant and breastfeeding women and children under age 5 from accessing the clinic.

Williamson County Health Department – Franklin & Fairview Clinics
Number of Patients / Patient Encounters by Program Type
January 1, 2020 – December 31, 2020

ARRINGTON (37014)

Program Type	# of Duplicated & Unduplicated Patients	Patient Encounters 2020	Patient Encounters 2019
AIDS Prevention (testing & treatment)	0	0	5
Birth Certificate / Vital Records	11	11	9
Child Health (includes physicals, immunizations, CSS, & HUGS)	3	3	11
Dental	0	0	1
Family Planning	0	0	6
Men's Health (includes immunizations)	1	1	6
STD (testing & treatment)	0	0	5
TB (testing & treatment)	0	0	9
Women's Health (includes Breast & Cervical Cancer program, immunizations & pregnancy testing)	1	1	5
WIC (includes Nutrition Counseling & Breastfeeding)	10	22	19
Other services (includes Voter Registration, TennCare Outreach, & Smoking Cessation Counseling, Presumptive Eligibility)	6	6	21
TOTAL	32	44	97

BRENTWOOD (37024 & 37027)

Program Type	# of Duplicated & Unduplicated Patients	Patient Encounters 2020	Patient Encounters 2019
AIDS Prevention (testing & treatment)	49	50	52
Birth Certificate / Vital Records	97	112	164
Child Health (includes physicals, immunizations, CSS, & HUGS)	126	158	225
Dental	6	6	41
Family Planning	24	27	23
Men's Health (includes immunizations)	2	2	80
STD (testing & treatment)	67	67	66
TB (testing & treatment)	22	153	185
Women's Health (includes Breast & Cervical Cancer program, immunizations & pregnancy testing)	74	104	109
WIC (includes Nutrition Counseling & Breastfeeding)	103	157	123
Other services (includes Voter Registration, TennCare Outreach, & Smoking Cessation Counseling, Presumptive Eligibility)	93	93	199
TOTAL	663	929	1,267

EDGE GROVE (37046)

Program Type	# of Duplicated & Unduplicated Patients	Patient Encounters 2020	Patient Encounters 2019
AIDS Prevention (testing & treatment)	6	6	11
Birth Certificate / Vital Records	22	22	52
Child Health (includes physicals, immunizations, CSS, & HUGS)	12	14	32
Dental	4	5	18
Family Planning	12	19	12
Men's Health (includes immunizations)	4	5	18
STD (testing & treatment)	11	11	20
TB (testing & treatment)	1	2	0
Women's Health (includes Breast & Cervical Cancer program, immunizations & pregnancy testing)	13	18	34
WIC (includes Nutrition Counseling & Breastfeeding)	24	36	41
Other services (includes Voter Registration, TennCare Outreach, & Smoking Cessation Counseling, Presumptive Eligibility)	13	14	55
TOTAL	122	152	293

FAIRVIEW (37062)

Program Type	# of Duplicated & Unduplicated Patients	Patient Encounters 2020	Patient Encounters 2019
AIDS Prevention (testing & treatment)	74	76	63
Birth Certificate / Vital Records	113	114	144
Child Health (includes physicals, immunizations, CSS, & HUGS)	188	255	365
Dental	22	32	59
Family Planning	79	91	125
Men's Health (includes immunizations)	66	133	218
STD (testing & treatment)	123	124	82
TB (testing & treatment)	9	17	32
Women's Health (includes Breast & Cervical Cancer program, immunizations & pregnancy testing)	153	258	364
WIC (includes Nutrition Counseling & Breastfeeding)	327	444	499
Other services (includes Voter Registration, TennCare Outreach, & Smoking Cessation Counseling, Presumptive Eligibility)	260	278	422
TOTAL	1,414	1,822	2,373

FRANKLIN (37064, 37067, 37069)

Program Type	# of Duplicated & Unduplicated Patients	Patient Encounters 2020	Patient Encounters 2019
AIDS Prevention (testing & treatment)	292	341	294
Birth Certificate / Vital Records	507	1,325	1,459

Child Health (includes physicals, immunizations, CSS, & HUGS)	930	1,439	1,700
Dental	249	286	670
Family Planning	273	310	520
Men's Health (includes immunizations)	253	376	637
STD (testing & treatment)	404	425	462
TB (testing & treatment)	75	442	1,057
Women's Health (includes Breast & Cervical Cancer program, immunizations & pregnancy testing)	486	644	1,014
WIC (includes Nutrition Counseling & Breastfeeding)	901	1,527	1,422
Other services (includes Voter Registration, TennCare Outreach, & Smoking Cessation Counseling, Presumptive Eligibility)	685	692	2,048
TOTAL	5,055	7,807	11,283

NOLENSVILLE (37135)

Program Type	# of Duplicated & Unduplicated Patients	Patient Encounters 2020	Patient Encounters 2019
AIDS Prevention (testing & treatment)	25	25	9
Birth Certificate / Vital Records	33	33	51
Child Health (includes physicals, immunizations, CSS, & HUGS)	64	83	67
Dental	9	12	14
Family Planning	10	11	13
Men's Health (includes immunizations)	4	5	20
STD (testing & treatment)	14	14	19
TB (testing & treatment)	14	123	18
Women's Health (includes Breast & Cervical Cancer program, immunizations & pregnancy testing)	27	33	40
WIC (includes Nutrition Counseling & Breastfeeding)	92	142	90
Other services (includes Voter Registration, TennCare Outreach, & Smoking Cessation Counseling, Presumptive Eligibility)	51	63	87
TOTAL	343	544	428

SPRING HILL (37174)

Program Type	# of Duplicated & Unduplicated Patients	Patient Encounters 2020	Patient Encounters 2019
AIDS Prevention (testing & treatment)	77	77	53
Birth Certificate / Vital Records	149	149	152
Child Health (includes physicals, immunizations, CSS, & HUGS)	165	218	230
Dental	17	19	85
Family Planning	63	69	86
Men's Health (includes immunizations)	33	48	62

STD (testing & treatment)	87	89	79
TB (testing & treatment)	11	154	20
Women's Health (includes Breast & Cervical Cancer program, immunizations & pregnancy testing)	123	155	232
WIC (includes Nutrition Counseling & Breastfeeding)	271	494	461
Other services (includes Voter Registration, TennCare Outreach, & Smoking Cessation Counseling, Presumptive Eligibility)	148	147	388
TOTAL	1,144	1,619	1,848

THOMPSONS STATION (37179)

Program Type	# of Duplicated & Unduplicated Patients	Patient Encounters 2020	Patient Encounters 2019
AIDS Prevention (testing & treatment)	41	41	26
Birth Certificate / Vital Records	63	64	96
Child Health (includes physicals, immunizations, CSS, & HUGS)	67	79	118
Dental	14	16	31
Family Planning	20	22	22
Men's Health (includes immunizations)	11	18	53
STD (testing & treatment)	46	48	32
TB (testing & treatment)	15	43	6
Women's Health (includes Breast & Cervical Cancer program, immunizations & pregnancy testing)	41	50	72
WIC (includes Nutrition Counseling & Breastfeeding)	130	239	113
Other services (includes Voter Registration, TennCare Outreach, & Smoking Cessation Counseling, Presumptive Eligibility)	75	75	165
TOTAL	523	695	734

GRAND TOTAL FOR WILLIAMSON COUNTY RESIDENTS (ONLY)

Program Type	# of Duplicated & Unduplicated Patients	Patient Encounters 2020	Patient Encounters 2019
AIDS Prevention (testing & treatment)	564	616	513
Birth Certificate / Vital Records	995	1,830	2,127
Child Health (includes physicals, immunizations, CSS, & HUGS)	1,555	2,249	2,748
Dental	321	376	919
Family Planning	481	549	807
Men's Health (includes immunizations)	374	588	1,094
STD (testing & treatment)	752	778	765
TB (testing & treatment)	147	934	1,327
Women's Health (includes Breast & Cervical Cancer program, immunizations & pregnancy testing)	918	1,263	1,870
WIC (includes Nutrition Counseling & Breastfeeding)	1,858	3,061	2,768

Other services (includes Voter Registration, TennCare Outreach, & Smoking Cessation Counseling, Presumptive Eligibility)	1,331	1,368	3,385
TOTAL	9,296	13,585	18,323

	FRANKLIN CLINIC	FAIRVIEW CLINIC	2020 TOTAL	2019 TOTAL	% CHANGE*
TOTAL SERVICES PROVIDED IN 2020	15,174	2,931	18,105	24,003	-25%
TOTAL PATIENTS SERVED IN 2020	10,774	2,410	13,184	14,904	-12%

*The health department transitioned to a Continuity of Operations Plan (COOP) in March 2020 due to COVID-19 activities. In an effort to prevent the spread of COVID-19, precautionary measures were put in place to reduce entry into the clinic while still providing necessary health services including offering car side pick-up for medications, phone triage, offering WIC nutrition services via phone, and eliminating dental services. In October 2020, the COOP plan was rescinded to allow the provision of dental and medical services; however, WIC nutrition services continue to be provided via phone to prevent vulnerable populations such as pregnant and breastfeeding women and children under age 5 from accessing the clinic.



Government Funding Request Form – Fiscal Year 2021-2022

Application for Government Programs Operating within the City of Franklin
Submission Deadline: March 22, 2021

Agency Name:
(List agency name as it appears on the Secretary of State website)

Physical Address:

Payment Address:

Tax ID:

Application Contact: Dolores Greenwald	dolores.greenwald@williamsoncounty-tn.gov	615-595-1243 or 615-764-3105
Name	Email	Phone

Total amount of City of Franklin funds being requested for FY2021-2022 \$

Of your agency budget, what percentage is derived from this funding request to the City of Franklin?

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Attachments (all attachments are required unless otherwise noted):

- ☒ Annual Audit for the last fiscal year you have concluded
- ☐ City of Franklin Vendor Information form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ Signed statement of use of funds demonstrating that the funds requested will be used to promote the general welfare of Franklin residents.



Government Funding Request Form – Fiscal Year 2021-2022, cont.

Agency: Williamson County Library WIL063

Dolores Greenwald

Printed Name of (CEO/President/Executive Director/Board Chair)

3/9/2021

Date

Dolores Greenwald

Signature of (CEO/President/Executive Director/Board Chair)

3/9/2021

Date

*Unless contractually negotiated otherwise, any funding approved by the Board of Mayor Alderman will be distributed on an even quarterly basis. Submission of this form is not a guarantee of funding. All funds authorized are done by authority extended by the State and the City's local charter. Approved funding may result in a contract and this form will become an integral part of that contract.



March 9, 2021

Kristine Brock, CFO
Assistant City Administrator/CFO
City of Franklin
109 Third Avenue South
Franklin, TN 37062

Dear Ms. Brock:

I would like to request \$64,220 from the City of Franklin to purchase print, audio, and digital format books for the Williamson County Public Library. Unlike the Williamson County funds, which provide for staffing and operating costs, the City of Franklin's contribution is used exclusively for reading materials.

Throughout the pandemic our readers have relied on our ability to diversify our offerings to suit their needs. We expanded accessibility to our ecards to ease the burden of entering the building. As a result, Williamson County Public Library was one of the top 5 libraries in the state for digital checkouts in 2020. We also established a curb side pickup service to accommodate those who prefer physical books. Many of our vulnerable patrons appreciate this option. The Library will use the City of Franklin funds to continue to enhance both our physical and digital collection to provide even more options for Franklin residents.

We hope to continue to foster this partnership with the City of Franklin and its residents. Please consider this request as it benefits the majority of the City's taxpayers.

I am happy to discuss it further at your convenience and can be reached at 615-595-1240.

Sincerely,

A handwritten signature in dark ink that reads "Dolores Greenwald". The signature is fluid and cursive, with the first name "Dolores" and last name "Greenwald" clearly distinguishable.

Dolores Greenwald, Director
DG/asj

1314 COLUMBIA AVENUE, FRANKLIN, TENNESSEE 37064 · 615-794-3105

ANNUAL AUDIT –

The Williamson County Public Library is an entity of Williamson County Tennessee, and is audited by the State of Tennessee Comptroller's office. FY 2020 audited expenses for the Library were \$2,525,176 per page 223 of the State's FY 2020 report on Williamson County (find attached page 222 and 223). The complete audit may be accessed online at:

<https://comptroller.tn.gov/content/dam/cot/la/advanced-search/2020/county/FY20WilliamsonAFR.pdf>

Exhibit K-8

Williamson County, Tennessee
Schedule of Detailed Expenditures -
All Governmental Fund Types (Cont.)

General Fund (Cont.)

Public Health and Welfare (Cont.)

Aid to Dependent Children

Contracts with Government Agencies	\$ 9,303	
Total Aid to Dependent Children		\$ 9,303

Other Local Welfare Services

Pauper Burials	\$ 1,800	
Total Other Local Welfare Services		1,800

Other Public Health and Welfare

Communication	\$ 7,134	
Dues and Memberships	1,774	
Operating Lease Payments	8,027	
Maintenance and Repair Services - Vehicles	6,271	
Postal Charges	592	
Printing, Stationery, and Forms	972	
Travel	108	
Data Processing Supplies	2,530	
Gasoline	7,326	
Office Supplies	6,339	
Uniforms	2,732	
Other Supplies and Materials	3,157	
Premiums on Corporate Surety Bonds	40	
In Service/Staff Development	7,565	
Total Other Public Health and Welfare		54,567

Social, Cultural, and Recreational Services

Adult Activities

Contributions	\$ 45,464	
Total Adult Activities		45,464

Senior Citizens Assistance

Contributions	\$ 56,552	
Total Senior Citizens Assistance		56,552

Libraries

County Official/Administrative Officer	\$ 88,525	
Librarians	1,395,115	
Temporary Personnel	9,484	
Part-time Personnel	292,038	
Longevity Pay	14,250	
Communication	11,016	
Contributions	98,115	
Data Processing Services	4,326	
Dues and Memberships	186	
Operating Lease Payments	10,489	
Maintenance and Repair Services - Office Equipment	1,692	
Postal Charges	1,705	
Printing, Stationery, and Forms	1,668	

(Continued)

Exhibit K-8

Williamson County, Tennessee
Schedule of Detailed Expenditures -
All Governmental Fund Types (Cont.)

General Fund (Cont.)

Social, Cultural, and Recreational Services (Cont.)

Libraries (Cont.)

Other Contracted Services	\$	21,055	
Data Processing Supplies		142,661	
Library Books/Media		250,519	
Office Supplies		9,034	
Periodicals		7,500	
Utilities		92,301	
Other Supplies and Materials		51,437	
In Service/Staff Development		3,065	
Other Charges		18,995	
Total Libraries			\$ 2,525,176

Parks and Fair Boards

County Official/Administrative Officer	\$	112,216
Assistant(s)		2,490,639
Supervisor/Director		528,216
Mechanic(s)		45,552
Clerical Personnel		326,211
Custodial Personnel		166,424
Maintenance Personnel		1,023,822
Temporary Personnel		421,808
Part-time Personnel		3,433,430
Longevity Pay		34,350
Overtime Pay		21,857
Advertising		27,147
Communication		95,776
Contracts with Private Agencies		276,756
Dues and Memberships		5,499
Evaluation and Testing		2,700
Maintenance and Repair Services - Buildings		553,410
Maintenance and Repair Services - Equipment		161,697
Maintenance and Repair Services - Office Equipment		61,087
Maintenance and Repair Services - Vehicles		52,996
Pest Control		7,845
Postal Charges		1,982
Printing, Stationery, and Forms		7,473
Rentals		3,395
Travel		2,364
Disposal Fees		43,076
Permits		2,680
Other Contracted Services		173,931
Custodial Supplies		149,849
Drugs and Medical Supplies		12,435
Electricity		819,512
Fertilizer, Lime, and Seed		136,908
Food Supplies		7,216
Fuel Oil		1,370
Gasoline		45,164

(Continued)



File #: 21-01750

DATE: February 11, 2021
TO: Budget & Finance Committee
FROM: Michael Walters Young, Budget and Analytics Manager
SUBJECT:

Budget Presentation - Misc. General Fund Departments

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning Misc. General Fund Departments (General Expenses, Interfund Transfers, Economic Development) budget requests for FY 2021-2022.

BACKGROUND/STAFF COMMENTS:

Each year, the Budget & Finance Committee reviews the detailed budget of each City Department. At the meetings in February, March, and April, departmental staff makes a presentation of the plans for the next budget cycle and the requested funding for those anticipated needs. This provides the Committee with an idea of the size and scope of budget requests that may be included in the City Administrator's proposed budget, which is typically delivered at the May committee meeting.

FINANCIAL IMPACT:

The financial impact varies by department, depending on the increase in population, the required services, equipment replacement needs, and program enhancements.

RECOMMENDATION:

Staff recommends that the Budget & Finance Committee acknowledge the presentation of the Misc. General Fund Departments (General Expenses, Interfund Transfers, Economic Development) budget requests.



City of Franklin, Tennessee
FY 2022 Operating Budget Request

Miscellaneous General Fund Departments

General Expenses
Interfund Transfers
Economic Development



City of Franklin, Tennessee - FY 2022 Budget Request

Miscellaneous General Fund Departments

Slide 2

Outline

- General Expenses
- Interfund Transfers
- Economic Development



City of Franklin, Tennessee - FY 2022 Budget Request

General Expenses

Slide 3

Purpose of Fund

The General Expenses budget includes all expenditures which are not attributable to one particular department.

Among these expenses include general wage increases/merit pay, the City's appropriations for Medical and Dental expenses, the City's dues for the Tennessee Municipal League, the annual audit, fuel hedging, the Citizen's Survey and other "shared" software services - such as Socrata. \$100,000 set aside for City support of Housing Initiatives in FY 2019 is proposed to be restored in FY 2022.

City of Franklin, Tennessee - FY 2022 Budget Request

General Expenses

Budget Request:

Budget Summary

	2019 Actual	2020 Actual	2021		2022 Budget	2021 v. 2022	
			Budget	EOY		\$	%
Personnel	319,636	-2,339,393	1,017,382	-427,944	2,118,405	1,101,025	108.2%
Operations	128,123	279,756	-41,335	227,454	269,771	311,106	-752.6%
Capital	0	0	0	0	0	0	0.0%
Total	447,759	-2,059,637	976,047	-200,490	2,388,176	1,412,131	144.7%

This budget will be revised with final estimates for wage increases and medical, dental and ancillary insurance amounts City-wide for presentation to the BOMA in May.

Purpose of Department

Interfund Transfers reflects those funds transferred from the General Fund to be accounted for in other funds of the City.

Annually two appropriations happen reliably – the contribution from the Invest Franklin initiative for sidewalk gap enhancement from the General Fund to the Street Aid & Transportation Fund and the subsidy for the Transit Fund. Other transfers happen for budget balancing or capital funding needs.

City of Franklin, Tennessee - FY 2022 Budget Request

Interfund Transfers

Budget Detail

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference \$	%
Operations							
TRANSFER TO STREET AID & TRANSPORTATION	250,000	250,000	250,000	250,000	250,000	-	0.0%
TRANSFER TO SANITATION	-	-	150,000	150,000	-	(150,000)	-100.0%
TRANSFER TO ROAD IMPACT	251,418	-	-	-	-	-	0.0%
TRANSFER TO IN LIEU OF PARKLAND FUND	228,582	-	-	-	-	-	0.0%
TRANSFER TO TRANSIT FUND	795,884	371,653	903,034	636,183	815,364	(87,670)	-9.7%
TRANSFER TO DEBT SERVICE FUND	-	2,500,000	94,896	94,896	-	(94,896)	-100.0%
TRANSFER TO CAPITAL IMPROVEMENT BONDS	2,575,000	2,376,380	636,010	636,010	-	(636,010)	-100.0%
Total Operations	4,100,884	5,498,033	2,033,940	1,767,089	1,065,364	(968,576)	-47.6%
Capital						-	
Total Interfund Transfers	4,100,884	5,498,033	2,033,940	1,767,089	1,065,364	(968,576)	-47.6%

Note: Budget may be modified moving forward.



City of Franklin, Tennessee - FY 2022 Budget Request

Economic Development

Slide 7

Purpose of Department

This department is used to identify payments specifically related to economic development. An allocation is made for economic development of \$27,000 plus an additional amount for the Greater Nashville Regional Council of \$24,748. \$27,000 is included for continued funding of the business retention program being conducted by Williamson, Inc.

An additional allocation for the Williamson County Convention and Visitors Bureau is budgeted in the Hotel Tax Fund.

City of Franklin, Tennessee - FY 2022 Budget Request

Economic Development

Budget Detail

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference	
						\$	%
Economic Development / Chamber Support	25,000	37,500	27,000	19,500	27,000	-	0.0%
Greater Nashville Regional Council	23,327	23,344	24,748	24,761	24,748	-	0.0%
Nashville Area Chamber of Commerce	-	-	3,000	-	-	(3,000)	-100.0%
Nashville Area MPO	-	-	9,000	-	-	(9,000)	-100.0%
Williamson Chamber - Business Retention / Development	30,000	30,000	27,000	27,000	27,000	-	0.0%
Total Expenditures	78,327	90,844	90,748	71,261	78,748	(12,000)	-13.2%

Ending Fund Balance	78,327	90,844	90,748	71,261	78,748	(12,000)	-13.2%
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In addition to the recurring funding requests under the Economic Development budget, there are two (totaling \$6,000) which would be considered "new" or otherwise not part of the FY21 base budget.

Williamson County Chamber –Tourism	\$3,000	Return to pre-Covid funding level
Williamson County Chamber - Eco. Devo.	\$3,000	Return to pre-Covid funding level
Greater Nashville Regional Council	\$4,107	Increase in rate per capita and population, estimation.



City of Franklin, Tennessee

FY 2022 Operating Budget

General Expenses

Budget Summary

	2019 Actual	2020 Actual	2021		2022 Budget	2021 v. 2022	
			Budget	EOY		\$	%
Personnel	319,636	-2,339,393	1,017,382	-427,944	2,118,405	1,101,025	108.2%
Operations	128,123	279,756	-41,335	227,454	269,771	311,106	-752.6%
Capital	0	0	0	0	0	0	0.0%
Total	447,759	-2,059,637	976,047	-200,490	2,388,176	1,412,131	144.7%

Department Summary

The General Expenses budget includes all expenditures which are not attributable to one particular department.

Among these expenses include general wage increases/merit pay, the City's appropriations for Medical and Dental expenses, the City's dues for the Tennessee Municipal League, the annual audit, fuel hedging, and other "shared" software services - such as Socrata for the City's Strategic Plan website.



City of Franklin, Tennessee

FY 2022 Operating Budget

Organizational Chart

There is no organization chart associated with General Expenses. It is supervised by personnel in the Administration, Finance and Human Resources Departments.

Staffing by Position

There are no staff formally associated with General Expenses. It is supervised by personnel in the Administration, Finance and Human Resources Departments.



City of Franklin, Tennessee

FY 2022 Operating Budget

Budget

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference	
						\$	%
Personnel							
Salaries & Wages	-	-	320,000	-	2,020,000	1,700,000	531.3%
Employee Benefits	319,636	(2,339,393)	697,382	(427,944)	98,405	(598,976)	-85.9%
Total Personnel	319,636	(2,339,393)	1,017,382	(427,944)	2,118,405	1,101,025	108.2%
Operations							
Notices, Subscriptions, etc.	37,666	21,158	57,530	44,705	55,771	(1,759)	-3.1%
Utilities	691	658	550	550	550	-	0.0%
Contractual Services	115,017	87,251	82,500	93,507	206,000	123,500	149.7%
Repair & Maintenance Services	-	-	1,000	1,000	1,000	-	0.0%
Employee programs		3,343	-	-	-	-	0.0%
Fuel & Mileage	(35,063)	164,846	-	82,494	-	-	0.0%
Machinery & Equipment (<\$25,000)	-	-	2,000	2,000	2,000	-	0.0%
Rentals	-	-	100	100	100	-	0.0%
Permits	-	-	350	598	350	-	0.0%
Financial Fees	2,500	2,500	2,500	2,500	2,500	-	0.0%
Other Business Expenses	4,597	-	(187,865)	-	1,500	189,365	-100.8%
Debt Service and Lease Payments	2,715	-	-	-	-	-	0.0%
Total Operations	128,123	279,756	(41,335)	227,454	269,771	311,106	-752.6%
Capital	-	-	-	-	-	-	0.0%
Total General Expenses	447,759	(2,059,637)	976,047	(200,490)	2,388,176	1,412,130	144.7%

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
		Personnel									
I +=	81110	REGULAR PAY		692,260		320,000			2,020,000	2,120,000	2,120,000
I	01	General salary increase (full-year)		1,615,000					1,700,000	1,800,000	1,800,000
	02	Merit pay program		100,000		100,000			100,000	100,000	100,000
	03	Additional Classification / Compensation		75,000		75,000			75,000	75,000	75,000
	04	Classification and Compensation plan									
	06	Phase 2, Water & Sewer									
	07	Temporary Assistance Work		25,000		25,000			25,000	25,000	25,000
	10	FY 2020 PER - Public Works Internship Program		20,000		5,000			20,000	20,000	20,000
	10A	Annual Transfer of wages out to GF Dept.		(1,242,740)							
	5A	FY 2021 PER - Revenue Management Succession Planning				15,000					
	8	Leave Balance Reserve		100,000		100,000			100,000	100,000	100,000
	*	Amount missing from detail									
=	XWAGE	TOTAL WAGES		692,260		320,000			2,020,000	2,120,000	2,120,000
+=	81420	MEDICAL PREMIUMS - ACTIVE EEs/COBRA	(952,480)	628,000	(2,960,822)	703,050	(1,219,399)	(500,000)	163,355	756,190	786,810
	01	Medical Claims	5,366,892	10,230,000		9,150,000			9,500,000	11,071,500	12,178,650
	02	Admin Fees-Claims (BCBS)	194,986	385,000		423,500			465,850	512,435	563,679
	03	Admin Fees-Reinsurance (SunLife Financial)	236,066	412,500		500,000			550,000	605,000	665,500
	04	Refunds		(49,500)		(54,450)			(59,895)	(65,885)	(72,473)
	05	Departmental Allocations	(6,375,000)	(10,450,000)	(2,509,607)	(9,766,000)			(10,742,600)	(11,816,860)	(12,998,546)
	06	2015 - Health Insurance Tax		50,000		50,000			50,000	50,000	50,000
	07	Health Clinic				400,000			400,000	400,000	400,000
	08	Rebates (misc)									
	09	Consultant Fee		50,000							
	10	Various Credits									
	11	Various						(500,000)			
	12	HDHP HSA Plan Assistance									
	13	HDHP Savings (assumes only 10 indiv & 7 family)	(375,424)		(451,215)		(1,219,399)				
	*	Amount missing from detail									
	81421	MEDICAL PREMIUMS - RETIREES			978,255		138,408	138,408			
-	81425	VISION PREMIUMS	(69,127)	(45,000)	(71,769)	(50,000)	(18,176)	(36,352)	(50,000)	(50,000)	(50,000)
+=	81430	DENTAL INSURANCE PREMIUMS	18,680	13,650	(68,359)	14,332	(41,008)	(30,000)	15,050	15,801	16,591
	1	Dental Claims		404,250		424,462		(30,000)	445,686	467,970	491,368
	2	Admin Fees-Claims		29,400		30,870			32,414	34,034	35,736
	3	Refunds									
	4	Departmental Allocations		(420,000)		(441,000)			(463,050)	(486,203)	(510,513)
	5	Line Item 5	18,680		(68,359)		(41,008)				
	*	Amount missing from detail									
=	81440	EE HEALTH INSURANCE CONTRIBUTIONS	(177,376)	(110,000)	(2,079)	(120,000)			(130,000)	(140,000)	(150,000)
+	81441	CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT		100,000		150,000			100,000	100,000	100,000
	1	Individual HSA Seed Money (50 x \$1,000 for FY 21)		30,000		50,000					
	2	Family HSA Seed Money (50 x \$2,000 for FY 21)		70,000		100,000			100,000	100,000	100,000
	*	Amount missing from detail									
	81442	RETIREE INSURANCE CONTRIBUTIONS			(214,654)		(57,292)	Budget & Finance Committee - April 8, 2021 Page 4			
	81450	RETIREMENT CONTRIBUTIONS	1,500,000								

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
	81455	DEFERRED COMP MATCH	(61)		35						
	81456	TCRS CONTRIBUTIONS (CITY)					(0)				
=	XBEN	TOTAL BENEFITS	319,636	586,650	(2,339,393)	697,382	(1,197,467)	(427,944)	98,405	681,991	703,401
=	XPER	TOTAL PERSONNEL	319,636	1,278,910	(2,339,393)	1,017,382	(1,197,467)	(427,944)	2,118,405	2,801,991	2,823,401
		Operations									
+	82350	DUES FOR MEMBERSHIPS	33,666	34,122	24,579	47,530	44,705	44,705	45,771	47,529	48,734
	1	Tennessee Municipal League	9,102	9,557		22,950	17,340	17,340	17,687	18,041	18,401
	2	Nashville Area MPO Transportation Planning Dues	19,565	19,565	19,579	19,579	22,365	22,365	23,084	24,488	25,333
	3	Mayor's Caucus Government Affairs	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
	4	Various	(1)			1					
	*	Amount missing from detail									
I+	82355	PROFESSIONAL STANDARDS / ACCREDITATION	4,000	5,000							
	1	Tennessee Municipal Benchmarking Project	4,000	5,000							
	*	Amount missing from detail									
	82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)		10,000		10,000			10,000	10,000	10,000
	82385	SPECIAL CENSUS			(3,421)						
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	37,666	49,122	21,158	57,530	44,705	44,705	55,771	57,529	58,734
	82430	STORMWATER SERVICE	296	250	296	250	49	250	250	250	250
	82435	SOLID WASTE SERVICE	395	300	362	300	66	300	300	300	300
=	XUTIL	TOTAL UTILITIES	691	550	658	550	115	550	550	550	550
I+	82510	COMPUTER SERVICES	26,496	65,000	26,496	45,000		45,000	45,000	45,000	45,000
	1	Socrata (performance.franklin.tn.gov)	26,496	30,000		30,000		30,000	30,000	30,000	
	2	IDT Enhancements		15,000		15,000		15,000	15,000	15,000	
	3	Various									45,000
	4	FY 2019 PER - Capital Projects Explorer		20,000	26,496						
	*	Amount missing from detail									
	82520	LEGAL SERVICES	11,121	15,000	1,005	15,000	74	15,000	15,000	15,000	15,000
	82530	AUDIT SERVICES	24,500	24,750	24,750	22,500	6,500	22,500	23,000	23,500	23,500
+	82560	CONSULTANT SERVICES	23,580	23,000					23,000	23,000	23,000
	1	various		15,000					15,000	15,000	23,000
	2	legislative support									
	3	Citizens Survey	9,900	8,000					8,000	8,000	
	4	Innovation Team	13,680								
	*	Amount missing from detail									
+	82599	OTHER CONTRACTUAL SERVICES	43,000	100,000	35,000		11,007	11,007	100,000	100,000	100,000
	1	Special Census									
	2	Various	43,000		35,000			11,007			
	3	FY 2018 PER - Housing Initiatives		100,000			11,007		100,000	100,000	100,000
	*	Amount missing from detail									
=	XCTS	TOTAL CONTRACTUAL SERVICES	128,697	227,750	87,251	82,500	17,581	93,507	206,000	206,500	206,500
	82660	BUILDING REPAIR & MAINTENANCE SERVICES		1,000		1,000		1,000	1,000	1,000	1,000

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES		1,000		1,000		1,000	1,000	1,000	1,000
	82750	EMPLOYEE RECOGNITION/RECEPTIONS			3,343						
=	XEPG	TOTAL EMPLOYEE PROGRAMS			3,343						
	83315	FUEL HEDGING COSTS	(35,063)		164,846		41,247	82,494			
=	XFUEL	TOTAL FUEL & MILEAGE	(35,063)		164,846		41,247	82,494			
	83530	MACHINERY & EQUIPMENT (<\$25,000)		2,000		2,000		2,000	2,000	2,000	2,000
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)		2,000		2,000		2,000	2,000	2,000	2,000
	85220	PROPERTY TAX-RENTAL PROPERTY		100		100		100	100	100	100
=	XRENT	TOTAL RENTALS		100		100		100	100	100	100
	85310	PERMITS		250		250		250	250	250	250
	85340	RECORDING & FILING FEES		100		100	348	348	100	100	100
=	XPERM	TOTAL PERMITS		350		350	348	598	350	350	350
	85590	BOND COMPLIANCE	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
=	XFLF	TOTAL FINANCIAL FEES	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
	85990	MISCELLANEOUS		1,500		(187,865)			1,500	1,500	1,500
=	XOBE	TOTAL OTHER BUSINESS EXPENSES		1,500		(187,865)			1,500	1,500	1,500
+	86600	LEASE/LOAN PRINCIPAL	(6,186)								
	1	MIT projects/server relocation, etc.	(6,186)								
	2	2015 - Conversion of Capital to Lease									
	*	Amount missing from detail									
+	86700	LEASE/LOAN INTEREST	(182)								
	1	MIT projects/server relocation, etc.	(182)								
	2	2015 - Conversion of Capital to Lease									
	*	Amount missing from detail									
=	XDSV	TOTAL DEBT SERVICE	(6,368)								
=	XOP	TOTAL OPERATIONS	128,123	284,872	279,756	(41,335)	106,495	227,454	269,771	272,029	273,234
		Capital									

	Account	Label	Actual 2019	Budget 2020	Actual 2020	Budget 2021	YTD 2021	EOY 2021	Budget 2022	Forecast 2023	Forecast 2024
=	XTOT	TOTAL EXPENDITURES	447,759	1,563,782	(2,059,637)	976,047	(1,090,972)	(200,490)	2,388,176	3,074,020	3,096,635



City of Franklin, Tennessee

FY 2022 Operating Budget

Interfund Transfers

Budget Summary

	2019 Actual	2020 Actual	2021		2022 Budget	2021 v. 2022	
			Budget	EOY		\$	%
Personnel	0	0	0	0	0	0	0.0%
Operations	4,100,884	5,498,033	2,033,940	1,767,089	1,065,364	-968,576	-47.6%
Capital	0	0	0	0	0	0	0.0%
Total	4,100,884	5,498,033	2,033,940	1,767,089	1,065,364	-968,576	-47.6%

Department Summary

Interfund Transfers reflects those funds transferred from the General Fund to be accounted for in other funds of the City.



City of Franklin, Tennessee **FY 2022 Operating Budget**

Organization Chart

There is no organization chart associated with Interfund Transfers. It is supervised by personnel in the Finance Departments.

Staffing by Position

There are no staff formally associated with Interfund Transfers. It is supervised by personnel in the Finance Departments.



City of Franklin, Tennessee

FY 2022 Operating Budget

Interfund Transfers

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference	
						\$	%
Personnel							
Salaries & Wages	-	-	-	-	-	-	0.0%
Employee Benefits	-	-	-	-	-	-	0.0%
Total Personnel	-	-	-	-	-	-	0.0%
Operations							
TRANSFER TO STREET AID & TRANSPORTATION	250,000	250,000	250,000	250,000	250,000	-	0.0%
TRANSFER TO SANITATION	-	-	150,000	150,000	-	(150,000)	-100.0%
TRANSFER TO ROAD IMPACT	251,418	-	-	-	-	-	0.0%
TRANSFER TO IN LIEU OF PARKLAND FUND	228,582	-	-	-	-	-	0.0%
TRANSFER TO TRANSIT FUND	795,884	371,653	903,034	636,183	815,364	(87,670)	-9.7%
TRANSFER TO DEBT SERVICE FUND	-	2,500,000	94,896	94,896	-	(94,896)	-100.0%
TRANSFER TO CAPITAL IMPROVEMENT BOND	2,575,000	2,376,380	636,010	636,010	-	(636,010)	-100.0%
Total Operations	4,100,884	5,498,033	2,033,940	1,767,089	1,065,364	(968,576)	-47.6%
Capital							
						-	
Total Interfund Transfers	4,100,884	5,498,033	2,033,940	1,767,089	1,065,364	(968,576)	-47.6%

[illegible]



City of Franklin, Tennessee

FY 2022 Operating Budget

Economic Development

Eric Stuckey, City Administrator

Budget Summary

	2019	2020	2021		2022	2021 v. 2022	
	Actual	Actual	Budget	EOY	Budget	\$	%
Expenditures	78,327	90,844	90,748	71,261	78,748	-12,000	-13.2%
Economic Development	78,327	90,844	90,748	71,261	78,748	-12,000	-13.2%

Department Summary

This department is used to identify payments specifically related to economic development via civic organization and government appropriations. An allocation is made to the Williamson Chamber of Commerce (Williamson, Inc.) for the Tourism division (supporting growth of new and existing businesses) in the amount of \$27,000, for the Williamson, Inc. Economic Development division (supporting the strategic plan in areas of career growth, outreach, and workforce development) in the amount of \$27,000, and to the Greater Nashville Regional Council in the amount of \$24,748.

An additional allocation for the Williamson County Convention and Visitors Bureau is budgeted in the Hotel Tax Fund.



City of Franklin, Tennessee

FY 2022 Operating Budget

Organizational Chart

There is no organization chart associated with Economic Development. It is supported by personnel within Administration.

Staffing by Position

There are no staff formally associated with Economic Development. It is supported by personnel within Administration.



City of Franklin, Tennessee

FY 2022 Operating Budget

Budget

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference	
						\$	%
Economic Development / Chamber Support	25,000	37,500	27,000	19,500	27,000	-	0.0%
Greater Nashville Regional Council	23,327	23,344	24,748	24,761	24,748	-	0.0%
Nashville Area Chamber of Commerce	-	-	3,000	-	-	(3,000)	-100.0%
Nashville Area MPO	-	-	9,000	-	-	(9,000)	-100.0%
Williamson Chamber - Business Retention / Development	30,000	30,000	27,000	27,000	27,000	-	0.0%
Total Expenditures	78,327	90,844	90,748	71,261	78,748	(12,000)	-13.2%
Ending Fund Balance	78,327	90,844	90,748	71,261	78,748	(12,000)	-13.2%

Notes & Objectives

FY 2022 Program Enhancement Request Form

	Intended Year:	2022	Department Priority:	1	of	1
	Department:	45925 ECONOMIC DEVELOPMENT				
	Division:					
	FranklinForward Theme:	Quality Life Experiences				
	Title:	Additional Funding Requests				

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM ENHANCEMENT FUNDING			
Account Description	One-Time Cost (FY22 Only)	Ongoing Annual Cost (FY22 & Future)	TOTAL FY22 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>	\$0	\$0	\$0
Expenses			
87000 Appropriations		\$10,107	\$10,107
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL		\$10,107	\$10,107

PURPOSE / DESCRIPTION OF REQUEST											
In addition to the the recurring funding requests under the Economic Development budget, there are two (totaling \$6,000) which would be considered "new" or otherwise not part of the FY21 base budget. <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 40%;">Williamson County Chamber - Tourism</td> <td style="width: 15%; text-align: right;">\$3,000</td> <td style="width: 45%;">Return to pre-Covid funding level</td> </tr> <tr> <td>Williamson County Chamber - Ec. Dev.</td> <td style="text-align: right;">\$3,000</td> <td>Return to pre-Covid funding level</td> </tr> <tr> <td>Greater Nashville Regional Council</td> <td style="text-align: right;">\$4,107</td> <td>Increase in rate per capita and population, estimation.</td> </tr> </table>			Williamson County Chamber - Tourism	\$3,000	Return to pre-Covid funding level	Williamson County Chamber - Ec. Dev.	\$3,000	Return to pre-Covid funding level	Greater Nashville Regional Council	\$4,107	Increase in rate per capita and population, estimation.
Williamson County Chamber - Tourism	\$3,000	Return to pre-Covid funding level									
Williamson County Chamber - Ec. Dev.	\$3,000	Return to pre-Covid funding level									
Greater Nashville Regional Council	\$4,107	Increase in rate per capita and population, estimation.									

SERVICE IMPLICATION



Franklin Nonprofit Funding Request – Fiscal Year 2021-2022

Application for Charitable and Civic Organizations

Submission Deadline: March 22, 2021

Agency Name: Williamson County Chamber of Commerce WIL015 Remit 3
(List agency name as it appears on the Secretary of State website)

Economic Development Fund

Legal Status: ☐ Charitable (501c3) ☒ Civic Organization (501c6 or 501c4)

Application Contact:

Elizabeth McCreary

elizabeth@williamsonchamber.com

615-771-1912

Name

Email

Phone

Mailing Address: 4031 Aspen Grove Dr., Ste #630, Franklin, TN 37064

Headquarters' Address (if different from mailing):

Is this a TN Governor's Office of Diversity Business Enterprise (Go-DBE)? ☐ Yes ☒ No

If yes, is this business certified with the TN Department of General Services for Minority Owned, Women Owned, Service-Disabled Veteran Owned and Small Business Enterprise firms?

☐ Yes ☒ No

Total amount of City of Franklin funds being requested for FY2021-2022 \$ 30,000.00

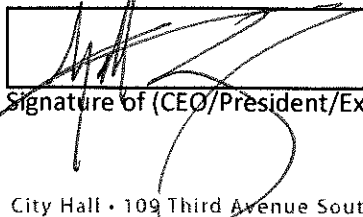
By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Matt Largen

Printed Name of (CEO/President/Executive Director/Board Chair)

02/23/2021

Date



Signature of (CEO/President/Executive Director/Board Chair)

02/23/2021

Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Williamson County Chamber of Commerce WIL015 Remit 3

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

The funds we receive from the City of Franklin are applied across multiple facets of our strategic plan (attached). The main tenants are Career growth (existing business initiatives, business recruitment, and entrepreneurship), Outreach (local and regional planning initiatives), and Talent (workforce development programming).

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

Detailed action items are outlined in the attached strategic plan.



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

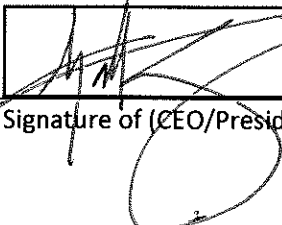
Agency Name: Williamson County Chamber of Commerce WIL015 Remit 3

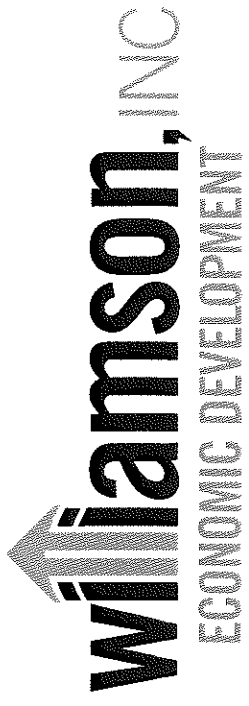
4. What is your fiscal year (ex. July 1 to June 30)? Jan 1 to Dec 31
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☐ monthly ☒ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency budget, what percentage is derived from this funding request to the City of Franklin? ~~0.00%~~ 2.7%

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Matt Largen, President and CEO 02/23/2021
Printed Name of (CEO/President/Executive Director/Board Chair) Date

 02/23/2021
Signature of (CEO/President/Executive Director/Board Chair) Date



Where Strategic Growth Is The Point

2019-2023 Strategic Plan

CAREERS | \$2,492,000

Our economy is strongest when our people are not just employed but have opportunities for career growth. The majority of our job growth comes through the success of our existing businesses and the retention of those companies is a vital focus for our organization. Our Business Retention and Expansion program ensures that challenges to growth can be addressed and solved.

To support the incredible entrepreneurial spirit in Williamson County, we will be deliberate in supporting entrepreneurship at all levels as a key component in our long-term plan for economic development. Our business recruiting efforts are targeting specific sectors; corporate operations, healthcare, technology and financial services.

OUTREACH | \$2,003,000

Our focus is on the success of Williamson County but we understand our role in the region and the need for collaboration to ensure regional success. Local and regional collaboration is vital to Williamson County's growth and success. Local officials play key roles with the business community and the cooperative nature of the relationship

between our county and city governments continues to be strong. This collaboration and regionalism will be vital in working to develop a regional transportation system. Communication, internally and externally, will help make this strategic plan successful by keeping all involved in our work connected and informed.

TALENT | \$1,055,000

Access to talent is key to economic success in Williamson County. Our Existing businesses and those companies re-locating to Williamson County need a trained and educated workforce. We are committed to working with our schools and colleges to help connect students to businesses. At the same time the housing needs of our

workforce is a challenge and we will support and explore attainable housing initiatives in the county to ensure that pipeline remains open. We will also assist our companies with resources and tools for broadening their talent pool, recruiting efforts and logistical challenges.

Increase our efforts to support our 6,000 existing businesses, including 200 headquarter operations

In the past decade, over 90% of the jobs added by our large employers came through growth of existing Williamson County companies. The saying "the best customer is the one you already have" rings particularly true in the profession of economic development. Additionally, our existing employers provide the best avenue for recruitment projects through the relocation of business units to Williamson County. We have seen this in the past with Mars Petcare, Jackson National Life Insurance

Company and most recently CKE Holdings, the parent company of Hardee's. The purpose of the Business Retention and Expansion program is to engage business leaders to uncover challenges to company growth and to develop solutions to address those challenges. The secondary purpose is to develop strong relationships with the leadership team of our existing businesses to help our existing employers develop roots in Williamson County.

Action

Meet with 100 employers annually, including our top 25 largest employers one-on-one

Help our growing employers find commercial office space in Williamson County

Goal

Strengthen the relationship between our organization and our largest employers

Develop and cultivate "2 deep" relationships with our existing employers, one at the C-suite and one at the VP level

Identify 5 targeted business recruitment projects generated by our existing employers

Outcome

Continue to grow our roundtables by responding to the professional development needs of our investors

Connect our local and state elected officials with top 25 largest employers annually in one-on-one meetings

Strengthening peer-to-peer relationships within the Williamson County business community

Provide our existing companies with a familiar point of contact at the local and state level



CAREERS: Retain

Recruit targeted business sectors

Recruiting companies in targeted business sectors adds economic, civic and social value to Williamson County. We have experienced first-hand how the right kind of company has the potential to change the economy of our county by providing high paying jobs for our community. New companies add value to a community by bringing new jobs, increasing the diversity of the economy, adding additional tax revenue and bringing new sources of corporate philanthropy. Developing targets does not

mean ignoring other opportunities. A strong business climate will attract and create opportunities for growth in many business sectors. Economic diversity is also very important to the success of a community. In a fast-moving global marketplace, it is dangerous to rely too heavily on one sector or a few large employers. Our ultimate goal is to bring careers to Williamson County, not just jobs. Targeted sectors include: **Corporate Operations, Health Care, Technology & Financial Services**

Action

Refine target sectors through a SWOT-type analysis



Goal

Identify 3-5 sub-categories



Outcome

Focus our recruitment efforts based on our existing strengths and future national economic projections of growth industries

Increase efforts to develop relationships with top office site location consultants in the US



In-bound and out-bound one-on-one contact with 10 consultants annually



Generate business recruitment projects

Support local retail brokers in their efforts to recruit unique, lifestyle amenities to Williamson County



Become known as a resource and serve as a partner for the retail brokerage community



Increase livability for talent attraction

Leverage our existing companies to generate recruitment projects



Accompany our existing companies to 5 trade shows/industry conferences



Generate business recruitment projects that align with the needs of our existing companies

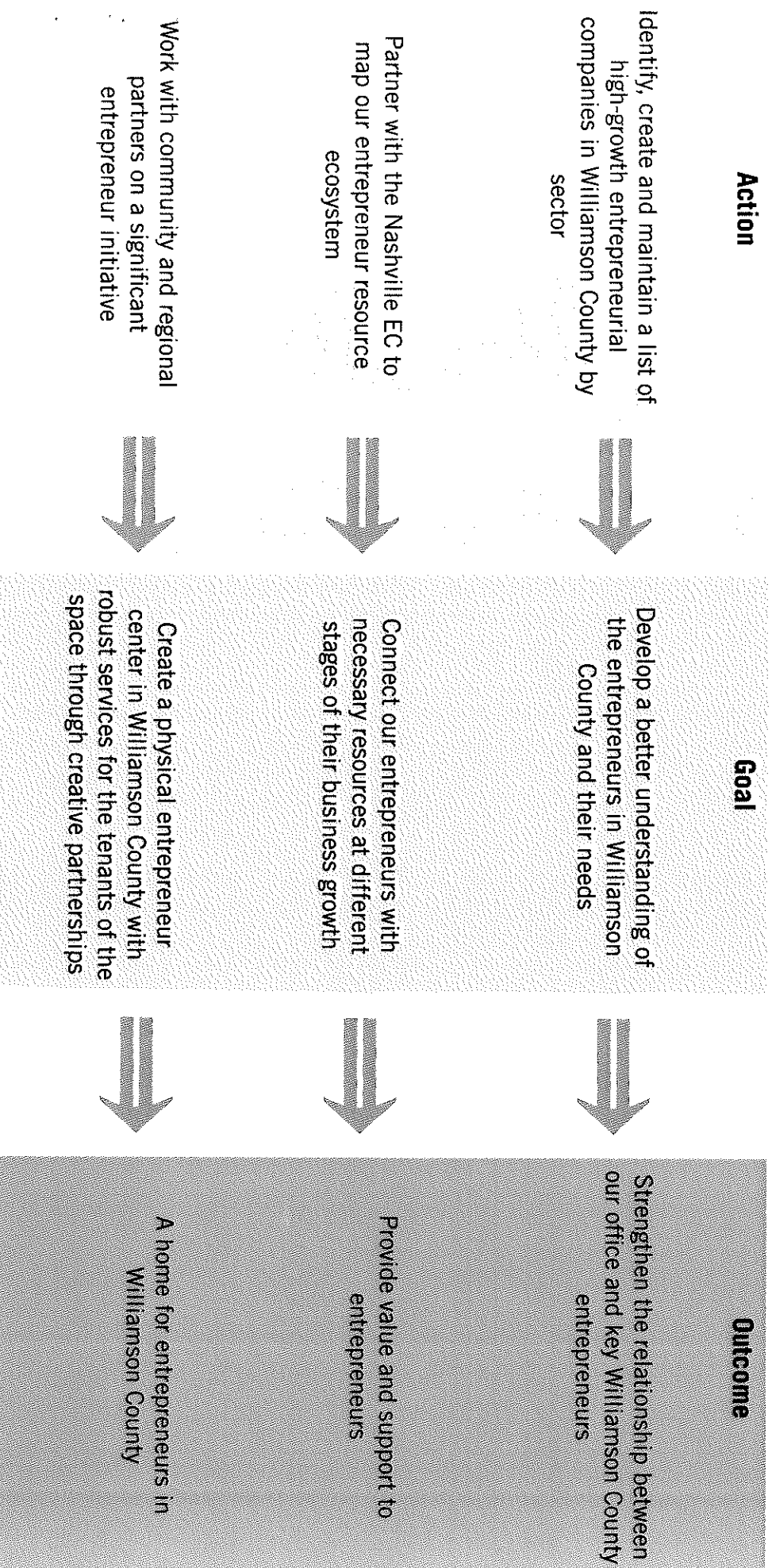


CAREERS: Recruit

Identify and support scalable and high-growth potential entrepreneurial companies

In addition to accounting for 20% of all management jobs across the State of Tennessee, Williamson County is home to 30% of the Inc. 5000 fastest growing companies in Tennessee. Also, sole proprietorships account for 21% of the jobs in Williamson County. Entrepreneurial activity is strong throughout our community. Identifying and supporting entrepreneurs provides long-term stability for an

economy. The entrepreneurs of today have the potential to become sizable employers of tomorrow. Engaging those entrepreneurs and providing meaningful support and resources to keep them in Williamson County is a critical component of our long-term plan for economic development. Early engagement increases the chances they will continue to add jobs in Williamson County.



Continue to improve local and regional cooperation

As the convener of the Williamson County Economic Development Council, we understand the value of creating and strengthening relationships between our county and city governments. Our local elected officials play key sales and service roles for companies considering locating or expanding in Williamson County. In addition, the success of the Williamson County economy is directly tied to the continued success of the Nashville region. Our economic development partners like the Nashville Chamber's Partnership 2020 initiative, the

TN Economic Partnership, TVA's economic development department, and the State of Tennessee's Department of Economic and Community Development (State ECD) are critical to our success. Economic development projects start at the state level, funnel to the regional level, and then are won or lost on the local level. A regional approach fills the "funnel" of prospects for the region, while Williamson County's continued commitment to education, low cost of doing business and high quality of life serve as competitive advantages for our community.

Action

Serve as a leader on behalf of Williamson County in local and regional economic and community development planning efforts, especially as it relates to transportation and land use

Goal

Board seats/leadership roles on at least 3 regional economic development organizations, including the Tennessee Chamber of Commerce

Outcome

Ensure the Williamson County perspective and interests are included in regional planning efforts

Continue developing positive relationships with and serve as a resource to Nashville's Partnership 2020 initiative and State ECD

Leverage regional and statewide avenues to market Williamson County as a great location for investment

Location and expansion projects generated at the regional and state level

Develop a strong working relationship with adjacent counties to Williamson

Creation of a Williamson County, Rutherford County, and Maury County alliance

Address economic development and transportation issues unique to suburban Nashville

Attend state legislative session, county commission, city council, and school board meetings

Develop a relationship with elected officials, become known as a resource and advocate for pro-business policies or initiatives

Ensure the business community's interests are represented in decisions that impact economic development

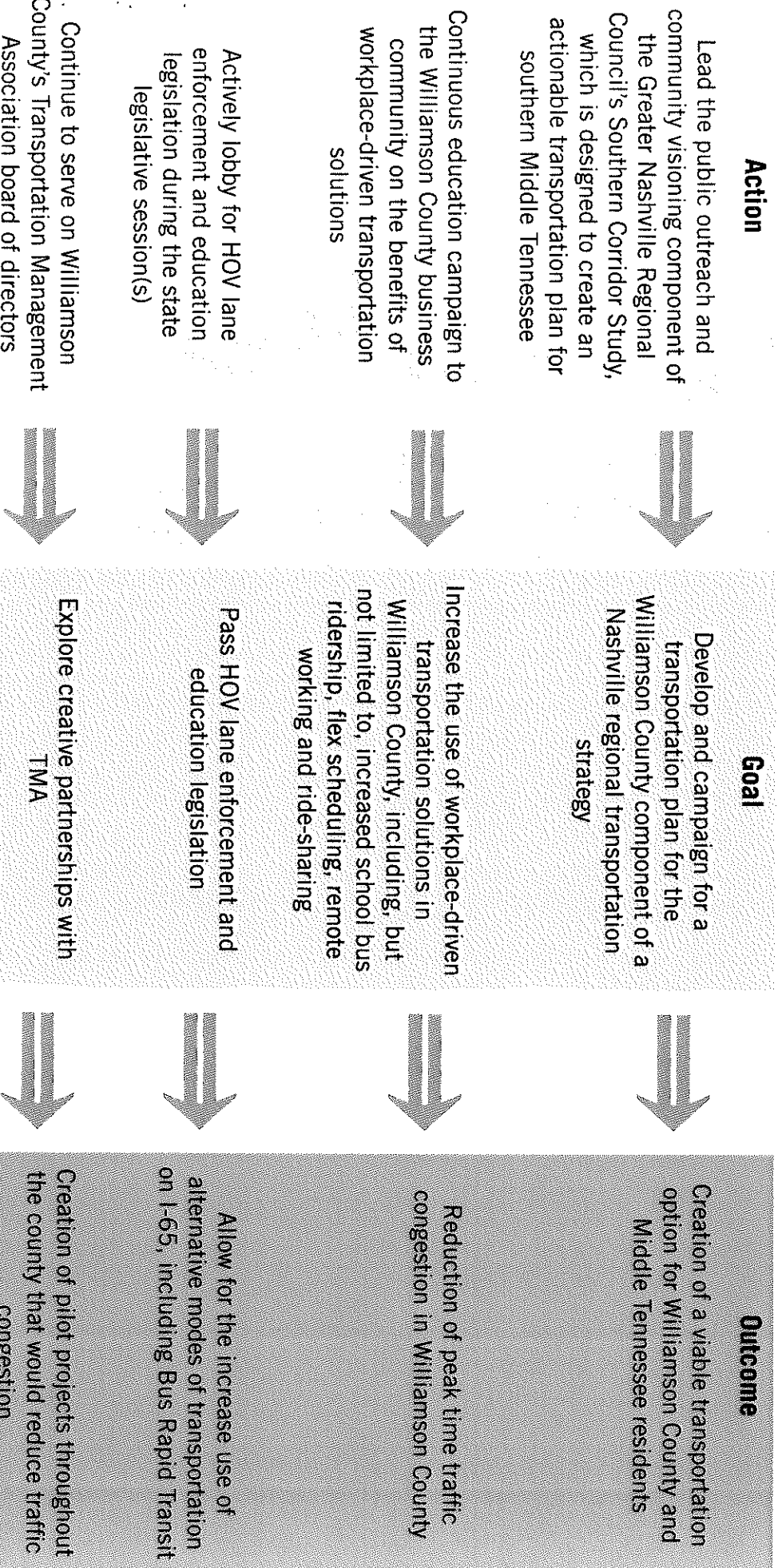


OUTREACH: Cooperation

Support regional transportation planning efforts

With the continued growth of the Middle Tennessee area, regionalism has taken on a new level of importance in the Nashville area. A successful transportation system must be a regional transportation system. Williamson County will play a role as a leader and a willing partner in bringing other suburban communities together and be an

integral part of a regional solution to transportation. We learned on our Williamson Forward trip to Denver, Colorado that the Denver region created a successful transit system when they decided to create a regional transit system.



Engage in consistent communication and dialogue with key stakeholders and community leaders

To ensure the success of this plan, we will communicate often and continue to engage our stakeholders in all facets of economic development. We will increase our efforts to provide relevant, up-to-date data on the advantages of investing in Williamson County for our

economic investors. We will create a unique Williamson County identity by telling the success stories of our economy. Our team will continue to be responsive to the individual needs of our investors.

Action

Communicate the progress made towards completing our strategic plan and provide the latest information on the Williamson County economy

Goal

Host 2 updates annually and send a newsletter each quarter and monthly twitter reviews

Outcome

Create a more informed economic investor

Provide investors relevant, up-to-date statistics on the Williamson County economy

Complete overhaul of our economic development web site by July 2019

Become a resource for investors

Create and implement a local and national public relations plan

Highlight Williamson County's business and community successes

Maintain Williamson County's visibility as a desirable business location



OUTREACH: Communication

Create local education and recruitment opportunities to develop the pipeline needed to support our existing companies and future companies

Our role as an economic development organization centers on talent development. Today, talent development is economic development. Talent development involves creating relationships and relevance for students by connecting them to workplaces and employers. Education is the number one priority of Williamson County. It provides the foundation of our economic success by attracting corporate decision makers, their families and their employees. Access to a highly-skilled, well-educated workforce is critical to fill jobs for existing businesses and relocating companies. There is a direct link between the quality of education in an area and the workforce available for new and existing companies. In addition to working with local education providers, Williamson, Inc. assists employers with talent recruitment efforts across the country. Williamson County's workforce demands can only be met with a combination of both existing and relocating talent.

Action

Collaborate with local employers to organize talent recruitment activities in high demand professions, like IT



Partner with local employers/ Nashville Tech Council on 5 talent recruitment trips to major markets or college campuses



Fill the pipeline with young talent to support our existing companies

Outcome

Support the Williamson County Schools Entrepreneurship and Innovation Center, including a board seat for Williamson, Inc.



Create programming through Williamson County Schools that promotes aspiring entrepreneurs to test their ideas in the Entrepreneurship and Innovation Center



Entrepreneur-ready high school graduates who have the potential to create companies in Williamson County

Create a summer internship program with Williamson County Schools



Place 20 students annually with economic investors and chamber members

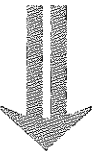


Provide career exposure opportunities for high schoolers and create a pipeline of potential future employees for companies

Develop an understanding from our existing companies of their future workforce needs



Identify workforce trends and projections to ensure current programming aligns with future workforce needs



Leverage regional and local higher education, especially Columbia State's Williamson campus, to provide the talent our companies need



Engage in the development of attainable housing initiatives in Williamson County

Access to attainable housing has become a significant challenge to thriving communities throughout the nation. Our surveys show that Williamson County's exceptionally high housing costs are a challenge for employers because their employees are priced out of the market.

Our focus is on attainable housing, not federally subsidized housing. As county seat and most populated city in the county, the City of Franklin presents the best opportunity for implementing attainable housing strategies.

Action

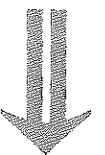
Participate in Franklin Housing Authority and Advisory Services Commission to provide the business community perspective

Actively support Franklin Housing Authority in their presentation of incentive options to Board of Mayor and Alderman

Educate the public on the role density plays in providing attainable housing options in Franklin

Goal

Support an incentive-driven attainable housing plan through a public-private partnership that includes the Williamson County Association of Realtors (WCAR) and the Homebuilders Association of Middle Tennessee (HBAMT)



Identify large employer to serve as the pilot program

Outcome

Create below market price housing options in the City of Franklin for individuals currently earning the county median wage of \$72,000

Employer-driven solution to offset high cost of housing in Williamson County



TALENT: Housing

Increase access to larger employee pool by encouraging an inclusive business culture

Diversity of perspectives drives innovation, inspires creativity and encourages collaboration, but many companies still struggle with programming to attract a diverse population. As competition for talent increases, employers will need to look at every opportunity to increase the depth and breadth of the pool of potential employees.

Williamson, Inc. will work to help employers identify programming and training to access talent by cultivating a culture of inclusion. We will also work to identify model Williamson County companies who have robust inclusion and diversity programs to share "best practices" with economic investors.

Action

Host quarterly inclusion workshops to educate and encourage business collaboration for attracting and hiring a diverse workforce

Goal

2019 inclusion workshops will include: disabilities in the workplace, generations in the workplace, minority-owned businesses and veteran-owned businesses

Outcome

Assist companies with sourcing and retaining talent

Engage local non-profits, chambers of commerce and proactive companies to bring expertise and business guidance to Williamson County companies looking to enhance inclusiveness

Create an inclusion resource page that will feature partnered non-profits/role model companies sharing their "best practices" around inclusion and diversity

Connect companies with "best practices"



TALENT: Inclusion



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Williamson County Chamber of Commerce WIL015 Remit 3

Attachments:

- ☒ Annual Audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☐ Any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability (if applicable), general liability, and workers' compensation (if required by TN law).
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 12 2014**

WILLIAMSON COUNTY CHAMBER OF
COMMERCE
128 FRANKLIN RD
BRENTWOOD, TN 37027

Employer Identification Number:
36-4720381

DLN:

17053100397033

Contact Person:

CUSTOMER SERVICE

ID# 31954

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31

Form 990 Required:
Yes

Effective Date of Exemption:
October 1, 2012

Contribution Deductibility:
No

Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(6) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-NC" in the search bar to view Publication 4221-NC, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations), which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations

Letter 948

Williamson, Inc. 2020 Board of Directors

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11
CONTACT NAME	TITLE	Phone	COMPANY NAME	ADDRESS	CITY	STATE	ZIP CODE	eMail	Topic of Interest	
2022 Tim Adams	President/CEO	(615) 284-6865	Saint Thomas Health	102 Woodmont Blvd	Nashville	TN	37205	tim.adams@ascension.org	Transportation	
2022 Mike Alday	President	(615) 791-1535	Public Relations	144 Southeast Parkway	Franklin	TN	37064	mike@aldaycommunications.com		
2022 Meg Chamblee	Director, Consulting Services	(615) 417-7715	Ud'ig	6640 Carothers Pkwy	Franklin	TN	37067	megchamblee@gmail.com		
2022 JP Cowan	Associate Principal	(615) 377-9773	TMPartners	211 Franklin Road	Brentwood	TN	37027	jpcowan@tmpartners.com		
2022 Bryan Gregory	Division Vice President, Alliance Division	(615) 928-3568	DeVita VillageHealth	5200 Virginia Way	Brentwood	TN	37027	bryan.gregory@villagehealth.com		
2022 Tony Johnson	Site Leader Nashville HUB	(615) 556-1469	Schneider Electric	6700 Tower Circle	Franklin	TN	37067	Tony.Johnson@schneider-electric.com		
2022 Cassie Jones	Owner	(615) 804-2829	Williamson Herald and Southern Exposure Magazine	1117 Columbia Ave	Franklin	TN	37064	cassie@southernexposurerepublic.com		
2022 Laura Reinbold	National Director, Healthcare	(615) 6101213	Terracon	5217 Linbar Drive	Nashville	TN	37211	laura.reinbold@terracon.com		
2022 Dwayne West	CFO	(615) 770-8475	Gresham Smith	222 Second Ave South	Nashville	TN	37201	dwayne_west@gspnet.com		
2022 John Wingo	Attorney	(615) 782-2263	Stras & Harbison	604 W Main St	Franklin	TN	37064	john.wingo@stras.com		
2022 Mike Cairnes	President and COO	(615) 872-4997	Kirklands	5310 Maryland Way	Brentwood	TN	37027	cairnesm@yahoo.com		
2022 Tomi Galin	Senior Vice President, Corporate Communications, Marketing and Public Affairs	(615) 628-6607	Community Health Systems	4000 Meridian Blvd	Franklin	TN	37067	tomi_galin@chs.net		
2021 Lauren Ward	Interim President & CEO		Williamson County Convention and Visitors Bureau					lauren@visitfranklin.com		
2021 Ellie Westman Chin	President & CEO	(615) 791-7554	Williamson County Convention and Visitors Bureau	400 Main Street	Franklin	TN	37064	ellie@visitfranklin.com		
2021 Dearl Lampley	Vice President of Williamson Campus	(615) 790-4419	Columbia State Community College	1228 Liberty Pike	Franklin	TN	37067	dearl@columbiastate.edu		
2021 Richard Herrington	President and CEO	(615) 236-8310	Williamson, Inc.	5005 Meridian Blvd	Franklin	TN	37067	richard@williamsonchamber.com		
Bryan Dofeshel	Chief Community Development Officer	(615) 771-1912	Williamson, Inc.	5005 Meridian Blvd	Franklin	TN	37067	bryan@williamsonchamber.com		
Elizabeth McCreary	Chief Economic Development Officer	(615) 771-1912	Williamson, Inc.	5005 Meridian Blvd	Franklin	TN	37067	elizabeth@williamsonchamber.com		
Tom Aterna	President and CEO	(615) 308-2882	AP Live	115 SE Pkwy Ct	Franklin	TN	37064	tom@atetapartners.com		
2021 Bari Beasley	CEO	(615) 509-5511	Williamson County Heritage	112 Bridge St	Franklin	TN	37064	bbeasley@historickfranklin.com		
2021 Kim Brady	Vice President of Human Resources	(615) 861-7308	Acadia Healthcare	6100 Tower Cir #1000	Franklin	TN	37067	Kim.Brady@Acadiahealthcare.com		
2021 Carl Haley	Board Member	(615) 953-4225	Grand Avenue Chauffeured Transportation	186 North First Street	Nashville	TN	37213	carlhaley1@gmail.com		
2021 Chris Jones	President	(615) 494-1505	Middle Tennessee Electric							
2021 Doug Kreulen	President and CEO	(615) 275-1700	Membership Corporation	555 New Salem Rd	Murfreesboro	TN	37129	djones@mtenc.com		
2021 Matt Laker	Vice President	(615) 861-5556	Jackson National Life Insurance	1 Terminal Dr	Nashville	TN	37214	DOUG_KREULEN@nashintl.com		
2021 Rob Mills	Senior Vice President and CIO	(615) 440-4000	Tractor Supply Company	300 Innovation Drive	Franklin	TN	37067	matthew.laker@jackson.com		
2021 Chase Harper	Business Development Manager	(615) 628-0266	TMA Group	5401 Virginia Way	Brentwood	TN	37027	rmills@TractorSupply.com	Transportation	
2021 Elaine Wells	President and Owner	(615) 732-0760	Well Planned Events	708 Columbia Avenue	Franklin	TN	37064	chase@tmagroup.org		
				4731 Trousdale Dr # 9	Nashville	TN	37220	elaine@wellplannedevents.com		
2021 Luis Parodi	Vice President, Senior Business Banking Officer	(615) 921-1591	Republic Bank, Nashville Area	2034 Richard Jones Road	Nashville	TN	37215	lparodi@republicbank.com		
2023 Shay Bagani	Corporate Affairs	(615) 807-4626	Hispanic Chamber of Commerce	Ovation Drive	Franklin	TN	37067	shay.bagani@effem.com		
2023 Wendy Monaci	Vice President, Regional Ambulatory Services	(615) 936-3944	Vanderbilt Health	512 Autumn Spring Court	Franklin	TN	37067	wendy.d.monaci@vumc.org		
2023 Rob Ivy	CFO	(615) 224-1411	Lee Company	4057 Rural Plains Circle	Franklin	TN	37064	Rob.Ivy@leecompany.com		
2023 Julie Miller	COO	(615) 435-5162	Williamson Medical Center	4321 Carothers Pkwy	Franklin	TN	37067	JMiller@wmcd.org		
2023 Joshua Derryberry	Senior Vice President, Business Banking Regional Manager for TN and KY	(615) 687-3012	Fifth Third Bank	424 Church Street	Nashville	TN	37219	Joshua.Derryberry@53.com		
								katelyn.conviest@53.com		
2023 Jemond Daughtry	Owner Operator	(615) 591-2862	McDonald's, The Good Food Group	109 Holiday Court, C-5	Franklin	TN	37067	jDaughtry@thegoodfoodgroup.com	Attainable Housing	
2023 Tony McAlister	COO and Board Chair	(919) 744-1346	Quik, Studio Tenn, Nashville							
2023 Winston Cruse	Executive Director of Real Estate	(615) 371-8881	Shakespeare Festival	501 Corporate Centre Dr	Franklin	TN	37067	tony@mcaltister.com		
2023 PJ Pratt	Owner	(615) 790-0990	Ramsey Solutions	1011 Reams Fleming Blvd	Franklin	TN	37064	winston@capitalrealtytn.com		
2023 Phil Fawcett	Principal	(615) 550-5580	Boyle Development	903 Murfreesboro Rd	Franklin	TN	37064	pjpratt@fulservicetn.com		
2023 Tara Blue	Executive Director	(615) 794-8986	Boyle Development	2000 Meridian Blvd	Franklin	TN	37067	pfawcett@boyle.com		
2023 Rob Ferrara	Spring Hill Chamber of Commerce Chair	(847) 338-7111	Community Child Care	129 W. Fowkes St	Franklin	TN	37064	blue1@comcast.net		
			First Farmers		Spring Hill	TN	37174	rob.ferrara@myfirstfarmers.com		
Executive Committee										

Executive Committee				
2022 Chris Jones	Chair	Yes	gibnes@ntemc.com	
2022 Doug Kreulen	Vice Chair	Yes	DOUG_KREULEN@nashintl.com	
2021 Luis Parodi	Treasurer	Yes	lparodi@publicbank.com	
2022 Laura Reinbold	Secretary	Yes	laura.reinbold@terracon.com	meg.chamblee@udig.com
			matt@williamsonchamber.com	Sabrina_Troy@nashintl.com
			bryan@williamsonchamber.com	cvsrntk@ascension.org
			elizabeth@williamsonchamber.com	amy.atkinson@ntemc.com
			Sabrina_Troy@nashintl.com	
			amy.atkinson@ntemc.com	
			cherrington@concast.net	

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/05/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services, LLC 903 Murfreesboro Rd. Franklin, TN 37064 615 790-0990		CONTACT NAME: Sam Gordon PHONE (A/C, No, Ext): 855 874-0777 FAX (A/C, No): E-MAIL ADDRESS: selectcommercial@usi.com	
INSURED Williamson County Chamber of Commerce; 4031 Aspen Grove Drive Ste 630 Franklin, TN 37067		INSURER(S) AFFORDING COVERAGE INSURER A: United States Liability Insurance Compa INSURER B: Accident Fund General Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 25895 12304	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X	NBP2553230A	03/01/2021	03/01/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY		NBP2553230A	03/01/2021	03/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	WCV6184258	03/01/2021	03/01/2022	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	D&O Liability		NBP2553230A	03/01/2021	03/01/2022	3,000,000
A	Employment Prac.		NBP2553230A	03/01/2021	03/01/2022	3,000,000
A	Fiduciary Liab.		NBP2553230A	03/01/2021	03/01/2022	3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The General Liability policy(s) includes an automatic Additional Insured endorsement that provides Additional Insured status to the Certificate Holder only when there is a written contract that requires such status, and only with regard to work performed on behalf of the named insured.

CERTIFICATE HOLDER

CANCELLATION

City of Franklin
 109 3rd Avenue South
 Franklin, TN 37064

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

B. M. Carl



Franklin Nonprofit Funding Request – Fiscal Year 2021-2022

Application for Charitable and Civic Organizations

Submission Deadline: March 22, 2021

Agency Name: Williamson County Chamber of Commerce WIL015 Remit 4 (TOURISM)
(List agency name as it appears on the Secretary of State website)

Legal Status: ☐ Charitable (501c3) ☒ Civic Organization (501c6 or 501c4)

Application Contact: Bryan Doleshel bryan@williamsonchamber.com 615-771-1912
Name Email Phone

Mailing Address: 4031 Aspen Grove Dr., Ste #630, Franklin, TN 37064

Headquarters' Address (if different from mailing): same as above

Is this a TN Governor's Office of Diversity Business Enterprise (Go-DBE)? ☐ Yes ☒ No
If yes, is this business certified with the TN Department of General Services for Minority Owned, Women Owned, Service-Disabled Veteran Owned and Small Business Enterprise firms?
☐ Yes ☒ No

Total amount of City of Franklin funds being requested for FY2021-2022 \$ 30,000.00

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Matt Largen, President & CEO
Printed Name of (CEO/President/Executive Director/Board Chair)

02/03/2021
Date

[Signature]
Signature of (CEO/President/Executive Director/Board Chair)

2-3-21
Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Williamson County Chamber of Commerce WIL015 Remit 4

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No
If no, please list service dates.

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

The Williamson County Chamber of Commerce provides unparalleled access to education, leadership development, relationship-building and up-to-the-minute information about doing business in one of the country's fastest growing counties. We strive to invest into the business and education sectors of the county to increase growth and retain talent for the nearly 6500 active businesses.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

The Williamson County Chamber of Commerce will use the funds to support growth of new and existing businesses throughout the City of Franklin and greater Williamson County. The Chamber offers professional development opportunities, networking and business development oriented programs/events to support small, medium and large companies.



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

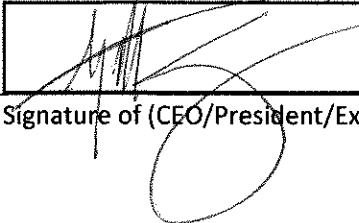
Agency Name: Williamson County Chamber of Commerce WIL015 Remit 4

4. What is your fiscal year (ex. July 1 to June 30)? Jan 1 to Dec 31
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☐ monthly ☒ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency budget, what percentage is derived from this funding request to the City of Franklin? 0.00% 3%

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Matt Largen, President & CEO 02/03/2021
Printed Name of (CEO/President/Executive Director/Board Chair) Date

 2-3-21
Signature of (CEO/President/Executive Director/Board Chair) Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Williamson County Chamber of Commerce WIL015 Remit 4

Attachments:

- ☒ Annual Audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☐ Any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability (if applicable), general liability, and workers' compensation (if required by TN law).
- ☐ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 12 2014**

WILLIAMSON COUNTY CHAMBER OF
COMMERCE
128 FRANKLIN RD
BRENTWOOD, TN 37027

Employer Identification Number:
36-4720381
DLN:
17053100397033
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990 Required:
Yes
Effective Date of Exemption:
October 1, 2012
Contribution Deductibility:
No
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(6) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-NC" in the search bar to view Publication 4221-NC, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations), which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations

Letter 948

Williamson, Inc. 2020 Board of Directors

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11
CONTACT NAME	TITLE	Phone	COMPANY NAME	ADDRESS	CITY	STATE	ZIP CODE	eMail	Topic of Interest	
2022 Tim Adams	President/CEO	(615) 284-6865	Saint Thomas Health	102 Woodmont Blvd	Nashville	TN	37205	tim.adams@ascension.org	Transportation	
2022 Mike Alday	President	(615) 791-1535	Public Relations	144 Southeast Parkway	Franklin	TN	37064	mike@aldaycommunications.com		
2022 Meg Chamblée	Director, Consulting Services	(615) 437-7715	Udug	6640 Carothers Pkwy	Franklin	TN	37067	megchamblee@gmail.com		
2022 JP Cowan	Associate Principal	(615) 377-9773	TMPartners	211 Franklin Road	Brentwood	TN	37027	jpccowan@tmpartners.com		
2022 Bryan Gregory	Division Vice President, Alliance Division	(615) 928-3568	DaVita VillageHealth	5200 Virginia Way	Brentwood	TN	37027	bryan.gregory@villagehealth.com		
2022 Tony Johnson	Site Leader Nashville HUB	(615) 556-1469	Schneider Electric	6700 Tower Circle	Franklin	TN	37067	tony.johnson@schneider-electric.com		
2022 Cassie Jones	Owner	(615) 804-2829	Williamson Herald and Southern Exposure Magazine	1117 Columbia Ave	Franklin	TN	37064	cassie@southernexposuremagazine.com		
2022 Laura Reinbold	National Director, Healthcare	(615) 6101213	Terracon	5217 Linbar Drive	Nashville	TN	37211	laura.reinbold@terracon.com		
2022 Dwayne West	CFO	(615) 770-8475	Gresham Smith	222 Second Ave South	Nashville	TN	37201	dwayne_west@gspnet.com		
2022 John Wingo	Attorney	(615) 782-2263	Stites & Harbison	604 W Main St	Franklin	TN	37064	john.wingo@stites.com		
2022 Mike Cairnes	President and COO	(615) 872-4997	Kirklands	5310 Maryland Way	Brentwood	TN	37027	cairnesm@yahoo.com		
2022 Tomi Gallin	Senior Vice President, Corporate Communications, Marketing and Public Affairs	(615) 628-6607	Community Health Systems	4000 Meridian Blvd	Franklin	TN	37067	tomi.gallin@chs.net		
2021 Lauren Ward	Interim President & CEO		Williamson County Convention and Visitors Bureau					lauren@visitfranklin.com		
2021 Ellie Westman Chin	President & CEO	(615) 791-7554	Williamson County Convention and Visitors Bureau	400 Main Street	Franklin	TN	37064	ellie@visitfranklin.com		
2021 Dearl Lampley	Vice President of Williamson Campus	(615) 790-4419	Columbia State Community College	1228 Liberty Pike	Franklin	TN	37067	dlampley@columbiastate.edu		
2021 Richard Harrington		(615) 236-8310						rharrington@comcast.net		
2021 Matt Largent	President and CEO	(615) 261-2881	Williamson, Inc.	5005 Meridian Blvd	Franklin	TN	37067	matt@willamsonchamber.com		
2021 Bryan Doleshal	Chief Community Development Officer	(615) 771-1912	Williamson, Inc.	5005 Meridian Blvd	Franklin	TN	37067	bryan@willamsonchamber.com		
2021 Elizabeth McCreary	Chief Economic Development Officer	(615) 771-1912	Williamson, Inc.	5005 Meridian Blvd	Franklin	TN	37067	elizabeth@willamsonchamber.com		
2021 Tom Aterna	President and CEO	(615) 308-2882	AP Live	115 SE Pkwy Ct	Franklin	TN	37064	tom@aternapartners.com		
2021 Bari Beasley	CEO	(615) 509-5511	Williamson County Heritage	112 Bridge St	Franklin	TN	37064	bbeasley@historichfranklin.com		
2021 Kim Brady	Vice President of Human Resources	(615) 861-7308	Acadia Healthcare	6100 Tower Cir #1000	Franklin	TN	37067	Kim.Brady@Acadiahealthcare.com		
2021 Carl Haley	Board Member	(615) 953-4225	Grand Avenue Chauffeured Transportation	186 North First Street	Nashville	TN	37213	carlhaleyjr@gmail.com		
2021 Chris Jones	President	(615) 494-1505	Middle Tennessee Electric Membership Corporation	555 New Salem Rd	Murfreesboro	TN	37129	chris.jones@mtenc.com		
2021 Doug Kreulen	President and CEO	(615) 275-1700	Metropolitan Nashville Airport Authority	1 Terminal Dr	Nashville	TN	37214	DOUG_KREULEN@nashintl.com		
2021 Matt Later	Vice President	(615) 861-5556	Jackson National Life Insurance Company	300 Innovation Drive	Franklin	TN	37067	matthew.later@jackson.com		
2021 Rob Mills	Senior Vice President and CIO	(615) 440-4000	Tractor Supply Company	5401 Virginia Way	Brentwood	TN	37027	rmills@TractorSupply.com		
2021 Chase Harper	Business Development Manager	(615) 628-0266	TMA Group	708 Columbia Avenue	Franklin	TN	37064	chase@tmagroup.org	Transportation	
2021 Elaine Walls	President and Owner	(615) 732-0760	Well Planned Events	4731 Trousdale Dr #9	Nashville	TN	37220	elaine@wellplannedevents.com		
2021 Luis Parodi	Vice President, Senior Business Banking Officer	(615) 921-1591	Republic Bank, Nashville Area	2034 Richard Jones Road	Nashville	TN	37215	lparodi@republicbank.com		
2023 Shay Bagan	Corporate Affairs	(615) 807-4626	Hispanic Chamber of Commerce	Ovation Drive	Franklin	TN	37067	shay.bagan@effem.com		
2023 Wendy Monac	Vice President, Regional Ambulatory Services	(615) 936-3944	Vanderbilt Health	512 Autumn Spring Court	Franklin	TN	37067	wendy.d.monac@vumc.org		
2023 Rob Ivy	CFO	(615) 224-1411	Lee Company	4057 Rural Plains Circle	Franklin	TN	37064	Rob.Ivy@lee.com		
2023 Julie Miller	COO	(615) 435-5162	Williamson Medical Center	4321 Carothers Pkwy	Franklin	TN	37067	JMiller@wmcd.org		
2023 Joshua Derryberry	Senior Vice President, Business Banking Regional Manager for TN and KY	(615) 687-3012	Fifth Third Bank	424 Church Street	Nashville	TN	37219	joshua.derryberry@53.com		
								katelyn.conviser@53.com		
2023 Jemond Daughtry	Owner Operator	(615) 591-2862	McDonald's, The Good Food Group	109 Holiday Court, C-5	Franklin	TN	37067	jldaughtry@thegoodfoodgroup.com		Attainable Housing
2023 Tony McAlister	COO and Board Chair	(919) 744-1346	Quik, Studio Tenn, Nashville		Franklin	TN	37067	tony@mcAlister.com		
2023 Winston Cruise	Executive Director of Real Estate	(615) 371-8881	Shakespeare Festival	501 Corporate Centre Dr	Franklin	TN	37064	winston@capitalrealtytn.com		
2023 PJ Pratt	Owner	(615) 790-0990	Ramsey Solutions	1011 Reams Fleming Blvd	Franklin	TN	37064	pjpratt@fulservicetn.com		
2023 Phil Fawcett	Principal	(615) 550-5580	Boyle Development	903 Murfreesboro Rd	Franklin	TN	37067	pfawcett@boyle.com		
2023 Tara Blue	Executive Director	(615) 794-8986	Community Child Care	2000 Meridian Blvd	Franklin	TN	37064	tfawcett@comcast.net		
2023 Rob Ferrara	Spring Hill Chamber of Commerce Chair	(847) 338-7111	First Farmers	128 W. Fowkes St	Franklin	TN	37174	rob.ferrara@myfirstfarmers.com		

ACORD™**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

3/05/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services, LLC 903 Murfreesboro Rd. Franklin, TN 37064 615 790-0990	CONTACT NAME: Sam Gordon PHONE (A/C, No, Ext): 855 874-0777 FAX (A/C, No): E-MAIL ADDRESS: selectcommercial@usi.com														
INSURED Williamson County Chamber of Commerce; 4031 Aspen Grove Drive Ste 630 Franklin, TN 37067	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : United States Liability Insurance Compa</td> <td>25895</td> </tr> <tr> <td>INSURER B : Accident Fund General Insurance Company</td> <td>12304</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : United States Liability Insurance Compa	25895	INSURER B : Accident Fund General Insurance Company	12304	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

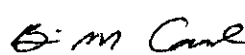
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X	NBP2553230A	03/01/2021	03/01/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$		NBP2553230A	03/01/2021	03/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WCV6184258	03/01/2021	03/01/2022	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	D&O Liability		NBP2553230A	03/01/2021	03/01/2022	3,000,000
A	Employment Prac.		NBP2553230A	03/01/2021	03/01/2022	3,000,000
A	Fiduciary Liab.		NBP2553230A	03/01/2021	03/01/2022	3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The General Liability policy(s) includes an automatic Additional Insured endorsement that provides Additional Insured status to the Certificate Holder only when there is a written contract that requires such status, and only with regard to work performed on behalf of the named insured.

CERTIFICATE HOLDER**CANCELLATION**

City of Franklin 109 3rd Avenue South Franklin, TN 37064	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---



File #: 21-01751

DATE: February 11, 2021
TO: Budget & Finance Committee
FROM: Michael Walters Young, Budget and Analytics Manager
SUBJECT:

Budget Presentation - Other (Development/Tourism) Funds

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the Other (Development/Tourism - City Facilities Tax Fund, County Facilities Tax Fund, Road Impact Fund, Hotel/Motel Tax Fund & Parkland Dedication Fund) budget requests for FY 2021-2022.

BACKGROUND/STAFF COMMENTS:

Each year, the Budget & Finance Committee reviews the detailed budget of each City Department. At the meetings in February, March, and April, departmental staff makes a presentation of the plans for the next budget cycle and the requested funding for those anticipated needs. This provides the Committee with an idea of the size and scope of budget requests that may be included in the City Administrator's proposed budget, which is typically delivered at the May committee meeting.

FINANCIAL IMPACT:

The financial impact varies by department, depending on the increase in population, the required services, equipment replacement needs, and program enhancements.

RECOMMENDATION:

Staff recommends that the Budget & Finance Committee acknowledge the presentation of the Other (Development/Tourism - City Facilities Tax Fund, County Facilities Tax Fund, Road Impact Fund, Hotel/Motel Tax Fund & Parkland Dedication Fund) budget requests.



City of Franklin, Tennessee
FY 2022 Operating Budget Request

Other (Development /Tourism) Funds

City Facilities Tax Fund
County Facilities Tax Fund
Road Impact Fund
Hotel Motel Tax Fund
Parkland Dedication Fund



City of Franklin, Tennessee - FY 2022 Budget Request

Development/Tourism Funds

Slide 2

Outline

- **City Facilities Tax**
- **County Facilities Tax**
- **Road Impact Fund**
- **Hotel/Motel Tax Fund**
- **Parkland Dedication Fund**



City of Franklin, Tennessee - FY 2022 Budget Request

City Facilities Tax Fund

Slide 3

Purpose of Department

The Facilities Tax Fund is a special revenue fund used to account for the proceeds authorized by a private act of the Tennessee General Assembly of 1987 for the City to levy and collect a privilege tax on new development to provide that new development contribute its fair share of providing new public facilities made necessary by growth. Such taxes may be expended only upon police, fire, sanitation, and parks and recreation expenditures. Such expenses can only be spent on public expenditures related to growth; thus new equipment and infrastructure can be funded out of the Facilities Tax fund, but replacement of existing equipment cannot.

City of Franklin, Tennessee - FY 2022 Budget Request

City Facilities Tax Fund

Budget Summary

	2019 Actual	2020 EOY	2021		2022 Budget	2021 v. 2022	
			Budget	EOY		\$	%
Beginning Fund Balance	14,410,218	15,091,277	10,694,849	10,694,849	11,482,372		
Revenues	3,123,798	3,485,487	1,300,000	3,272,364	2,678,377	1,378,377	106.0%
Expenditures	2,442,739	7,881,915	1,576,480	2,484,841	-	-1,576,480	-100.0%
Ending Balance	15,091,277	10,694,849	10,418,369	11,482,372	14,160,749		

Revenues: \$2,678,377 forecast; highly dependent upon what is built, when it is built and how the economy evolves as the pandemic wains.

Expenses: None programmed at this time – Fire Station 7 should be fully expensed in FY 2021. CIP Capital & Equipment Adds likely to be added for the May Budget Recommendation.



City of Franklin, Tennessee - FY 2022 Budget Request

County Facilities Tax Fund

Slide 5

Purpose of Department

The County Facilities Tax Fund is a new special revenue fund used to account for the City's share of the County's Adequate School Facilities Tax. 30% of the proceeds are distributed to incorporated cities within the county, and another 30% is divided pro rata among the incorporated cities based on population in the last decennial census. The City began collecting a share of the County Facilities Tax in FY 2012.

Prior to FY 2017, monies collected had been deposited within the Capital Projects Fund. Funds are to be used for the purpose of providing public facilities.

City of Franklin, Tennessee - FY 2022 Budget Request

County Facilities Tax Fund

Budget Summary

	2019 Actual	2020 Actual	2021 Budget	2021 EOY	2022 Budget	2021 v. 2022	
						\$	%
Beginning Fund Balance	4,804,517	3,958,958	3,673,984	3,673,984	4,427,758		
Revenues	904,441	1,000,026	640,000	878,774	757,649	117,649	18.4%
Expenditures	1,750,000	1,285,000	125,000	125,000	-	-125,000	-100.0%
Ending Balance	3,958,958	3,673,984	4,188,984	4,427,758	5,185,407		

Revenues: \$757,649 forecast; highly dependent upon what is built, when it is built and how the economy evolves as the pandemic wains.

Expenses: None programmed at this time. Components of eligible CIP Capital projects likely to be added for the May Budget Recommendation.



City of Franklin, Tennessee - FY 2022 Budget Request

Road Impact Fund

Slide 7

Purpose of Fund

The Road Impact Fund is the special revenue fund created for the accounting of expenditures in accord with City Ordinance 88-13 on the proceeds of road impact fees from new development. After completing an update of the major thoroughfare plan, the City re-examined the structure of road impact fees which was approved in April 2011. These funds can be used to pay for new arterial roads, directly or through payment of debt service on bonds associated with the projects.

City of Franklin, Tennessee - FY 2022 Budget Request

Road Impact Fund

Budget Summary

	2019 Actual	2020 Actual	2021		2022 Budget	2021 v. 2022	
			Budget	EOY		\$	%
Beginning Fund Balance	11,339,848	16,589,763	22,442,977	22,442,977	26,995,771		
Revenues	8,411,765	12,953,558	4,550,000	8,604,377	4,569,726	19,726	0.4%
Expenditures	3,161,850	7,100,344	5,799,778	4,051,583	5,893,316	93,538	1.6%
Ending Balance	16,589,763	22,442,977	21,193,199	26,995,771	25,672,182		

Revenues include estimates for Road Impact Fees collected from Arterial and Collector Roads. These estimates are reduced by 50% over FY 2020, but likely to be reexamined for the May Budget Recommendation.

The expenditures budget anticipates \$5.9 million, part in the form of a transfer to the debt service fund and part in the form of Road Impact Offset agreement payments only at this time. Components of eligible CIP Capital projects likely to be added for the May Budget Recommendation.



City of Franklin, Tennessee - FY 2022 Budget Request

Hotel Motel Tax Fund

Slide 9

Purpose of Fund

A special revenue fund used to account for the locally administered tax levied on the occupancy of hotel and motel rooms, in addition to sales tax. The City of Franklin Hotel /Motel Tax is 4%. The fund is used to pay debt service on the Cool Springs Conference Center and the Harlinsdale and Battlefield parks. Also, the funds are used for tourism. The budget includes 1% of the 4% tax (based on collections in calendar year 2013) to support the Williamson County Convention and Visitors Bureau.

City of Franklin, Tennessee - FY 2022 Budget Request

Hotel Motel Tax Fund

Budget Summary

	2019 Actual	2020 Actual	2021 Budget	2021 EOY	2022 Budget	2021 v. 2022	
						\$	%
Beginning Fund Balance	5,722,086	7,671,058	7,503,829	7,503,829	5,112,704		
Revenues	4,317,949	3,390,805	1,985,259	1,873,057	2,444,080	458,820	23.1%
Expenditures	2,368,977	3,558,034	3,964,183	4,264,183	1,805,879	-2,158,304	-54.4%
Ending Balance	7,671,058	7,503,829	5,524,905	5,112,704	5,750,904		

The Hotel-Motel Fund budget has been the most affected of any City-wide by the ongoing COVID-19 caused economic downturn. Revenues - forecast to be 50% lower in FY 2021 are through 6 months they actually down 53%. Revenues for FY 2022 are forecast to rebound significantly, but until the pandemic truly subsides it is hard to see our tourism industry fully recovering for another 12-30 months.

Obligations: Debt Service, Land Acquisitions, Funding for the CVB and ongoing capital project commitments.

This will be revisited as more is know about the lasting economic impacts to Williamson County's tourism later in FY 2022 - for funding additional CIP projects and restoring funding to the CVB. Another wrinkle in this budget which could cause positive benefit to this fund is the still as yet undecided application of direct Federal aid from the American Rescue Plan.



City of Franklin, Tennessee - FY 2022 Budget Request

Parkland Dedication Fund

Slide 11

Purpose of Fund

The Parkland Dedication Fund was created in FY 2015 for the purpose of satisfying requirements of Section 5.5.4 of the City of Franklin Zoning Ordinance.

Funds can be used only for the acquisition or development of public parks, greenways/blueways, open space sites, and related facilities.

City of Franklin, Tennessee - FY 2022 Budget Request

Parkland Dedication Fund

Budget Summary

	2019 Actual	2020 Actual	2021 Budget	2021 EOY	2022 Budget	2021 v. 2022 \$ %	
Beginning Fund Balance	6,141,130	8,005,878	8,236,553	8,236,553	7,390,260		
Revenues	1,864,748	1,757,183	768,750	750,032	1,044,768	276,018	35.9%
Expenditures	-	1,526,508	1,361,850	1,596,325	-	-1,361,850	-100.0%
Ending Balance	8,005,878	8,236,553	7,643,453	7,390,260	8,435,028		

Estimates are based upon analysis of projects currently within the development process in the City which are eligible to pay Parkland Dedication Fees. Although no expenditures are planned at this time, components of eligible CIP Capital projects likely to be added for the May Budget Recommendation.

City of Franklin, Tennessee - FY 2022 Budget Request

Development/Tourism Funds

Summary:

Forecasts for our Development /Tourism related funds have underwent dramatic change in the last year. Initially we projected severe losses in revenues in both construction and tourist activities. We now know that only tourism suffered severely as a result of the pandemic. As always, regardless of economic times, these funds are, of course, heavily dependent upon private development.

The positive news to report at this time is all of these funds have healthy fund balances, and as result of prudent usage policies and financial management, the City continues to be well prepared for the ongoing uncertainty of the pandemic and the economy as a whole.



City of Franklin, Tennessee

FY 2022 Operating Budget

City Facilities Tax Fund

Budget Summary

	2019 Actual	2020 EOY	2021		2022 Budget	2021 v. 2022	
			Budget	EOY		\$	%
Beginning Fund Balance	14,410,218	15,091,277	10,694,849	10,694,849	11,482,372		
Revenues	3,123,798	3,485,487	1,300,000	3,272,364	2,678,377	1,378,377	106.0%
Expenditures	2,442,739	7,881,915	1,576,480	2,484,841	-	-1,576,480	-100.0%
Ending Balance	15,091,277	10,694,849	10,418,369	11,482,372	14,160,749		

Fund Summary

The Facilities Tax Fund is a special revenue fund used to account for the proceeds authorized by a private act of the Tennessee General Assembly of 1987 for the City to levy and collect a privilege tax on new development to provide that new development contribute its fair share of providing new public facilities made necessary by growth. Such taxes may be expended only upon police, fire, sanitation, and parks and recreation expenditures. Such expenses can only be spent on public expenditures related to growth; thus new equipment and infrastructure can be funded out of the Facilities Tax fund, but replacement of existing equipment cannot.



City of Franklin, Tennessee **FY 2022 Operating Budget**

Organizational Chart

There is no organization chart associated with the Facilities Tax Fund. It is supervised by personnel in the Finance Department.

Staffing by Position

There are no staff formally associated with the Facilities Tax Fund. It is supervised by personnel in the Finance Department.



City of Franklin, Tennessee

FY 2022 Operating Budget

Budget

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference	
						\$	%
Beginning Fund Balance	14,410,218	15,091,277	10,694,849	10,694,849	11,482,372		
Revenues							
FACILITIES TAXES	2,610,311	3,051,110	1,250,000	2,972,364	2,628,377	1,378,377	110.3%
INTEREST INCOME	513,487	434,377	50,000	300,000	50,000	-	0.0%
Total Available Funds	3,123,798	3,485,487	1,300,000	3,272,364	2,678,377	1,378,377	106.0%
Expenses							
Total Police	-	1,576	-	-	-	-	0.0%
Total Fire	2,037,166	6,183,981	1,544,480	2,484,841	-	(1,544,480)	-100.0%
Total Parks	56,375	1,515,818	32,000	-	-	(32,000)	-100.0%
Total SW Collection	349,198	180,540	-	-	-	-	0.0%
Total SW Disposal	-	-	-	-	-	-	0.0%
Total Expenditures	2,442,739	7,881,915	1,576,480	2,484,841	-	(1,576,480)	-100.0%
Ending Fund Balance	15,091,277	10,694,849	10,418,369	11,482,372	14,160,749		

Notes & Objectives

The forecast for FY 2021 revenues is an estimate based upon anticipated economic conditions. It is **heavily dependent** upon the timing of new development. Should development permits be pulled sooner than anticipated (or delayed), amounts may be higher (or lower) than forecast. This will be significantly revised once we fully determine the impact of the current economic downturn.

Regardless of the level of building activity, additional expenses maybe budgeted in FY 2021 once economic conditions are further known to continue the City's FY 2019-2028 CIP projects.



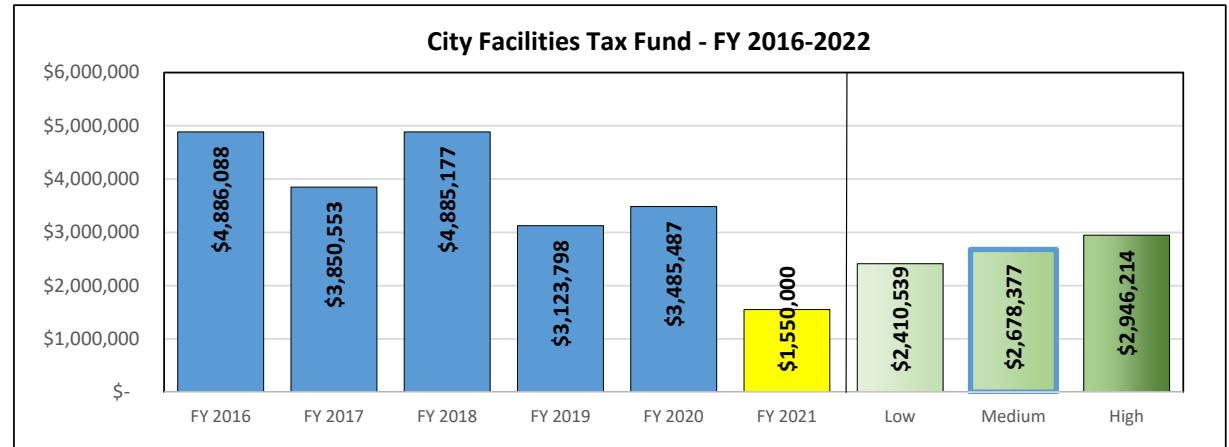
City of Franklin

Revenue Model

Fund:	City Facilities Tax Fund	Percent of All Revenues	1.7%
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City Facilities Tax: A special revenue fund used to account for the proceeds authorized by a private act of the Tennessee General Assembly of 1987 for the City to levy and collect a privilege tax on new development to provide that new development contribute its fair share of providing new public facilities made necessary by growth. Such taxes may be expended only on police, fire, sanitation, and parks and recreation.

The forecast for FY 2022 is an estimate based upon the historic average of the last five-years and year-to-date activity. It is heavily dependent upon the timing of new development. Should development permits be pulled sooner than anticipated (or delayed), amounts may be higher (or lower) than forecast.



	Actual					Budget	Forecasts (FY 2022)			Averages
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Low	Medium	High	
% yr/yr.	96.8%	-21.2%	26.9%	-36.1%	11.6%	-55.5%	56%	73%	90%	
July	460,763	221,540	202,536	140,513	166,390	109,468	124,514	138,348	152,183	3-yr Average
August	138,739	299,262	649,402	337,384	165,263	110,164	196,209	218,010	239,811	\$ 3,953,176
September	405,920	242,795	635,277	367,428	131,262	125,232	230,883	256,536	282,190	-20.3%
October	693,869	663,512	437,274	152,305	685,211	185,605	383,791	426,434	469,078	5-Yr Average
November	561,169	176,544	516,609	163,543	514,554	143,596	257,835	286,484	315,132	\$ 3,845,606
December	235,832	432,916	321,669	269,292	151,610	111,622	164,037	182,264	200,490	-11.9%
January	227,208	180,975	222,051	172,649	97,669	88,820	72,099	80,110	88,121	10-Yr Average
February	575,877	575,155	470,643	110,709	169,431	136,275	252,327	280,363	308,399	\$ 3,127,697
March	302,406	372,318	211,194	108,211	232,369	105,362	130,770	145,300	159,830	-5.0%
April	336,678	140,530	282,850	201,792	260,000	112,999	129,933	144,370	158,807	
May	325,313	119,466	163,847	418,449	104,027	113,442	113,598	126,220	138,842	
June	564,194	439,440	674,690	168,036	373,324	157,416	309,543	343,937	378,330	
Interest Income	58,120	(13,900)	97,135	513,487	434,377	50,000	45,000	50,000	55,000	
Totals	\$ 4,886,088	\$ 3,850,553	\$ 4,885,177	\$ 3,123,798	\$ 3,485,487	\$ 1,550,000	\$ 2,410,539	\$ 2,678,377	\$ 2,946,214	

Source: City of Franklin, Comprehensive Annual Financial Reports - 1990-2020 & Estimates from Finance & Revenue Management Departments.



City of Franklin, Tennessee

FY 2022 Operating Budget

County Facilities Tax Fund

Budget Summary

	2019 Actual	2020 Actual	2021 Budget	2021 EOY	2022 Budget	2021 v. 2022 \$ %	
Beginning Fund Balance	4,804,517	3,958,958	3,673,984	3,673,984	4,427,758		
Revenues	904,441	1,000,026	640,000	878,774	757,649	117,649	18.4%
Expenditures	1,750,000	1,285,000	125,000	125,000	-	-125,000	-100.0%
Ending Balance	3,958,958	3,673,984	4,188,984	4,427,758	5,185,407		

Fund Summary

The County Facilities Tax Fund is a new special revenue fund used to account for the City's share of the County's Adequate School Facilities Tax. 30% of the proceeds are distributed to incorporated cities within the county, and another 30% is divided pro rata among the incorporated cities based on population in the last decennial census. The City began collecting a share of the County Facilities Tax in FY 2012.

Prior to FY 2017, monies collected had been deposited within the Capital Projects Fund. Funds are to be used for the purpose of providing public facilities.



City of Franklin, Tennessee

FY 2022 Operating Budget

Organizational Chart

There is no organization chart associated with the County Facilities Tax Fund. It is supervised by personnel in the Finance Department.

Staffing by Position

There are no staff formally associated with the County Facilities Tax Fund. It is supervised by personnel in the Finance Department.



City of Franklin, Tennessee

FY 2022 Operating Budget

Budget

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference	
						\$	%
Beginning Fund Balance	4,804,517	3,958,958	3,673,984	3,673,984	4,427,758		
Revenues							
COUNTY FACILITY TAX	759,873	889,427	625,000	875,654	742,649	117,649	18.8%
INTEREST INCOME	144,568	110,599	15,000	3,120	15,000	-	0.0%
Total Available Funds	904,441	1,000,026	640,000	878,774	757,649	117,649	18.4%
Expenses							
CAPITAL	1,750,000	1,285,000	125,000	125,000	-	(125,000)	-100.0%
Total Expenditures	1,750,000	1,285,000	125,000	125,000	-	(125,000)	-100.0%
Ending Fund Balance	3,958,958	3,673,984	4,188,984	4,427,758	5,185,407		

Notes & Objectives

The County Facilities Tax Fund has been used to support capital projects within the City of Franklin which are related to or assist in the completion of County-owned facilities. In FY 2019, the \$1,750,000 appropriated from the fund went to support the 96W Trail project. In FY 2020, \$1,285,000 was appropriated as a transfer to the Water Management Fund for the completion of the Henpeck Lane Sanitary Sewer Extension. \$125,000 is budgeted in FY 2021 to continue joint work on a sidewalk with F.S.S.D and the City of Franklin.

Additional funding may be added further into FY 2021 and FY 2022 as economic conditions warrant continued investment in the City's FY 2019-2028 CIP.



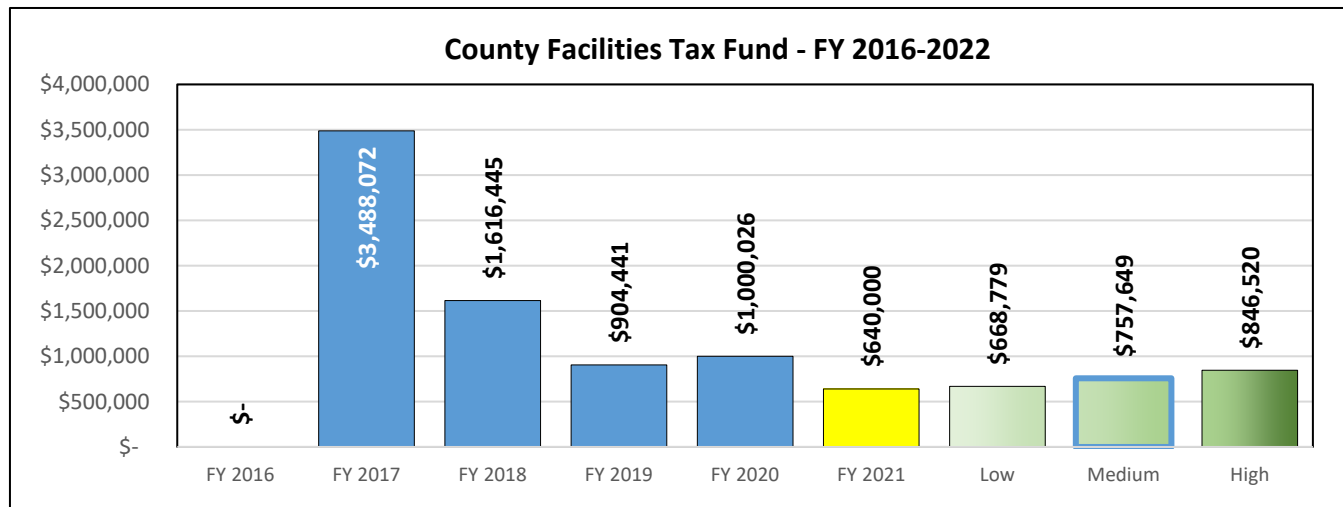
City of Franklin

Revenue Model

Fund:	County Facilities Tax Fund	Percent of All Revenues	0.5%
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County Facilities Tax: The County Facilities Tax Fund is a brand new special revenue fund used to account for the City's share of the County's Adequate School Facilities Tax. 30% of the proceeds are distributed to incorporated cities within the county, and another 30% is divided pro rata among the incorporated cities based on population in the last decennial census. The City began collecting a share of the County Facilities Tax in FY 2012. Prior to now monies collected had been deposited within the Capital Projects Fund. Funds are to be used for the purpose of providing public facilities.

The forecast is heavily dependent upon the timing of new development. Should development permits be pulled sooner than anticipated (or delayed), amounts may be higher (or lower) than forecast.



	Actual					Budget	Forecasts (FY 2022)			Averages
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Low	Medium	High	
% yr/yr.	n/a	n/a	-53.7%	-44.0%	10.6%	-36.0%	4.5%	18.4%	32.3%	3-yr Average
Tax Collections	-	-	971,814	759,874	889,427	625,000	655,279	742,649	830,020	\$ 1,173,637
Transfer from Capital Fund	-	3,487,056	635,074	-	-	-	-	-	-	-15.2%
Interest Income	-	1,016	9,557	144,567	110,599	15,000	13,500	15,000	16,500	
Totals	\$ -	\$ 3,488,072	\$ 1,616,445	\$ 904,441	\$ 1,000,026	\$ 640,000	\$ 668,779	\$ 757,649	\$ 846,520	

Source: City of Franklin, Comprehensive Annual Financial Report - 2017-2019 & Estimates from Finance & Revenue Management Departments.



City of Franklin, Tennessee

FY 2022 Operating Budget

Road Impact Fund

Budget Summary

	2019	2020	2021		2022	2021 v. 2022	
	Actual	Actual	Budget	EOY	Budget	\$	%
Beginning Fund Balance	11,339,848	16,589,763	22,442,977	22,442,977	26,995,771		
Revenues	8,411,765	12,953,558	4,550,000	8,604,377	4,569,726	19,726	0.4%
Expenditures	3,161,850	7,100,344	5,799,778	4,051,583	5,893,316	93,538	1.6%
Ending Balance	16,589,763	22,442,977	21,193,199	26,995,771	25,672,182		

Fund Summary

The Road Impact Fund is the special revenue fund created for the accounting of expenditures in accord with City Ordinance 88-13 on the proceeds of road impact fees from new development. After completing an update of the major thoroughfare plan, the City re-examined the structure of road impact fees which was approved in April 2011. These funds can be used to pay for new arterial roads, directly or through payment of debt service on bonds associated with the projects.

The budget anticipates \$5.7 million in expenditures, part in the form of a transfer to the debt service fund and part in the form of Road Impact Offset agreement payments. End of Year FY 2021 expenses will likely be higher as a result of year-end close amendments and the need to appropriate additional funds to support ongoing funding commitments for BOMA approved projects within the 2019-2028 CIP.

Additional funds maybe transferred to support capital projects, but that decision is dependent upon ongoing economic conditions and needs for the Capital Investment Program. This will likely not occur until later in FY 2022.



City of Franklin, Tennessee **FY 2022 Operating Budget**

Organizational Chart

There is no organization chart associated with the Road Impact Fund. It is supervised by personnel in the Finance Department.

Staffing by Position

There are no staff formally associated with the Road Impact Fund. It is supervised by personnel in the Finance Department.



City of Franklin, Tennessee

FY 2022 Operating Budget

Budget

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference	
						\$	%
Beginning Fund Balance	11,339,848	16,589,763	22,442,977	22,442,977	26,995,771		
Revenues							
ROAD IMPACT FEES - ARTERIAL	4,800,171	7,359,092	3,000,000	4,890,261	3,000,000	-	0.0%
ROAD IMPACT FEES - COLLECTOR	2,859,684	4,892,060	1,500,000	3,664,116	1,519,726	19,726	1.3%
INTEREST INCOME	500,492	702,406	50,000	50,000	50,000	-	0.0%
TRANSFER FROM GENERAL FUND	251,418	-	-	-	-	-	0.0%
OTHER	-	-	-	-	-	-	0.0%
Total Available Funds	8,411,765	12,953,558	4,550,000	8,604,377	4,569,726	19,726	0.4%
Expenses (Operations)							
TRANSFER TO DEBT SERVICE FUND	2,755,143	2,636,421	2,799,778	2,799,778	2,893,316	93,538	3.3%
PROPERTY & LIABILITY COSTS	9,200	-	-	-	-	-	0.0%
PERMITS	273	-	-	-	-	-	0.0%
TRANSFER TO CAPITAL FUND	-	2,340,415	-	-	-	-	0.0%
DEBT SERVICE FEES	-	38,728	-	-	-	-	0.0%
CAPITAL PROJECTS	41,315	99,875	-	63,734	-	-	0.0%
ROAD IMPACT OFFSET AGREEMENTS	355,919	1,984,905	3,000,000	1,188,071	3,000,000	-	0.0%
Total Expenditures	3,161,850	7,100,344	5,799,778	4,051,583	5,893,316	93,538	1.6%
Ending Fund Balance	16,589,763	22,442,977	21,193,199	26,995,771	25,672,182		

Notes & Objectives

The revenue forecast for FY 2022 is an estimate based upon historic averages and year-to-date activity. It is **heavily dependent** upon the timing of new development. Should development permits be pulled sooner than anticipated (or delayed), amounts may be higher (or lower) than forecast.

Expenses are both highly predictable and unpredictable. On the one hand, the transfer to the Debt Service Fund is set annually. But payments back to developers who have met the conditions of Road Impact Offset Agreements depend greatly on the speed of development and if the offset is necessary. End of Year FY 2021 expenses will likely be higher as a result of year-end close amendments and the need to appropriate additional funds to support ongoing funding commitments for BOMA approved projects within the 2019-2028 CIP.



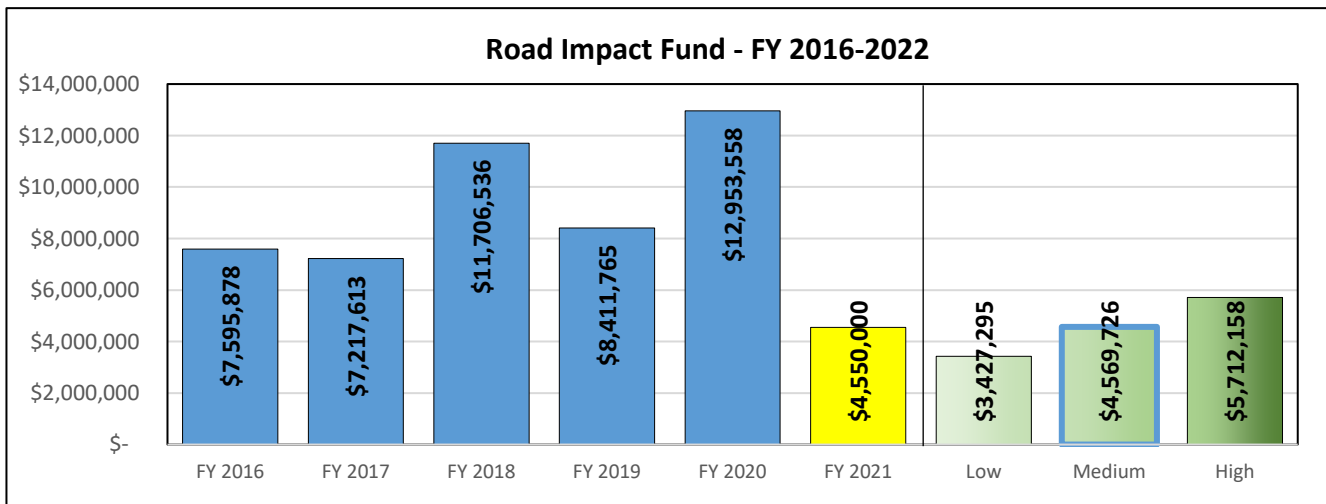
City of Franklin

Revenue Model

Fund:	Road Impact	Percent of All Revenues	2.9%
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Road Impact Fund: The Road Impact Fund is a special revenue fund created for the accounting of expenditures in accord with City Ordinance 88-13 on the proceeds of road impact fees from new development. These funds can be used to pay for new arterial roads, directly or through payment of debt service on bonds associated with the projects. After completing an update of the major thoroughfare plan, the City re-examined the structure of road impact fees which was approved in April 2011 and revised in 2017.

The forecast for FY 2022 is an estimate based upon historic averages **and** year-to-date activity. It is **heavily dependent** upon the timing of new development. Should development permits be pulled sooner than anticipated (or delayed), amounts may be higher (or lower) than forecast.



	Actual					Budget	Forecasts (FY 2022)			Averages
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Low	Medium	High	
% yr/yr.	126.2%	-5.0%	62.2%	-28.1%	54.0%	-64.9%	-24.7%	0.4%	25.5%	
Road Impact Fees										3-yr Average
Arterials	7,854,118	7,180,150	11,084,375	4,800,171	7,359,093	3,000,000	2,250,000	3,000,000	3,750,000	\$ 11,023,953
Collector Area 1			59,923	1,057,313	1,200,036	-	315,882	421,176	526,470	-19.6%
Collector Area 2			251,474	1,286,317	3,118,014	1,500,000	634,662	846,216	1,057,770	5-Yr Average
Collector Area 3			189,728	400,237	472,760	-	144,867	193,156	241,444	\$ 9,577,070
Collector Area 4			-	115,817	101,249	-	44,384	59,179	73,974	-10.5%
Road Impact Credits	(267,394)	-	-	-	-	-	-	-	-	10-Yr Average
Interest Income	9,154	27,363	121,036	500,492	702,406	50,000	37,500	50,000	62,500	\$ 6,666,035
Transfer from General Fund	-	-	-	251,418	-	-	-	-	-	-6.3%
Miscellaneous Income	-	10,100	-	-	-	-	-	-	-	
Totals	\$ 7,595,878	\$ 7,217,613	\$ 11,706,536	\$ 8,411,765	\$ 12,953,558	\$ 4,550,000	\$ 3,427,295	\$ 4,569,726	\$ 5,712,158	

Source: City of Franklin, Comprehensive Annual Financial Reports - 2001-2020 & Estimates from Finance & Revenue Management Departments.



City of Franklin, Tennessee

FY 2022 Operating Budget

Hotel/Motel Tax Fund

Budget Summary

	2019 Actual	2020 Actual	2021 Budget	2021 EOY	2022 Budget	2021 v. 2022	
						\$	%
Beginning Fund Balance	5,722,086	7,671,058	7,503,829	7,503,829	5,112,704		
Revenues	4,317,949	3,390,805	1,985,259	1,873,057	2,444,080	458,820	23.1%
Expenditures	2,368,977	3,558,034	3,964,183	4,264,183	1,805,879	-2,158,304	-54.4%
Ending Balance	7,671,058	7,503,829	5,524,905	5,112,704	5,750,904		

Fund Summary

A special revenue fund used to account for the locally administered tax levied on the occupancy of hotel and motel rooms, in addition to sales tax. The City of Franklin Hotel /Motel Tax is 4%. The fund is used to pay debt service (previously on the Cool Springs Conference Center and now the Harlinsdale and Battlefield parks). Also, the funds are used for tourism. The budget includes 1% of the 4% tax (based on collections in calendar year 2019) to support the Williamson County Convention and Visitors Bureau.



City of Franklin, Tennessee

FY 2022 Operating Budget

Organizational Chart

There is no organization chart associated with the Hotel/Motel Tax Fund. It is supervised by personnel in the Finance Department.

Staffing by Position

There are no staff formally associated with the Hotel/Motel Tax Fund. It is supervised by personnel in the Finance Department.



City of Franklin, Tennessee

FY 2022 Operating Budget

Budget

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference	
						\$	%
Beginning Fund Balance	5,722,086	7,671,058	7,503,829	7,503,829	5,112,704		
Revenues							
HOTEL/MOTEL TAXES	4,103,235	3,138,814	1,960,259	1,853,057	2,419,080	458,820	23.4%
INTEREST INCOME	214,714	251,991	25,000	20,000	25,000	-	0.0%
Total Available Funds	4,317,949	3,390,805	1,985,259	1,873,057	2,444,080	458,820	23.1%
Expenses							
CONTRACTUAL SERVICES	-	19,986	-	-	-	-	0.0%
SERVICES	114	-	-	-	-	-	0.0%
REPAIR & MAINT. SERVICES	1,860	185	-	-	-	-	0.0%
OPERATING SUPPLIES	-	52,366	-	-	-	-	0.0%
EQUIPMENT <25,000	-	1,166	-	-	-	-	0.0%
INFRASTRUCTURE <100,000	-	31,899	-	-	-	-	0.0%
COOL SPRINGS CONF. CENT.	(304,680)	(133,558)	-	300,000	150,000	150,000	0.0%
DEBT SERVICE	-	12,799	-	-	-	-	0.0%
CONTRACTED SERVICES	979,812	1,004,428	1,080,243	1,080,243	544,954	(535,289)	-49.6%
TRANSFER TO DEBT SERV. FUND	1,117,355	1,092,153	1,277,804	1,277,804	896,639	(381,165)	-29.8%
TRANSFER TO CAPITAL PROJECTS	195,000	1,054,870	1,391,850	1,391,850	-	(1,391,850)	-100.0%
LAND ACQUISITION	214,286	214,286	214,286	214,286	214,286	-	0.0%
PARKS & RECREATION FACILITIES	183,436	137,674	-	-	-	-	0.0%
INFRASTRUCTURE	(13,602)	-	-	-	-	-	0.0%
MACHINERY & EQUIPMENT	(4,604)	69,780	-	-	-	-	0.0%
Total Expenditures	2,368,977	3,558,034	3,964,183	4,264,183	1,805,879	(2,158,304)	-54.4%
Ending Fund Balance	7,671,058	7,503,829	5,524,905	5,112,704	5,750,904		

Notes & Objectives

The Hotel-Motel Fund budget has been the most affected of any City-wide by the ongoing COVID-19 caused economic downturn. Revenues were forecast to be 50% lower in FY 2021 - through 6 months they are actually 53% lower than estimates - and down 90% for the remaining few months of FY 2020. Revenues for FY 2022 are forecast to rebound significantly, but until the pandemic truly subsides it is hard to see our tourism industry fully recovering for another 12-30 months.

Aside from obligations the City has made to service debt, pay for land acquisitions, provide funding for the CVB and sustain ongoing capital project commitments, no other expenses are budgeted FY 2021 at this time. This will be revisited as more is known about the lasting economic impacts to Williamson County's tourism later in FY 2022 - for funding additional CIP projects and restoring funding to the CVB. Another wrinkle in this budget which could cause positive benefit to this fund is the still as yet undecided application of direct Federal aid from the American Rescue Plan.



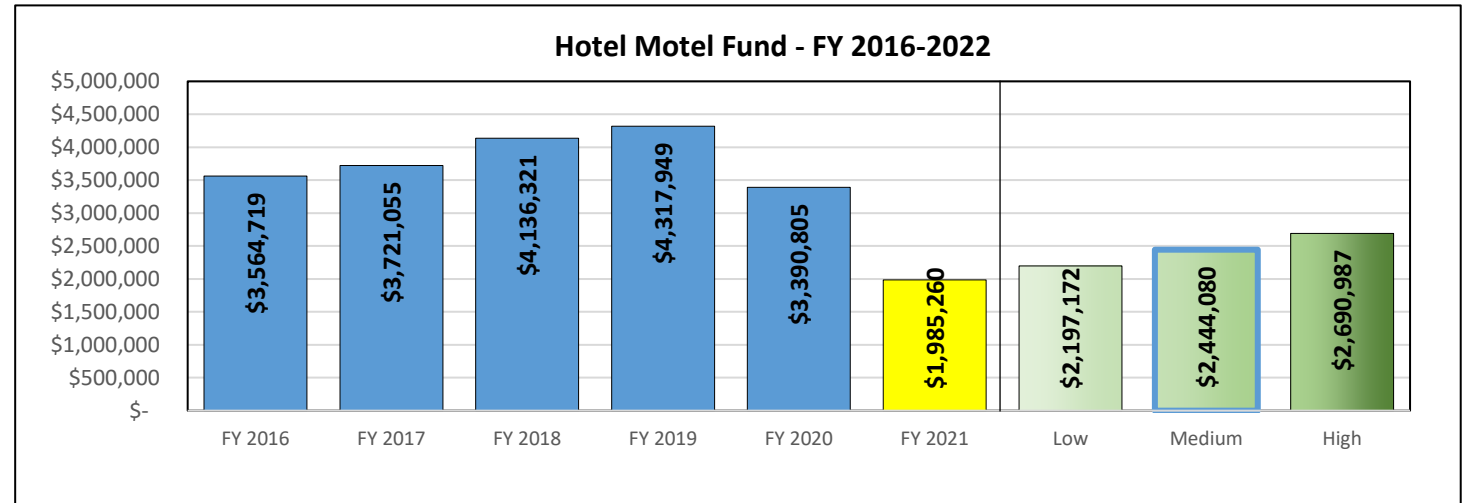
City of Franklin

Revenue Model

Fund:	Hotel Motel Fund	Percent of All Revenues	1.6%
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Hotel Motel Fund: The Hotel/Motel Fund is a special revenue fund used to account for the locally administered tax levied on the occupancy of hotel and motel rooms, in addition to sales tax. The City of Franklin Hotel /Motel Tax is 4%. The fund is used to pay debt service on the Cool Springs Conference Center and the Harlinsdale and Battlefield parks. Also, the funds can be used to support projects and operations related to tourism.

After a decade of solid growth, the COVID-19 pandemic was devastating but not fatal to Franklin's hospitality and tourism industry. Revenues have been severely curtailed, however, a trend we believe will take years to recover from fully.



	Actual					Budget	Forecasts (FY 2022)			Averages
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Low	Medium	High	
% yr/yr.	8.2%	4.4%	11.2%	4.4%	-21.5%	-41.5%	10.7%	23.1%	35.5%	
July	321,484	359,016	553,391	403,079	358,441	210,203	233,463	259,403	285,344	3-yr Average
August	255,448	299,477	338,006	321,258	335,061	163,203	181,262	201,402	221,543	\$ 3,948,358
September	306,676	335,101	375,008	367,331	379,962	185,834	206,397	229,330	252,263	-16.6%
October	323,020	357,048	387,305	406,690	420,494	199,579	221,663	246,292	270,922	5-Yr Average
November	247,283	276,090	324,040	294,609	318,100	153,814	170,834	189,816	208,797	\$ 3,826,170
December	205,388	214,176	248,608	236,852	261,294	122,864	136,459	151,621	166,783	-9.6%
January	235,170	222,664	225,619	259,796	276,512	128,494	142,712	158,569	174,426	10-Yr Average
February	266,011	255,252	279,126	270,769	319,269	146,472	162,680	180,755	198,831	\$ 3,235,389
March	348,031	341,392	376,573	393,635	201,971	175,039	194,407	216,008	237,609	-3.9%
April	350,962	331,685	362,495	393,281	37,682	155,498	172,704	191,894	211,083	20-Yr Average
May	340,943	353,139	372,611	372,591	75,021	159,522	177,174	196,860	216,545	\$ 2,129,074
June	357,555	365,549	254,913	383,344	155,008	159,739	177,415	197,128	216,841	-0.3%
INTEREST INCOME	6,750	10,466	38,626	214,714	251,991	25,000	20,000	25,000	30,000	
Totals	\$ 3,564,719	\$ 3,721,055	\$ 4,136,321	\$ 4,317,949	\$ 3,390,805	\$ 1,985,260	\$ 2,197,172	\$ 2,444,080	\$ 2,690,987	

Source: City of Franklin, Comprehensive Annual Financial Reports - 1990-2020 & Estimates from Finance & Revenue Management Departments.



Franklin Nonprofit Funding Request – Fiscal Year 2021-2022

Application for Charitable and Civic Organizations

Submission Deadline: March 22, 2021

Agency Name: Williamson County Convention & Visitors Bureau WIL014

(List agency name as it appears on the Secretary of State website)

Legal Status: ☐ Charitable (501c3) ☒ Civic Organization (501c6 or 501c4)

Application Contact: Stacey Garcia

Name

stacey@visitwilliamson.com

Email

615-550-2704

Phone

Mailing Address: 400 Main Street, Suite 200, Franklin, TN 37064 (ACH payment notice emailed to stacey@visitwilliamson.com)

Headquarters' Address (if different from mailing): N/A

Is this a TN Governor's Office of Diversity Business Enterprise (Go-DBE)? ☐ Yes ☒ No

If yes, is this business certified with the TN Department of General Services for Minority Owned, Women Owned, Service-Disabled Veteran Owned and Small Business Enterprise firms?

☐ Yes ☐ No

Total amount of City of Franklin funds being requested for FY2021-2022 \$544,954.00

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly, each item has been completed properly, and correct forms, attachments, and documents have been provided as requested. Should funding be approved, this application and supporting documents will become Exhibit A of the issued contract. Incomplete applications will not be reviewed.

Lauren Ward

Printed Name of (CEO/President/Executive Director/Board Chair)

2/16/21

Date

Lauren Ward

Signature of (CEO/President/Executive Director/Board Chair)

2/16/21

Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Williamson County Convention & Visitors Bureau WIL014

Every question and attachment requested are mandatory unless otherwise stated.

1. Do you provide year-round services? ☒ Yes ☐ No

If no, please list service dates.

N/A

2. **Use of Funds:** All funds provided by the City of Franklin must be used to promote the general welfare of Franklin residents or to maintain and increase employment opportunities in the municipality. Please attach documentation or provide an explanation below describing the program for which you are seeking funds to support.

The Williamson County CVB is the official destination marketing organization for Williamson County, TN. The WCCVB's mission is to positively impact Williamson County's economy by increasing travel-related spending in the county, providing quality service to the visitor and the local hospitality industry, and assisting with the development, preservation and expansion of the county's tourism product. WCCVB's program of work results in generating tax revenue, which improves quality of life for Franklin residents. This work also supports the creation and addition of hospitality-related jobs.

3. **Work Plan (Performance Objectives):** Describe, in detail, how the City of Franklin's funds will be used to support the program described in question 2.

The Williamson County CVB is responsible for developing and implementing an effective program of marketing, sales, promotion and new market development designed to attract visitors to Williamson County. To this end, the WCCVB focuses its efforts on four major target markets: leisure travel, meetings/conferences/conventions, group tours, and sports. Efforts to impact each of these market segments include advertising, digital marketing, direct sales, trade show and marketplace attendance, publications, media familiarization (FAM) tours/site inspections, and new product development.



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

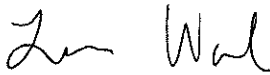
Agency Name:

4. What is your fiscal year (ex. July 1 to June 30)? to
5. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☒ monthly ☐ quarterly ☐ semi-annually ☐ annually
6. Are the agency's financial records audited by an independent certified public accountant? ☒ Yes ☐ No
7. Of your local agency budget, what percentage is derived from this funding request to the City of Franklin?

Non-Discrimination

The parties, their agents, officials, employees, and servants shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law with respect to the subject matter and related activities of this application.

Lauren Ward	2/16/21
Printed Name of (CEO/President/Executive Director/Board Chair)	Date

	2/16/21
Signature of (CEO/President/Executive Director/Board Chair)	Date



FY2021-2022 Nonprofit Organization Funding Request, continued.
July 1, 2021 – June 30, 2022

Agency Name: Williamson County Convention & Visitors Bureau WIL014

Attachments:

- ☒ Annual Audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded.
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination).
- ☒ Any other forms of due diligence required by the State Comptroller's office.
- ☒ Board of Directors list that includes the names, positions held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability (if applicable), general liability, and workers' compensation (if required by TN law).
- ☒ City of Franklin Vendor Information Form (if you are an existing recipient and do not wish to change banking, contact, or address information, this form is not required).
- ☒ W9 for the agency

WILLIAMSON COUNTY CONVENTION
& VISITORS BUREAU, INC.

FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT

JUNE 30, 2020 AND 2019

WILLIAMSON COUNTY CONVENTION
& VISITORS BUREAU, INC.

FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT

JUNE 30, 2020 AND 2019

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Williamson County Convention & Visitors Bureau, Inc.
Franklin, Tennessee

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of Williamson County Convention & Visitors Bureau, Inc. (the "Organization"), which comprise the statements of financial position as of June 30, 2020 and 2019, and the related statements of activities, cash flows and functional expenses for the years then ended, and the related notes to the financial statements.

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

AUDITOR'S RESPONSIBILITY

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

OPINION

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Williamson County Convention & Visitors Bureau, Inc. as of June 30, 2020 and 2019, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Knight CPAs PLLC

Nashville, Tennessee
November 4, 2020

WILLIAMSON COUNTY CONVENTION & VISITORS BUREAU, INC.

STATEMENTS OF FINANCIAL POSITION

JUNE 30, 2020 AND 2019

	<u>ASSETS</u>	<u>2020</u>	<u>2019</u>
CURRENT ASSETS			
Cash and cash equivalents		\$ 1,189,593	\$ 872,142
Accounts receivable		14,041	1,097
Prepaid expenses and other assets		2,200	2,222
Inventory		<u>19,642</u>	<u>13,405</u>
TOTAL CURRENT ASSETS		1,225,476	888,866
PROPERTY AND EQUIPMENT - NET		<u>2,932,528</u>	<u>3,009,014</u>
TOTAL ASSETS		<u>\$ 4,158,004</u>	<u>\$ 3,897,880</u>
	<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES			
Accounts payable		\$ 6,505	\$ 10,288
Accrued expenses		43,725	60,141
Tenant security deposits		10,621	10,621
Deferred revenue		-	4,129
Current portion of mortgage payable		<u>54,024</u>	<u>56,924</u>
TOTAL CURRENT LIABILITIES		114,875	142,103
LONG-TERM LIABILITIES			
Mortgage payable		<u>2,795,360</u>	<u>2,835,148</u>
TOTAL LIABILITIES		<u>2,910,235</u>	<u>2,977,251</u>
NET ASSETS			
Without donor restrictions:			
Undesignated		353,021	151,266
Designated for property and equipment, net of related debt		83,144	116,942
Designated for operational reserves		668,814	542,829
Designated for future building operations		<u>142,790</u>	<u>109,592</u>
TOTAL NET ASSETS		<u>1,247,769</u>	<u>920,629</u>
TOTAL LIABILITIES AND NET ASSETS		<u>\$ 4,158,004</u>	<u>\$ 3,897,880</u>

See accompanying notes to financial statements.

WILLIAMSON COUNTY CONVENTION & VISITORS BUREAU, INC.

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

	<u>2020</u>	<u>2019</u>
SUPPORT AND REVENUE - WITHOUT DONOR RESTRICTIONS		
Government support	\$ 2,446,929	\$ 2,400,432
Sponsorships and special projects	5,000	9,500
Advertising revenue	122,031	97,544
Rent revenue and tenant reimbursements	156,704	137,894
Visitor center sales	43,365	62,750
Interest income	10,162	9,201
Miscellaneous income	<u>2,772</u>	<u>1,929</u>
 TOTAL SUPPORT AND REVENUE	 <u>2,786,963</u>	 <u>2,719,250</u>
 EXPENSES		
Program services	1,855,371	1,884,027
Supporting services:		
Management and general	<u>604,452</u>	<u>667,876</u>
 TOTAL EXPENSES	 <u>2,459,823</u>	 <u>2,551,903</u>
 CHANGE IN NET ASSETS WITHOUT DONOR RESTRICTIONS	 327,140	 167,347
 NET ASSETS WITHOUT DONOR RESTRICTIONS - BEGINNING OF YEAR	 <u>920,629</u>	 <u>753,282</u>
 NET ASSETS WITHOUT DONOR RESTRICTIONS - END OF YEAR	 <u>\$ 1,247,769</u>	 <u>\$ 920,629</u>

See accompanying notes to financial statements.

WILLIAMSON COUNTY CONVENTION & VISITORS BUREAU, INC.

STATEMENTS OF CASH FLOWS

FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

	<u>2020</u>	<u>2019</u>
OPERATING ACTIVITIES		
Change in net assets	\$ 327,140	\$ 167,347
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	76,486	76,361
Loss on disposal of equipment	-	4,267
(Increase) decrease in:		
Accounts receivable	(12,944)	6,532
Prepaid expenses and other assets	22	2,050
Inventory	(6,237)	(1,166)
Increase (decrease) in:		
Accounts payable	(3,783)	(3,158)
Accrued expenses	(16,416)	(13,540)
Tenant security deposits	-	1,392
Deferred revenue	(4,129)	4,129
 TOTAL ADJUSTMENTS	 <u>32,999</u>	 <u>76,867</u>
 NET CASH FLOWS FROM OPERATING ACTIVITIES	 <u>360,139</u>	 <u>244,214</u>
 INVESTING ACTIVITIES		
Repayments on mortgage payable	(42,688)	(55,057)
Purchase of equipment	-	(44,094)
 NET CASH FLOWS USED IN INVESTING ACTIVITIES	 <u>(42,688)</u>	 <u>(99,151)</u>
 NET CHANGE IN CASH AND CASH EQUIVALENTS	 317,451	 145,063
 CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	 <u>872,142</u>	 <u>727,079</u>
 CASH AND CASH EQUIVALENTS - END OF YEAR	 <u>\$ 1,189,593</u>	 <u>\$ 872,142</u>
 CASH PAID DURING THE YEAR FOR:		
Interest	<u>\$ 115,089</u>	<u>\$ 116,968</u>

See accompanying notes to financial statements.

WILLIAMSON COUNTY CONVENTION & VISITORS BUREAU, INC.

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2020

	Program Services	Management and General	Total
Salaries	\$ 564,371	\$ 330,989	\$ 895,360
Payroll taxes and benefits	83,728	49,105	132,833
Retirement contributions	30,297	17,768	48,065
TOTAL PERSONNEL	678,396	397,862	1,076,258
Advertising	257,357	-	257,357
Business development	42,043	-	42,043
Insurance	4,533	2,658	7,191
Interest expense	72,544	42,545	115,089
Legal fees	-	1,898	1,898
Marketing	342,819	-	342,819
Membership	6,439	3,777	10,216
Office expenses	7,881	4,622	12,503
Other expenses	14,040	14,532	28,572
Postage	3,449	2,022	5,471
Professional development	9,490	5,565	15,055
Professional fees	-	20,672	20,672
Public relations	74,270	-	74,270
Sales expense	221,751	-	221,751
Telecommunications	19,325	11,333	30,658
Utilities	13,268	7,782	21,050
Visitor services	58,519	-	58,519
TOTAL OPERATING EXPENSES	1,826,124	515,268	2,341,392
Building and tenant expenses	-	41,945	41,945
Depreciation	29,247	47,239	76,486
TOTAL EXPENSES	\$ 1,855,371	\$ 604,452	\$ 2,459,823

See accompanying notes to financial statements.

WILLIAMSON COUNTY CONVENTION & VISITORS BUREAU, INC.

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2019

	Program Services	Management and General	Total
Salaries	\$ 505,495	\$ 340,949	\$ 846,444
Payroll taxes and benefits	98,077	66,151	164,228
Retirement contributions	25,909	17,475	43,384
TOTAL PERSONNEL	629,481	424,575	1,054,056
Advertising	260,543	-	260,543
Business development	27,428	-	27,428
Insurance	3,075	2,074	5,149
Interest expense	69,853	47,115	116,968
Legal fees	-	2,420	2,420
Marketing	420,167	-	420,167
Membership	6,573	4,433	11,006
Office expenses	18,274	12,325	30,599
Other expenses	17,396	15,889	33,285
Postage	4,006	2,702	6,708
Professional development	6,167	4,159	10,326
Professional fees	-	47,657	47,657
Public relations	56,371	-	56,371
Sales expense	240,211	-	240,211
Telecommunications	17,687	11,930	29,617
Utilities	12,037	8,118	20,155
Visitor services	65,592	-	65,592
TOTAL OPERATING EXPENSES	1,854,861	583,397	2,438,258
Building and tenant expenses	-	37,284	37,284
Depreciation	29,166	47,195	76,361
TOTAL EXPENSES	\$ 1,884,027	\$ 667,876	\$ 2,551,903

See accompanying notes to financial statements.

WILLIAMSON COUNTY CONVENTION & VISITORS BUREAU, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2020 AND 2019

NOTE 1 - GENERAL

Williamson County Convention & Visitors Bureau, Inc. (the "Organization") was incorporated as a not-for-profit organization on July 26, 2007. Its primary purpose is to positively impact the area's economy by marketing Williamson County, Tennessee as a travel destination.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America ("GAAP"), which require the Organization to report information regarding its financial position and activities according to the following net asset classifications:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization's management and the board of directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. There are currently no net assets with donor restrictions.

Donor restricted contributions would be reported as increases in net assets with donor restrictions. When a restriction expires, net assets would be reclassified from net assets with donor restrictions to net assets without donor restrictions in the Statements of Activities.

Revenue Recognition

Grant revenue is recognized in the period in which a liability is incurred for eligible expenditures under the terms of the grant. In addition to government grants, the Organization receives certain appropriations from government entities which are recorded as revenue when the payments are received. These revenues are reported as government support.

Revenue from advertising is recognized when the related publication or other media is distributed.

Rental income is recognized as rentals become due. Rental payments received in advance are deferred until earned. All leases are accounted for as operating leases.

Merchandise sales are recognized upon shipment.

WILLIAMSON COUNTY CONVENTION & VISITORS BUREAU, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2020 AND 2019

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Cash and Cash Equivalents

Cash and cash equivalents consist of highly liquid investments that are readily convertible to cash, with maturities of three months or less from the date of purchase.

Accounts Receivable

Accounts receivable are reported at gross sales price less any applicable customer payments, adjustments and an allowance for doubtful accounts, if any. Accounts receivable are generally due under normal trade terms within 30 to 90 days of invoice date. Accounts receivable are assessed as past due based on the number of days unpaid since the invoice date. The Organization does not charge interest on accounts receivable.

Accounts receivable includes tenant receivables which are recognized based on the rental period.

The Organization estimates an allowance for doubtful accounts on accounts receivable, which may not be fully collectible, based on the length of time an account is past due and an assessment of the customer's or tenant's ability to pay. Accounts determined to be uncollectible are charged off against the allowance in the period of determination. Subsequent recoveries of previously charged off accounts are credited to the allowance in the period received. In management's opinion, no allowance for doubtful accounts was necessary as of June 30, 2020 or 2019.

Inventory

Inventory is stated at the lower of cost or net realizable value. Inventory primarily consists of general merchandise promoting Williamson County, Tennessee. Cost of sales, including shipping and handling, is classified as program services in the Statements of Functional Expenses.

Property and Equipment

Property and equipment are recorded at cost at the date of purchase or, if donated, at the approximate fair value at the date of donation. The Organization's policy is to capitalize purchases with a cost of \$1,000 or more and an estimated useful life greater than one year. Depreciation is computed by the straight-line method over the estimated useful lives of the assets.

Program and Supporting Services

The following program and supporting services classifications are included in the accompanying financial statements:

Program Services

The Organization's program services include efforts to positively impact the local economy by increasing travel related to spending in Williamson County, Tennessee, to provide quality services to the visitor and the local hospitality industry, and to assist in the development, preservation and expansion of the county's tourism product.

WILLIAMSON COUNTY CONVENTION & VISITORS BUREAU, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2020 AND 2019

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Program and Supporting Services (Continued)

Supporting Services

Management and General - relates to the overall direction of the Organization. These expenses are not identifiable with a particular program, but are indispensable to the conduct of those activities and are essential to the Organization. Specific activities include agency oversight, business management, recordkeeping, budgeting, financing and other administrative activities.

Allocation of Functional Expenses

Expenses that can be directly attributed to a particular function are charged to that function. Certain costs have been allocated among more than one activity based on objectively evaluated financial and nonfinancial data or reasonable subjective methods determined by management. The salaries and related benefits, membership, telecommunications, office expenses, insurance, professional development, postage, and other expenses are allocated based on estimates of time expended on those resources. Depreciation, utilities, and interest expenses are allocated based on space of the related use of the property.

Income Tax Status

The Organization qualifies as a not-for-profit organization exempt from federal income taxes under Section 501(c)(6) of the Internal Revenue Code.

The Organization files U.S. Federal Form 990 for organizations exempt from income tax. In addition, the Organization files Form 990-T, an exempt organization business income tax return and a Tennessee state franchise and excise tax return.

Management performs an evaluation of all income tax positions taken or expected to be taken in the course of preparing the Organization's information and income tax returns to determine whether the income tax positions meet a "more likely than not" standard of being sustained under examination by the applicable taxing authorities. Management has performed its evaluation of all income tax positions taken on all open income tax returns and has determined that there were no positions taken that do not meet the "more likely than not" standard. Accordingly, there are no provisions for income taxes, penalties or interest receivable or payable relating to uncertain income tax positions in the accompanying financial statements.

WILLIAMSON COUNTY CONVENTION & VISITORS BUREAU, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2020 AND 2019

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Use of Estimates in the Preparation of Financial Statements

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and certain reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Advertising

The Organization expenses advertising costs as incurred.

Recent Authoritative Accounting Guidance

In May 2014, the Financial Accounting Standards Board ("FASB") issued Accounting Standards Update ("ASU") 2014-09, *Revenue from Contracts with Customers (Topic 606)*, requiring an entity to recognize the amount of revenue to which it expects to be entitled for the transfer of promised goods or services to customers. The updated standard will replace most existing revenue recognition guidance in GAAP when it becomes effective and permits the use of either a full retrospective or retrospective with cumulative effect transition method. In August 2015, the FASB issued ASU 2015-14 which defers the effective date of ASU 2014-09 one year making it effective for annual reporting periods beginning after December 15, 2018, and in June 2020, in response to the COVID-19 pandemic, the FASB issued ASU 2020-05, allowing certain entities to defer implementation of ASU 2014-09 for an additional year. As a result of the issuance of ASU 2020-05, the Organization will defer the implementation of ASU 2014-09 until July 1, 2020. The Organization is currently evaluating the effect that the updated standard will have on the financial statements.

In February 2016, the FASB issued ASU 2016-02, *Leases (Topic 842)*, which sets out the principles for the recognition, measurement, presentation and disclosure of leases for both parties to a contract (i.e. lessees and lessors). The new standard requires lessees to apply a dual approach, classifying leases as either finance or operating leases based on the principle of whether or not the lease is effectively a financed purchase by the lessee. This classification will determine whether lease expense is recognized based on an effective interest method or on a straight-line basis over the term of the lease, respectively. A lessee is also required to record a right-of-use asset and a lease liability for all leases with a term of greater than 12 months regardless of their classification.

WILLIAMSON COUNTY CONVENTION & VISITORS BUREAU, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2020 AND 2019

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Recent Authoritative Accounting Guidance (Continued)

Leases with a term of 12 months or less will be accounted for similar to existing guidance for operating leases today. The new standard requires lessors to account for leases using an approach that is substantially equivalent to existing guidance for sales-type leases, direct financing leases and operating leases. In July 2018, the FASB issued ASU 2018-10, *Codification Improvements to Topic 842, Leases*, which makes narrow scope improvements to the standard for specific issues. In July 2018, the FASB also issued ASU 2018-11, *Leases (Topic 842): Targeted Improvements*, which provided an additional transition option that allows companies to continue applying the guidance under the current lease standard in the comparative periods presented in the consolidated financial statements. ASU 2018-11 also provides lessors with a practical expedient, in certain circumstances, to not separate nonlease components from the associated lease component, similar to the expedient provided for lessees. In December 2018, the FASB issued ASU 2018-20, *Narrow-Scope Improvements for Lessors*. This ASU provides an election for lessors to exclude sales and related taxes from consideration in the contract, requires lessors to exclude from revenue and expense lessor costs paid directly to a third party by lessees, and clarifies lessors' accounting for variable payments related to both lease and nonlease components.

An entity may adopt the guidance either (1) retrospectively to each prior reporting period presented in the financial statements with a cumulative-effect adjustment recognized at the beginning of the earliest comparative period presented or (2) retrospectively at the beginning of the period of adoption through a cumulative-effect adjustment. The new standard is effective for fiscal years beginning after December 15, 2021, including interim periods within those fiscal years.

The new standard provides a number of practical expedients. Upon adoption, the Organization expects to elect all the practical expedients available. The Organization is currently evaluating the effect that the updated standard will have on the financial statements.

Events Occurring After Reporting Date

The Organization has evaluated events and transactions that occurred between June 30, 2020 and November 4, 2020, the date the financial statements were available to be issued, for possible recognition or disclosure in the financial statements.

Reclassifications

Certain reclassifications have been made in the 2019 financial statements to conform to the 2020 presentation. These reclassifications had no effect on the results of operations or classification as previously reported.

WILLIAMSON COUNTY CONVENTION & VISITORS BUREAU, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2020 AND 2019

NOTE 3 - CHANGE IN ACCOUNTING PRINCIPLE

The Organization has adopted ASU No. 2018-08 *Not-for-Profit Entities: Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made (Topic 605)*, as management believes the standard improves the usefulness and understandability of the Organization's financial reporting.

Analysis of various provisions of this standard resulted in no significant changes in the way the Organization recognizes revenue, and therefore no changes to the previously issued audited financial statements were required on a retrospective basis.

NOTE 4 - LIQUIDITY

The following represents the Organization's financial assets as of June 30:

	<u>2020</u>	<u>2019</u>
Financial assets at year end:		
Cash and cash equivalents	\$ 1,189,593	\$ 872,142
Accounts receivable	<u>14,041</u>	<u>1,097</u>
Total financial assets	<u>1,203,634</u>	<u>873,239</u>
Less amounts not available to be used within one year:		
Designated for operational reserves	668,814	542,829
Designated for future building operations	<u>142,790</u>	<u>109,592</u>
	<u>811,604</u>	<u>652,421</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 392,030</u>	<u>\$ 220,818</u>

All categories of designated amounts included in the liquidity calculation could be made available if necessary.

NOTE 5 - CONCENTRATION OF CREDIT RISK

The Organization maintains cash balances at financial institutions whose accounts are insured by the Federal Deposit Insurance Corporation ("FDIC") up to statutory limits. The Organization has not experienced any losses in such accounts and management considers this to be a normal business risk, which is mitigated by the use of insured cash sweep accounts.

Approximately 87% and 86% of the Organization's funding is provided from appropriations and grants from local and state governments for the year ending June 30, 2020 and 2019, respectively.

WILLIAMSON COUNTY CONVENTION & VISITORS BUREAU, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2020 AND 2019

NOTE 6 - PROPERTY AND EQUIPMENT

Property and equipment consist of the following at June 30:

	<u>2020</u>	<u>2019</u>
Land	\$ 671,000	\$ 671,000
Building	2,451,341	2,451,341
Equipment and furniture	<u>118,414</u>	<u>118,414</u>
	3,240,755	3,240,755
Less: accumulated depreciation	<u>(308,227)</u>	<u>(231,741)</u>
	<u>\$ 2,932,528</u>	<u>\$ 3,009,014</u>

NOTE 7 - MORTGAGE PAYABLE

The Organization has a mortgage payable on its building that requires monthly principal and interest payments of \$14,335. The mortgage bears interest at a rate of 3.95% per annum through June 2022. In July 2022, the interest rate will be adjusted to the 5-year Treasury rate plus 275 basis points and the monthly payments will be adjusted accordingly. The rate and payment will be adjusted every 5 years until maturity. The note matures on June 21, 2037. Interest expense amounted to \$115,089 and \$116,968 for the year ending June 30, 2020 and 2019. The mortgage is collateralized by a deed of trust on the land and building with a carrying value of \$2,870,921.

Annual principal maturities of the mortgage payable as of June 30, 2020 follow:

Year Ended June 30:

2021	\$ 54,024
2022	61,387
2023	63,891
2024	66,206
2025	69,205
Thereafter	<u>2,534,671</u>
	<u>\$ 2,849,384</u>

WILLIAMSON COUNTY CONVENTION & VISITORS BUREAU, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2020 AND 2019

NOTE 8 - LEASES

The Organization leases portions of its building to retail tenants for various terms expiring from 2020 to 2025.

Future minimum rental receipts to be received under the retail leases at June 30, 2020, are as follows:

Year Ended June 30,

2021	\$ 126,881
2022	96,043
2023	98,924
2024	101,892
2025	<u>9,701</u>
	<u>\$ 433,441</u>

NOTE 9 - RETIREMENT PLAN

The Organization sponsors a safe harbor 401(k) defined contribution plan for the benefit of eligible employees. The plan allows for discretionary matching or profit sharing contributions, subject to certain limitations. Total contributions by the Organization to the plan amounted to \$48,065 and \$43,384 in the fiscal years ended June 30, 2020 and 2019.

NOTE 10 - CORONAVIRUS

On January 30, 2020, the World Health Organization declared the coronavirus outbreak a “Public Health Emergency of International Concern” and on March 10, 2020, declared it to be a pandemic. Actions taken around the world to help mitigate the spread of the coronavirus included restrictions on travel, quarantines in certain areas and forced closures for certain types of public places and businesses. The coronavirus and actions taken to mitigate it have had and are expected to continue to have an adverse impact on the economies and financial markets of many countries including the geographical area in which the Organization operates. While it is unknown how long these conditions will last and what the complete financial effect will be to the Organization, management is continuing to evaluate the evolving situation and will implement appropriate countermeasures as needed.



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Williamson County Convention & Visitors Bureau

Name of Nonprofit Organization

400 Main St. Suite 200, Franklin, TN 37064

Street Address City County State Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from 7/1/2019 through 6/30/2020

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$ 10,000.00	
State Grants	20,572.00	
Financial Assistance from Local Governments	2,416,357.00	
Donations and Gifts from Citizens	0.00	
Membership Dues	0.00	
Fees/Charges for Services	96,498.00	
Fundraising Events	1,920.00	
Sale of Assets	0.00	
Loans-Borrowed Funds	0.00	
Investment Income	10,162.00	
Other Receipts	213,071.00	
Total Receipts		\$ 2,768,580.00 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$ 0.00
Salaries and Wages	895,360.00
Employee Benefits	156,233.00
Payroll Taxes	66,697.00
Fees for Services (non-employee)	22,570.00
Advertising and Promotion	600,176.00
Office Expenses	48,632.00
Leases/Rentals	0.00
Maintenance and Repairs	4,844.00
Supplies	6,014.00
Travel	99,269.00

Utilities	21,050.00	
Insurance	7,191.00	
Conferences, Conventions and Meetings	52,991.00	
Interest	115,089.00	
Purchase of Capital Assets – Vehicles and Equipment	0.00	
Purchase of capital Assets – Property and Buildings	0.00	
Loan Payments	42,688.00	
Other	312,325.00	
Total Disbursements		\$ 2,451,129.00 (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) \$ 317,451.00 (C)

Cash Balance - at the beginning of the fiscal year \$ 872,142.00 (D)

Cash Balance - at the end of the fiscal year (C+D=E) \$ 1,189,593.00 (E)

Details of Cash Balance - at the end of the fiscal year

Cash on Hand	\$ 600.00	
Cash in Bank – Checking	704,526.00	
Cash in Bank – Savings Accounts	484,467.00	
Cash in Bank – Certificates of Deposits	0.00	
Other Cash	0.00	
Total Cash - at the end of the fiscal year		\$ 1,189,593.00 (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

The Williamson County CVB will use this financial assistance to positively impact the local economy by bringing visitors to the area through a program of work that includes advertising, digital marketing, trade show and marketplace attendance, publications, media familiarization (FAM) tours/site inspections and new product development.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the Williamson County Convention & Visitors Bureau for the fiscal year noted above.

Name of Nonprofit Organization

Person Preparing Report

Stacey Garcia

Printed Name

Stacey Garcia
Signature

Phone Number 615-550-2704

Email Address stacey@visitwilliamson.com

Date 02/16/2021



February 16, 2021

Mr. Eric Stuckey
City of Franklin
109 3rd Avenue
Franklin, TN 37064

Dear Eric,

We greatly appreciate the continued investment of lodging tax from the City of Franklin for tourism. The latest economic impact report released by the Tennessee Department of Tourist Development shows the economic impact of tourism in Williamson County in 2019 was \$497.20 million* supporting 3,736 jobs and saving each homeowner in Williamson County \$529.42 per year on state and local taxes. Travelers to Williamson County in 2019 spent \$1.36 million per day.

As we begin planning for the 2021/2022 FY, 25% of the lodging tax collections from the previous calendar year the investment would be \$544,954.

On behalf of the WCCVB board of directors, thank you for your support and for your consideration of our request.

Sincerely,

A handwritten signature in black ink that reads "Lauren Ward". The signature is fluid and cursive.

Lauren Ward
Interim President & CEO

**Source: TN Dept. of Tourist Development; "The Economic Impact of Travel on Tennessee Counties";
web: www.tnvacation.com*

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 12 2008**

WILLIAMSON COUNTY CONVENTION &
VISITORS BUREAU INC
320 MAIN ST STE 210
FRANKLIN, TN 37064

Employer Identification Number:
26-0600935

DLN:
17053148002028

Contact Person: DIANE M ECKARD ID# 31394

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
June 30

Form 990 Required:
Yes

Effective Date of Exemption:
July 26, 2007

Contribution Deductibility:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(6) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Please see enclosed Publication 4221-NC, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations), for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-NC

Letter 948 (DO/CG)

Williamson County Convention And Visitors Bureau Inc

EIN: 26-060935 | —, —, United States

> Other Names

WILLIAMSON COUNTY CONVENTION AND VISITORS BUREAU
WILLIAMSON COUNTY CONVENTION AND VISITORS BUREAU INC VISITORS BUREAU INC

Copies of Returns (990, 990-EZ, 990-PF, 990-T) 0

Electronic copies (images) of Forms 990, 990-EZ, 990-PF or 990-T returns filed with the IRS by charities and non-profits.

- > Tax Year 2019 Form 9900
- > Tax Year 2018 Form 9900
- > Tax Year 2017 Form 9900
- > Tax Year 2016 Form 9900

Page Last Reviewed or Updated: 20-November-2020





Tennessee
Secretary of State

Tim Hunt

Business Services Online > Find and Update a Business Record > Business Entity Detail

Business Entity Detail

Available
Entity
Actions

[File Annual Report](#)
[Certificate of Existence](#)
[Merge](#)

Entity details cannot be edited. This detail reflects the current state of the filing in the system.

[Return to the Business Information Search.](#)

000557551: Nonprofit Corporation - Domestic

Name: WILLIAMSON COUNTY CONVENTION & VISITORS BUREAU, INC.

Status: Active

Formed in: TENNESSEE

Fiscal Year Close: December

Term of Duration: Perpetual

Principal Office: WILLIAMSON COUNTY CONVENTION & VISITORS BUREAU
400 MAIN ST STE 200
FRANKLIN, TN 37064-2741 USA

Mailing Address: WILLIAMSON COUNTY CONVENTION AND VISITORS BUREAU
400 MAIN ST STE 200
FRANKLIN, TN 37064-2741 USA

AR Exempt: No

Public Benefit Corporation: Yes

Initial Filing Date: 07/26/2007

Delayed Effective Date:

AR Due Date: 04/01/2021

Inactive Date:

Obligated Member Entity: No

Assumed Names

History

Registered Agent

Name

No Assumed Names Found.

Status

Expires

[Printer Friendly Version](#)

Division of Business Services
312 Rosa L. Parks Avenue, Snodgrass
Tower, 6th Floor
Nashville, TN 37243
615-741-2286

Business Filings and Information: (615) 741-2286 | TNSOS.CORPINFO@tn.gov

Certificate of Existence: (615) 741-2286 | TNSOS.CERT@tn.gov

Motor Vehicle Transfers: (615) 741-2286 | TNSOS.MVTL@tn.gov

Notary Commissions: (615) 741-2286 | TNSOS.ATS@tn.gov

Business Entity Detail - Business Services Online

8:00 a.m. until 4:30 p.m. (Central) Monday
- Friday
Directors | State Helds | Website of Council

Uniform Commercial Code (UCC) (615) 741-3276 | TNSOS.UCC@tn.gov
Workers' Compensation Exemption Registrations (615) 741-0526 | TNSOS.WCER@tn.gov
Apostilles & Authentications (615) 741-0536 | TNSOS.ATS@tn.gov
Summons (615) 741-1799 | TNSOS.ATS@tn.gov
Trademarks (615) 741-0531 | TNSOS.ATS@tn.gov
Nonresident Fiduciaries (615) 741-0536 | TNSOS.ATS@tn.gov

OUR MISSION	CUSTOMER SUPPORT	DIVISIONS	LINKS
Our mission is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness and accountability in a customer-centered environment.	Contact Us Library & Archives Visitor Information	Administrative Hearings Business Services Charitable Solicitations, Fantasy Sports and Gaming Elections	Tennessee General Assembly Bureau of Ethics and Campaign Finance Tennessee Code Unannotated
	DEPARTMENT INFORMATION	Human Resources and Organizational Development Library & Archives Division of Publications Records Management	State Comptroller State Treasurer National Association of Secretaries of State TRM, VI / CEO Information
	About the Secretary of State's Office Secretary of State Bio Secretary of State Newsroom Sign up for email updates		Public Records Policy and Records Request Form

The Honorable Secretary of State
Tre Hargett

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WILLIAMSON COUNTY CVB BOARD OF DIRECTORS 2020-2021

Judy Hayes

Former Williamson County Commissioner
1775 Pope's Chapel
Thompson's Station, TN 37179
Phone 615.794.5380
Cell 615.330.3039
judithghayes@yahoo.com
Seat 1 expires June 30, 2021

Steve Smith, Treasurer

Williamson Medical Ctr. Foundation
404 Chatsworth Court
Franklin, TN 37064
Phone 615.973.0459
ssmith@wmed.org
Seat 2 expires June 30, 2023

Paul Webb, Immediate Past Chair

Williamson County Commissioner
6th District (Brentwood)
1201 Twin Springs Drive
Brentwood, TN 37027
Phone 615.479.2057
PWebbw6@yahoo.com
Seat 3 expires June 30, 2023

Matt Lahiff

Marriott Franklin & Conf Center
700 Cool Springs Blvd
Franklin, TN 37067
Phone 615.261.6101
Cell 901.378.5900
Matthew.lahiff@franklinmarriott.com
Seat 4 expires June 30, 2023

Beth Lothers

Williamson County Commissioner
5th District (Nolensville)
304 Walpole Court
Nolensville, TN 37135
Phone 615.776.4182
Cell 615.957.2187
beth.lothers@williamsoncounty-tn.gov
Seat 5 Expires June 30th, 2022

Ken Moore, Chair Elect

City of Franklin Mayor
109 Third Avenue South
Franklin, TN 37064
Phone 615.550.6600
ken.moore@franklintn.gov
Seat 6 expires June 30, 2021

Brandy Blanton

City of Franklin Alderman
406 Vienna Court
Franklin, TN 37067
Phone 615.300.5251
brandyblanton@gmail.com
Seat 7 expires June 30, 2022

Eric Stuckey, Secretary

Franklin City Administrator
109 Third Avenue South
Franklin, TN 37064
Phone 615.791.3217
eric.stuckey@franklintn.gov
Seat 8 expires June 30, 2021

Justin Foster

The Harpeth
130 2nd Avenue North
Franklin, TN 37064
Phone 615.206.7510
Cell 801.710.8381
jfoster@harpethhotel.com
Seat 9 expires June 30, 2023

Matt Largen

Williamson County Chamber
5005 Meridian Blvd, Suite 150
Franklin, TN 37067
Phone: 615.771.1912
matt@williamsoncountychamber.org
Seat 10, Perpetual

Bari Beasley

Heritage Foundation
PO Box 723
Franklin, TN 37065-0723
Phone 615.591.8500
bbeasley@historicfranklin.com
Seat 11, Perpetual

Brian Sims

Embassy Suites Cool Springs
820 Crescent Centre Drive
Franklin, TN 37067
Phone 615.515.5151
Brian.Sims@atriumhospitality.com
Seat 12 expires June 30, 2022

Dan Preston

Chartwell Hospitality
5000 Meridian Blvd, Suite 750
Franklin, TN 37067
Phone 615.674.6965
dpreston@chartwellhospitality.com
Seat 13 expires June 30, 2022

Tom Rybak

Hilton Suites Brentwood
9000 Overlook Blvd
Brentwood, TN 37027
Phone 615.370.0111
trybak@thehotelgroup.com
Seat 14 expires June 30, 2021

Andy Marshall, Chair

A. Marshall Hospitality
120 4th Ave S
Franklin, TN 37064
Phone 615.478.6445
andy@amarshallhospitality.com
Seat 15 expires June 30, 2023

Chris Thomas

Made South
230 Franklin Road, 12-I
Franklin, TN 37064
Chris.thomas@makesouth.com
Seat 16 expires June 30, 2023

Heath Clark

H Clark Distillery
1557 Thompson's Station Rd. W
Thompson's Station, TN 37179
Phone 615.202.8775
Heath.Clark@clarkbhl.com
Seat 17 expires June 30, 2023

COMMITTEE LIST:**Executive Committee:**

Andy Marshall, Chair
Ken Moore, Chair Elect
Steve Smith, Treasurer
Eric Stuckey, Secretary
Paul Webb, Immediate Past Chair

Finance Committee

Steve Smith, Chair
Tom Rybak
Judy Hayes
Matt Largen

Personnel Committee

Eric Stuckey, Chair
Paul Webb
Steve Smith
Beth Lothers
Andy Marshall
Bari Watson Beasley

Hotel Committee

Tom Rybak
Brian Sims
Dan Preston
Matt Lahiff
Justin Foster

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/06/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services, LLC 903 Murfreesboro Rd. Franklin, TN 37064 615 790-0990	CONTACT NAME: Damara Puckett PHONE (A/C, No, Ext): 615-790-0990 E-MAIL ADDRESS: damara.puckett@usi.com FAX (A/C, No):	
	INSURER(S) AFFORDING COVERAGE INSURER A : Frankenmuth Insurance INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
INSURED Williamson County Convention & Visitors 400 Main St Ste 200 Franklin, TN 37064	NAIC # 13986	

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
------------------	----------------------------	-------------------------

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:		6647139	12/15/2020	12/15/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY		6647139	12/15/2020	12/15/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	6647138	12/15/2020	12/15/2021	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City Of Franklin 109 3rd Ave S Franklin, TN 37064-2519	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



City of Franklin, Tennessee

FY 2022 Operating Budget

Parkland Dedication Fund

Budget Summary

	2019 Actual	2020 Actual	2021 Budget	2021 EOY	2022 Budget	2021 v. 2022 \$ %	
Beginning Fund Balance	6,141,130	8,005,878	8,236,553	8,236,553	7,390,260		
Revenues	1,864,748	1,757,183	768,750	750,032	1,044,768	276,018	35.9%
Expenditures	-	1,526,508	1,361,850	1,596,325	-	-1,361,850	-100.0%
Ending Balance	8,005,878	8,236,553	7,643,453	7,390,260	8,435,028		

Fund Summary

The Parkland Dedication Fund was created in FY 2015 for the purpose of satisfying requirements of Section 5.5.4 of the City of Franklin Zoning Ordinance.

Funds can be used only for the acquisition or development of public parks, greenways/blueways, open space sites, and related facilities.



City of Franklin, Tennessee

FY 2022 Operating Budget

Organizational Chart

There is no organization chart associated with the Parkland Dedication Fund. It is supervised by personnel in the Parks and Finance Departments.

Staffing by Position

There are no staff formally associated with the Parkland Dedication Fund. It is supervised by personnel in the Parks and Finance Departments.



City of Franklin, Tennessee

FY 2022 Operating Budget

Budget

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference	
						\$	%
Beginning Fund Balance	6,141,130	8,005,878	8,236,553	8,236,553	7,390,260		
Revenues							
In Lieu of Parkland Receipts	1,394,772	1,464,200	750,000	680,032	1,024,768	274,768	36.6%
Interest Income	241,394	292,983	18,750	70,000	20,000	1,250	6.7%
Transfer From General Fund	228,582	-	-	-	-	-	0.0%
Total Available Funds	1,864,748	1,757,183	768,750	750,032	1,044,768	276,018	35.9%
Expenses (Operations)							
Transfer to Capital Projects	-	1,526,508	1,361,850	1,361,850	-	(1,361,850)	-100.0%
Land Acquisition	-	-	-	234,475	-	-	0
Total Expenditures	-	1,526,508	1,361,850	1,596,325	-	(1,361,850)	-100.0%
Ending Fund Balance	8,005,878	8,236,553	7,643,453	7,390,260	8,435,028		

Notes & Objectives

The first receipts into the fund were recorded in FY 2015. There is no additional history before this fiscal year. Estimates are based upon analysis of projects currently within the development process in the City which are eligible to pay Parkland Impact Fees.

This fund is available for capital projects pertaining to public parks, greenways/blue ways and open space. Funds have been reserved for future use and will be recommended as a funding source for parks projects contained within the BOMA FY 2019-2028 Capital Improvements Project prioritizations.

The \$505,402 shown above in expenditures in 2018 was used for Land Acquisition at the new Southeast Park/Complex. The \$1,451,508 shown in FY 2020 was transferred to Capital Projects Fund for design of several parks related projects. The \$1,361,850 shown in FY 2021 is for a transfer to continue to the joint project for F.S.S.D & City of Franklin athletic field improvements.

Future expenditures will be dependent upon continuing economic conditions and what priorities have been identified by the FY 2019-2028 CIP.



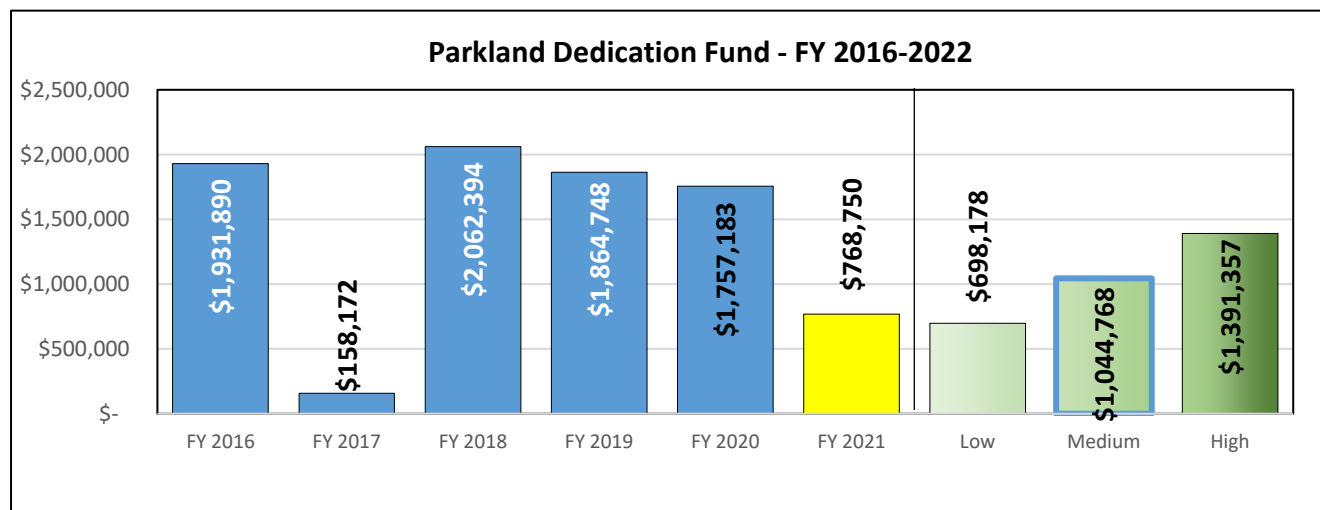
City of Franklin

Revenue Model

Fund:	Parkland Dedication Fun	Percent of All Revenues	0.7%
--------------	--------------------------------	--------------------------------	-------------

Parkland Dedication Fund: The Parkland Dedication Fund was created in FY 2015 for the purpose of satisfying requirements of Section 5.5.4 of the City of Franklin Zoning Ordinance for developers seeking alternatives to the development of greenspace within developments. Funds can be used only for the acquisition or development of public parks, greenways/blue ways, open space sites, and related facilities.

The forecast for FY 2022 is an estimate based upon historic averages and year-to-date activity. It is *heavily dependent* upon the timing of new development. This forecast also makes no assumption for amount of *available* revenue as a result of changes made last year in the Parkland Dedication Ordinance, but rather gross annual receipts. Specific spendable balances will be addressed through the CIP process.



	Actual					Budget	Forecast (FY 2022)			Averages
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Low	Medium	High	
% yr/yr.	-22.5%	-91.8%	1203.9%	-9.6%	-5.8%	-56.3%	-9.2%	35.9%	81.0%	
In Lieu of Parkland Receipts	1,923,145	137,454				0	683,178	1,024,768	1,366,357	3-yr Average
Quadrant 1			1,188,552	713,244	1,411,712	500,000				\$ 1,894,775
Quadrant 2			88,008	178,218	0	137,500				-19.8%
Quadrant 3			157,110	448,230	0	0				5-Yr Average
Quadrant 4			576,386	55,080	52,488	112,500				\$ 1,554,877
Interest Income	8,745	20,718	52,338	241,394	292,983	18,750	15,000	20,000	25,000	-20.0%
Transfers from General Fund	-	-	-	228,582		-	-	-	-	
Totals	\$ 1,931,890	\$ 158,172	\$ 2,062,394	\$ 1,864,748	\$ 1,757,183	\$ 768,750	\$ 698,178	\$ 1,044,768	\$ 1,391,357	

Source: City of Franklin, Comprehensive Annual Financial Reports - 2015-2019 & Estimates from Finance & Revenue Management Departments.



File #: 21-01752

DATE: February 11, 2021
TO: Budget & Finance Committee
FROM: Kristine Brock, Asst. City Administrator/CFO
SUBJECT:

Budget Presentation - Debt Service Fund

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the Debt Service Fund budget request for FY 2021-2022.

BACKGROUND/STAFF COMMENTS:

Each year, the Budget & Finance Committee reviews the detailed budget of each City Department. At the meetings in February, March, and April, departmental staff makes a presentation of the plans for the next budget cycle and the requested funding for those anticipated needs. This provides the Committee with an idea of the size and scope of budget requests that may be included in the City Administrator's proposed budget, which is typically delivered at the May committee meeting.

FINANCIAL IMPACT:

The financial impact varies by department, depending on the increase in population, the required services, equipment replacement needs, and program enhancements.

RECOMMENDATION:

Staff recommends that the Budget & Finance Committee acknowledge the presentation of the Debt Service Fund budget request.



City of Franklin, Tennessee

FY 2022 Operating Budget Request

Debt Service Fund



City of Franklin, Tennessee - FY 2022 Budget Request

Debt Service Fund

Slide 2

Outline

- Purpose of Department**
- Debt Service Schedule – All G.O. Bonds**
- Existing Debt Service for FY 2022**



City of Franklin, Tennessee - FY 2022 Budget Request

Debt Service Fund

Slide 3

Purpose of Fund

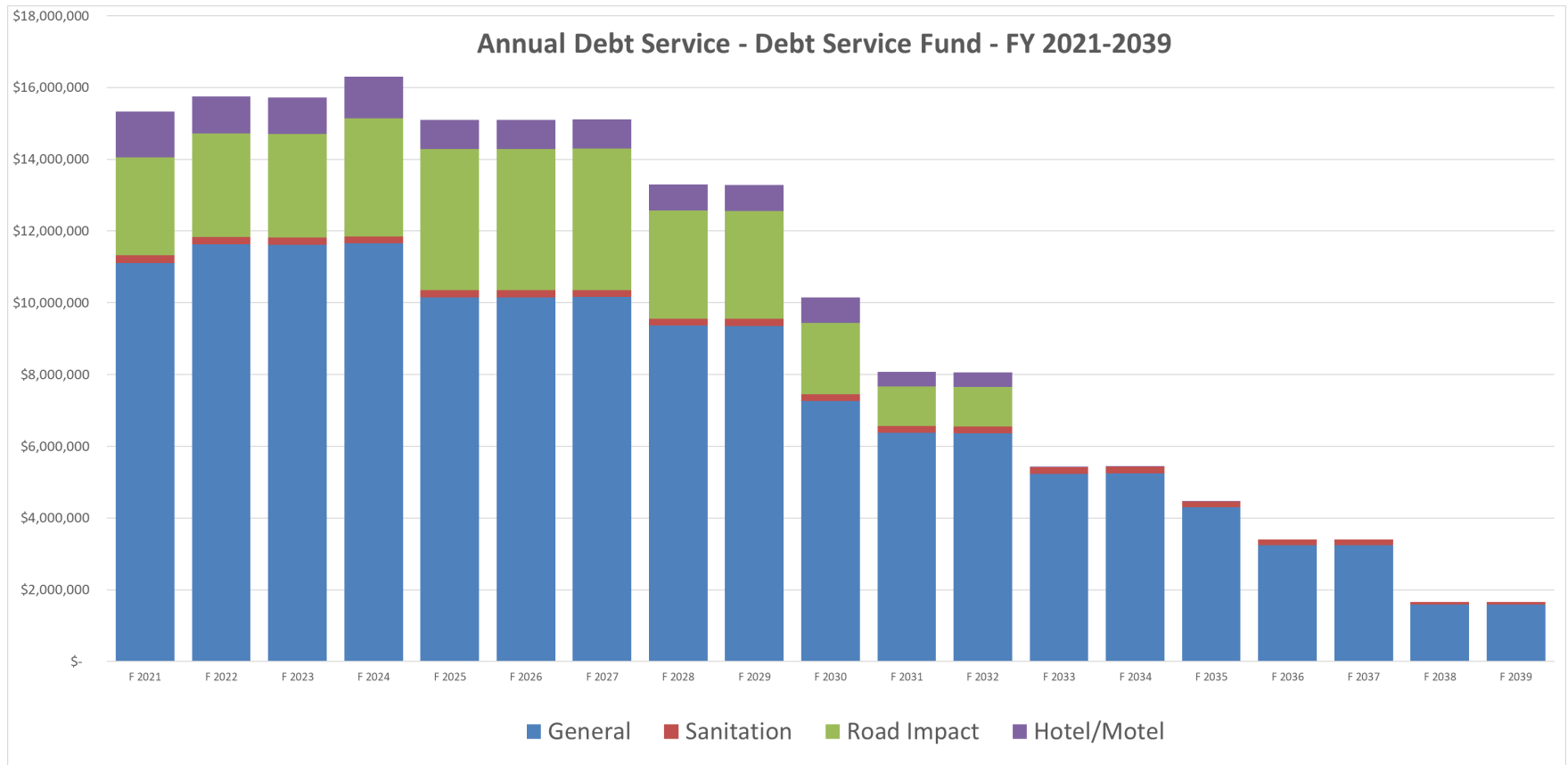
In the FY 2010 budget, annual debt service previously paid by the General Fund was moved to this consolidated Debt Service Fund. While a portion of property tax is allocated directly to this fund to pay for General Fund's portion of debt service, transfers are made from the Sanitation & Environmental Services, Road Impact, and Hotel/Motel Tax funds to pay their respective shares of the debt service in accordance with policies and intentions delineated by the Board of Mayor & Aldermen.

City of Franklin, Tennessee - FY 2022 Budget Request

Debt Service Fund

Slide 4

Debt Service Schedule



City of Franklin, Tennessee - FY 2022 Budget Request

Debt Service Fund

Slide 5

Budget Request:

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference \$	%
Beginning Fund Balance	106,587	372,887	804,607	804,607	729,607		
Revenues							
TOTAL LOCAL TAXES	8,661,198	10,958,447	10,809,651	10,809,651	11,425,039	615,388	5.7%
TOTAL INTERGOVERNMENTAL	818,445	333,953	-	-	-	-	0.0%
TOTAL USE OF MONEY & PROPEI	108,248	142,438	25,000	25,000	25,000	-	0.0%
TOTAL OTHER REVENUE	4,309,960	38,186,891	4,421,493	4,421,493	4,321,899	(99,594)	-2.3%
Total Available Funds	13,897,851	49,621,729	15,256,144	15,256,144	15,771,938	515,794	3.4%
Expenses (Debt Service by Fund)							
Debt Issuance/Refinancing	0	31,236,594	0	0	0	-	0.0%
General	9,275,960	13,944,158	11,109,651	11,109,651	11,625,039	515,388	4.6%
Sanitation	96,930	208,255	209,064	209,064	209,512	448	0.2%
Road Impact	3,022,167	2,707,090	2,730,825	2,730,825	2,893,316	162,491	6.0%
Hotel Motel	1,236,494	1,093,911	1,281,604	1,281,604	1,019,071	(262,533)	-20.5%
Total Expenditures	13,631,550	49,190,009	15,331,144	15,331,144	15,746,937	415,793	2.7%
Ending Fund Balance	372,887	804,607	729,607	729,607	754,608		

The City has planned to issue additional debt to support the City's Capital Investment Program in FY 2022. The exact amount and timing of the issuance is subject to change in accordance with cash flow needs of capital projects, revenue projections and bond market conditions. As a result, the budget shown herein is not reflective of any issuance or servicing costs. As FY 2022 evolves, and economic conditions warrant, the City will amend this budget to account for additional borrowing.

All that is shown herein is debt which has been issued to date. Water & Wastewater Debt is budgeted separately under the Water Management Department budget.



City of Franklin, Tennessee

FY 2022 Operating Budget

Debt Service Fund

Budget Summary

	2019 Actual	2020 Actual	2021 Budget	2021 EOY	2022 Budget	2021 v. 2022	
						\$	%
Beginning Fund Balance	106,587	372,888	804,607	804,607	729,607		
Revenues	13,897,851	49,621,729	15,256,144	15,256,144	15,771,938	515,794	3.38%
Expenditures	13,631,550	49,190,009	15,331,144	15,331,144	15,746,937	415,793	2.71%
Ending Balance	372,888	804,607	729,607	729,607	754,608		

Fund Summary

In the FY2010 budget, annual debt service previously paid by the General Fund was moved to this consolidated Debt Service Fund. While a portion of property tax is allocated directly to this fund to pay for General Fund's portion of debt service, transfers are made from the Sanitation & Environmental Services, Road Impact, and Hotel/Motel Tax funds to pay their respective shares of the debt service in accordance with policies and intentions delineated by the Board of Mayor & Aldermen.

The City has planned to issue additional debt to support the City's Capital Investment Program in FY 2022. The exact amount and timing of the issuance is subject to change in accordance with cash flow needs of capital projects, revenue projections and bond market conditions. As a result, the budget shown herein is not reflective of any issuance or servicing costs. As FY 2022 evolves, and economic conditions warrant, the City will amend this budget to account for additional borrowing.



City of Franklin, Tennessee **FY 2022 Operating Budget**

Organizational Chart

There is no organization chart associated with the Debt Service Fund. It is supervised by personnel in the Finance Department.

Staffing by Position

There are no staff formally associated with the Debt Service Fund. It is supervised by personnel in the Finance Department.



City of Franklin, Tennessee

FY 2022 Operating Budget

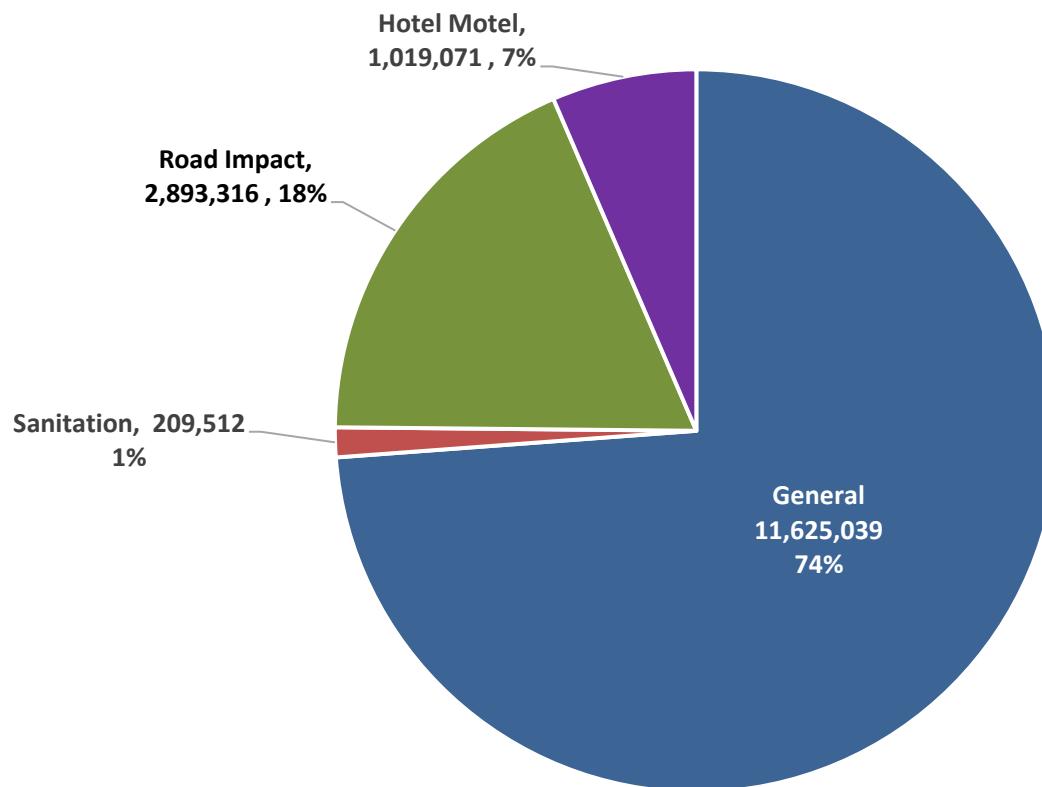
Budget

	Actual 2019	Actual 2020	Budget 2021	EOY 2021	Budget 2022	Difference \$ %	
Beginning Fund Balance	106,587	372,887	804,607	804,607	729,607		
Revenues							
TOTAL LOCAL TAXES	8,661,198	10,958,447	10,809,651	10,809,651	11,425,039	615,388	5.7%
TOTAL INTERGOVERNMENTAL	818,445	333,953	-	-	-	-	0.0%
TOTAL USE OF MONEY & PROPE	108,248	142,438	25,000	25,000	25,000	-	0.0%
TOTAL OTHER REVENUE	4,309,960	38,186,891	4,421,493	4,421,493	4,321,899	(99,594)	-2.3%
Total Available Funds	13,897,851	49,621,729	15,256,144	15,256,144	15,771,938	515,794	3.4%
Expenses (Debt Service by Fund)							
Debt Issuance/Refinancing	0	31,236,594	0	0	0	-	0.0%
General	9,275,960	13,944,158	11,109,651	11,109,651	11,625,039	515,388	4.6%
Sanitation	96,930	208,255	209,064	209,064	209,512	448	0.2%
Road Impact	3,022,167	2,707,090	2,730,825	2,730,825	2,893,316	162,491	6.0%
Hotel Motel	1,236,494	1,093,911	1,281,604	1,281,604	1,019,071	(262,533)	-20.5%
Total Expenditures	13,631,550	49,190,009	15,331,144	15,331,144	15,746,937	415,793	2.7%
Ending Fund Balance	372,887	804,607	729,607	729,607	754,608		

Notes & Objectives

The Debt Service Fund for FY 2022 includes all currently issued G.O. Bonds, including the recently issued 2019A-B and 2019C-E Refunding Bonds.

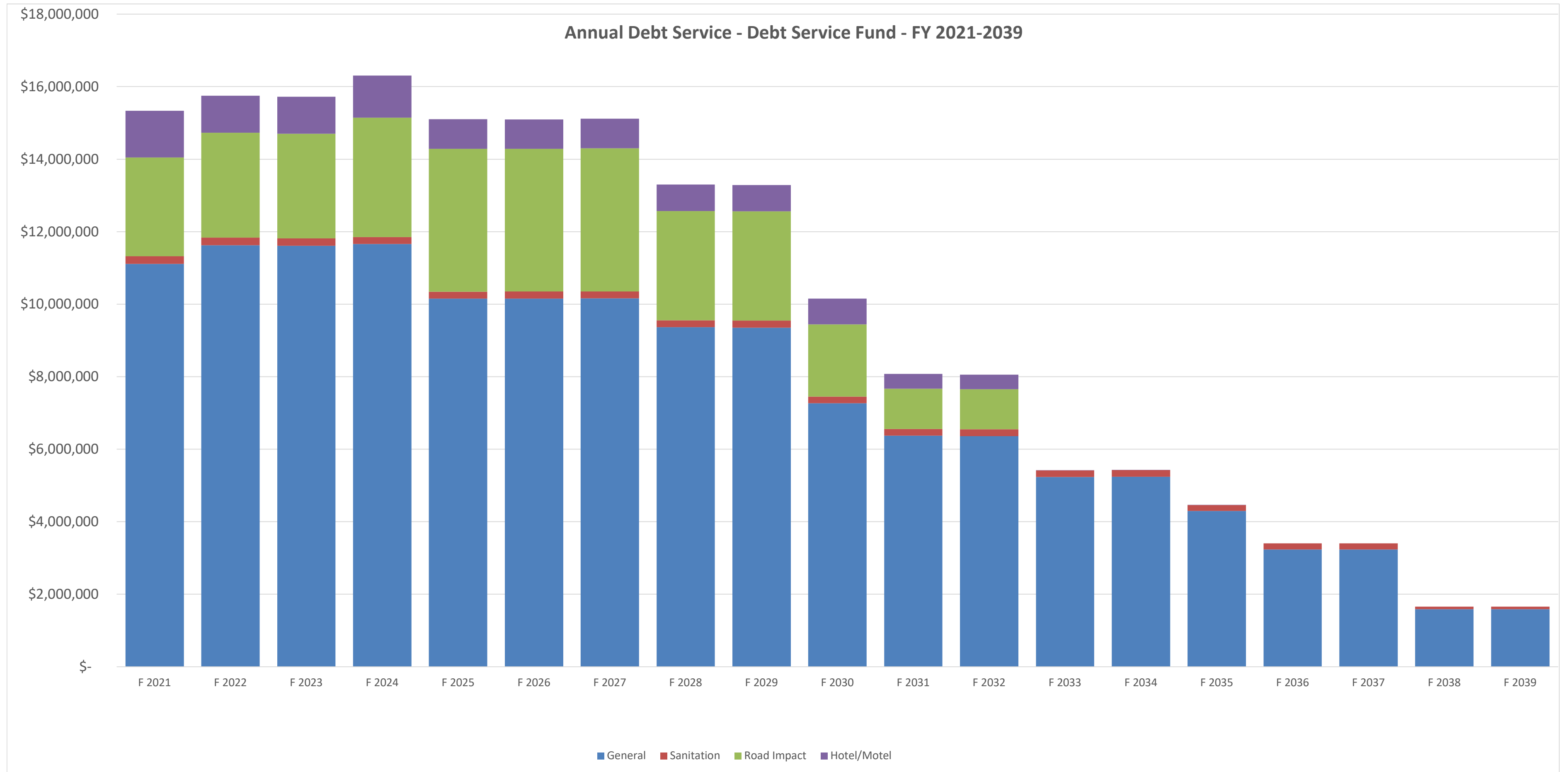
Below is FY 2022 G.O. Debt Service by fund. Water & Wastewater Debt is budgeted separately under the Water Management Department budget.





Debt Service Fund - General Obligation / Governmental Funds Debt Schedule

The chart below shows annual debt service for General Obligation Bonds for the City of Franklin, FY 2020-2039. Four funds - General, Sanitation, Road Impact and Hotel/Motel provide funding to service debt. Water & Wastewater Debt service is budgeted within the Water & Wastewater Fund.





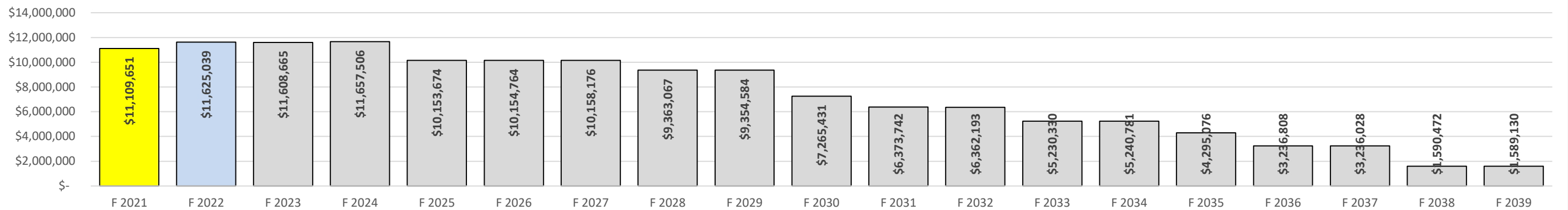
City of Franklin, Tennessee

FY 2022 Operating Budget

Debt Service Fund - General Fund Payment Schedule

Purpose	Issue Year	Orig. Amt. Issued / Interest Rate	F 2021	F 2022	F 2023	F 2024	F 2025	F 2026	Balance (2027-2039)	Total Outstanding (2022-2039)
PRINCIPAL										
Bonds 2010 - \$16.59 (Refund 2004 Bonds & Harlinsdale)	2010	\$ 10,451,700	\$ 856,800	\$ 888,300	\$ 926,100	\$ 963,900	\$ -	\$ -	\$ -	\$ 2,778,300
Bonds 2012 - \$22.5m (Various - Refunding)	2009 / 2012 (Refund)	\$ 9,225,000	\$ 639,600	\$ 653,950	\$ 668,300	\$ 682,650	\$ 697,000	\$ 711,350	\$ 725,700	\$ 4,138,950
Bonds 2013 - \$10m (Pension Bonds)	2013	\$ 10,000,000	\$ 1,030,000	\$ 1,060,000	\$ 1,090,000	\$ 1,125,000	\$ -	\$ -	\$ -	\$ 3,275,000
Bonds 2013 - \$7.405m (Public Works Bldg, Carlisle)	2013	\$ 7,405,000	\$ 330,000	\$ 340,000	\$ 350,000	\$ 355,000	\$ 365,000	\$ 375,000	\$ 3,470,000	\$ 5,255,000
Bonds 2015 - \$15m (Various)	2015	\$ 14,925,000	\$ 601,975	\$ 631,825	\$ 661,675	\$ 696,500	\$ 726,350	\$ 756,200	\$ 8,173,925	\$ 11,646,475
Bonds 2017 - \$23.12m (Hillsboro/Roads /Communications/Sani	2017	\$ 21,848,400	\$ 783,520	\$ 826,000	\$ 863,760	\$ 906,240	\$ 925,120	\$ 972,320	\$14,193,040	\$ 18,686,480
Bonds 2019A - \$29.585 m Roads/Equipment	2019	\$ 29,585,000	\$ 1,322,040	\$ 1,393,890	\$ 1,460,950	\$ 1,168,760	\$ 1,221,450	\$ 1,283,720	\$18,992,350	\$ 25,521,120
Bonds 2019B - Refunding 2009 \$44M BAB	2019	\$ 14,911,000	\$ 1,238,250	\$ 1,300,000	\$ 1,361,750	\$ 1,426,750	\$ 1,498,250	\$ 1,573,000	\$ 5,187,000	\$ 12,346,750
Bonds 2019C - Refunding Bonds \$29.245M	2019	\$ 29,245,000	\$ -	\$ 182,750	\$ 182,750	\$ 612,750	\$ 1,307,200	\$ 1,369,550	\$ 8,920,350	\$ 12,575,350
Bonds 2019D - Taxable Refunding Bonds	2019	\$ 2,305,000	\$ -	\$ 208,050	\$ 213,750	\$ 216,600	\$ 219,450	\$ 225,150	\$ 230,850	\$ 1,313,850
PRINCIPAL		\$ 193,832,350	\$ 6,802,185	\$ 7,484,765	\$ 7,779,035	\$ 8,154,150	\$ 6,959,820	\$ 7,266,290	\$59,893,215	\$ 97,537,275
INTEREST										
Bonds 2010 - \$16.59 (Refund 2004 Bonds & Harlinsdale)	2010	2.0% - 4.0%	\$ 135,765	\$ 101,493	\$ 65,961	\$ 28,917	\$ -	\$ -	\$ -	\$ 196,371
Bonds 2012 - \$22.5m (Various - Refunding)	2009 / 2012 (Refund)	2.13%	\$ 101,783	\$ 88,159	\$ 74,231	\$ 59,996	\$ 45,455	\$ 30,609	\$ 15,457	\$ 313,907
Bonds 2013 - \$10m (Pension Bonds)	2013	1.0% - 3.5%	\$ 134,410	\$ 106,600	\$ 74,800	\$ 39,375	\$ -	\$ -	\$ -	\$ 220,775
Bonds 2013 - \$7.405m (Public Works Bldg, Carlisle)	2013	2.0% - 4.0%	\$ 173,418	\$ 166,818	\$ 158,318	\$ 149,568	\$ 140,693	\$ 131,203	\$ 574,590	\$ 1,321,190
Bonds 2015 - \$15m (Various)	2015	3.0% - 5.0%	\$ 461,471	\$ 431,372	\$ 399,781	\$ 366,697	\$ 331,872	\$ 302,818	\$ 1,375,644	\$ 3,208,184
Bonds 2017 - \$23.12m (Hillsboro/Roads /Communications/Sani	2017	2.73%	\$ 848,326	\$ 809,150	\$ 767,850	\$ 724,662	\$ 706,537	\$ 660,281	\$ 3,759,952	\$ 7,428,430
Bonds 2019A - \$29.585 m Roads/Equipment	2019	2.72%	\$ 1,238,550	\$ 1,172,448	\$ 1,102,754	\$ 1,029,706	\$ 971,268	\$ 910,196	\$ 5,656,128	\$ 10,842,500
Bonds 2019B - Refunding 2009 \$44M BAB	2019	1.90%	\$ 679,250	\$ 617,338	\$ 552,338	\$ 484,250	\$ 412,913	\$ 338,000	\$ 526,988	\$ 2,931,825
Bonds 2019C - Refunding Bonds \$29.245M	2019		\$ 494,929	\$ 607,332	\$ 598,195	\$ 589,057	\$ 558,420	\$ 493,060	\$ 1,352,092	\$ 4,198,155
Bonds 2019D - Taxable Refunding Bonds	2019		\$ 26,620	\$ 26,620	\$ 22,459	\$ 18,184	\$ 13,852	\$ 9,463	\$ 4,848	\$ 95,428
INTEREST			\$ 4,294,522	\$ 4,127,330	\$ 3,816,686	\$ 3,490,412	\$ 3,181,010	\$ 2,875,630	\$13,265,698	\$ 30,756,765
PAYING AGENT & OTHER DEBT FEES										
Various			\$ 12,944	\$ 12,944	\$ 12,944	\$ 12,944	\$ 12,844	\$ 12,844	\$ 136,904	\$ 201,424
PAYING AGENT & OTHER DEBT FEES			\$ 12,944	\$ 12,944	\$ 12,944	\$ 12,944	\$ 12,844	\$ 12,844	\$ 136,904	\$ 201,424
			\$ 11,109,651	\$ 11,625,039	\$ 11,608,665	\$ 11,657,506	\$10,153,674	\$10,154,764	\$73,295,817	\$ 128,495,464
TOTAL EXPENDITURES			\$ 11,109,651	\$ 11,625,039	\$ 11,608,665	\$ 11,657,506	\$10,153,674	\$10,154,764	\$73,295,817	\$ 128,495,464

Annual Debt Service - General Fund - FY 2021-2039





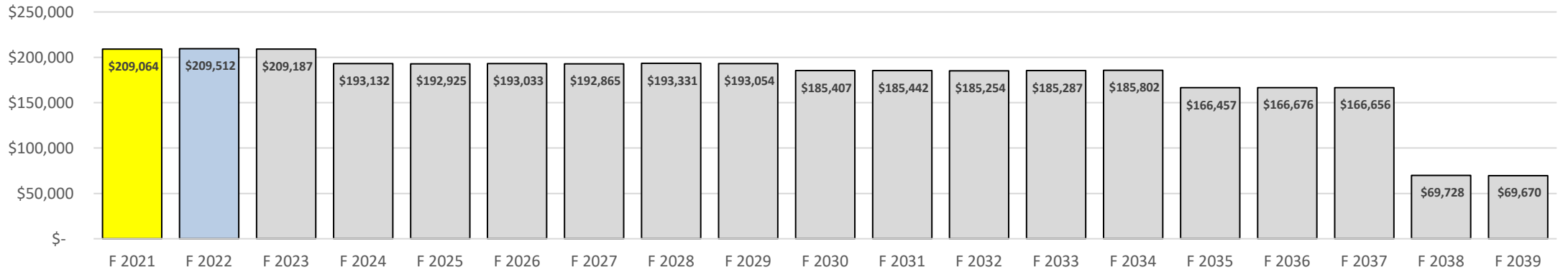
City of Franklin, Tennessee

FY 2022 Operating Budget

Debt Service Fund - Sanitation Fund Payment Schedule

Purpose	Issue Year	Orig. Amt. Issued / Interest Rate	F 2021	F 2022	F 2023	F 2024	F 2025	F 2026	Balance (2027-2039)	Total Outstanding (2022-2039)
PRINCIPAL										
Bonds 2017 - \$23.12m (Hillsboro/Roads /Communications/Sanit.)	2017	\$ 1,271,600	\$ 46,480	\$ 49,000	\$ 51,240	\$ 53,760	\$ 54,880	\$ 57,680	\$ 841,960	\$ 1,108,520
Bonds 2019A - \$29.585m	2019	\$ 1,600,000	\$ 57,960	\$ 61,110	\$ 64,050	\$ 51,240	\$ 53,550	\$ 56,280	\$ 832,650	\$ 1,118,880
PRINCIPAL		\$ 4,871,600	\$ 104,440	\$ 110,110	\$ 115,290	\$ 105,000	\$108,430	\$113,960	\$1,674,610	\$ 2,227,400
INTEREST										
Bonds 2017 - \$23.12m (Hillsboro/Roads /Communications/Sanit.)	2017	2.73%	\$ 50,324	\$ 48,000	\$ 45,550	\$ 42,988	\$ 41,913	\$ 39,169	\$ 223,048	\$ 440,670
Bonds 2019 - \$29.585m	2019		\$ 54,300	\$ 51,402	\$ 48,346	\$ 45,144	\$ 42,582	\$ 39,904	\$ 247,972	\$ 475,350
INTEREST			\$ 104,624	\$ 99,402	\$ 93,897	\$ 88,132	\$ 84,495	\$ 79,073	\$ 471,020	\$ 916,019
TOTAL EXPENDITURES			\$ 209,064	\$ 209,512	\$ 209,187	\$ 193,132	\$192,925	\$193,033	\$2,145,630	\$ 3,143,419

Annual Debt Service - Sanitation Fund - FY 2021-2039



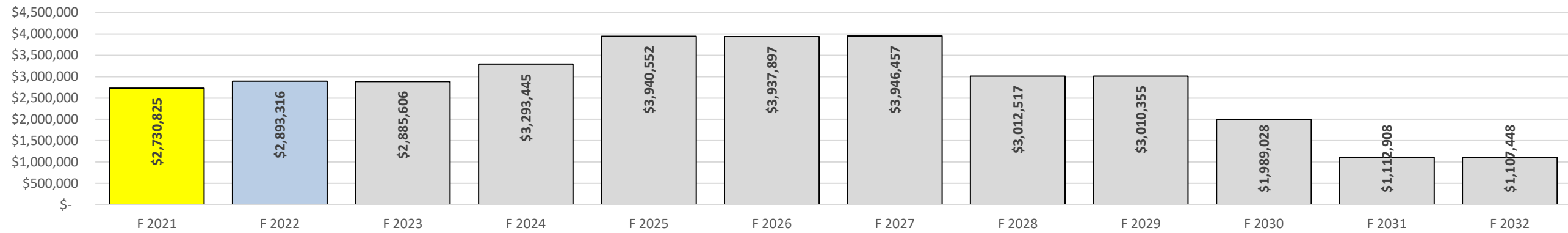


City of Franklin, Tennessee
FY 2022 Operating Budget

Debt Service Fund - Road Impact Payment Schedule

Purpose	Issue Year	Orig. Amt. Issued / Interest Rate	F 2021	F 2022	F 2023	F 2024	F 2025	F 2026	Balance (2027-2032)	Total Outstanding (2022-2032)
PRINCIPAL										
Bonds 2005 - \$4.5m (McEwen ROW) - 45%	2005	\$ 2,025,000	\$ 173,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bonds 2012 - \$22.5m (Various - Refunding)	2009 / 2012 (Refund	\$ 11,475,000	\$ 795,600	\$ 813,450	\$ 831,300	\$ 849,150	\$ 867,000	\$ 884,850	\$ 902,700	\$ 5,148,450
Bonds 2019B - Refunding 2009 \$44M BAB	2019	\$ 7,937,240	\$ 659,130	\$ 692,000	\$ 724,870	\$ 759,470	\$ 797,530	\$ 837,320	\$ 2,761,080	\$ 6,572,270
Bonds 2019C - Refunding Bonds \$29.245M	2019	\$ 29,245,000	\$ -	\$ 178,500	\$ 178,500	\$ 598,500	\$ 1,276,800	\$ 1,337,700	\$ 8,712,900	\$ 12,282,900
Bonds 2019D - Taxable Refunding Bonds	2019	\$ 2,305,000	\$ -	\$ 156,950	\$ 161,250	\$ 163,400	\$ 165,550	\$ 169,850	\$ 174,150	\$ 991,150
PRINCIPAL		\$ 28,724,000	\$ 1,627,980	\$ 1,840,900	\$ 1,895,920	\$ 2,370,520	\$ 3,106,880	\$ 3,229,720	\$ 12,550,830	\$ 24,994,770
INTEREST										
Bonds 2005 - \$4.5m (McEwen ROW) - 45%	2005	Variable	\$ 527	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bonds 2012 - \$22.5m (Various - Refunding)	2009 / 2012 (Refund	2.13%	\$ 126,608	\$ 109,662	\$ 92,336	\$ 74,629	\$ 56,542	\$ 38,075	\$ 19,228	\$ 390,472
Bonds 2019B - Refunding 2009 \$44M BAB	2019	1.90%	\$ 361,570	\$ 328,614	\$ 294,014	\$ 257,770	\$ 219,797	\$ 179,920	\$ 280,520	\$ 1,560,633
Bonds 2019C - Refunding Bonds \$29.245M	2019		\$ 593,208	\$ 593,208	\$ 585,543	\$ 575,358	\$ 545,433	\$ 481,593	\$ 1,320,648	\$ 4,101,783
Bonds 2019D - Taxable Refunding Bonds	2019		\$ 20,082	\$ 20,082	\$ 16,943	\$ 13,718	\$ 10,450	\$ 7,139	\$ 3,657	\$ 71,990
INTEREST			\$ 1,101,995	\$ 1,051,566	\$ 988,836	\$ 921,475	\$ 832,222	\$ 706,727	\$ 1,624,053	\$ 6,124,878
PAYING AGENT & OTHER DEBT FEES										
Various			\$ 850	\$ 850	\$ 850	\$ 1,450	\$ 1,450	\$ 1,450	\$ 3,830	\$ 9,880
PAYING AGENT & OTHER DEBT FEES			\$ 850	\$ 850	\$ 850	\$ 1,450	\$ 1,450	\$ 1,450	\$ 3,830	\$ 9,880
TOTAL EXPENDITURES			\$ 2,730,825	\$ 2,893,316	\$ 2,885,606	\$ 3,293,445	\$ 3,940,552	\$ 3,937,897	\$ 14,178,713	\$ 31,129,528

Annual Debt Service - Road Impact Fund - FY 2021-2032





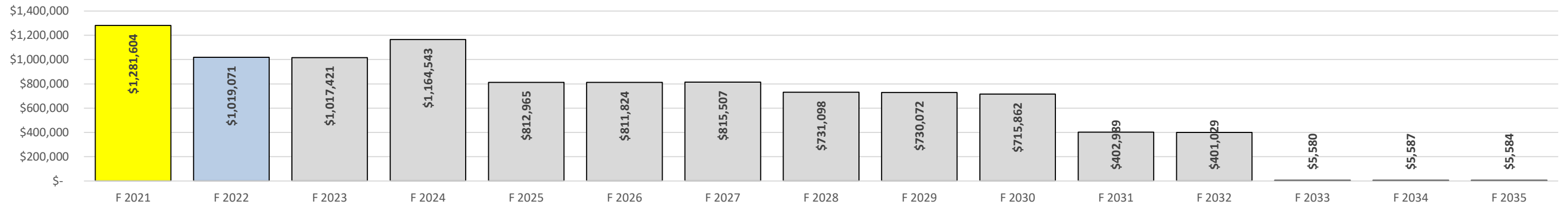
City of Franklin, Tennessee

FY 2022 Operating Budget

Debt Service Fund - Hotel / Motel Payment Schedule

Purpose	Issue Year	Orig. Amt. Issued / Interest Rate	F 2021	F 2022	F 2023	F 2024	F 2025	F 2026	Balance (2027-2035)	Total Outstanding (2022-2035)
PRINCIPAL										
Bonds 2005 - \$4.5m (Country Club) - 55%	2005	\$ 2,475,000	\$ 211,750	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Bonds 2010 - \$16.59m (Refund Harlinsdale) - 37.0%	2010 (Refund)	\$ 6,138,300	\$ 503,200	\$ 521,700	\$ 543,900	\$ 566,100	\$ -		\$ -	\$ 1,631,700
Bonds 2012 - \$22.5m Refunding	2009 / 2012 (Refund)	\$ 1,800,000	\$ 124,800	\$ 127,600	\$ 130,400	\$ 133,200	\$ 136,000	\$ 138,800	\$ 141,600	\$ 807,600
Bonds 2015 - \$15m (Hillsboro & 3rd Ave Only)	2015	\$ 75,000	\$ 3,025	\$ 3,175	\$ 3,325	\$ 3,500	\$ 3,650	\$ 3,800	\$ 41,075	\$ 58,525
Bonds 2019B - Refunding 2009 \$44M BAB	2019	\$ 91,760	\$ 7,620	\$ 8,000	\$ 8,380	\$ 8,780	\$ 9,220	\$ 9,680	\$ 31,920	\$ 75,980
Bonds 2019C - Refunding Bonds \$29.245M	2019		\$ -	\$ 63,750	\$ 63,750	\$ 213,750	\$ 456,000	\$ 477,750	\$ 3,111,750	\$ 4,386,750
PRINCIPAL		\$ 16,259,810	\$ 850,395	\$ 724,225	\$ 749,755	\$ 925,330	\$ 604,870	\$ 630,030	\$ 3,326,345	\$ 6,960,555
INTEREST										
Bonds 2005 - \$4.5m (Country Club) - 55%	2005	Variable	\$ 644	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Bonds 2010 - \$16.59m (Refund Harlinsdale) - 37.0%	2010 (Refund)	2.0% - 4.0%	\$ 79,735	\$ 59,607	\$ 38,739	\$ 16,983	\$ -		\$ -	\$ 115,329
Bonds 2012 - \$22.5m Refunding	2009 / 2012 (Refund)	2.13%	\$ 19,860	\$ 17,202	\$ 14,484	\$ 11,706	\$ 8,869	\$ 5,973	\$ 3,016	\$ 61,250
Bonds 2015 - \$15m (Hillsboro & 3rd Ave Only)	2015	3.0% - 5.0%	\$ 2,319	\$ 2,168	\$ 2,009	\$ 1,843	\$ 1,668	\$ 1,522	\$ 6,913	\$ 16,122
Bonds 2019B - Refunding 2009 \$44M BAB	2019	1.90%	\$ 4,180	\$ 3,799	\$ 3,399	\$ 2,980	\$ 2,541	\$ 2,080	\$ 3,243	\$ 18,042
Bonds 2019C - Refunding Bonds \$29.245M	2019		\$ 324,264	\$ 211,860	\$ 208,823	\$ 205,485	\$ 194,798	\$ 171,998	\$ 471,660	\$ 1,464,623
INTEREST			\$ 431,002	\$ 294,636	\$ 267,453	\$ 238,997	\$ 207,876	\$ 181,572	\$ 484,832	\$ 1,675,365
PAYING AGENT & OTHER DEBT FEES										
Various			\$ 207	\$ 210	\$ 213	\$ 216	\$ 219	\$ 222	\$ 2,133	\$ 3,213
PAYING AGENT & OTHER DEBT FEES			\$ 207	\$ 210	\$ 213	\$ 216	\$ 219	\$ 222	\$ 2,133	\$ 3,213
TOTAL EXPENDITURES			\$ 1,281,604	\$ 1,019,071	\$ 1,017,421	\$ 1,164,543	\$ 812,965	\$ 811,824	\$ 3,813,310	\$ 8,639,133

Annual Debt Service - Hotel/Motel Tax Fund - FY 2021-2035





File #: 21-01895

DATE: March 30, 2021
TO: Budget & Finance Committee
FROM: Eric Stuckey, City Administrator
Kristine Brock, Asst. City Administrator/CFO

SUBJECT:

Consideration Of Resolution 2021-74, A Resolution Declaring The Intent Of The City Of Franklin, Tennessee To Reimburse Itself In A Not To Exceed Amount of \$30,000,000 For Certain Project Expenditures With The Proceeds Of Water And Sewer System Revenue Bonds, Notes Or Other Debt Obligations To Be Issued By The City.

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning Resolution 2021-74, A Resolution Declaring the Intent of the City of Franklin, Tennessee to Reimburse Itself in a Not to Exceed Amount of \$30,000,000 for Certain Project Expenditures with the Proceeds of Water and Sewer System Revenue Bonds, Notes or Other Debt Obligations to be Issued by the City.

BACKGROUND/STAFF COMMENTS:

The City of Franklin Water & Sewer Utility is in the process of upgrading and expanding its existing wastewater treatment plant, with completion anticipated in May 2022. The project totaling \$152 million is planned to be funded with \$130 million of long term debt, with the balance from cash reserves of the utility. To date, the City has received approvals for low interest loans from the State of Tennessee Revolving Fund ("SRF") totaling \$100 million. Funds from the approved loans are projected to be exhausted in summer 2021.

The City has applied for additional SRF funding for the project. However, SRF management is uncertain of the amount of additional funding to be offered to the City, and if so, when it will be available. The City prefers to borrow from SRF due to the favorable terms of the program. However, the unknowns regarding future funding have led staff to prepare this initial step in the event a future revenue bond is needed to complete the project.

Resolution 2021-74 will allow for the Water & Sewer Utility to reimburse itself from bond proceeds for project costs incurred from the date of adoption and before a bond is issued. It is important to disclose that this action does not, in itself, authorize the issuance of revenue bonds. The Board of Mayor and Aldermen must approve a subsequent resolution to authorize issuance of a public bond offering. Should SRF Funds become available in the amount necessary to complete the project, moving forward with a bond resolution will be unnecessary. However, if the City is notified that SRF

Funds are less than necessary to complete the project, Resolution 2021-74 will be in place and allow for reimbursement of project expenses from a revenue bond issued in FY 2022.

Staff will update the Board of Mayor and Aldermen as to the availability of SRF funds and next steps.

FINANCIAL IMPACT:

Approval of Resolution 2021-74 will allow for reimbursement of allowable expenses related to the wastewater treatment plant project from a FY 2022 Water and Sewer Revenue Bond issue, should SRF Funds not be available for completion.

RECOMMENDATION:

Staff recommends that Resolution 2021-74 be recommended for approval by the Board of Mayor and Aldermen.

The Board of Mayor and Aldermen of the City of Franklin, Tennessee, met in regular session on April __, 2021, at 7:00 p.m. at City Hall, Franklin, Tennessee, with the Honorable Ken Moore, Mayor, presiding.

The following Aldermen were present:

The following Aldermen were absent:

There were also present Eric Stuckey, City Administrator/Recorder, and Kristine Brock, Assistant City Administrator/Chief Financial Officer.

After the meeting was duly called to order, the following resolution was introduced by _____, seconded by _____ and after due deliberation, was adopted by the following vote:

AYE:

NAY:

RESOLUTION 2021-74

A RESOLUTION DECLARING THE INTENT OF THE CITY OF FRANKLIN, TENNESSEE TO REIMBURSE ITSELF IN A NOT TO EXCEED AMOUNT OF \$30,000,000 FOR CERTAIN PROJECT EXPENDITURES WITH THE PROCEEDS OF WATER AND SEWER SYSTEM REVENUE BONDS, NOTES OR OTHER DEBT OBLIGATIONS TO BE ISSUED BY THE CITY

WHEREAS, it is the intention of the Board of Mayor and Aldermen of the City of Franklin, Tennessee (the "City") to provide funds to finance: (i) extensions, upgrades and any improvements to the water and sewer system of the City (the "System"); (ii) acquisition of all property real or personal, appurtenant thereto, or connected with the foregoing; and (iii) payment of architectural, engineering, legal, fiscal and administrative costs incident to the foregoing; and

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

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

WHEREAS, the Board of Mayor and Aldermen of the City wishes to state its intentions with respect to reimbursements for said expenditures, in a not to exceed amount of \$30,000,000, in accordance with the requirements of final regulations applicable thereto promulgated by the United States Department of the Treasury.

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

SECTION 1. It is reasonably expected that the City will reimburse itself for certain expenditures, in a not to exceed amount of \$30,000,000, made by the City in connection with the projects hereinabove described. The City further reasonably expects to reimburse all such expenditures from the proceeds of its water and sewer system revenue bonds, notes or other debt obligations. The expenditures made prior to the issuance of said bonds, notes or other debt obligations are expected to be paid from the Water Management Operating Fund of the City, or such other fund as may properly be directed pursuant to applicable law, and reimbursement shall be made to said fund or funds. Debt service on the bonds, notes or other debt obligations is expected to be paid from revenues of the System.

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

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

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

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

ATTEST:

CITY OF FRANKLIN, TENNESSEE:

By: _____
Eric S. Stuckey
City Administrator

By: _____
Dr. Ken Moore
Mayor

Approved as to Form:

By: _____
Shauna R. Billingsley
City Attorney

STATE OF TENNESSEE)

COUNTY OF WILLIAMSON)

I, Eric S. Stuckey, hereby certify that I am the duly qualified and acting City Administrator/Recorder of the City of Franklin, Tennessee, and as such official I further certify that attached hereto is a copy of excerpts from the minutes of a regular meeting of the governing body of the City held on April __, 2021, that these minutes were promptly and fully recorded and are open to public inspection; that I have compared said copy with the original minute record of said meeting in my official custody; and that said copy is a true, correct and complete transcript from said original minute record insofar as said original record relates to the approval of a resolution declaring the intent of the City of Franklin to reimburse itself in an amount not to exceed \$30,000,000.

WITNESS my official signature and seal of said City this ____ day of _____, 2021.

City Administrator/Recorder

30316143.1



File #: 21-01865

DATE: March 22, 2021
TO: Budget & Finance Committee
FROM: Kristine Brock, Asst. City Administrator/CFO
Mike Lowe, Comptroller

SUBJECT:

Consideration Of Resolution 2021-68, A Resolution To Adopt A Revised Investment Policy For Non-Pension Related Assets.

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning Resolution 2021-68, A Resolution to Adopt a Revised Investment Policy for Non-Pension Related Assets.

BACKGROUND/STAFF COMMENTS:

On an annual basis, and more often if necessary, staff and the City's investment advisor, Government Portfolio Advisors ("GPA"), review the City's Investment Policy for Non-Pension Related Assets. This review may result in requested revisions as a result of various causes such as changes in state law, updated best practices or investment needs specific to the City of Franklin. All recommendations are based on the three principles of investing public funds- safety, liquidity and earnings.

The City's Investment Policy, most recently updated in 2019, limits the allocation of the City's portfolio that may be invested in the State of Tennessee Local Government Investment Pool ("LGIP") to 10%. The only change in this revision is to increase the allocation to 30%.

LGIP serves as an interest bearing savings account for local governments across the state and the State of Tennessee itself. The State Treasurer operates the program as allowed by TCA Title 9, Chapter 4, Part 7. Funds may be withdrawn without penalty at any time and available for deposit in the City's operating bank account on the next business day. As of February 2021, LGIP manages state-wide holdings exceeding \$18.4 billion. The administrative fee is 4 basis points and interest is earned monthly based on a variable rate. LGIP satisfies collateral requirements for public funds in accordance with state law.

In the last several months, staff has increased its utilization of LGIP for the following reasons. First, the cash flow requirement for the Wastewater Water Treatment Plant expansion and upgrade is averaging \$6 million a month in expense, following by reimbursement in the next 30-60 days from the State Revolving Loan Fund. At any given time, we are advancing up to \$12 million for the project,

which requires a higher amount of liquidity than a typical bond funded project. Next, the City received \$3 million of one-time federal and state aid in the first half of FY 2021, which increased cash balances in the current fiscal year. Finally, the City is expected to receive just over \$9 in direct federal aid from the American Rescue Plan Act ("ARPA"), which must be spent within the next 2 1/2 years, as well as \$1.8 million in state aid as proposed in Governor Lee's FY 2022 Budget. As uses of these non-reoccurring funds are appropriated by BOMA, the ability to use LGIP as an investment vehicle for funds held a relatively short time is advantageous.

FINANCIAL IMPACT:

Funds placed for investment in the LGIP will earn a variable interest rate assigned by the State Treasurer's Office. For March 2021, the rate, net of an administrative fee of 4 basis points, is 10 basis points.

RECOMMENDATION:

Staff recommends that Resolution 2021-68 be recommended for approval by the Board of Mayor and Aldermen.

RESOLUTION 2021-68

A RESOLUTION TO ADOPT A REVISED INVESTMENT POLICY FOR NON-PENSION RELATED ASSETS

WHEREAS, the Board of Mayor and Aldermen of the City of Franklin, Tennessee, has previously approved an Investment Policy for Non-Pension Related Assets; and

WHEREAS, adopted policies are reviewed periodically for changes in state and federal laws as well as best practices in the industry; and

WHEREAS, the revised policy allows for a higher allocation of City investments to be held by the Local Government Investment Pool of the State of Tennessee, as established by TCA Title 9, Chapter 4, Part 7, and administered by the State of Tennessee Department of Treasury; and

WHEREAS, the existing Investment Policy for Non-Pension Related Assets has been reviewed by the City's investment advisor.

NOW THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Franklin, Tennessee, that the Investment Policy for Non-Pension Related Assets as attached as Exhibit A should be revised as recommended by staff and the City's investment advisor.

IT IS SO RESOLVED AND DONE on this ____ day of _____ 2021.

ATTEST:

CITY OF FRANKLIN, TENNESSEE:

By: _____
ERIC S. STUCKEY
City Administrator

By: _____
Dr. KEN MOORE
Mayor

Approved as to Form:

By: _____
Shauna R. Billingsley
City Attorney



HISTORIC
FRANKLIN
TENNESSEE

Investment Policy

3/26/2021

Policy Statement

It is the policy of the City of Franklin to invest its funds in a manner which will provide for the safety of principal with a market rate investment return, while meeting daily cash flow requirements, and conforming to all state statutes governing the investment of funds under control of the City.

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1.0 Introduction

This Investment Policy defines the parameters to which funds are to be invested by the City of Franklin (City). These guidelines are intended to be broad enough to allow designated investment staff to function properly within the parameters of responsibility and authority, yet specific enough to safeguard the investment assets adequately. This policy applies to all activities related to the prudent investing of its financial assets.

2.0 Governing Authority

The City of Franklin's investment program shall be operated in conformance with federal, state, and other legal requirements, including TCA 6-56-106, titled Suitable and Authorized Investments, which governs the investment of public funds by cities and towns.

3.0 Scope

This policy applies to the investment of all funds of the City of Franklin, excluding the retirement funds. Retirement funds and proceeds from certain bond issues, as well as separate foundation or endowment assets, are covered by separate policies.

- **Pooling of funds:** Except for cash in certain restricted and special funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.
- **Special Funds:** Those funds that are considered restricted and special funds are: City of Franklin Employee retirement Fund, Adequate Facilities Tax Fund, Road Impact Fund, Stormwater Fund, and retainage accounts.

4.0 Objectives

All the City's investment activity will be conducted in a manner that emphasizes attainment of the following four (4) controlling objectives:

- **Safety:** Safety of principal is the most foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - *Credit Risk:* The City will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:
 - Limiting investments to the types of securities listed in this Investment Policy;
 - Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business;
 - Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

- *Interest Rate Risk:* The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity;

Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.

- **Liquidity:** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds, bank repurchase agreements, or local government investment pools, which offer same-day liquidity for short-term funds.
- **Return:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:
 - A security with declining credit may be sold early to minimize loss of principal;
 - A security swap would improve the quality, yield, or target duration in the portfolio; Liquidity needs of the portfolio require that the security be sold.
- **Local Considerations:** The City of Franklin seeks to promote local economic development through various programs and activities. Included is a program of rewarding local financial institutions that increase their commitments to private economic growth and local housing investment.

The City may accept a proposal from an eligible institution that provides for a reduced rate of interest provided that such institution documents the use of deposited funds for community development projects.

The Board of Mayor and Aldermen recognizes that a Linked Deposit Program might diminish short-term investment yields by up to 10 basis points in exchange for potential expansion of the tax base.

5.0 Standards of Care

- **Delegation of Authority:**

Governing Body: The Board of Mayor and Aldermen will retain ultimate fiduciary responsibility for the portfolios and have the authority to direct the management of the investment program.

Chief Financial Officer: Authority to manage the investment program is granted to the Chief Financial officer, hereinafter referred to as Investment Officer. The investment officer shall establish written procedures for the operation of the investment program, consistent with this

investment policy. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate all activities of the program.

Investment Adviser: The City may engage the services of an external non-discretionary investment adviser to assist with the management of the City's investment portfolio in a manner that is consistent with the City's objectives and this policy. Such advisers shall provide recommendation and advices regarding the City's investment program including but not limited to advice related to the purchase and sale of investments in accordance with this Investment Policy.

The investment adviser's responsibilities include the following:

- Determine the targeted risk profile and allocation among allowable investments
- Determine the number, type and structure of investments within the confines set forth by and reflected in this Investment Policy.

- **Prudence:**

The standard of prudence to be used in the context of managing the overall portfolio is the prudent person rule which states:

Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs not in regard to speculation but in regard to the permanent disposition of the funds considering the probable income as well as the probable safety of the capital.

- **Ethics and Conflict of Interest:**

City of Franklin employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program or which could impair their ability to make impartial investment decisions. They shall disclose any material financial interests and any large personal financial / investment positions that could be related to the performance of the City's portfolio.

6.0 Authorized Counterparty Institutions

- **Broker/Dealers:** The Investment Officer shall maintain and review annually a list of all authorized broker/dealers that are approved to transact with the City for investment purposes.

The Investment Officer or designee may utilize the investment advisor's approved broker/dealer list in lieu of the City's own approved list. The advisor must submit the approved list to the City annually and provide updates throughout the year as they occur. The advisor must maintain documentation of appropriate license, professional credentials and financial statements of broker/dealers on the list.

Annual review must include the following documentation:

- Proof of FINRA Registration
- Proof of State Registration
- Financial Review
- Broker Check for Violations

- **Financial Institution Depositories:** All financial institutions who desire to become depositories must meet the statute requirements to maintain deposits in the State of Tennessee and must provide the following:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
 - Proof of state registration
 - Evidence of adequate insurance coverage
- **Investment Advisers:** The City may engage the services of an external investment adviser, with the approval of the Board of Mayor & Aldermen, to assist with the management of its investment portfolio in a manner that is consistent with the City's controlling objectives. Such advisers may be granted the authority to purchase and sell investments in accordance with this Investment Policy, and the adviser may only provide non-discretionary management services, which requires prior authorization from the City on all transactions.

Such Advisers must be registered under the Investment Advisers Act of 1940, with the Securities and Exchange Commission, and their performance will be periodically reviewed by City management. Investment advisory services will be acquired through a competitive bidding process.

- **Minority and Community Financial Institutions:** From time to time, the investment officer may choose to invest in instruments offered by minority and community financial institutions. All terms and relationships will be fully disclosed prior to purchase, will be reported to the Budget and Finance Committee on a regular basis, and should be consistent with state or local law.

7.0 Safekeeping, Custody, and Controls

- **Delivery vs. Payment:**

All trades of marketable securities will be executed (cleared and settled) on a delivery vs. payment (DVP) basis to ensure that securities are deposited in the City's safekeeping institution prior to the release of funds.

- **Third Party Safekeeping:**

The investment officer shall designate all safekeeping arrangements and an agreement of the terms shall be executed in writing. The third-party custodian shall be required to provide a statement to the City listing, at a minimum, each specific security, book yield, description, maturity date, market value, par value, purchase date, and CUSIP number. All securities pledged to the City for certificates of deposit or demand deposits shall be held in a segregated account at the issuing financial institution.

- **Internal Controls:**

Management will establish and maintain internal controls designed to provide reasonable assurance that the assets of the City are protected from loss, theft or misuse. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived.

8.0 Suitable and Authorized Investments

All investments of the City are limited by the Tennessee Code Annotated 6-56-106 Statute.

This policy recognizes S&P, Moody's and Fitch as the major Nationally Recognized Statistical Ratings Organizations (NRSRO).

In the case of split ratings, where the major NRSROs issue different ratings, at least two must have the AA- or its equivalent.

Minimum credit ratings and percentage limitations apply to the time of purchase.

Idle Funds of the City:

- 1) **U. S. Treasury Obligations:** Bonds, notes or treasury bills of the United States;
- 2) **GSE – Primary Agency Obligations:** Government Sponsored Enterprises (GSEs) – Non-convertible debt securities of the following federal government: Federal Home Loan Banks (FHLB); Federal National Mortgage Association (FNMA), the Federal Farm Credit Bureau (FFCB). and the Federal Home Loan Mortgage Corporation (FHLMC),
- 3) **GSE – Secondary Agency Obligations:** Any other obligations not listed as primary agency, that are guaranteed as to principal and interest by the United States or any of its agencies. They include but are not limited to: Private Export Funding Corporation (PEFCO), Tennessee Valley Authority (TVA), Financing Corporation (FICO) and Federal Agricultural Mortgage Corporation, (Farmer Mac). Securities must be rated.
- 4) **Certificates of deposit and other evidences of deposit at state and federally chartered banks and savings and loan associations:** Certificates of deposit, including negotiable and non-negotiable at state and federally chartered banks and savings and loan associations. Notwithstanding any other public or private act to the contrary, all investments made shall be secured by collateral in the same manner under the same conditions as state deposits, or as provided in a collateral pool created.
- 5) **Bank Deposits** at state and federally chartered banks and savings and loan associations. Notwithstanding any other public or private act to the contrary, all investments made shall be secured by collateral in the same manner under the same conditions as state deposits, or as provided in a collateral pool created.
- 6) **Repurchase Agreements:** Obligations of the United States or its agencies under a repurchase agreement for a shorter time than the maturity date of the security itself if the market value of the security itself is more than the amount of funds invested; provided, that municipalities may invest in repurchase agreements only if the comptroller of the treasury or the comptroller's designee approves repurchase agreements as an authorized investment, and if such investments are made in accordance with procedures established by the state funding board;
- 7) **Local Government Investment Pool:** Part of the State Pooled Investment Fund administered by the Tennessee Department of Treasury.
- 8) **Bankers' Acceptances:** prime bankers' acceptances that are eligible for purchase by the federal reserve. Required A1+
- 9) **Money Market Mutual Funds:** Institutional share class of money market mutual funds investing ONLY in government obligations and rated AA+ or equivalent by at least one nationally recognized rating agency (NRSRO).

- 10) **Commercial Paper:** Prime commercial paper that is rated at least A1+ or equivalent by at least two (2) nationally recognized rating services;
- 11) **Municipal Debt Obligations of the City:** The City's own bonds or notes issued in accordance with title 9, chapter 21.
- 12) **Investment in the instruments or any type of investment authorized pursuant to a municipality's charter that is of a type that is not included in this part shall require the following:**
 - a. The municipality's legislative body must authorize the investment by ordinance; and
 - b. The legislative body must adopt a written enforceable investment policy by ordinance to govern the use of investments, with the policies being no less restrictive than those established by the state funding board to govern state investments in these types of instruments.

Investment in instruments allowable in the section are prohibited until the legislative body has adopted written policies to govern the use of the investments or an ordinance has been passed to authorize the investment.

Bond Proceeds Only:

Proceeds of bonds, notes and other obligations issued by municipalities, reserves held in connection therewith and the investment income therefrom, may be invested in obligations that:

- 1) **Ratings:** Are rated in either of the two (2) highest rated categories by a nationally recognized rating agency of such obligation (AA- S&P, Aa3, Moody's or AA- by Moody's).
- 2) **US Treasury or Agency Bonds** that are direct general obligations of a state of the United States,
- 3) **Municipal Bonds:** a political subdivision or instrumentality thereof, having general taxing powers; and
- 4) **Maturity:** Have a final maturity on the date of investment of not to exceed forty-eight (48) months or that may be tendered by the holder to the issuer thereof, or an agent of the issuer, at not less than forty-eight-month interval.

Collateralization:

In accordance with State law (TCA 9-4-105) full collateralization will be required on all demand deposit accounts, including checking accounts, negotiable certificates of deposit, and non-negotiable certificates of deposit, except when the institution issuing the certificate of deposit belongs to the Tennessee Bank Collateral Pool.

9.0 Investing Parameters

Diversification:

The City will diversify the investment of all funds in accordance with the following table:

Table of Constraints on the Portfolio

Issue Type	Maximum % Holdings	Maximum % per Issuer	Collateral Required	Ratings S&P	Ratings Moody's
US Treasury Obligations	100%	None	N/A	N/A	N/A
US Agency Primary Securities FHLB, FNMA, FHLMC, FFCB	100%	35%	N/A	N/A	N/A
US Agency Secondary Securities FICO, FARMER MAC etc.	10%	5%	N/A	AA-	Aa3
Certificates of Deposit and other evidences of deposits, CDARS and ICS Funds	25%	10%	Fully Collateralized or other evidences of deposit under section 6-56-106 (a)(4)	N/A	N/A
Bank Deposits	50%	None	Fully Collateralized or other evidences of deposit under section 6-56-106 (a)(4)	N/A	N/A
Repurchase Agreements	10%	None	Fully Collateralized US Treasury or Agency Securities	N/A	N/A
Local Government Investment pool	30%	None	Participant	N/A	N/A
Money Market Funds - Govt Only	10%	N/A	N/A	AAAm	AAA
Bankers Acceptance	10%	5%	N/A	A1+	P1
Commercial Paper (Must be rated by two rating agencies and under 90 days)	20%	5%	N/A	A1+	P1
City of Franklin Notes or Bonds	10%	N/A	N/A	N/A	N/A

10.0 Maturity Constraint

Total Portfolio Maturity Constraints:

Maturity Constraints	Minimum % of Total Portfolio
Under 30 days	10%
Under 2 year	50%
Under 4 years	100%
Maturity Constraints	Maximum in Years
Weighted Average Maturity	2
Security Structure Constraint	Maximum % of Total Portfolio
Callable Agency Securities	25%

11.0 Reporting and Performance Measurement

- **Reporting:**

The Investment Officer shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last quarter. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have confirmed to the investment policy. The report should be provided to the City Administrator and to the Finance Committee. The report will include the following:

- An asset listing of individual securities showing par value, cost and accurate and complete market value of each security, type of investment, issuer, and interest rate
- Average maturity of the portfolio and modified duration of the portfolio
- Maturity distribution of the portfolio
- Average portfolio credit quality
- Time-weighted total rate of return for the portfolio for the prior one month, three months, twelve months, year-to-date, and since inception compared to the Benchmark Index returns for the same periods
- Average weighted yield to maturity of the portfolio on investments as compared to applicable benchmarks
- Distribution by type of investment
- Compliance report

- **Performance Reporting:**

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return over interest rate cycles. A market benchmark shall be established for the investment component of the portfolio and a comparison of the benchmark risk and return characteristics will be made to the investment portfolio.

The City's cash management portfolio shall be designed with the objective of regularly meeting or exceeding a performance benchmark such as a U.S. Treasury Indices. The selected benchmark will be used for low risk investment transactions and therefore comprise a minimum standard for the cash portfolio's rate of return. The investment program shall seek to augment returns above this threshold, consistent with the risk limitations identified herein and prudent investment principles.

12.0 Policy Adoption

This Investment Policy is formally approved and adopted by the Board of Mayor & Aldermen.

Executive Board Chairperson

Date

GLOSSARY OF TERMS

- **Agency Securities:** Government sponsored enterprises of the US Government.
- **Bond:** An interest-bearing security issued by a corporation, government, governmental agency, or other body. It is a form of debt with an interest rate, maturity, and face value, and specific assets sometimes secure it. Most bonds have a maturity of greater than one year and generally pay interest semiannually. *See* Debenture.
- **Broker:** An intermediary who brings buyers and sellers together and handles their orders, generally charging a commission for this service. In contrast to a principal or a dealer, the broker does not own or take a position in securities.
- **Collateral:** Securities or other property that a borrower pledges as security for the repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.
- **Commercial Paper:** Short-term, unsecured, negotiable promissory notes issued by corporations.
- **Current Maturity:** The amount of time left until an obligation matures. For example, a one- year bill issued nine months ago has a current maturity of three months.
- **CUSIP:** A CUSIP number identifies securities. CUSIP stands for Committee on Uniform Security Identification Procedures, which was established to develop a uniform method of identifying municipal, U.S. government, and corporate securities.
- **Dealer:** An individual or firm that ordinarily acts as a principal in security transactions. Typically, dealers buy for their own account and sell to a customer from their inventory.
- **Delivery:** Either of two methods of delivering securities: delivery vs. payment and delivery vs. receipt (also called “free”). Delivery vs. payment is delivery of securities with an exchange of money for the securities.
- **Duration:** A measure used to calculate the price sensitivity of a bond or portfolio of bonds to changes in interest rates. This equals the sum of the present value of future cash flows.
- **General Obligation Bonds (GOs):** Bonds secured by the pledge of the municipal issuer’s full faith and credit, which usually includes unlimited taxing power.
- **Government Bonds:** Securities issued by the federal government; they are obligations of the U.S. Treasury; also known as “governments.”
- **Investment Securities:** Securities purchased for an investment portfolio, as opposed to those purchased for resale to customers.
- **Liquidity:** The ease at which a security can be bought or sold (converted to cash) in the market. A large number of buyers and sellers and a high volume of trading activity are important components of liquidity.
- **Mark to Market:** Adjustment of an account or portfolio to reflect actual market price rather than book price, purchase price or some other valuation.
- **Prudent Person Rule:** A long-standing common-law rule that requires a trustee who is investing for another to behave in the same way as a prudent individual of reasonable discretion and intelligence who is seeking a reasonable income and preservation of capital.
- **Treasury Bill (T-Bill):** An obligation of the U.S. government with a maturity of one year or less. T-bills bear no interest but are sold at a discount.
- **Treasury Bonds and Notes:** Obligations of the U.S. government that bear interest. Notes have maturities of one to ten years; bonds have longer maturities.
- **Yield:** The annual rate of return on an investment, expressed as a percentage of the investment.
- **Yield to Maturity:** The average annual yield on a security, assuming it is held to maturity; equals to the rate at which all principal and interest payments would be discounted to produce a present value equal to the purchase price of the bond.



City of Franklin
Monthly Reports for April 2021
EXECUTIVE SUMMARY

Schedule 1: Local Sales Tax (January 2021)

The local sales tax remittance from the State of Tennessee for January 2021 sales (received by the City in March 2021) was \$3,007,164 compared to \$2,822,778 for the same month in 2020, a monthly year over year increase of \$184,386 or 6.5%.

The year-to-date increase over last fiscal year is 2.9%.

Schedule 2: Building Permits (February 2021)

2021 year-to-date is more than 2020 by 7.1%, and compared to 2021 budget is more by 9.7%.

Schedule 3: Road Impact Fees * (February 2021)

Combined 2021 year-to-date compared to 2020 is 38.2% less, and compared to 2021 budget is more by 74.3%. By quadrant, Arterial Area 2021 year-to-date compared to 2020 is 41.1% less, and compared to 2021 budget is more by 49.9%. Coll Area 1 2021 year-to-date compared to 2020 is 34.8% less, and compared to 2021 budget is more by 199.8%; Coll Area 2 2021 year-to-date compared to 2020 is 34.8% less, and compared to 2021 budget is more by 360.7%; Coll Area 3 2021 year-to-date compared to 2020 is 17.0% less, and compared to 2021 budget is more by 21.2%; Coll Area 4 2021 year-to-date compared to 2020 is 69.6% less, and compared to 2021 budget is less by 89.3%.

Schedule 4: Facilities Tax (City) * (February 2021)

2021 year-to-date compared to 2020 is 3.6% less, and compared to 2021 budget is more by 140.9%.

Schedule 5: Facilities Tax (County) * (February 2021)

2021 year-to-date compared to 2020 is 9.6% less, and compared to 2021 budget is 43.1% more.

Schedule 6: Gasoline Taxes (State Street Aid Fund) (January 2021)

The gasoline tax remittance from the State of Tennessee for January 2021 sales (received by the City in March 2021) was \$209,692 compared to \$217,951 for the same month in 2020, a decrease of \$8,260 or 3.8%.

For budget comparisons, the City anticipated collections of \$207,151 for January 2021, a difference of \$2,541 more, or 1.2%. The year-to-date decrease from last fiscal year is 4.4%.

Schedule 7: Hotel/Motel Tax (January 2021)

2021 year-to-date compared to 2020 is 53.0% less, and compared for 2021 budget is less by 52.4%.

Schedule 8: Conference Center (February 2021)

The City's ½ share of the loss for February 2021 was \$41,564. In February 2020, the City's ½ share of the gain was \$63,595.

Schedule 9: City of Franklin Grants (January 2021)

The City currently has forty-three (43) Grants totaling \$73.9 million with \$43.7 million remaining to be spent.

Schedule 10: Summary of All Funds (January 2021)

As of January 2021, the City is showing a General Fund surplus of \$6.9m.

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



City of Franklin

Finance Department - Monthly Reports

Schedule 1:

Local Sales Tax

Fund

General

Account:

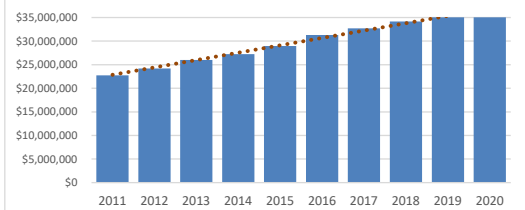
110-31300-00000

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

Monthly Report for April 2021: The local sales tax remittance from the State of Tennessee for January 2021 sales (received by the City in March 2021) was \$3,007,164 compared to \$2,822,778 for the same month in 2020, a monthly year over year increase \$184,386, or 6.5% more. March receipts (January sales) are the seventh month of the FY 2021 fiscal year for both the City of Franklin and the State of Tennessee.

The additional local option sales tax rate of 0.50%, for a total local rate of 2.75%, became effective April 1, 2018. The City of Franklin has pledged its 2nd half share of this additional tax to School Debt Service for a period of 3 years. For January 2021, the funds foregone by the City and contributed to Schools is \$661,651. Total contribution to date to Schools from the City's portion is \$21,118,666.

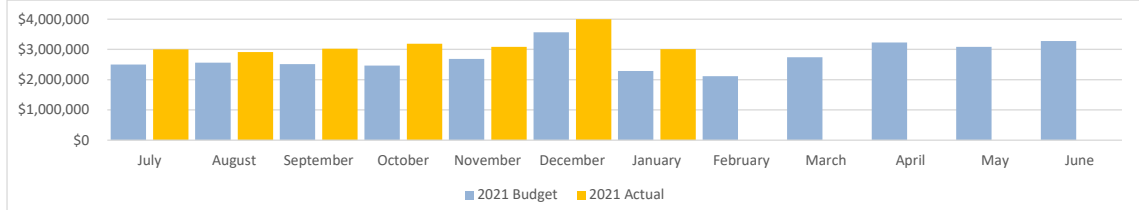
Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year	Contribution to County School Debt .5% Apr 2018- Mar 2021
2011	\$22,720,666	\$1,750,845	8.3%	
2012	\$24,197,413	\$1,476,747	6.5%	
2013	\$25,995,733	\$1,798,320	7.4%	
2014	\$27,254,742	\$1,259,009	4.8%	
2015	\$28,943,994	\$1,689,252	6.2%	
2016	\$31,309,366	\$2,365,372	8.2%	
2017	\$32,694,268	\$1,384,902	4.4%	
2018	\$34,151,972	\$1,457,704	4.5%	\$1,692,308
2019	\$36,168,178	\$2,016,206	5.9%	\$7,052,013
2020	\$35,453,379	(\$714,799)	-2.0%	\$7,430,205

Average Increase (Decrease) \$ 1,448,356 5.4% \$ 16,174,526

FY20 Month by Month Summary



Month	2020 Actual	2021 Budget	2021 Actual	\$ Inc./ (Dec.) from 2020 Actual	% Inc./ (Dec.) from 2020 Actual	\$ Inc./ (Dec.) from 2021 Budget	% Inc./ (Dec.) from 2021 Budget	Contribution to County School Debt .5% Apr 2018-Mar 2021
July	\$3,011,846	\$2,502,756	\$3,000,773	(\$11,073)	-0.4%	\$498,017	19.9%	\$651,963
August	\$2,938,112	\$2,563,855	\$2,915,576	(\$22,536)	-0.8%	\$351,721	13.7%	\$633,703
September	\$2,947,162	\$2,514,693	\$3,022,499	\$75,338	2.6%	\$507,806	20.2%	\$669,249
October	\$3,002,662	\$2,470,211	\$3,186,150	\$183,488	6.1%	\$715,939	29.0%	\$692,919
November	\$3,109,876	\$2,685,091	\$3,085,542	(\$24,333)	-0.8%	\$400,451	14.9%	\$673,220
December	\$4,115,721	\$3,570,374	\$4,372,682	\$256,961	6.2%	\$802,308	22.5%	\$961,435
January	\$2,822,778	\$2,290,638	\$3,007,164	\$184,386	6.5%	\$716,526	31.3%	\$661,651
February	\$2,605,705	\$2,118,785			0.0%		0.0%	
March	\$2,744,230	\$2,742,322			0.0%		0.0%	
April	\$2,257,522	\$3,229,288			0.0%		0.0%	
May	\$2,781,549	\$3,088,682			0.0%		0.0%	
June	\$3,116,217	\$3,278,691			0.0%		0.0%	
	\$35,453,379 Total	\$33,055,386 Total	\$22,590,388 Total	\$91,747 Average \$642,231 Total	2.9% Average	\$570,396 Average \$3,992,770 Total	21.5% Average	\$4,944,140 Total



City of Franklin

Finance Department - Monthly Reports

Schedule 2:

Building Permits

Fund

General Fund

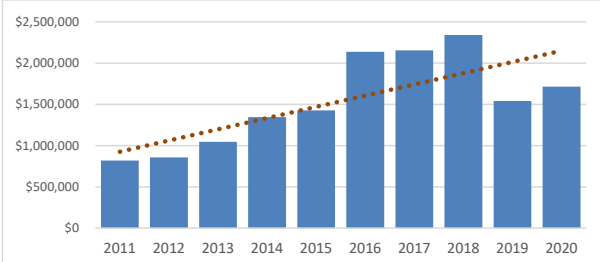
Account:

110-32120-00000

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

Monthly Report for April 2021: 2021 year-to-date is more than 2020 by 7.1%, and compared to 2021 budget is more by 9.7%.

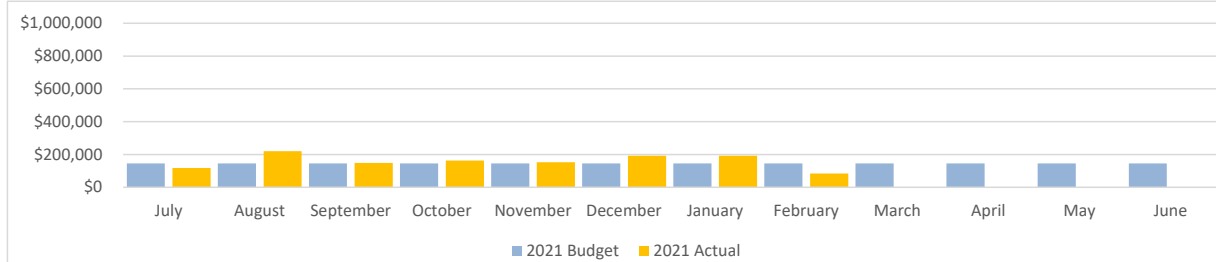
Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2011	\$820,111	\$389,210	90.3%
2012	\$855,409	\$35,298	4.3%
2013	\$1,046,947	\$191,538	22.4%
2014	\$1,343,978	\$297,031	28.4%
2015	\$1,426,188	\$82,210	6.1%
2016	\$2,136,322	\$710,134	49.8%
2017	\$2,153,262	\$16,940	0.8%
2018	\$2,339,364	\$186,102	8.6%
2019	\$1,539,655	(\$799,709)	-34.2%
2020	\$1,714,700	\$175,045	11.4%

Average Increase (Decrease) \$ **128,380** **18.8%**

FY20 Month by Month Summary



Month	2020 Actual	2021 Budget	2021 Actual	\$ Inc./ (Dec.) from 2020 Actual	% Inc./ (Dec.) from 2020 Actual	\$ Inc./ (Dec.) from 2021 Budget	% Inc./ (Dec.) from 2021 Budget
July	\$134,388	\$144,940	\$117,582	(\$16,806)	-12.5%	(\$27,358)	-18.9%
August	\$141,906	\$144,940	\$220,795	\$78,889	55.6%	\$75,855	52.3%
September	\$121,752	\$144,940	\$148,714	\$26,962	22.1%	\$3,774	2.6%
October	\$265,909	\$144,940	\$163,167	(\$102,742)	-38.6%	\$18,227	12.6%
November	\$203,955	\$144,940	\$152,921	(\$51,034)	-25.0%	\$7,981	5.5%
December	\$111,335	\$144,940	\$192,436	\$81,101	72.8%	\$47,496	32.8%
January	\$84,128	\$144,940	\$192,867	\$108,739	129.3%	\$47,927	33.1%
February	\$124,555	\$144,940	\$83,859	(\$40,696)	-32.7%	(\$61,081)	-42.1%
March	\$129,053	\$144,940			0.0%		0.0%
April	\$133,885	\$144,940			0.0%		0.0%
May	\$82,245	\$144,940			0.0%		0.0%
June	\$181,589	\$144,940			0.0%		0.0%

\$1,714,700	\$1,739,284	\$1,272,341	\$10,552	7.1%	\$14,102	9.7%
Total	Total	Total	Average	Average	Average	Average
			\$84,413		\$112,818	
			Total		Total	



City of Franklin

Finance Department - Monthly Reports

Schedule 3:

Road Impact Fees

Fund

Road Impact

Account:

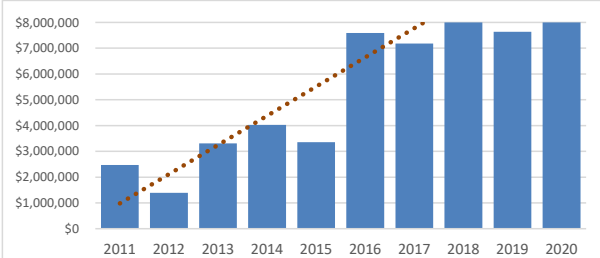
128-(32800-32804)-00000

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

Monthly Report for April 2021: 2021 year-to-date compared to 2020 is 38.2% less, and compared to 2021 budget is more by 74.3%.

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

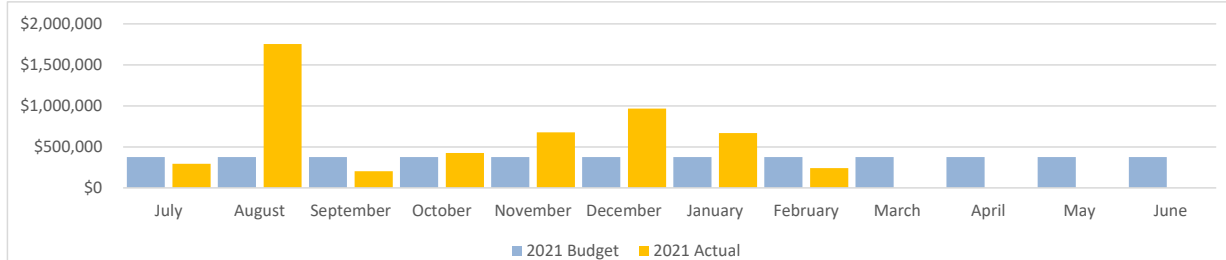
Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2011	\$2,466,846	\$1,837,652	292.1%
2012	\$1,391,645	(\$1,075,201)	-43.6%
2013	\$3,306,075	\$1,914,430	137.6%
2014	\$4,021,752	\$715,677	21.6%
2015	\$3,358,431	(\$663,321)	-16.5%
2016	\$7,586,724	\$4,228,293	125.9%
2017	\$7,180,150	(\$406,574)	-5.4%
2018	\$11,585,500	\$4,405,350	61.4%
2019	\$7,638,442	(\$3,947,058)	-34.1%
2020	\$12,251,152	\$4,612,710	60.4%

Average Increase (Decrease) \$ 1,162,196 59.9%

FY20 Month by Month Summary



Month	2020 Actual	2021 Budget	2021 Actual	\$ Inc./ (Dec.) from 2020 Actual	% Inc./ (Dec.) from 2020 Actual	\$ Inc./ (Dec.) from 2021 Budget	% Inc./ (Dec.) from 2021 Budget
July	\$457,068	\$375,000	\$293,215	(\$163,853)	-35.8%	(\$81,785)	-21.8%
August	\$508,801	\$375,000	\$1,754,297	\$1,245,496	244.8%	\$1,379,297	367.8%
September	\$342,306	\$375,000	\$204,516	(\$137,790)	-40.3%	(\$170,484)	-45.5%
October	\$3,287,061	\$375,000	\$424,492	(\$2,862,569)	-87.1%	\$49,492	13.2%
November	\$2,600,341	\$375,000	\$676,229	(\$1,924,112)	-74.0%	\$301,229	80.3%
December	\$591,841	\$375,000	\$967,922	\$376,081	63.5%	\$592,922	158.1%
January	\$187,810	\$375,000	\$669,382	\$481,572	256.4%	\$294,382	78.5%
February	\$488,494	\$375,000	\$240,025	(\$248,469)	-50.9%	(\$134,975)	-36.0%
March	\$962,610	\$375,000			0.0%		0.0%
April	\$1,041,012	\$375,000			0.0%		0.0%
May	\$203,187	\$375,000			0.0%		0.0%
June	\$1,580,621	\$375,000			0.0%		0.0%
	\$12,251,152	\$4,500,000	\$5,230,078	(\$404,206)	-38.2%	\$278,760	74.3%
	Total	Total	Total	Average	Average	Average	Average
				(\$3,233,644)		\$2,230,078	
				Total		Total	



City of Franklin

Finance Department - Monthly Reports

Schedule 3A:

Arterial Area

Fund

Road Impact

Account:

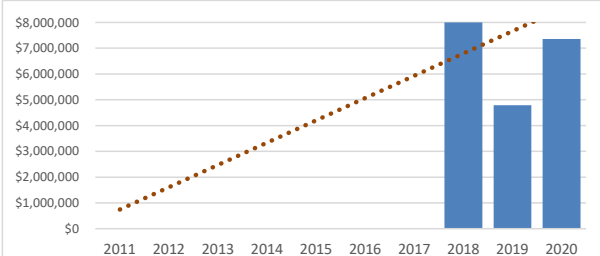
128-32800-00000

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

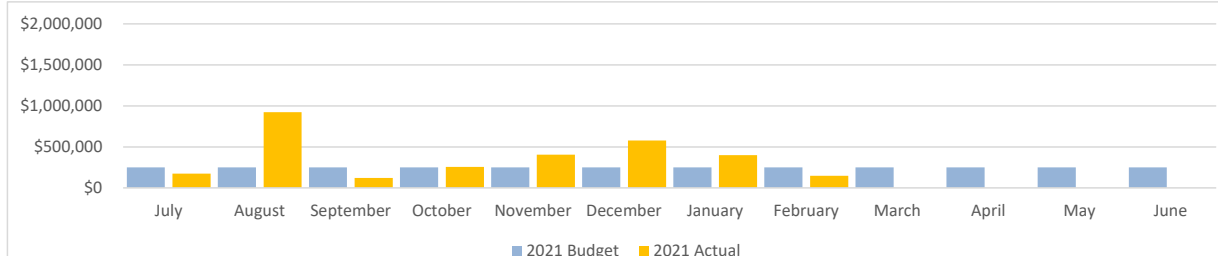
Monthly Report for April 2021: 2021 year-to-date compared to 2020 is 41.1% less, and compared to 2021 budget is more by 49.9%.

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

Yearly Summary



FY20 Month by Month Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2011	Breakdown between Quadrants began in FY 2019.		
2012			
2013			
2014			
2015			
2016			
2017			
2018	\$11,585,500	\$11,585,500	100.0%
2019	\$4,785,438	(\$6,800,062)	-58.7%
2020	\$7,359,092	\$2,573,654	53.8%

Average Increase (Decrease) \$ 2,453,031

Month	2020 Actual	2021 Budget	2021 Actual	\$ Inc./ (Dec.) from 2020 Actual	% Inc./ (Dec.) from 2020 Actual	\$ Inc./ (Dec.) from 2021 Budget	% Inc./ (Dec.) from 2021 Budget
July	\$280,019	\$250,000	\$174,511	(\$105,508)	-37.7%	(\$75,489)	-30.2%
August	\$310,836	\$250,000	\$921,741	\$610,905	196.5%	\$671,741	268.7%
September	\$205,476	\$250,000	\$121,717	(\$83,759)	-40.8%	(\$128,283)	-51.3%
October	\$1,973,736	\$250,000	\$254,574	(\$1,719,162)	-87.1%	\$4,574	1.8%
November	\$1,552,456	\$250,000	\$403,997	(\$1,148,459)	-74.0%	\$153,997	61.6%
December	\$354,347	\$250,000	\$577,878	\$223,531	63.1%	\$327,878	131.2%
January	\$117,719	\$250,000	\$398,234	\$280,515	238.3%	\$148,234	59.3%
February	\$299,720	\$250,000	\$146,150	(\$153,570)	-51.2%	(\$103,850)	-41.5%
March	\$573,930	\$250,000			0.0%		0.0%
April	\$622,588	\$250,000			0.0%		0.0%
May	\$126,099	\$250,000			0.0%		0.0%
June	\$942,166	\$250,000			0.0%		0.0%
	\$7,359,092	\$3,000,000	\$2,998,802	(\$261,938)	-41.1%	\$124,850	49.9%
	Total	Total	Total	Average (\$2,095,507) Total	Average	Average \$998,802 Total	Average



City of Franklin

Finance Department - Monthly Reports

Schedule 3B:

Coll Area 1

Fund

Road Impact

Account:

128-32801-00000

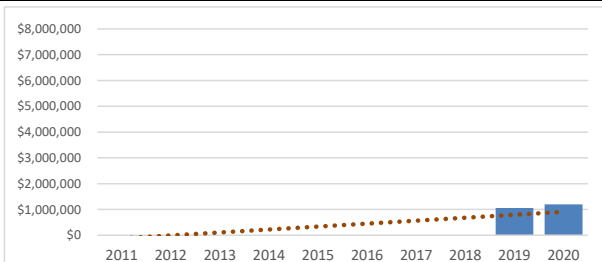
Summary: The Road Impact Fund is a special revenue fund created for the accounting of expenditures in accord with City Ordinance 88-13 on the proceeds of road impact fees from new development. These funds can be used to pay for new arterial roads, directly or through payment of debt service on bonds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

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

Monthly Report for April 2021: 2021 year-to-date compared to 2020 is 34.8% less, and compared to 2021 budget are more by 199.8%.

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

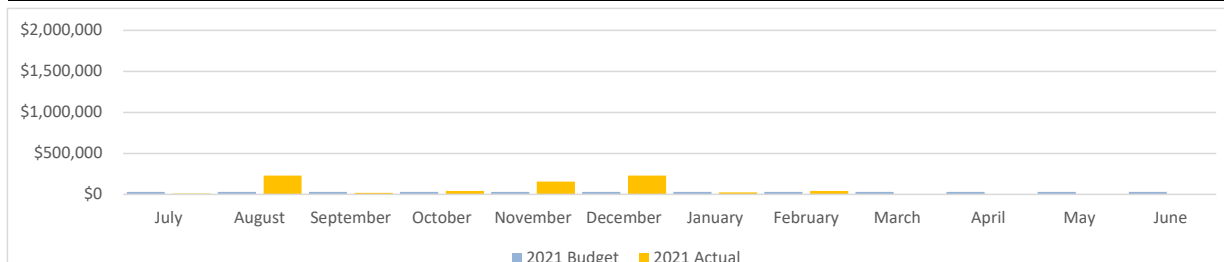
Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2011	Breakdown between Quadrants began in FY 2019.		
2012			
2013			
2014			
2015			
2016			
2017			
2018	\$0	\$0	
2019	\$1,057,313	\$1,057,313	100.0%
2020	\$1,200,036	\$142,723	13.5%

Average Increase (Decrease) \$ 400,012

FY20 Month by Month Summary



Month	2020 Actual	2021 Budget	2021 Actual	\$ Inc./ (Dec.) from 2020 Actual	% Inc./ (Dec.) from 2020 Actual	\$ Inc./ (Dec.) from 2021 Budget	% Inc./ (Dec.) from 2021 Budget
July	\$18,633	\$31,250	\$8,484	(\$10,149)	-54.5%	(\$22,766)	-72.9%
August	\$10,519	\$31,250	\$228,391	\$217,872	2071.2%	\$197,141	630.9%
September	\$45,163	\$31,250	\$20,040	(\$25,123)	-55.6%	(\$11,210)	-35.9%
October	\$5,209	\$31,250	\$41,511	\$36,302	696.9%	\$10,261	32.8%
November	\$961,045	\$31,250	\$154,814	(\$806,231)	-83.9%	\$123,564	395.4%
December	\$102,538	\$31,250	\$230,711	\$128,173	125.0%	\$199,461	638.3%
January	\$0	\$31,250	\$23,380	\$23,380	0.0%	(\$7,870)	-25.2%
February	\$6,680	\$31,250	\$42,288	\$35,608	533.1%	\$11,038	35.3%
March	\$6,680	\$31,250			0.0%		0.0%
April	\$3,340	\$31,250			0.0%		0.0%
May	\$6,680	\$31,250			0.0%		0.0%
June	\$33,549	\$31,250			0.0%		0.0%
	\$1,200,036	\$375,000	\$749,619	(\$50,021)	-34.8%	\$62,452	199.8%
	Total	Total	Total	Average	Average	Average	Average
				(\$400,168)		\$499,619	
				Total		Total	



City of Franklin

Finance Department - Monthly Reports

Schedule 3C:

Coll Area 2

Fund

Road Impact

Account:

128-32802-00000

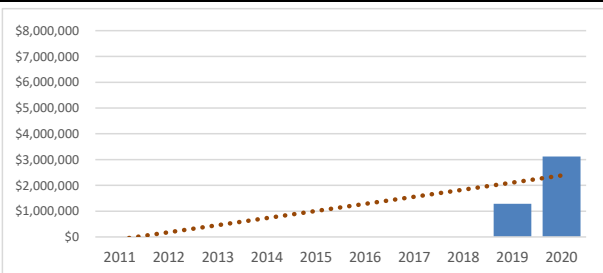
Summary: The Road Impact Fund is a special revenue fund created for the accounting of expenditures in accord with City Ordinance 88-13 on the proceeds of road impact fees from new development. These funds can be used to pay for new arterial roads, directly or through payment of debt service on bonds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

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

Monthly Report for April 2021: 2021 year-to-date compared to 2020 is 34.8% less, and compared to 2021 budget is more by 360.7%.

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

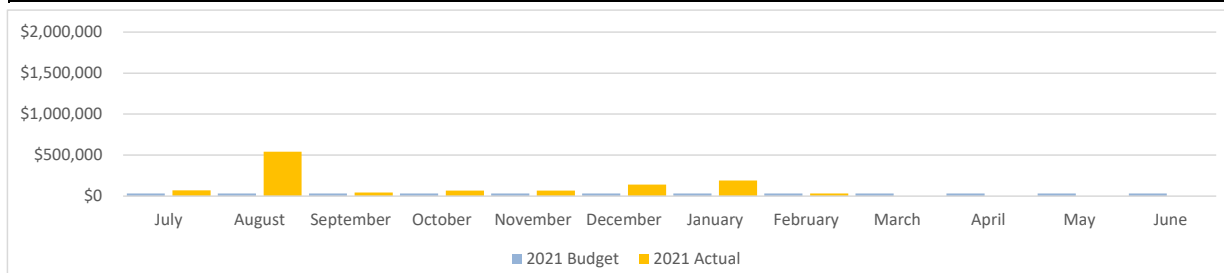
Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2011	Breakdown between Quadrants began in FY 2019.		
2012			
2013			
2014			
2015			
2016			
2017			
2018			
2019	\$1,282,977	\$1,282,977	100.0%
2020	\$3,118,015	\$1,835,038	143.0%

Average Increase (Decrease) \$ 1,559,008

FY20 Month by Month Summary



Month	2020 Actual	2021 Budget	2021 Actual	\$ Inc./ (Dec.) from 2020 Actual	% Inc./ (Dec.) from 2020 Actual	\$ Inc./ (Dec.) from 2021 Budget	% Inc./ (Dec.) from 2021 Budget
July	\$109,852	\$31,250	\$70,140	(\$39,712)	-36.2%	\$38,890	124.4%
August	\$131,411	\$31,250	\$540,169	\$408,758	311.1%	\$508,919	1628.5%
September	\$30,060	\$31,250	\$45,224	\$15,164	50.4%	\$13,974	44.7%
October	\$1,203,446	\$31,250	\$66,483	(\$1,136,963)	-94.5%	\$35,233	112.7%
November	\$53,440	\$31,250	\$66,483	\$13,043	24.4%	\$35,233	112.7%
December	\$63,460	\$31,250	\$139,293	\$75,833	119.5%	\$108,043	345.7%
January	\$54,927	\$31,250	\$190,988	\$136,061	247.7%	\$159,738	511.2%
February	\$120,170	\$31,250	\$33,083	(\$87,087)	-72.5%	\$1,833	5.9%
March	\$351,940	\$31,250	\$0		0.0%		0.0%
April	\$381,684	\$31,250	\$0		0.0%		0.0%
May	\$47,028	\$31,250	\$0		0.0%		0.0%
June	\$570,597	\$31,250	\$0		0.0%		0.0%
	\$3,118,015 Total	\$375,000 Total	\$1,151,863 Total	(\$76,863) Average (\$614,903) Total	-34.8% Average	\$112,733 Average \$901,863 Total	360.7% Average



City of Franklin

Finance Department - Monthly Reports

Schedule 3D:

Coll Area 3

Fund

Road Impact

Account:

128-32803-00000

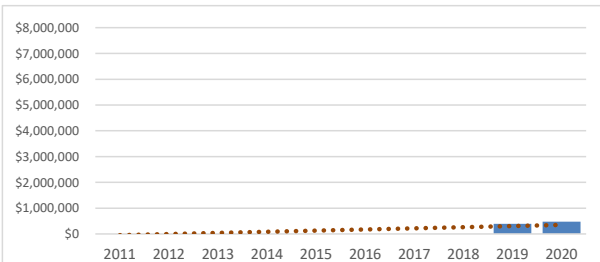
Summary: The Road Impact Fund is a special revenue fund created for the accounting of expenditures in accord with City Ordinance 88-13 on the proceeds of road impact fees from new development. These funds can be used to pay for new arterial roads, directly or through payment of debt service on bonds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

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

Monthly Report for April 2021: 2021 year-to-date compared to 2020 is 17.0% less, and compared to 2021 budget are more by 21.2%.

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

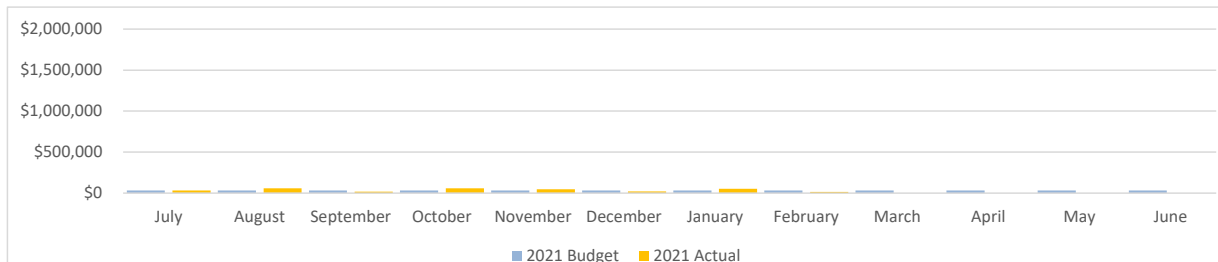
Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2011	Breakdown between Quadrants began in FY 2019.		
2012			
2013			
2014			
2015			
2016			
2017			
2018	\$0	\$0	
2019	\$396,897	\$396,897	100.0%
2020	\$472,760	\$75,863	19.1%

Average Increase (Decrease) \$ 75,863

FY20 Month by Month Summary



Month	2020 Actual	2021 Budget	2021 Actual	\$ Inc./ (Dec.) from 2020 Actual	% Inc./ (Dec.) from 2020 Actual	\$ Inc./ (Dec.) from 2021 Budget	% Inc./ (Dec.) from 2021 Budget
July	\$41,884	\$31,250	\$33,400	(\$8,484)	-20.3%	\$2,150	6.9%
August	\$56,035	\$31,250	\$57,316	\$1,281	2.3%	\$26,066	83.4%
September	\$61,607	\$31,250	\$17,535	(\$44,072)	-71.5%	(\$13,715)	-43.9%
October	\$68,431	\$31,250	\$58,584	(\$9,847)	-14.4%	\$27,334	87.5%
November	\$33,400	\$31,250	\$47,595	\$14,195	42.5%	\$16,345	52.3%
December	\$36,546	\$31,250	\$20,040	(\$16,506)	-45.2%	(\$11,210)	-35.9%
January	\$8,484	\$31,250	\$53,440	\$44,956	529.9%	\$22,190	71.0%
February	\$58,584	\$31,250	\$15,164	(\$43,420)	-74.1%	(\$16,086)	-51.5%
March	\$30,060	\$31,250			0.0%		0.0%
April	\$26,720	\$31,250			0.0%		0.0%
May	\$16,700	\$31,250			0.0%		0.0%
June	\$34,309	\$31,250			0.0%		0.0%
	\$472,760	\$375,000	\$303,074	(\$7,737)	-17.0%	\$6,634	21.2%
	Total	Total	Total	Average	Average	Average	Average
				(\$61,897)		\$53,074	
				Total		Total	



City of Franklin

Finance Department - Monthly Reports

Schedule 3E:

Coll Area 4

Fund

Road Impact

Account:

128-32804-00000

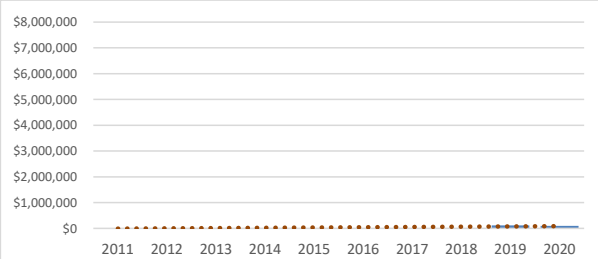
Summary: The Road Impact Fund is a special revenue fund created for the accounting of expenditures in accord with City Ordinance 88-13 on the proceeds of road impact fees from new development. These funds can be used to pay for new arterial roads, directly or through payment of debt service on bonds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

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

Monthly Report for April 2021: 2021 year-to-date compared to 2020 is 69.6% less, and compared to 2021 budget is less by 89.3%.

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

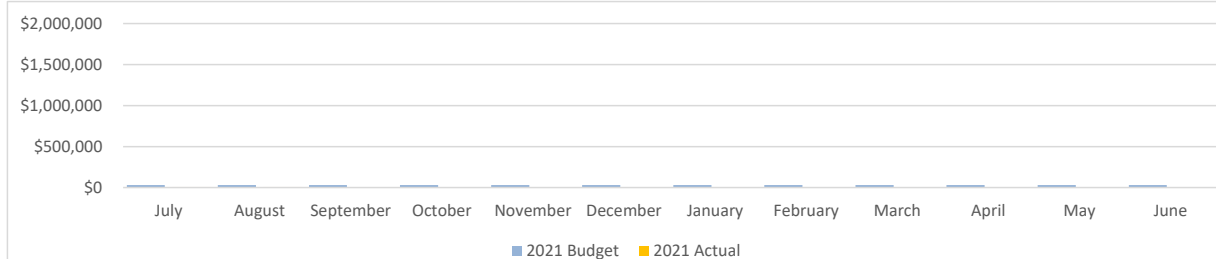
Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2011	Breakdown between Quadrants began in FY 2019.		
2012			
2013			
2014			
2015			
2016			
2017			
2018	\$0	\$0	
2019	\$115,817	\$115,817	100.0%
2020	\$101,249	(\$14,568)	-12.6%

Average Increase (Decrease) \$ (14,568)

FY20 Month by Month Summary



Month	2020 Actual	2021 Budget	2021 Actual	\$ Inc./ (Dec.) from 2020 Actual	% Inc./ (Dec.) from 2020 Actual	\$ Inc./ (Dec.) from 2021 Budget	% Inc./ (Dec.) from 2021 Budget
July	\$6,680	\$31,250	\$6,680	\$0	0.0%	(\$24,570)	-78.6%
August	\$0	\$31,250	\$6,680	\$6,680	0.0%	(\$24,570)	-78.6%
September	\$0	\$31,250	\$0	\$0	0.0%	(\$31,250)	-100.0%
October	\$36,239	\$31,250	\$3,340	(\$32,899)	-90.8%	(\$27,910)	-89.3%
November	\$0	\$31,250	\$3,340	\$3,340	0.0%	(\$27,910)	-89.3%
December	\$34,950	\$31,250	\$0	(\$34,950)	-100.0%	(\$31,250)	-100.0%
January	\$6,680	\$31,250	\$3,340	(\$3,340)	-50.0%	(\$27,910)	-89.3%
February	\$3,340	\$31,250	\$3,340	\$0	0.0%	(\$27,910)	-89.3%
March	\$0	\$31,250	\$0	\$0	0.0%		0.0%
April	\$6,680	\$31,250	\$0	\$0	0.0%		0.0%
May	\$6,680	\$31,250	\$0	\$0	0.0%		0.0%
June	\$0	\$31,250	\$0	\$0	0.0%		0.0%
	\$101,249 Total	\$375,000 Total	\$26,720 Total	(\$7,646) Average (\$61,169) Total	-69.6% Average	(\$27,910) Average (\$223,280) Total	-89.3% Average



City of Franklin

Finance Department - Monthly Reports

Schedule 4:

Facilities Tax (City)

Fund

Facilities Tax

Account:

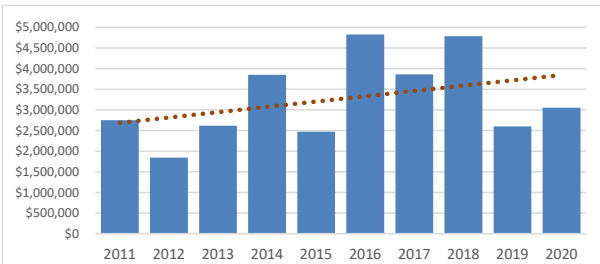
130-31600-00000

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

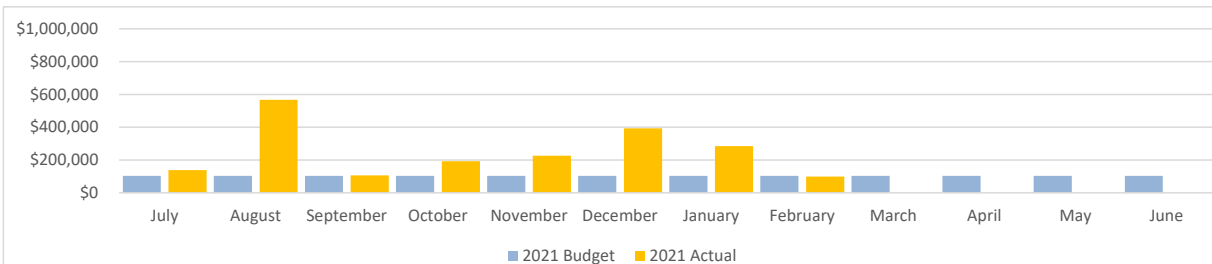
Monthly Report for April 2021: 2021 year-to-date compared to 2020 is 3.6% less, and compared to 2021 budget is more by 140.9%.

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

Yearly Summary



FY20 Month by Month Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2011	\$2,748,927	\$1,785,179	185.2%
2012	\$1,845,690	(\$903,237)	-32.9%
2013	\$2,617,339	\$771,649	41.8%
2014	\$3,848,783	\$1,231,444	47.0%
2015	\$2,468,473	(\$1,380,310)	-35.9%
2016	\$4,827,968	\$2,359,495	95.6%
2017	\$3,864,453	(\$963,515)	-20.0%
2018	\$4,788,042	\$923,589	23.9%
2019	\$2,598,810	(\$2,189,232)	-45.7%
2020	\$3,051,110	\$452,300	17.4%

Average Increase (Decrease) **\$208,736** **27.7%**

Month	2020 Actual	2021 Budget	2021 Actual	\$ Inc./ (Dec.) from 2020 Actual	% Inc./ (Dec.) from 2020 Actual	\$ Inc./ (Dec.) from 2021 Budget	% Inc./ (Dec.) from 2021 Budget
July	\$166,390	\$104,167	\$137,965	(\$28,425)	-17.1%	\$33,798	32.4%
August	\$165,263	\$104,167	\$567,347	\$402,084	243.3%	\$463,180	444.7%
September	\$131,262	\$104,167	\$106,988	(\$24,274)	-18.5%	\$2,821	2.7%
October	\$685,211	\$104,167	\$192,828	(\$492,383)	-71.9%	\$88,661	85.1%
November	\$514,554	\$104,167	\$226,319	(\$288,235)	-56.0%	\$122,152	117.3%
December	\$151,610	\$104,167	\$392,660	\$241,050	159.0%	\$288,493	277.0%
January	\$97,669	\$104,167	\$284,889	\$187,220	191.7%	\$180,722	173.5%
February	\$169,431	\$104,167	\$98,466	(\$70,965)	-41.9%	(\$5,701)	-5.5%
March	\$232,369	\$104,167			0.0%		0.0%
April	\$260,000	\$104,167			0.0%		0.0%
May	\$104,027	\$104,167			0.0%		0.0%
June	\$373,324	\$104,167			0.0%		0.0%

\$3,051,110

Total

\$1,250,000

Total

\$2,007,462

Total

(\$9,241)
Average
(\$73,928)
Total

-3.6%
Average

\$146,766
Average
\$1,174,129
Total

140.9%
Average



City of Franklin

Finance Department - Monthly Reports

Schedule 5:

Facilities Tax (County)

Fund

Facilities Tax (County)

Account:

132-31600-00000

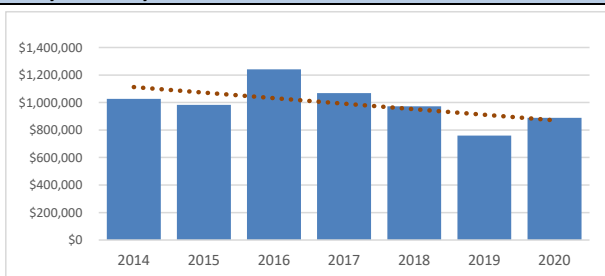
Summary: City's share of Williamson county's Adequate School Facilities Tax. 30% of the proceeds are distributed to the incorporated cities within the county, and an additional 30% is divided pro rata among the incorporated cities based on population in the last decennia census. All funds are to be used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

Monthly Report for April 2021: 2021 year-to-date compared to 2020 is 9.6% less, and compared to 2020 budget is 43.1% more.

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

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

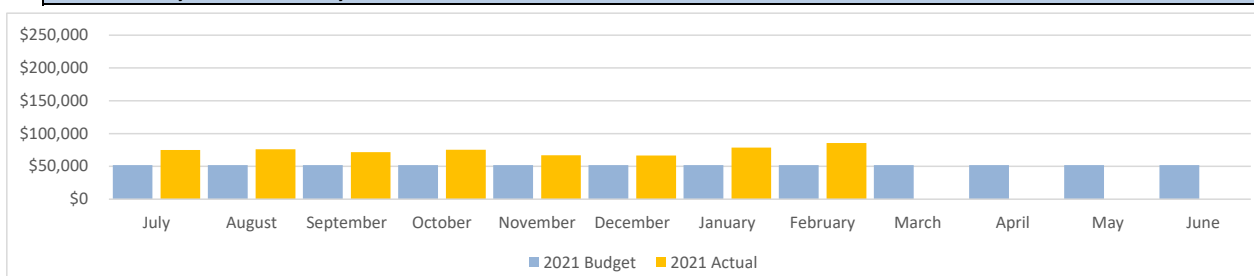
Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2011	County Facilities Tax receipts began in FY 2012.		
2012	\$672,961	\$672,961	100.0%
2013	\$838,523	\$165,562	24.6%
2014	\$1,026,933	\$188,410	22.5%
2015	\$982,605	(\$44,328)	-4.3%
2016	\$1,241,241	\$258,636	26.3%
2017	\$1,068,030	(\$173,211)	-14.0%
2018	\$971,814	(\$96,216)	-9.0%
2019	\$759,873	(\$211,941)	-21.8%
2020	\$889,426	\$129,553	17.0%

Average Increase (Decrease) \$ 27,058 5.2%

FY20 Month by Month Summary



Month	2020 Actual	2021 Budget	2021 Actual	\$ Inc./ (Dec.) from 2020 Actual	% Inc./ (Dec.) from 2020 Actual	\$ Inc./ (Dec.) from 2021 Budget	% Inc./ (Dec.) from 2021 Budget
July	\$72,832	\$52,083	\$75,154	\$2,322	3.2%	\$23,070	44.3%
August	\$76,092	\$52,083	\$76,068	(\$24)	0.0%	\$23,985	46.1%
September	\$87,657	\$52,083	\$71,681	(\$15,977)	-18.2%	\$19,597	37.6%
October	\$57,229	\$52,083	\$75,341	\$18,112	31.6%	\$23,258	44.7%
November	\$99,791	\$52,083	\$67,124	(\$32,668)	-32.7%	\$15,040	28.9%
December	\$88,107	\$52,083	\$66,672	(\$21,435)	-24.3%	\$14,589	28.0%
January	\$118,070	\$52,083	\$78,759	(\$39,312)	-33.3%	\$26,675	51.2%
February	\$59,955	\$52,083	\$85,447	\$25,491	42.5%	\$33,363	64.1%
March	\$58,136	\$52,083			0.0%		0.0%
April	\$78,441	\$52,083			0.0%		0.0%
May	\$52,045	\$52,083			0.0%		0.0%
June	\$41,071	\$52,083			0.0%		0.0%
	\$889,426	\$625,000	\$596,245	(\$7,936)	-9.6%	\$22,447	43.1%
	Total	Total	Total	Average	Average	Average	Average
				(\$63,490)		\$179,578	
				Total		Total	



City of Franklin

Finance Department - Monthly Reports

Schedule 6:

Gasoline Tax

Fund

Street Aid

Account:

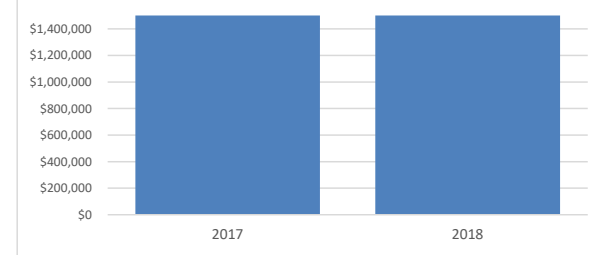
121-33220-00000

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

Monthly Report for April 2021: The gasoline tax remittance from the State of Tennessee for January 2021 sales (received by the City in March 2021) was \$209,692 compared to \$217,951 for the same month in 2020, a decrease of \$8,260 or 3.8%.

For budget comparisons, the City anticipated collections of \$207,151 for January 2021, a difference of \$2,541 more, or 1.2%.

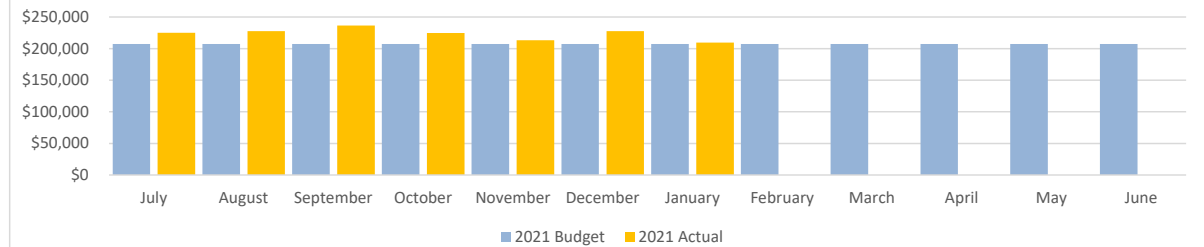
Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
	Increase in Gas Tax began July 2017.		
2016	\$1,959,796		
2017	\$1,971,070	\$11,274	0.6%
2018	\$2,520,503	\$549,433	27.9%
2019	\$2,630,997	\$110,494	4.4%
2020	\$2,660,745	\$29,748	1.1%

Average Increase (Decrease) \$ 175,237 8.5%

FY20 Month by Month Summary



Month	2020 Actual	2021 Budget	2021 Actual	\$ Inc./ (Dec.) from 2020 Actual	% Inc./ (Dec.) from 2020 Actual	\$ Inc./ (Dec.) from 2021 Budget	% Inc./ (Dec.) from 2021 Budget
July	\$246,917	\$207,151	\$224,996	(\$21,922)	-8.9%	\$17,845	8.6%
August	\$242,660	\$207,151	\$227,528	(\$15,133)	-6.2%	\$20,377	9.8%
September	\$235,580	\$207,151	\$236,657	\$1,077	0.5%	\$29,506	14.2%
October	\$233,080	\$207,151	\$224,725	(\$8,355)	-3.6%	\$17,574	8.5%
November	\$229,634	\$207,151	\$213,342	(\$16,291)	-7.1%	\$6,191	3.0%
December	\$230,395	\$207,151	\$227,456	(\$2,939)	-1.3%	\$20,305	9.8%
January	\$217,951	\$207,151	\$209,692	(\$8,260)	-3.8%	\$2,541	1.2%
February	\$200,077	\$207,151			0.0%		0.0%
March	\$228,263	\$207,151			0.0%		0.0%
April	\$154,760	\$207,151			0.0%		0.0%
May	\$207,781	\$207,151			0.0%		0.0%
June	\$233,647	\$207,151			0.0%		0.0%
	\$2,660,745 Total	\$2,485,811 Total	\$1,564,394 Total	(\$10,261) Average (\$71,824) Total	-4.4% Average	\$16,334 Average \$114,338 Total	7.9% Average



City of Franklin

Finance Department - Monthly Reports

Schedule 7:

Hotel/Motel Tax

Fund

Hotel/Motel Fund

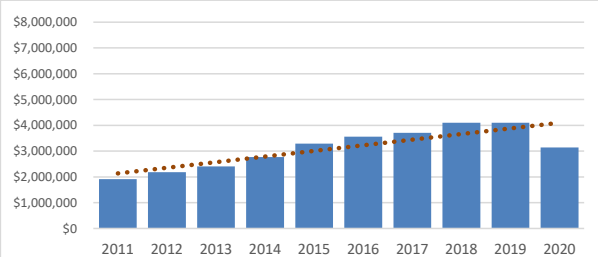
Account:

150-31700-00000

Summary: The Hotel/Motel Fund is a special revenue fund used to account for the locally administered tax levied on the occupancy of hotel and motel rooms, in addition to sales tax. The City of Franklin Hotel/Motel Tax is 4%. During FY 2020, the fund is used to pay debt service on Harlinsdale Farm, Eastern Flank Battlefield and Carter Hill Parks.

Monthly Report for April 2021: 2021 year-to-date compared to 2020 is 53.0% less, and compared to 2021 budget is less by 52.4%.

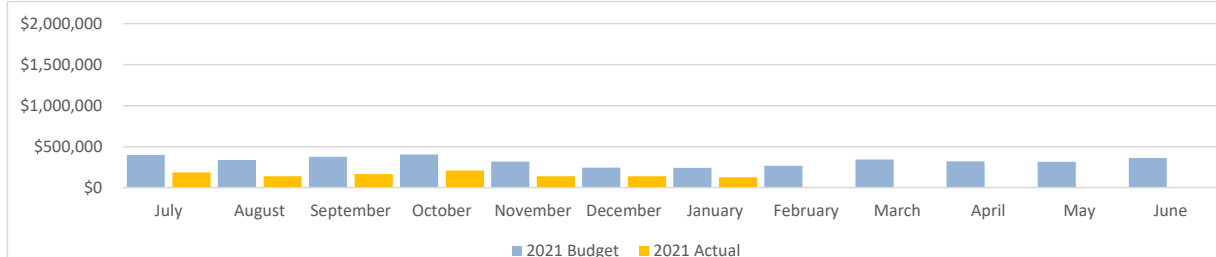
Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2011	\$1,917,196	\$253,893	15.3%
2012	\$2,185,953	\$268,757	14.0%
2013	\$2,403,775	\$217,822	10.0%
2014	\$2,764,802	\$361,027	15.0%
2015	\$3,291,019	\$526,217	19.0%
2016	\$3,557,971	\$266,952	8.1%
2017	\$3,710,589	\$152,618	4.3%
2018	\$4,097,695	\$387,106	10.4%
2019	\$4,103,235	\$5,540	0.1%
2020	\$3,138,814	(\$964,421)	-23.5%

Average Increase (Decrease) \$ 147,551 7.3%

FY20 Month by Month Summary



Month	2020 Actual	2021 Budget	2021 Actual	\$ Inc./ (Dec.) from 2020 Actual	% Inc./ (Dec.) from 2020 Actual	\$ Inc./ (Dec.) from 2021 Budget	% Inc./ (Dec.) from 2021 Budget
July	\$358,441	\$399,210	\$184,360	(\$174,081)	-48.6%	(\$214,850)	-53.8%
August	\$335,061	\$336,722	\$138,563	(\$196,498)	-58.6%	(\$198,159)	-58.8%
September	\$379,962	\$375,387	\$165,849	(\$214,113)	-56.4%	(\$209,538)	-55.8%
October	\$420,494	\$403,942	\$209,576	(\$210,918)	-50.2%	(\$194,366)	-48.1%
November	\$318,100	\$316,035	\$138,517	(\$179,583)	-56.5%	(\$177,519)	-56.2%
December	\$261,294	\$244,942	\$139,246	(\$122,048)	-46.7%	(\$105,696)	-43.2%
January	\$276,512	\$241,750	\$128,342	(\$148,170)	-53.6%	(\$113,408)	-46.9%
February	\$319,269	\$266,694			0.0%		0.0%
March	\$201,971	\$342,087			0.0%		0.0%
April	\$37,682	\$319,573			0.0%		0.0%
May	\$75,021	\$314,472			0.0%		0.0%
June	\$155,008	\$359,706			0.0%		0.0%
	\$3,138,814 Total	\$3,920,520 Total	\$1,104,453 Total	(\$177,916) Average (\$1,245,410) Total	-53.0% Average	(\$173,362) Average (\$1,213,535) Total	-52.4% Average



City of Franklin

Finance Department - Monthly Reports

Schedule 8:

Conference Center Profit/(Loss)

Fund

Hotel/Motel

Account:

150-84910-47100

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

Monthly Report for April 2021: The loss for February 2021 was \$41,564 compared to a gain of \$63,595 for the same month in 2020, a decrease of \$105,158.

MONTHLY - Conference Center Financials Jul 20-Jun 21

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Total
Gross Revenue	145,334	142,794	164,219	140,096	138,304	67,968	52,176	93,151					944,042
House Profit	29,777	30,100	6,206	5,047	(2,455)	(51,305)	(33,054)	(25,387)					(41,071)
Less: Fixed Expenses	53,048	52,547	53,713	54,092	56,446	53,602	52,164	53,082					428,694
Net Income	(23,271)	(22,447)	(47,507)	(49,045)	(58,901)	(104,907)	(85,218)	(78,469)					(469,765)
Less: FF&E Reserve 5%	7,267	7,140	8,211	7,071	6,915	3,332	2,609	4,658					47,203
Net Cash Flow	(30,538)	(29,587)	(55,718)	(56,116)	(65,816)	(108,239)	(87,827)	(83,127)					(516,968)
City 1/2	(15,269)	(14,794)	(27,859)	(28,058)	(32,908)	(54,120)	(43,914)	(41,564)	-	-	-	-	(258,484)

MONTHLY - Conference Center Financials Jul 19-Jun 20

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Total
Gross Revenue	327,717	660,449	824,870	893,814	562,467	675,497	634,452	751,327	244,394	45,812	16,968	108,147	5,745,914
House Profit	(32,143)	192,021	247,417	322,294	91,459	143,109	158,609	230,164	6,396	(4,647)	(39,424)	29,935	1,345,190
Less: Fixed Expenses	77,998	59,227	69,174	84,160	75,852	72,130	56,634	65,409	72,808	58,935	47,514	50,935	790,776
Net Income	(11,141)	132,794	178,243	238,134	15,607	70,979	101,975	164,755	(66,412)	(63,582)	(86,938)	(21,000)	653,414
Less: FF&E Reserve 5%	16,386	33,025	41,244	44,691	28,123	33,775	31,723	37,566	12,220	2,291	848	5,407	287,299
Net Cash Flow	(126,527)	99,769	136,999	193,443	(12,516)	37,204	70,252	127,189	(78,632)	(65,873)	(87,786)	(26,407)	267,115
City 1/2	(63,264)	49,885	68,500	96,722	(6,258)	18,602	35,126	63,595	(39,316)	(32,937)	(43,893)	(13,204)	133,558

MONTHLY Differences - Conference Center Financials

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
City 1/2 Difference	47,995	(64,678)	(96,359)	(124,780)	(26,650)	(72,722)	(79,040)	(105,158)				



City of Franklin
Finance Department - Monthly Reports

Schedule 9:

City of Franklin Grants - January 2021

	Grant Name	Department	Department Contact	Grant Total	Reimbursable Amount Spent		Amount Reimbursed		Amount Requested	Amount Spent Not Yet Requested	Bal Remaining (Grant Total - Reimb Amt Spent)
1a	CBDG	BNS	Kathleen Sauseda	\$246,747	\$246,747	=	\$239,257	+	\$0	+	\$0
1b	CBDG	BNS	Kathleen Sauseda	\$264,629	\$264,629	=	\$264,478	+	\$0	+	\$0
1c	CBDG	BNS	Kathleen Sauseda	\$274,706	\$274,706	=	\$270,704	+	\$0	+	\$0
1d	CBDG	BNS	Kathleen Sauseda	\$280,410	\$280,410	=	\$277,410	+	\$0	+	\$0
1e	CBDG	BNS	Kathleen Sauseda	\$263,690	\$263,690	=	\$253,690	+	\$0	+	\$0
1f	CBDG	BNS	Kathleen Sauseda	\$318,360	\$337,559	=	\$395,126	+	\$0	+	\$0
1g	CBDG	BNS	Kathleen Sauseda	\$353,910	\$66,612	=	\$0	+	\$26,952	+	\$0
1h	CDBG - CARES Act	BNS	Kathleen Sauseda	\$213,789	\$176,639	=	\$148,365	+	\$28,274	+	\$0
2	Expansion of the City of Franklin's current ITS infrastructure network capabilities into areas with	Engineering	Adam Moser	\$720,000	\$136,524	=	\$120,000	+	\$14,678	+	\$0
3	Expansion of the City of Franklin's current ITS infrastructure network capabilities into areas with extensive congestion to include CCTV,DMS,Weather Communication and connect to TDOT and Brentwood systems	Engineering	Adam Moser	\$1,280,000	\$880,513	=	\$307,505	+	\$0	+	\$573,918
4	SR-96 (Murfreesboro Rd) Traffic Signal Improvements	Engineering	Adam Moser	\$1,586,600	\$96,965	=	\$87,217	+	\$0	+	\$9,749
5	SR-96 Multi-Use Trail	Engineering	David Hodnett	\$1,800,000	\$16,991	=	\$7,990	+	\$16,991	+	\$0
6	McEwen Drive from Cool Springs Boulevard/Oxford Drive to SR-252 Franklin, Williamson County	Engineering	David Hodnett	\$10,000,000	\$0	=	\$0	+	\$0	+	\$0
7	Safe Routes to School Project, Hunters Bend Elementary (SRTS)	Engineering (SRTS)	Jonathan Marston	\$596,322	\$559,823	=	\$559,823	+	\$0	+	\$0
8	Mack Hatcher Parkway West, From S-96 West of Franklin to SR-106 (US-431) North of Franklin, Williamson County	Engineering	Paul Holzen	\$14,172,004	\$12,500,385	=	\$11,601,460	+	\$0	+	\$652,067
9	SR-6 (Columbia Ave) from SR-397 (Mack Hatcher Pkwy) to Downs Blvd ONLY DESIGN	Engineering	William Banks	\$21,000,000	\$1,973,372	=	\$1,415,891	+	\$5,500	+	\$0
10	Gatlinburg Aid (Fire)	Fire	Joanne Finn	\$31,161	\$31,161	=	\$0	+	\$31,161	+	\$0
11	Florence Aid (Flood)	Fire	Joanne Finn	\$89,497	\$89,497	=	\$44,748	+	\$44,748	+	\$0
12	Florence Aid (Flood)	Fire	Joanne Finn	\$2,924	\$2,924	=	\$0	+	\$2,924	+	\$0



City of Franklin
Finance Department - Monthly Reports

Schedule 9:

City of Franklin Grants - January 2021

	Grant Name	Department	Department Contact	Grant Total	Reimbursable Amount Spent		Amount Reimbursed	Amount Requested	Amount Spent Not Yet Requested	Bal Remaining (Grant Total - Reimb Amt Spent)
13	Hurricane Dorian	Fire	Joanne Finn	\$16,892	\$16,892	=	\$8,446	+ \$8,446	+ \$0	\$0
14	Hurricane Dorian	Fire	Joanne Finn	\$10,712	\$10,712	=	\$5,356	+ \$5,356	+ \$0	\$0
15	Sound Off with Home Fire Safety Patrol	Fire	Joanne Finn	\$1,000	\$1,000	=	\$1,000	+ \$0	+ \$0	\$0
16	TAEF Community Tree Planting	Parks	Alyssa Dillon	\$6,525	\$5,448	=	\$5,448	+ \$0	+ \$0	\$1,077
17	Acquisition of Spivey Tract	Parks	Alyssa Dillon	\$637,500	\$637,500	=	\$637,500	+ \$0	+ \$0	\$0
18	Hayes House Window Restoration	Planning	Amanda Rose	\$22,200	\$14,280	=	\$14,280	+ \$0	+ \$0	\$7,920
19	Hincheyville Historic District	Planning	Amanda Rose	\$6,000	\$4,770	=	\$4,770	+ \$0	+ \$0	\$1,230
20	Tree Planting	Parks	Paige Cruse	\$19,350	\$18,884	=	\$18,884	+ \$0	+ \$0	\$466
21	Harlinsdale Restoration - PREPAYMENT	Parks	Paige Cruse	\$0	\$0	=	(\$100,000)	+ \$0	+ \$0	\$0
22	Governor's Highway Safety Office-Franklin Fight Against Impaired Driving	Police	Rachel Gober	\$25,000	\$6,615	=	\$6,615	+ \$0	+ \$0	\$18,385
23	Governor's Highway Safety Office-Franklin Fight Against Impaired Driving	Police	Rachel Gober	\$20,000	\$0	=	\$0	+ \$0	+ \$0	\$20,000
24	Governor's Highway Safety Office-Network Coordinator	Police	Rachel Gober	\$20,000	\$11,753	=	\$11,753	+ \$0	+ \$0	\$8,247
25	Governor's Highway Safety Office-Network Coordinator	Police	Rachel Gober	\$20,000	\$5,435	=	\$5,426	+ \$0	+ \$0	\$14,565
26	Bulletproof Vest	Police	Will McCarville	\$3,518	\$3,518	=	\$3,518	+ \$0	+ \$0	\$0
27	COVID 19 (Stafford Act)	Various Departments	Joanne Finn/ Dawn Wildrick	\$0	\$225,000	=	\$0	+ \$225,000	+ \$0	-\$225,000
28	COVID 19 (TN CARES ACT)	Various Departments	Joanne Finn/ Dawn Wildrick	\$1,213,710	\$1,213,710	=	\$1,213,710	+ \$0	+ \$0	\$0
29	COVID 19 (Local Gov DA Grant)	Various Departments	Joanne Finn/ Dawn Wildrick	\$1,815,648	\$1,815,648	=	\$1,815,648	+ \$0	+ \$0	\$0
30	Replacement Vehicle - PM- Planning & Equipment	Transit	Kelly Bair	\$714,640	\$685,850	=	\$685,850	+ \$0	+ \$0	\$28,790
31	Allocation for 5307 FY2012	Transit	Kelly Bair	\$1,915,995	\$1,323,870	=	\$1,323,870	+ \$0	+ \$0	\$592,125
32	FY 14 5307 Allocation	Transit	Kelly Bair	\$1,715,113	\$948,158	=	\$931,621	+ \$9,617	+ \$0	\$766,955
33	FY 16 5307 Allocation	Transit	Kelly Bair	\$995,235	\$740,833	=	\$732,355	+ \$1,167	+ \$0	\$254,402
34	FY 2015 5339 - Capital Cost of Leasing	Transit	Kelly Bair	\$112,500	\$85,458	=	\$3,355	+ \$0	+ \$0	\$27,042
35	5307 FY Application	Transit	Kelly Bair	\$969,118	\$969,118	=	\$969,118	+ \$0	+ \$0	\$0
36	5307 FY Application	Transit	Kelly Bair	\$1,325,546	\$1,012,408	=	\$1,005,607	+ \$6,801	+ \$0	\$313,138
37	5307 Operating and Capital	Transit	Kelly Bair	\$1,869,577	\$316,885	=	\$309,033	+ (\$90)	+ \$0	\$1,552,692
38	CARES Act 5307 Funding	Transit	Kelly Bair	\$6,127,078	\$1,067,184	=	\$994,514	+ \$72,670	+ \$0	\$5,059,894
39	FY 2019 Urban Operating Assistance Program	Transit	Kelly Bair	\$266,900	\$266,900	=	\$266,900	+ \$0	+ \$0	\$0
40	FY 2020 Urban Operating Assistance Program	Transit	Kelly Bair	\$270,900	\$270,900	=	\$270,900	+ \$0	+ \$0	\$0
41	Governor's Highway Safety Office-Community Based Traffic Safety Enforcement and Education	Police	Joe LeCates	\$20,000	\$10,836	=	\$7,364	+ \$3,471	+ \$0	\$9,164
42	Water Reclamation Biosolids	Sewer	Michelle Hatcher	\$250,000	\$250,000	=	\$250,000	+ \$0	+ \$0	\$0
43	Hayes House Window Restoration	Planning	Amanda Rose	\$14,700	\$0	=	\$0	+ \$0	+ \$0	\$14,700
	TOTALS			\$73,900,105	\$30,138,709		\$27,396,503	\$503,665	\$1,235,734	\$43,780,595



City of Franklin
Finance Department - Monthly Reports

Schedule 10:

Summary of All Funds - January 2021

Fund	Beg Fund Balance	Revenue	Expenditures	End Fund Balance	Change
General	\$53,216,286	\$47,781,413	\$40,839,336	\$60,158,363	\$6,942,077
Street Aid	\$601,819	\$2,624,027	\$2,470,249	\$755,597	\$153,778
Sanitation & Envir. Services.	\$1,066,081	\$6,193,546	\$5,946,814	\$1,312,813	\$246,732
Road Impact	\$22,442,977	\$5,033,097	\$1,560,533	\$25,915,541	\$3,472,564
Facilities Tax	\$10,694,849	\$1,927,340	\$2,275,891	\$10,346,298	(\$348,551)
County Facilities Tax	\$3,673,984	\$517,705	\$125,000	\$4,066,689	\$392,705
Stormwater	\$2,695,401	\$1,569,311	\$1,405,569	\$2,859,143	\$163,742
Drug	\$520,472	\$111,813	\$64,945	\$567,340	\$46,868
Hotel/Motel	\$7,503,829	\$1,114,642	\$2,980,983	\$5,637,488	(\$1,866,341)
Parkland Dedication	\$8,236,553	\$692,985	\$1,596,325	\$7,333,213	(\$903,340)
Transit	\$817,912	\$1,205,640	\$1,641,460	\$382,092	(\$435,820)
CDBG	\$113,066	\$292,519	\$212,539	\$193,046	\$79,980
Debt Service	\$804,607	\$12,274,967	\$3,353,222	\$9,726,352	\$8,921,745
Capital Projects - Fund 310 (Multi-Purpose)	\$9,815,410	\$3,973,852	\$2,715,324	\$11,073,937	\$1,258,527
Capital Projects - Fund 312 (2019 Bonds)	\$24,675,694	\$53,547	\$3,986,196	\$20,743,045	(\$3,932,649)
Water & Wastewater Operations	*	\$49,805,194	\$47,181,531	*	\$2,623,663
Water & Wastewater Dev. Fees	*	\$2,793,933	\$429,837	*	\$2,364,097

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