



Meeting Agenda

Budget & Finance Committee

Thursday, April 9, 2020

1:00 PM

Board Room

The Budget & Finance Committee 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 1-253-215-8782. Meeting ID: 430 399 1941 Callers will be unmuted and given an opportunity to ask questions 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 questions to recorder@franklintn.gov to be read aloud during the meeting.

CALL TO ORDER

MEETING PROCEDURE CHANGES

1. Consideration Of Resolution 2020-37, A Resolution Declaring That The Budget & Finance Committee Shall Meet On April 9, 2020 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 February 13 And March 19, 2020 Budget & Finance Committee Meetings.

NEW BUSINESS

3. Consideration Of Procurement Award To Crosslin, PLLC Of Nashville, Tennessee In The Annual Amounts Of \$45,000, \$46,000, \$47,000, \$48,000 And \$49,000 For Years One, Two, Three And, Optionally, Four And Five, Respectively, For Annual Financial And Compliance Auditing Services For The City (Purchasing Office Procurement Solicitation No. 2020-019; Funding To Be Budgeted In The City's General Fund, Water Fund And Wastewater Fund In Fiscal Years 2021, 2022, 2023 And, Optionally, 2024 And 2025; Contract No. 2020-0097)

Sponsors: Kristine Brock, Mike Lowe

4. Consideration Of Procurement Award To Crosslin, PLLC Of Nashville, Tennessee In The Annual Amounts Of \$12,000, \$12,500, \$13,000, \$13,500 And \$13,500 For Years One, Two, Three And, Optionally, Four And Five, Respectively, For Annual Financial And Compliance Auditing Services For The Conference Center At Cool Springs (Purchasing Office Procurement Solicitation No. 2020-020; Funding To Be Budgeted Through The Conference Center In Fiscal Years 2021, 2022, 2023 And, Optionally, 2024 And 2025; Contract No. 2020-0098)
Sponsors: Kristine Brock, Mike Lowe
5. Budget Presentation - Franklin Transit Authority (FTA)
Sponsors: Debbie Henry
6. Budget Presentations -Building & Neighborhood Services (BNS) & Community Development Block Grant (CDBG) Fund
Sponsors: Tom Marsh
7. Budget Presentations - Revenue Management & City Court
Sponsors: Lawrence Sullivan
8. Budget Presentation - Information Technology
Sponsors: Jason Potts
9. Budget Presentation - Law
Sponsors: Shauna Billingsley
10. Budget Presentation - Human Resources
Sponsors: Kevin Townsel
11. Budget Presentation - Water Management Fund
Sponsors: Michelle Hatcher
12. Budget Presentation - Project & Facilities Management
Sponsors: Brad Wilson
13. Budget Presentations - Other Misc. General Fund Operating Budgets (Economic Development, General Expenses)
Sponsors: Eric Stuckey, Michael Walters Young
14. Budget Presentation - Appropriations to Outside Agencies
Sponsors: Eric Stuckey, Michael Walters Young
15. Budget Presentations - Development & Tourist Related Funds (City Facilities, County Facilities, Parkland Dedication, Road Impact & Hotel/Motel)
Sponsors: Eric Stuckey, Michael Walters Young
16. Budget Presentation - Debt Service
Sponsors: Kristine Brock, Michael Walters Young

17. Monthly Finance Reports For April 2020.

Sponsors: Mike Lowe

OTHER BUSINESS

ADJOURN

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



File #: 20-0563

DATE: April 2, 2020

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Shauna Billingsley, City Attorney

SUBJECT:

Consideration Of Resolution 2020-37, A Resolution Declaring That The Budget & Finance Committee Shall Meet On April 9, 2020 And Conduct Its Essential Business By Electronic Means Rather Than Being Required To Gather A Quorum Of The Members Physically Present In The Same Location Because It Is Necessary To Protect The Health, Safety, And Welfare Of Tennesseans In Light Of The COVID-19 Outbreak.

PURPOSE:

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

BACKGROUND/STAFF COMMENTS:

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

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of Resolution 2020-37.

RESOLUTION 2020-37

A RESOLUTION DECLARING THAT THE BOARD OF MAYOR AND ALDERMEN BUDGET AND FINANCE COMMITTEE SHALL MEET ON APRIL 9, 2020, 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 allowing electronic meetings while continuing to function openly and transparently; and

WHEREAS, on March 27, 2020, Mayor Moore issued Executive Order No 2020-03 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 9, 2020, 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 9 2020, 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.franklin.tn.gov/Home/Components/Calendar/Event/9873/1092>.

IT IS SO RESOLVED AND DONE on this 9th day of April, 2020.

ATTEST

By: _____
Eric S. Stuckey
City Administrator

CITY OF FRANKLIN, TENNESSEE
BUDGET AND FINANCE COMMITTEE

By: _____
Clyde Barnhill, Alderman
Chair

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



City of Franklin

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

File #: 20-0549

DATE: March 31, 2020
TO: Board of Mayor and Aldermen
FROM: Kristine Brock, Asst. City Administrator/CFO
Mike Lowe, Comptroller

SUBJECT:

Consideration Of Procurement Award To Crosslin, PLLC Of Nashville, Tennessee In The Annual Amounts Of \$45,000, \$46,000, \$47,000, \$48,000 And \$49,000 For Years One, Two, Three And, Optionally, Four And Five, Respectively, For Annual Financial And Compliance Auditing Services For The City (Purchasing Office Procurement Solicitation No. 2020-019; Funding To Be Budgeted In The City's General Fund, Water Fund And Wastewater Fund In Fiscal Years 2021, 2022, 2023 And, Optionally, 2024 And 2025; Contract No. 2020-0097)

PURPOSE:

The purpose of this procurement is to purchase annual financial and compliance auditing services for the City for a term of award of three (3) years, with two (2) options to extend, each time for up to one (1) additional year.

BACKGROUND/STAFF COMMENTS:

The City published on February 6, 2020 a Notice to Proposers in the *Williamson Herald* for annual financial and compliance auditing services for both the City and the Conference Center at Cool Springs. In addition, solicitation documents were sent on or about the same date directly to twenty (20) potential proposers known or thought to be interested in this solicitation. Proposals from six (6) service providers were publicly opened at the submittal opening held on March 11, 2020. A tabulation of the proposals received for this solicitation is attached.

Using evaluation criteria included in the request for proposals, the proposal evaluation team, consisting of six (6) members of City staff, recommends the City select the firm submitting the proposal ranked highest by the proposal evaluation team, namely Crosslin, PLLC (which is the incumbent service provider). The evaluation criteria included in the request for proposals consisted of (a) competency, experience and qualifications (30%), (b) unique strengths of the proposer/proposal (10%), (c) thoroughness and quality of proposal (10%), (d) methodology and approach; pricing and payment clarity (10%), (e) schedule (10%), and (f) fee for proposed products and services (30%). For each of the six of the evaluation criteria included in the request for proposals, the average scores recorded by the proposal evaluation team for the Crosslin, PLLC proposal were top among the six proposals. The proposal evaluation team concluded that discussions for clarification to assure full understanding of, and responsiveness to, the solicitation requirements with any of the proposers is not necessary.

FINANCIAL IMPACT:

The proposal ranked highest by the proposal evaluation team, from Crosslin, PLLC of Nashville, Tennessee is in the annual amounts of \$45,000, \$46,000, \$47,000, \$48,000 and \$49,000 for years one, two, three and,

optionally, four and five, respectively, for annual financial and compliance auditing services for the City. Funding for this purchase is to be budgeted in the City's General Fund, Water Fund and Wastewater Fund in fiscal years 2021, 2022, 2023 and, optionally, 2024 and 2025.

RECOMMENDATION:

Staff recommends that the City accept, contingent upon Law Department and City Administrator approval of City Contract No. 2020-0097, the proposal ranked highest by the proposal evaluation team, from Crosslin, PLLC of Nashville, Tennessee, in the annual amounts of \$45,000, \$46,000, \$47,000, \$48,000 and \$49,000 for years one, two, three and, optionally, four and five, respectively, for annual financial and compliance auditing services for the City, and award this procurement to this proposer. The City's Purchasing Manager believes the prepared solicitation documents as distributed allowed for competition among multiple service providers, and that the staff recommendation appears to be made in a fair and impartial manner based upon the proposals received. Pursuant to authority previously granted by the Board of Mayor and Aldermen, a procurement agreement (Contract No. 2020-0097) has been prepared for execution by the City Administrator pending approval by the Board of Mayor and Aldermen of the staff recommendation to accept the proposal from and award the procurement to Crosslin, PLLC. As indicated in the procurement agreement, the financial and compliance auditing services for the City would be rendered pursuant to the Contract to Audit Accounts specified by the Tennessee Comptroller of the Treasury, a three-party document between the audit firm, the City and the State, which document would be executed separately for each fiscal year for which the audit firm is engaged.

City of Franklin, Tennessee
Tabulation of Submittals*

Purchasing Office Solicitation No.:		2020-019 (annual financial and compliance auditing services for City of Franklin)				
Notice to proposers published in the Williamson Herald on:		2/6/20				
Number of potential proposers that were notified of / that submitted a proposal in response to this request for proposals:		20 / 6				
Date and time proposal due and publicly opened:		3/11/20 2:00 PM				
Present at opening of proposals:		Rich Lockwood of Blankenship CPA Group, PLLC; Will Hicks of Crosslin, PLLC; Mike Lowe of the City of Franklin Finance Department; and Leslie Pewitt and Brian Wilcox of the City of Franklin Purchasing Office				
Target meeting of BOMA at which recommendation is scheduled to be considered:		4/28/20				
Proposals received from:	Does the proposal include all required documents?	Does the proposal take any exceptions to the City's procurement solicitation? / If so, how many?	Average points allocated by proposal evaluation team (out of a possible 100):	Total quoted fees during three-year minimum term of award:	Payment terms:	Proposal is valid and may be accepted through:
Blackburn, Childers & Steagall, PLC 801 B Sunset Drive Johnson City, TN 37604 Melissa Steagall-Jones, Member of the Firm 423-282-4511 melissa@bcscpa.com	Yes	No	62.64	\$519,060.00	net 30 days	7/1/2020
Blankenship CPA Group, PLLC 215 Ward Circle Brentwood, Tennessee 37027 Karen Stephens, Partner 615-859-8800 kstephens@bcpas.com	Yes	No	87.12	\$149,000.00	net 30 days	5/31/2020
Crosslin, PLLC 3803 Bedford Avenue, Suite 103 Nashville, Tennessee 37215 Jennifer Manternach, Audit Principal 615-320-5500 jennifer.manternach@crosslinpc.com	Yes	No	96.50	\$138,000.00	net 30 days	7/13/2020
Henderson Hutcherson & McCullough, PLLC 1200 Market Street Chattanooga, TN 37402 Jason Martin, Partner 901-261-1365 jmartin@hhmcpas.com	Yes	No, but City notes proposer did not quote pricing for optional years 4 and 5	85.74	\$149,250.00	net 30 days	8/31/2020
KraftCPAs PLLC 555 Great Circle Road Nashville, TN 37228 Ken Youngstead, CPA, Member, Assurance Services 615-782-4246 kyoungstead@kraftcpas.com	Yes	No	85.27	\$162,750.00	net 30 days	5/31/2020
Rodefer Moss & Co, PLLC 104 Continental Place, Suite 150 Brentwood, TN 37027 Jarod Reeves, Partner 615-370-3663 jreeves@rodefermoss.com	Yes	No	87.76	\$147,000.00	net 30 days	6/1/2020

*Shaded submittal is the submittal scored highest by the proposal evaluation team



File #: 20-0550

DATE: March 31, 2020
TO: Board of Mayor and Aldermen
FROM: Kristine Brock, Asst. City Administrator/CFO
Mike Lowe, Comptroller

SUBJECT:

Consideration Of Procurement Award To Crosslin, PLLC Of Nashville, Tennessee In The Annual Amounts Of \$12,000, \$12,500, \$13,000, \$13,500 And \$13,500 For Years One, Two, Three And, Optionally, Four And Five, Respectively, For Annual Financial And Compliance Auditing Services For The Conference Center At Cool Springs (Purchasing Office Procurement Solicitation No. 2020-020; Funding To Be Budgeted Through The Conference Center In Fiscal Years 2021, 2022, 2023 And, Optionally, 2024 And 2025; Contract No. 2020-0098)

PURPOSE:

The purpose of this procurement is to purchase annual financial and compliance auditing services for the Conference Center at Cool Springs for a term of award of three (3) years, with two (2) options to extend, each time for up to one (1) additional year.

BACKGROUND/STAFF COMMENTS:

The City published on February 6, 2020 a Notice to Proposers in the *Williamson Herald* for annual financial and compliance auditing services for both the City and the Conference Center at Cool Springs. In addition, solicitation documents were sent on or about the same date directly to twenty (20) potential proposers known or thought to be interested in this solicitation. Proposals from six (6) service providers were publicly opened at the submittal opening held on March 11, 2020. A tabulation of the proposals received for this solicitation is attached.

Using evaluation criteria included in the request for proposals, the proposal evaluation team, consisting of six (6) members of City staff, recommends the City select the firm submitting the proposal ranked highest by the proposal evaluation team, namely Crosslin, PLLC (which is the incumbent service provider). The evaluation criteria included in the request for proposals consisted of (a) competency, experience and qualifications (30%), (b) unique strengths of the proposer/proposal (10%), (c) thoroughness and quality of proposal (10%), (d) methodology and approach; pricing and payment clarity (10%), (e) schedule (10%), and (f) fee for proposed products and services (30%). For each of the six of the evaluation criteria included in the request for proposals, the average scores recorded by the proposal evaluation team for the Crosslin, PLLC proposal were top or tied for top among the six proposals. The proposal evaluation team concluded that discussions for clarification to assure full understanding of, and responsiveness to, the solicitation requirements with any of the proposers is not necessary.

FINANCIAL IMPACT:

The proposal ranked highest by the proposal evaluation team, from Crosslin, PLLC of Nashville, Tennessee is in the annual amounts of \$12,000, \$12,500, \$13,000, \$13,500 and \$13,500 for years one, two, three and,

optionally, four and five, respectively, for annual financial and compliance auditing services for the Conference Center at Cool Springs. Funding for this purchase is to be budgeted through the Conference Center in fiscal years 2021, 2022, 2023 and, optionally, 2024 and 2025.

RECOMMENDATION:

Staff recommends that the City accept, contingent upon Law Department and City Administrator approval of City Contract No. 2020-0098, the proposal ranked highest by the proposal evaluation team, from Crosslin, PLLC of Nashville, Tennessee, in the annual amounts of \$12,000, \$12,500, \$13,000, \$13,500 and \$13,500 for years one, two, three and, optionally, four and five, respectively, for annual financial and compliance auditing services for the Conference Center at Cool Springs, and award this procurement to this proposer. The City's Purchasing Manager believes the prepared solicitation documents as distributed allowed for competition among multiple service providers, and that the staff recommendation appears to be made in a fair and impartial manner based upon the proposals received. Pursuant to authority previously granted by the Board of Mayor and Aldermen, a procurement agreement (Contract No. 2020-0098) has been prepared for execution by the City Administrator pending approval by the Board of Mayor and Aldermen of the staff recommendation to accept the proposal from and award the procurement to Crosslin, PLLC. As indicated in the procurement agreement, the financial and compliance auditing services for the Conference Center at Cool Springs would be rendered pursuant to the Contract to Audit Accounts specified by the Tennessee Comptroller of the Treasury, a three-party document between the audit firm, the City and the State, which document would be executed separately for each fiscal year for which the audit firm is engaged.

City of Franklin, Tennessee
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Date and time proposal due and publicly opened:		3/11/20 2:00 PM				
Present at opening of proposals:		Rich Lockwood of Blankenship CPA Group, PLLC; Will Hicks of Crosslin, PLLC; Mike Lowe of the City of Franklin Finance Department; and Leslie Pewitt and Brian Wilcox of the City of Franklin Purchasing Office				
Target meeting of BOMA at which recommendation is scheduled to be considered:		4/28/20				
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Blackburn, Childers & Steagall, PLC 801 B Sunset Drive Johnson City, TN 37604 Melissa Steagall-Jones, Member of the Firm 423-282-4511 melissa@bcscpa.com	Yes	No	80.47	\$45,060.00	net 30 days	7/1/2020
Blankenship CPA Group, PLLC 215 Ward Circle Brentwood, Tennessee 37027 Karen Stephens, Partner 615-859-8800 kstephens@bcpas.com	Yes	No	86.26	\$41,025.00	net 30 days	5/31/2020
Crosslin, PLLC 3803 Bedford Avenue, Suite 103 Nashville, Tennessee 37215 Jennifer Manternach, Audit Principal 615-320-5500 jennifer.manternach@crosslinpc.com	Yes	No	96.50	\$37,500.00	net 30 days	7/13/2020
Henderson Hutcherson & McCullough, PLLC 1200 Market Street Chattanooga, TN 37402 Jason Martin, Partner 901-261-1365 jmartin@hhmcpas.com	Yes	No, but City notes proposer did not quote pricing for optional years 4 and 5	84.94	\$40,500.00	net 30 days	8/31/2020
KraftCPAs PLLC 555 Great Circle Road Nashville, TN 37228 Ken Youngstead, CPA, Member, Assurance Services 615-782-4246 kyoungstead@kraftcpas.com	Yes	No	85.71	\$43,200.00	net 30 days	5/31/2020
Rodefer Moss & Co, PLLC 104 Continental Place, Suite 150 Brentwood, TN 37027 Jarod Reeves, Partner 615-370-3663 jreeves@rodefermoss.com	Yes	No	89.40	\$37,500.00	net 30 days	6/1/2020

*Shaded submittal is the submittal scored highest by the proposal evaluation team



File #: 20-0527

DATE: March 28, 2020

TO: Board of Mayor and Aldermen

FROM: Debbie Henry

SUBJECT:

Budget Presentation - Franklin Transit Authority (FTA)

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the budget request for the Franklin Transit Authority (FTA) for FY 2020-2021.

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 review of the budget materials. No action is required.



City of Franklin, Tennessee

FY 2021 Operating Budget Request

Franklin Transit Authority

Debbie Henry – Executive Director, TMA



City of Franklin, Tennessee - FY 2021 Budget Request

Franklin Transit Authority

Slide 2

Outline

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



City of Franklin, Tennessee - FY 2021 Budget Request

Franklin Transit Authority

Slide 3

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 2021 Budget Request

Franklin Transit Authority

Slide 4

Highlights

- **Increased ridership of 5% prior to Pandemic.**
- **Successful completion of Federal Transit Triennial Review (best result of 4 reviews)**
- **Increased employer partners, & improved customer satisfaction**
- **Offering free fixed routes service rides to our Veterans & Active Military**
- **Launch of Follow Frank – Franklin Transit’s Real-Time Free Mobile App, www.followfrank.org**
- **Implementation of system-wide Transit Shelters project with Kimley-Horn**
- **Extensive research and development of Cool Springs Micro-Transit Lunchtime Service (anticipated launch Fall 2020)**
- **Transit partnership with CSCC-WC campus beneficial to both entities**
- **Transit technology acquisition continues, i.e. transit software, messaging boards providing the foundation for a Transit Technology Corridor in Franklin.**

Through February transit was performing at 5% increase. Pandemic policy is to carry only essential trips. Decrease of 60% ridership.

Estimating 66,000 trips for 19-20.

55% - employment trips

20% - student trips

10% - medical appointments

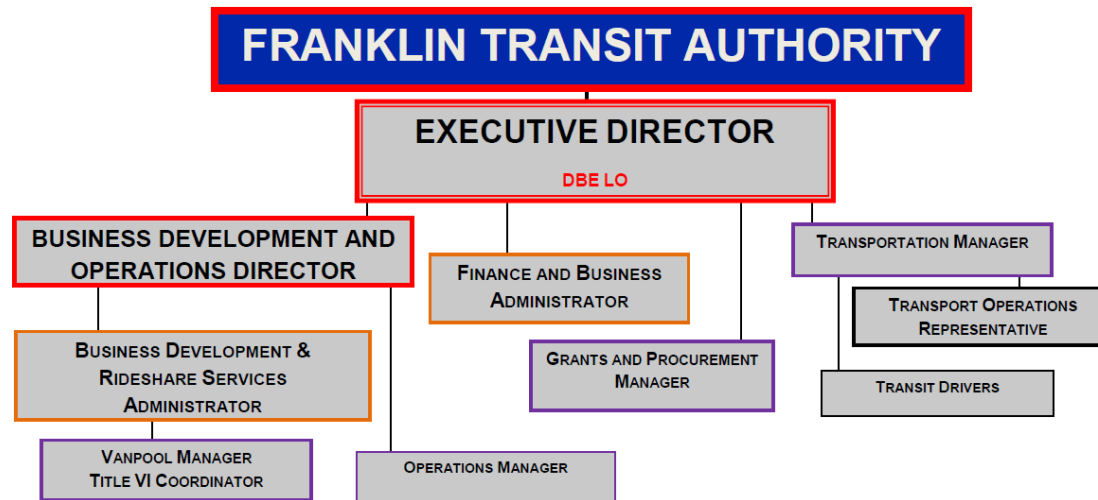
10% - City events

5% - shopping and social activities



Organization Chart

THE TMA GROUP ORGANIZATIONAL CHART



The TMA Group is the operator and manager of contract for the Franklin Transit Authority. All personnel are employed by TMA.

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



City of Franklin, Tennessee - FY 2021 Budget Request **Franklin Transit Authority**

Slide 6

Base Budget Request: Personnel

Operational Personnel Budget \$1,375,662

Base Budget Request: Operations

Accomplishments for the year:

- Increased ridership prior to Pandemic, Pandemic action plan is ongoing.
- Increased employer partners, & improved customer satisfaction
- Offering free fixed routes service rides to our Veterans & Active Military
- Launch of Follow Frank – Franklin Transit’s Real-Time Free Mobile App, www.followfrank.org
- Implementation of system-wide Transit Shelters project with Kimley-Horn, development of FTA Safety Plan,
- Extensive research and development of Cool Springs Micro-Transit Lunchtime Service (anticipated launch Fall 2020)
- Transit partnership with CSCC-WC campus beneficial to both entities
- Acquisition of 2 new Fixed Route vehicles with improved safety and a customer amenities.

Operations Budget
Includes Personnel

\$2,490,679



City of Franklin, Tennessee - FY 2021 Budget Request

Franklin Transit Authority

Slide 8

Base Budget Request: Capital

Planning Budget	\$250,000
City of Franklin Budget Request	\$25,000 (10% match)

Capital Equipment Budget	\$510,000
City of Franklin Budget Request	\$51,000 (10% match)



City of Franklin, Tennessee - FY 2021 Budget Request

Franklin Transit Authority

Summary

Franklin Transit Total Budget

\$3,250,679

Request from City of Franklin

\$1,075,827 *

Request includes Micro-Transit service

\$1,003,371

Request excludes Micro-Transit service.
Represents 0 increase from previous year.

Operations Request: \$999,827

Planning: \$25,000

Capital: \$51,000

***Launch of Cool Springs Micro-Transit Lunchtime Service (anticipated launch Fall 2020). Completion of Phase I of Franklin Transit Shelters Project. Continuation of the foundation for a Transit Technology Corridor in Franklin is a major emphasis, as transit technology acquisition continues for the service, i.e., transit software and messaging boards.**



City of Franklin, Tennessee

FY 2021 Operating Budget

Transit

Debbie Henry, Executive Director

Budget Summary

	2018 Actual	2019 Actual	2020 Budget	2020 EOY	2021 Budget	2020 v. 2021	
						\$	%
Beginning Balance	\$ 374,758	\$ 817,649	\$ 1,818,289	\$ 1,818,289	\$ 1,787,623		
Revenues	\$2,528,989	\$ 3,407,979	\$ 3,144,560	\$ 3,054,754	\$ 3,250,679	\$ 106,119	3.37%
Expenditures	\$2,086,098	\$ 2,407,339	\$ 3,128,060	\$ 3,085,420	\$ 3,250,679	\$ 122,619	3.92%
Ending Balance	\$ 817,649	\$ 1,818,289	\$ 1,834,789	\$ 1,787,623	\$ 1,787,623		

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 us 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:

- **Increased ridership of 5% prior to Pandemic, essential service since February. Corona Virus Action Plan being executed.**
- **Customer satisfaction due to expansion of fixed routes service, doubling number of stops, increased frequency, and moving of Hub to Transit Center.**
- **Offering free rides on the fixed routes service to our Veterans and Active Military members.**
- **Implementing planning for operations for Transit Shelters with Kimley Horn.**
- **Transit partnership with CSCC-WC campus has been beneficial to both; Transit technology, i.e.. mobile app, transit software, will lay foundation for a Transit Technology Corridor in Franklin.**
- **Procured 2 new transit vehicles with improved safety and customer amenities.**
- **Successful completion of Federal Transit Triennial Review.**



City of Franklin, Tennessee

FY 2021 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

	2017	2018	2019	2020*	2021*
Increase the Inventory of transit hubs, park-and-ride sites, and alternative services in Franklin.					
Transit hubs, Park& Ride sites	74	136	136	136	156
Total	74	136	136	136	156
<i>Increase from Prior year?</i>	No	54.00%	0.00%	0.00%	13.00%
<i>Meeting Goal?</i>	Yes	Yes	Yes	Yes	Yes
Increase the number of riders using the Franklin Transit Authority.					
Ridership					
Franklin Transit Fixed Route	52,363	46,037	53,127	45,000	50,000
Transit On Demand (TODD)	33,151	28,280	27,187	21,000	25,000
Total	85,514	74,317	80,314	66,000	75,000
<i>Increase from Prior year?</i>	Yes	No	Yes	No	Yes
<i>Meeting Goal?</i>	Yes	No	Yes	No	Yes

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

*2020 and 2021 are estimated

Statistics:

66,000 passenger trips (approx.) Decrease due to 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

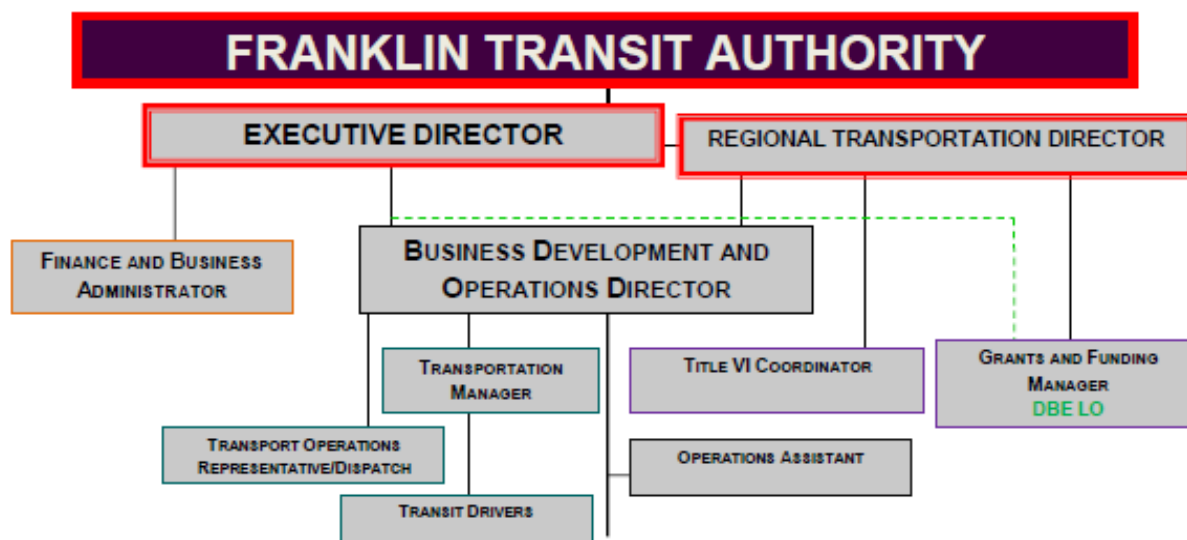
FY 2021 Operating Budget

Performance Measures (con't)

Franklin Citizens Survey

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

Organizational Chart



Franklin Transit Authority is operated and managed under contract by The TMA Group. All personnel are employees of TMA.



City of Franklin, Tennessee

FY 2021 Operating Budget

Budget

	Actual 2018	Actual 2019	Budget 2020	EOY 2020	Budget 2021	Difference	
						\$	%
Opening Balance	374,758	817,649	1,818,289	1,818,289	1,787,623		
Revenues							
DEPT OF TRANSPORTATION (FEDERAL)	983,102	976,776	1,586,255	1,581,447	1,644,844	58,589	3.7%
TDOT (STATE)	272,005	340,014	376,234	376,258	380,308	4,074	1.1%
TRANSIT FARES	112,418	139,064	149,000	83,978	140,000	(9,000)	-6.0%
INTEREST INCOME	7,465	18,189	20,000	-	-	(20,000)	-100.0%
RENTAL INCOME	9,600	-	9,700	9,700	9,700	-	0.0%
TRANSFER FROM GENERAL FUND*	1,144,399	1,933,936	1,003,371	1,003,371	1,075,827	72,456	7.2%
Total Available Funds	2,528,989	3,407,979	3,144,560	3,054,754	3,250,679	106,119	3.4%
Expenses (Operations)							
VEHICLE LICENSES & TITLES	162	-	-	-	-	-	#DIV/0!
VEHICLES (<\$25,000)	-	-	-	-	-	-	#DIV/0!
MACHINERY & EQUIPMENT (<\$25,000)	-	-	-	-	-	-	#DIV/0!
COMPUTER HARDWARE (<\$25,000)	-	-	-	-	-	-	#DIV/0!
COMPUTER SOFTWARE (<\$25,000)	-	-	-	-	-	-	#DIV/0!
TRANSIT OPERATIONS	2,085,936	2,268,957	2,408,560	2,365,920	2,490,679	82,119	3.4%
TRANSIT PLANNING	-	8,250	137,500	137,500	250,000	112,500	81.8%
GRANT PROGRAMS	-	-	-	-	-	-	#DIV/0!
VEHICLES (>\$25,000)	-	130,132	582,000	582,000	510,000	-	-12.4%
MACHINERY & EQUIPMENT (>\$25,000)	-	-	-	-	-	-	#DIV/0!
COMPUTER SOFTWARE (>\$25,000)	-	-	-	-	-	-	0.0%
Total Expenditures	2,086,098	2,407,339	3,128,060	3,085,420	3,250,679	122,619	3.9%
Ending Balance	817,649	1,818,289	1,834,789	1,787,623	1,787,623		

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.

FY 2021 Program Enhancement Request Form



Department:
Division:
FranklinForward Theme:
Title:

Department Priority: **1** of **1**

47200 TRANSIT
Microtransit Lunch Cool Springs
Franklin Transit Lunch Microtransit Cool Springs

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 (FY21 Only)	Ongoing Annual Cost (FY21 & Future)	TOTAL FY21 Request
Compensation			
81000 PERSONNEL			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
Expenses			
			\$0
84940 TRANSIT OPERATIONS		\$181,000	\$181,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$181,000	\$181,000

PURPOSE / DESCRIPTION OF REQUEST

This enhancement service is exclusive to Cool Springs. The product is an Uber like technology where customers can reserve a reservation and payment for door to door service within the Cool Springs area. Service is performed by 10 and 12 passenger smaller vehicles and operates from 10:30 am to 2pm. The response time from a smart phone reservation will be quick. The goal is to have a vehicle to pickup within 5 minutes of notification. The intent is to offer a product that allows for employees and employers to move about Cool Springs for errands and lunch with out the need for a car. The secondary goal is to move commerce to Cool Springs restaurants and eateries.

SERVICE IMPLICATION

Congestion Reduction.
Another solution representing a piece of transit that needs to be in place for larger plan of service into Cool Springs corridor, (Circulation).
Promote eating out, assisting the recovery of restaurants in Cool Springs.

Cost of the service for the pilot is listed at \$181,000 for the launch. The City of Franklin portion of the service is estimated at 50% of that total, approximately \$90,000.



File #: 20-0528

DATE: March 28, 2020

TO: Board of Mayor and Aldermen

FROM: Tom Marsh, Director of BNS

SUBJECT:

Budget Presentations -Building & Neighborhood Services (BNS) & Community Development Block Grant (CDBG) Fund

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the budget request for the Building & Neighborhood Services Department and the Community Development Block Grant (CDBG) Fund for FY 2020-2021.

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 review of the budget materials. No action is required.



City of Franklin, Tennessee
FY 2021 Operating Budget Request

Building & Neighborhood Services

Tom Marsh, Director

Alex Brown, Assistant Director – Development Services

Patrick Virrill, Assistant Director – Building Services



City of Franklin, Tennessee - FY 2021 Budget Request

Building & Neighborhood Services

Slide 2

Outline

- Purpose of Department**
- Organization Chart**
- Base Budget Request**
 - Personnel**
 - Operations**
 - Capital**
- Program Enhancements**
- Summary**
- 3-5 Year Plan**
- CDBG**



City of Franklin, Tennessee - FY 2021 Budget Request

Building & Neighborhood Services

Slide 3

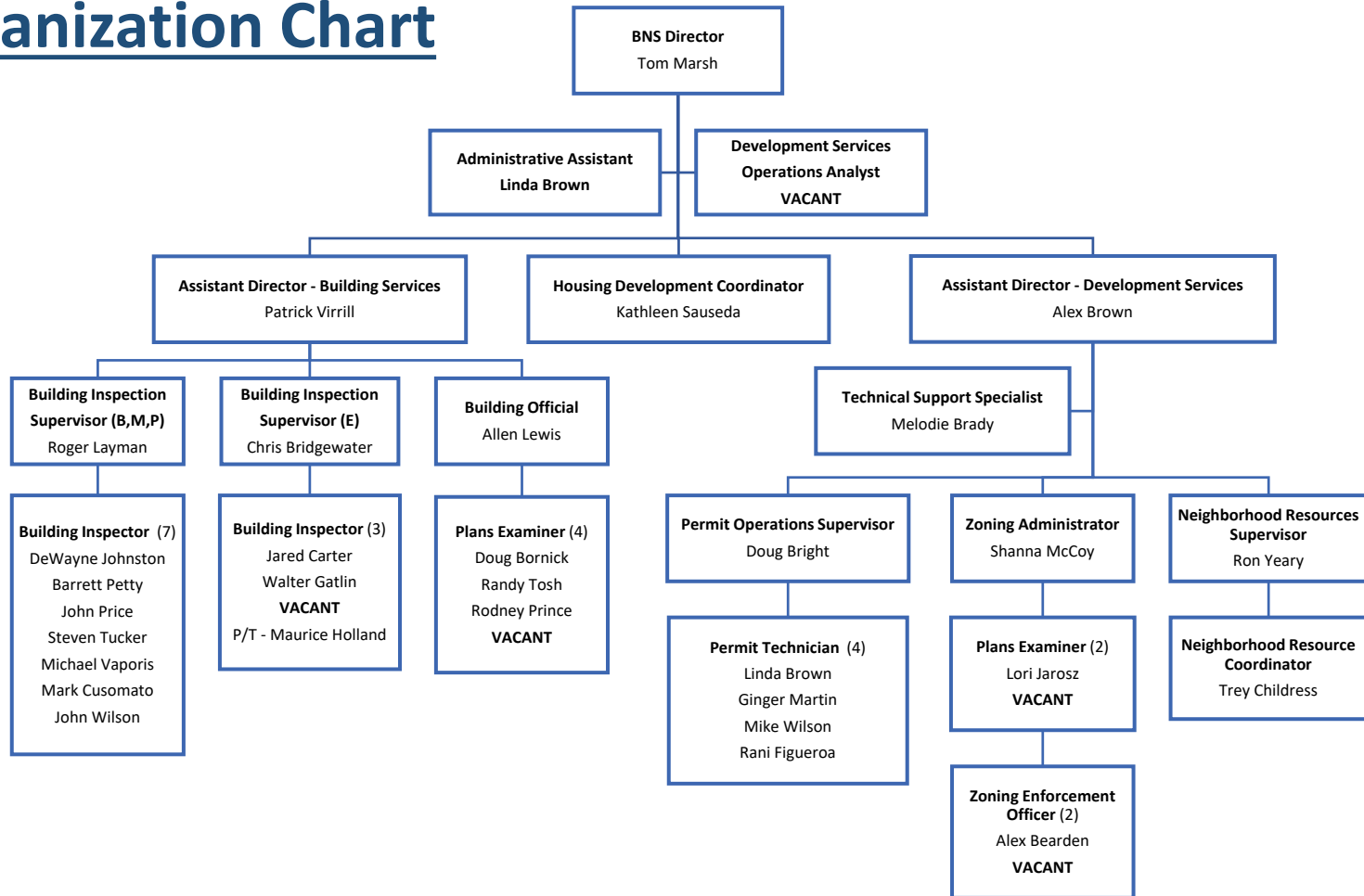
Purpose of Department

The Building & Neighborhood Services department supports the safety and quality of life for the residents and visitors of the City of Franklin. The department is chiefly responsible for the following: plan review of construction documents, issuing permits, construction inspections, property maintenance violation enforcement, and enforcement of other standards and regulations found in the Municipal Code and Zoning Ordinance. The department is organized in two broad categories, Development Services and Building Services.

City of Franklin, Tennessee - FY 2021 Budget Request

Building & Neighborhood Services

Organization Chart



City of Franklin, Tennessee - FY 2021 Budget Request

Building & Neighborhood Services

Base Budget Request: Personnel

The BNS department is made up of 36 positions and requests a budget of \$3,282,313 for personnel.

A proposal for a Part-Time Inspector II position is included in this budget. This position was initially created during the FY2020 budget, and its continual staffing is vital due to the significant turnover and extended periods of time of understaffing of qualified individuals that the department experiences.

In the Building Inspector II Classification, 4 current employees are working on gaining additional certifications that will result in a position reclassification to Building Inspector III. These positions will be updated by the HR and Finance departments over time as the employees meet the requirements for reclassification.

This budget includes a request to create a new Part-Time Administrative Assistant position in the department. Currently, the front desk is staffed by the department's Permit Technicians, Technical Support Specialist, and Permitting Operations Supervisor. This position would assist in the critical role of customer service that the department provides by providing front desk service to the public, allowing the department's technical staff additional time to perform their roles more effectively.



City of Franklin, Tennessee - FY 2021 Budget Request

Building & Neighborhood Services

Slide 6

Base Budget Request: Operations

The BNS department proposes a budget of \$336,431 for operations in FY 2021.

Due to the increasing maintenance costs of four aging vehicles in the department's fleet, a routine vehicle replacement is proposed to purchase 2 new Chevy Equinoxes and 2 new GMC Canyons. The total cost is expected to be \$115,000.



City of Franklin, Tennessee - FY 2021 Budget Request **Building & Neighborhood Services**

Slide 7

Base Budget Request: Capital

The BNS department does not anticipate any Capital expenditures for FY 2021.



City of Franklin, Tennessee - FY 2021 Budget Request

Building & Neighborhood Services

Slide 8

Program Enhancement Requests

- 1) Create a Part-Time Administrative Assistant position.**
-Total request amount: \$24,050

- 2) Add a Part-Time Inspector II Position.**
-Total request amount: \$30,433

- 3) Routine vehicle replacement of 4 aging vehicles:**
- Total request amount: \$115,000



City of Franklin, Tennessee - FY 2021 Budget Request

Building & Neighborhood Services

Slide 9

Summary

The workload generated by construction activity fluctuates from year to year, but generally remains strong. Multiple large scale developments were recently approved and those projects will keep the workload of the Department at a high level as they move to the permitting and inspection phases of development.

BNS will continue to focus on technological improvements in service delivery to improve staff efficiency and applicant experience.

With the proposed budget the Department will be able to meet level of service commitments and maintain a high level of customer service to expected demand. Our team of highly skilled and technical employees will continue to train, gain certifications, and focus on professional development to better serve our citizens.

City of Franklin, Tennessee - FY 2021 Budget Request

Building & Neighborhood Services

3-5 Year Plan

As the City continues to grow and we continue to enhance the level of services we provide as a city organization, the BNS department will lead the way in process improvement, customer service in government, and enforcing adopted Codes. In doing so, we can look for innovative ways to shorten time to market for investors who help build our community, be more responsive to all service requests and service commitments, and continue to build our team of highly skilled professionals to better serve our community.

As we evaluate staffing and potential growth, the following areas are anticipated to add staffing over the next 3-5 years:

- 1. Code Enforcement Division**
- 2. Development Services**
- 3. Plan Review Division**

As market dynamics change over-time and staffing needs are evaluated annually, BNS will decide how to best accommodate this growth to meet the needs of the City.



City of Franklin, Tennessee - FY 2021 Budget Request

Building & Neighborhood Services

Slide 11

Community Development Block Grant (CDBG)

The Community Development Block Grant is funded annually by the Department of Housing and Urban Development. The City of Franklin has received approximately Two-Million Dollars (\$2,000,000) which has been used for various programs throughout the City. These include the rehabilitation of homes for our low to moderate income residents, fair housing outreach and education and the construction of new single family homes within our pocket communities.

The City anticipates being allocated approximately \$300,000 for the 2021 program year. The City will continue to identify needs and determine the best way to leverage the funds to assist with meeting our goals and priorities that support our partners and non-profits to assist low to moderate income residents.

City of Franklin, Tennessee - FY 2021 Budget Request

Building & Neighborhood Services

Community Development Block Grant (CDBG)

<u>Program Year 2020 Breakdown</u>	
Total	\$353,910 (100%)
CBDO	\$100,000 (28%)
Public Facilities	\$42,000 (12%)
Land Acquisition	\$50,000 (14%)
Repair/Rehab	\$91,128 (26%)
Admin	\$70,782 (20%)

Anticipated Allocation for 2021: \$300,000



City of Franklin, Tennessee

FY 2021 Operating Budget

Building & Neighborhood Services

Tom Marsh, Director

Budget Summary

	2018	2019	2020		2021	2020 v. 2021	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	2,584,516	2,686,867	3,125,639	2,824,673	3,282,313	156,674	5.0%
Operations	324,526	296,046	390,332	305,506	336,431	-53,901	-13.8%
Capital	0	0	0	0	0	0	0.0%
Total	2,909,042	2,982,913	3,515,971	3,130,179	3,618,745	102,773	2.9%

Departmental Summary

The Building and Neighborhood Services Department supports the safety and quality of life for residents and visitors of the City of Franklin. The department has multiple responsibilities including: review of construction documents, issuing permits (building, signs, driveway, and short term vacation rental), construction inspections, and enforcement of standards and regulations found in the Zoning Ordinance, International Property Maintenance Code, and the City of Franklin Municipal Code. There are four divisions within the department: 1) Building Codes Review and Inspections, 2) Development Services and Permitting, 3) Zoning Administration and Inspections and 4) Neighborhood Resources and Housing.

The workload generated by construction activity has dropped slightly in FY20, but is expected to be stable in the coming year. Several large multi-family, office, and commercial buildings have obtained building permits. Oversight of these large construction projects will continue to be a significant workload for our team, but we will always be cognizant of and focus attention as needed on needs and concerns of all residents. BNS will continue to emphasize technological improvements in service delivery to improve staff efficiency and applicant experience. BNS will also continue work with the Housing Commission and other stakeholders to provide housing options at various price points in the community.

Department Goals

In the coming fiscal year, Building and Neighborhood Services will concentrate on meeting level of service commitments and maintaining a high level of customer-focused service due to the anticipated volume of development activity. Our team of highly skilled and technical employees will continue to train, gain certifications, and focus our team on professional development to better serve our citizens.



City of Franklin, Tennessee

FY 2021 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: A Safe Clean and Livable City

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

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

Goal: Franklin will reduce the number of cases and days it takes to resolve identified property maintenance violations.

Baseline: The number of cases reported for property maintenance violations in 2012 was 179 (Neighborhood Resources & Property Maintenance)

The number of days to resolve citizen requests regarding property maintenance for service in 2012 was 21 (Neighborhood Resources & Property Maintenance)

70.4% of property maintenance cases were cleared within 10 days in 2012 (126 cases cleared out of 179 total) (Neighborhood Resources & Property Maintenance).

Related Theme: Quality Life Experiences

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 2014 Housing Analysis.

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

Key:	
Strategic Plan: FranklinForward	
Benchmarking Alliance of Tennessee	
Franklin Citizens Survey	☒

Workload (Output) Measures

	2017	2018	2019	2020*	2021*
Total gross building/codes enforcement cost/year	\$ 2,909,042	\$ 2,982,913	\$ 3,515,971	\$ 2,750,000	\$ 3,618,745
Benchmarking Alliance of Tennessee Average	TBD	TBD	TBD	TBD	TBD
Total value of building and development	\$ 603,568,595	\$ 910,843,677	\$ 752,067,240	\$ 654,980,000	\$650,000,000
Total revenue	\$ 2,710,053	\$ 2,847,991	\$ 2,037,700	\$ 2,000,000	\$2,200,000
Total permits	8,221	6,848	6,132	6,100	6300
Benchmarking Alliance of Tennessee Average	TBD	TBD	TBD	TBD	TBD
Total construction plans reviewed	1,695	1,319	1,219	1,250	1,300
Total certificates of occupancy issued	1,297	1,122	1,132	1,150	1,250



City of Franklin, Tennessee

FY 2021 Operating Budget

Performance Measures

Building inspections performed	36,678	25,715	23,798	22,762	24,000
Building code violations	9,549	5,848	5,100	6,682	6,400
Property Maintenance code inspections	1,310	1,267	1,544	1,694	1,750
Total property maintenance code violations	1,310	1,267	1,544	1,694	1,750
Inoperable auto violations	63	55	96	111	110
Overgrown lot violations	186	112	112	125	125
Dilapidated structure violations	13	21	24	25	25
Property Parcels	24,303	25,076	25,076	25,076	25,076
# of building inspector/certified plan reviewer FTEs	17	17	17	17	17
# of permit technician/ administrative/support FTEs	9	9	9	9	9
Total number of building code FTEs	26	26	26	26	26
Building Inspections per FTE (<i>Inspectors FTEs Only</i>)	2,158	1,513	1,400	1,338	1411

Efficiency Measures

	2017	2018	2019	2020*	2021*
Revenue per Permit Issued	\$ 329.65	\$415.89	\$332.31	\$327.86	\$349.21
Building Code Enforcement cost per permit issued	\$ 294.95	\$ 378.78	TBD	TBD	TBD
Total building code enforcement cost per building inspection	\$ 66.11	\$ 100.87	\$ 71.19	\$ 71.19	\$71.19

Outcome (Effectiveness) Measures

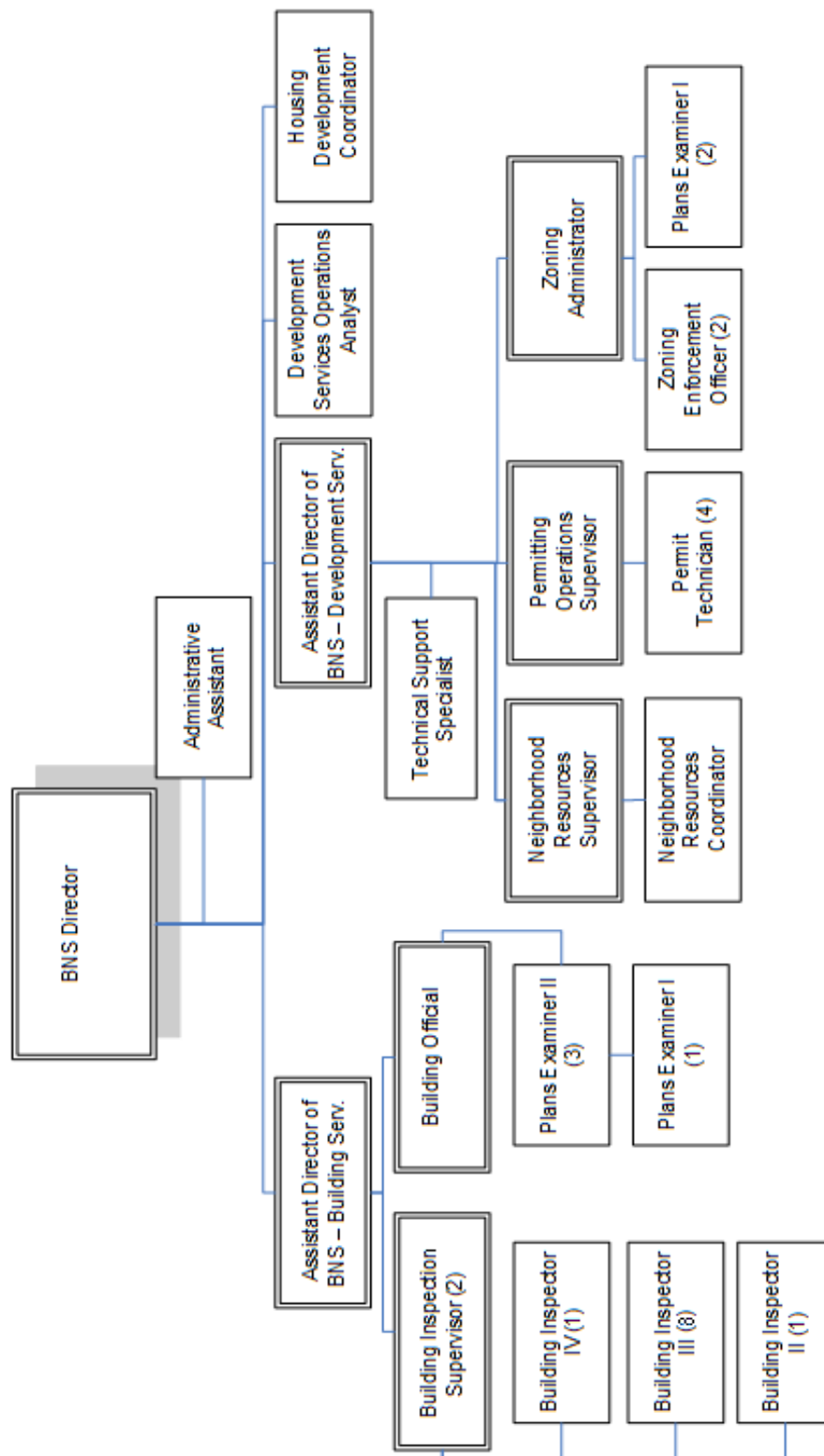
	2017	2018	2019	2020*	2021*
Reduce the number of cases and days it takes to resolve identified property maintenance violations.					
# of cases reported for property maintenance violations	1,310	1,267	1,544	1,694	1,750
Average number of days from complaint to first inspection	1	1	1	2	2
Average number of days to resolve violation	10	13	8	14	14
Cases brought into compliance	1,375	1,267	1,544	1,694	1,750
% of all Property Maintenance Violations Brought into Compliance	105%	104%	100%	100%	100%

*2017 - 2019 are FY actual. FY 2020 is YTD through 12/31/19 times 2 and FY 2021 data is estimated.

Franklin Citizens Survey

		2016 Citizens Survey		2019 Citizens Survey	
		Excellent/Good	Fair/Poor	Excellent/Good	Fair/Poor
☒	% rating the quality of Code enforcement (weeds, abandoned buildings, etc.)	73%	27%	73%	27%

Organizational Chart



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



City of Franklin, Tennessee

FY 2021 Operating Budget

Staffing by Position

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



City of Franklin, Tennessee

FY 2021 Operating Budget

Budget

	Actual 2018	Actual 2019	Budget 2020	EOY 2020	Budget 2021	Difference	
						\$	%
Personnel							
Salaries & Wages	1,806,726	1,932,902	2,169,281	2,001,767	2,244,277	74,997	3.5%
Employee Benefits	777,790	753,965	956,358	822,905	1,038,036	81,678	8.5%
Total Personnel	2,584,516	2,686,867	3,125,639	2,824,673	3,282,313	156,674	5.0%
Operations							
Transportation Services	1,140	1,182	2,350	2,350	1,850	(500)	-21.3%
Operating Services	5,824	6,216	6,150	5,450	6,450	300	4.9%
Notices, Subscriptions, etc.	48,064	42,447	31,175	15,880	33,465	2,290	7.3%
Utilities	27,211	32,853	25,410	33,200	27,615	2,205	8.7%
Contractual Services	35,751	68,718	78,900	90,615	84,200	5,300	6.7%
Repair & Maintenance Services	21,703	16,787	15,700	8,947	17,600	1,900	12.1%
Employee programs	5,889	11,239	31,450	14,700	26,500	(4,950)	-15.7%
Professional Development/Travel	32,750	14,688	33,825	35,625	37,725	3,900	11.5%
Office Supplies	20,517	15,025	19,150	19,950	19,200	50	0.3%
Operating Supplies	13,535	12,010	8,500	11,414	10,250	1,750	20.6%
Fuel & Mileage	10,995	11,081	11,000	11,500	11,500	500	4.5%
Machinery & Equipment (<\$25,000)	61,251	23,658	89,500	30,000	33,000	(56,500)	-63.1%
Repair & Maintenance Supplies	732	153	-	85	-	-	0.0%
Property & Liability Costs	27,652	26,439	34,822	23,406	24,576	(10,246)	-29.4%
Permits	48	-	-	-	-	-	0.0%
Financial Fees	3,868	4,083	2,400	2,384	2,500	100	4.2%
Debt Service and Lease Payments	7,596	9,467	-	-	-	-	0.0%
Total Operations	324,526	296,046	390,332	305,506	336,431	(53,901)	-13.8%
Capital	-	-	-	-	-	-	-
Total BNS Department	2,909,042	2,982,913	3,515,971	3,130,179	3,618,745	488,566	2.9%

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
		Personnel								
I=	81110	REGULAR PAY	1,770,370	1,895,850	2,194,241	1,362,802	1,968,492	2,272,826	2,386,468	2,505,791
	81120	OVERTIME PAY	36,356	37,052	49,000	21,757	33,275	51,000	53,000	53,001
I	81150	TEMPORARY WORK BY NON-CITY EMPLOYEES								
	81199	VACANCY ADJUSTMENT			(73,960)			(79,549)	(83,526)	(87,703)
=	XWAGE	TOTAL WAGES	1,806,726	1,932,902	2,169,281	1,384,559	2,001,767	2,244,277	2,355,942	2,471,089
=	81410	FICA (EMPLOYER'S SHARE)	129,925	142,368	177,349	102,763	153,135	173,871	182,565	191,693
=	81420	MEDICAL PREMIUMS	474,527	457,930	532,144	302,224	518,098	614,508	675,959	743,555
=	81425	VISION PREMIUMS		2,920	2,496	1,849	3,170	3,072	3,379	3,717
=	81430	GROUP INSURANCE PREMIUMS	32,957	33,454	43,606	21,463	35,407	40,942	45,036	47,288
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(105,095)	(103,275)	(111,345)	(69,047)	(118,366)	(135,168)	(148,685)	(163,553)
	81441	CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT	3,600	3,620		2,000	9,600	9,600	9,600	9,600
I	81450	RETIREMENT CONTRIBUTIONS	195,647	169,295	206,342	129,934	173,222	252,517	277,769	305,545
	81455	DEFERRED COMP MATCH	36,306	37,853	95,588	8,430	11,554	10,269	10,782	11,321
	81456	TCRS CONTRIBUTIONS (CITY)				18,639	29,306	60,257	66,282	72,911
	81460	UNEMPLOYMENT CLAIMS								
	81470	WORKERS COMPENSATION PREMIUMS	7,240	8,799	7,779	4,519	7,779	8,168	8,577	9,006
	81475	WORKERS COMPENSATION CLAIMS	283	(14)						
	81482	CAR ALLOWANCE	2,400	1,015	2,400					
=	XBEN	TOTAL BENEFITS	777,790	753,965	956,358	522,774	822,905	1,038,036	1,131,264	1,231,083
=	XPER	TOTAL PERSONNEL	2,584,516	2,686,867	3,125,639	1,907,333	2,824,672	3,282,314	3,487,206	3,702,172
		Operations								
I	82110	MAILING & OUTBOUND SHIPPING SERVICES	923	992	2,000	237	2,000	1,500	1,500	1,500
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS								
	82130	VEHICLE LICENSES & TITLES	217	190	250		250	250	250	250
	82140	VEHICLE TOW-IN SERVICES			100		100	100	100	100
=	XTRC	TOTAL TRANSPORTATION CHARGES	1,140	1,182	2,350	237	2,350	1,850	1,850	1,850
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	3,791	5,402	4,000	2,088	3,000	4,000	4,000	4,000
	82230	ARCHIVING/RECORDS MANAGEMENT SERVICES	1		500		500	500	500	500
	82240	TRANSCRIPTION FEES	176	241			250	250	250	250
	82250	TESTING & PHYSICALS	1,856	573	1,650	643	1,700	1,700	1,700	1,700
	82299	OTHER OPERATING SERVICES				76				
=	XOPSV	TOTAL OPERATING SERVICES	5,824	6,216	6,150	2,807	5,450	6,450	6,450	6,450
I	82310	LEGAL NOTICES	354	721	400	1,330	1,330	500	500	500
+	82350	DUES FOR MEMBERSHIPS	4,198	4,927	6,820	725	725	6,985	7,160	7,160
	1	Tennessee building Officials Association (TBOA)			105			110	115	115
	11	National Fire Protection Association (NFPA)			185			195	205	205
	12	ACCA								
	13	Various	4,198	4,927		265	265			
	14	Permit Tech Membership Fees			360					480
	15	Neighborhood Resource Coordinator Membership Fees			170			190	210	210

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	16	ASFPM			450			450	450	450
	2	Middle Tennessee Code Officials Association (MTCOA)			650			700	750	750
	3	International Code Council (ICC)			1,250	240	240	1,260	1,280	1,280
	4	International Association of Electrical Inspectors (IAEI)			840	120	120	840	840	840
	5	TN Plumbing & Mechanical Inspectors Association (TPMIA)			60	100	100	70	80	80
	6	Wholesale Business Membership (Sam's Club/Costco/etc.)			100			100	100	100
	7	American Society of Landscape Architects (ASLA)			450			450	450	450
	8	American Planning Association (APA - Marsh & Pike)			800			800	800	800
	9	Rotary			1,400			1,400	1,400	1,400
	*	Amount missing from detail								
+	82355	PROFESSIONAL STANDARDS / ACCREDITATION	14,660	16,224	10,680	6,091	11,800	12,480	10,680	10,680
	1	ICC Testing			8,500		10,000	10,000	10,000	10,000
	2	State Certification Fees for Bldg/Plumb/Mech Inspectors every 3 yrs			900		1,800	1,800		
	4	Various	14,660	16,224		6,091				
	6	Council of Landscape Architects Registration Board			200					
	7	State of Tennessee - Molly			400					
	8	Tennessee Professional Privilege Tax			680			680	680	680
	9	Not used								
	*	Amount missing from detail								
I+	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	6,426	2,993	3,000	447	447	3,000	3,000	3,000
	1	Base Relations and ISO Public Awareness (Flood/CDBG/BCEGS)	6,426	2,993	3,000	447	447	3,000	3,000	3,000
	2	FY 2018 PER - ISO Training Requirements								
	*	Amount missing from detail								
	82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)	1,000	949	275	500	500	300	325	325
I+	82390	PUBLICATIONS, NON-TRAINING	21,426	16,633	10,000	1,742	1,078	10,200	10,400	10,400
	1	Adopt 2018 ICC - Manuals								
	2	Routine Manual Purchases	21,426	16,633	10,000	1,742	1,078	10,200	10,400	10,400
	3	Adopt NEC 2017								
	*	Amount missing from detail								
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	48,064	42,447	31,175	10,835	15,880	33,465	32,065	32,065
	82435	SOLID WASTE SERVICE	122	164	110			115	120	
	82450	TELEPHONE SERVICE	3,445	4,037	3,600	2,201	5,000	3,650	3,700	3,650
	82451	800 MHZ ACCESS LINE SERVICE	1,573	1,467	1,600	14		1,650	1,700	
	82455	CELLULAR TELEPHONE SERVICE	17,389	21,033	15,000	11,589	22,000	17,000	17,000	17,000
	82470	INTERNET & RELATED SERVICES	4,682	6,152	5,100	4,433	6,200	5,200	5,200	5,200
=	XUTIL	TOTAL UTILITIES	27,211	32,853	25,410	18,237	33,200	27,615	27,720	25,850
+	82510	COMPUTER SERVICES	20,000	47,401	5,900		60,000	60,200	60,500	54,000
	2	Various	20,000	47,401			60,000	54,000	54,000	54,000
I	3	IDT - Citywide Electronic Plan Review - > moved to IT eff. 2020								
	4	2017 PER - Tehcnology Fee Enhancements								
	5	Infor Mobile App Annual Support (+6%/yr)			5,900			6,200	6,500	
	6	Line Item 6								
	*	Amount missing from detail								
+	82560	CONSULTANT SERVICES	4,230	21,250	43,000	7,615	7,615	1,000	1,000	
	1	Not used								
	2	Not used								
	3	Not used								

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
4	Technology Fee Services	4,230	21,250	42,000	7,615	7,615			
5	CDBG Consulting Assistance								
6	ISO Trip Fees and Consult			1,000			1,000	1,000	
*	Amount missing from detail								
82570	OTHER CONSULTANT / PASS THROUGH								
+ 82599	OTHER CONTRACTUAL SERVICES	11,521	67	30,000	1,075	23,000	23,000	23,000	23,000
1	Property Maintenance			10,000		7,000	7,000	7,000	7,000
2	Demolition of structures			20,000		16,000	16,000	16,000	16,000
3	Various	11,521	67		1,075				
*	Amount missing from detail								
= XCTS	TOTAL CONTRACTUAL SERVICES	35,751	68,718	78,900	8,690	90,615	84,200	84,500	77,000
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	17,792	11,723	12,500	4,962	3,218	13,000	13,500	13,500
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	3,766	3,815	3,200	2,547	1,432	3,600	3,800	3,800
82660	BUILDING REPAIR & MAINTENANCE SERVICES	145	1,249		5,751	4,297	1,000	1,000	1,000
82699	OTHER REPAIR & MAINTENANCE SERVICES								
= XRMVS	TOTAL REPAIR & MAINTENANCE SERVICES	21,703	16,787	15,700	13,260	8,947	17,600	18,300	18,300
82750	EMPLOYEE RECOGNITION/RECEPTIONS	1,481	1,233	1,450	618	1,500	1,500	1,500	1,500
+ 82780	TRAINING, OUTSIDE	4,408	8,557	24,000	1,095	7,000	15,000	15,000	15,000
1	Base Training	4,408	8,557	3,000	1,095	7,000	15,000	15,000	15,000
2	FY 2018 PER - ISO Training Requirements			9,000					
3	FY 2019 PER - Training Program for Contractors			12,000					
*	Amount missing from detail								
82790	TRAINING, IN-HOUSE		1,449	6,000	54	6,200	10,000	10,000	10,000
= XEPG	TOTAL EMPLOYEE PROGRAMS	5,889	11,239	31,450	1,767	14,700	26,500	26,500	26,500
+ 82810	REGISTRATIONS	13,202	4,678	16,475	1,790	16,975	16,975	17,475	
1	ICC National Conference			3,500		3,600	3,600	3,700	
10	Various	13,202	4,678		1,790				
11	IAEI Regional Conference			2,500		2,500	2,500	2,500	
12	Operations Analyst Registrations			1,800		1,900	1,900	2,000	
2	TBOA Regional Conference			2,200		2,400	2,400	2,600	
3	Local Training Opportunities - Continuing Education			2,700		2,800	2,800	2,900	
4	APA National conf x1								
5	ASLA National Conference			875		875	875	875	
6	TSLA conf x1			500		500	500	500	
8	NRC Conference			800		800	800	800	
9	Permit Tech trng conf - 1			1,600		1,600	1,600	1,600	
*	Amount missing from detail								
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	945	1,369	500	352	1,500	1,250	1,250	1,250
+ 82830	AIR TRAVEL	4,617	1,852	3,000	1,124	3,000	4,000	4,000	4,000
1	ICC National Conference			1,500		1,500	1,500	1,500	1,500
2	APA National Conf - LA								
3	ASLA Conference - Molly			500		500	500	500	500
4	Permit Tech Conference			1,000		1,000	1,000	1,000	1,000
5	Various	4,617	1,852		1,124		1,000	1,000	1,000
6	IAEI Regional conference								
7	Trips to Communities - Continuous Improvement Program								

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
*	Amount missing from detail								
+ 82840	LODGING	10,181	5,455	12,550	3,027	12,650	14,000	14,150	14,150
1	Various	10,181	5,455		3,027		1,350	1,350	1,350
10	Line Item 10								
11	Line Item 11								
2	ASLA National Conference			1,600		1,600	1,600	1,600	1,600
3	ICC National Conference			2,800		2,800	2,800	2,800	2,800
4	IAEI Regional Conference			2,650		2,650	2,650	2,700	2,700
5	Permit Tech Conference			1,200		1,200	1,200	1,200	1,200
6	NRC Conference			1,000		1,000	1,000	1,000	1,000
7	TBOA Regional Conference			2,500		2,600	2,600	2,700	2,700
8	TSLA Regional Conference								
9	Trips to Communities - Continuous Improvement Program			800		800	800	800	800
*	Amount missing from detail								
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	3,542	1,001	1,300	771	1,500	1,500	1,500	1,500
+ 82890	OTHER TRAVEL EXPENSES	263	333		48				
2	Various	263	13						
3	Line Item 3								
*	Amount missing from detail		320		48				
= XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	32,750	14,688	33,825	7,112	35,625	37,725	38,375	20,900
83110	OFFICE SUPPLIES	10,541	6,245	10,500	3,205	10,000	10,000	10,000	10,000
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	367	6	500	145	500	500	500	500
83130	EMPLOYEE BENEVOLENCE ITEMS	722	444	650	622	700	700	700	700
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	8,887	8,330	7,500	4,010	8,750	8,000	8,000	8,000
= XOFS	TOTAL OFFICE SUPPLIES	20,517	15,025	19,150	7,982	19,950	19,200	19,200	19,200
83210	TRAINING SUPPLIES	34		1,000		1,050	1,050	1,100	1,050
83250	SAFETY SUPPLIES	779	856		361				
83260	UNIFORMS PURCHASED	5,154	6,167	7,000	2,960	7,200	7,200	7,200	7,200
83265	UNIFORMS, SPECIALIZED		2,403						
+ 83270	CONSUMABLE TOOLS	4,963	2,584	500	975	2,000	2,000	2,000	2,000
1	Inspector Equipment - Replacement			500					
2	Inspector Equipment - New								
3	Various	4,963	2,584		975	2,000	2,000	2,000	2,000
*	Amount missing from detail								
83299	OTHER OPERATING SUPPLIES	2,605			1,164	1,164			
= XOPS	TOTAL OPERATING SUPPLIES	13,535	12,010	8,500	5,460	11,414	10,250	10,300	10,250
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	10,995	11,081	11,000	5,523	11,500	11,500	11,500	11,500
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)								
= XFUEL	TOTAL FUEL & MILEAGE	10,995	11,081	11,000	5,523	11,500	11,500	11,500	11,500
+ 83510	FURNITURE, FIXTURES (<\$25,000)	2,210	4,479	9,500	6,096	5,000	3,000	3,000	3,000
1	Replacement Office Furniture			1,500		5,000	3,000	3,000	3,000
2	Various	2,210	4,479		6,096				
3	Furniture Associated with One Stop								
4	FY 2019 PER - Technology Fee Enhancements			8,000					
*	Amount missing from detail								

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
+	83520	VEHICLES (<\$25,000)	41,200		45,000					
	1	Equinox 32 MPG Replacement Inspector Vehicles (\$40,458 to lease)								
	2	2015 - Equinox (2 Vehicles) (move to lease)								
	3	FY 2018 PER - 2 New Vehicles	41,200							
	4	FY 2020 PER - 2 New Vehicles			45,000					
	*	Amount missing from detail								
+	83530	MACHINERY & EQUIPMENT (<\$25,000)	201	2,253						
	3	Various	201	2,253						
	4	Copier Replacement (move to lease)								
	*	Amount missing from detail								
I+	83540	COMPUTER HARDWARE (<\$25,000)	13,868	16,745	35,000	17,320	25,000	30,000	30,000	30,000
	1	Computer Replacements (move to lease in 2015)	9,355		25,000		25,000	26,000	26,000	26,000
	3	Various	4,513	16,745		17,320				
	6	Computers - New Personnel						4,000	4,000	4,000
	7	FY 2019 PER - Technology Fee Enhancements			10,000					
	*	Amount missing from detail								
+	83550	COMPUTER SOFTWARE (<\$25,000)	3,772	181		163				
	1	Apps and Licenses								
	2	Various	3,772	181		163				
	*	Amount missing from detail								
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	61,251	23,658	89,500	23,579	30,000	33,000	33,000	33,000
	83610	VEHICLE PARTS & SUPPLIES								
	83620	EQUIPMENT PARTS & SUPPLIES	732	153		85	85			
	83660	BUILDING MAINTENANCE SUPPLIES								
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	732	153		85	85			
+	84950	GRANT PROGRAMS								
	1	Emergency Shelter Grant								
	2	Hazard Mitigation Program, Ph 1								
	3	Hazard Mitigation Program, Ph 2								
	*	Amount missing from detail								
=	XOPU	TOTAL OPERATIONAL UNITS								
	85110	PROPERTY INSURANCE	941	1,193	1,253	1,095	1,095	1,150	1,207	1,268
	85111	FRAUD INSURANCE	576	2,344	2,461					
	85112	INLAND MARINE INSURANCE	245	291	306	291	291	306	321	337
	85113	AUTO PHYSICAL DAMAGE	1,117	621	652	552	552	580	609	639
	85115	LIABILITY INSURANCE	2,255	2,522	2,648	5,362	5,362	5,630	5,912	6,207
	85116	E&O LIABILITY INSURANCE	4,881	5,518	5,794	5,723	5,723	6,009	6,310	6,625
	85117	VEHICLE LIABILITY INSURANCE	5,957	9,729	9,638	7,976	7,976	8,375	8,794	9,233
	85118	LAW ENFORCEMENT LIABILITY INSURANCE								
	85119	UMBRELLA LIABILITY	1,891	2,167	2,275	2,407	2,407	2,527	2,654	2,786
	85120	PROPERTY DAMAGE COSTS								
	85123	PHYSICAL DAMAGE CLAIMS/DEDUCTIBLES		(1,996)						
	85125	LIABILITY CLAIMS/DEDUCTIBLES		4,000	4,200					
	85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES	9,589		5,595					
	85140	SURETY/NOTARY BONDS	200	50						
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	27,652	26,439	34,822	23,406	23,406	24,577	25,807	27,095

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	85210	BUILDING & OFFICE RENTAL								
=	XRENT	TOTAL RENTALS								
	85320	STATE FEES								
	85340	RECORDING & FILING FEES	48							
=	XPERM	TOTAL PERMITS	48							
	85530	E-COMMERCE FEES	3,868	4,083	2,400	2,384	2,384	2,500	2,600	2,600
	85550	CASH SHORT/OVER								
=	XFLF	TOTAL FINANCIAL FEES	3,868	4,083	2,400	2,384	2,384	2,500	2,600	2,600
+	86600	LEASE/LOAN PRINCIPAL	7,414	9,404						
	1	2014 - Equinox 32 MGP Inspector Replacement Vehicles								
	2	2015 - Equinox (2 Vehicles) (\$44,200)								
	3	2015 - Copier Replacement (\$16,000)								
	4	2015 - Desktop Scanners (\$4,200)								
	5	2015 - computer replacements (\$11,000)								
	6	2015 - computers - new personnel (\$9,600)								
	7	2017 - PER - Replacement Vehicle	7,414	5,624						
	*	Amount missing from detail		3,780						
+	86700	LEASE/LOAN INTEREST	182	63						
	1	2014 - Equinox 32 MPG Inspector Replacement Vehicles								
	2	2015 - Equinox (2 Vehicles) (\$44,200)								
	3	2015 - Copier Replacement (\$16,000)								
	4	2015 - Desktop Scanners (\$4,200)								
	5	2015 - computer replacements (\$11,000)								
	6	2015 - computers - new personnel (\$9,600)								
	7	2017 - PER - Replacement Vehicle	182	44						
	*	Amount missing from detail		19						
=	XDSV	TOTAL DEBT SERVICE	7,596	9,467						
=	XOP	TOTAL OPERATIONS	324,526	296,046	390,332	131,364	305,506	336,432	338,167	312,560
		Capital								
+	89110	LAND ACQUIRED								
	1	Hazard Mitigation, Phase 1								
	2	Hazard Mitigation, Phase 2								
	*	Amount missing from detail								
=	XLAND	TOTAL LAND								
	89520	VEHICLES (>\$25,000)								

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
=	XMEO	TOTAL MACHINERY & EQUIPMENT (>\$25,000)								
=	XCAP	TOTAL CAPITAL								
=	XTOT	TOTAL EXPENDITURES	2,909,042	2,982,913	3,515,971	2,038,697	3,130,178	3,618,746	3,825,373	4,014,732



City of Franklin, Tennessee **FY 2021 Operating Budget Request**

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Building and Neighborhood Services						
1	Part Time Administrative Assistant Requisition	\$ 24,050	\$ -	\$ -	\$ 24,050	
2	Part Time Inspector II Position Requisition	\$ 30,433	\$ -	\$ -	\$ 30,433	
3	Routine Vehicle Replacement	\$ -	\$ -	\$ 115,000	\$ 115,000	
Total		\$ 54,483	\$ -	\$ 115,000	\$ 169,483	\$ -
		Compensation	Benefits	Expenses	Total	
Total G/F Requests		\$ 54,483	\$ -	\$ 115,000	\$ 169,483	\$ -

FranklinForward Allocations



A Safe, Clean, Livable City

\$ -



A Effective and Fiscally Sound City Government
 Providing High Quality Service

\$ 169,483



Quality Life Experiences

\$ -



Sustainable Growth & Economic Prosperity

\$ -

Totals **\$ 169,483**

Traditional Allocations



Personnel \$ 54,483



Operations \$ -



Equipment \$ 115,000



Capital \$ -

Total **\$ 169,483**

FY2021 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **1** of **3**

Department:

41900 BUILDING & NEIGHBORHOOD SERVICES

Division:

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Part Time Administrative Assistant Requisition

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 (FY2020 Only)	Ongoing Annual Cost (FY20 & Future)	TOTAL FY20 Request
<u>Compensation</u>			
81000 PERSONNEL		\$24,050	\$24,050
			\$0
<u>Benefits</u>			
Benefits auto-calculated at 30% of compensation -->>	\$0	\$0	\$0
<u>Expenses</u>			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$24,050	\$24,050

PURPOSE / DESCRIPTION OF REQUEST

This request is to add a new Part Time Administrative Assistant Position. The BNS Department's role in providing customer service for the City's Development Services and Permitting Operations is a critical function of the overall service we provide as an organization. Currently, Permit Technicians, Technical Support Specialist, Permitting Operations Supervisor, and full time Administrative Assistant rotate coverage of the front desk in BNS. Creation of this position will allow more time for technical staff to perform their roles more effectively, while front desk service is provided by this new role during busiest times of the day. This position will also provide support to Department leadership in the operations and administration of the Department overall.

This position is a "D" level pay grade. Starting at \$18.50/hour. Anticipated to work up to 25 hours a week. Total per year cost of \$24050.00. This will be a recurring annual position for the BNS Department.

SERVICE IMPLICATION

The position affords flexibility to Permitting Staff for customer service functions of the front office, assists in processing records requests, and will assist in the monthly Purchasing duties, among other duties assigned by the BNS Director.

FY2021 PROGRAM ENHANCEMENT REQUEST



Department Priority: 2 of 3

Department: 41900 BUILDING & NEIGHBORHOOD SERVICES Division: FranklinForward Theme: A Effective and Fiscally Sound City Government Providing High Quality Service Title: Part Time Inspector II Position Requisition

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 (FY2020 Only)	Ongoing Annual Cost (FY20 & Future)	TOTAL FY20 Request
<u>Compensation</u>			
81000 PERSONNEL		\$30,433	\$30,433
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>	\$0	\$0	\$0
<u>Expenses</u>			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$30,433	\$30,433

PURPOSE / DESCRIPTION OF REQUEST

This request is to add a Part Time Inspector Position. The inspections division experiences significant turnover and there are regularly extended periods of time when the department has less than the optimum number of qualified staff. The proposed position is envisioned to take advantage of the availability of highly skilled and qualified individuals who retire from the City of Franklin to cover these periods.

The need for the part time position will be evaluated with each budget cycle. The Part Time Inspector II position is a Pay Grade F. The annual rate for 25 hours per week is \$30,433.00.

SERVICE IMPLICATION

The position also affords flexibility to manage the fluctuating nature of inspection demand.

FY2021 PROGRAM ENHANCEMENT REQUEST



Department Priority: **3** **3**

Department:

41900 BUILDING & NEIGHBORHOOD SERVICES

Division:

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High-Quality Service

Title:

Routine Vehicle 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 (FY2021 Only)	Ongoing Annual Cost (FY2021 & Future)	TOTAL FY21 Budget
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>	\$0	\$0	\$0
Expenses			
83520 VEHICLES (<\$25,000)	\$33,000		\$33,000
83520 VEHICLES (<\$25,000)	\$33,000		\$33,000
83520 VEHICLES (<\$25,000)	\$24,500		\$24,500
83520 VEHICLES (<\$25,000)	\$24,500		\$24,500
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$115,000	\$0	\$115,000

PURPOSE / DESCRIPTION OF REQUEST

This request is to replace four (4) vehicles in the BNS fleet of 21 vehicles. The (4) vehicles selected to be replaced fall within the FEMA criteria regarding high mileage and/or years of service. These vehicles have higher than average maintenance costs for multiple reasons. They are all aged to the point of recommended replacement standards. We propose to replace two (2) with current model year small crossovers similar to the Chevrolet Equinox currently used in the fleet. The other two (2) replacements will be mid-sized pickup trucks similar to the Chevrolet Canyon. They will serve to replace aging trucks currently in the BNS fleet. The BNS fleet consists mainly of small crossover vehicles due to their history of reliability and low fuel consumption. The Equinox has proven highly versatile for daily inspection services. Below are the vehicles to be replaced with mileage and age:

603 2007 Ford F-150 Truck **76701 miles 12yrs**
 606 2008 Ford F-150 Truck **80073 miles 11 yrs.**
 612 2005 Chevrolet Silverado Truck **92445 miles 14 yrs.**
 620 2007 Ford F-150 Truck **102144 miles 12yrs**

The management of our fleet has been maintained to our fullest ability, however vehicles used on a daily basis eventually wear out. Failure to approve this request will require an increased number of vehicles to be purchased in future budget years. The selected vehicles are both high mileage and ten (10) years or older. The recurring maintenance costs associated with these vehicles increases each year. As the City of Franklin continues to grow so does the level of service we provide as a growing department. Thirty-nine percent of the BNS fleet are currently in the aged category per the fleet committee standards. Soon it will become critical to minimize repair costs and unforeseen safety risks.



City of Franklin, Tennessee

FY 2021 Operating Budget

Community Development Block Grant Fund

Budget Summary

	2018 Actual	2019 Actual	2020 Budget	2020 EOY	2021 Budget	2020 v. 2021	
						\$	%
Beginning Fund Balance	86,263	89,691	100,451	100,451	105,293		
Revenues	261,235	384,606	255,306	318,306	300,312	45,006	17.63%
Expenditures	257,807	373,846	251,000	313,464	300,000	49,000	19.52%
Ending Balance	89,691	100,451	104,757	105,293	105,605		

Fund Summary

The Community Development Block Grant is funded annually by the Department of Housing and Urban Development. The City of Franklin has received approximately Two-Million Dollars (\$2,000,000) which has been used for various programs throughout the City. These include the rehabilitation of homes for our low to moderate income residents, fair housing outreach and education and the construction of new single family homes within our pocket communities. These communities have been identified by the US Census as Tract 508 subtracts 1, 2 and 3 and Tract 509.01 subtract 4 as the subtracts in Franklin; these tracts have incomes from \$31,250 to \$39,999 which constitutes less than 80% of the Nashville MSA medians.

Envision Franklin endorses the concept of vibrant neighborhoods being essential to the overall health of the community and should include a range of housing options.

Fund Goals

Acting within the HUD guidelines the City prepares an Annual Action Plan that outlines the City's goals for the coming year and a Consolidate Annual Performance Evaluation Report that shares our successes of the previous year. Additionally, the City prepares a five-year Consolidated Plan that serves as the guiding document for the City of Franklin's Community Development Block Grant (CDBG) Program. The City will prepare a new five-year plan for the years 2020-2025.

These plans are presented in public meetings for review and comment by the public and ultimately presented and approved by the Board of Mayor and Alderman.

The City anticipates receiving over \$300,000 for the 2020-2021 program year. The City will continue to identify needs and determine the best way to leverage the funds to assist with meeting our goals and priorities that support our partners and non-profits to assist our low to moderate income residents.



City of Franklin, Tennessee **FY 2021 Operating Budget**

Organizational Chart

There is no organization chart associated with the Community Development Block Grant Fund. It is supervised by personnel in the Building & Neighborhood Services Department.

Staffing by Position

There are no staff formally budgeted within the CDBG Fund. Operations of the fund are maintained by the City's Housing Development Coordinator. That position is budgeted within the Building and Neighborhood Services department.



City of Franklin, Tennessee

FY 2021 Operating Budget

Budget

	Actual 2018	Actual 2019	Budget 2020	EOY 2020	Budget 2021	Difference	
						\$	%
Beginning Fund Balance	86,263	89,691	100,451	100,451	105,293		
Revenues							
DEPT OF HOUSING AND URBAN DEV(FEDERAL)	257,808	373,845	255,000	318,000	300,000	45,000	17.6%
INTEREST INCOME	3,427	10,761	306	306	312	6	2.0%
Total Available Funds	261,235	384,606	255,306	318,306	300,312	45,006	17.6%
Expenses (Operations)							
LEGAL NOTICES	-	-	1,000	-	1,000	-	0.0%
CONSULTANT SERVICES	10,585	3,750	15,000	15,000	15,000	-	0.0%
OTHER CONTRACTUAL SERVICES	77,222	145,361	115,000	115,000	135,000	20,000	17.4%
BUILDING REPAIR & MAINTENANCE SERVICES	170,000	189,624	120,000	153,000	149,000	29,000	24.2%
GRANT PROGRAMS	-	35,111	-	30,464	-	-	0.0%
Total Expenditures	257,807	373,846	251,000	313,464	300,000	49,000	19.5%
Ending Fund Balance	89,691	100,451	104,757	105,293	105,605		

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES								
=	XTRC	TOTAL TRANSPORTATION CHARGES								
	82210	PRINTING & COPYING SERVICES, OUTSOURCED								
=	XOPSV	TOTAL OPERATING SERVICES								
	82310	LEGAL NOTICES			1,000			1,000	1,000	1,000
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY			1,000			1,000	1,000	1,000
	82560	CONSULTANT SERVICES	10,585	3,750	15,000	12,259	15,000	15,000	15,000	15,000
	82599	OTHER CONTRACTUAL SERVICES	77,223	145,361	115,000	58,724	115,000	135,000	135,000	135,000
=	XCTS	TOTAL CONTRACTUAL SERVICES	87,808	149,111	130,000	70,983	130,000	150,000	150,000	150,000
	82660	BUILDING REPAIR & MAINTENANCE SERVICES	170,000	189,624	120,000	63,672	153,000	149,000	149,000	149,000
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	170,000	189,624	120,000	63,672	153,000	149,000	149,000	149,000
+	82780	TRAINING, OUTSIDE								
=	XEPG	TOTAL EMPLOYEE PROGRAMS								
	84640	IN LIEU OF AFFORDABLE HOUSING COSTS								
	84950	GRANT PROGRAMS		35,111		30,464	30,464			
=	XOPU	TOTAL OPERATIONAL UNITS		35,111		30,464	30,464			
	88010	TRANSFER TO GENERAL								
=	XTRAN	TOTAL TRANSFERS								
=	XOP	TOTAL OPERATIONS	257,808	373,846	251,000	165,119	313,464	300,000	300,000	300,000
=	XTOT	TOTAL EXPENDITURES	257,808	373,846	251,000	165,119	313,464	300,000	300,000	300,000



File #: 20-0529

DATE: March 28, 2020

TO: Board of Mayor and Aldermen

FROM: Lawrence Sullivan, Asst. City Recorder

SUBJECT:

Budget Presentations - 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 proposed budget for the Revenue Management Department and City Court for Fiscal 2020-2021.

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 review of the budget materials. No action is required.



City of Franklin, Tennessee
FY 2021 Operating Budget Request

Revenue Management & City Court

Lawrence Sullivan, Revenue & Licensing Manager
Judge Deana Hood



City of Franklin, Tennessee - FY 2021 Budget Request

Revenue Management

Slide 2

Outline

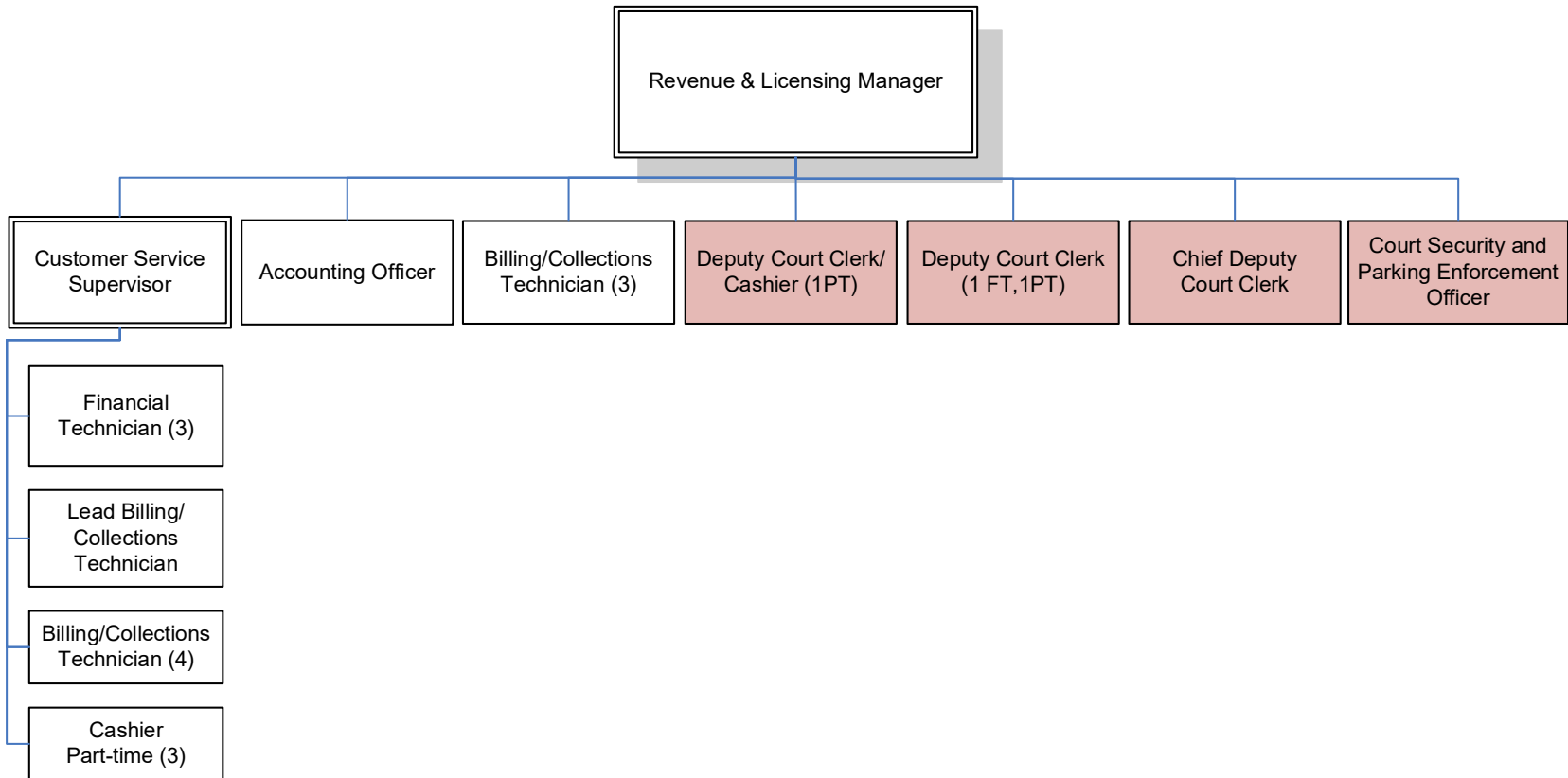
- **Organizational Chart**
- **Revenue Management**
- **City Court**

City of Franklin, Tennessee - FY 2021 Budget Request

Revenue Management

Slide 3

Organization Chart





City of Franklin, Tennessee - FY 2021 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 tax, alcohol taxes, state shared taxes, hotel/motel taxes, and numerous permits.



City of Franklin, Tennessee - FY 2021 Budget Request

Revenue Management

Slide 5

Base Budget Request: Personnel

We will maintain the current staffing level of 14 full time positions, plus 3 full time equivalent positions staffed by part time employees.

Our team of part time staff allows us to expand and contract staffing levels as needed as well as provides a pool of candidates for future job openings. In past years we cross trained a part time staff member to support our twice weekly Court sessions, a very productive and cost effective use of existing personnel.

We will continue to seek additional opportunities in FY 2021 to increase our productivity and contribution without increased staffing expense.



City of Franklin, Tennessee - FY 2021 Budget Request

Revenue Management

Slide 6

Base Budget Request: Operations

Operational costs are decreasing \$29,986 or 3.2% from FY 2020 due to an increase in interfund reimbursements.



City of Franklin, Tennessee - FY 2021 Budget Request

Revenue Management

Slide 7

Program Enhancement Request

<u>Priority</u>	<u>Request</u>	<u>Compensation</u>	<u>Benefits</u>	<u>Expenses</u>	<u>Total</u>
Revenue Management					
1	Retirement and Succession Planning	\$ 30,000	\$ 9,000		\$ 39,000
Total		\$ 30,000	\$ 9,000	\$ -	\$ 39,000
		<u>Compensation</u>	<u>Benefits</u>	<u>Expenses</u>	<u>Total</u>
Total G/F Requests		\$ 30,000	\$ 9,000	\$ -	\$ 39,000



City of Franklin, Tennessee - FY 2021 Budget Request

Court

Slide 8

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 2021 Budget Request **Court**

Slide 9

Base Budget Request: Personnel

FY 2020: \$283,741

FY 2020: \$292,113

Increase of \$8,372 or 3.0%

Staffing will consist of 3 full-time and 2 part-time positions in City Court.



City of Franklin, Tennessee - FY 2021 Budget Request **Court**

Slide 10

Base Budget Request: Operations

FY 2020: \$ 71,742

FY 2021: \$ 71,968

Decrease of \$227 or 0.3%



City of Franklin, Tennessee - FY 2021 Budget Request **Court**

Slide 11

Summary

Judge Deana Hood continues to serve the City in her fifth year as Franklin City Court Judge. We look forward to further opportunities to serve the City in 2021.



City of Franklin, Tennessee

FY 2021 Operating Budget

Revenue Management

Lawrence Sullivan, Revenue & Licensing Manager

Budget Summary

	2018	2019	2020		2021	2020 v. 2021	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	1,016,116	1,066,337	1,072,821	990,571	1,079,477	6,656	0.6%
Operations	-804,505	-825,203	-845,082	-866,982	-872,068	-26,986	3.2%
Capital	0	0	0	0	0	0	0.0%
Total	211,611	241,134	227,739	123,589	207,409	-20,330	-8.9%

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 taxes; state shared taxes; hotel/motel taxes; and numerous permits.

FY 2021 Outlook

While we will continue to work on providing excellent service to our customers in FY 2021, we have the expectation to improve our customer billing and payment options by implementing an Electronic Billing, Payment and Presentment (EBPP) platform. We expect this to be revenue neutral where the costs of service are offset by savings in the reduction of mailing and fulfillment costs.



City of Franklin, Tennessee

FY 2021 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

	2017	2018	2019	2020*	2021*
Bills					
Number of property tax bills issued	31,287	31,930	33,000	37,500	37,500
Number of water & sewer bills issued	339,302	347,972	369,150	376,533	376,533
New requests for service (Total)	2,492	2,500	2,500	2,550	2,550
Water (Monthly Average)	\$ 47.60	\$ 48.18	\$ 50.75	\$ 51.77	\$ 51.77
Sewer (Monthly Average)	\$ 53.29	\$ 55.29	\$ 58.61	\$ 62.12	\$ 62.12
Irrigation (Monthly Average)	\$ 248.55	\$ 201.11	\$ 250.00	\$ 250.00	\$ 250.00
Delinquent Notices	36,616	-	-	-	-
Water Shutoffs	764	892	1,000	1,000	1,000
Electronic					
Web Pay	35,337	36,911	39,165	39,941	39,941
ACH/RPPS	82,377	82,885	82,595	89,688	89,688
Bank Draft	81,806	87,005	99,040	94,146	94,146
Lock Box	93,191	88,412	82,625	95,669	95,669
Paper					
Drop Box (2nd Avenue) / Mail	16,292	14,342	15,420	15,519	15,519
In-Person Transactions	16,882	16,067	16,725	17,386	17,386
Total Transactions	325,885	325,622	335,570	352,349	352,349
% of total transactions electronic	89.8%	90.7%	90.4%	90.7%	90.7%
% of total transactions paper	5.0%	4.4%	4.6%	4.4%	4.4%
% of total transactions in-person	5.2%	4.9%	5.0%	4.9%	4.9%



City of Franklin, Tennessee

FY 2021 Operating Budget

Performance Measures

Efficiency Measures

	2017	2018	2019	2020*	2021*
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

	2017	2018	2019	2020*	2021*
Collection Rate(s)					
Property Tax Collections as a Percentage of Property	99.4%	99.0%	99.0%	99.0%	99.0%
Utility Collections as a Percentage of Utilities Billed (first	99.2%	96.0%	99.2%	99.2%	99.2%
 Increase Electronic Versus Manual Payments by 1% by Fiscal Year Ending	89.82%	89.60%	90.00%	90.00%	90.00%

* 2020 and 2021 data estimated.

Franklin Citizens Survey

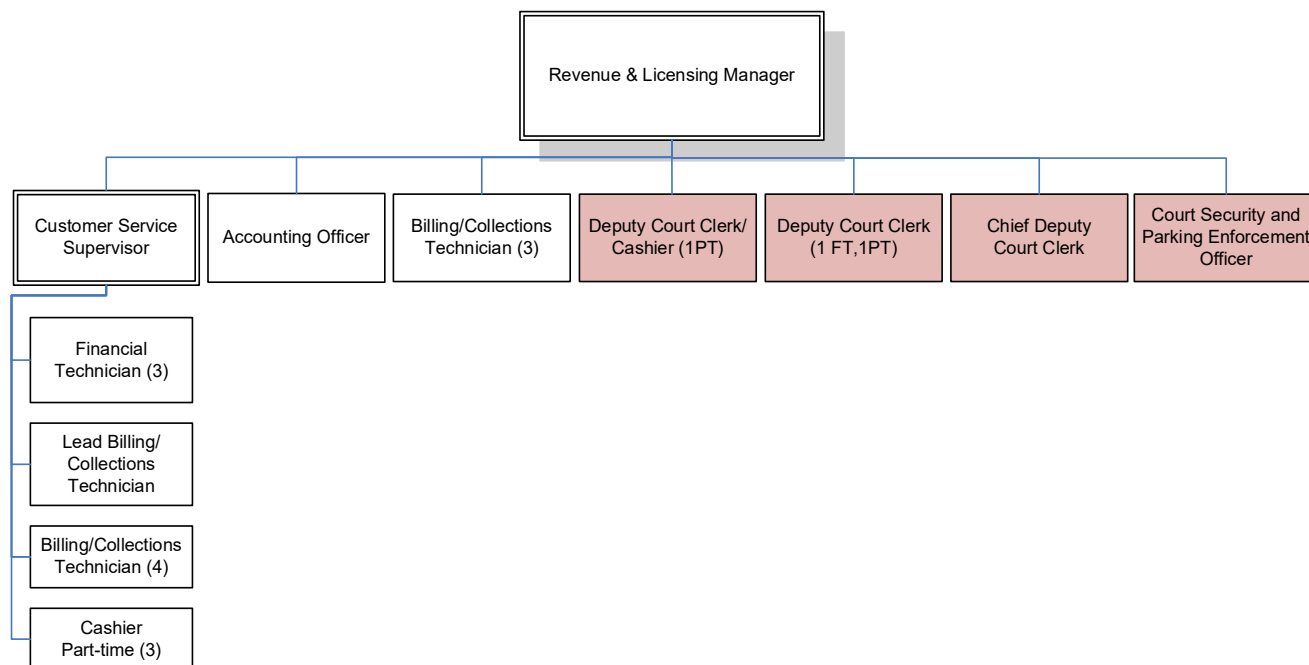
		2016 Citizens Survey		2019 Citizens Survey	
		Excellent/ Good	Fair/Poor	Excellent/ Good	Fair/Poor
☒	% rating the quality of Utility billing services	79%	21%	80%	20%



City of Franklin, Tennessee

FY 2021 Operating Budget

Organizational Chart



Revenue Management: Shaded in White

City Court: Shaded in Red

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

Staffing by Position

Position	Pay Grade	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Revenue & Licensing Manager	Grade H	0	0	1	0	1	0	1	0	1	0
Asst City Recorder - Revenue Management	Grade G	1	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	1	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	0	0	1	0	1	0
Financial Technician I	Grade D	4	0	3	0	3	0	3	0	3	0
Billing/Collections Technician	Grade D	5	1	7	0	7	0	7	0	7	0
Cashier Part-Time	Grade B	0	5	0	3	0	3	0	3	0	3
TOTALS		13	6	14	3	14	3	14	3	14	3



City of Franklin, Tennessee

FY 2021 Operating Budget

Budget

	Actual 2018	Actual 2019	Budget 2020	EOY 2020	Budget 2021	Difference	
						\$	%
Personnel							
Salaries & Wages	723,087	759,977	759,161	702,927	731,459	(27,702)	-3.6%
Employee Benefits	293,029	306,360	313,660	287,644	348,018	34,358	11.0%
Total Personnel	1,016,116	1,066,337	1,072,821	990,571	1,079,477	6,656	0.6%
Operations							
Transportation Services	7,527	5,855	16,000	10,000	16,000	-	0.0%
Operating Services	2,212	3,400	1,300	1,300	1,300	-	0.0%
Notices, Subscriptions, etc.	735	723	2,000	900	2,000	-	0.0%
Utilities	2,150	2,563	2,600	2,300	2,600	-	0.0%
Contractual Services	1,358	250	4,650	4,650	4,650	-	0.0%
Repair & Maintenance Services	746	1,661	1,200	1,200	1,200	-	0.0%
Employee programs	56	618	3,000	3,000	3,000	-	0.0%
Professional Development/Travel	540	799	3,000	3,000	3,000	-	0.0%
Office Supplies	16,711	13,807	20,600	17,600	20,600	-	0.0%
Operating Supplies	985	2,121	2,800	2,800	2,800	-	0.0%
Fuel & Mileage	-	195	-	-	-	-	0.0%
Machinery & Equipment (<\$25,000)	6,890	16,302	13,500	13,534	13,500	-	0.0%
Property & Liability Costs	2,444	2,618	2,753	2,218	2,616	(138)	-5.0%
Permits	15,331	12,000	24,000	18,000	24,000	-	0.0%
Financial Fees	359,381	367,964	400,000	395,001	400,001	1	0.0%
Miscellaneous	-	38	-	-	-	-	0.0%
Interfund Reimbursements	(1,221,571)	(1,256,117)	(1,342,485)	(1,342,485)	(1,369,335)	(26,850)	2.0%
Total Operations	(804,505)	(825,203)	(845,082)	(866,982)	(872,068)	(26,986)	3.2%
Capital						-	0.0%
Total Revenue Management	211,611	241,134	227,739	123,589	207,409	(20,330)	-8.9%

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	Personnel								
1=	81110 REGULAR PAY	706,067	752,780	782,992	374,800	696,057	753,325	790,991	830,540
	81120 OVERTIME PAY	17,020	7,197	3,000	3,699	6,870	4,500	4,500	4,500
	81199 VACANCY ADJUSTMENT			(26,831)			(26,366)	(27,685)	(29,069)
=	XWAGE TOTAL WAGES	723,087	759,977	759,161	378,499	702,927	731,459	767,806	805,971
=	81410 FICA (EMPLOYER'S SHARE)	52,284	54,995	58,645	27,467	53,248	57,629	60,511	63,536
=	81420 MEDICAL PREMIUMS	188,804	188,589	179,339	73,898	170,276	196,914	216,605	238,266
=	81425 VISION PREMIUMS		1,224	947	450	1,035	1,035	1,139	1,252
=	81430 GROUP INSURANCE PREMIUMS	12,677	13,764	13,727	6,208	14,267	13,930	14,627	15,358
=	81440 EMPLOYEE INSURANCE CONTRIBUTIONS	(41,090)	(39,862)	(38,149)	(18,104)	(39,016)	(42,784)	(47,062)	(51,769)
	81441 CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT	1,200	1,500		1,200	1,200	1,200	1,200	1,200
1	81450 RETIREMENT CONTRIBUTIONS	62,886	66,246	75,725	33,905	67,810	98,201	108,021	118,823
	81455 DEFERRED COMP MATCH	15,915	19,525	23,028	3,633	6,747	8,299	8,714	9,149
	81456 TCRS CONTRIBUTIONS (CITY)				6,319	11,703	13,200	14,520	15,972
	81470 WORKERS COMPENSATION PREMIUMS	353	379	398	374	374	393	412	433
	81475 WORKERS COMPENSATION CLAIMS								
=	XBEN TOTAL BENEFITS	293,029	306,360	313,660	135,350	287,644	348,018	378,687	412,220
=	XPER TOTAL PERSONNEL	1,016,116	1,066,337	1,072,821	513,849	990,571	1,079,477	1,146,493	1,218,191
	Operations								
+	82110 MAILING & OUTBOUND SHIPPING SERVICES	7,527	5,846	16,000	4,361	10,000	16,000	16,000	16,000
1	Mailing (followup and notices)					10,000			
2	Utility Billing Notices (changes coming)								
3	Various	7,527	5,846	16,000	4,361		16,000	16,000	16,000
*	Amount missing from detail								
	82120 FREIGHT FOR INBOUND PURCHASED ITEMS								
	82130 VEHICLE LICENSES & TITLES		9						
=	XTRC TOTAL TRANSPORTATION CHARGES	7,527	5,855	16,000	4,361	10,000	16,000	16,000	16,000
	82210 PRINTING & COPYING SERVICES, OUTSOURCED	104	1,391	300	410	700	700	700	700
	82240 TRANSCRIPTION FEES	350	309						
	82250 TESTING & PHYSICALS	733	915	500		100	100	100	100
	82299 OTHER OPERATING SERVICES	1,025	785	500	326	500	500	500	500
=	XOPSV TOTAL OPERATING SERVICES	2,212	3,400	1,300	736	1,300	1,300	1,300	1,300
	82310 LEGAL NOTICES	67	29	1,000		200	1,000	1,000	1,000
+	82350 DUES FOR MEMBERSHIPS	400	425	500	100	400	500	500	500
1	Tn Assoc of Municipal Clerks (TAMCAR)								
2	CMFO								
3	Int Assoc of Municipal Clerks (IIMC)								

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	4	Govt Finance Officers Assoc (GFOA)								
	5	Various	400	425	500	100	400	500	500	500
	*	Amount missing from detail								
	82390	PUBLICATIONS, NON-TRAINING	268	269	500		300	500	500	500
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	735	723	2,000	100	900	2,000	2,000	2,000
	82420	WATER & SEWER SERVICE								
	82450	TELEPHONE SERVICE	1,069	1,087	1,300	416	1,000	1,300	1,300	1,300
	82455	CELLULAR TELEPHONE SERVICE								
	82470	INTERNET & RELATED SERVICES	1,081	1,476	1,300	792	1,300	1,300	1,300	1,300
=	XUTIL	TOTAL UTILITIES	2,150	2,563	2,600	1,208	2,300	2,600	2,600	2,600
+	82510	COMPUTER SERVICES	1,160		2,650	168	2,650	2,650	2,650	2,650
	1	Impact Printer PM - Infoprint (IBM)								
	2	Various	1,160		2,650	168	2,650	2,650	2,650	2,650
	5	Programming Support for Credit Cards								
	6	Programming Support for PT import to Hansen								
	7	Programming Support for BL interface								
	*	Amount missing from detail								
	82520	LEGAL SERVICES								
+	82599	OTHER CONTRACTUAL SERVICES	198	250	2,000		2,000	2,000	2,000	2,000
	1	Bad Debt Collections - Transworld								
	2	Bad Debt Collections - To be Determined	198		2,000		2,000	2,000	2,000	2,000
	4	Various		250						
	*	Amount missing from detail								
=	XCTS	TOTAL CONTRACTUAL SERVICES	1,358	250	4,650	168	4,650	4,650	4,650	4,650
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES		467			467			
+	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	746	1,194	1,200		733	1,200	1,200	1,200
	1	Copy Maintenance	746	1,194	1,200		733	1,200	1,200	1,200
	*	Amount missing from detail								
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	746	1,661	1,200		1,200	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		500	500	500	500
	1	MTAS fees (16 at \$50)		405	500		500	500	500	500
	*	Amount missing from detail								
	82790	TRAINING, IN-HOUSE	56	213	1,500	43	1,500	1,500	1,500	1,500
=	XEPG	TOTAL EMPLOYEE PROGRAMS	56	618	3,000	43	3,000	3,000	3,000	3,000
+	82810	REGISTRATIONS	450	325	2,400		2,400	2,400	2,400	2,400
	1	MTAS fees			1,000		1,000	1,000	1,000	1,000
	2	Rotary			400		400	400	400	400
	3	TGFOA Fall Conference			400		400	400	400	400
	4	Various	450	325	600		600	600	600	600
	*	Amount missing from detail								

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
+	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	70	100	200	(132)	200	200	200	200
	1	MTAS seminars/conferences								
	3	Various	70	100	200	(132)	200	200	200	200
	*	Amount missing from detail								
	82830	AIR TRAVEL		374						
	82840	LODGING				662				
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)			200	36	200	200	200	200
	82890	OTHER TRAVEL EXPENSES	20		200		200	200	200	200
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	540	799	3,000	566	3,000	3,000	3,000	3,000
	83110	OFFICE SUPPLIES	15,531	12,738	18,000	5,694	15,000	17,000	17,000	17,000
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	119		1,000		1,000	1,000	1,000	1,000
	83130	EMPLOYEE BENEVOLENCE ITEMS	442	549	600	215	600	600	600	600
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	619	520	1,000	213	1,000	2,000	2,000	2,000
=	XOFS	TOTAL OFFICE SUPPLIES	16,711	13,807	20,600	6,122	17,600	20,600	20,600	20,600
	83250	SAFETY SUPPLIES								
	83260	UNIFORMS PURCHASED	985	2,036	1,800		1,800	1,800	1,800	1,800
	83299	OTHER OPERATING SUPPLIES		85	1,000		1,000	1,000	1,000	1,000
=	XOPS	TOTAL OPERATING SUPPLIES	985	2,121	2,800		2,800	2,800	2,800	2,800
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	40	195		60	34			
=	XFUEL	TOTAL FUEL & MILEAGE	40	195		60	34			
+	83510	FURNITURE, FIXTURES (<\$25,000)		3,296	5,000		5,000	5,000	5,000	5,000
	1	Chairs		3,296	5,000		5,000	5,000	5,000	5,000
	2	Lighting								
	*	Amount missing from detail								
+	83530	MACHINERY & EQUIPMENT (<\$25,000)		8,168						
	1	Cash Drawers								
	2	Copy Machine		8,168						
	*	Amount missing from detail								
+	83540	COMPUTER HARDWARE (<\$25,000)	6,850	4,764	8,500		8,500	8,500	8,500	8,500
	1	Computers, monitors, keyboards					4,500			
	2	Printers								
	3	Scanners					4,000			
	4	Various	6,850	4,764	8,500			8,500	8,500	8,500
	*	Amount missing from detail								
	83550	COMPUTER SOFTWARE (<\$25,000)		74						
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	6,850	16,302	13,500		13,500	13,500	13,500	13,500
	83620	EQUIPMENT PARTS & SUPPLIES				22	22			
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES				22	22			
	85110	PROPERTY INSURANCE	1,623	1,193	1,253	1,095	1,095	1,150	1,207	1,268

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
85111	FRAUD INSURANCE	47	261	274			288	302	318
85112	INLAND MARINE INSURANCE	30	29	34	29	29	30	32	34
85113	AUTO PHYSICAL DAMAGE				16	16	17	18	19
85115	LIABILITY INSURANCE	186	280	294	322	322	338	355	373
85116	E&O LIABILITY INSURANCE	402	614	645	344	344	361	379	398
85117	VEHICLE LIABILITY INSURANCE				267	267	280	294	309
85119	UMBRELLA LIABILITY	156	241	253	145	145	152	160	168
85120	PROPERTY DAMAGE COSTS								
85140	SURETY/NOTARY BONDS								
= XPLC	TOTAL PROPERTY & LIABILITY COSTS	2,444	2,618	2,753	2,218	2,218	2,616	2,747	2,887
+ 85330	UTILITY DISTRICT FEES	15,331	12,000	24,000		18,000	24,000	24,000	24,000
1	Milcrofton - Sewer								
2	MVUD Data Fee	15,331	12,000	24,000		18,000	24,000	24,000	24,000
3	Milcrofton - Solid Waste								
4	Milcrofton - Stormwater								
*	Amount missing from detail								
= XPERM	TOTAL PERMITS	15,331	12,000	24,000		18,000	24,000	24,000	24,000
85510	BANKING FEES	15,658	23,353	20,000	8,554	20,000	20,000	20,000	20,000
85530	E-COMMERCE FEES								
+ 85540	BILLING SERVICES	216,502	216,718	240,000	31,766	240,000	240,000	240,000	240,000
1	Bill Presentment								
3	EBill			10,000		10,000	10,000	10,000	10,000
5	Bill Presentment - Utility bills (310,000 @ \$0.62/unit)	216,502	216,718	230,000	31,766	230,000	230,000	230,000	230,000
6	Bill Presentment - Property Tax Notices (25,000 @ \$0.60/unit)								
*	Amount missing from detail								
85550	CASH SHORT/OVER	72	1						
85555	PROPERTY TAX BILLING SERVICES	125,148	127,720	135,000		135,000	140,000	150,000	180,000
85570	BAD DEBT EXPENSE (NET OF RECOVERIES)	2,001	172	5,000		1	1	1	1
85580	LATE CHARGES								
= XFLF	TOTAL FINANCIAL FEES	359,381	367,964	400,000	40,320	395,001	400,001	410,001	440,001
85990	MISCELLANEOUS		38		170	170			
= XOBE	TOTAL OTHER BUSINESS EXPENSES		38		170	170			
87510	REIMB OF INTERFUND SERVICES	(1,221,571)	(1,256,117)	(1,342,485)	(1,342,485)	(1,342,485)	(1,369,335)	(1,396,721)	(1,424,655)
= XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(1,221,571)	(1,256,117)	(1,342,485)	(1,342,485)	(1,342,485)	(1,369,335)	(1,396,721)	(1,424,655)
= XOP	TOTAL OPERATIONS	(804,505)	(825,203)	(845,082)	(1,286,391)	(866,790)	(872,068)	(889,323)	(887,117)

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	Capital								
=	XTOT TOTAL EXPENDITURES	211,611	241,134	227,739	(772,542)	123,781	207,409	257,170	331,074



City of Franklin, Tennessee

FY 2021 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Revenue Management						
1	Retirement and Succession Planning	\$ 30,000	\$ 9,000		\$ 39,000	
Total		\$ 30,000	\$ 9,000	\$ -	\$ 39,000	\$ -
		Compensation	Benefits	Expenses	Total	
Total G/F Requests		\$ 30,000	\$ 9,000	\$ -	\$ 39,000	\$ -

FranklinForward Allocations

	A Safe, Clean, Livable City	\$ -
	An Effective and Fiscally Sound City Government Providing High Quality Service	\$ 39,000
	Quality Life Experiences	\$ -
	Sustainable Growth & Economic Prosperity	\$ -
Totals		\$ 39,000

Traditional Allocations

	Personnel	\$ 39,000
	Operations	\$ -
	Equipment	\$ -
	Capital	\$ -
Total		\$ 39,000

FY 2021 Program Enhancement Request Form



HISTORIC
FRANKLIN
TENNESSEE

Department Priority: **1** of **1**

Department:

41310 REVENUE MANAGEMENT

Division:

Finance

FranklinForward Theme:

An Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Retirement and Succession Planning

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 (FY21 Only)	Ongoing Annual Cost (FY21 & Future)	TOTAL FY21 Request
Compensation			
81100 SALARIES & WAGES	\$30,000	\$0	\$30,000
			\$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	\$9,000	\$0	\$9,000
Expenses			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$39,000	\$0	\$39,000

PURPOSE / DESCRIPTION OF REQUEST

This request is to provide an overlap of staffing the position of an retiring supervisor and the incoming replacement supervisor for up to 6 months.

This request insures supervisory and performance continuity by allowing the transfer of institutional knowledge from the retirement of a key departmental supervisor to the the incoming supervisor.

SERVICE IMPLICATION

Approving this request insures supervisory and performance continuity by allowing the transfer of institutional knowledge from a key supervisor retiree to the incoming supervisor.



City of Franklin, Tennessee

FY 2021 Operating Budget

Municipal Court

Lawrence Sullivan, Revenue & Licensing Manager

Budget Summary

	2018	2019	2020		2021	2020 v. 2021	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	194,580	154,347	283,741	184,058	292,113	8,372	3.0%
Operations	123,286	58,640	71,742	67,867	71,968	226	0.3%
Capital	0	0	0	0	0	-	0.0%
Total	317,866	212,987	355,483	251,925	364,081	8,598	2.4%

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.

FY 2021 Outlook

For FY 2021, 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.



City of Franklin, Tennessee

FY 2021 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

	2017	2018	2019	2020*	2021*
Total Cases Filed	6,427	2,238	4,946	4,973	4,973
Types of Cases					
- Moving Violations	2,237	1,158	1,650	1,650	1,650
- Financial Responsibility	743	250	325	325	325
- License and Registration	927	571	600	600	600
- Codes Enforcement	238	47	120	120	120
- Failure to Appear	281	108	281	108	108
- Seat Belt	162	33	20	20	20
- Parking Violations - Cited	1,712	71	1,800	2,000	2,000
- Parking Violations - Warning	127	-	150	150	150

Efficiency Measures

	2017	2018	2019	2020*	2021*
Average # of days from issuance of Citation to Resolution (Non Traffic School)	34.10	35.00	40.00	40.00	40.00

Outcome (Effectiveness) Measures

	2017	2018	2019	2020*	2021*
Municipal Court Collections as a percentage of Municipal Obligations Billed	82.0%	82.0%	90.0%	90.0%	90.0%
Goal: Deliver customer oriented quality service					
Deploy tool for online payments	YES	YES	YES	YES	YES



City of Franklin, Tennessee

FY 2021 Operating Budget

Performance Measures

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%
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%

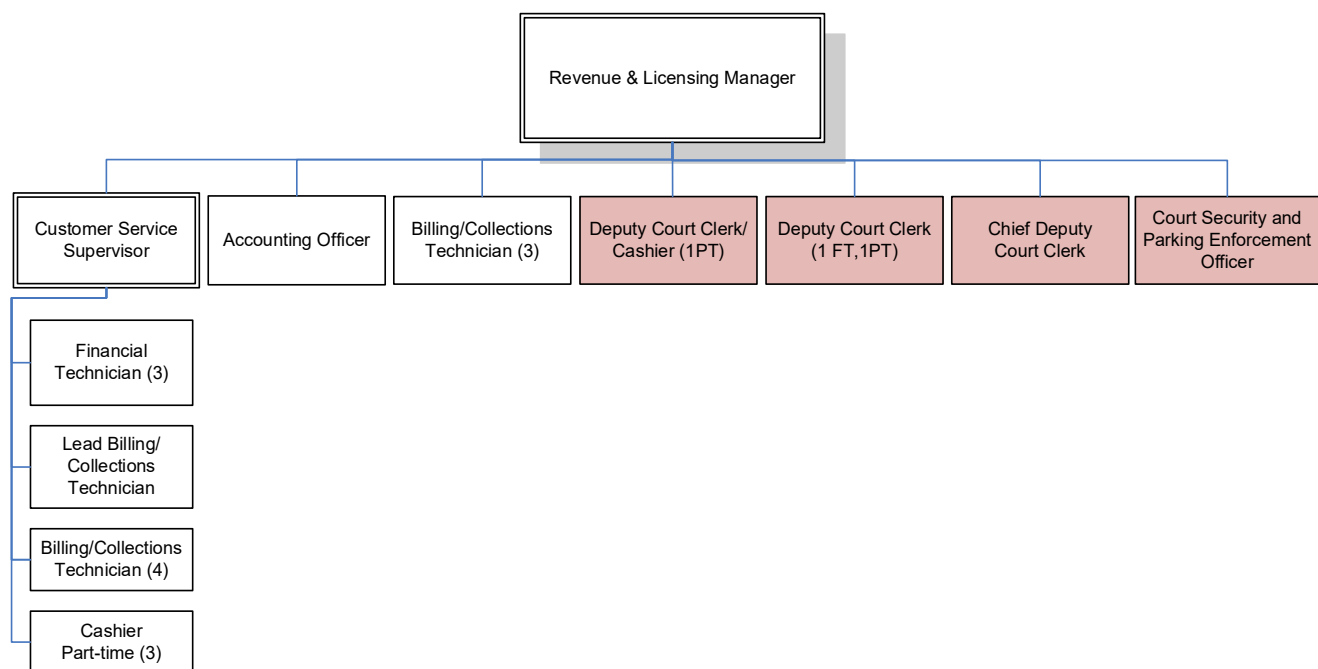
** 2020 and 2021 Data Estimated*



City of Franklin, Tennessee

FY 2021 Operating Budget

Organizational Chart



Revenue Management: Shaded in White

City Court: Shaded in Red

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

Staffing by Position

Position	Pay Grade	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Chief Deputy Court Clerk	Grade F	1	0	1	0	1	0	1	0	1	0
Deputy Court Clerk	Grade D	2	0	1	2	1	2	1	1	1	1
Deputy Court Clerk/Cashier	Grade D	0	0	0	0	0	0	0	1	0	1
Court Security and Parking Enforcement Officer	Grade C	0	0	0	0	1	0	1	0	1	0
Totals		3	0	2	2	3	2	3	2	3	2



City of Franklin, Tennessee

FY 2021 Operating Budget

Budget

	Actual 2018	Actual 2019	Budget 2020	EOY 2020	Budget 2021	Difference	
						\$	%
Personnel							
Salaries & Wages	115,465	100,271	196,302	106,273	188,388	(7,915)	-4.0%
Officials Fees	25,000	25,000	25,108	25,108	25,108	-	0.0%
Employee Benefits	54,115	29,076	62,330	52,677	78,617	16,287	26.1%
Total Personnel	194,580	154,347	283,741	184,058	292,113	8,372	3.0%
Operations							
Transportation Services	2,947	3,525	8,000	4,000	4,000	(4,000)	-50.0%
Operating Services	473	889	2,450	2,450	2,450	-	0.0%
Notices, Subscriptions, etc.	295	406	750	500	750	-	0.0%
Utilities	660	841	1,025	1,625	1,625	600	58.5%
Contractual Services	34,875	42,541	41,000	41,000	41,700	700	1.7%
Repair & Maintenance Services	49	905	1,500	2,100	2,500	1,000	66.7%
Employee Programs	-	-	1,000	500	500	(500)	-50.0%
Professional Development/Travel	608	851	1,700	1,700	2,700	1,000	58.8%
Office Supplies	1,522	1,450	2,700	2,700	3,200	500	18.5%
Operating Supplies	141	2,537	300	410	300	-	0.0%
Fuel & Mileage	-	28	100	700	700	600	600.0%
Machinery & Equipment (<\$25,000)	1,757	-	5,000	5,000	5,000	-	0.0%
Repair & Maintenance Supplies	-	46	500	100	500	-	0.0%
Property & Liability Costs	2,273	2,587	2,717	2,666	3,043	326	12.0%
Financial Fees	1,582	2,034	3,000	2,416	3,000	-	0.0%
Debt Service and Lease Payments	76,105	-	-	-	-	-	0.0%
Total Operations	123,286	58,640	71,742	67,867	71,968	227	0.3%
Capital	-	-	-	-	-	-	0.0%
Total Municipal Court	317,866	212,987	355,483	251,925	364,081	8,598	2.4%

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	Personnel								
I=	81110 REGULAR PAY	115,049	99,586	203,007	55,108	102,343	194,806	204,546	214,773
	81120 OVERTIME PAY	416	685	400	2,116	3,930	400	400	400
	81199 VACANCY ADJUSTMENT			(7,105)			(6,818)	(7,159)	(7,517)
=	XWAGE TOTAL WAGES	115,465	100,271	196,302	57,224	106,273	188,388	197,787	207,656
	81220 CITY JUDGE	25,000	25,000	25,108	12,500	25,108	25,108	25,108	25,108
=	XOFF TOTAL OFFICIALS FEES	25,000	25,000	25,108	12,500	25,108	25,108	25,108	25,108
=	81410 FICA (EMPLOYER'S SHARE)	10,116	8,798	17,451	4,995	8,130	14,903	15,648	16,430
=	81420 MEDICAL PREMIUMS	40,731	19,388	42,096	13,985	33,587	36,214	39,835	43,819
=	81425 VISION PREMIUMS		120	80	90	216	193	212	233
=	81430 GROUP INSURANCE PREMIUMS	1,860	1,660	2,942	872	2,008	3,661	3,844	4,036
	81440 EMPLOYEE INSURANCE CONTRIBUTIONS	(8,824)	(8,320)	(8,419)	(3,433)	(6,376)	(7,013)	(7,714)	(8,486)
I	81450 RETIREMENT CONTRIBUTIONS	6,987	7,361	8,097	7,534	15,068	28,057	30,863	33,949
	81455 DEFERRED COMP MATCH	3,218	26	39					
	81456 TCRS CONTRIBUTIONS (CITY)						2,557	2,813	3,094
	81470 WORKERS COMPENSATION PREMIUMS	27	43	45	44	44	46	49	51
	81475 WORKERS COMPENSATION CLAIMS								
=	XBEN TOTAL BENEFITS	54,115	29,076	62,331	24,087	52,677	78,617	85,550	93,126
=	XPER TOTAL PERSONNEL	194,580	154,347	283,741	93,811	184,058	292,113	308,445	325,890
	Operations								
+	82110 MAILING & OUTBOUND SHIPPING SERVICES	2,947	3,525	8,000	1,883	4,000	4,000	4,000	4,000
1	Mail (followup)								
3	Various	2,947	3,525	8,000	1,883	4,000	4,000	4,000	4,000
*	Amount missing from detail								
=	XTRC TOTAL TRANSPORTATION CHARGES	2,947	3,525	8,000	1,883	4,000	4,000	4,000	4,000
+	82210 PRINTING & COPYING SERVICES, OUTSOURCED	428	739	2,200	643	2,200	2,200	2,200	2,200
1	Print Information Sheets for PD								
2	Print forms for court	428	739	2,200	643	2,200	2,200	2,200	2,200
*	Amount missing from detail								
	82245 FINGERPRINTING FEES								
	82250 TESTING & PHYSICALS	45		250		100	250	250	250
	82299 OTHER OPERATING SERVICES		150		316	150			
=	XOPSV TOTAL OPERATING SERVICES	473	889	2,450	959	2,450	2,450	2,450	2,450
	82310 LEGAL NOTICES								
+	82350 DUES FOR MEMBERSHIPS								
1	Natl Assoc of Court Managers (NACM)								

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	*	Amount missing from detail								
	82390	PUBLICATIONS, NON-TRAINING	295	406	750	284	500	750	750	750
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	295	406	750	284	500	750	750	750
	82450	TELEPHONE SERVICE	300	349	400	201	1,000	1,000	1,000	1,000
	82470	INTERNET & RELATED SERVICES	360	492	625	264	625	625	625	625
=	XUTIL	TOTAL UTILITIES	660	841	1,025	465	1,625	1,625	1,625	1,625
	82510	COMPUTER SERVICES	30,385	31,301	35,000		35,000	35,000	35,000	35,000
+	82599	OTHER CONTRACTUAL SERVICES	4,490	11,240	6,000	5,320	6,000	6,700	7,500	8,500
	10	Various		5,220		5,320				
	2	Support for Court Softwaere conversion (SQL)								
	3	Collections Contract Agent								
	4	SQL programming for onliine payments								
	5	SQL programming for PD interface								
	6	SQL programming for citation scanning interface								
	7	TBI - access to TJIS	1,680	2,500	2,500		2,500	2,500	2,500	2,500
	8	File Maintenance - General Sessions Records								
	9	Court Security	2,810	3,520	3,500		3,500	4,200	5,000	6,000
	*	Amount missing from detail								
=	XCTS	TOTAL CONTRACTUAL SERVICES	34,875	42,541	41,000	5,320	41,000	41,700	42,500	43,500
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES		852		16	2,000	2,000	2,000	2,000
+	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	49	53	1,500	24	100	500	500	500
	1	Copier maintenance/repair			1,500			500	500	500
	2	Line Item 2	49	53		24	100			
	*	Amount missing from detail								
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	49	905	1,500	40	2,100	2,500	2,500	2,500
	82790	TRAINING, IN-HOUSE			1,000		500	500	500	500
=	XEPG	TOTAL EMPLOYEE PROGRAMS			1,000		500	500	500	500
+	82810	REGISTRATIONS	40	227	200		200	400	400	400
	1	TIES (TAC Conference - 2/year - REQUIRED)								
	2	MTAS - continuing education					200			
	3	Various	40	227	200			400	400	400
	4	NACM Conference								
	*	Amount missing from detail								
+	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	320	262	700		700	700	700	700
	1	TIES (instate travel)	320	262						
	2	MTAS (mostly in Middle Tn)			700		700	700	700	700
	*	Amount missing from detail								
+	82840	LODGING	198	304	600		600	1,200	1,200	1,200
	1	TIES								
	2	Various	198	304	600		600	1,200	1,200	1,200
	3	NACM Conference								

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
*	Amount missing from detail								
+ 82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	50	58	200		200	400	400	400
1	TIES								
2	Various	50	58	200		200	400	400	400
3	NACM Conference								
*	Amount missing from detail								
= XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	608	851	1,700		1,700	2,700	2,700	2,700
+ 83110	OFFICE SUPPLIES	1,295	1,384	2,500	561	2,000	2,500	2,500	2,500
1	Recurring office supplies	1,295	1,384	2,500	561	2,000	2,500	2,500	2,500
*	Amount missing from detail								
83130	EMPLOYEE BENEVOLENCE ITEMS	193	43	200	87	200	200	200	200
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	34	23			500	500	500	500
= XOFS	TOTAL OFFICE SUPPLIES	1,522	1,450	2,700	648	2,700	3,200	3,200	3,200
+ 83260	UNIFORMS PURCHASED	141	2,537	300	(59)	300	300	300	300
1	COF attire for staff (6 @ \$30 each)			300		300	300	300	300
2	Various	141	2,537		(59)				
*	Amount missing from detail								
83270	CONSUMABLE TOOLS				110	110			
= XOPS	TOTAL OPERATING SUPPLIES	141	2,537	300	51	410	300	300	300
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)		28			600	600	600	600
+ 83320	MILEAGE (INSIDE WILLIAMSON COUNTY)			100		100	100	100	100
1	Mileage reimbursement for MTAS in 82820 above			100		100	100	100	100
2	Line Item 2								
*	Amount missing from detail								
= XFUEL	TOTAL FUEL & MILEAGE		28	100		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)	1,757		5,000		2,000	2,000	2,000	2,000
1	Desktop (computer, monitor, keyboard)			500					
2	Printers								
3	Court Software Server								
4	Cashiering Equipment								
5	Scanner			500					
6	Copier Replacement (\$9,000 moved to lease)								
7	Various	1,757		4,000		2,000	2,000	2,000	2,000
*	Amount missing from detail								
= XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	1,757		5,000		5,000	5,000	5,000	5,000
83620	EQUIPMENT PARTS & SUPPLIES		46	500		100	500	500	500
= XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES		46	500		100	500	500	500

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	85110	PROPERTY INSURANCE	941	1,193	1,253	1,095	1,095	1,150	1,207	1,268
	85111	FRAUD INSURANCE	67	221	232			244	256	269
	85112	INLAND MARINE INSURANCE	211	210	221	207	207	217	228	240
	85113	AUTO PHYSICAL DAMAGE								
	85115	LIABILITY INSURANCE	263	238	250	542	542	569	598	627
	85116	E&O LIABILITY INSURANCE	570	521	547	579	579	608	638	670
	85119	UMBRELLA LIABILITY	221	204	214	243	243	255	268	281
	85120	PROPERTY DAMAGE COSTS								
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	2,273	2,587	2,717	2,666	2,666	3,043	3,195	3,355
	85530	E-COMMERCE FEES	1,581	2,034	3,000	959	2,400	3,000	3,000	3,000
	85570	BAD DEBT EXPENSE (NET OF RECOVERIES)								
=	XFLF	TOTAL FINANCIAL FEES	1,581	2,034	3,000	959	2,400	3,000	3,000	3,000
	85990	MISCELLANEOUS				16	16			
=	XOBE	TOTAL OTHER BUSINESS EXPENSES				16	16			
+	86600	LEASE/LOAN PRINCIPAL	77,395							
	1	2014 - Copier Replacement								
	2	2016 - E-Ticketing	77,395							
	*	Amount missing from detail								
+	86700	LEASE/LOAN INTEREST	(1,290)							
	1	2014 - Copier Replacement								
	2	2016 - E-Ticketing	(1,290)							
	*	Amount missing from detail								
=	XDSV	TOTAL DEBT SERVICE	76,105							
=	XOP	TOTAL OPERATIONS	123,286	58,640	71,742	13,291	67,867	71,968	72,920	74,080
		Capital								
=	XTOT	TOTAL EXPENDITURES	317,866	212,987	355,483	107,102	251,925	364,081	381,365	399,970



File #: 20-0530

DATE: March 28, 2020

TO: Board of Mayor and Aldermen

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 budget request for the Information Technology Department for FY 2020-2021.

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 review of the budget materials. No action is required.



City of Franklin, Tennessee
FY 2021 Operating Budget Request

Information Technology

Jason Potts, Interim Director

Ryan Tate, Assistant IT Director



City of Franklin, Tennessee - FY 2021 Budget Request

Information Technology

Slide 2

Outline

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



City of Franklin, Tennessee - FY 2021 Budget Request

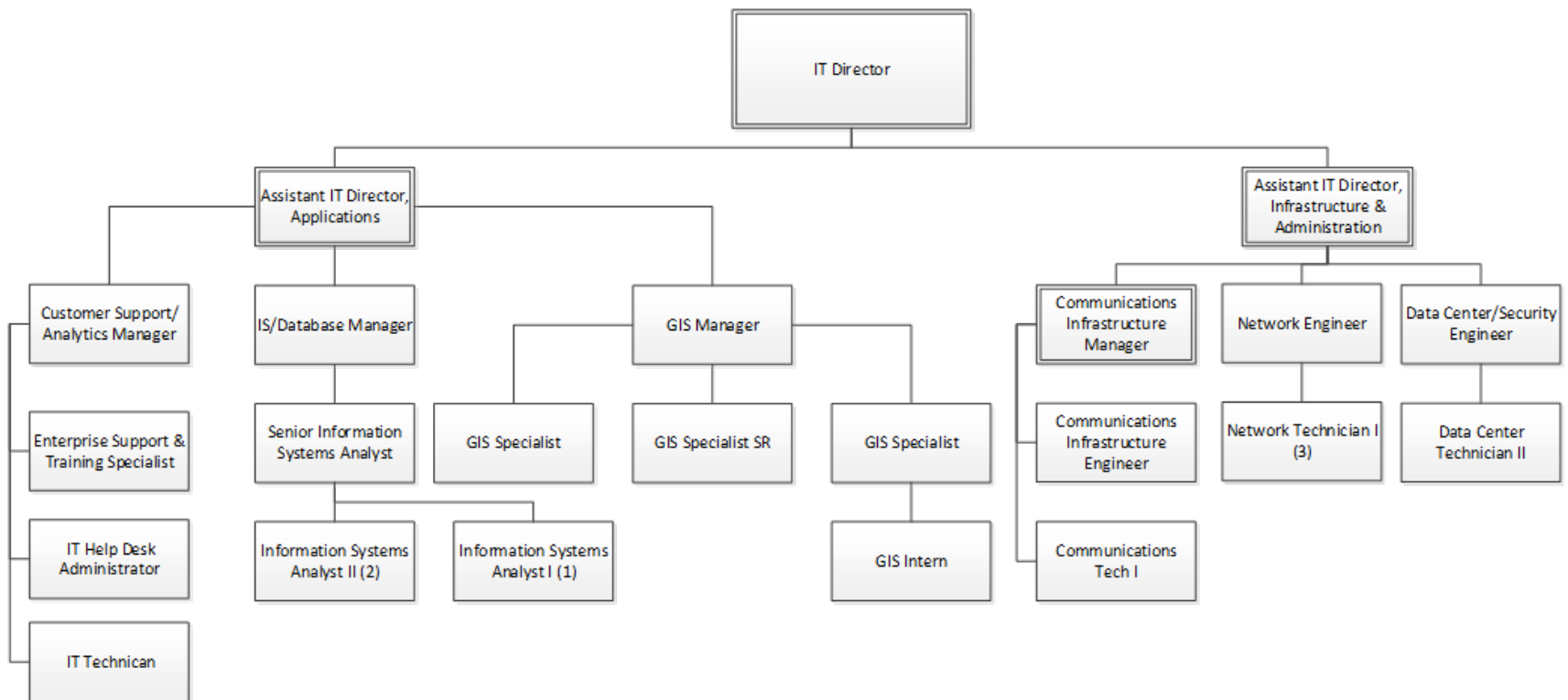
Information Technology

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.

Organization Chart



City of Franklin, Tennessee - FY 2021 Budget Request

Information Technology

Budget Request:

Budget Summary

	2018 Actual	2019 Actual	2020		2021 Budget	2020 v. 2021	
			Budget	EOY		\$	%
Personnel	2,114,163	2,246,342	2,375,962	2,277,479	2,509,254	133,292	5.6%
Operations	2,203,274	1,968,465	1,741,333	1,289,259	1,634,035	-107,298	-6.2%
Capital	160,978	39,762	75,000	0	0	-75,000	-100.0%
Total	4,478,415	4,254,569	4,192,293	3,566,737	4,143,288	-49,005	-1.2%

- Decrease of 1.2%
- Personnel: Same Staffing as current year; increases attributable to higher benefit and pension costs.
- Operations: Level-service budget; provides for maintaining information technology infrastructure and daily operations city-wide.



City of Franklin, Tennessee - FY 2021 Budget Request

Information Technology

Slide 6

Program Enhancement Requests

<u>Priority</u>	<u>Request</u>	<u>Compensation</u>	<u>Benefits</u>	<u>Expenses</u>	<u>Total</u>
Information Technology					
1	Data Center Tech I	\$ 48,703	\$ 14,610	\$ -	\$ 63,313
2	IT Technician I	\$ 47,500	\$ 14,250	\$ -	\$ 61,750
3	Network Technician II	\$ 59,626	\$ 17,888	\$ -	\$ 77,514
4	Remote Work Capabilities	\$ -	\$ -	\$ 50,000	\$ 50,000
Total		\$ 155,829	\$ 46,748	\$ 50,000	\$ 252,577
		<u>Compensation</u>	<u>Benefits</u>	<u>Expenses</u>	<u>Total</u>
Total G/F Requests		\$ 155,829	\$ 46,748	\$ 50,000	\$ 252,577



City of Franklin, Tennessee

FY 2021 Operating Budget

Information Technology

Dr. Jordon Shaw, Director

Budget Summary

	2018	2019	2020		2021	2020 v. 2021	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	2,114,163	2,246,342	2,375,962	2,277,479	2,509,254	133,292	5.6%
Operations	2,203,274	1,968,465	1,741,333	1,289,259	1,634,035	-107,298	-6.2%
Capital	160,978	39,762	75,000	0	0	-75,000	-100.0%
Total	4,478,415	4,254,569	4,192,293	3,566,737	4,143,288	-49,005	-1.2%

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

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.



City of Franklin, Tennessee

FY 2021 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	

Workload (Output) Measures

	2017	2018	2019	2020*	2021*
Number of Budgeted Positions Full-Time	21	22	23	24	24
 Benchmarking Alliance of Tennessee Average	TBD	TBD	TBD	TBD	TBD
Number of ArcMap Licenses -GIS	109	79	81	TBD	TBD
Number of 800 MHz Radios (Motorola)	1280	1010	1600 (COF 450)	TBD	TBD
Number of Cell Phones (Verizon Wireless)	285	317	332	TBD	TBD
 Number of Cell Phones Recycled	97	113	98	TBD	TBD
Number of Wireless Lines (Verizon Wireless)	540	588	753	TBD	TBD
Number of Active User Extensions -Phone System (Cisco)	772	800	800	TBD	TBD
Number of Desktop Computers	400	420	400	TBD	TBD
Number of Laptops	440	440	450	TBD	TBD
Number of Servers	16(111)	16(99)	16(100)	TBD	TBD
 Number of Servers Virtualized	111	99	100	TBD	TBD
Help Desk / HelpStar Requests by Category:					
800 MHz Radios	112	24	132	TBD	TBD
Financial Applications	107	115	128	TBD	TBD



City of Franklin, Tennessee

FY 2021 Operating Budget

Performance Measures

FIRE -Computer Technology	113	129	188	TBD	TBD
GIS	108	34	63	TBD	TBD
Hardware	294	405	462	TBD	TBD
Phones	295	112	361	TBD	TBD
Police - Computer Technology	318	481	456	TBD	TBD
Printers	132	104	104	TBD	TBD
Software	1911	1156	1155	TBD	TBD
TriTech	0	0	11	TBD	TBD
Web Related	63	20	90	TBD	TBD
Total number of Help desk requests received					
Benchmarking Alliance of Tennessee Average	TBD	TBD	TBD	TBD	TBD
Total Active Calls:	954821	1900000	New System, partial data: 52,868	TBD	TBD
Duration:	3,524:22:53 (hours/minutes/seconds)	6450:00:00 (hours/minutes/seconds)	New System, partial data: 138:30:53	TBD	TBD
Total Push to Talks:	1,983,457	4,500,000	New System, partial data: 47,724	TBD	TBD
Average Voice Call Duration:	0:00:13 (seconds)	0:00:14 (seconds)	New System, partial data: 0:00:09 (seconds)	TBD	TBD

Efficiency Measures

	2017	2018	2019	2020*	2021*
TBD	TBD	TBD	TBD	TBD	TBD

Outcome (Effectiveness) Measures

	2017	2018	2019	2020*	2021*
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

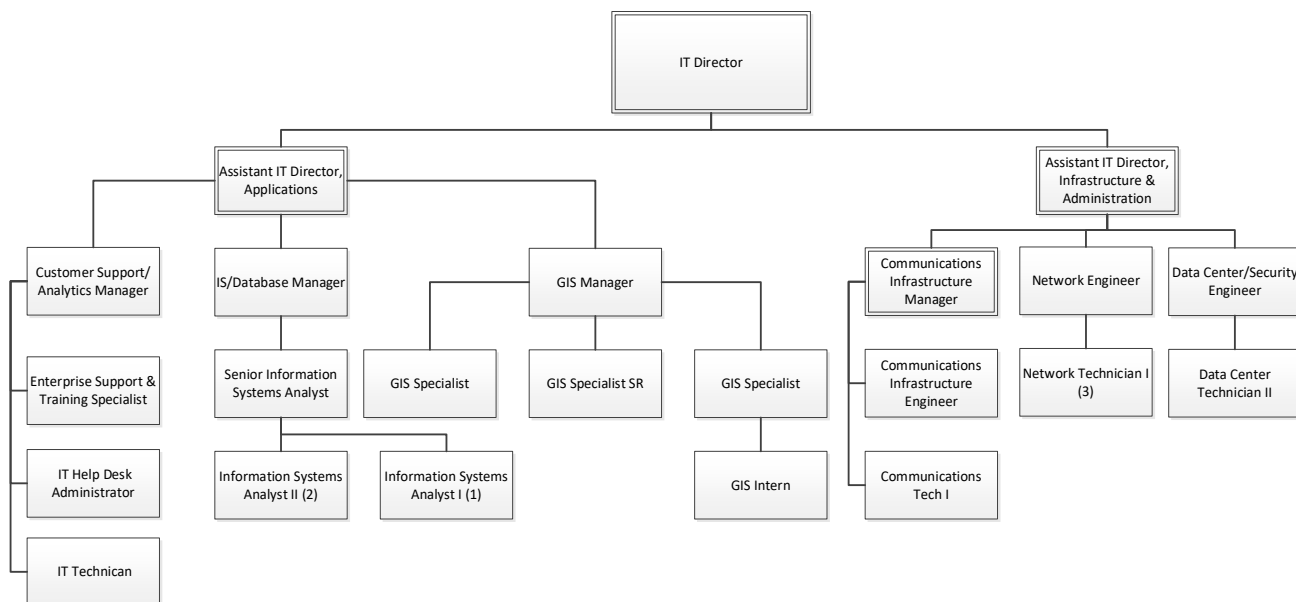
* 2020 & 2021 data estimated



City of Franklin, Tennessee

FY 2021 Operating Budget

Organizational Chart



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



City of Franklin, Tennessee

FY 2021 Operating Budget

Staffing by Position

Position	Pay Grade	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Info Technology Director	Grade M	1	0	1	0	1	0	1	0	1	0
Assistant IT Director - Infrastructure & Admin	Grade L	1	0	1	0	1	0	1	0	1	0
Assistant IT Director - Applications	Grade L	0	0	1	0	1	0	1	0	1	0
Customer Support/Analytics Manager	Grade J	1	0	1	0	1	0	1	0	1	0
Information Systems/Database Manager	Grade J	1	0	1	0	1	0	1	0	1	0
Communications Infrastructure Manager	Grade J	1	0	1	0	1	0	1	0	1	0
GIS Manager	Grade J	1	0	1	0	1	0	1	0	1	0
Network Operations Manager	Grade J	1	0	0	0	0	0	0	0	0	0
Network Engineer	Grade I	1	0	1	0	1	0	1	0	1	0
DataCenter/Security Engineer	Grade I	1	0	1	0	1	0	1	0	1	0
Senior Information Systems Analyst	Grade I	1	0	1	0	1	0	1	0	1	0
Information Systems Analyst II	Grade H	2	0	2	0	2	0	2	0	2	0
GIS Specialist Sr	Grade G	1	0	1	0	1	0	1	0	1	0
Enterprise Support & Training Specialist	Grade G	0	0	1	0	1	0	1	0	1	0
Information Systems Analyst I	Grade G	1	0	1	0	1	0	1	0	1	0
Information Imaging Specialist /Trainer	Grade G	0	0	0	0	0	0	0	0	0	0
Communications Infrastructure Engineer	Grade G	0	0	0	0	0	0	1	0	1	0
Communications Infrastructure Tech II	Grade G	1	0	1	0	1	0	0	0	0	0
DataCenter Tech II	Grade G	0	0	0	0	0	0	1	0	1	0
DataCenter Tech I	Grade F	1	0	1	0	1	0	0	0	0	0
Communications Infrastructure Tech I	Grade F	0	0	0	0	1	0	1	0	1	0
Network Technician I	Grade F	2	1	2	1	2	0	2	0	2	0
GIS Specialist I	Grade F	1	0	1	0	1	0	2	0	2	0
GPS/GIS Technician	Grade E	1	0	1	0	1	0	0	0	0	0
IT Help Desk Administrator	Grade E	1	0	1	0	1	0	1	0	1	0
IT Technician	Grade E	0	0	0	0	0	0	1	0	1	0
Intern	Intern	0	1	0	1	0	1	0	1	0	1
Totals		21	2	22	2	23	1	24	1	24	1



City of Franklin, Tennessee

FY 2021 Operating Budget

Budget

	Actual 2018	Actual 2019	Budget 2020	EOY 2020	Budget 2021	Difference \$	%
Personnel							
Salaries & Wages	1,642,726	1,750,272	1,815,951	1,711,794	1,819,419	3,468	0.2%
Employee Benefits	471,437	496,070	560,011	565,686	689,835	129,824	23.2%
Total Personnel	2,114,163	2,246,342	2,375,962	2,277,479	2,509,254	133,292	5.6%
Operations							
Transportation Services	770	604	850	636	750	(100)	-11.8%
Operating Services	761	516	460	997	835	375	81.5%
Notices, Subscriptions, etc.	1,552	1,738	2,350	1,352	1,602	(748)	-31.8%
Utilities	64,555	79,210	68,600	49,797	55,274	(13,326)	-19.4%
Contractual Services	1,504,619	1,750,197	1,801,000	1,488,532	1,863,612	62,612	3.5%
Repair & Maintenance Services	8,820	4,740	11,700	11,200	11,200	(500)	-4.3%
Employee programs	11,960	10,030	20,000	250	20,200	200	1.0%
Professional Development/Travel	34,693	25,032	31,700	20,500	32,700	1,000	3.2%
Office Supplies	6,853	7,151	9,700	6,600	9,700	-	0.0%
Operating Supplies	1,245	3,392	3,700	2,000	3,700	-	0.0%
Fuel & Mileage	2,147	2,715	3,200	1,500	3,200	-	0.0%
Machinery & Equipment (<\$25,000)	233,980	170,965	201,000	317,500	145,000	(56,000)	-27.9%
Repair & Maintenance Supplies	115,548	76,185	211,300	19,375	121,300	(90,000)	-42.6%
Property & Liability Costs	34,731	37,798	39,511	36,759	42,055	2,544	6.4%
Rentals	587	715	1,000	-	1,000	-	0.0%
Other Business Expenses	511	419	3,000	-	3,000	-	0.0%
Debt Service and Lease Payments	179,942	107,175	-	-	-	-	#DIV/0!
Interfund Reimbursements	-	(310,167)	(667,739)	(667,739)	(681,094)	(13,355)	2.0%
Total Operations	2,203,274	1,968,465	1,741,333	1,289,259	1,634,035	(107,298)	-6.2%
Machinery & Equipment (>\$25,000)	160,978	39,762	75,000	-	-	(75,000)	-100.0%
Capital	160,978	39,762	75,000	-	-	(75,000)	-100.0%
Total Information Technology	4,478,415	4,254,569	4,192,294	3,566,737	4,143,288	(49,006)	-200.6%

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	Personnel								
I=	81110 REGULAR PAY	1,583,358	1,690,956	1,807,569	895,148	1,662,418	1,814,068	1,909,481	2,004,955
	81120 OVERTIME PAY	31,136	40,447	19,000	26,587	49,376	19,000	19,000	19,000
+	81150 TEMPORARY WORK BY NON-CITY EMPLOYEES	28,232	18,869	50,000			50,000	50,000	50,000
	1 various	28,232	18,869	50,000			50,000	50,000	50,000
	2 DBA								
	3 Tech Writer								
	4 Line Item 4								
	5 Line Item 5								
	* Amount missing from detail								
	81199 VACANCY ADJUSTMENT			(60,618)			(63,649)	(66,832)	(70,173)
=	XWAGE TOTAL WAGES	1,642,726	1,750,272	1,815,951	921,735	1,711,794	1,819,419	1,911,649	2,003,782
=	81410 FICA (EMPLOYER'S SHARE)	118,829	127,384	131,901	67,870	127,175	137,699	146,075	153,379
=	81420 MEDICAL PREMIUMS	241,228	256,945	298,082	122,856	309,508	326,949	360,679	396,747
=	81425 VISION PREMIUMS		1,684	1,549	755	1,893	1,748	1,874	2,061
=	81430 GROUP INSURANCE PREMIUMS	20,560	22,116	27,364	10,274	23,404	23,415	30,169	31,677
=	81440 EMPLOYEE INSURANCE CONTRIBUTIONS	(52,752)	(57,972)	(60,488)	(30,248)	(61,816)	(66,772)	(73,190)	(80,509)
	81441 CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT	1,200	1,200		2,400	3,600	3,600	3,600	3,600
I	81450 RETIREMENT CONTRIBUTIONS	97,823	110,410	126,023	64,042	128,084	224,459	246,905	271,596
	81455 DEFERRED COMP MATCH	26,673	33,803	34,892	13,268	24,641	18,912	19,858	20,851
	81456 TCRS CONTRIBUTIONS (CITY)				4,360	8,597	19,194	21,114	23,225
	81470 WORKERS COMPENSATION PREMIUMS	388	500	688	453	600	630	662	695
	81475 WORKERS COMPENSATION CLAIMS								
=	XBEN TOTAL BENEFITS	453,949	496,070	560,011	256,030	565,686	689,835	757,746	823,322
=	XPER TOTAL PERSONNEL	2,096,675	2,246,342	2,375,962	1,177,765	2,277,480	2,509,254	2,669,395	2,827,104
	Operations								
	82110 MAILING & OUTBOUND SHIPPING SERVICES	713	559	750	341	636	700	735	772
	82120 FREIGHT FOR INBOUND PURCHASED ITEMS	12		100			50	50	50
	82130 VEHICLE LICENSES & TITLES	45	45						
=	XTRC TOTAL TRANSPORTATION CHARGES	770	604	850	341	636	750	785	822
	82210 PRINTING & COPYING SERVICES, OUTSOURCED	106	36		106	125	125	130	130
	82240 TRANSCRIPTION FEES								
	82245 FINGERPRINTING FEES	33	35	120	70	110	100	108	116
	82250 TESTING & PHYSICALS	622	358	340	503	686	534	561	589
	82299 OTHER OPERATING SERVICES		87		76	76	76	76	76
=	XOPSV TOTAL OPERATING SERVICES	761	516	460	755	997	835	875	911
	82310 LEGAL NOTICES			150			150	150	150
	82350 DUES FOR MEMBERSHIPS	1,552	1,714	2,000	830	1,352	1,352	1,487	1,636
	82371 EMERGENCY RELIEF		24						
	82390 PUBLICATIONS, NON-TRAINING			200			100	100	100
=	XNSP TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	1,552	1,738	2,350	830	1,352	1,602	1,737	1,886
	82410 ELECTRIC SERVICE	41,952	53,948	47,500	18,515	18,515	22,800	23,940	25,137
	82450 TELEPHONE SERVICE	2,224	2,688	2,200	1,139	2,704	2,704	2,704	2,704

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
82455	CELLULAR TELEPHONE SERVICE	16,318	15,427	18,000	5,064	15,624	15,840	16,236	16,642
82470	INTERNET & RELATED SERVICES	4,061	7,147	500	5,862	12,924	13,764	13,764	13,764
82483	CONNECTION CHARGES			400					
=	XUTIL TOTAL UTILITIES	64,555	79,210	68,600	30,580	49,797	55,274	56,954	58,707
+ 82510	COMPUTER SERVICES	1,323,288	1,544,323	1,644,500	1,155,746	1,388,279	1,677,112	1,706,709	1,745,795
01	various	1,323,288	1,544,323						
02	Police & Fire (operating system software {several modules})								
03	Motorola (800 MHz radio software)			50,000		50,000	50,000	50,000	50,000
04	Infor Public Sector (asset management system) 8/15/XX-8/14/XX RENEWAL			275,000	270,671	4,329	285,000	295,000	315,650
05	Microsoft Enterprise Application (operating system software {Dell})			330,000	321,916	321,916	330,000	330,000	330,000
06	HP Tropos (Wi-Fi software support)								
07	Smartnet			90,000		90,000	90,000	90,000	90,000
08	ESRI (GIS software system)			65,000	51,000	51,000	56,100	56,100	56,100
09	Great Plains (Financial software)			48,000		48,000	48,000	48,000	48,000
10	Commvault (data backup software)								
11	OnBase (document imaging software)			35,000	33,947	33,947	35,000	35,000	35,000
12	Nearpoint (e.discovery software)								
13	LGA (Local Government current revenue management software)			25,000	25,272	25,272	5,000	5,000	5,000
14	VmWare (virtual disk operating system)			27,000	627	26,373	27,000	27,000	27,000
15	IronPort (all devices - WSA & SMA)			85,000		85,000	85,000	85,000	85,000
16	Cisco (computer switches and disk system)								
17	Trend Micro (desktop and laptop anti-virus software) (UNICO 11/19/XX-11/20/XX)			7,700	7,710	7,710	7,710	7,750	7,760
18	Empower (time entry system)								
19	Infor True-up								
20	HelpStar (help desk software)			7,000		7,000	7,000	7,000	7,000
21	Xmedius (faxing software)			4,000	4,054	4,054	4,054	4,104	4,158
22	SEE 82470 Neustar (domain network software {how we are found on the Internet})			9,000			9,000	9,000	9,000
23	Solar Winds (network management software)			3,000		3,000	3,000	3,000	3,000
24	Net Motion			15,000		15,000	15,000	15,000	15,000
25	EMC Maintenance VNX5300								
26	KACE (PC software maintenance tools)								
27	Quest Active Administrator & Security Explorer			4,800		4,800	4,800	4,800	4,800
28	SOTI								
29	APC Service Agreement (MISSION CRITICAL)			36,000	53,932	53,932	54,000	54,000	54,000
30	Fluke (Magnet)			15,000		15,000	15,000	15,000	15,000
31	Trimble			2,000		2,000	2,000	2,000	2,000
32	LP360			1,400	1,398	1,398	1,400	1,400	1,400
33	ArcPad			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
36	PD TriTech Software (INFORM RMS 2014-0316 5% RENEWAL INC)			105,000	73,943	73,943	77,640	81,522	85,598
37	PD Flat Earth			2,500	1,780	2,240	2,352	2,470	2,593
38	PD Diverse			1,400		1,400	1,400	1,400	1,400
39	PD Teklinks								
40	PD AOT Public			6,200		6,200	6,200	6,200	6,200
41	PD Criti-Call (Motorola) July 12 to July 11 each year			1,100	3,588	3,588	3,588	3,588	3,588
42	PD Informer								
44	PD Arbitrator (vendor: Insight Public Sector)			17,000	8,343	8,343	10,000	12,000	14,000
45	PD Analyst Notebook								
46	See 82620 Trimble Warranty			4,500					
47	Microsoft Tru-up			5,000		5,000	5,000	5,000	5,000
48	Solar Winds (Application Monitoring)			9,000		9,000	9,000	9,000	9,000
49	Veem (vendor: Presidio)			3,500	8,546	8,546	9,000	9,500	9,500

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	50	FireEye (vendor: Presidio)			30,000	21,242	21,242	22,304	23,419	24,590
	51	Active Admin Software								
	52	EMC Maintenance VNX5400								
	53	Everbridge Notification System(reimb Williamson Co)				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			88,000	57,709	61,044	67,148	73,863	81,250
	56	Trakstar (Vendor: Insight Public Sector)			26,000	31,519	31,519	32,000	32,500	33,000
	57	Microsoft Power BI			5,000		5,000	5,000	5,000	5,000
	58	Nimble Storage Maintenance			14,000	13,594	13,594	14,000	14,000	14,000
	59	CPAM Identiv (TEKLINKS/CSPIRE) WEB, BADGE			6,000	3,960	3,960	4,158	4,366	4,584
	60	GoDaddy SSL Certs (2 certs approx. \$400 each)			500	800	800	800	1,000	1,200
	61	Syn-Apps			6,000		6,000	6,000	6,000	6,000
	62	TreeSize Pro			1,300		1,300	1,300	1,300	1,300
	63	Exagrid (Vendor: Presidio)			8,000	8,124	8,124	8,200	8,400	8,600
	64	Data Domain			5,500		5,500	5,500	5,500	5,500
	65	FY 2019 PER - Rhythm for Civics NET cost (\$31k - \$27K)								
	66	.GOV Renewal (Every 3 years. Last renewed FY19)							800	
	67	Bluebeam			4,000		4,000	4,000	4,000	4,000
	68	IntuVision (RENEWAL AND AD HOC SERVICES)			7,000	19,615	19,615	7,000	7,000	7,000
	69	Cradlepoint Router (SCADA) VENDOR: PRESIDIO			3,500	6,764	6,764	7,000	7,500	8,000
	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		5,492	6,000	6,300	6,615
	72	IDT - Citywide Web Service for Electronic Plan Review Software Renewal			24,000	22,000	22,000	24,000	24,000	24,000
	73	RouteSmart (SES)			15,000		15,000	15,000	15,000	15,000
	74	IDT Maintenance Renewal				3,267	3,267	3,500	3,500	3,500
	75	IDT Service Portal Enhancement				1,200	1,200			
	76	CAT BASE LICENSES (YEARLY CHARGE FROM BRADSHAW)				538	538	540	540	540
	77	IDENTITY AUTOMATION (2 FACTOR PROJECT)				1,500	1,500			
	78	Nolan Enhancement Renewal (Computer Resources)				945	945	992	1,042	1,094
	79	Greenshades Renewal (Computer Resources)				7,770	7,770	8,159	8,567	8,995
	80	Computer Resources Support Services				1,958	3,000	3,000	3,000	3,000
	81	Rockton Renewal (Computer Resources)				1,254	1,254	1,317	1,383	1,452
	82	Crywolf (CentralSquare/Public Safety Corp)				7,435	7,435	7,807	8,197	8,607
	83	Business Ready, eOne, Professional Adv. (Computer Resources)				23,701	23,701	24,886	26,130	27,437
	84	Wellspring (Computer Resources)				115	115	121	127	133
	85	Integrity Data Enhancement (Computer Resources)				2,000	2,000	2,100	2,205	2,315
	86	Knowbe4 Security Awareness Training Subscription				6,988	6,988	7,000	7,000	7,000
	87	GPSGATE (MY COMMERCE - DIGITAL RIVER)				2,389	2,389	2,400	2,400	2,400
	88	Misc. Computer Services				2,653	2,653	3,000	3,100	3,100
	89	PatchMyPC (Insight Public)				2,130	2,130	2,130	2,130	2,130
	90	NM Mobility				13,645	13,645	13,700	13,800	13,900
	91	LOKI PPK DGPS CORE & ASPSUITE (GEOCUE GROUP)				1,498	1,498	1,500	1,500	1,500
	92	ESSENTIAL SECURITY SOLUTIONS (PRESIDIO)				4,032	4,032	4,032	4,032	4,032
	93	EDELIVERY VSM7 CAMERA LICENSES (PRESIDIO)				3,274	3,274	3,274	3,274	3,274
	*	Amount missing from detail								
	82520	LEGAL SERVICES	3,840							
	82540	ENGINEERING SERVICES				253	253			
+	82550	AERIAL PHOTOGRAPHY / MAPPING SERVICES	33,287	86,400				30,000		
	1	Pictometry								
	2	Lidar	33,287	86,400				120,000		
	*	Amount missing from detail						(90,000)		
+	82560	CONSULTANT SERVICES	120,245	107,427	135,000	68,934	100,000	135,000	135,000	135,000
	1	Info-Tech								

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
2	Network			15,000			15,000	15,000	15,000
3	GIS			5,000			5,000	5,000	5,000
4	Great Plains (believe these are hitting 82510)			20,000			20,000	20,000	20,000
5	Microsoft Technical Account Management			65,000			65,000	65,000	65,000
6	OnBase								
7	Various	120,245	107,427		68,934	100,000			
8	FY 2019 PER - City-Wide Scanning Project			30,000			30,000	30,000	30,000
9	FY 2019 PER - Rhythm for Civics								
*	Amount missing from detail								
+ 82599	OTHER CONTRACTUAL SERVICES	23,959	12,047	21,500			21,500	21,500	21,500
1	Middle Tennessee Electric Wi-Fi pole rental		12,047	14,000			14,000	14,000	14,000
2	Tower Maintenance			7,500			7,500	7,500	7,500
3	Various	23,959							
*	Amount missing from detail								
= XCTS	TOTAL CONTRACTUAL SERVICES	1,504,619	1,750,197	1,801,000	1,224,933	1,488,532	1,863,612	1,863,209	1,902,295
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	7,758	1,560	1,500	1,411	1,500	1,500	1,500	1,500
+ 82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	1,062	1,245	9,500		9,500	9,500	9,500	9,500
1	Plotter Maintenance			1,500		1,500	1,500	1,500	1,500
2	Konica Monthly Use	1,062	1,245	3,500		3,500	3,500	3,500	3,500
3	Trimble Warranty			4,500		4,500	4,500	4,500	4,500
*	Amount missing from detail								
82649	FIBER OPTIC SERVICE								
82660	BUILDING REPAIR & MAINTENANCE SERVICES		1,935	200		200	200	200	200
82699	OTHER REPAIR & MAINTENANCE SERVICES			500					
= XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	8,820	4,740	11,700	1,411	11,200	11,200	11,200	11,200
+ 82780	TRAINING, OUTSIDE	11,932	9,970	20,000	17,125		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
2	Lynda.com Training Site - All IT		375						
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	11,932	9,595	10,000			10,000	10,000	10,000
*	Amount missing from detail								
82790	TRAINING, IN-HOUSE	28	60		250	250	200	200	200
= XEPG	TOTAL EMPLOYEE PROGRAMS	11,960	10,030	20,000	17,375	250	20,200	20,200	20,200
+ 82810	REGISTRATIONS	15,078	9,531	15,500	5,912	7,500	15,500	15,500	15,500
1	TN GIS User Group Conference - 3 GIS Employees			1,500			1,500	1,500	1,500
10	APCO Conference			500			500	500	500
11	Various	15,078	9,531		5,912	7,500			
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
6	Inforum Conference - Systems/DBA Manager			2,000			2,000	2,000	2,000

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
7	OnBase Annual Conference			3,000			3,000	3,000	3,000
8	SharePoint Conference			2,500			2,500	2,500	2,500
9	Tritech Conference			4,000			4,000	4,000	4,000
*	Amount missing from detail								
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	1,469	613	1,500	1,110	1,500	1,500	1,500	1,500
82830	AIR TRAVEL	5,320	4,752	4,500	357	3,000	5,000	5,500	6,000
82840	LODGING	11,134	8,859	8,000	5,693	6,500	8,000	8,500	9,000
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	1,692	1,244	2,000	1,826	2,000	2,500	2,500	2,000
82890	OTHER TRAVEL EXPENSES		33	200			200	200	200
= XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	34,693	25,032	31,700	14,898	20,500	32,700	33,700	34,200
83110	OFFICE SUPPLIES	5,668	6,011	7,000	2,737	6,000	7,000	7,000	7,000
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	145		1,000			1,000	1,000	1,000
83130	EMPLOYEE BENEVOLENCE ITEMS		150	200			200	200	200
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	1,040	990	1,500	359	600	1,500	1,500	1,500
= XOFS	TOTAL OFFICE SUPPLIES	6,853	7,151	9,700	3,096	6,600	9,700	9,700	9,700
83210	TRAINING SUPPLIES	11		500			500	500	500
83250	SAFETY SUPPLIES								
83260	UNIFORMS PURCHASED	1,234	3,377	3,000	1,159	2,000	3,000	3,000	3,000
83299	OTHER OPERATING SUPPLIES		15	200			200	200	200
= XOPS	TOTAL OPERATING SUPPLIES	1,245	3,392	3,700	1,159	2,000	3,700	3,700	3,700
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	2,147	2,715	3,000	662	1,500	3,000	3,000	3,000
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)			200			200	200	200
= XFUEL	TOTAL FUEL & MILEAGE	2,147	2,715	3,200	662	1,500	3,200	3,200	3,200
83510	FURNITURE, FIXTURES (<\$25,000)	2,551	11,160	5,000	5,413	7,500	5,000	5,000	5,000
+ 83520	VEHICLES (<\$25,000)								
1	Network SUV								
2	GIS SUV								
3	Line Item 3								
4	Line Item 4								
*	Amount missing from detail								
+ 83530	MACHINERY & EQUIPMENT (<\$25,000)	2,526	5,773	10,000					
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	2,526	5,773	10,000					
*	Amount missing from detail								
+ 83540	COMPUTER HARDWARE (<\$25,000)	247,404	137,220	186,000	192,102	300,000	140,000	140,000	140,000
01	EMC Additional Storage (PD SAN Wareable Storage)								
02	Server Replacments			30,000			30,000	30,000	30,000
03	Desktops & Laptops			30,000			30,000	30,000	30,000
04	KACE (PC maintenance appliance)								
05	Radios and Radio Equipment								
06	Cisco Switches			85,000			80,000	80,000	80,000
07	CallManager VOIP upgrade materials								
08	Base Station Upgrade								
09	GPS Unit								
10	Telephoney DR								

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
11	Fluke Network Tester								
12	Various	247,404	137,220		192,102	300,000			
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					
*	Amount missing from detail								
+ 83550	COMPUTER SOFTWARE (<\$25,000)	(18,501)	16,812		4,170	10,000			
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 manaement software)								
08	Visual Studio								
09	OnBase Unity Platform								
10	CallManager Voice CUWL Licensing								
11	Various	(18,501)	16,812		4,170	10,000			
12	FY 2018 PER - OnBase Add-ons								
13	FY 2019 PER - Drone								
*	Amount missing from detail								
= XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	233,980	170,965	201,000	201,685	317,500	145,000	145,000	145,000
83610	VEHICLE PARTS & SUPPLIES			3,000			3,000	3,000	3,000
83620	EQUIPMENT PARTS & SUPPLIES	4,634	13,620	3,000	2,573	3,000	3,000	3,000	3,000
+ 83649	FIBER OPTIC SUPPLIES	110,914	62,565	200,000	16,375	16,375	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	110,914							
5	Tower Sites								
6	Future Growth			200,000			110,000	110,000	110,000
7	Various		62,565		16,375	16,375			
*	Amount missing from detail								
83660	BUILDING MAINTENANCE SUPPLIES			300			300	300	300
83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES			5,000			5,000	5,000	5,000
= XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	115,548	76,185	211,300	18,948	19,375	121,300	121,300	121,300
85110	PROPERTY INSURANCE	941	1,193	1,253	1,095	1,095	1,150	1,207	1,268
85111	FRAUD INSURANCE	872	3,136	3,293			3,457	3,630	3,811
85112	INLAND MARINE INSURANCE	17,991	18,160	19,068	18,382	18,382	19,301	20,266	21,279
85113	AUTO PHYSICAL DAMAGE	(72)	161	169	150	150	158	165	174
85115	LIABILITY INSURANCE	3,415	3,543	3,543	6,278	6,278	6,592	6,921	7,268
85116	E&O LIABILITY INSURANCE	7,391	7,383	7,752	6,701	6,701	7,036	7,388	7,757
85117	VEHICLE LIABILITY INSURANCE	1,330	1,322	1,388	1,335	1,335	1,402	1,471	1,544
85119	UMBRELLA LIABILITY	2,863	2,900	3,045	2,818	2,818	2,959	3,107	3,262
85120	PROPERTY DAMAGE COSTS								
85123	PHYSICAL DAMAGE CLAIMS/DEDUCTIBLES								
= XPLC	TOTAL PROPERTY & LIABILITY COSTS	34,731	37,798	39,511	36,759	36,759	42,055	44,155	46,363
85240	EQUIPMENT RENTAL & LEASES	702	715	1,000			1,000	1,000	1,000
85250	STORAGE RENTAL	(115)							

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
= XRENT	TOTAL RENTALS	587	715	1,000			1,000	1,000	1,000
85310	PERMITS		50						
85320	STATE FEES								
= XPERM	TOTAL PERMITS		50						
85990	MISCELLANEOUS	511	419	3,000			3,000	3,000	3,000
= XOBE	TOTAL OTHER BUSINESS EXPENSES	511	419	3,000			3,000	3,000	3,000
+ 86600	LEASE/LOAN PRINCIPAL	178,523	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	178,523							
*	Amount missing from detail		106,362						
+ 86700	LEASE/LOAN INTEREST	1,419	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								
14	Line Item 14	1,419							
15	Line Item 15								
*	Amount missing from detail		813						
= XDSV	TOTAL DEBT SERVICE	179,942	107,175						
87510	REIMB OF INTERFUND SERVICES		(310,167)	(667,739)	(663,287)	(667,739)	(681,094)	(694,716)	(708,610)
= XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS		(310,167)	(667,739)	(663,287)	(667,739)	(681,094)	(694,716)	(708,610)
XOP	TOTAL OPERATIONS	2,203,274	1,968,465	1,741,332	890,145	1,289,259	1,634,034	1,624,999	1,654,874

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	Capital								
+	89540 COMPUTER HARDWARE (>\$25,000)	160,978	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	160,978							
6	FY 2019 PER - Wireless Controllers								
7	FY 2020 PER - VSOM Additional Nodes			75,000					
*	Amount missing from detail		39,762						
+	89550 COMPUTER SOFTWARE (>\$25,000)								
1	Call Manager Update (City phone system)								
2	Infor Modules								
3	Veeam Suite (backup software)								
4	Mobile Data Management Software (AirWatch)								
*	Amount missing from detail								
=	XMEO TOTAL MACHINERY & EQUIPMENT (>\$25,000)	160,978	39,762	75,000					
=	XCAP TOTAL CAPITAL	160,978	39,762	75,000					
=	XTOT TOTAL EXPENDITURES	4,460,927	4,254,569	4,192,294	2,067,910	3,566,739	4,143,288	4,294,394	4,481,978



City of Franklin, Tennessee **FY 2021 Operating Budget Request**

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Information Technology						
1	Data Center Tech I	\$ 48,703	\$ 14,610	\$ -	\$ 63,313	
2	IT Technician II	\$ 47,500	\$ 14,250	\$ -	\$ 61,750	
3	Network Technician II	\$ 59,626	\$ 17,888	\$ -	\$ 77,514	
4	Remote Work Capabilities	\$ -	\$ -	\$ 50,000	\$ 50,000	
Total		\$ 155,829	\$ 46,748	\$ 50,000	\$ 252,577	\$ -
		Compensation	Benefits	Expenses	Total	
Total G/F Requests		\$ 155,829	\$ 46,748	\$ 50,000	\$ 252,577	\$ -

FranklinForward Allocations

	A Safe, Clean, Livable City	\$ 50,000
	A Effective and Fiscally Sound City Government Providing High Quality Service	\$ 202,577
	Quality Life Experiences	=
	Sustainable Growth & Economic Prosperity	\$ -
Totals		\$ 252,577

Traditional Allocations

	Personnel	\$ 202,577
	Operations	\$ -
	Equipment	\$ 50,000
	Capital	\$ -
Total		\$ 252,577

FY2021 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **1** of **4**

Department:
Division:
FranklinForward Theme:
Title:

41350 INFORMATION TECHNOLOGY (IT)

A Effective and Fiscally Sound City Government Providing High Quality Service

Data Center Tech I

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 (FY21 Only)	Ongoing Annual Cost (FY21 & Future)	TOTAL FY20 Request
Compensation			
81100 SALARIES & WAGES		\$48,703	\$48,703
			\$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	\$0	\$14,610	\$14,610
Expenses			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$63,313	\$63,313

PURPOSE / DESCRIPTION OF REQUEST

Data Center Technician I (Pay Grade F)

The purpose of this position would be to provide assistance in the support and maintenance of the services IT (Data Center team) provides to our customers and staff. As the city continues to grow, and the amount of tickets, continue to grow.

This expense would be offset from account number 82560

SERVICE IMPLICATION

FY2021 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **2** of **4**

Department:
Division:
FranklinForward Theme:
Title:

41350 INFORMATION TECHNOLOGY (IT)

A Effective and Fiscally Sound City Government Providing High Quality Service

IT Technician Position

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 (FY21 Only)	Ongoing Annual Cost (FY21 & Future)	TOTAL FY21 Request
Compensation			
81100 SALARIES & WAGES		\$47,500	\$47,500
			\$0
Benefits			
Benefits auto-calculated at 30% of compensation -->>	\$0	\$14,250	\$14,250
Expenses			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$61,750	\$61,750

PURPOSE / DESCRIPTION OF REQUEST

Our team was responsible for the dispatching and work of over 5300 service request in 2019. This is above and beyond any IT project or new technology being implemented or previous technology being revisited. Often, higher level IT staff are tasked with working tickets well below their skill and expertise level. Adding an additional entry-level technician allows those level 1 support tickets to be handled by appropriate technicians, while more advanced staff members focus on tasks at the level of their job descriptions and qualifications. In March 2020, as staff decentralized and began working remotely, the IT Helpdesk saw an increase of nearly 60% in help tickets received. In addition to new technology being deployed, staff are looking to IT for basic support with greater frequency. Some of these questions were previously fielded by colleagues working nearby, but as staff work in greater isolation, they turn to the helpdesk more often. Adding additional help on the front lines will provide higher level of service across all levels of IT.

SERVICE IMPLICATION

FY2021 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **3** of **4**

Department: **41350 INFORMATION TECHNOLOGY (IT)**

Division:

FranklinForward Theme: **A Effective and Fiscally Sound City Government Providing High Quality Service**

Title: **Network Technician II**

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 (FY21 Only)	Ongoing Annual Cost (FY21 & Future)	TOTAL FY21 Request
Compensation			
81100 SALARIES & WAGES		\$59,626	\$59,626
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>	\$0	\$17,888	\$17,888
Expenses			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$77,514	\$77,514

PURPOSE / DESCRIPTION OF REQUEST

Network Technician II (Pay Grade TBD - Assumes G)

This request would add a mid level position to support the services provided from the IT (Network area) Department. The purpose of this position would be to provide assistance in the support and maintenance of the services the IT (Network team) provides to our customers and staff. As the city continues to grow, and the amount of tickets, continue to grow. Existing IT department staff are overwhelmed trying to keep up with regular IT support functions.

FY2021 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **4** of **4**

Department: **41350 INFORMATION TECHNOLOGY (IT)**

Division:

FranklinForward Theme: **A Safe, Clean, Livable City**

Title: **Remote Work Capabilities/Applications**

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 (FY21 Only)	Ongoing Annual Cost (FY21 & Future)	TOTAL FY21 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
Expenses			
82510 COMPUTER SERVICES	\$50,000		\$50,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$50,000	\$0	\$50,000

PURPOSE / DESCRIPTION OF REQUEST

This enhancement would support the remote work capabilities that the City of Franklin offers to staff and citizens in the absence of physical meeting and discussions. This would provide additional capacity and growth to accommodate business continuity for departments and communication with the public we serve.

SERVICE IMPLICATION



File #: 20-0531

DATE: March 28, 2020

TO: Board of Mayor and Aldermen

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 budget request of the law Department for FY 2020-2021.

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 review of the budget materials. No action is required.



City of Franklin, Tennessee

FY 2021 Operating Budget Request

Law Department

Shauna R. Billingsley, City Attorney



City of Franklin, Tennessee - FY 2021 Budget Request

Law Department

Slide 2

Outline

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



City of Franklin, Tennessee - FY 2020 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 2019-2020, the Law Department completed the following:

55 ORDINANCES drafted or reviewed

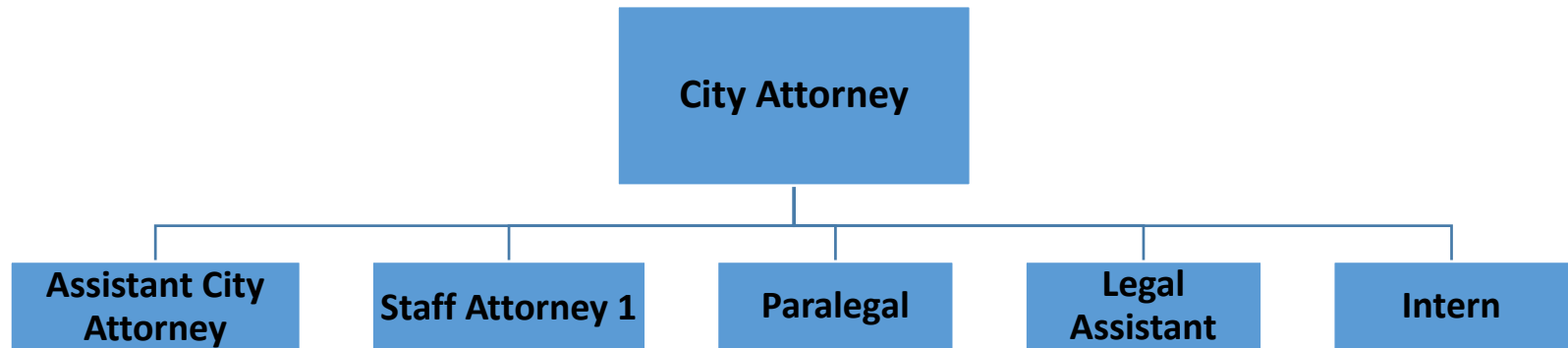
119 RESOLUTIONS drafted or reviewed

361 CONTRACTS drafted or reviewed

737 REQUESTS for research or other drafting requests (not an ordinance, resolution, or contract)

66 CLOSED LITIGATION cases (mostly City Court)

Organization Chart





City of Franklin, Tennessee - FY 2021 Budget Request

Law Department

Slide 5

Base Budget Request: Personnel

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 2021 Budget Request

Law Department

Slide 6

Base Budget Request: Operations

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 and appropriately budgets for those tasks.

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. The Budget contains the only line item for outside counsel City-wide and the Law Department manages the outside counsel.



City of Franklin, Tennessee - FY 2021 Budget Request

Law Department

Slide 7

Program Enhancement Requests

None requested in this budget



City of Franklin, Tennessee - FY 2021 Budget Request

Law Department

Slide 8

Summary

The Law Department staff appreciates your careful consideration of this Budget.



City of Franklin, Tennessee

FY 2021 Operating Budget

Law

Shauna R. Billingsley, City Attorney

Budget Summary

	2018 Actual	2019 Actual	2020		2021 Budget	2020 v. 2021	
			Budget	EOY		\$	%
Personnel	501,025	752,703	571,287	569,003	616,220	44,932	7.9%
Operations	-47,632	5,378	69,223	-32,057	87,864	18,641	26.9%
Capital	0	0	0	0	0	0	0.0%
Total	453,393	758,081	640,510	536,946	704,084	63,573	9.9%

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.



City of Franklin, Tennessee

FY 2021 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: all

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

Workload (Output) Measures

	2017	2018	2019	2020*	2021*
Number of Ordinances Drafted/Reviewed	53	73	55	all	all
Number of Resolutions Drafted/Reviewed	80	102	119	all	all
Number of Contracts Drafted/Reviewed	360	275	361	all	all
Total Number of Litigation Cases Opened/Closed	123/88	140/84	130/66	as many as needed	as many as needed
Number of Tasks Created/Completed	1282/1127	849/828	737/708	as many as needed	as many as needed

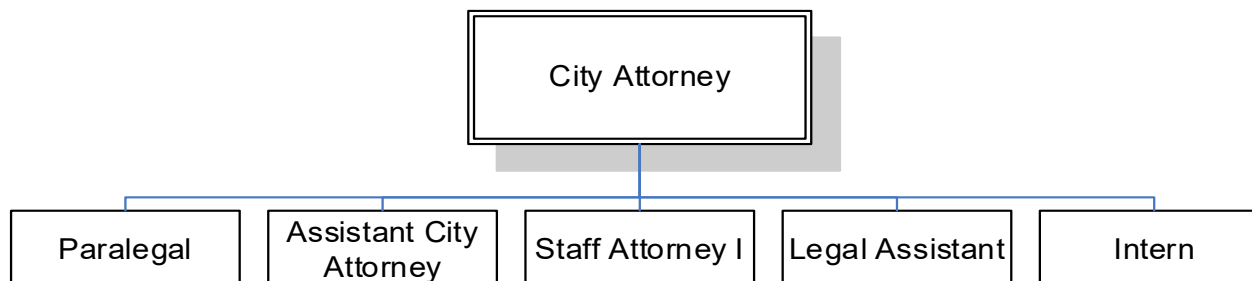
*2020 and 2021 estimated



City of Franklin, Tennessee

FY 2021 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 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
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	0	0	1	0	1	0	1	0	1	0
Paralegal	Grade G	2	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	1	0	1
TOTALS		5	1	5	1	5	1	5	1	5	1



City of Franklin, Tennessee

FY 2021 Operating Budget

Budget

	Actual 2018	Actual 2019	Budget 2020	EOY 2020	Budget 2021	Difference \$	%
Personnel							
Salaries & Wages	387,901	412,176	444,329	432,903	465,264	20,934	4.7%
Officials Fees	201	221,691	300	-	300	-	0.0%
Employee Benefits	112,923	118,836	126,658	136,100	150,656	23,998	18.9%
Total Personnel	501,025	752,703	571,287	569,003	616,220	44,932	7.9%
Operations							
Transportation Services	987	872	1,400	750	1,500	100	7.1%
Operating Services	8,340	7,470	12,845	4,226	14,000	1,155	9.0%
Notices, Subscriptions, etc.	14,930	16,318	23,250	16,750	30,000	6,750	29.0%
Utilities	3,296	3,080	3,870	2,808	4,500	630	16.3%
Contractual Services	21,389	87,609	111,940	61,337	130,000	18,060	16.1%
Repair & Maintenance Services	-	-	1,800	-	-	(1,800)	-100.0%
Employee programs	185	883	4,450	1,290	5,000	550	12.4%
Professional Development/Travel	17,031	16,361	21,500	11,100	25,000	3,500	16.3%
Office Supplies	2,993	2,273	4,850	2,100	5,200	350	7.2%
Operating Supplies	549	270	800	150	800	-	0.0%
Fuel & Mileage	-	-	500	-	500	-	0.0%
Machinery & Equipment (<\$25,000)	8,108	2,569	23,500	16,500	15,500	(8,000)	-34.0%
Repair & Maintenance Supplies	-	-	150	-	150	-	0.0%
Property & Liability Costs	2,770	3,712	4,293	3,528	4,204	(89)	-2.1%
Financial Fees	685	670	750	40	800	50	6.7%
Permits	2,430	2,868	6,550	590	7,000	450	6.9%
Miscellaneous	(1,564)	(54)	-	-	-	-	0.0%
Interfund Services Reimbursement:	(129,761)	(139,523)	(153,225)	(153,225)	(156,290)	(3,065)	2.0%
Total Operations	(47,632)	5,378	69,223	(32,057)	87,864	18,641	26.9%
Capital	-	-	-	-	-	-	0.0%
Total Law Department	453,393	758,081	640,510	536,946	704,084	63,573	9.9%

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
		Personnel								
	81110	REGULAR PAY	387,554	410,753	456,554	212,002	429,802	478,761	502,699	527,834
	81120	OVERTIME PAY	347	1,423	2,200	1,316	2,936	2,200	2,200	2,200
	81150	TEMPORARY WORK BY NON-CITY EMPLOYEES			1,060	165	165	1,060	1,060	1,060
	81199	VACANCY ADJUSTMENT			(15,485)			(16,757)	(17,594)	(18,474)
	XWAGE	TOTAL WAGES	387,901	412,176	444,329	213,483	432,903	465,264	488,365	512,620
	81250	JUDICIAL COMMISSION-WARRANTS	201	221,691	300			300	300	300
	XOFF	TOTAL OFFICIALS FEES	201	221,691	300			300	300	300
	81410	FICA (EMPLOYER'S SHARE)	27,454	29,296	31,627	14,940	32,880	36,625	38,457	40,379
	81420	MEDICAL PREMIUMS	63,585	57,765	55,029	23,902	67,815	74,596	82,056	90,261
	81425	VISION PREMIUMS		399	345	161	433	476	524	577
	81430	GROUP INSURANCE PREMIUMS	4,659	4,249	6,574	1,782	4,889	5,134	5,391	5,660
	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(12,808)	(11,110)	(12,379)	(6,235)	(13,891)	(15,280)	(16,808)	(18,489)
	81450	RETIREMENT CONTRIBUTIONS	20,962	22,082	31,653	11,302	22,604	28,057	30,863	33,949
	81455	DEFERRED COMP MATCH	6,561	9,557	11,245					
	81456	TCRS CONTRIBUTIONS (CITY)				5,891	13,241	17,854	19,639	21,603
	81460	UNEMPLOYMENT CLAIMS		55		166	166			
	81470	WORKERS COMPENSATION PREMIUMS	110	224	164	656	756	794	833	875
	81475	WORKERS COMPENSATION CLAIMS		3,919		3,630	4,807			
	81482	CAR ALLOWANCE	2,400	2,400	2,400	1,200	2,400	2,400	2,400	2,400
	XBEN	TOTAL BENEFITS	112,923	118,836	126,658	57,395	136,100	150,656	163,355	177,215
	XPER	TOTAL PERSONNEL	501,025	752,703	571,287	270,878	569,003	616,220	652,020	690,135
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES	987	872	1,400	131	750	1,500	1,550	1,551
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS								
	XTRC	TOTAL TRANSPORTATION CHARGES	987	872	1,400	131	750	1,500	1,550	1,551
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	246	245	2,000	259	300	2,100	2,200	2,200
	82230	ARCHIVING/RECORDS MANAGEMENT SERVICES	1,750	1,785	2,500		1,850	3,000	3,000	3,000
	82240	TRANSCRIPTION FEES	5,982	4,880	8,000	745	1,500	8,400	8,400	8,400
	82250	TESTING & PHYSICALS	362	473	250	343	500	400	400	400
	82299	OTHER OPERATING SERVICES		87	95	76	76	100	100	100
	XOPSV	TOTAL OPERATING SERVICES	8,340	7,470	12,845	1,423	4,226	14,000	14,100	14,100
	82310	LEGAL NOTICES	57		1,000			1,000	1,000	1,000
	82350	DUES FOR MEMBERSHIPS	3,951	3,213	6,000	1,432	2,500	8,000	8,000	8,000
	82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)	277		250	61	250	1,000	1,000	1,000
	82390	PUBLICATIONS, NON-TRAINING	10,645	13,105	16,000	5,437	14,000	20,000	20,000	20,000
	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	14,930	16,318	23,250	6,930	16,750	30,000	30,000	30,000

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	82450	TELEPHONE SERVICE	229	319	370	139	350	500	500	500
	82455	CELLULAR TELEPHONE SERVICE	2,707	2,269	3,000	648	1,825	3,250	3,250	3,250
	82470	INTERNET & RELATED SERVICES	360	492	500	264	633	750	750	750
=	XUTIL	TOTAL UTILITIES	3,296	3,080	3,870	1,051	2,808	4,500	4,500	4,500
	82510	COMPUTER SERVICES		155	440	337	337	500	500	500
	82520	LEGAL SERVICES	17,355	57,055	66,000	10,898	21,000	74,000	74,000	74,000
	82560	CONSULTANT SERVICES	4,034	26,050	40,000	21,000	40,000	50,000	50,000	50,000
	82599	OTHER CONTRACTUAL SERVICES		4,349	5,500			5,500	5,500	5,500
=	XCTS	TOTAL CONTRACTUAL SERVICES	21,389	87,609	111,940	32,235	61,337	130,000	130,000	130,000
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES			1,800					
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES			1,800					
	82740	EMPLOYEE WELLNESS PROGRAM			100			100	100	100
	82750	EMPLOYEE RECOGNITION/RECEPTIONS	178		350	158	250	400	400	400
	82780	TRAINING, OUTSIDE	(20)		3,000		40	3,000	3,000	3,000
	82790	TRAINING, IN-HOUSE	27	883	1,000	120	1,000	1,500	1,500	1,500
=	XEPG	TOTAL EMPLOYEE PROGRAMS	185	883	4,450	278	1,290	5,000	5,000	5,000
	82810	REGISTRATIONS	4,916	7,088	6,000	710	4,000	8,000	8,000	8,000
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	1,171	1,318	2,000	417	1,000	2,000	2,000	2,000
	82830	AIR TRAVEL	2,362	1,244	4,000	1,033	1,500	5,500	5,500	5,500
	82840	LODGING	8,025	5,824	7,000	2,498	4,000	7,000	7,000	7,000
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	557	887	2,500	467	600	2,500	2,500	2,500
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	17,031	16,361	21,500	5,125	11,100	25,000	25,000	25,000
	83110	OFFICE SUPPLIES	2,294	1,400	3,500	839	1,400	3,750	3,750	3,750
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	70	24	250	196	200	250	250	250
	83130	EMPLOYEE BENEVOLENCE ITEMS	173	204	500	137	250	500	500	500
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	456	645	600	95	250	700	700	700
=	XOFS	TOTAL OFFICE SUPPLIES	2,993	2,273	4,850	1,267	2,100	5,200	5,200	5,200
	83210	TRAINING SUPPLIES	333		500			500	500	500
	83260	UNIFORMS PURCHASED	216	270	300		150	300	300	300
=	XOPS	TOTAL OPERATING SUPPLIES	549	270	800		150	800	800	800
	83320	MILEAGE (INSIDE WILLIAMSON COUNTY)			500			500	500	501
=	XFUEL	TOTAL FUEL & MILEAGE			500			500	500	501
	83510	FURNITURE, FIXTURES (<\$25,000)	2,896	2,956	3,500	604	1,000	3,500	3,500	3,500
+	83530	MACHINERY & EQUIPMENT (<\$25,000)	7	33	11,000		10,000	3,000	3,000	3,000
	1	FY 2020 PER - Copier			8,000		8,168			
	2	Misc.	7	33	3,000		1,832	3,000	3,000	3,000
	*	Amount missing from detail								

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
83540	COMPUTER HARDWARE (<\$25,000)	4,451	(535)	7,000	974	5,000	7,000	7,000	7,000
83550	COMPUTER SOFTWARE (<\$25,000)	754	115	2,000	399	500	2,000	2,000	2,000
= XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	8,108	2,569	23,500	1,977	16,500	15,500	15,500	15,500
83620	EQUIPMENT PARTS & SUPPLIES			150			150	150	151
= XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES			150			150	150	151
85110	PROPERTY INSURANCE	941	1,193	1,253	1,095	1,095	1,150	1,207	1,268
85111	FRAUD INSURANCE	105	446	468					
85112	INLAND MARINE INSURANCE	30	29	30	29	29	30	32	34
85113	AUTO PHYSICAL DAMAGE								
85115	LIABILITY INSURANCE	411	480	504	955	955	1,003	1,054	1,107
85116	E&O LIABILITY INSURANCE	889	1,051	1,104	1,020	1,020	1,071	1,125	1,181
85119	UMBRELLA LIABILITY	344	413	434	429	429	450	473	497
85120	PROPERTY DAMAGE COSTS								
85140	SURETY/NOTARY BONDS	50	100	500			500	500	500
= XPLC	TOTAL PROPERTY & LIABILITY COSTS	2,770	3,712	4,293	3,528	3,528	4,204	4,391	4,587
85320	STATE FEES	1,728	1,744	1,600	340	340	1,800	1,800	1,800
85325	FEDERAL FEES	265		250			300	300	300
85340	RECORDING & FILING FEES	437	1,124	4,700	178	250	4,900	4,900	4,900
= XPERM	TOTAL PERMITS	2,430	2,868	6,550	518	590	7,000	7,000	7,000
85530	E-COMMERCE FEES	185	170	250	33	40	300	300	300
85590	BOND COMPLIANCE	500	500	500			500	500	500
= XFLF	TOTAL FINANCIAL FEES	685	670	750	33	40	800	800	800
85990	MISCELLANEOUS	(1,564)	(54)		(1)	(1)			
= XOBE	TOTAL OTHER BUSINESS EXPENSES	(1,564)	(54)		(1)	(1)			
87510	REIMB OF INTERFUND SERVICES	(129,761)	(139,523)	(153,225)	(114,919)	(153,225)	(156,290)	(159,415)	(162,604)
= XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(129,761)	(139,523)	(153,225)	(114,919)	(153,225)	(156,290)	(159,415)	(162,604)
= XOP	TOTAL OPERATIONS	(47,632)	5,378	69,223	(60,424)	(32,057)	87,864	85,076	82,086
	Capital								

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
=	XTOT	TOTAL EXPENDITURES	453,393	758,081	640,510	210,454	536,946	704,084	737,096	772,221



File #: 20-0532

DATE: March 28, 2020

TO: Board of Mayor and Aldermen

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 budget request for the Human Resources Department for FY 2020-2021.

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 review of the budget materials. No action is required.



City of Franklin, Tennessee

FY 2021 Operating Budget Request

Human Resources

Kevin Townsel, J.D.



City of Franklin, Tennessee - FY 2021 Budget Request

Human Resources

Slide 2

Outline

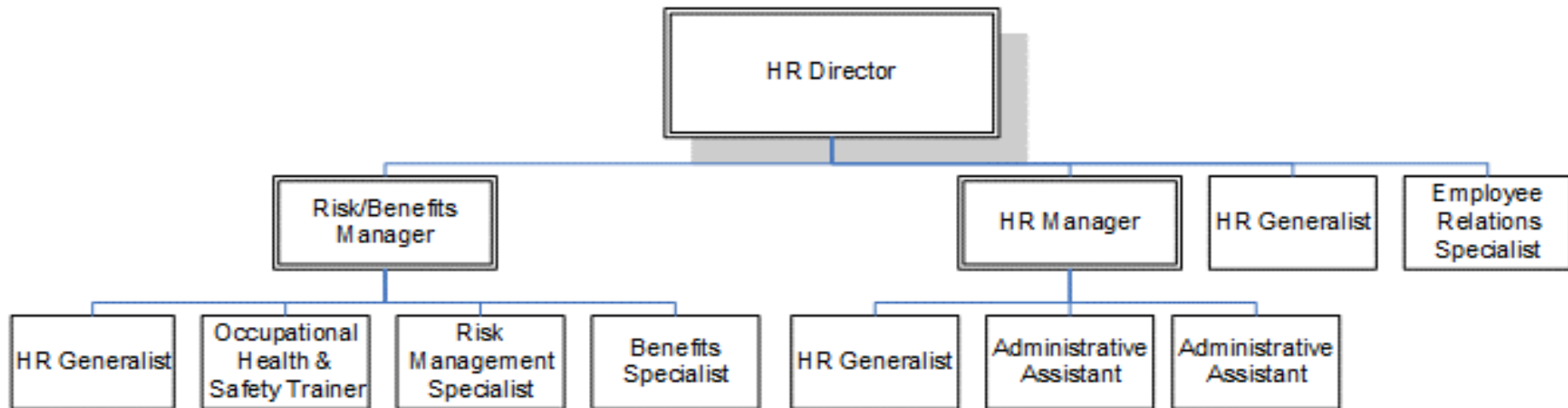
- Purpose of Department
- Organization Chart
- Base Budget Request
 - Personnel
 - Operations
- Program Enhancements
- Summary

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



Base Budget Request: Personnel

The Personnel Base Budget Request is for the Human Resources Department is \$1,149,420, which is an \$37,683 (3.4%) increase over 2019-2020 budget.

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

There are no Program Enhancements pertaining to Personnel.

Base Budget Request: Operations

The Operations Base Budget Request is for the Human Resources Department is \$382,482*, which is a \$67,042 (21.3%) increase over the 2019-2020 budget. The increase is attributable mostly to increases in Employee Programs.

**Total amount of budget includes interfund services reimbursements and lease/loan payments.*



City of Franklin, Tennessee - FY 2021 Budget Request

Human Resources

Slide 7

Program Enhancement Requests

The Human Resources Department has two (2) program enhancement requests.

Student Loan Reimbursement Program	\$ 20,000
New Vehicle	\$ 36,000
Total	\$ 56,000



City of Franklin, Tennessee - FY 2021 Budget Request

Human Resources

Slide 8

Summary

The Human Resources Department will continue the good work in FY 2021 serving our most important resource – our employees!

Highlights of the last year included:

- Reduction by 50% the number of days in the recruitment process through utilization of the online Kronos Talent Acquisition system.
- City received \$444,395 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.
- Continued to offer flu shots, the annual health and wellness fair, Group Fitness and Yoga classes, and a number of departmental contests such as the walking challenge and the risk assessment health challenge.
- Implemented Kronos self-service for timesheet accuracy & efficiency.
- Completed the third annual evaluation cycle through Trakstar.
- Continued to utilize an employee perks program called AccessPerks.



City of Franklin, Tennessee

FY 2021 Operating Budget

Human Resources

Kevin G. Townsel, J.D., Director

Budget Summary

	2018 Actual	2019 Estimated	2020		2021 Budget	2020 v. 2021	
			Budget	EOY		\$	%
Personnel	913,585	1,060,300	1,111,737	1,098,354	1,149,420	37,683	3.4%
Operations	73,795	90,888	315,439	352,446	382,482	67,042	21.3%
Capital	0	0	0	0	0	0	0.0%
Total	987,380	1,151,188	1,427,177	1,450,800	1,531,902	104,725	7.3%

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.

We are proud to list below the goals that substantially contribute to the economic sustainability of the City of Franklin:

- 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 onboard a new employee without paper. All documents are stored within the system.
- The City has received \$444,395.11 in pharmacy rebates in the past 12 months which will directly reduce the total medical plan expenditures.
- We have received our experience modification rate from NCCI for the FY2020 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 FY2020.
- 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, hosted lunch and learns, offered group fitness and yoga classes, and offered a number of departmental contests such as the walking challenge and the risk assessment health challenge.
- The City of Franklin continues to use Kronos self-service. This software eliminates entering data into numerous spreadsheets increasing efficiency and improving accuracy. City of Franklin employees



City of Franklin, Tennessee

FY 2021 Operating Budget

Human Resources

Kevin G. Townsel, J.D., Director

continue to use the second phase of Kronos, which is the time keeping piece, allowing employees to clock in via timeclocks, computer and/or mobile app.

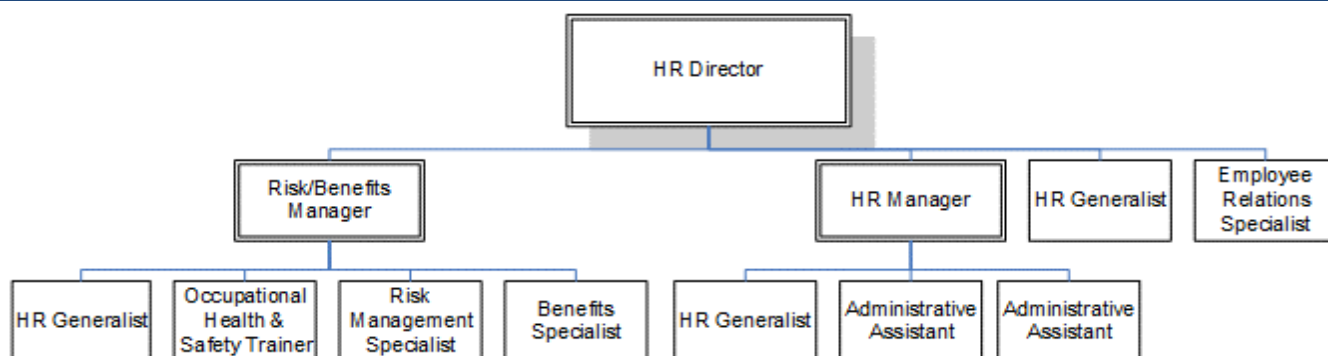
- The City of Franklin has completed its fourth annual evaluation cycle through Trakstar. All employee evaluations have been completed in Trakstar which is a totally paperless system. 693 employees completed a self-appraisal this evaluation cycle, which engages the employee in the appraisal process. 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 2021 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 2017		FY 2018		FY 2019		FY 2020		FY 2021	
		F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Human Resources Director	Grade M	1	0	1	0	1	0	1	0	1	0
Assistant HR Director	Grade K	1	0	0	0	0	0	0	0	0	0
Risk/Benefits Manager	Grade K	1	0	1	0	1	0	1	0	1	0
HR Manager	Grade J	0	0	1	0	1	0	1	0	1	0
Benefits Specialist	Grade I	1	0	0	0	0	0	1	0	1	0
Risk Management Specialist	Grade I	0	0	0	0	0	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	1	0	0	0	0	0
Employee Relations Specialist	Grade G	1	0	1	0	1	0	1	0	1	0
Human Resources Generalist	Grade G	2	0	4	0	4	0	3	0	3	0
Human Resources Technician	Grade D	2	0	0	0	0	0	0	0	0	0
Administrative Assistant	Grade D	0	1	2	0	2	0	2	0	2	0
TOTALS		11	1	12	0	12	0	12	0	12	0



City of Franklin, Tennessee

FY 2021 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

	2017	2018	2019	2020*	2021*
Organization-Wide					
Number of Budgeted Positions Full-Time	708	736	738	748	748
Benchmarking Alliance of Tennessee Average	TBD	TBD	TBD	TBD	TBD
Number of Budgeted Positions Part-Time	58	31	31	32	32
Total FTEs (entire organization)	711	707	707	705	705
Number of exempt FTEs	122	133	133	144	144
Number of non-exempt FTEs	589	574	574	599	599
Number of Actual FTEs ending fiscal year:	597	652	707	705	705
Benchmarking Alliance of Tennessee Average	TBD	TBD	TBD	TBD	TBD



City of Franklin, Tennessee

FY 2021 Operating Budget

Performance Measures

Employee Turnover for Full-Time Positions (Not Including Retirees)	7.9%	9%	7%	9%	9.2%
Number of Vacancies Advertised Externally **	94	108	108	83	83
Number of External Applications Processed	3,197	4,200	4,200	3,000	3000
Average Number of Applications per Advertised	52	80	80	76	76
Average Number of Days to Fill a Position Advertised	75	45	40	38	38
Number of new employees hired	84	93	93	95	95
Number of new hires that were from within ranks (promoted)	53	49	55	46	46
OSHA 300 log recordable injuries or illnesses	32	20	25	25	25
Workers' compensation claims	64	50	54	54	54
Human Resources Department Statistics					
Total number of FTEs	11.00	12.00	12.00	12.00	12.00
Human Resources Staff per 100 Employees	1.55	1.64	1.64	1.59	1.59
Applications processed Internal & External	3,197	4,500	4,500	3,100	3100
Requisitions approved Internal & External	128	132	128	106	106
Total HR Department Expenditures	\$ 1,165,049	\$ 987,380	\$ 1,247,368	#####	\$ 1,531,902
Benchmarking Alliance of Tennessee Average	TBD	TBD	TBD	TBD	TBD

**includes postings with multiple vacancies

Efficiency Measures

	2017	2018	2019	2020*	2021*
Benefits to Salary Ratio (All Funds)	38.26%	37.15%	TBD	TBD	TBD
Personnel Costs (All Funds) per FTE	\$ 76,077	\$ 80,252	TBD	TBD	TBD
Human Resources Cost per Total FTE (City -Wide)	\$ 2,325	\$ 2,003	TBD	TBD	TBD
Workers Compensation Cost per Claim	\$ 6,584	\$ 9,592	TBD	TBD	TBD
Annual Wellness Cost per FTE	\$ 38.00	\$ 38.00	TBD	TBD	TBD
Benefits as a percentage of All Funds personnel costs^	28.2%	27.6%	TBD	TBD	TBD

Outcome (Effectiveness) Measures

	2017	2018	2019	2020*	2021*
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	21.0%	19.0%	22.0%	20.9%	20.9%
% 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%	7.0%	8.0%	7.9%	7.9%
% 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 2021 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 and systems.

# of employees who had accidents	83	58	128	128	128
# Number of lost work days by employees	123	130	40	73	73
Meets Target?	TBD	TBD	TBD	TBD	TBD
# of credit hours reimbursed for employees	200	206	214	270	290

*2020 and 2021 estimated.



City of Franklin, Tennessee

FY 2021 Operating Budget

Budget

	Actual 2018	Actual 2019	Budget 2020	EOY 2020	Budget 2021	Difference	
						\$	%
Personnel							
Salaries & Wages	668,003	805,707	827,731	816,513	820,707	(7,024)	-0.8%
Employee Benefits	245,582	254,594	284,006	281,841	328,713	44,707	15.7%
Total Personnel	913,585	1,060,300	1,111,737	1,098,354	1,149,420	37,683	3.4%
Operations							
Transportation Services	2,993	2,159	4,600	4,100	4,100	(500)	-10.9%
Operating Services	1,966	2,894	4,100	3,900	3,900	(200)	-4.9%
Notices, Subscriptions, etc.	17,646	20,848	19,300	22,250	23,250	3,950	20.5%
Utilities	7,059	6,483	7,725	7,700	8,050	325	4.2%
Contractual Services	82,813	66,574	119,303	127,000	132,468	13,165	11.0%
Repair & Maintenance Services	4,964	5,607	5,250	5,250	5,750	500	9.5%
Employee Programs	218,063	197,026	323,250	342,750	367,750	44,500	13.8%
Professional Development/Travel	26,418	24,507	40,850	40,925	42,275	1,425	3.5%
Office Supplies	12,140	19,000	15,250	28,000	28,000	12,750	83.6%
Operating Supplies	-	160	3,550	4,150	4,250	700	19.7%
Fuel & Mileage	2,017	2,830	2,100	2,100	3,500	1,400	66.7%
Machinery & Equipment (<\$25,000)	8,262	25,993	51,171	56,671	45,250	(5,921)	-11.6%
Repair & Maintenance Supplies	-	110	570	570	570	-	0.0%
Property & Liability Costs	11,311	18,206	19,369	8,589	20,338	968	5.0%
Other Business Expenses	-	-	560	-	570	10	1.8%
Debt Service and Lease Payments	2,493	-	-	-	-	-	0.0%
Interfund Reimbursements	(324,350)	(301,509)	(301,509)	(301,509)	(307,539)	(6,030)	2.0%
Total Operations	73,795	90,888	315,439	352,446	382,482	67,042	21.3%
Machinery & Equipment (>\$25,000)	-	-	-	-	-	-	0.0%
Capital	-	-	-	-	-	-	0.0%
Total Human Resources	987,380	1,151,188	1,427,176	1,450,800	1,531,902	104,726	7.3%

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
		Personnel								
I=	81110	REGULAR PAY	665,827	803,911	854,687	416,613	815,013	848,919	891,365	935,933
	81120	OVERTIME PAY	2,176	1,796	1,500	561	1,500	1,500	1,500	1,500
	81150	TEMPORARY WORK BY NON-CITY EMPLOYEES								
	81199	VACANCY ADJUSTMENT			(28,456)			(29,712)	(31,198)	(32,758)
=	XWAGE	TOTAL WAGES	668,003	805,707	827,731	417,174	816,513	820,707	861,667	904,675
=	81410	FICA (EMPLOYER'S SHARE)	48,962	58,850	61,926	30,375	62,348	64,355	68,226	71,637
=	81420	MEDICAL PREMIUMS	123,630	134,642	153,445	65,775	152,526	180,086	198,095	217,904
=	81425	VISION PREMIUMS		941	856	483	1,130	1,109	1,220	1,342
=	81430	GROUP INSURANCE PREMIUMS	8,897	11,051	14,757	5,876	13,185	14,066	14,769	15,508
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(23,545)	(32,030)	(33,953)	(15,963)	(31,953)	(40,058)	(44,064)	(48,470)
	81441	CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT	3,600	6,000		8,200	8,400	7,200	7,200	7,200
I	81450	RETIREMENT CONTRIBUTIONS	55,899	36,803	51,976	18,836	37,672	56,115	61,726	67,899
	81455	DEFERRED COMP MATCH	25,784	35,750	32,373	11,200	20,800	20,803	21,844	22,936
	81456	TCRS CONTRIBUTIONS (CITY)				7,398	15,141	22,281	24,509	26,960
	81460	UNEMPLOYMENT CLAIMS								
	81470	WORKERS COMPENSATION PREMIUMS	2,355	2,495	2,625	2,352	2,500	2,756	2,894	3,038
	81475	WORKERS COMPENSATION CLAIMS								
	81482	CAR ALLOWANCE		92		92	92			
=	XBEN	TOTAL BENEFITS	245,582	254,594	284,006	134,624	281,841	328,713	356,419	385,954
=	XPER	TOTAL PERSONNEL	913,585	1,060,301	1,111,737	551,798	1,098,354	1,149,420	1,218,086	1,290,629
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES	2,948	2,114	3,500	364	3,000	3,000	3,000	3,000
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS			1,000		1,000	1,000	1,000	1,000
	82130	VEHICLE LICENSES & TITLES	45	45	100		100	100	100	100
=	XTRC	TOTAL TRANSPORTATION CHARGES	2,993	2,159	4,600	364	4,100	4,100	4,100	4,100
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	275	509	2,000	471	1,000	1,000	1,000	1,000
	82240	TRANSCRIPTION FEES			100		100	100	100	100
	82250	TESTING & PHYSICALS	1,662	2,298	1,500	295	2,300	2,300	2,300	2,300
	82299	OTHER OPERATING SERVICES	29	87	500	335	500	500	500	500
=	XOPSV	TOTAL OPERATING SERVICES	1,966	2,894	4,100	1,101	3,900	3,900	3,900	3,900
	82310	LEGAL NOTICES	1,658	543	1,500		1,500	1,500	1,500	1,500
	82350	DUES FOR MEMBERSHIPS	5,337	7,482	5,500	4,487	7,500	7,500	7,500	7,500
I	82355	PROFESSIONAL STANDARDS / ACCREDITATION	1,784	4,013	1,800		4,000	4,000	4,000	4,000
	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	110	270						
I	82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)								
	82373	RECRUITMENT	8,523	8,504	10,000	1,847	9,000	10,000	11,000	12,000
	82390	PUBLICATIONS, NON-TRAINING	234	36	500		234	250	250	250

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	17,646	20,848	19,300	6,334	22,250	23,250	24,250	25,250
I	82450	TELEPHONE SERVICE	862	1,040	1,100	416	1,100	1,200	1,300	1,400
	82451	800 MHZ ACCESS LINE SERVICE	102	95	125	1	100	100	100	100
	82455	CELLULAR TELEPHONE SERVICE	5,014	3,872	5,250	1,410	5,250	5,500	5,750	6,000
	82470	INTERNET & RELATED SERVICES	1,081	1,476	1,250	792	1,250	1,250	1,250	1,250
=	XUTIL	TOTAL UTILITIES	7,059	6,483	7,725	2,619	7,700	8,050	8,400	8,750
I+	82510	COMPUTER SERVICES	429	4,101	9,303	9,870	12,000	12,468	12,468	12,000
	1	Kronos								
	2	HRIS - Kronos Cloud Hosting								
	3	Various	429	4,101		9,870	12,000	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					
	*	Amount missing from detail								
	82520	LEGAL SERVICES		4,800	10,000		10,000	12,000	12,000	12,000
+	82560	CONSULTANT SERVICES	81,382	55,722	97,500	29,900	102,500	105,000	112,500	118,000
	1	Property Appraisals: Municipal Buildings			10,000		10,000	10,000	10,000	10,000
	2	Benefits Consultant			55,000		60,000	60,000	65,000	70,000
	3	Burris Thompson			22,500		22,500	25,000	27,500	28,000
	4	Acuff/Findley			10,000		10,000	10,000	10,000	10,000
	5	Various	81,382	55,722		29,900				
	*	Amount missing from detail								
	82599	OTHER CONTRACTUAL SERVICES	1,002	1,951	2,500	316	2,500	3,000	3,250	3,500
=	XCTS	TOTAL CONTRACTUAL SERVICES	82,813	66,574	119,303	40,086	127,000	132,468	140,218	145,500
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	2,277	2,905	2,500	1,514	2,500	2,750	2,750	2,750
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	2,687	2,597	2,750	1,372	2,750	3,000	3,250	3,500
I	82660	BUILDING REPAIR & MAINTENANCE SERVICES		105						
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	4,964	5,607	5,250	2,886	5,250	5,750	6,000	6,250
	82710	RETIREMENT SERVICES								
	82720	TUITION ASSISTANCE PROGRAM	83,606	101,702	92,500	43,123	110,000	135,000	135,000	135,000
	82730	EMPLOYEE ASSISTANCE PROGRAM	16,736	12,978	19,000	8,682	20,000	20,000	20,000	20,000
+	82740	EMPLOYEE WELLNESS PROGRAM	37,447	21,104	38,250	2,837	38,250	38,250	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	1,500
	4	Health Fair			6,000		6,000	6,000	6,000	6,000
I	5	Various	37,447	21,104	5,750	2,837	5,750	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		5,000	5,000	5,000	5,000

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	*	Amount missing from detail								
	82750	EMPLOYEE RECOGNITION/RECEPTIONS	16,408	17,239	20,000	4,046	20,000	20,000	20,000	20,000
+	82760	SAFETY PROGRAMS	39,944	29,743	51,000	14,334	52,000	52,000	52,000	52,000
	1	Health and Safety Fair								
	2	Safety Incentive Program								
	3	Technical Training: Confined Space								
	4	Samba Drivers License Monitoring								
	5	TN Workers Comp Law Change Posting Updates								
	6	IA Pro/Blueteam (internal risk reporting)								
	7	Various	39,944	29,743	51,000	14,334	52,000	52,000	52,000	52,000
	*	Amount missing from detail								
	82780	TRAINING, OUTSIDE	19,426	2,098	30,000	1,189	30,000	30,000	30,000	30,000
+	82790	TRAINING, IN-HOUSE	4,496	12,162	72,500		72,500	72,500	72,500	72,500
	1	Various	4,496	12,162	12,500		12,500	12,500	12,500	12,500
	2	FY 2019 PER - Civil Treatment Materials			10,000		10,000	10,000	10,000	10,000
	3	FY 2020 PER - Supervisor Training			50,000		50,000	50,000	50,000	50,000
	*	Amount missing from detail								
=	XEPG	TOTAL EMPLOYEE PROGRAMS	218,063	197,026	323,250	74,211	342,750	367,750	367,750	367,750
	82810	REGISTRATIONS	10,729	12,091	20,500	4,330	20,500	20,500	20,500	20,500
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	174	655	1,100	563	1,100	1,200	1,300	1,400
	82830	AIR TRAVEL	5,745	898	6,250	250	6,250	6,500	6,750	7,000
	82840	LODGING	8,890	9,121	11,000	2,739	11,000	12,000	13,000	14,000
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	808	1,682	2,000	588	2,000	2,000	2,000	2,000
	82890	OTHER TRAVEL EXPENSES	72	60		183	75	75	75	75
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	26,418	24,507	40,850	8,653	40,925	42,275	43,625	44,975
	83110	OFFICE SUPPLIES	7,547	9,216	9,000	3,103	9,500	9,500	9,500	9,500
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	970	258	1,000	162	1,000	1,000	1,000	1,000
	83130	EMPLOYEE BENEVOLENCE ITEMS		391	250		2,500	2,500	2,500	2,500
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	3,623	9,135	5,000	4,809	15,000	15,000	15,000	15,000
=	XOFS	TOTAL OFFICE SUPPLIES	12,140	19,000	15,250	8,074	28,000	28,000	28,000	28,000
	83210	TRAINING SUPPLIES		138	1,250	600	1,250	1,500	1,750	2,000
	83250	SAFETY SUPPLIES				383	400			
	83260	UNIFORMS PURCHASED			550	277	750	750	750	750
	83299	OTHER OPERATING SUPPLIES		22	1,750		1,750	2,000	2,250	2,500
=	XOPS	TOTAL OPERATING SUPPLIES		160	3,550	1,260	4,150	4,250	4,750	5,250
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	2,017	2,830	2,100	1,204	2,100	3,500	3,500	3,500
=	XFUEL	TOTAL FUEL & MILEAGE	2,017	2,830	2,100	1,204	2,100	3,500	3,500	3,500
	83510	FURNITURE, FIXTURES (<\$25,000)	1,876	6,688	6,000	2,735	6,500	6,500	6,500	6,500
+	83530	MACHINERY & EQUIPMENT (<\$25,000)		89	11,421	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	11,421			

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	*	Amount missing from detail								
	83540	COMPUTER HARDWARE (<\$25,000)	6,112	6,644	6,750	4,882	6,750	6,750	6,750	6,750
+	83550	COMPUTER SOFTWARE (<\$25,000)	274	12,572	27,000		32,000	32,000	32,000	32,000
	1	Various	274	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					5,000	5,000	5,000	5,000
	*	Amount missing from detail								
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	8,262	25,993	51,171	19,038	56,671	45,250	45,250	45,250
	83620	EQUIPMENT PARTS & SUPPLIES		110	570		570	570	570	570
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES		110	570		570	570	570	570
	84610	CITY SPONSORED TRAINING PROGRAM		62						
=	XOPU	TOTAL OPERATIONAL UNITS		62						
	85110	PROPERTY INSURANCE	941	1,193	1,253	1,095	1,095	1,315	1,381	1,450
	85111	FRAUD INSURANCE	284	869	912			958	1,006	1,056
	85112	INLAND MARINE INSURANCE	659	660	693	661	661	728	764	802
	85113	AUTO PHYSICAL DAMAGE	140	142	149	132	132	157	164	173
I	85115	LIABILITY INSURANCE	1,113	6,700	7,035	2,113	2,113	7,387	7,756	8,144
	85116	E&O LIABILITY INSURANCE	2,408	2,045	2,147	2,255	2,255	2,255	2,367	2,486
	85117	VEHICLE LIABILITY INSURANCE	4,784	6,035	6,337	1,335	1,335	6,654	6,986	7,336
	85118	LAW ENFORCEMENT LIABILITY INSURANCE								
	85119	UMBRELLA LIABILITY	933	803	843	948	948	885	930	976
	85120	PROPERTY DAMAGE COSTS								
	85123	PHYSICAL DAMAGE CLAIMS/DEDUCTIBLES		(241)						
	85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES	(19)							
	85140	SURETY/NOTARY BONDS	68			50	50			
=	XPLC	TOTAL PROPERTY & LIABILITY COSTS	11,311	18,206	19,369	8,589	8,589	20,339	21,354	22,423
	85580	LATE CHARGES								
=	XFLF	TOTAL FINANCIAL FEES								
	85990	MISCELLANEOUS			560			570	580	581
=	XOBE	TOTAL OTHER BUSINESS EXPENSES			560			570	580	581
I+	86600	LEASE/LOAN PRINCIPAL	2,480							
	1	2014 - Vehicle (\$27,000)								
	2	2014 - Copier (\$16,000)								
	3	2014- Kronos (\$392,000)								
	4	2015 - Chase - Kronos Software								
	5	2016 - Performance Management Software								
	*	Amount missing from detail	2,480							
+	86700	LEASE/LOAN INTEREST	13							
	1	2014 - Vehicle (\$27,000)								

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
2	2014 - Copier (\$16,000)								
3	2014-Kronos (\$392,000)								
4	2015 - Chase - Kronos Software								
5	2016 - Performance Management Software								
*	Amount missing from detail	13							
= XDSV	TOTAL DEBT SERVICE	2,493							
87510	REIMB OF INTERFUND SERVICES	(324,350)	(301,509)	(301,509)	(301,509)	(301,509)	(307,539)	(313,690)	(319,964)
= XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(324,350)	(301,509)	(301,509)	(301,509)	(301,509)	(307,539)	(313,690)	(319,964)
= XOP	TOTAL OPERATIONS	73,795	90,950	315,439	(127,090)	352,446	382,483	388,557	392,085
	Capital								
- 89520	VEHICLES (>\$25,000)								
+ 89550	COMPUTER SOFTWARE (>\$25,000)								
1	2012 - HRIS								
*	Amount missing from detail								
= XMEO	TOTAL MACHINERY & EQUIPMENT (>\$25,000)								
= XCAP	TOTAL CAPITAL								
= XTOT	TOTAL EXPENDITURES	987,380	1,151,251	1,427,176	424,708	1,450,800	1,531,903	1,606,643	1,682,714



City of Franklin, Tennessee

FY 2021 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Human Resources						
1	Student Loan Repayment Program	\$ -	\$ -	\$ 20,000	\$ 20,000	
2	New Vehicle	\$ -	\$ -	\$ 36,000	\$ 36,000	
Total		\$ -	\$ -	\$ 56,000	\$ 56,000	\$ -
		Compensation	Benefits	Expenses	Total	
Total G/F Requests		\$ -	\$ -	\$ 56,000	\$ 56,000	\$ -

FranklinForward Allocations

	A Safe, Clean, Livable City	\$ -
	A Effective and Fiscally Sound City Government Providing High Quality Service	\$ 20,000
	Quality Life Experiences	\$ -
	Sustainable Growth & Economic Prosperity	\$ 36,000
Totals		\$ 56,000

Traditional Allocations

	Personnel	\$ 20,000
	Operations	\$ -
	Equipment	\$ 36,000
	Capital	\$ -
Total		\$ 56,000

FY 2021 Program Enhancement Request Form



HISTORIC
FRANKLIN
TENNESSEE

Department Priority: **1** of **1**

Department:

41650 HUMAN RESOURCES

Division:

FranklinForward Theme:

An Effective and Fiscally Sound City Government Providing High Quality Service

Title:

New: Student Loan Repayment Program

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 (FY21 Only)	Ongoing Annual Cost (FY21 & Future)	TOTAL FY21 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
			\$0
Expenses			
	\$0	\$15,000	\$15,000
	\$4,000	\$0	\$4,000
	\$0	\$1,000	\$1,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$4,000	\$16,000	\$20,000

PURPOSE / DESCRIPTION OF REQUEST

This request would create a new benefit for City of Franklin employees. Full-time employees who have completed a post-graduate degree (related to their current job description), completed their degree within the past five (5) years, and have been employed with the City for at least one (1) year would be qualified to enroll in the lottery for the student loan repayment program. If accepted into the program, the City of Franklin would contribute up to \$100 per month towards the employee's student loans through a financial institution facilitating the transfer of monies from the City to the loan provider. Accepted applicants must stay employed with the City of Franklin for up to three (3) years depending on the degree level of which they are paying off their student loans.

SERVICE IMPLICATION

Student loans are the biggest contributor of debt in the United States. Private sector companies include Pricewaterhousecoopers and Aetna provide a similar benefit to their employees. In a recent survey, City of Franklin employees pay up to \$600 per month towards their student debt. The student loan repayment program will help attract new employees and retain current employees while providing them more financial stability by reducing their student debt.

FY 2021 Program Enhancement Request Form



HISTORIC
FRANKLIN
TENNESSEE

Department Priority: **2** of **2**

Department:

41650 HUMAN RESOURCES

Division:

FranklinForward Theme:

Sustainable Growth & Economic Prosperity

Title:

New 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 (FY21 Only)	Ongoing Annual Cost (FY21 & Future)	TOTAL FY21 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
Expenses			
89520 VEHICLES (>\$25,000)	\$36,000		\$36,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$36,000	\$0	\$36,000

PURPOSE / DESCRIPTION OF REQUEST

We are in need of a larger vehicle that can transport at least 4 persons and equipment or cargo (in the dry). This is the reason for our request of an SUV the size of the Chevrolet Tahoe. None of our current vehicles have the capacity that the Tahoe has.

HR currently has 5 vehicles: 2015 Ford Explorer; 2014 Chevy Equinox; 2007 Chevy Impala; 2005 Ford Explorer; and the 2002 Chevy Pickup.

Three of our vehicles were handed down from other departments when they replaced their vehicles.

2007 Chevy Impala – from ACA Vernon Gerth

2005 Ford Explorer – from Deputy ACA Randy Whitmore

2002 Chevy Pickup – from BNS when they upgraded their Codes trucks

SERVICE IMPLICATION

We regularly have multiple people attending the same necessary out of town conferences. We have a number of events (retirement parties, trainings and other special events) that require us to go to various locations to set up equipment, furnishings or food; as well as deliver people. There has been at least 2 separate times we have had to borrow a vehicle from other departments to transport out of the ordinary items. We would like to get our vehicles on a 5 to 8 year rotation with at least 4 vehicles on hand for our department.

Three of our vehicles are well over 10 years old. Because of low confidence, we don't drive these three vehicles long distances.



File #: 20-0533

DATE: March 28, 2020

TO: Board of Mayor and Aldermen

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 budget request of the Water Management Fund for FY 2020-2021.

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 review of the budget materials. No action is required.



City of Franklin, Tennessee

FY 2021 Operating Budget Request

Water Management

Michelle Hatcher, Director



City of Franklin, Tennessee - FY 2021 Budget Request

Water Management

Slide 2

Outline

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



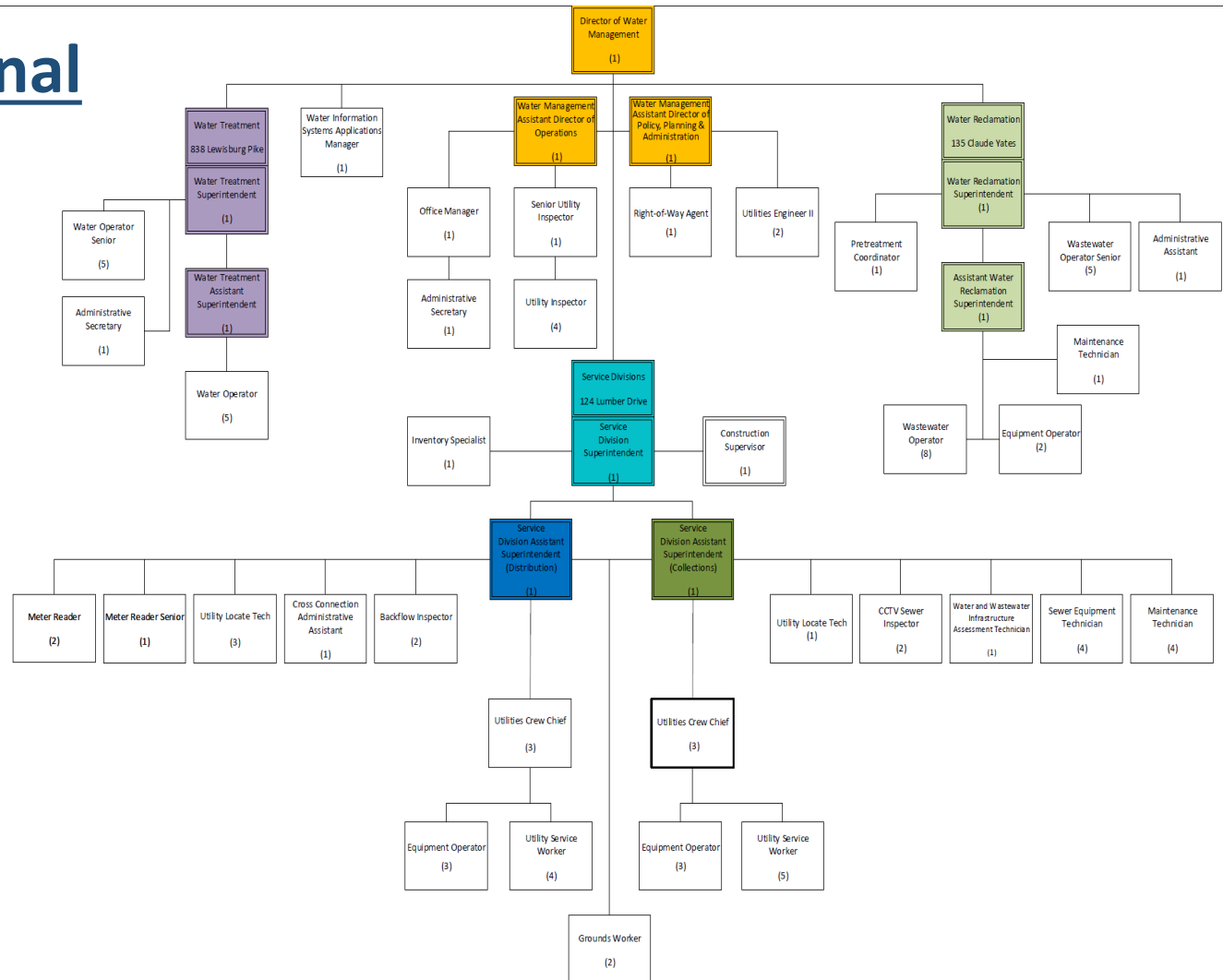
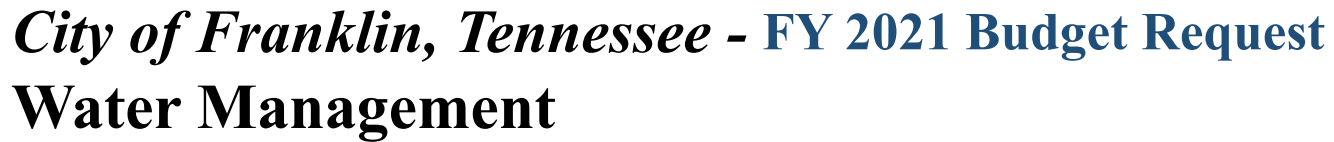
City of Franklin, Tennessee - FY 2021 Budget Request

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.





City of Franklin, Tennessee - FY 2021 Budget Request

Water Management

Slide 5

Base Budget Request: Personnel

The base personnel request for 2021 is 96 budgeted positions, same as in FY 2020. Budgeted positions include 59 staff members in the Wastewater Section and 37 staff members in the Water Section.

City of Franklin, Tennessee - FY 2021 Budget Request

Water Management

Base Budget Request: Operations

	2018 Actual	2019 Actual	2020		2021 Budget	2020 v. 2021	
			Budget	Estimated		\$	%
Beginning Balance*	23,340,291	24,413,715	29,011,338	29,011,338	31,167,930		
Revenues	30,597,209	32,010,519	34,573,488	34,865,175	32,531,614	(2,041,874)	-5.9%
Expenses							
Personnel	6,356,180	6,549,709	7,301,098	7,066,128	7,788,387	487,289	6.7%
Operations	16,037,017	20,714,106	16,480,241	16,170,831	16,620,769	140,529	0.9%
Capital	179,731	149,081	7,502,850	9,471,625	10,896,000	3,393,150	45.2%
Expenses	22,572,928	27,412,896	31,284,189	32,708,584	35,305,157	4,020,968	12.9%
<i>Use of F/B**</i>	\$ 6,950,858						
Ending Balance*	24,413,715	29,011,338	32,300,638	31,167,930	28,394,387		

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

**Use of F/B includes monies raised by operations spent on capital projects for the Water Management Fund expensed outside of the operational funds. This includes monies dedicated to emergency repairs to the 54" wastewater line.

Remaining Ending Balance will be used to subsidize larger capital projects, namely as a cash contribution for the Water Reclamation Facility.

City of Franklin, Tennessee - FY 2021 Budget Request

Water Management

Program Enhancement Requests

<u>Priority</u>	<u>Request</u>	<u>Compensation</u>	<u>Benefits</u>	<u>Expenses</u>	<u>Total</u>	<u>Funded</u>
Water Management						
1	Water-Wastewater Infrastructure Assessment Technician	\$ 41,324	\$ 12,397	\$ 2,550	\$ 56,271	\$ -
2	Pick-up Truck - Utility Inspector Senior	\$ -	\$ -	\$ 39,550	\$ 39,550	
3	Utility Inspector Senior	\$ 60,000	\$ 18,000	\$ -	\$ 78,000	
Total		\$ 101,324	\$ 30,397	\$ 42,100	\$ 173,821	
		<u>Compensation</u>	<u>Benefits</u>	<u>Expenses</u>	<u>Total</u>	
Total Requests		\$ 101,324	\$ 30,397	\$ 42,100	\$ 173,821	\$ -

City of Franklin, Tennessee - FY 2021 Budget Request

Water Management

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 staff have 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 2021 Operating Budget

Water Management

Michelle Hatcher, Director

	2018 Actual	2019 Actual	2020		2021 Budget	2020 v. 2021	
			Budget	Estimated		\$	%
Beginning Balance*	23,340,291	24,413,715	29,011,338	29,011,338	31,167,930		
Revenues	30,597,209	32,010,519	34,573,488	34,865,175	32,531,614	(2,041,874)	-5.9%
Expenses							
Personnel	6,356,180	6,549,709	7,301,098	7,066,128	7,788,387	487,289	6.7%
Operations	16,037,017	20,714,106	16,480,241	16,170,831	16,620,769	140,529	0.9%
Capital	179,731	149,081	7,502,850	9,471,625	10,896,000	3,393,150	45.2%
Expenses	22,572,928	27,412,896	31,284,189	32,708,584	35,305,157	4,020,968	12.9%
Use of F/B**	\$ 6,950,858						
Ending Balance*	24,413,715	29,011,338	32,300,638	31,167,930	28,394,387		

Budget Summary - By Division

	2018 Actual	2019 Actual	2020		2021 Budget	2020 v. 2021	
			Budget	Estimated		\$	%
Beginning Balance*	23,340,291	24,413,715	29,011,338	29,011,338	31,167,930		
Revenues	30,597,209	32,010,519	34,573,488	34,865,175	32,531,614	(2,041,874)	-5.9%
Expenses							
Water	11,026,768	11,995,275	13,409,496	13,104,231	13,761,390	351,893	2.6%
Wastewater	11,342,497	15,213,267	17,083,218	19,409,928	20,803,342	3,720,125	21.8%
Reclaimed	203,663	204,354	791,475	194,425	740,425	(51,050)	-6.4%
Expenses	22,572,928	27,412,896	31,284,189	32,708,584	35,305,157	4,020,968	12.9%
Use of F/B**	\$ 6,950,858						
Ending Balance*	24,413,715	29,011,338	32,300,638	31,167,930	28,394,387		

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

**Use of F/B includes monies raised by operations spent on capital projects for the Water Management Fund expensed outside of the operational funds. This includes monies dedicated to emergency repairs to the 54" wastewater line.

Remaining Ending Balance will be used to subsidize larger capital projects, namely as a cash contribution for the Water Reclamation Facility.



City of Franklin, Tennessee

FY 2021 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, sanitary sewer 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 engineering. Reclaimed water, while presented as its own section, is an alternative disposal method of treated sanitary sewer. This disposal method in effect, increases the discharge capacity of the wastewater treatment plant (primarily during summer months) and provides a cost effective source of irrigation water within the reclaimed water distribution system while providing revenue to support its operation.



City of Franklin, Tennessee

FY 2021 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

	2017	2018	2019	2020*	2021*
Water Production (in MGD) - Average	0.97	2.04	2.46	2.50	2.50
Water Production (in MGD) - Maximum	1.90	3.41	4.17	4.25	4.25

Efficiency Measures

	2017	2018	2019	2020*	2021*
TBD					

Outcome (Effectiveness) Measures



City of Franklin, Tennessee

FY 2021 Operating Budget

Performance Measures

	2017	2018	2019	2020*	2021*
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	\$ 1,502,802	\$ 1,650,384	\$ 1,643,942	\$ 1,447,332	\$ 1,471,044
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?	Yes	No	No	TBD	TBD
Unaccounted water within the system decreases	16%	17%	18%	17%	16%
Target (20.8% unaccounted for in FY 2012)	20.8%	20.8%	20.8%	20.8%	20.8%
Meets Target?	Yes	Yes	Yes	TBD	TBD
Sanitary score remains or improves	99	98	-	-	-
Target (97 from FY 2012)	97	97	97	97	97
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	0	2	4	0	0
Target (TN Dept. of Environment & Conservation monitoring requirements and regulatory standards.)	0	0	0	0	0
Meets Target?	Yes	No	No	TBD	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.)	20.0%	25.0%	30.0%	35.0%	35.0%
Target	15.0%	15.0%	15.0%	15.0%	15.0%
Meets Target?	Yes	Yes	Yes	TBD	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	Platinum	TBD	TBD
Target (Platinum)	Platinum	Platinum	Platinum	Platinum	Platinum
Meets Target?	Yes	Yes	Yes	TBD	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%



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graph TD
    DWM[Director of Water Management  
(1)] --> WISM[Water Information Systems Applications Manager  
(1)]
    DWM --> WMOA[Water Management Assistant Director of Operations  
(1)]
    DWM --> WMPPA[Water Management Assistant Director of Policy Planning & Administration  
(1)]
    
    WMOA --> WTS[Water Treatment 838 Lewisburg Pike  
Water Treatment Superintendent (1)  
Water Operator Senior (5)  
Administrative Secretary (1)]
    WMOA --> WUI[Senior Utility Inspector (1)  
Utility Inspector (4)]
    WMOA --> OM[Office Manager (1)  
Administrative Secretary (1)]
    
    WMPPA --> RWA[Right-of-Way Agent (1)]
    WMPPA --> UEII[Utilities Engineer II (2)]
    
    WTS --> WS[Water Operator Senior (5)]
    WTS --> AS[Administrative Secretary (1)]
    
    WUI --> UI[Utility Inspector (4)]
    
    OM --> ASec[Administrative Secretary (1)]
    
    RWA --> PC[Pretreatment Coordinator (1)]
    RWA --> WRS[Water Reclamation Superintendent 135 Claude Yates  
Water Reclamation Superintendent (1)  
Assistant Water Reclamation Superintendent (1)]
    
    PC --> WO[Water Operator Senior (5)]
    PC --> AA[Administrative Assistant (1)]
    
    WRS --> WT[Maintenance Technician (1)]
    WRS --> EO[Equipment Operator (2)]
    WRS --> WO2[Wastewater Operator (8)]
    
    WT --> MT[Maintenance Technician (1)]
    
    EO --> WO2
    
    SD[Service Divisions 124 Lumber Drive  
Service Division Superintendent (1)] --> IS[Inventory Specialist (1)]
    SD --> CS[Construction Supervisor (1)]
    SD --> SDA[Service Division Assistant Superintendent (Distribution) (1)]
    SD --> SDC[Service Division Assistant Superintendent (Collections) (1)]
    
    SDA --> MR[Meter Reader (2)]
    SDA --> MRS[Meter Reader Senior (1)]
    SDA --> ULT1[Utility Locate Tech (3)]
    SDA --> CCA[Cross Connection Administrative Assistant (1)]
    SDA --> BFI[Backflow Inspector (2)]
    
    SDC --> UTech[Utility Locate Tech (1)]
    SDC --> CSI[CCTV Sewer Inspector (2)]
    SDC --> WIAI[Water and Wastewater Infrastructure Assessment Technician (1)]
    SDC --> SET[Sewer Equipment Technician (4)]
    SDC --> MTech[Maintenance Technician (4)]
    
    SDA --> UCC[Utilities Crew Chief (3)]
    UCC --> EO1[Equipment Operator (3)]
    UCC --> USW1[Utility Service Worker (4)]
    UCC --> GW[Grounds Worker (2)]
    
    SDC --> UCC2[Utilities Crew Chief (3)]
    UCC2 --> EO2[Equipment Operator (3)]
    UCC2 --> USW2[Utility Service Worker (5)]

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Organization Chart



City of Franklin, Tennessee

FY 2021 Operating Budget

Staffing by Position

Position	Pay Grade	FY 2017	FY 2018	FY 2019	FY 2020
		F-T	F-T	F-T	F-T

Water Section

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

Water Distribution					
Service Division Superintendent	I	1	1	1	1
Service Division Assistant Superintendent	H	0	1	1	1
Water Distribution Assistant Superintendent	H	1	0	0	0
Utilities Crew Chief	F	3	3	3	3
Backflow Inspector	E	2	2	2	2
Water & Wastewater Infrastructure Assessment Technician	E	0	0	0	1
Administrative Assistant	D	1	1	1	1
Inventory Specialist	D	1	1	1	1
Equipment Operator	D	3	3	3	3
Utility Locate Technician	D	2	2	2	3
Utility Service Worker	C	4	4	4	4
Administrative Secretary	B	0	1	1	0
TOTALS		18	19	19	20

Water Treatment Plant					
Water Treatment Superintendent	I	1	1	1	1
Water Treatment Assistant Superintendent	H	1	1	1	1
Water Operator Sr	E	5	5	5	5
Water Operator 2	---	0	0	0	0
Administrative Assistant	D	1	1	1	1
Water Operator	D	5	5	5	5
Administrative Secretary	B	0	0	0	1
TOTALS		13	13	13	14

Water Section Totals		34	35	35	37
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Wastewater Section

Utility Administration					
Director	L	1	1	1	1
Assistant Director of Operations	J	1	1	1	1
Assistant Director of Administration and Policy	J	1	1	1	1
Utilities Engineer II	I	2	2	2	2
Right of Way Inspector	H	0	0	1	1
Water Information Systems Mgr	H	0	0	0	1
Senior Utility Inspector	G	1	1	1	1
GIS Analyst	F	1	1	1	0
Utility Inspector	F	3	3	4	4
Office Manager	F	1	1	1	1
Administrative Assistant	D	1	1	1	0
Administrative Secretary	B	0	0	0	1
Grounds Worker	B	2	2	2	2
TOTALS		14	14	16	16



City of Franklin, Tennessee

FY 2021 Operating Budget

Staffing by Position

Position	Pay Grade	FY 2017	FY 2018	FY 2019	FY 2020
		F-T	F-T	F-T	F-T
Wastewater Collection					
Service Division Assistant Superintendent	H	0	1	1	1
Wastewater Collection Assistant Superintendent	G	1	0	0	0
Construction Supervisor	F	1	1	1	1
Utilities Crew Chief	F	3	3	3	3
TV Truck Sewer Inspector	E	2	2	2	2
Maintenance Technician	E	4	4	4	4
Equipment Operator	D	3	4	4	3
Sewer Equipment Technician	D	4	4	4	4
Utility Locate Technician	D	2	2	2	1
Utility Service Worker	C	5	5	5	5
TOTALS		25	26	26	24
Water Reclamation					
Water Reclamation Superintendent	I	1	1	1	1
Assistant Water Reclamation Superintendent	H	1	1	1	1
Pretreatment Coordinator	F	1	1	1	1
Wastewater Operator Sr	E	5	5	5	5
Maintenance Technician	E	1	1	1	1
Equipment Operator	D	2	2	2	2
Wastewater Operator	D	8	8	8	8
TOTALS		19	19	19	19
WASTEWATER SECTION TOTALS		58	59	61	59
Total All Employees, Water & Wastewater		92	94	96	96



City of Franklin, Tennessee

FY 2021 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	Est	Budget	Difference	
	2018	2019	2020	2020	2021	\$	%
Personnel							
Salaries & Wages	4,298,696	4,569,104	4,999,134	4,690,354	5,204,078	204,944	4.1%
Employee Benefits	2,057,484	1,980,605	2,301,964	2,375,774	2,584,309	282,345	12.3%
Total Personnel	6,356,180	6,549,709	7,301,098	7,066,128	7,788,387	487,289	6.7%
Operations							
Transportation Services	9,507	4,214	7,300	4,400	4,650	(2,650)	-36.3%
Operating Services	539,806	622,039	463,500	527,879	545,550	82,050	17.7%
Notices, Subscriptions, etc.	6,572	9,666	23,400	18,900	22,200	(1,200)	-5.1%
Utilities	1,650,384	1,738,412	1,538,225	1,540,065	1,562,354	24,129	1.6%
Contractual Services	1,893,510	1,088,551	1,644,323	1,236,836	1,619,500	(24,823)	-1.5%
Repair & Maintenance Services	626,940	421,040	381,908	338,610	416,550	34,642	9.1%
Employee programs	10,939	9,763	12,650	11,150	23,600	10,950	86.6%
Professional Development/Travel	19,745	13,754	27,250	24,100	39,850	12,600	46.2%
Office Supplies	13,315	12,211	11,950	11,100	13,550	1,600	13.4%
Operating Supplies	542,379	628,711	698,275	703,550	720,125	21,850	3.1%
Fuel & Mileage	107,904	115,568	130,890	130,890	132,000	1,110	0.8%
Supplies for Resale	4,756,024	2,844,711	4,000,000	4,000,000	4,200,000	200,000	5.0%
Machinery & Equipment (<\$25,000)	205,923	93,917	293,915	224,129	262,422	(31,493)	-10.7%
Repair & Maintenance Supplies	869,118	1,204,051	612,250	569,800	630,550	18,300	3.0%
Operational Units	2,369,630	2,546,650	2,709,104	2,709,105	2,763,286	54,182	2.0%
Property & Liability Costs	522,967	8,059,642	340,324	315,236	342,774	2,450	0.7%
Rentals	15,250	33,951	8,650	23,447	8,650	-	0.0%
Financial Fees	(6,038)	692	44,150	(8,791)	44,100	(50)	-0.1%
Permits	55,408	54,096	53,500	52,700	51,000	(2,500)	-4.7%
Debt Service and Lease Payments	1,827,734	1,212,467	3,478,677	3,737,725	3,218,058	(260,619)	-7.5%
Total Operations	16,037,017	20,714,106	16,480,241	16,170,831	16,620,769	140,529	0.9%
Buildings	118,466	-	500,000	-	500,000	-	0.0%
Improvements	-	149,081	6,322,850	9,034,325	10,211,000	3,888,150	61.5%
Machinery & Equipment (>\$25,000)	61,265	-	680,000	437,300	185,000	(495,000)	-72.8%
Capital	179,731	149,081	7,502,850	9,471,625	10,896,000	3,393,150	45.2%
Total Water & Wastewater Fund	22,572,928	27,412,896	31,284,189	32,708,584	35,305,157	4,020,968	12.9%



City of Franklin, Tennessee **FY 2021 Operating Budget**

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, and assisting Water Distribution service crews with system maintenance and operation.
- The Water Distribution service crews maintain approximately 280 miles of distribution lines, six (6) booster stations, and seven (7) finished water reservoirs with a 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 Water Distribution team continues to perform leak detection services. In FY 2017 leak detection surveys were performed on 86.3 miles of the system. The surveys identified 35 leaks with an estimated loss of approximately 12,000,000 gallons per year.



City of Franklin, Tennessee

FY 2021 Operating Budget

Water Budget

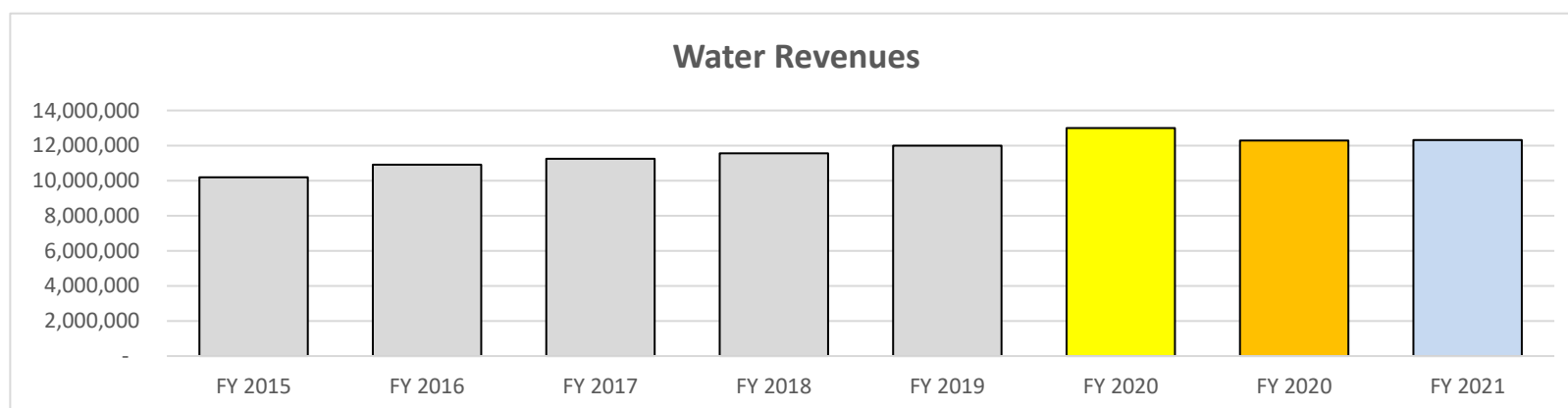
Consumption

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 2018. 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	TBD
FY 19	TBD	TBD

Revenues

Rate based revenues for FY 2021 are projected to be at approximately 102.9% of the 2019 receipts. The tables below present historic revenue by category FY 2015-FY 2019, estimated for the budgeted and projected revenues for FY 2020 and the projected revenues for FY 2021.



	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Estd	FY 2021 Budget
Intergovernmental	-	-	-	-	-	-	-	-
Interest Income	4,924	10,735	11,032	69,046	103,257	14,873	46,939	86,000
Rental Income	24,000	24,000	24,000	21,075	24,000	24,000	24,000	24,000
Sale of Surplus Assets	-	11,432	54,960	41,046	379	-	5,000	-
Customer Service (Rates)	9,987,026	10,716,426	11,006,147	11,021,468	11,761,456	12,802,783	12,154,286	12,114,033
Inspection Fees	83,765	61,100	78,595	76,951	79,502	60,000	40,000	40,000
Other Service Revenue	90,459	84,615	70,550	327,010	24,177	95,000	15,000	50,000
Fund Balance	-	-	-	-	-	-	-	-
Total Water Revenues*	10,190,174	10,908,308	11,245,284	11,556,597	11,992,771	12,996,656	12,285,225	12,314,033

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



City of Franklin, Tennessee

FY 2021 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 2021 Operating Budget

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	Est	Budget	Difference '20 v. '21	
	2018	2019	2020	2020	2021	\$	%
Divisions							
Water Distribution	2,419,664	2,618,147	2,410,357	2,222,327	4,428,527	2,018,170	83.7%
Water Treatment/Plant	6,111,964	4,490,421	5,786,069	5,750,113	6,369,857	583,789	10.1%
Utility Billing	135,220	159,288	209,996	148,833	199,236	(10,761)	-5.1%
Water General	2,360,031	4,727,799	5,003,074	4,987,095	4,728,270	(274,804)	-5.5%
Total Water	11,026,879	11,995,655	13,409,496	13,108,367	15,725,890	2,316,393	17.3%
Expense by Category							
Personnel							
Salaries & Wages	1,547,549	1,624,731	1,799,545	1,629,598	1,919,458	119,913	6.7%
Employee Benefits	776,405	750,724	840,794	903,182	963,896	123,102	14.6%
Total Personnel	2,323,954	2,375,455	2,640,339	2,532,780	2,883,354	243,015	9.2%
Operations							
Transportation Services	2,027	1,745	3,725	1,350	1,350	(2,375)	-63.8%
Operating Services	35,875	56,774	65,300	116,773	122,500	57,200	87.6%
Notices, Subscriptions, etc.	1,290	710	11,250	5,650	6,250	(5,000)	-44.4%
Utilities	269,394	437,009	369,632	371,172	387,261	17,629	4.8%
Contractual Services	30,253	60,063	362,875	103,380	403,500	40,625	11.2%
Repair & Maintenance Services	66,857	84,150	90,438	75,700	70,200	(20,238)	-22.4%
Employee programs	3,895	4,612	7,500	5,000	15,300	7,800	104.0%
Professional Development/Travel	5,635	1,393	7,100	4,950	12,200	5,100	71.8%
Office Supplies	5,111	4,915	4,300	4,300	5,050	750	17.4%
Operating Supplies	217,108	354,914	336,950	338,600	351,550	14,600	4.3%
Fuel & Mileage	34,447	39,649	39,490	39,490	40,500	1,010	2.6%
Supplies for Resale	4,756,024	2,844,711	4,000,000	4,000,000	4,200,000	200,000	5.0%
Machinery & Equipment (<\$25,000)	145,314	56,499	123,542	83,700	95,750	(27,792)	-22.5%
Repair & Maintenance Supplies	581,444	902,490	406,850	379,400	428,650	21,800	5.4%
Operational Units	1,254,510	1,273,325	1,354,552	1,354,552	1,381,643	27,091	2.0%
Property & Liability Costs	221,831	2,492,420	102,156	94,641	98,373	(3,783)	-3.7%
Rentals	9,668	23,538	3,500	18,347	3,500	-	0.0%
Financial Fees	(13,196)	221	15,100	(8,850)	15,050	(50)	-0.3%
Permits	37,096	36,030	36,500	36,725	36,500	-	0.0%
Debt Service and Lease Payments	1,038,231	795,571	1,667,398	1,811,096	1,215,909	(451,489)	-27.1%
Total Operations	8,702,814	9,470,739	9,008,157	8,835,976	8,891,036	(117,122)	-1.3%
Improvements	-	149,081	1,701,000	1,735,475	1,987,000	286,000	16.8%
Machinery & Equipment (>\$25,000)	-	-	60,000	-	-	(60,000)	-100.0%
Capital	-	149,081	1,761,000	1,735,475	1,987,000	226,000	12.8%
Total Water Summary	11,026,768	11,995,275	13,409,496	13,104,231	13,761,390	351,893	2.6%

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	Personnel								
I=	81110 REGULAR PAY	804,932	884,189	936,048	560,662	860,429	996,605	1,046,435	1,098,757
	81120 OVERTIME PAY	39,291	27,822	35,000	19,831	29,981	35,000	35,000	35,000
	81199 VACANCY ADJUSTMENT			(31,381)			(34,881)	(36,625)	(38,456)
-	XWAGE TOTAL WAGES	844,223	912,011	939,667	580,493	890,410	996,724	1,044,810	1,095,301
=	81410 FICA (EMPLOYER'S SHARE)	60,231	65,590	68,431	41,764	65,823	76,240	80,250	84,055
=	81420 MEDICAL PREMIUMS	285,784	261,931	278,791	128,395	220,106	371,343	408,477	449,325
=	81425 VISION PREMIUMS		1,840	1,523	890	1,526	2,141	2,355	2,591
=	81430 GROUP INSURANCE PREMIUMS	18,109	17,038	22,053	9,063	15,537	23,866	25,067	26,320
=	81440 EMPLOYEE INSURANCE CONTRIBUTIONS	(59,624)	(56,434)	(61,972)	(35,028)	(55,562)	(83,845)	(98,215)	(108,036)
I	81450 RETIREMENT CONTRIBUTIONS	112,681	117,770	129,547	90,389	114,499	125,949	138,544	152,398
	81455 DEFERRED COMP MATCH	12,892	17,199	17,501	8,035	12,612	8,399	8,819	9,260
	81456 TCRS CONTRIBUTIONS (CITY)				2,417	8,038	8,842	9,726	10,699
	81470 WORKERS COMPENSATION PREMIUMS	11,673	10,679	11,213	10,768	10,768	11,774	12,362	12,980
	81475 WORKERS COMPENSATION CLAIMS	(6,498)	1,410		139	230			
-	XBEN TOTAL BENEFITS	435,248	437,023	467,087	256,832	393,577	544,709	587,385	639,592
=	XPER TOTAL PERSONNEL	1,279,471	1,349,034	1,406,754	837,325	1,283,987	1,541,433	1,632,195	1,734,893
	Operations								
	82110 MAILING & OUTBOUND SHIPPING SERVICES	275	1,030	200	4,328	200	200	200	200
	82120 FREIGHT FOR INBOUND PURCHASED ITEMS	92		100		100	100	100	100
	82130 VEHICLE LICENSES & TITLES	136	99	225	18	200	200	200	200
-	XTRC TOTAL TRANSPORTATION CHARGES	503	1,129	525	4,346	500	500	500	500
	82210 PRINTING & COPYING SERVICES, OUTSOURCED	415	657	500	889	250	500	500	500
	82240 TRANSCRIPTION FEES	39	131	100		100	100	100	100
	82250 TESTING & PHYSICALS	1,961	919	1,000	688	1,000	1,000	1,000	1,000
	82260 UNIFORM RENTAL & SERVICES				528	5,000	5,500	5,500	6,000
	82280 LAB FEES				238				
	82299 OTHER OPERATING SERVICES								
-	XOPSV TOTAL OPERATING SERVICES	2,415	1,707	1,600	2,343	6,350	7,100	7,100	7,600
	82310 LEGAL NOTICES	100		200		200	200	200	200
	82350 DUES FOR MEMBERSHIPS	255	568	1,000	85	500	1,000	1,000	1,000
	82360 PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	59	32	3,000	1,725	3,000	3,000	3,000	3,000
	82390 PUBLICATIONS, NON-TRAINING			200		200	200	200	200
-	XNSP TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	414	600	4,400	1,810	3,900	4,400	4,400	4,400
	82410 ELECTRIC SERVICE	107,324	101,015	98,880	70,414	100,000	101,846	105,000	107,625
	82420 WATER & SEWER SERVICE	1,159	1,308	775	675	775	800	850	850
	82430 STORMWATER SERVICE	4,180	4,180	4,200	2,090	3,000	3,500	3,500	3,500
	82435 SOLID WASTE SERVICE	2,613	2,613	2,600	1,498	2,600	2,600	2,600	2,600
	82440 NATURAL GAS SERVICE	4,483	3,027	2,250	943	2,250	2,250	2,500	2,500
	82450 TELEPHONE SERVICE	734	1,009	800	597	800	800	800	800
	82455 CELLULAR TELEPHONE SERVICE	10,293	10,630	7,000	5,609	7,000	7,000	7,000	7,000
	82470 INTERNET & RELATED SERVICES	4,820	1,774	1,400	2,288	1,400	2,000	2,500	2,500
-	XUTIL TOTAL UTILITIES	135,606	125,556	117,905	84,114	117,825	120,796	124,750	127,375

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	82510	COMPUTER SERVICES								
	82520	LEGAL SERVICES		1,950	10,000		5,000	10,000	10,000	10,000
	82540	ENGINEERING SERVICES	27							
+	82560	CONSULTANT SERVICES	6,000	7,680	121,500	13,638	18,000	70,000	40,000	65,000
	1	Leak Detection Services								
	2	Tank Inspection Services								
	3	Miscellaneous	6,000	7,680						
	4	Prior Years								
	5	Jackson Thornton			121,500	13,638	18,000	70,000	40,000	65,000
	*	Amount missing from detail								
	82599	OTHER CONTRACTUAL SERVICES	12,101	16,080	17,000	9,863	17,000	17,000	47,000	17,000
-	XCTS	TOTAL CONTRACTUAL SERVICES	18,128	25,710	148,500	23,501	40,000	97,000	97,000	92,000
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	16,881	19,272	12,650	3,468	8,000	10,000	10,000	8,000
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	6,561	11,486	7,500	6,354	7,500	8,000	8,000	10,000
	82630	FIRE HYDRANT MAINTENANCE SERVICES								
	82640	PAVING & REPAIR SERVICES		3,148	2,000	(552)	2,000	2,000	2,000	2,000
	82660	BUILDING REPAIR & MAINTENANCE SERVICES	258		1,000		1,000	1,000	1,000	1,000
	82682	REPAIR TO LINES	2,000	2,389	3,000	12,489	15,000	15,000	16,000	17,000
	82683	WATER TANK MAINTENANCE SERVICES	1,114		15,000	8,038	8,000		25,000	
	82684	PUMP STATION REPAIR SERVICES			8,000		8,000	8,000	8,000	8,000
	82699	OTHER REPAIR & MAINTENANCE SERVICES	2,000	63	1,000	180	1,000	1,000	1,000	1,000
-	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	28,814	36,358	50,150	29,977	50,500	45,000	71,000	47,000
	82750	EMPLOYEE RECOGNITION/RECEPTIONS	673	124	500		500	500	500	500
	82780	TRAINING, OUTSIDE	2,895	2,955	4,500	710	2,000	5,000	5,000	5,000
	82790	TRAINING, IN-HOUSE	122	824	200	222	200	6,500	600	700
-	XEPG	TOTAL EMPLOYEE PROGRAMS	3,690	3,903	5,200	932	2,700	12,000	6,100	6,200
	82810	REGISTRATIONS	1,350		1,500		700	1,500	1,500	2,000
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	681	47	200	118	200	200	200	500
	82830	AIR TRAVEL	276		750	362	500	2,000	2,000	2,000
	82840	LODGING	1,264		1,800	1,244	700	3,500	3,500	3,500
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	670	156	500	402	500	1,000	1,000	1,300
-	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	4,241	203	4,750	2,126	2,600	8,200	8,200	9,300
	83110	OFFICE SUPPLIES	677	633	800	273	800	800	800	800
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)								
	83130	EMPLOYEE BENEVOLENCE ITEMS			100		100	100	100	100
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	2,616	2,161	1,000	1,263	1,000	1,500	1,500	2,000
-	XOFS	TOTAL OFFICE SUPPLIES	3,293	2,794	1,900	1,536	1,900	2,400	2,400	2,900
	83210	TRAINING SUPPLIES			250		250	250	250	250
	83220	CHEMICALS & LAB SUPPLIES	233	1,454	1,200		1,200	1,200	1,200	1,200
	83240	MEDICAL SUPPLIES	317	310	200	148	200	200	200	200
	83250	SAFETY SUPPLIES	14,255	18,037	7,650	6,155	7,650	8,000	8,500	8,500
	83260	UNIFORMS PURCHASED	3,637	2,884	2,500	3,534	2,000	2,500	2,500	2,500
	83270	CONSUMABLE TOOLS	12,805	14,695	10,000	5,946	10,000	11,000	12,000	13,000
	83299	OTHER OPERATING SUPPLIES	4,937	5,602	4,000	3,746	4,000	4,000	4,000	4,000
-	XOPS	TOTAL OPERATING SUPPLIES	36,184	42,982	25,800	19,529	25,300	27,150	28,650	29,650
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	28,256	35,999	34,400	16,528	34,400	35,000	36,200	17,000

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
-	XFUEL	TOTAL FUEL & MILEAGE	28,256	35,999	34,400	16,528	34,400	35,000	36,000	37,000
	83510	FURNITURE, FIXTURES (<\$25,000)	234	267	600	100	600	600	600	600
	83520	VEHICLES (<\$25,000)	20,600							
+	83530	MACHINERY & EQUIPMENT (<\$25,000)	72,822	23,049	35,000	4,514	35,000	35,000	35,000	35,000
	1	Miscellaneous			35,000		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	72,822	23,049		4,514				
	*	Amount missing from detail								
+	83540	COMPUTER HARDWARE (<\$25,000)	6,075	5,902	5,000	4,822	5,000	1,500	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	6,075	5,902	5,000	4,822	5,000	1,500	5,000	5,000
	*	Amount missing from detail								
	83550	COMPUTER SOFTWARE (<\$25,000)	7,703	7,807	21,492	43	10,000	21,500	21,500	21,500
-	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	107,434	37,025	62,092	9,479	50,600	58,600	62,100	62,100
	83610	VEHICLE PARTS & SUPPLIES	1,270	466	1,200	130	1,200	1,200	1,200	1,200
	83620	EQUIPMENT PARTS & SUPPLIES	9,731	3,561	5,000	2,290	5,000	6,000	6,000	6,000
	83630	FIRE HYDRANT SUPPLIES	74,527	54,972	30,000	20,499	30,000	35,000	40,000	45,000
	83640	PAVING & REPAIR SUPPLIES	31,484	28,879	25,000	5,848	7,500	25,000	25,000	25,000
	83652	LANDSCAPING SUPPLIES	128	100	300		300	300	300	300
	83654	GROUPS MAINTENANCE SUPPLIES		50	100	127	150	400	400	400
	83660	BUILDING MAINTENANCE SUPPLIES	1,925	4,680	3,000	933	3,000	3,000	3,000	3,000
	83680	METER REPAIR & REPLACEMENT SUPPLIES	197,465	493,188	230,000	238,893	230,000	230,000	250,000	250,000
	83682	UTILITY LINES REPAIR SUPPLIES	184,306	199,618	75,000	102,060	75,000	100,000	110,000	120,000
	83683	WATER TANK MAINTENANCE SUPPLIES	4,776	7,618	15,000	47	5,000	5,000	5,000	5,000
	83684	PUMP STATION REPAIR SUPPLIES	7,852	1,923	2,500	65	2,500	2,500	2,500	2,500
	83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES	285	69	1,000	16	1,000	1,000	1,000	1,000
-	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	513,749	795,124	388,100	370,908	360,650	409,400	444,400	459,400
	85110	PROPERTY INSURANCE	16,605	16,981	17,830	14,979	14,979	15,728	16,514	17,340
	85111	FRAUD INSURANCE	419	1,583	1,662					
	85112	INLAND MARINE INSURANCE	10,117	3,980	4,179	4,025	4,025	4,226	4,438	4,659
	85113	AUTO PHYSICAL DAMAGE	938	980	1,029	849	849	891	936	983
	85115	LIABILITY INSURANCE	1,642	1,703	1,788	3,994	3,994	4,194	4,403	4,624

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	85116	E&O LIABILITY INSURANCE	3,554	3,725	3,911	3,859	3,859	4,052	4,255	4,467
	85117	VEHICLE LIABILITY INSURANCE	4,257	6,347	5,560	5,432	5,432	5,704	5,989	6,288
	85119	UMBRELLA LIABILITY	1,377	1,463	1,536	1,623	1,623	1,704	1,789	1,879
	85120	PROPERTY DAMAGE COSTS	1,200	1,350	1,418					
	85123	PHYSICAL DAMAGE CLAIMS/DEDUCTIBLES	(294)							
	85125	LIABILITY CLAIMS/DEDUCTIBLES		779	818					
	85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES	25							
	85140	SURETY/NOTARY BONDS								
	85170	EASEMENTS ACQUIRED	150,448	33,190	20,000		20,000	20,000	20,000	20,000
-	XPLC	TOTAL PROPERTY & LIABILITY COSTS	190,288	72,081	59,731	34,761	54,761	56,499	58,324	60,240
	85230	LAND USE RENTAL	615	697	500	200	500	500	500	500
	85240	EQUIPMENT RENTAL & LEASES		7,994	2,000	100	2,000	2,000	2,000	2,000
-	XRENT	TOTAL RENTALS	615	8,691	2,500	300	2,500	2,500	2,500	2,500
	85310	PERMITS			200		200	200	200	200
	85320	STATE FEES	34,832	34,539	35,000	25,777	35,000	35,000	35,000	35,000
	85340	RECORDING & FILING FEES	514	66	200		200	200	200	200
-	XPERM	TOTAL PERMITS	35,346	34,605	35,400	25,777	35,400	35,400	35,400	35,400
	85530	E-COMMERCE FEES	18	48	50	11	50	50	50	50
-	XFLF	TOTAL FINANCIAL FEES	18	48	50	11	50	50	50	50
	85990	MISCELLANEOUS				103	150	150	150	150
	86300	PAYING AGENT & OTHER DEBT FEES	83	899	600	460	600	600	600	600
+	86600	LEASE/LOAN PRINCIPAL				79,856	100,000			
	1	ARRA # 6 Loan \$1.5m (100%)				79,856	100,000			
	2	2017 PER - One Call Vehicles (2 Vehicles - \$24,000 each)								
	*	Amount missing from detail								
+	86700	LEASE/LOAN INTEREST	31,116	43,699		20,155	43,699			
	1	ARRA # 6 Loan \$1.5m (100%)	31,116	43,699		20,155	43,699			
	2	2017 PER - One-Call Vehicles (1.5%)								
	*	Amount missing from detail								
-	XDSV	TOTAL DEBT SERVICE	31,199	44,598	600	100,471	144,299	600	600	600
-	XOP	TOTAL OPERATIONS	1,140,193	1,269,113	943,603	728,449	934,235	922,595	989,474	984,215
		Capital								
	89230	BUILDING IMPROVEMENTS								
-	XBLDG	TOTAL BUILDINGS								
+	89320	DISTRIBUTION SYSTEMS				4,105	4,105	1,964,500	2,214,500	1,799,300
	1	2010 - Curd Lane Water Tank Painting								
	2	Line Item 2				4,105	4,105	1,964,500	2,214,500	1,799,300
	*	Amount missing from detail								
-	XIMPR	TOTAL IMPROVEMENTS				4,105	4,105	1,964,500	2,214,500	1,799,300
+=	89520	VEHICLES (>\$25,000)			60,000					

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
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					
08	Dump Truck - Replace Unit WF-9, 1997 Model								
09	Replace Unit 39; 2005 model, 44,000 miles								
10	Replace Unit 26; 2005 Model								
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								
+ 89530	MACHINERY & EQUIPMENT (>\$25,000)								
01	2009 - Asphalt Zipper (Asphalt Zipper, Inc)								
02	2009 - Hydrant Flushing System (Vermeer)								
03	2010 - Backhoe (Nortrax)								
04	2011 - Aluminum Trench Box								
05	2012 - Emergency 6" Pump Replacement								
06	2013 - Backhoe; Replace Unit 43W; 1994 Model								
7	Line Item 7								
8	FY 2018 PER - Leak Detection Equipment								
*	Amount missing from detail								
- XMEO	TOTAL MACHINERY & EQUIPMENT (>\$25,000)			60,000					
= XCAP	TOTAL CAPITAL			60,000	4,105	4,105	1,964,500	2,214,500	1,799,300
= XTOT	TOTAL EXPENDITURES	2,419,664	2,618,147	2,410,357	1,569,879	2,222,327	4,428,528	4,836,169	4,518,408

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	Personnel								
I= 81110	REGULAR PAY	600,590	586,491	724,175	373,703	607,267	730,261	766,774	805,112
81120	OVERTIME PAY	14,917	28,809	20,000	25,058	32,471	20,000	20,000	20,000
81199	VACANCY ADJUSTMENT			(21,188)			(21,908)	(23,003)	(24,153)
_ XWAGE	TOTAL WAGES	615,507	615,300	722,987	398,761	639,738	728,353	763,771	800,959
= 81410	FICA (EMPLOYER'S SHARE)	44,456	44,878	53,953	29,197	46,456	50,958	58,658	61,591
= 81420	MEDICAL PREMIUMS	158,048	130,676	161,931	84,363	131,830	181,621	199,783	219,761
= 81425	VISION PREMIUMS		838	884	521	564	1,029	1,132	1,245
= 81430	GROUP INSURANCE PREMIUMS	12,307	10,915	15,813	7,437	9,409	13,677	14,361	15,079
= 81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(34,425)	(27,417)	(32,603)	(17,452)	(28,504)	(39,915)	(43,907)	(48,297)
81441	CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT	3,600	1,200		1,500	2,700	4,800	4,800	4,800
I 81450	RETIREMENT CONTRIBUTIONS	83,849	80,967	92,888	62,142	92,888	102,177	112,394	123,634
81455	DEFERRED COMP MATCH	811	2,439	3,123	(684)	1,968	3,279	3,443	3,615
81456	TCRS CONTRIBUTIONS (CITY)				4,778	8,191	8,690	9,221	9,783
81470	WORKERS COMPENSATION PREMIUMS	3,695	9,569	6,609	4,783	7,028	7,380	7,749	8,136
81475	WORKERS COMPENSATION CLAIMS								
_ XBEN	TOTAL BENEFITS	272,341	254,065	302,598	176,585	272,530	333,696	367,634	399,347
= XPER	TOTAL PERSONNEL	887,848	869,365	1,025,585	575,346	912,268	1,062,049	1,131,405	1,200,306
	Operations								
82110	MAILING & OUTBOUND SHIPPING SERVICES	1,218	485	1,000	4,630	50	50	50	50
82120	FREIGHT FOR INBOUND PURCHASED ITEMS	216	75	500	16	500	500	500	500
82130	VEHICLE LICENSES & TITLES	36	36	1,600		200	200	200	200
_ XTRC	TOTAL TRANSPORTATION CHARGES	1,470	596	3,100	4,646	750	750	750	750
82210	PRINTING & COPYING SERVICES, OUTSOURCED	1,434	4,622		950	40,000	40,000	40,000	40,000
82240	TRANSCRIPTION FEES				80	100		200	200
82250	TESTING & PHYSICALS	325	624	200	589	200	200	200	200
82260	UNIFORM RENTAL & SERVICES				394	5,500	5,500	5,500	5,500
82280	LAB FEES	25,912	44,966	60,000	15,008	60,000	60,000	60,000	60,000
82299	OTHER OPERATING SERVICES		87		7	7			
_ XOPSV	TOTAL OPERATING SERVICES	27,671	50,299	60,200	17,028	105,807	105,700	105,900	105,900
82310	LEGAL NOTICES			250		250	250	250	250
82350	DUES FOR MEMBERSHIPS	439	30	250	516	250	250	250	250
82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)			1,000	32	1,000	1,000	1,000	1,000
82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)			250		250	250	250	250
82390	PUBLICATIONS, NON-TRAINING	83	80		55				
_ XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	522	110	1,750	603	1,750	1,750	1,750	1,750
82410	ELECTRIC SERVICE	115,569	290,793	237,332	138,226	237,332	249,198	261,658	266,891
82430	STORMWATER SERVICE	758	796	750	379	750	750	750	750
82435	SOLID WASTE SERVICE	1,900	2,112	1,100	570	1,100	1,100	1,100	1,100
82440	NATURAL GAS SERVICE	5,547	7,698	3,000	4,102	3,000	3,000	3,000	3,000
82450	TELEPHONE SERVICE	2,477	2,449	2,400	531	2,400	2,400	2,400	2,400
82455	CELLULAR TELEPHONE SERVICE	773	830	1,350	491	1,350	1,350	1,350	1,350

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
82470	INTERNET & RELATED SERVICES	1,199	238		369	300	1,000	1,000	1,000
-	XUTIL TOTAL UTILITIES	128,223	304,916	245,932	144,668	246,232	258,798	271,258	276,491
82560	CONSULTANT SERVICES				14,998	17,000		12,000	22,000
82599	OTHER CONTRACTUAL SERVICES			15,000		33,500	15,000	518,000	33,500
-	XCTS TOTAL CONTRACTUAL SERVICES			15,000	14,998	50,500	15,000	530,000	55,500
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	2,471	3,901	750	382	750	750	750	750
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	23,639	17,656	20,000	15,568	20,000	20,000	20,000	20,000
82654	GROUPS MAINTENANCE SERVICES	6,729							
82660	BUILDING REPAIR & MAINTENANCE SERVICES	2,850	2,504	2,000	19,970	2,000	2,000	2,000	2,000
82699	OTHER REPAIR & MAINTENANCE SERVICES		628	200		200	200	200	200
-	XRMSV TOTAL REPAIR & MAINTENANCE SERVICES	35,689	24,689	22,950	35,920	22,950	22,950	22,950	22,950
82750	EMPLOYEE RECOGNITION/RECEPTIONS	55	235	300	102	300	300	300	300
82780	TRAINING, OUTSIDE		375	1,500	1,960	1,500	1,500	2,500	3,000
82790	TRAINING, IN-HOUSE	150	79	500	46	500	500	500	500
-	XEPG TOTAL EMPLOYEE PROGRAMS	205	689	2,300	2,108	2,300	2,300	3,300	3,800
82810	REGISTRATIONS	365	449	750		750	750	750	750
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	74	38	100		100	100	250	250
82830	AIR TRAVEL	258		300		300	300	1,000	1,000
82840	LODGING	449	642	1,000	315	1,000	1,000	1,500	2,000
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	248	61	200	233	200	200	500	500
82890	OTHER TRAVEL EXPENSES								
-	XPDT TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	1,394	1,190	2,350	548	2,350	2,350	4,000	4,500
83110	OFFICE SUPPLIES	1,601	1,635	1,700	1,352	1,700	1,700	1,700	1,700
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	33							
83130	EMPLOYEE BENEVOLENCE ITEMS		61	100	206	100	100	100	100
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	184	425	500	404	500	550	600	600
-	XOFS TOTAL OFFICE SUPPLIES	1,818	2,121	2,300	1,962	2,300	2,350	2,400	2,400
83220	CHEMICALS & LAB SUPPLIES	170,212	302,528	300,000	207,775	300,000	310,000	320,000	330,000
83240	MEDICAL SUPPLIES	612	243	750	114	750	750	750	750
83250	SAFETY SUPPLIES	4,343	2,861	2,000	3,095	3,000	2,000	3,000	3,000
83260	UNIFORMS PURCHASED	1,670	963	2,000	1,021	1,200	2,000	2,000	2,000
83270	CONSUMABLE TOOLS	550	1,000	1,500	252	1,500	1,500	1,500	1,500
83299	OTHER OPERATING SUPPLIES	2,035	3,120	4,000	1,266	4,000	4,000	4,000	4,000
-	XOPS TOTAL OPERATING SUPPLIES	179,422	310,715	310,250	213,523	310,450	320,250	331,250	341,250
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	3,344	2,092	3,090	868	3,090	3,245	3,500	3,500
-	XFUEL TOTAL FUEL & MILEAGE	3,344	2,092	3,090	868	3,090	3,245	3,500	3,500
+ 83410	WATER PURCHASED	4,756,024	2,844,711	4,000,000	2,435,002	4,000,000	4,200,000	4,410,000	4,630,500
1	Contractual Obligation								
2	Water Plant Augmentation Purchases								
3	Line Item 3	4,756,024	2,844,711	4,000,000	2,435,002	4,000,000	4,200,000	4,410,000	4,630,500
*	Amount missing from detail								
-	XSFR TOTAL SUPPLIES FOR RESALE	4,756,024	2,844,711	4,000,000	2,435,002	4,000,000	4,200,000	4,410,000	4,630,500
83510	FURNITURE, FIXTURES (<\$25,000)	2,662	1,517	500	271	500	500	500	500

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
83520	VEHICLES (<\$25,000)	7,804			1,189				
+ 83530	MACHINERY & EQUIPMENT (<\$25,000)	20,372		25,000		25,000	25,000	25,000	25,000
1	Miscellaneous	20,372		25,000			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					25,000			
8	Line Item 8								
*	Amount missing from detail								
83540	COMPUTER HARDWARE (<\$25,000)	4,864	5,288	2,000	527	2,000	3,000	3,000	3,000
83550	COMPUTER SOFTWARE (<\$25,000)			3,150		3,150	3,150	3,150	3,150
- XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	35,702	6,805	30,650	1,987	30,650	31,650	31,650	31,650
83610	VEHICLE PARTS & SUPPLIES	145	385	500	67	500	500	500	500
83620	EQUIPMENT PARTS & SUPPLIES	5,405	12,636	10,000	11,091	10,000	10,000	10,000	10,000
83640	PAVING & REPAIR SUPPLIES								
83643	SIGN SUPPLIES								
83652	LANDSCAPING SUPPLIES			250		250	250	250	250
83654	GROUNDS MAINTENANCE SUPPLIES	4,443		500		500	500	500	500
83660	BUILDING MAINTENANCE SUPPLIES	8,967	7,243	6,500	5,719	6,500	700	7,000	7,500
83684	PUMP STATION REPAIR SUPPLIES			500		500	500	500	500
83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES			500		500	500	500	500
- XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	18,960	20,264	18,750	16,877	18,750	12,950	19,250	19,750
85110	PROPERTY INSURANCE	9,991	23,514	10,996	25,572	10,472	10,996	11,545	12,123
85111	FRAUD INSURANCE	1,159	4,374	4,593		4,374	4,593	4,822	5,063
85112	INLAND MARINE INSURANCE	571	580	609	609	580	609	639	671
85113	AUTO PHYSICAL DAMAGE	(174)	96	101	90	96	101	106	111
85115	LIABILITY INSURANCE	4,541	4,706	4,941	8,796	4,706	4,941	5,188	5,448
85116	E&O LIABILITY INSURANCE	9,827	10,296	10,811	9,390	10,296	10,811	11,351	11,919
85117	VEHICLE LIABILITY INSURANCE	2,635	3,299	3,464	801	3,299	3,464	3,637	3,819
85119	UMBRELLA LIABILITY	3,807	4,044	4,246	3,949	4,044	4,246	4,459	4,681
85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES								
- XPLC	TOTAL PROPERTY & LIABILITY COSTS	32,357	50,909	39,761	49,207	37,867	39,761	41,747	43,835
85220	PROPERTY TAX-RENTAL PROPERTY								
85240	EQUIPMENT RENTAL & LEASES	165		1,000		1,000	1,000	1,000	1,000
- XRENT	TOTAL RENTALS	165		1,000		1,000	1,000	1,000	1,000
85310	PERMITS			100		100	100	100	100
85320	STATE FEES	1,150	950	1,000	3,475	1,000	1,000	1,000	1,000
- XPERM	TOTAL PERMITS	1,150	950	1,100	3,475	1,100	1,100	1,100	1,100
XOP	TOTAL OPERATIONS	5,224,116	3,621,056	4,760,483	2,943,420	4,830,448	5,023,000	5,071,802	5,140,626

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	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	
	* Amount missing from detail								
-	XBLDG TOTAL BUILDINGS							500,000	
	89320 DISTRIBUTION SYSTEMS								
-	XIMPR TOTAL IMPROVEMENTS								
=	89520 VEHICLES (>\$25,000)								
+	89530 MACHINERY & EQUIPMENT (>\$25,000)				33,961				
	1 Chlorine to Bleach conversion								
	2 Setting Basin Rehabilitation								
	3 Rate of Flow Valves (4)								
	4 High Service Distribution Pumps (3)								
	5 Raw Water Traveling Screen								
	6 Raw Water Pump and Appurtenances								
	7 Line Item 7								
	* Amount missing from detail				33,961				
-	XMEO TOTAL MACHINERY & EQUIPMENT (>\$25,000)				33,961				
=	XCAP TOTAL CAPITAL				33,961			500,000	
=	XTOT TOTAL EXPENDITURES	6,111,964	4,490,421	5,786,068	3,552,727	5,750,114	6,369,857	7,413,210	6,746,932

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
		Personnel								
I=	81110	REGULAR PAY	85,764	95,211	105,441	61,492	97,015	100,914	105,959	111,257
	81120	OVERTIME PAY	2,055	2,209	2,000	1,907	2,434	2,000	2,000	2,000
	81199	VACANCY ADJUSTMENT			(3,527)			(3,532)	(3,709)	(3,894)
-	XWAGE	TOTAL WAGES	87,819	97,420	103,914	63,399	99,449	99,382	104,250	109,363
=	81410	FICA (EMPLOYER'S SHARE)	6,402	6,976	7,709	4,516	8,284	7,720	8,106	8,511
=	81420	MEDICAL PREMIUMS	23,005	35,554	40,044	24,266	28,068	52,971	58,268	64,095
=	81425	VISION PREMIUMS		156	140	91	52	285	314	345
=	81430	GROUP INSURANCE PREMIUMS	1,345	1,460	3,221	1,049	1,100	3,005	3,155	3,313
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(4,199)	(6,889)	(8,347)	(4,328)	(7,776)	(11,510)	(12,661)	(13,927)
I	81450	RETIREMENT CONTRIBUTIONS	13,975	7,361	10,331	5,649	7,540	8,294	9,123	10,036
	81455	DEFERRED COMP MATCH	3,098	3,752	3,745	(255)	4,364	4,582	4,811	5,052
	81456	TCRS CONTRIBUTIONS (CITY)				2,438	4,876	5,173	5,691	6,260
	81470	WORKERS COMPENSATION PREMIUMS	3,112	1,336	3,431	1,317	5,268	3,603	3,783	3,972
	81475	WORKERS COMPENSATION CLAIMS	(11,949)	33						
-	XBEN	TOTAL BENEFITS	34,789	49,739	60,274	34,743	51,776	74,124	80,590	87,657
=	XPER	TOTAL PERSONNEL	122,608	147,159	164,188	98,142	151,225	173,505	184,840	197,020
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES		11	50		50	50	50	50
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS								
	82130	VEHICLE LICENSES & TITLES	18	9	50		50	50	50	50
-	XTRC	TOTAL TRANSPORTATION CHARGES	18	20	100		100	100	100	100
	82210	PRINTING & COPYING SERVICES, OUTSOURCED			3,000		3,000	3,000	3,000	3,000
	82240	TRANSCRIPTION FEES	231		100		100	100	100	100
	82250	TESTING & PHYSICALS	368		400	129	400	400	400	400
	82260	UNIFORM RENTAL & SERVICES				83	1,000	1,000	1,000	1,000
-	XOPSV	TOTAL OPERATING SERVICES	599		3,500	212	4,500	4,500	4,500	4,500
	82310	LEGAL NOTICES			100		100	100	100	100
	82390	PUBLICATIONS, NON-TRAINING								
-	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY			100		100	100	100	100
	82450	TELEPHONE SERVICE	916	942	978	710	978	950	1,000	1,000
	82451	800 MHZ ACCESS LINE SERVICE	324	303	367	4	367	367	386	375
	82455	CELLULAR TELEPHONE SERVICE	365	1,040	500	968	2,400	2,400	2,400	2,400
	82470	INTERNET & RELATED SERVICES	1,441	2,189	1,500	1,478	1,500	1,500	1,500	1,500
-	XUTIL	TOTAL UTILITIES	3,046	4,474	3,345	3,160	5,245	5,217	5,286	5,275
	82510	COMPUTER SERVICES								
-	XCTS	TOTAL CONTRACTUAL SERVICES								

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	2,354	1,965	1,500	223	1,500	1,500	1,500	1,500
	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	2,354	2,034	2,250	223	2,250	2,250	2,250	2,250
	82750	EMPLOYEE RECOGNITION/RECEPTIONS						500	500	500
	82790	TRAINING, IN-HOUSE		20		44	100			
-	XEPG	TOTAL EMPLOYEE PROGRAMS		20		44	100	500	500	500
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)			100	35	100	300	300	300
-	XOFS	TOTAL OFFICE SUPPLIES			100	35	100	300	300	300
	83250	SAFETY SUPPLIES	487	120	200		200	500	500	500
	83260	UNIFORMS PURCHASED	560	937	500	579	650	650	650	650
	83270	CONSUMABLE TOOLS	465	54	200	895	2,000	2,000	2,000	2,000
	83299	OTHER OPERATING SUPPLIES	(10)	106		31				
-	XOPS	TOTAL OPERATING SUPPLIES	1,502	1,217	900	1,505	2,850	3,150	3,150	3,150
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	2,847	1,558	2,000	958	2,000	2,000	2,000	2,000
-	XFUEL	TOTAL FUEL & MILEAGE	2,847	1,558	2,000	958	2,000	2,000	2,000	2,000
+	83530	MACHINERY & EQUIPMENT (<\$25,000)								
	83540	COMPUTER HARDWARE (<\$25,000)	25	233	29,000			3,000	3,000	3,000
	83550	COMPUTER SOFTWARE (<\$25,000)			1,800	2,450	2,450	2,500	2,500	2,500
-	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	25	233	30,800	2,450	2,450	5,500	5,500	5,500
	83620	EQUIPMENT PARTS & SUPPLIES	93	36						
	83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES	72							
-	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	165	36						
	85110	PROPERTY INSURANCE	941	1,114	1,170	817	817	858	901	946
	85111	FRAUD INSURANCE	36	134	141					
	85112	INLAND MARINE INSURANCE	84	95	100	95	95	100	105	110
	85113	AUTO PHYSICAL DAMAGE	(194)	83	87	46	46	48	51	53
	85115	LIABILITY INSURANCE	139	144	151	313	313	329	345	362
	85116	E&O LIABILITY INSURANCE	301	314	330	334	334	351	368	387
	85117	VEHICLE LIABILITY INSURANCE	532	529	555	267	267	280	294	309
	85119	UMBRELLA LIABILITY	117	124	131	141	141	148	155	163
	85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES								
-	XPLC	TOTAL PROPERTY & LIABILITY COSTS	1,956	2,537	2,665	2,013	2,013	2,114	2,219	2,330
	85320	STATE FEES								
-	XPERM	TOTAL PERMITS								

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	85540	BILLING SERVICES								
	85550	CASH SHORT/OVER	100		50	(24,000)	(24,000)			
-	XFLF	TOTAL FINANCIAL FEES	100		50	(24,000)	(24,000)			
=	XOP	TOTAL OPERATIONS	12,612	12,129	45,810	(13,400)	(2,292)	25,731	25,905	26,005
		Capital								
=	XTOT	TOTAL EXPENDITURES	135,220	159,288	209,998	84,742	148,933	199,236	210,745	223,025

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
		Personnel								
	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								
	81150	TEMPORARY WORK BY NON-CITY EMPLOYEES								
	XWAGE	TOTAL WAGES			32,977			95,000	95,000	95,000
	81420	MEDICAL PREMIUMS	40,663	20,872	22,959	197,926	197,926	25,255	27,781	30,559
	81430	GROUP INSURANCE PREMIUMS		(11,477)						
	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(6,636)	502	(12,625)	(5,948)	(12,625)	(13,887)	(15,276)	(16,804)
	81475	WORKERS COMPENSATION CLAIMS			500					
	XBEN	TOTAL BENEFITS	34,027	9,897	10,834	191,978	185,301	11,368	12,505	13,755
	XPER	TOTAL PERSONNEL	34,027	9,897	43,811	191,978	185,301	106,368	107,505	108,755
		Operations								
	82130	VEHICLE LICENSES & TITLES	36							
	XTRC	TOTAL TRANSPORTATION CHARGES	36							
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	58							
	82240	TRANSCRIPTION FEES				26	26			
	82250	TESTING & PHYSICALS	624	260		90	90			
	82280	LAB FEES	4,421	4,421						
	82299	OTHER OPERATING SERVICES	87	87						
	XOPSV	TOTAL OPERATING SERVICES	5,190	4,768		116	116			
	82310	LEGAL NOTICES	354		5,000			5,000	5,000	5,000
	82390	PUBLICATIONS, NON-TRAINING								
	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	354		5,000			5,000	5,000	5,000
	82410	ELECTRIC SERVICE								
	82420	WATER & SEWER SERVICE								
	82430	STORMWATER SERVICE	981	981	1,000	490	1,000	1,000	1,000	1,000
	82435	SOLID WASTE SERVICE	232	25		170	170			
	82440	NATURAL GAS SERVICE								
	82450	TELEPHONE SERVICE	586	467	700		700	700	700	700
	82470	INTERNET & RELATED SERVICES	720	590	750			750	750	750
	XUTIL	TOTAL UTILITIES	2,519	2,063	2,450	660	1,870	2,450	2,450	2,450
	82510	COMPUTER SERVICES		6,129		505	505	500	500	500
	82520	LEGAL SERVICES			5,000			5,000	5,000	5,000
	82530	AUDIT SERVICES	12,125	12,250	12,250	12,375	12,375	10,000	10,000	10,000
	82540	ENGINEERING SERVICES								
	82560	CONSULTANT SERVICES		15,974	100,000					
	82599	OTHER CONTRACTUAL SERVICES			82,125					
	XCTS	TOTAL CONTRACTUAL SERVICES	12,125	34,353	199,375	12,880	12,880	15,500	15,500	15,500
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES								
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES								

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	82640	PAVING & REPAIR SERVICES		21,069	15,088					
	82660	BUILDING REPAIR & MAINTENANCE SERVICES								
	82682	REPAIR TO LINES								
-	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES		21,069	15,088					
	82780	TRAINING, OUTSIDE								
	82790	TRAINING, IN-HOUSE	111	200						
-	XEPG	TOTAL EMPLOYEE PROGRAMS	111	200						
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)								
-	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL								
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)								
-	XOFS	TOTAL OFFICE SUPPLIES								
	83250	SAFETY SUPPLIES				31	31			
	83260	UNIFORMS PURCHASED		125						
	83270	CONSUMABLE TOOLS		55						
-	XOPS	TOTAL OPERATING SUPPLIES		180		31	31			
	83540	COMPUTER HARDWARE (<\$25,000)	1,919	3,451						
	83550	COMPUTER SOFTWARE (<\$25,000)	234	8,985						
-	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	2,153	12,436						
	83620	EQUIPMENT PARTS & SUPPLIES								
	83640	PAVING & REPAIR SUPPLIES	304	1,713						
	83654	GROUNDS MAINTENANCE SUPPLIES		118						
	83680	METER REPAIR & REPLACEMENT SUPPLIES		8,466						
	83682	UTILITY LINES REPAIR SUPPLIES	48,266	76,769						
	83683	WATER TANK MAINTENANCE SUPPLIES								
-	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	48,570	87,066						
	84710	ADMIN SERVICES PROVIDED BY GENERAL FUND	1,254,510	1,273,325	1,354,552	1,015,914	1,354,552	1,381,643	1,409,276	1,437,461
-	XOPU	TOTAL OPERATIONAL UNITS	1,254,510	1,273,325	1,354,552	1,015,914	1,354,552	1,381,643	1,409,276	1,437,461
	85110	PROPERTY INSURANCE								
	85111	FRAUD INSURANCE								
	85112	INLAND MARINE INSURANCE								
	85113	AUTO PHYSICAL DAMAGE								
	85115	LIABILITY INSURANCE								
	85116	E&O LIABILITY INSURANCE								
	85117	VEHICLE LIABILITY INSURANCE								
	85119	UMBRELLA LIABILITY								
	85125	LIABILITY CLAIMS/DEDUCTIBLES		2,366,893						
	85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES	2,158							
	85170	EASEMENTS ACQUIRED	(4,928)							
-	XPLC	TOTAL PROPERTY & LIABILITY COSTS	(2,770)	2,366,893						
	85240	EQUIPMENT RENTAL & LEASES	8,888	14,847			14,847			
-	XRENT	TOTAL RENTALS	8,888	14,847			14,847			

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	85310	PERMITS	600	475		125	125			
	85320	STATE FEES				100	100			
	85340	RECORDING & FILING FEES								
-	XPERM	TOTAL PERMITS	600	475		225	225			
	85570	BAD DEBT EXPENSE (NET OF RECOVERIES)	(13,314)	173	15,000		15,000	15,000	15,000	15,000
	85575	LEAK ADJUSTMENTS								
-	XFLF	TOTAL FINANCIAL FEES	(13,314)	173	15,000		15,000	15,000	15,000	15,000
I+	86100	PRINCIPAL		280,000	581,114	290,500	581,114	600,620	625,184	649,810
	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)		280,000	581,114	290,500	581,114	430,000	450,000	470,000
	*	Amount missing from detail								
I+	86200	INTEREST	393,692	370,693	535,684	356,398	535,684	514,689	492,974	465,836
	01	2002 Issue - \$2.27m (54%)								
	02	2008 Issue - \$20m (7%)						15,095	12,694	10,232
	03	2011 Refunding - \$19.43m (7%)	393,692					24,194	22,080	19,904
	04	2017 Water Treatment Plant (\$12,000,000)		370,693	535,684	356,398	535,684	475,400	458,200	435,700
	*	Amount missing from detail								
+	86300	PAYING AGENT & OTHER DEBT FEES		280						
	01	2002 Issue - \$2.27m (54%)								
	02	2008 Issue - \$20m (7%)								
	03	2011 Refunding - \$19.43m (7%)								
	*	Amount missing from detail		280						
	86400	BOND SALE EXPENSES	875							
+	86600	LEASE/LOAN PRINCIPAL	(40,035)							
	1	UB Software Lease-40% (PNC)	(40,035)							
	*	Amount missing from detail								
+	86700	LEASE/LOAN INTEREST								
	1	UB Software Lease-40% (PNC)								
	*	Amount missing from detail								
-	XDSV	TOTAL DEBT SERVICE	354,532	650,973	1,116,798	646,898	1,116,798	1,115,309	1,118,158	1,115,646
	88095	TRANSFER TO DEBT SERVICE FUND	100,000	100,000	100,000	50,000	100,000	100,000	100,000	100,000
	88100	TRANSFER TO CAPITAL IMPROVEMENT BONDS	552,500		450,000	450,000	450,000			
-	XTRAN	TOTAL TRANSFERS	652,500	100,000	550,000	500,000	550,000	100,000	100,000	100,000
=	XOP	TOTAL OPERATIONS	2,326,004	4,568,821	3,258,263	2,176,724	3,066,319	2,634,902	2,665,384	2,691,057
		Capital								
	89230	BUILDING IMPROVEMENTS				34,475	34,475			
-	XBLDG	TOTAL BUILDINGS				34,475	34,475			
+	89320	DISTRIBUTION SYSTEMS		149,081	1,701,000	443,804	1,701,000	1,987,000	1,892,500	2,026,000
	1	Rate Funded Capital (Life Cycle)		149,081	1,701,000	443,804	1,701,000	1,987,000	1,892,500	2,026,000

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	*	Amount missing from detail								
-	XIMPR	TOTAL IMPROVEMENTS		149,081	1,701,000	443,804	1,701,000	1,987,000	1,892,500	2,026,000
=	XCAP	TOTAL CAPITAL		149,081	1,701,000	478,279	1,735,475	1,987,000	1,892,500	2,026,000
=	XTOT	TOTAL EXPENDITURES	2,360,031	4,727,799	5,003,074	2,846,981	4,987,095	4,728,270	4,665,389	4,825,812



City of Franklin, Tennessee

FY 2020 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 treatment and 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 to 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 stive 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 Mallory Valley 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

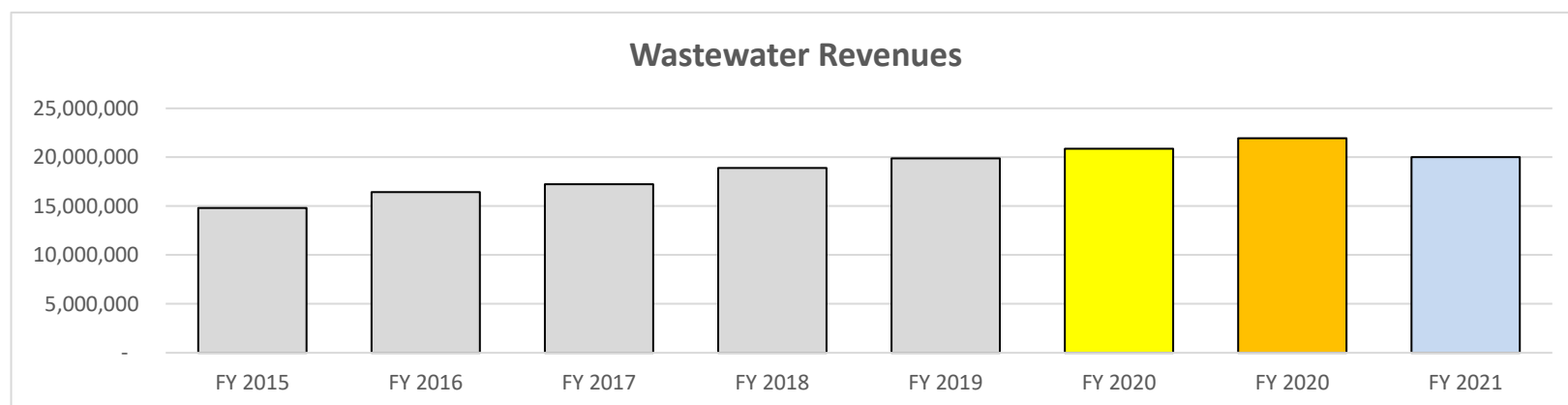
FY 2020 Operating Budget

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	11,350
FY 18	4,814	17,041
FY 19	TBD	TBD

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 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 EOY	FY 2021 Budget
Intergovernmental	-	-	-	-	-	-	-	-
Interest Income	69,963	107,242	94,807	181,367	793,210	87,611	282,530	255,950
Rental Income	2,635	2,800	-	2,210	2,800	2,800	2,800	2,800
Sale of Surplus Assets	13,714	-	264	-	-	-	-	-
Customer Service (Rates)	14,568,762	16,236,044	17,036,817	18,652,030	19,001,445	19,381,571	20,349,621	19,638,081
Inspection Fees	133,940	70,968	94,503	51,488	50,986	75,000	15,000	75,000
Other Service Revenue	21,646	17,703	15,419	15,622	36,655	40,000	10,000	40,000
Transfer from Co. Fac. Tax	-	-	-	-	-	1,285,000	1,285,000	-
Total Wastewater Revenues*	14,810,660	16,434,757	17,241,810	18,902,717	19,885,096	20,871,982	21,944,951	20,011,831

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



City of Franklin, Tennessee

FY 2021 Operating Budget

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	Est.	Budget	Difference '20 v. '21	
	2018	2019	2020	2020	2021	\$	%
Divisions							
Wastewater Collection	3,034,367	3,215,167	3,579,085	6,592,148	7,511,868	3,932,783	109.9%
Wastewater Plant	3,876,165	3,665,559	3,977,068	3,605,121	3,957,598	(19,469)	-0.5%
Utility Administration	1,286,326	1,330,156	1,530,863	1,575,521	1,461,684	(69,180)	-4.5%
Wastewater General	3,145,639	6,975,856	7,996,202	7,903,612	7,872,193	(124,009)	-1.6%
Total Wastewater	11,342,497	15,186,738	17,083,218	19,676,402	20,803,341	3,720,124	21.8%
Expense by Category							
Personnel							
Salaries & Wages	2,751,147	2,944,373	3,199,589	3,060,756	3,284,620	85,031	2.7%
Employee Benefits	1,281,079	1,229,881	1,461,170	1,472,592	1,620,413	159,243	10.9%
Total Personnel	4,032,226	4,174,254	4,660,759	4,533,348	4,905,033	244,274	5.2%
Operations							
Transportation Services	7,480	2,469	3,475	3,050	3,300	(175)	-5.0%
Operating Services	503,931	565,265	398,200	411,106	423,050	24,850	6.2%
Notices, Subscriptions, etc.	5,282	8,956	12,150	13,200	15,900	3,750	30.9%
Utilities	1,380,990	1,301,403	1,168,593	1,168,893	1,175,093	6,500	0.6%
Contractual Services	1,861,165	1,017,150	1,170,948	1,119,956	1,161,000	(9,948)	-0.8%
Repair & Maintenance Services	542,910	336,890	274,470	245,910	329,350	54,880	20.0%
Employee programs	7,044	5,151	5,150	6,150	8,300	3,150	61.2%
Professional Development/Travel	14,110	12,361	20,150	19,150	27,650	7,500	37.2%
Office Supplies	8,204	7,296	7,650	6,800	8,500	850	11.1%
Operating Supplies	287,471	220,285	280,925	284,550	288,175	7,250	2.6%
Fuel & Mileage	73,457	75,919	91,400	91,400	91,500	100	0.1%
Machinery & Equipment (<\$25,000)	60,609	37,418	168,372	138,429	164,672	(3,700)	-2.2%
Repair & Maintenance Supplies	279,668	298,411	189,900	174,900	181,900	(8,000)	-4.2%
Operational Units	1,115,120	1,273,325	1,354,552	1,354,553	1,381,643	27,091	2.0%
Property & Liability Costs	301,136	5,449,878	238,168	220,595	244,401	6,233	2.6%
Rentals	5,582	10,413	5,150	5,100	5,150	-	0.0%
Financial Fees	7,158	471	29,050	59	29,050	-	0.0%
Permits	18,312	18,066	17,000	15,975	14,500	(2,500)	-14.7%
Debt Service and Lease Payments	769,377	397,886	1,745,305	1,860,654	1,936,175	190,870	10.9%
Total Operations	7,249,006	11,039,013	7,180,609	7,140,430	7,489,309	308,701	4.3%
Improvements	-	-	4,621,850	7,298,850	8,224,000	3,602,150	77.9%
Machinery & Equipment (>\$25,000)	61,265	-	620,000	437,300	185,000	(435,000)	-70.2%
Capital	61,265	-	5,241,850	7,736,150	8,409,000	3,167,150	60.4%
Total Wastewater	11,342,497	15,213,267	17,083,218	19,409,928	20,803,342	3,720,125	21.8%



City of Franklin, Tennessee

FY 2020 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.

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	Personnel								
I=	81110 REGULAR PAY	993,709	991,678	1,222,506	700,237	1,070,951	1,209,049	1,269,501	1,332,977
	81120 OVERTIME PAY	93,178	50,650	30,000	39,782	60,843	30,000	30,000	30,000
	81199 VACANCY ADJUSTMENT			(41,049)			(42,317)	(44,433)	(46,654)
-	XWAGE TOTAL WAGES	1,086,887	1,042,328	1,211,457	740,019	1,131,794	1,196,732	1,255,068	1,316,323
=	81410 FICA (EMPLOYER'S SHARE)	78,219	74,924	86,769	53,425	81,928	92,492	97,117	101,973
=	81420 MEDICAL PREMIUMS	313,699	319,901	341,152	212,558	364,385	376,155	413,771	455,148
=	81425 VISION PREMIUMS		2,147	1,991	1,359	2,330	1,835	2,019	2,220
=	81430 GROUP INSURANCE PREMIUMS	20,670	22,069	28,447	14,483	24,828	24,853	26,096	27,400
	81441 CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT		3,600		3,600	3,600	4,800	4,800	4,800
=	81440 EMPLOYEE INSURANCE CONTRIBUTIONS	(75,155)	(66,411)	(72,504)	(43,964)	(75,367)	(80,596)	(88,656)	(97,521)
I	81450 RETIREMENT CONTRIBUTIONS	139,748	147,213	164,628	112,986	152,665	167,932	184,725	203,197
	81456 TCRS CONTRIBUTIONS (CITY)				6,602	14,794	16,273	17,901	19,691
	81455 DEFERRED COMP MATCH	13,950	13,826	15,866	5,158	8,468	9,315	10,246	11,271
	81460 UNEMPLOYMENT CLAIMS								
	81470 WORKERS COMPENSATION PREMIUMS	22,975	7,845	25,107	8,404	25,107	26,362	27,680	29,064
	81475 WORKERS COMPENSATION CLAIMS	1,110	209						
-	XBEN TOTAL BENEFITS	515,216	525,323	591,456	374,611	602,738	639,421	695,699	757,243
=	XPER TOTAL PERSONNEL	1,602,103	1,567,651	1,802,913	1,114,630	1,734,532	1,836,153	1,950,767	2,073,566
	Operations								
	82110 MAILING & OUTBOUND SHIPPING SERVICES	411	296	400	668	400	400	400	400
	82120 FREIGHT FOR INBOUND PURCHASED ITEMS	184		200		200	200	200	200
	82130 VEHICLE LICENSES & TITLES	132	126	225		100	200	200	200
	82140 VEHICLE TOW-IN SERVICES								
-	XTRC TOTAL TRANSPORTATION CHARGES	727	422	825	668	700	800	800	800
	82210 PRINTING & COPYING SERVICES, OUTSOURCED	255	1,630	200		200	500	500	500
	82240 TRANSCRIPTION FEES	100	100	100		100	100	100	100
	82250 TESTING & PHYSICALS	1,196	787	800	1,123	800	800	800	800
	82260 UNIFORM RENTAL & SERVICES				797	5,000	5,000	5,000	5,000
	82270 LANDFILL & BIOSOLIDS MANAGEMENT SERVICES	2,821	13,931	5,000	2,826	5,000	5,000	5,000	5,000
	82280 LAB FEES	4,877	4,877						
-	XOPSV TOTAL OPERATING SERVICES	9,249	21,325	6,100	4,746	11,100	11,400	11,400	11,400
	82310 LEGAL NOTICES	28	2,459	3,000		3,000	3,000	3,000	3,000
	82350 DUES FOR MEMBERSHIPS	123	110	500	40	500	500	500	500
	82360 PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	32	1,032	1,500	490	1,500	1,500	1,500	2,000
	82390 PUBLICATIONS, NON-TRAINING			100		1,000	200	200	200
-	XNSP TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	183	3,601	5,100	530	6,000	5,200	5,200	5,700
	82410 ELECTRIC SERVICE	137,884	134,935	125,000	61,718	125,000	125,000	125,000	127,500
	82420 WATER & SEWER SERVICE	2,808	2,970	2,325	1,507	2,325	2,325	2,325	2,325
	82430 STORMWATER SERVICE	681	681	800	341	800	800	800	800
	82435 SOLID WASTE SERVICE	2,633	2,613	2,750	1,498	2,750	2,750	2,750	2,750
	82440 NATURAL GAS SERVICE	4,511	3,028	1,150	943	1,150	1,150	1,150	1,150

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
82450	TELEPHONE SERVICE	923	1,016	600	680	600	600	600	600
82455	CELLULAR TELEPHONE SERVICE	8,499	8,639	9,500	4,384	9,500	9,500	10,000	10,000
82470	INTERNET & RELATED SERVICES	7,170	2,222	1,350	3,128	3,000	3,000	3,500	3,500
-	XUTIL TOTAL UTILITIES	165,109	156,104	143,475	74,199	145,125	145,125	146,125	148,625
82510	COMPUTER SERVICES								
82520	LEGAL SERVICES	515,306	597,979	200,000	668,531	600,000	400,000	400,000	400,000
82560	CONSULTANT SERVICES	28,150	48,180	448,800	31,158	130,740	190,000	105,000	140,000
+ 82599	OTHER CONTRACTUAL SERVICES	31,631	116,138	111,148	4,013	187,000	102,000	107,000	107,000
1	Pest Control								
2	Misc	31,631	116,138	111,148	4,013	187,000	102,000	107,000	107,000
3	Line Item 3								
4	One-Call								
5	Line Item 5								
*	Amount missing from detail								
-	XCTS TOTAL CONTRACTUAL SERVICES	575,087	762,297	759,948	703,702	917,740	692,000	612,000	647,000
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	40,353	39,966	35,810	16,530	17,000	25,000	25,000	25,000
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	10,724	18,660	10,000	6,254	10,000	10,000	10,000	10,000
82640	PAVING & REPAIR SERVICES	12,891	10,277	5,000	4,177	6,000	6,000	6,000	6,000
82652	LANDSCAPING SERVICES								
82660	BUILDING REPAIR & MAINTENANCE SERVICES	258		2,000		2,000	2,000	2,000	2,000
82682	REPAIR TO LINES	34,682	1,841	10,000	6,917	10,000	10,000	10,000	10,000
82683	WATER TANK MAINTENANCE SERVICES								
82684	PUMP STATION REPAIR SERVICES	99,221	40,536	75,000	2,557	75,000	75,000	75,000	75,000
82699	OTHER REPAIR & MAINTENANCE SERVICES	3,483	63	5,000	1,850	5,000	5,000	5,000	5,000
-	XRMSV TOTAL REPAIR & MAINTENANCE SERVICES	201,612	111,343	142,810	38,285	125,000	133,000	133,000	133,000
82750	EMPLOYEE RECOGNITION/RECEPTIONS	657	157	200		200	300	300	300
82780	TRAINING, OUTSIDE	2,540	2,656	2,500	1,650	2,500	2,750	2,750	3,000
82790	TRAINING, IN-HOUSE	79	111	500	245	500	600	700	800
-	XEPG TOTAL EMPLOYEE PROGRAMS	3,276	2,924	3,200	1,895	3,200	3,650	3,750	4,100
82810	REGISTRATIONS	550	190	1,500		1,500	1,500	3,500	3,500
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	148	288	200		200	200	200	200
82830	AIR TRAVEL		855	600	372	600	600	600	600
82840	LODGING	1,177	243	1,000	185	1,000	1,200	1,200	1,500
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	270	187	400	11	400	1,000	1,000	1,000
82890	OTHER TRAVEL EXPENSES			200		200	200	200	200
-	XPDT TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	2,145	1,763	3,900	568	3,900	4,700	6,700	7,000
83110	OFFICE SUPPLIES	676	630	700	243	700	700	700	700
83130	EMPLOYEE BENEVOLENCE ITEMS			200		200	200	200	200
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	2,751	2,302	1,700	1,139	1,000	1,900	2,000	2,000
-	XOFS TOTAL OFFICE SUPPLIES	3,427	2,932	2,600	1,382	1,900	2,800	2,900	2,900
83210	TRAINING SUPPLIES			200		200	200	200	200
83220	CHEMICALS & LAB SUPPLIES		480	250		250	250	250	250
83240	MEDICAL SUPPLIES	477	310	500	148	500	500	500	500
83250	SAFETY SUPPLIES	15,790	24,497	9,000	8,555	9,000	9,000	10,000	10,000
83260	UNIFORMS PURCHASED	4,784	3,481	5,000	2,413	4,600	5,500	5,500	5,500

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	83270	CONSUMABLE TOOLS	8,929	5,431	10,200	5,473	10,200	10,200	11,000	11,000
	83299	OTHER OPERATING SUPPLIES	5,275	5,339	6,000	3,770	6,000	7,000	7,000	8,000
-	XOPS	TOTAL OPERATING SUPPLIES	35,255	39,538	31,150	20,359	30,750	32,650	34,450	35,450
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	42,567	44,294	49,400	20,926	49,400	49,500	49,500	49,500
-	XFUEL	TOTAL FUEL & MILEAGE	42,567	44,294	49,400	20,926	49,400	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)	30,030	19,031	35,000	47,062	35,000	35,000	35,000	35,000
	01	Misc	30,030	19,031	35,000	47,062	35,000	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)	2,142	2,722	2,000	1,969	2,000	2,500	4,000	4,000
	01	Monitors								
	02	Misc	2,142	2,722	2,000	1,969	2,000	2,500	4,000	4,000
	03	Line Item 3								
	04	One-Call								
	05	Line Item 5								
	*	Amount missing from detail								
+	83550	COMPUTER SOFTWARE (<\$25,000)	5,253	5,057	21,492		10,000	21,492	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	5,253	5,057	21,492		10,000	21,492	21,492	21,492
	09	Line Item 9								
	*	Amount missing from detail								
-	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	37,425	27,403	58,792	49,031	47,300	59,292	60,792	60,792
	83610	VEHICLE PARTS & SUPPLIES	1,661	1,761	1,000	162	1,000	1,000	1,000	1,000
	83620	EQUIPMENT PARTS & SUPPLIES	25,108	10,978	12,000	5,291	12,000	12,000	12,000	12,000
	83640	PAVING & REPAIR SUPPLIES	43,729	53,784	25,000	35,488	25,000	25,000	25,000	25,000
	83652	LANDSCAPING SUPPLIES	105		250		250	250	250	250
	83654	GROUPS MAINTENANCE SUPPLIES	65	50	250	141	250	250	250	250
	83660	BUILDING MAINTENANCE SUPPLIES	1,838	1,382	4,000	552	4,000	4,000	4,000	4,000
	83680	METER REPAIR & REPLACEMENT SUPPLIES	558	1,116						
	83682	UTILITY LINES REPAIR SUPPLIES	49,347	57,561	30,000	90,737	30,000	32,000	32,000	34,000
	83683	WATER TANK MAINTENANCE SUPPLIES								
	83684	PUMP STATION REPAIR SUPPLIES	54,607	53,130	40,000	44,416	40,000	40,000	40,000	40,000
	83685	OTHER INVENTORY SUPPLIES			2,500		2,500	2,500	2,500	2,500
	83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES	666	1,899	3,000	16	3,000	3,000	3,000	3,000
-	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	177,684	181,661	118,000	176,803	118,000	120,000	120,000	122,000

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	85110	PROPERTY INSURANCE	19,393	21,451	22,524	21,412	21,412	23,650	24,832	26,074
	85111	FRAUD INSURANCE	574	2,228	2,339		2,339	2,456	2,579	2,708
	85112	INLAND MARINE INSURANCE	2,527	3,202	3,362	1,994	1,994	3,530	3,707	3,892
	85113	AUTO PHYSICAL DAMAGE	2,749	1,923	2,019	1,534	1,534	2,120	2,226	2,337
	85115	LIABILITY INSURANCE	12,545	15,316	16,082	9,475	9,475	16,886	17,730	18,617
	85116	E&O LIABILITY INSURANCE	4,868	5,246	5,508	5,745	5,745	5,784	6,073	6,377
	85117	VEHICLE LIABILITY INSURANCE	7,353	5,283	6,381	5,074	5,074	6,113	6,419	6,740
	85119	UMBRELLA LIABILITY	1,886	2,060	2,163	2,416	2,416	2,271	2,385	2,504
	85120	PROPERTY DAMAGE COSTS	1,115	18,262	593	309	600	5,000	5,000	5,000
	85122	VEHICLE CLAIMS/DEDUCTIBLES								
	85123	PHYSICAL DAMAGE CLAIMS/DEDUCTIBLES		642						
	85125	LIABILITY CLAIMS/DEDUCTIBLES	1,546			640				
	85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES								
	85170	EASEMENTS ACQUIRED	120,233	161,233	50,000			50,000	50,000	50,000
-	XPLC	TOTAL PROPERTY & LIABILITY COSTS	174,789	236,846	110,971	48,599	50,589	117,810	120,951	124,249
	85230	LAND USE RENTAL	840	803	650	614	600	650	650	650
	85240	EQUIPMENT RENTAL & LEASES	303	9,610	2,500		2,500	2,500	2,500	2,500
-	XRENT	TOTAL RENTALS	1,143	10,413	3,150	614	3,100	3,150	3,150	3,150
	85320	STATE FEES	2,377	2,658	1,500	1,309	1,500	1,500	1,500	1,500
	85340	RECORDING & FILING FEES		699		43	594			
-	XPERM	TOTAL PERMITS	2,377	3,357	1,500	1,352	2,094	1,500	1,500	1,500
	85530	E-COMMERCE FEES	40	67	50	13	50	50	50	50
-	XFLF	TOTAL FINANCIAL FEES	40	67	50	13	50	50	50	50
	86300	PAYING AGENT & OTHER DEBT FEES	169	1,825	200	935	1,369	500	500	500
+	86600	LEASE/LOAN PRINCIPAL			150,000	102,055	150,000	150,000	150,000	150,000
1		ARRA#6 Loan \$1,888,200 (46%)			150,000	102,055	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 Vacuum (\$350,000)								
4		2017 - PER for CCTV Inspection Equipment (\$275,000)								
*		Amount missing from detail								
+	86700	LEASE/LOAN INTEREST		39,401	30,000	20,252	30,000	30,000	30,000	30,000
1		ARRA#6 Loan \$1,888,200 (46%)		39,401	30,000	20,252	30,000	30,000	30,000	30,000
*		Amount missing from detail								
-	XDSV	TOTAL DEBT SERVICE	169	41,226	180,200	123,242	181,369	180,500	180,500	180,500
=	XOP	TOTAL OPERATIONS	1,432,264	1,647,516	1,621,171	1,266,914	1,697,317	1,563,127	1,492,768	1,537,716
		Capital								
+	89120	EASEMENTS ACQUIRED				266,000	266,000			
1		Easement - C. Horton								
2		Easement - M. Polk								
3		Easement - P. Campbell								
4		Easement - M. Brown								

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
5	Misc				266,000	266,000			
*	Amount missing from detail								
- XLAND	TOTAL LAND				266,000	266,000			
I+ 89320	DISTRIBUTION SYSTEMS				5,795	2,677,000	4,112,000	3,701,000	4,411,000
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				5,795	2,677,000	4,112,000	3,701,000	4,411,000
*	Amount missing from detail								
- XIMPR	TOTAL IMPROVEMENTS				5,795	2,677,000	4,112,000	3,701,000	4,411,000
+ 89520	VEHICLES (>\$25,000)			155,000	217,300	217,300			
1	Freightliner Dump Truck (Neely Coble)								
10	FY 2020 PER - Tandem Axle Dump Truck			155,000	217,300	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								
+ 89530	MACHINERY & EQUIPMENT (>\$25,000)								
1	Backhoe (Nortrax)								
2	Camera Assembly (Cue)								
3	2011 - Sewer Vacuum Truck - Replace Unit 5, 1999 Model								
4	Grinder Pump Cores								
5	2012 - Emergency 6" Pump Replacement								
6	2012 - Portable Sewer Inspection Equipment								
7	2014 - Front End Loader - Replace Unit 455; 1995 Model								
8	2016 - CCTV Sewer Inspection Equipment								
9	Various								
*	Amount missing from detail								
- XMEO	TOTAL MACHINERY & EQUIPMENT (>\$25,000)			155,000	217,300	217,300			
= XCAP	TOTAL CAPITAL			155,000	489,095	3,160,300	4,112,000	3,701,000	4,411,000
= XTOT	TOTAL EXPENDITURES	3,034,367	3,215,167	3,579,084	2,870,639	6,592,149	7,511,868	7,144,535	8,022,282

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
		Personnel								
I=	81110	REGULAR PAY	793,714	835,485	965,361	578,298	824,224	995,379	1,045,148	1,097,406
	81120	OVERTIME PAY	33,838	33,681	25,000	23,875	36,598	25,000	25,000	25,000
	81199	VACANCY ADJUSTMENT			(32,313)			(34,838)	(36,580)	(38,409)
-	XWAGE	TOTAL WAGES	827,552	869,166	958,048	602,173	860,822	985,541	1,033,568	1,083,997
=	81410	FICA (EMPLOYER'S SHARE)	58,591	61,991	70,584	43,270	63,053	76,433	79,954	83,952
=	81420	MEDICAL PREMIUMS	269,095	250,635	276,948	154,870	254,359	349,526	384,479	422,926
=	81425	VISION PREMIUMS		1,573	1,451	932	1,603	1,743	1,917	2,109
=	81430	GROUP INSURANCE PREMIUMS	17,262	17,517	22,756	10,917	20,863	22,280	23,394	24,564
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(57,987)	(55,337)	(59,171)	(35,008)	(55,180)	(76,314)	(83,945)	(92,340)
I	81450	RETIREMENT CONTRIBUTIONS	118,785	95,688	118,327	73,441	118,327	130,160	143,176	157,493
	81455	DEFERRED COMP MATCH	9,654	11,819	11,142	386	10,611	11,699	12,284	12,898
	81456	TCRS CONTRIBUTIONS (CITY)				6,038	11,318	12,008	12,741	13,518
	81460	UNEMPLOYMENT CLAIMS				8,220				
	81470	WORKERS COMPENSATION PREMIUMS	15,339	5,969	11,027	16,068	10,502	11,578	12,157	12,765
	81475	WORKERS COMPENSATION CLAIMS								
-	XBEN	TOTAL BENEFITS	430,739	389,855	453,064	279,134	435,456	539,113	586,157	637,885
=	XPER	TOTAL PERSONNEL	1,258,291	1,259,021	1,411,112	881,307	1,296,278	1,524,654	1,619,725	1,721,882
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES	930	1,309	1,000	167	1,000	1,000	1,000	1,000
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS	4,437		1,000		1,000	1,000	1,000	1,000
	82130	VEHICLE LICENSES & TITLES	53	36	125		100	100	100	100
	82140	VEHICLE TOW-IN SERVICES		300						
-	XTRC	TOTAL TRANSPORTATION CHARGES	5,420	1,645	2,125	167	2,100	2,100	2,100	2,100
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	62			264		500	500	500
	82240	TRANSCRIPTION FEES				30	30	50	50	50
	82250	TESTING & PHYSICALS	2,077	754	500	1,196	500	500	500	500
	82260	UNIFORM RENTAL & SERVICES				1,247	12,000	12,500	12,500	13,000
	82270	LANDFILL & BIOSOLIDS MANAGEMENT SERVICES	415,494	465,724	310,000	260,215	310,000	315,000	320,000	325,000
	82280	LAB FEES	75,943	76,529	75,000	36,799	75,000	75,000	75,000	75,000
	82299	OTHER OPERATING SERVICES		87	1,000		1,000	1,000	1,000	1,000
-	XOPSV	TOTAL OPERATING SERVICES	493,576	543,094	386,500	299,751	398,530	404,550	409,550	415,050
	82310	LEGAL NOTICES	49	57	500	57	500	500	500	500
	82350	DUES FOR MEMBERSHIPS	1,008	380	500		500	500	500	500
	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)		396	500	455	500	1,000	1,500	2,000
	82390	PUBLICATIONS, NON-TRAINING								
-	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	1,057	833	1,500	512	1,500	2,000	2,500	3,000
	82410	ELECTRIC SERVICE	1,154,412	1,117,199	985,000	556,073	985,000	995,000	995,000	995,000
	82411	SOLAR ARRAY	(25,057)	(26,599)	(15,000)	(19,288)	(15,000)	(20,000)	(20,000)	(20,000)
	82420	WATER & SEWER SERVICE	48,941	18,841	20,000	17,701	20,000	20,000	20,000	20,000
	82430	STORMWATER SERVICE	5,008	5,008	5,008	2,504	5,008	5,008	5,008	5,008
	82435	SOLID WASTE SERVICE	6,360	6,360	6,360	3,180	6,360	6,360	6,360	6,360
	82440	NATURAL GAS SERVICE	10,841	8,118	7,000	5,160	7,000	7,000	7,000	7,000
	82450	TELEPHONE SERVICE	1,739	1,995	3,350	1,529	2,000	2,000	2,000	2,000

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	82455	CELLULAR TELEPHONE SERVICE	2,914	2,709	2,350	1,350	2,350	2,500	2,500	2,500
	82470	INTERNET & RELATED SERVICES						1,000	1,000	1,000
-	XUTIL	TOTAL UTILITIES	1,205,158	1,133,631	1,014,068	568,209	1,012,718	1,018,868	1,018,868	1,018,868
	82510	COMPUTER SERVICES	1,164					4,000	5,000	5,000
	82540	ENGINEERING SERVICES								
+	82560	CONSULTANT SERVICES	44,235	44,990		25,085	61,000	71,000	71,000	126,000
	1	Miscellaneous								
	2	Vulnerability Assessment								
	3	FOG Inspections								
	4	PLC Programming								
	5	Other	44,235	44,990		25,085	61,000	71,000	71,000	126,000
	*	Amount missing from detail								
	82599	OTHER CONTRACTUAL SERVICES			50,000					
-	XCTS	TOTAL CONTRACTUAL SERVICES	45,399	44,990	50,000	25,085	61,000	75,000	76,000	131,000
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES	25,346	25,526	15,810	21,313	15,000	15,000	15,000	15,000
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	257,529	125,861	50,000	130,437	65,000	145,000	125,000	150,000
	82640	PAVING & REPAIR SERVICES								
	82654	GROUNDS MAINTENANCE SERVICES	3,681	289	500		500	500	500	500
+	82660	BUILDING REPAIR & MAINTENANCE SERVICES	20,958	49,611	34,500	13,998	20,000	20,000	20,000	20,000
	1	Various	20,958	49,611	15,000	13,998	20,000	20,000	20,000	20,000
	2	FY 2020 PER - WW Plant Admin Flooring Replacement			19,500					
	*	Amount missing from detail								
	82684	PUMP STATION REPAIR SERVICES	1,500	8,052	15,000	173	288			
	82699	OTHER REPAIR & MAINTENANCE SERVICES	19,304		10,000		10,000	10,000	10,000	10,000
-	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	328,318	209,339	125,810	165,921	110,788	190,500	170,500	195,500
	82750	EMPLOYEE RECOGNITION/RECEPTIONS	135		500		500	500	500	500
	82780	TRAINING, OUTSIDE	2,063	1,145	1,000	475	1,000	2,500	5,000	5,000
	82790	TRAINING, IN-HOUSE	380	95	250	92	250	250	250	250
-	XEPG	TOTAL EMPLOYEE PROGRAMS	2,578	1,240	1,750	567	1,750	3,250	5,750	5,750
	82810	REGISTRATIONS	1,409	475	500	670	500	1,500	2,000	2,500
	82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	588	199	500	181	500	500	500	500
	82830	AIR TRAVEL	329	742	500			500	500	500
	82840	LODGING	893	2,397	1,500	1,355	1,000	2,500	2,000	2,500
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	758	530	500	232	500	500	500	500
-	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	3,977	4,343	3,500	2,438	2,500	5,500	5,500	6,500
	83110	OFFICE SUPPLIES	1,138	1,018	1,500	429	1,500	1,500	1,500	1,500
	83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	213	72						
	83130	EMPLOYEE BENEVOLENCE ITEMS			200		200	200	200	200
	83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	1,483	540	1,250	434	1,250	1,250	1,250	1,250
-	XOFS	TOTAL OFFICE SUPPLIES	2,834	1,630	2,950	863	2,950	2,950	2,950	2,950
	83210	TRAINING SUPPLIES			100	94	100	100	100	100
	83220	CHEMICALS & LAB SUPPLIES	184,117	154,772	200,000	85,909	200,000	200,000	200,000	200,000
	83221	ODOR CONTROL CHEMICALS	38,209	1,954	25,000	523	25,000	25,000	25,000	25,000
	83240	MEDICAL SUPPLIES	1,071	1,787	1,200	1,057	1,200	1,200	1,200	1,200
	83250	SAFETY SUPPLIES	13,560	8,607	8,000	3,686	8,000	9,000	10,000	11,000
	83260	UNIFORMS PURCHASED	6,134	5,746	3,500	1,851	3,500	4,000	4,000	4,000

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	83270	CONSUMABLE TOOLS	693	488	750	2,666	5,000	5,000	5,000	5,000
	83290	SOLID WASTE CONTAINERS								
	83299	OTHER OPERATING SUPPLIES	5,253	3,590	7,500	2,394	7,500	7,500	7,500	7,500
-	XOPS	TOTAL OPERATING SUPPLIES	249,037	176,944	246,050	98,180	250,300	251,800	252,800	254,000
	83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	26,206	27,543	29,400	12,337	29,400	29,400	29,400	29,400
-	XFUEL	TOTAL FUEL & MILEAGE	26,206	27,543	29,400	12,337	29,400	29,400	29,400	29,400
	83510	FURNITURE, FIXTURES (<\$25,000)	37		500		500	500	500	500
	83520	VEHICLES (<\$25,000)								
+	83530	MACHINERY & EQUIPMENT (<\$25,000)	12,221	412	60,000	13,184	60,000	60,000	50,000	50,000
	01	Belt Press Wash-water Booster Pump								
	02	DAF A/C Cabinet PLC								
	03	Automated DO control for Ditch # 2								
	04	Clarifier Brush, Annual Replacement								
	05	RAS Pump Revamp/Repair								
	06	A/C Unit for UV Building								
	07	Headworks Cabinet A/C for PLC								
	08	Other	12,221	412	60,000	13,184	60,000	60,000	50,000	50,000
	*	Amount missing from detail								
	83540	COMPUTER HARDWARE (<\$25,000)	4,456	2,560	4,000	3,102	2,829	4,000	4,000	4,000
	83550	COMPUTER SOFTWARE (<\$25,000)			5,000		5,000	5,000	5,000	5,000
-	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	16,714	2,972	69,500	16,286	68,329	69,500	59,500	59,500
	83610	VEHICLE PARTS & SUPPLIES	487	847	1,000	544	1,000	1,000	1,000	1,000
	83620	EQUIPMENT PARTS & SUPPLIES	81,310	103,671	50,000	70,000	40,000	40,000	40,000	40,000
	83640	PAVING & REPAIR SUPPLIES								
	83652	LANDSCAPING SUPPLIES								
	83654	GROUNDS MAINTENANCE SUPPLIES	1,936	720	500	485	500	500	500	500
	83660	BUILDING MAINTENANCE SUPPLIES	10,790	9,174	10,000	20,752	5,000	10,000	10,000	10,000
	83684	PUMP STATION REPAIR SUPPLIES	7,122	586	10,000	465	10,000	10,000	10,000	10,000
	83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES		146						
-	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	101,645	115,144	71,500	92,246	56,500	61,500	61,500	61,500
	85110	PROPERTY INSURANCE	85,541	89,859	94,352	94,763	89,859	94,352	99,070	104,023
	85111	FRAUD INSURANCE	917	3,191	3,351		3,191	3,351	3,518	3,694
	85112	INLAND MARINE INSURANCE	643	512	538	584	512	538	564	593
	85113	AUTO PHYSICAL DAMAGE	549	525	551	490	525	551	579	608
	85115	LIABILITY INSURANCE	3,591	3,433	3,605	6,001	3,433	3,605	3,785	3,974
	85116	E&O LIABILITY INSURANCE	7,772	7,512	7,888	6,405	7,512	7,888	8,282	8,696
	85117	VEHICLE LIABILITY INSURANCE	17,314	22,744	3,419	14,919	2,994	3,144	3,301	3,466
	85119	UMBRELLA LIABILITY	3,011	2,951	3,099	2,694	2,951	3,099	3,253	3,416
	85120	PROPERTY DAMAGE COSTS								
	85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES								
-	XPLC	TOTAL PROPERTY & LIABILITY COSTS	119,338	130,727	116,803	125,856	110,977	116,528	122,352	128,470
	85240	EQUIPMENT RENTAL & LEASES	4,439		2,000		2,000	2,000	2,000	2,000
-	XRENT	TOTAL RENTALS	4,439		2,000		2,000	2,000	2,000	2,000
	85320	STATE FEES	12,178	12,463	12,500	12,463	12,500	12,500	12,500	12,500

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
- XPERM	TOTAL PERMITS	12,178	12,463	12,500	12,463	12,500	12,500	12,500	12,500
85530	E-COMMERCE FEES								
- XFLF	TOTAL FINANCIAL FEES								
= XOP	TOTAL OPERATIONS	2,617,874	2,406,538	2,135,956	1,420,881	2,123,842	2,247,946	2,233,770	2,328,088
	Capital								
89230	BUILDING IMPROVEMENTS								
- XBLDG	TOTAL BUILDINGS								
89310	PARKS & RECREATION FACILITIES								
++ 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	60,838	185,000	185,000	220,000	140,000
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 Replacment								
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	60,838	185,000	185,000	220,000	140,000
*	Amount missing from detail								
- XMEO	TOTAL MACHINERY & EQUIPMENT (>\$25,000)			430,000	60,838	185,000	185,000	220,000	140,000

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
=	XCAP	TOTAL CAPITAL			430,000	60,838	185,000	185,000	220,000	140,000
=	XTOT	TOTAL EXPENDITURES	3,876,165	3,665,559	3,977,068	2,363,026	3,605,120	3,957,600	4,073,495	4,189,970

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
		Personnel								
I=	81110	REGULAR PAY	832,409	961,818	1,044,361	692,963	1,059,826	984,816	1,034,057	1,085,759
	81120	OVERTIME PAY	4,299	3,284	2,000	5,436	8,314	2,000	2,000	2,000
	81150	TEMPORARY WORK BY NON-CITY EMPLOYEES								
	81199	VACANCY ADJUSTMENT			(35,177)			(34,469)	(36,192)	(38,002)
-	XWAGE	TOTAL WAGES	836,708	965,102	1,011,184	698,399	1,068,140	952,347	999,865	1,049,757
=	81410	FICA (EMPLOYER'S SHARE)	61,248	70,538	76,801	51,081	81,077	75,338	79,105	83,061
=	81420	MEDICAL PREMIUMS	154,482	173,503	216,356	128,402	220,118	224,316	246,748	271,422
=	81425	VISION PREMIUMS		1,067	1,140	767	1,315	1,090	1,199	1,319
=	81430	GROUP INSURANCE PREMIUMS	12,033	13,652	18,282	9,437	16,178	15,207	15,967	16,766
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(35,275)	(42,728)	(41,581)	(30,968)	(53,088)	(48,976)	(53,874)	(59,261)
I	81450	RETIREMENT CONTRIBUTIONS	90,836	51,525	71,367	50,844	85,874	94,462	103,908	114,299
	81455	DEFERRED COMP MATCH	28,333	28,559	30,117	9,376	15,520	17,072	18,779	20,657
	81456	TCRS CONTRIBUTIONS (CITY)				9,083	13,593	14,953	16,448	18,093
	81470	WORKERS COMPENSATION PREMIUMS	3,413	3,373	3,373	3,599	3,599	3,542	3,719	3,905
	81475	WORKERS COMPENSATION CLAIMS	6,620	1,200			1,510			
-	XBEN	TOTAL BENEFITS	321,690	300,689	375,855	231,621	385,696	397,005	431,999	470,261
=	XPER	TOTAL PERSONNEL	1,158,398	1,265,791	1,387,039	930,020	1,453,836	1,349,351	1,431,864	1,520,018
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES	289	339	200	38	250	200	200	200
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS								
	82130	VEHICLE LICENSES & TITLES	63	63	325			200	200	200
-	XTRC	TOTAL TRANSPORTATION CHARGES	352	402	525	38	250	400	400	400
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	632	250	400			200	200	200
	82250	TESTING & PHYSICALS	333	350	200	150	200	200	200	200
	82260	UNIFORM RENTAL & SERVICES				146	1,200	1,500	1,500	2,000
	82270	LANDFILL & BIOSOLIDS MANAGEMENT SERVICES		246						
	82299	OTHER OPERATING SERVICES				76	76	200	200	200
-	XOPSV	TOTAL OPERATING SERVICES	965	846	600	372	1,476	2,100	2,100	2,600
	82310	LEGAL NOTICES		40	200		200	200	200	200
	82350	DUES FOR MEMBERSHIPS	1,599	2,132	2,000	1,324	2,000	4,000	4,000	4,000
	82360	PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	2,443	2,048	3,000		3,000	4,000	4,000	4,000
	82373	RECRUITMENT								
	82390	PUBLICATIONS, NON-TRAINING		262	150	407	500	500	500	500
-	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	4,042	4,482	5,350	1,731	5,700	8,700	8,700	8,700
	82450	TELEPHONE SERVICE	745	432	1,000	391	1,000	1,000	1,000	1,000
	82451	800 MHZ ACCESS LINE SERVICE	2,811	2,635	2,600	41	2,600	2,600	2,600	2,600
	82455	CELLULAR TELEPHONE SERVICE	7,167	8,207	6,450	4,070	6,450	6,500	6,500	6,750
	82470	INTERNET & RELATED SERVICES		394	1,000	800	1,000	1,000	1,000	1,000
-	XUTIL	TOTAL UTILITIES	10,723	11,668	11,050	5,302	11,050	11,100	11,100	11,350
+	82540	ENGINEERING SERVICES								

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
1	Regional Intergrated Water Resources Plan								
2	Line Item 2								
3	Line Item 3								
4	Line Item 4								
5	Line Item 5								
*	Amount missing from detail								
+ 82560	CONSULTANT SERVICES	2,505							
1	Long Term Financial Planning Model								
2	Line Item 2								
3	Line Item 3								
4	Line Item 4								
5	Line Item 5								
*	Amount missing from detail	2,505							
82599	OTHER CONTRACTUAL SERVICES	864	1,318		216	216			
- XCTS	TOTAL CONTRACTUAL SERVICES	3,369	1,318		216	216			
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	12,980	1,691	3,650	1,415	1,000	3,650	3,650	3,650
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES		39	1,000	16	1,000	1,000	1,000	1,000
82660	BUILDING REPAIR & MAINTENANCE SERVICES		3,605	1,200		1,200	1,200	1,200	1,200
82684	PUMP STATION REPAIR SERVICES		3,061						
- XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	12,980	8,396	5,850	1,431	3,200	5,850	5,850	5,850
82750	EMPLOYEE RECOGNITION/RECEPTIONS	891	473	200		200	200	200	200
82780	TRAINING, OUTSIDE	289							
82790	TRAINING, IN-HOUSE	10	514		572	1,000	1,200	1,200	1,200
- XEPG	TOTAL EMPLOYEE PROGRAMS	1,190	987	200	572	1,200	1,400	1,400	1,400
82810	REGISTRATIONS	4,000	3,804	4,000	1,805	4,000	6,000	6,000	6,000
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	643	572	750	2,032	750	850	850	850
82830	AIR TRAVEL	1,257	352	2,500	719	2,500	3,500	3,500	3,500
82840	LODGING	1,732	1,217	4,000	4,781	4,000	5,000	5,000	5,500
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	356	302	1,500	733	1,500	2,100	2,100	2,600
82890	OTHER TRAVEL EXPENSES		8						
- XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	7,988	6,255	12,750	10,070	12,750	17,450	17,450	18,450
83110	OFFICE SUPPLIES	453	524	1,000	589	1,000	1,200	1,200	1,400
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	48		150		450	450	450	450
83130	EMPLOYEE BENEVOLENCE ITEMS	473	403	450	167	500	1,000	1,000	1,000
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	969	1,807	500	884		100	100	100
- XOFS	TOTAL OFFICE SUPPLIES	1,943	2,734	2,100	1,640	1,950	2,750	2,750	2,950
83220	CHEMICALS & LAB SUPPLIES	30		100			100	100	100
83240	MEDICAL SUPPLIES		227						
83250	SAFETY SUPPLIES	663	841	500	18	500	500	500	500
83260	UNIFORMS PURCHASED	1,261	1,601	2,125	742	2,000	2,125	2,125	2,125
83270	CONSUMABLE TOOLS	653	144	500	89	500	500	500	500
83299	OTHER OPERATING SUPPLIES	572	990	500	(26)	500	500	500	500
- XOPS	TOTAL OPERATING SUPPLIES	3,179	3,803	3,725	823	3,500	3,725	3,725	3,725
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	4,684	4,082	12,600	2,334	12,600	12,600	12,600	12,600
- XFUEL	TOTAL FUEL & MILEAGE	4,684	4,082	12,600	2,334	12,600	12,600	12,600	12,600

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	83510	FURNITURE, FIXTURES (<\$25,000)	1,103	444	500	342	500	600	600	600
	83520	VEHICLES (<\$25,000)								
+	83530	MACHINERY & EQUIPMENT (<\$25,000)	328	38	3,500		3,000	3,000	3,000	3,000
	1	Miscellaneous	328	38	3,500		3,000	3,000	3,000	3,000
	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)	3,911	5,467	9,300	9,016	9,300	5,500	5,500	5,500
	1	New computer for Utilities Project Manager								
	2	Misc	3,911	5,467	9,300	9,016	9,300	5,500	5,500	5,500
	3	Line Item 3								
	4	Line Item 4								
	5	Line Item 5								
	*	Amount missing from detail								
	83550	COMPUTER SOFTWARE (<\$25,000)	945	1,019	26,780	7,434	10,000	26,780	26,780	26,780
-	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	6,287	6,968	40,080	16,792	22,800	35,880	35,880	35,880
	83610	VEHICLE PARTS & SUPPLIES	125		100		100	100	100	100
	83620	EQUIPMENT PARTS & SUPPLIES	31	981	100		100	100	100	100
	83652	LANDSCAPING SUPPLIES	100	100	100		100	100	100	100
	83654	GROUND MAINTENANCE SUPPLIES	75	525	100		100	100	100	100
	83660	BUILDING MAINTENANCE SUPPLIES	8							
-	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	339	1,606	400		400	400	400	400
	85110	PROPERTY INSURANCE	941	1,114	1,170	817	817	858	901	946
	85111	FRAUD INSURANCE	234	1,019	1,070					
	85112	INLAND MARINE INSURANCE	43	45	47	45	45	47	50	52
	85113	AUTO PHYSICAL DAMAGE	714	277	291	259	259	272	286	300
	85115	LIABILITY INSURANCE	917	1,096	1,151	2,274	2,274	2,388	2,507	2,632
	85116	E&O LIABILITY INSURANCE	1,985	2,399	2,519	2,427	2,427	2,548	2,676	2,810
	85117	VEHICLE LIABILITY INSURANCE	1,596	2,697	2,496	2,136	2,136	2,243	2,355	2,473
	85119	UMBRELLA LIABILITY	769	942	989	1,021	1,021	1,072	1,126	1,182
	85120	PROPERTY DAMAGE COSTS	(240)							
	85140	SURETY/NOTARY BONDS	50	50	50		50	50	50	50
	85170	EASEMENTS ACQUIRED								
-	XPLC	TOTAL PROPERTY & LIABILITY COSTS	7,009	9,639	9,783	8,979	9,029	9,478	9,951	10,445
	85230	LAND USE RENTAL								
	85240	EQUIPMENT RENTAL & LEASES		422		18				
-	XRENT	TOTAL RENTALS		422		18				
	85320	STATE FEES	1,521	236	3,000	400	500	500	500	500
	85340	RECORDING & FILING FEES	63	117			56			
-	XPERM	TOTAL PERMITS	1,584	353	3,000	400	556	500	500	500
	85530	E-COMMERCE FEES	29	404		9				

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
-	XFLF	TOTAL FINANCIAL FEES	29	404		9	9			
=	XOP	TOTAL OPERATIONS	66,663	64,365	108,013	50,727	86,686	112,333	112,806	115,250
		Capital								
	89320	DISTRIBUTION SYSTEMS				20,034				
-	XIMPR	TOTAL IMPROVEMENTS				20,034				
+ =	89520	VEHICLES (>\$25,000)	61,265		35,000	34,077	35,000			
1		Unit 14A Replacement								
2		Pickup Truck - Replacement								
3		Pickup Truck - Replacement								
4		Line Item 4			35,000	34,077	35,000			
5		FY 2018 PER - Pick-up Trucks (2)	61,265							
*		Amount missing from detail								
-	XMEO	TOTAL MACHINERY & EQUIPMENT (>\$25,000)	61,265		35,000	34,077	35,000			
=	XCAP	TOTAL CAPITAL	61,265		35,000	54,111	35,000			
=	XTOT	TOTAL EXPENDITURES	1,286,326	1,330,156	1,530,052	1,034,858	1,575,522	1,461,684	1,544,670	1,635,268

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
		Personnel								
	81110	REGULAR PAY		67,777	18,900			150,000	150,000	150,000
	1	Classification & Compensation Plan		67,777	18,900			150,000	150,000	150,000
	*	Amount missing from detail								
-	XWAGE	TOTAL WAGES		67,777	18,900			150,000	150,000	150,000
-	81420	MEDICAL PREMIUMS	31,737	27,397	57,588	60,229	60,229	63,347	69,682	76,650
-	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(18,303)	(13,383)	(16,793)	(11,527)	(11,527)	(18,472)	(20,319)	(22,351)
-	XBEN	TOTAL BENEFITS	13,434	14,014	40,795	48,702	48,702	44,875	49,363	54,298
=	XPER	TOTAL PERSONNEL	13,434	81,791	59,695	48,702	48,702	194,875	199,363	204,298
		Operations								
	82110	MAILING & OUTBOUND SHIPPING SERVICES	981							
-	XTRC	TOTAL TRANSPORTATION CHARGES	981							
	82210	PRINTING & COPYING SERVICES, OUTSOURCED	141							
	82280	LAB FEES			5,000			5,000	5,000	5,000
-	XOPSV	TOTAL OPERATING SERVICES	141		5,000			5,000	5,000	5,000
	82310	LEGAL NOTICES		40		57				
	82350	DUES FOR MEMBERSHIPS				40				
-	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY		40		97				
	82520	LEGAL SERVICES	137,202	24,708	45,000	16,289	45,000	45,000	45,000	45,000
	82530	AUDIT SERVICES	12,125	12,250	13,000	12,375	13,000	13,000	13,000	13,000
	82540	ENGINEERING SERVICES								
	82560	CONSULTANT SERVICES	876,319	142,382	90,000	8,412	18,000	73,000	25,000	70,000
	82599	OTHER CONTRACTUAL SERVICES	211,664	29,205	213,000	51,150	65,000	263,000		
-	XCTS	TOTAL CONTRACTUAL SERVICES	1,237,310	208,545	361,000	88,226	141,000	394,000	83,000	128,000
	82610	VEHICLE REPAIR & MAINTENANCE SERVICES								
	82640	PAVING & REPAIR SERVICES		7,812		6,922	6,922			
	82682	REPAIR TO LINES								
-	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES		7,812		6,922	6,922			
	82890	OTHER TRAVEL EXPENSES								
-	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL								
	83220	CHEMICALS & LAB SUPPLIES		75						
-	XOPS	TOTAL OPERATING SUPPLIES		75						
	83540	COMPUTER HARDWARE (<\$25,000)	183							
-	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	183							

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	83620	EQUIPMENT PARTS & SUPPLIES		(21,580)						
	83630	FIRE HYDRANT SUPPLIES		131						
	83640	PAVING & REPAIR SUPPLIES		339						
	83654	GROUNDS MAINTENANCE SUPPLIES		31						
	83682	UTILITY LINES REPAIR SUPPLIES		(7,965)		6,922				
-	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES		(29,044)		6,922				
	84710	ADMIN SERVICES PROVIDED BY GENERAL FUND	1,115,120	1,273,325	1,354,552	1,015,914	1,354,552	1,381,643	1,409,275	1,437,461
-	XOPU	TOTAL OPERATIONAL UNITS	1,115,120	1,273,325	1,354,552	1,015,914	1,354,552	1,381,643	1,409,275	1,437,461
	85125	LIABILITY CLAIMS/DEDUCTIBLES		5,054,291						
	85170	EASEMENTS ACQUIRED		18,375		38,830	50,000			
-	XPLC	TOTAL PROPERTY & LIABILITY COSTS		5,072,666		38,830	50,000			
	85240	EQUIPMENT RENTAL & LEASES		2,515			475			
-	XRENT	TOTAL RENTALS		2,515			475			
	85310	PERMITS	1,200	1,200		2,325	825			
	85320	STATE FEES		75						
	85340	RECORDING & FILING FEES	973	196		545				
-	XPERM	TOTAL PERMITS	2,173	1,471		2,870	825			
	85570	BAD DEBT EXPENSE (NET OF RECOVERIES)	7,089		20,000			20,000	20,000	20,000
	85575	LEAK ADJUSTMENTS			9,000			9,000	9,000	9,000
-	XFLF	TOTAL FINANCIAL FEES	7,089		29,000			29,000	29,000	29,000
+	86100	PRINCIPAL			909,450		909,450	915,800	968,111	679,604
	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%)			909,450		909,450	915,800	968,111	679,604
	08	2008 Issue - \$20m (1%)								
	09	2011 Refunding - \$19.43m (1%)								
	*	Amount missing from detail								
+	86200	INTEREST	300,072	256,399	284,955	111,839	284,955	739,175	792,958	757,283
	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		284,955	739,175	792,958	757,283
	08	2008 Issue - \$20m (1%)								
	09	2011 Refunding - \$19.43m (1%)								
	10	Year End Interest Accrual	300,072	256,399		111,839				
	*	Amount missing from detail								
	86300	PAYING AGENT & OTHER DEBT FEES	261	261	700	3,387	700	700		
+	86600	LEASE/LOAN PRINCIPAL	(3,625)			14,180	14,180			

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	1	Hansen UB Software Lease (40%)	(3,625)			14,180	14,180			
	*	Amount missing from detail								
+	86700	LEASE/LOAN INTEREST				62,250	100,000			
	1	Hanse UB Software Lease (40%)				62,250	100,000			
	*	Amount missing from detail								
-	XDSV	TOTAL DEBT SERVICE	296,708	256,660	1,195,105	191,656	1,309,285	1,655,675	1,761,069	1,436,887
	88095	TRANSFER TO DEBT SERVICE FUND	100,000	100,000	100,000	50,000	100,000	100,000	100,000	100,000
	88100	TRANSFER TO CAPITAL IMPROVEMENT BONDS	372,500		270,000	270,000	270,000			
-	XTRAN	TOTAL TRANSFERS	472,500	100,000	370,000	320,000	370,000	100,000	100,000	100,000
=	XOP	TOTAL OPERATIONS	3,132,205	6,894,065	3,314,657	1,671,437	3,233,059	3,565,318	3,387,344	3,136,348
		Capital								
	89120	EASEMENTS ACQUIRED				3,025				
-	XLAND	TOTAL LAND				3,025				
	89320	DISTRIBUTION SYSTEMS			4,621,850	5,075,809	4,621,850	4,112,000	3,701,000	4,411,000
-	XIMPR	TOTAL IMPROVEMENTS			4,621,850	5,075,809	4,621,850	4,112,000	3,701,000	4,411,000
=	XCAP	TOTAL CAPITAL			4,621,850	5,078,834	4,621,850	4,112,000	3,701,000	4,411,000
=	XTOT	TOTAL EXPENDITURES	3,145,639	6,975,856	7,996,202	6,798,973	7,903,611	7,872,193	7,287,707	7,751,646



City of Franklin, Tennessee **FY 2021 Operating Budget**

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.



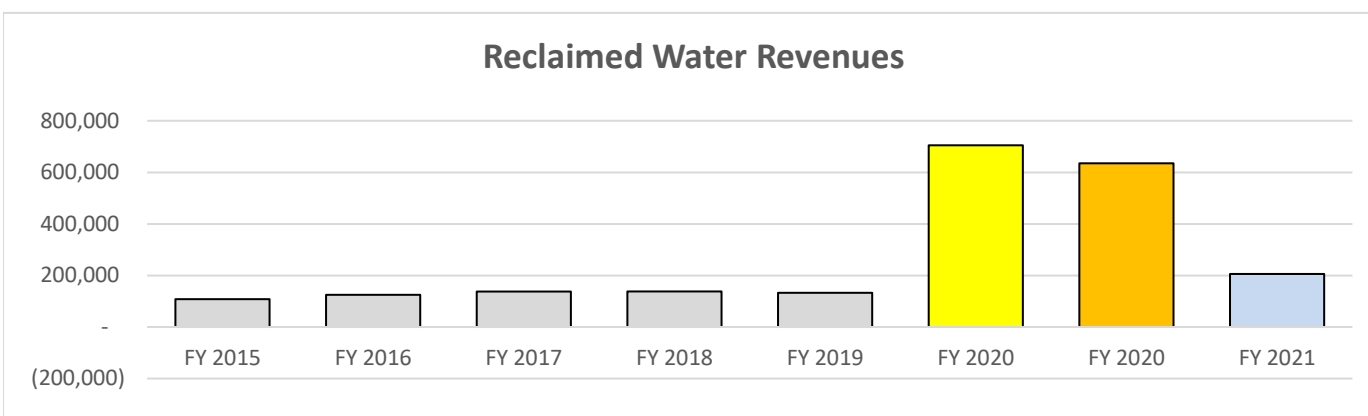
City of Franklin, Tennessee

FY 2021 Operating Budget

Reclaimed Water

Revenues

Rate based revenues for FY 2021 are projected to be at approximately the same as projected for FY 2020.



	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 EOY	FY 2021 Budget
Intergovernmental	-				-	-	-	-
Interest Income	14	38	196	691	1,958	100	-	100
Sale of Surplus Assets	-				-	-	-	-
Customer Service (Rates)	82,488	124,810	137,351	135,705	129,194	200,250	135,000	201,150
Inspection Fees	-	-			-	3,000	-	3,000
Other Service Revenue	3,287	-		1,500	1,500	1,500	-	1,500
Fund Balance Contrib.					-	500,000	500,000	-
Contributions from Develop.	22,200							
Total Reclaimed Revenues	107,989	124,848	137,547	137,896	132,652	704,850	635,000	205,750

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



City of Franklin, Tennessee

FY 2021 Operating Budget

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	Est.	Budget	Difference '20 vs. '21	
	2018	2019	2020	2020	2021	\$	%
Personnel							
Salaries & Wages	-	-	-	-	-	-	0.0%
Employee Benefits	-	-	-	-	-	-	0.0%
Total Personnel	-	-	-	-	-	-	0.0%
Operations							
Transportation Services	-	-	100	-	-	(100)	-100.0%
Notices, Subscriptions, etc.	-	-	-	50	50	50	100.0%
Contractual Services	2,092	11,338	110,500	13,500	55,000	(55,500)	-50.2%
Repair & Maintenance Services	17,173	-	17,000	17,000	17,000	-	0.0%
Operating Supplies	37,800	53,512	80,400	80,400	80,400	-	0.0%
Machinery & Equipment (<\$25,000)	-	-	2,000	2,000	2,000	-	0.0%
Repair & Maintenance Supplies	8,006	3,150	15,500	15,500	20,000	4,500	29.0%
Property & Liability Costs	-	117,344	-	-	-	-	0.0%
Debt Service and Lease Payments	20,126	19,010	65,975	65,975	65,975	-	0.0%
Total Operations	85,197	204,354	291,475	194,425	240,425	(51,050)	-17.5%
Capital	118,466	-	500,000	-	500,000	-	0.0%
Total Reclaimed Water	203,663	204,354	791,475	194,425	740,425	(51,050)	-6.4%

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	Operations								
82110	MAILING & OUTBOUND SHIPPING SERVICES			50					
82120	FREIGHT FOR INBOUND PURCHASED ITEMS			50					
- XTRC	TOTAL TRANSPORTATION CHARGES			100					
82310	LEGAL NOTICES				20	50	50	50	50
- XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY				20	50	50	50	50
82420	WATER & SEWER SERVICE								
- XUTIL	TOTAL UTILITIES								
82560	CONSULTANT SERVICES		9,410	105,500		10,000	55,000	310,000	215,000
82599	OTHER CONTRACTUAL SERVICES	2,092	1,928	5,000	2,113	3,500			
- XCTS	TOTAL CONTRACTUAL SERVICES	2,092	11,338	110,500	2,113	13,500	55,000	310,000	215,000
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	898		10,000	2,848	10,000	10,000	10,000	10,000
82684	PUMP STATION REPAIR SERVICES			5,000		5,000	5,000	5,000	5,000
82699	OTHER REPAIR & MAINTENANCE SERVICES	16,275		2,000		2,000	2,000	2,000	2,000
- XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES	17,173		17,000	2,848	17,000	17,000	17,000	17,000
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)								
- XOFS	TOTAL OFFICE SUPPLIES								
83220	CHEMICALS & LAB SUPPLIES	37,782	53,512	80,000	41,168	80,000	80,000	80,000	80,000
83250	SAFETY SUPPLIES								
83270	CONSUMABLE TOOLS	18		200		200	200	200	200
83299	OTHER OPERATING SUPPLIES			200		200	200	200	200
- XOPS	TOTAL OPERATING SUPPLIES	37,800	53,512	80,400	41,168	80,400	80,400	80,400	80,400
83530	MACHINERY & EQUIPMENT (<\$25,000)			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
83620	EQUIPMENT PARTS & SUPPLIES	952	1,359	2,000			2,000	2,000	2,000
83630	FIRE HYDRANT SUPPLIES	4,405					2,500	2,500	2,500
83640	PAVING & REPAIR SUPPLIES								
83660	BUILDING MAINTENANCE SUPPLIES			500		500	500	500	500
83680	METER REPAIR & REPLACEMENT SUPPLIES	4,529		5,000		5,000	5,000	5,000	5,000
83682	UTILITY LINES REPAIR SUPPLIES	(1,880)	1,791	4,000	8,928	4,000	4,000	4,000	4,000
83684	PUMP STATION REPAIR SUPPLIES			2,000		2,000	2,000	2,000	2,000
83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES			2,000		2,000	2,000	2,000	2,000
- XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	8,006	3,150	15,500	8,928	15,500	20,000	20,000	20,000

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	85125	LIABILITY CLAIMS/DEDUCTIBLES		117,344						
-	XPLC	TOTAL PROPERTY & LIABILITY COSTS		117,344						
+	86600	LEASE/LOAN PRINCIPAL			46,682	21,421	46,682	47,953	49,259	50,600
1		ARRA#6 Loan \$1,888,200 (54%)			46,682	21,421	46,682	47,953	49,259	50,600
*		Amount missing from detail								0
+	86700	LEASE/LOAN INTEREST	20,126	19,010	19,293	9,123	19,293	18,022	16,716	15,374
1		ARRA#6 Loan \$1,888,200 (54%)	20,126	19,010	19,293	9,123	19,293	18,022	16,716	15,374
*		Amount missing from detail								0
-	XDSV	TOTAL DEBT SERVICE	20,126	19,010	65,975	30,544	65,975	65,975	65,975	65,975
=	XOP	TOTAL OPERATIONS	85,197	204,354	291,475	85,621	194,425	240,425	495,425	400,425
		Capital								
	89230	BUILDING IMPROVEMENTS			500,000			500,000		
-	XBLDG	TOTAL BUILDINGS			500,000			500,000		
	89320	DISTRIBUTION SYSTEMS	118,496			149,889	149,889			
-	XIMPR	TOTAL IMPROVEMENTS	118,496			149,889	149,889			
=	XCAP	TOTAL CAPITAL	118,496		500,000	149,889	149,889	500,000		
=	XTOT	TOTAL EXPENDITURES	203,693	204,354	791,475	235,510	344,314	740,425	495,425	400,425



City of Franklin, Tennessee
FY 2021 Operating Budget

Debt Service - Water, Wastewater & Reclaimed Funds Schedule

Purpose	Issue Year	Orig. Amt. Issued / Interest Rate	F 2020	F 2021	F 2022	F 2023	F 2024	F 2025	Balance (2025-2037)	Total Outstanding (2022-2037)
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	\$ 520,100
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	\$ 817,659
Bonds 2017 - \$12m (Water Plant)	2017	\$ 12,000,000	\$ 415,000	\$ 430,000	\$ 450,000	\$ 470,000	\$ 495,000	\$ 520,000	\$ 8,450,000	\$ 10,385,000
PRINCIPAL		\$ 14,860,100	\$ 581,114	\$ 600,620	\$ 625,184	\$ 649,810	\$ 679,496	\$ 709,248	\$ 9,059,021	\$ 11,722,759
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	\$ 38,246
ARRA Loan 2011 \$1.5M - (Reservoir Rehabilitation)	2011	2.82%	\$ 26,250	\$ 24,194	\$ 22,080	\$ 19,904	\$ 17,668	\$ 15,366	\$ 40,347	\$ 115,365
Bonds 2017 - \$12m (Water Plant)	2017	3.29%	\$ 492,000	\$ 475,400	\$ 458,200	\$ 435,700	\$ 412,200	\$ 387,450	\$ 2,425,650	\$ 4,119,200
INTEREST			\$ 535,684	\$ 514,688	\$ 492,974	\$ 465,836	\$ 437,578	\$ 407,943	\$ 2,468,479	\$ 4,272,810
TOTAL EXPENDITURES										
			\$ 1,116,798	\$ 1,115,309	\$ 1,118,158	\$ 1,115,646	\$ 1,117,074	\$ 1,117,191	\$ 11,527,500	\$ 15,995,569

Purpose	Issue Year	Orig. Amt. Issued / Interest Rate	F 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	\$ -	\$ 2,694,000
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	\$ 74,300
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	\$ 548,486
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	\$ 103,316,786
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	\$ -	\$ 293,400
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	\$ 38,246
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	\$ 88,459
SRF Loan 2017 & Beyond	2017	1.47%	\$ 500,000	\$ 600,000	\$ 600,000	\$ 600,000			\$ -	\$ 1,200,000
INTEREST			\$ 739,175	\$ 792,958	\$ 757,283	\$ 708,079	\$ 73,283	\$ 40,494	\$ 40,966	\$ 1,620,105
TOTAL EXPENDITURES										
			\$ 1,688,391	\$ 1,749,607	\$ 1,725,395	\$ 1,387,683	\$ 712,411	\$ 681,178	\$ 430,225	\$ 4,936,891

Purpose	Issue Year	Orig. Amt. Issued / Interest Rate	F 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	\$ 643,875
PRINCIPAL		\$ 1,019,628	\$ 46,682	\$ 47,953	\$ 49,259	\$ 50,600	\$ 51,979	\$ 53,394	\$ 438,643	\$ 643,875
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	\$ 103,843
INTEREST			\$ 19,293	\$ 18,022	\$ 16,716	\$ 15,374	\$ 13,996	\$ 12,581	\$ 45,176	\$ 103,843
TOTAL EXPENDITURES										
			\$ 65,975	\$ 65,975	\$ 65,975	\$ 65,975	\$ 65,975	\$ 65,975	\$ 483,819	\$ 747,718

*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 2020, those amounts are \$207,228 for Water Access, \$47,822 for Water Taps, \$2,760,220 for Sewer Access, \$79,703 for Reclaimed Access and \$15,941 for Reclaimed Taps.

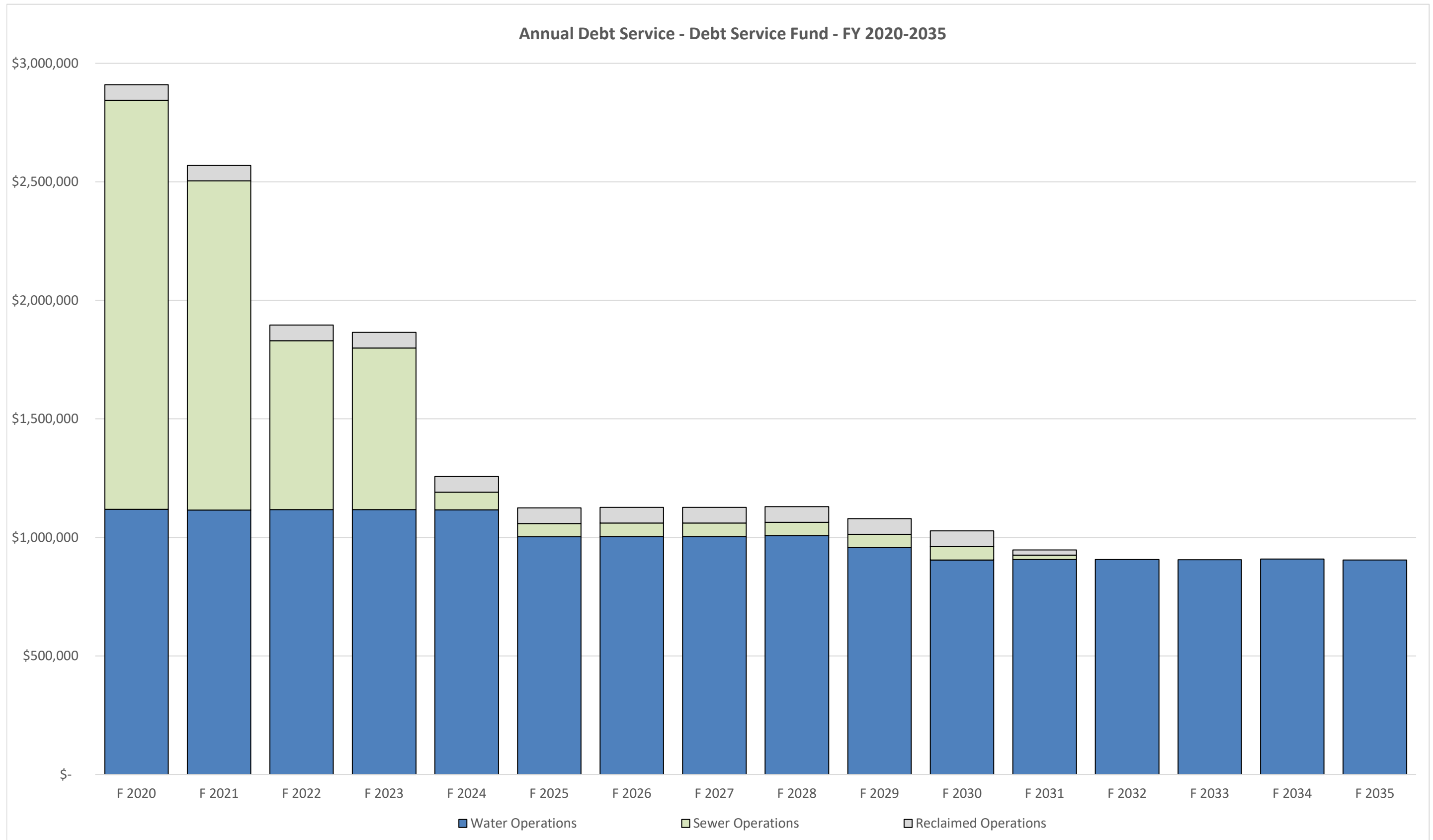


City of Franklin, Tennessee

FY 2021 Operating Budget

Debt Service - Water, Wastewater & Reclaimed Funds Schedule

The chart below shows annual debt service for the Proprietary Funds (Water, Wastewater & Reclaimed Water) for all bonds issued from FY 2020-2035. General Obligation Bond Debt Service for the City of Franklin is budgeted within the Debt Service Fund.



**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 2020, those amounts are \$207,228 for Water Access, \$47,822 for Water Taps, \$2,760,220 for Sewer Access, \$79,703 for Reclaimed Access and \$15,941 for Reclaimed Taps.*



City of Franklin

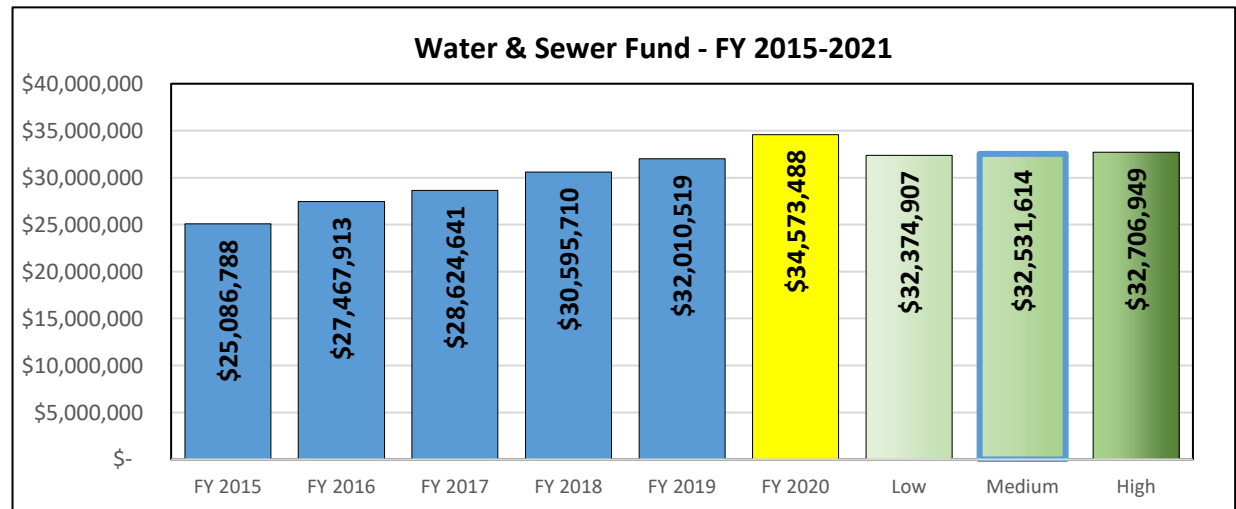
Revenue Model

Fund:	Water/Sewer Fund	Percent of All Revenues	20.0%
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Water & Sewer Fund: 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, paying the General Fund monies to cover the costs of services such as payroll, human resources and other support activities.

Rates are forecast to stay at previous increases of 2.9% for Water and 3.5% for Sewer for CY 2020 and CY 2021. These increases are consistent with the last five-year rate plan. Overall revenues are lower than current year forecast because of the non recurrence of one-time revenues used for capital expenditures. This assumption will be revised before the submission of the City Administrator's Proposed Budget.

**Note: Revenues shown below are for operational & customer service only. Capital Contributions are not included within this total, and will not necessarily tie to audited financial information.*



	Actual					Budget	Forecast (FY 2021)			Averages
	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Low	Medium	High	
% yr/yr.	9.5%	9.5%	4.2%	6.9%	4.6%		1.1%	1.6%	2.2%	
Water										3-yr Average
Use of Money & Property	28,924	46,167	89,992	131,580	127,636	38,873	100,000	110,000	120,000	\$ 28,896,088
Rates & Related Customer Service	10,161,250	10,862,141	11,155,292	11,425,017	11,865,135	12,957,783	12,149,898	12,204,033	12,268,550	3.6%
Wastewater										5-Yr Average
Use of Money & Property	86,477	110,042	95,071	183,627	796,010	90,411	257,500	258,750	260,000	\$ 26,935,141
Rates & Related Customer Service	14,724,348	16,324,715	17,146,739	18,719,089	19,089,086	19,496,571	19,661,759	19,753,081	19,852,649	3.8%
Transfer from Co. Fac. Tax.						1,285,000	-	-	-	
Reclaimed Water										
Use of Money & Property	14	38	196	691	1,958	100	1,000	1,000	1,000	
Rates & Related Customer Service	85,775	124,810	137,351	135,705	130,694	204,750	204,750	204,750	204,750	
Use of F/B						500,000	-	-	-	
Totals	\$ 25,086,788	\$ 27,467,913	\$ 28,624,641	\$ 30,595,710	\$ 32,010,519	\$ 34,573,488	\$ 32,374,907	\$ 32,531,614	\$ 32,706,949	

Source: City of Franklin, Comprehensive Annual Financial Reports - 1990-2019 & Estimates from Finance & Revenue Management Departments.



City of Franklin, Tennessee **FY 2021 Operating Budget Request**

Program Enhancement Summary

<u>Priority</u>	<u>Request</u>	<u>Compensation</u>	<u>Benefits</u>	<u>Expenses</u>	<u>Total</u>	<u>Funded</u>
Water Management						
1	Water-Wastewater Infrastructure Assessment Technician	\$ 41,324	\$ 12,397	\$ 2,550	\$ 56,271	
2	Pick-up Truck - Utility Inspector Senior	\$ -	\$ -	\$ 39,550	\$ 39,550	
3	Utility Inspector Senior	\$ 60,000	\$ 18,000	\$ -	\$ 78,000	
Total		\$ 101,324	\$ 30,397	\$ 42,100	\$ 173,821	\$ -
		<u>Compensation</u>	<u>Benefits</u>	<u>Expenses</u>	<u>Total</u>	
Total G/F Requests		\$ 101,324	\$ 30,397	\$ 42,100	\$ 173,821	\$ -

FranklinForward Allocations

	A Safe, Clean, Livable City	\$ -
	A Effective and Fiscally Sound City Government Providing High Quality Service	\$ 173,821
	Quality Life Experiences	\$ -
	Sustainable Growth & Economic Prosperity	\$ -
Totals		\$ 173,821

Traditional Allocations

	Personnel	\$ 134,271
	Operations	\$ -
	Equipment	\$ 39,550
	Capital	\$ -
Total		\$ 173,821

FY2020 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **1** of **3**

Department: **52109 WATER-GENERAL**
 Division: **Water / Wastewater**
 FranklinForward Theme: **A Effective and Fiscally Sound City Government Providing High Quality Service**
 Title: **Wtr-Wstwtr Infrastructure Assessment Technician**

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 (FY20 Only)	Ongoing Annual Cost (FY20 & Future)	TOTAL FY20 Request
Compensation			
81110 REGULAR PAY		\$41,324	\$41,324
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>		\$0	\$12,397
Expenses			
			\$0
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
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$2,200	\$54,071	\$56,271

PURPOSE / DESCRIPTION OF REQUEST

This request would add an additional Water-Wastewater Infrastructure Assessment Technician (Pay Grade E) in the Water Management Department. 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. As the City continues to grow, and the amount of required infrastructure assessment also continues to grow and becomes more and more complex. Existing WMD staff are overwhelmed trying to keep up with routine service and maintenance functions. 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. The Department has one employee dedicated to these operations, but the addition of this employee will create a two-person team, allowing for greater efficiencies and data assessment.

Additional analysis/assessment responsibilities can also be undertaken with this position, allowing Administration to review existing departmental operations for continued improvement and potential efficiencies.

SERVICE IMPLICATION

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.

FY2020 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **2** of **3**

Department:
Division:
FranklinForward Theme:
Title:

52109 WATER-GENERAL
Water Administration
A Effective and Fiscally Sound City Government Providing High Quality Service
Pickup Truck - Utility Inspector 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 (FY20 Only)	Ongoing Annual Cost (FY20 & Future)	TOTAL FY20 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
Expenses			
89520 VEHICLES (>\$25,000)	\$36,000		\$36,000
85117 VEHICLE LIABILITY INSURANCE		\$275	\$275
83310 GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)		\$2,600	\$2,600
82130 VEHICLE LICENSES & TITLES	\$25		\$25
82610 VEHICLE REPAIR & MAINTENANCE SERVICES		\$650	\$650
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$36,025	\$3,525	\$39,550

PURPOSE / DESCRIPTION OF REQUEST

We are requesting this vehicle as a new addition to WMD's fleet within the Water Administration Division. As the City continues to grow and develop, the WMD is requesting the addition of a Utility Inspector Senior to provide oversight and assistance in the review of water, wastewater, and reclaimed water development plans, and provide project-management services related to the City's utility projects. The City's infrastructure is vital to the level of service we provide to our customers. The addition of this Inspector Senior will allow for the division of responsibilities among the other three Inspectors to be better managed, increasing the inspector's time spent on construction sites, increasing time spent understanding construction projects in the development review process, and overall increasing the level of service we can provide.

This vehicle PER will be in conjunction with the staff PER for the new position of Utility Inspector Senior. The current Utility Inspector Senior was reclassified and their vehicle will be transitioning with the position.

-This PER is for a vehicle dedicated to this Inspector who will be travelling between the Public Works Facility, City Hall and various construction sites for both capital and development projects.

SERVICE IMPLICATION

This new unit will contribute to the success of the day-to-day operations of the WMD, infrastructure inspection & development-review team, and will accompany the PER of the Utility Inspector Senior position.

FY2020 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **3** of **3**

Department: **52211 UTILITY ADMINISTRATION**
 Division: **Administration**
 FranklinForward Theme: **A Effective and Fiscally Sound City Government Providing High Quality Service**
 Title: **Utility Inspector 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 (FY20 Only)	Ongoing Annual Cost (FY20 & Future)	TOTAL FY20 Request
Compensation			
81110 REGULAR PAY		\$60,000	\$60,000
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$18,000	\$18,000
Expenses			
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$78,000	\$78,000

PURPOSE / DESCRIPTION OF REQUEST

We are seeking funding for a new position, PayGrade "G".

This position, under the limited supervision of the Director of Water Management, will manage and facilitate operations of Utility Inspectors within the Water Management Department. Provide technical guidance to various City departments, agencies, designers and special interest groups on all phases of water, wastewater and reclaim water projects from conceptual through final design. Assists in the administration and management of the Utility Inspection process which includes maintenance, operations, compliance with regulatory requirements and budgetary functions.

Reviews or oversees review of water, wastewater and/or reclaim water development plans for sites, subdivisions and City projects confirming compliance with applicable City policies, development standards, rules and regulations required for each plan to assure timely response and adequate feedback to the applicant within the established timeframe.

Evaluates studies, reports and comments regarding such plans, categorizes required changes and prepares departmental responses to submitted and resubmitted plans to validate that all conditions of approval relative to the Water Management Department have been met.

This request will fill the recently vacated Senior Utilities Inspector position in which the current employee was reclassified. This position will provide for a supervisor over the existing 3 utility inspectors and provide the additional field knowledge and experience for critical decision making.

SERVICE IMPLICATION

Failure to approve this new position may result in slower, inadequate or substandard plan reviews or field inspection subsequently resulting in poor product installation and sooner maintenance schedule by the City.



File #: 20-0534

DATE: March 28, 2020

TO: Board of Mayor and Aldermen

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 budget request for the Project & Facilities Management Department for FY 2020-2021.

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 review of the budget materials. No action is required.



City of Franklin, Tennessee
FY 2021 Operating Budget Request

PROJECT AND FACILITIES MANAGEMENT

Brad Wilson



City of Franklin, Tennessee - FY 2021 Budget Request

Project and Facilities Management

Slide 2

Outline

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

City of Franklin, Tennessee - FY 2020 Budget Request

Project and Facilities Management

Purpose of Department

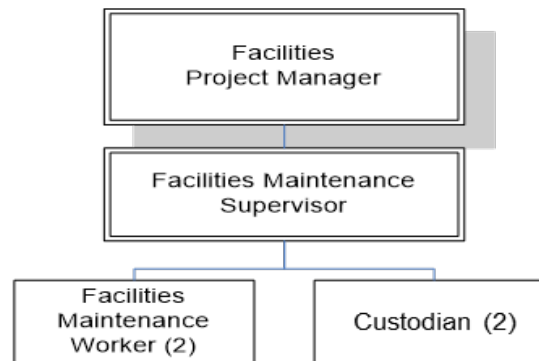
The Facilities department is responsible for the maintenance, implementation of measures and management of city facilities and projects along with facilitation, design, planning and scheduling of new construction and rehabilitation to existing facilities. The departments mission is to manage all city 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 the new structures that are built within our community. We strive to implement a safe working environment for all and follow a LEED format wherever possible in the construction and or remodeling of any city facility and the maintenance thereof.

City of Franklin, Tennessee - FY 2021 Budget Request

Project and Facilities Management

Slide 4

Organization Chart



Staffing by Position

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



City of Franklin, Tennessee - FY 2021 Budget Request **Project and Facilities Management**

Slide 5

Base Budget Request: Personnel

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. We get behind at times on helpstar requests or projects, but we feel with current staffing we can manage.

Facilities is still using an outside source for the cleaning of City Hall, PD, Public Works and Sanitation and Environmental services three times per week but are looking to expand to five times per week due to demand.

At this time no additional personnel are required.



City of Franklin, Tennessee - FY 2021 Budget Request **Project and Facilities Management**

Slide 6

Base Budget Request: Operations

This budget represents the cost for maintaining the current infrastructure in regards to operations along with performing services on older facilities that are requiring staff changes and more office space or major repairs. This budget cannot plan for the unexpected major roof leak at City Hall or a mechanical system that possibly fails. Some of our newer facilities such as Public Works and PD are requiring more time and attention. The budget presented also incorporates 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 2021 budget for operations is proposed to be about 16.9% more than the 2020 budget without enhancements. This is still due to the carrying of additional funds regarding HVAC repairs, growing maintenance needs at other facilities, and some additional work needed around the city hall campus.

City of Franklin, Tennessee - FY 2020 Budget Request

Project and Facilities Management

Base Budget Request: Capital

Building Design and Construction. For the services of an architectural team in regards to a development of a program for a new City Hall we ask that the current funding of \$ 250,000.00 be increased to \$750,000.00 for architectural/design and engineering services for a design of a New City Hall. With where we are in todays environment we ask to continue so that a plan can be either started on shovel ready once the board approves construction.

This current year we will be seeking to select a firm to develop an approvable design for a new downtown City Hall with regards to site development, facility usage, budgeting and a possible time line. Also with that firm on how we develop temporary work spaces for current city hall team members within part of the current facility.

Program Enhancement Requests

Currently we are proposing 4 program enhancements that are needed within different departments of the city. Facilities is looking to carry those enhancements as the department will be handling the work. At this time we do not see any rollover of approved enhancements from 2020's budget moving into this upcoming year. HVAC repairs and replacements are now being carried as a line item along with City Hall roof repairs. As every enhancement is considered some of the most important we feel are the continued roof repairs to city hall, weatherization repairs at both city owned parking garage structures,

City of Franklin, Tennessee - FY 2021 Budget Request **Project and Facilities Management**

Summary

There continues to be a lot going on within the Facilities department regarding request for enhancements and keeping the facilities up and functional. Current COF building infrastructures are still in good shape with the exceptions to the requested enhancements and work needed at City Hall. City Hall as we continue to make it esthetically pleasing to staff and citizens is still going through age issues and some items are starting to be additional problems. At least 4 HVAC units were replaced under the current 2020 budget along with 5 curbs on existing causing roof leaks and it could be that many HVAC replacements for 2021 along with multiple roof repairs and plumbing problems. 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 Management.



City of Franklin, Tennessee

FY 2021 Operating Budget

Project & Facilities Management

Brad Wilson, Director

Budget Summary

	2018	2019	2020		2021	2020 v. 2021	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	427,086	430,886	438,575	417,758	474,843	36,268	8.3%
Operations	691,812	729,823	597,671	605,221	698,583	100,912	16.9%
Capital	198,960	42,095	250,000	80,000	750,000	500,000	200.0%
Total	1,317,858	1,202,804	1,286,246	1,102,979	1,923,426	637,180	49.5%

Department Goals

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

FY 2021 Outlook

Department Goals

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

Projects

Continuing projects in fiscal year 2019 will include construction in regards to COF Station 7 off Long Lane and within the Berry Farms corridor. Repairs to a few of the municipal buildings to keep them maintained along with work regarding some of the City of Franklin Fire Halls along with the continued maintenance, restructuring along with reconfiguring of staffing layouts at existing facilities.

Proposed projects within City Hall include the aesthetic changes to the HR department along with some work within the Board Room.

Momentum regarding a developmental plan for the existing City Hall site will also continue with in-house discussions and architectural assistance regarding the site, height of structures and exterior qualities for what the City may be looking for in a new facility.



City of Franklin, Tennessee

FY 2021 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

	2017	2018	2019	2020*	2021*
Number of Buildings** Maintained	168	168	TBD	TBD	TBD
Gross Square Footage of Municipal Buildings (Gen. Fund)	575,366	575,366	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)	77,892	98,177	TBD	TBD	TBD
- Electricity (kW)	26,790,143	23,861,360	TBD	TBD	TBD

Efficiency Measures

	2017	2018	2019	2020*	2021
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 2021 Operating Budget

Performance Measurement continued

Outcome (Effectiveness) Measures

	2017	2018	2019	2020*	2021
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)	26,790,143	23,861,360	TBD	TBD	TBD
Target (In Kilowatt hours - Source: Finance Department)	15,729,625	15,315,688	15,315,688	14,932,795	14,549,903
Meets Target?	No	No	TBD	TBD	TBD

* 2020 and 2021 data estimated.

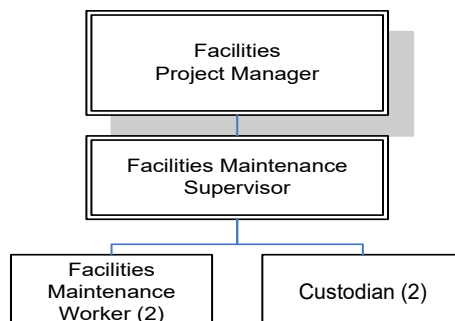
**Buildings inclusive of all structures pertaining to general fund operations. Will be refined.



City of Franklin, Tennessee

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



City of Franklin, Tennessee

FY 2021 Operating Budget

Budget

	Actual 2018	Actual 2019	Budget 2020	EOY 2020	Budget 2021	Difference	
						\$	%
Personnel							
Salaries & Wages	291,208	311,651	308,148	302,147	314,086	5,938	1.9%
Employee Benefits	135,878	119,235	130,427	115,611	160,757	30,330	23.3%
Total Personnel	427,086	430,886	438,575	417,758	474,843	36,268	8.3%
Operations							
Transportation Services	39	161	120	120	120	-	0.0%
Operating Services	5,469	9,783	4,450	7,945	7,600	3,150	70.8%
Notices, Subscriptions, etc.	80	203	60	120	120	60	100.0%
Utilities	200,404	197,140	163,770	200,780	204,014	40,244	24.6%
Contractual Services	121,517	224,928	168,025	165,700	194,500	26,475	15.8%
Repair & Maintenance Services	540,111	570,698	477,700	476,797	533,950	56,250	11.8%
Office Supplies	4,292	2,196	1,250	2,175	2,450	1,200	96.0%
Operating Supplies	5,832	4,320	3,100	3,000	3,400	300	9.7%
Fuel & Mileage	1,408	1,022	5,000	1,250	4,600	(400)	-8.0%
Machinery & Equipment (<\$25,000)	16,548	-	32,850	3,552	7,500	(25,350)	-77.2%
Repair & Maintenance Supplies	74,608	58,481	46,150	47,655	49,600	3,450	7.5%
Property & Liability Costs	20,821	23,543	24,397	23,574	24,752	355	1.5%
Rentals	-	688	1,000	3,000	3,000	2,000	200.0%
Permits	940	782	800	550	600	(200)	-25.0%
Financial Fees	-	85	-	5	-	-	#DIV/0!
Interfund Reimbursements	(300,257)	(364,207)	(331,002)	(331,002)	(337,622)	(6,620)	2.0%
Total Operations	691,812	729,823	597,671	605,221	698,583	100,912	16.9%
Improvements	198,960	42,095	250,000	80,000	750,000	500,000	200.0%
Capital	198,960	42,095	250,000	80,000	750,000	500,000	200.0%
Total Proj. & Fac. Management	1,317,858	1,202,804	1,286,246	1,102,979	1,923,426	637,180	49.5%
	1,118,898	1,160,709	1,036,246	1,022,979	1,173,426	137,180	(2)

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	Personnel								
I=	81110 REGULAR PAY	280,129	301,962	312,697	157,221	291,982	314,765	329,708	346,193
	81120 OVERTIME PAY	11,079	9,689	6,000	5,393	10,165	10,311	10,311	10,311
	81199 VACANCY ADJUSTMENT			(10,549)			(10,990)	(11,540)	(12,117)
=	XWAGE TOTAL WAGES	291,208	311,651	308,148	162,614	302,147	314,086	328,479	344,387
=	81410 FICA (EMPLOYER'S SHARE)	21,284	22,840	23,058	11,959	23,114	24,079	24,980	26,229
=	81420 MEDICAL PREMIUMS	71,478	73,020	74,846	26,546	64,328	69,533	76,486	84,135
=	81425 VISION PREMIUMS		468	384	190	462	366	403	443
=	81430 GROUP INSURANCE PREMIUMS	4,816	5,072	7,184	2,369	5,431	5,849	6,141	6,449
=	81440 EMPLOYEE INSURANCE CONTRIBUTIONS	(13,989)	(14,215)	(15,933)	(6,810)	(13,053)	(14,794)	(16,273)	(17,901)
	81441 CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT				1,200	1,200	1,200	1,200	1,200
I	81450 RETIREMENT CONTRIBUTIONS	48,912	29,443	35,481	15,069	30,138	70,144	77,158	84,874
	81455 DEFERRED COMP MATCH	1,716	2,125	2,393					
	81456 TCRS CONTRIBUTIONS (CITY)				1,039	2,393	2,700	2,970	3,267
	81470 WORKERS COMPENSATION PREMIUMS	1,661	482	3,015	1,598	1,598	1,678	1,762	1,851
	81475 WORKERS COMPENSATION CLAIMS								
=	XBEN TOTAL BENEFITS	135,878	119,235	130,427	53,160	115,611	160,757	174,827	190,547
=	XPER TOTAL PERSONNEL	427,086	430,886	438,575	215,774	417,758	474,842	503,306	534,934
	Operations								
	82110 MAILING & OUTBOUND SHIPPING SERVICES	3	134	20		20	20	20	20
	82120 FREIGHT FOR INBOUND PURCHASED ITEMS								
	82130 VEHICLE LICENSES & TITLES	36	27	100		100	100	100	100
=	XTRC TOTAL TRANSPORTATION CHARGES	39	161	120		120	120	120	120
+	82210 PRINTING & COPYING SERVICES, OUTSOURCED	458	4,558	350		350	500	500	500
1	Plan coping and scanning for misc. projects			350		350	500	500	500
2	Various	458	4,558						
*	Amount missing from detail								
+	82230 ARCHIVING/RECORDS MANAGEMENT SERVICES	4,906	1,745	4,000	1,889	4,120	5,500	5,500	5,500
1	Shredding Services			4,000		4,120	5,500	5,500	5,500
2	Various	4,906	1,745		1,889				
*	Amount missing from detail								
	82245 FINGERPRINTING FEES		33						
	82250 TESTING & PHYSICALS	105	45	100	239	275	100	100	100
	82260 UNIFORM RENTAL & SERVICES				3,188	3,200	1,500	1,500	1,500
	82299 OTHER OPERATING SERVICES		3,402		76				
=	XOPSV TOTAL OPERATING SERVICES	5,469	9,783	4,450	5,392	7,945	7,600	7,600	7,600
	82310 LEGAL NOTICES	20							
+	82350 DUES FOR MEMBERSHIPS	60	60	60	120	120	120	120	120
1	Sams Club	60	60	60	120	120	120	120	120
2	Various								
*	Amount missing from detail								
	82360 PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)								

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
	82390	PUBLICATIONS, NON-TRAINING		143						
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	80	203	60	120	120	120	120	120
+	82410	ELECTRIC SERVICE	130,479	131,998	116,900	48,033	134,400	140,386	141,860	147,065
	1	Various	130,479	131,998		48,033				
	2	Public Works Electric			25,000		41,800	42,636	44,250	45,060
	3	Streets Building			1,500		5,600	5,750	5,810	6,005
	5	City Hall and Fire there are 2 meters on this line item.			62,000		87,000	92,000	91,800	96,000
	7	Street & Traffic Signals			3,400					
	8	Police Headquarters			25,000					
	*	Amount missing from detail								
+	82420	WATER & SEWER SERVICE	16,846	19,215	15,300	5,129	14,200	14,484	14,510	15,700
	1	Various	16,846	19,215		5,129				
	2	Public Works Facility			1,100		3,200	3,264	3,150	3,200
	4	Water Dept(Hill property)			1,500					
	5	City Hall			9,200		11,000	11,220	11,360	12,500
	7	Police Headquarters			3,500					
	*	Amount missing from detail								
+	82430	STORMWATER SERVICE	3,196	3,196	1,920	1,065	8,950	9,108	9,250	9,400
	1	Various	3,196	3,196		1,065				
	2	Public Works Facility			350					
	3	Streets Building			120		1,050	1,050	1,050	1,050
	5	City Hall			700		7,900	8,058	8,200	8,350
	7	Police Headquarters			750					
	*	Amount missing from detail								
+	82435	SOLID WASTE SERVICE	14,051	13,057	11,300	4,553	13,600	13,867	14,129	14,356
	1	Various	14,051	13,057		4,553				
	2	Public Works Facility			4,500		5,400	5,508	5,610	5,700
	3	City Hall Miscellaneous Dumpster fees for projects			300		300	300	300	300
	4	Streets Building								
	6	City Hall			3,500		7,900	8,059	8,219	8,356
	8	Police Headquarters			3,000					
	*	Amount missing from detail								
+	82440	NATURAL GAS SERVICE	27,151	20,097	12,300	1,004	21,430	19,819	19,803	20,125
	1	Various	27,151	20,097		1,004				
	2	Public Works			3,800		9,000	9,180	9,363	9,500
	3	Streets Building			2,000		4,700	4,794	4,525	4,525
	4	Water Dept. (The Hill)								
	5	City Hall			4,500		5,730	5,845	5,915	6,100
	7	Propane Station 7					2,000			
	8	Police Headquarters			2,000					
	*	Amount missing from detail								
+	82450	TELEPHONE SERVICE	2,428	3,106	1,050	1,410	1,050	1,150	1,150	1,150
	1	Various	2,428	3,106		1,410				
	2	Public Works			250		250	250	250	250
	5	City Hall			800		800	900	900	900
	*	Amount missing from detail								
+	82455	CELLULAR TELEPHONE SERVICE	4,021	4,333	3,000	1,195	3,150	3,200	3,200	3,200
	1	Staff Phones	4,021		3,000		3,150	3,200	3,200	3,200
	2	Various		4,333		1,195				
	*	Amount missing from detail								

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
+ 82470	INTERNET & RELATED SERVICES	2,232	2,138	2,000	1,669	4,000	2,000	2,000	2,000
1	Comcast	2,232		2,000		2,000	2,000	2,000	2,000
2	Internet								
3	Various		2,138		1,669	2,000			
*	Amount missing from detail								
= XUTIL	TOTAL UTILITIES	200,404	197,140	163,770	64,058	200,780	204,014	205,902	212,996
82510	COMPUTER SERVICES		155		16				
82540	ENGINEERING SERVICES	2,131	18,438	30,000		5,600	30,000	30,000	
+ 82560	CONSULTANT SERVICES	4,934							
1	Various	4,934							
2	Misc. Engineering Consultants								
*	Amount missing from detail								
+ 82599	OTHER CONTRACTUAL SERVICES	114,452	206,335	138,025	68,982	160,100	164,500	164,800	164,850
1	Some sub contract labor misc. outsource labor					3,000			
10	Cintas monthly heavy cleaning Public Restrooms, PD,City Hall,PW,SES,WWP			15,500		18,742	21,000	21,000	21,000
11	Cisco yearly maintenance fee			3,000		4,000	4,000	4,000	4,000
12	Cintas Floor Mat Cleaning-PW, SES, WWP			5,900		18,650	19,000	19,000	19,000
13	ACT City Hall Fire Testing of Systems			1,500		3,000	3,000	3,200	3,200
14	Police Dept Fire Systems Testing from Devices			3,600		3,800	3,800	3,800	3,800
15	PD Clean Agent Testing			2,500		2,500	2,500	2,500	2,500
16	PW Fire Monitoring			3,200		2,584	2,600	2,600	2,600
17	PD Fire Monitoring			2,300		1,700	1,800	1,800	1,800
18	Fire Department Air Filter Changes						2,400	2,400	2,400
19	Various	114,452	206,335		65,454				
2	Pest Control Services PD, PW and CH			7,200	3,528	8,624	10,750	10,750	10,750
20	Various Fire Hall Fire Testing/Equipment								
22	Testing of Fire Extinguishers			625		1,250	1,300	1,350	1,400
23	Pressure Washing regarding parking garages, PD					16,000	16,000	16,000	16,000
24	Station 8 Daikin Maintenacne Agreement					9,800	9,800	9,800	9,800
3	REA Maintenance/Testing AAON Units at PD			7,500		7,500	7,500	7,500	7,500
34	Turf Management at PD, SE PKY, Station 8, 7			32,000					
40	Maintenance Cont. for City Generators PD, FD, CH, PW, SES, IT			39,500		39,500	39,500	39,500	39,500
5	PD Geothermal Maintenace			1,700		1,100	1,150	1,200	1,200
8	Water Quality Maintance Agreement PD			2,500		850	900	900	900
9	Kone Maintenance PD, PW, Garages, 5 Points plus misc repairs.			9,500		17,500	17,500	17,500	17,500
*	Amount missing from detail								
= XCTS	TOTAL CONTRACTUAL SERVICES	121,517	224,928	168,025	68,998	165,700	194,500	194,800	164,850
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	730	835	600	194	900	900	900	900
+ 82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	100,631	217,717	146,300	51,382	126,424	139,580	139,580	99,580
1	Unforseen Mechanical HVAC Systems Replacements/Repairs			40,000		30,000	40,000	40,000	
12	Speed Gates at PD Maint. Agreement and misc repairs			6,000		3,500	6,000	6,000	6,000
13	Unforseen City Hall Roof Repairs					62,500	50,000	50,000	50,000
14	Garage Sweeper Maintenance Agreement			500		1,500	1,500	1,500	1,500
15	Buffing of VCT flooring at PD, PW and City Hall						13,280	13,280	13,280
16	0								
17	Green Roof PD Contract plus additional plantings			15,000		16,524	16,000	16,000	16,000
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		5,600	6,000	6,000	6,000
21	0								

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
8	Various	100,631	217,717	75,000	51,382				
*	Amount missing from detail								
+ 82640	PAVING & REPAIR SERVICES								
1	PD Parking Deck								
*	Amount missing from detail								
82650	PARK & FIELD MAINTENANCE SERVICES								
82652	LANDSCAPING SERVICES	20,895	16,775	19,000	16,408	26,135	32,000	32,000	32,000
82653	IRRIGATION SERVICES	2,485	1,931	1,500	156	920	1,200	1,200	1,200
+ 82660	BUILDING REPAIR & MAINTENANCE SERVICES	414,051	333,440	306,800	172,193	322,418	356,770	335,270	340,270
0	Repairs of 4th Ave Garage to replace jointing materials (partial)			15,000			15,000		
03	PD, PW and CH Misc. Cleaning of CPT, Tile, Epoxy. Public RR						5,000	5,000	5,000
04	Various	414,051	333,440		172,193				
05	City Hall Roof Repairs per year			35,000		51,500	50,000	50,000	50,000
06	PW Roof Repairs per year			20,000		25,000	15,000	15,000	15,000
07	FY 2019 PER - ADA Ramp - City Hall (North)			12,000					
12	Public Works Cleaning Agreement Incl Dollars for Misc. Floor Scrubs			45,000		43,068	69,000	69,000	69,000
13	PD Cleaning Agreement Incl Dollars for Misc. Floor Scrubs			47,000		44,900	70,100	70,100	70,100
14	City Hall Cleaning Agreement Incl Dollars for Misc. Floor Scrubs			45,000		49,850	61,170	61,170	61,170
15	City Hall Misc. Repairs			50,000		62,000	50,000	50,000	50,000
16	Installation of ADA openers/closures at 3 door locations.								
17	Repairs to 2nd Ave Garage to replace jointing materials (partial)			5,000			6,500		5,000
19	Cleaning of Parking Garage Stairwells			6,800		14,500	15,000	15,000	15,000
20	0								
21	Fourth Ave. Parking garage generator					5,600			
22	FY 2020 PER - PD Community Room Painting			6,500		6,500			
23	Repairs to 4th Ave Garage to replace jointing materials (partial)								
24	FY 2020 PER - PD Carpet Replacement			19,500		19,500			
*	Amount missing from detail								
82699	OTHER REPAIR & MAINTENANCE SERVICES	1,319		3,500	2,172		3,500	3,500	3,500
= XRMVS	TOTAL REPAIR & MAINTENANCE SERVICES	540,111	570,698	477,700	242,505	476,797	533,950	512,450	477,450
83110	OFFICE SUPPLIES	3,760	1,349	500	984	1,675	1,700	1,700	1,700
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)		260						
83130	EMPLOYEE BENEVOLENCE ITEMS								
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	532	587	750	306	500	750	750	750
= XOFS	TOTAL OFFICE SUPPLIES	4,292	2,196	1,250	1,290	2,175	2,450	2,450	2,450
83240	MEDICAL SUPPLIES			100		100	100	100	100
83250	SAFETY SUPPLIES	368	125	250	115	200	250	250	250
+ 83260	UNIFORMS PURCHASED	1,367	1,218	1,250	469	1,000	1,250	1,250	750
1	Needed staff uniforms for facilities	1,367	1,218	1,250	469	1,000	1,250	1,250	750
*	Amount missing from detail								
83270	CONSUMABLE TOOLS	4,097	2,977	1,500	2,186	1,700	1,800	1,800	1,800
83299	OTHER OPERATING SUPPLIES				1,150				
= XOPS	TOTAL OPERATING SUPPLIES	5,832	4,320	3,100	3,920	3,000	3,400	3,400	2,900
+ 83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	1,408	1,022	5,000	354	1,250	4,600	4,600	5,200
1	Diesel fuel for PD, PW, Fire Stations, Radio Towers, Water/Sewer, San.			3,200			3,200	3,200	3,800
3	Fuel for Maintenance Vehicles			1,800		1,250	1,400	1,400	1,400

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
5	Various	1,408	1,022		354				
*	Amount missing from detail								
= XFUEL	TOTAL FUEL & MILEAGE	1,408	1,022	5,000	354	1,250	4,600	4,600	5,200
+ 83510	FURNITURE, FIXTURES (<\$25,000)	14,215		30,000					
1	Furniture Purchases for misc. departments.			30,000					
7	Various	14,215							
*	Amount missing from detail								
+ 83530	MACHINERY & EQUIPMENT (<\$25,000)			750		1,500	4,500	500	2,200
3	New vacuumns at PD, CH. Floor Scrubber, Ladders, Storage Shelving			750		1,500	4,500	500	2,200
4	Various								
*	Amount missing from detail								
+ 83540	COMPUTER HARDWARE (<\$25,000)	2,173		2,100	2,052	2,052	3,000	500	3,000
1	Computers scheduled to be replaced this year			2,100	2,052	2,052	3,000	500	3,000
2	Various	2,173							
*	Amount missing from detail								
83550	COMPUTER SOFTWARE (<\$25,000)	160							
= XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	16,548		32,850	2,052	3,552	7,500	1,000	5,200
83610	VEHICLE PARTS & SUPPLIES				10				
+ 83620	EQUIPMENT PARTS & SUPPLIES	10,793	2,497		140				
2	Various	10,793	2,497		140				
*	Amount missing from detail								
83652	LANDSCAPING SUPPLIES	1,356	140		170				
83653	IRRIGATION SUPPLIES		205			180	200	200	200
+ 83654	GROUNDS MAINTENANCE SUPPLIES			200		150	200	200	200
1	Gly 4 Chemical			200		150	200	200	200
*	Amount missing from detail								
+ 83660	BUILDING MAINTENANCE SUPPLIES	62,459	55,639	45,950	19,911	47,325	49,200	49,200	49,200
1	PD, PW, CH Air and Water Filters			4,800		5,000	5,500	5,500	5,500
10	PD, PW, CH Occupancy sensors and switches			350			350	350	350
11	Housekeeping equipment			600		1,200	1,500	1,500	1,500
12	Cleaning Products, Paper, Lighting, SAM's			35,000		35,000	35,000	35,000	35,000
13	Lighting Products, City Hall, PD, PW			2,000		2,000	2,000	2,000	2,000
14	Flags for City			1,800		2,500	3,200	3,200	3,200
15	PD Urinal Filters special ordered			700		750	750	750	750
16	PD Cistern Filters			700		875	900	900	900
17	0								
2									
8	Various	62,459	55,639		19,911				
*	Amount missing from detail								
+ 83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES								
1	Misc. Maintenance and HVAC recovery equipment								
*	Amount missing from detail								
= XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	74,608	58,481	46,150	20,231	47,655	49,600	49,600	49,600
84920	2ND AVE PARKING GARAGE OPERATIONS								
= XOPU	TOTAL OPERATIONAL UNITS								
85110	PROPERTY INSURANCE	15,602	16,595	17,425	17,338	17,338	18,205	19,115	20,071
85111	FRAUD INSURANCE	248	937	984					

Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
85112	INLAND MARINE INSURANCE	152	164	172	167	167	175	184	193
85113	AUTO PHYSICAL DAMAGE	(140)	140	147	109	109	114	120	126
85115	LIABILITY INSURANCE	973	1,008	1,058	1,944	1,944	2,041	2,143	2,250
85116	E&O LIABILITY INSURANCE	2,106	2,205	2,315	2,075	2,075	2,179	2,288	2,402
85117	VEHICLE LIABILITY INSURANCE	1,064	1,628	1,388	1,068	1,068	1,121	1,177	1,236
85118	LAW ENFORCEMENT LIABILITY INSURANCE								
85119	UMBRELLA LIABILITY	816	866	909	873	873	917	962	1,011
85120	PROPERTY DAMAGE COSTS								
85127	VEHICLE LIABILITY CLAIMS/DEDUCTIBLES								
= XPLC	TOTAL PROPERTY & LIABILITY COSTS	20,821	23,543	24,398	23,574	23,574	24,752	25,989	27,289
85240	EQUIPMENT RENTAL & LEASES		688	1,000	2,455	3,000	3,000	3,000	3,000
= XRENT	TOTAL RENTALS		688	1,000	2,455	3,000	3,000	3,000	3,000
+ 85310	PERMITS	940	782	800	235	550	600	600	600
1	Elevator Permits City Parking Garages, PD, Public Works	940	782	800	235	550	600	600	600
*	Amount missing from detail								
85320	STATE FEES								
= XPERM	TOTAL PERMITS	940	782	800	235	550	600	600	600
85530	E-COMMERCE FEES		85		5	5			
85580	LATE CHARGES								
= XFLF	TOTAL FINANCIAL FEES		85		5	5			
85990	MISCELLANEOUS								
= XOBE	TOTAL OTHER BUSINESS EXPENSES								
87510	REIMB OF INTERFUND SERVICES	(300,257)	(364,207)	(331,002)	(331,002)	(331,002)	(337,622)	(344,374)	(351,262)
= XREIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS	(300,257)	(364,207)	(331,002)	(331,002)	(331,002)	(337,622)	(344,374)	(351,262)
= XOP	TOTAL OPERATIONS	691,812	729,823	597,671	104,187	605,221	698,584	667,257	608,113
	Capital								
+ 89220	BUILDING DESIGN & CONSTRUCTION		42,095	250,000	35,191	80,000	750,000	750,000	9,000,000
1	City Hall Architectural Services		42,095	216,000	35,191	80,000	750,000	750,000	
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					
*	Amount missing from detail								
+ 89230	BUILDING IMPROVEMENTS	198,960							
1	City Hall & Parking Garage Improvements								
3	Various	198,960							
4	City Hall Architectural Services								
*	Amount missing from detail								
= XBLDG	TOTAL BUILDINGS	198,960	42,095	250,000	35,191	80,000	750,000	750,000	9,000,000

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
=	89520	VEHICLES (>\$25,000)								
+	89530	MACHINERY & EQUIPMENT (>\$25,000)								
	2	3/4 ton truck with Utility Bed and ramp								
	3									
	4									
	*	Amount missing from detail								
=	XMEO	TOTAL MACHINERY & EQUIPMENT (>\$25,000)								
=	XCAP	TOTAL CAPITAL	198,960	42,095	250,000	35,191	80,000	750,000	750,000	9,000,000
=	XTOT	TOTAL EXPENDITURES	1,317,858	1,202,804	1,286,246	355,152	1,102,979	1,923,426	1,920,563	10,143,047



City of Franklin, Tennessee

FY 2021 Operating Budget Request

Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
Project and Facilities Management						
1	Station 4 Kitchen	\$ -	\$ -	\$ 45,000	\$ 45,000	
2	Painting of Interior Station 6 living quarters	\$ -	\$ -	\$ 12,000	\$ 12,000	
3	City Hall Fire Riser System from Installed COF Supply	\$ -	\$ -	\$ 30,000	\$ 30,000	
4	construction of Prototypical Facility and Fire Offices	\$ -	\$ -	\$ 7,900,000	\$ 7,900,000	
Total		\$ -	\$ -	\$ 7,987,000	\$ 7,987,000	\$ -
		Compensation	Benefits	Expenses	Total	
Total G/F Requests		\$ -	\$ -	\$ 7,987,000	\$ 7,987,000	\$ -

FranklinForward Allocations



A Safe, Clean, Livable City	\$ -
An Effective and Fiscally Sound City Government Providing High Quality Service	\$ 7,987,000
Quality Life Experiences	\$ -
Sustainable Growth & Economic Prosperity	\$ -

Totals \$ 7,987,000

Traditional Allocations



Personnel



Operations \$ -



Equipment \$ -



Capital \$ 7,987,000

Total \$ 7,987,000

FY2021 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 1 of 4

Department: _____
 Division: _____
FranklinForward Theme: _____
 Title: _____

41300 ADMINISTRATION
Project and Facilities Management
A Effective and Fiscally Sound City Government Providing High Quality Service
Station 4 Kitchen Enhancement

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 (FY21 Only)	Ongoing Annual Cost (FY21 & Future)	TOTAL FY21 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$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

Money was put aside in 2019 for the kitchen but struggled getting organizations to respond and quote the hood and fire system as it is a small job. One quote came in at 40+ and another came in at almost 20 k so we know who we want to use and ready to get a PO. i went over the quote with the 20K price quote to compare with the higher. The range has been purchased and is ready once work is completed but cannot occur until cabinets are completed and right size.

SERVICE IMPLICATION

FY2021 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 2 of 4

Department: _____
 Division: _____
FranklinForward Theme: _____
 Title: _____

41300 ADMINISTRATION
Project and Facilities Management
A Effective and Fiscally Sound City Government Providing High Quality Service
Painting of Interior Station 6 Living Quarters

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 (FY21 Only)	Ongoing Annual Cost (FY21 & Future)	TOTAL FY21 Request
<u>Compensation</u>			
			\$0
			\$0
<u>Benefits</u>			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
<u>Expenses</u>			
82660 BUILDING REPAIR & MAINTENANCE SERVICES	\$12,000		\$12,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$12,000	\$0	\$12,000

PURPOSE / DESCRIPTION OF REQUEST

Station 6 needs painting within the living quarters of the facility due to leaks that have been repaired. The facility is about 12 years old and has not been painted like some of the others. Poor construction has lead to some other items as well and need to be remedied.

SERVICE IMPLICATION

FY2021 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **3** of **4**

Department:
Division:
FranklinForward Theme:
Title:

41300 ADMINISTRATION
Project and Facilities Management
A Effective and Fiscally Sound City Government Providing High Quality Service
City Hall Fire Riser System from Installed COF supply

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 (FY21 Only)	Ongoing Annual Cost (FY21 & Future)	TOTAL FY21 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
Expenses			
82660 BUILDING REPAIR & MAINTENANCE SERVICES	\$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

This works to make connection of the fire supply line from the COF supplied water line into the facility and construct a riser and tie into the existing fire line. This is a budget number for the work from outside to the inside and pays for the required fire riser along with some alarm work.

SERVICE IMPLICATION

FY2021 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **4** of **4**

Department:

41300 ADMINISTRATION

Division:

Project and Facilities Management

FranklinForward Theme:

A Effective and Fiscally Sound City Government Providing High Quality Service

Title:

Construction of Prototypical Facility and Fire Offices

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 (FY21 Only)	Ongoing Annual Cost (FY21 & Future)	TOTAL FY21 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
Expenses			
82660 BUILDING REPAIR & MAINTENANCE SERVICES	\$7,900,000		\$7,900,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$7,900,000	\$0	\$7,900,000

PURPOSE / DESCRIPTION OF REQUEST

For demolition and construction of a new prototypical fire hall facility and to include administrative office space at the current Station 3 location. The current station is one of the oldest and smallest stations the City owns and is located in one of the most densely populated areas. The current site offers enough land to place the facility along with an administrative facility on the lot.

SERVICE IMPLICATION



File #: 20-0535

DATE: March 28, 2020

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Michael Walters Young, Budget and Analytics Manager

SUBJECT:

Budget Presentations - Other Misc. General Fund Operating Budgets (Economic Development, General Expenses)

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning other budgets within the General Fund (Economic Development, General Expenses) for FY 2020-2021.

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 review of the budget materials. No action is required.



City of Franklin, Tennessee
FY 2021 Operating Budget Request

Miscellaneous General Fund Departments

General Expenses
Economic Development



City of Franklin, Tennessee - FY 2021 Budget Request

General Expenses

Slide 2

Outline

- General Expenses
- Economic Development

City of Franklin, Tennessee - FY 2021 Budget Request

General Expenses

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 has been maintained in FY 2020.

No money has been set aside at this point for wage increases or market adjustments in FY 2021 due to economic conditions. This may change as conditions warrant.

City of Franklin, Tennessee - FY 2021 Budget Request

General Expenses

Budget Request:

Budget Summary

	2018	2019	2020		2021	2020 v. 2021	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	-2,487,379	686,943	2,521,650	591,650	945,133	-1,576,518	-62.5%
Operations	67,262	123,526	284,872	193,805	280,029	-4,843	-1.7%
Capital	0	0	0	0	0	0	0.0%
Total	-2,420,117	810,469	2,806,522	785,455	1,225,162	-1,581,361	-56.3%

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.



City of Franklin, Tennessee - FY 2021 Budget Request

Economic Development

Slide 5

Purpose of Department

This department is used to identify payments specifically related to economic development. An allocation is made for economic development of \$30,000 plus an additional amount for the Greater Nashville Regional Council of \$24,748. Membership to the Nashville Area Chamber of Commerce is \$3,000 and the Metropolitan Planning Organization is budgeted at \$9,000. \$30,000 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 2021 Budget Request

Economic Development

Budget Detail

	Actual 2018	Actual 2019	Budget 2020	Est 2020	Budget 2021	Difference	
						\$	%
Economic Development / Chamber Support	25,000	25,000	30,000	30,000	30,000	-	0.0%
Greater Nashville Regional Council	22,518	23,327	24,027	24,027	24,748	721	3.0%
Nashville Area Chamber of Commerce	-	-	3,000	3,000	3,000	-	0.0%
Nashville Area MPO	-	-	9,000	9,000	9,000	-	0.0%
Williamson Chamber - Business Retention / Development	20,000	30,000	30,000	30,000	30,000	-	0.0%
Total Expenditures	67,518	78,327	96,027	96,027	96,748	721	0.8%
Ending Fund Balance	67,518	78,327	96,027	96,027	96,748	721	0.8%

Note: Budget may be modified slightly moving forward.



City of Franklin, Tennessee

FY 2021 Operating Budget

General Expenses

Budget Summary

	2018 Actual	2019 Actual	2020		2021 Budget	2020 v. 2021	
			Budget	EOY		\$	%
Personnel	-2,487,379	686,943	2,521,650	591,650	945,133	-1,576,518	-62.5%
Operations	67,262	123,526	284,872	193,805	280,029	-4,843	-1.7%
Capital	0	0	0	0	0	0	0.0%
Total	-2,420,117	810,469	2,806,522	785,455	1,225,162	-1,581,361	-56.3%

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, the Citizen's Survey and other "shared" software services - such as Socrata for the City's Strategic Plan website. \$100,000 set aside for City support of Housing Initiatives in FY 2019 has been maintained for FY 2021.

Due to economic conditions, no money is set aside at this time for wage increases or market adjustments. This will be revisited in FY 2021 as conditions warrant. This budget may see further reduction if warranted.



City of Franklin, Tennessee

FY 2021 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 2021 Operating Budget

Budget

	Actual 2018	Actual 2019	Budget 2020	EOY 2020	Budget 2021	Difference	
						\$	%
Personnel							
Salaries & Wages	-	-	1,935,000	-	320,000	(1,615,000)	-83.5%
Employee Benefits	(2,487,379)	686,943	586,650	591,650	625,133	38,483	6.6%
Total Personnel	(2,487,379)	686,943	2,521,650	591,650	945,133	(1,576,518)	-62.5%
Operations							
Notices, Subscriptions, etc.	36,538	37,666	49,122	47,079	57,529	8,407	17.1%
Utilities	691	691	550	231	550	-	0.0%
Contractual Services	87,822	115,017	227,750	105,950	214,500	(13,250)	-5.8%
Repair & Maintenance Services	-	-	1,000	-	1,000	-	0.0%
Fuel & Mileage	(61,719)	(35,063)	-	38,045	-	-	0.0%
Machinery & Equipment (<\$25,000)	-	-	2,000	-	2,000	-	0.0%
Rentals	277	-	100	-	100	-	0.0%
Permits	-	-	350	-	350	-	0.0%
Financial Fees	14	2,500	2,500	2,500	2,500	-	0.0%
Other Business Expenses	-	-	1,500	-	1,500	-	0.0%
Debt Service and Lease Payments	3,639	2,715	-	-	-	-	0.0%
Total Operations	67,262	123,526	284,872	193,805	280,029	(4,843)	-1.7%
Capital	-	-	-			-	0.0%
Total General Expenses	(2,420,117)	810,469	2,806,522	785,455	1,225,162	(1,581,361)	-56.3%



	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
		Personnel								
1+=	81110	REGULAR PAY			1,935,000			320,000	2,020,000	2,120,000
1	01	General salary increase (full-year)			1,615,000				1,700,000	1,800,000
	02	Merit pay program			100,000			100,000	100,000	100,000
	03	Additional Classification / Compensation			75,000			75,000	75,000	75,000
	04	Classification and Compensation plan								
	05	Phase 2, Stormwater								
	06	Phase 2, Water & Sewer								
	07	Temporary Assistance Work			25,000			25,000	25,000	25,000
	8	Leave Balance Reserve			100,000			100,000	100,000	100,000
	9	FY 2020 PER - Public Works Internship Program			20,000			20,000	20,000	20,000
	*	Amount missing from detail								
=	XWAGE	TOTAL WAGES			1,935,000			320,000	2,020,000	2,120,000
+=	81420	MEDICAL PREMIUMS	(2,332,596)	(577,056)	628,000	(2,509,607)	628,000	680,800	738,880	802,768
	01	Medical Claims	(167,127)	5,366,892	10,230,000		10,230,000	11,253,000	12,378,300	13,616,130
	02	Admin Fees-Claims (BCBS)	(111,415)	194,986	385,000		385,000	423,500	465,850	512,435
	03	Admin Fees-Reinsurance (SunLife Financial)		236,066	412,500		412,500	453,750	499,125	549,038
	04	Refunds			(49,500)		(49,500)	(54,450)	(59,895)	(65,885)
	05	Departmental Allocations	(2,151,779)	(6,375,000)	(10,450,000)	(2,509,607)	(10,450,000)	(11,495,000)	(12,644,500)	(13,908,950)
	06	2015 - Health Insurance Tax			50,000		50,000	50,000	50,000	50,000
	07	Rebates - Admin (BCBS)								
	08	Rebates (misc)								
	09	Cowan Consultant Fee			50,000		50,000	50,000	50,000	50,000
	10	Various Credits								
	11	Various	97,725							
	12	HDHP HSA Plan Assistance								
	13	HDHP Savings (assumes only 10 indiv & 7 family)								
	*	Amount missing from detail								
=	81425	VISION PREMIUMS		(69,127)	(45,000)	(29,589)	(50,000)	(50,000)	(50,000)	(50,000)
+=	81430	GROUP INSURANCE PREMIUMS	15,311	10,563	13,650	(71,110)	13,650	14,333	15,050	15,801
	1	Dental Claims	35,229		404,250		404,250	424,463	445,686	467,970
	2	Admin Fees-Claims	10,881		29,400		29,400	30,870	32,414	34,034
	3	Refunds								
	4	Departmental Allocations			(420,000)			(441,000)	(463,050)	(486,203)
	5	Line Item 5	(30,799)	10,563		(71,110)	(420,000)			
	*	Amount missing from detail								
=	81440	EMPLOYEE INSURANCE CONTRIBUTIONS	(170,122)	(177,376)	(110,000)	(66,534)		(120,000)	(130,000)	(140,000)
	81441	CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNT			100,000			100,000	100,000	100,000
	81450	RETIREMENT CONTRIBUTIONS		1,500,000						
	81455	DEFERRED COMP MATCH	28	(61)		35				
=	XBEN	TOTAL BENEFITS	(2,487,379)	686,943	586,650	(2,676,805)	591,650	625,133	673,930	728,569
=	XPER	TOTAL PERSONNEL	(2,487,379)	686,943	2,521,650	(2,676,805)	591,650	625,133	673,930	728,569

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
		Operations								
	82120	FREIGHT FOR INBOUND PURCHASED ITEMS								
=	XTRC	TOTAL TRANSPORTATION CHARGES								
+	82350	DUES FOR MEMBERSHIPS	33,038	33,667	34,122	24,579	47,079	47,529	48,079	49,579
	1	Tennessee Municipal League	9,102	9,102	9,557		22,500	22,950	23,500	25,000
	2	Nashville Area MPO Transportation Planning Dues	18,886	19,565	19,565	19,579	19,579	19,579	19,579	19,579
	3	Mayor's Caucus Goverment Affairs	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
	4	Various	50							
	*	Amount missing from detail								
I+	82355	PROFESSIONAL STANDARDS / ACCREDITATION	3,500	4,000	5,000					
	1	Tennessee Municipal Benchmarking Project	3,500	4,000	5,000					
	*	Amount missing from detail								
	82370	PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)			10,000			10,000	10,000	10,000
	82385	SPECIAL CENSUS								
=	XNSP	TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	36,538	37,667	49,122	24,579	47,079	57,529	58,079	59,579
	82410	ELECTRIC SERVICE								
	82415	ELECTRIC SERVICE - STREETLIGHTS								
	82420	WATER & SEWER SERVICE								
	82430	STORMWATER SERVICE	296	296	250	99	99	250	250	250
	82435	SOLID WASTE SERVICE	395	395	300	132	132	300	300	300
	82440	NATURAL GAS SERVICE								
=	XUTIL	TOTAL UTILITIES	691	691	550	231	231	550	550	550
I+	82510	COMPUTER SERVICES	26,496	26,496	65,000		45,000	45,000	45,000	45,000
	1	Socrata (performance.franklinn.gov)	26,496	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								
	4	FY 2019 PER - Capital Projects Explorer			20,000					
	*	Amount missing from detail								
	82520	LEGAL SERVICES	2,076	11,121	15,000	613	1,200	15,000	15,000	15,000
	82530	AUDIT SERVICES	24,250	24,500	24,750	24,750	24,750	22,500	23,000	23,500
+	82560	CONSULTANT SERVICES		9,900	23,000			32,000	23,000	23,000
	1	various			15,000			15,000	15,000	15,000
	2	legislative support								
	3	Citizens Survey		9,900	8,000			17,000	8,000	8,000
	4	Innovation Team								
	*	Amount missing from detail								
+	82599	OTHER CONTRACTUAL SERVICES	35,000	43,000	100,000	35,000	35,000	100,000	100,000	100,000
	1	Special Census								
	2	Various	35,000	43,000		35,000	35,000			
	3	FY 2018 PER - Housing Initiatives			100,000			100,000	100,000	100,000
	*	Amount missing from detail								

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
=	XCTS	TOTAL CONTRACTUAL SERVICES	87,822	115,017	227,750	60,363	105,950	214,500	206,000	206,500
	82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES								
	82652	LANDSCAPING SERVICES								
	82654	GROUNDS MAINTENANCE SERVICES								
	82660	BUILDING REPAIR & MAINTENANCE SERVICES			1,000			1,000	1,000	1,000
	82699	OTHER REPAIR & MAINTENANCE SERVICES								
=	XRMSV	TOTAL REPAIR & MAINTENANCE SERVICES			1,000			1,000	1,000	1,000
	82850	MEALS (OUTSIDE WILLIAMSON COUNTY)								
=	XPDT	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL								
	83315	FUEL HEDGING COSTS	(61,719)	(35,063)		38,045	38,045			
=	XFUEL	TOTAL FUEL & MILEAGE	(61,719)	(35,063)		38,045	38,045			
	83510	FURNITURE, FIXTURES (<\$25,000)								
	83530	MACHINERY & EQUIPMENT (<\$25,000)			2,000			2,000	2,000	2,000
=	XMEU	TOTAL MACHINERY & EQUIPMENT (<\$25,000)			2,000			2,000	2,000	2,000
	83660	BUILDING MAINTENANCE SUPPLIES								
=	XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES								
	84950	GRANT PROGRAMS								
=	XOPU	TOTAL OPERATIONAL UNITS								
	85220	PROPERTY TAX-RENTAL PROPERTY	277		100			100	100	100
=	XRENT	TOTAL RENTALS	277		100			100	100	100
	85310	PERMITS			250			250	250	250
	85320	STATE FEES								
	85325	FEDERAL FEES								
	85340	RECORDING & FILING FEES			100			100	100	100
=	XPERM	TOTAL PERMITS			350			350	350	350
	85510	BANKING FEES	14							
	85530	E-COMMERCE FEES								
	85560	PRIOR YEAR TAX WRITE-OFFS								
	85590	BOND COMPLIANCE		2,500	2,500	2,500	2,500	2,500	2,500	2,500
=	XFLF	TOTAL FINANCIAL FEES	14	2,500	2,500	2,500	2,500	2,500	2,500	2,500
	85990	MISCELLANEOUS			1,500			1,500	1,500	1,500
=	XOBE	TOTAL OTHER BUSINESS EXPENSES			1,500			1,500	1,500	1,500

	Account	Label	Actual 2018	Actual 2019	Budget 2020	YTD 2020 1/31/2020	Estd 2020	Budget 2021	Forecast 2022	Forecast 2023
+	86600	LEASE/LOAN PRINCIPAL	3,552	2,694						
	1	MIT projects/server relocation, etc.	3,552	2,694						
	2	2015 - Conversion of Capital to Lease								
	*	Amount missing from detail								
+	86700	LEASE/LOAN INTEREST	87	21						
	1	MIT projects/server relocation, etc.	87	21						
	2	2015 - Conversion of Capital to Lease								
	*	Amount missing from detail								
=	XDSV	TOTAL DEBT SERVICE	3,639	2,715						
	87120	APPROPRIATIONS TO GOVERNMENTS								
=	XAPP	TOTAL APPROPRIATIONS								
=	XOP	TOTAL OPERATIONS	67,262	123,527	284,872	125,718	193,805	280,029	272,079	274,079
		Capital								
	89230	BUILDING IMPROVEMENTS								
=	XBLDG	TOTAL BUILDINGS								
=	XCAP	TOTAL CAPITAL								
=	XTOT	TOTAL EXPENDITURES	(2,420,117)	810,470	2,806,522	(2,551,087)	785,455	1,225,162	2,966,009	3,122,648



City of Franklin, Tennessee

FY 2021 Operating Budget

Economic Development

Eric Stuckey, City Administrator

Budget Summary

	2018	2019	2020		2021	2020 v. 2021	
	Actual	Actual	Budget	Estimated	Budget	\$	%
Expenditures	67,518	78,327	96,027	96,027	96,748	721	0.8%
Economic Development	67,518	78,327	96,027	96,027	96,748	721	0.8%

Department Summary

This department is used to identify payments specifically related to economic development. An allocation is made for economic development of \$30,000 plus an additional amount for the Greater Nashville Regional Council of \$24,728. Membership to the Nashville Area Chamber of Commerce is \$3,000 and the Metropolitan Planning Organization is budgeted at \$9,000. \$30,000 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 2021 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 2021 Operating Budget

Budget

	Actual 2018	Actual 2019	Budget 2020	Est 2020	Budget 2021	Difference	
						\$	%
Economic Development / Chamber Support	25,000	25,000	30,000	30,000	30,000	-	0.0%
Greater Nashville Regional Council	22,518	23,327	24,027	24,027	24,748	721	3.0%
Nashville Area Chamber of Commerce	-	-	3,000	3,000	3,000	-	0.0%
Nashville Area MPO	-	-	9,000	9,000	9,000	-	0.0%
Williamson Chamber - Business Retention / Development	20,000	30,000	30,000	30,000	30,000	-	0.0%
Total Expenditures	67,518	78,327	96,027	96,027	96,748	721	0.8%
Ending Fund Balance	67,518	78,327	96,027	96,027	96,748	721	0.8%

Notes & Objectives



File #: 20-0536

DATE: March 28, 2020

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Michael Walters Young, Budget and Analytics Manager

SUBJECT:

Budget Presentation - Appropriations to Outside Agencies

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning Appropriations to Outside Agencies.

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 review of the budget materials. No action is required.



City of Franklin, Tennessee

FY 2021 Operating Budget Request

Appropriations



City of Franklin, Tennessee - FY 2021 Budget Request Appropriations

Slide 2

Outline

- Base Budget Request
- Program Enhancement Requests

City of Franklin, Tennessee - FY 2021 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.

Budget Summary

	2018	2019	2020		2021	2020 v. 2021	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	0	0	0	0	0	0	0.0%
Operations	464,073	466,424	480,894	480,944	482,578	1,684	0.4%
Capital	0	0	0	0	0	0	0.0%
Total	464,073	466,424	480,894	480,944	482,578	1,684	0.4%

- All funding requests are level-funded, except for:

- Animal Control Increase: \$3,184
- Second Harvest Decrease: \$1,500 (did not apply)

City of Franklin, Tennessee - FY 2021 Budget Request

Appropriations

Program Enhancement Requests

In addition to the existing two dozen or so requests for funding under the Appropriations budget, there are seven (totaling \$64,304) which would be considered "new" or otherwise not part of the FY20 base budget.

- Franklin Tomorrow	\$ 10,390
- Gilda's Club Middle Tennessee (Franklin Location)	\$ 25,000
- ARC	\$ 770
- Bridges	\$ 4,960
- Community Child Care	\$ 860
- Mid Cumberland Hum Res/Ombudsman	\$ 350
- Mid Cumberland Human Resources Dues	\$ 6,874
- Gentry's Education Center	\$ 10,100
- Graceworks	\$ 5,000
Total	\$ 64,304



City of Franklin, Tennessee

FY 2021 Operating Budget

Appropriations

Budget Summary

	2018	2019	2020		2021	2020 v. 2021	
	Actual	Actual	Budget	EOY	Budget	\$	%
Personnel	0	0	0	0	0	0	0.0%
Operations	464,073	466,424	480,894	480,944	482,578	1,684	0.4%
Capital	0	0	0	0	0	0	0.0%
Total	464,073	466,424	480,894	480,944	482,578	1,684	0.4%

Department Goals

The Appropriations budget provides for the allotment of City of Franklin funds to various outside agencies, functions and programs. A select list of definitions is provided below:

ARC: A family-based organization committed to securing opportunities for persons with intellectual, developmental, or other disabilities.

Boys and Girls Club: Provides a safe place for children and teens, tracks unduplicated services, and tracks teens graduating from high school and their transition to attend college.

Bridges: In partnership with the City, responds to domestic violence calls. These efforts assist in reducing the City's costs and required manpower.

Community Child Care: Gives lower income families the opportunity to work or further education, while children receive affordable child care. Tracks test scores of children transitioning from Community Child Care to kindergarten.

Community Housing Partnership: Assists in helping to keep low income and disabled families in their homes through owner occupied rehabilitation and as an aid for emergency housing for the homeless.

Graceworks: Gives assistance with rent, utility bills, food, medications, gasoline vouchers, school supplies, and senior transportation. Graceworks also partners with the American Red Cross for disaster relief, which included the 2010 floods.

Mid-Cumberland Homemaker: Provides at-home assistance with household tasks to help clients maintain self-sufficiency.

Mid-Cumberland Ombudsman: Serves as an impartial party advocate who seeks to resolve residents' rights complaints and violations voiced by individuals residing in nursing homes, assisted care living facilities, and homes for the aged.

Mid-Cumberland Meals on Wheels: Provides nutritious home-delivered meals/senior center dining.

Second Harvest: Provides food at a very reduced cost to several agencies that are located in Williamson County.



City of Franklin, Tennessee

FY 2021 Operating Budget

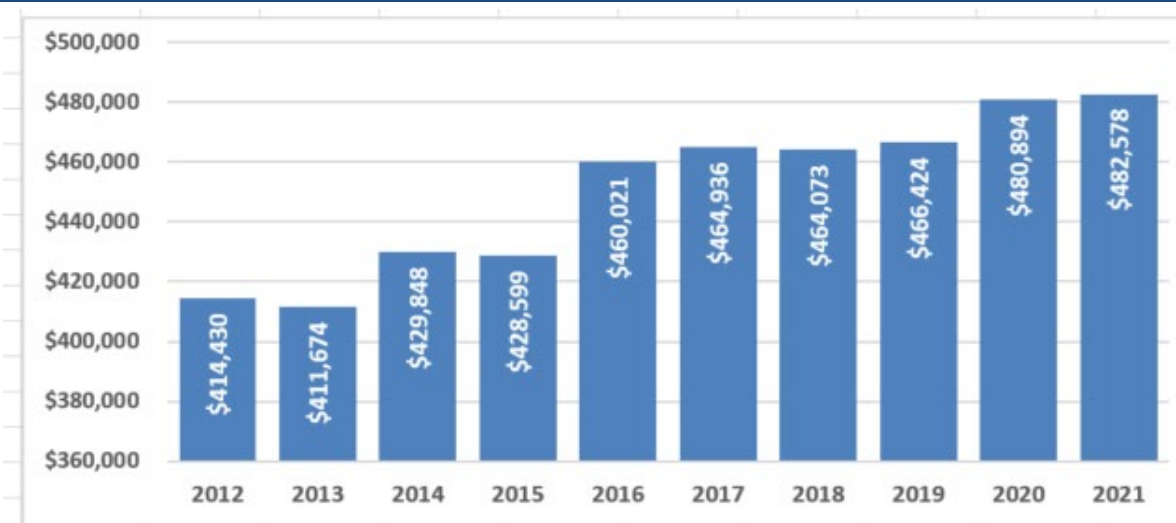
Organizational Chart

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 2021 Operating Budget

Budget

	Actual 2018	Actual 2019	Budget 2020	EOY 2020	Budget 2021	Difference \$	%
Operations							
Contracted Services							
Regional Transit Authority - 91X Bus	56,185	56,185	56,185	56,185	56,185	-	0.0%
Franklin Tomorrow	34,610	34,610	34,610	34,610	34,610	-	0.0%
Sister City Program	5,100	5,100	5,500	6,300	5,500	-	0.0%
Total Contracted Services	95,895	95,895	96,295	97,095	96,295	-	0.0%
Appropriations to Governments							
Health Department	21,150	21,150	21,150	21,150	21,150	-	0.0%
Animal Control	91,336	110,354	118,674	118,674	121,858	3,184	2.7%
Library - Books	64,220	64,220	64,220	64,220	64,220	-	0.0%
TN Reha @ Franklin	23,170	23,170	23,170	23,170	23,170	-	0.0%
IDB & Health/Education Board	-	-	750	-	750	-	0.0%
I-65 Corridor Study	16,667	-	-	-	-	-	0.0%
Total Appropriations to Gov't	216,543	218,894	227,964	227,214	231,148	3,184	1.4%
Appropriations to Civic Org.							
ARC	4,230	4,230	4,230	4,230	4,230	-	0.0%
Boys & Girls Club	18,000	18,000	18,000	18,000	18,000	-	0.0%
Bridges	15,040	15,040	15,040	15,040	15,040	-	0.0%
Community Child Care	29,140	29,140	29,140	29,140	29,140	-	0.0%
Community Housing Partnership	8,460	8,460	8,460	8,460	8,460	-	0.0%
Gentry's Education Center	15,000	15,000	20,000	20,000	20,000	-	0.0%
Mid Cum Hum Res/Homemaker	4,700	4,700	4,700	4,700	4,700	-	0.0%
Mid-Cum Hum Res/Ombudsman	2,500	2,500	2,500	2,500	2,500	-	0.0%
Mid-Cum Meals on Wheels	10,152	10,152	10,152	10,152	10,152	-	0.0%
Second Harvest/Nashville's Table	1,500	1,500	1,500	1,500	-	(1,500)	-100.0%
Waves	22,913	22,913	22,913	22,913	22,913	-	0.0%
Wmson Co Emergency Relief/Graceworks	15,000	15,000	15,000	15,000	15,000	-	0.0%
Transit Alliance	5,000	5,000	5,000	5,000	5,000	-	0.0%
Total Appropriations to Civic Org's.	151,635	151,635	156,635	156,635	155,135	(1,500)	-1.0%
Total Operations	464,073	466,424	480,894	480,944	482,578	1,684	0.4%
Total Appropriations	464,073	466,424	480,894	480,944	482,578	1,684	0.4%

FY2021 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **1** of **1**

Department: **45920 APPROPRIATIONS**

Division: **Quality Life Experiences**

FranklinForward Theme: **Various Additional Requests**

Title: **Various Additional 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 (FY21 Only)	Ongoing Annual Cost (FY21 & Future)	TOTAL FY21 Request
Compensation			
			\$0
			\$0
Benefits			
<i>Benefits auto-calculated at 30% of compensation -->></i>			
	\$0	\$0	\$0
Expenses			
87000 APPROPRIATIONS		\$64,304	\$64,304
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL	\$0	\$64,304	\$64,304

PURPOSE / DESCRIPTION OF REQUEST

In addition to the existing two dozen or so requests for funding under the Appropriations budget, there are nine (totaling \$64,304) which would be considered "new" or otherwise not part of the FY20 base budget.

- Franklin Tomorrow	\$ 10,390
- Gilda's Club Middle Tennessee (Franklin Location)	\$ 25,000
- ARC	\$ 770
- Bridges	\$ 4,960
- Community Child Care	\$ 860
- Mid Cumberland Hum Res/Ombudsman	\$ 350
- Mid Cumberland Human Resources Dues	\$ 6,874
- Gentry's Education Center	\$ 10,100
- Graceworks	\$ 5,000

Details can be found online as part of the agenda item on Civic Clerk.

SERVICE IMPLICATION

ADMINISTRATION

Kristine Brock
Assistant City Administrator/CFO
Finance & Administration



Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

HISTORIC
FRANKLIN
TENNESSEE

FRANKLIN NONPROFIT FUNDING



MAR 06 2019

MAR 06 2019

Fiscal year 2020-2021

Application

Submission Deadline: March 13, 2020



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Section I: Title Page - This Form should be the top sheet of your application packet.

Agency Exact Legal Name: Williamson County Health Department

(List agency name as it appears on the Secretary of State website)

Application Contact Name/Title: Cathy Montgomery, County Health Director

Contact Phone Number and Email Address: 615-595-1258; catherine.montgomery@tn.gov

Board Chair: N/A

Is the agency's street address provided on the Vendor Information Form located within the corporate limits of the City of Franklin? ☒ Yes ☐ No

If no or the address provided is not the entity's headquarters' address, list below the street address of your agency's official headquarters. If yes, skip Headquarters' details.

Headquarters' Street Address

City, State, Zip Code

Headquarters' Mailing Address

City, State, Zip Code

Headquarters' Contact Name and Number

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 ☐

List the total amount of City of Franklin funds being requested for FY2020-2021 \$ 21,150.00

What percent of your local agency budget is the above funding request from the City of Franklin?

Do you provide year-round services (TCA 6-54-111)? Yes ☒ No ☐ If no, please list dates or months of services provided.

Applicants must provide a signed original copy of the application. An additional electronic copy of the completed application packet is requested but is not required.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION I: Checklist Form

Incomplete applications will not be reviewed. Every section is mandatory unless otherwise stated.

Agency Name: Williamson County Health Department

SECTION I: Title Page (Top Sheet)

- ☒ Funding application – Title Page (top sheet)
- ☒ Application checklist form
- ☒ Cover letter, voluntary

SECTION II: Application

- ☒ Funding application
- ☒ Additional answer pages

SECTION III: Budget

- ☒ Completed budget form
- ☒ Additional Budget narrative, voluntary

SECTION IV: Compliance Documentation

- ☒ Annual audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded. (T.C.A. 6-54-111)
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination)
- ☐ Any other forms of due diligence required by the State Comptroller's office
- ☐ Statement of non-discrimination (provided, to be signed)
- ☐ Board of Directors list that includes the names, position(s) held, contact information, and expiration date of term for all board members.
- ☐ Certificate of Insurance for professional liability, general liability, and workers' compensation.

SECTION V: Attachments

- ☐ City of Franklin Vendor Information Form
- ☒ W-9 for the Agency
- ☐ State of Tennessee Annual Reporting form, if applicable
- ☐ Funding request schedule

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly and all the checklist items are included. Each item has been completed properly and correct forms, attachments, and documents have been provided as requested.

Catherine A. Montgomery

3/4/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Catherine Montgomery

Digitally signed by Catherine Montgomery
DN: cn=Catherine Montgomery, email=DC60IX3@tn.gov,
o=Hewlett-Packard Company
Date: 2020.03.04 15:19:58 -06'00'

3/4/2020

Signature of (CEO/President/Executive Director/Board Chair)

Date



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION II: Application

Agency Name: **Williamson County Health Department**

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet. If a question does not apply, type NA).

1. Total number of years the program component or service has been in operation: **>40 years**

2. Total unduplicated number of active Participants in the Organization (participants should be counted once, no matter how many different direct services they receive during a funding year):

See Appendix A attached.

3. Are fees charged to participants? ☒ Yes ☐ No

If yes, attach a fee schedule or itemize the fee structure utilized:

Yes, fees for primary care services are based on family size and income using the Tennessee Department of Health's Slide Fee Scale (see attached). While there is no charge for children accessing dental services, a \$5.00 minimum administration fee is charged for adults receiving dental services.

If no, please explain:

4. Approximate total number of clients served by your program on a yearly basis and location of services provided:

See Appendix A attached.

5. All funds provided must be used to aid Williamson County citizens only. Provide documentation to show the expenses used to service Williamson County Citizens (include an estimate of how many of the total active participants are Williamson County Citizens):

Funds requested by the City of Franklin are used:

a) support services provided by the local health department (\$19,634)

b) for primary prevention initiatives (community outreach) for Franklin residents (\$1,516)

6. Provide a list of the target group(s) to be served (i.e. homeless families with children youth aged 10-16, elderly age 55 years or older, etc.):

Uninsured and under-insured adults and children
Children and adults on TennCare
Children and adults without dental insurance
Pregnant, post-partum and breastfeeding women
Children with special needs
Adults and children engaging in risky behaviors (e.g. alcohol use; tobacco & substance misuse)



City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: **Williamson County Health Department**

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet).

7. List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities:

MERCY Community Healthcare - Federally qualified health center that offers primary care, immunizations, and other healthcare services for TennCare participants, uninsured and underinsured.

Local physician offices accepting TennCare (state Medicaid program)

8. Provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal year 2020-2021.

See Appendix A attached.

9. Unless prohibited by law, provide documentation that your organization made a good faith effort to collect donations from private resources.

The health department is part of a state government agency and exempt from seeking and collecting donations from private resources.



City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: **Williamson County Health Department**

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

10. Other than the private resources above, list any other fundraising activities your agency engaged in during the year.

Not applicable

11. List any equipment owned by this organization funded, in whole or in part, by the City of Franklin. Indicate what it is used for, how it is maintained, and where it is stored.

Not applicable

12. Provide information on any interaction that your agency has with the operations of the City of Franklin Departments (i.e. response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

Participating on the Blue Ribbon Task Force Suicide prevention workgroup with Mayor Moore, Police Chief Faulkner and others. In 2019, the health department partnered with Franklin Tomorrow to submit a grant application through Vanderbilt University Medical Center on behalf of the task force, and was awarded funding in February 2020. Funds will be used to cover the costs of Question, Persuade and Refer (QPR) certification training and build instructors to offer suicide prevention approaches to local schools, churches and civic groups.

HD clinical teams worked with FSSD schools to provide 453 flu vaccinations for students in November 2019.

Worked with Franklin Fire Department to assist in carseat distribution and installations.

Collaborate with City of Franklin Fire Department on Points of Dispensing (POD) emergency preparedness exercises.

13. What, if any, services did your agency provide *last year* for which you are requesting funding this year? What were the objectives and results (include a description, capacity, intensity, and duration of the services)?

See Appendix A attached.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION III: Budget

Agency Name: **Williamson County Health Department**
Budget

Expenditures	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Williamson County Government*	413633.15	208144.92	
City of Franklin	21150.00	21150.00	
State of Tennessee (employment contract)*	911629.47	545128.63	
*as of 12/31/2019			
Totals	\$ 1,346,412.62	\$ 774,423.55	\$ 0.00

Revenues	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Williamson County Government	467703.00	505259.00	505259.00
City of Franklin	21150.00	21150.00	21150.00
State of Tennessee (employment contract)	1187000.00	1242255.00	1242255.00
Totals	\$ 1,675,853.00	\$ 1,768,664.00	\$ 1,768,664.00



Agency Name: Williamson County Health Department

Personnel	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Not applicable			
Totals	\$ 0.00	\$ 0.00	\$ 0.00

1. What is your fiscal year? to
2. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☐ monthly ☒ quarterly ☐ semi-annually ☐ annually
3. How is the bookkeeping system maintained? ☐ manually ☒ by computer
4. Are the agency's financial records audited by an independent certified public accountant?
☒ Yes ☐ No



City of Franklin Finance Department
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615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION IV: Compliance Documentation

Agency Name: **Williamson County Health Department**

Non-Discrimination

To the extent permitted by Tennessee law, the parties hereto for themselves, their agents, officials, employees, and servants does not and 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.

Catherine A. Montgomery

3/4/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Catherine Montgomery

Digitally signed by Catherine Montgomery
DN: cn=Catherine Montgomery, email=DC60IX3@tn.gov,
o=Hewlett-Packard Company
Date: 2020.03.03 15:23:30 -06'00'

3/4/2020

Signature of (CEO/President/Executive Director/Board Chair)

Date



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

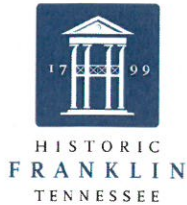
SECTION V: Attachments

City of Franklin Vendor Information Form

W-9 for the Agency

State of Tennessee Annual Reporting form, if applicable

Funding request schedule



City of Franklin

Vendor Information Form

Vendor Name

Williamson County Health Department

Vendor ID (For
Office Use)

Contact Name

Cathy Montgomery

Contact Email Address

catherine.montgomery@tn.gov

Physical Street Address

1324 W. Main Street

Remittance Address, if different

City, State ZIP

Franklin, TN 37064

City, State ZIP

Phone Number

(615) 595-1258

Email Address for ACH Remittance

In order to ensure timely payment, the City of Franklin encourages vendors to receive payment via direct deposit. Should you select ACH, a remittance will be emailed to you showing pertinent payment information.

Payment Mode

☐ ACH

☐ Check

Name of Financial Institution

Routing Number

Account Number

I/we hereby authorize the City of Franklin to initiate credit entries to my/our account listed above and authorize the financial institution to credit the same to my/our account. It is my/our responsibility to notify the City of Franklin Finance Department immediately if I/we become aware of any changes in status or bank information. If funds to which I/we am/are not entitled are deposited in error to my/our account, the City of Franklin is authorized to direct the financial institution to return the funds via an ACH debit transaction. This order will remain in effect until submission in writing to the Finance Department.

Authorized Signature

Date

Please submit this form along with a W-9. The forms can be emailed to accountspayable@franklintn.gov or mailed to P O Box 295, Franklin, TN 37065.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: **Williamson County Health Department**

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet).

14. Are there measurable results achieved by your agency? ☒ Yes ☐ No
If yes, provide the detailed data (how you know the service was successful, expected outcomes and how you measure them):

See Appendix B attached.

The Williamson County Health Department maintains a strategic plan with programmatic goals and objectives identified. In addition, goals targeting clinical and program efficiencies and effectiveness – such as show rates, collections, customer and employee satisfaction, and primary prevention (community outreach) initiatives - were also developed. Results are updated and reviewed with health department employees and regional supervisors monthly, and stakeholders as requested. Opportunities for improvement are discussed and process improvement made.

15. Does your agency receive any external quality review or accreditation? ☒ Yes ☐ No
If yes, provide a copy of the certificate or license and explain.

Quality improvement audits are completed bi-annually and include - but are not limited to - review of medical records; facilities review; expired medications and supplies; coding & billing; current licensure and required certifications; safety and security; and mandatory training. Audits were completed in both Franklin and Fairview Clinics in February and August 2019 (see Appendix C).

In addition, a fiscal review was completed in October 2019 by the Tennessee Department of Health's Finance Division. The health department achieved a score of 100% for both clinics with no findings.

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.

State of Tennessee - Department of Health

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) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) **3**

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.

710 James Robertson Parkway, 6th Floor

6 City, state, and ZIP code

Nashville, TN 37243

7 List account number(s) here (optional)

Requester's name and address (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 - 6 0 0 1 4 4 5

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ►

Valerie Oliver

Date ►

01-01-2018

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.

20201500974

Rogers C. Anderson
Williamson County Mayor



Nena Graham
Budget Director

WILLIAMSON COUNTY GOVERNMENT

MAR 06 2019

February 20, 2020

VIA US MAIL

Ms. Kristine Tallent, Finance Administrator
City of Franklin
103 3rd Avenue South
Franklin, TN 37064

Re: Animal Control Fee – Fiscal Year 2020-2021

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 2020-21 is **\$121,858.00**. 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, 2020 and June 30, 2021.

If you have any questions, please call me at 615-790-5703.

Sincerely,

Nena Graham
Finance Director

Received: Kristine Tallent Brock (signature)

Printed name: Kristine Tallent Brock

Title Asst. City Admin / CFO

Date: 3/5/2020



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%	\$ 487,431	\$ 118,674
Williamson County	45,847	20.3851%	\$ 315,159	
Brentwood	43,889	19.5145%	\$ 301,699	\$ 73,454
Spring Hill	40,436	17.9791%	\$ 277,963	\$ 67,675
Fairview	8,002	3.5579%	\$ 55,007	\$ 13,392
Nolensville	11,097	4.9341%	\$ 76,282	\$ 18,572
Thompson's Station	4,726	2.1013%	\$ 32,487	\$ 7,910
	224,905	100.0000%	\$ 1,546,028	\$ 299,677

FY 2019-2020 Animal Control Budget

Salaries	\$1,066,235.00	excludes longevity of \$2,550.00
Operating	\$479,793.00	
	\$1,546,028.00	

There were three cities that conducted a special census since our last agreement, therefore, the shaded column below will be the contribution for the 2020-2021 budget year. The contributions didn't exceed 5 % even with the special census changes.

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 2019-20, Employees received a 3% pay increase. Based on the agreement,

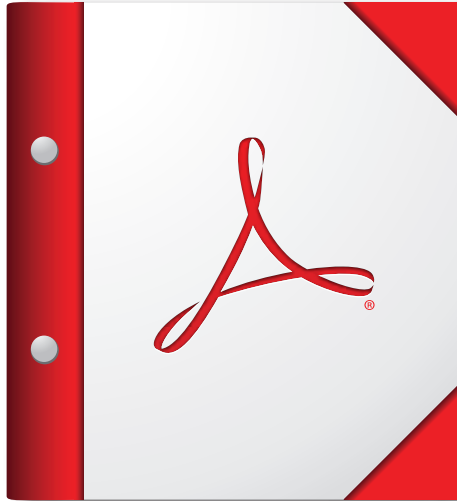
Cities contribution can not exceed 5% in a year unless based on a change in population.

Based on population changes again this year, the 2020-2021 budgeted figures will exceed the 5%

contribution from the previous year. Please use the second column for your cities' budgeted

contribution for the 2020-2021 fiscal year.

	Contribution By Population Total Budget	25% of total budget	Current Contribution from Cities	Current Contr. "+5% 2020-21
Franklin	\$ 487,431	\$ 121,858	\$ 118,674	\$ 124,608
Williamson County	\$ 315,159		\$ -	\$ -
Brentwood	\$ 301,699	\$ 75,425	\$ 73,454	\$ 77,127
Spring Hill	\$ 277,963	\$ 69,491	\$ 67,675	\$ 71,059
Fairview	\$ 55,007	\$ 13,752	\$ 13,392	\$ 14,062
Nolensville	\$ 76,282	\$ 19,071	\$ 18,572	\$ 19,501
Thompson's Station	\$ 32,487	\$ 8,122	\$ 7,910	\$ 8,306
Total	\$ 1,546,028	\$ 307,717	\$ 299,677	\$ 314,661



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Acrobat X or Adobe Reader X, or later.**

Get Adobe Reader Now!



March 13, 2020

Kristine Brock
Assistant City Administrator/CFO
109 Third Avenue South
Franklin, Tennessee 37064

Dear Kristine,

The Transit Alliance of Middle Tennessee would be grateful for support from the City of Franklin. We would like to count the City of Franklin as a partner for the upcoming fiscal year. We respectfully request to be considered for funding for the upcoming fiscal year at \$5,000.

Support from the City of Franklin supports our educational and outreach efforts. We address the following issues: How is transit currently being funded? How does transit and mobility affect communities? What opportunities and challenges exist in the Middle TN region? What does it take to have a better multi modal transit system? How can we engage the community in transit conversations?

The Transit Alliance is a tax-exempt 501(c)3 nonprofit, non-partisan organization concerned with the growing congestion and mobility challenges across the 10 county region of Middle Tennessee. We are committed to focusing regional educational and educational and advocacy efforts toward providing dedicated funding for a well connected region.

Recent growth across Middle Tennessee and projections for more impressive future growth sets the imperative and underscores the need for stronger mass transit systems with multimodal solutions that have their own funding source. We believe in a sustainable mass transit system with multimodal solutions that have their own funding source. We believe a sustainable mass transit system will not only provide accessibility and mobility for our residents and businesses, but it will also help our region achieve maximum economic prosperity.

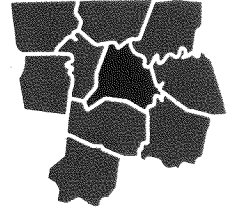
We are the only regional educational organization focused solely on multi-modal transportation, and we have support from thousands of citizens and leaders throughout the region. Please find enclosed the 501(c)3 form from the IRS, the 2019 990 public disclosure form, our current organization budget, our statement of our year round services that will benefit the welfare of Franklin residents, the Franklin Nonprofit Funding application, and all other the required attachments.

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.



Proposed Use of Funds

The Mission of the Transit Alliance of Middle TN is to build support for funding regional transit by mobilizing and educating community leadership. Our goal is to educate citizens around the region regarding the need and importance of a connected Middle Tennessee transit system. We intend to use the \$5000 of support from the City of Franklin to continue our educational work across the region and provide Franklin residents with the ability to participate in our educational programs. For example through the Transit Citizen Leadership Academy (TCLA), a six-week class we equip private- and public-sector leaders across the 10 counties of Middle Tennessee with tools to lead conversations about the value of multimodal transit across the region and about the emerging mass transit options that can address our mobility needs.

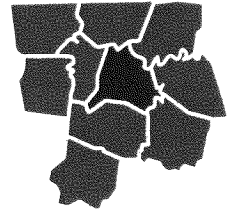
The TCLA is meant as an educational support for residents in the Middle Tennessee region who are interested in learning more about transit and transportation in the region as well as how it impacts our quality of life. It is open to any resident of the region and is free for them to attend (see the enclosed flyer for more information).

The Transit Alliance hosts TCLA at least 3 times a year and is piloting hosting TCLA in counties outside Davidson. The first is in Williamson from April 22nd-May 27th. We encourage any residents of Franklin and Williamson County to explore attending this or any future TCLAs.

In addition to the TCLA, the Transit Alliance is available to give 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.

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. The Transit Alliance remains a regional voice on transportation. If there are other working committees that the Transit Alliance could be an effective partner, please don't hesitate to contact Jessica Dauphin at jessica.dauphin@thetransitalliance.org or call 615-743-3051.

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.



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.

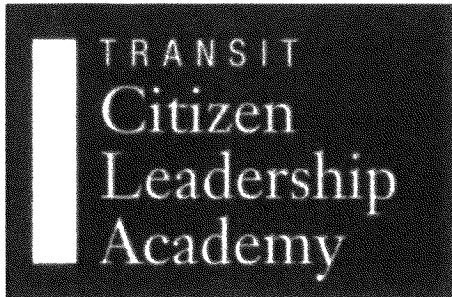
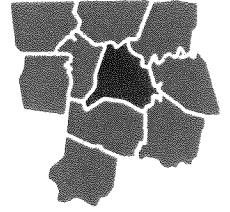
The TCLA is meant as an educational support for residents in the Middle Tennessee region who are interested in learning more about transit and transportation in the region as well as how it impacts our quality of life. It is open to any resident of the region and is free for them to attend (see the enclosed 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.



THE TRANSIT CITIZEN LEADERSHIP ACADEMY is

designed to equip private- and public-sector leaders across the 10 counties of Middle Tennessee with the personal and group tools to lead conversations about the value of multi-modal transit across the region and about the emerging mass transit options that can address our mobility needs.

The Transit Citizen Leadership Academy is a six-session program that includes the following themes:

Scanning the Landscape

A look at the historical, economic, and social impact of transportation in the United States and Tennessee

Understanding Current Reality

An exploration of Middle Tennessee's transit system(s) and the challenges we face

Identifying Models of Success

An analysis of the successes and failures of other communities facing transit challenges

Evaluating the Options

An examination weighing value and cost to options for Middle Tennessee, informed by global practices

Engaging the Community

Identification and activation of community resources to support transit conversations

Technology and Other Allies

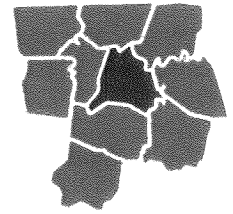
In-depth exploration of available technologies and other ways to support or otherwise facilitate better transit options

Participation is free

If you would like to participate in a Transit Citizen Leadership Academy, please contact Alex Macias, Associate Director of Programs and Communication at alex.macias@thetransitalliance.org, or 615-743-3051

Visit thetransitalliance.org/transit-academy for more information about the Transit Citizen Leadership Academy.

Revised 7/2019



OUR MISSION

The Transit Alliance of Middle Tennessee is a 501(c)3 nonprofit. Our mission is to build support for funding regional multi-modal transit by mobilizing community leadership.

The Transit Alliance of Middle Tennessee works with contributors, community officials, and regional leaders in building support for funding regional transit across the 10-counties of Middle Tennessee.

THE TRANSIT ALLIANCE

EDUCATES constituencies about the need for funding a regional multi-modal transportation system.

EMPOWERS the alliance community and organizational leaders with tools to be champions for a transportation system with dedicated funding.

MOBILIZES individuals and regional networks to support legislative action related to dedicated funding for transportation.

CONTRIBUTORS & PARTNERS

A variety of regional leaders and organizations support the work of the Transit Alliance of Middle Tennessee. For a full list, please visit thetransitalliance.org.

Contact Us

Jessica Dauphin
 President & Chief Executive Officer
jessica.dauphin@thetransitalliance.org

Alex Macias
 Associate Director of Programs & Communication
alex.macias@thetransitalliance.org

The Transit Alliance of Middle Tennessee
 211 Commerce Street, Suite 100
 Nashville, TN 37201
 Phone: (615) 743-3051

Connect With Us



Visit thetransitalliance.org for more information, sign up for newsletters, or register for the TCLA.

Transit Alliance 2020 Budget

Payroll + Payroll Taxes	\$ 133,000.00
Employee Parking	\$ 2,700.00
Parking Validations	\$ 450.00
Postage	\$ 400.00
Printing	\$ 1,200.00
Insurance	\$ 425.00
Conferences & Training	\$ 3,500.00
Supplies	\$ 2,000.00
Database Tools & Subscriptions	\$ 500.00
Professional Fees	\$ 32,000.00
In-Area Expenses	\$ 500.00
TCLA	\$ 15,000.00
Meals & Entertainment	\$ 900.00
CMT	\$ 3,700.00
Misc	<u>\$ 500.00</u>
	\$ 196,775.00



March 13, 2020

Kristine Brock
Assistant City Administrator/CFO
109 Third Avenue South
Franklin, Tennessee 37064

Re: Note on Audit Exemption

Dear Kristine,

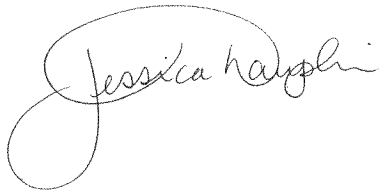
The Transit Alliance is a 501(c)3 nonprofit that serves the Middle Tennessee region. The mission is to build support for regional transit through education and empowerment of residents across the region, including the following counties: Cheatham, Dickson, Davidson, Maury, Montgomery, Robertson, Rutherford, 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,

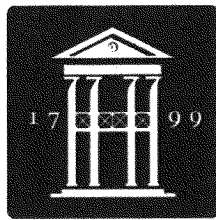


Jessica Dauphin
President & CEO, Transit Alliance of Middle TN

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.

ADMINISTRATION

Kristine Brock
Assistant City Administrator/CFO
Finance & Administration



Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

HISTORIC
FRANKLIN
TENNESSEE

FRANKLIN NONPROFIT FUNDING



Fiscal year 2020-2021

Application

Submission Deadline: March 13, 2020



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Section I: Title Page - This Form should be the top sheet of your application packet.

Agency Exact Legal Name: **Transit Alliance of Middle Tennessee**

(List agency name as it appears on the Secretary of State website)

Application Contact Name/Title: **Alex Macias, Associate Director**

Contact Phone Number and Email Address: **615-743-3051; alex.macias@thetransitalliance.org**

Board Chair: **Jim Schmitz**

Is the agency's street address provided on the Vendor Information Form located within the corporate limits of the City of Franklin? ☐ Yes ☒ No

If no or the address provided is not the entity's headquarters' address, list below the street address of your agency's official headquarters. If yes, skip Headquarters' details.

Headquarters' Street Address **211 Commerce Street Suite 100 Nashville, TN 37201**
City, State, Zip Code

Headquarters' Mailing Address **211 Commerce Street Suite 100 Nashville, TN 37201**
City, State, Zip Code

Headquarters' Contact Name and Number **Jessica Dauphin, 615-743-3051**

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 ☒

List the total amount of City of Franklin funds being requested for FY2020-2021 \$ **5,000.00**

What percent of your local agency budget is the above funding request from the City of Franklin? **2.50**

Do you provide year-round services (TCA 6-54-111)? Yes ☒ No ☐ If no, please list dates or months of services provided.

Yes, we provide free educational programs to all residents in the 10-county Middle Tennessee region.

Applicants must provide a signed original copy of the application. An additional electronic copy of the completed application packet is requested but is not required.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION I: Checklist Form

Incomplete applications will not be reviewed. Every section is mandatory unless otherwise stated.

Agency Name: **Transit Alliance of Middle Tennessee**

SECTION I: Title Page (Top Sheet)

- ☒ Funding application – Title Page (top sheet)
- ☒ Application checklist form
- ☒ Cover letter, voluntary

SECTION II: Application

- ☒ Funding application
- ☒ Additional answer pages

SECTION III: Budget

- ☒ Completed budget form
- ☒ Additional Budget narrative, voluntary

SECTION IV: Compliance Documentation

- ☒ Annual audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded. (T.C.A. 6-54-111)
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination)
- ☒ Any other forms of due diligence required by the State Comptroller's office
- ☒ Statement of non-discrimination (provided, to be signed)
- ☒ Board of Directors list that includes the names, position(s) held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability, general liability, and workers' compensation.

SECTION V: Attachments

- ☒ City of Franklin Vendor Information Form
- ☒ W-9 for the Agency
- ☒ State of Tennessee Annual Reporting form, if applicable
- ☒ Funding request schedule

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly and all the checklist items are included. Each item has been completed properly and correct forms, attachments, and documents have been provided as requested.

Jessica Dauphin

3/13/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION II: Application

Agency Name: **Transit Alliance of Middle Tennessee**

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet. If a question does not apply, type NA).

1. Total number of years the program component or service has been in operation: **10**

2. Total unduplicated number of active Participants in the Organization (participants should be counted once, no matter how many different direct services they receive during a funding year):

4,000-6,000

3. Are fees charged to participants? ☐ Yes ☒ No

If yes, attach a fee schedule or itemize the fee structure utilized:

If no, please explain:

We provide free educational programs to all residents in the 10-county Middle Tennessee region.

4. Approximate total number of clients served by your program on a yearly basis and location of services provided:

1.9 Million residents of the Middle TN region including residents of the City of Franklin and Williamson County.

5. All funds provided must be used to aid Williamson County citizens only. Provide documentation to show the expenses used to service Williamson County Citizens (include an estimate of how many of the total active participants are Williamson County Citizens):

The funds we are requesting will go toward outreach and education in Williamson County. In addition to our presentations to civic clubs in Williamson County, our flagship program the Transit Citizen Leadership Academy (a six week 30 hour leadership academy) actively has Williamson residents participants.

6. Provide a list of the target group(s) to be served (i.e. homeless families with children youth aged 10-16, elderly age 55 years or older, etc.):

Our programs and specifically the Transit Citizen Leadership Academy is meant as an educational support for all 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 region's quality of life.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: **Transit Alliance of Middle Tennessee**

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

7. List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities:

None. We are the only organization dedicated to educating and empoweing community leadership to support transit and its funding.

8. Provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal year 2020-2021.

For the 2020-2021 fiscal year we will plan, manage, and complete three Transit Citizen Leadership Academies (TCLA) in the Middle TN Region to educate regional residents and build support for regional transit. TCLA is six week, six session academy that gives participants the knowledge and tools to lead conversations about the value of multi-modal transit across the region. These six week classes are free and open to Williamson County residents. We strive to accommodate our regional participants for the TCLA. The graduates of the program will recieve all the presentations and materials from the class in order for them to be able to share it with their networks. Additionally, we are happy to annouce that one of our upcoming TCLAs will be hosted in Franklin. This will allow more residents of the City of Franklin and Williamson County to participate in the program. We will also work with regional agendies like the Greater Nashville Regional Council to faciliate community enagement as needed. We will also work with elected officials to support/promote transit supportive policies. We will continue to engage TCLA Alumni and other supports through e-newsletters, social meida, blogs, etc. We will also continue to promote other transit organizationslike TMA Group/Franklin Transit in the region to residents of Williamson County and the rest of Middle TN.

9. Unless prohibited by law, provide documentation that your organization made a good faith effort to collect donations from private resources.

Each year we make a good faith effort to collect donations from the private sources including corporations and individuals. Last year, we collected over \$140,000 from private sources to support our regional work.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: **Transit Alliance of Middle Tennessee**

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

10. Other than the private resources above, list any other fundraising activities your agency engaged in during the year.

We appeal to our contributors, both public and private, to continue their partnership with us. We participate in the Bid Payback led by The Community Foundation and run a #GivingTuesday Campaign. A list of our contributors is attached.

11. List any equipment owned by this organization funded, in whole or in part, by the City of Franklin. Indicate what it is used for, how it is maintained, and where it is stored.

N/A

12. Provide information on any interaction that your agency has with the operations of the City of Franklin Departments (i.e. response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

N/A

13. What, if any, services did your agency provide *last year* for which you are requesting funding this year? What were the objectives and results (include a description, capacity, intensity, and duration of the services)?

Last year, thanks to your support we were able to plan, manage, and complete three Transit Citizen Leadership Academies. We added 75 new alumni as a result. Seats are limited and we strive to ensure regional representation in these 6-week, 30-hour academies.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: **Transit Alliance of Middle Tennessee**

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

14. Are there measurable results achieved by your agency? ☒ Yes ☐ No
If yes, provide the detailed data (how you know the service was successful, expected outcomes and how you measure them):

We administer a class survey during the last class of each academy. Participants are asked to rate the value of TCLA. They consistently rate the TCLA as very valuable overall, giving speakers and topics high marks for relevancy and efficacy. We also have a alumni survey to gather further data on their work post-TCLA.

15. Does your agency receive any external quality review or accreditation? ☐ Yes ☒ No
If yes, provide a copy of the certificate or license and explain.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

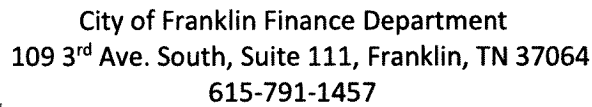
FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION III: Budget

Agency Name: **Transit Alliance of Middle Tennessee**
Budget

Expenditures	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
*Please see attached budget			
Totals	\$ 0.00	\$ 0.00	\$ 0.00

Revenues	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Totals	\$ 21,000.00	\$ 17,000.00	\$ 16,000.00



July 1, 2020 – June 30, 2021

Budget continued.

Personnel	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Jo Ann Graves, President & CEO	75000	37500	N/A
Jessica Dauphin, Associate Director	50000	N/A	N/A
Jessica Dauphin, President & CEO	N/A	60000	70000
Alex Macias, Associate Director	N/A	50000	54600
Totals	\$ 125,000.00	\$ 147,500.00	\$ 124,600.00

1. What is your fiscal year? to
2. How often does the Board of Directors receive/approve financial reports?
☒ bi-monthly ☐ monthly ☐ quarterly ☐ semi-annually ☐ annually
3. How is the bookkeeping system maintained? ☒ manually ☐ by computer
4. Are the agency's financial records audited by an independent certified public accountant?
☐ Yes ☒ No



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION IV: Compliance Documentation

Agency Name: **Transit Alliance of Middle Tennessee**

Non-Discrimination

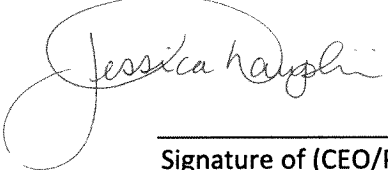
To the extent permitted by Tennessee law, the parties hereto for themselves, their agents, officials, employees, and servants does not and shall not discriminate in any manner on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, 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

3/13/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date


Signature of (CEO/President/Executive Director/Board Chair)

3/13/2020

Date



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION V: Attachments

City of Franklin Vendor Information Form

W-9 for the Agency

State of Tennessee Annual Reporting form, if applicable

Funding request schedule



City of Franklin

Vendor Information Form

Vendor Name

Transit Alliance of Middle TN

Vendor ID (For
Office Use)

Contact Name

Jessica Dauphin

Contact Email Address

Jessica.Dauphin@thetransitalliance.org

Physical Street Address

211 Commerce Street Suite 100

Remittance Address, if different

City, State ZIP

Nashville, TN 37201

City, State ZIP

Phone Number

615-743-3051

Email Address for ACH Remittance

In order to ensure timely payment, the City of Franklin encourages vendors to receive payment via direct deposit. Should you select ACH, a remittance will be emailed to you showing pertinent payment information.

Payment Mode

- ☐ ACH
☐ Check

Name of Financial Institution

Routing Number

Account Number

I/we hereby authorize the City of Franklin to initiate credit entries to my/our account listed above and authorize the financial institution to credit the same to my/our account. It is my/our responsibility to notify the City of Franklin Finance Department immediately if I/we become aware of any changes in status or bank information. If funds to which I/we am/are not entitled are deposited in error to my/our account, the City of Franklin is authorized to direct the financial institution to return the funds via an ACH debit transaction. This order will remain in effect until submission in writing to the Finance Department.

Authorized Signature

Date

Please submit this form along with a W-9. The forms can be emailed to accountspayable@franklintn.gov or mailed to P O Box 295, Franklin, TN 37065.

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.

TRANSIT ALLIANCE OF MIDDLE TENNESSEE

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) ►

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.

211 COMMERCE STREET, SUITE 100

6 City, state, and ZIP code

NASHVILLE, TN 37201

Requester's name and address (optional)

City of Franklin
109 3rd Ave South
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

27 - 1568117

Part II Certification

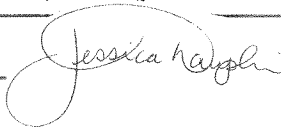
Under penalties of perjury, I certify that:

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 ►



Date ► 3/13/20

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.

Annual Reporting Form for Nonprofit Organizations Seeking Financial Assistance from Local Governments

Transit Alliance of Middle Tennessee

Name of Nonprofit Organization

211 Commerce St. Suite 100 Nashville Davidson TN 37201

Street Address	City	County	State	Zip
----------------	------	--------	-------	-----

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from 1/1/19 through 12/31/19

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants **\$0**

State Grants 0

Financial Assistance from Local Governments	40,500
---	--------

Donations and Gifts from Citizens	142,966
-----------------------------------	---------

Membership Dues	
-----------------	--

Fees/Charges for Services	0
---------------------------	---

Fundraising Events

Sale of Assets	0
----------------	---

Loans-Borrowed Funds	0
----------------------	---

Investment Income 0

Other Receipts	0
----------------	---

Total Receipts	\$ 183,466 (A)
-----------------------	----------------

Disbursements

Grants and Other Assistance Paid to
Other Organizations and Individuals \$0

Salaries and Wages	129,600
--------------------	---------

Employee Benefits	2,700
-------------------	-------

Payroll Taxes	3,400
---------------	-------

Fees for Services (non-employee)	32,000
----------------------------------	--------

Advertising and Promotion

Office Expenses	3,050
-----------------	-------

Leases/Rentals

Maintenance and Repairs

Supplies	2,000
----------	-------

Travel

Utilities	_____	
Insurance	425	
Conferences, Conventions and Meetings	3,500	
Interest	_____	
Purchase of Capital Assets – Vehicles and Equipment	_____	
Purchase of capital Assets – Property and Buildings	_____	
Loan Payments	_____	
Other	_____	
Total Disbursements		\$ 176,675 (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) \$ 6,791 (C)

Cash Balance - at the beginning of the fiscal year \$ _____ (D)

Cash Balance - at the end of the fiscal year (C+D=E) \$ _____ (E)

Details of Cash Balance - at the end of the fiscal year

Cash on Hand	\$ _____	
Cash in Bank – Checking	244,301.29	
Cash in Bank – Savings Accounts	_____	
Cash in Bank – Certificates of Deposits	_____	
Other Cash	_____	
Total Cash - at the end of the fiscal year		\$ 244,301.29 (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

The Transit Alliance uses financial assistance from local governments to support its educational efforts across Middle Tennessee. These include the Transit Citizen Leadership Academy (TCLA) and presentation to civic groups. The TCLA is a six-week, six session academy that is free to attend and gives class participants the tools and confidence to lead conversations about multi-modal transit and its dedicated funding. Presentations to civic clubs another way for us to connect to as many residents in local counties as possible.

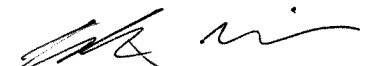
I certify that this report accurately presents the cash receipts, disbursements, and balances of the
Transit Alliance of Middle Tennessee **for the fiscal year noted above.**

Name of Nonprofit Organization

Person Preparing Report

Alex Macias

Printed Name


Signature

Phone Number 615-743-3051

Email Address alex.macias@thetransitalliance.org

Date 3/13/20



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Funding Request Schedule

February 13, 2020	Funding request application period opens
March 13, 2020	Funding request applications are due by 4:00pm (may be submitted early)
April 11, 2020	Applications will be presented to the Budget & Finance Committee
May and June 2020	Applications will be presented to the Board of Mayor and Aldermen during the budget hearings

The level of funding for nonprofits has not yet been decided by the Board of Mayor Aldermen. Application approval will be based on fund availability and by determination of the Board.

TRANSIT ALLIANCE

OF MIDDLE TENNESSEE

Board of Directors 2020

Jim Schmitz, Board Chair
Elliot Davis
Davidson County

Howard Bradley
VP Business Development, F&M Bank
Robertson County

Kerry Perkinson, Treasurer
Vice President, Tennessee Bank and Trust
Williamson County

Lewis Agnew
President, Chas. Hawkins Co.
Davidson County

Charles W. Bone, *Honorary*
Founder and Chairman, Bone McAllester Norton PLLC
Wilson County

Michael Curcio
State Representative for the 69th District
Broker, Benefits, Inc.
Dickson County

Debbie Henry
Executive Director, The TMA Group
Williamson County

Mayor Randall Hutto
County Mayor of Wilson County
Wilson County

Mayor Ken Moore
Mayor of Franklin/Mayors Caucus Representative
Williamson County

Chris O' Neal, Secretary
VP of Sales & Marketing, Goodall Homes
Sumner County

Ryan Stanton, Vice Chair
TDEC
Williamson County

Richard Warren
Partner, Bradley Arant Boulton Cummings
Davidson County

Gail Williams
Associate Director of Community, Neighborhood and
Government Relations, Vanderbilt University
Davidson County

Pete Wooten
Executive Vice President, Pinnacle Financial Partners
Davidson County

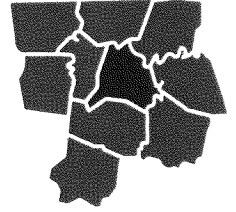
TRANSIT ALLIANCE

OF MIDDLE TENNESSEE

Board of Directors Terms

Name	Term Ends	County	Notes
Jim Schmitz, Chair*	2021	Davidson	Voted in as Chair effective January 1 st , 2020
Ryan Stanton, Vice *	2020	Williamson	Voted in as Vice Chair effective January 1 st , 2020
Kerry Perkinson, Treasurer*	2020	Williamson	Voted in as Treasurer for a second term effective January 1 st , 2020
Chris O'Neal, Secretary*	2021	Davidson	Voted in as Secretary for a second term effective January 1 st , 2020
Richard Warren	2021	Davidson	Voted in as board member March 2019
Pete Wooten	2022	Davidson	
Gail Williams	2020	Davidson	
Howard Bradley	2021	Robertson	Voted in as board member March 2019
Michael Curcio	2020	Dickson	
Lewis Agnew	2020	Davidson	
Debbie Henry	2020	Williamson	
Mayor Ken Moore	2022	Williamson	
Mayor Randall Hutto	2022	Wilson	
Charles Bone, <i>Honorary</i>	Honorary	Wilson	

**Officers of the Corporation shall hold office for terms of one (1) year and thereafter until their successors have been elected and qualified. The President serves at the pleasure of the board of directors and shall not be subject to a specified term.*



The Transit Alliance of Middle Tennessee does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

The Transit Alliance of Middle Tennessee is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.



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.



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.

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 211 COMMERCE ST STE 100 Suite 100 NASHVILLE TN 37201-1802	<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A:</td><td>Selective Insurance Co of America</td><td>12572</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Selective Insurance Co of America	12572	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
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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 ☐ PRO-JECT ☒ 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 OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY	☐ SCHEDULED AUTOS ☒ 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)						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 is acknowledged as Additional Insured with respect to General Liability as required by contract.

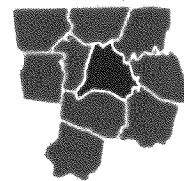
RE: 110 Everbright Avenue, Franklin, TN 37064

CERTIFICATE HOLDER

CANCELLATION

Williamson County Government 1320 West Main Street 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>Pamela Stanford</i>
--	---

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OUR CONTRIBUTORS

Very Special Thanks to Founding Partner

VANDERBILT  UNIVERSITY

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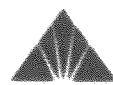
 **SUMNER**
Regional Medical Center
HIGHPOINT HEALTH SYSTEM

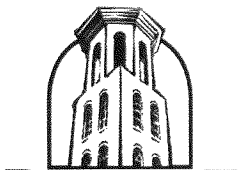
 *Nashville*
AREA CHAMBER of COMMERCE



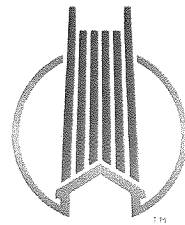
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 **CAPSTAR**
BANK

VOLKERT

TriStar Hendersonville
MEDICAL CENTER

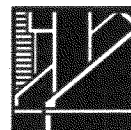
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NISSAN

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S M I T H A N D
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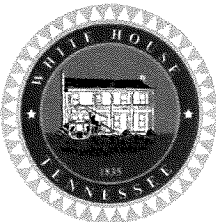
City of
Westmoreland
Tennessee

Drees
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LIPSCOMB
UNIVERSITY
Nelson & Sue Andrews
Institute for Civic Leadership





City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Section I: Title Page - This Form should be the top sheet of your application packet.

Agency Exact Legal Name: Tennessee Rehabilitation Center at Franklin (Tennessee Code 49-11-703)
(List agency name as it appears on the Secretary of State website)

Application Contact Name/Title: Selina Kirkland, TRC Manager
Contact Phone Number and Email Address: 1405-A Brookwood Avenue, Franklin selina.kirkland@tn.gov
Board Chair:

Is the agency's street address provided on the Vendor Information Form located within the corporate limits of the City of Franklin? ☒ Yes ☐ No

If no or the address provided is not the entity's headquarters' address, list below the street address of your agency's official headquarters. If yes, skip Headquarters' details.

Headquarters' Street Address
City, State, Zip Code

Headquarters' Mailing Address
City, State, Zip Code

Headquarters' Contact Name and Number

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 ☐

List the total amount of City of Franklin funds being requested for FY2020-2021 \$ 23,170.00

What percent of your local agency budget is the above funding request from the City of Franklin? 25.00

Do you provide year-round services (TCA 6-54-111)? Yes ☒ No ☐ If no, please list dates or months of services provided.

Applicants must provide a signed original copy of the application. An additional electronic copy of the completed application packet is requested but is not required.



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

TENNESSEE REHABILITATION SERVICES
1405-A BROOKWOOD AVENUE
FRANKLIN, TENNESSEE 37064

TELEPHONE: 615-595-2071

www.tn.gov/humanservices

BILL LEE
GOVERNOR

DANIELLE W. BARNES
COMMISSIONER

MAR 12 2020

March 10, 2020

Ms. Kristine Brock
Assistant City Administrator/CFO
109 Third Avenue South
Franklin, TN 37064

Dear Ms. Brock:

The Tennessee Rehabilitation Center at Franklin is requesting \$23,170.00 for the 2020-2021 fiscal year which is the same amount approved for the 2019-2020 fiscal year.

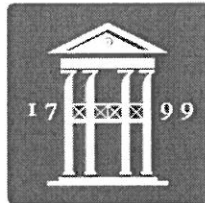
We greatly appreciate the support and assistance the City of Franklin has provided in the past. We hope the City of Franklin will be able to continue their assistance by funding this request for fiscal year 2020-2021. If you should have any questions, or need further assistance, please call our center at (615)790-5509.

Sincerely,

Selina Kirkland
Tennessee Rehabilitation Center at Franklin, Manager
1405-A Brookwood Avenue
Franklin, TN 37064
615-595-2071

ADMINISTRATION

Kristine Brock
Assistant City Administrator/CFO
Finance & Administration



Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

HISTORIC
FRANKLIN
TENNESSEE

FRANKLIN NONPROFIT FUNDING



Fiscal year 2020-2021

Application

Submission Deadline: March 13, 2020



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION I: Checklist Form

Incomplete applications will not be reviewed. Every section is mandatory unless otherwise stated.

Agency Name: Tennessee Rehabilitation Center at Franklin (Tennessee Code 49-11-703)

SECTION I: Title Page (Top Sheet)

- ☐ Funding application – Title Page (top sheet)
- ☐ Application checklist form
- ☐ Cover letter, voluntary

SECTION II: Application

- ☐ Funding application
- ☐ Additional answer pages

SECTION III: Budget

- ☐ Completed budget form
- ☐ Additional Budget narrative, voluntary

SECTION IV: Compliance Documentation

- ☐ Annual audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded. (T.C.A. 6-54-111)
- ☐ Proof of nonprofit status (IRS Tax Exempt Letter of Determination)
- ☐ Any other forms of due diligence required by the State Comptroller's office
- ☐ Statement of non-discrimination (provided, to be signed)
- ☐ Board of Directors list that includes the names, position(s) held, contact information, and expiration date of term for all board members.
- ☐ Certificate of Insurance for professional liability, general liability, and workers' compensation.

SECTION V: Attachments

- ☐ City of Franklin Vendor Information Form
- ☐ W-9 for the Agency
- ☐ State of Tennessee Annual Reporting form, if applicable
- ☐ Funding request schedule

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly and all the checklist items are included. Each item has been completed properly and correct forms, attachments, and documents have been provided as requested.

Selina Kirkland

3/6/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

3/6/20

Signature of (CEO/President/Executive Director/Board Chair)

Date



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION II: Application

Agency Name: Tennessee Rehabilitation Center at Franklin (Tennessee Code 49-11-703)

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet. If a question does not apply, type NA).

1. Total number of years the program component or service has been in operation: 57 years

2. Total unduplicated number of active Participants in the Organization (participants should be counted once, no matter how many different direct services they receive during a funding year):

111

3. Are fees charged to participants? ☐ Yes ☒ No

If yes, attach a fee schedule or itemize the fee structure utilized:

If no, please explain:

The Tennessee Rehabilitation Center at Franklin does not charge for services. Funding received from the City of Franklin is matched with federal monies to provide services to individuals with significant disabilities living in Williamson County. No fees are charged to the client.

4. Approximate total number of clients served by your program on a yearly basis and location of services provided:

Approximately 150 clients are served by the Tennessee Rehabilitation Center at Franklin. Services are provided at our location, and in the local business community.

5. All funds provided must be used to aid Williamson County citizens only. Provide documentation to show the expenses used to service Williamson County Citizens (include an estimate of how many of the total active participants are Williamson County Citizens):

All clients served by the Tennessee Rehabilitation Center at Franklin are Williamson County residents. During FY 19-20, 130 individuals with disabilities were served.

6. Provide a list of the target group(s) to be served (i.e. homeless families with children youth aged 10-16, elderly age 55 years or older, etc.):

Funding received from City of Franklin is matched with federal monies to provide services to individuals with significant disabilities living in Williamson County. The age group served is 14 years and older.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: Tennessee Rehabilitation Center at Franklin (Tennessee Code 49-11-703)

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

7. List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities:

Waves, Inc. is a day program providing employment services to individuals with intellectual and developmental disabilities.

Center for Living and Learning provides 24-hour residential care and job training to individuals with from mental illness.

8. Provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal year 2020-2021.

Funds allocated by the City of Franklin to the Tennessee Rehabilitation Center at Franklin will be used to cover the administrative operational costs associated with providing no cost services in the form of Vocational Evaluations, Employee Development Services, and Job Placement assistance to eligible individuals with significant disabilities who are interested in obtaining competitive integrated employment.

9. Unless prohibited by law, provide documentation that your organization made a good faith effort to collect donations from private resources.

The Tennessee Rehabilitation Center at Franklin receives local funding that is matched with federal dollars and is administered by the State of Tennessee. The State of Tennessee does not permit fundraising.



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: Tennessee Rehabilitation Center at Franklin (Tennessee Code 49-11-703)

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

10. Other than the private resources above, list any other fundraising activities your agency engaged in during the year.

The Tennessee Rehabilitation Center at Franklin does not participate in any fundraising.

11. List any equipment owned by this organization funded, in whole or in part, by the City of Franklin. Indicate what it is used for, how it is maintained, and where it is stored.

N/A

12. Provide information on any interaction that your agency has with the operations of the City of Franklin Departments (i.e. response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

During the past fiscal year, the Tennessee Rehabilitation Center at Franklin had no interaction with the departments of the City of Franklin.

13. What, if any, services did your agency provide *last year* for which you are requesting funding this year? What were the objectives and results (include a description, capacity, intensity, and duration of the services)?

The Tennessee Rehabilitation Center at Franklin provided the following services last year:

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.
c) Education through classes on various life skill topics such as budgeting, interviewing, independent living skills and application of basic computer skills.
3. Job Readiness, Job Development, and Community Employment Placement Assistance
a) Job Readiness instruction, resume creation, job development, interview skills practice, on-line job searching/applications, and assistance with completing applications.
b) Job Coaching services.
c) Job Retention services.
d) Supported Employment Services.



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: Tennessee Rehabilitation Center at Franklin (Tennessee Code 49-11-703)

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

14. Are there measurable results achieved by your agency? ☒ Yes ☐ No
If yes, provide the detailed data (how you know the service was successful, expected outcomes and how you measure them):

The State of Tennessee requires the Tennessee Rehabilitation Center at Franklin to provide monthly statistical information documenting program utilizations and successful outcomes. The results achieved by our agency is measured by the number of individuals served that obtain, maintain or regain competitive integrated employment.

15. Does your agency receive any external quality review or accreditation? ☐ Yes ☒ No
If yes, provide a copy of the certificate or license and explain.





City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION IV: Compliance Documentation

Agency Name: Tennessee Rehabilitation Center at Franklin (Tennessee Code 49-11-703)

Non-Discrimination

To the extent permitted by Tennessee law, the parties hereto for themselves, their agents, officials, employees, and servants does not and 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.

Selina Kirkland

3/6/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

3/6/2020

Signature of (CEO/President/Executive Director/Board Chair)

Date



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

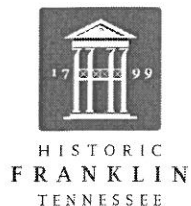
SECTION V: Attachments

City of Franklin Vendor Information Form

W-9 for the Agency

State of Tennessee Annual Reporting form, if applicable

Funding request schedule



City of Franklin

Vendor Information Form

Vendor Name

Tennessee Rehabilitation Center at Franklin

Vendor ID (For
Office Use)

Contact Name

Selina Kirkland

Contact Email Address

Physical Street Address

1405-A Brookwood Avenue

Remittance Address, if different

City, State ZIP

Franklin, TN 37164

City, State ZIP

Phone Number

615-595-2071

Email Address for ACH Remittance

In order to ensure timely payment, the City of Franklin encourages vendors to receive payment via direct deposit. Should you select ACH, a remittance will be emailed to you showing pertinent payment information.

Payment Mode

☐ ACH

☐ Check

Name of Financial Institution

Routing Number

Account Number

I/we hereby authorize the City of Franklin to initiate credit entries to my/our account listed above and authorize the financial institution to credit the same to my/our account. It is my/our responsibility to notify the City of Franklin Finance Department immediately if I/we become aware of any changes in status or bank information. If funds to which I/we am/are not entitled are deposited in error to my/our account, the City of Franklin is authorized to direct the financial institution to return the funds via an ACH debit transaction. This order will remain in effect until submission in writing to the Finance Department.

Authorized Signature

Date

Please submit this form along with a W-9. The forms can be emailed to accountspayable@franklintn.gov or mailed to P O Box 295, Franklin, TN 37065.

STATE OF TENNESSEE



DAVID H. LILLARD, JR.
STATE TREASURER

TREASURY DEPARTMENT

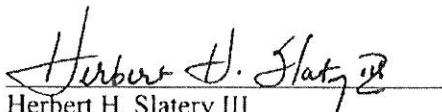
STATE CAPITOL
NASHVILLE, TENNESSEE 37243-0225

615.741.2956
David.Lillard@tn.gov

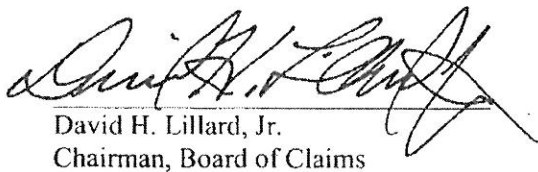
CERTIFICATE OF SELF-INSURANCE

The State of Tennessee self-insures its exposures in general liability, automobile liability, professional malpractice, and workers' compensation. The limits of liability for general liability, professional malpractice, and automobile liability are \$300,000 per person and \$1 million per occurrence. The limits of liability under workers' compensation are those set forth in T.C.A. § 50-6-101 et seq. Copies of the statutes that authorize actions against the State of Tennessee, establish the State's limit of liability, and authorize self-insurance through the Risk Management Fund, are set forth in T.C.A § 9-8-101 et seq.

The State's self-insurance program insures all liability created under Title 9, Chapter 8 of the Tennessee Code Annotated, for all State departments, agencies and institutions, including State institutions of higher education, and any entity deemed by the General Assembly to be a State agency for the purpose of participating in the State's self-insurance program. This program is effective for any acts or omissions of the State or its employees that occur on or after January 1, 1985. Persons wishing to file a claim for damages against the State of Tennessee arising from an act or omission of the State or its employees should file a claim with the State Treasury Department, Division of Risk Management and Claims Administration, 15th Floor, Andrew Jackson State Office Building, 502 Deaderick Street, Nashville, Tennessee 37243-0202.


Herbert H. Slatery III
Attorney General and Reporter

October 24, 2014
Date


David H. Lillard, Jr.
Chairman, Board of Claims

October 13, 2014
Date



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

DIVISION OF REHABILITATION SERVICES
505 DEADERICK ST, 15TH FLOOR
NASHVILLE, TENNESSEE 37243-1403

TELEPHONE: 615-313-4700 FAX: 615-741-4165

BILL LEE
GOVERNOR

DANIELLE W. BARNES
COMMISSIONER

MEMORANDUM

TO: Community Funding Partners

FROM: Kevin R. Wright, DRS Director of Operations *K. R. Wright*

DATE: January 17, 2020

RE: Community Tennessee Rehabilitation Centers (cTRCs) Funding

The Department of Human Services, Division of Rehabilitation Service Vocation Rehabilitation (VR) program appreciates your continued support and partnership with the Community Tennessee Rehabilitation Centers (cTRCs) as we help serve the local members of your community with disabilities find and obtain competitive, integrated employment with local business partners.

As we prepare for our official request for local funding support, we are able to provide a preliminary FY 2020-2021 budget only after the Governor provides the official recommended budget for the operation of the state.

The department has submitted a budget request for consideration; however, official recommended funding levels for the department are still unknown. As a result, we are unable to provide any potential funder with specific details to complete funding applications until an official budget recommendation has been determined and submitted by the Governor. We realize that this may cause a delay in our submission and ask for your understanding with confidence that we will submit all funding request applications as soon as the information to do so is available.

Thank you gain for your continued support for your local cTRC, businesses that provide employment opportunities, and those that we support.

ADMINISTRATION

Kristine Brock

Assistant City Administrator/CFO
Finance & Administration



Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

HISTORIC
FRANKLIN
TENNESSEE

FRANKLIN NONPROFIT FUNDING



Fiscal year 2020-2021

Application

Submission Deadline: March 13, 2020



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Section I: Title Page - **This Form should be the top sheet of your application packet.**

Agency Exact Legal Name:

(List agency name as it appears on the Secretary of State website)

Application Contact Name/Title:

Contact Phone Number and Email Address:

Board Chair:

Is the agency's street address provided on the Vendor Information Form located within the corporate limits of the City of Franklin? ☒ Yes ☐ No

If no or the address provided is not the entity's headquarters' address, list below the street address of your agency's official headquarters. If yes, skip Headquarters' details.

Headquarters' Street Address
City, State, Zip Code

Headquarters' Mailing Address
City, State, Zip Code

Headquarters' Contact Name and Number

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 ☐

List the total amount of City of Franklin funds being requested for FY2020-2021 \$

What percent of your local agency budget is the above funding request from the City of Franklin?

Do you provide year-round services (TCA 6-54-111)? Yes ☒ No ☐ If no, please list dates or months of services provided.

Applicants must provide a signed original copy of the application. An additional electronic copy of the completed application packet is requested but is not required.



City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION I: Checklist Form

Incomplete applications will not be reviewed. Every section is mandatory unless otherwise stated.

Agency Name: The Arc Williamson County

SECTION I: Title Page (Top Sheet)

- ☒ Funding application – Title Page (top sheet)
- ☒ Application checklist form
- ☒ Cover letter, voluntary

SECTION II: Application

- ☒ Funding application
- ☐ Additional answer pages

SECTION III: Budget

- ☒ Completed budget form
- ☐ Additional Budget narrative, voluntary

SECTION IV: Compliance Documentation

- ☒ Annual audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded. (T.C.A. 6-54-111)
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination)
- ☒ Any other forms of due diligence required by the State Comptroller's office
- ☒ Statement of non-discrimination (provided, to be signed)
- ☒ Board of Directors list that includes the names, position(s) held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability, general liability, and workers' compensation.

SECTION V: Attachments

- ☒ City of Franklin Vendor Information Form
- ☒ W-9 for the Agency
- ☐ State of Tennessee Annual Reporting form, if applicable
- ☒ Funding request schedule

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly and all the checklist items are included. Each item has been completed properly and correct forms, attachments, and documents have been provided as requested.

Sharon Bottorff

2/21/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Sharon Bottorff Digitally signed by Sharon Bottorff
Date: 2020.02.21 17:45:21 -06'00'

2/21/2020

Signature of (CEO/President/Executive Director/Board Chair)

Date



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

SECTION II: Application

Agency Name:

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet. If a question does not apply, type NA).

1. Total number of years the program component or service has been in operation:

2. Total unduplicated number of active Participants in the Organization (participants should be counted once, no matter how many different direct services they receive during a funding year):

3. Are fees charged to participants? ☐ Yes ☒ No

If yes, attach a fee schedule or itemize the fee structure utilized:

If no, please explain:

4. Approximate total number of clients served by your program on a yearly basis and location of services provided:

5. All funds provided must be used to aid Williamson County citizens only. Provide documentation to show the expenses used to service Williamson County Citizens (include an estimate of how many of the total active participants are Williamson County Citizens):

6. Provide a list of the target group(s) to be served (i.e. homeless families with children youth aged 10-16, elderly age 55 years or older, etc.):



City of Franklin Finance Department
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615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: The Arc Williamson County

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

7. List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities:

There are no other known agencies in the county that provide advocacy specifically to individuals with disabilities and their families.

8. Provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal year 2020-2021.

The Arc Williamson County is requesting funding to assist with the Advocacy Program. Specifically, we will be providing social skills training to students who attend Williamson County and Franklin Special Schools; maintaining three book clubs for individuals with intellectual disabilities; continuing the annual DisABILITY Fair and Life After High School Workshops; and providing Information and Referral Services to individuals with disabilities and their families. The funds will be used towards salary and supplies.

9. Unless prohibited by law, provide documentation that your organization made a good faith effort to collect donations from private resources.

The Arc Williamson County receives contributions, sponsorships and grants from many private sources including the Sharing Change Program through Middle Tennessee Electric Membership Corporation, Rehab Resources, The Arc of the United States, Community Foundation of Middle Tennessee, Predators Foundation, Pinnacle Bank and others. The Arc would be happy at any time to share our complete list of supporters, including individual supporters, to a city representative.



City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: The Arc Williamson County

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

10. Other than the private resources above, list any other fundraising activities your agency engaged in during the year.

The Arc Williamson County partnered with The Arc Davidson County for the Third Annual Festival of Trees in December of 2019 and plans to do that again in 2020. Other fundraising efforts include participating in United Way's Taste of Williamson, Belk's Charity Event and The Arc's annual yard sale in the spring. In addition, in June of 2019, The Arc became the recipient of the Author!Author! fundraiser which had been started by the Adult Learning Center and plans are to continue this in June of 2020.

11. List any equipment owned by this organization funded, in whole or in part, by the City of Franklin. Indicate what it is used for, how it is maintained, and where it is stored.

N/A

12. Provide information on any interaction that your agency has with the operations of the City of Franklin Departments (i.e. response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

The Arc frequently answers questions and gives information to City of Franklin employees when they interface with a person with a disability particularly an intellectual disability. This has ranged from giving administrative staff information on how a person who is disabled can obtain services to visiting individuals with disabilities at the request of the Police to assess situations and determine what services need to be in place.

13. What, if any, services did your agency provide *last year* for which you are requesting funding this year? What were the objectives and results (include a description, capacity, intensity, and duration of the services)?

The Arc Williamson County provided social skills training in the fall and will do so again in the spring to an approximate 18 individuals and their families over an eight week training period. Participant surveys conducted with students and their parents/caregivers reported an increase in social skills knowledge as well as a satisfaction with the training. In September of 2019, The Arc partnered with Ventures, a collaboration among agencies addressing the needs of adolescents and young adults with disabilities in Williamson County, and held a DisABILITY Resource Fair with over 50 agencies participating and over 200 families in attendance. The Arc also partnered with Ventures and sponsored workshops in a Life After High School Series on Conservatorship and Special Needs Trusts and on Employment and Community First Choices Waiver. The Arc's Advocacy Program also continues to maintain three Next Chapter Book Clubs which meet weekly and have approximately 38 participants. Next Chapter Book Clubs are for young adults with intellectual disabilities and are led by trained, volunteer facilitators.



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: The Arc Williamson County

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

14. Are there measurable results achieved by your agency? ☒ Yes ☐ No

If yes, provide the detailed data (how you know the service was successful, expected outcomes and how you measure them):

The Arc Williamson County began using a QI survey at the beginning of the 2007-2008 school year in their Student Advocacy Program. It is sent monthly to all families and school personnel involved in planning meetings with the Student Advocates and addresses such things as whether the student advocate/volunteer appeared knowledgeable regarding the law, whether services were provided in a timely manner and whether they would refer others to the program. Based on these surveys and progress reports on students, over 95% show increase in progress and an over 85% success rate in moving to the next level in their educational plan.

15. Does your agency receive any external quality review or accreditation? ☒ Yes ☐ No

If yes, provide a copy of the certificate or license and explain.

Both the Family Support Program and the Independent Support Program receive quality reviews by the State of Tennessee Department of Intellectual and Developmental Disabilities. The Arc maintains a Four Star Rating with the State of Tennessee based on these reviews. Copies of these reviews are available as well as our annual State of Tennessee Fiscal Audit Review which has resulted in no findings over the last thirteen years. The Arc is now required to be licensed to provide our Independent Support Coordination Program and a copy of that is attached.



City of Franklin Finance Department
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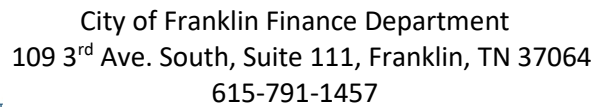
FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION III: Budget

Agency Name:
Budget

Expenditures	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Personnel Expense	162607	155712	158904
Travel	7448	6000	5000
Printing	3567	3500	3600
Professional Services	34565	11925	11900
Supplies	8595	9000	9000
Rental on Office	8320	12480	12480
Telephone	4260	4500	4500
Information Technology	5853	5000	5500
Insurance	1882	2509	2750
Grants & Subsidies	183857	185000	188000
Conferences, Dues, Misc.	26181	21644	18975
Totals	\$ 447,135.00	\$ 417,270.00	\$ 420,609.00

Revenues	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Williamson County Government	1814	1814	1814
City of Franklin	4230	4230	5000
Other United Way	461	1000	1000
United Way	23000	23000	25000
Contributions	23655	17750	20250
Family Support	204987	204987	204987
Interest	8	20	20
Fund Raisers	25829	25000	27500
Support Coordination	132209	126969	110808
Other Grants	25000	12500	24230
Totals	\$ 441,193.00	\$ 417,270.00	\$ 420,609.00



Agency Name: The Arc Williamson County

Budget continued.

Personnel	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Executive Director/Family Support/Student Advocate	52000	52000	53500
Independent Support Coordinator/Student Advocate	45835	45835	47210
Independent Support Coordinator/Student Advocate	41922	41922	43180
Totals	\$ 139,757.00	\$ 139,757.00	\$ 143,890.00

1. What is your fiscal year? to
2. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☐ monthly ☒ quarterly ☐ semi-annually ☐ annually
3. How is the bookkeeping system maintained? ☐ manually ☒ by computer
4. Are the agency's financial records audited by an independent certified public accountant?
☒ Yes ☐ No



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION IV: Compliance Documentation

Agency Name:

Non-Discrimination

To the extent permitted by Tennessee law, the parties hereto for themselves, their agents, officials, employees, and servants does not and 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

2/19/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Sharon Bottorff Digitally signed by Sharon Bottorff
Date: 2020.02.19 14:31:42 -06'00'

2/19/2020

Signature of (CEO/President/Executive Director/Board Chair)

Date



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION V: Attachments

City of Franklin Vendor Information Form

W-9 for the Agency

State of Tennessee Annual Reporting form, if applicable

Funding request schedule



City of Franklin

Vendor Information Form

Vendor Name

The Arc Williamson County

Vendor ID (For Office Use)

Contact Name

Sharon Bottorff

Contact Email Address

sbbarc@thearcwc.org

Physical Street Address

129 West Fowlkes Street, Suite 143

Remittance Address, if different

City, State ZIP

Franklin, TN 37064

City, State ZIP

Phone Number

615-790-5815, ext. 3

Email Address for ACH Remittance

sbbarc@thearcwc.org

In order to ensure timely payment, the City of Franklin encourages vendors to receive payment via direct deposit. Should you select ACH, a remittance will be emailed to you showing pertinent payment information.

Payment Mode

☒ **ACH**

☐ **Check**

Name of Financial Institution

Regions Bank

Routing Number

064000017

Account Number

5323439580

I/we hereby authorize the City of Franklin to initiate credit entries to my/our account listed above and authorize the financial institution to credit the same to my/our account. It is my/our responsibility to notify the City of Franklin Finance Department immediately if I/we become aware of any changes in status or bank information. If funds to which I/we am/are not entitled are deposited in error to my/our account, the City of Franklin is authorized to direct the financial institution to return the funds via an ACH debit transaction. This order will remain in effect until submission in writing to the Finance Department.

Authorized Signature

Sharon Bottorff

Date

2/21/20

Please submit this form along with a W-9. The forms can be emailed to accountspayable@franklintn.gov or mailed to P O Box 295, Franklin, TN 37065.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

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. The Arc Williamson County	
	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) ►	
	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, Suite 143	Requester's name and address (optional) City of Franklin 109 3rd Ave South Franklin, TN 37064
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			-	6	0	1	9	1
									4
									7

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ►

Date ►

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.



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Name of Nonprofit Organization

Street Address City County State Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from _____ through _____

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	_____
Donations and Gifts from Citizens	_____
Membership Dues	_____
Fees/Charges for Services	_____
Fundraising Events	_____
Sale of Assets	_____
Loans-Borrowed Funds	_____
Investment Income	_____
Other Receipts	_____
Total Receipts	\$ _____ (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$ _____
Salaries and Wages	_____
Employee Benefits	_____
Payroll Taxes	_____
Fees for Services (non-employee)	_____
Advertising and Promotion	_____
Office Expenses	_____
Leases/Rentals	_____
Maintenance and Repairs	_____
Supplies	_____
Travel	_____

Utilities	_____	
Insurance	_____	
Conferences, Conventions and Meetings	_____	
Interest	_____	
Purchase of Capital Assets – Vehicles and Equipment	_____	
Purchase of capital Assets – Property and Buildings	_____	
Loan Payments	_____	
Other	_____	
Total Disbursements		\$ _____ (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) \$ _____ (C)

Cash Balance - at the beginning of the fiscal year \$ _____ (D)

Cash Balance - at the end of the fiscal year (C+D=E) \$ _____ (E)

Details of Cash Balance - at the end of the fiscal year

Cash on Hand	\$ _____	
Cash in Bank – Checking	_____	
Cash in Bank – Savings Accounts	_____	
Cash in Bank – Certificates of Deposits	_____	
Other Cash	_____	
Total Cash - at the end of the fiscal year		\$ _____ (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 _____ for the fiscal year noted above.

Name of Nonprofit Organization

Person Preparing Report

Printed Name

Signature

Phone Number _____ Email Address _____ Date _____



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Funding Request Schedule

February 13, 2020	Funding request application period opens
March 13, 2020	Funding request applications are due by 4:00pm (may be submitted early)
April 11, 2020	Applications will be presented to the Budget & Finance Committee
May and June 2020	Applications will be presented to the Board of Mayor and Aldermen during the budget hearings

The level of funding for nonprofits has not yet been decided by the Board of Mayor Aldermen.
Application approval will be based on fund availability and by determination of the Board.



07073788

**Tennessee Corporation Annual Report Form**File online at: <https://TNBear.TN.gov/>

Due on/Before: 04/01/2020

Reporting Year: 2019

AR Filing #: 07073788
FILED: Mar 9, 2020 4:02PM**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 #: 3777267391****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: Yes

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	Summer Sheldon	1404 SKYE VALLEY LANE	FRANKLIN, TENNESSEE (TN)
President	Douglas Sharp	306 ADDISON AVE.	FRANKLIN, TENNESSEE 37064
Vice-President	Mike Thompson	PO BOX 444	FRANKLIN, TENNESSEE 37065
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
Mike Thompson	PO BOX 444	FRANKLIN, TN 37065
Pearl Bransford	4038 GRACIOUS DR	FRANKLIN, TN 37067
Jamie Melton	109 THIRD AV S	FRANKLIN, TN 37064
Patricia Kriebel	UNKNOWN	FRANKLIN, TN 37064
Itzela Vasques de Mundis	510 COLUMBIA AVE	FRANKLIN, TN 37064
Frank D Haas	309 HADDON CT	FRANKLIN, TN 37067
Cheryl Wilson	1907 Green Hills Blvd.	Franklin, Tennessee 37067
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

(7) Signature: Electronic

(8) Date: 03/09/2020

(9) Type/Print Name: Frank D Haas

(10) Title: Treasurer

B0831-6129 03/09/2020 4:02 PM Received by Tennessee Secretary of State Tre Hargett



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

Attachment 1

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. Requests, 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

[HELP](#)[MENU](#)

[Home](#) > [Tax Exempt Organization Search](#) > **Sister Cities Of Franklin Tennessee Inc**

[Back to Search Results](#)

Sister Cities Of Franklin Tennessee Inc

EIN: 94-3425537 | Franklin, 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

Form 990-N (e-Postcard) ⓘ

Organizations who have filed a 990-N (e-Postcard) annual electronic notice. Most small organizations that receive less than \$50,000 fall into this category.

> **Tax Year 2018 Form 990-N (e-Postcard)**

Tax Period:

2018 (07/01/2018 - 06/30/2019)

*Up to date as
year-end is
June 30*

Mailing Address:

PO Box 977
Franklin, TN 37065
United States

EIN:

94-3425537

Principal Officer's Name and Address:

Pearl Bransford

Legal Name (Doing Business as):
Sister Cities Of Franklin Tennessee Inc

4038 Gracious Dr
Franklin, TN 37064
United States

Gross receipts not greater than:
\$50,000

Organization has terminated:
No

Website URL:
sistercitiestn.org

- > **Tax Year 2017 Form 990-N (e-Postcard)**
- > **Tax Year 2016 Form 990-N (e-Postcard)**
- > **Tax Year 2015 Form 990-N (e-Postcard)**
- > **Tax Year 2014 Form 990-N (e-Postcard)**
- > **Tax Year 2013 Form 990-N (e-Postcard)**
- > **Tax Year 2012 Form 990-N (e-Postcard)**
- > **Tax Year 2011 Form 990-N (e-Postcard)**
- > **Tax Year 2010 Form 990-N (e-Postcard)**
- > **Tax Year 2009 Form 990-N (e-Postcard)**
- > **Tax Year 2008 Form 990-N (e-Postcard)**

Page Last Reviewed or Updated: 6-Sept-2019

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 **Print**



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION IV: Compliance Documentation

Agency Name: Sister Cities of Franklin and Williamson County, Tennessee, Inc

Non-Discrimination

To the extent permitted by Tennessee law, the parties hereto for themselves, their agents, officials, employees, and servants does not and 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.

Doreen L. Stapp

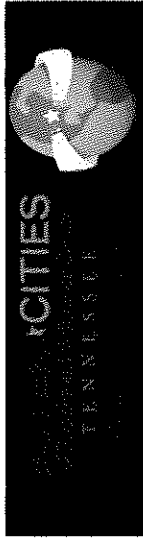
Printed Name of (CEO/President/Executive Director/Board Chair)

3/12/20
Date

[Signature]

Signature of (CEO/President/Executive Director/Board Chair)

3/12/20
Date



Sister Cities of Franklin & Williamson County Board Members Contact Information

Name	Title	Email	Number	Joined Board	Home Address
Doug Sharp	President	doug.sharp@comcast.net	615-969-2833	2002	306 Addison Ave, Franklin TN 37064
Mike Thompson	Vice-President	mike.thompson@usa.net	615-790-6349	2009	PO Box 444, Franklin TN 37065
David Haas	Treasurer	haas48102@aol.com	614-313-7103	2019	309 Haddon Ct, Franklin, TN 37067
Summer Sheldon	Secretary	sturdy@hotmail.com	615-390-3998	2014	1404 Skye Valley Ln, Franklin TN 37064
Pearl Bransford		bransfordpearl@aol.com	615-497-3874	2014	4038 Gracious Dr, Franklin TN 37067
Kim Cannon		kimandrichc@gmail.com	630-248-3887	2017	7129 Tullamore Ln, Franklin TN 37067
Jamie Melton		jamie.melton@franklin.tn.gov	615-791-3270	2019	109 Third Av S, Franklin TN 37064
Patricia Kriebel		pgkriebel@gmail.com	615-202-7431	2019	104 Poteat Pl, Franklin TN 37064
Itzela Vasques de Mundis		itzela@ancontraders.com	615-779-8187	2019	510 Columbia Ave Franklin, TN 37064
Cheryl Wilson		cwilson@wilsonpc.com	615-347-5476	2008	5175 Murfreesboro Rd, College Grove TN 37046

Updated: 3/12/20



Summary of Coverage Prepared for:
Sister Cities Of Franklin Inc

PRESENTED BY:

Paul Pratt Jr

EFFECTIVE DATE:

3/12/2020

Full Service Insurance Agency, Inc
903 Murfreesboro Rd.
Franklin, T N 37064
Business Phone: (615)790-0990
Fax Phone: (615)791-4641
24 Hour Phone: (615)790-0990
Agency Email Address: info@fullserviceins.com

This presentation is designed to give you an overview of the insurance coverages we are offering for your company. It is meant only as a general understanding of your insurance needs and should not be construed as a legal interpretation of the insurance policies that will be written for you. Please refer to your specific insurance contracts for details on coverages, conditions and exclusions.

Introduction

Your business represents a considerable investment of time, effort and money. It warrants the service of a company that can provide a comprehensive analysis of all your insurance needs, offer insurance programs that are competitively priced and extend full protection to meet your specific needs.

You need an Insurance Agency that is large enough to market your account to more than one leading insurance carrier, yet focused on providing professional, personalized service.

Our agency Full Service Insurance Agency, Inc is that caliber of agency. We provide the kind of quality attention and protection you and your company deserve. Representing more than 20 major carriers, specializing in every type of insurance coverage, we are able, and honored, to assume the responsibility of meeting your insurance needs.

Our recommendations are based on a careful analysis of the risks unique to you and your company. To this end, we have prepared a sound, competitively priced, insurance proposal for your review.

We appreciate the opportunity to evaluate you and your company and provide this proposal to cover your insurance and asset management needs.

Your FSI Service Team

Agent: Paul Pratt Jr

Phone: 615-790-0990

Email: pjpratt@fullserviceins.com

Account Manager: Michele Marchiori

Phone: 615-790-0990

Email: mmarchiori@fullserviceins.com

Line of Business

Line of Business Writing Co

General Liability Cincinnati Insurance Company

Policy Information

Policy #	Term	Writing Co
----------	------	------------

ENP 0570177	03/12/2020 - 03/12/2021	Cincinnati Insurance Company
-------------	-------------------------	------------------------------

Location Number

Loc #	Bldg #	Description	Addr 1	City	State	Zip
00001	00001	Club-Civ.Serv.Soc-N/Blds-Prm-Own/Lease Nfp	130 3rd Ave N	Franklin	TN	37064-2506

General Liability

General Liability

This coverage protects your business from claims arising from alleged bodily injury, personal injury or property damage liability. It includes protection for services you render or products you sell. Coverage payments can include judgments, attorney fees, court costs, or other related expenses.

GL Cov/Limits

Coverage	Limit	Ded
General Aggregate	2,000,000	
Each Occurrence	1,000,000	1,000
Products/Completed Ops Aggregate	2,000,000	

Personal & Advertising Injury	1,000,000
Fire Damage	100,000
Medical Expense	5,000

Classifications

Loc #	Classification	Prem Basis	Exposure
00001	CLUBS-CIVIC,SERVICE,SOCIAL-	NO BUILDINGS	U 20
00001	SPECIAL EVENT *		SCHEDULED EVENTS

* SPECIAL EVENT COVERAGE IS INCLUDED FOR: PUMPKINFEST, YOUTH EXCHANGE & PASPORT TO THE WORLD. FOR YOUTH EXCHANGE, THE STUDENTS MUST BE MEMBERS OF THE CLUB WHILE THEY ARE ON THE TRIPS.

SPECIAL EVENT COVERAGE IS NOT INCLUDED FOR CELEBRATION OF NATIONS AND MUST BE PURCHASED SEPARATELY.

TO DETERMINE COVERAGE FOR ANY OTHER EVENTS, PLEASE CONTACT US PRIOR TO THE EVENT TO DISCUSS.

Annual Premium Summary

<u>Description Of Coverage</u>	<u>Expiring Premium</u>	<u>Renewal Premium</u>
Commercial General Liability	\$644	\$665

This summary is provided as an overview of your policy. You must refer to the provisions found in your policy for the details of your coverage, terms, conditions and exclusions that apply.



**The Cincinnati Insurance Company
The Cincinnati Casualty Company
The Cincinnati Indemnity Company**

Policy Number: ENP 057 01 77

Effective Date: 03-12-2020

Named Insured: SISTER CITIES OF FRANKLIN INC

For professional advice and policy questions or changes, please contact your local independent agency:

**FULL SERVICE INSURANCE, INC.
P.O. BOX 680639
FRANKLIN, TN 37068-0639**

615-790-0990

Dear Policyholder:

Thank you

Thank you for trusting The Cincinnati Insurance Companies with your commercial insurance coverage. We recognize that locally based independent agents have the working knowledge to help you choose the right insurance company for your needs. Together with your local independent insurance agency, we are committed to providing you with the highest level of service.

Please review your enclosed policy information to verify your coverage details, as well as deductibles and coverage amounts. Should your needs change, your agent is available to review and update your policy.

Please promptly report claims

If you experience a policy-related loss, you may report it by contacting your local professional independent agency representing The Cincinnati Insurance Companies or by directly calling us toll-free at **877-242-2544** and providing your policy number and claim-related information.

Sincerely,

Sean M. Givler
Senior Vice President - Commercial Lines



The Cincinnati Insurance Company

A Stock Insurance Company

Headquarters: 6200 S. Gilmore Road, Fairfield, OH 45014-5141

Mailing address: P.O. Box 145496, Cincinnati, OH 45250-5496

www.cinfin.com ■ 513-870-2000

COMMON POLICY DECLARATIONS

Billing Method: **AGENCY BILL**

POLICY NUMBER **ENP 057 01 77**

NAMED INSURED **SISTER CITIES OF FRANKLIN INC**
130 3RD AVE N

ADDRESS **FRANKLIN, TN 37064-2506**

(Number & Street,
Town, County,
State & Zip Code)

Previous Policy Number:
CAP5148741

Policy Period: At 12:01 A.M., STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE

All coverages except Automobile and / or Garage

Policy number: **ENP 057 01 77** FROM: **03-12-2020** TO: **03-12-2023**

Automobile and / or Garage

Policy number: FROM: TO:

Agency **FULL SERVICE INSURANCE, INC. 41-041**

City **FRANKLIN, TN**

Legal Entity / Business Description

ORGANIZATION (ANY OTHER)

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

FORMS APPLICABLE TO ALL COVERAGE PARTS:

IL0017 11/98 COMMON POLICY CONDITIONS
IA102A 09/08 SUMMARY OF PREMIUMS CHARGED
IA904 04/04 SCHEDULE OF LOCATIONS
IA4236 01/15 POLICYHOLDER NOTICE TERRORISM INSURANCE COVERAGE
IP404TN 06/94 IMPORTANT INFORMATION TO POLICYHOLDERS TENNESSEE
IP446 08/01 NOTICE TO POLICYHOLDERS
IA4109TN 06/16 TENNESSEE CHANGES - CANCELLATION AND NONRENEWAL
IA4238 01/15 CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM
IA4338 05/11 SIGNATURE ENDORSEMENT
GA532 07/08 COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

03-02-2020 15:39

Countersigned _____ By _____
(Date) (Authorized Representative)

COMMON POLICY CONDITIONS

All Coverage Parts included in this policy are subject to the following conditions.

A. Cancellation

1. The first Named Insured shown in the Declarations may cancel this policy by mailing or delivering to us advance written notice of cancellation.
2. We may cancel this policy by mailing or delivering to the first Named Insured written notice of cancellation at least:
 - a. 10 days before the effective date of cancellation if we cancel for nonpayment of premium; or
 - b. 30 days before the effective date of cancellation if we cancel for any other reason.
3. We will mail or deliver our notice to the first Named Insured's last mailing address known to us.
4. Notice of cancellation will state the effective date of cancellation. The policy period will end on that date.
5. If this policy is cancelled, we will send the first Named Insured any premium refund due. If we cancel, the refund will be pro rata. If the first Named Insured cancels, the refund may be less than pro rata. The cancellation will be effective even if we have not made or offered a refund.
6. If notice is mailed, proof of mailing will be sufficient proof of notice.

B. Changes

This policy contains all the agreements between you and us concerning the insurance afforded. The first Named Insured shown in the Declarations is authorized to make changes in the terms of this policy with our consent. This policy's terms can be amended or waived only by endorsement issued by us and made a part of this policy.

C. Examination of Your Books and Records

We may examine and audit your books and records as they relate to this policy at any time during the policy period and up to three years afterward.

D. Inspections and Surveys

1. We have the right to:
 - a. Make inspections and surveys at any time;

- b. Give you reports on the conditions we find; and

- c. Recommend changes.

2. We are not obligated to make any inspections, surveys, reports or recommendations and any such actions we do undertake relate only to insurability and the premiums to be charged. We do not make safety inspections. We do not undertake to perform the duty of any person or organization to provide for the health or safety of workers or the public. And we do not warrant that conditions:

- a. Are safe or healthful; or

- b. Comply with laws, regulations, codes or standards.

3. Paragraphs 1. and 2. of this condition apply not only to us, but also to any rating, advisory, rate service or similar organization which makes insurance inspections, surveys, reports or recommendations.

4. Paragraph 2. of this condition does not apply to any inspections, surveys, reports or recommendations we may make relative to certification, under state or municipal statutes, ordinances or regulations, of boilers, pressure vessels or elevators.

E. Premiums

The first Named Insured shown in the Declarations:

1. Is responsible for the payment of all premiums; and
2. Will be the payee for any return premiums we pay.

F. Transfer of Your Rights and Duties Under this Policy

Your rights and duties under this policy may not be transferred without our written consent except in the case of death of an individual named insured.

If you die, your rights and duties will be transferred to your legal representative but only while acting within the scope of duties as your legal representative. Until your legal representative is appointed, anyone having proper temporary custody of your property will have your rights and duties but only with respect to that property.

SUMMARY OF PREMIUMS CHARGED

POLICY NUMBER: **ENP 057 01 77**

Effective Date: 03-12-2020

Named Insured: SISTER CITIES OF FRANKLIN INC

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM CHARGE IS INDICATED

Commercial Property Coverage Part	\$
Commercial General Liability Coverage Part	640
Commercial Auto Coverage Part	\$
Commercial Umbrella / Excess Liability Coverage Part	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Terrorism Coverage	25
Installment Charge	\$
ANNUAL TOTAL PAYMENTS	\$ 665

	First Installment	Remaining Installment(s)
ANNUAL	665	665

Automobile Coverages, Employers Liability, Employment Practices Liability Coverage, Professional Liability Coverage, Terrorism Coverage and / or Wrongful Acts Coverage, if included in the policy, are subject to Annual Adjustment of rates and premium on each anniversary of the policy.

Commercial Umbrella and Excess Liability, if included in the policy, may be subject to Annual Adjustment of premium on each anniversary. Refer to the Commercial Umbrella or Excess Liability Coverage Part Declarations form to see if this is applicable.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

IA 102 A 09 08

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

SCHEDULE OF LOCATIONS

<u>LOC.</u>	<u>STREET ADDRESS</u>	<u>CITY</u>	<u>STATE</u>	<u>ZIP CODE</u>
1	130 3RD AVE N FRANKLIN, TN 37064-2506			

POLICYHOLDER NOTICE

TERRORISM INSURANCE COVERAGE

THIS ENDORSEMENT IS ATTACHED TO AND MADE PART OF YOUR POLICY IN RESPONSE TO THE DISCLOSURE REQUIREMENTS OF THE TERRORISM RISK INSURANCE ACT. THIS ENDORSEMENT DOES NOT GRANT ANY COVERAGE OR CHANGE THE TERMS AND CONDITIONS OF ANY COVERAGE UNDER THE POLICY.

Your policy may contain coverage for certain losses caused by terrorism.

Premium:

In accordance with the federal Terrorism Risk Insurance Act, we are required to notify you of the portion of the premium, if any, attributable to the coverage for terrorist acts certified under the Terrorism Risk Insurance Act.

- Refer to the SUMMARY OF PREMIUMS CHARGED or DECLARATIONS PAGE for the portion of your premium that is attributable to coverage for terrorist acts certified under the Act.

Federal Participation:

The Act also requires us to provide disclosure of federal participation in payment of terrorism losses.

- Under your policy, any losses caused by certified acts of terrorism would be partially reimbursed by the United States Government, Department of Treasury, under a formula established by federal law. Under this formula, the federal share equals a percentage, as specified in the Schedule below, of that portion of the amount of such insured losses that exceeds the applicable insurer retention. However, if aggregate insured losses attributable to terrorist acts certified under the Terrorism Risk Insurance Act exceed \$100 billion in a calendar year, the Treasury shall not make any payment for any portion of the amount of such losses that exceeds \$100 billion.
- **Schedule:**

Federal Share of Terrorism Losses	
Percentage	Calendar Year
85%	2015
84%	2016
83%	2017
82%	2018
81%	2019
80%	2020

Cap on Insurer Participation:

If aggregate insured losses attributable to terrorist acts certified under the Terrorism Risk Insurance Act exceed \$100 billion in a calendar year and we have met our insurer deductible under the Terrorism Risk Insurance Act, we shall not be liable for the payment of any portion of the amount of such losses that exceeds \$100 billion, and in such case insured losses up to that amount are subject to pro rata allocation in accordance with procedures established by the Secretary of the Treasury.

NOTE: IF YOUR POLICY IS A RENEWAL POLICY, THIS NOTICE IS PROVIDED TO SATISFY THE REQUIREMENTS UNDER THE TERRORISM RISK INSURANCE ACT FOR POLICYHOLDER DISCLOSURE: (1) AT THE TIME OF OUR OFFER TO RENEW THE POLICY AND (2) AT THE TIME THE RENEWAL IS COMPLETED.

**IMPORTANT INFORMATION TO POLICYHOLDERS
TENNESSEE**

In the event you need to contact someone about this policy for any reason please contact your agent. If you have additional questions, you may contact the insurance company issuing this policy at the following address and telephone number.

The Cincinnati Insurance Company
P.O. Box 145496
Cincinnati, Ohio 45250-5496
Telephone (513) 870-2278

The Cincinnati Life Insurance Company
P.O. Box 145496
Cincinnati, Ohio 45250-5496
Telephone (513) 870-2278

The Cincinnati Casualty Company
P.O. Box 145496
Cincinnati, Ohio 45250-5496
Telephone (513) 870-2278

The Cincinnati Indemnity Company
P.O. Box 145496
Cincinnati, Ohio 45250-5496
Telephone (513) 870-2278

**THE CINCINNATI INSURANCE COMPANY
THE CINCINNATI CASUALTY COMPANY
THE CINCINNATI INDEMNITY COMPANY**

NOTICE TO POLICYHOLDERS

Please be advised that in your application for insurance you disclosed information to The Cincinnati Insurance Company, The Cincinnati Casualty Company and The Cincinnati Indemnity Company. The information disclosed in the application and all information subsequently collected by any of these companies may be shared among all three.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

TENNESSEE CHANGES - CANCELLATION AND NONRENEWAL

This endorsement modifies insurance provided under the following:

**CINCINNATI CYBER DEFENSE™ COVERAGE PART
CINCINNATI DATA DEFENDER™ COVERAGE PART
CINCINNATI NETWORK DEFENDER™ COVERAGE PART
COMMERCIAL AUTOMOBILE COVERAGE PART
COMMERCIAL GENERAL LIABILITY COVERAGE PART
COMMERCIAL INLAND MARINE COVERAGE PART
COMMERCIAL PROPERTY COVERAGE PART
COMMERCIAL UMBRELLA LIABILITY COVERAGE PART
CONTRACTORS ERRORS AND OMISSIONS COVERAGE PART
CONTRACTORS' LIMITED POLLUTION LIABILITY COVERAGE PART
CRIME AND FIDELITY COVERAGE PART
EMPLOYEE BENEFIT LIABILITY COVERAGE PART
EMPLOYMENT PRACTICES LIABILITY COVERAGE PART
EXCESS LIABILITY COVERAGE PART
EXCESS WORKERS COMPENSATION AND EMPLOYERS LIABILITY COVERAGE PART
FARM COVERAGE PART
GOLF COURSE CHEMICAL APPLICATION LIMITED LIABILITY COVERAGE PART
HOLE-IN-ONE COVERAGE PART
LIQUOR LIABILITY COVERAGE PART
MACHINERY AND EQUIPMENT COVERAGE PART
POLLUTION LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART
PROFESSIONAL LIABILITY COVERAGE PART
PROFESSIONAL UMBRELLA LIABILITY COVERAGE PART
STANDARD PROPERTY POLICY**

- A.** Paragraph 5. of the **Cancellation** Common Policy Condition is replaced by the following:

5. If this policy is cancelled, we will send the first Named Insured any premium refund due.

The refund will be pro rata if:

- a. We cancel; or
- b. The policy is cancelled at the request of a premium finance company that has financed this policy under a premium finance agreement.

The refund may be less than pro rata if the first Named Insured cancels the policy.

The cancellation will be effective even if we have not made or offered a refund.

- B.** The following is added to the **Cancellation** Common Policy Condition:

CANCELLATION OF POLICIES IN EFFECT FOR 60 DAYS OR MORE

If this policy has been in effect for 60 days or more, or if this policy is a renewal of a policy we issued, we may cancel this policy only for one or more of the following reasons:

1. Nonpayment of premium, including any additional premium, calculated in accordance with our current rating manual, justified by a physical change in the insured property or a change in its occupancy or use;
2. Your conviction of a crime increasing any hazard insured against;
3. Discovery of fraud or material misrepresentation on the part of either of the following:
 - a. You or your representative in obtaining this insurance; or
 - b. You in pursuing a claim under this policy;

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Includes copyrighted material of ISO Commercial
Risk Services, Inc., with its permission.

4. Failure to comply with written loss control recommendations;
5. Material change in the risk which increases the risk of loss after we issued or renewed insurance coverage;
6. Determination by the insurance commissioner that the continuation of the policy would jeopardize our solvency or would place us in violation of the insurance laws of Tennessee or any other state;
7. Your violation or breach of any policy terms or conditions; or
8. Other reasons that are approved by the insurance commissioner.

Notice of cancellation will state the reason for cancellation.

- C. The following is added and supersedes any provisions to the contrary.

NONRENEWAL

1. If we decide not to renew this policy, we will mail or deliver written notice of nonrenewal to the first Named Insured shown in the Declarations and to the agent, at least 60 days before:

- a. The expiration date of this policy; or
- b. The anniversary date of this policy, if the policy is written for a term of more than one year;

unless:

- a. We have offered to issue a renewal policy; or
- b. You have obtained replacement coverage or have agreed in writing to obtain replacement coverage.

2. Any notice of nonrenewal will be mailed or delivered to the first Named Insured's and agent's addresses shown in the policy. If notice is mailed, proof of mailing will be sufficient proof of notice.

- D. The following is added to the **Premiums Common Policy Condition**:

Whenever an insurance policy which is financed with a premium finance company is cancelled, the insurer shall return, within 30 days after the effective date of the cancellation, whatever gross unearned premiums are due under the insurance policy directly to the premium finance company for the account of the first Named Insured.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM

This endorsement modifies insurance provided under the following:

All Commercial Lines Coverage Parts, Coverage Forms, Policies and Endorsements subject to the federal Terrorism Risk Insurance Act and any amendments and extensions thereto

- A.** The following definition is added with respect to the provisions of this endorsement:

"Certified act of terrorism" means an act that is certified by the Secretary of the Treasury, in accordance with the provisions of the federal Terrorism Risk Insurance Act, to be an act of terrorism pursuant to the federal Terrorism Risk Insurance Act. The criteria contained in the Terrorism Risk Insurance Act for a "certified act of terrorism" include the following:

1. The act resulted in insured losses in excess of \$5 million in the aggregate, attributable to all types of insurance subject to the Terrorism Risk Insurance Act; and
2. The act is a violent act or an act that is dangerous to human life, property or infrastructure and is committed by an individual or individuals, as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

- B. Cap On Losses from Certified Acts of Terrorism**

If aggregate insured losses attributable to terrorist acts certified under the Terrorism Risk Insurance Act exceed \$100 billion in a calendar year and we have met our insurer deductible under the Terrorism Risk Insurance Act, we shall not be liable for the payment of any portion of the amount of such losses that ex-

ceeds \$100 billion, and in such case insured losses up to that amount are subject to pro rata allocation in accordance with procedures established by the Secretary of the Treasury.

- C. Application of Other Exclusions**

The terms and limitations of any terrorism exclusion, or the inapplicability, omission or absence of a terrorism exclusion, does not serve to create coverage for any loss which would otherwise be excluded under this Coverage Part, Coverage Form, Policy or Endorsement such as losses excluded by:

1. Exclusions that address war, warlike action, insurrection, rebellion, revolution, military action, nuclear hazard, nuclear materials, nuclear reaction, radiation, or radioactive contamination;
2. Exclusions that address pollutants, contamination, deterioration, fungi or bacteria; or
3. Any other exclusion,

regardless if the "certified act of terrorism" contributes concurrently or in any sequence to the loss.

- D. Sunset Clause**

If the federal Terrorism Risk Insurance Act expires or is repealed, then this endorsement is null and void for any act of terrorism that takes place after the expiration or repeal of the Act.

SIGNATURE ENDORSEMENT

IN WITNESS WHEREOF, this policy has been signed by our President and Secretary in the City of Fairfield, Ohio, but this policy shall not be binding upon us unless countersigned by an authorized representative of ours. The failure to countersign does not void coverage in Arizona, Virginia and Wisconsin.



Secretary



President

The signature on any form, endorsement, policy, declarations, jacket or application other than the signature of the President or Secretary named above is deleted and replaced by the above signatures.

THE CINCINNATI INSURANCE COMPANY

A Stock Insurance Company

COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

Attached to and forming part of POLICY NUMBER: **ENP 057 01 77**

Named Insured is the same as it appears in the Common Policy Declarations

LIMITS OF INSURANCE

EACH OCCURRENCE LIMIT	\$ 1,000,000	
GENERAL AGGREGATE LIMIT	\$ 2,000,000	
PRODUCTS-COMPLETED OPERATIONS AGGREGATE LIMIT	\$ 2,000,000	
PERSONAL & ADVERTISING INJURY LIMIT	\$ 1,000,000	ANY ONE PERSON OR ORGANIZATION
DAMAGE TO PREMISES RENTED TO YOU LIMIT		ANY ONE
\$100,000 limit unless otherwise indicated herein:	\$	PREMISES
MEDICAL EXPENSE LIMIT		
\$5,000 limit unless otherwise indicated herein:	\$	ANY ONE PERSON

CLASSIFICATION	CODE NO.	PREMIUM BASE	RATE		ADVANCE PREMIUM	
		A - Area B - Payroll C - Gross Sales D - Units E - Other	Products / Completed Operations	All Other	Products / Completed Operations	All Other
LOC. 1 - TN CLUBS - CIVIC, SERVICE OR SOCIAL - NFP INCL PROD AND/OR COMP OP	41670 E20	EACH		2.022		40
SPECIAL EVENTS - FESTIVALS	20000					600

The General Liability Coverage Part is subject to an annual minimum premium.

TOTAL ANNUAL PREMIUM \$ 640

FORMS AND / OR ENDORSEMENTS APPLICABLE TO COMMERCIAL GENERAL LIABILITY COVERAGE PART:

GA101	12/04	COMMERCIAL GENERAL LIABILITY COVERAGE FORM
CG0300	01/96	DEDUCTIBLE LIABILITY INSURANCE
CG2002	11/85	ADDITIONAL INSURED--CLUB MEMBERS
GA3024	05/14	EXCLUSION - ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL INFORMATION AND DATA-RELATED LIABILITY - WITH LIMITED BODILY INJURY EXCEPTION
GA4250	11/05	MOBILE EQUIPMENT SUBJECT TO MOTOR VEHICLE INSURANCE LAWS

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

Various provisions in this Coverage Part restrict this insurance. Read the entire Coverage Part carefully to determine rights, duties and what is and is not covered.

Throughout this Coverage Part the words "you" and "your" refer to the Named Insured shown in the Declarations, and any other person or organization qualifying as a Named Insured under this Coverage Part. The words "we", "us" and "our" refer to the Company providing this insurance.

The word "insured" means any person or organization qualifying as such under **SECTION II - WHO IS AN INSURED**.

Other words and phrases that appear in quotation marks have special meaning. Refer to **SECTION V - DEFINITIONS**.

SECTION I - COVERAGES

COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY

1. Insuring Agreement

- a. We will pay those sums that the insured becomes legally obligated to pay as damages because of "bodily injury" or "property damage" to which this insurance applies. We will have the right and duty to defend the insured against any "suit" seeking those damages. However, we will have no duty to defend the insured against any "suit" seeking damages for "bodily injury" or "property damage" to which this insurance does not apply. We may, at our discretion, investigate any "occurrence" and settle any claim or "suit" that may result. But:

- (1) The amount we will pay for damages is limited as described in **SECTION III - LIMITS OF INSURANCE**; and
- (2) Our right and duty to defend ends when we have used up the applicable limit of insurance in the payment of judgments or settlements under **SECTION I - COVERAGES, COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY**; **SECTION I - COVERAGES, COVERAGE B. PERSONAL AND ADVERTISING INJURY LIABILITY**; or medical expenses under **SECTION I - COVERAGES, COVERAGE C. MEDICAL PAYMENTS**.

No other obligation or liability to pay sums or perform acts or services is covered unless expressly provided for under

SUPPLEMENTARY PAYMENTS - COVERAGES A AND B.

- b. This insurance applies to "bodily injury" and "property damage" only if:

- (1) The "bodily injury" or "property damage" is caused by an "occurrence" that takes place in the "coverage territory";
- (2) The "bodily injury" or "property damage" occurs during the policy period; and
- (3) Prior to the "coverage term" in which "bodily injury" or "property damage" occurs, you did not know, per Paragraph **1.d.** below, that the "bodily injury" or "property damage" had occurred or had begun to occur, in whole or in part.

- c. "Bodily injury" or "property damage" which:

- (1) Occurs during the "coverage term"; and
- (2) Was not, prior to the "coverage term", known by you, per Paragraph **1.d.** below, to have occurred;

includes any continuation, change or resumption of that "bodily injury" or "property damage" after the end of the "coverage term" in which it first became known by you.

- d. You will be deemed to know that "bodily injury" or "property damage" has occurred at the earliest time when any "authorized representative":

- (1) Reports all, or any part, of the "bodily injury" or "property damage" to us or any other insurer;
- (2) Receives a written or verbal demand or claim for damages because of the "bodily injury" or "property damage";
- (3) First observes, or reasonably should have first observed, the "bodily injury" or "property damage";
- (4) Becomes aware, or reasonably should have become aware, by any means other than as described in (3) above, that "bodily injury" or "property damage" had occurred or had begun to occur; or
- (5) Becomes aware, or reasonably should have become aware, of a

condition from which "bodily injury" or "property damage" is substantially certain to occur.

- e. Damages because of "bodily injury" include damages claimed by any person or organization for care, loss of services or death resulting at any time from the "bodily injury".

2. Exclusions

This insurance does not apply to:

a. Expected or Intended Injury

"Bodily injury" or "property damage" which may reasonably be expected to result from the intentional or criminal acts of the insured or which is in fact expected or intended by the insured, even if the injury or damage is of a different degree or type than actually expected or intended. This exclusion does not apply to "bodily injury" resulting from the use of reasonable force to protect persons or property.

b. Contractual Liability

"Bodily injury" or "property damage" for which the insured 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:

- (1) That the insured would have in the absence of the contract or agreement; or
- (2) Assumed in a contract or agreement that is an "insured contract", provided the "bodily injury" or "property damage" occurs subsequent to the execution of the contract or agreement. When a claim for such "bodily injury" or "property damage" is made, we will defend that claim provided the insured has assumed the obligation to defend such claim in the "insured contract". Such defense payments will not reduce the limits of insurance.

c. Liquor Liability

"Bodily injury" or "property damage" for which any insured may be held liable by reason of:

- (1) Causing or contributing to the intoxication of any person;
- (2) The furnishing of alcoholic beverages to a person under the legal drinking age or under the influence of alcohol; or

- (3) Any statute, ordinance or regulation relating to the sale, gift, distribution or use of alcoholic beverages.

This exclusion applies only if you are in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages.

d. Workers' Compensation and Similar Laws

Any obligation of the insured under a workers' compensation, disability benefits or unemployment compensation law or any similar law.

e. Employer's Liability

"Bodily injury" to:

- (1) An "employee" of the insured sustained in the "workplace";
- (2) An "employee" of the insured arising out of the performance of duties related to the conduct of the insured's business; or
- (3) The spouse, child, parent, brother or sister of that "employee" as a consequence of Paragraphs (1) or (2) above.

This exclusion applies:

- (1) Whether the insured may be liable as an employer or in any other capacity; and
- (2) To any obligation to share damages with or repay someone else who must pay damages because of the injury.

This exclusion does not apply to liability assumed by the insured under an "insured contract".

f. Pollutant

- (1) "Bodily injury" or "property damage" arising out of the actual, alleged or threatened discharge, dispersal, seepage, migration, release, escape or emission of "pollutants":

- (a) At or from any premises, site or location which is or was at any time owned or occupied by, or rented or loaned to, any insured. However, Paragraph (a) does not apply to:

- 1) "Bodily injury" to any person injured while on any premises, site or location owned or occupied by, or rented or loaned to, you provided:

- a) The injury is caused by the inadequate ventilation of vapors;
- b) The person injured is first exposed to such vapors during the policy period; and
- c) Within 30 days of such first exposure, the person injured is clinically diagnosed or treated by a physician for the medical condition caused by the exposure to such vapors. However, Paragraph c) does not apply if the "bodily injury" is caused by vapors produced by or originating from equipment that is used to heat, cool or dehumidify the building, or equipment that is used to heat water for personal use, by the building's occupants or their guests.

This exception 1) shall apply only to Named Insureds; we shall have no duty to defend or pay damages for any person or organization that is not a Named Insured. However, this paragraph does not apply if the "bodily injury" is caused by vapors produced by or originating from equipment that is used to heat, cool or dehumidify the building, or equipment that is used to heat water for personal use, by the building's occupants or their guests.

For the purpose of the exception granted in Paragraph 1) only, vapors means any gaseous or airborne irritant or airborne contaminant, including smoke, fumes, vapor or soot, but excluding asbestos, which is discharged, dispersed, emitted, released or escapes from materials, machinery or equipment used in the service or maintenance of the premises. Vapors does not mean any gaseous or

airborne irritants or contaminants used in a manufacturing process or which is the product or by-product of any manufacturing process;

- 2) "Bodily injury" or "property damage" for which you may be held liable, if you are a contractor, and the owner or lessee of such premises, site or location has been added to this Coverage Part as an additional insured with respect to your ongoing operations or "your work" performed for that additional insured at that premises, site or location and such premises, site or location is not and never was owned or occupied by, or rented or loaned to, any insured, other than that additional insured; or
- 3) "Bodily injury" or "property damage" arising out of heat, smoke or fumes from a "hostile fire";
- (b) At or from any premises, site or location which is or was at any time used by or for any insured or others for the handling, storage, disposal, processing or treatment of waste;
- (c) Which are or were at any time transported, handled, stored, treated, disposed of, or processed as waste by or for:
 - 1) Any insured; or
 - 2) Any person or organization for whom you may be legally responsible;
- (d) At or from any premises, site or location on which any insured or any contractors or subcontractors working directly or indirectly on any insured's behalf are performing operations if the "pollutants" are brought on or to the premises, site or location in connection with such operations by such insured, contractor or subcontractor. However, Paragraph (d) does not apply to:
 - 1) "Bodily injury" or "property damage" arising out of the discharge, dispersal, seepage, migration, release, es-

cape or emission of fuels, lubricants or other operating fluids, or exhaust gases, which are needed to perform, or are the result of, the normal electrical, hydraulic or mechanical functions necessary for the operation of "mobile equipment" or its parts, if such fuels, lubricants or other operating fluids, or exhaust gases, escape, seep or migrate, or are discharged, dispersed, released or emitted from a vehicle part designed to hold, store or receive them. This exception does not apply if the fuels, lubricants or other operating fluids, or exhaust gases, escape, seep or migrate, or are discharged, dispersed, released or emitted with the intent to cause "bodily injury" or "property damage" or with the knowledge that "bodily injury" or "property damage" is substantially certain to occur, or if such fuels, lubricants or other operating fluids, or exhaust gases, are brought on or to the premises, site or location with such intent to escape, seep or migrate, or be discharged, dispersed, released or emitted as part of the operations being performed by such insured, contractor or subcontractor;

- 2) "Bodily injury" or "property damage" sustained within a building and caused by the release of gases, fumes or vapors from materials brought into that building in connection with operations being performed by you or on your behalf by a contractor or subcontractor; or
- 3) "Bodily injury" or "property damage" arising out of heat, smoke or fumes from a "hostile fire"; or
- (e) At or from any premises, site or location on which any insured or any contractors or subcontractors working directly or indirectly on any insured's behalf are performing operations if the op-

erations are to test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of, "pollutants".

- (2) Any loss, cost or expense arising out of any:
 - (a) Request, demand, order or statutory or regulatory requirement that any insured or others test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of, "pollutants"; or
 - (b) Claim or suit by or on behalf of a governmental authority for damages because of testing for, monitoring, cleaning up, removing, containing, treating, detoxifying or neutralizing, or in any way responding to, or assessing the effects of, "pollutants".

However, Paragraphs (2)(a) and (b) do not apply to liability for damages because of "property damage" that the insured would have in the absence of such request, demand, order or statutory or regulatory requirement, or such claim or "suit" by or on behalf of a governmental authority.

g. Aircraft, Auto or Watercraft

"Bodily injury" or "property damage" arising out of the ownership, maintenance, use or entrustment to others of any aircraft, "auto" or watercraft owned or operated by or rented or loaned to any insured. Use includes operation and "loading or unloading".

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage" involved the ownership, maintenance, use or entrustment to others of any aircraft, "auto" or watercraft that is owned or operated by or rented or loaned to any insured.

This exclusion does not apply to:

- (1) A watercraft while ashore on premises you own or rent;
- (2) A watercraft you do not own that is:
 - (a) Less than 51 feet long; and

(b) Not being used to carry persons or property for a charge;

(3) Parking an "auto" on, or on the ways next to, premises you own or rent, provided the "auto" is not owned by or rented or loaned to you or the insured;

(4) Liability assumed under any "insured contract" for the ownership, maintenance or use of aircraft or watercraft; or

(5) "Bodily injury" or "property damage" arising out of:

(a) The operation of machinery or equipment that is on, attached to, or part of, a land vehicle that would qualify under the definition of "mobile equipment" if it were not subject to a compulsory or financial responsibility law or other motor vehicle insurance law in the state where it is licensed or principally garaged; or

(b) The operation of any of the machinery or equipment listed in Paragraph **f.(2)** or **f.(3)** of the definition of "mobile equipment".

h. Mobile Equipment

"Bodily injury" or "property damage" arising out of:

(1) The transportation of "mobile equipment" by an "auto" owned or operated by or rented or loaned to any insured; or

(2) The use of "mobile equipment" in, or while in practice for, or while being prepared for, any prearranged racing, speed, demolition, or stunting activity.

i. War

"Bodily injury" or "property damage", however caused, arising, directly or indirectly, out of:

(1) War, including undeclared or civil war;

(2) Warlike action by a military force, including action in hindering or defending against an actual or expected attack, by any government, sovereign or other authority using military personnel or other agents; or

(3) Insurrection, rebellion, revolution, usurped power, or action taken by

governmental authority in hindering or defending against any of these.

j. Damage to Property

"Property damage" to:

(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;

(2) Premises you sell, give away or abandon, if the "property damage" arises out of any part of those premises;

(3) Property loaned to you;

(4) Personal property in the care, custody or control of an insured;

(5) That particular part of real property on which you or any contractors or subcontractors working directly or indirectly on your behalf are performing operations, if the "property damage" arises out of those operations; or

(6) That particular part of any property that must be restored, repaired or replaced because "your work" was incorrectly performed on it.

Paragraphs (1), (3) and (4) of this exclusion do not apply to "property damage" (other than damage by fire or explosion) to premises, including the contents of such premises, rented to you for a period of 7 or fewer consecutive days, for which the amount we will pay is limited to the Damage To Premises Rented To You Limit as described in **SECTION III - LIMITS OF INSURANCE**.

Paragraph (2) of this exclusion does not apply if the premises are "your work" and were never occupied, rented or held for rental by you.

Paragraphs (3), (4), (5) and (6) of this exclusion do not apply to liability assumed under a sidetrack agreement.

Paragraph (6) of this exclusion does not apply to "property damage" included in the "products-completed operations hazard".

k. Damage to Your Product

"Property damage" to "your product" arising out of it or any part of it.

I. Damage to Your Work

"Property damage" to "your work" arising out of it or any part of it and included in the "products-completed operations hazard".

This exclusion does not apply if the damaged work or the work out of which the damage arises was performed on your behalf by a subcontractor.

m. Damage to Impaired Property or Property Not Physically Injured

"Property damage" to "impaired property" or property that has not been physically injured, arising out of:

- (1) A defect, deficiency, inadequacy or dangerous condition in "your product" or "your work"; or
- (2) A delay or failure by you or anyone acting on your behalf to perform a contract or agreement in accordance with its terms.

This exclusion does not apply to the loss of use of other property arising out of sudden and accidental physical injury to "your product" or "your work" after it has been put to its intended use.

n. Recall of Products, Work or Impaired Property

Any liability or damages claimed for any loss, cost or expense incurred by you or others for the loss of use, withdrawal, recall, inspection, repair, replacement, adjustment, removal or disposal of:

- (1) "Your product";
- (2) "Your work"; or
- (3) "Impaired property";

if such product, work or property is withdrawn or recalled from the market or from use by any person or organization because of a known or suspected defect, deficiency, inadequacy or dangerous condition in it.

o. Personal and Advertising Injury

"Bodily injury" arising out of "personal and advertising injury".

p. Asbestos

"Bodily injury" or "property damage" arising out of, attributable to, or any way related to asbestos in any form or transmitted in any manner.

q. Employment-Related Practices

"Bodily injury" to:

(1) A person arising out of any:

- (a) Refusal to employ that person;
- (b) Termination of that person's employment; or
- (c) Other employment-related practices, policies, acts or omissions including but not limited to coercion, criticism, demotion, evaluation, failure to promote, reassignment, discipline, defamation, harassment, humiliation or discrimination directed at that person; or

(2) The spouse, child, parent, brother or sister of that person as a consequence of "bodily injury" to that person at whom any of the employment-related practices described in Paragraphs (a), (b) or (c) above is directed.

This exclusion applies:

- (1) Whether the insured may be liable as an employer or in any other capacity; and
- (2) To any obligation to share damages with or repay someone else who must pay damages because of the injury.

r. Additional Insured Prior Knowledge

An additional insured added by attachment of an endorsement to this Coverage Part that is seeking coverage for a claim or "suit", if that additional insured knew, per the following paragraph, that "bodily injury" or "property damage" had occurred or had begun to occur, in whole or in part, prior to the "coverage term" in which such "bodily injury" or "property damage" occurs or begins to occur.

An additional insured added by attachment of an endorsement to this Coverage Part will be deemed to have known that "bodily injury" or "property damage" has occurred or has begun to occur at the earliest time when that additional insured, or any one of its owners, members, partners, managers, executive officers, "employees" assigned to manage that additional insured's insurance program, or "employees" assigned to give or receive notice of an "occurrence", "personal and advertising injury" offense, claim or "suit":

- (1) Reports all, or any part, of the "bodily injury" or "property damage" to us or any other insurer;
- (2) Receives a written or verbal demand or claim for damages because of the "bodily injury" or "property damage";
- (3) First observes, or reasonably should have first observed, the "bodily injury" or "property damage";
- (4) Becomes aware, or reasonably should have become aware, by any means other than as described in (3) above, that "bodily injury" or "property damage" had occurred or had begun to occur; or
- (5) Becomes aware, or reasonably should have become aware, of a condition from which "bodily injury" or "property damage" is substantially certain to occur.

s. Electronic Data

Damages arising out of the loss of, loss of use of, damage to, corruption of, inability to access, or inability to manipulate "electronic data".

t. Distribution of Material in Violation of Statutes

"Bodily injury" or "property damage" arising directly or indirectly out of any action or omission that violates or is alleged to violate:

- a. The Telephone Consumer Protection Act (TCPA), including any amendment of or addition to such law; or
- b. The CAN-SPAM Act of 2003, including any amendment of or addition to such law; or
- c. Any statute, ordinance or regulation, other than the TCPA or CAN-SPAM Act of 2003, that prohibits or limits the sending, transmitting, communicating or distribution of material or information.

Exclusions **c.** through **q.** do not apply to "property damage" by fire or explosion to premises while rented to you or temporarily occupied by you with permission of the owner, for which the amount we will pay is limited to the Damage to Premises Rented To You Limit as described in **SECTION III - LIMITS OF INSURANCE**.

COVERAGE B. PERSONAL AND ADVERTISING INJURY LIABILITY

1. Insuring Agreement

- a. We will pay those sums that the insured becomes legally obligated to pay as damages because of "personal and advertising injury" to which this insurance applies. We will have the right and duty to defend the insured against any "suit" seeking those damages. However, we will have no duty to defend the insured against any "suit" seeking damages for "personal and advertising injury" to which this insurance does not apply. We may, at our discretion, investigate any offense and settle any claim or "suit" that may result. But:

- (1) The amount we will pay for damages is limited as described in **SECTION III - LIMITS OF INSURANCE**; and
- (2) Our right and duty to defend ends when we have used up the applicable limit of insurance in the payment of judgments or settlements under **SECTION I - COVERAGES, COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY; SECTION I - COVERAGES, COVERAGE B. PERSONAL AND ADVERTISING INJURY LIABILITY**; or medical expenses under **SECTION I - COVERAGES, COVERAGE C. MEDICAL PAYMENTS**.

No other obligation or liability to pay sums or perform acts or services is covered unless expressly provided for under **SUPPLEMENTARY PAYMENTS - COVERAGES A AND B**.

- b. This insurance applies to "personal and advertising injury" only if:
 - (1) The "personal and advertising injury" is caused by an offense arising out of your business; and
 - (2) The "personal and advertising injury" offense was committed in the "coverage territory" during the policy period; and
 - (3) Prior to the "coverage term" in which the "personal and advertising injury" offense is committed, you did not know, per Paragraph **1.d.** below, that the offense had been committed or had begun to be committed, in whole or in part.
- c. "Personal and advertising injury" caused by an offense which:
 - (1) Was committed during the "coverage term"; and

- (2) Was not, prior to the "coverage term", known by you, per Paragraph 1.d. below, to have been committed;

includes any continuation, change or resumption of that offense after the end of the "coverage term" in which it first became known by you.

- d. You will be deemed to know that a "personal and advertising injury" offense has been committed at the earliest time when any "authorized representative":
- (1) Reports all, or any part, of the "personal and advertising injury" to us or any other insurer;
 - (2) Receives a written or verbal demand or claim for damages because of the "personal and advertising injury";
 - (3) First observes, or reasonably should have first observed, the offense that caused the "personal and advertising injury";
 - (4) Becomes aware, or reasonably should have become aware, by any means, other than as described in (3) above, that the offense had been committed or had begun to be committed; or
 - (5) Becomes aware, or reasonably should have become aware, of a condition from which "personal and advertising injury" is substantially certain to occur.

2. Exclusions

This insurance does not apply to:

a. Knowing Violation of Rights of Another

"Personal and advertising injury" caused by or at the direction of the insured with the knowledge that the act would violate the rights of another and would inflict "personal and advertising injury".

b. Material Published With Knowledge of Falsity

"Personal and advertising injury" arising out of oral or written publication of material, if done by or at the direction of the insured with knowledge of its falsity.

c. Material Published Prior to Coverage Term

"Personal and advertising injury" arising out of oral or written publication of material whose first publication took place before the later of the following:

- (1) The inception of this Coverage Part; or
- (2) The "coverage term" in which insurance coverage is sought.

d. Criminal Acts

"Personal and advertising injury" arising out of a criminal act committed by or at the direction of the insured.

e. Contractual Liability

"Personal and advertising injury" for which the insured 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:

- (1) That the insured would have in the absence of the contract or agreement; or
- (2) Assumed in a contract or agreement that is an "insured contract", provided the "personal and advertising injury" is caused by or arises out of an offense committed subsequent to the execution of the contract or agreement. When a claim for such "personal and advertising injury" is made, we will defend that claim, provided the insured has assumed the obligation to defend such claim in the "insured contract". Such defense payments will not reduce the limits of insurance.

f. Breach of Contract

"Personal and advertising injury" arising out of a breach of contract, except an implied contract to use another's advertising idea in your "advertisement".

g. Quality or Performance of Goods - Failure to Conform to Statements

"Personal and advertising injury" arising out of the failure of goods, products or services to conform with any statement of quality or performance made in your "advertisement".

h. Wrong Description of Prices

"Personal and advertising injury" arising out of the wrong description of the price of goods, products or services stated in your "advertisement".

i. Infringement of Copyright, Patent, Trademark or Trade Secret

"Personal and advertising injury" arising out of the infringement of copyright, pat-

ent, trademark, trade secret or other intellectual property rights.

However, this exclusion does not apply to infringement, in your "advertisement", of copyright, trade dress or slogan.

j. Insureds in Media and Internet Type Businesses

"Personal and advertising injury" committed by an insured whose business is:

- (1) Advertising, broadcasting, publishing or telecasting;
- (2) Designing or determining content of web-sites for others; or
- (3) An Internet search, access, content or service provider.

However, this exclusion does not apply to Paragraphs 17. a., b. and c. of "personal and advertising injury" under **SECTION V - DEFINITIONS**.

For the purposes of this exclusion, the placing of frames, borders or links, or advertising, for you or others anywhere on the Internet is not, by itself, considered the business of advertising, broadcasting, publishing or telecasting.

k. Electronic Chatrooms or Bulletin Boards

"Personal and advertising injury" arising out of an electronic chatroom or bulletin board any insured hosts, owns, or over which any insured exercises control.

l. Unauthorized Use of Another's Name or Product

"Personal and advertising injury" arising out of the unauthorized use of another's name or product in your e-mail address, domain name or metatag, or any other similar tactics to mislead another's potential customers.

m. Employment Related Practices

"Personal and advertising injury" to:

- (1) A person arising out of any:
 - (a) Refusal to employ that person;
 - (b) Termination of that person's employment; or
 - (c) Other employment-related practices, policies, acts or omissions including but not limited to coercion, criticism, demotion, evaluation, failure to promote, reassignment, discipline, defamation, harassment, humiliation

or discrimination directed at that person; or

- (2) The spouse, child, parent, brother or sister of that person as a consequence of "personal and advertising injury" to that person at whom any of the employment-related practices described in Paragraphs (a), (b) or (c) above is directed.

This exclusion applies:

- (1) Whether the insured may be liable as an employer or in any other capacity; and
- (2) To any obligation to share damages with or repay someone else who must pay damages because of the injury.

n. Pollutant

"Personal and advertising injury" arising out of the actual, alleged or threatened discharge, dispersal, seepage, migration, release, escape or emission of "pollutants" at any time.

o. Pollutant-Related

Any loss, cost or expense arising out of any:

- (1) Request, demand, order or statutory or regulatory requirement that any insured or others test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of, "pollutants"; or
- (2) Claim or suit by or on behalf of a governmental authority for damages because of testing for, monitoring, cleaning up, removing, containing, treating, detoxifying or neutralizing, or in any way responding to, or assessing the effects of, "pollutants".

p. Asbestos

"Personal and advertising injury" arising out of, attributable to, or any way related to asbestos in any form or transmitted in any manner.

q. Additional Insured Prior Knowledge

An additional insured added by attachment of an endorsement to this Coverage Part that is seeking coverage for a claim or "suit", if that additional insured knew, per the following paragraph, that a "personal and advertising injury" offense had been committed or had begun to be committed, in whole or in part, prior to the "coverage term" in which such offense

was committed or began to be committed.

An additional insured added by attachment of an endorsement to this Coverage Part will be deemed to have known that a "personal and advertising injury" offense has been committed or has begun to be committed at the earliest time when that additional insured, or any one of its owners, members, partners, managers, executive officers, "employees" assigned to manage that additional insured's insurance program, or "employees" assigned to give or receive notice of an "occurrence", "personal and advertising injury" offense, claim or "suit":

- (1) Reports all, or any part, of the "personal and advertising injury" to us or any other insurer;
- (2) Receives a written or verbal demand or claim for damages because of the "personal and advertising injury";
- (3) First observes, or reasonably should have first observed, the offense that caused the "personal and advertising injury";
- (4) Becomes aware, or reasonably should have become aware, by any means other than as described in (3) above, that the "personal and advertising injury" offense had been committed or had begun to be committed; or
- (5) Becomes aware, or reasonably should have become aware, of a condition from which "personal and advertising injury" is substantially certain to occur.

r. War

"Personal and advertising injury", however caused, arising, directly or indirectly, out of:

- (1) War, including undeclared or civil war;
- (2) Warlike action by a military force, including action in hindering or defending against an actual or expected attack, by any government, sovereign or other authority using military personnel or other agents; or
- (3) Insurrection, rebellion, revolution, usurped power, or action taken by governmental authority in hindering or defending against any of these.

s. Distribution of Material in Violation of Statutes

"Personal and advertising injury" arising directly or indirectly out of any action or omission that violates or is alleged to violate:

- a. The Telephone Consumer Protection Act (TCPA), including any amendment of or addition to such law; or
- b. The CAN-SPAM Act of 2003, including any amendment of or addition to such law; or
- c. Any statute, ordinance or regulation, other than the TCPA or CAN-SPAM Act of 2003, that prohibits or limits the sending, transmitting, communicating or distribution of material or information.

COVERAGE C. MEDICAL PAYMENTS

1. Insuring Agreement

- a. We will pay medical expenses as described below for "bodily injury" caused by an accident:

- (1) On premises you own or rent;
- (2) On ways next to premises you own or rent; or
- (3) Because of your operations;

provided that:

- (1) The accident takes place in the "coverage territory" and during the policy period;
- (2) The expenses are incurred and reported to us within three years of the date of the accident; and
- (3) The injured person submits to examination, at our expense, by physicians of our choice as often as we reasonably require.

- b. We will make these payments regardless of fault. These payments will not exceed the applicable limit of insurance. We will pay reasonable expenses for:

- (1) First aid administered at the time of an accident;
- (2) Necessary medical, surgical, x-ray and dental services, including prosthetic devices; and
- (3) Necessary ambulance, hospital, professional nursing and funeral services.

2. Exclusions

We will not pay expenses for "bodily injury":

a. Any Insured

To any insured, except "volunteer workers".

b. Hired Person

To a person hired to do work for or on behalf of any insured or a tenant of any insured.

c. Injury on Normally Occupied Premises

To a person injured on that part of premises you own or rent that the person normally occupies.

d. Workers' Compensation and Similar Laws

To a person, whether or not an "employee" of any insured, if benefits for the "bodily injury" are payable or must be provided under a workers' compensation or disability benefits law or a similar law.

e. Athletic Activities

To any person injured while officiating, coaching, practicing for, instructing or participating in any physical exercises or games, sports, or athletic contests or exhibitions of an athletic or sports nature.

f. Products-Completed Operations Hazard

Included within the "products-completed operations hazard".

g. Coverage A Exclusions

Excluded under **COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY**.

SUPPLEMENTARY PAYMENTS - COVERAGES A AND B

We will pay, with respect to any claim we investigate or settle, or any "suit" against an insured we defend:

1. All expenses we incur.
2. Up to \$250 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 bonds.
3. The cost of bonds to release attachments, but only for bond amounts within the applicable limit of insurance. We do not have to furnish these bonds.
4. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", in-

cluding actual loss of earnings up to \$250 a day because of time off from work.

5. All costs taxed against the insured in the "suit".
6. Prejudgment interest awarded against the insured on that part of the judgment we become obligated to pay and which falls within the applicable limit of insurance. If we make an offer to pay the applicable limit of insurance, we will not pay any prejudgment interest based on that period of time after the offer.
7. All interest on the full amount of any judgment that accrues after entry of the judgment and before we have paid, offered to pay, or deposited in court the part of the judgment that is within the applicable limit of insurance.

These payments will not reduce the limits of insurance.

SECTION II - WHO IS AN INSURED

1. If you are designated in the Declarations as:

- a. An individual, you and your spouse are insureds, but only with respect to the conduct of a business of which you are the sole owner.
- b. A partnership or joint venture, you are an insured. Your members, your partners, and their spouses are also insureds, but only with respect to the conduct of your business.
- c. A limited liability company, you are an insured. Your members are also insureds, but only with respect to the conduct of your business. Your managers are insureds, but only with respect to their duties as your managers.
- d. An organization other than a partnership, joint venture or limited liability company, you are an insured. Your "executive officers" and directors are insureds, but only with respect to their duties as your officers or directors. Your stockholders are also insureds, but only with respect to their liability as stockholders.
- e. A trust, you are an insured. Your trustees are also insureds, but only with respect to their duties as trustees.

2. Each of the following is also an insured:

- a. Your "volunteer workers" only while performing duties related to the conduct of your business, or your "employees", other than either your "executive officers" (if you are an organization other than a partnership, joint venture or limited liability company) or your managers (if you are a limited liability company), but only for acts within the scope of their employment by

you or while performing duties related to the conduct of your business. However, none of these "employees" or "volunteer workers" are insureds for:

(1) "Bodily injury" or "personal and advertising injury":

- (a)** To you, to your partners or members (if you are a partnership or joint venture), to your members (if you are a limited liability company), to a co-"employee" while in the course of his or her employment or performing duties related to the conduct of your business, or to your other "volunteer workers" while performing duties related to the conduct of your business;
- (b)** To the spouse, child, parent, brother or sister of that co-"employee" or "volunteer worker" as a consequence of Paragraph **(1)(a)** above;
- (c)** For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in Paragraphs **(1)(a)** or **(b)** above; or
- (d)** Arising out of his or her providing or failing to provide professional health care services.

(2) "Property damage" to property:

- (a)** Owned, occupied or used by; or
- (b)** Rented to, in the care, custody or control of, or over which physical control is being exercised for any purpose by,

you, any of your "employees", "volunteer workers", any partner or member (if you are a partnership or joint venture), or any member (if you are a limited liability company).

- b.** Any person (other than your "employee" or "volunteer worker"), or any organization while acting as your real estate manager.
- c.** Any person or organization having proper temporary custody of your property if you die, but only:
 - (1)** With respect to liability arising out of the maintenance or use of that property; and
 - (2)** Until your legal representative has been appointed.

- d.** Your legal representative if you die, but only with respect to duties as such. That representative will have all your rights and duties under this Coverage Part.

3. Any organization you newly acquire or form, other than a partnership, joint venture or limited liability company, and over which you maintain ownership or majority interest, will qualify as a Named Insured if there is no other similar insurance available to that organization. However:

- a.** Insurance under this provision is afforded only until the 90th day after you acquire or form the organization or the end of the policy period, whichever is earlier;
- b. **COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY**** does not apply to "bodily injury" or "property damage" that occurred before you acquired or formed the organization; and
- c. **COVERAGE B. PERSONAL AND ADVERTISING INJURY LIABILITY**** does not apply to "personal and advertising injury" arising out of an offense committed before you acquired or formed the organization.

No person or organization is an insured with respect to the conduct of any current or past partnership, joint venture or limited liability company that is not shown as a Named Insured in the Declarations.

SECTION III - LIMITS OF INSURANCE

1. The Limits of Insurance shown in the Declarations and the rules below fix the most we will pay regardless of the number of:

- a.** Insureds;
- b.** Claims made or "suits" brought; or
- c.** Persons or organizations making claims or bringing "suits".

2. a. The General Aggregate Limit is the most we will pay for the sum of:

- (1) Medical expenses under **COVERAGE C. MEDICAL PAYMENTS**;**
- (2) Damages under **COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, except damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard"; and**
- (3) Damages under **COVERAGE B. PERSONAL AND ADVERTISING INJURY LIABILITY**.**

This General Aggregate Limit will not apply if either the Location General Aggregate

gate Limit of Insurance, Paragraph **2.b.**, or the Construction Project General Aggregate Limit of Insurance, Paragraph **2.c.** applies.

- b. A separate Location General Aggregate Limit of Insurance, equal to the amount of the General Aggregate Limit shown in the Declarations, shall apply to each location owned by, or rented or leased to you and is the most we will pay for the sum of:

(1) Damages under **COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, except damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard"; and

(2) Medical expenses under **COVERAGE C. MEDICAL PAYMENTS**,

which can be attributed to operations at only a single location owned by, or rented or leased to you.

- c. A separate Construction Project General Aggregate Limit of Insurance, equal to the amount of the General Aggregate Limit shown in the Declarations, shall apply to each construction project and is the most we will pay for the sum of:

(1) Damages under **COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, except damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard"; and

(2) Medical expenses under **COVERAGE C. MEDICAL PAYMENTS**;

which can be attributed only to ongoing operations and only at a single construction project.

- d. Only for the purpose of determining which General Aggregate Limit of Insurance, **2.a.**, **2.b.**, or **2.c.**, applies:

(1) Location means premises involving the same or connecting lots, or premises, whose connection is interrupted only by a street, roadway, waterway or right-of-way of a railroad.

(2) Construction project means a location you do not own, rent or lease where ongoing improvements, alterations, installation, demolition or maintenance work is performed by you or on your behalf. All connected ongoing improvements, alterations, installation, demolition or maintenance work performed by you or on

your behalf at the same location for the same persons or organizations, no matter how often or under how many different contracts, will be deemed to be a single construction project.

3. The Products-Completed Operations Aggregate Limit is the most we will pay under **COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY** for damages because of "bodily injury" and "property damage" included in the "products-completed operations hazard".

4. Subject to **2.a.** above, the Personal and Advertising Injury Limit is the most we will pay under **COVERAGE B. PERSONAL AND ADVERTISING INJURY LIABILITY** for the sum of all damages because of all "personal and advertising injury" sustained by any one person or organization.

5. Subject to **2.** or **3.** above, whichever applies, the Each Occurrence Limit is the most we will pay for the sum of:

a. Damages under **COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY**; and

b. Medical expenses under **COVERAGE C. MEDICAL PAYMENTS**;

because of all "bodily injury" and "property damage" arising out of any one "occurrence".

6. Subject to **5.** above, the Damage to Premises Rented to You Limit is the most we will pay under **COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY** for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire or explosion, while rented to you or temporarily occupied by you with permission of the owner.

7. Subject to **5.** above, the Medical Expense Limit is the most we will pay under **COVERAGE C. MEDICAL PAYMENTS** for all medical expenses because of "bodily injury" sustained by any one person.

The Limits of Insurance of this Coverage Part apply separately to each "coverage term".

SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS

1. Bankruptcy

Bankruptcy or insolvency of the insured or of the insured's estate will not relieve us of our obligations under this Coverage Part.

2. Duties in the Event of Occurrence, Offense, Claim or Suit

a. You must see to it that we are notified as soon as practicable of an "occurrence" or

a "personal and advertising injury" offense which may result in a claim. To the extent possible, notice should include:

- (1) How, when and where the "occurrence" or offense took place;
- (2) The names and addresses of any injured persons and witnesses; and
- (3) The nature and location of any injury or damage arising out of the "occurrence" or offense.

b. If a claim is made or "suit" is brought against any insured, you must:

- (1) Immediately record the specifics of the claim or "suit" and the date received; and
- (2) Notify us as soon as practicable.

You must see to it that we receive written notice of the claim or "suit" as soon as practicable.

c. You and any other involved insured must:

- (1) Immediately send us copies of any demands, notices, summonses or legal papers received in connection with the claim or "suit";
- (2) Authorize us to obtain records and other information;
- (3) Cooperate with us in the investigation or settlement of the claim or defense against the "suit"; and
- (4) Assist us, upon our request, in the enforcement of any right against any person or organization which may be liable to the insured because of injury or damage to which this insurance may also apply.

d. No insured will, except at that insured's own cost, voluntarily make a payment, assume any obligation, or incur any expense, other than for first aid, without our consent.

3. Legal Action Against Us

No person or organization has a right under this Coverage Part:

- a. To join us as a party or otherwise bring us into a "suit" asking for damages from an insured; or
- b. To sue us on this Coverage Part unless all of its terms have been fully complied with.

A person or organization may sue us to recover on an agreed settlement or on a final judgment against an insured; but we will not be liable for damages that are not payable

under the terms of this Coverage Part or that are in excess of the applicable limit of insurance. An agreed settlement means a settlement and release of liability signed by us, the insured and the claimant or the claimant's legal representative.

4. Liberalization

If, within 60 days prior to the beginning of this Coverage Part or during the policy period, we make any changes to any forms or endorsements of this Coverage Part for which there is currently no separate premium charge, and that change provides more coverage than this Coverage Part, the change will automatically apply to this Coverage Part as of the latter of:

- a. The date we implemented the change in your state; or
- b. The date this Coverage Part became effective; and

will be considered as included until the end of the current policy period. We will make no additional premium charge for this additional coverage during the interim.

5. Other Insurance

If other valid and collectible insurance is available to the insured for a loss we cover under **COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY** or **COVERAGE B. PERSONAL AND ADVERTISING INJURY LIABILITY** of this Coverage Part, our obligations are limited as follows:

a. Primary Insurance

This insurance is primary except when **b.** below applies. If this insurance is primary, our obligations are not affected unless any of the other insurance is also primary. Then, we will share with all that other insurance by the method described in **c.** below.

b. Excess Insurance

This insurance is excess over:

- (1) Any of the other insurance, whether primary, excess, contingent or on any other basis:
 - (a) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar insurance for "your work";
 - (b) That is Fire or Explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;
 - (c) That is insurance purchased by you to cover your liability as a tenant for "property damage" to

premises rented to you or temporarily occupied by you with permission of the owner; or

- (d) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to **SECTION 1 - COVERAGES, COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY, 2. Exclusions, g. Aircraft, Auto or Watercraft.**
- (2) Any other primary insurance available to the insured covering liability for damages arising out of the premises or operations, or the products and completed operations, for which the insured has been added as an additional insured by attachment of an endorsement.
- (3) Any other insurance:
 - (a) Whether primary, excess, contingent or on any other basis, except when such insurance is written specifically to be excess over this insurance; and
 - (b) That is a consolidated (wrap-up) insurance program which has been provided by the prime contractor/project manager or owner of the consolidated project in which you are involved.

When this insurance is excess, we will have no duty under **COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY** or **COVERAGE B. PERSONAL AND ADVERTISING INJURY LIABILITY** to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.

When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

- (1) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
- (2) The total of all deductible and self-insured amounts under all that other insurance.

We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision and was not bought specifically to apply in excess of the Limits of Insurance

shown in the Declarations of this Coverage Part.

c. **Method of Sharing**

If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

6. **Premium Audit**

- a. We will compute all premiums for this Coverage Part in accordance with our rules and rates.
- b. Premium shown in this Coverage Part as advance premium is a deposit premium only. At the close of each audit period we will compute the earned premium for that period and send notice to the first Named Insured. The due date for audit and retrospective premiums is the date shown as the due date on the bill. If:
 - (1) The earned premium is less than the deposit premium, we will return the excess to the first Named Insured; or
 - (2) The earned premium is greater than the deposit premium, the difference will be due and payable to us by the first Named Insured upon notice from us.
- c. The first Named Insured must keep records of the information we need for premium computation, and send us copies at such times as we may request.

7. **Representations**

By accepting this Coverage Part, you agree:

- a. The statements in the Declarations are accurate and complete;
- b. Those statements are based upon representations you made to us; and
- c. We have issued this Coverage Part in reliance upon your representations.

8. **Separation of Insureds**

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this Coverage Part to the first Named Insured, this insurance applies:

- a. As if each Named Insured were the only Named Insured; and
- b. Separately to each insured against whom claim is made or "suit" is brought.

9. Transfer of Rights of Recovery Against Others to Us

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.

10. Two or More Coverage Forms or Policies Issued by Us

If this Coverage Part and any other Coverage Form, Coverage Part or policy issued to you by us or any company affiliated with us apply to the same "occurrence" or "personal and advertising injury" offense, the aggregate maximum limit of insurance under all the Coverage Forms, Coverage Parts or policies shall not exceed the highest applicable limit of insurance under any one Coverage Form, Coverage Part or policy. This condition does not apply to any Coverage Form, Coverage Part or policy issued by us or an affiliated company specifically to apply as excess insurance over this Coverage Part.

11. When We Do Not Renew

If we decide not to renew this Coverage Part, we will mail or deliver to the first Named Insured shown in the Declarations written notice of the nonrenewal not less than 30 days before the expiration date.

If notice is mailed, proof of mailing will be sufficient proof of notice.

SECTION V - DEFINITIONS

1. "Advertisement" means a notice that is broadcast, telecast or published to the general public or specific market segments about your goods, products or services for the purpose of attracting customers or supporters. "Advertisement" includes a publicity article. For purposes of this definition:

- a. Notices that are published include material placed on the Internet or on similar electronic means of communication; and
- b. Regarding web-sites, only that part of a web-site that is about your goods, products or services for the purposes of attracting customers or supporters is considered an "advertisement".

2. "Authorized representative" means:

- a. If you are designated in the Declarations as:

- (1) An individual, you and your spouse are "authorized representatives".
- (2) A partnership or joint venture, your members, your partners, and their spouses are "authorized representatives".
- (3) A limited liability company, your members and your managers are "authorized representatives".
- (4) An organization other than a partnership, joint venture or limited liability company, your "executive officers" and directors are "authorized representatives". Provided you are not a publicly traded organization, your stockholders are also "authorized representatives".
- (5) A trust, your trustees are "authorized representatives".

b. Your "employees":

- (1) Assigned to manage your insurance program; or
- (2) Responsible for giving or receiving notice of an "occurrence", "personal and advertising injury" offense, claim or "suit";

are also "authorized representatives".

3. "Auto" means:

- a. A land motor vehicle, trailer or semitrailer designed for travel on public roads, including any attached machinery or equipment; or
- b. Any other land vehicle that is subject to a compulsory or financial responsibility law or other motor vehicle insurance law in the state where it is licensed or principally garaged.

However, "auto" does not include "mobile equipment".

4. "Bodily injury" means bodily injury, sickness or disease sustained by a person, including death resulting from any of these at any time.

5. "Coverage term" means the following individual increment, or if a multi-year policy period, increments, of time, which comprise the policy period of this Coverage Part:

- a. The year commencing on the Effective Date of this Coverage Part at 12:01 AM standard time at your mailing address shown in the Declarations, and if a multi-year policy period, each consecutive annual period thereafter, or portion thereof if any period is for a period of less than 12 months, constitute individual "coverage terms". The last "coverage term" ends at

12:00 AM standard time at your mailing address shown in the Declarations on the earlier of:

- (1) The day the policy period shown in the Declarations ends; or
 - (2) The day the policy to which this Coverage Part is attached is terminated or cancelled.
 - b. However, if after the issuance of this Coverage Part, any "coverage term" is extended for an additional period of less than 12 months, that additional period of time will be deemed to be part of the last preceding "coverage term".
6. "Coverage territory" means:
- a. The United States of America (including its territories and possessions), Puerto Rico and Canada;
 - b. International waters or airspace, but only if the injury or damage occurs in the course of travel or transportation between any places included in **a.** above; or
 - c. All other parts of the world if the injury or damage arises out of:
 - (1) Goods or products made or sold by you in the territory described in **a.** above;
 - (2) The activities of a person whose home is in the territory described in **a.** above, but is away for a short time on your business; or
 - (3) "Personal and advertising injury" offenses that take place through the Internet or similar electronic means of communication,provided the insured's responsibility to pay damages is determined in a "suit" on the merits, in the territory described in **a.** above or in a settlement to which we agree.
7. "Electronic data" means information, facts or programs stored as or on, created or used on, or transmitted to or from computer software, including systems and applications software, hard or floppy disks, CD-ROMs, tapes, drives, cells, data processing devices or any other media which are used with electronically controlled equipment.
8. "Employee" includes a "leased worker". "Employee" does not include a "temporary worker".
9. "Executive officer" means a person holding any of the officer positions created by your charter, constitution, by-laws or any other similar governing document.

10. "Hostile fire" means one which becomes uncontrollable or breaks out from where it was intended to be.

11. "Impaired property" means tangible property, other than "your product" or "your work", that cannot be used or is less useful because:

- a. It incorporates "your product" or "your work" that is known or thought to be defective, deficient, inadequate or dangerous; or
- b. You have failed to fulfill the terms of a contract or agreement;

if such property can be restored to use by:

- a. The repair, replacement, adjustment or removal of "your product" or "your work"; or
- b. Your fulfilling the terms of the contract or agreement.

12. "Insured contract" means:

- a. 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 "property damage" by fire or explosion to premises while rented to you or temporarily occupied by you with permission of the owner is not an "insured contract";
- b. A sidetrack agreement;
- c. Any easement or license agreement, except in connection with construction or demolition operations on or within 50 feet of a railroad;
- d. An obligation, as required by ordinance, to indemnify a municipality, except in connection with work for a municipality;
- e. An elevator maintenance agreement;
- f. That part of any other contract or agreement pertaining to your business (including an indemnification of a municipality in connection with work performed for a municipality) under which you assume the tort liability of another party to pay for "bodily injury", "property damage" or "personal and advertising injury" to a third person or organization. Tort liability means a liability that would be imposed by law in the absence of any contract or agreement.

Paragraph **f.** does not include that part of any contract or agreement:

- (1) That indemnifies a railroad for "bodily injury", "property damage" or "personal and advertising injury" arising out of construction or demolition operations, within 50 feet of any rail-

road property and affecting any rail-road bridge or trestle, tracks, road-beds, tunnel, underpass or crossing;

- (2) That indemnifies an architect, engineer or surveyor for injury or damage arising out of:

(a) Preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or

(b) Giving directions or instructions, or failing to give them, if that is the primary cause of the injury or damage;

- (3) Under which the insured, if an architect, engineer or surveyor, assumes liability for an injury or damage arising out of the insured's rendering or failure to render professional services, including those listed in Paragraph (2) above and supervisory, inspection, architectural or engineering activities;

- (4) That indemnifies an advertising, public relations or media consulting firm for "personal and advertising injury" arising out of the planning, execution or failure to execute marketing communications programs. Marketing communications programs include but are not limited to comprehensive marketing campaigns; consumer, trade and corporate advertising for all media; media planning, buying, monitoring and analysis; direct mail; promotion; sales materials; design; presentations; point-of-sale materials; market research; public relations and new product development;

- (5) Under which the insured, if an advertising, public relations or media consulting firm, assumes liability for "personal and advertising injury" arising out of the insured's rendering or failure to render professional services, including those services listed in Paragraph (4), above;

- (6) That indemnifies a web-site designer or content provider, or Internet search, access, content or service provider for injury or damage arising out of the planning, execution or failure to execute Internet services. Internet services include but are not limited to design, production, distribution, maintenance and administration of web-sites and web-banners; hosting web-sites; registering domain names; registering with search

engines; marketing analysis; and providing access to the Internet or other similar networks; or

- (7) Under which the insured, if a web-site designer or content provider, or Internet search, access, content or service provider, assumes liability for injury or damage arising out of the insured's rendering or failure to render Internet services, including those listed in Paragraph (6), above.

13. "Leased worker" means a person leased to you by a labor leasing firm under an agreement between you and the labor leasing firm, to perform duties related to the conduct of your business. "Leased worker" includes supervisors furnished to you by the labor leasing firm. "Leased worker" does not include a "temporary worker".

14. "Loading or unloading" means the handling of property:

- a. After it is moved from the place where it is accepted for movement into or onto an aircraft, watercraft or "auto";
- b. While it is in or on an aircraft, watercraft or "auto"; or
- c. While it is being moved from an aircraft, watercraft or "auto" to the place where it is finally delivered;

but "loading or unloading" does not include the movement of property by means of a mechanical device, other than a hand truck, that is not attached to the aircraft, watercraft or "auto".

15. "Mobile equipment" means any of the following types of land vehicles, including any attached machinery or equipment:

- a. Bulldozers, farm machinery, forklifts and other vehicles designed for use principally off public roads;
- b. Vehicles maintained for use solely on or next to premises you own or rent;
- c. Vehicles that travel on crawler treads;
- d. Vehicles, whether self-propelled or not, maintained primarily to provide mobility to permanently mounted:
 - (1) Power cranes, shovels, loaders, diggers or drills; or
 - (2) Road construction or resurfacing equipment such as graders, scrapers or rollers;
- e. Vehicles not described in a., b., c. or d. above that are not self-propelled and are maintained primarily to provide mobility to

permanently attached equipment of the following types:

- (1) Air compressors, pumps and generators, including spraying, welding, building cleaning, geophysical exploration, lighting and well servicing equipment; or
- (2) Cherry pickers and similar devices used to raise or lower workers;
- f. Vehicles not described in **a., b., c. or d.** above maintained primarily for purposes other than the transportation of persons or cargo.

However, self-propelled vehicles with the following types of permanently attached equipment are not "mobile equipment" but will be considered "autos":

- (1) Equipment designed primarily for:
 - (a) Snow removal;
 - (b) Road maintenance, but not construction or resurfacing; or
 - (c) Street cleaning;
- (2) Cherry pickers and similar devices mounted on automobile or truck chassis and used to raise or lower workers; and
- (3) Air compressors, pumps and generators, including spraying, welding, building cleaning, geophysical exploration, lighting and well servicing equipment.

However, "mobile equipment" does not include any land vehicles that are subject to a compulsory or financial responsibility law or other motor vehicle insurance law in the state where it is licensed or principally garaged. Land vehicles subject to a compulsory or financial responsibility law or other motor vehicle insurance law are considered "autos".

- 16. "Occurrence" means an accident, including continuous or repeated exposure to substantially the same general harmful conditions.
- 17. "Personal and advertising injury" means injury, including consequential "bodily injury", arising out of one or more of the following offenses:
 - a. False arrest, detention or imprisonment;
 - b. Malicious prosecution;
 - c. The wrongful eviction from, wrongful entry into, or invasion of the right of private occupancy of a room, dwelling or premises that a person occupies, committed by or on behalf of its owner, landlord or lessor;

- d. Oral or written publication, in any manner, of material that slanders or libels a person or organization or disparages a person's or organization's goods, products or services;
- e. Oral or written publication, in any manner, of material that violates a person's right of privacy;
- f. The use of another's advertising idea in your "advertisement"; or
- g. Infringing upon another's copyright, trade dress or slogan in your "advertisement".

18. "Pollutant" means any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, fumes, acids, alkalis, chemicals, petroleum, petroleum products and petroleum by-products, and waste. Waste includes materials to be recycled, reconditioned or reclaimed. "Pollutants" include but are not limited to substances which are generally recognized in industry or government to be harmful or toxic to persons, property or the environment regardless of whether the injury or damage is caused directly or indirectly by the "pollutants" and whether:

- a. The insured is regularly or otherwise engaged in activities which taint or degrade the environment; or
- b. The insured uses, generates or produces the "pollutant".

19. "Products-completed operations hazard":

- a. Includes all "bodily injury" and "property damage" occurring away from premises you own or rent and arising out of "your product" or "your work" except:
 - (1) Products that are still in your physical possession; or
 - (2) Work that has not yet been completed or abandoned. However, "your work" will be deemed completed at the earliest of the following times:
 - (a) When all of the work called for in your contract has been completed; or
 - (b) When all of the work to be done at the job site has been completed if your contract calls for work at more than one job site; or
 - (c) When that part of the work done at a job site has been put to its intended use by any person or organization other than another contractor or subcontractor working on the same project.

Work that may need service, maintenance, correction, repair or replacement, but which is otherwise complete, will be treated as completed.

- b. Does not include "bodily injury" or "property damage" arising out of:

- (1) The transportation of property, unless the injury or damage arises out of a condition in or on a vehicle not owned or operated by you, and that condition was created by the "loading or unloading" of that vehicle by any insured;
- (2) The existence of tools, uninstalled equipment or abandoned or unused materials; or
- (3) Products or operations for which the classification, listed in the Declarations or in a schedule, states that products-completed operations are included.

20. "Property damage" means:

- a. Physical injury to tangible property, including all resulting loss of use of that property. All such loss of use shall be deemed to occur at the time of the physical injury that caused it; or
- b. Loss of use of tangible property that is not physically injured. All such loss of use shall be deemed to occur at the time of the "occurrence" that caused it.

For the purposes of this insurance, "electronic data" is not tangible property.

21. "Suit" means a civil proceeding in which money damages because of "bodily injury", "property damage" or "personal and advertising injury" to which this insurance applies are alleged. "Suit" includes:

- a. An arbitration proceeding in which such damages are claimed and to which the insured must submit or does submit with our consent;
- b. Any other alternative dispute resolution proceeding in which such damages are claimed and to which the insured submits with our consent; or
- c. An appeal of a civil proceeding.

22. "Temporary worker" means a person who is furnished to you to substitute for a permanent "employee" on leave or to meet seasonal or short-term workload conditions.

23. "Volunteer worker" means a person who is not your "employee", and who donates his or

her work and acts at the direction of and within the scope of duties determined by you, and is not paid a fee, salary or other compensation by you or anyone else for their work performed for you.

24. "Workplace" means that place and during such hours to which the "employee" sustaining "bodily injury" was assigned by you, or any other person or entity acting on your behalf, to work on the date of "occurrence".

25. "Your product":

a. Means:

- (1) Any goods or products, other than real property, manufactured, sold, handled, distributed or disposed of by:
 - (a) You;
 - (b) Others trading under your name; or
 - (c) A person or organization whose business or assets you have acquired; and
- (2) Containers (other than vehicles), materials, parts or equipment furnished in connection with such goods or products.

b. Includes:

- (1) Warranties or representations made at any time with respect to the fitness, quality, durability, performance or use of "your product"; and
- (2) The providing of or failure to provide warnings or instructions.

- c. Does not include vending machines or other property rented to or located for the use of others but not sold.

26. "Your work":

a. Means:

- (1) Work or operations performed by you or on your behalf; and
- (2) Materials, parts or equipment furnished in connection with such work or operations.

b. Includes:

- (1) Warranties or representations made at any time with respect to the fitness, quality, durability, performance or use of "your work"; and
- (2) The providing of or failure to provide warnings or instructions.

NUCLEAR ENERGY LIABILITY EXCLUSION

(Broad Form)

1. The insurance does not apply:

A. Under any Liability Coverage, to "bodily injury" or "property damage":

(1) With respect to which an insured under this Coverage Part is also an insured under a nuclear energy liability policy issued by Nuclear Energy Liability Insurance Association, Mutual Atomic Energy Liability Underwriters, Nuclear Insurance Association of Canada, or any of their successors, or would be an insured under any such policy but for its termination upon exhaustion of its limit of liability; or

(2) Resulting from the "hazardous properties" of "nuclear material" and with respect to which (a) any person or organization is required to maintain financial protection pursuant to the Atomic Energy Act of 1954, or any law amendatory thereof, or (b) the insured is, or had this Coverage Part not been issued would be, entitled to indemnity from the United States of America, or any agency thereof, under any agreement entered into by the United States of America, or any agency thereof, with any person or organization.

B. Under any Medical Payments coverage, to expenses incurred with respect to "bodily injury" resulting from the "hazardous properties" of "nuclear material" and arising out of the operation of a "nuclear facility" by any person or organization.

C. Under any Liability Coverage, to "bodily injury" or "property damage" resulting from the "hazardous properties" of "nuclear material", if:

(1) The "nuclear material" (a) is at any "nuclear facility" owned by, or operated by or on behalf of, an insured, or (b) has been discharged or dispersed therefrom;

(2) The "nuclear material" is contained in "spent fuel" or "waste" at any time possessed, handled, used, processed, stored, transported or disposed of, by or on behalf of an insured; or

(3) The "bodily injury" or "property damage" arises out of the furnishing by

an insured of services, materials, parts or equipment in connection with the planning, construction, maintenance, operation or use of any "nuclear facility", but if such facility is located within the United States of America, its territories or possessions or Canada, this Exclusion (3) applies only to "property damage" to such "nuclear facility" and any property thereat.

2. As used in this exclusion:

"Hazardous properties" includes radioactive, toxic or explosive properties.

"Nuclear material" means "source material", "special nuclear material" or "by-product material".

"Source material", "special nuclear material", and "by-product material" have the meanings given them in the Atomic Energy Act of 1954 or in any law amendatory thereof.

"Spent fuel" means any fuel element or fuel component, solid or liquid, which has been used or exposed to radiation in a "nuclear reactor".

"Waste" means any waste material (a) containing "by-product material" other than the tailings or wastes produced by the extraction or concentration of uranium or thorium from any ore processed primarily for its "source material" content, and (b) resulting from the operation by any person or organization of any "nuclear facility" included under the first two paragraphs of the definition of "nuclear facility".

"Nuclear facility" means:

A. Any "nuclear reactor";

B. Any equipment or device designed or used for (1) separating the isotopes of uranium or plutonium, (2) processing or utilizing "spent fuel", or (3) handling, processing or packaging "waste";

C. Any equipment or device used for the processing, fabricating or alloying of "special nuclear material" if at any time the total amount of such material in the custody of the insured at the premises where such equipment or device is located consists of or contains more than 25 grams of plutonium or uranium 233 or any combination thereof, or more than 250 grams of uranium 235;

D. Any structure, basin, excavation, premises or place prepared or used for the storage or disposal of "waste";

and includes the site on which any of the foregoing is located, all operations conducted on such site and all premises used for such operations.

"Nuclear reactor" means any apparatus designed or used to sustain nuclear fission in a self-supporting chain reaction or to contain a critical mass of fissionable material.

"Property damage" includes all forms of radioactive contamination of property.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DEDUCTIBLE LIABILITY INSURANCE

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART**

SCHEDULE

COVERAGE

Amount and Basis of Deductible PER CLAIM or PER OCCURRENCE

Bodily Injury Liability

\$ SEE BELOW \$

OR

Property Damage Liability

\$ \$

OR

Bodily Injury Liability and/or
Property Damage Liability Combined

\$ \$

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

APPLICATION OF ENDORSEMENT (Enter below any limitations on the application of this endorsement. If no limitation is entered, the deductibles apply to damages for all "bodily injury" and "property damage", however caused):

\$1,000 PD DEDUCTIBLE PER OCCURRENCE FOR SPECIAL EVENTS FOR CLASS 20000

\$1,000 PD DEDUCTIBLE PER OCCURRENCE FOR PREMISES/OPERATIONS FOR CLASS 41670

\$1,000 PD DEDUCTIBLE PER OCCURRENCE FOR PRODUCTS/COMP. OPS FOR CLASS 41670

A. Our obligation under the Bodily Injury Liability and Property Damage Liability Coverages to pay damages on your behalf applies only to the amount of damages in excess of any deductible amounts stated in the Schedule above as applicable to such coverages.

B. You may select a deductible amount on either a per claim or a per "occurrence" basis. Your selected deductible applies to the coverage option and to the basis of the deductible indicated by the placement of the deductible amount in the Schedule above. The deductible amount stated in the Schedule above applies as follows:

1. PER CLAIM BASIS. If the deductible amount indicated in the Schedule above is on a per claim basis, that deductible applies as follows:

- a.** Under Bodily Injury Liability Coverage, to all damages sustained by any one person because of "bodily injury";
- b.** Under Property Damage Liability Coverage, to all damages sustained by any one person because of "property damage"; or
- c.** Under Bodily Injury Liability and/or Property Damage Liability Coverage

Combined, to all damages sustained by any one person because of:

- (1)** "Bodily injury";
- (2)** "Property damage"; or
- (3)** "Bodily injury" and "property damage" combined

as the result of any one "occurrence".

If damages are claimed for care, loss of services or death resulting at any time from "bodily injury", a separate deductible amount will be applied to each person making a claim for such damages.

With respect to "property damage", person includes an organization.

2. PER OCCURRENCE BASIS. If the deductible amount indicated in the Schedule above is on a "per occurrence" basis, that deductible amount applies as follows:

- a.** Under Bodily Injury Liability Coverage, to all damages because of "bodily injury";
- b.** Under Property Damage Liability Coverage, to all damages because of "property damage"; or
- c.** Under Bodily Injury Liability and/or Property Damage Liability Coverage

Combined, to all damages because of:

- (1) "Bodily injury";
- (2) "Property damage"; or
- (3) "Bodily injury" and "property damage" combined

as the result of any one "occurrence", regardless of the number of persons or organizations who sustain damages because of that "occurrence".

- C. The terms of this insurance, including those with respect to:

- 1. Our right and duty to defend the insured against any "suits" seeking those damages; and
- 2. Your duties in the event of an "occurrence", claim, or "suit"

apply irrespective of the application of the deductible amount.

- D. We may pay any part or all of the deductible amount to effect settlement of any claim or "suit" and, upon notification of the action taken, you shall promptly reimburse us for such part of the deductible amount as has been paid by us.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED--CLUB MEMBERS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

WHO IS AN INSURED (Section II) is amended to include as an insured any of your members, but only with respect to their liability for your activities or activities they perform on your behalf.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**EXCLUSION - ACCESS OR DISCLOSURE OF
CONFIDENTIAL OR PERSONAL INFORMATION AND
DATA-RELATED LIABILITY - WITH
LIMITED BODILY INJURY EXCEPTION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

- A. Exclusion 2.s. of Section I - Coverage A - Bodily Injury and Property Damage Liability** is replaced by the following:

2. Exclusions

This insurance does not apply to:

- s. Access or Disclosure of Confidential or Personal Information and Data-Related Liability**

Damages arising out of:

- (1)** Any access to or disclosure of any person's or organization's confidential or personal information, including patents, trade secrets, processing methods, customer lists, financial information, credit card information, health information or any other type of nonpublic information; or
- (2)** The loss of, loss of use of, damage to, corruption of, inability to access, or inability to manipulate electronic data.

This exclusion applies even if damages are claimed for notification costs, credit monitoring expenses, forensic expenses, public relations expenses or any other loss, cost or expense incurred by you or others arising

out of that which is described in Paragraph **(1)** or **(2)** above.

However, unless Paragraph **(1)** above applies, this exclusion does not apply to damages because of "bodily injury".

- B. The following is added to Paragraph 2. Exclusions of Section I - Coverage B - Personal and Advertising Injury Liability:**

2. Exclusions

This insurance does not apply to:

Access or Disclosure of Confidential or Personal Information

"Personal and advertising injury" arising out of any access to or disclosure of any person's or organization's confidential or personal information, including patents, trade secrets, processing methods, customer lists, financial information, credit card information, health information or any other type of nonpublic information.

This exclusion applies even if damages are claimed for notification costs, credit monitoring expenses, forensic expenses, public relations expenses or any other loss, cost or expense incurred by you or others arising out of any access to or disclosure of any person's or organization's confidential or personal information.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

MOBILE EQUIPMENT SUBJECT TO MOTOR VEHICLE INSURANCE LAWS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. SECTION I - COVERAGES, COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY, 2. Exclusions, g. Aircraft, Auto or Watercraft is replaced by the following:

This insurance does not apply to:

g. Aircraft, Auto or Watercraft

"Bodily injury" or "property damage" arising out of the ownership, maintenance, use or entrustment to others of any aircraft, "auto" or watercraft owned or operated by or rented or loaned to any insured. Use includes operation and "loading or unloading".

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage" involved the ownership, maintenance, use or entrustment to others of any aircraft, "auto" or watercraft that is owned or operated by or rented or loaned to any insured.

This exclusion does not apply to:

- (1) A watercraft while ashore on premises that you own or rent;
- (2) A watercraft you do not own that is:
 - (a) Less than 51 feet long; and
 - (b) Not being used to carry persons or property for a charge;
- (3) Parking an "auto" on, or the ways next to, premises you own or rent, provided the "auto" is not owned by or rented or loaned to you or the insured;
- (4) Liability assumed under any "insured contract" for the ownership, maintenance or use of aircraft or watercraft; or
- (5) "Bodily injury" or "property damage" arising out of the operation of any of the equipment listed in Paragraph f.

(2) or f. (3) of the definition of "mobile equipment".

B. SECTION II - WHO IS AN INSURED is amended to include:

4. With respect to "mobile equipment" registered in your name under any motor vehicle registration law, any person is an insured while driving such equipment along a public highway with your permission. Any other person or organization responsible for the conduct of such person is also an insured, but only with respect to liability arising out of the operation of the equipment, and only if no other insurance of any kind is available to that person or organization for this liability. However, no person or organization is an insured with respect to:
 - a. "Bodily injury" to a co-"employee" of the person driving the equipment; or
 - b. "Property damage" to property owned by, rented to, in the charge of or occupied by you or the employer of any person who is an insured under this provision.

C. SECTION V - DEFINITIONS, 3. "Auto" and 15. "Mobile equipment" are replaced by the following:

3. "Auto" means a land motor vehicle, trailer or semitrailer designed for travel on public roads, including any attached machinery or equipment. But "auto" does not include "mobile equipment".
15. "Mobile equipment" means any of the following types of land vehicles, including any attached machinery or equipment:
 - a. Bulldozers, farm machinery, forklifts and other vehicles designed for use principally off public roads;
 - b. Vehicles maintained for use solely on or next to premises you own or rent;
 - c. Vehicles that travel on crawler treads;

d. Vehicles, whether self-propelled or not, maintained primarily to provide mobility to permanently mounted;

(1) Power cranes, shovels, loaders, diggers or drills; or

(2) Road construction or resurfacing equipment such as graders, scrapers or rollers;

e. Vehicles not described in **a.**, **b.**, **c.** or **d.** above that are not self-propelled and are maintained primarily to provide mobility to permanently attached equipment of the following types:

(1) Air compressors, pumps and generators, including spraying, welding, building cleaning, geophysical exploration, lighting and well servicing equipment; or

(2) Cherry pickers and similar devices used to raise or lower workers;

f. Vehicles not described in **a.**, **b.**, **c.** or **d.** above maintained primarily for purposes other than the transportation of persons or cargo.

However, self-propelled vehicles with the following types of permanently attached equipment are not "mobile equipment" but will be considered "autos":

(1) Equipment designed primarily for:

(a) Snow removal;

(b) Road maintenance, but not construction or resurfacing; or

(c) Street cleaning;

(2) Cherry pickers and similar devices mounted on automobile or truck chassis and used to raise or lower workers; and

(3) Air compressors, pumps and generators, including spraying, welding, building cleaning, geophysical exploration, lighting and well servicing equipment.

D. This endorsement does not apply to any liability arising from an "occurrence" caused by or arising from any land vehicle if:

1. You have an Auto Coverage Form in force at the time of the "occurrence"; and

2. The land vehicle meets the definition of auto in your Auto Coverage Form or policy, regardless of whether or not such land vehicle is:

a. A covered auto under such Auto Coverage Form or policy; or

b. Specifically described on a schedule of covered autos on your Auto Coverage Form or policy.



* please note that we have shipped last years audit with this application. We have not yet received our most current one but will send when we do!

Thank you!

March 10, 2020

ATTN: Kristine Tallent
Historic Franklin
City Hall
109 Third Avenue South
Franklin, TN 37064

Dear Mayor Moore,

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'21 funding request:

<u>Service:</u>	<u>Requested Amount:</u>
Dues	\$ 6,873.57
Homemaker	\$ 4,700.00
Meals-on-Wheels	\$ 10,152.00
Ombudsman	\$ 2,850.00
Total	\$ 24,575.57

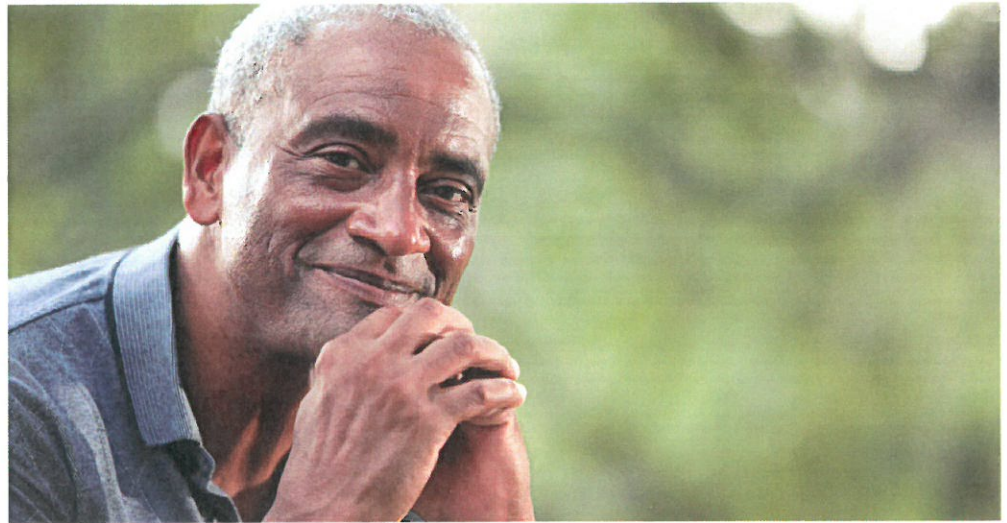
Should you have any questions, feel free to contact me. As always, we sincerely appreciate your support.

Best regards,

A handwritten signature in blue ink that reads "Jane Hamrick".

Jane Hamrick
Executive Director

Enclosures



2021 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**





* please note that we have shipped last years audit with this application. We have not yet received our most current one but will send when we do!

Thank you!

March 10, 2020

ATTN: Kristine Tallent
Historic Franklin
City Hall
109 Third Avenue South
Franklin, TN 37064

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Total	\$ 24,575.57

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Best regards,

A handwritten signature in blue ink that reads "Jane Hamrick".

Jane Hamrick
Executive Director

Enclosures



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Section I: Title Page - This Form should be the top sheet of your application packet.

Agency Exact Legal Name: Mid-Cumberland Human Resource Agency-Homemaker
(List agency name as it appears on the Secretary of State website)

Application Contact Name/Title: Jane Hamrick, Executive Director

Contact Phone Number and Email Address: 615-850-3912 / Jane.Hamrick@mchra.com

Board Chair: Rogers Anderson

Is the agency's street address provided on the Vendor Information Form located within the corporate limits of the City of Franklin? ☐ Yes ☒ No

If no or the address provided is not the entity's headquarters' address, list below the street address of your agency's official headquarters. If yes, skip Headquarters' details.

Headquarters' Street Address 1101 Kermit Drive, Suite 300, Nashville, TN 37217
City, State, Zip Code

Headquarters' Mailing Address 1101 Kermit Drive, Suite 300, Nashville, TN 37217
City, State, Zip Code

Headquarters' Contact Name and Number Jane Hamrick, Executive Director 615-850-3912

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 ☒

List the total amount of City of Franklin funds being requested for FY2020-2021 \$ 4,700.00

What percent of your local agency budget is the above funding request from the City of Franklin? 2.86

Do you provide year-round services (TCA 6-54-111)? Yes ☒ No ☐ If no, please list dates or months of services provided.

Applicants must provide a signed original copy of the application. An additional electronic copy of the completed application packet is requested but is not required.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION I: Checklist Form

Incomplete applications will not be reviewed. Every section is mandatory unless otherwise stated.

Agency Name: Mid-Cumberland Human Resource Agency-Homemaker

SECTION I: Title Page (Top Sheet)

- ☒ Funding application – Title Page (top sheet)
- ☒ Application checklist form
- ☒ Cover letter, voluntary

SECTION II: Application

- ☒ Funding application
- ☐ Additional answer pages

SECTION III: Budget

- ☒ Completed budget form
- ☐ Additional Budget narrative, voluntary

SECTION IV: Compliance Documentation

- ☒ Annual audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded. (T.C.A. 6-54-111)
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination)
- ☒ Any other forms of due diligence required by the State Comptroller's office
- ☒ Statement of non-discrimination (provided, to be signed)
- ☒ Board of Directors list that includes the names, position(s) held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability, general liability, and workers' compensation.

SECTION V: Attachments

- ☒ City of Franklin Vendor Information Form
- ☒ W-9 for the Agency
- ☒ State of Tennessee Annual Reporting form, if applicable
- ☒ Funding request schedule

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly and all the checklist items are included. Each item has been completed properly and correct forms, attachments, and documents have been provided as requested.

Jane Hamrick, Executive Director

3-10-20

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

3-10-20

Signature of (CEO/President/Executive Director/Board Chair)

Date

Homemaker | a Mid-Cumberland Service

A Homemaker and Elder Abuse Program



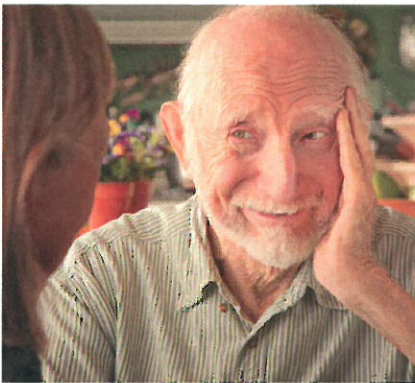
Request:

The Homemaker Program is requesting \$4,700 from Franklin.

About Us:

Trained Homemakers provide basic, in-home assistance to elderly, disabled, and handi-capped 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

FY19 8	Number of Clients	Number of Units	Percent of clients able to SAFELY retain their independence as a result of services provided
Williamson County	50	5447.5	88 %



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



City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION II: Application

Agency Name: Mid-Cumberland Human Resource Agency-Homemaker

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet. If a question does not apply, type NA).

1. Total number of years the program component or service has been in operation: 46 years

2. Total unduplicated number of active Participants in the Organization (participants should be counted once, no matter how many different direct services they receive during a funding year):

50 in FY19

3. Are fees charged to participants? ☐ Yes ☒ No

If yes, attach a fee schedule or itemize the fee structure utilized:

If no, please explain:

We do not charge fees to participants since most are below poverty level.

4. Approximate total number of clients served by your program on a yearly basis and location of services provided:

45-50 seniors annually

5. All funds provided must be used to aid Williamson County citizens only. Provide documentation to show the expenses used to service Williamson County Citizens (include an estimate of how many of the total active participants are Williamson County Citizens):

Clients are tracked in a database to determine unduplicated count of clients served in each county. Funds received are receipted and submitted to program management staff to ensure funds are receipted to the appropriate county budget. Expenses are tracked and receipted to appropriate county.

6. Provide a list of the target group(s) to be served (i.e. homeless families with children youth aged 10-16, elderly age 55 years or older, etc.):

Seniors age 60+



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: Mid-Cumberland Human Resource Agency-Homemaker

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

7. List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities:

Homemaker is the only program contracted with the Department of Human Services to provide services to the most frail, neglected, and abused senior citizens of Williamson County who fall under Adult Protective Services.

8. Provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal year 2020-2021.

The requested dollars would be spent in direct services to residents of Franklin. City contributions are used to serve one of the most vulnerable populations- individuals who have been or are at imminent risk of becoming victims of abuse, neglect, or exploitation. The funding will be used for direct support services such as light housekeeping, transportation, prescription pickups and other services to help seniors live independently.

9. Unless prohibited by law, provide documentation that your organization made a good faith effort to collect donations from private resources.

Due to contractual and licensure limitations in protecting clients under Adult Protective Services, the program is limited in its fundraising efforts but does accept donations and applies for United Way, corporate and foundation grants if available.



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: Mid-Cumberland Human Resource Agency-Homemaker

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

10. Other than the private resources above, list any other fundraising activities your agency engaged in during the year.

N/A

11. List any equipment owned by this organization funded, in whole or in part, by the City of Franklin. Indicate what it is used for, how it is maintained, and where it is stored.

N/A

12. Provide information on any interaction that your agency has with the operations of the City of Franklin Departments (i.e. response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

In the event an health emergency occurs in the process of providing services, emergency responders would be called.

13. What, if any, services did your agency provide *last year* for which you are requesting funding this year? What were the objectives and results (include a description, capacity, intensity, and duration of the services)?

The Homemaker Program’s objective is to safely enable elderly and/or disabled persons to remain in the home for as long as possible; free of abuse, neglect, or exploitation. We do this by assisting clients with a unique plan of care that addresses their needs. Service might include routine household tasks, budgeting and bill paying, meal preparation, shopping, transportation to appointments, assistance with resources, and personal care. The Homemaker also provides emotional support to clients who are suffering from depression or loneliness.



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name:

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

14. Are there measurable results achieved by your agency? ☒ Yes ☐ No
If yes, provide the detailed data (how you know the service was successful, expected outcomes and how you measure them):

The program measures the % of seniors helped to live independently at home, and this percentage was 88% in FY19.

15. Does your agency receive any external quality review or accreditation? ☒ Yes ☐ No
If yes, provide a copy of the certificate or license and explain.

Yes. The Finance and Administration Department and Department of Mental Health Licensure Office monitor the Homemaker Program on an annual basis. We also have regular monitoring visits by the Area Agency on Aging and Disability, Tennessee Commission on Aging and Disability, and Department of Human Services. In addition, the Agency is audited annually by an independent auditor.



City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION III: Budget

Agency Name: **Mid-Cumberland Human Resource Agency-Homemaker**
Budget

Expenditures	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Salaries/Benefits	182,208	134,772	136,390
Prof/Contracted, Indirect	14,037	10,367	10,400
Supplies/Office Exp	8,010	3,222	3,000
Occupancy	4,010	3,684	3,300
Travel	14,704	9,620	10,000
Meeting, Ins/Depreciation	1,485	1,168	1,225
Totals	224,454	162,833	164,315

Revenues	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Williamson County Government	36,000	36,000	36,000
City of Franklin	4,700	4,700	4,700
United Way	123,195	75,000	75,000
Fed/State grants	29,575	29,615	30,615
Program Services	30,984	18,038	18,000
Totals	224,454	163,353	164,315



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: Mid-Cumberland Human Resource Agency-Homemaker
Budget continued.

Personnel	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
3 full time staff	110,479	89,492	84,000
Allocated Nashville	24,252	18,620	19,000
Total			

Totals

- What is your fiscal year? July 1 to June 30th
- How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☐ monthly ☒ quarterly ☐ semi-annually ☐ annually
- How is the bookkeeping system maintained? ☐ manually ☒ by computer
- Are the agency's financial records audited by an independent certified public accountant?
☒ Yes ☐ No



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION IV: Compliance Documentation

Agency Name: Mid-Cumberland Human Resource Agency-Homemaker

Non-Discrimination

To the extent permitted by Tennessee law, the parties hereto for themselves, their agents, officials, employees, and servants does not and 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, Executive Director

3-10-20

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Jane Hamrick

3-10-20

Signature of (CEO/President/Executive Director/Board Chair)

Date



* please note that we have shipped last years audit with this application. We have not yet received our most current one but will send when we do!

Thank you!

March 10, 2020

ATTN: Kristine Tallent
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Dues	\$ 6,873.57
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Total	\$ 24,575.57

Should you have any questions, feel free to contact me. As always, we sincerely appreciate your support.

Best regards,

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Jane Hamrick
Executive Director

Enclosures



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Section I: Title Page - This Form should be the top sheet of your application packet.

Agency Exact Legal Name: Mid-Cumberland Human Resource Agency-Meals on Wheels

(List agency name as it appears on the Secretary of State website)

Application Contact Name/Title: Jane Hamrick, Executive Director

Contact Phone Number and Email Address: 615-850-3912 / Jane.Hamrick@mchra.com

Board Chair: Rogers Anderson

Is the agency's street address provided on the Vendor Information Form located within the corporate limits of the City of Franklin? ☐ Yes ☒ No

If no or the address provided is not the entity's headquarters' address, list below the street address of your agency's official headquarters. If yes, skip Headquarters' details.

Headquarters' Street Address
City, State, Zip Code 1101 Kermit Drive, Suite 300, Nashville, TN 37217

Headquarters' Mailing Address
City, State, Zip Code 1101 Kermit Drive, Suite 300, Nashville, TN 37217

Headquarters' Contact Name and Number Jane Hamrick, Executive Director 615-850-3912

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 ☒

List the total amount of City of Franklin funds being requested for FY2020-2021 \$ 10,152.00

What percent of your local agency budget is the above funding request from the City of Franklin? 2.76

Do you provide year-round services (TCA 6-54-111)? Yes ☒ No ☐ If no, please list dates or months of services provided.

Applicants must provide a signed original copy of the application. An additional electronic copy of the completed application packet is requested but is not required.



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION I: Checklist Form

Incomplete applications will not be reviewed. Every section is mandatory unless otherwise stated.

Agency Name: Mid-Cumberland Human Resource Agency-Meals on Wheels

SECTION I: Title Page (Top Sheet)

- ☒ Funding application – Title Page (top sheet)
- ☒ Application checklist form
- ☒ Cover letter, voluntary

SECTION II: Application

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- ☐ Additional answer pages

SECTION III: Budget

- ☒ Completed budget form
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- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination)
- ☒ Any other forms of due diligence required by the State Comptroller's office
- ☒ Statement of non-discrimination (provided, to be signed)
- ☒ Board of Directors list that includes the names, position(s) held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability, general liability, and workers' compensation.

SECTION V: Attachments

- ☒ City of Franklin Vendor Information Form
- ☒ W-9 for the Agency
- ☒ State of Tennessee Annual Reporting form, if applicable
- ☒ Funding request schedule

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly and all the checklist items are included. Each item has been completed properly and correct forms, attachments, and documents have been provided as requested.

Jane Hamrick, Executive Director

3-10-20

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

3-10-20

Signature of (CEO/President/Executive Director/Board Chair)

Date

It's More than Just a Meal!



Request:

Meals-on-Wheels is requesting a community investment from City of Franklin of \$10,152 to be used as a match for state and federal dollars. This would help serve 2,094 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
 - 5,533 seniors at risk in Williamson County
- Tennessee ranks 4th in the Nation with the highest rate of hunger amongst seniors
- 30% of seniors choose between food and medicine
- 35% of seniors choose between food and utilities
- 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 2019

333
Clients
Served

39,139 Meals Served

6,209 Volunteer Hours

92% of recipients say
Meals-On-Wheels
enables them to
continue living at home.



City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION II: Application

Agency Name: **Mid-Cumberland Human Resource Agency-Meals on Wheels**

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet. If a question does not apply, type NA).

1. Total number of years the program component or service has been in operation: **46 years**
2. Total unduplicated number of active Participants in the Organization (participants should be counted once, no matter how many different direct services they receive during a funding year):
333 in FY19
3. Are fees charged to participants? ☐ Yes ☒ No
If yes, attach a fee schedule or itemize the fee structure utilized:

If no, please explain:
Recipients of meals can make voluntary contributions, but meals are free of cost. If there is a waiting list, seniors can opt to pay the food cost of the meal.
4. Approximate total number of clients served by your program on a yearly basis and location of services provided:
315-335 seniors annually
5. All funds provided must be used to aid Williamson County citizens only. Provide documentation to show the expenses used to service Williamson County Citizens (include an estimate of how many of the total active participants are Williamson County Citizens):
Clients are tracked in a cloud database to determine the unduplicated count in each county. Funds received are receipted and submitted to program management staff to ensure funds are receipted to the appropriate county budget. Expenses are tracked and receipted to the appropriate county.
6. Provide a list of the target group(s) to be served (i.e. homeless families with children youth aged 10-16, elderly age 55 years or older, etc.):
Seniors age 60+



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: **Mid-Cumberland Human Resource Agency-Meals on Wheels**

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

7. List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities:

A group of churches provides meals on MWF inside the Franklin city limits. Mid-Cumberland's Franklin location serves meals on Tues and Thurs to the Franklin city limits.

8. Provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal year 2020-2021.

Funds will be used for raw food costs and will help serve 2,184 meals. TN ranks as the 50th worst state for providing home delivered meals to seniors who desperately need the meals.

9. Unless prohibited by law, provide documentation that your organization made a good faith effort to collect donations from private resources.

Meals-on-Wheels does two direct mails annually, applies for grants and has a spring fundraising campaign along with a holiday campaign to raise funding.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: **Mid-Cumberland Human Resource Agency-Meals on Wheels**

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet).

10. Other than the private resources above, list any other fundraising activities your agency engaged in during the year.

Along with the list in question #9, the program raises funding from United Way, cities and counties, and a competitive federal grant.

11. List any equipment owned by this organization funded, in whole or in part, by the City of Franklin. Indicate what it is used for, how it is maintained, and where it is stored.

N/A

12. Provide information on any interaction that your agency has with the operations of the City of Franklin Departments (i.e. response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

In the event an health emergency occurs in the process of meal delivery, emergency responders would be called.

13. What, if any, services did your agency provide *last year* for which you are requesting funding this year? What were the objectives and results (include a description, capacity, intensity, and duration of the services)?

The funding last year helped provide 2,297 meals to vulnerable senior citizens. Meal service helps a senior age in place and also provides a daily well-being check on the seniors when the meal is delivered. For many seniors the volunteer who delivers the meals is the only person he or she may see daily.



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: Mid-Cumberland Human Resource Agency-Meals on Wheels

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

14. Are there measurable results achieved by your agency? ☒ Yes ☐ No
If yes, provide the detailed data (how you know the service was successful, expected outcomes and how you measure them):

The program measures the % of seniors helped to live independently at home with the help of meal service. The % helped usually runs from 70-82%.

15. Does your agency receive any external quality review or accreditation? ☒ Yes ☐ No
If yes, provide a copy of the certificate or license and explain.

Meals sites have to be permitted by the health department.
Greater Nashville Regional Council audits the program to ensure program and eligibility requirements are met along with procedures in place to ensure safety of the seniors. Agency also receives an external audit.



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION III: Budget

Agency Name: **Mid-Cumberland Human Resource Agency-Meals on Wheels**
Budget

Expenditures	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Salaries/Benefits	110,391	102,840	105,225
Raw Food Costs	166,830	209,250	209,250
Professional Contracted	6,209	2,400	2,436
Supplies/Office Exp	24,113	23,160	22,800
Occupancy	3,746	3,600	3,660
Travel	4,428	4,080	4,080
Meeting, Ins/Depreciation	2,918	3,160	2,904
Admin	19,189	16,639	16,800
Totals	337,824	365,129	367,155

Revenues	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Williamson County Government	14,622	14,622	14,622
City of Franklin	10,152	10,152	10,152
United Way	74,000	80,000	85,000
Fed/State grants	146,034	155,226	146,449
Donations	61,715	73,821	79,134
Program Services	31,301	31,308	31,798
Totals	337,824	365,129	367,155



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: Mid-Cumberland Human Resource Agency-Meals on Wheels
Budget continued.

Personnel	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
5 part time staff	65,958	61,083	62,915
Allocated Nashville	24,396	22,917	23,335
Total	90,354	84,000	86,250

Totals

- What is your fiscal year? July 1 to June 30th
- How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☐ monthly ☒ quarterly ☐ semi-annually ☐ annually
- How is the bookkeeping system maintained? ☐ manually ☒ by computer
- Are the agency's financial records audited by an independent certified public accountant?
☒ Yes ☐ No



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION IV: Compliance Documentation

Agency Name: Mid-Cumberland Human Resource Agency-Meals on Wheels

Non-Discrimination

To the extent permitted by Tennessee law, the parties hereto for themselves, their agents, officials, employees, and servants does not and 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, Executive Director

Printed Name of (CEO/President/Executive Director/Board Chair)

3.10.20

Date

Jane Hamrick

Signature of (CEO/President/Executive Director/Board Chair)

3-10-20

Date



* please note that we have shipped last years audit with this application. We have not yet received our most current one but will send when we do!

Thank you!

March 10, 2020

ATTN: Kristine Tallent
Historic Franklin
City Hall
109 Third Avenue South
Franklin, TN 37064

Dear Mayor Moore,

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'21 funding request:

<u>Service:</u>	<u>Requested Amount:</u>
Dues	\$ 6,873.57
Homemaker	\$ 4,700.00
Meals-on-Wheels	\$ 10,152.00
Ombudsman	\$ 2,850.00
Total	\$ 24,575.57

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



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Section I: Title Page - This Form should be the top sheet of your application packet.

Agency Exact Legal Name: **Mid-Cumberland Human Resource Agency: OMBUDSMAN**

(List agency name as it appears on the Secretary of State website)

Application Contact Name/Title: **Jane Hamrick, Executive Director**

Contact Phone Number and Email Address: **615-850-3912 / Jane.Hamrick@mchra.com**

Board Chair: **Rogers Anderson**

Is the agency's street address provided on the Vendor Information Form located within the corporate limits of the City of Franklin? ☐ Yes ☒ No

If no or the address provided is not the entity's headquarters' address, list below the street address of your agency's official headquarters. If yes, skip Headquarters' details.

Headquarters' Street Address **1101 Kermit Drive, Suite 300, Nashville, TN 37217**
City, State, Zip Code

Headquarters' Mailing Address **1101 Kermit Drive, Suite 300, Nashville, TN 37217**
City, State, Zip Code

Headquarters' Contact Name and Number **Jane Hamrick, Executive Director 615-850-3912**

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 ☒

List the total amount of City of Franklin funds being requested for FY2020-2021 \$ **2,850.00**

What percent of your local agency budget is the above funding request from the City of Franklin? **9.80**

Do you provide year-round services (TCA 6-54-111)? Yes ☒ No ☐ If no, please list dates or months of services provided.

Applicants must provide a signed original copy of the application. An additional electronic copy of the completed application packet is requested but is not required.



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION I: Checklist Form

Incomplete applications will not be reviewed. Every section is mandatory unless otherwise stated.

Agency Name: Mid-Cumberland Human Resource Agency: OMBUDSMAN

SECTION I: Title Page (Top Sheet)

- ☒ Funding application – Title Page (top sheet)
- ☒ Application checklist form
- ☒ Cover letter, voluntary

SECTION II: Application

- ☒ Funding application
- ☐ Additional answer pages

SECTION III: Budget

- ☒ Completed budget form
- ☐ Additional Budget narrative, voluntary

SECTION IV: Compliance Documentation

- ☒ Annual audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded. (T.C.A. 6-54-111)
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination)
- ☒ Any other forms of due diligence required by the State Comptroller's office
- ☒ Statement of non-discrimination (provided, to be signed)
- ☒ Board of Directors list that includes the names, position(s) held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability, general liability, and workers' compensation.

SECTION V: Attachments

- ☒ City of Franklin Vendor Information Form
- ☒ W-9 for the Agency
- ☒ State of Tennessee Annual Reporting form, if applicable
- ☒ Funding request schedule

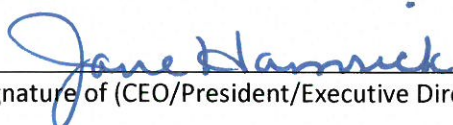
By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly and all the checklist items are included. Each item has been completed properly and correct forms, attachments, and documents have been provided as requested.

Jane Hamrick, Executive Director

3.10.20

Printed Name of (CEO/President/Executive Director/Board Chair)

Date


Signature of (CEO/President/Executive Director/Board Chair)

3-10-20

Date

Advocates for the Elderly



Request:

The **Long-Term Care Ombudsman Program** is requesting a community investment from the City of Franklin of \$2,850 to be used as a match for federal dollars. This would help provide Ombudsman services to the 2,078 residents of the 23 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 Mid-Cumberland 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 2019	Number of Volunteers	Volunteer Hours	Value of Time
MCHRA Service Area	40	3,910	\$95,538

6,554 Clients Served	825 Complaints Resolved 1,208 Consults with Staff & Citizens	3,215 Residents and Citizens Educated	There are 15,651 residents in the 183 facilities of our 13-county service area.
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City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

SECTION II: Application

Agency Name: **Mid-Cumberland Human Resource Agency: OMBUDSMAN**

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet. If a question does not apply, type NA).

1. Total number of years the program component or service has been in operation: **46**

2. Total unduplicated number of active Participants in the Organization (participants should be counted once, no matter how many different direct services they receive during a funding year):

2,078

3. Are fees charged to participants? ☐ Yes ☒ No

If yes, attach a fee schedule or itemize the fee structure utilized:

N/A

If no, please explain:

Ombudsman services are offered to all residents of long-term care facilities and all citizens of Franklin free of charge.

4. Approximate total number of clients served by your program on a yearly basis and location of services provided:

2,078. Our services benefit either directly or indirectly all residents of nursing homes, assisted living facilities and residential homes for the aging serving Franklin.

5. All funds provided must be used to aid Williamson County citizens only. Provide documentation to show the expenses used to service Williamson County Citizens (include an estimate of how many of the total active participants are Williamson County Citizens):

Any funds provided by the City of Franklin will be used to fund services to long-term care facilities in the City of Franklin or in Williamson County serving the City of Franklin residents. Our auxiliary services, which include helping Franklin citizens navigate the long-term care system, are also funded by any contributions from the City of Franklin

6. Provide a list of the target group(s) to be served (i.e. homeless families with children youth aged 10-16, elderly age 55 years or older, etc.):

We serve any resident of a nursing home, assisted living facility or residential home for the aged regardless of age, race or gender,



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: **Mid-Cumberland Human Resource Agency: OMBUDSMAN**

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

7. List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities:

We are the only program in Franklin and Williamson County that 1. provides advocacy services for the residents of long-term care facilities, 2. provides quarterly monitoring of facility conditions and 3. helps Franklin citizens navigate the long-term care system and find in-home services to prolong their independent living.

8. Provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal year 2020-2021.

Funding will be used to foster enduring change that transforms facilities into communities of excellence in terms care, safety, and quality of life through the following services

1. Investigate and resolve 35 resident complaints about substandard care, safety issues, poor quality of life and violations of resident rights.
2. Conduct monitoring visits four times a year to all 23 long-term care facilities serving the City of Franklin (92 visits) to monitor conditions.
3. Educate 325 long-term care facility residents on their rights and on how to access ombudsman services.
4. Provide 20 information & referral consultations to citizens on navigating the long-term care system.
5. Provide 20 consultations to facility staff on improving resident care, respect for their rights, their safety and their quality of life.
6. Provide 4 volunteer recruitment and training events a year and 12 monthly volunteer enrichment and in-service events a year.

9. Unless prohibited by law, provide documentation that your organization made a good faith effort to collect donations from private resources.

We do not sponsor fund-raisers but we do an annul direct-mail funding campaign, apply for funding from foundations, and submit proposals for funding to city and county governments and to United Way of Williamson County.



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: Mid-Cumberland Human Resource Agency: OMBUDSMAN

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

10. Other than the private resources above, list any other fundraising activities your agency engaged in during the year.

None

11. List any equipment owned by this organization funded, in whole or in part, by the City of Franklin. Indicate what it is used for, how it is maintained, and where it is stored.

The only equipment we have is computers, cell phones and printers. All donations to our program share in the purchase and maintenance of equipment through our cost-sharing plan.

12. Provide information on any interaction that your agency has with the operations of the City of Franklin Departments (i.e. response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

Although we have no direct interaction with the operations of City of Franklin departments we work closely with the TN Department of Health, the TN Bureau of Investigation, The District Attorney's office, the TN Department of Human Services Adult Protective Services unit, the TN Justice Center, Disability Rights of TN, and Legal Aid of TN in protecting residents of Franklin long-term care facilities. When necessary, we work with the Franklin Police Department in protecting facility residents but that is very rare.

13. What, if any, services did your agency provide *last year* for which you are requesting funding this year? What were the objectives and results (include a description, capacity, intensity, and duration of the services)?

The lives of residents in nursing homes and assisted care living facilities were made safer and healthier emotionally and physically due to our advocacy in resolving their complaints, monitoring their facilities to ensure compliance with state and federal regulations, and providing information and referral services and consultations to staff to improve care. We are requesting a funding to continue these services.



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: Mid-Cumberland Human Resource Agency: OMBUDSMAN

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

14. Are there measurable results achieved by your agency? ☒ Yes ☐ No
If yes, provide the detailed data (how you know the service was successful, expected outcomes and how you measure them):

Yes. Our program measures achieved results by soliciting immediate feedback from residents, facility staff and community members to whom we provide services to determine the effectiveness of provided services. The State Long-Term Care Ombudsman at TCAD also regularly monitors our program for effectiveness and conducts an annual monitoring. During my sex year tenure these monitorings have found us to be in substantial compliance with federal and state mandates of the Ombudsman Program.

15. Does your agency receive any external quality review or accreditation? ☒ Yes ☐ No
If yes, provide a copy of the certificate or license and explain.

Yes. Although there is no certification required to operate, the Tennessee Commission on Aging and Disability (TCAD) and the Area Agency on Aging and Disability complete annual monitoring of our program to be sure we comply with federal mandates for ombudsman programs nationwide. Both require monthly and quarterly reports on all program activities to ensure compliance with submitted annual goals as part of our contract.



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION III: Budget

Agency Name: Mid-Cumberland Human Resource Agency: OMBUDSMAN
Budget

Expenditures	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Personnel/Fringe	23581	21956	23455
Travel	1935	2093	2093
Conferences/Seminars	327	270	270
Occupancy	250	257	257
Supplies/Communications	870	953	1000
Insurance	137	101	105
Professional/Contract Fees	398	352	284
Indirect/Overhead	1656	1736	1688
Totals	\$ 29,154.00	\$ 27,718.00	\$ 29,152.00

Revenues	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Williamson County Government	0	0	0
City of Franklin	2500	2500	2850
Federal Revenue	15323	15323	15323
Williamson United Way	5250	5000	6000
Local and Foundaton	4875	4895	4979
Reserve Funds	1206		
Totals	\$ 29,154.00	\$ 27,718.00	\$ 29,152.00



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: **Mid-Cumberland Human Resource Agency: OMBUDSMAN**
Budget continued.

Personnel	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Personnel/Fringe	23581	21956	23455
Travel	1935	2093	2093
Conferences/Seminars	327	270	270
Occupancy	250	257	257
Supplies/Communications	870	953	1000
Insurance	137	101	105
Professional/Contract Fees	398	352	284
Indirect/Overhead	1656	1736	1688
Totals	\$ 29,154.00	\$ 27,718.00	\$ 29,152.00

- What is your fiscal year? **July** to **June**
- How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☐ monthly ☒ quarterly ☐ semi-annually ☐ annually
- How is the bookkeeping system maintained? ☐ manually ☒ by computer
- Are the agency's financial records audited by an independent certified public accountant?
☒ Yes ☐ No



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION IV: Compliance Documentation

Agency Name: Mid-Cumberland Human Resource Agency: OMBUDSMAN

Non-Discrimination

To the extent permitted by Tennessee law, the parties hereto for themselves, their agents, officials, employees, and servants does not and 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, Executive Director

Printed Name of (CEO/President/Executive Director/Board Chair)

3-10-20

Date

Jane Hamrick

Signature of (CEO/President/Executive Director/Board Chair)

3-10-20

Date



City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION V: Attachments

City of Franklin Vendor Information Form

W-9 for the Agency

State of Tennessee Annual Reporting form, if applicable

Funding request schedule

ADMINISTRATION

Kristine Brock
Assistant City Administrator/CFO
Finance & Administration



Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

HISTORIC
FRANKLIN
TENNESSEE

FRANKLIN NONPROFIT FUNDING



Fiscal year 2020-2021

Application

Submission Deadline: March 13, 2020



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Section I: Title Page - This Form should be the top sheet of your application packet.

Agency Exact Legal Name:

(List agency name as it appears on the Secretary of State website)

Application Contact Name/Title:

Contact Phone Number and Email Address:

Board Chair:

Is the agency's street address provided on the Vendor Information Form located within the corporate limits of the City of Franklin? ☒ Yes ☐ No

If no or the address provided is not the entity's headquarters' address, list below the street address of your agency's official headquarters. If yes, skip Headquarters' details.

Headquarters' Street Address
City, State, Zip Code

Headquarters' Mailing Address
City, State, Zip Code

Headquarters' Contact Name and Number

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 ☐

List the total amount of City of Franklin funds being requested for FY2020-2021 \$

What percent of your local agency budget is the above funding request from the City of Franklin?

Do you provide year-round services (TCA 6-54-111)? Yes ☒ No ☐ If no, please list dates or months of services provided.

Applicants must provide a signed original copy of the application. An additional electronic copy of the completed application packet is requested but is not required.



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION I: Checklist Form

Incomplete applications will not be reviewed. Every section is mandatory unless otherwise stated.

Agency Name: GraceWorks Ministries, Inc.

SECTION I: Title Page (Top Sheet)

- ☒ Funding application – Title Page (top sheet)
- ☒ Application checklist form
- ☒ Cover letter, voluntary

SECTION II: Application

- ☒ Funding application
- ☒ Additional answer pages

SECTION III: Budget

- ☒ Completed budget form
- ☒ Additional Budget narrative, voluntary

SECTION IV: Compliance Documentation

- ☒ Annual audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded. (T.C.A. 6-54-111)
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination)
- ☒ Any other forms of due diligence required by the State Comptroller's office
- ☒ Statement of non-discrimination (provided, to be signed)
- ☒ Board of Directors list that includes the names, position(s) held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability, general liability, and workers' compensation.

SECTION V: Attachments

- ☒ City of Franklin Vendor Information Form
- ☒ W-9 for the Agency
- ☒ State of Tennessee Annual Reporting form, if applicable
- ☒ Funding request schedule

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly and all the checklist items are included. Each item has been completed properly and correct forms, attachments, and documents have been provided as requested.

Valencia A. Breckenridge

3/11/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Signature of (CEO/President/Executive Director/Board Chair)

Date



City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION II: Application

Agency Name: GraceWorks Ministries, Inc.

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet. If a question does not apply, type NA).

1. Total number of years the program component or service has been in operation: 25
2. Total unduplicated number of active Participants in the Organization (participants should be counted once, no matter how many different direct services they receive during a funding year):

10,333

3. Are fees charged to participants? ☐ Yes ☒ No
If yes, attach a fee schedule or itemize the fee structure utilized:

If no, please explain:

Neighbors who come to GraceWorks for help are already in need of financial assistance. To charge would add an extra burden. No fees are charged, but neighbors often have some funds to contribute to their own bills. For example, a neighbor seeks help with a \$150 water bill. The neighbor may have \$30, so GraceWorks helps with \$120.

4. Approximate total number of clients served by your program on a yearly basis and location of services provided:

10,333 unduplicated clients were served in fiscal year 2018-19 at 104 Southeast Parkway, Franklin, TN, and at 9 mobile food pantries in Fairview, College Grove and Franklin, TN.

5. All funds provided must be used to aid Williamson County citizens only. Provide documentation to show the expenses used to service Williamson County Citizens (include an estimate of how many of the total active participants are Williamson County Citizens):

While any Neighbor who comes to GraceWorks can receive food, only Williamson County residents are eligible to receive Family Support services, for which are what we are requesting support. The attached audit for fiscal year 2018-19 shows \$1,651,195 was spent for Family Support, the bulk of which is rent and utility assistance.

6. Provide a list of the target group(s) to be served (i.e. homeless families with children youth aged 10-16, elderly age 55 years or older, etc.):

Except for food, all other services are restricted to qualifying Williamson County families only. We serve all ages, genders and ethnicities. GraceWorks provides food once a month to anyone who qualifies under our income guidelines, regardless of their residence.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: GraceWorks Ministries, Inc.

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

7. List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities:

A few agencies in Williamson County offer some of the same services we offer, but none have the sort of wraparound care offered by GraceWorks and none have the number of services we have under one roof. Mid-Cumberland Community Action Agency does provide some assistance to low-income families for housing and utility costs. However, due to budgetary restraints, Mid-Cumberland is often forced to deny needed help. Many churches in Williamson County also provide benevolence assistance to members of their congregations who walk in their doors. However, due to the overwhelming number of increased requests, many churches have limited or ceased to provide this help, confident they can refer them to GraceWorks. OneGenAway gives away food, but their food drops are limited to separate events and not available all the time, such as food is at GraceWorks. There are a few smaller food pantries (The Well in Spring Hill and pantries in College Grove and Grassland), whom we partner with, many times supplying them with food items if they run low.

8. Provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal year 2020-2021.

Funds awarded would be used for rent and utility bill assistance. While GraceWorks serves thousands of residents in the City of Franklin each year 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.

The average assistance given for rent per family is \$318 and the average assistance for utility bills is \$130. 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.

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 2020 FPG is \$26,200 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 county residency and documentation to reveal financial standing and overdue bill status.

9. Unless prohibited by law, provide documentation that your organization made a good faith effort to collect donations from private resources.

Our donations are confidential, but in fiscal year 2018-19, GraceWorks used mailing campaigns, wrote grants, held fundraising events and received donations from churches, businesses, groups and individuals. In 2018-19 revenue came from these sources -- store income 40%; individual contributions 22%; special events 16%; churches, 12%; grants 6%; businesses 3%; other 1%.



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: **GraceWorks Ministries, Inc.**

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

10. Other than the private resources above, list any other fundraising activities your agency engaged in during the year.

GraceWorks has three annual fundraising events. They are the annual dinner in April, Golf Fore Graceworks Challenge in August and the Turkey Trot 5K, 10K and Kids Turkey Chase on Thanksgiving morning.

11. List any equipment owned by this organization funded, in whole or in part, by the City of Franklin. Indicate what it is used for, how it is maintained, and where it is stored.

The City of Franklin has graciously allowed GraceWorks to use the city building at 108 Southeast Parkway in Franklin at a discounted rate.

12. Provide information on any interaction that your agency has with the operations of the City of Franklin Departments (i.e. response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

GraceWorks and the City of Franklin have been strong partners for many years. We collaborate with police officers to provide meals, transportation and temporary lodging for homeless, transients, people recently released from jail and travelers. The city police respond to our security concerns when needed.

From serving members of our community through new air conditioners or with school supplies, we have enjoyed and appreciated the partnership. Officers have participated in our Poverty Simulations, in which our volunteers and staff go through a daylong workshop to better understand the neighbors we serve. The mayor and several aldermen have supported and spoken at our annual Big Backpack Giveaway and our annual fundraising dinner. GraceWorks hires Franklin Police for various events throughout the year, including the backpack giveaway in August and the Turkey Trot 5K and 10K in November.

Additionally, GraceWorks is the Williamson County and City of Franklin Red Cross Disaster Relief Partner. We are responsible for collecting and distributing items such as food, clothing, furniture, household items, water, personal hygiene items and cleaning supplies to residents of the City of Franklin and Williamson County in times of disaster. During these difficult times, our strong collaboration with the City of Franklin, aldermen and mayor continues as we all care for the community we live in.

13. What, if any, services did your agency provide *last year* for which you are requesting funding this year? What were the objectives and results (include a description, capacity, intensity, and duration of the services)?

GraceWorks' objective is to provide assistance for every qualifying request for immediate shelter, rent/mortgage assistance, utility assistance, heaters and air conditioners as well as homeless needs.

The result: An estimated 3,423 unduplicated residents received help for shelter needs in the 2018-19 fiscal year. While 1,569 neighbors received rental assistance and 2,184 received utility bill assistance, the total is less because some people received both services. Neighbors may obtain rent assistance once a year and utility assistance three times a year. Additionally, GraceWorks helped 160 homeless people in the same period.

In the first half (July through December) of the current fiscal year 2019-20, GraceWorks served 1,625 individuals in the Shelter Program, 47% of total individuals served last fiscal year. The program has seen an increase in demand in January as well.

Program capacity is limited only by funding. GraceWorks does not have the monetary means to fulfill all requests and must turn away neighbors when our weekly budget is spent. Though GraceWorks engages a network of partners to help fulfill requests, their resources have not been able to help GraceWorks keep up with demand. If awarded, GraceWorks would be able to assist more residents more quickly with guaranteed support from the City of Franklin, therefore making our network of resources stretch further to help more neighbors in need.



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name:

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet).

14. Are there measurable results achieved by your agency? ☒ Yes ☐ No
If yes, provide the detailed data (how you know the service was successful, expected outcomes and how you measure them):

Our procedure is to track each request and response in our Charity Tracker database. Requests and assistance are tracked and compared with previous months, quarters and years. Each program and activity are evaluated and analyzed to see what needs are increasing. Referrals, collaborations, recommendations and special requests are noted.

15. Does your agency receive any external quality review or accreditation? ☒ Yes ☐ No
If yes, provide a copy of the certificate or license and explain.

GraceWorks is approved by the Tennessee State Division of Charitable Solicitations, Fantasy Sports and Gaming as a charitable organization, as well as receiving several annual external independent audits. We have a four-star rating from Charity Navigator.



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION III: Budget

Agency Name: GraceWorks Ministries, Inc.

Budget

Expenditures	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Salaries/Benefits/Payroll Taxes	1188288	1212954	1237195
Program - Family Support	1255717	1280831	1306448
Program - Instructional Programs	99606	101598	103630
Program - Seasonal Needs	313185	319449	325838
Program - Hunger Prevention	3576961	3648500	3721470
Management and General	115624	117936	120295
Fundraising/Special Events	132059	134700	137394
Totals	\$ 6,681,440.00	\$ 6,815,968.00	\$ 6,952,270.00

Revenues	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Williamson County Government	17617	17617	17617
City of Franklin	15000	15000	20000
Grants	123250	125715	128229
Neighbor assistance for own bills	96925	98863	100840
Net Special Events Revenue	454995	464094	473376
Investment	28457	29026	29606
Store Income	1089338	1137618	1160370
In-Kind Donations	4060554	4141765	4224600
Individual Donations	491611	501443	511472
Businesses/Churches	404841	412938	421197
Gain on Sale of Assets	7043	0	0
Totals	\$ 6,789,631.00	\$ 6,944,079.00	\$ 7,087,307.00



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: GraceWorks Ministries, Inc.

Budget continued.

Personnel	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
CEO	102565	114204	116488
Excutive Assistant to CEO	33514	39789	40584
Accounting and HR Manager	40932	49770	50766
Accounting Clerk	556	5665	5779
Director of Development	58269	63904	65182
Development Assistant	23051	39000	39780
Development Writer	0	26512	27042
Volunteer Coordinator	31901	35194	35898
Donor Relations Coordinator	27650	30035	30636
Mobile Services Manager	0	36786	37521
Director of Neighbor Services	57568	49031	60000
Assistant Manager of Neighbor Services	33969	38606	39379
Totals	\$ 409,975.00	\$ 528,496.00	\$ 549,055.00

- What is your fiscal year? July 1 to June 30
- How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☒ monthly ☐ quarterly ☐ semi-annually ☐ annually
- How is the bookkeeping system maintained? ☐ manually ☒ by computer
- Are the agency's financial records audited by an independent certified public accountant?
☒ Yes ☐ No



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION IV: Compliance Documentation

Agency Name: GraceWorks Ministries, Inc.

Non-Discrimination

To the extent permitted by Tennessee law, the parties hereto for themselves, their agents, officials, employees, and servants does not and 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

3/11/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Valencia A. Breckenridge

3/11/2020

Signature of (CEO/President/Executive Director/Board Chair)

Date



City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION V: Attachments

City of Franklin Vendor Information Form

W-9 for the Agency

State of Tennessee Annual Reporting form, if applicable

Funding request schedule



City of Franklin

Vendor Information Form

Vendor Name

GraceWorks Ministries

Vendor ID (For
Office Use)

Contact Name

Alicia Bell

Contact Email Address

abell@graceworksministries.net

Physical Street Address

104 Southeast Parkway

Remittance Address, if different

City, State ZIP

Franklin, TN 37064

City, State ZIP

Phone Number

615 794-9055

Email Address for ACH Remittance

In order to ensure timely payment, the City of Franklin encourages vendors to receive payment via direct deposit. Should you select ACH, a remittance will be emailed to you showing pertinent payment information.

Payment Mode

☒ ACH

☐ Check

Name of Financial Institution

First Horizon

Routing Number

064101398

Account Number

00554734

I/we hereby authorize the City of Franklin to initiate credit entries to my/our account listed above and authorize the financial institution to credit the same to my/our account. It is my/our responsibility to notify the City of Franklin Finance Department immediately if I/we become aware of any changes in status or bank information. If funds to which I/we am/are not entitled are deposited in error to my/our account, the City of Franklin is authorized to direct the financial institution to return the funds via an ACH debit transaction. This order will remain in effect until submission in writing to the Finance Department.

Authorized Signature

Valencia A. Brock

Date

3/11/2020

Please submit this form along with a W-9. The forms can be emailed to accountspayable@franklinton.gov or mailed to P O Box 295, Franklin, TN 37065.

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.

GRACEWORKS MINISTRIES, 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) ►

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.

104 Southeast Parkway

6 City, state, and ZIP code

Franklin, TN 37064

Requester's name and address (optional)

City of Franklin
109 3rd Ave South
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

62 - 1584204

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 ►

Date ►

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.



Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments

GraceWorks Ministries, Inc.

Name of Nonprofit Organization

104 Southeast Parkway Franklin Williamson TN 37064
Street Address City County State Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from 2018 through 2019

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$ 0	
State Grants	0	
Financial Assistance from Local Governments	32617	
Donations and Gifts from Citizens	896,452	
Membership Dues	0	
Fees/Charges for Services	0	
Fundraising Events	454,995	
Sale of Assets	0	
Loans-Borrowed Funds	0	
Investment Income	28,457	
Other Receipts	1,316,556	
Total Receipts		\$ 2,729,077 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$ 755,928
Salaries and Wages	1,027,274
Employee Benefits	87,347
Payroll Taxes	81,115
Fees for Services (non-employee)	0
Advertising and Promotion	899
Office Expenses	98,258
Leases/Rentals	204,696
Maintenance and Repairs	80,929
Supplies	13,963
Travel	0

Utilities	57,3841	
Insurance	41,424	
Conferences, Conventions and Meetings	0	
Interest	0	
Purchase of Capital Assets – Vehicles and Equipment	0	
Purchase of capital Assets – Property and Buildings	0	
Loan Payments		
Other	109,968	
Total Disbursements		\$ 2,559,865 (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) \$ 169,212 (C)

Cash Balance - at the beginning of the fiscal year \$ 219,508 (D)

Cash Balance - at the end of the fiscal year (C+D=E) \$ 472,483 (E)

Details of Cash Balance - at the end of the fiscal year

Cash on Hand	\$ 1,290	
Cash in Bank – Checking	363,503	
Cash in Bank – Savings Accounts	331,170	
Cash in Bank – Certificates of Deposits	0	
Other Cash	577,907	
Total Cash - at the end of the fiscal year		\$ 1,273,870 (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

GraceWorks will use the funds for our Shelter Fund, which provides assistance for rent and utility payments.

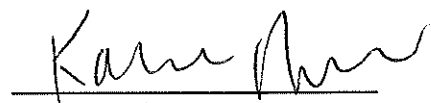
I certify that this report accurately presents the cash receipts, disbursements, and balances of the
 GraceWorks Ministries, Inc. **for the fiscal year noted above.**

Name of Nonprofit Organization

Person Preparing Report

Kathrin McClure

Printed Name


Signature

Phone Number 615 794-9055

Email Address kmccclure@graceworksministries.net

Date 3/11/20



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Funding Request Schedule

February 13, 2020	Funding request application period opens
March 13, 2020	Funding request applications are due by 4:00pm (may be submitted early)
April 11, 2020	Applications will be presented to the Budget & Finance Committee
May and June 2020	Applications will be presented to the Board of Mayor and Aldermen during the budget hearings

The level of funding for nonprofits has not yet been decided by the Board of Mayor Aldermen. Application approval will be based on fund availability and by determination of the Board.

ADMINISTRATION

Kristine Brock
Assistant City Administrator/CFO
Finance & Administration



Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

HISTORIC
FRANKLIN
TENNESSEE

FRANKLIN NONPROFIT FUNDING



Fiscal year 2020-2021

Application

Submission Deadline: March 13, 2020



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Section I: Title Page - This Form should be the top sheet of your application packet.

Agency Exact Legal Name: Gilda's Club Middle Tennessee

(List agency name as it appears on the Secretary of State website)

Application Contact Name/Title: Hayley Levy, Director of Development

Contact Phone Number and Email Address: 615-329-1124, hayley@gildasclubmiddletn.org

Board Chair: Jim Corum

Is the agency's street address provided on the Vendor Information Form located within the corporate limits of the City of Franklin? ☒ Yes ☐ No

If no or the address provided is not the entity's headquarters' address, list below the street address of your agency's official headquarters. If yes, skip Headquarters' details.

Headquarters' Street Address 1707 Division Street, Nashville, TN 37203
City, State, Zip Code

Headquarters' Mailing Address 1707 Division Street, Nashville, TN 37203
City, State, Zip Code

Headquarters' Contact Name and Number Hayley Levy, 615-329-1124

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 ☐

List the total amount of City of Franklin funds being requested for FY2020-2021 \$ 25,000.00

What percent of your local agency budget is the above funding request from the City of Franklin? 11.00

Do you provide year-round services (TCA 6-54-111)? Yes ☒ No ☐ If no, please list dates or months of services provided.

Applicants must provide a signed original copy of the application. An additional electronic copy of the completed application packet is requested but is not required.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION I: Checklist Form

Incomplete applications will not be reviewed. Every section is mandatory unless otherwise stated.

Agency Name: Gilda's Club Middle Tennessee

SECTION I: Title Page (Top Sheet)

- ☒ Funding application – Title Page (top sheet)
- ☒ Application checklist form
- ☒ Cover letter, voluntary

SECTION II: Application

- ☒ Funding application
- ☒ Additional answer pages

SECTION III: Budget

- ☒ Completed budget form
- ☒ Additional Budget narrative, voluntary

SECTION IV: Compliance Documentation

- ☒ Annual audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded. (T.C.A. 6-54-111)
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination)
- ☐ Any other forms of due diligence required by the State Comptroller's office
- ☒ Statement of non-discrimination (provided, to be signed)
- ☒ Board of Directors list that includes the names, position(s) held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability, general liability, and workers' compensation.

SECTION V: Attachments

- ☒ City of Franklin Vendor Information Form
- ☒ W-9 for the Agency
- ☒ State of Tennessee Annual Reporting form, if applicable
- ☒ Funding request schedule

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly and all the checklist items are included. Each item has been completed properly and correct forms, attachments, and documents have been provided as requested.

Harriet Schifftan

3/12/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Harriet Schifftan
Signature of (CEO/President/Executive Director/Board Chair)

3-12-2020
Date



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION II: Application

Agency Name: Gilda's Club Middle Tennessee

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet. If a question does not apply, type NA).

1. Total number of years the program component or service has been in operation: 1.8 years

2. Total unduplicated number of active Participants in the Organization (participants should be counted once, no matter how many different direct services they receive during a funding year):

311 adults, and 20 children & teens served (2019)

3. Are fees charged to participants? ☐ Yes ☒ No

If yes, attach a fee schedule or itemize the fee structure utilized:

If no, please explain:

Our cancer support program is offered completely at no charge to those impacted by cancer. It is vital our program is offered at no charge as many Williamson County residents do not have insurance coverage or the means to afford personalized emotional support. Additionally, services offered at no charge are a core value of our governing Cancer Support Community (CSC) organization and all Gilda's Club affiliates across the US. That is why we raise funds from the community and are seeking support from the City of Franklin.

4. Approximate total number of clients served by your program on a yearly basis and location of services provided:

Williamson County, Franklin Clubhouse: 311 adults, and 20 children & teens served (2019)

Nashville, Midtown Clubhouse: 1,520 adults, and 63 children & teens served (2019)

5. All funds provided must be used to aid Williamson County citizens only. Provide documentation to show the expenses used to service Williamson County Citizens (include an estimate of how many of the total active participants are Williamson County Citizens):

Our Williamson County budget is \$210,937.35 of our \$1,190,920 organizational budget for FY20. A breakdown of our Williamson County budget is as follows:
Program expenses, include contract groups, contract counseling, distress screener, outreach = \$23,265.67
Development expenses, include donor communications, annual appeals = \$3,332.67
Marketing expenses, include newsletters, advertising, community outreach = \$8,154.06
Operations expenses, include office supplies, license, audit, insurance = \$26,532.05
Facilities and equipment expenses, include phone, rent, computers = \$26,958.53
Payroll expenses, include % of CEO, % of Program Director, and all Williamson County location staff = \$122,694.37
As shared above, we estimate that we serve 311 adults and 20 children & teens (2019 data) at our Williamson County location. Additionally, some of our Nashville participants live in Franklin and Williamson County but attend program activities at our Nashville location.

6. Provide a list of the target group(s) to be served (i.e. homeless families with children youth aged 10-16, elderly age 55 years or older, etc.):

We serve all ages, cancer diagnoses/stages (from first diagnosis to bereavement and survivorship), genders, and backgrounds from all over the Middle Tennessee region as well as friends, family members, caregivers, and co-workers of individuals with a cancer diagnosis. We refer to anyone who becomes part of our cancer support program as a 'member' so they have a sense of belonging and ownership.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: **Gilda's Club Middle Tennessee**

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

7. List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities:

We are the only organization in all of Middle Tennessee offering a complete evidence-based psychosocial support program for the entire family - at no charge. Some organizations may provide pieces of what we offer but not the entire cancer support program. For example, The Heimerdinger Foundation provides meals to those impacted by cancer; we provide meals with community building as well as nutrition classes and health coaching so people can take what they learn and be self-sufficient. The YMCA's After Breast Cancer program (ABC) provides movement classes to only breast cancer patients; we offer classes from yoga to Pilates lead by licensed instructors to those diagnosed with any type of cancer and caregivers. The Refuge Center for Counseling provides sliding scale counseling. Gilda's Club offers six counseling sessions for individuals, couples, and families at no charge.

8. Provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal year 2020-2021.

Tennessee is ranked 18th highest in incidence rate and 6th highest in mortality rate from cancer in the US. According to the Cancer Support Community's Insight into the Patient Experience, among cancer patients: 53% are worried about the future and what lies ahead, 47% are at risk for clinically significant depression, 46% experience sleep problems, 44% have significant financial concerns, and 41% are worried about family, children, and/or friends. Therefore, Gilda's Club Middle Tennessee offers a well-researched and evidence-based approach to cancer support that includes five components: support groups, education, healthy lifestyle, social connectivity, and information and referral. We believe that all people (regardless of gender, race, religion or socio-economic background) can become empowered to improve their health and wellness through opportunities in a community setting in which they gain knowledge, support and a connection to others.

For over 21 years, Gilda's Club has offered gathering place where people with cancer, as well as their families and friends, can join with others to actively involve themselves in building social and emotional support as a complement to medical care – all at no cost. Our goal is for participants to experience: 1) less depression (short term), 2) less mood disturbance (short term), 3) improved self-advocacy (long term), 4) increased socialization and decreased isolation (long term), and 5) better overall quality of life (both short and long-term). In 2019, we served 331 individuals in Franklin. Since our cancer support program is offered at no charge, we are seeking funding from the City of Franklin to support our mission.

9. Unless prohibited by law, provide documentation that your organization made a good faith effort to collect donations from private resources.

Gilda's Club overall projected revenue for the 2020 fiscal year will be \$1,111,743 (\$50,000 in grant funding has already been specifically designated to our Williamson County location) with expenses at \$1,190,920. Gilda's Club funding comes from across the Middle Tennessee community. For fiscal year 2020, projected funding will include: individual giving (33%), grants (32%), and special events (35%). Individual giving includes: employee giving, solicited gifts and memorial/ honorary gifts.

We are grateful to have such a well-rounded, involved Board, 100% of whom contribute annually, lead by Jim Corum, a Williamson County resident. Our Advisory Board is made up of past Board Chairs and longstanding donors, who support Gilda's Club and offer counsel. Additionally, on March 3, 2020 we launched a Williamson County Advisory Council with 19 community leaders to help us fundraise and build relationships in the Franklin and Williamson County communities.

Our sustainability plan focuses on relationship-based strategies. This includes continuing to grow major giving (\$1,000+) and utilizing a planned giving legacy society. Data shows that donors and funders are looking for differentiated, personalized, and unique communications. When done effectively, relationship building, and donor segmentation, will ensure we continue to build trust and credibility with our audience, long-time supporters and new donors, to ensure that no one faces cancer alone in Franklin.



City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: Gilda's Club Middle Tennessee

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet).

10. Other than the private resources above, list any other fundraising activities your agency engaged in during the year.

We do not currently receive any government funding. We also do not receive insurance reimbursements. Beyond individual giving, we have four major annual events to raise revenue: a Songwriters Night in Franklin, attended by 150 guests; our Red Door Bash dinner in Nashville, attended by 450 guests; our Golf Classic at the Golf Club of Tennessee in Kingston Springs, attended by 120 guests; and a marathon/ half marathon/ relay & 5K in Nashville, run by 2,600 in 2019. For FY21, we anticipate that these events, combined with smaller scale events, will bring in \$414,400 in revenue (35% of our budget). Additionally, we anticipate foundation grants will bring in \$360,900 in revenue (32% of our budget). Our grants include private family foundations as well as corporate foundations. Our largest corporate funders, between foundation funding and special event sponsorships, are listed on our website and include: Burr & Forman, Christie Cookie Co., Enterprise Solutions, HCA, Provision Cares Proton Therapy, and Sarah Cannon.

11. List any equipment owned by this organization funded, in whole or in part, by the City of Franklin. Indicate what it is used for, how it is maintained, and where it is stored.

N/A

12. Provide information on any interaction that your agency has with the operations of the City of Franklin Departments (i.e. response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

N/A

13. What, if any, services did your agency provide *last year* for which you are requesting funding this year? What were the objectives and results (include a description, capacity, intensity, and duration of the services)?

This is our first year requesting funding from the City of Franklin. In May 2018, we opened our red door in Franklin. Located in leased space in the Provision CARES Proton Therapy Center, Gilda's Club's Franklin location is centered along a medical corridor with medical partners, including: Sarah Cannon, Tennessee Oncology, and Williamson Medical Center. Operating as 'Switzerland,' our strategies to meet the cancer support needs in the community include elements of our evidence-based program, offered at no cost: support groups, educational lectures, healthy lifestyle workshops, expressive arts classes, movement classes, and more. With over 200,000 people living in Williamson County, data projections for the next decade show: 33% population increase for ages 0-4; 25% increase ages 20-39; and 53% increase over 65. These surging populations are the people most likely to be affected, directly or indirectly, by cancer. We exist to ensure no one faces cancer alone by improving the quality of life - however long someone lives - with a cancer diagnosis as well as friends and family members of the diagnosed individual.



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: Gilda's Club Middle Tennessee

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

14. Are there measurable results achieved by your agency? ☒ Yes ☐ No

If yes, provide the detailed data (how you know the service was successful, expected outcomes and how you measure them):

Our affiliate license (as part of the Cancer Support Community) and best practices require quantitative data tracking and measurement of all program aspects. We take tracking a step further, noting inquiry calls, outreach efforts, new member orientation attendance, Clubhouse visits (at our two locations), and participation for calendared activities. We use an empirically validated distress screening at a participant's entrance for a diagnosed individual as well as for friends/family members. We measure outcomes on: mood, depression, coping skills, communication, and other factors. Furthermore, we measure outcomes utilizing an annual satisfaction survey for Clubhouse visitors. For therapeutic Emotional Support Counseling, we gauge success by the number of individuals who express interest as well as those who participate and seek to continue with one-on-one sessions. We will begin using a outcomes-based measurement system (Outcome Rating Scale), used by other Middle Tennessee non-profits, beginning Q2 of 2020.

Lastly, we will be participating in a re-screening research study with our headquarters in Q3/Q4 of 2020. We'll be one of 3 selected pilot sites partnering on this study to measure the impact of Gilda's Club's psychosocial support on members.

15. Does your agency receive any external quality review or accreditation? ☒ Yes ☐ No

If yes, provide a copy of the certificate or license and explain.

As part of our license agreement with Cancer Support Community, our national governing headquarters, we are reviewed through Continuous Quality Improvement (CQI) every five years. This includes a one and half day site visit, looking at quality assurance and best practice sharing across 5 key areas: governance, administration, fundraising, communication, and program. The first step is a self-study, engaging our Board and staff. We compile documents and items to share in the 5 key areas. As part of our data collection for the CQI, we look at a 3 year overview of measurable and program pieces, including: total unduplicated people served (people with cancer- adults and family/friends); total served - under 18; first time attendees; people screened with distress screener; total visits for different program aspects; and more. At the end of the assessment, a report is give to our President & CEO outlining prioritized opportunities for improvement. We share this with our staff and Board.



City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION III: Budget

Agency Name: **Gilda's Club Middle Tennessee**

Budget

Expenditures	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Program Expenses	\$ 16,647.00	\$ 23,265.67	\$ 8,000.00
Development	\$ 3,332.67	\$ 3,332.67	\$ 0.00
Marketing Expenses	\$ 8,154.06	\$ 8,154.06	\$ 3,000.00
Operations (insurance/ audit/ supplies/ license)	\$ 19,487.00	\$ 26,532.05	\$ 3,000.00
Facilities	\$ 18,580.00	\$ 26,958.53	\$ 5,000.00
Personnel (see below)			
Totals	\$ 66,200.73	\$ 88,242.98	\$ 19,000.00

Revenues	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Williamson County Government	\$ 0.00	\$ 0.00	\$ 0.00
City of Franklin	\$ 0.00	\$ 0.00	\$ 25,000.00
Individual Giving	\$ 199,030.00	\$ 336,443.00	\$ 336,500.00
Foundation Grants	\$ 191,484.00	\$ 360,900.00	\$ 300,850.00
Special Events	\$ 328,391.00	\$ 414,400.00	\$ 477,500.00
Totals	\$ 718,905.00	\$ 1,111,743.00	\$ 1,139,850.00



July 1, 2020 – June 30, 2021

Budget continued.

1. What is your fiscal year? to

2. How often does the Board of Directors receive/approve financial reports?
☒ bi-monthly ☐ monthly ☐ quarterly ☐ semi-annually ☐ annually

3. How is the bookkeeping system maintained? ☐ manually ☒ by computer

4. Are the agency's financial records audited by an independent certified public accountant?
☒ Yes ☐ No



City of Franklin Finance Department
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615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION IV: Compliance Documentation

Agency Name: Gilda's Club Middle Tennessee

Non-Discrimination

To the extent permitted by Tennessee law, the parties hereto for themselves, their agents, officials, employees, and servants does not and 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.

Harriet Schifftan

3/12/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Harriet Schifftan

3/12/2020

Signature of (CEO/President/Executive Director/Board Chair)

Date



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION V: Attachments

City of Franklin Vendor Information Form

W-9 for the Agency

State of Tennessee Annual Reporting form, if applicable

Funding request schedule



City of Franklin

Vendor Information Form

Vendor Name

Gilda's Club Middle Tennessee

Vendor ID (For
Office Use)

Contact Name

Hayley Levy

Contact Email Address

hayley@gildasclubmiddletn.org

Physical Street Address

4588 Carothers Parkway

Remittance Address, if different

1707 Division Street

City, State ZIP

Franklin, TN 37067

City, State ZIP

Nashville, TN 37203

Phone Number

615-329-1124

Email Address for ACH Remittance

michele@gildasclubmiddletn.org

In order to ensure timely payment, the City of Franklin encourages vendors to receive payment via direct deposit. Should you select ACH, a remittance will be emailed to you showing pertinent payment information.

Payment Mode

☒ ACH

☐ Check

Name of Financial Institution

SunTrust/ Truist

Routing Number

064000046

Account Number

7020854258

I/we hereby authorize the City of Franklin to initiate credit entries to my/our account listed above and authorize the financial institution to credit the same to my/our account. It is my/our responsibility to notify the City of Franklin Finance Department immediately if I/we become aware of any changes in status or bank information. If funds to which I/we am/are not entitled are deposited in error to my/our account, the City of Franklin is authorized to direct the financial institution to return the funds via an ACH debit transaction. This order will remain in effect until submission in writing to the Finance Department.

Authorized Signature

Harriet Schiffrin

Date

3/12/2020

Please submit this form along with a W-9. The forms can be emailed to accountspayable@franklintn.gov or mailed to P O Box 295, Franklin, TN 37065.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

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. Harriet Schifftan	
2 Business name/disregarded entity name, if different from above Gilda's Club Middle Tennessee	
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) ►	
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. 1707 Division Street	Requester's name and address (optional) City of Franklin 109 3rd Ave South Franklin, TN 37064
6 City, state, and ZIP code Nashville, TN 37203	
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
-	1614190

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ► <i>Harriet Schifftan</i>	Date ► 3/12/20
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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.



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	TN	37203
Street Address	City	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	\$ 0	
State Grants	\$2,250	
Financial Assistance from Local Governments	0	
Donations and Gifts from Citizens	\$425,229	
Membership Dues	0	
Fees/Charges for Services	0	
Fundraising Events	\$317,286	
Sale of Assets	0	
Loans-Borrowed Funds	0	
Investment Income	\$66,198	
Other Receipts	\$286,473 (Foundation)	
Total Receipts		\$ 1,097,436 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$ 0
Salaries and Wages	\$649,183
Employee Benefits	\$86,574
Payroll Taxes	\$48,233
Fees for Services (non-employee)	\$27,852
Advertising and Promotion	\$28,723
Office Expenses	\$102,429
Leases/Rentals	\$21,679
Maintenance and Repairs	\$33,803
Supplies	\$28,491
Travel	\$750

Utilities	\$19,626	
Insurance	\$23,796	
Conferences, Conventions and Meetings	\$8,989	
Interest	\$8,416	
Purchase of Capital Assets – Vehicles and Equipment	0	
Purchase of capital Assets – Property and Buildings	0	
Loan Payments		
Other	\$115,169	
Total Disbursements		\$ 1,175,222 (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) \$ <-77,786> (C)

Cash Balance - at the beginning of the fiscal year \$ 106,853.73 (D)

Cash Balance - at the end of the fiscal year (C+D=E) \$ 29,067.73 (E)

Details of Cash Balance - at the end of the fiscal year

Cash on Hand	\$ 236.22	
Cash in Bank – Checking	\$26,864.48	
Cash in Bank – Savings Accounts	\$1,398.25	
Cash in Bank – Certificates of Deposits	\$568.78	
Other Cash	0	
Total Cash - at the end of the fiscal year		\$ 29,067.73 (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

Funding from the City of Franklin would directly support our cancer support program in Franklin. For one participant, Annie, "Gilda's Club was amazing from the minute I walked in... it saved [my family]." Annie attends a caregiver support group, and her husband participates in a colon cancer group. Her two kids attend special children's activities and see our child life specialist one-on-one. A place of understanding and wellness existed for the whole family at Gilda's Club. Now Annie and her family can't imagine not having the love, support, inspiration, and peace offered at Gilda's Club. "We can't say enough about how grateful we are that Gilda's Club exists," Annie shared. "We didn't know what it was before we walked in for the first time and now we can't imagine not having it. It's been a beautiful place for all of us."

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

Hayley Levy

Printed Name

Signature

Phone Number 615-329-1124

Email Address hayley@gildasclubmiddletn.org

Date 3/12/20



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Funding Request Schedule

February 13, 2020	Funding request application period opens
March 13, 2020	Funding request applications are due by 4:00pm (may be submitted early)
April 11, 2020	Applications will be presented to the Budget & Finance Committee
May and June 2020	Applications will be presented to the Board of Mayor and Aldermen during the budget hearings

The level of funding for nonprofits has not yet been decided by the Board of Mayor Aldermen. Application approval will be based on fund availability and by determination of the Board.

CERTIFICATE OF INSURANCE

ALLIED WORLD INSURANCE COMPANY
C/O: American Professional Agency, Inc.
95 Broadway, Amityville, NY 11701
800-421-6694

This is to certify that the insurance policies specified below have been issued by the company indicated above to the insured named herein and that, subject to their provisions and conditions, such policies afford the coverages indicated insofar as such coverages apply to the occupation or business of the Named Insured(s) as stated.

THIS CERTIFICATE OF INSURANCE NEITHER AFFIRMATIVELY NOR NEGATIVELY AMENDS, EXTENDS OR ALTERS THE COVERAGE(S) AFFORDED BY THE POLICY(IES) LISTED ON THIS CERTIFICATE.

Name and Address of Named Insured:

Blanket Coverage

GILDA'S CLUB MIDDLE TENNESSEE
1707 DIVISION STREET
NASHVILLE TN 37203

Type of Work Covered: SOCIAL SERVICE AGENCY

Location of Operations:

(If different than address listed above)

Claim History:

Coverages	Policy Number	Effective Date	Expiration Date	Limits of Liability
PROFESSIONAL/ LIABILITY	5140-0277	10/01/19	10/01/20	1,000,000 1,000,000

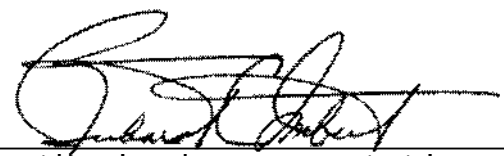
NOTICE OF CANCELLATION WILL ONLY BE GIVEN TO THE FIRST NAMED INSURED ON THIS POLICY AND HE OR SHE SHALL ACT ON BEHALF OF ALL INSURED(S) WITH RESPECT TO GIVING OR RECEIVING NOTICE OF CANCELLATION.

Comments:

This Certificate Issued to:

Name: GILDA'S CLUB MIDDLE TENNESSEE
1707 DIVISION STREET

Address: NASHVILLE TN 37203


Authorized Representative



2020-2021 Board of Directors

Anne Fletcher (Associate Board Chair)

TravelSOUL

Owner

Cell: 901.270.3693

associateboard@gildasclubmiddletn.org

Term end: 12/2020

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)

Vanderbilt University Medical Center

Vice President, Business Development

Work: 615-936-5330 Cell: 615-424-2576

jim.corum@vumc.org

Term end: 12/2022

Jeff Fisher

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: 12/2023

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

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

Executive Vice President & Partner

Work: 615-371-8612 Cell: 615-390-4153

Helen.Lane@ankura.com

Term end: 3/2022



2020-2021 Board of Directors

Michael Moschel

Littler
Shareholder/ Attorney
Work: 615-514-4124 Cell: 615-390-4321
moschel@gmail.com
Term end: 12/2023

Sharon Turner-Friley

Meharry Medical College
Assistant Dean, Special Programs
Work: 615-327-6568 Cell: 615-481-4912
turnerfriley@yahoo.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

Corizon
Senior Vice President, Human Resources
Cell: 615-579-3471
Carolyn.schneider@corizonhealth.com
Term end: 12/2023

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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 Schiffman, 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 Schiffman
Print Name of Authorized Representative

Harriet Schiffman
Signature of Authorized Representative

9.16.19
Date

**GILDA'S CLUB MIDDLE TENNESSEE
FINANCIAL STATEMENTS
EIGHTEEN MONTHS ENDED JUNE 30, 2019**

**GILDA'S CLUB MIDDLE TENNESSEE
FINANCIAL STATEMENTS
EIGHTEEN MONTHS ENDED JUNE 30, 2019**

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Independent Auditors' Report

To the Board of Directors
Gilda's Club Middle Tennessee

Report on the Financial Statements

We have audited the accompanying financial statements of Gilda's Club Middle Tennessee, which comprise the statement of financial position as of June 30, 2019, the related statements of activities, functional expenses, and cash flows for the eighteen months 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.

Auditors' 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 auditors' 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 Gilda's Club Middle Tennessee as of June 30, 2019, and the changes in its net assets and its cash flows for the eighteen months then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

The Organization changed its fiscal year end from December 31 to June 30. Our opinion is not modified with respect to this matter.

Other Matter

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information is presented for purposes of additional analysis and is 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.

Blankenship CPA Group, PLLC
Blankenship CPA Group, PLLC
Brentwood, Tennessee
October 11, 2019

**GILDA'S CLUB MIDDLE TENNESSEE
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2019**

ASSETS

Cash	\$ 48,904
Pledges receivable, net	19,219
Investments	1,171,927
Prepaid expenses	11,304
Purchased membership rights	84,000
Property and equipment, net	2,101,228
Beneficial interest in funds held by Community Foundation of Middle Tennessee	<u>19,401</u>
TOTAL ASSETS	<u>\$ 3,455,983</u>

LIABILITIES AND NET ASSETS

LIABILITIES	
Accounts payable	\$ 2,914
Accrued expenses	27,667
Deferred special event income	51,600
Line of credit	40,000
Accrued membership rights fees	<u>30,000</u>
Total Liabilities	<u>152,181</u>
NET ASSETS	
Without donor restrictions	3,156,592
With donor restrictions	<u>147,210</u>
Total Net Assets	<u>3,303,802</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 3,455,983</u>

The accompanying notes are an integral part of these financial statements.

**GILDA'S CLUB MIDDLE TENNESSEE
STATEMENT OF ACTIVITIES
EIGHTEEN MONTHS ENDED JUNE 30, 2019**

Changes in Net Assets Without Donor Restrictions

Public support	
Individual, corporate gifts and grants	\$ 546,611
Donated goods and services	230,339
Special events (net of direct benefits to donors of \$130,797)	195,857
Investment income	68,655
Other income	<u>4,220</u>
 Total Unrestricted Support and Revenues	 1,045,682
 Net assets released from restrictions	 <u>205,583</u>
 Total Unrestricted Support, Revenues and Reclassifications	 <u>1,251,265</u>
 Expenses	
Program services	1,581,881
Supporting services	
Management and general	145,996
Fundraising	<u>130,854</u>
 Total Expenses	 <u>1,858,731</u>
 Decrease in net assets without donor restrictions	 <u>(607,466)</u>
 Changes in Net Assets With Donor Restrictions	
Grants	111,333
Change in value of beneficial interest in assets held by	
Community Foundation of Middle Tennessee	198
Net assets released from restrictions	<u>(205,583)</u>
 Decrease in net assets with donor restrictions	 <u>(94,052)</u>
 DECREASE IN NET ASSETS	 (701,518)
 NET ASSETS - BEGINNING OF PERIOD	 <u>4,005,320</u>
 NET ASSETS - END OF PERIOD	 <u><u>\$ 3,303,802</u></u>

The accompanying notes are an integral part of these financial statements.

**GILDA'S CLUB MIDDLE TENNESSEE
STATEMENT OF FUNCTIONAL EXPENSES
EIGHTEEN MONTHS ENDED JUNE 30, 2019**

	Program Services	Supporting Services		Total
		Management and General	Fund- raising	
Compensation and related costs				
Compensation	\$ 836,135	\$ 90,604	\$ 87,807	\$ 1,014,546
Benefits	82,029	18,485	15,020	115,534
Contract labor	62,826	359	240	63,425
	<u>980,990</u>	<u>109,448</u>	<u>103,067</u>	<u>1,193,505</u>
Donated goods and services	202,242	6,387	4,257	212,886
Special events expense	42,985	-	71,239	114,224
Depreciation	82,036	2,591	1,727	86,354
Outreach and marketing	46,950	1,484	988	49,422
Repairs and maintenance	44,251	1,397	932	46,580
Insurance	32,119	1,014	676	33,809
Utilities	29,821	942	627	31,390
Amortization of golf club membership rights	7,000	-	21,000	28,000
Printing	26,504	837	558	27,899
Rent	25,263	-	-	25,263
Telephone	21,775	688	458	22,921
Supplies and materials	18,971	489	325	19,785
Meetings and workshops	18,527	-	-	18,527
Dues and memberships	16,216	512	340	17,068
Professional development	14,518	458	306	15,282
Banking and credit card fees	7,008	-	7,008	14,016
Professional services	3,150	9,525	525	13,200
Interest	-	10,047	-	10,047
Postage	5,613	177	118	5,908
Annual campaign	1,721	-	1,721	3,442
	<u>1,627,660</u>	<u>145,996</u>	<u>215,872</u>	<u>1,989,528</u>
Total expenses	1,627,660	145,996	215,872	1,989,528
Less direct benefits to donors	<u>(45,779)</u>	<u>-</u>	<u>(85,018)</u>	<u>(130,797)</u>
Total functional expenses	<u>\$ 1,581,881</u>	<u>\$ 145,996</u>	<u>\$ 130,854</u>	<u>\$ 1,858,731</u>

The accompanying notes are an integral part of these financial statements.

GILDA'S CLUB MIDDLE TENNESSEE
STATEMENT OF CASH FLOWS
EIGHTEEN MONTHS ENDED JUNE 30, 2019

CASH FLOWS FROM OPERATING ACTIVITIES

Decrease in net assets	\$ (701,518)
Adjustments to reconcile decrease in net assets to net cash used by operating activities:	
Depreciation	86,354
Amortization of golf membership rights	28,000
Investment income	(68,655)
Change in value of beneficial interest in funds held by Community Foundation of Middle Tennessee	(198)
Change in assets and liabilities	
Decrease in pledges receivable, net	53,114
Increase in prepaid expenses	(519)
Increase in accounts payable	2,091
Increase in accrued expenses	17,558
Increase in deferred special event income	51,600
Decrease in accrued membership rights fees	<u>(10,000)</u>
Net Cash Used By Operating Activities	<u>(542,173)</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Payments for property and equipment	(45,062)
Proceeds from sale of investments	<u>360,000</u>
Net Cash Provided By Investing Activities	<u>314,938</u>

CASH FLOWS FROM FINANCING ACTIVITIES

Net borrowings on line of credit	<u>40,000</u>
Net Cash Provided By Investing Activities	<u>40,000</u>

NET DECREASE IN CASH (187,235)

CASH - BEGINNING OF PERIOD 236,139

CASH - END OF PERIOD \$ 48,904

SUPPLEMENTAL DISCLOSURE

Interest paid during the period	<u><u>\$ 10,047</u></u>
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The accompanying notes are an integral part of these financial statements.

**GILDA'S CLUB MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
EIGHTEEN MONTHS ENDED JUNE 30, 2019**

NOTE 1 - ORGANIZATION AND NATURE OF ACTIVITIES

Gilda's Club Middle Tennessee (the "Organization") was organized in 1995 as a Tennessee not-for-profit corporation and became an affiliate of Cancer Support Community in 2009. The Organization provides evidence-based psychosocial emotional support for people living with cancer, their families and friends. Always free of charge, the Program includes a diagnostic distress screening, support groups, healthy living workshops and lectures, creative arts, children and teen programs, and social events at two locations in Davidson County and Williamson County (opened in May 2018). The Clinical Program Director ensures that all activities help members build essential emotional and social support as a necessary complement to medical care.

Individual gifts, corporate and foundation contributions, special events and estate gifts are the major sources of support for the Organization.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial statements of the Organization have been prepared in accordance with accounting principles generally accepted in the United States of America (US 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, where by the donor has stipulated the funds be maintained in perpetuity.

Use of Estimates

The preparation of financial statements in conformity with US GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

Investments

Investments are held by a broker and consist of money market accounts, certificates of deposit, bonds, equities and equity mutual funds. The money market accounts and certificates of deposit are carried at cash value plus accrued interest. Bonds, equities and equity mutual funds are reported at quoted fair market value based on the last reported sale of the year on a national security exchange. Interest and dividends, as well as changes in unrealized gains and losses are recognized in the statement of activities for the period.

Membership Rights

Purchased membership rights have been capitalized at acquisition cost and are being amortized by the straight-line method over the life of the agreement, which is five years.

Property and Equipment and Depreciation

It is the Organization's policy to capitalize all property and equipment over \$1,000. Property and equipment acquisitions are recorded at cost. Donations of property and equipment are recorded as revenues at their estimated fair value. Such donations are reported as unrestricted revenues unless the donor has restricted the donated asset to a specific purpose. When depreciable assets are disposed of, the cost and related accumulated depreciation are removed from the accounts, and any gain (except on trade-in) or loss is included in the statement of activities for the period. A gain on trade-in is applied to reduce the cost of the new acquisition. Depreciation is provided over the estimated useful lives of the assets ranging from five to fifty years and computed on the straight-line method.

**GILDA'S CLUB MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
EIGHTEEN MONTHS ENDED JUNE 30, 2019**

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Beneficial Interest in Funds Held by Community Foundation of Middle Tennessee

The Organization's beneficial interest in an agency endowment fund held by the Community Foundation of Middle Tennessee is recognized as an asset. Changes in the value of the fund are recognized in the statement of activities, and distributions received from the fund are recorded as decreases in the beneficial interest and investment income.

Deferred Special Event income

Amounts received in advance for the sponsorships of special fundraising events are recorded as deferred revenues until the year of the event.

Income Taxes

The Organization is exempt from federal and state income taxes under Internal Revenue Code Section 501(c)(3) and the tax laws of the state of Tennessee.

Contributions

Contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor-imposed restrictions. Contributions that are restricted by the donor are reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the contribution is recognized. All other donor restricted contributions are reported as an increase in net assets with donor restrictions, depending on the nature of restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Donated Goods and Services

Donated goods are recorded at estimated fair value in the period the gift is received. Donated services are recognized if they create or enhance non-financial assets or the donated service requires specialized skills, was performed by the donor who possesses such skills, and would have been purchased by the Organization if not provided by the donor. Such services are recognized at fair value as support and expense in the period the services are performed.

Functional Allocation of Expenses

The following program and supporting services classifications are included in the accompanying financial statements.

Program services consist of activities relating to support and networking groups, lectures, workshops and social events in a nonresidential, home-like setting (clubhouse facility), provided free of charge to adults and children living with cancer and to their families and friends.

Management and general relates to the overall direction of the Organization. These expenses are not identifiable with a particular program or with fundraising but are indispensable to the conduct of those activities and are essential to the Organization. Specific activities include oversight, business management, budgeting, recordkeeping, financing, and other administrative activities.

Fundraising includes costs of activities directed toward appeals for financial support including special events. Other activities include the cost of solicitation and creation and distribution of fundraising materials.

Expenses that can be directly attributed to a particular function are charged to that function. Certain costs have been allocated among more than one program or activity based on objectively evaluated financial and nonfinancial data or subjective methods determined by management.

The costs of providing program and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among program services and supporting services benefited. Such allocations are determined by management on an equitable basis.

GILDA'S CLUB MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
EIGHTEEN MONTHS ENDED JUNE 30, 2019

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Functional Allocation of Expenses-Continued

The expenses that are allocated include the following:

<u>Expense</u>	<u>Method of Allocation</u>
Compensation	Time and effort
Depreciation	Facility square footage
Repairs and maintenance	Facility square footage
Insurance	Facility square footage
Utilities	Facility square footage
Printing	Estimated usage
Dues and memberships	Estimated usage
Supplies and materials	Estimated usage
Telephone	Estimated usage
Banking and credit card fees	Estimated usage
Postage	Estimated usage
Outreach and marketing	Estimated usage
Professional development	Estimated usage

Change in Fiscal Year

The Organization changed its accounting year end from December 31 to June 30. Accordingly, the Organization is reporting the current period as an eighteen month year ended accounting period as it transitions to this new fiscal year end.

New Accounting Pronouncement

On August 18, 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standard Update (ASU) No. 2016-14 *Not-for-Profit Entities (Topic 958) - Presentation of Financial Statements of Not-for-Profit Entities*. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. The Organization has adjusted the presentation of these statements accordingly.

NOTE 3 - AVAILABILITY AND LIQUIDITY

The following represents the Organization's financial assets at June 30, 2019:

Financial assets at period end:	
Cash	\$ 48,904
Pledges receivable, net	19,219
Investments	<u>1,171,927</u>
Total financial assets	1,240,050
Less amounts not available to be used within one year:	
Investments designated for long-term stability	269,892
Investments designated for repairs and maintenance	<u>135,200</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 834,958</u>

GILDA'S CLUB MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
EIGHTEEN MONTHS ENDED JUNE 30, 2019

NOTE 3 - AVAILABILITY AND LIQUIDITY (CONTINUED)

As part of its liquidity plan, the Organization has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. The Organization receives year-round donations from individuals and the Organization makes specific appeals at strategic times of the year for specific projects. Additionally, the Organization has an available a \$300,000 line of credit with a local bank. Cash flow is tracked through regular budget to actual comparisons which are monitored by management, the finance committee and the board of directors.

NOTE 4 - JOINT COSTS

During the eighteen months ended June 30, 2019, the Organization incurred joint costs of \$142,224 for special events that included both program activities and fundraising appeals. The Organization allocated \$49,985 and \$92,239 to program services and fundraising, respectively. After deducting the direct benefit to donors, these amounts netted to a total of \$11,427 with resulted net allocations of \$4,206 and \$7,221, respectively.

NOTE 5 - PLEDGES RECEIVABLE

Pledges receivable consists of pledges made for the Organization's Red Door Campaign. All of the pledges are classified as current since they are expected to be collected within the next year. Management has determined that no allowance for doubtful accounts is necessary as of June 30, 2019.

NOTE 6 - INVESTMENTS

The Organization's investments consist of the following as of June 30, 2019:

Cash equivalents	\$ 29,712
Certificates of deposit	120,399
Corporate bonds	411,450
Equities and equity funds	610,366
	<u>\$ 1,171,927</u>

Investment income includes the following for the eighteen months ended June 30, 2019:

Dividends and interest	\$ 54,934
Net gain on investments	41,672
Investment expenses	(27,951)
	<u>\$ 68,655</u>

Accounting principles generally accepted in the United States of America require the Organization to disclose the basis for considering market participant assumptions in fair value measurements. Fair value accounting standards establish a fair value hierarchy that distinguishes between market participant assumptions based on market data obtained from sources independent of the reporting entity including quoted market prices in active markets for identical assets (Level 1), or significant other observable inputs (Level 2) and the reporting entity's own assumptions about market participant assumptions (Level 3). The following table sets forth the Organization's major categories of investments measured at fair value on a recurring basis, by level within the fair value hierarchy as of June 30, 2019.

	<u>Fair Value</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Corporate bonds	\$ 411,450	\$ 29,712	\$ 411,450	\$ -
Equities and equity funds	610,366	610,366	-	-
	<u>\$ 1,021,816</u>	<u>\$ 640,078</u>	<u>\$ 411,450</u>	<u>\$ -</u>

**GILDA'S CLUB MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
EIGHTEEN MONTHS ENDED JUNE 30, 2019**

NOTE 7 - MEMBERSHIP RIGHTS

During 2017, the Organization entered into a 5-year agreement with the Golf Club of Tennessee (the "Club") for \$140,000 for certain membership rights. Of this amount, \$100,000 was paid at the time of signing the agreement and an additional \$10,000 will be paid over each of the next four years. These rights allow for five years of annual fundraising golf tournaments at the Club and the right to limited use of the Club's facilities for the cultivation and solicitation of donors. The Organization has no equity or ownership or any other property interest in the Club. The Organization is amortizing the cost of the membership rights over the term of the agreement. For the eighteen months ended June 30, 2019, the Organization reported amortization expense of \$28,000.

NOTE 8 - PROPERTY AND EQUIPMENT

Property and equipment consist of the following as of June 30, 2019:

Land	\$ 350,000
Building and improvements	2,296,032
Furniture and equipment	<u>105,427</u>
	2,751,459
Accumulated depreciation	<u>(650,231)</u>
	<u>\$ 2,101,228</u>

Depreciation expense was \$86,354 for the eighteen months ended June 30, 2019.

NOTE 9 – BENEFICIAL INTEREST IN FUNDS HELD BY OTHERS

The Organization has a beneficial interest in an endowment fund held by Community Foundation of Middle Tennessee ("CFMT") that resulted from contributions from various individuals. The Organization has granted variance power to CFMT, and CFMT has the ultimate authority and control over the Fund and the income derived there from. The fund is charged a .4% administrative fee annually. Upon request by the Organization, income from the fund representing a 5% annual return may be distributed to the Organization or to another suggested beneficiary.

A schedule of changes in the Organization's beneficial interest in this fund follows for the eighteen months ended June 30, 2019:

Balance - beginning of period	<u>\$ 19,203</u>
Change in value of beneficial interest:	
Investment earnings	1,282
Grants paid out to the Organization	(900)
Administrative expenses	<u>(184)</u>
Net change	<u>198</u>
Balance - end of period	<u>\$ 19,401</u>

NOTE 10 - LINE OF CREDIT

The Organization has a \$300,000 line of credit with a local bank with an outstanding balance of \$40,000 at June 30, 2019. The loan calls for an interest rate at the Wall Street Journal prime rate (5.5% at June 30, 2019) with a floor of 4.00%. The line of credit expires May 22, 2020 and is collateralized by the Organization's investment securities.

**GILDA'S CLUB MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
EIGHTEEN MONTHS ENDED JUNE 30, 2019**

NOTE 11 - NET ASSETS

Net assets with donor restrictions consist of the following at June 30, 2019.

Grants for subsequent year programs	\$ 111,333
Endowment fund	19,401
Pledges for the Red Door Campaign	<u>16,476</u>
	<u>\$ 147,210</u>

NOTE 12 - DONATED GOODS AND SERVICES

The following in-kind contributions of goods and services have been included in unrestricted revenues and expenses/assets in the financial statements for the eighteen months ended June 30, 2019.

Included in support/expenses	
Group counseling	\$ 87,945
Individual counseling	29,755
Healthcare providers	26,600
Art instruction	20,370
Movement and fitness instruction	17,710
Food, supplies, tickets and gifts	15,866
Cooking and nutrition	9,840
Computer technology support	<u>4,800</u>
	<u>212,886</u>
Included in support/property and equipment	
Furniture	<u>17,453</u>
Included in special events/expenses	
Prizes, fees and materials	1,337
Professional services	<u>704</u>
	<u>2,041</u>
	<u>\$ 232,380</u>

NOTE 13 - RECENT ACCOUNTING PRONOUNCEMENTS

In February 2016, the FASB issued ASU No. 2016-02, *Leases* (Topic 842). ASU No. 2016-02 requires recognition of rights and obligations arising from lease contracts, including existing and new arrangements, as assets and liabilities on the balance sheet. ASU No. 2016-02 is effective for annual reporting periods beginning after December 15, 2019. The Organization's adoption of the new standard in 2020 will require quantitative and qualitative financial statement disclosures regarding the Organization's lease arrangements and balance sheet presentation of right of use assets and lease liabilities representative of the Organization's discounted future lease payments. The Organization is currently evaluating the effect that implementation of the new standard will have on its financial statements in the subsequent years.

NOTE 14 - SUBSEQUENT EVENTS

The Organization has evaluated subsequent events through October 11, 2019, which is the date the financial statements were available to be issued.

SUPPLEMENTARY INFORMATION

GILDA'S CLUB MIDDLE TENNESSEE
COMBINING SCHEDULE OF INCOME AND EXPENSES
EIGHTEEN MONTHS ENDED JUNE 30, 2019

	Twelve Months Ended December 31, 2018	Six Months Ended June 30, 2019	Total Eighteen Months Ended June 30, 2019
Support and Revenues			
Public support			
Individual, corporate gifts and grants	\$ 414,277	\$ 243,667	\$ 657,944
Donated goods and services	159,830	70,509	230,339
Special events (net of direct benefits to donors of \$129,460 and \$1,337 for the twelve months and six months ended, respectively)	176,337	19,520	195,857
Investment income	(70,371)	139,026	68,655
Other income	3,424	796	4,220
Change in value of beneficial interest in assets held by Community Foundation of Middle Tennessee	(1,915)	2,113	198
Total Support and Revenues	<u>681,582</u>	<u>475,631</u>	<u>1,157,213</u>
Expenses			
Compensation	634,235	380,311	1,014,546
Donated goods and services	142,377	70,509	212,886
Benefits	79,013	36,521	115,534
Special events expense	112,163	2,061	114,224
Depreciation	57,074	29,280	86,354
Contract labor	44,892	18,533	63,425
Outreach and marketing	23,546	25,876	49,422
Repairs and maintenance	28,970	17,610	46,580
Insurance	22,107	11,702	33,809
Utilities	21,779	9,611	31,390
Amortization of golf club membership rights	28,000	-	28,000
Printing	22,239	5,660	27,899
Rent	14,333	10,930	25,263
Telephone	15,259	7,662	22,921
Supplies and materials	11,885	7,900	19,785
Meetings and workshops	15,524	3,003	18,527
Dues and memberships	9,444	7,624	17,068
Professional development	9,956	5,326	15,282
Banking and credit card fees	10,459	3,557	14,016
Professional services	9,000	4,200	13,200
Interest	5,779	4,268	10,047
Postage	5,908	-	5,908
Annual campaign	3,442	-	3,442
	<u>1,327,384</u>	<u>662,144</u>	<u>1,989,528</u>
Less direct benefits to donors	<u>(129,460)</u>	<u>(1,337)</u>	<u>(130,797)</u>
Total Expenses	<u>\$ 1,197,924</u>	<u>\$ 660,807</u>	<u>1,858,731</u>
DECREASE IN NET ASSETS	<u>\$ (516,342)</u>	<u>\$ (185,176)</u>	<u>\$ (701,518)</u>

See Independent Auditors' report.



Additional Budget Narrative

Gilda's Club Middle Tennessee is serving the region of Middle Tennessee more than ever before. Since our cancer support program is offered at no charge to participants, we raise our annual budget every year. In section III, please note that our "Expenditures" show **only** our expenses for our Franklin location. The "Revenues," however, reflect our revenue budget for our entire program. We are one cancer support program with two locations. While donors can designate their giving to solely support our Franklin location, the revenue is totaled together in this section.

Our Board of Directors invested in our growth, and opening our Franklin location in 2018, by utilizing our reserves and knowing our fundraising efforts would need to increase. The deficit reflected in section V shows the initial expenses for our space and staffing to accommodate that growth in the last year and a half. Additionally, in September 2019 we transitioned leadership to a new President & CEO, who is beginning to build relationships with funders and help generate much needed revenue.

To expand on section II number 9, our plan to overcome our deficit focuses on relationship-based strategies implemented by our development team, which includes our new President & CEO, Director of Development, and part-time Development Coordinator. Today, we are focused on driving fundraising and revenue to catch up with the growing needs for our cancer support program. To this end, we have formed a special Williamson County Advisory Council with 19 community leaders, which met for the first time on March 3, 2020, to help us fundraise and build relationships. Our initial takeaways from the group, are: We need to message and encourage Williamson County designated giving opportunities; we need to host "raised locally – stay locally" events in Williamson County for the Franklin program; message "per member, per year, program cost" as a fundraising minimum (\$2,500); and add county specific impact metrics to social media messaging and local outreach. The goal is for our Franklin location to become self-sustaining, raising its specific budget (section III), annually.

Beyond our county specific focus, we will continue to grow major giving (\$1,000+) and utilizing a planned giving legacy society. To enhance our focus on securing planned gifts, we officially named our planned giving society the Will Power Society in 2019. In Q1 2020, two key Gilda's Club donors agreed to steward this effort alongside staff. We aim to have three conversations a month to yield at least one documented planned gift per month. Moreover, our new President & CEO has expanded our Advisory Board to include all past Board Chairs and founders to keep these key individuals engaged and assist with the development of long-term planning initiatives. They will be convened twice annually. Lastly, our Board Members' expertise across various fields, coupled with their generosity, has propelled Gilda's Club to what it is today. Board Members give personally; attend events; represent Gilda's Club as ambassadors; assist in cultivating corporation, foundation and individual relationships; and recruit future Board Members and volunteers.



FACING



CANCER



TOGETHER

**BOARD
OF DIRECTORS**

Jim Corum, *Chair*
Helen Lane, *Chair-Elect*
Randy Goldstein, *Treasurer*
Lisa Taylor, *Secretary*
Denise Alper
Jessica Averbuch
Anthony Barton
Jim Brown
Ken Bryant
Jeff Fisher
Anne Fletcher
Randy Goldstein
Rachel Goodrich
Dr. Steve Hecklin
Allen Huggins
Keith Kraft
Michael Moschel
Samantha Saturn
Carolyn Schneider
Flynn Tracy
Sharon Turner-Friley
Ben Sutter, YLC Intern
Harriet Schifftan, MSW, MAJCS
President & CEO

Felice Apolinsky, LCSW
Program Director

ADVISORY BOARD

Joe Barker
Walter Campbell
Fletcher Foster
Hope Hines
Harriet Karro
Michael Radner
Ronna Rubin
Sandy Towers
Merwin Ullestad
Fleming Wilt

CONNECT

615-329-1124

Nashville

615-905-9633

Williamson County

gildasclubmiddletn.org

March 12, 2020

City of Franklin
Board of Mayor and Alderman
109 3rd Ave. South, Suite 111
Franklin, TN 37064

Dear City of Franklin's Board of Mayor and Alderman,

We are grateful for this opportunity to apply to the City of Franklin for non-profit funding. We understand you focus your funding on wellness for the residents of the municipality. Gilda's Club Middle Tennessee open our Franklin location 18 months ago with the goal of providing our cancer support program – offered at no charge – to improve wellness and quality of life for Williamson County residents impacted by cancer. We found out about your non-profit funding just last week through a member of our 19 person Williamson County Advisory Council.

Your funding will enable us to support those impacted by cancer, allowing individuals and families to experience lessened depression, better self-advocacy, increased socialization, and improved quality of life over the short- and long-term. Gilda's Club is here for diagnosed individuals, family members, caregivers, children whose parents are experiencing cancer, those who are bereaved, and individuals who are post-treatment – all free of charge because of you. As one caregiver and mother of two shared, "I don't know how to describe it, but Gilda's Club saved me and our family. I was at a loss as to what to do, and where to go."

It would mean a great deal to receive funding from the City of Franklin to fund our cancer support program. Please do not hesitate to reach out with any requests for additional information. You may reach us at (615) 329-1124.

Thank you for considering this funding invitation.

Gratefully yours,

Harriet

Harriet Schifftan
President & CEO
harriet@gildasclubmiddletn.org

Hayley

Hayley Levy
Director of Development
hayley@gildasclubmiddletn.org

Gilda's Club Middle Tennessee is a 501(c)(3) corporation. Tax ID 62-1614190

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/13/2020

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 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 The Crichton Group 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	
INSURED Gilda's Club Middle Tennessee 1707 Division Street Nashville, TN 37203-2701		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:

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 INSR	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:	X		PHPK1996125	07/01/2019	07/01/2020	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 ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			PHPK1996125	07/01/2019	07/01/2020	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 DED ☒ RETENTION \$10000	X		PHUB680383	07/01/2019	07/01/2020	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	03000055487605	07/01/2019	07/01/2020	☒ 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).

The City of Franklin, Tennessee is listed as Additional Insured for General Liability evidenced herein where required by written contract.

CERTIFICATE HOLDER

CANCELLATION

City of Franklin, Tennessee
 417 Century Court
 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

Cooper Jones

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City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Section I: Title Page - This Form should be the top sheet of your application packet.

Agency Exact Legal Name: **Gentry's Education Center @ the Store Front, Inc.**

(List agency name as it appears on the Secretary of State website)

Application Contact Name/Title: **Evelyn Hickerson/Executive Director**

Contact Phone Number and Email Address: **615-925-1033; hickersoneve@fssd.org**

Board Chair: **Benjamin Sohr**

Is the agency's street address provided on the Vendor Information Form located within the corporate limits of the City of Franklin? ☒ Yes ☐ No

If no or the address provided is not the entity's headquarters' address, list below the street address of your agency's official headquarters. If yes, skip Headquarters' details.

Headquarters' Street Address

City, State, Zip Code

Headquarters' Mailing Address

City, State, Zip Code

Headquarters' Contact Name and Number

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 ☐

List the total amount of City of Franklin funds being requested for FY2020-2021 \$ **30,100.00**

What percent of your local agency budget is the above funding request from the City of Franklin? **5.80**

Do you provide year-round services (TCA 6-54-111)? Yes ☒ No ☐ If no, please list dates or months of services provided.

Applicants must provide a signed original copy of the application. An additional electronic copy of the completed application packet is requested but is not required.



City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

SECTION I: Checklist Form

Incomplete applications will not be reviewed. Every section is mandatory unless otherwise stated.

Agency Name: **Gentry's Education Center @ the Store Front, Inc.**

SECTION I: Title Page (Top Sheet)

- ☒ Funding application – Title Page (top sheet)
- ☒ Application checklist form
- ☐ Cover letter, voluntary

SECTION II: Application

- ☒ Funding application
- ☒ Additional answer pages

SECTION III: Budget

- ☒ Completed budget form
- ☐ Additional Budget narrative, voluntary

SECTION IV: Compliance Documentation

- ☒ Annual audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded. (T.C.A. 6-54-111)
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination)
- ☒ Any other forms of due diligence required by the State Comptroller's office
- ☒ Statement of non-discrimination (provided, to be signed)
- ☒ Board of Directors list that includes the names, position(s) held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability, general liability, and workers' compensation.

SECTION V: Attachments

- ☒ City of Franklin Vendor Information Form
- ☒ W-9 for the Agency
- ☐ State of Tennessee Annual Reporting form, if applicable
- ☒ Funding request schedule

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly and all the checklist items are included. Each item has been completed properly and correct forms, attachments, and documents have been provided as requested.

Evelyn Hickerson

3/10/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

3/10/2020

Signature of (CEO/President/Executive Director/Board Chair)

Date



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

SECTION II: Application

Agency Name: **Gentry's Education Center @ the Store Front, Inc.**

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet. If a question does not apply, type NA).

1. Total number of years the program component or service has been in operation: **11**

2. Total unduplicated number of active Participants in the Organization (participants should be counted once, no matter how many different direct services they receive during a funding year):

Over 300 students participate in Gentry's programs throughout the year (school year and summer programs).

3. Are fees charged to participants? ☒ Yes ☐ No

If yes, attach a fee schedule or itemize the fee structure utilized:

Registration fees are \$30.00 per student. Pre-Kindergarten program fee is \$60.00/week. The after school tutoring program fee is \$20.00/week. The Summer Academy fee is \$50.00/week. Gentry's can receive vouchers from the Family First program to assist with fee payments. To ensure no child is excluded, scholarships are available to students from very-low income households to cover program participation. No child is turned away due to the inability to pay. Currently, 75% of Gentry's students are on scholarships.

If no, please explain:

4. Approximate total number of clients served by your program on a yearly basis and location of services provided:

Over 300 students participate in Gentry's programs throughout the year. Services are provided at Johnson Elementary School and Freedom Intermediate School. In 2019, Gentry's expanded its services in the Williamson County Community Services Building.

5. All funds provided must be used to aid Williamson County citizens only. Provide documentation to show the expenses used to service Williamson County Citizens (include an estimate of how many of the total active participants are Williamson County Citizens):

As our program is school/community-based, 100% of the participants reside in Williamson County. Participant data is maintained in hard copy on registration forms identifying demographic and resident status information and in TN-ELAP - a proprietary web application developed by the University of Tennessee College of Social Work Office of Research and Public Service (UT SWORPS) for the Tennessee Department of Education (TDOE) in support of Extended Learning and Afterschool Programs.

6. Provide a list of the target group(s) to be served (i.e. homeless families with children youth aged 10-16, elderly age 55 years or older, etc.):

Target groups to be served include K-6th grade students (ages 5-12) from Williamson County who are economically disadvantaged, academically at risk, chronically absent from school (students who are absent for any reason 10% or more of the school year), and below proficiency in Math and English Language Arts.



City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: **Gentry's Education Center @ the Store Front, Inc.**

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet).

7. List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities:

The Boys and Girls Club and the Franklin Special School District's (FSSD) Morning and After School Care program (MAC) also provide students with child care and academic support during the school year and summer. FSSD also offers Young Scholars Institute, an interest-based summer enrichment program. Students may attend for one or two weeks. Gentry's services are data-driven, yet holistic. Our program is evaluated based on academic and behavioral performance indicators; therefore, our program focus is to reduce achievement gaps and address the emotional health of students through ACEs services (adverse childhood experiences). We also provide more opportunities for student participation when families are unable to pay for programming.

8. Provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal year 2020-2021.

See attached.

9. Unless prohibited by law, provide documentation that your organization made a good faith effort to collect donations from private resources.

See attached.



City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: **Gentry's Education Center @ the Store Front, Inc.**

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet).

10. Other than the private resources above, list any other fundraising activities your agency engaged in during the year.

Other fundraising activities Gentry's engaged in during the year include the Gentry's 10 for 10 Campaign, the Big Payback (sponsored by the Community Foundation of Middle Tennessee), and United Way pledges from community supporters. This year Gentry's will host a mid-year fundraiser "A Motivational Evening" featuring retired figure skater and Olympic gold medalist, Mr. Scott Hamilton as our guest speaker.

11. List any equipment owned by this organization funded, in whole or in part, by the City of Franklin. Indicate what it is used for, how it is maintained, and where it is stored.

Gentry's does not possess any equipment funded by Williamson County. However, previous funding from the City of Franklin allowed Gentry's to leverage funds to purchase one (1) Promethean board, one (1) laptop, and ten (10) iPads. This equipment is used for tutoring and enrichment activities with the students as well as workshops for parent, student, and teacher engagement. The equipment is located and maintained at Johnson Elementary School, 815 Glass Lane, Franklin, TN.

12. Provide information on any interaction that your agency has with the operations of the City of Franklin Departments (i.e. response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

Gentry's has not had any formal interactions with the City of Franklin departments as described above.

13. What, if any, services did your agency provide *last year* for which you are requesting funding this year? What were the objectives and results (include a description, capacity, intensity, and duration of the services)?

See Attached.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: **Gentry's Education Center @ the Store Front, Inc.**

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet).

14. Are there measurable results achieved by your agency? ☒ Yes ☐ No
If yes, provide the detailed data (how you know the service was successful, expected outcomes and how you measure them):

See attached.

15. Does your agency receive any external quality review or accreditation? ☒ Yes ☐ No
If yes, provide a copy of the certificate or license and explain.

The Tennessee Department of Human Services licenses after school programs along with child care centers to determine the quality of service they provide. Under Tennessee's Child Care Report Card System, every licensed child care agency must undergo an annual evaluation and post a report card of the results. Agencies are required to post their report card with their renewal license where parents can clearly see them. The Report Card system is mandatory for all licensed providers providing 15 or more hours of services per week. Gentry's meets the standards for Child Care Centers and School Age Programs per TN State Board of Education Chapter 0520-12-01.

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

City of Franklin

July 1, 2020 through June 30, 2021

SECTION II: Application

Agency Name: **Gentry's Education Center @ the Store Front, Inc.**

8. Provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2020-2021.

History and Services:

For the past 11 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.

Services are holistic, addressing academics and emotional health, targeting PreK-6th grade students, 12-15 hours per week, who are economically disadvantaged, at risk of academic failure, or present emotional/behavioral issues. Programming is aligned with the framework recommended by the Afterschool Alliance, 21st Century Community Learning Centers, the Tennessee Department of Education Common Core Standards, and ACEs (adverse childhood experiences) best practices. Certified staff execute program activities using instructional and counseling strategies that are engaging and student-centered to maximize participation and attendance. STEM-based enrichment activities provide another path to proficiency during the school year and in the Summer Academy (June) to enhance reading and math and encourage critical thinking and problem solving.

Students are 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 are assessed using the Strengths and Difficulties Questionnaire (SDQ) to determine need for services and gauge progress during program participation. Gentry's also utilizes parent participation to enhance students' academic and social development through day to day interactions and planned activities.

Program evaluation is essential for success; therefore, formative and summative data is collected regarding academic achievement, attendance, and behavior to share with stakeholders and guide program improvement.

Need and Funding Request:

STEAM Ahead!

Gentry's students attend schools in the Franklin Special School District and reside in "inner-city" Franklin, where the poverty rate is a staggering 51.1%. Out of this, 84.4% represent children (American Census Bureau, 2010, 2017). Nearly all its students are eligible for the free and reduced lunch program and most are ethnic minorities. Although our students experience significant gains in their academics, there are still children entering our district who have significant academic needs. Teachers and families were surveyed on needs they identified and programming they felt would be beneficial. Gentry's Community Board and Board members discussed how to address these needs and incorporate interventions by expanding our

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

City of Franklin

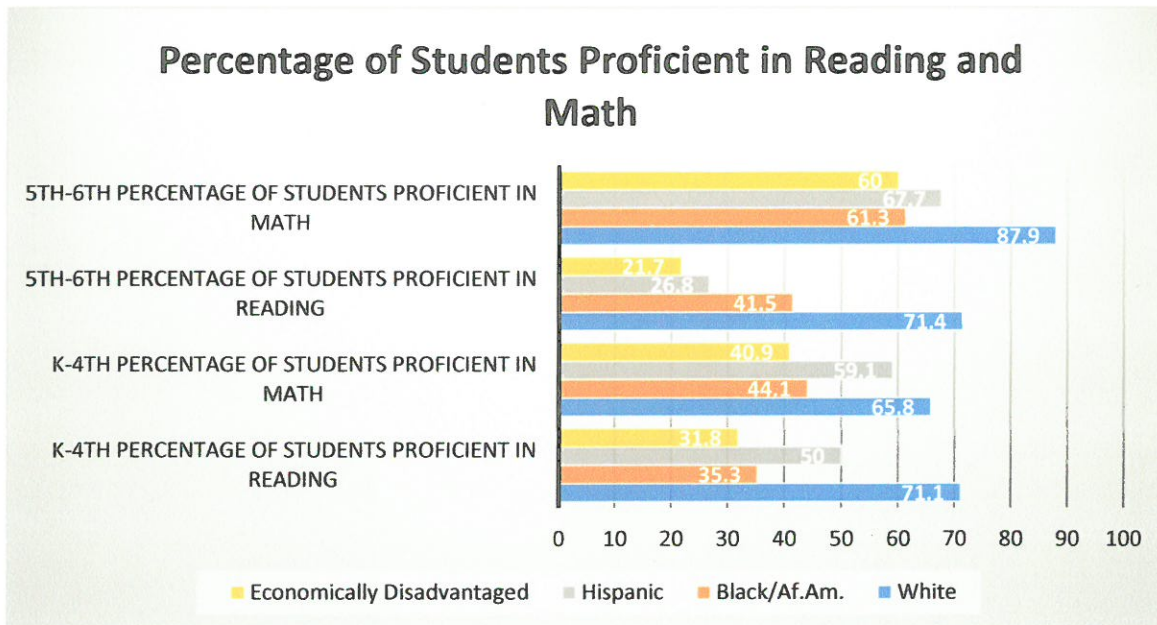
July 1, 2020 through June 30, 2021

enrichment program. Enrichment serves a pathway to proficiency and through our research, focus groups, and interest surveys, it was determined that arts education would be implemented to provide an engaging and innovative method to grow reading and math skills.

To that end, Gentry's Education Center at the Store Front is requesting \$30,000 to be leveraged with additional funds to increase Gentry's capacity to offer STEAM Ahead! STEAM Ahead (Science, Technology, Engineering, **Arts**, and Math) will incorporate arts education for 300 Kindergarten-6th grade students at Johnson Elementary, Freedom Intermediate School, and the Williamson County Community Building during the 2020/2021 academic year.

We have an alarming STEM shortage in our community. STEAM Ahead will help build a pipeline of college-ready talent. The arts (including liberal arts, fine arts, music, design-thinking, and language arts) are critical components to innovation, and STEAM Ahead is not about giving equal or more time to STEM *or* arts, but to incorporate, where appropriate, artistic skills and thinking processes to enhance overall student-learning. It will provide students from low-income families with opportunities to practice STEAM skills and will help eliminate barriers to academic proficiency.

73.0% of students served by Gentry's last year came from homes at or below the Federal Poverty Level. The schools we project to serve this year have large gaps in academic proficiency between white students and students of color in Math and Reading/Language Arts.

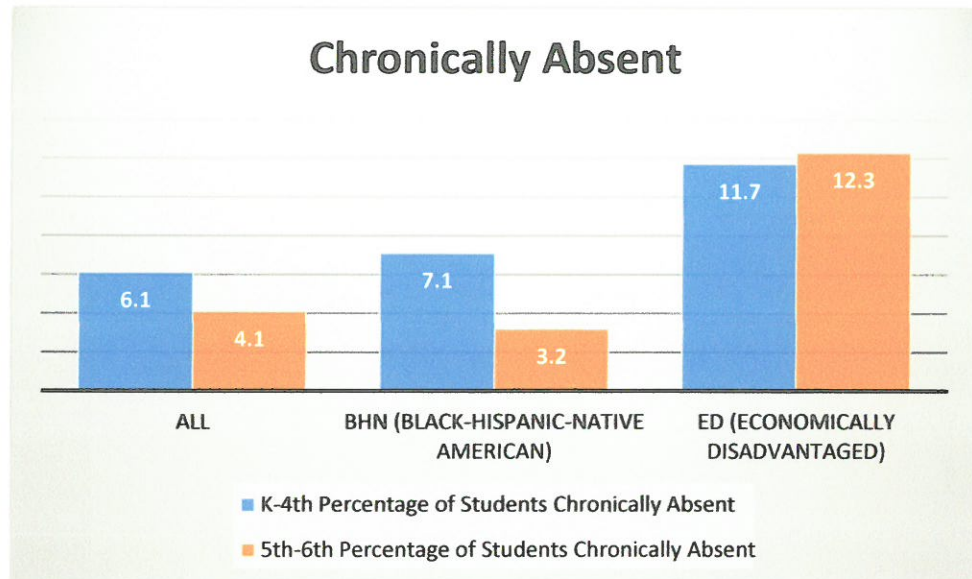


FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

City of Franklin

July 1, 2020 through June 30, 2021

Achievement gaps were also noted with economically disadvantaged students. This group also represents the highest percent who are chronically absent (absent 10% or more for any reason during the school year).



STEAM Ahead programming will go from July 1, 2020 to June 30, 2021, encompassing after school and summer extended learning. STEAM Ahead will target kindergarten through sixth grade students who are economically disadvantaged, at risk of academic failure, and/or chronically absent. STEAM education has always been part of our enrichment curriculum, however, when you add in the A for art to STEM you have STEAM! Now hands-on activity will include artistic ventures. Music is a universal language and is the only subject in school that can utilize all other subject matter. Music serves as a catalyst to other subjects such as math and science and children can see its relationship to things outside of the music room. This will allow students who don't feel scientifically or mathematically inclined to feel more comfortable representing their knowledge. STEAM Ahead is designed to help them unlock opportunities for their future as they develop and improve academic skills through cross curricular teaching.

This project was developed using frameworks recommended by the Afterschool Alliance and 21st Century Community Learning Centers, based on the 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 and the Tennessee state curriculum.

STEAM Ahead will incorporate Tennessee Academic Standards for Fine Arts while developing, remediating, and enriching Math and Reading/Language Arts skills. This can only be accomplished with highly qualified instructors and instruments in the hands of students who would otherwise not have access.

STEAM Ahead will be offered as part of our enrichment programming during extended learning time throughout the school year Monday through Thursday between 6:45-7:45 am and 3:00-6:00 pm. 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 STEAM Ahead. Students will rotate to participate in STEAM Ahead which will be

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

City of Franklin

July 1, 2020 through June 30, 2021

offered for up to 2.5 hours each instructional day. Gentry's music teachers will teach reading and writing music using the "sound before symbol" pedagogy. This means that teachers will facilitate a musical activity where students sing, play instruments, move, play a game, or make musical decisions without seeing any notation. Much like we learn a language by speaking before reading, Gentry's music teachers will promote literacy through a parallel model. Therefore, initially, students will not sit at desks sounding out rhythms or melodic lines, but rather they will be moving and creating in open space to speak the language of elementary music. With the sound before symbol approach, musical experiences will be carefully scaffolded from known to unknown, beginning with the very basic, foundational elements of music to the more complex. Students will progress to instrument education as these instrumental experiences will be integral to their artistic development. As students learn to play instruments, they will acquire skills in singing/chorus, dancing, improvising, composing, learning about music history and theory, and creating music every day in different ways. *At the World Conference on Learning, Teaching and Educational Leadership held in 2012, research studies from multiple sources were shared. Music has been thought to provide an effective experience in schools for children to develop listening skills as well as for children with learning difficulties. A child's active engagement in music can have many positive effects, including perceptual, language and literacy skills, numeracy, intellectual development, attention and concentration, physical development and health. Playing an instrument can lead to a sense of achievement as well as an increase in self-esteem. Further advantages can include increased confidence, persistence in overcoming frustrations when learning is difficult, and self-discipline.* (www.childdevelopmentinfo.com)

The Summer Academy will be held from 8:00 am to 3:00 pm June 2021. Certified teachers will facilitate learning through combined reading and math tutoring with project-based STEAM Ahead activities. Incorporating music education will enhance critical thinking and problem solving. Students will study academics in new ways, such as reading carefully to identify musical notes and chords, understand music history, build and design instruments and, write their own songs. Doing so, they will discover the value of reading nonfiction based on their own interests and real-life numeracy applications. 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. For the school year and summer programs, students' progress will be gauged through formative and summative assessments and survey data to guide program improvement.

Funding from the City of Franklin will provide leverage for STEAM Ahead to increase Gentry's capacity by providing two (2) music teachers for the school year program and the Summer academy in June 2021. Adding additional tutors will allow for increased small group and one-on-one instruction for students, particularly those who are significantly below grade level (2 or more grades behind in reading/math) or not proficient in reading/math. This also allows for increased focus on specific learning needs and produces quicker learning and mastery of skills in standards-aligned goals.

Funding will also provide access to instruments and a computer for web-based music programming. Many students who attend the same schools as the children served by Gentry's live in more affluent, two-parent homes and have many advantages. Gentry's children are predominantly from low-income minority families and don't have access to regular music education. City of Franklin funding will help transform education for at-risk, low-income children

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION**City of Franklin**

July 1, 2020 through June 30, 2021

by providing an expanded learning experience through music, thus reducing enrichment inequities to improve their educational outcomes.

City of Franklin Request	Price	Number of Items	Total
Laptop computer	\$ 1,200.00	2	\$ 2,400.00
Sonor Primary Orff Instrument Set (1 set includes 7 instruments)	\$ 2,850.00	2	\$ 5,700.00
Music Teacher @ \$30.00/hour x 2.5 hours/day x 140 days (school year)	\$ 10,500.00	1	\$ 10,500.00
Music Teacher Asst @ \$20.00/hour x 2.5 hours/day x 130 days (school year)	\$ 6,500.00	1	\$ 6,500.00
Music Teacher @ \$30.00/hour x 4 hours/day x 25 days (summer)	\$ 3,000.00	1	\$ 3,000.00
Music Teacher Asst @ \$20.00/hour x 4 hours/day x 25 days (summer)	\$ 2,000.00	1	\$ 2,000.00
Total:			\$ 30,100.00

Proposed Program Objectives/Expected Outcomes:

- 175 students will attend programming 60 days or more.
- 80% of students will demonstrate a .8 grade level growth/gain in reading and math by the final benchmark in May 2021.
- At least 85% of teachers surveyed will indicate that students benefitted from Gentry's STEAM Ahead enrichment program.
- At least 90% of parents surveyed will rate services provided by Gentry's as Helpful or Very Helpful and can name at least one academic or enrichment strategy they plan to implement at home to improve reading/math abilities.

9. Unless prohibited by law, provide documentation that your organization made a good faith effort to collect donations from private resources.

Gentry's Education Center at the Storefront (Gentry's) engages in a multi-faceted, long-term focused fundraising program with diverse revenue sources. We have a balanced revenue stream of grants, fees, and donations. Gentry's uses program fees from participants whose families can pay as a revenue source to support tutoring and enrichment activities during the school year and summer. Gentry's requires the Board of Directors to adhere to a Give/Get Policy in which a specific amount of financial support is received from each Board member either from a personal contribution or in obtaining a specific amount of money from a funding source.

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

City of Franklin

July 1, 2020 through June 30, 2021

The Executive Director and the Board Chair continue to build relationships with local industries and corporations that contribute to Gentry's mission and services either through monetary or in-kind support.

Gentry's encourages online donations through a "Donate Now" tab on Giving Matters and on its web site. Gentry's utilizes a grant proposal team to prospect research, write, and submit grant applications in focus areas that are deemed a suitable match for both the funder and Gentry's. Gentry's includes information about Giving Matters in its literature to direct donors to the "Donate Now" tab of our profile for those interested in donating online. Currently Gentry's uses Facebook and Twitter as social media tools to boost exposure thus generating funders. Gentry's has a systematic acknowledgement process, and we will continue that with the following schedule: Within 48 hours: Thank you call made by Executive director/staff; Within 1 week: Personal handwritten note sent; Monthly: Board Chair and Executive Director send thank you letter to donors at the \$500+ level.

13. What, if any, services did your agency provide last year for which you are requesting funding this year? What were the objectives and results (include a description, capacity, intensity, and duration of the services)?

Last year the City of Franklin provided funding to Gentry's for TEAMS – Tutoring and Enrichment Achieving More Success. This investment allowed additional reading tutors for the afterschool program and Summer Academy. To date Gentry's has served over 300 unduplicated students with a staff of 84 teachers Monday – Friday for at least 2.5-3.0 hours in the afterschool program and a full day summer program. Students were evaluated through STAR Renaissance Reading to determine academic gains.

Proposed Program Objectives/Expected Outcomes:

- 90% of students will attend 70 days or more in program activities. Objective met. 270 students have attended program activities for a minimum of one hour each instructional day for 70+ days.
- 70% of students will demonstrate a .8 grade level growth/gain in reading and math by the final benchmark in May 2020. Objective met. At the mid-year benchmark, 79% of students had already surpassed the goal or were on track to meet it.
- At least 85% of teachers surveyed will indicate that students benefitted from Gentry's interventions. Surveys will be issued between March-May 2020, but we expect to meet or exceed the proposed objective.
- At least 85% of parents surveyed will rate services provided by Gentry's as Helpful or Very Helpful and can name at least one academic strategy they plan to implement at home to improve reading/math abilities. Surveys will be issued between March-May 2020, but we expect to meet or exceed the proposed objective

14. Are there measurable results achieved by your agency? ☒Yes ☐No

If yes, provide the detailed data (how you know the service was successful, expected outcomes and how you measure them):

A systematic procedure is in place to monitor student progress throughout the program and to assess the program's impact annually. Evaluation is conducted in conjunction with Franklin Special School District to ensure Gentry's program aligns with school district goals. Gentry's

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

City of Franklin

July 1, 2020 through June 30, 2021

programming is data-driven, yet holistic. We aim to see children succeed academically and emotionally as behavior can influence a child's success level in school.

Attendance is recorded each program day to identify students who attend on a regular basis. Consistent attendance is necessary for students to receive a true benefit of supplemental instruction. Data is analyzed weekly to track absences and develop communication plans to parents/classroom teachers to encourage attendance.

Achievement is measured through formative and summative assessments.

Formative assessment monitors student learning to provide ongoing feedback that is used to modify learning intervention strategies for students who are not making expected progress. This data is analyzed to ensure students are meeting requirements for proficiency in math, reading, science, and social studies and identifies students that are not proficient. Information is used to improve test-taking skills and modify interventions. Gentry's primarily uses STAR Reading and Math research-based assessments to collect formative data throughout the year. They are student-centered as the student can see his/her strengths and weaknesses and target areas that need work.

Summative assessments are the final measure of achievement designed to evaluate student learning at the end of the academic year and compare it to a standard. The TNReady assessment, the state standardized achievement test, is the summative assessment for Gentry's participants. Results are used to measure individual gains in performance as well as the entire group and scores of subgroups for economically disadvantaged and for minorities.

Surveys are used to inform our program of our impact. Surveys are given to teachers and parents/guardians to assist us in assessing program strengths and areas for further development.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION III: Budget

Agency Name: **Gentry's Education Center @ the Store Front, Inc.**
Budget

Expenditures	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Salaries & wages	390073	412252	434431
Payroll Taxes	11527	12367	15000
Office Expenses	6448	8000	8000
Travel	1298	1500	1500
Conference/meetings	540	500	500
Depreciation	4748	5000	5000
Insurance	3724	3724	3800
Contract services	45488	37000	37000
Payroll services	1210	1300	1400
Meals/snacks	970	1000	1000
Other costs	5445	6000	7000
Totals	\$ 471,471.00	\$ 488,643.00	\$ 514,631.00

Revenues	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Williamson County Government			
City of Franklin	15000	20000	30100
Government grants	259678	329250	329250
All other contributions	106286	121000	120000
Program service fees	60882	60000	60000
Fundraising	29700	30000	32000
Investment income	102	110	120
Totals	\$ 471,648.00	\$ 560,360.00	\$ 571,470.00



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION IV: Compliance Documentation

Agency Name: **Gentry's Education Center @ the Store Front, Inc.**

Non-Discrimination

To the extent permitted by Tennessee law, the parties hereto for themselves, their agents, officials, employees, and servants does not and 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

3/10/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

3/10/2020

Signature of (CEO/President/Executive Director/Board Chair)

Date

***GENTRY'S EDUCATION CENTER
@ THE STORE FRONT, INC.
(A Nonprofit Organization)***

**Financial Statements
With Independent Accountant's Review
Report Thereon
For The Years Ended December 31, 2018 and 2017**



GENTRY'S EDUCATION CENTER @ THE STORE FRONT, INC.

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Independent Accountant's Review Report

Board of Directors of
Gentry's Education Center @ the Store Front, Inc.

We have reviewed the accompanying financial statements of Gentry's Education Center @ the Store Front, Inc., which comprise the statements of financial position as of December 31, 2018 and 2017, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

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.

Accountant's Responsibility

Our responsibility is to conduct the review engagements in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our reviews, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

A handwritten signature in dark ink, appearing to read 'Miller CPA, PLLC', is written over a horizontal line.

Miller CPA, PLLC
Murfreesboro, Tennessee
February 25, 2019

GENTRY'S EDUCATION CENTER @ THE STORE FRONT, INC.
STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
CURRENT ASSETS		
Cash and equivalents	\$ 105,137	\$ 133,463
Grants and accounts receivable	<u>58,689</u>	<u>18,707</u>
Total current assets	163,826	152,170
 PROPERTY AND EQUIPMENT, NET	 <u>4,899</u>	 <u>8,068</u>
 TOTAL ASSETS	 <u><u>\$ 168,725</u></u>	 <u><u>\$ 160,238</u></u>
 CURRENT LIABILITIES		
Accounts payable	\$ 21,007	\$ 7,605
Accrued liabilities	<u>15,127</u>	<u>27,906</u>
Total current liabilities	36,134	35,511
 NET ASSETS		
Net assets without donor restrictions	127,591	124,727
Net assets with donor restrictions	<u>5,000</u>	<u>-</u>
Total net assets	<u>132,591</u>	<u>124,727</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 168,725</u></u>	<u><u>\$ 160,238</u></u>

See accompanying notes to financial statements and independent accountant's review report.

GENTRY'S EDUCATION CENTER @ THE STORE FRONT, INC.
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED DECEMBER 31, 2018 and 2017

	2018		2017	
	Net Assets Without Donor Restrictions	Net Assets With Donor Restrictions	Net Assets Without Donor Restrictions	Net Assets With Donor Restrictions
	Totals		Totals	
PUBLIC SUPPORT AND REVENUE				
Public support				
Grant income	\$ 254,678	\$ 5,000	\$ 290,349	\$ -
Contributions	121,286	-	77,108	-
Total public support	375,964	5,000	367,457	-
Revenue				
Program fees	60,882	-	50,558	-
Miscellaneous income	29,802	-	17,014	-
Total revenue	90,684	-	67,572	-
Released from restrictions	-	-	1,500	(1,500)
Total public support and revenue	466,648	5,000	436,529	(1,500)
EXPENSES				
Program services	376,229	-	308,341	-
Management and general	49,105	-	41,445	-
Fundraising	38,450	-	34,884	-
Total expenses	463,785	-	384,670	-
Increase (decrease) in net assets	2,863	5,000	51,859	(1,500)
Net assets at beginning of year	124,727	-	72,868	1,500
Net assets at end of year	\$ 127,590	\$ 5,000	\$ 124,727	\$ -
				\$ 124,727

See accompanying notes to financial statements and independent accountant's review report.

GENTRY'S EDUCATION CENTER @ THE STORE FRONT, INC.
STATEMENTS OF FUNCTIONAL EXPENSES
FOR THE YEARS ENDED DECEMBER 31, 2018 and 2017

	2018				2017			
	Program Services	Management and General	Fund-raising	Total Expenses	Program Services	Management and General	Fund-raising	Total Expenses
Payroll and tutors	\$ 336,500	\$ 34,415	\$ 11,472	\$ 382,387	\$ 276,078	\$ 28,547	\$ 10,185	\$ 314,810
Payroll taxes	11,209	1,145	382	12,736	10,215	1,052	377	11,644
Total compensation	347,709	35,560	11,854	395,123	286,293	29,599	10,562	326,454
Contract services	583	-	-	583	250	-	-	250
Professional fees	-	8,817	7,818	16,635	-	6,410	5,770	12,180
Depreciation	4,748	-	-	4,748	4,495	-	-	4,495
Class materials and supplies	5,360	-	-	5,360	1,630	-	-	1,630
Special events	975	-	-	975	999	-	-	999
Food and nutrition	751	-	-	751	33	-	-	33
Travel	-	1,298	-	1,298	-	1,929	-	1,929
Staff and volunteer	-	2,506	-	2,506	20	1,394	-	1,414
Conferences & meetings	540	-	-	540	1,423	-	-	1,423
Enrichment and educational	6,517	-	-	6,517	2,725	-	-	2,725
Grants made - individuals	-	-	-	-	2,800	-	-	2,800
Meals and entertainment	-	219	-	219	-	229	-	229
Office supplies	-	46	-	46	-	201	-	201
Background checks	176	-	-	176	-	-	-	-
Insurance	3,724	-	-	3,724	3,946	-	-	3,946
Licenses and permits	-	200	-	200	-	200	-	200
Postage and delivery	332	-	-	332	-	-	-	-
Fees	178	-	-	178	-	-	-	-
Grant writing	-	-	18,545	18,545	-	-	17,790	17,790
Weekend mentoring	4,600	-	-	4,600	3,600	-	-	3,600
Miscellaneous	36	459	233	728	127	1,483	762	2,372
Total Expenses	\$ 376,229	\$ 49,105	\$ 38,450	\$ 463,784	\$ 308,341	\$ 41,445	\$ 34,884	\$ 384,670

See accompanying notes to financial statements and independent accountant's review report.

GENTRY'S EDUCATION CENTER @ THE STORE FRONT, INC
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2018 and 2017

CASH FLOWS FROM OPERATING ACTIVITIES	2018	2017
Increase in net assets	\$ 7,863	\$ 50,359
Adjustments to reconcile increase in net assets to net cash provided by operating activities:		
Depreciation	4,748	4,495
Increase in operating assets:		
Grants and accounts receivable	(39,982)	(5,009)
Increase (decrease) in operating liabilities:		
Accounts payable	13,402	(2,397)
Accrued liabilities	<u>(12,779)</u>	<u>10,878</u>
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	(26,748)	58,326
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property and equipment	<u>(1,579)</u>	<u>(4,365)</u>
NET INCREASE (DECREASE) IN CASH AND EQUIVALENTS	(28,327)	53,961
CASH AND EQUIVALENTS AT BEGINNING OF YEAR	<u>133,463</u>	<u>79,502</u>
CASH AND EQUIVALENTS AT END OF YEAR	<u>\$ 105,136</u>	<u>\$ 133,463</u>

See accompanying notes to financial statements and independent accountant's review report.

GENTRY'S EDUCATION CENTER @ THE STORE FRONT, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018 AND 2017

NOTE A—NATURE OF ACTIVITIES, BASIS OF ACCOUNTING AND SIGNIFICANT ACCOUNTING PRINCIPLES

Nature of Operations

Gentry's Education Center @ the Store Front, Inc. (the "Organization") is a nonprofit tutoring and enrichment afterschool and summer camp program serving students in the Franklin Special School District in Williamson County, Tennessee. Services are provided to students for an affordable registration fee. Enrichment classes are provided for an additional nominal fee.

Basis of Accounting

The financial statements of the Organization have been prepared on the accrual basis.

Use of 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 the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and other support and expenses during the reporting period. Actual results could differ from those estimates.

Financial Statement Presentation

The Organization presents its financial statements in accordance with the Financial Accounting Standards Board ("FASB") Accounting Standards Codification ("ASC") 958, *Financial Statements for Not-for-Profit Organizations*. Accordingly, the Organization reports information regarding its financial position and activities according to the two classes of net assets: net assets with donor restrictions and net assets without donor restrictions.

Net Assets Without Donor Restrictions

Net assets without donor restrictions include unrestricted resources which represent the portion of funds that are available for the operating objectives of the Organization.

Net Assets with Donor Restrictions

Net assets with donor restrictions consist of donor restricted contributions and grants. Amounts restricted by donors for a specific purpose are deemed to be earned and reported as restricted revenue when received, and such unexpended amounts are reported as net assets with donor restrictions at year-end. When the donor restriction expires, that is, when a stipulated time or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as "net assets released from restrictions".

Net assets with donor restrictions also consist of donor restricted contributions, which are required to be held in perpetuity. Income from the assets held is available for either general operations or specific purposes, in accordance with donor stipulations.

Contributions

Contributions are recognized as revenue when received or unconditionally pledged. All contributions are available for unrestricted use unless specifically restricted by the donor. Contributions that are restricted by the donor are reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted contributions are reported as an increase in net assets with donor restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions.

GENTRY'S EDUCATION CENTER @ THE STORE FRONT, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018 AND 2017

NOTE A—NATURE OF ACTIVITIES, BASIS OF ACCOUNTING AND SIGNIFICANT ACCOUNTING PRINCIPLES (CONTINUED)

Cash and Equivalents

Cash and equivalents include cash on hand and any short-term investments with original maturities of three months or less.

Grants and Accounts Receivable

Grants and accounts receivable consist of accounts and grants due in less than one year, recorded at their realizable value upon receipt. Accounts with balances greater than 30 days old are considered past due. Uncollectible receivables and grants are charged off through the allowance for doubtful accounts when management determines the accounts receivable or grants will not be collected and all methods of collection have been exhausted. An allowance for doubtful collectability is provided based on management's evaluation of potential uncollectible grants and accounts receivable at year-end. As of December 31, 2018 and 2017, management has estimated the allowance for doubtful collectability to be \$-0-.

Property and Equipment

The Organization capitalizes all property and equipment expenditures with a cost of \$500 or more and having estimated useful lives of more than one year. Property and equipment are recorded at cost or, for donated items, at fair value as of the date received. Expenditures for major additions and improvements are capitalized and minor replacements, maintenance and repairs are charged to expense when incurred.

When property and equipment are retired or otherwise disposed of, the cost and accumulated depreciation are removed from the accounts and any resulting gain or loss is included in the statement of activities for the respective period. Depreciation is computed using the straight-line method over the estimated useful lives of 5 years.

Functional Expenses

Presentation of operating expenses includes production costs directly incurred for program activities and supporting expense activity classifications of management and general as well as fundraising.

Income Taxes

The Organization is exempt from federal income taxes under Section 501 (c) (3) of the Internal Revenue Code and did not conduct unrelated business activities. Therefore, the Organization has made no provision for federal income taxes in the accompanying financial statements. The Organization has been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509 (a) (2) of the Internal Revenue Code.

The Organization has evaluated its tax positions for all open tax years. Currently, the tax years of December 31, 2017, 2016 and 2015 remain open and subject to examination by the Internal Revenue Service. However, the Organization is not currently under audit nor has the Organization been contacted by any jurisdiction. Based on the evaluation of the Organization's tax positions, management believes all tax positions taken would be upheld under an examination. Therefore, no provision for the effects of uncertain tax positions has been recorded for the years ended December 31, 2018 and 2017.

GENTRY'S EDUCATION CENTER @ THE STORE FRONT, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018 AND 2017

NOTE B—GRANTS AND ACCOUNTS RECEIVABLE

For the years ended December 31, 2018 and 2017, grants and accounts receivable consisted of funds due from separate grants from the Tennessee Department of Education totaling \$58,689 and \$18,707, respectively.

NOTE C—PROPERTY AND EQUIPMENT, NET

As of December 31, 2018 and 2017 property and equipment consist of computers and video equipment with a total cost of \$28,160 and \$26,582, respectively, and the related accumulated depreciation totaling \$23,261 and \$18,514, respectively, resulting in a net book value totaling \$4,899 and \$8,068, respectively.

During the years ended December 31, 2018 and 2017 depreciation expense totaled \$4,748 and \$4,495 respectively.

NOTE D—FUNCTIONAL EXPENSES

The costs of providing the various programs and activities have been summarized on a functional basis in the statements of activities and functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

For the years ended December 31, 2018 and 2017 the Organization incurred program service expenses of \$376,229 and \$308,341, respectively, management and general expenses of \$49,105 and \$41,445, respectively, and fundraising expenses of \$38,450 and \$34,884, respectively.

NOTE E—NET ASSETS WITH DONOR RESTRICTIONS

Net assets were released from donor restrictions by incurring expenses satisfying the purpose restrictions specified by donors for the year ended December 31, 2017 totaled \$1,500. No funds were released from donor restrictions during the year ended December 31, 2018.

As of December 31, 2018 and 2017 the net assets with donor restrictions was \$5,000 and \$-0-, respectively, and included contributions received for the use of certain program services.

NOTE F—AVAILABILITY OF FINANCIAL ASSETS

The following reflects the Organization's financial assets as December 31, 2018 and 2017, reduced by amounts not available for general use because of donor imposed restrictions within one year of December 31, 2018 and 2017.

	2018	2017
Financial assets, at year-end	\$ 163,826	\$ 152,170
Less those unavailable for general expenditures within one year, due to:		
Donor-imposed restrictions:		
Restricted by donor with time or purpose restrictions	(5,000)	-
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 158,826</u>	<u>\$ 152,170</u>

GENTRY'S EDUCATION CENTER @ THE STORE FRONT, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018 AND 2017

NOTE F—AVAILABILITY OF FINANCIAL ASSETS (CONTINUED)

The Organization is substantially supported by restricted contributions. Because a donor's restriction requires resources to be used in a particular manner or in a future period, the Organization must maintain sufficient resources to meet those responsibilities to its donors. Thus, financial assets may not be available for general expenditure within one year. As part of the Organization's liquidity management, it sends out cash as the restricted grants come in and maintains a level of cash related to contributions without donor restrictions.

NOTE G—RISK CONCENTRATION

At times throughout the year, the Organization may maintain cash balances in certain accounts in excess of Federal Deposit Insurance Corporation ("FDIC") limits which have been established to be \$250,000 for substantially all depository accounts. The Organization as of December 31, 2018 and 2017 had no cash balances in excess of the FDIC limit.

For the year ended December 31, 2018, approximately 48% of the Organization's revenue came from the LEAPS program.

For the year ended December 31, 2017, approximately 34% and 12%, respectively, of the Organization's revenue came from the LEAPS program and the 21st Century Community Learning Centers Grant Program with the Tennessee Department of Education.

NOTE H—CASH FLOW INFORMATION

There were no cash outflows for interest or income taxes during the years ended December 31, 2018 and 2017.

NOTE I—SUBSEQUENT EVENTS

Subsequent events have been evaluated through February 25, 2019 which is the date the financial statements were available to be issued. There have been no adjustments to the financial statements to include any subsequent transactions or events.

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
September 6, 2019

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, 2020**

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

LG:CO20587



TENNESSEE DEPARTMENT OF EDUCATION

CERTIFICATION OF APPROVAL

GENTRY'S EDUCATIONAL FOUNDATION @ JOHNSON ELEMENTARY

This agency has met the minimum standards for child care program approval pursuant to TCA § 49-1-302(l) et seq. for fiscal year 2019-2020.

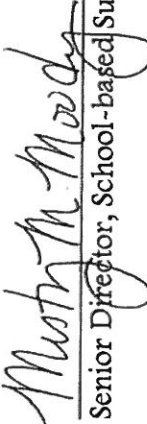
COUNTY: WILLIAMSON

EXPIRATION: SEPTEMBER 30, 2020

LOCATION: 815 GLASS LANE

CAPACITY: 130


Commissioner


Senior Director, School-based Support Services

Date Issued September 30, 2019

TDOE-SBSS Child Care Program Evaluator: BILLY BENTON

50-5012

**Gentry's Education Center at the Store Front, Inc.
Board of Directors**

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: Gerard Boyle
Retired from: Correct Care Solutions Email: jboyle@correctcaresolutions.com
Telephone: (615) 948-1092
Term: August 2020

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 2020

Name: Edward Smith Street
Employer: Emdeon: edward.smith01@gmail.com
Telephone: (615) 714-2240
Term: August 2021

*Honorary Board Members
Scott and Tracie Hamilton



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/11/2019

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 E-MAIL ADDRESS: bpyron@com-ins.com FAX (A/C, No): 615-515-6001
INSURED Gentry's Educational Foundation 4221 Warren Road Franklin TN 37067	INSURER(S) AFFORDING COVERAGE INSURER A: Markel Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
GENEDU-01	NAIC # 38970

COVERAGES**CERTIFICATE NUMBER:** 49624427**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 ☐ PROJECT ☐ LOC OTHER:		CCP332301	4/25/2019	4/25/2020	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/POP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☒ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY		CCP332301	4/25/2019	4/25/2020	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	4/25/2019	4/25/2020	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

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City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION V: Attachments

City of Franklin Vendor Information Form

W-9 for the Agency

State of Tennessee Annual Reporting form, if applicable

Funding request schedule



City of Franklin

Vendor Information Form

Vendor Name

Gentry's Education Center @ the Store Front, Inc.

Vendor ID (For
Office Use)

Contact Name

Evelyn Hickerson

Contact Email Address

hickersoneve@fssd.org

Physical Street Address

4221 Warren Road

Remittance Address, if different

City, State ZIP

Franklin, TN 37067

City, State ZIP

Phone Number

615-925-1033

Email Address for ACH Remittance

hickersoneve@fssd.org

In order to ensure timely payment, the City of Franklin encourages vendors to receive payment via direct deposit. Should you select ACH, a remittance will be emailed to you showing pertinent payment information.

Payment Mode

- ☒ ACH
☐ Check

Name of Financial Institution

First Horizon

Routing Number

06410139

Account Number

181048183

I/we hereby authorize the City of Franklin to initiate credit entries to my/our account listed above and authorize the financial institution to credit the same to my/our account. It is my/our responsibility to notify the City of Franklin Finance Department immediately if I/we become aware of any changes in status or bank information. If funds to which I/we am/are not entitled are deposited in error to my/our account, the City of Franklin is authorized to direct the financial institution to return the funds via an ACH debit transaction. This order will remain in effect until submission in writing to the Finance Department.

Authorized Signature

Evelyn Hickerson

Date

03/10/2020

Please submit this form along with a W-9. The forms can be emailed to accountspayable@franklintn.gov or mailed to P O Box 295, Franklin, TN 37065.

**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. Gentry's Education Center at the Store Front, 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) ► 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. 4221 Warren Road		Requester's name and address (optional) City of Franklin 109 3rd Ave South Franklin, TN 37064	
6 City, state, and ZIP code Franklin, Tennessee 37067			
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								
2	7	-	1	2	0	2	0	0
3								

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 ►

Evelyn Hickerson

Date ► **3/10/20**

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.



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Gentry's Education Center @ the Store Front, Inc.

Name of Nonprofit Organization

Please see attached annual audit.

Street Address City County State Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from _____ through _____

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	_____	
Donations and Gifts from Citizens	_____	
Membership Dues	_____	
Fees/Charges for Services	_____	
Fundraising Events	_____	
Sale of Assets	_____	
Loans-Borrowed Funds	_____	
Investment Income	_____	
Other Receipts	_____	
Total Receipts		\$ _____ (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$ _____
Salaries and Wages	_____
Employee Benefits	_____
Payroll Taxes	_____
Fees for Services (non-employee)	_____
Advertising and Promotion	_____
Office Expenses	_____
Leases/Rentals	_____
Maintenance and Repairs	_____
Supplies	_____
Travel	_____

Utilities	_____	
Insurance	_____	
Conferences, Conventions and Meetings	_____	
Interest	_____	
Purchase of Capital Assets – Vehicles and Equipment	_____	
Purchase of capital Assets – Property and Buildings	_____	
Loan Payments	_____	
Other	_____	
Total Disbursements		\$ _____ (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) \$ _____ (C)

Cash Balance - at the beginning of the fiscal year \$ _____ (D)

Cash Balance - at the end of the fiscal year (C+D=E) \$ _____ (E)

Details of Cash Balance - at the end of the fiscal year

Cash on Hand	\$ _____	
Cash in Bank – Checking	_____	
Cash in Bank – Savings Accounts	_____	
Cash in Bank – Certificates of Deposits	_____	
Other Cash	_____	
Total Cash - at the end of the fiscal year		\$ _____ (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

Financial assistance will be allocated to increasing program capacity with additional tutors for academic enrichment, technology and educational supplies. Please attached annual audit.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the
 Gentry's Education Center @ the Store Front, Inc. **for the fiscal year noted above.**

Name of Nonprofit Organization

Person Preparing Report

Evelyn Hickerson

Printed Name

Evelyn Hickerson
Signature

Phone Number 615-925-1033

Email Address hickersoneve@fssd.org

Date 3/10/20



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Funding Request Schedule

February 13, 2020	Funding request application period opens
March 13, 2020	Funding request applications are due by 4:00pm (may be submitted early)
April 11, 2020	Applications will be presented to the Budget & Finance Committee
May and June 2020	Applications will be presented to the Board of Mayor and Aldermen during the budget hearings

The level of funding for nonprofits has not yet been decided by the Board of Mayor Aldermen.
Application approval will be based on fund availability and by determination of the Board.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

MAR 13 2020

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Section I: Title Page - This Form should be the top sheet of your application packet.

Agency Exact Legal Name: Franklin Tomorrow Inc.

(List agency name as it appears on the Secretary of State website)

Application Contact Name/Title: Mindy Tate / Executive Director

Contact Phone Number and Email Address: (615) 794-0998 / mindy@franklintomorrow.org

Board Chair: Allena Bell

Is the agency's street address provided on the Vendor Information Form located within the corporate limits of the City of Franklin? ☒ Yes ☐ No

If no or the address provided is not the entity's headquarters' address, list below the street address of your agency's official headquarters. If yes, skip Headquarters' details.

Headquarters' Street Address: 198 E. Main St., Suite 4

City, State, Zip Code: Franklin, TN 37064

Headquarters' Mailing Address: P.O. Box 383

City, State, Zip Code: Franklin, TN 37065

Headquarters' Contact Name and Number: Mindy Tate / (615) 794-0998

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 ☐

List the total amount of City of Franklin funds being requested for FY2020-2021 \$ 45,000.00

What percent of your local agency budget is the above funding request from the City of Franklin? 12.7%

Do you provide year-round services (TCA 6-54-111)? ☒ Yes ☐ No If no, please list dates or months of services provided.

Applicants must provide a signed original copy of the application. An additional electronic copy of the completed application packet is requested but is not required.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

SECTION I: Checklist Form

Incomplete applications will not be reviewed. Every section is mandatory unless otherwise stated.

Agency Name: Franklin Tomorrow Inc.

SECTION I: Title Page (Top Sheet)

- ☒ Funding application – Title Page (top sheet)
- ☒ Application checklist form
- ☒ Cover letter, voluntary

SECTION II: Application

- ☒ Funding application
- ☐ Additional answer pages

SECTION III: Budget

- ☒ Completed budget form
- ☐ Additional Budget narrative, voluntary

SECTION IV: Compliance Documentation

- ☒ Annual audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded. (T.C.A. 6-54-111)
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination)
- ☐ Any other forms of due diligence required by the State Comptroller's office
- ☒ Statement of non-discrimination (provided, to be signed)
- ☒ Board of Directors list that includes the names, position(s) held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability, general liability, and workers' compensation.

SECTION V: Attachments

- ☐ City of Franklin Vendor Information Form *(on file, no changes)*
- ☒ W-9 for the Agency
- ☒ State of Tennessee Annual Reporting form, if applicable
- ☐ Funding request schedule

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly and all the checklist items are included. Each item has been completed properly and correct forms, attachments, and documents have been provided as requested.

Mindy Tate / Executive Director

03/13/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Mindy A Tate

03/13/2020

Signature of (CEO/President/Executive Director/Board Chair)

Date

March 13, 2020

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

Re: Nonprofit Allocation from the City Budget

Dear Kristine;

Franklin Tomorrow would once again like to seek the support of the City of Franklin in its nonprofit allocations in the 2020-21 fiscal year budget. While we have received the letter regarding the process and are complying with it, our funding is actually under the Contracted Services section of Allocations in the City budget.

The relationship between the City of Franklin and Franklin Tomorrow has existed since our organization's founding 20 years ago and is based on a working partnership to accomplish our organization's mission of engaging the community to foster collaboration and in turn, advocate for a shared vision for the future of Franklin.

In 2019, Franklin Tomorrow once again conducted the "On the Table" community engagement initiative, from which we have presented and provided a report based on post-event survey results. We are now further analyzing responses and developing follow-up surveys to better understand participants' concerns regarding housing, diversity & inclusion, and mental health.

Participation in Franklin Tomorrow's FrankTalks, a monthly program at various locations across the City. Through the FrankTalks initiative, continues to grow, presenting new challenges and costs with the program due to space rentals and materials. Through these programs, which include a quarterly "City Hall on Wheels" program, we have fostered conversations on civility, learned about the candidates seeking political office, and heard from organizations and individuals facing unique challenges in our community.

Breakfast With the Mayors, held quarterly, has allowed hundreds of people to interact with local government officials and discuss high-interest topics in our community, with a specific focus on City initiatives.

Get Fit Franklin achieved Gold Status for our City through the former Healthier Tennessee initiative and we continue to partner with Mayor Ken Moore for quarterly Walk MOORE With the Mayor events, as well as to participate with local health leaders on a variety of topics through the Mayor's Blue Ribbon Panel on Mental Health and the Williamson County Health Council.

A 2019 initiative will be expanded in 2020 to provide greater access to healthier food choices through a partnership with the Franklin Housing Authority, The TMA Group, Franklin Farmers Market and Franklin Tomorrow. Our goal is to provide free transportation to the Farmers Market for Franklin Housing Authority residents, who can then multiply their SNAP dollars to purchase additional fruits and vegetables at the market.

FRANKLIN TOMORROW

Engage • Collaborate • Advocate

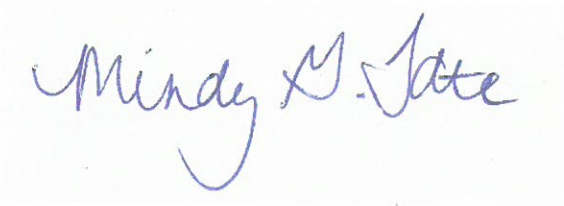
Franklin Tomorrow's autonomy as an independent nonprofit allows it to partner with the City to amplify the City's message on important topics and to different audiences. We accomplish this by including a quarterly "City Hall on Wheels" in our FrankTalks lineup, as well as dedicated staffing for Get Fit Franklin / Healthier Tennessee.

Additionally in 2020, Franklin Tomorrow is part of the public/private partnership group working on development of an inclusive, all-access playground at the City's new Southeast Park. Finally, Franklin Tomorrow coordinated the initial application process for consideration of the City of Franklin in the National Civic League's 2020 All-America City competition. Franklin has been named one of 20 finalists in this year's competition in which 10 cities will be named All-America Cities.

Given these strong efforts in the past and our hope for continued and increased partnerships in 2020-2, Franklin Tomorrow is asking to increase its funding level of sustaining funds to \$45,000 for the upcoming fiscal year, which starts July 1, 2020. Franklin Tomorrow has diversified our funding base and we continue to look for additional corporate and individual partners, as well as exploring grants and other opportunities, so our reliance on City funding is still in balance with other funders and our desire to maintain autonomy.

Please feel free to contact me at mindy@franklintomorrow.org or at my office at (615) 794-0998. If necessary, I would be happy for myself and our Board President and Treasurer to meet with you to discuss specifics of the nonprofit allocation process.

Sincerely,



Mindy G. Tate

Executive Director

Franklin Tomorrow Inc.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION II: Application

Agency Name: Franklin Tomorrow Inc.

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet).

1. Total number of years the program component or service has been in operation: 20 years
2. Total unduplicated number of active Participants in the Organization (participants should be counted once, no matter how many different direct services they receive during a funding year):

2,500

3. Are fees charged to participants? ☐ Yes ☒ No

If yes, attach a fee schedule or itemize the fee structure utilized:

If no, please explain:

All of our educational and informational programs, such as Breakfast With the Mayors, FrankTalks and On The Table, are free. We do have a minimal charge for fundraising events, such as the Volunteer Awards, to cover costs.

4. Approximate total number of clients served by your program on a yearly basis and location of services provided:

Breakfast With the Mayors: 350 people x 4 events = 1,400
FrankTalks: 100 people x 12 events = 1,200
On The Table: 400 participants in 2019, 1,000 in 2018

5. All funds provided must be used to aid Williamson County citizens only. Provide documentation to show the expenses used to service Williamson County Citizens (include an estimate of how many of the total active participants are Williamson County Citizens):

The majority of our participants are from Williamson County or work in Williamson County. Franklin Tomorrow does not receive any funding from Williamson County government.

6.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: Franklin Tomorrow Inc.

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet).

6. Provide a list of the target group(s) to be served (i.e. homeless families with children youth aged 10-16, elderly age 55 years or older, etc.):

Franklin Tomorrow's programs are for the entire adult population of Williamson County, although we have worked with youth in area schools. In 2019 and continuing into 2020, we have developed a focus on the senior population in the community, hosting programs in area senior living facilities.

7. List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities:

Franklin Tomorrow is the only community visioning organization in Franklin, but as our mission in part is to foster collaboration, we work closely with the City of Franklin, Williamson Inc., Williamson County Government, Friends of Franklin Parks, and other organizations.

8. Provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal year 2020-2021.

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 attendance of 350-400 people each time. Our monthly 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.

This information has been compiled and presented to the Board of Mayor and Aldermen and will serve as the basis of Franklin Tomorrow's strategic initiatives in 2020-21. Additionally, Franklin Tomorrow does plan to hold the "Engage Franklin" nonprofit volunteer fair in Fall 2020 to offer opportunities for citizens to find nonprofits with which to volunteer.



City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

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Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet).

9. Unless prohibited by law, provide documentation that your organization made a good faith effort to collect donations from private resources.

We rely heavily on private funding sources since less than 15% of our annual revenue is provided by the City of Franklin's allocation.

10. Other than the private resources above, list any other fundraising activities your agency engaged in during the year.

In 2020, we were awarded a \$7,500 grant from Vanderbilt University Medical Center in collaboration with Mayor Ken Moore's Mental Health & Suicide Panel to act as the financial agent to provide "Question, Persuade & Refer" training to community members. We will continue to identify and apply for grants which meet our mission and goals.

11. List any equipment owned by this organization funded, in whole or in part, by the City of Franklin. Indicate what it is used for, how it is maintained, and where it is stored.

None

12. Provide information on any interaction that your agency has with the operations of the City of Franklin Departments (i.e. response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

Franklin Tomorrow's Board of Directors and staff interact with City of Franklin staff and elected officials on an almost daily basis. Executive Director Mindy Tate meets monthly with City Administrator Eric Stuckey to review projects, pending legislation before the Board of Mayor and Aldermen, and to identify opportunities for collaboration between the organization and the City of Franklin. Additionally, Franklin Tomorrow has standing membership on the City of Franklin's Housing Commission and Sustainability Commission, with Board members actively serving on those commissions. We regularly attend or monitor City meetings, including the Board of Mayor and Aldermen work session & voting meetings.



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: Franklin Tomorrow Inc.

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet).

13. What, if any, services did your agency provide *last year* for which you are requesting funding this year? What were the objectives and results (include a description, capacity, intensity, and duration of the services)?

Franklin Tomorrow plans to continue and expand programs like Breakfast With the Mayors, FrankTalks and Get Fit Franklin. We also plan to host a second Engage Franklin event in Fall 2020, to offer volunteer efforts to the community by partnering with other nonprofit organizations in the community.

14. Are there measurable results achieved by your agency? ☒ Yes ☐ No
If yes, provide the detailed data (how you know the service was successful, expected outcomes and how you measure them):

We continually monitor the attendance at our programs, such as Breakfast With the Mayors, FrankTalks, and Get Fit Franklin. Our social media presence continues to grow and we have a highly successful open rate on our electronic communications with more than 4,000 people on our email list. During the On The Table initiative in 2018, more than 800 registrations were recorded at approximately 50 events, both public & private. More than 400 people completed a post-event survey. In 2019, we had a more than 40% completion rate of the post-event survey for On The Table.

15. Does your agency receive any external quality review or accreditation? ☐ Yes ☒ No
If yes, provide a copy of the certificate or license and explain.

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

SECTION III: Budget

Agency Name: Franklin Tomorrow Inc.

Budget Represents Calendar Fiscal Years

Expenditures	Actual 2019	Projected Expended 2019	Requested 2020-2021
Event Expense	80,500	125,000	35,000
Employee Expense	123,808	141,000	
Rent/Office Operation	23,925	24,750	
Professional Services	13,465	10,250	10,000
Meals/Travel	0	6,000	
Dues/Registration	1,312	2,000	
Marketing	935	3,000	
Board & Volunteers	0	1,000	
Grants organizations	54,597	1,000	
Employee benefits	12,042	15,000	
Payroll taxes	8,352	9,025	
Insurance	2,608	3,000	
Interest	398	500	
Total	321,942	341,525	45,000

Revenues	Actual 2019	Projected Expended 2020	Requested 2020-2021
Williamson County Gov't	0	0	
City of Franklin Gov't	43,462	45,000	45,000
Personal Donations	12,963	20,000	
Historic Franklin license plate	26,686	28,000	
Events	197,043	270,000	
Other receipts	54,598	0	
Interest	409	500	
Total	335,161	363,500	



July 1, 2020 – June 30, 2021

Budget continued.

Personnel	Actual 2019	Projected Expended 2020	Requested 2020-2021
Executive Director	69,000	72,000	
Community Engagement Director	45,000	46,000	
Administrative Asst.	9,808	23,000	
Total	123,808	141,000	

1. What is your fiscal year? 01/01 to 12/31
2. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☒ monthly ☐ quarterly ☐ semi-annually ☐ annually
3. How is the bookkeeping system maintained? ☐ manually ☒ by computer
4. Are the agency's financial records audited by an independent certified public accountant?
☐ Yes ☒ No But a financial review is conducted annually by a CPA firm



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

SECTION IV: Compliance Documentation

Agency Name: Franklin Tomorrow Inc.

Non-Discrimination

To the extent permitted by Tennessee law, the parties hereto for themselves, their agents, officials, employees, and servants does not and 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

03/13/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Mindy S. Tate

03/13/2020

Signature of (CEO/President/Executive Director/Board Chair)

Date



Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments

Franklin Tomorrow Inc.

Name of Nonprofit Organization

198 E. Main St., Suite 4 Franklin Williamson TN 37065
Street Address City County State Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from 01/01/19 through 12/31/19

Report Required by Title 5, Chapter 9, Part 1,
And Title 6, Chapter 54, Part 1, *Tennessee Code Annotated*

Receipts

Federal Grants	\$ <u>0</u>	
State Grants	<u>0</u>	
Financial Assistance from Local Governments	<u>43,462</u>	
Donations and Gifts from Citizens	<u>12,963</u>	
Membership Dues	<u>0</u>	
Fees/Charges for Services	<u>0</u>	
Fundraising Events	<u>197,043</u>	
Sale of Assets	<u>0</u>	
Loans-Borrowed Funds	<u>0</u>	
Investment Income	<u>409</u>	
Other Receipts	<u>81,284</u>	
Total Receipts		\$ <u>335,161</u> (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$ <u>54,597</u>
Salaries and Wages	<u>123,808</u>
Employee Benefits	<u>12,042</u>
Payroll Taxes	<u>8,352</u>
Fees for Services (non-employee)	<u>13,465</u>
Advertising and Promotion	<u>935</u>
Office Expenses	<u>20,327</u>
Leases/Rentals	<u>0</u>
Maintenance and Repairs	<u>192</u>
Supplies	<u>3,406</u>
Travel	<u>0</u>

Utilities	<u>0</u>	
Insurance	<u>2,608</u>	
Conferences, Conventions and Meetings	<u>1,312</u>	
Interest	<u>398</u>	
Purchase of Capital Assets – Vehicles and Equipment	<u>0</u>	
Purchase of capital Assets – Property and Buildings	<u>0</u>	
Loan Payments	<u>0</u>	
Other	<u>80,500</u>	
Total Disbursements		\$ <u>321,942</u> (B)
Cash Receipts Less Disbursements for the fiscal Year (A-B=C)		\$ <u>13,219</u> (C)
Cash Balance - at the beginning of the fiscal year		\$ <u>96,706</u> (D)
Cash Balance - at the end of the fiscal year (C+D=E)		\$ <u>109,925</u> (E)
Details of Cash Balance - at the end of the fiscal year		
Cash on Hand	\$ <u>109,925</u>	
Cash in Bank – Checking	<u>89,616</u>	
Cash in Bank – Savings Accounts	<u>20,309</u>	
Cash in Bank – Certificates of Deposits	<u></u>	
Other Cash	<u></u>	
Total Cash - at the end of the fiscal year		\$ <u>109,925</u> (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

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 Tate

Printed Name

Mindy Tate

Signature

Phone Number 615-794-0998

Email Address mindy@franklintomorrow.org

Date 03/12/2020

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)

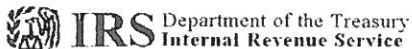
Sincerely,

A handwritten signature in dark ink, appearing to read "Lois G. Lerner". The signature is fluid and cursive, with a large initial "L" and a trailing flourish.

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)

Letter 1045 (DO/CG)



Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248132325
Jan. 12, 2012 LTR 4168C E0
62-1821869 000000 00
00017065
BODC: TE

FRANKLIN TOMORROW INC
1406 CANNON ST
FRANKLIN TN 37064-3542



007061

Employer Identification Number: 62-1821869
Person to Contact: Paul M Perry
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 03, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in October 2005.

Our records also indicate that 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.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

< Back to Search Results

Franklin Tomorrow Inc.

EIN: 62-1821869 | Franklin, 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

Page Last Reviewed or Updated: 6-Sept-2019

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Work at IRS	Taxpayer Advocate Service	Office of Appeals	中文	Treasury Inspector General

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Tennessee Secretary of State

Tre Hargett

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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](#).

000386553: Nonprofit Corporation - Domestic

[Printer Friendly Version](#)

Name: FRANKLIN TOMORROW, INC.

Status: Active

Formed in: TENNESSEE

Fiscal Year Close: March

Term of Duration: Perpetual

Principal Office: MINDY TATE

198 E MAIN ST STE 4
FRANKLIN, TN 37064-2571 USA

Mailing Address: PO BOX 383

FRANKLIN, TN 37065-0383 USA

AR Exempt: No

Public Benefit Corporation: Yes

Initial Filing Date: 03/20/2000

Delayed Effective Date:

AR Due Date: 07/01/2020

Inactive Date:

Obligated Member Entity: No

[Assumed Names](#)[History](#)[Registered Agent](#)

Agent Name: ECHOLS, J. BRYAN

Agent Address: 6100 TOWER CIR

STE 200
FRANKLIN, TN 37067-1465 USA

Division of Business Services

312 Rosa L. Parks Avenue, Snodgrass

Tower, 6th Floor

Nashville, TN 37243

615-741-2286

8:00 a.m. until 4:30 p.m. (Central)

Monday - Friday

[Directions](#) | [State Holidays](#) | [Methods of Payment](#)Business Filings and Information (615) 741-2286 | TNSOS.CORPINFO@tn.govCertified Copies and Certificate of Existence (615) 741-6488 | TNSOS.CERT@tn.govMotor Vehicle Temporary Liens (615) 741-0529 | TNSOS.MVTL@tn.govNotary Commissions (615) 741-3699 | TNSOS.ATS@tn.govUniform Commercial Code (UCC) (615) 741-3276 | TNSOS.UCC@tn.govWorkers' Compensation Exemption Registrations (615) 741-0526 | TNSOS.WCER@tn.govApostilles & Authentications (615) 741-0536 | TNSOS.ATS@tn.govSummons (615) 741-1799 | TNSOS.ATS@tn.govTrademarks (615) 741-0531 | TNSOS.ATS@tn.gov

FRANKLIN TOMORROW

Engage • Collaborate • Advocate

Board of Directors 2020

	Mike Alexander 12/31/2020 Owner of Signs First Franklin <table border="1"> <tr> <td>Email</td><td>mike@signsfirstfranklin.com</td></tr> <tr> <td>Cell</td><td>615.969.8236</td></tr> <tr> <td>Work</td><td>615.791.7007</td></tr> <tr> <td>Address (work)</td><td>731 Columbia Ave, Suite 101 Franklin, TN 37064</td></tr> <tr> <td>Address (home)</td><td>478 Royal Crossing Franklin, TN 37064 mikealexander@comcast.net</td></tr> </table> 12/31/2020	Email	mike@signsfirstfranklin.com	Cell	615.969.8236	Work	615.791.7007	Address (work)	731 Columbia Ave, Suite 101 Franklin, TN 37064	Address (home)	478 Royal Crossing Franklin, TN 37064 mikealexander@comcast.net
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Cell	615.969.8236										
Work	615.791.7007										
Address (work)	731 Columbia Ave, Suite 101 Franklin, TN 37064										
Address (home)	478 Royal Crossing Franklin, TN 37064 mikealexander@comcast.net										
	Patrick Baggett – Vice President of Programs Executive Committee 12/31/2022 Vice President of Full Service Insurance <table border="1"> <tr> <td>Email</td><td>pbaggett@fullserviceins.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 Rd Franklin, TN 37064</td></tr> <tr> <td>Address (home)</td><td>422 Murfreesboro Rd. Franklin, TN 37064 patrick.f.baggett@gmail.com</td></tr> </table>	Email	pbaggett@fullserviceins.com	Cell	615.955.0411	Work	615.790.0990	Address (work)	903 Murfreesboro Rd Franklin, TN 37064	Address (home)	422 Murfreesboro Rd. Franklin, TN 37064 patrick.f.baggett@gmail.com
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Address (work)	903 Murfreesboro Rd Franklin, TN 37064										
Address (home)	422 Murfreesboro Rd. Franklin, TN 37064 patrick.f.baggett@gmail.com										
	Patty Bearden 12/31/2020 Harpeth True Value/WAKM-AM 950 Radio <table border="1"> <tr> <td>Email</td><td>jkbearden@comcast.net</td></tr> <tr> <td>Cell</td><td>615.973.2481</td></tr> <tr> <td>Work</td><td>615.790.6465</td></tr> <tr> <td>Address</td><td>1117 Columbia Ave Franklin, TN 37064</td></tr> <tr> <td>Address (home)</td><td>518 Dunwoody Court Franklin, TN 37069</td></tr> </table>	Email	jkbearden@comcast.net	Cell	615.973.2481	Work	615.790.6465	Address	1117 Columbia Ave Franklin, TN 37064	Address (home)	518 Dunwoody Court Franklin, TN 37069
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Address (home)	518 Dunwoody Court Franklin, TN 37069										



**Allena Bell – President
Executive Committee**

12/31/2020

Franklin Special School District Board Member

Email	Bell.bell@comcast.net
Cell	615.969.9272
Work	
Address (work)	



**Mary Lee Bennett – Vice President of Strategic Initiatives
Executive Committee**

12/31/2022

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
Address (home)	4098 New Highway 96W Franklin, TN 37064



Christine Bradley

12/31/2021

Executive Committee

Director, Government & Community Affairs
Vanderbilt University Medical Center

Email	christine.bradley@vumc.org
Cell	615.715.7961
Work	615.936.5898
Address (home)	4298 Jamesborough Pl. Nashville, TN 37215 bradleyctoomey@gmail.com



Nancy Conway

12/31/2021

Senior Vice President of Community Relations – Williamson Inc.

Email	nancy@williamsonchamber.com
Cell	615.423.0545
Work	
Address (work)	5005 Meridian Blvd., Suite 150 Franklin, TN 37067
Address (home)	111 Eaton Court Franklin, TN 37064

**Kelly Dannenfelter** 12/31/2022

Assistant Director, Planning & Sustainability – City of Franklin

Email	kellyd@franklintn.gov
Cell	615.364.1490
Work	615.550.6735
Address (work)	109 Third Ave S Franklin, TN 37064
Address (home)	315 4 th Ave. South Franklin, TN 37064 kellydannenfelter@gmail.com

**Travis Dumke** 12/31/2020

Vice President, Commercial Banker – Franklin Synergy Bank

Email	travis.dumke@franklinsynergy.com
Cell	615.642.2187
Work	615.236.8312
Address (work)	722 Columbia Ave Franklin, TN 37064

**Drew Freeman** 12/31/2022

Executive Director of Franklin Family YMCA

Email	dfreeman@ymcamidtn.org
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Work	615.591.0322
Address (work)	501 South Royal Oaks Dr. Franklin, TN 37064

**Kelly Gilfillan** 12/30/2021

Associate Publisher - FW Publishing

Email	kelly.gilfillan@homepagedmediagroup.com
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Work	615.293.4319
Address	1312 Adams St Franklin, TN 37064



Russ Haynes – Treasurer

12/31/2020

Executive Committee

CFO – Harpeth Associates, LLC

Email	russ@harpethassociates.com
Cell	251.767.9877
Work	615.472.1471
Address (work)	198 E Main St., Suite 203 Franklin, TN 37064



Chris Henson – Secretary

12/31/2022

Executive Committee

Director of Fund Development – Columbia State Community College

Email	chenson12@columbiastate.edu
Cell	423.306.5421
Work	615.465.5715
Address (work)	1665 Hampshire Pike Columbia, TN 38401
Address (home)	4229 Warren Rd. Franklin, TN 37067 hensonc10@yahoo.com



Adam Hicks

12/31/2022

Vice President - Account Manager, Skanska

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Work	65.714.3930
Address (work)	5000 Meridian, Suite 100 Franklin, TN 37067



Cassie Jones

12/31/2021

Executive Committee

Owner/Publisher - Southern Exposure

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Work	
Address (work)	1117 Columbia Avenue Franklin, TN 37064
Address (home)	806 Hunterboro Ct. Brentwood, TN 37027



Chris Koeper 12/30/2020
Volkert

Email	chris.koeper@volkert.com
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Address (work)	302 Innovation Drive Suite 100 Franklin, TN 37067
Address (home)	1182 Retreat Pass Brentwood, TN 37027



Diane LeBlanc 12/31/2022
Senior Vice President, Renasant Bank

Email	dleblanc@renasant.com
Cell	615.456.6418
Work	615.764.4114
Address (work)	815 Columbia Ave. Franklin, TN 37064
Address (home)	118 Lewisburg Ave. Franklin, TN 37064



Monique McCullough 12/31/2020
Public Outreach Specialist – City of Franklin

Email	moniquem@franklintn.gov
Cell	615.948-3205
Work	615.550.6606
Address (work)	109 3 rd Ave. S., Suite 103 Franklin, TN 37064



Eric McElroy 12/31/2022
Supervising Engineer at WSP

Email	eric.mcelroy@wsp.com
Cell	615.339.7464
Work	615.981.8363
Address (work)	2100 West End Ave, Suite 630 Nashville, TN 37203
Address (home)	404 Ellington Dr. Franklin, TN 37064 emcelroy1981@gmail.com



Doris McMillan 12/31/2021

Owner – Doris McMillan Custom Apparel & Millinery

Email	doris.mcmillan@yahoo.com
Cell	615.881.3403
Work	
Address	303 Bel Aire Drive Franklin, TN 37064



Brad Thompson 12/31/2021

Vice President - Tennessee Operations Manager – Volkert Inc.

Email	brad.thompson@volkert.com
Cell	615.957.5980
Work	615.656.1845
Address (work)	302 Innovation Drive Suite 100 Franklin, TN 37067
Address (home)	2562 Micton Lane Thompson Station, TN 37179 volgolfer@att.net



Rob Wigton 12/31/2021

Executive Committee

Email	robwigton@gmail.com
Cell	775.721.2698
Work	
Address (work)	
Address (home)	640 Streamside Lane Franklin, TN 37064



Kurt Winstead 12/31/2022

Executive Committee

Attorney-Partner of Rudy Winstead Turner, PLLC

Email	kwinstead@rudylaw.net
Cell	615.500.8010
Work	615.515.3530
Address (home)	100 Pebble Beach Drive Franklin, TN 37069 Franklin, TN 37069



Nichole Volk 12/31/2022

Director of Marketing, Williamson Medical Center

Email	nsvolk4@gmail.com
Cell	
Work	
Address (home)	9313 Norwegian Red Dr. Nolensville, TN 37035 nsvolk4@gmail.com

EX-OFFICIO BOARD MEMBERS

	Rogers Anderson Williamson County Mayor <table border="1" style="width: 100%;"> <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" style="width: 100%;"> <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								
	Ken Moore Mayor, City of Franklin <table border="1" style="width: 100%;"> <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								
	Tim Murphy – Past President Managing Director, CapWealth Advisors LLC <table border="1" style="width: 100%;"> <tr> <td>Email</td><td>tmurphy@capwealthadvisors.com</td></tr> <tr> <td>Cell</td><td>615 430-7912</td></tr> <tr> <td>Work</td><td>615.778.0740</td></tr> <tr> <td>Address (work)</td><td>3000 Meridian Blvd, Suite 250 Franklin, TN 37067</td></tr> </table>	Email	tmurphy@capwealthadvisors.com	Cell	615 430-7912	Work	615.778.0740	Address (work)	3000 Meridian Blvd, Suite 250 Franklin, TN 37067
Email	tmurphy@capwealthadvisors.com								
Cell	615 430-7912								
Work	615.778.0740								
Address (work)	3000 Meridian Blvd, Suite 250 Franklin, TN 37067								



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/12/2020

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 Full Service Insurance Agency, Inc 903 Murfreesboro Rd. Franklin TN 37064	CONTACT NAME: Damara Puckett PHONE (A/C, No, Ext): (615) 790-0990 FAX (A/C, No): (615) 791-4641 E-MAIL ADDRESS: dpuckett@fullserviceins.com																					
INSURED Franklin Tomorrow, INC Po Box 383 Franklin TN 37065-0383	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Cincinnati Insurance Company</td><td>10677</td></tr><tr><td>INSURER B:</td><td>United States Liability Ins Co</td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Cincinnati Insurance Company	10677	INSURER B:	United States Liability Ins Co		INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER E:																						
INSURER F:																						

COVERAGES**CERTIFICATE NUMBER:** CL195907736**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			ENP 0094467	08/20/2018	08/20/2019	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
	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:						GENERAL AGGREGATE \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						PRODUCTS - COMP/OP AGG \$ 2,000,000
							Liquor Liability \$ 1,000,000
							COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
B	☒ UMBRELLA LIAB ☒ OCCUR						EACH OCCURRENCE \$ 1,000,000
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE \$ 1,000,000
	DED \$ RETENTION \$						\$
A	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	EWC 0454311	08/20/2018	08/20/2019	☒ 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**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

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Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

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.

Franklin Tomorrow 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) ►

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.

PO Box 383

6 City, state, and ZIP code

Franklin TN 37065

Requester's name and address (optional)

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 - 1 8 2 1 8 6 9

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 ►

Mindy D. Jett

Date ►

2/24/2020

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.



129 W. Fowlkes St. Ste. 124
Franklin, TN 37064
615.790.5556
615.595.1215
chpwc.org

3/12/2020

To Whom It May Concern:

Please see the attached application packet. If anything additional is needed, please let us know. We are grateful for the continued support of the City of Franklin.

Sincerely,

Zabrina R Gregg
Executive Director

ADMINISTRATION

Kristine Brock
Assistant City Administrator/CFO
Finance & Administration



Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

HISTORIC
FRANKLIN
TENNESSEE

FRANKLIN NONPROFIT FUNDING



Fiscal year 2020-2021

Application

Submission Deadline: March 13, 2020



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Section I: Title Page - This Form should be the top sheet of your application packet.

Agency Exact Legal Name: Community Housing Partnership of Williamson County
(List agency name as it appears on the Secretary of State website)

Application Contact Name/Title: Zabrina Gregg, Executive Director

Contact Phone Number and Email Address: 615-790-5556 ext 5959, zabrina@chpwc.org

Board Chair: Clay Barnes

Is the agency's street address provided on the Vendor Information Form located within the corporate limits of the City of Franklin? ☒ Yes ☐ No

If no or the address provided is not the entity's headquarters' address, list below the street address of your agency's official headquarters. If yes, skip Headquarters' details.

Headquarters' Street Address
City, State, Zip Code

Headquarters' Mailing Address
City, State, Zip Code

Headquarters' Contact Name and Number

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 ☐

List the total amount of City of Franklin funds being requested for FY2020-2021 \$ 8,460.00

What percent of your local agency budget is the above funding request from the City of Franklin?

Do you provide year-round services (TCA 6-54-111)? Yes ☒ No ☐ If no, please list dates or months of services provided.

Applicants must provide a signed original copy of the application. An additional electronic copy of the completed application packet is requested but is not required.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

SECTION I: Checklist Form

Incomplete applications will not be reviewed. Every section is mandatory unless otherwise stated.

Agency Name: **Community Housing Partnership of Williamson County**

SECTION I: Title Page (Top Sheet)

- ☒ Funding application – Title Page (top sheet)
- ☒ Application checklist form
- ☒ Cover letter, voluntary

SECTION II: Application

- ☒ Funding application
- ☒ Additional answer pages

SECTION III: Budget

- ☒ Completed budget form
- ☒ Additional Budget narrative, voluntary

SECTION IV: Compliance Documentation

- ☒ Annual audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded. (T.C.A. 6-54-111)
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination)
- ☒ Any other forms of due diligence required by the State Comptroller's office
- ☒ Statement of non-discrimination (provided, to be signed)
- ☒ Board of Directors list that includes the names, position(s) held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability, general liability, and workers' compensation.

SECTION V: Attachments

- ☒ City of Franklin Vendor Information Form
- ☒ W-9 for the Agency
- ☒ State of Tennessee Annual Reporting form, if applicable
- ☒ Funding request schedule

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly and all the checklist items are included. Each item has been completed properly and correct forms, attachments, and documents have been provided as requested.

Zabrina Gregg

2/17/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Zabrina Gregg

Digitally signed by Zabrina Gregg
Date: 2020.02.17 10:08:27 -06'00'

2/17/2020

Signature of (CEO/President/Executive Director/Board Chair)

Date



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION II: Application

Agency Name: **Community Housing Partnership of Williamson County**

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet. If a question does not apply, type NA).

1. Total number of years the program component or service has been in operation:

2. Total unduplicated number of active Participants in the Organization (participants should be counted once, no matter how many different direct services they receive during a funding year):

The number of persons CHP served in our 2018-2019 fiscal year (July 1, 2018-June 30, 2019) was XXXXX

3. Are fees charged to participants? ☐ Yes ☒ No

If yes, attach a fee schedule or itemize the fee structure utilized:

N/A

If no, please explain:

CHP has no direct fees for our services. CHP provides rental units to low income tenants having HUD limited rents. About half these units are to social service causes including developmentally disabled, drug and alcohol addiction, and domestic violence. The City of Franklin CDBG program provides an administrative fee to CHP for lead based paint inspections and staff activity on the program. On the owner occupied rehabilitation program that is partially funded with City of Franklin funds there are no fees charged for the services.

4. Approximate total number of clients served by your program on a yearly basis and location of services provided:

approximately 130 families from the city of Franklin in the Owner Occupied Program.

5. All funds provided must be used to aid Williamson County citizens only. Provide documentation to show the expenses used to service Williamson County Citizens (include an estimate of how many of the total active participants are Williamson County Citizens):

CHP is expecting to serve 1,050 in the 2019-2020 fiscal year. The number of persons served varies from year to year, and persons served by CHP programs that use any type of funding are Williamson County residents or become Williamson County residents. Sometimes CHP will advise some out of county residents and no Williamson County funds are used in conjunction with that program. When funds are dispensed to a customer through any program a file is established for that customer. Within that file is a copy of the government identification (i.e.; drivers license) that proves the Williamson County residency of the customer. It would be too cumbersome for us to provide that documentation with this application, it is however available for compliance monitoring by the appropriate Williamson County personnel at any time.

6. Provide a list of the target group(s) to be served (i.e. homeless families with children youth aged 10-16, elderly age 55 years or older, etc.):

The owner occupied program targets the elderly and disabled populations.



City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: **Community Housing Partnership of Williamson County**

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

7. List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities:

We are unaware of any agency that regularly provides free repair assistance for homeowners in general, but there is Mid Cumberland Community Action and Graceworks that provide some isolated items and ARC of Williamson County that assists in mobility issues, The Franklin Rotary at Breakfast provides some assistance for rehabilitations. Additionally, Habitat for Humanity provides some repair services but the homeowner must borrow part or all of the funds from Habitat for the project. CHP coordinates all housing activities with these agencies to insure no redundancy and maximum leverage of funding. Additionally, some churches and civic groups partner with CHP to assist in repairs from time to time. Hard Bargain Mount Hope Redevelopment and United Community Resource Foundation provide homeownership opportunities in Franklin and CHP mentors with both organizations. Generally, CHP is addressing homeownership customers that these entities cannot. Graceworks and some churches assist with the homeless and CHP coordinates with them on each family. To our knowledge there are no other agencies in Williamson County providing the other services that CHP provides.

8. Provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal year 2020-2021.

Community Housing Partnership of Williamson County (CHP) is requesting the same amount of funding as was received in the previous year (\$8,460). The purpose of the funding is the Owner Occupied rehabilitation program, serving low income and elderly or disabled homeowners in the City of Franklin with emergency repairs to their homes. CHP has had an ongoing owner occupied repair program for twenty-five years through a number of funding sources. Activity in owner occupied repairs has occurred through volunteer rehabilitation with the partnership of area churches, businesses and community volunteers as well as the Catholic Heart Work Camp, Graceworks, Franklin Rotary at Breakfast, Group Workcamps, Greater Nashville Regional Council, and THDA. There continues to be a steady number of calls for housing assistance for the elderly and low income residents within Franklin. Current funding to support the anticipated rehabilitations in 2019-2020 comes from donations, the City of Franklin, Williamson County, Greater Nashville Regional Council, THDA and United Way of Williamson County. The City of Franklin funding is a small portion of the funding for this overall program.

9. Unless prohibited by law, provide documentation that your organization made a good faith effort to collect donations from private resources.

While CHP does not solicit individual donations for our programs we take extensive efforts to leverage the funding from City of Franklin to insure that we are maximizing the funding as far as possible. We use the following agencies to increase and leverage the amount of funding from City of Franklin:

Franklin Breakfast at Rotary
Greater Nashville Regional Council (GNRC) (matching City of Franklin funds two dollars per dollar)
Gracework
Both Hands Foundation
Williamson County
Brentwood Baptist Church
Private Individuals

Documentation for these transactions are once again too cumbersome to provide in this document. Often times they are contracts like with GNRC and most of the time they are just agreements between the parties to match funding. Our offices are open to any representative of City of Franklin to inspect individual files to check on the level of leverage that CHP provides with the City of Franklin funding.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: **Community Housing Partnership of Williamson County**

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet).

10. Other than the private resources above, list any other fundraising activities your agency engaged in during the year.

CHP does not engage in fundraising activities.

11. List any equipment owned by this organization funded, in whole or in part, by the City of Franklin. Indicate what it is used for, how it is maintained, and where it is stored.

N/A

12. Provide information on any interaction that your agency has with the operations of the City of Franklin Departments (i.e. response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

CHP has extensive interaction with a number of the City of Franklin Departments. As CHP is the homeless provider for the City of Franklin, we have interaction with the City of Franklin Police Department when they have located a homeless individual or family. CHP interviews the family and upon acceptance provides lodging and emergency food to the family to attempt to stabilize them for a period while working with them towards a permanent solution. CHP works extensively with the City of Franklin Building and Neighborhood Services Department to stabilize housing and with codes violation. This is done by attempting to find solutions that will address the problem and correct it within the confines of this application and outside the confines of this grant money by using volunteers and other less restrictive funding. The successes on this item are too broad to list within this document, but include many deteriorated, flood damaged and structures with serious violations. We work closely with many members of this department to insure the welfare of the family, the safety of the structure, the integrity of the house and the concerns of the City of Franklin. CHP works with the City of Franklin Planning and Sustainability Department on a variety of committees and activities related to the future of the City of Franklin particularly on housing and development issues. Within the City of Franklin government CHP has a seat on the Franklin Housing Commission and the CHP Executive Director. CHP employees participate regularly on the discussion on these vital issues in housing for the City of Franklin as well as scheduled clean up days in Franklin neighborhoods. Additional, CHP has in the past participated at the Board of Mayor and Alderman and other City of Franklin committees as needed or requested. CHP continues to maintain an open relationship with the City of Franklin staff and elected officials to insure that we are performing the tasks that are needed by the City of Franklin and its citizens.

13. What, if any, services did your agency provide *last year* for which you are requesting funding this year? What were the objectives and results (include a description, capacity, intensity, and duration of the services)?

CHP provided emergency rehabilitation services for low income elderly or disabled households in the City of Franklin with this funding in the previous year. The City of Franklin funding was leveraged with further funding from Greater Nashville Regional Council, THDA, United Way of Williamson County and Williamson County to increase the number of households we could serve with these funds. The objective of this program is to provide emergency repairs for a maximum value of \$1000 so it would serve 8 to 9 households on average with emergency repairs to Heat and Air systems, roofing, plumbing issues and electrical issues as well as other housing repairs (however many families do not need the full \$1000 in support so we serve more like 25 families with the City of Franklin funding). Approximately 130 families within the City of Franklin were served under the full program in the past fiscal year (again funding from the five sources). Disproportionately, more of the funding by Williamson County and United Way of Williamson County is spent in Franklin than the rest of the county due to the leverage of the City of Franklin funding. Funding for each project is based on the need and the capacity of the recipient to pay. The duration and scope of each project is dependent on the individual job. Additional, funding is leveraged by volunteer labor where necessary.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: **Community Housing Partnership of Williamson County**

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

14. Are there measurable results achieved by your agency? ☒ Yes ☐ No
If yes, provide the detailed data (how you know the service was successful, expected outcomes and how you measure them):

CHP has evaluation programs in place so the Board of Directors can evaluate each specific program. For owner occupied rehabilitations and homeless there is an approval process by the Board on a monthly basis that includes the request and evaluation of the request by staff. A review of the finished projects are also submitted to the Board monthly that recaps the length of time to perform the request and a cost comparison of the estimate versus the actual. This has improved the process so it is more responsive to the need and allows control of costs to insure viable funding year long. It allows better coordination with the volunteer groups performing the work and better control over the limited funding for the program. CHP has evaluations on the rental program that allow the Board to view delinquencies and turnovers on the units on a monthly basis. This has allowed better control over the units, more efficient problem solutions and better cash flow from the rental operations. In general CHP has extensive reports and evaluations of all operations and programs (including individual program accounting). The Board of Directors meets monthly (unless no business needs to be conducted) and has full reporting of all activities and evaluates programs and their performance on a monthly basis. This results in more efficient and effective services for our customers.

15. Does your agency receive any external quality review or accreditation? ☐ Yes ☒ No
If yes, provide a copy of the certificate or license and explain.

CHP has external quality review on some of our rental properties and single family housing by Tennessee Housing Development Agency. This is done on an individual project basis for last year and on an annual basis and includes verification on the physical condition of the units (Housing Quality Standards inspections) and verification on regulated paperwork (income and other verifications). The Department of Housing and Urban Development reviews CHP's activity under the HUDHOMES program to insure that CHP remains in compliance on the purchase and resale of HUD homes. FEMA monitors the expenditures on the Homeless Program to insure proper use of their funds. The City of Franklin reviews the Community Development Block Grant program on a monthly basis. Some staff members have individual professional certificates or accreditations. No certificates or accreditations are issued.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION III: Budget

Agency Name: **Community Housing Partnership of Williamson County**
Budget

Expenditures	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Salaries	292860	406440	550000
Benefits	3070	20322	27500
Payroll Taxes	19440	28450	38500
Office Expenses	8083	25000	25000
Conferences and meetings	1200	15000	15000
Interest	26007	30000	35000
Depreciation and Amortization	99777	100000	100000
Insurance	11000	13000	13000
All Other Program Expense	308388	400000	500000
Information Technology		14000	14000
Totals	\$ 769,825.00	\$ 1,052,212.00	\$ 1,318,000.00

Revenues	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
United Way Contributions	51315	52000	55000
Government Grants	355207	621000	989994
All Other Contributions	57404	50000	50000
Investment Income	1953	5000	5000
Net Rental Income	220913	330000	345000
All other Revenue	237492	250000	250000
Totals	\$ 924,284.00	\$ 1,308,000.00	\$ 1,694,994.00



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: Community Housing Partnership of Williamson County

Budget continued.

Personnel	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Executive Director Emeritus	N/A	100,000	103,000
Executive Director	100,000	92,000	105,000
Director of Development	45,000	45,000	56,000
Administrative Assistant	N/A	37440	38500
Director of Rental Programming	62,000	62000	70,000
Director of TN 503 CoC Programming	N/A	70,000	74,000
Totals	207,000	406,440-	446,500-

1. What is your fiscal year? July 1 to June 30th
2. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☒ monthly ☐ quarterly ☐ semi-annually ☐ annually
3. How is the bookkeeping system maintained? ☐ manually ☒ by computer
4. Are the agency's financial records audited by an independent certified public accountant?
☒ Yes ☐ No



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION IV: Compliance Documentation

Agency Name: **Community Housing Partnership of Williamson County**

Non-Discrimination

To the extent permitted by Tennessee law, the parties hereto for themselves, their agents, officials, employees, and servants does not and 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.

Zabrina Gregg

2/27/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Zabrina Gregg

Digitally signed by Zabrina Gregg
Date: 2020.02.27 13:01:09 -06'00'

2/27/2020

Signature of (CEO/President/Executive Director/Board Chair)

Date



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION V: Attachments

City of Franklin Vendor Information Form

W-9 for the Agency

State of Tennessee Annual Reporting form, if applicable

Funding request schedule

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)



See
addit.

Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments

Community Housing Partnership of Williamson County

Name of Nonprofit Organization

129 W Fowlkes Street Suite 124 Franklin, Williamson TN 37064

Street Address

City

County

State

Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from _____ through _____

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 _____

Donations and Gifts from Citizens _____

Membership Dues _____

Fees/Charges for Services _____

Fundraising Events _____

Sale of Assets _____

Loans-Borrowed Funds _____

Investment Income _____

Other Receipts _____

Total Receipts \$ _____ (A)

Disbursements

Grants and Other Assistance Paid to

Other Organizations and Individuals \$ _____

Salaries and Wages _____

Employee Benefits _____

Payroll Taxes _____

Fees for Services (non-employee) _____

Advertising and Promotion _____

Office Expenses _____

Leases/Rentals _____

Maintenance and Repairs _____

Supplies _____

Travel _____

Utilities	_____	
Insurance	_____	
Conferences, Conventions and Meetings	_____	
Interest	_____	
Purchase of Capital Assets – Vehicles and Equipment	_____	
Purchase of capital Assets – Property and Buildings	_____	
Loan Payments	_____	
Other	_____	
Total Disbursements		\$ _____ (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) \$ _____ (C)

Cash Balance - at the beginning of the fiscal year \$ _____ (D)

Cash Balance - at the end of the fiscal year (C+D=E) \$ _____ (E)

Details of Cash Balance - at the end of the fiscal year

Cash on Hand	\$ _____	
Cash in Bank – Checking	_____	
Cash in Bank – Savings Accounts	_____	
Cash in Bank – Certificates of Deposits	_____	
Other Cash	_____	
Total Cash - at the end of the fiscal year		\$ _____ (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
 Community Housing Partnership of Williamson County _____ **for the fiscal year noted above.**

Name of Nonprofit Organization

Person Preparing Report

Zabrina Gregg

Printed Name

Zabrina Gregg

Signature

Digitally signed by
Zabrina Gregg
Date: 2020.02.17
10:11:19 -06'00'

Phone Number 615-790-5556 ext 5959

Email Address zabrina@chpwc.org

Date 2/17/20



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Funding Request Schedule

February 13, 2020	Funding request application period opens
March 13, 2020	Funding request applications are due by 4:00pm (may be submitted early)
April 11, 2020	Applications will be presented to the Budget & Finance Committee
May and June 2020	Applications will be presented to the Board of Mayor and Aldermen during the budget hearings

The level of funding for nonprofits has not yet been decided by the Board of Mayor Aldermen. Application approval will be based on fund availability and by determination of the Board.

**COMMUNITY HOUSING PARTNERSHIP OF WILLIAMSON COUNTY
AUDITED FINANCIAL STATEMENTS
JUNE 30, 2019**

TABLE OF CONTENTS

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Statement of Cash Flows	6
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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.

641 E. MAIN STREET HENDERSONVILLE, TN 37075
TEL: 615-824-2724 • FAX: 615-822-3522

607 COMMONS DRIVE GALLATIN, TN 37066
TEL: 615-452-8256 • FAX: 615-452-0850

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	<u>(1,231,892)</u>
Net property and equipment	2,161,052
Other assets	
Notes receivable - property sales	336,432
Discount on notes receivable - property sales	<u>(243,200)</u>
Total other assets	93,232
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	261,258
Net assets	
Net assets without donor restrictions	2,611,534
Net assets with donor restrictions	<u>52,000</u>
Total net assets	2,663,534
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	\$ 735,614	\$ 101,113	\$ 836,727

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	<u>251,200</u>
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	56,563
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.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/12/20120

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 5123 Virginia Way Ste A-21 Brentwood TN 37027		CONTACT NAME: Will Tucker PHONE (A/C, No, Ext): E-MAIL ADDRESS:		FAX (A/C, No): 6156307401
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 :		NAIC # 25011

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
	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 - COMP/OP AGG \$ \$
	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) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	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	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, Suite 111 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 Will Tucker
--	--

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**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.**

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Community Housing Partnership of Williamson County

2 Business name/disregarded entity name, if different from above
Community Housing Partnership of Williamson County

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) ► _____

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 W Fowlkes St. Suite 124

6 City, state, and ZIP code
Franklin, TN 37064

7 List account number(s) here (optional)

8 Requester's name and address (optional)
City of Franklin
109 3rd Ave South
Franklin, TN 37064

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

62 - 1572386

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ► **Zabrina Gregg** Digitally signed by Zabrina Gregg Date: 2020.02.17 10:09:43 -06'00' Date ► **2/17/20**

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.



City of Franklin

Vendor Information Form

Vendor Name

Community Housing Partnership

Vendor ID (For
Office Use)

Contact Name

Zabrina Gregg

Contact Email Address

zabrina@chpwc.org

Physical Street Address

129 W. Fowlkes Street Suite 124

Remittance Address, if different

City, State ZIP

Franklin, TN 37064

City, State ZIP

Phone Number

6157905556

Email Address for ACH Remittance

In order to ensure timely payment, the City of Franklin encourages vendors to receive payment via direct deposit. Should you select ACH, a remittance will be emailed to you showing pertinent payment information.

Payment Mode

☒ ACH

☐ Check

Name of Financial Institution

FRANKLIN SYNERGY BANK

Routing Number

064109329

Account Number

2007409

I/we hereby authorize the City of Franklin to initiate credit entries to my/our account listed above and authorize the financial institution to credit the same to my/our account. It is my/our responsibility to notify the City of Franklin Finance Department immediately if I/we become aware of any changes in status or bank information. If funds to which I/we am/are not entitled are deposited in error to my/our account, the City of Franklin is authorized to direct the financial institution to return the funds via an ACH debit transaction. This order will remain in effect until submission in writing to the Finance Department.

Authorized Signature

Zabrina Gregg

Date

2/27/2020

Please submit this form along with a W-9. The forms can be emailed to accountspayable@franklintn.gov or mailed to P O Box 295, Franklin, TN 37065.

CHP BOARD OF DIRECTORS

FIRST NAME	LAST NAME	POSITION	EMAIL	PHONE	CELL	EXPIRATION DATE
Keith	Allen	Board Member	keith.allen@lpnt.net	615-920-7200	615-830-8839	2020
Clay	Barnes	Board Chair	gclaybarnes@gmail.com	615-591-2430	615-533-9806	2022
Martin	Bennett	Board Member	mbennett@firstbankonline.com	615-554-1776	615-554-1776	2022
Lori	Clemons	Treasurer	loriclemons@gmail.com	615-936-3312	443-878-0300	2021
Chris	Graham	Board Member	cgraham@reliantbank.com	615-221-2081	615-406-4472	2020
Michael	Haarbauer	Chair Elect	earthsearchllc@gmail.com	615-210-5523	615-210-5523	2021
Scott	Harrison	Secretary	snharrison@kw.com	615-778-1818	615-335-5496	2021
Heather	Hunter	Board Member	heatherhunter116@gmail.com	615-689-0691	615-689-0791	2022
Bob	Iannacone	Board Member	biannaco@bellsouth.net	615-371-0948	615-429-8292	2021
Lance	Jordan	Board Member	ljordan@wavesinc.com	615-794-7955	615-997-9415	2022
Ryan	McWaters	Board Member	ryanmcwaters@gmail.com	615-804-2731	615-804-2731	2021
Lane	Rhodes	Board Member	lane.rhodes@me.com	615-969-2848	615-969-2848	2020
Kevin	Riggs	Board Member	kevin@franklincommunitychurch.org	615-440-7553	615-440-7553	2020
Trisha	Shoulders	Board Member	Trisha.Shoulders@usbank.com	615-771-1313	615-335-0456	2022
Mort	Stein	Board Member	mortstein927@gmail.com	615-790-3914	615-973-5467	2021
Beverly	Totty	Board Member	btotty@hotmail.com	615-799-2800	615-533-1256	2021
Brian	Wiler	Board Member	willervol@gmail.com	888-781-8441	615-210-7138	2020



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

ZABRINA MINOR GREGG
124 W FOWLKES STREET
FRANKLIN, TN 37064

February 7, 2020

Request Type: Certificate of Existence/Authorization
Request #: 0349553

Issuance Date: 02/07/2020
Copies Requested: 1

Document Receipt

Receipt #: 005262967 Filing Fee: \$20.00
Payment-Credit Card - State Payment Center - CC #: 3775093487 \$20.00

Regarding:	COMMUNITY HOUSING PARTNERSHIP OF WILLIAMSON COUNTY		
Filing Type:	Nonprofit Corporation - Domestic	Control #:	281744
Formation/Qualification Date:	07/21/1994	Date Formed:	07/21/1994
Status:	Active	Formation Locale:	TENNESSEE
Duration Term:	Perpetual	Inactive Date:	
Business County:	WILLIAMSON COUNTY		

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

COMMUNITY HOUSING PARTNERSHIP 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 #: 037777838

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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	International Insurance Brokerage, LLC	504 Autumn Springs Ct. # A-9	Franklin	TN 37067	INSURED	Community Housing Partnership Of 129 W Fowlkes Street Suite 124 Franklin TN 37064-3563	INSURER F:	
CONTACT NAME:	Donna Veach				INSURER A: Auto-Owners Insurance Co	INSURER E:		
PHONE (A/C, No. Ext.):	(615) 778-7667				INSURER D:	INSURER C:		
FAX (A/C, No.):	(615) 778-9615				INSURER B:	INSURER A: NAIC #	18988	
E-MAIL ADDRESS:	dveach11b@comcast.net				INSURER(S) AFFORDING COVERAGE			

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.

[illegible]

CERTIFICATE HOLDER

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 109 3rd Ave. South, Ste 111 Franklin TN 37064
---	--	---



MAR 13 2020

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION I: Checklist Form

Incomplete applications will not be reviewed. Every section is mandatory unless otherwise stated.

Agency Name: Community Child Care, Inc.

SECTION I: Title Page (Top Sheet)

- ☒ Funding application – Title Page (top sheet)
- ☒ Application checklist form
- ☒ Cover letter, voluntary

SECTION II: Application

- ☒ Funding application
- ☒ Additional answer pages

SECTION III: Budget

- ☒ Completed budget form
- ☒ Additional Budget narrative, voluntary

SECTION IV: Compliance Documentation

- ☒ Annual audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded. (T.C.A. 6-54-111)
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination)
- ☐ Any other forms of due diligence required by the State Comptroller's office
- ☒ Statement of non-discrimination (provided, to be signed)
- ☒ Board of Directors list that includes the names, position(s) held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability, general liability, and workers' compensation.

SECTION V: Attachments

- ☒ City of Franklin Vendor Information Form
- ☒ W-9 for the Agency
- ☒ State of Tennessee Annual Reporting form, if applicable
- ☐ Funding request schedule

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly and all the checklist items are included. Each item has been completed properly and correct forms, attachments, and documents have been provided as requested.

Tara Blue

3/2/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

Tara Blue

3/13/2020

Signature of (CEO/President/Executive Director/Board Chair)

Date



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Section I: Title Page - This Form should be the top sheet of your application packet.

Agency Exact Legal Name:

(List agency name as it appears on the Secretary of State website)

Application Contact Name/Title:

Contact Phone Number and Email Address:

Board Chair:

Is the agency's street address provided on the Vendor Information Form located within the corporate limits of the City of Franklin? ☒ Yes ☐ No

If no or the address provided is not the entity's headquarters' address, list below the street address of your agency's official headquarters. If yes, skip Headquarters' details.

Headquarters' Street Address
City, State, Zip Code

Headquarters' Mailing Address
City, State, Zip Code

Headquarters' Contact Name and Number

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 ☐

List the total amount of City of Franklin funds being requested for FY2020-2021 \$

What percent of your local agency budget is the above funding request from the City of Franklin?

Do you provide year-round services (TCA 6-54-111)? Yes ☒ No ☐ If no, please list dates or months of services provided.

Applicants must provide a signed original copy of the application. An additional electronic copy of the completed application packet is requested but is not required.



FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION II: Application

Agency Name: Community Child Care, Inc.

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet. If a question does not apply, type NA).

1. Total number of years the program component or service has been in operation: 49
2. Total unduplicated number of active Participants in the Organization (participants should be counted once, no matter how many different direct services they receive during a funding year):

Currently 55 families

3. Are fees charged to participants? ☒ Yes ☐ No

If yes, attach a fee schedule or itemize the fee structure utilized:

\$185.00 weekly for infants/toddlers \$145.00 weekly Pre-school
\$165.00 weekly Toddlers 2's and 3's

If no, please explain:

4. Approximate total number of clients served by your program on a yearly basis and location of services provided:

70= Franklin, Tennessee

5. All funds provided must be used to aid Williamson County citizens only. Provide documentation to show the expenses used to service Williamson County Citizens (include an estimate of how many of the total active participants are Williamson County Citizens):

99% of our families live in Williamson County. Our private funds and donations are used to assist all of our children at the center. Since we are a daycare, we provide resources to all of our children not separating the activities and opportunities based on the county they live in. It is our goal to have the majority of our families live in Williamson County.

6. Provide a list of the target group(s) to be served (i.e. homeless families with children youth aged 10-16, elderly age 55 years or older, etc.):

Over half of our clients are low-income families and receive daycare vouchers from the Department of Human Services to assist them with their fees.
We also partner with mothers who are staying at the Bridges Center, a domestic violence center.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name:

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

7. List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities:

Headstart - provides discounted childcare to families who cannot afford full tuition

8. Provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal year 2020-2021.

- Classroom curriculum and resources
- Teacher and Director training required by the Department of Human Services
- Assist with tuition fees and computer classes that are not affordable for Williamson County residents
- In- house speakers and field trips
- Upkeep of computer lab

9. Unless prohibited by law, provide documentation that your organization made a good faith effort to collect donations from private resources.

- see attachments

ADMINISTRATION

Kristine Brock
Assistant City Administrator/CFO
Finance & Administration



Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

HISTORIC
FRANKLIN
TENNESSEE

FRANKLIN NONPROFIT FUNDING



Fiscal year 2020-2021

Application

Submission Deadline: March 13, 2020



November 20, 2019

Dear Friends,

I am elated and proud to be the Executive Director of the Community Child Care Center located in the heart of Franklin, Tennessee. We are a non- profit agency that relies heavily on donations and acts of service. Here at CCC we are committed to serving and providing the best childcare experience to every family that walks through our doors. We are fortunate to assist children with delayed milestones by working closely with community agencies that visit our center weekly. These children receive one on one therapy and have individualized set goals. We believe that it is our goal and purpose to lay a solid educational foundation for each child. What you pour into these young minds plays a major role in their future growth. We count it an honor and a privilege to shape, nurture, educate and love on our children and families. We have high expectations for both and we feel that it is our responsibility as educators to provide them with a solid beginning.

Our Staff:

The numbers speak for themselves-

We have a dedicated staff whose service ranges from 1 year to 45 years. They are committed to shaping and training our future leaders. It would be impossible to carry out our daily mission without their dedication.

Our Purpose:

We exist to provide an affordable childcare for all families who either work or in school. We also offer some of the most affordable childcare rates in the Williamson County area. In order to stay true to our mission we rely heavily on donations and volunteers.

Would you consider partnering with us?

Your financial support will –

- Help us maintain our 3 star rating
- Build up our technology curriculum
- Furnish equipment for our resource room
- Purchase resources for each classroom
- Financially assist families with fees
- Provide on- going training for the teachers and staff
- Provide on-site field trips, speakers, celebrations and establish a fine arts curriculum

We could not exist without the help of the community. When you get a moment, please stop by to visit our facility. Once you have entered our doors, you will see why we exist and how important it is to support an agency such as ours. Thank you for your consideration and may the remaining of your year be filled with peace and love.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tara Blue".

Tara Blue- Executive Director

129 W. Fowlkes Suite 1270

Franklin Tenn. 37064

615.794.8986

Presented by

NISSAN

TASTE



Williamson

Sponsored by



Benefiting



An all-inclusive food and social gathering featuring the region's best restaurants and chefs! #TasteTime

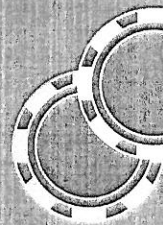
Sunday, March 8, 2020 | 7-9 pm | CoolSprings Galleria

*Purchase tickets at: United Way Partner Agencies * CoolSprings Galleria Guest Services * TasteofWilliamson.com*

Ticketholders receive 10% off during Taste Restaurant Week | Visit event website for details

Special thanks to **alphagraphics**

JOIN US FOR A CASINO NIGHT.



MARCH 7TH
6PM - 10PM

LEIPER'S FORK DISTILLERY
3381 SOUTHWALL RD FRANKLIN, TN

\$65 PER TICKET INCLUDES FOOD &
ENTERTAINMENT



FOR TICKETS CALL 615-794-8986 OR VISIT
WWW.COMMUNITYCHILDCARECENTER.EVENTBRITE.COM



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: Community Child Care, Inc.

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

10. Other than the private resources above, list any other fundraising activities your agency engaged in during the year.

- Casino Night
- Taste of Williamson
- Annual Fish Fry

11. List any equipment owned by this organization funded, in whole or in part, by the City of Franklin. Indicate what it is used for, how it is maintained, and where it is stored.

We own all of the equipment currently in our building. The county will repair most of our equipment when we put in a work order. If not, we are responsible for repairs such as: refrigerator or stove repairs.

12. Provide information on any interaction that your agency has with the operations of the City of Franklin Departments (i.e. response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

- We work with Bridges to assist mothers with their children's daycare needs during their time of transition

13. What, if any, services did your agency provide *last year* for which you are requesting funding this year? What were the objectives and results (include a description, capacity, intensity, and duration of the services)?

Our purpose is to provide an affordable and quality childcare service for infants to 5 year olds. We aim to give our families a stable and tenured staff in a convenient location. We provide parental workshops to enhance their parenting and budgeting skills, health tips and professional services. We also offer an excellent curriculum, a diverse student body and strong leadership. We will be celebrating our 50th year next year and have maintained a 3 star (the highest) from the state of Tennessee. We open at 6:30 a.m. and close at 6:00 p.m.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name:

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

14. Are there measurable results achieved by your agency? ☒ Yes ☐ No
If yes, provide the detailed data (how you know the service was successful, expected outcomes and how you measure them):

The center receives an annual total agency evaluation including health and fire inspections. Based on their findings the center is given a license to operate or non-compliance write up.

15. Does your agency receive any external quality review or accreditation? ☒ Yes ☐ No
If yes, provide a copy of the certificate or license and explain.

Our center is a member of the NAEYC (National Association for the Education of Young Children). Four times a year, we assess each child to make sure they are on target to fulfill each milestone according to their age.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION III: Budget

Agency Name: **Community Child Care, Inc.**
Budget

Expenditures	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Salaries	\$406,868.00	\$ 365,421.68	\$400,908.00
Accounting & Audit	\$16,468.00	\$17,000.00	\$15,000.00
Occupancy	\$1,800.00	\$1,800.00	\$1,800.00
Supplies	\$54,600.00	\$54,600.00	\$55,000.00
Conferences & Training	\$500.00	\$800.00	\$6,000.00
Utilities	\$16,840.00	\$17,500.00	\$14,600.00
Insurance	\$12,290.00	\$13,000.00	\$16,000.00
Other	\$15,000.00	\$17,000.00	\$17,000.00
Depreciation	\$1,500.00	\$1,500.00	\$5,750.00
Employee Benefits	\$12,486.00	\$13,000.00	\$11,750.00
Payroll Taxes	\$30,600.00	\$32,000.00	\$33,800.00
Totals	\$ 568,952.00	\$ 533,621.68	\$ 577,608.00

Revenues	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Williamson County Government	\$7,508.00	\$7,508.00	\$7,508
City of Franklin	\$29,140.00	\$29,140.00	\$30,000.00
United Way	\$180,033.00	\$170,000.00	\$170,000.00
Childcare Vouchers/State Grant	\$103,959.00	\$103,887.00	\$ 103,887.00
Daycare Fees	\$205,001.00	\$225,000.00	\$245,000.00
Fundraising	\$22,795.00	\$19,124.00	\$35,000.00
Investment Income	\$1,200.00	\$804.00	\$1,200.00
Totals	\$ 584,115.00	\$ 641,881.00	\$ 613,400.00



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name:

Budget continued.

Personnel	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Infant Teachers (2)	\$56,134.64	\$50,793.60	\$57,324.80
Toddler Teacher (3)	\$82,411.00	\$71,510.40	\$80,662.40
Pres- School (2)	\$82,411.00	\$69,381.59	\$77,831.28
Floater (2)	\$44,134.64	\$31,200	\$37,325.60
Cook/Floater (1)	\$26,000.00	\$26,000.00	\$26,000.00
Director's(2)	\$102,000.00	\$102,759.28	\$107,988.00
Custodian (1)	\$13,776.72	\$13,776.63	\$13,776.72
Totals	\$ 406,868.00	\$ 365,421.68	\$ 400,908.80

- What is your fiscal year? to
- How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☒ monthly ☐ quarterly ☐ semi-annually ☐ annually
- How is the bookkeeping system maintained? ☐ manually ☒ by computer
- Are the agency's financial records audited by an independent certified public accountant?
☒ Yes ☐ No



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION IV: Compliance Documentation

Agency Name: Community Child Care, Inc.

Non-Discrimination

To the extent permitted by Tennessee law, the parties hereto for themselves, their agents, officials, employees, and servants does not and 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

3/9/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

3/9/2020

Signature of (CEO/President/Executive Director/Board Chair)

Date

Internal Revenue Service

Date: August 30, 2005

COMMUNITY CHILD CARE INC
PO BOX 681205
FRANKLIN TN 37068

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:

Alvin Gadd 31-07339

Customer Service Representative

Toll Free Telephone Number:

8:30 a.m. to 5:30 p.m. ET

877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

62-0852972

Dear Sir or Madam:

This is in response to your request of August 30, 2005, regarding your organization's tax-exempt status.

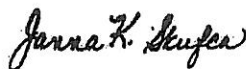
In March 1972 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE
Customer Account Services



[Home](#) > [Tax Exempt Organization Search](#) > **Community Child Care Inc.**

[< Back to Search Results](#)

Community Child Care Inc.

EIN: 62-0852972 | Franklin, 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 2017 Form 990**

Page Last Reviewed or Updated: 6-Sept-2019

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[Respond to a Notice](#)

[Office of Appeals](#)

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[Treasury Inspector General for Tax Administration](#)



COMMCHI-01

SROY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/12/2020

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 Chappell, Smith & Associates 1006 Meryling Court PO Box 681209 Franklin, TN 37067	CONTACT NAME: Susan Roy PHONE (A/C, No, Ext): (615) 435-8300 FAX (A/C, No): E-MAIL ADDRESS: sroy@chappellsmith.com														
INSURED Community Child Care Center Suite 1270 129 West Fowlkes Street Franklin, TN 37064	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A : Markel Insurance CO</td><td></td></tr><tr><td>INSURER B :</td><td></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 : Markel Insurance CO		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Markel Insurance 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 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:			CCP20001512-06	7/12/2019	7/12/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 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 ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			CCP20001512-06	7/12/2019	7/12/2020	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			CCP20001512-06	7/12/2019	7/12/2020	Contents 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Franklin - Finance & Administration
Attn: Kristine Brock, Asst City Admin
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



ONE TOWER SQUARE
HARTFORD CT 06183

WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY

TYPE V INFORMATION PAGE WC 00 00 01 (A)

POLICY NUMBER: UB-3L068951-20-42-G

RENEWAL OF (UB-3L068951-19-42-G)

INSURER: TRAVELERS COMMERCIAL CASUALTY COMPANY

NCCI CO CODE: 29815

1.

INSURED:

COMMUNITY CHILD CARE INC
129 W FOWLKES ST
STE 1270
FRANKLIN, TN 37064

PRODUCER:

PAYCHEX INS AGENCY INC
150 SAWGRASS DR
ROCHESTER, NY 14620

Insured is NON-PROFIT

Other work places and identification numbers are shown in the schedule(s) attached.

2. The policy period is from 01-01-20 to 01-01-21 12:01 A.M. at the insured's mailing address.

3. A. **WORKERS COMPENSATION INSURANCE:** Part One of the policy applies to the Workers Compensation Law of the state(s) 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	Each Accident
Bodily Injury by Disease:	\$	500,000	Policy Limit
Bodily Injury by Disease:	\$	100,000	Each Employee

C. **OTHER STATES INSURANCE:** Part Three of the policy applies to the states, if any, listed here:

AL AR AZ CA CO CT DC DE FL GA HI IA ID IL IN KS KY LA MA MD ME MI
MN MO MS MT NC NE NH NJ NM NV NY OK OR PA RI SC SD TX UT VA VT WI
WV

D. This policy includes these endorsements and schedules:

SEE LISTING OF ENDORSEMENTS - EXTENSION OF INFO PAGE

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All required information is subject to verification and change by audit to be made ANNUALLY

DATE OF ISSUE: 11-15-19 SD

OFFICE: PAYROLL

70A

PRODUCER: PAYCHEX INS AGENCY INC SV996



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

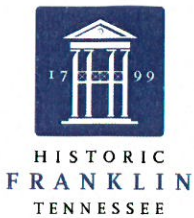
SECTION V: Attachments

City of Franklin Vendor Information Form

W-9 for the Agency

State of Tennessee Annual Reporting form, if applicable

Funding request schedule



City of Franklin

Vendor Information Form

Vendor Name

Community Child Care Center

Vendor ID (For
Office Use)

Contact Name

Tara Blue

Contact Email Address

communitychild@bellsouth.net

Physical Street Address

129 West Fowlkes Suite 1270

Remittance Address, if different

City, State ZIP

Franklin, Tennessee 37064

City, State ZIP

Phone Number

615 794 8986

Email Address for ACH Remittance

In order to ensure timely payment, the City of Franklin encourages vendors to receive payment via direct deposit. Should you select ACH, a remittance will be emailed to you showing pertinent payment information.

Payment Mode

☒ ACH

☐ Check

Name of Financial Institution

Fifth Third Bank

Routing Number

064103833

Account Number

7904751877

I/we hereby authorize the City of Franklin to initiate credit entries to my/our account listed above and authorize the financial institution to credit the same to my/our account. It is my/our responsibility to notify the City of Franklin Finance Department immediately if I/we become aware of any changes in status or bank information. If funds to which I/we am/are not entitled are deposited in error to my/our account, the City of Franklin is authorized to direct the financial institution to return the funds via an ACH debit transaction. This order will remain in effect until submission in writing to the Finance Department.

Authorized Signature

Tara Blue

Date

3-13-2020

Please submit this form along with a W-9. The forms can be emailed to accountspayable@franklintn.gov or mailed to P O Box 295, Franklin, TN 37065.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

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

6 City, state, and ZIP code

FRANKLIN, TN 37064

7 List account number(s) here (optional)

Requester's name and address (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 ►

Darc Blue

Date ►

8/31/19

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.



Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments

Community Child Center

Name of Nonprofit Organization

129 W. 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 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	\$ 0	
State Grants	103,887	103,887.00
Financial Assistance from Local Governments	36,648.00	36,648.00
Donations and Gifts from Citizens	5,265	
Membership Dues	0	
Fees/Charges for Services	240,802	240,802.00
Fundraising Events	19,124.00	
Sale of Assets	0	
Loans-Borrowed Funds	0	
Investment Income	804	
Other Receipts	170,000.00	
Total Receipts		\$ 576,530.00 (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$ 0
Salaries and Wages	365,421.68
Employee Benefits	12,679.00
Payroll Taxes	29,842.00
Fees for Services (non-employee)	14,790.00
Advertising and Promotion	7,166.00
Office Expenses	9,444.00
Leases/Rentals	1,800.00
Maintenance and Repairs	0
Supplies	56,457.00
Travel	0

Utilities	<u>12,941.00</u>	
Insurance	<u>11,478.00</u>	
Conferences, Conventions and Meetings	<u>905.00</u>	
Interest	<u>0</u>	
Purchase of Capital Assets – Vehicles and Equipment	<u>0</u>	
Purchase of capital Assets – Property and Buildings	<u>0</u>	
Loan Payments		
Other	<u>931</u>	
Total Disbursements		\$ <u>523,854.68</u> (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) \$ 52,675.32 (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) \$ 554,281.32 (E)

Details of Cash Balance - at the end of the fiscal year

Cash on Hand	<u>\$ 3,527.00</u>	
Cash in Bank – Checking	<u>270,734.00</u>	
Cash in Bank – Savings Accounts	<u>110,031.00</u>	
Cash in Bank – Certificates of Deposits	<u>140,000.00</u>	
Other Cash	<u>0</u>	
Total Cash - at the end of the fiscal year		\$ <u>554,281.32</u> (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

Funds used from local governments will assist families when they are behind or in need of financial assistance to pay for tuition and computer class. Funds are also used for supplies, resources and curriculum.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the
 Community Child 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 3/9/20

Tennessee Secretary of State

Tre Hargett

[Business Services](#)[Charitable](#)[Civics](#)[Elections](#)[Publications](#)[Library & Archives](#)[Safe At Home](#)[Contact Us](#)

Business Services Online > Find and Update a Business Record > Business Entity Detail

Business Entity Detail

Available
Entity
Actions

File Annual Report (after 06/01/2020)

[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](#).

000071234: Nonprofit Corporation - Domestic

[Printer Friendly Version](#)

Name: COMMUNITY CHILD CARE, INC.

Status: Active

Initial Filing Date: 07/02/1971

Formed in: TENNESSEE

Delayed Effective Date:

Fiscal Year Close: June

AR Due Date: 10/01/2020

Term of Duration: Perpetual

Inactive Date:

Principal Office: 129 W FOWLKES ST STE 1270
FRANKLIN, TN 37064-3563 USAMailing Address: 129 W FOWLKES ST STE 1270
FRANKLIN, TN 37064-3563 USA

AR Exempt: No

Obligated Member Entity: No

Mutual Benefit Corporation: Yes

[Assumed Names](#)[History](#)[Registered Agent](#)

Agent Name: MCGREGOR, LAURA

Agent Address: 201 FRANKLIN RD
BRENTWOOD, TN 37027-5214 USA

Division of Business Services

312 Rosa L. Parks Avenue, Snodgrass

Tower, 6th Floor

Nashville, TN 37243

615-741-2286

8:00 a.m. until 4:30 p.m. (Central)

Monday - Friday

[Directions](#) | [State Holidays](#) | [Methods of Payment](#)Business Filings and Information (615) 741-2286 | TNSOS.CORPINFO@tn.govCertified Copies and Certificate of Existence (615) 741-6488 | TNSOS.CERT@tn.govMotor Vehicle Temporary Liens (615) 741-0529 | TNSOS.MVTL@tn.govNotary Commissions (615) 741-3699 | TNSOS.ATS@tn.govUniform Commercial Code (UCC) (615) 741-3276 | TNSOS.UCC@tn.govWorkers' Compensation Exemption Registrations (615) 741-0526 | TNSOS.WCER@tn.govApostilles & Authentications (615) 741-0536 | TNSOS.ATS@tn.govSummons (615) 741-1799 | TNSOS.ATS@tn.govTrademarks (615) 741-0531 | TNSOS.ATS@tn.govNonresident Fiduciaries (615) 741-0536 | TNSOS.ATS@tn.gov



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Section I: Title Page - This Form should be the top sheet of your application packet.

Agency Exact Legal Name: Bridges of Williamson Co. dba Bridges Domestic Violence Center
(List agency name as it appears on the Secretary of State website)

Application Contact Name/Title: Linda Crockett, Exec. Dir.

Contact Phone Number and Email Address: 615-591-7752 lindaj@bridgesdvc.org

Board Chair: Karla McCamish

Is the agency's street address provided on the Vendor Information Form located within the corporate limits of the City of Franklin? ☒ Yes ☐ No

If no or the address provided is not the entity's headquarters' address, list below the street address of your agency's official headquarters. If yes, skip Headquarters' details.

Headquarters' Street Address Confidential
City, State, Zip Code

Headquarters' Mailing Address P.O. Box 1592, Franklin, TN 37065
City, State, Zip Code

Headquarters' Contact Name and Number Linda Crockett, 615-591-7752

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 ☐

List the total amount of City of Franklin funds being requested for FY2020-2021 \$ 20,000.00

What percent of your local agency budget is the above funding request from the City of Franklin? 2.08

Do you provide year-round services (TCA 6-54-111)? Yes ☒ No ☐ If no, please list dates or months of services provided.

Applicants must provide a signed original copy of the application. An additional electronic copy of the completed application packet is requested but is not required.



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION II: Application

Agency Name: **Bridges of Williamson Co. dba Bridges Domestic Violence Center**

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet. If a question does not apply, type NA).

1. Total number of years the program component or service has been in operation: **22**
2. Total unduplicated number of active Participants in the Organization (participants should be counted once, no matter how many different direct services they receive during a funding year):

1330

3. Are fees charged to participants? ☐ Yes ☒ No

If yes, attach a fee schedule or itemize the fee structure utilized:

The requested funds are for victim service and they are not charged for services. We do have a program called Choices BIP, which is for batterers. There is a fee for the 26 week court mandated program. This program is self funded through the tuition.

If no, please explain:

We fund victims services through grants, private donations and special events.

4. Approximate total number of clients served by your program on a yearly basis and location of services provided:

Clients 1330 all served in Williamson County

5. All funds provided must be used to aid Williamson County citizens only. Provide documentation to show the expenses used to service Williamson County Citizens (include an estimate of how many of the total active participants are Williamson County Citizens):

Of the 1330 clients, 964 (72%) are Williamson County citizens. Our request is 2.08% of our budget. So we can ensure that our request will be used for Williamson County citizens.

6. Provide a list of the target group(s) to be served (i.e. homeless families with children youth aged 10-16, elderly age 55 years or older, etc.):

Domestic Violence victims and their children - All ages



City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: **Bridges of Williamson Co. dba Bridges Domestic Violence Center**

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

7. List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities:

None directly

Graceworks provides clothing, food and a small amount of financial assistance to struggling families in Williamson County.

8. Provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal year 2020-2021.

Funds provided will be used:

To provide on the scene response to Domestic Violence assault scenes with Franklin Police Department

To provide specific assistance to victims. Including but not limited to: hotel room when shelter full, medications, food, changing locks on their home, deposits on new apartments, CNA classes and materials, mental health sessions.

9. Unless prohibited by law, provide documentation that your organization made a good faith effort to collect donations from private resources.

We host two fund raisers annually which grossed \$120,420 last year.

We provided 16 community presentations that reached 549 people; to raise awareness.

In 2018-19 we had \$136,091 in private donations and \$137,200 in Foundations/Corporations.

We currently have 2066 Facebook followers



City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: **Bridges of Williamson Co. dba Bridges Domestic Violence Center**

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet).

10. Other than the private resources above, list any other fundraising activities your agency engaged in during the year.

We host 2 fund raisers annually. Golf Tournament in May and Jokers & Jackpots Gala in October.

11. List any equipment owned by this organization funded, in whole or in part, by the City of Franklin. Indicate what it is used for, how it is maintained, and where it is stored.

N/A

12. Provide information on any interaction that your agency has with the operations of the City of Franklin Departments (i.e. response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

We have a crisis intervention team that responds to the scene of domestic violence assaults when requested by the Franklin Police Department. This service provides immediate options to victims about their options, crisis intervention safety plans and knowledge of the court procedures as it relates to the batterers arrest. This service also frees up the police department to leave the scene and make the arrest. We respond within 15 minutes to the scene, 24/7.

13. What, if any, services did your agency provide *last year* for which you are requesting funding this year? What were the objectives and results (include a description, capacity, intensity, and duration of the services)?

Objectives: To provide knowledge of options and be the catalyst to provide services to enable victim to access options. Most of the initial life decisions need to be decided and implemented within 8 hours of arrest of the batterer. This is due to the 8 hour hold law for domestic violence assault arrest. Also, to free officers to make the arrest without needing to be detained at the scene to provide counseling and other supportive services to the victim.

Capacity - We responded to 100% of the request from the Franklin Police Department within fifteen minutes of receiving a call.

Intensity - Client served through CIT are maintained cumulatively for all CIT calls (Franklin Police, all other county police departments (respond only to magistrates office), hospital and doctor's offices.

Duration of services - 24/7 365 days per year



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: **Bridges of Williamson Co. dba Bridges Domestic Violence Center**

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet).

14. Are there measurable results achieved by your agency? ☒ Yes ☐ No

If yes, provide the detailed data (how you know the service was successful, expected outcomes and how you measure them):

Results:

We measure Outcomes through a confidential shelter client survey which includes a 5 point scale.

The agency helped me learn how to access benefits or community resources
334 Strongly Agree, 141 Agree, 2 Disagree, 1 Strongly Disagree

The information and help I received helped me feel safer.
335 Strongly Agree, 142 Agree, 1 Disagree, 1 Strongly Disagree

I am satisfied with the services I have received.
334 Strongly Agree, 138 Agree, 2 Disagree, 1 Strongly Disagree
Depending on Physical and Emotional affect all clients aren't surveyed

15. Does your agency receive any external quality review or accreditation? ☐ Yes ☒ No

If yes, provide a copy of the certificate or license and explain.

We are audited by State Office of Criminal Justice Programs for service delivery, physical plant and financial grant expenditures. This is connected every three years. We are expecting an audit FY2020. The audit in 2017-18 had no findings.



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION III: Budget

Agency Name: **Bridges of Williamson Co. dba Bridges Domestic Violence Center**
Budget

Expenditures	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Payroll Expense	554686	561768	580042
Benefits/Tax Expense	85856	91435	93241
Specific Assistance	149393	131000	131000
Fundraising Expense	38967	35800	33500
Professional Fees	21805	27620	19850
Supplies	7357	6800	7600
Communications	17746	18000	18000
Printing/Publications	2963	3000	4000
Dues/Subscriptions	7452	7000	7000
Occupancy	3737	4000	4000
From Additional Page	83044	65950	67150
Totals	\$ 973,006.00	\$ 952,373.00	\$ 965,383.00

Revenues	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Williamson County Government	15701	15701	15701
City of Franklin	15040	15040	20000
Other Gov. Funding	330094	331859	331859
United Way	196128	190000	190000
Foundations/Corp.	137200	87050	87500
Private Contributions	136091	129400	129500
Education Revenue	69351	70320	77823
Special Events	120420	110500	110500
Social Enterprise	2070	2000	2000
Interest	770	503	500
Totals	\$ 1,022,865.00	\$ 952,373.00	\$ 965,383.00

July 1, 2020 – June 30, 2021

Agency Name: Bridges of Williamson County dba Bridges Domestic Violence Center
Budget

Page 656 of 796



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: Bridges of Williamson Co. dba Bridges Domestic Violence Center

Budget continued.

Personnel	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Exec. Dir.	81344	83784	86298
Residential Mgr./Vol. Cord.	50547	54000	55620
Evening Residential Mgr.	51869	57677	59407
Court Advocate	45500	46865	48271
Children's Advocate	42100	39000	40170
Development Dir.	63500	66605	71003
Outreach Advocate	35254	38000	39140
Transitional Hsg. Advocate	41000	41000	42230
Weekend Advocate (3)	21240	22330	22960
Administrative Asst.	29119	29119	29993
Insurance Specialist	2400	2400	-
From Additional Page	90813	80988	84950
Totals	\$ 554,686	\$ 561,768	\$ 580,042

1. What is your fiscal year? July 1st to June 30th
2. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☒ monthly ☐ quarterly ☐ semi-annually ☐ annually
3. How is the bookkeeping system maintained? ☐ manually ☒ by computer
4. Are the agency's financial records audited by an independent certified public accountant?
☒ Yes ☐ No



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Agency Name: **Bridges of Williamson County dba Bridges Domestic Violence Center**

Budget additional sheets continued.

Personnel	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Marketing/PR	2400	6279	9406
Childcare Worker	15646	-	-
Property Manager	12360	12937	13325
BIP Director	45500	46865	46865
Therapist	14907	14907	15354
Sub-Totals	\$ 90,813.00	\$ 80,988.00	\$ 84,950.00

BRIDGES OF WILLIAMSON COUNTY

JUNE 30, 2019 and 2018

**Report
of
Examination**

C O N T E N T S

	<u>Pages</u>
Independent Auditor's Report	1 – 2
Statement of Financial Position	3
Statement of Activities	4
Statement of Cash Flows	5
Notes to Financial Statements	6 – 7

PARSONS AND ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS
234 4th Avenue North
P. O. BOX 604
FRANKLIN, TENNESSEE 37065
TELEPHONE # 615-794-4313
FAX # 615-595-2297

DAN H. PARSONS, CPA
PATRICIA L. PARSONS, CPA

MEMBERS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
TENNESSEE SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

January 9, 2020

Board of Directors
BRIDGES of Williamson County
Franklin, Tennessee

Report on the Financial Statements

We have audited the accompanying financial statements of BRIDGES of Williamson County (a nonprofit organization), which comprise the statement of financial position as of June 30, 2019 and 2018, and the related statements of activities 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 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 Bridges of Williamson County as of June 30, 2019 and 2018, 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.

Other Matter

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional expenses on page 9 is presented for purposes of additional analysis and is 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.

Parsons and Associates

Parsons and Associates

**BRIDGES OF WILLIAMSON COUNTY
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2019 AND 2018**

<u>ASSETS</u>	<u>2019</u>	<u>2018</u>
<u>Current Assets</u>		
Cash	\$ 231,714	\$ 184,170
Prepaid expenses	5,423	3,685
Grants receivable	14,505	19,095
Other receivable	<u>0</u>	<u>8,000</u>
<u>Total Current Assets</u>	<u>251,642</u>	<u>214,950</u>
<u>Property and Equipment</u> (at cost)		
Property and equipment (net of depreciation)	720,128	732,746
<u>Total Assets</u>	<u>\$ 971,770</u>	<u>\$ 947,696</u>
 <u>LIABILITIES</u>		
<u>Current Liabilities</u>		
Accounts Payable	\$ 2,988	\$ 2,021
Deferred revenue	4,588	10,088
<u>Total Liabilities</u>	<u>7,576</u>	<u>\$ 12,109</u>
 <u>NET ASSETS</u>		
Without donor restrictions	964,194	935,587
<u>Total Liabilities and Net Assets</u>	<u>\$ 971,770</u>	<u>\$ 947,696</u>

See accompanying notes and accountant's report.

**BRIDGES OF WILLIAMSON COUNTY
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30**

	<u>2019</u>	<u>2018</u>
<u>Support and Other Revenues</u>		
Contributions	\$ 497,738	\$ 463,612
Government grants	356,245	262,728
Fund raiser	120,420	108,159
In-kind contributions	35,600	31,400
Interest income	1,782	76
Other	8,120	7,178
Program	69,350	56,321
<u>Total Support and Other Revenues</u>	- <u>1,089,255</u>	 <u>929,474</u>
<u>Expenses</u>		
Program services	914,369	864,360
Management and general	101,588	91,874
Fundraising	44,691	45,211
<u>Total Expenses</u>	<u>1,060,648</u>	<u>1,001,445</u>
<u>Change in Net Assets</u>	28,607	(71,971)
Net Assets – July 1	935,587	1,007,558
Net Assets – June 30	<u>\$ 964,194</u>	<u>\$ 935,587</u>

See accompanying notes and accountant's report.

**BRIDGES OF WILLIAMSON COUNTY
STATEMENT OF CASH FLOWS
YEAR ENDED JUNE 30**

	<u>2019</u>	<u>2018</u>
<u>Cash flows from operating activities</u>		
Contributions	\$ 497,738	\$ 463,612
Grants and reimbursements	351,655	259,720
Fund raiser	114,920	107,912
Interest income	1,782	76
Program services	69,351	56,321
Other receipts	8,120	7,178
Cash paid for expenses	(334,600)	(344,811)
Cash paid for payroll and benefits	<u>(640,543)</u>	<u>(593,967)</u>
Net cash provided by operating activities	<u>68,423</u>	<u>(43,959)</u>
<u>Cash flows from investing activities</u>		
Purchase of fixed assets	<u>(20,879)</u>	<u>0</u>
Increase (decrease) in cash	47,544	(43,959)
Cash – July 1	184,170	228,129
Cash – June 30	<u>\$ 231,714</u>	<u>\$ 184,170</u>

See accompanying notes and accountant's report.

**BRIDGES OF WILLIAMSON COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

BRIDGES of Williamson County was incorporated October 1998, in accordance with the Tennessee General Corporation Act. Its primary purpose is to serve area women, men and children affected by domestic violence ensuring a safe transition to successful independent community living through education, intervention, and case management.

Basis of Accounting

The financial statements of the Organization have been prepared on the accrual basis of accounting and, accordingly, reflect all significant receivables, payables and other liabilities.

Basis of Presentation

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor or certain grantor restrictions.

Net Assets with Donor Restrictions – Net assets subject to donor or certain grantor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, such as gifts to an endowment, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are release when a restrictions expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Cash and Cash Equivalents

For purposes of the Statements of Cash Flows, the Organization considers all unrestricted highly liquid investments with an initial maturity of thirteen months or less to be cash equivalents.

Income Tax Status

BRIDGES of Williamson County qualifies as a tax exempt organization under Internal Revenue Code Section 501(c) (3) and, therefore, has no provisions for federal income taxes. In addition, the Organization has been classified as an organization other than a private foundation under Section 509(a) (1).

Concentration of Contribution

The Organization received approximately 32.7% of its cash contributions from various local governments in 2019 and 28.3% in 2018.

Deferred Revenue

Income from fundraising events is deferred and recognized in the period in which it relates. The Organization allocates certain annual grants on a yearly basis, deferring the revenue for months after June.

NOTE 2 – DONATED SERVICES

Donated services are recognized as contributions in accordance with SFAS No. 116, Accounting for Contributions Received and Contributions Made, if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization. Volunteers also provide services throughout the year that are not recognized as contributions in the financial statements since the criteria for SFAS No. 116 are not met.

BRIDGES OF WILLIAMSON COUNTY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018

NOTE 3 – DONATED SUPPLIES AND EQUIPMENT

Donations of supplies and equipment are recorded as contributions at their estimated fair value at the date of donation. Such donations are reported as increases in unrestricted net assets unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Organization reclassifies temporarily restricted net assets at that time.

NOTE 4 – PROPERTY AND EQUIPMENT

Acquisitions of property and equipment in excess of \$1,000 are capitalized. Property and equipment are carried at cost or, if donated, at the appropriate fair value at the date of donation. Depreciation is computed using the straight-line method over the estimated useful life of the asset.

	<u>2019</u>	<u>2018</u>
Building and improvements	\$ 1,038,712	\$ 1,033,452
Equipment and furniture	141,167	125,549
Accumulated depreciation	<u>(459,751)</u>	<u>(426,255)</u>
	<u>\$ 720,128</u>	<u>\$ 732,746</u>

NOTE 5 – ESTIMATES

Management uses estimates and assumptions in preparing financial statements. These estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from these estimates.

NOTE 6 – INCOME TAX

The Organization is exempt from federal income taxes under Section 501(c) (3) of the Internal Revenue Code and applicable state law. The accounting standard on accounting for uncertainty in income taxes addresses the determination of whether tax benefits claimed or expected to be claimed on a tax return should be recorded in the financial statements. Under that guidance, the Organization may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by taxing authorities based on the technical merits of the position. Examples of tax positions include the tax-exempt status of the Organization and various positions related to the potential sources of unrelated business taxable income (UBIT). The tax benefits recognized in the financial statements from such a position are measured based on the largest benefit that has a greater than 50% likelihood of being realized upon ultimate settlement. There were no unrecognized tax benefits identified or recorded as liabilities for the years ended June 30, 2019 and 2018.

The Organization files its forms 990 in the U.S. federal jurisdiction and the office of the Tennessee Secretary of State. The Organization is generally no longer subject to examination by the Internal Revenue Service for years before 2015.

NOTE 7 – CONTINGENCIES

The Organization is a co-signor on the mortgage on the property donated in June 2017 to another charitable organization. Bridges of Williamson County is able to determine that the loan obligation is being fulfilled by the other organization.

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.

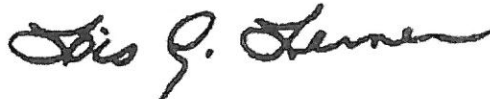
Based on our records and on the information you submitted, we are pleased to confirm that you are exempt under section 501(c)(3) of the Code, and you are classified as a public charity under the Code section listed in the heading of this letter.

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

LINDA CROCKETT
P.O. BOX 1592
FRANKLIN, TN 37065

February 12, 2020

Request Type: Certificate of Existence/Authorization
Request #: 0350237

Issuance Date: 02/12/2020
Copies Requested: 1

Document Receipt

Receipt #: 005279001 Filing Fee: \$20.00
Payment-Credit Card - State Payment Center - CC #: 3775461153 \$20.00

Regarding: BRIDGES OF WILLIAMSON COUNTY
Filing Type: Nonprofit Corporation - Domestic Control #: 357731
Formation/Qualification Date: 09/21/1998 Date Formed: 09/21/1998
Status: Active Formation Locale: TENNESSEE
Duration Term: Perpetual Inactive Date:
Business County: WILLIAMSON COUNTY

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 #: 037864135



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION IV: Compliance Documentation

Agency Name: **Bridges of Williamson Co. dba Bridges Domestic Violence Center**

Non-Discrimination

To the extent permitted by Tennessee law, the parties hereto for themselves, their agents, officials, employees, and servants does not and 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, Exec. Dir.

2/21/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

2/21/2020

Signature of (CEO/President/Executive Director/Board Chair)

Date

Bridges Domestic Violence Center Board of Directors Roster

Position	Name	Address	City, State, Zip	Bus. Phone	Home Ph	Mobile Ph	Fax	E-Mail	Committee	Joined	Yrs on Board
Out going Chair	Robert Pittman	1826 Championship Blvd.	Franklin, TN 37064	615-503-2514		615-678-2703	678-355-2502	robert.q.pittman@us.pwc.com	Executive/Finance		Legacy
Chair	Karla McCarish	7030 Marwood Dr.	College Grove, TN 37046			239-825-1783		karla.mccarish@regions.com	Executive/Finance	2016	4
Secretary	Jeanne Rybolt	4059 Trail Ridge Dr.	Franklin, TN 37067	615-807-8710		615-512-1962		jeanne.rybolt@parallon.com	Executive/Fundraising	2018	2
Treasurer	Dorinda Smith	1049 Carlisle Lane	Franklin, TN 37064			804-357-2358		dorcasmith@verizon.net	Fundraising Chair	2018	2
	Greer Carlisle	2006 Cedarmont Dr.	Franklin, TN 37067		615-790-8151	615-405-9351		carlislefam7@gmail.com	Board Development		Legacy
	Monserate (Monse) Santiago	1328 Buckingham Circle	Franklin, TN 37064		615-435-3447	615-554-0619		monse812@yahoo.com	Finance		Legacy
	Willie Hight	1097 Frank Martin Road	Shelbyville, TN 37160			615-840-3866		wille.hight@changehealthcare.com	Finance	2015	5
	Marybeth Averill	4482 Gosey Hill Road	Franklin, TN 37064	615-771-2597	615-599-3069	615-418-1408		bridenfalls1234@gmail.com	Board Development Chair	2016	4
	Linda Hirsch	1302 Arrowhead Dr.	Brentwood, TN 37027		615-371-0264	615-972-0284		linda.hirsch@plikerion.com	Transitional Housing Chair	2016	4
	Samatha (Sam) Thompson	433 Huntington Ridge Drive	Nashville, TN 37211			615-627-6592		schompsonn@gmail.com	TBD	2017	3
	Kevin Herrington	9027 Keats St.	Franklin, TN 37064			615-308-6241		kevinherrington@comcast.net	Transitional Housing	2018	1
	Walt Harrison	9458 Waterfall Rd	Brentwood, TN 37027	615-771-8100		615-415-4109		walttoons@hotmail.com	TBD	2019	<1
	Jill Hudson	215 Heathstone Circle	Franklin, TN 37069	615-309-2319		615-293-3700		jhudson@lbmc.com	TBD	2019	<1
	Ellie Estes	323 Stewart's Landing Circle	Smyrna, TN 37167	615-861-6112		615-496-7806		ellie.estes@swinvestmentsgroup.com	TBD	2019	<1
Exec Dir. (ex-officio)	Linda Crockett Jackson	805 West End Circle	Franklin, TN 37064	615-591-7752		615-714-0150	615-599-1964	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)

11/06/2019

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 E-MAIL ADDRESS: pam@firstinsurancpartners.com FAX (A/C, No): (615) 446-9913														
INSURED Bridges of Williamson County PO Box 1592 Franklin TN 37065	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : Philadelphia Insurance Companies</td><td></td></tr><tr><td>INSURER B : New York Marine & General Insurance Company</td><td></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></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Philadelphia Insurance Companies		INSURER B : New York Marine & General Insurance Company		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Philadelphia Insurance Companies															
INSURER B : New York Marine & General Insurance Company															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES**CERTIFICATE NUMBER:** CL1911637099**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:			PHPK2034932	10/20/2019	10/20/2020	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			PHPK2034932	10/20/2019	10/20/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			PHUB692777	10/20/2019	10/20/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 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	N/A	WC201900017649	08/04/2019	08/04/2020	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Directors & Officers Liability			PHSD1479061	10/20/2019	10/20/2020	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 - additional insured as respects to general liability coverage

CERTIFICATE HOLDER**CANCELLATION**

City of Franklin City Hall Mall Public Square 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>Pamela Stanford</i>
---	---

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City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION V: Attachments

City of Franklin Vendor Information Form

W-9 for the Agency

State of Tennessee Annual Reporting form, if applicable

Funding request schedule



City of Franklin

Vendor Information Form

Vendor Name

Bridges Domestic Violence Center

Vendor ID (For
Office Use)

Contact Name

Linda Crockett

Contact Email Address

lindaj@bridgesdvc.org

Physical Street Address

confidential

Remittance Address, if different

P.O. Box 1592

City, State ZIP

Franklin, TN 37064

City, State ZIP

Franklin, TN 37065

Phone Number

615-591-7752

Email Address for ACH Remittance

lindaj@bridgesdvc.org

In order to ensure timely payment, the City of Franklin encourages vendors to receive payment via direct deposit. Should you select ACH, a remittance will be emailed to you showing pertinent payment information.

Payment Mode

☒ ACH

☐ Check

Name of Financial Institution

Regions Bank

Routing Number

064000017

Account Number

0082652244

I/we hereby authorize the City of Franklin to initiate credit entries to my/our account listed above and authorize the financial institution to credit the same to my/our account. It is my/our responsibility to notify the City of Franklin Finance Department immediately if I/we become aware of any changes in status or bank information. If funds to which I/we am/are not entitled are deposited in error to my/our account, the City of Franklin is authorized to direct the financial institution to return the funds via an ACH debit transaction. This order will remain in effect until submission in writing to the Finance Department.

Authorized Signature

Linda Crockett

Date

2/21/2020

Please submit this form along with a W-9. The forms can be emailed to accountspayable@franklinton.gov or mailed to P O Box 295, Franklin, TN 37065.

**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.

Bridges of Williamson County

2 Business name/disregarded entity name, if different from above

Bridges Domestic Violence Center

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) ► non-profit corp

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.

P.O. Box 1592

Requester's name and address (optional)

City of Franklin
109 3rd Ave South
Franklin, TN 37064

6 City, state, and ZIP code
Franklin, TN 37065

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

62 - 1753127

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 ►

Linda Crockett

Date ► 2/21/20

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.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Funding Request Schedule

February 13, 2020	Funding request application period opens
March 13, 2020	Funding request applications are due by 4:00pm (may be submitted early)
April 11, 2020	Applications will be presented to the Budget & Finance Committee
May and June 2020	Applications will be presented to the Board of Mayor and Aldermen during the budget hearings

The level of funding for nonprofits has not yet been decided by the Board of Mayor Aldermen. Application approval will be based on fund availability and by determination of the Board.

ADMINISTRATION

Kristine Brock

Assistant City Administrator/CFO
Finance & Administration



ORIGINAL

Dr. Ken Moore

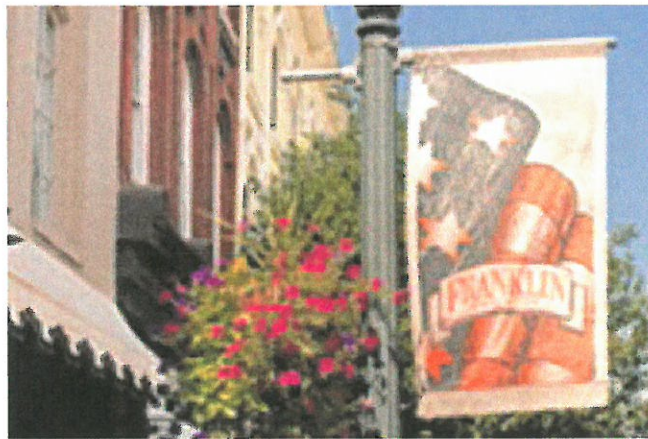
Mayor

Eric S. Stuckey

City Administrator

HISTORIC
FRANKLIN
TENNESSEE

FRANKLIN NONPROFIT FUNDING



Fiscal year 2020-2021

Application

Submission Deadline: March 13, 2020



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION I: Checklist Form

Incomplete applications will not be reviewed. Every section is mandatory unless otherwise stated.

Agency Name: **Bridges of Williamson Co. dba Bridges Domestic Violence Center**

SECTION I: Title Page (Top Sheet)

- ☒ Funding application – Title Page (top sheet)
- ☒ Application checklist form
- ☐ Cover letter, voluntary

SECTION II: Application

- ☒ Funding application
- ☒ Additional answer pages

SECTION III: Budget

- ☒ Completed budget form
- ☐ Additional Budget narrative, voluntary

SECTION IV: Compliance Documentation

- ☒ Annual audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded. (T.C.A. 6-54-111)
- ☒ Proof of nonprofit status (IRS Tax Exempt Letter of Determination)
- ☒ Any other forms of due diligence required by the State Comptroller's office
- ☒ Statement of non-discrimination (provided, to be signed)
- ☒ Board of Directors list that includes the names, position(s) held, contact information, and expiration date of term for all board members.
- ☒ Certificate of Insurance for professional liability, general liability, and workers' compensation.

SECTION V: Attachments

- ☒ City of Franklin Vendor Information Form
- ☒ W-9 for the Agency
- ☐ State of Tennessee Annual Reporting form, if applicable
- ☒ Funding request schedule

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly and all the checklist items are included. Each item has been completed properly and correct forms, attachments, and documents have been provided as requested.

Linda Crockett, Exec. Dir.

2/21/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

2/21/2020

Signature of (CEO/President/Executive Director/Board Chair)

Date

ADMINISTRATION

Kristine Brock
Assistant City Administrator/CFO
Finance & Administration



Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

HISTORIC
FRANKLIN
TENNESSEE

FRANKLIN NONPROFIT FUNDING



Fiscal year 2020-2021

Application

Submission Deadline: March 13, 2020



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

Section I: Title Page - This Form should be the top sheet of your application packet.

Agency Exact Legal Name: **Boys & Girls Clubs of Middle Tennessee (Williamson County Clubs)**
(List agency name as it appears on the Secretary of State website)

Application Contact Name/Title: **Denise Carothers**
Contact Phone Number and Email Address: **615-628-8188 dcarothers@bgcmt.org**
Board Chair:

Is the agency's street address provided on the Vendor Information Form located within the corporate limits of the City of Franklin? ☒ Yes ☐ No

If no or the address provided is not the entity's headquarters' address, list below the street address of your agency's official headquarters. If yes, skip Headquarters' details.

Headquarters' Street Address
City, State, Zip Code **1704 Charlotte Avenue Suite 200 Nashville, TN 37203**

Headquarters' Mailing Address
City, State, Zip Code **1704 Charlotte Avenue Suite 200 Nashville, TN 37203**

Headquarters' Contact Name and Number **Louie Orman 615-983-6846**

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 ☐

List the total amount of City of Franklin funds being requested for FY2020-2021 \$ **18,000.00**

What percent of your local agency budget is the above funding request from the City of Franklin? **2.75**

Do you provide year-round services (TCA 6-54-111)? Yes ☒ No ☐ If no, please list dates or months of services provided.

Applicants must provide a signed original copy of the application. An additional electronic copy of the completed application packet is requested but is not required.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION

July 1, 2020 – June 30, 2021

SECTION I: Checklist Form

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Agency Name: **Boys & Girls Clubs of Middle Tennessee (Williamson County Clubs)**

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- ☐ Cover letter, voluntary

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By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly and all the checklist items are included. Each item has been completed properly and correct forms, attachments, and documents have been provided as requested.

Denise Carothers Director of Resource Development

2/25/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date


Signature of (CEO/President/Executive Director/Board Chair)

2/25/2020
Date



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION II: Application

Agency Name: **Boys & Girls Clubs of Middle Tennessee (Williamson County Clubs)**

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet. If a question does not apply, type NA).

1. Total number of years the program component or service has been in operation: **31**
2. Total unduplicated number of active Participants in the Organization (participants should be counted once, no matter how many different direct services they receive during a funding year):

620

3. Are fees charged to participants? ☒ Yes ☐ No

If yes, attach a fee schedule or itemize the fee structure utilized:

Boys & Girls Clubs of Middle Tennessee utilizes a Need-Based Rate Scale which is based on Scholarship availability and evidence of need; however no child is denied service due to their inability to pay. Families participating in Families First or AFDC are encouraged to enroll their children. Donations from those in the community allow us to provide scholarship support to our Club members. Due to the already low program fee for our services each Club member is already receiving a subsidy of \$30 per week in scholarships for the After School Program and \$25 per week for the Summer Enrichment Program. Our weekly fee as it stands now is \$20/wk. and \$50/wk. for the summer program.

If no, please explain:

4. Approximate total number of clients served by your program on a yearly basis and location of services provided:

620

Franklin Clubhouse-129 West Fowlkes Street Suite 1000 Franklin, TN 37065
Fairview Clubhouse-1814 Fairview Boulevard Fairview, TB 37062

5. All funds provided must be used to aid Williamson County citizens only. Provide documentation to show the expenses used to service Williamson County Citizens (include an estimate of how many of the total active participants are Williamson County Citizens):

During the school year we provide transportation from four Williamson County schools and seven Franklin Special School District schools to our Clubs. To provide after school transportation we have the expense of ownership of three buses such as fuel, maintenance, drivers and bus monitors. Other expenses are snacks provided each day to our Club members, program supplies and part time Youth Development staff.

6. Provide a list of the target group(s) to be served (i.e. homeless families with children youth aged 10-16, elderly age 55 years or older, etc.):

Families with school age children-aged 5-18



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: **Boys & Girls Clubs of Middle Tennessee (Williamson County Clubs)**

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

7. List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities:

Although the school systems and YMCA facilities offer after school programming, none of these offer the varied programs in character, education, the arts, sports, fitness and health life skills that the club offers. The Clubs are open after school and 11 hours a day in the summer months.

8. Provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal year 2020-2021.

100% of the funds will be used for program support. Funds will be used to provide after-school transportation. In addition funds will be used to provide healthy snacks, educational resources, and technology and program supplies.

Transportation to the Franklin Boys & Girls Club is provided by our Club buses from the following schools:

Centennial High School
Fairview Elementary
Franklin Elementary School
Franklin High School
Freedom Intermediate School
Freedom Middle School
Grassland Middle School
Hunters Bend Elementary School
Liberty Elementary School
Moore Elementary School
Poplar Grove Elementary School
Poplar Grove Middle School

Transportation from Johnson Elementary School is provided by the Franklin Special School District.

Transportation from Fairview High School, Fairview Middle School and Westwood Middle School is provided by Williamson County Schools.

9. Unless prohibited by law, provide documentation that your organization made a good faith effort to collect donations from private resources.

We receive grant funding from United Way of Greater Nashville (formerly known as United Way of Williamson County), Williamson County Government, State of Tennessee and a number of corporations. A number of individuals also provide support.



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109 3rd Ave. South, Suite 111, Franklin, TN 37064
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: **Boys & Girls Clubs of Middle Tennessee (Williamson County Clubs)**

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

10. Other than the private resources above, list any other fundraising activities your agency engaged in during the year.

Specifically, our Williamson County Clubs conduct two major special events-each with their unique demographic. In the spring, the organization conducts its annual Steak & Burger Dinner. Sponsorships are sought during this event. The Steak & Burger will be held Thursday, May 14th. November 7th we will hold Wine Down Main Street 20. Close to 2,000 spectators and donors will flock to the streets of Franklin to enjoy food and wine. This is the largest fundraising event for the Williamson County Clubs.

11. List any equipment owned by this organization funded, in whole or in part, by the City of Franklin. Indicate what it is used for, how it is maintained, and where it is stored.

NA

12. Provide information on any interaction that your agency has with the operations of the City of Franklin Departments (i.e. response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

The City of Franklin Fire Department each year does a clothing and toy drive during the holiday season for our Fairview & Franklin Clubs. In addition they host our annual Christmas Party. We also partner with the Franklin Police Department who from time to time interact with our Club members. We also hire City of Franklin Streets & Solid Waste for clean up after Wine Down Main Street and hire officers to work security during the event.

13. What, if any, services did your agency provide *last year* for which you are requesting funding this year? What were the objectives and results (include a description, capacity, intensity, and duration of the services)?

Boys & Girls Clubs of Middle Tennessee provides age appropriate programs for youth with the focus being Academic Success, Good Character and Citizenship and Healthy Lifestyles. In the area of Academic Success, the Club supports members' school success through such efforts as homework help and school readiness, engages members in fun, hands-on activities to practice and learn reading, writing, speaking, math and scientific inquiry and provides extra help for members who have difficulty mastering academic content and skills. In the area of Good Character and Citizenship the Club engages members in Club and/or community-based service, teaches rights and responsibilities of citizenship and introduces concepts of good character, encourage civility and tolerance, and recognize good behavior. 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.



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: **Boys & Girls Clubs of Middle Tennessee (Williamson County Clubs)**

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

14. Are there measurable results achieved by your agency? ☒ Yes ☐ No
If yes, provide the detailed data (how you know the service was successful, expected outcomes and how you measure them):

Yes. Each year the Boys & Girls Clubs of America Annual Report is completed. The annual report tracks demographics of the membership as well as on time grade progression, high school graduation numbers, work experience of members, member volunteer service, meals served, etc. Our staff also collect report cards to measure school progress particularly in the areas of math and reading and progression to next grade level. We also survey our Club members along with their parents, teachers and community partners to evaluate the effectiveness of our programs.

15. Does your agency receive any external quality review or accreditation? ☐ Yes ☐ No
If yes, provide a copy of the certificate or license and explain.

Yes, we are licensed by the Tennessee Department of Education.

License is included in packet



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION III: Budget

Agency Name: **Boys & Girls Clubs of Middle Tennessee (Williamson County Clubs)**
Budget

Expenditures	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Salaries & Benefits	309575	357105	425686
Service Fees	16804	23242	25800
Office Expenses	1534	1365	1800
Information Technology	6100	7106	6666
Occupancy	32940	31622	49572
Travel	2500	2450	2700
Conferences & Meetings	2558	4181	1000
Payment to Affiliates	13947	8293	22348
Depreciation	17000	17000	17000
Insurance	15010	10080	10440
All other (program and transportation)	132930	160430	171375
Totals	\$ 550,898.00	\$ 622,874.00	\$ 734,387.00

Revenues	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Williamson County Government	8960	8960	8960
City of Franklin	18000	18000	18000
United Way	99755	98540	112850
Other Government	116395	143355	158680
Fundraising	154322	165326	182250
Other Contributions	55605	52752	46400
Program Service Fees	79961	87032	127294
Membership Dues	4685	5420	7850
Investment Income	307	470	0
Totals	\$ 537,990.00	\$ 579,855.00	\$ 662,284.00



July 1, 2020 – June 30, 2021

Budget continued.

Totals

1. What is your fiscal year? to
2. How often does the Board of Directors receive/approve financial reports?
☐ bi-monthly ☒ monthly ☐ quarterly ☐ semi-annually ☐ annually
3. How is the bookkeeping system maintained? ☐ manually ☒ by computer
4. Are the agency's financial records audited by an independent certified public accountant?
☒ Yes ☐ No



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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION IV: Compliance Documentation

Agency Name: Boys & Girls Clubs of Middle Tennessee (Williamson County Clubs)

Non-Discrimination

To the extent permitted by Tennessee law, the parties hereto for themselves, their agents, officials, employees, and servants does not and 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 Director of Resource Development

2/25/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

2/25/2020

Signature of (CEO/President/Executive Director/Board Chair)

Date



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION V: Attachments

City of Franklin Vendor Information Form

W-9 for the Agency

State of Tennessee Annual Reporting form, if applicable

Funding request schedule



City of Franklin

Vendor Information Form

Vendor Name

Boys & Girls Clubs of Middle Tennessee

Vendor ID (For
Office Use)

Contact Name

Denise Carothers

Contact Email Address

dcarothers@bgcmt.org

Physical Street Address

129 West Fowlkes Street Suite 1000

Remittance Address, if different

City, State ZIP

Franklin, TN 37064

City, State ZIP

Phone Number

615-628-8188

Email Address for ACH Remittance

dcarothers@bgcmt.org

In order to ensure timely payment, the City of Franklin encourages vendors to receive payment via direct deposit. Should you select ACH, a remittance will be emailed to you showing pertinent payment information.

Payment Mode

- ☒ ACH
☐ Check

Name of Financial Institution

First Horizon Bank

Routing Number

064101395

Account Number

000100554732

I/we hereby authorize the City of Franklin to initiate credit entries to my/our account listed above and authorize the financial institution to credit the same to my/our account. It is my/our responsibility to notify the City of Franklin Finance Department immediately if I/we become aware of any changes in status or bank information. If funds to which I/we am/are not entitled are deposited in error to my/our account, the City of Franklin is authorized to direct the financial institution to return the funds via an ACH debit transaction. This order will remain in effect until submission in writing to the Finance Department.

Authorized Signature

Date

2-25-2020

Please submit this form along with a W-9. The forms can be emailed to accountspayable@franklintn.gov or mailed to P O Box 295, Franklin, TN 37065.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

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. Boys & Girls Clubs of Middle Tennessee		
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 ☐ 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) ►	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 Suite 1000	Requester's name and address (optional) City of Franklin 109 3rd Ave South Franklin, TN 37064	
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									
62				-	0	5	4	0	4

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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

Date

2-25-2020

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.



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Boys & Girls Clubs of Middle Tennessee (Williamson County Clubs)

Name of Nonprofit Organization

Street Address City County State Zip

Annual Financial Report of Cash Receipts, Disbursements, and Balances

For the Fiscal Year from _____ through _____

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	_____	
Donations and Gifts from Citizens	_____	
Membership Dues	_____	
Fees/Charges for Services	_____	
Fundraising Events	_____	
Sale of Assets	_____	
Loans-Borrowed Funds	_____	
Investment Income	_____	
Other Receipts	_____	
Total Receipts		\$ _____ (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$ _____
Salaries and Wages	_____
Employee Benefits	_____
Payroll Taxes	_____
Fees for Services (non-employee)	_____
Advertising and Promotion	_____
Office Expenses	_____
Leases/Rentals	_____
Maintenance and Repairs	_____
Supplies	_____
Travel	_____

Utilities	_____	
Insurance	_____	
Conferences, Conventions and Meetings	_____	
Interest	_____	
Purchase of Capital Assets – Vehicles and Equipment	_____	
Purchase of capital Assets – Property and Buildings	_____	
Loan Payments	_____	
Other	_____	
Total Disbursements		\$ _____ (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) \$ _____ (C)

Cash Balance - at the beginning of the fiscal year \$ _____ (D)

Cash Balance - at the end of the fiscal year (C+D=E) \$ _____ (E)

Details of Cash Balance - at the end of the fiscal year

Cash on Hand	\$ _____	
Cash in Bank – Checking	_____	
Cash in Bank – Savings Accounts	_____	
Cash in Bank – Certificates of Deposits	_____	
Other Cash	_____	
Total Cash - at the end of the fiscal year		\$ _____ (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

100% of the funds will be used for program support. Funds will be used to provide afterschool transportation. In addition funds will be used to provide healthy snacks, educational resources, and technology and program supplies.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the
Boys & Girls Clubs of Middle Tennessee (Williamson County Clubs) **for the fiscal year noted above.**

Name of Nonprofit Organization

Person Preparing Report Denise Carothers
 Printed Name


 Signature

Phone Number 615-628-8188 **Email Address** dcarothers@bgcmt.org **Date** 2/25/20



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Funding Request Schedule

February 13, 2020	Funding request application period opens
March 13, 2020	Funding request applications are due by 4:00pm (may be submitted early)
April 11, 2020	Applications will be presented to the Budget & Finance Committee
May and June 2020	Applications will be presented to the Board of Mayor and Aldermen during the budget hearings

The level of funding for nonprofits has not yet been decided by the Board of Mayor Aldermen.
Application approval will be based on fund availability and by determination of the Board.

Internal Revenue Service

Department of the Treasury

District
Director

Delaware-Maryland District

31 Hopkins Plaza, Baltimore, MD 21201

JULY 14, 1998

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

BOYS AND GIRLS CLUB OF
MIDDLE TENNESSEE, INC.
PO BOX 110268
NASHVILLE, TN 37222-0268

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



TENNESSEE DEPARTMENT OF EDUCATION

CERTIFICATION OF APPROVAL

FRANKLIN BOYS AND GIRLS CLUB

This agency has met the minimum standards for child care program approval pursuant to TCA § 49-1-302(l) et seq. for fiscal year 2019-2020.

COUNTY: WILLIAMSON

EXPIRATION: SEPTEMBER 30, 2020

LOCATION: 129 WEST FOWLKES STREET

CAPACITY: 120


Commissioner


Senior Director, School-based Support Services

Date Issued September 30, 2019

TDOE-SBSS Child Care Program Evaluator: BILLY BENTON

ED-5019

ACORD™

Client#: 12785

BOYSGIR

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/12/2020

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 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/The Crichton Group 3011 Armory Drive Suite 250 615-383-9761 Nashville, TN 37204		CONTACT NAME: Jennifer Davis PHONE (A/C, No, Ext): 615 383-9761 FAX (A/C, No): 615 383-4628 E-MAIL ADDRESS: jdavis@thecrichtongroup.com															
INSURED Boys & Girls Club of Middle Tennessee 1704 Charlotte Ave., Suite 200 Nashville, TN 37203-2979		<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 : Accident Fund Ins. Co of America</td> <td>10166</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 : Accident Fund Ins. Co of America	10166	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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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:		PHPK2053256	11/01/2019	11/01/2020	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 ☒ HIRED AUTOS ☒ SCHEDULED AUTOS ☐ NON-OWNED AUTOS		PHPK2053256	11/01/2019	11/01/2020	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		PHUB698164	11/01/2019	11/01/2020	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	WCV6001344	11/01/2019	11/01/2020	☒ 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 Liab		PHPK2053256	11/01/2019	11/01/2020	\$1M Occ/\$3M Agg
A	Sexual Abuse Liab		PHPK2053256	11/01/2019	11/01/2020	\$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).

Certificate Holder is Additional Insured with respects to General Liability coverage as required in a written contract.

CERTIFICATE HOLDER

CANCELLATION

Williamson County Parks & Recreation
 Williamson County Gov't
 920 Heritage Way
 Brentwood, TN 37027

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

Williamson County Advisory Board

1	Name: Peggy Smith Employer: Retired	Street: 210 Gloucester Street Email: peggysmith210@hotmail.com	City: Franklin Telephone: 615-591-9114	Zip: 37064 Yrs. on Board: 13
2	Name: John Wilson Employer: Reliant Bank	Street: 1736 Carothers Parkway Suite 100 Email: jwilson@reliantbank.com	City: Brentwood Telephone: 615-221-2020	Zip: 37027 Yrs. on Board: 12
3	Name: Lisa Carson Employer: Buerger, Moseley & Carson	Street: 617 Hillsboro Road Email: lcarson@buergerlaw.com	City: Franklin Telephone: 615-790-6824	Zip: 37064 Yrs. on Board: 14
4	Name: Cathy Hardcastle Employer: Community Volunteer	Street: 908 Fair Street Email: NA	City: Franklin Telephone: 615-794-1904	Zip: 37064 Yrs. on Board: 6 years
5	Name: Derek Smith Employer: Attorney	Street: 219 3 rd Avenue North Email: dksmith@dksmithlaw.com	City: Franklin Telephone: 615-719-2354	Zip: 37064 Yrs. on Board: 5 years
6	Name: Jon Cherry Employer: Big Dog Realty	Street: PO Box 233 Email: jcherry@realtracs.com	City: Fairview Telephone: 615-799-9494	Zip: 37062 Yrs. on Board: 7 years
7	Name: Employer:	Street: Email:	City: Telephone:	Zip: Yrs. on Board:
8	Name: Employer:	Street: Email:	City: Telephone:	Zip: Yrs. on Board:
9	Name: Employer:	Street: Email:	City: Telephone:	Zip: Yrs. on Board:
10				
11				
12				
13				
14				
15				

2018

Financial Statements

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE

FINANCIAL STATEMENTS

DECEMBER 31, 2018

(With Independent Auditor's Report Thereon)

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
FINANCIAL STATEMENTS
DECEMBER 31, 2018

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PATTERSON, HARDEE & BALLENTINE, P.C.

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Boys & Girls Clubs of Middle Tennessee

We have audited the accompanying financial statements of the Boys & Girls Clubs of Middle Tennessee (a nonprofit organization), which comprise the statement of financial position as of December 31, 2018, 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 Boys & Girls Clubs of Middle Tennessee as of December 31, 2018, 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.

Patterson Hardee & Ballentine

May 1, 2019

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2018

<u>ASSETS</u>	<u>2018</u>
Current Assets:	
Cash and cash equivalents	\$ 1,185,690
Grants and contracts receivable	294,996
Prepaid expenses and deposits	51,716
Investments	<u>400,229</u>
Total current assets	<u>1,932,631</u>
Property and Equipment, net	1,294,523
Membership rights, net	<u>17,333</u>
	<u>1,311,856</u>
Assets Held for Sale, net	<u>21,965</u>
Assets Whose Use is Limited:	
Cash	99,570
Grants receivable	57,257
Restricted pledges, net	65,557
Beneficial interest in agency endowment fund held by the Community Foundation of Middle Tennessee	31,139
Investments	<u>938,498</u>
Total assets whose use is limited	<u>1,192,021</u>
	<u><u>\$ 4,458,473</u></u>

LIABILITIES AND NET ASSETS

Current Liabilities:	
Note payable - current portion	\$ 47,050
Accounts payable	73,450
Accrued expenses	<u>99,670</u>
Total current liabilities	220,170
Note payable - long-term portion	<u>173,583</u>
Total liabilities	<u>393,753</u>
Net Assets:	
Without donor restrictions	2,872,699
With donor restrictions	<u>1,192,021</u>
Total Net Assets	<u>4,064,720</u>
	<u><u>\$ 4,458,473</u></u>

See accompanying notes to financial statements.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2018

	Without Donor Restrictions	With Donor Restriction	Total
Public Support and Revenue:			
Gross special events revenue	\$ 673,998	\$ -	\$ 673,998
Less direct cost of special events	(276,745)	-	(276,745)
Net special events revenue	397,253	-	397,253
Individual gifts and contributions	708,137	3,384	711,521
Grants and contracts	1,322,961	9,000	1,331,961
United Way grants, allocations, and designations	60,982	48,257	109,239
Program service fees	659,549	-	659,549
Gain on sale of asset	1,500	-	1,500
Donated rent	138,646	-	138,646
Net investment loss	(7,718)	(65,618)	(73,336)
Miscellaneous revenue	26,760	-	26,760
Net assets released from restrictions	28,390	(28,390)	-
Total public support	2,939,207	(33,367)	2,905,840
Total public support and revenue	3,336,460	(33,367)	3,303,093
Expenses:			
Program Services:			
Comprehensive Youth Development	2,817,868	-	2,817,868
Supporting Services:			
Management and General	415,662	-	415,662
Fundraising	231,497	-	231,497
Total supporting services	647,159	-	647,159
Total expenses	3,465,027	-	3,465,027
Decrease in net assets	(128,567)	(33,367)	(161,934)
Net assets at beginning of year	3,001,266	1,225,388	4,226,654
Net assets at end of year	\$ 2,872,699	\$ 1,192,021	\$ 4,064,720

See accompanying notes to financial statements.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2018

	Program Services	Supporting Services		
	Comprehensive Youth Development	Management and General	Fundraising	Total
Salaries	\$ 1,459,793	\$ 259,497	\$ 109,831	\$ 1,829,121
Employee taxes & benefits	218,551	47,310	20,194	286,055
Total payroll & related expenses	1,678,344	306,807	130,025	2,115,176
Awards and grants	6,125	-	-	6,125
Communications	20,824	1,956	-	22,780
Depreciation & amortization	121,819	2,486	26,000	150,305
Equipment rental and maintenance	21,919	6,922	-	28,841
Field trips & other youth events	59,791	-	-	59,791
In-kind expense	76,790	-	61,856	138,646
Interest expense	11,399	-	-	11,399
Marketing	11,719	-	5,023	16,742
Membership dues	28,300	4,426	-	32,726
Miscellaneous	16,908	10,230	3,726	30,864
Postage	668	1,791	597	3,056
Professional fees	126,741	28,692	2,785	158,218
Special events	97,754	-	178,991	276,745
Supplies	281,623	17,026	153	298,802
Training and conferences	21,848	16,939	-	38,787
Transportation	99,403	-	-	99,403
Travel and mileage	10,534	1,693	1,269	13,496
Utilities and occupancy costs	223,113	16,694	63	239,870
Total expenses by function	2,915,622	415,662	410,488	3,741,772
Less expenses included with revenues on the statement of activities:				
Direct cost of special events	(97,754)	-	(178,991)	(276,745)
Total expenses included in the expense section on the statement of activities	<u>\$ 2,817,868</u>	<u>\$ 415,662</u>	<u>\$ 231,497</u>	<u>\$ 3,465,027</u>

See accompanying notes to financial statements.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2018

Cash Flows From Operating Activities:	
Decrease in net assets	\$ (161,934)
Adjustments to reconcile decrease in net assets to net cash provided by operating activities:	
Depreciation and amortization	150,305
Realized gain on investments	(52,624)
Unrealized losses on investments	145,953
Change in value of beneficial interest in agency endowment fund	1,825
Changes in:	
Grants and contracts receivable	120,318
Contributions receivable	2,615
Prepaid expenses and deposits	(35,142)
Assets whose use is limited	31,542
Accounts payable	26,683
Accrued expenses	19,994
Total adjustments	411,469
Net cash provided by operating activities	249,535
Cash Flows From Investing Activities:	
Proceeds from sale of investments	252,357
Purchase of investments	(329,571)
Purchase of property and equipment	(45,376)
Purchase of intangible asset	(26,000)
Net cash used in investing activities	(148,590)
Cash Flows From Financing Activities:	
Payments on long-term debt	(44,917)
Net cash used in financing activities	(44,917)
Net increase in cash	56,028
Cash and cash equivalents - beginning of year	1,129,662
Cash and cash equivalents - end of year	\$ 1,185,690

Supplemental Cash Flow Information

Interest paid during the year ended December 31, 2018 was \$11,399.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 1 – Summary of Significant Accounting Policies

Nature of Activities

In these notes, the terms "Organization", "we", "us" or "our" mean Boys & Girls Clubs of Middle Tennessee. We have chosen to present our name how it is recognized nationally as "Boys & Girls Clubs of Middle Tennessee," rather than our official name of "Boys and Girls Clubs of Middle Tennessee" in accordance with the Secretary of State. We are a nonprofit organization affiliated with the Boys & Girls Clubs of America. Founded in 1903, the Boys & Girls Clubs of Middle Tennessee consist of nine Club facilities throughout the region. The goal of the organization is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens. We strive to improve each child's life by instilling in them a sense of competence, usefulness, belonging, and power/influence. We focus on three priority outcomes: academic success, healthy lifestyles, good character and citizenship.

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.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

Revenue

We recognize revenue as it is received or promised to us in accordance with generally accepted accounting principles for non-profit organizations.

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 December 31, 2018, we had cash equivalents in the amount of \$90,112.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 1 – Summary of Significant Accounting Policies (continued)

Contributions Receivable

Unconditional promises to give (pledges) are recognized as contribution revenue when the donor's commitment is received. Pledges with payments due to us in future periods are recorded as increases in temporarily restricted or permanently restricted net assets at the estimated present value of future cash flows, net of an allowance for estimated uncollectible promises. Allowance is made for uncollectible contributions receivable based upon our analysis of past collection experience and other judgmental factors. At December 31, 2018, no allowance was considered necessary.

In contrast to unconditional promises as described above, conditional promises are not recorded until donor contingencies are substantially met.

Grant Receivable

We recognize grant revenue when the grant is awarded. At December 31, 2018, no allowance was considered necessary for uncollectible grant receivables based upon our analysis of past collection experience with grantors.

Prepaid expenses

Prepaid expenses consist of insurance premiums paid by us in advance.

Property and Equipment

Property and equipment is recorded at cost, or, if donated, at the estimated fair market value at the date of donation. Our capitalization policy is to capitalize any expenditure over \$5,000 for property and equipment, and any expenditure over \$500 for leasehold improvements. 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.

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 December 31, 2018, no assets were considered to be impaired.

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. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Expenses and support services that can be identified specifically with the Comprehensive Youth Development program are allocated directly to their natural expenditure classification. Other expenses that are common to several programs or supporting functions are allocated based on various relationships. Multiple expenses have been allocated on the basis of estimates of time and effort.

Marketing

Marketing is expensed as incurred. Total marketing expense for the year ended December 31, 2018, was \$16,742.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 1 – Summary of Significant Accounting Policies (continued)

Donated Services and Goods

Donated services are recognized if they create or enhance non-financial assets, or the donated service requires specialized skills, was performed by a donor who possesses such skills, and would have been purchased by us if not donated. Such services are recognized at fair value as support and expense in the period the services are performed.

We received donated rent for the year ended December 31, 2018, of \$76,790. See NOTE 13.

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 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.

Fair Values of Financial Instruments

The carrying values of current assets and current liabilities approximate fair values due to short maturities of these instruments. The fair value of the note payable approximates the carrying amount and is estimated based on current rates offered to us. All of our financial instruments are categorized as level 1 in the fair value hierarchy.

New Accounting Pronouncement

On August 8, 2016, FASB issued ASU 2016-14, Not-for-Profit Entities (Topic 958) – *Presentation of Financial Statements of Not-for-Profit Entities*. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. The Organization has adjusted the presentation of these statements accordingly. The ASU has been applied retrospectively and has not affected the beginning balance of net assets.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 2 – Contributions Receivable

Contributions receivable consisted of the following at December 31, 2018:

Due in less than one year	\$ 6,952
Due in one or more years	<u>58,605</u>
	80,000
Less: discounts to net present value	(14,443)
Less: allowance for doubtful accounts	<u>-</u>
Net contributions receivable	<u>\$ 65,557</u>

Contributions receivable as shown on the Statement of Financial Position as follows at December 31, 2018:

Restricted pledges, net	<u>65,557</u>
Net contributions receivable	<u>\$ 65,557</u>

Gross restricted pledges receivable of \$100,000 for golf membership renewal rights in 2018 have been discounted for the time value of money using a discount rate of 4.65%. The rate was determined using the interest method after an allowance had been established. The net restricted pledges for the golf membership rights at December 31, 2018 was \$65,557.

NOTE 3 – Investments

Investments consisted of the following at December 31, 2018:

	<u>Market Value</u>	<u>Cost</u>
LLC Ownership	\$ 129,978	\$ 133,506
Equity	792,016	706,071
Fixed Income Taxable	309,991	319,831
Real Estate	94,092	86,763
Commodities	<u>12,650</u>	<u>13,323</u>
	1,338,727	<u>\$ 1,259,494</u>
Less: restricted investments	<u>(938,498)</u>	
	<u>\$ 400,229</u>	

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 3 – Investments (continued)

The net investment loss included the following for the year ended December 31, 2018:

Interest and dividend income	\$ 39,773
Realized gain (loss) - net	53,601
Unrealized gain - net	(149,070)
Investment fees	(15,043)
Miscellaneous fees	<u>(2,597)</u>
Net investment loss	<u>\$ (73,336)</u>

At December 31, 2018, our investments were held in a trust, we are the sole beneficiary of this trust.

At December 31, 2018, we owned units of ownership in a limited liability company (LLC). Our ownership is a result of a contribution made in 2010.

We have elected to report other investments that do not have a readily determinable value, at carrying value, except those for which the fair value option has been elected.

We have recognized our LLC ownership interest at fair market value in accordance with generally accepted accounting principles under the fair value option. The fair value of the ownership interest is measured annually based on the values of the underlying investment held in the LLC. As of December 31, 2018, the fair value of this ownership interest was \$129,978.

NOTE 4 – Fair Value Measurements

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. Each asset and liability carried at fair value is 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 not corroborated by market data.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 4 – Fair Value Measurements (continued)

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 December 31, 2018:

	Carrying Value	Fair Value	Level 1	Level 2	Level 3
Common Stocks-Public	\$ 792,016	\$ 792,016	\$ 792,016	\$ -	\$ -
LLC Ownership	129,978	129,978	-	129,978	-
Fixed Income Taxable	309,991	309,991	309,991	-	-
Real Estate	94,092	94,092	94,092	-	-
Commodities	12,650	12,650	12,650	-	-
Beneficial interest in agency endowment fund	31,139	31,139	-	-	31,139
	<u>\$ 1,369,866</u>	<u>\$ 1,369,866</u>	<u>\$ 1,208,749</u>	<u>\$ 129,978</u>	<u>\$ 31,140</u>

As shown on the financial statements as follows at December 31, 2018:

Unrestricted investments	\$ 400,229
Restricted investments	<u>938,498</u>
	1,338,727
Beneficial interest in agency endowment fund	<u>31,139</u>
	<u>\$ 1,369,866</u>

There were no transfers between Level 1, Level 2, and Level 3 investments during the year ended December 31, 2018.

A reconciliation of changes in the amounts reported for the asset valued using Level 3 inputs is included in NOTE 9.

NOTE 5 – 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 and cash equivalents	\$ 1,168,357
Grants and contracts receivable	<u>294,996</u>
	<u>1,463,353</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.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 5 – Availability and Liquidity (continued)

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 its 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 four bank accounts. This cash is 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 6 – Property and Equipment

Property and equipment consisted of the following at December 31, 2018:

Land	\$ 26,530
Buildings and improvements	2,007,719
Vehicles	687,871
Furniture, equipment and software	<u>504,890</u>
	3,227,010
Less accumulated depreciation	<u>(1,932,487)</u>
Net property and equipment	<u>\$ 1,294,523</u>

Total depreciation expense for the year ended December 31, 2018, was \$124,305.

The Thompson Lane facility is not currently in use and has a net book value of \$21,965 as of December 31, 2018. This fixed asset is segregated on the face of the financials. See NOTE 18.

NOTE 7 – Membership Rights

In 2017, we renewed a membership purchase agreement with the Golf Club of Tennessee for \$260,000 for an additional 10 years. In the agreement, the Club allowed for 10 \$26,000 annual payments to cover the cost. See NOTE 2 for the pledge receivable and NOTE 7 for the inclusion of membership rights, net of amortization. The amortization expense for December 31, 2018 is \$26,000.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 8 – Net Assets With Restrictions

Net assets with restrictions consisted of the following at December 31, 2018:

Scholarship - Youth of the Year	\$ 30,174
United Way of Williamson County	48,257
City of Franklin grant	9,000
Ray White Fund	20,388
Golf Membership Renewal	48,000
Restricted pledges	65,557
Beneficial interest in agency endowment fund	31,139
Endowment fund	938,498
Scholarships	<u>1,008</u>
	<u>\$ 1,192,021</u>

NOTE 9 – Beneficial Interest in Agency Endowment Fund

In the year ended December 31, 2018, the Community Foundation of Middle Tennessee, (the Foundation) a non-profit organization, is in control of an endowment fund for us. The endowment has been recorded as permanently restricted. The Foundation has ultimate authority and control over all property of the fund and the income derived therefrom. The endowment is considered a reciprocal transfer and is therefore recorded as an asset on our Statement of Financial Position.

The Board of Directors has interpreted the Uniform Prudent Management of Institutional Funds Act of 2006 (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.

Since the Foundation has control over the fund and the earnings, we have not established an investment policy for the fund nor have we established policies for expenditures from the fund. We are not aware of any deficiencies in the fair value of assets in the fund as compared to the required amounts by the donors. We recognize contribution income when the Foundation makes a distribution to us. We recognize investment earnings and fees in the Statement of Activities, as they are reported to us by the Foundation.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 9 – Beneficial Interest in Agency Endowment Fund (continued)

The following is the balance and activity reported in our financial statements for the year ended December 31, 2018:

Balance - beginning of period	\$ 32,964
Change in value of beneficial interest in agency endowment fund:	
Contributions	-
Investment income	(1,607)
Administrative expenses	<u>(218)</u>
Total change in value of beneficial interest in agency endowment fund	<u>(1,825)</u>
Balance - end of period	<u>\$ 31,139</u>

NOTE 10 – 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.

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 payout equal to the total earnings from the funds. Funds released from restriction as of December 31, 2018, were \$(28,390).

Investment return objective, risk parameters and strategies - The objective of our endowment portfolio is a balanced approach between equities and fixed income securities. The investment horizon is long-term and balances the need for income and growth. The portfolio allows for a 30% to 70% investment in equities and a 30% to 70% investment in fixed income.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 10 – Endowment Funds (continued)

At December 31, 2018, our investments were held in a trust, We are the sole beneficiary of this trust.

A schedule of endowment net asset composition (including both the cash and investments) by type of fund as of December 31, 2018, is as follows:

	<u>Without Restriction</u>	<u>With Restriction</u>	<u>Total</u>
Endowment funds	\$ 360,363	\$ 938,498	\$ 1,298,861

NOTE 11 – Changes in Endowment Fund Net Assets

The following is a schedule of changes in endowment net assets for the year ended December 31, 2018:

	<u>Without Restriction</u>	<u>With Restriction</u>	<u>Total</u>
Endowment net assets, December 31, 2017	\$ 424,157	\$ 938,498	\$ 1,362,655
Investment income	-	39,240	39,240
Administrative expenses	-	(14,825)	(14,825)
Net depreciation (realized and unrealized)	-	(88,209)	(88,209)
Amounts released from restriction	(63,794)	63,794	-
Endowment net assets, December 31, 2018	\$ 360,363	\$ 938,498	\$ 1,298,861

NOTE 12 – Joint Costs

During the year ended December 31, 2018, we had certain joint costs pertaining to special events that have been allocated between fundraising and program expense as follows:

	<u>Program</u>	<u>Fundraising</u>	<u>Total</u>
Special events	\$ 97,754	\$ 178,991	\$ 276,745

All criteria required to allocate joint costs were met during the year ended December 31, 2018.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 13 – Leases

We have an agreement with another organization to lease administrative office space and reimburse certain operating costs through June 2018. The agreement calls for a reimbursement of actual costs to operate the facility including association fees, utilities, janitorial costs, insurance, maintenance and other items. Operating costs reimbursable under the agreement include a prorata share of an office services associate, telephone and internet service, consumable supplies and other items. An accounting of the actual costs is prepared on a semi-annual basis and any adjustment from the projected cost to the actual cost is reimbursed at that time. For the year ended December 31, 2018, expenses under this agreement totaled \$24,408.

On December 1, 2007, we entered into a lease agreement for a club facility that has been extended and expires October 31, 2019. Expenses under this agreement totaled \$13,200 for the year ended December 31, 2018.

We currently have a variable lease for 3 of our locations. The rent expense as of December 31, 2018, totaled \$13,663. The monthly rent charged is calculated as follows: \$2.80 per week per child based on the average number of children in attendance each week.

We also lease various office equipment under operating lease agreements. Equipment rental expense for the year ended December 31, 2018, was \$8,025, which is included in equipment rental and maintenance on the Statement of Functional Expenses.

Expenses incurred under operating leases for the year ended December 31, 2018, were \$61,007, not including donated rent of \$76,790 from four club locations that we do not have a lease agreement with and one with whom we do. As of the date of this report, the lease for one of the office spaces has not been renewed but has been properly accrued for since it is expected to be renewed.

The following is a schedule of future minimum lease payments:

Year Ending December 31,

2019	\$ 9,035
2020	3,138
2021	2,040
2022	<u>1,530</u>
	<u>\$ 15,743</u>

NOTE 14 – 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 receivables. Grant, contract and contributions receivable represent concentrations of credit risk to the extent they are receivable from concentrated sources.

Three donors represent 73% of total receivables at December 31, 2018. Two vendors represent 43% of total accounts payable at December 31, 2018.

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. At December 31, 2018, we had \$895,580 of uninsured cash and cash equivalents.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 14 – Concentrations of Credit Risk (continued)

Investments are subject to market risk, the risk inherent in a fluctuating market. The broker/dealer that is the custodian of the Organization's securities is covered by the Securities Investor Protection Corporation ("SIPC"), which provides protection to investors in certain circumstances such as fraud or failure of the institution. Coverage is limited to \$500,000, including up to \$250,000 in cash. The SIPC does not insure against market risk.

NOTE 15 – Employee Benefit Plan

Substantially all of our employees are covered by a defined contribution money purchase plan known as the Boys & Girls Clubs of America Master Pension Plan and Trust (the "Plan"). We fund our share of pension expense for the year in quarterly contributions to the Plan.

The plan provides for elective employer contributions. We contribute five percent of eligible employees' annual compensation to the Plan. Employees become eligible to participate on the plan anniversary date if they are at least 21 years of age and have worked at least 1,000 hours in the immediately preceding twelve months. Employee benefits are fully vested after six years of service as a plan participant.

For the year ended December 31, 2018, we contributed \$62,627 to the plan, which is included in employee taxes and benefits on the Statement of Functional Expenses.

We have an HRA plan that is administered by a third party. Various times we have been underfunded and overfunded by an amount immaterial to the financial statements as a whole. Due to the amounts being immaterial, we expense the amounts as bills are due.

NOTE 16 – Related Parties

We are a locally governed affiliate that is required to pay membership dues to the national organization. In return, we receive support from the national organization which helps fund our programs. During the year ended December 31, 2018, we remitted a total of \$10,485 respectively, in membership dues and received \$361,330 in funding. As of December 31, 2018, we were due \$19,022 from our national affiliate, which is grouped with grants and contract receivable.

We are also part of the Tennessee Alliance which is a collective of all Boys & Girls Clubs of Tennessee which raises money to distribute to the Tennessee clubs. During the year ended December 31, 2018, we remitted \$22,241 in membership dues and received funding of \$196,708. As of December 31, 2018, we were due \$28,759 from Tennessee Alliance, which is grouped with grants and contracts receivable.

NOTE 17 – Contingencies

From time to time, we may be and have been named as a defendant in lawsuit. At December 31, 2018, we do not believe that any claims have merit and intend to vigorously defend our position. At December 31, 2018, we have not accrued any legal fees.

NOTE 18 – Assets Held for Sale

At December 31, 2017, we included assets in property, plant, and equipment on the statement of financial position that are held for sale. As of December 31, 2018 the assets were not sold. Accounting principles generally accepted in the United States of America require that assets that are held for sale be recorded as a separate line item on the statement of financial position. The net book value of these assets at December 31, 2018, was \$21,965.

BOYS & GIRLS CLUBS OF MIDDLE TENNESSEE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 19 – Note Payable

In April 2016, we entered into an agreement to purchase four vehicles for \$335,930. The vehicles are secured by a loan which bears interest annually at 4.650% annually. Until maturity, the loan requires a minimum monthly payment of \$4,693, which will be applied to the monthly interest calculation with any excess applied to principal. The note matures in April 2023, with any unpaid principal due at that time.

<u>Year ending December 31,</u>	
2019	\$ 47,050
2020	49,285
2021	51,627
2022	54,079
2023	18,592
Thereafter	0
Total	220,633
Less: current maturities	(47,050)
	<u>\$ 173,583</u>

NOTE 20 – New Pronouncements

In May 2014, FASB issued Accounting Standards Update 2014-09, *Revenue from Contracts with Customers (Topic 606)*. The Update provides guidance about recording contract revenue on an organization's statement of activities. The amendments in this Update are effective for annual periods beginning after December 15, 2018, and for annual periods and interim periods thereafter with early adoption permitted for annual periods beginning after December 15, 2016. We are currently evaluating the impact of adopting this statement.

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, 2019, and for annual periods and interim periods thereafter with early adoption permitted. We are currently evaluating the impact of adopting this statement.

In August 2016, FASB amended the Statement of Cash Flows topic of the Accounting Standards Codification to clarify how certain cash receipts and cash payments are presented and classified in the Statement of Cash Flows. The amendments will be effective for fiscal years beginning after December 15, 2018, and interim periods within fiscal years beginning after December 15, 2019. Early adoption is permitted. We are currently evaluating the impact of adopting this statement.

In November 2016, FASB amended the Statement of Cash Flows topic of the Accounting Standards Codification to clarify how restricted cash is presented and classified in the statement of cash flows. The amendments will be effective for the organization for fiscal years beginning after December 15, 2018, and interim periods within fiscal years beginning after December 15, 2019, with early adoption permitted. We are currently evaluating the impact of adopting this guidance on the financial statements.

NOTE 21 – Subsequent Events

We have evaluated events subsequent to the year ending December 31, 2018. As of May 1, 2019, 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.

ADMINISTRATION

Kristine Brock

Assistant City Administrator/CFO
Finance & Administration



Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

HISTORIC
FRANKLIN
TENNESSEE

FRANKLIN NONPROFIT FUNDING



Fiscal year 2020-2021

Application

Submission Deadline: March 13, 2020



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Section I: Title Page - This Form should be the top sheet of your application packet.

Agency Exact Legal Name: **Williamson County Public Library**

(List agency name as it appears on the Secretary of State website)

Application Contact Name/Title: **Dolores Greenwald, Library Director**

Contact Phone Number and Email Address: **615-565-1405 dolores.greenwald@williamsoncounty-tn.gov**

Board Chair: **Michael Seitz**

Is the agency's street address provided on the Vendor Information Form located within the corporate limits of the City of Franklin? ☒ Yes ☐ No

If no or the address provided is not the entity's headquarters' address, list below the street address of your agency's official headquarters. If yes, skip Headquarters' details.

Headquarters' Street Address **1314 Columbia Avenue, Franklin, TN 37064**
City, State, Zip Code

Headquarters' Mailing Address **1314 Columbia Avenue, Franklin, TN 37064**
City, State, Zip Code

Headquarters' Contact Name and Number **Dolores Greenwald, 615-595-1240**

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 ☐

List the total amount of City of Franklin funds being requested for FY2020-2021 \$ **64,220.00**

What percent of your local agency budget is the above funding request from the City of Franklin?

Do you provide year-round services (TCA 6-54-111)? Yes ☒ No ☐ If no, please list dates or months of services provided.

Applicants must provide a signed original copy of the application. An additional electronic copy of the completed application packet is requested but is not required.



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION I: Checklist Form

Incomplete applications will not be reviewed. Every section is mandatory unless otherwise stated.

Agency Name: Williamson County Public Library

SECTION I: Title Page (Top Sheet)

- ☒ Funding application – Title Page (top sheet)
- ☒ Application checklist form
- ☐ Cover letter, voluntary

SECTION II: Application

- ☒ Funding application
- ☒ Additional answer pages

SECTION III: Budget

- ☒ Completed budget form
- ☐ Additional Budget narrative, voluntary

SECTION IV: Compliance Documentation

- ☒ Annual audit **OR** a completed State of Tennessee annual reporting form for the last fiscal year you have concluded. (T.C.A. 6-54-111)
- ☐ Proof of nonprofit status (IRS Tax Exempt Letter of Determination)
- ☒ Any other forms of due diligence required by the State Comptroller's office
- ☐ Statement of non-discrimination (provided, to be signed)
- ☐ Board of Directors list that includes the names, position(s) held, contact information, and expiration date of term for all board members.
- ☐ Certificate of Insurance for professional liability, general liability, and workers' compensation.

SECTION V: Attachments

- ☐ City of Franklin Vendor Information Form
- ☐ W-9 for the Agency
- ☒ State of Tennessee Annual Reporting form, if applicable
- ☐ Funding request schedule

By signing below, I acknowledge that the City of Franklin Nonprofit Funding Application has been reviewed thoroughly and all the checklist items are included. Each item has been completed properly and correct forms, attachments, and documents have been provided as requested.

Dolores Greenwald

2/19/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

3/5/2020

Signature of (CEO/President/Executive Director/Board Chair)

Date



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION II: Application

Agency Name: **Williamson County Public Library**

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet. If a question does not apply, type NA).

1. Total number of years the program component or service has been in operation: **83**
2. Total unduplicated number of active Participants in the Organization (participants should be counted once, no matter how many different direct services they receive during a funding year):

33,616 (current active library card holders)

3. Are fees charged to participants? ☐ Yes ☒ No

If yes, attach a fee schedule or itemize the fee structure utilized:

If no, please explain:

Williamson County is free for the residents of Williamson County.

4. Approximate total number of clients served by your program on a yearly basis and location of services provided:

33,616 (current active library card holders)

5. All funds provided must be used to aid Williamson County citizens only. Provide documentation to show the expenses used to service Williamson County Citizens (include an estimate of how many of the total active participants are Williamson County Citizens):

The Williamson County Library is an entity of Williamson County Tennessee, and is audited by the State of Tennessee's Comptroller's office. FY 2019 audited expenses (GAAP Basis) for the Library were \$2,472,786. per page 6 of the County's FY 2019 report. The complete audit may be accessed online at <http://comptroller.tn.gov>.

6. Provide a list of the target group(s) to be served (i.e. homeless families with children youth aged 10-16, elderly age 55 years or older, etc.):



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name:

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

7. List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities:

N/A

8. Provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal year 2020-2021.

The \$64,220 the Library is requesting will be used to purchase print and digital materials for patrons of Franklin to checkout.

9. Unless prohibited by law, provide documentation that your organization made a good faith effort to collect donations from private resources.

N/A



City of Franklin Finance Department
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615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: **Williamson County Public Library**

Application Details (if using a separate sheet for reply, note "see attached" within the question and reference the number with the response on the separate sheet).

10. Other than the private resources above, list any other fundraising activities your agency engaged in during the year.

N/A

11. List any equipment owned by this organization funded, in whole or in part, by the City of Franklin. Indicate what it is used for, how it is maintained, and where it is stored.

N/A

12. Provide information on any interaction that your agency has with the operations of the City of Franklin Departments (i.e. response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

The Franklin Police Department responds to calls regarding disruptive patrons, and security alarms.

13. What, if any, services did your agency provide *last year* for which you are requesting funding this year? What were the objectives and results (include a description, capacity, intensity, and duration of the services)?

The Library is requesting funds to assist in providing materials to patrons of Franklin.



City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Agency Name: Williamson County Public Library

Application Details (if using a separate sheet for reply, note “see attached” within the question and reference the number with the response on the separate sheet).

14. Are there measurable results achieved by your agency? ☒ Yes ☐ No
If yes, provide the detailed data (how you know the service was successful, expected outcomes and how you measure them):

The Library's circulation statistics are collected monthly and are attached to this document.

15. Does your agency receive any external quality review or accreditation? ☐ Yes ☒ No
If yes, provide a copy of the certificate or license and explain.



City of Franklin Finance Department
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FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION III: Budget

Agency Name: **Williamson County Public Library**
Budget

Expenditures	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Totals	\$ 0.00	\$ 0.00	\$ 0.00

Revenues	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Williamson County Government			
City of Franklin		64220	64220
Totals	\$ 0.00	\$ 64,220.00	\$ 64,220.00



Agency Name: Williamson County Public Library
Budget continued.

Personnel	Actual 2018-19	Projected Expended 2019-20	Requested 2020-2021
Totals	\$ 0.00	\$ 0.00	\$ 0.00



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION IV: Compliance Documentation

Agency Name: Williamson County Public Library

Non-Discrimination

To the extent permitted by Tennessee law, the parties hereto for themselves, their agents, officials, employees, and servants does not and 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.

Dolores Greenwald

3/5/2020

Printed Name of (CEO/President/Executive Director/Board Chair)

Date

3/5/2020

Signature of (CEO/President/Executive Director/Board Chair)

Date



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

SECTION V: Attachments

City of Franklin Vendor Information Form

W-9 for the Agency

State of Tennessee Annual Reporting form, if applicable

Funding request schedule



City of Franklin

Vendor Information Form

Vendor Name

Vendor ID (For
Office Use)

Contact Name

Contact Email Address

Physical Street Address

Remittance Address, if different

City, State ZIP

City, State ZIP

Phone Number

Email Address for ACH Remittance

In order to ensure timely payment, the City of Franklin encourages vendors to receive payment via direct deposit. Should you select ACH, a remittance will be emailed to you showing pertinent payment information.

Payment Mode

☐ ACH

☐ Check

Name of Financial Institution

Routing Number

Account Number

I/we hereby authorize the City of Franklin to initiate credit entries to my/our account listed above and authorize the financial institution to credit the same to my/our account. It is my/our responsibility to notify the City of Franklin Finance Department immediately if I/we become aware of any changes in status or bank information. If funds to which I/we am/are not entitled are deposited in error to my/our account, the City of Franklin is authorized to direct the financial institution to return the funds via an ACH debit transaction. This order will remain in effect until submission in writing to the Finance Department.

Authorized Signature

Date

Please submit this form along with a W-9. The forms can be emailed to accountspayable@franklintn.gov or mailed to P O Box 295, Franklin, TN 37065.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

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.	
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 ☐ 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) ► _____	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.	Requester's name and address (optional) City of Franklin 109 3rd Ave South Franklin, TN 37064
6 City, state, and ZIP code	
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	

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 ►

Date ►

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.



**Annual Reporting Form for Nonprofit Organizations
Seeking Financial Assistance from Local Governments**

Williamson County Public Library

Name of Nonprofit Organization

1314 Columbia Avenue **Franklin** **TN** **37064**
Street Address City County State Zip

**Annual Financial Report of Cash Receipts, Disbursements, and Balances
For the Fiscal Year from 2020 through 2021**

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	_____	
Donations and Gifts from Citizens	_____	
Membership Dues	_____	
Fees/Charges for Services	_____	
Fundraising Events	_____	
Sale of Assets	_____	
Loans-Borrowed Funds	_____	
Investment Income	_____	
Other Receipts	_____	
Total Receipts		\$ _____ (A)

Disbursements

Grants and Other Assistance Paid to Other Organizations and Individuals	\$ _____
Salaries and Wages	_____
Employee Benefits	_____
Payroll Taxes	_____
Fees for Services (non-employee)	_____
Advertising and Promotion	_____
Office Expenses	_____
Leases/Rentals	_____
Maintenance and Repairs	_____
Supplies	_____
Travel	_____

Utilities	_____	
Insurance	_____	
Conferences, Conventions and Meetings	_____	
Interest	_____	
Purchase of Capital Assets – Vehicles and Equipment	_____	
Purchase of capital Assets – Property and Buildings	_____	
Loan Payments	_____	
Other	_____	
Total Disbursements		\$ _____ (B)

Cash Receipts Less Disbursements for the fiscal Year (A-B=C) \$ _____ (C)

Cash Balance - at the beginning of the fiscal year \$ _____ (D)

Cash Balance - at the end of the fiscal year (C+D=E) \$ _____ (E)

Details of Cash Balance - at the end of the fiscal year

Cash on Hand	\$ _____	
Cash in Bank – Checking	_____	
Cash in Bank – Savings Accounts	_____	
Cash in Bank – Certificates of Deposits	_____	
Other Cash	_____	
Total Cash - at the end of the fiscal year		\$ _____ (E)

Please Explain Proposed Use of the Financial Assistance from Local Governments.

The Williamson County Library is an entity of Williamson County Tennessee, and is audited by the State of Tennessee's Comptroller's office. FY 2019 audited expenses (GAAP Basis) for the Library were \$2,472,786. per page 6 of the County's FY 2019 report. The complete audit may be accessed online at <http://comptroller.tn.gov>.

I certify that this report accurately presents the cash receipts, disbursements, and balances of the
 Williamson County Public Library _____ **for the fiscal year noted above.**

Name of Nonprofit Organization

Person Preparing Report

Dolores Greenwald

Printed Name


Signature

Phone Number 615-595-1240

Email Address dolores.greenwald@williamsoncounty-tn.gov

Date 3/5/20



City of Franklin Finance Department
109 3rd Ave. South, Suite 111, Franklin, TN 37064
615-791-1457

FY2020-2021 NONPROFIT ORGANIZATION FUNDING APPLICATION
July 1, 2020 – June 30, 2021

Funding Request Schedule

February 13, 2020	Funding request application period opens
March 13, 2020	Funding request applications are due by 4:00pm (may be submitted early)
April 11, 2020	Applications will be presented to the Budget & Finance Committee
May and June 2020	Applications will be presented to the Board of Mayor and Aldermen during the budget hearings

The level of funding for nonprofits has not yet been decided by the Board of Mayor Aldermen. Application approval will be based on fund availability and by determination of the Board.



File #: 20-0537

DATE: March 28, 2020

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Michael Walters Young, Budget and Analytics Manager

SUBJECT:

Budget Presentations - Development & Tourist Related Funds (City Facilities, County Facilities, Parkland Dedication, Road Impact & Hotel/Motel)

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning budget requests for the various Development-related and Tourist related funds for FY 2020-2021.

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 review of the budget materials. No action is required.



City of Franklin, Tennessee
FY 2021 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 2021 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 2021 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 2021 Budget Request

City Facilities Tax Fund

Budget Summary

	2018 Actual	2019 Actual	2020 Budget	2020 EOY	2021 Budget	2020 v. 2021 \$ %	
Beginning Fund Balance	10,441,436	14,410,218	15,185,456	15,185,456	9,254,132		
Revenues	4,885,177	3,123,799	3,075,000	2,625,000	1,300,000	-1,775,000	-57.7%
Expenditures	916,395	2,348,562	9,698,814	8,556,324	1,500,000	-8,198,814	-84.5%
Ending Balance	14,410,218	15,185,456	8,561,641	9,254,132	9,054,132		

Revenues: \$1,300,000 forecast; highly dependent upon what is built, when it is built and how long the economic downturn continues.

Expenses: \$1,500,000 forecast; only remaining costs pertaining to Station 7 programmed.



City of Franklin, Tennessee - FY 2021 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 2021 Budget Request

County Facilities Tax Fund

Budget Summary

	2018 Actual	2019 Actual	2020 Budget	2020 EOY	2021 Budget	2020 v. 2021 \$ %	
Beginning Fund Balance	3,488,072	4,804,517	3,958,958	3,958,958	3,453,682		
Revenues	1,616,445	904,441	1,310,000	779,724	640,000	-670,000	-51.1%
Expenditures	300,000	1,750,000	1,285,000	1,285,000	-	-1,285,000	-100.0%
Ending Balance	4,804,517	3,958,958	3,983,958	3,453,682	4,093,682		

Revenues: \$640,000 forecast; highly dependent upon what is built, when it is built and how long the economic downturn continues.

Expenses: Nothing forecast; may be amended once staff can project the ongoing economic and development impacts of the pandemic with greater confidence.



City of Franklin, Tennessee - FY 2021 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 2021 Budget Request

Road Impact Fund

Budget Request:

Budget Summary

	2018 Actual	2019 Actual	2020 Budget	2020 EOY	2021 Budget	2020 v. 2021	
						\$	%
Beginning Fund Balance	5,889,789	11,339,848	8,480,204	8,480,204	12,299,676		
Revenues	11,706,536	251,418	10,000,438	9,800,438	4,950,219	-5,050,219	-50.5%
Expenditures	6,256,477	3,111,062	8,051,284	5,980,966	5,710,486	-2,340,798	-29.1%
Ending Balance	11,339,848	8,480,204	10,429,358	12,299,676	11,539,409		

Revenues include estimates for Road Impact Fees collected from Arterial and Collector Roads. These estimates are reduced by 50% over FY 2020.

The expenditures budget anticipates \$5.7 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.



City of Franklin, Tennessee - FY 2021 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 2021 Budget Request

Hotel Motel Tax Fund

Base Budget Request:

Budget Summary

	2018 Actual	2019 Actual	2020		2021 Budget	2020 v. 2021	
			Budget	EOY		\$	%
Beginning Fund Balance	3,827,284	5,722,086	7,838,263	7,838,263	7,241,993		
Revenues	4,136,321	4,317,949	4,020,518	2,978,531	1,985,259	-2,035,259	-50.6%
Expenditures	2,241,519	2,201,772	3,550,012	3,574,800	2,408,332	-1,141,680	-32.2%
Ending Balance	5,722,086	7,838,263	8,308,768	7,241,993	6,818,919		

The Hotel-Motel Fund will see severely reduced revenues for the remainder of FY 2020 and into FY 2021 as a result of the COVID-19 pandemic. While our forecast for FY 2021 is a 50% decline in revenues, this is only a conservative guesstimate. It may, or may not be enough of a reduction.

Expenses include 1% for Williamson Co. CVB & Fixed Debt Service payments.



City of Franklin, Tennessee - FY 2021 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 2021 Budget Request

Parkland Dedication Fund

Base Budget Request:

Budget Summary

	2018 Actual	2019 Actual	2020 Budget	2020 EOY	2021 Budget	2020 v. 2021	
						\$	%
Beginning Fund Balance	4,584,138	6,141,130	8,005,877	8,005,877	8,505,619		
Revenues	2,062,394	1,864,747	1,575,000	1,951,250	768,750	-806,250	-51.2%
Expenditures	505,402	-	1,451,508	1,451,508	-	-1,451,508	-100.0%
Ending Balance	6,141,130	8,005,877	8,129,369	8,505,619	9,274,369		

Estimates are based upon analysis of projects currently within the development process in the City which are eligible to pay In Lieu of Parkland Fees. This fund is available for capital projects pertaining to public parks, greenways/blueways and open space. No expenditures are planned at this time. This is subject to change as economic conditions warrant.

City of Franklin, Tennessee - FY 2021 Budget Request

Development/Tourism Funds

Summary:

Forecasts for our Development /Tourism related funds have underwent seismic change in the last month. Our forecasts are quite conservative as at this time, April 2020, we simply do not know what the impact of the ongoing pandemic will be. And even in normal economic times, these funds are, of course, **heavily dependent** upon private development.

These budgets, more than any other the City has, will be revisited later in FY 2021 once more is know on how to project revenues. The positive news to report at this time is all of these funds have healthy fund balances, the City is well prepared for this uncertainty financially, and are well situated to weather the storm.



City of Franklin, Tennessee

FY 2021 Operating Budget

City Facilities Tax Fund

Budget Summary

	2018 Actual	2019 Actual	2020 Budget	2020 EOY	2021 Budget	2020 v. 2021 \$ %	
Beginning Fund Balance	10,441,436	14,410,218	15,185,456	15,185,456	9,254,132		
Revenues	4,885,177	3,123,799	3,075,000	2,625,000	1,300,000	-1,775,000	-57.7%
Expenditures	916,395	2,348,562	9,698,814	8,556,324	1,500,000	-8,198,814	-84.5%
Ending Balance	14,410,218	15,185,456	8,561,641	9,254,132	9,054,132		

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 2021 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 2021 Operating Budget

Budget

	Actual 2018	Actual 2019	Budget 2020	EOY 2020	Budget 2021	Difference	
						\$	%
Beginning Fund Balance	10,441,436	14,410,218	15,185,455	15,185,455	9,254,131		
Revenues							
FACILITIES TAXES	4,788,042	2,610,312	2,875,000	2,500,000	1,250,000	(1,625,000)	-56.5%
INTEREST INCOME	97,135	513,487	200,000	125,000	50,000	(150,000)	-75.0%
Total Available Funds	4,885,177	3,123,799	3,075,000	2,625,000	1,300,000	(1,775,000)	-57.7%
Expenses							
Total Police	287,656	-	-	-	-	-	0.0%
Total Fire	165,704	1,999,464	7,949,802	6,892,292	1,500,000	(6,449,802)	-81.1%
Total Parks	463,035	365	1,558,992	1,483,492	-	(1,558,992)	-100.0%
Total SW Collection	-	348,733	190,020	180,540	-	(190,020)	-100.0%
Total SW Disposal	-	-	-	-	-	-	0.0%
Total Expenditures	916,395	2,348,562	9,698,814	8,556,324	1,500,000	(8,198,814)	-84.5%
Ending Fund Balance	14,410,218	15,185,455	8,561,641	9,254,131	9,054,131		

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, there is ample fund balance to fund the completion of Fire Station 7 (the majority of cost is programmed into FY 2020). 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, Tennessee

FY 2021 Operating Budget

County Facilities Tax Fund

Budget Summary

	2018 Actual	2019 Actual	2020 Budget	2020 EOY	2021 Budget	2020 v. 2021	
						\$	%
Beginning Fund Balance	3,488,072	4,804,517	3,958,958	3,958,958	3,453,682		
Revenues	1,616,445	904,441	1,310,000	779,724	640,000	-670,000	-51.1%
Expenditures	300,000	1,750,000	1,285,000	1,285,000	-	-1,285,000	-100.0%
Ending Balance	4,804,517	3,958,958	3,983,958	3,453,682	4,093,682		

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 2021 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 2021 Operating Budget

Budget

	Actual 2018	Actual 2019	Budget 2020	EOY 2020	Budget 2021	Difference	
						\$	%
Beginning Fund Balance	3,488,072	4,804,517	3,958,958	3,958,958	3,958,958		
Revenues							
COUNTY FACILITY TAX	971,814	759,873	1,250,000	749,724	625,000	(625,000)	-50.0%
TRANSFER FROM CAPITAL PROJ	635,074	-	-	-	-	-	0.0%
INTEREST INCOME	9,557	144,568	60,000	30,000	15,000	(45,000)	-75.0%
Total Available Funds	1,616,445	904,441	1,310,000	779,724	640,000	(670,000)	-51.1%
Expenses							
CAPITAL	300,000	1,750,000	1,285,000	1,285,000	-	(1,285,000)	-100.0%
Total Expenditures	300,000	1,750,000	1,285,000	1,285,000	-	(1,285,000)	-100.0%
Ending Fund Balance	4,804,517	3,958,958	3,983,958	3,453,682	4,598,958		

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.

Additional funding may be added further into FY 2021 as economic conditions warrant continued investment in the City's FY 2019-2028 CIP.



City of Franklin, Tennessee

FY 2021 Operating Budget

Road Impact Fund

Budget Summary

	2018 Actual	2019 Actual	2020 Budget	2020 EOY	2021 Budget	2020 v. 2021	
						\$	%
Beginning Fund Balance	5,889,789	11,339,848	8,480,204	8,480,204	12,299,676		
Revenues	11,706,536	251,418	10,000,438	9,800,438	4,950,219	-5,050,219	-50.5%
Expenditures	6,256,477	3,111,062	8,051,284	5,980,966	5,710,486	-2,340,798	-29.1%
Ending Balance	11,339,848	8,480,204	10,429,358	12,299,676	11,539,409		

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. Additional funds maybe transferred to support capital projects, but that decision is dependent upon ongoing economic conditions and will not occur until well into FY 2021.



City of Franklin, Tennessee

FY 2021 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 2021 Operating Budget

Budget

	Actual 2018	Actual 2019	Budget 2020	EOY 2020	BUDGET 2021	Difference	
						\$	%
Beginning Fund Balance	5,889,789	11,339,848	8,480,204	8,480,204	8,480,204		
Revenues							
ROAD IMPACT FEES - ARTERIAL	11,585,500	-	5,845,201	5,845,201	2,922,601	(2,922,601)	-50.0%
ROAD IMPACT FEES - COLLECTOR	-	-	3,955,237	3,955,237	1,977,619	(1,977,619)	-50.0%
INTEREST INCOME	121,036	-	200,000	-	50,000	(150,000)	-75.0%
TRANSFER FROM GENERAL FUND	-	251,418	-	-	-	-	0.0%
OTHER	-	-	-	-	-	-	0.0%
Total Available Funds	11,706,536	251,418	10,000,438	9,800,438	4,950,219	(5,050,219)	-50.5%
Expenses (Operations)							
TRANSFER TO DEBT SERVICE FUND	2,699,646	2,755,143	2,710,869	2,710,869	2,710,486	(383)	0.0%
TRANSFER TO CAPITAL FUND	3,000,000	-	2,340,415	2,340,415	-	(2,340,415)	-100.0%
CAPITAL PROJECTS	-	-	-	182,769	-	-	0.0%
ROAD IMPACT OFFSET AGREEMENTS	556,831	355,919	3,000,000	746,913	3,000,000	-	0.0%
Total Expenditures	6,256,477	3,111,062	8,051,284	5,980,966	5,710,486	(2,340,798)	-29.1%
Ending Fund Balance	11,339,848	8,480,204	10,429,358	12,299,676	7,719,937		

Notes & Objectives

The revenue forecast for FY 2021 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.



City of Franklin, Tennessee

FY 2021 Operating Budget

Hotel/Motel Tax Fund

Budget Summary

	2018	2019	2020		2021	2020 v. 2021	
	Actual	Actual	Budget	EOY	Budget	\$	%
Beginning Fund Balance	3,827,284	5,722,086	7,838,263	7,838,263	7,241,993		
Revenues	4,136,321	4,317,949	4,020,518	2,978,531	1,985,259	-2,035,259	-50.6%
Expenditures	2,241,519	2,201,772	3,550,012	3,574,800	2,408,332	-1,141,680	-32.2%
Ending Balance	5,722,086	7,838,263	8,308,768	7,241,993	6,818,919		

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 2021 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 2021 Operating Budget

Budget

	Actual 2018	Actual 2019	Budget 2020	EOY 2020	Budget 2021	Difference	
						\$	%
Beginning Fund Balance	3,827,284	5,722,086	7,838,263	7,838,263	7,241,993		
Revenues							
HOTEL/MOTEL TAXES	4,097,695	4,103,235	3,920,518	2,863,531	1,960,259	(1,960,259)	-50.0%
INTEREST INCOME	38,626	214,714	100,000	115,000	25,000	(75,000)	-75.0%
Total Available Funds	4,136,321	4,317,949	4,020,518	2,978,531	1,985,259	(2,035,259)	-50.6%
Expenses							
CONTRACTUAL SERVICES	29,290	-	-	19,986	-	-	0.0%
REPAIR & MAINT. SERVICES	7,920	-	-	-	-	-	0.0%
OPERATING SUPPLIES	55,360	-	23,500	-	-	(23,500)	-100.0%
COOL SPRINGS CONF. CENT.	(221,860)	(304,680)	-	-	-	-	0.0%
CONTRACTED SERVICES	926,602	979,812	1,028,803	1,028,803	1,080,243	51,440	5.0%
TRANSFER TO DEBT SERV. FUND	1,118,668	1,117,355	1,111,402	1,111,403	1,113,803	2,401	0.2%
TRANSFER TO CAPITAL PROJECTS	-	195,000	992,869	992,869	-	(992,869)	-100.0%
LAND ACQUISITION	214,286	214,286	214,286	214,286	214,286	-	0.0%
PARKS & RECREATION FACILITIES	111,253	-	-	-	-	-	0.0%
INFRASTRUCTURE	-	-	119,152	137,674	-	(119,152)	-100.0%
MACHINERY & EQUIPMENT	108,318	-	60,000	69,780	-	(60,000)	-100.0%
Total Expenditures	2,241,519	2,201,772	3,550,012	3,574,800	2,408,332	(1,141,680)	-32.2%
Ending Fund Balance	5,722,086	7,838,263	8,308,768	7,241,993	6,818,919		

Notes & Objectives

The Hotel-Motel Fund budget is severely affected by the ongoing COVID-19 caused economic downturn. Revenues are forecast to be 50% lower in FY 2021, and down 90% for the remaining few months of FY 2020. Aside from obligations the City has made to service debt, pay for land acquisitions and provide funding for the CVB, no other expenses are budgeted FY 2021 at this time. This will be revisited as more is know about the lasting economic impacts to Williamson County's tourism later in FY 2021.



City of Franklin, Tennessee

FY 2021 Operating Budget

Parkland Dedication Fund

Budget Summary

	2018 Actual	2019 Actual	2020 Budget	2020 EOY	2021 Budget	2020 v. 2021 \$ %	
Beginning Fund Balance	4,584,138	6,141,130	8,005,877	8,005,877	8,505,619		
Revenues	2,062,394	1,864,747	1,575,000	1,951,250	768,750	-806,250	-51.2%
Expenditures	505,402	-	1,451,508	1,451,508	-	-1,451,508	-100.0%
Ending Balance	6,141,130	8,005,877	8,129,369	8,505,619	9,274,369		

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. c



City of Franklin, Tennessee **FY 2021 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 2021 Operating Budget

Budget

	Actual 2018	Actual 2019	Budget 2020	EOY 2020	Budget 2021	Difference	
						\$	%
Beginning Fund Balance	4,584,138	6,141,130	8,005,877	8,005,877	8,505,619		
Revenues							
In Lieu of Parkland Receipts	2,010,056	1,394,772	1,500,000	1,800,000	750,000	(750,000)	-50.0%
Interest Income	52,338	241,393	75,000	151,250	18,750	(56,250)	-75.0%
Transfer From General Fund	-	228,582	-	-	-	-	0.0%
Total Available Funds	2,062,394	1,864,747	1,575,000	1,951,250	768,750	(806,250)	-51.2%
Expenses (Operations)							
Transfer to Capital Projects	-	-	1,451,508	1,451,508	-	(1,451,508)	-100.0%
Land Acquisition	505,402	-	-	-	-	-	0
Total Expenditures	505,402	-	1,451,508	1,451,508	-	(1,451,508)	-100.0%
Ending Fund Balance	6,141,130	8,005,877	8,129,369	8,505,619	9,274,369		

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.

Future expenditures will be dependent upon continuing economic conditions and what priorities have been identified by the FY 2019-2028 CIP.



File #: 20-0539

DATE: March 28, 2020

TO: Board of Mayor and Aldermen

FROM: Kristine Brock, Asst. City Administrator/CFO
Michael Walters Young, Budget and Analytics Manager

SUBJECT:

Budget Presentation - Debt Service

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the budget request for the Debt Service Fund for FY 2020-2021.

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 review of the budget materials. No action is required.



City of Franklin, Tennessee

FY 2021 Operating Budget Request

Debt Service Fund



City of Franklin, Tennessee - FY 2021 Budget Request

Debt Service Fund

Slide 2

Outline

- Purpose of Department
- Debt Service Schedule – All G.O. Bonds
- Existing Debt Service for FY 2021



City of Franklin, Tennessee - FY 2021 Budget Request

Debt Service Fund

Slide 3

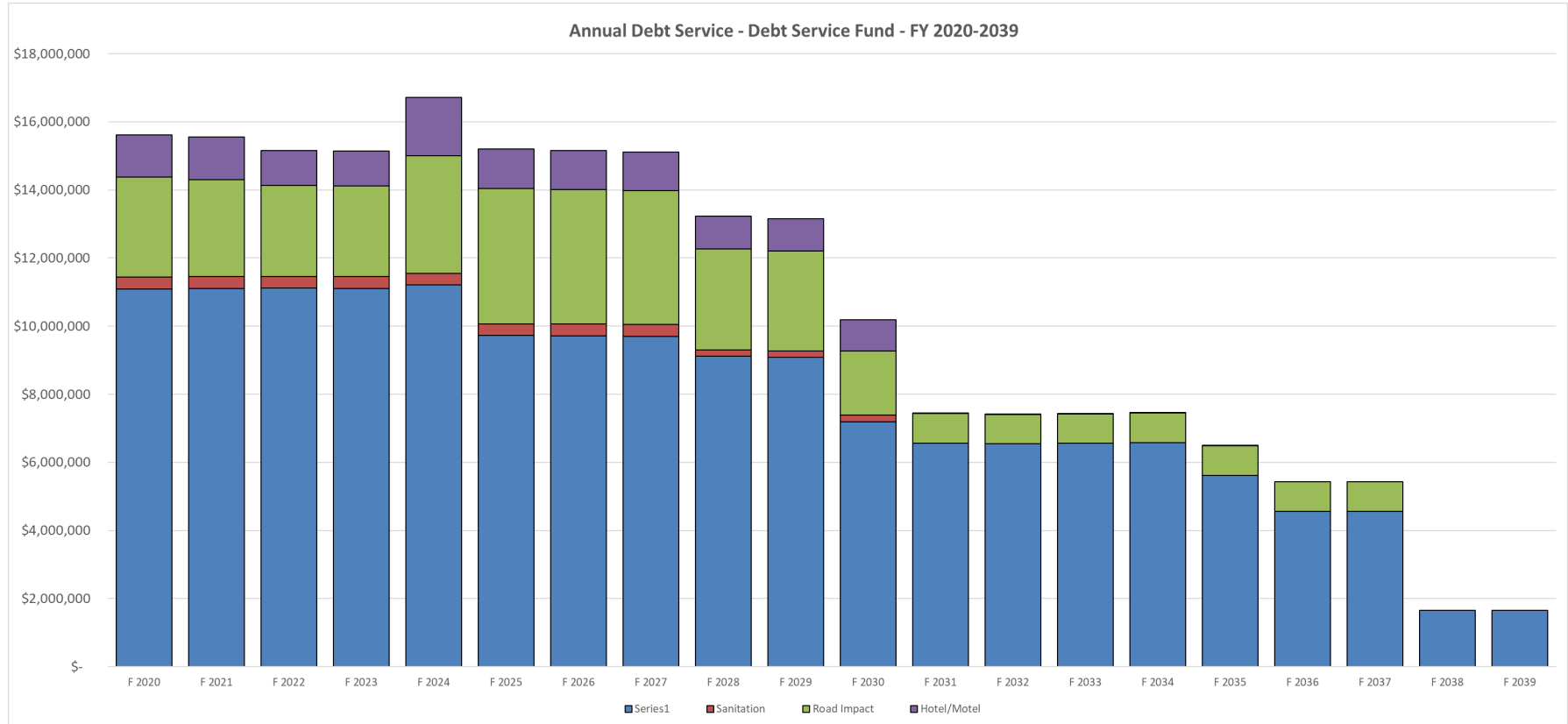
Purpose of Fund

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 2021 Budget Request

Debt Service Fund

Slide 4



City of Franklin, Tennessee - FY 2021 Budget Request

Debt Service Fund

Slide 5

Budget Request:

	Actual 2018	Actual 2019	Budget 2020	EOY 2020	Budget 2021	Difference	
						\$	%
Beginning Fund Balance	90,197	106,587	84,015	84,015	96,716		
Revenues							
TOTAL LOCAL TAXES	8,505,949	8,582,201	10,704,090	10,704,090	10,814,755	110,665	1.0%
TOTAL INTERGOVERNMENTAL	843,028	883,648	358,077	358,077	358,077	-	0.0%
TOTAL USE OF MONEY & PROPEI	16,390	86,847	100,000	100,000	25,000	(75,000)	-75.0%
TOTAL OTHER REVENUE	4,291,704	4,188,795	4,305,920	4,305,920	4,305,820	(100)	0.0%
Total Available Funds	13,657,071	13,741,491	15,468,087	15,468,087	15,503,652	35,566	0.2%
Expenses (Debt Service by Fund)							
General	9,120,354	9,327,839	11,080,907	11,080,907	11,104,274	23,367	0.2%
Sanitation	273,390	167,184	348,390	348,390	346,684	(1,706)	-0.5%
Road Impact	3,009,364	3,029,255	2,785,837	2,785,837	2,784,764	(1,073)	0.0%
Hotel Motel	1,237,574	1,239,785	1,240,251	1,240,251	1,242,930	2,679	0.2%
Total Expenditures	13,640,681	13,764,063	15,455,385	15,455,385	15,478,652	23,267	0.2%
Ending Fund Balance	106,587	84,015	96,716	96,716	121,715		

The City has planned to issue additional debt to support the City's Capital Investment Program in late FY 2021. 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 2021 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 2021 Operating Budget

Debt Service Fund

Budget Summary

	2018 Actual	2019 Actual	2020 Budget	2020 EOY	2021 Budget	2020 v. 2021	
						\$	%
Beginning Fund Balance	90,197	106,587	84,015	84,015	96,717		
Revenues	13,657,071	13,741,491	15,468,087	15,468,087	15,503,652	35,566	0.23%
Expenditures	13,640,681	13,764,063	15,455,385	15,455,385	15,478,652	23,267	0.15%
Ending Balance	106,587	84,015	96,717	96,717	121,716		

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 late FY 2021. 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 2021 evolves, and economic conditions warrant, the City will amend this budget to account for additional borrowing.



City of Franklin, Tennessee **FY 2021 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 2021 Operating Budget

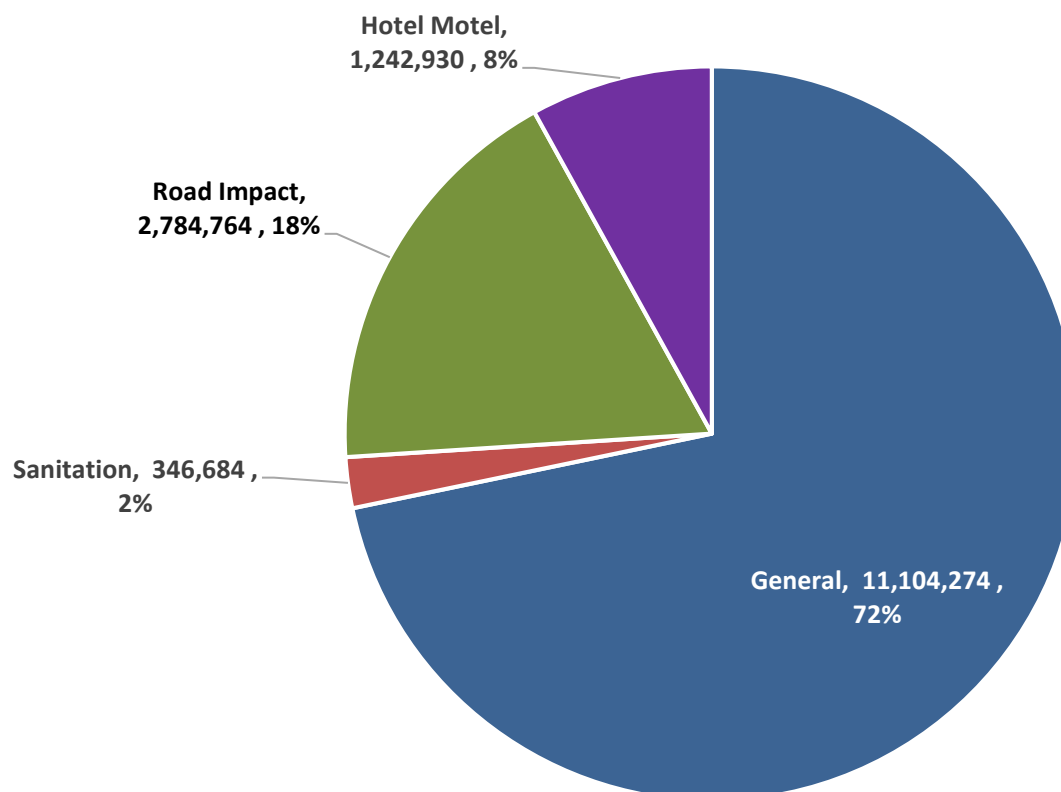
Budget

	Actual 2018	Actual 2019	Budget 2020	EOY 2020	Budget 2021	Difference	
						\$	%
Beginning Fund Balance	90,197	106,587	84,015	84,015	96,716		
Revenues							
TOTAL LOCAL TAXES	8,505,949	8,582,201	10,704,090	10,704,090	10,814,755	110,665	1.0%
TOTAL INTERGOVERNMENTAL	843,028	883,648	358,077	358,077	358,077	-	0.0%
TOTAL USE OF MONEY & PROPEL	16,390	86,847	100,000	100,000	25,000	(75,000)	-75.0%
TOTAL OTHER REVENUE	4,291,704	4,188,795	4,305,920	4,305,920	4,305,820	(100)	0.0%
Total Available Funds	13,657,071	13,741,491	15,468,087	15,468,087	15,503,652	35,566	0.2%
Expenses (Debt Service by Fund)							
General	9,120,354	9,327,839	11,080,907	11,080,907	11,104,274	23,367	0.2%
Sanitation	273,390	167,184	348,390	348,390	346,684	(1,706)	-0.5%
Road Impact	3,009,364	3,029,255	2,785,837	2,785,837	2,784,764	(1,073)	0.0%
Hotel Motel	1,237,574	1,239,785	1,240,251	1,240,251	1,242,930	2,679	0.2%
Total Expenditures	13,640,681	13,764,063	15,455,385	15,455,385	15,478,652	23,267	0.2%
Ending Fund Balance	106,587	84,015	96,716	96,716	121,715		

Notes & Objectives

The Debt Service Fund for FY 2021 includes all currently issued G.O. Bonds, including the recently issued 2019A and 2019B Refunding Bonds.

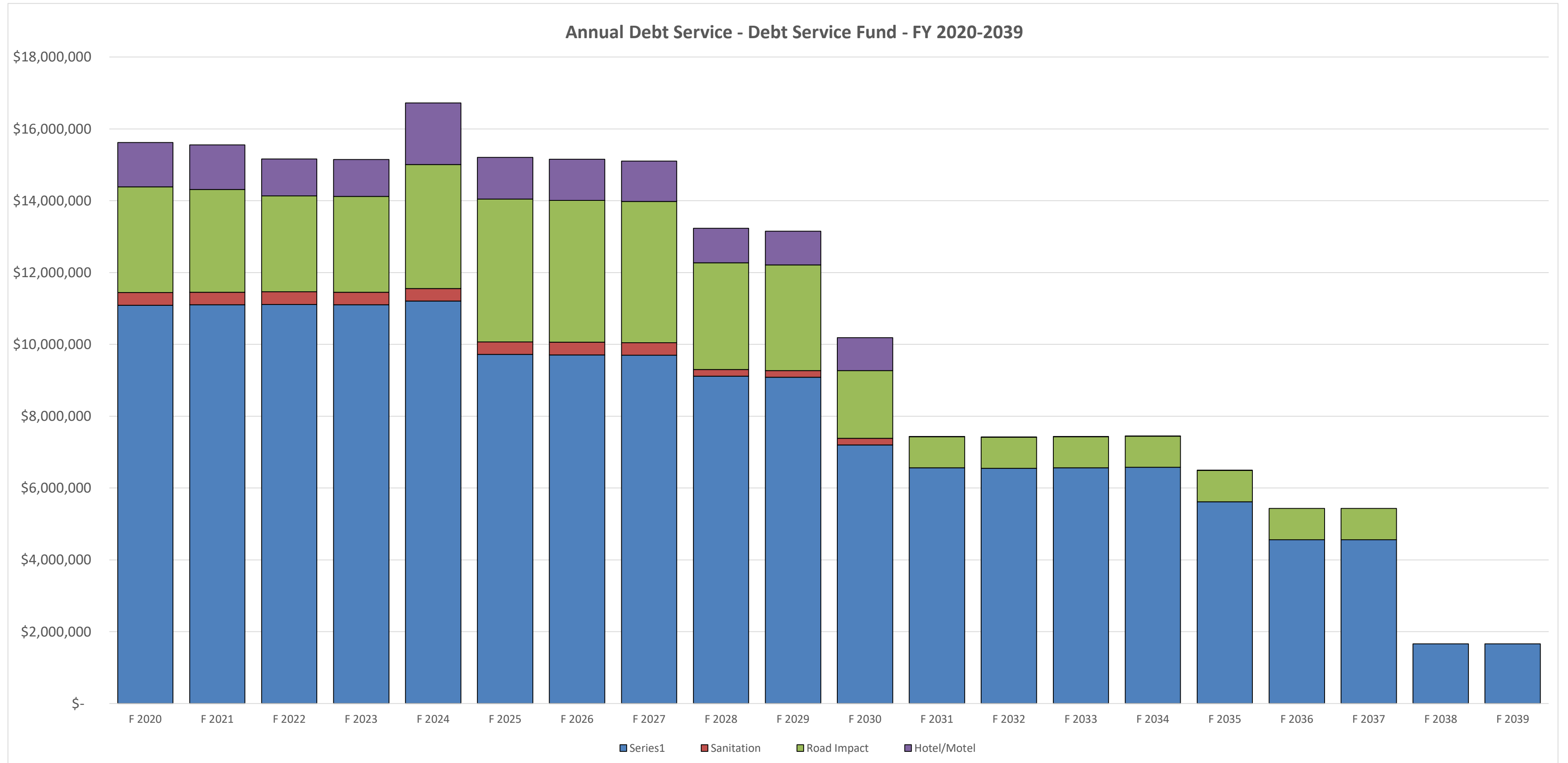
Below is FY 2021 G.O. Debt Service by fund. Water & Wastewater Debt is budgeted separately under the Water Management Department budget.





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.





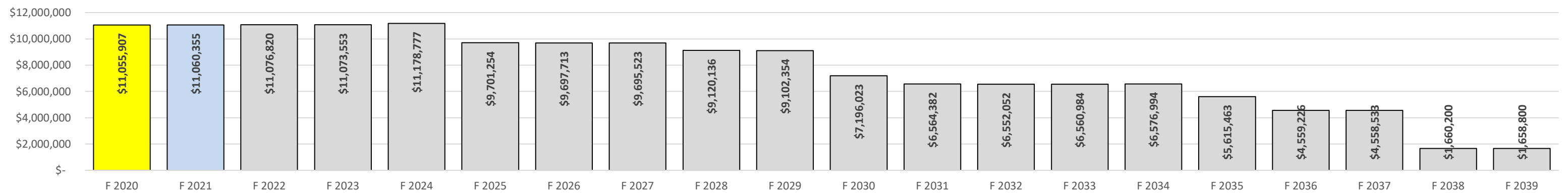
City of Franklin, Tennessee

FY 2021 Operating Budget

Debt Service Fund - General Fund Payment Schedule

Purpose	Issue Year	Orig. Amt. Issued / Interest Rate	F 2020	F 2021	F 2022	F 2023	F 2024	F 2025	Balance (2026-2039)	Total Outstanding (2021-2039)
PRINCIPAL										
Bonds 2007 - \$20m (Various)	2007	\$ 11,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 669,750	\$10,730,250	\$ 10,730,250
Bonds 2009 - \$44m (Various, including Police HQ)	2009A / 2009B	\$ 28,600,000	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Bonds 2010 - \$16.59 (Refund 2004 Bonds & Harlinsdale)	2010	\$ 10,451,700	\$ 828,450	\$ 856,800	\$ 888,300	\$ 926,100	\$ 963,900		\$ -	\$ 4,463,550
Bonds 2010 - \$15.725 (Hillsboro, 3rd Ave Ext, Columbia Stscpe)	2010	\$ 3,931,250	\$ -	\$ -	\$ -	\$ -	\$ 496,250	\$ 535,000	\$ 2,900,000	\$ 3,396,250
Bonds 2012 - \$22.5m (Various - Refunding)	2009 / 2012 (Refund)	\$ 9,225,000	\$ 627,300	\$ 639,600	\$ 653,950	\$ 668,300	\$ 682,650	\$ 697,000	\$ 1,437,050	\$ 4,708,850
Bonds 2013 - \$10m (Pension Bonds)	2013	\$ 10,000,000	\$ 1,000,000	\$ 1,030,000	\$ 1,060,000	\$ 1,090,000	\$ 1,125,000	\$ -	\$ -	\$ 5,305,000
Bonds 2013 - \$7.405m (Public Works Bldg, Carlisle)	2013	\$ 7,405,000	\$ 325,000	\$ 330,000	\$ 340,000	\$ 350,000	\$ 355,000	\$ 365,000	\$ 3,845,000	\$ 5,545,000
Bonds 2015 - \$15m (Various)	2015	\$ 14,925,000	\$ 582,075	\$ 601,975	\$ 631,825	\$ 661,675	\$ 696,500	\$ 726,350	\$ 8,930,125	\$ 12,104,175
Bonds 2017 - \$23.12m (Hillsboro/Roads /Communications/Sanit.)	2017	\$ 21,848,400	\$ 673,516	\$ 707,691	\$ 746,576	\$ 780,155	\$ 818,413	\$ 835,581	\$15,754,138	\$ 19,480,489
Bonds 2019A - \$29.585 m Roads/Equipment	2019	\$ 29,585,000	\$ 1,405,000	\$ 1,220,000	\$ 1,295,000	\$ 1,365,000	\$ 1,060,000	\$1,115,000	\$20,525,000	\$ 26,870,000
Bonds 2019B - Refunding 2009 \$44M BAB	2019	\$ 14,911,000	\$ 1,326,000	\$ 1,238,250	\$ 1,300,000	\$ 1,361,750	\$ 1,426,750	\$1,498,250	\$ 6,760,000	\$ 13,412,750
PRINCIPAL		\$ 162,282,350	\$ 6,767,341	\$ 6,624,316	\$ 6,915,651	\$ 7,202,980	\$ 7,624,463	\$ 6,441,931	\$70,881,563	\$ 106,016,314
INTEREST										
Bonds 2007 - \$20m (Various)	2007	Variable	\$ 454,860	\$ 454,860	\$ 454,860	\$ 454,860	\$ 454,860	\$ 454,860	\$ 2,994,296	\$ 5,268,596
Bonds 2010 - \$16.59 (Refund 2004 Bonds & Harlinsdale)	2010	2.0% - 4.0%	\$ 160,619	\$ 135,765	\$ 101,493	\$ 65,961	\$ 28,917		\$ -	\$ 492,755
Bonds 2010 - \$15.725 (Hillsboro, 3rd Ave Ext, Columbia Stscpe)	2010	4.625% - 5.375%	\$ 198,932	\$ 198,932	\$ 198,932	\$ 198,932	\$ 198,932	\$ 175,981	\$ 467,409	\$ 1,462,070
Bonds 2012 - \$22.5m (Various - Refunding)	2009 / 2012 (Refund)	2.13%	\$ 115,145	\$ 101,783	\$ 88,159	\$ 74,231	\$ 59,996	\$ 45,455	\$ 46,066	\$ 485,380
Bonds 2013 - \$10m (Pension Bonds)	2013	1.0% - 3.5%	\$ 164,410	\$ 134,410	\$ 106,600	\$ 74,800	\$ 39,375	\$ -	\$ -	\$ 519,595
Bonds 2013 - \$7.405m (Public Works Bldg, Carlisle)	2013	2.0% - 4.0%	\$ 192,620	\$ 179,918	\$ 173,418	\$ 166,818	\$ 149,568	\$ 140,693	\$ 705,793	\$ 1,568,135
Bonds 2015 - \$15m (Various)	2015	3.0% - 5.0%	\$ 478,933	\$ 461,471	\$ 431,372	\$ 399,781	\$ 366,697	\$ 331,872	\$ 1,678,422	\$ 3,816,676
Bonds 2017 - \$23.12m (Hillsboro/Roads /Communications/Sanit.)	2017	2.73%	\$ 887,451	\$ 853,775	\$ 818,391	\$ 781,062	\$ 742,054	\$ 725,686	\$ 4,658,946	\$ 8,741,679
Bonds 2019A - \$29.585 m Roads/Equipment	2019	2.72%	\$ 1,030,354	\$ 1,222,931	\$ 1,157,662	\$ 1,088,847	\$ 1,016,721	\$ 959,020	\$ 6,671,153	\$ 12,187,668
Bonds 2019B - Refunding 2009 \$44M BAB	2019	1.90%	\$ 592,298	\$ 679,250	\$ 617,338	\$ 552,338	\$ 484,250	\$ 412,913	\$ 864,988	\$ 3,790,461
INTEREST			\$ 4,275,622	\$ 4,423,095	\$ 4,148,225	\$ 3,857,629	\$ 3,541,370	\$3,246,479	\$18,087,072	\$ 38,333,014
PAYING AGENT & OTHER DEBT FEES										
Various			\$ 12,944	\$ 12,944	\$ 12,944	\$ 12,944	\$ 12,944	\$ 12,844	\$ 149,748	\$ 214,468
PAYING AGENT & OTHER DEBT FEES			\$ 12,944	\$ 12,944	\$ 12,944	\$ 12,944	\$ 12,944	\$ 12,844	\$ 149,748	\$ 214,468
			\$ 11,055,907	\$ 11,060,355	\$ 11,076,820	\$ 11,073,553	\$11,178,777	\$9,701,254	\$89,118,383	\$ 144,563,796
TOTAL EXPENDITURES			\$ 11,055,907	\$ 11,060,355	\$ 11,076,820	\$ 11,073,553	\$11,178,777	\$9,701,254	\$89,118,383	\$ 144,563,796

Annual Debt Service - General Fund - FY 2020-2039





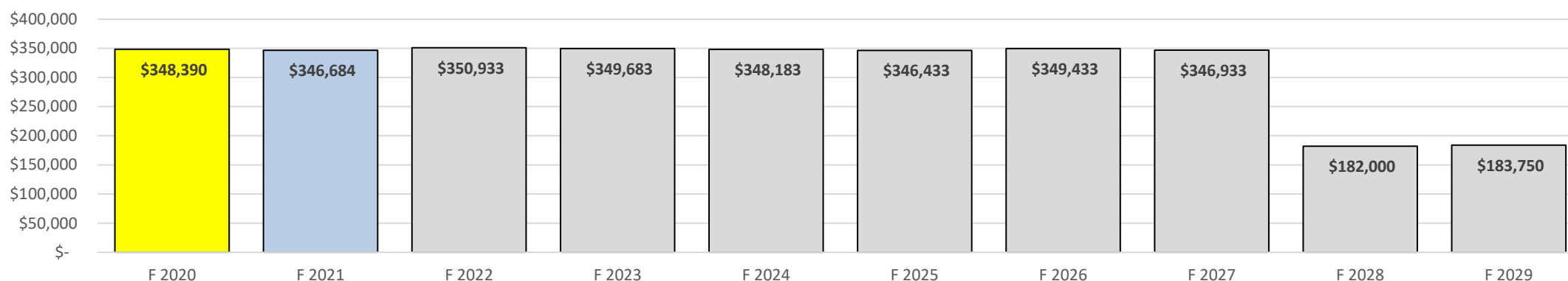
City of Franklin, Tennessee

FY 2021 Operating Budget

Debt Service Fund - Sanitation Fund Payment Schedule

Purpose	Issue Year	Orig. Amt. Issued / Interest Rate	F 2020	F 2021	F 2022	F 2023	F 2024	F 2025	Balance (2026-2029)	Total Outstanding (2020-2029)
PRINCIPAL										
Bonds 2001 - \$2m (Century Court 2)	2003	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bonds 2017 - \$23.12m (Hillsboro/Roads)	2017	\$ 1,271,600	\$ 116,484	\$ 122,309	\$ 128,424	\$ 134,845	\$141,587	\$144,419	\$ 310,862	\$ 954,511
Bonds 2019 - \$29.585m (Communications/Sanitation)	2019	\$ 1,600,000	\$ 125,000	\$ 115,000	\$ 125,000	\$ 130,000	\$135,000	\$140,000	\$ 970,000	\$ 1,600,000
Amount missing from detail									\$ -	\$ -
PRINCIPAL		\$ 4,871,600	\$ 241,484	\$ 237,309	\$ 253,424	\$ 264,845	\$276,587	\$284,419	\$1,425,281	\$ 2,698,930
INTEREST										
Bonds 2001 - \$2m (Century Court 2)	2003	Variable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bonds 2017 - \$23.12m (Hillsboro/Roads)	2017	2.73%	\$ 50,699	\$ 44,875	\$ 38,759	\$ 32,338	\$ 25,596	\$ 22,764	\$ 23,504	\$ 215,771
Bonds 2019 - \$29.585m (Communications/Sanitation)	2019		\$ 56,207	\$ 64,500	\$ 58,750	\$ 52,500	\$ 46,000	\$ 39,250	\$ 82,750	\$ 360,707
Amount missing from detail									\$ -	\$ -
INTEREST			\$ 106,906	\$ 109,375	\$ 97,509	\$ 84,838	\$ 71,596	\$ 62,014	\$ 106,254	\$ 576,478
PAYING AGENT & OTHER DEBT FEES										
Various			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PAYING AGENT & OTHER DEBT FEES			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES			\$ 348,390	\$ 346,684	\$ 350,933	\$ 349,683	\$348,183	\$346,433	\$1,062,116	\$ 2,805,989

Annual Debt Service - Sanitation Fund - FY 2020-2029



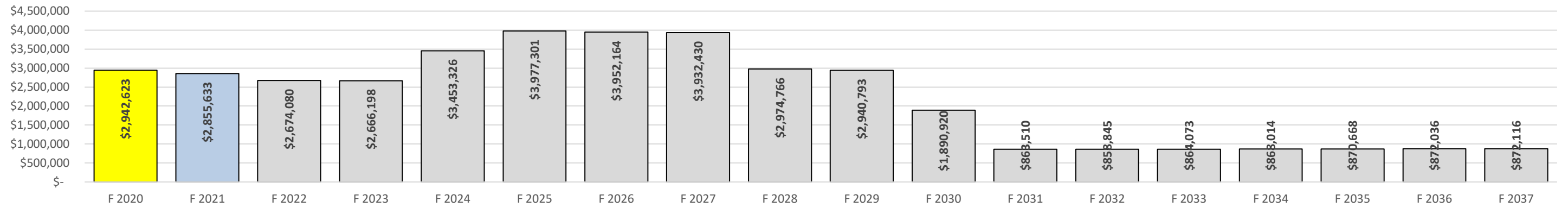


City of Franklin, Tennessee
FY 2021 Operating Budget

Debt Service Fund - Road Impact Payment Schedule

Purpose	Issue Year	Orig. Amt. Issued / Interest Rate	F 2020	F 2021	F 2022	F 2023	F 2024	F 2025	Balance (2026-2037)	Total Outstanding (2021-2037)
PRINCIPAL										
Bonds 2005 - \$4.5m (McEwen ROW) - 45%	2005	\$ 2,025,000	\$ 166,500	\$ 173,250					\$ -	\$ 339,750
Bonds 2007 - \$20m (Various) - 43%	2007	\$ 8,600,000						\$ 505,250	\$ 8,600,000	\$ 8,600,000
Bonds 2010 - \$15.725m (3rd Ave, Hillsboro) - 50%	2010	\$ 6,290,000					\$ 794,000	\$ 856,000	\$ 5,496,000	\$ 6,290,000
Bonds 2012 - \$22.5m (Various - Refunding)	2009 / 2012 (Refund)	\$ 11,475,000	\$ 780,300	\$ 795,600	\$ 813,450	\$ 831,300	\$ 849,150	\$ 867,000	\$ 2,654,550	\$ 6,724,350
Bonds 2019B - Refunding 2009 \$44M BAB	2019	\$ 7,937,240	\$ 705,840	\$ 659,130	\$ 692,000	\$ 724,870	\$ 759,470	\$ 797,530	\$ 4,395,930	\$ 7,937,240
PRINCIPAL		\$ 43,614,000	\$ 1,652,640	\$ 1,627,980	\$ 1,505,450	\$ 1,556,170	\$ 2,402,620	\$ 3,025,780	\$ 21,146,480	\$ 29,891,340
INTEREST										
Bonds 2005 - \$4.5m (McEwen ROW) - 45%	2005	Variable	\$ 12,401	\$ 3,214					\$ -	\$ 15,615
Bonds 2007 - \$20m (Various) - 43%	2007	Variable	\$ 343,140	\$ 343,140	\$ 343,140	\$ 343,140	\$ 343,140	\$ 343,140	\$ 2,601,859	\$ 4,317,559
Bonds 2010 - \$15.725m (3rd Ave, Hillsboro) - 50%	2010	4.625% - 5.375%	\$ 318,292	\$ 318,292	\$ 318,292	\$ 318,292	\$ 318,292	\$ 281,569	\$ 1,029,426	\$ 2,620,886
Bonds 2012 - \$22.5m (Various - Refunding)	2009 / 2012 (Refund)	2.13%	\$ 143,229	\$ 126,608	\$ 109,662	\$ 92,336	\$ 74,629	\$ 56,542	\$ 113,845	\$ 660,309
Bonds 2019B - Refunding 2009 \$44M BAB	2019	1.90%	\$ 472,071	\$ 435,549	\$ 396,686	\$ 355,410	\$ 313,195	\$ 268,820	\$ 838,496	\$ 2,811,407
INTEREST			\$ 1,289,133	\$ 1,226,803	\$ 1,167,780	\$ 1,109,178	\$ 1,049,256	\$ 950,071	\$ 4,583,626	\$ 10,425,776
PAYING AGENT & OTHER DEBT FEES										
Various			\$ 850	\$ 850	\$ 850	\$ 850	\$ 1,450	\$ 1,450	\$ 7,530	\$ 12,380
PAYING AGENT & OTHER DEBT FEES			\$ 850	\$ 850	\$ 850	\$ 850	\$ 1,450	\$ 1,450	\$ 7,530	\$ 12,380
TOTAL EXPENDITURES			\$ 2,942,623	\$ 2,855,633	\$ 2,674,080	\$ 2,666,198	\$ 3,453,326	\$ 3,977,301	\$ 25,737,636	\$ 40,329,496

Annual Debt Service - Road Impact Fund - FY 2020-2037





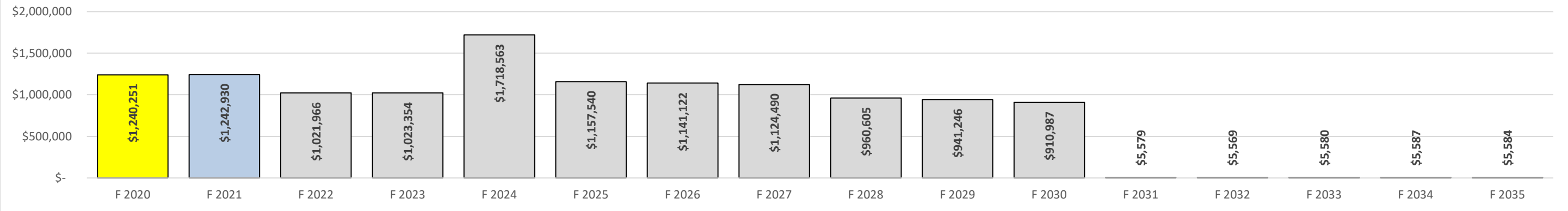
City of Franklin, Tennessee

FY 2021 Operating Budget

Debt Service Fund - Hotel / Motel Payment Schedule

Purpose	Issue Year	Orig. Amt. Issued / Interest Rate	F 2020	F 2021	F 2022	F 2023	F 2024	F 2025	Balance (2026-2035)	Total Outstanding (2021-2035)
PRINCIPAL										
Bonds 2005 - \$4.5m (Country Club) - 55%	2005	\$ 2,475,000	\$ 203,500	\$ 211,750					\$ -	\$ 415,250
Bonds 2010 - \$15.725m (Streetscape) - 50%	2010	\$ 5,503,750					\$ 694,750	\$ 749,000	\$ 4,060,000	\$ 4,754,750
Bonds 2010 - \$16.59m (Refund Harlinsdale) - 37.0%	2010 (Refund)	\$ 6,138,300	\$ 486,550	\$ 503,200	\$ 521,700	\$ 543,900	\$ 566,100		\$ -	\$ 2,621,450
Bonds 2012 - \$22.5m Refunding	2009 / 2012 (Refund)	\$ 1,800,000	\$ 122,400	\$ 124,800	\$ 127,600	\$ 130,400	\$ 133,200	\$ 136,000	\$ 280,400	\$ 918,800
Bonds 2015 - \$15m (Hillsboro & 3rd Ave Only)	2015	\$ 75,000	\$ 2,925	\$ 3,025	\$ 3,175	\$ 3,325	\$ 3,500	\$ 3,650	\$ 44,875	\$ 60,825
Bonds 2019B - Refunding 2009 \$44M BAB	2019	\$ 91,760	\$ 8,160	\$ 7,620	\$ 8,000	\$ 8,380	\$ 8,780	\$ 9,220	\$ 41,600	\$ 82,540
PRINCIPAL		\$ 16,259,810	\$ 823,535	\$ 850,395	\$ 660,475	\$ 686,005	\$ 1,406,330	\$ 897,870	\$ 4,426,875	\$ 8,853,615
INTEREST										
Bonds 2005 - \$4.5m (Country Club) - 55%	2005	Variable	\$ 15,157	\$ 7,729					\$ -	\$ 22,886
Bonds 2010 - \$15.725m (Streetscape) - 50%	2010	4.625% - 5.375%	\$ 278,505	\$ 278,505	\$ 278,505	\$ 278,505	\$ 278,505	\$ 246,373	\$ 654,373	\$ 2,046,898
Bonds 2010 - \$16.59m (Refund Harlinsdale) - 37.0%	2010 (Refund)	2.0% - 4.0%	\$ 94,332	\$ 79,735	\$ 59,607	\$ 38,739	\$ 16,983		\$ -	\$ 289,396
Bonds 2012 - \$22.5m Refunding	2009 / 2012 (Refund)	2.13%	\$ 22,467	\$ 19,860	\$ 17,202	\$ 14,484	\$ 11,706	\$ 8,869	\$ 8,989	\$ 94,708
Bonds 2015 - \$15m (Hillsboro & 3rd Ave Only)	2015	3.0% - 5.0%	\$ 2,407	\$ 2,319	\$ 2,168	\$ 2,009	\$ 1,843	\$ 1,668	\$ 8,434	\$ 19,179
Bonds 2019B - Refunding 2009 \$44M BAB	2019	1.90%	\$ 3,645	\$ 4,180	\$ 3,799	\$ 3,399	\$ 2,980	\$ 2,541	\$ 5,323	\$ 23,326
INTEREST			\$ 416,512	\$ 392,328	\$ 361,281	\$ 337,136	\$ 312,017	\$ 259,451	\$ 677,119	\$ 2,496,394
PAYING AGENT & OTHER DEBT FEES										
Various			\$ 204	\$ 207	\$ 210	\$ 213	\$ 216	\$ 219	\$ 2,355	\$ 3,405
PAYING AGENT & OTHER DEBT FEES			\$ 204	\$ 207	\$ 210	\$ 213	\$ 216	\$ 219	\$ 2,355	\$ 3,405
TOTAL EXPENDITURES			\$ 1,240,251	\$ 1,242,930	\$ 1,021,966	\$ 1,023,354	\$ 1,718,563	\$ 1,157,540	\$ 6,263,889	\$ 12,510,954

Annual Debt Service - Hotel/Motel Tax Fund - FY 2020-2035





File #: 20-0541

DATE: March 30, 2020

TO: Board of Mayor and Aldermen

FROM: Mike Lowe, Comptroller

SUBJECT:

Monthly Finance Reports For April 2020.

PURPOSE:

The purpose of this memo is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning critical revenue streams that influence performance versus budget.

BACKGROUND/STAFF COMMENTS:

The Finance Department and other departments of the City produce monthly reports on various revenues that the City receives. Those reports are included on the Budget & Finance committee agenda in order to keep the Committee apprised of revenue expectations and actual performance versus budgeted numbers.

Beginning with the executive summary, the reports include:

Schedule 1: Local Sales Tax - January 2020

Schedule 2: Building Permits - February 2020

Schedule 3: Road Impact Fees - February 2020

Schedule 4: Facilities Tax (City) - February 2020

Schedule 5: Facilities Tax (County) - February 2020

Schedule 6: Gasoline Taxes (State Street Aid Fund) - January 2020

Schedule 7: Conference Center - February 2020

Schedule 8: Grants Report - February 2020

Schedule 9: Summary of All Funds - January 2020

FINANCIAL IMPACT:

There is no financial impact from the reports. Reports are provided to show any variance from budget.

RECOMMENDATION:

There is no staff recommendation. Reports are for information only.



City of Franklin
Monthly Reports for April 2020
EXECUTIVE SUMMARY

Schedule 1: Local Sales Tax (January 2020)

The local sales tax remittance from the State of Tennessee for January 2020 sales (received by the City in March 2020) was \$2,822,778 compared to \$2,682,263 for the same month in 2019, a monthly year over year increase of \$140,515 or 5.2%.

The year-to-date increase over last fiscal year is 3.4%.

Schedule 2: Building Permits (February 2020)

2020 year-to-date is more than 2019 by 18.2%, and compared to 2020 budget is less by 5.0%.

Schedule 3: Road Impact Fees * (February 2020)

Combined 2020 year-to-date compared to 2019 is 49.0% more, and compared to 2020 budget is more by 29.5%. By quadrant, Arterial Area 2020 year-to-date compared to 2019 is 43.1% more, and compared to 2020 budget is more by 30.7%. Coll Area 1 2020 year-to-date compared to 2019 is 54.4% more, and compared to 2020 budget is 74.4% more; Coll Area 2 2020 year-to-date compared to 2019 is 71.1% more, and compared to 2020 budget is 168.0% more; Coll Area 3 2020 year-to-date compared to 2019 is 44.0% more, and compared to 2020 budget is 44.6% less; Coll Area 4 2020 year-to-date compared to 2019 is 4.1% less, and compared to 2020 budget is 86.7% less.

Schedule 4: Facilities Tax (City) * (February 2020)

2020 year-to-date compared to 2019 is 21.4% more, and compared to 2020 budget is more by 12.1%.

Schedule 5: Facilities Tax (County) * (February 2020)

2020 year-to-date compared to 2019 is 37.4% more, and compared to 2020 budget is less by 20.8%.

Schedule 6: Gasoline Taxes (State Street Aid Fund) (January 2020)

The gasoline tax remittance from the State of Tennessee for January 2020 sales (received by the City in March 2020) was \$217,951 compared to \$200,580 for the same month in 2019, an increase of \$17,371 or 8.7%.

For budget comparisons, the City anticipated collections of \$230,168 for January 2020, a difference of \$12,216 less, or 5.3%. The year-to-date increase over last fiscal year is 5.9%.

Schedule 7: Conference Center (February 2020)

The City's ½ share of the gain for February 2020 was \$63,595. In February 2019, the City's ½ share of the profit was \$60,530.

Schedule 8: City of Franklin Grants (February 2020)

The City currently has Thirty (30) Grants totaling \$61.7 million with \$39.0 million remaining to be spent.

Schedule 9: Summary of All Funds (January 2020)

As of January 2020, the City is showing a General Fund deficit of almost \$2.5m. January Includes \$1.47m for the 3rd bi-weekly payroll in January.

*** 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

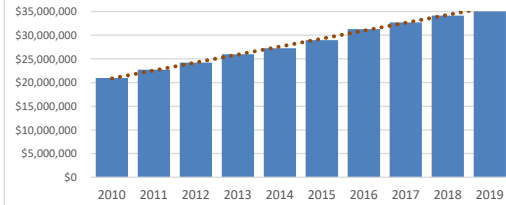
Account:

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 2020: The local sales tax remittance from the State of Tennessee for January 2020 sales (received by the City in March 2020) was \$2,822,778 compared to \$2,682,263 for the same month in 2019, a monthly year over year increase \$140,515, or 5.2% more. March receipts (January sales) are the seventh month of the FY 2020 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 2020, the funds foregone by the City and contributed to Schools is \$588,641. Total contribution to date to Schools from the City's portion is \$13,290,065.

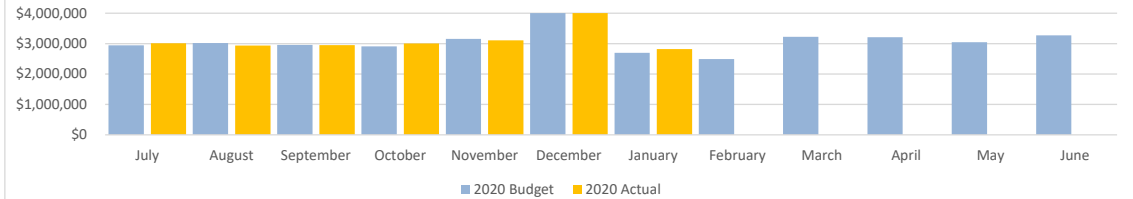
Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year	Contribution to County School Debt .5% Apr 2018-Mar 2021
2010	\$20,969,821	(\$182,733)	-0.9%	
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

Average Increase (Decrease) \$ 1,501,562 5.5% \$ 8,744,321

FY20 Month by Month Summary



Month	2019 Actual	2020 Budget	2020 Actual	\$ Inc./ (Dec.) from 2019 Actual	% Inc./ (Dec.) from 2019 Actual	\$ Inc./ (Dec.) from 2020 Budget	% Inc./ (Dec.) from 2020 Budget	Contribution to County School Debt .5% Apr 2018-Mar 2021
July	\$2,811,662	\$2,944,419	\$3,011,846	\$200,184	7.1%	\$67,427	2.3%	\$603,803
August	\$2,848,326	\$3,016,301	\$2,938,112	\$89,786	3.2%	(\$78,189)	-2.6%	\$590,327
September	\$2,933,410	\$2,958,481	\$2,947,162	\$13,752	0.5%	(\$11,319)	-0.4%	\$611,082
October	\$3,068,712	\$2,906,130	\$3,002,662	(\$66,050)	-2.2%	\$96,532	3.3%	\$627,304
November	\$3,026,420	\$3,158,930	\$3,109,876	\$83,455	2.8%	(\$49,055)	-1.6%	\$659,061
December	\$3,865,896	\$4,200,440	\$4,115,721	\$249,825	6.5%	(\$84,719)	-2.0%	\$865,522
January	\$2,682,263	\$2,694,869	\$2,822,778	\$140,515	5.2%	\$127,909	4.7%	\$588,641
February	\$2,622,735	\$2,492,689						
March	\$3,060,153	\$3,226,262						
April	\$3,034,501	\$3,210,927						
May	\$3,064,704	\$3,045,508						
June	\$3,149,396	\$3,269,030						
	\$36,168,178	\$37,123,985	\$21,948,157	\$101,638	3.4%	\$9,798	0.3%	\$4,545,740
	Total	Total	Total	Average	Average	Average	Average	Total
				\$711,468		\$68,587		
				Total		Total		



City of Franklin

Finance Department - Monthly Reports

Schedule 2:

Building Permits

Fund

General Fund

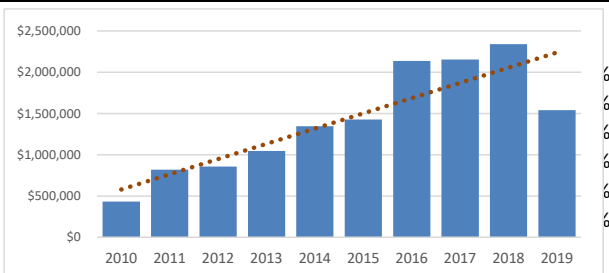
Account:

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 2020: 2020 year-to-date is more than 2019 by 18.2%, and compared to 2020 budget is less by 5.0%.

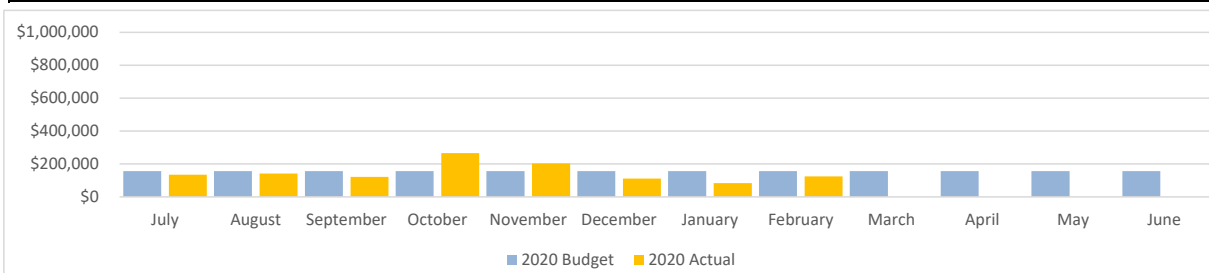
Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2010	\$430,901	(\$128,211)	-22.9%
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%

Average Increase (Decrease) \$ 98,054 15.4%

FY20 Month by Month Summary



Month	2019 Actual	2020 Budget	2020 Actual	\$ Inc./ (Dec.) from 2019 Actual	% Inc./ (Dec.) from 2019 Actual	\$ Inc./ (Dec.) from 2020 Budget	% Inc./ (Dec.) from 2020 Budget
July	\$107,435	\$156,354	\$134,388	\$26,953	25.1%	(\$21,966)	-14.0%
August	\$189,940	\$156,354	\$141,906	(\$48,034)	-25.3%	(\$14,448)	-9.2%
September	\$127,084	\$156,354	\$121,752	(\$5,332)	-4.2%	(\$34,602)	-22.1%
October	\$110,782	\$156,354	\$265,909	\$155,127	140.0%	\$109,555	70.1%
November	\$97,666	\$156,354	\$203,955	\$106,289	108.8%	\$47,601	30.4%
December	\$137,807	\$156,354	\$111,335	(\$26,472)	-19.2%	(\$45,019)	-28.8%
January	\$139,163	\$156,354	\$84,128	(\$55,035)	-39.5%	(\$72,226)	-46.2%
February	\$95,465	\$156,354	\$124,555	\$29,090	30.5%	(\$31,799)	-20.3%
March	\$97,262	\$156,354			0.0%		0.0%
April	\$137,829	\$156,354			0.0%		0.0%
May	\$181,594	\$156,354			0.0%		0.0%
June	\$117,628	\$156,354			0.0%		0.0%
	\$1,539,655 Total	\$1,876,250 Total	\$1,187,928 Total	\$22,823 Average \$182,586 Total	18.2% Average	(\$7,863) Average (\$62,905) Total	-5.0% Average



City of Franklin

Finance Department - Monthly Reports

Schedule 3:

Road Impact Fees

Fund

Road Impact

Account:

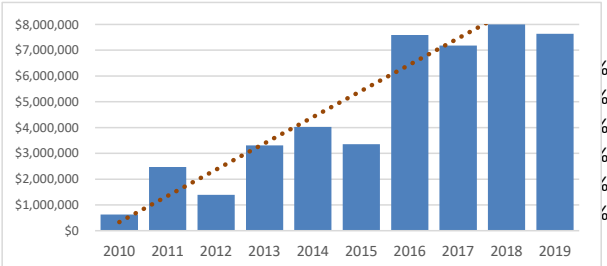
128-(32800-32804)-00000

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 2020: 2020 year-to-date compared to 2019 is 49.0% more, and compared to 2020 budget is more by 29.5%.

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.

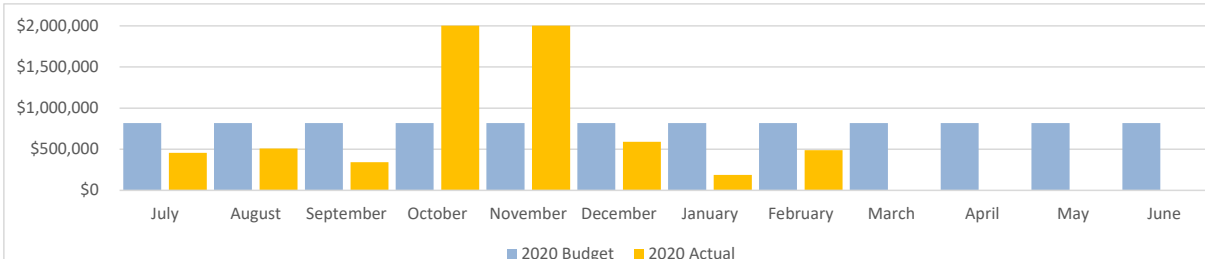
Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2010	\$629,194	\$202,278	47.4%
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%

Average Increase (Decrease) \$ 721,153 58.6%

FY20 Month by Month Summary



Month	2019 Actual	2020 Budget	2020 Actual	\$ Inc./ (Dec.) from 2019 Actual	% Inc./ (Dec.) from 2019 Actual	\$ Inc./ (Dec.) from 2020 Budget	% Inc./ (Dec.) from 2020 Budget
July	\$252,693	\$816,703	\$457,068	\$204,375	80.9%	(\$359,635)	-44.0%
August	\$1,496,451	\$816,703	\$508,801	(\$987,650)	-66.0%	(\$307,902)	-37.7%
September	\$918,650	\$816,703	\$342,306	(\$576,344)	-62.7%	(\$474,397)	-58.1%
October	\$365,085	\$816,703	\$3,287,061	\$2,921,976	800.4%	\$2,470,358	302.5%
November	\$440,428	\$816,703	\$2,600,341	\$2,159,913	490.4%	\$1,783,638	218.4%
December	\$1,429,104	\$816,703	\$591,841	(\$837,263)	-58.6%	(\$224,862)	-27.5%
January	\$560,956	\$816,703	\$187,810	(\$373,146)	-66.5%	(\$628,893)	-77.0%
February	\$218,728	\$816,703	\$488,494	\$269,766	123.3%	(\$328,209)	-40.2%
March	\$217,163	\$816,703			0.0%		0.0%
April	\$360,160	\$816,703			0.0%		0.0%
May	\$1,321,760	\$816,703			0.0%		0.0%
June	\$57,264	\$816,703			0.0%		0.0%
	\$7,638,442 Total	\$9,800,438 Total	\$8,463,722 Total	\$347,703 Average	49.0% Average	\$241,262 Average	29.5% Average
				\$2,781,627 Total		\$1,930,097 Total	



City of Franklin

Finance Department - Monthly Reports

Schedule 3A:

Arterial Area

Fund

Road Impact

Account:

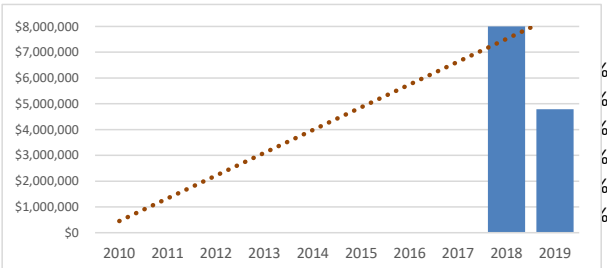
128-32800-00000

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.

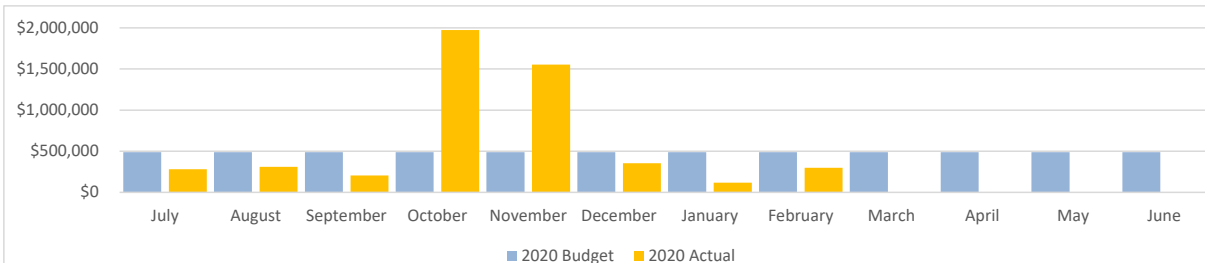
Monthly Report for April 2020: 2020 year-to-date compared to 2019 is 43.1% more, and compared to 2020 budget is more by 30.7%.

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



FY20 Month by Month Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2010	Breakdown between Quadrants began in FY 2019.		
2011			
2012			
2013			
2014			
2015			
2016			
2017			
2018	\$11,585,500	\$11,585,500	100.0%
2019	\$4,785,438	(\$6,800,062)	-58.7%

Average Increase (Decrease) \$ (6,800,062)

Month	2019 Actual	2020 Budget	2020 Actual	\$ Inc./ (Dec.) from 2019 Actual	% Inc./ (Dec.) from 2019 Actual	\$ Inc./ (Dec.) from 2020 Budget	% Inc./ (Dec.) from 2020 Budget
July	\$158,320	\$487,100	\$280,019	\$121,699	76.9%	(\$207,081)	-42.5%
August	\$905,319	\$487,100	\$310,836	(\$594,483)	-65.7%	(\$176,264)	-36.2%
September	\$507,202	\$487,100	\$205,476	(\$301,726)	-59.5%	(\$281,624)	-57.8%
October	\$265,677	\$487,100	\$1,973,736	\$1,708,059	642.9%	\$1,486,636	305.2%
November	\$353,686	\$487,100	\$1,552,456	\$1,198,770	338.9%	\$1,065,356	218.7%
December	\$855,136	\$487,100	\$354,347	(\$500,789)	-58.6%	(\$132,753)	-27.3%
January	\$378,228	\$487,100	\$117,719	(\$260,509)	-68.9%	(\$369,381)	-75.8%
February	\$136,113	\$487,100	\$299,720	\$163,607	120.2%	(\$187,380)	-38.5%
March	\$133,194	\$487,100	\$0		0.0%		0.0%
April	\$225,503	\$487,100	\$0		0.0%		0.0%
May	\$814,090	\$487,100	\$0		0.0%		0.0%
June	\$52,970	\$487,100	\$0		0.0%		0.0%
	\$4,785,438	\$5,845,202	\$5,094,309	\$191,829	43.1%	\$149,688	30.7%
	Total	Total	Total	Average	Average	Average	Average
				\$1,534,628		\$1,197,508	
				Total		Total	



City of Franklin

Finance Department - Monthly Reports

Schedule 3B:

Coll Area 1

Fund

Road Impact

Account:

128-32801-00000

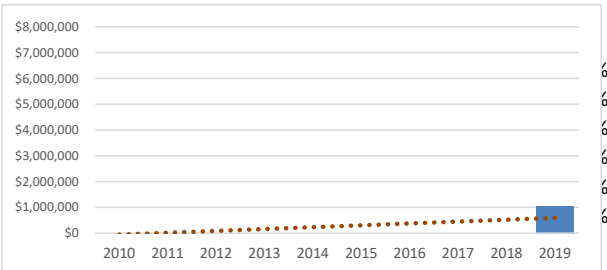
Summary: The Road Impact Fund is a special revenue fund created for the accounting of expenditures in accord with City Ordinance 88-13 on the proceeds of road impact fees from new development. These funds can be used to pay for new arterial roads, directly or through payment of debt service on bonds 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.

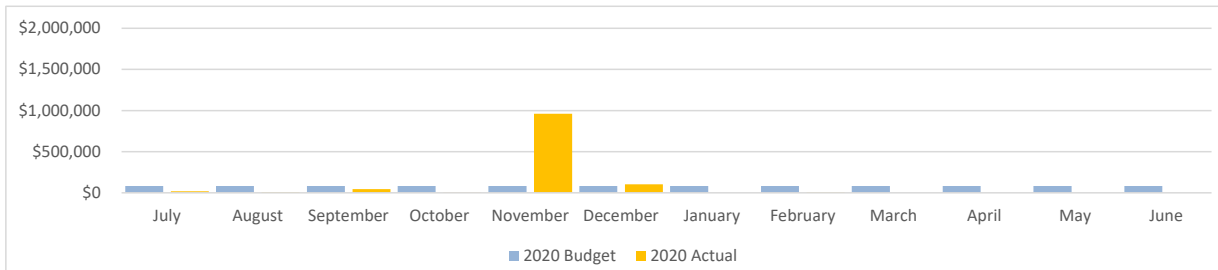
Monthly Report for April 2020: 2020 year-to-date compared to 2019 is 54.4% more, and compared to 2020 budget is more by 74.4%.

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
2010	Breakdown between Quadrants began in FY 2019.	\$0	100.0%
2011			
2012			
2013			
2014			
2015			
2016			
2017			
2018	\$0	\$0	
2019	\$1,057,313	\$1,057,313	100.0%

Average Increase (Decrease) \$ 1,057,313

Month	2019 Actual	2020 Budget	2020 Actual	\$ Inc./ (Dec.) from 2019 Actual	% Inc./ (Dec.) from 2019 Actual	\$ Inc./ (Dec.) from 2020 Budget	% Inc./ (Dec.) from 2020 Budget
July	\$6,680	\$82,401	\$18,633	\$11,953	178.9%	(\$63,768)	-77.4%
August	\$159,505	\$82,401	\$10,519	(\$148,986)	-93.4%	(\$71,882)	-87.2%
September	\$62,651	\$82,401	\$45,163	(\$17,488)	-27.9%	(\$37,238)	-45.2%
October	\$5,352	\$82,401	\$5,209	(\$143)	-2.7%	(\$77,192)	-93.7%
November	\$3,340	\$82,401	\$961,045	\$957,705	28673.8%	\$878,644	1066.3%
December	\$459,764	\$82,401	\$102,538	(\$357,226)	-77.7%	\$20,137	24.4%
January	\$10,020	\$82,401	\$0	(\$10,020)	-100.0%	(\$82,401)	-100.0%
February	\$37,391	\$82,401	\$6,680	(\$30,711)	-82.1%	(\$75,721)	-91.9%
March	\$3,340	\$82,401			0.0%		0.0%
April	\$3,340	\$82,401			0.0%		0.0%
May	\$302,590	\$82,401			0.0%		0.0%
June	\$3,340	\$82,401			0.0%		0.0%

\$1,057,313	\$988,809	\$1,149,787	\$50,636	54.4%	\$61,323	74.4%
Total	Total	Total	Average	Average	Average	Average
			\$405,084		\$490,581	
			Total		Total	



City of Franklin

Finance Department - Monthly Reports

Schedule 3C:

Coll Area 2

Fund

Road Impact

Account:

128-32802-00000

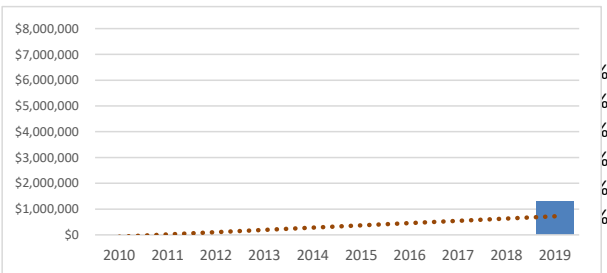
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Coll Area 2 - Area south of Murfreesboro Road/3rd Avenue South and east of Columbia Avenue/Columbia Pike and within the corporate boundaries of the city.

Monthly Report for April 2020: 2020 year-to-date compared to 2019 is 71.1% more, and compared to 2020 budget is more by 168.0%.

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.

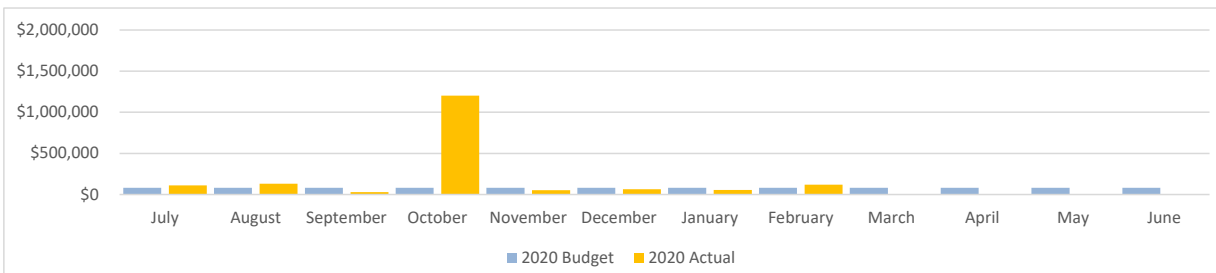
Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2010	Breakdown between Quadrants began in FY 2019.	\$0	100.0%
2011			
2012			
2013			
2014			
2015			
2016			
2017			
2018	\$0	\$0	
2019	\$1,282,977	\$1,282,977	100.0%

Average Increase (Decrease) \$ 1,282,977

FY20 Month by Month Summary



Month	2019 Actual	2020 Budget	2020 Actual	\$ Inc./ (Dec.) from 2019 Actual	% Inc./ (Dec.) from 2019 Actual	\$ Inc./ (Dec.) from 2020 Budget	% Inc./ (Dec.) from 2020 Budget
July	\$44,005	\$82,401	\$109,852	\$65,847	149.6%	\$27,451	33.3%
August	\$352,909	\$82,401	\$131,411	(\$221,498)	-62.8%	\$49,011	59.5%
September	\$326,636	\$82,401	\$30,060	(\$296,576)	-90.8%	(\$52,341)	-63.5%
October	\$55,244	\$82,401	\$1,203,446	\$1,148,202	2078.4%	\$1,121,045	1360.5%
November	\$70,042	\$82,401	\$53,440	(\$16,602)	-23.7%	(\$28,961)	-35.1%
December	\$94,164	\$82,401	\$63,460	(\$30,704)	-32.6%	(\$18,941)	-23.0%
January	\$74,426	\$82,401	\$54,927	(\$19,499)	-26.2%	(\$27,474)	-33.3%
February	\$15,164	\$82,401	\$120,170	\$105,006	692.5%	\$37,769	45.8%
March	\$51,587	\$82,401	\$0	\$0	0.0%	\$0	0.0%
April	\$102,476	\$82,401	\$0	\$0	0.0%	\$0	0.0%
May	\$127,724	\$82,401	\$0	\$0	0.0%	\$0	0.0%
June	(\$31,400)	\$82,401	\$0	\$0	0.0%	\$0	0.0%
	\$1,282,977 Total	\$988,809 Total	\$1,766,766 Total	\$91,772 Average	71.1% Average	\$138,445 Average	168.0% Average
				\$734,176 Total		\$1,107,560 Total	



City of Franklin

Finance Department - Monthly Reports

Schedule 3D:

Coll Area 3

Fund

Road Impact

Account:

128-32803-00000

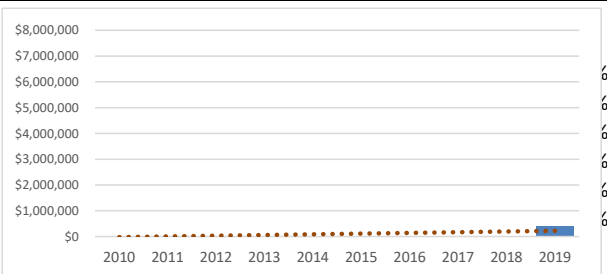
Summary: The Road Impact Fund is a special revenue fund created for the accounting of expenditures in accord with City Ordinance 88-13 on the proceeds of road impact fees from new development. These funds can be used to pay for new arterial roads, directly or through payment of debt service on bonds 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 2020: 2020 year-to-date compared to 2019 is 44.0% more, and compared to 2020 budget is less by 44.6%.

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.

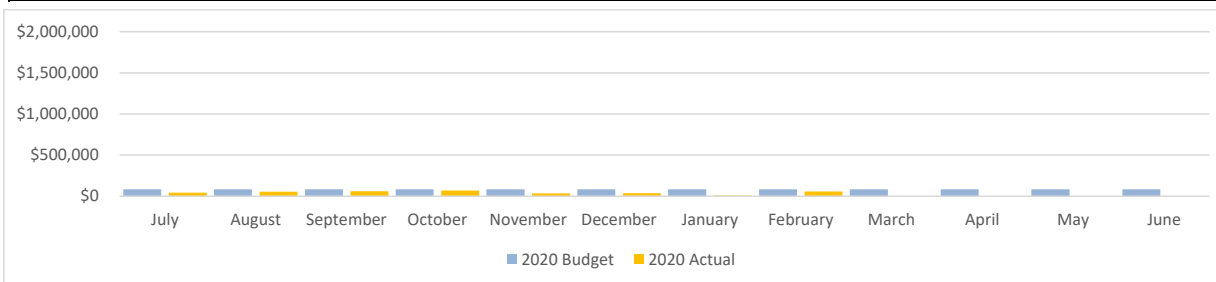
Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2010	Breakdown between Quadrants began in FY 2019.		
2011			
2012			
2013			
2014			
2015			
2016			
2017			
2018	\$0	\$0	
2019	\$396,897	\$396,897	100.0%

Average Increase (Decrease) \$ 396,897

FY20 Month by Month Summary



Month	2019 Actual	2020 Budget	2020 Actual	\$ Inc./ (Dec.) from 2019 Actual	% Inc./ (Dec.) from 2019 Actual	\$ Inc./ (Dec.) from 2020 Budget	% Inc./ (Dec.) from 2020 Budget
July	\$43,688	\$82,401	\$41,884	(\$1,804)	-4.1%	(\$40,517)	-49.2%
August	\$78,718	\$82,401	\$56,035	(\$22,683)	-28.8%	(\$26,366)	-32.0%
September	\$22,161	\$82,401	\$61,607	\$39,446	178.0%	(\$20,794)	-25.2%
October	\$38,812	\$82,401	\$68,431	\$29,619	76.3%	(\$13,970)	-17.0%
November	\$10,020	\$82,401	\$33,400	\$23,380	233.3%	(\$49,001)	-59.5%
December	\$13,360	\$82,401	\$36,546	\$23,186	173.5%	(\$45,855)	-55.6%
January	\$20,040	\$82,401	\$8,484	(\$11,556)	-57.7%	(\$73,917)	-89.7%
February	\$26,720	\$82,401	\$58,584	\$31,864	119.3%	(\$23,817)	-28.9%
March	\$28,207	\$82,401			0.0%		0.0%
April	\$28,841	\$82,401			0.0%		0.0%
May	\$63,996	\$82,401			0.0%		0.0%
June	\$22,334	\$82,401			0.0%		0.0%
	\$396,897 Total	\$988,809 Total	\$364,971 Total	\$13,932 Average	44.0% Average	(\$36,779) Average	-44.6% Average
				\$111,452 Total		(\$294,235) Total	



City of Franklin

Finance Department - Monthly Reports

Schedule 3E:

Coll Area 4

Fund

Road Impact

Account:

128-32804-00000

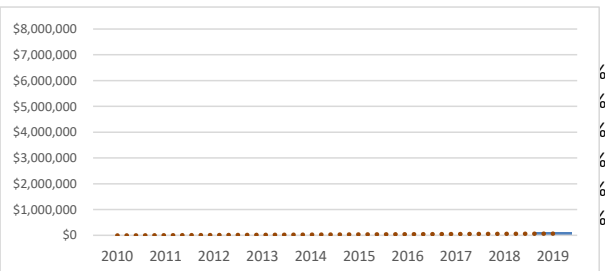
Summary: The Road Impact Fund is a special revenue fund created for the accounting of expenditures in accord with City Ordinance 88-13 on the proceeds of road impact fees from new development. These funds can be used to pay for new arterial roads, directly or through payment of debt service on bonds 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 2020: 2020 year-to-date compared to 2019 is 4.1% less, and compared to 2020 budget is less by 86.7%.

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.

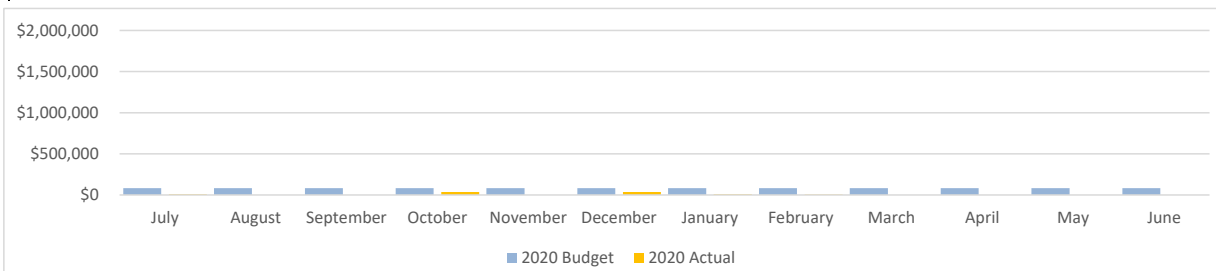
Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2010	Breakdown between Quadrants began in FY 2019.	\$0	100.0%
2011			
2012			
2013			
2014			
2015			
2016			
2017			
2018	\$0	\$0	
2019	\$115,817	\$115,817	100.0%

Average Increase (Decrease) \$ 115,817

FY20 Month by Month Summary



Month	2019 Actual	2020 Budget	2020 Actual	\$ Inc./ (Dec.) from 2019 Actual	% Inc./ (Dec.) from 2019 Actual	\$ Inc./ (Dec.) from 2020 Budget	% Inc./ (Dec.) from 2020 Budget
July	\$0	\$82,401	\$6,680	\$6,680	0.0%	(\$75,721)	-91.9%
August	\$0	\$82,401	\$0	\$0	0.0%	(\$82,401)	-100.0%
September	\$0	\$82,401	\$0	\$0	0.0%	(\$82,401)	-100.0%
October	\$0	\$82,401	\$36,239	\$36,239	0.0%	(\$46,162)	-56.0%
November	\$3,340	\$82,401	\$0	(\$3,340)	-100.0%	(\$82,401)	-100.0%
December	\$6,680	\$82,401	\$34,950	\$28,270	423.2%	(\$47,451)	-57.6%
January	\$78,242	\$82,401	\$6,680	(\$71,562)	-91.5%	(\$75,721)	-91.9%
February	\$3,340	\$82,401	\$3,340	\$0	0.0%	(\$79,061)	-95.9%
March	\$835	\$82,401			0.0%		0.0%
April	\$0	\$82,401			0.0%		0.0%
May	\$13,360	\$82,401			0.0%		0.0%
June	\$10,020	\$82,401			0.0%		0.0%
	\$115,817 Total	\$988,809 Total	\$87,889 Total	(\$464) Average (\$3,713) Total	-4.1% Average	(\$71,415) Average (\$571,317) Total	-86.7% Average



City of Franklin

Finance Department - Monthly Reports

Schedule 4:

Facilities Tax (City)

Fund

Facilities Tax

Account:

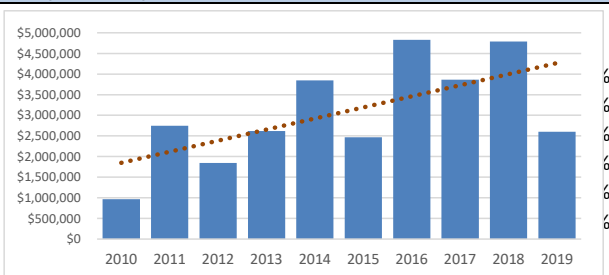
130-31600-00000

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 2020: 2020 year-to-date compared to 2019 is 21.4% more, and compared to 2020 budget is more by 12.1%.

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.

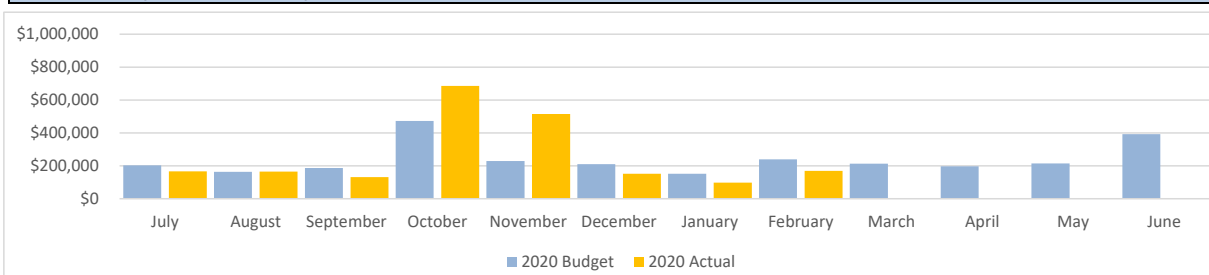
Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2010	\$963,748	(\$152,166)	-13.6%
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%

Average Increase (Decrease) **\$148,290** **24.6%**

FY20 Month by Month Summary



Month	2019 Actual	2020 Budget	2020 Actual	\$ Inc./ (Dec.) from 2019 Actual	% Inc./ (Dec.) from 2019 Actual	\$ Inc./ (Dec.) from 2020 Budget	% Inc./ (Dec.) from 2020 Budget
July	\$140,513	\$202,385	\$166,390	\$25,877	18.4%	(\$35,995)	-17.8%
August	\$337,384	\$163,437	\$165,263	(\$172,121)	-51.0%	\$1,826	1.1%
September	\$367,428	\$186,681	\$131,262	(\$236,166)	-64.3%	(\$55,419)	-29.7%
October	\$152,305	\$472,682	\$685,211	\$532,906	349.9%	\$212,529	45.0%
November	\$163,543	\$229,808	\$514,554	\$351,011	214.6%	\$284,746	123.9%
December	\$269,292	\$209,430	\$151,610	(\$117,682)	-43.7%	(\$57,820)	-27.6%
January	\$172,649	\$152,455	\$97,669	(\$74,980)	-43.4%	(\$54,786)	-35.9%
February	\$110,709	\$239,792	\$169,431	\$58,722	53.0%	(\$70,361)	-29.3%
March	\$108,211	\$213,053			0.0%		0.0%
April	\$201,792	\$197,174			0.0%		0.0%
May	\$418,449	\$215,084			0.0%		0.0%
June	\$156,535	\$393,019			0.0%		0.0%
	\$2,598,810	\$2,875,000	\$2,081,390	\$45,946	21.4%	\$28,090	12.1%
	<i>Total</i>	<i>Total</i>	<i>Total</i>	<i>Average</i>	<i>Average</i>	<i>Average</i>	<i>Average</i>
				\$367,567		\$224,720	
				<i>Total</i>		<i>Total</i>	



City of Franklin

Finance Department - Monthly Reports

Schedule 5:

Facilities Tax (County)

Fund

Facilities Tax (County)

Account:

132-31600-00000

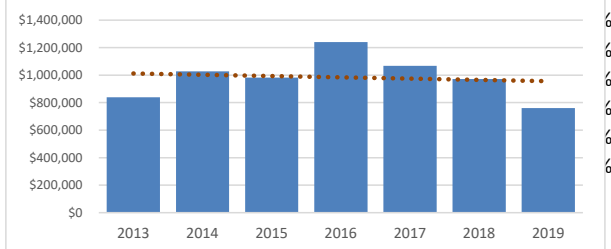
Summary: City's share of Williamson county's Adequate School Facilities Tax. 30% of the proceeds are distributed to the incorporated cities within the county, and an additional 30% is divided pro rata among the incorporated cities based on population in the last decennia census. All funds are to be used 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 2020: 2020 year-to-date compared to 2019 is 37.4% more, and compared to 2020 budget is 20.8% less.

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.

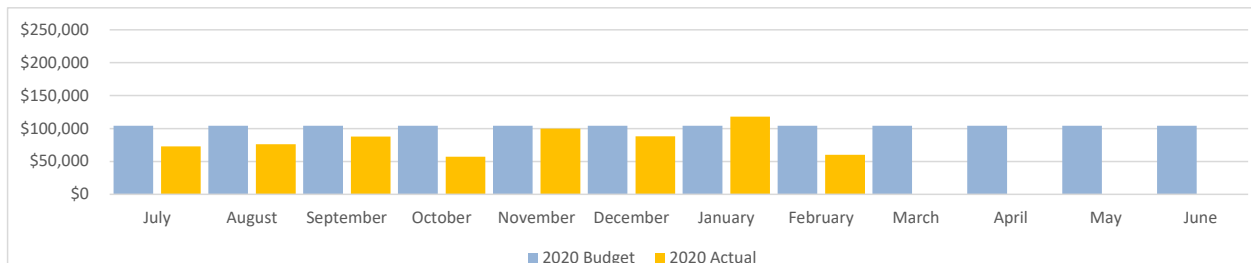
Yearly Summary



Fiscal Year	Amount	\$ Inc./ (Dec.) from Prior Year	% Inc./ (Dec.) from Prior Year
2010	County Facilities Tax receipts began in FY 2012.		
2011			
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%

Average Increase (Decrease) \$ 94,984 15.5%

FY20 Month by Month Summary



Month	2019 Actual	2020 Budget	2020 Actual	\$ Inc./ (Dec.) from 2019 Actual	% Inc./ (Dec.) from 2019 Actual	\$ Inc./ (Dec.) from 2020 Budget	% Inc./ (Dec.) from 2020 Budget
July	\$51,187	\$104,167	\$72,832	\$21,644	42.3%	(\$31,335)	-30.1%
August	\$79,084	\$104,167	\$76,092	(\$2,991)	-3.8%	(\$28,074)	-27.0%
September	\$68,790	\$104,167	\$87,657	\$18,867	27.4%	(\$16,510)	-15.8%
October	\$43,831	\$104,167	\$57,229	\$13,398	30.6%	(\$46,937)	-45.1%
November	\$69,138	\$104,167	\$99,791	\$30,653	44.3%	(\$4,376)	-4.2%
December	\$45,344	\$104,167	\$88,107	\$42,763	94.3%	(\$16,060)	-15.4%
January	\$47,808	\$104,167	\$118,070	\$70,262	147.0%	\$13,904	13.3%
February	\$74,888	\$104,167	\$59,955	(\$14,933)	-19.9%	(\$44,211)	-42.4%
March	\$56,458	\$104,167			0.0%		0.0%
April	\$77,232	\$104,167			0.0%		0.0%
May	\$74,164	\$104,167			0.0%		0.0%
June	\$71,947	\$104,167			0.0%		0.0%
	\$759,873	\$1,250,000	\$659,734	\$22,458	37.4%	(\$21,700)	-20.8%
	Total	Total	Total	Average	Average	Average	Average
				\$179,663		(\$173,599)	
				Total		Total	



City of Franklin

Finance Department - Monthly Reports

Schedule 6:

Gasoline Tax

Fund

Street Aid

Account:

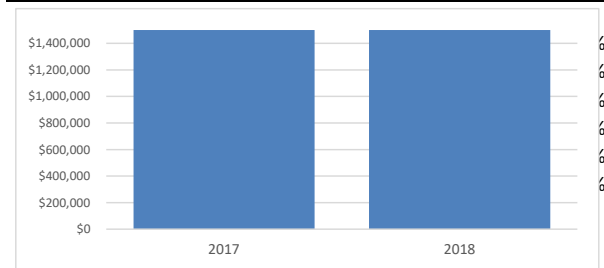
121-33220-00000

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 2020: The gasoline tax remittance from the State of Tennessee for January 2020 sales (received by the City in March 2020) was \$217,951 compared to \$200,580 for the same month in 2019, an increase of \$17,371 or 8.7%.

For budget comparisons, the City anticipated collections of \$230,168 for January 2020, a difference of \$12,216 less, or 5.3%.

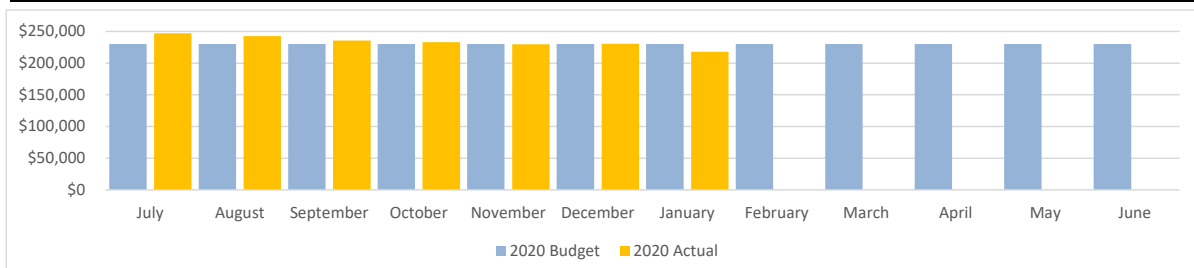
Yearly Summary



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%

Average Increase (Decrease) \$ 223,734 10.9%

FY20 Month by Month Summary



Month	2019 Actual	2020 Budget	2020 Actual	\$ Inc./ (Dec.) from 2019 Actual	% Inc./ (Dec.) from 2019 Actual	\$ Inc./ (Dec.) from 2020 Budget	% Inc./ (Dec.) from 2020 Budget
July	\$229,765	\$230,168	\$246,917	\$17,153	7.5%	\$16,750	7.3%
August	\$232,096	\$230,168	\$242,660	\$10,564	4.6%	\$12,492	5.4%
September	\$221,623	\$230,168	\$235,580	\$13,956	6.3%	\$5,412	2.4%
October	\$220,706	\$230,168	\$233,080	\$12,374	5.6%	\$2,913	1.3%
November	\$215,260	\$230,168	\$229,634	\$14,373	6.7%	(\$534)	-0.2%
December	\$225,152	\$230,168	\$230,395	\$5,243	2.3%	\$227	0.1%
January	\$200,580	\$230,168	\$217,951	\$17,371	8.7%	(\$12,216)	-5.3%
February	\$177,657	\$230,168			0.0%		0.0%
March	\$233,543	\$230,168			0.0%		0.0%
April	\$220,703	\$230,168			0.0%		0.0%
May	\$231,331	\$230,168			0.0%		0.0%
June	\$222,579	\$230,168			0.0%		0.0%

\$2,630,997

Total

\$2,762,012

Total

\$1,636,218

Total

\$13,005

Average

\$91,035

Total

5.9%

Average

\$3,578

Average

\$25,044

Total

1.6%

Average



City of Franklin

Finance Department - Monthly Reports

Schedule 7:

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 2020: The gain for February 2020 was \$63,595 compared to a gain of \$60,530 for the same month in 2019, an increase of \$3,065.

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					5,330,593
House Profit	(32,143)	192,021	247,417	322,294	91,459	143,109	158,609	230,164					1,352,930
Less: Fixed Expenses	77,998	59,227	69,174	84,160	75,852	72,130	56,634	65,409					560,584
Net Income	(11,141)	132,794	178,243	238,134	15,607	70,979	101,975	164,755					891,346
Less: FF&E Reserve 5%	16,386	33,025	41,244	44,691	28,123	33,775	31,723	37,566					266,533
Net Cash Flow	(126,527)	99,769	136,999	193,443	(12,516)	37,204	70,252	127,189					525,813
City 1/2	(63,264)	49,885	68,500	96,722	(6,258)	18,602	35,126	63,595	-	-	-	-	262,907

MONTHLY - Conference Center Financials Jul 18-Jun 19

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Total
Gross Revenue	492,195	612,483	723,636	1,041,368	751,123	619,487	623,067	795,028	399,232	547,902	686,968	571,951	7,864,440
House Profit	(55,739)	59,945	107,894	403,784	231,952	115,227	129,014	229,252	(12,067)	112,119	168,318	155,870	1,645,569
Less: Fixed Expenses	19,479	20,515	(11,327)	64,745	66,791	66,190	64,417	68,441	65,362	74,909	72,741	68,811	641,074
Net Income	(75,218)	39,433	117,014	339,039	165,161	49,037	64,597	160,811	(77,429)	37,210	95,577	87,059	1,002,291
Less: FF&E Reserve 5%	24,610	30,530	36,276	52,068	37,581	30,663	31,153	39,751	19,962	27,395	34,348	28,598	392,935
Net Cash Flow	(99,828)	8,903	80,738	286,971	127,580	18,374	33,444	121,060	(97,391)	9,815	61,229	58,461	609,356
City 1/2	(49,914)	4,452	40,369	143,486	63,790	9,187	16,722	60,530	(48,696)	4,908	30,615	29,231	304,678

MONTHLY Differences - Conference Center Financials

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
City 1/2 Difference	(13,350)	45,433	28,131	(46,764)	(70,048)	9,415	18,404	3,065				



City of Franklin
Finance Department - Monthly Reports

Schedule 8:

City of Franklin Grants February 2020 as of March 9, 2020

	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	\$239,257	=	\$239,257	+	\$0	+	\$7,490
1b	CBDG	BNS	Kathleen Sauseda	\$264,629	\$201,314	=	\$201,314	+	\$0	+	\$63,315
1c	CBDG	BNS	Kathleen Sauseda	\$274,706	\$270,704	=	\$270,704	+	\$0	+	\$4,002
1d	CBDG	BNS	Kathleen Sauseda	\$280,410	\$277,410	=	\$277,410	+	\$0	+	\$3,000
1e	CBDG	BNS	Kathleen Sauseda	\$263,690	\$253,690	=	\$253,690	+	\$0	+	\$10,000
1f	CBDG	BNS	Kathleen Sauseda	\$318,360	\$230,820	=	\$303,403	+	\$0	+	\$87,540
2	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	\$720,000	\$135,410	=	\$118,885	+	\$14,678	+	\$584,590
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	\$315,945	=	\$191,967	+	\$81,934	+	\$964,055
4	SR-96 (Murfreesboro Rd) Traffic Signal Improvements	Engineering	Adam Moser	\$1,586,600	\$0	=	\$0	+	\$0	+	\$1,586,600
5	SR-96 Multi-Use Trail	Engineering	David Hodnett	\$1,800,000	\$0	=	\$0	+	\$0	+	\$1,800,000
6	McEwen Drive from Cool Springs Boulevard/Oxford Drive to SR-252 Franklin, Williamson County	Engineering	David Hodnett	\$10,000,000	\$0	=	\$0	+	\$0	+	\$10,000,000
7	Safe Routes to School Project, Hunters Bend Elementary (SRTS)	Engineering (SRTS)	Jonathan Marston	\$596,322	\$559,823	=	\$559,823	+	\$0	+	\$36,499
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	\$11,659,058	=	\$11,601,460	+	\$0	+	\$2,512,946
9	SR-6 (Columbia Ave) from SR-397 (Mack Hatcher Pkwy) to Downs Blvd ONLY DESIGN	Engineering	William Banks	\$21,000,000	\$1,900,192	=	\$1,323,211	+	\$0	+	\$19,099,808
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
13	Sound Off with Home Fire Safety Patrol	Fire	Joanne Finn	\$1,000	\$1,000	=	\$1,000	+	\$0	+	\$0
14	TAEP Community Tree Planting	Parks	Alyssa Dillon	\$6,525	\$5,448	=	\$5,448	+	\$0	+	\$1,077



City of Franklin
Finance Department - Monthly Reports

Schedule 8:

City of Franklin Grants February 2020 as of March 9, 2020

	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)
15	Acquisition of Spivey Tract	Parks	Alyssa Dillon	\$637,500	\$637,500	=	\$637,500	+	\$0	\$0
16	Hayes House Window Restoration	Planning	Amanda Rose	\$22,200	\$14,280	=	\$14,280	+	\$0	\$7,920
17	Hincheyville Historic District	Planning	Amanda Rose	\$6,000	\$4,770	=	\$4,770	+	\$0	\$1,230
17	Tree Planting	Parks	Paige Cruse	\$19,350	\$18,884	=	\$18,884	+	\$0	\$466
18	Harlinsdale Restoration - PREPAYMENT	Parks	Paige Cruse	\$0	\$0	=	(\$100,000)	+	\$0	(\$100,000)
19	Governor's Highway Safety Office-Franklin Fight Against Impaired Driving	Police	Rachel Gober	\$25,000	\$6,615	=	\$6,615	+	\$0	\$18,385
20	Governor's Highway Safety Office-Network Coordinator	Police	Rachel Gober	\$20,000	\$11,753	=	\$11,753	+	\$0	\$8,247
21	Governor's Highway Safety Office-Network Coordinator	Police	Rachel Gober	\$20,000	\$5,435	=	\$5,426	+	(\$9)	\$14,565
22	Bulletproof Vest	Police	Will McCarville	\$3,518	\$3,518	=	\$3,518	+	\$0	\$0
23	Replacement Vehicle - PM- Planning & Equipment	Transit	Kelly Bair	\$714,640	\$685,850	=	\$685,850	+	\$0	\$28,790
24	Allocation for 5307 FY2012	Transit	Kelly Bair	\$1,915,995	\$1,323,649	=	\$1,323,649	+	\$0	\$592,346
25	FY 14 5307 Allocation	Transit	Kelly Bair	\$1,715,113	\$854,690	=	\$839,813	+	\$14,876	\$860,423
26	FY 16 5307 Allocation	Transit	Kelly Bair	\$995,235	\$704,636	=	\$703,875	+	\$260	\$290,599
27	FY 2015 5339 - Capital Cost of Leasing	Transit	Kelly Bair	\$112,500	\$76,152	=	\$78,501	+	\$671	\$36,348
28	5307 FY Application	Transit	Kelly Bair	\$969,118	\$961,368	=	\$961,368	+	\$0	\$7,750
29	5307 FY Application	Transit	Kelly Bair	\$1,325,546	\$906,455	=	\$906,455	+	\$0	\$419,091
30	FY 2019 Urban Operating Assistance Program	Transit	Kelly Bair	\$266,900	\$266,900	=	\$266,900	+	\$0	\$0
30	FY 2020 Urban Operating Assistance Program	Transit	Kelly Bair	\$270,900	\$270,900	=	\$270,900	+	\$0	\$0
	TOTALS			\$61,703,189	\$22,656,106		\$21,761,476		\$191,243	(\$17,402)
										\$39,047,083

Harlinsdale Farm Trail and Bridge Project - Paul (Engineering) is still working on the grant agreement - as of 4/15/19

Mack Hatcher: The estimated cost above excludes \$46,200,000.00 to be paid 100% by the state for construction and \$1,250,000.00 will be paid by Westhaven. The total estimated cost is \$66,622,004.00



City of Franklin

Finance Department - Monthly Reports

Schedule 9:

Summary of All Funds - January 2020

Fund	Beg Fund Balance	Revenue	Expenditures	End Fund Balance	Change
General	\$53,201,973	\$43,690,255	\$46,176,277	\$50,715,951	(\$2,486,022)
Street Aid	\$496,410	\$2,678,224	\$1,048,540	\$2,126,094	\$1,629,684
Sanitation & Envir. Services.	\$1,957,563	\$5,334,955	\$5,590,601	\$1,701,917	(\$255,646)
Road Impact	\$16,589,763	\$8,225,956	\$2,931,658	\$21,884,061	\$5,294,298
Facilities Tax	\$15,091,277	\$2,100,964	\$5,350,498	\$11,841,743	(\$3,249,534)
County Facilities Tax	\$3,958,958	\$654,069	\$1,285,000	\$3,328,027	(\$630,931)
Stormwater	\$3,800,010	\$1,523,999	\$2,687,207	\$2,636,802	(\$1,163,208)
Drug	\$438,184	\$66,640	\$64,506	\$440,318	\$2,134
Hotel/Motel	\$7,671,058	\$2,438,372	\$2,240,263	\$7,869,167	\$198,109
Parkland Dedication	\$8,005,878	\$1,585,508	\$1,451,508	\$8,139,878	\$134,000
Transit	\$817,649	\$1,474,909	\$1,515,253	\$777,305	(\$40,344)
CDBG	\$100,451	\$169,778	\$165,119	\$105,110	\$4,659
Debt Service	\$372,887	\$53,565,703	\$44,021,861	\$9,916,729	\$9,543,842
Capital Projects - Fund 310 (Multi-Purpose)	\$2,009,957	\$10,817,724	\$2,220,144	\$10,607,537	\$8,597,580
Capital Projects - Fund 311 (2017 Bonds)	\$3,454,412	\$35,233	\$2,991,026	\$498,619	(\$2,955,793)
Capital Projects - Fund 312 (2019 Bonds)	\$30,466,890	\$459,883	\$3,431,696	\$27,495,077	(\$2,971,813)
Water & Wastewater Operations	*	\$42,679,677	\$44,270,774	*	(\$1,591,097)
Water & Wastewater Dev. Fees	*	\$2,012,988	\$575,758	*	\$1,437,230

* As an enterprise fund (which is similar to a private business), Water & Wastewater does not have a fund balance.