



March 19, 2026

Board of Commissioners
6:30 PM

City Hall - Massie Chambers

Agenda:

1. Call to order by the Mayor

Prayer

Pledge of Allegiance
2. Roll call by the Recorder.
3. Comments from citizens.
4. Comments of the City Manager and staff.
5. Reports and comments from committees, members of the Board of Commissioners and other officers.
6. Consent agenda items.
7. Unfinished Business.
 - a. Consider Ordinance 26-1133, an ordinance to amend Ordinance 23-1076, an ordinance to amend Title 12, Chapter 1, of the Goodlettsville Municipal Code, being the Standard Building Code for the City of Goodlettsville.
SECOND READING
 - b. Consider Ordinance 26-1135, an ordinance of the City of Goodlettsville, Tennessee, Board of Commissioners, amending the Goodlettsville Municipal Code relating to Emergency Services by creating a new Title 21 entitled Emergency Services and Chapter 1; establishing definitions; authorizing emergency powers of the City Manager; and providing for an effective date.
SECOND READING

- c. Consider Resolution 26-1319, a resolution of the Board of Commissioners of the City of Goodlettsville, Tennessee, to establish an Infrastructure Development District relating to the residential development, Copper Valley, located on Moncrief Avenue and being developed by Last of the Loggers, a Limited Liability Corporation.

8. New Business.

- a. Consider Ordinance 26-1136, an ordinance to amend the official Zoning Map of Goodlettsville adopted per Ordinance 15-851 by changing the zoning of a property on Springfield Highway 41/SR 11 from CPUD, Commercial Planned Unit Development Limited to CG, Commercial General. **FIRST READING**
- b. Consider Ordinance 26-1137, an ordinance to amend the official Zoning Map of Goodlettsville adopted per Ordinance 15-851 by changing the zoning of property on Dry Creek Road from HDRPUD, High Density Residential Planned Unit Development to CPUD, Commercial Planned Unit Development. **FIRST READING**
- c. Consider Ordinance 26-1138, an ordinance to amend the official Zoning Map of Goodlettsville adopted per Ordinance 15-851 by changing the zoning of a property on Dry Creek Road and Old Dickerson Road from HDRPUD, High Density Residential Planned Unit Development to MDRPUD, Medium Density Residential Planned Unit Development and Dry Creek Farms Master Plan amendment. **FIRST READING**
- d. Consider Ordinance 26-1139, an ordinance of the City of Goodlettsville, Tennessee amending the fiscal year 2025-2026 budget, passed by Ordinance 25-1112. **FIRST READING**
- e. Consider Resolution 26-1322, a resolution of the Board of Commissioners of the City of Goodlettsville expressing opposition to Tennessee Senate Bill 2311 and Tennessee House Bill 2419 regarding county approval of municipal annexations within established Urban Growth Boundaries.
- f. Consider Resolution 26-1323, a resolution of the Board of Commissioners of the City of Goodlettsville expressing opposition to Tennessee Senate Bill 2064 and Tennessee House Bill 1873 relating to the imposition of a property tax cap on local governments.
- g. Consider Resolution 26-1324, a resolution of the City of Goodlettsville, Tennessee, Board of Commissioners establishing a policy allowing governing body members to participate in meetings by electronic means under specific circumstances.
- h. Consider Resolution 26-1325, a resolution declaring certain property surplus to the needs of the City of Goodlettsville and calling for its disposal by online auction or any other reasonable manner.
- i. Consider Resolution 26-1326, a resolution of the City of Goodlettsville, Tennessee, Board of Commissioners confirming compliance and review of

financial policies and authorizing an application for the Comptroller's Financial Excellence Award.

- j. Consider Resolution 26-1327, a resolution of the City of Goodlettsville, Tennessee, Board of Commissioners approving a contract with the State of Tennessee for an America 250 Grant as a part of the Semi-Quincentennial Celebration.

9. Adjournment.

For more information regarding this agenda, please contact the city recorder by email at:

abaker@goodlettsville.gov

A government committed to operating with efficiency and integrity in all we do as we strive to enhance the quality of life for the community we serve.

105 S. Main Street – Goodlettsville, TN 37072 – 615-851-2200 – Fax 615-851-2212

www.goodlettsville.gov



AGENDA SUMMARY SHEET

**Board of Commissioners
City of Goodlettsville**

<p><u>SUBJECT TITLE:</u> Ordinance 26-1133 An ordinance to amend Ordinance 23-1076, being an ordinance to amend Title 12, Chapter 1, of the Goodlettsville Municipal Code, being the Standard Building Code for the City of Goodlettsville. SECOND READING</p> <p><u>PRESENTED BY:</u> Tim Ellis, City Manager</p>	<p>Agenda Item: Ordinance 26-1133</p> <p>Dept. of Origin: Community Development</p> <p>For Agenda of: March 19, 2026</p> <p>Originator: Mike Bauer</p> <p>Cost of Item: N/A</p>
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AGENDA ITEM ATTACHMENTS:

Ordinance 26-1133

SUMMARY STATEMENT:

An ordinance to amend Ordinance 23-1076, being an ordinance to amend Title 12, Chapter 1, of the Goodlettsville Municipal Code, being the Standard Building Code for the City of Goodlettsville

FINANCIAL SUMMARY:

N/A

RECOMMENDED ACTION:

Staff recommends approval of Ordinance 26-1133.

ORDINANCE 26-1133

AN ORDINANCE TO AMEND ORDINANCE NO. 23-1076, BEING AN ORDINANCE TO AMEND TITLE 12, CHAPTER 1, OF THE GOODLETTSVILLE MUNICIPAL CODE, BEING THE STANDARD BUILDING CODE FOR THE CITY OF GOODLETTSVILLE

WHEREAS, by ordinance No. 23-1076, passed on second reading on January 11, 2024, the City of Goodlettsville adopted the 2018 Edition of the International Code Council (ICC) Building Code, Residential Code, Fuel Gas Code, Mechanical Code, Plumbing Code, Existing Building Code, Energy Conservation Code, Property maintenance Code, Fire Code and the ICC / ANSI A117.1-2003 (Standard on Accessible and Usable Buildings and Facilities), and

WHEREAS, all previously mentioned codes and standards were adopted by reference as though fully copied in ordinance No. 23-1076, and

WHEREAS, the ICC has published updated editions of the previously mentioned codes and standards and has designated them as 2024 Editions, and

WHEREAS, the best interests of the City of Goodlettsville and its citizens are served by adopting the updated versions of the previously mentioned codes and standards;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE THAT:

1. Goodlettsville Municipal Code Section 12-101(Building code and one and two family dwelling code) is amended by deleting the existing section and substituting in its place the following:
 - a. The 2024 Edition of the ICC International Building Code.
 - b. The 2024 Edition of the ICC International Residential Code.
 - c. The 2024 Edition of the ICC International Fuel Gas Code
 - d. The 2024 Edition of the ICC International Mechanical Code
 - e. The 2024 Edition of the ICC International Plumbing Code
 - f. The 2024 Edition of the ICC International Existing Building Code
 - g. The 2024 Edition of the ICC International Property maintenance Code
 - h. The 2018 Edition of the ICC International Energy Conservation Code
 - I. The 2024 Editon of the ICC International Pool and Spa Code.
 - J. The 2017 ICC / ANSI A117.1 – (Standard on Accessible and Usable Buildings and Facilities).

BE IT FURTHER ORDAINED THAT EACH CODE AND STANDARD PREVIOUSLY MENTIONED IS ADOPTED BY REFERENCE AS THOUGH FULLY COPIED HEREIN.

BE IT FURTHER RESOLVED THAT SECTION 12-102 OF THE GOODLETTSVILLE MUNICIPAL CODE IS AMENDED BY DELETING THE ENTIRE PARAGRAPH AND REPLACING IT WITH THE FOLLOWING:

Within said ICC 2024 International Building Code and the ICC 2024 International Residential Code, and any subsequent revisions or additions thereunto, when reference is made to the duties of certain officials names therein, that designated official of the City of Goodlettsville, Tennessee, who has duties corresponding to those of the named official in said code shall be deemed to be the responsible official insofar as enforcing the provisions of said code are concerned.

BE IT FURTHER RESOLVED THAT THE 2024 INTERNATIONAL BUIDLING CODE IS AMENDED WITH THE FOLLOWING STIPULATIONS:

1. Appendix I (Patio Covers) is adopted by reference.
2. Delete Section 1612 Flood Loads. (Locally adopted Flood Ordinance will be used).
3. Section 202 Definitions: added two items
 - a. NORMAL MAINTENANCE REPAIRS – shall be defined as repairs to an existing building or structure, including but not limited to exterior and interior painting, papering, and window and door maintenance, minor repairs to chimneys, stairs, porches, floor re-finishing, underpinning, and re-roofing. The replacement of roof sheathing over 100 square feet, as well as the alteration or movement of any structural building components, **does not** fall under the purview of normal maintenance.
 - b. TEMPORARY – shall mean no longer than 90 calendar days.

BE IT FURTHER RESOLVED THAT THE 2024 INTERNATIONAL RESIDENTIAL CODE IS AMENDED WITH THE FOLLOWING STIPULATIONS:

1. Appendix BF- Patio Covers
2. Appendix BE - Radon control methods (Davidson County Only)
3. Chapter 2 - Definitions: added two items
 - a. NORMAL MAINTENANCE REPAIRS – shall be defined as repairs to an existing building or structure, including but not limited to exterior and interior painting, papering, and window and door maintenance, minor repairs to chimneys, stairs, porches, floor re-finishing, underpinning, and re-roofing. The replacement of roof sheathing, as well as the alteration or movement of any structural building components, **does not** fall under the purview of normal maintenance.
 - b. TEMPORARY – shall mean no longer than 90 calendar days.

4. Table R301.2

Climatic and Geographic Design Criteria

Ground Snow Load	15 pounds
Wind speed	105 mph
Topographic effects	No
Special Wind Region	No
Windborne Debris Zone	No
Seismic Design Category	C
Subject to Damage from Weathering	Severe
Subject to Damage from frost line depth (inches)	12 inches
Subject to Damage from Termites	Heavy
Winter Design Temp (degrees)	14 Degrees, Fahrenheit
Ice Barrier Underlayment Required	No
Flood Hazards	See City Flood Ordinance
Air Freezing Index	366
Mean Annual Temperature	59 Degrees Fahrenheit
Manual J Design Criteria Elevation (feet)	640
Latitude (Degrees North)	36
Winter Heating	14
Summer Cooling	94
Altitude Correction Factor	*
Indoor Design Temperature	70
Design Temperature Cooling	75
Heating Temperature Difference	*
Cooling Temperature Difference	*
Wind Velocity Cooling	*
Coincident Wet Bulb	74
Daily Range	M
Winter Humidity	*
Summer Humidity	*

*This value to be determined using Manual J Design criteria.

5. Section R306 of the 2024 Edition of the International Residential Code for one and two Family Dwellings is hereby amended by deleting Section R306 in its entirety. The City of Goodlettsville Adopted Flood Ordinance will be the ruling document.

Section R317.5 of the 2024 Edition of the International Residential Code for one and two Family Dwellings is hereby amended by deleting Section R317.5 in its entirety.

6. Section R309 of the 2024 Edition of the International Residential Code for one and two Family Dwellings is hereby amended by creating a new Section R309.1.

Section R309.1 Townhouse automatic fire sprinkler systems. A townhouse shall be considered a separate building with independent exterior walls and shall be separated by a two-hour fire-resistance rated wall assembly. A townhouse shall be built according to local and statewide adopted building codes; provided, however a fire sprinkler system shall not be required for a townhouse. For the purposes of this Code, “townhouse” means a single family dwelling unit constructed in a group of three (3) or more attached units that extends from foundation to roof, not more than three (3) stories in height, with a separate means of egress, and a open space of public way on at least two(2) sides.

7. Section 309.2 of the 2024 Edition of the International Residential Code for One and Two Family Dwellings is hereby amended by deleting Section R309.2 in its entirety.

8. Section 302.13 Exception 2 amended to read: Floor assemblies located directly over a crawl space not intended for storage, with a standard opening of 18 inches by 24 inches, or; for the installation of fuel fired or electric - powered heating appliances.

9. Chapter 11 of the 2024 Edition of the International Residential Code for one- and two-family dwellings is hereby amended by:

- a. **Section N1102.1.2 Maximum Assembly U-Factors and Fenestration Requirements and Table N1102.1.3 Insulation Minimum R-values and Fenestration Requirements by Component** are hereby amended by deleting them and replacing them with Table N1102.1.2 Maximum Assembly U-Factors and Minimum R-Values and fenestration Requirements by Component from the 2009 International Residential Code.
- b. **Section N1102.5.1.2 (R402.5.1.2) Air Leakage Testing** is hereby amended by deleting it in its entirety, and replacing it with Section N1102.4.2.2.; Visual Inspection from the 2009 International Residential Code.
- c. Section N11.3.3.7 (R403.3.7) Duct system Testing (Mandatory) and Section N1103.3.8) Duct System Leakage (Prescriptive) are optional.
- d. Section N1102.4.4 (R402.4.4) Rooms containing Fuel-Burning Appliances is deleted in its entirety.
- e. Table N1102.1 Insulation and Fenestration Requirements by Component in the 2009 edition is adopted and amended by adding the following as footnote “I”: “Log walls complying with ICC 400 and with a minimum

average wall thickness of 5" or greater shall be permitted in Zone 3 and when a Fenestration U-Factor of .50 or lower is used, a skylight U-Factor of .65 or lower is used, a Glazed Fenestration SHGC of .30 or lower is used, a 90 AFUE Furnace is used, an 85 AFUE Boiler is used, and a 9.0 HSPF Heat Pump (heating) and 15 SEER (cooling) are used.

- f. Table N1102.1 Insulation and Fenestration Requirements by Component in the 2009 edition is adopted and amended by adding the following as footnote "m": "Log walls complying with ICC 400 and with a minimum average wall thickness of 5" or greater shall be permitted in Zone 4 and when a Fenestration U-Factor of .35 or lower is used, a Factor of .60 or lower is used, a 90 AFUE Furnace is used, an 85 AFUE Boiler is used, and a 9.0 HSPF Heat Pump skylight U- (heating) and 15 SEER (cooling) are used.

10. Section P2603.5 of the 2018 Edition of the International Residential Code for One and Two family dwellings is hereby amended by deleting Section P2603.5 and substituting the following:

P2603.5. **Freezing.** Plumbing fixtures, water, soil and waste pipes shall not be installed outside of a building, in attics or crawl spaces, concealed in outside walls, or in any other places subject to freezing temperatures unless adequate provision is made to protect such pipes from freezing by insulation of heat or both. Exterior water supply system piping shall be installed not less than eighteen (12) inches below grade.

11. Section P2801.5 of the 2024 Edition of the International Residential Code for One and Two family dwellings is hereby amended by deleting Section P2801.5 and substituting the following:

P2801.5. Required Pan. Where a storage tank-type water heater or a hot water storage tank is installed in a location where water leakage from the tank will cause damage, the tank shall be installed in a pan constructed of one of the following:

1. Galvanized steel or aluminum of not less than 0.0236 inches in thickness.
2. Plastic pans no less than 0.036 in thickness.
3. Other approved materials.

A plastic pan beneath a gas-fired water heater shall be constructed of material having a flame spread index of 25 or less and a smoke-development index of 450 or less when tested in accordance with ASTM E84 or UL 723

Exception: When water heaters are installed in a crawl space or in a basement without living space, no pan shall be required.

Water heater relief valve piping shall terminate 6 to 10 inches above the floor.

12. Section P2903.5 of the 2024 Edition of the International Residential Code for One and Two family dwellings is hereby amended by deleting Section P2903.5 and substituting the following:

P2903.5. Water Hammer. The flow velocity of the water distribution system shall be controlled to reduce the possibility of water hammer. A water-hammer arrestor shall be installed where quick-closing valves are utilized. Water hammer arrestors shall be installed per the plan design, but at a minimum at all washing machines, dishwashers and standalone ice makers. Water-hammer arrestors shall conform to ASSE 1010.

13. Section P2903.9.1 of the 2024 Edition of the International Residential Code for One and Two family dwellings is hereby amended by deleting Section P2903.9.1 and substituting the following:

P2903.9.1. Service Valve. A main shut-off valve on the water service line shall be installed for each dwelling unit within a building and shall be accessible in the living portion of the dwelling unit or an attached garage. Additionally, the water service shall be valved at the curb or property line in accordance with local requirements.

14. Chapter 19 of the 2024 Edition of the International Residential Code is hereby amended by adding section M1901.3.

M1901.3. Prohibited Location. Cooking appliances designed, tested, listed or labeled for use in commercial occupancies shall not be installed within dwelling units or within any area where domestic cooking operations occur.

15. Section G2417.1.1 of the 2025 Edition of the International Residential Code for One and Two family dwellings is hereby amended by deleting Section G2417.1.1 and substituting the following:

G2417.1.1 Inspections. On completion of the installation, alteration, repair or replacement of gas piping, and prior the use thereof, the building official shall be notified that the gas piping is ready for inspection.

16. Section G2417.1 of the 2024 Edition of the International Residential Code for One and Two family dwellings is hereby amended by adding Section G2417.1.1.3, G2417.1.1.4 and G2417.1.1.5

G2417.1.1.3. Rough fuel-gas inspection. This inspection shall be made after gas piping authorized by the permit has been installed and before such piping has been covered or

concealed or a fixture or appliance has been attached thereto. This inspection shall include a determination that the gas piping size, material and installation meets the requirements of this chapter. It shall also include an air pressure test at which time the gas piping shall stand a pressure of not less than 30 pounds per square inch gauge (68.9 kPa gauge) and shall hold this pressure for a length of time of no less than twenty (20) minutes, with no perceptible drop in pressure. The test shall be made using air pressure only. Necessary apparatus for conducting the test shall be furnished by the permit holder.

G2417.1.1.4 Gas Meter Release Inspection. Gas meter release inspection shall be conducted when all fuel gas appliances are connected to the gas pipe system or plugged with a cast iron plug. All appliance venting shall be in place at the time of the meter release inspection. A shut-off valve in the off position with no appliance connected, shall not be an acceptable termination of the building gas pipe.

G2417.1.1.5. Final Inspection. This inspection shall be made after piping authorized by the permit has been installed and after all portions thereof which are to be covered or concealed and after all fixtures, venting, appliances, shut off valves, and cast iron plugs have been installed.

17. Section G2417.4.1 of the 2024 Edition of the International Residential Code for One and Two family dwellings is hereby amended by deleting Section G2417.4.1 and substituting the following:

G2417.4.1. Air Pressure Test. This inspection shall be made after gas piping authorized by the permit has been installed and before such piping has been covered or concealed or a fixture or appliance has been attached thereto. This inspection shall include a determination that the gas piping size, material and installation meets the requirements of this chapter. It shall also include an air pressure test at which time the gas piping shall stand a pressure of not less than 30 pounds per square inch gauge (68.9 kPa gauge) and shall hold this pressure for a length of time of no less than twenty (20) minutes, with no perceptible drop in pressure. The test shall be made using air pressure only. Necessary apparatus for conducting the test shall be furnished by the permit holder.

BE IT FURTHER RESOLVED THAT THE 2024 INTERNATIONAL PLUMBING CODE IS AMENDED WITH THE FOLLOWING STIPULATIONS:

1. 2024 Edition of the International Plumbing Code Published by the International Code Council, adopted with Appendices B, C, D and E.
2. Section 305.4 of the 2024 Edition of the International Plumbing Code is hereby amended by deleting Sections 305.4 and substituting the following:

305.4. Freezing. Plumbing fixtures, water, soil and waste pipes shall not be installed outside of a building, in attics or crawl spaces, concealed in outside walls, or in any other places subject to freezing temperatures unless adequate provision is made to protect such pipes from freezing by insulation of heat or both. Exterior water supply system piping shall be installed not less than eighteen (12) inches below grade.

3. Section 312.3 of the 2024 Edition of the International Plumbing Code is hereby amended by adding Section 312.3.1 with the following language:

312.3.1 Drainage and vent air test. Plastic piping shall not be tested using air. An air test shall be made by forcing air into the system until there is a uniform gauge pressure of 5psi (34.5 kPa) or sufficient to balance a 10-inch column of mercury. This pressure shall be held for a test period of not less than 15 minutes. Any adjustments to the test pressure required because of changes in ambient temperatures or the seating of gaskets shall be made prior to the beginning of the test period.

Exception: Air testing on plastic pipe shall be permissible when water is not readily available or when the temperature is forecast to be below 32 degrees.

4. Section 503.1 of the 2024 Edition of the International Plumbing Code is hereby amended by deleting Section 503.1 and substituting the following:

503.1. Cold water line valve. The cold water branch line front the main water supply line to each hot water storage tank or water heater shall be provided with a shutoff valve, located within 3 feet of the equipment and serving only the hot water storage tank or water heater. The valve shall not interfere or cause a disruption of the cold water supply to the remainder of the cold water system. The valve shall be provided with access on the same floor level as the water heater served.

5. Section 604.9 of the 2024 Edition of the International Plumbing Code is hereby amended by deleting Section 604.9 and substituting the following:

604.9. Water Hammer. The flow velocity of the water distribution system shall be controlled to reduce the possibility of water hammer. A water-hammer arrestor shall be installed where quick-closing valves are utilized. Water hammer arrestors shall be installed per the plan design, but at a minimum at all washing machines, dishwashers and standalone ice makers. Water-hammer arrestors shall conform to ASSE1010.

6. Section 903.1.1 of the 2024 Edition of the International Plumbing Code is hereby amended by inserting the following number:

903.1.1 Roof extension unprotected. Open Vent pipes that extend thru a roof shall be terminated not less than 12 inches above the roof.

BE IT FURTHER RESOLVED THAT THE 2024 INTERNATIONAL FUEL GAS CODE IS AMENDED WITH THE FOLLOWING STIPULATIONS:

1. Appendices A, B, and C are adopted by reference.
2. Section 406.4 of the 2024 International Fuel Gas Code is hereby amended by deleting Sections 406.4.1 and 406.4.2 and substituting the following:

406.4.1. Method of testing. Gas piping shall withstand a pressure test of 30 psi for a period of twenty (20) minutes without showing and drop in pressure.

BE IT FURTHER RESOLVED THAT THE 2024 INTERNATIONAL MECHANICAL CODE IS AMENDED WITH THE FOLLOWING STIPULATIONS:

1. Appendix A is adopted by reference.

BE IT FURTHER RESOLVED THAT THE 2018 INTERNATIONAL ENERGY CODE IS AMENDED WITH THE FOLLOWING STIPULATIONS:

1. The 2018 Edition of the International Energy Conservation Code, published by the International Code Council (ICC), except for the following amendments:
 - a. Section R402.4.1.2 testing is deleted and replaced with Section R402.4.2.1 Testing Option, and Section 402.4.2.2 Visual Inspection option from the 2009 IECC.
 - b. Section R403.3.3 Duct Testing (Mandatory) and Section R403.3.4 Duct Leakage testing (Prescriptive) are optional.
 - c. Table 402.1.2 Insulation and Fenestration Requirements by Component and Table R402.1.4 Equivalent U-Factors are deleted and replaced with Table 402.1.1 Insulation and Fenestration Requirements by Component and Table 402.1.3 Equivalent U-Factors 2009IECC.

BE IT FURTHER RESOLVED THAT THE 2024 INTERNATIONAL PROPERTY MAINTENANCE CODE IS AMENDED WITH THE FOLLOWING STIPULATIONS:

1. Appendix A Boarding Standard.
2. Section 302.4 amended to read: Section 302.4 of the International Property Maintenance Code shall read: 302.4 Weeds. All premises and exterior property shall be maintained free from weeds or plant growth in excess of **Nine (9") inches in height**. All noxious plant growth shall be prohibited. Weeds shall be all grasses, annual plants and vegetation other than trees or shrubs provided; however, this term shall not include cultivated flowers or gardens.
3. Add section 302.10 "Graffiti" to Section 302 Exterior Property Areas.

302.10 Graffiti

302.10.1 General.

The purpose of this section is to help prevent the spread of graffiti vandalism and to establish a program for the removal of graffiti from public and private property. Graffiti is a public nuisance and destructive of the rights and values of property owners as well as the entire community. Unless action is taken to remove graffiti from public and private property, the graffiti tends to remain. Other properties then become the target of graffiti, and entire neighborhoods are affected and become less desirable places in which to be, all to the detriment of the City.

It is intended, through the adoption of this Ordinance, to provide additional enforcement tools to protect public and private property from acts of vandalism and defacement.

302.10.2 Definitions.

"Graffiti" shall mean any unauthorized inscription, word, figure, painting or other defacement that is written, marked, etched, scratched, sprayed, drawn, painted, or engraved on or otherwise affixed to any surface of public or private property by any graffiti implement, to the extent that the graffiti was not authorized in advance by the owner or occupant of the property, or, despite advance authorization, is otherwise deemed a public nuisance.

"Property" shall mean a building structure, garage, shed, fence, deck, signage, culvert, bridge, landing or other improvement to a parcel of land, or the public way.

"Reasonable Time" shall mean five {5} calendar days from the posting of the property unless the Codes Director or their designee shall approve a greater period of time.

"Remove(al)" shall mean to obliterate and eliminate graffiti by such means as will restore the property to its condition existing prior to defacement by graffiti.

"Public Nuisance" shall mean anything which endangers life or health, gives offense to the senses, violates the laws of decency, or obstructs the reasonable and comfortable use of property.

302.10. Graffiti Prohibited

1. It shall be unlawful for any person to paint, inscribe, mark, or otherwise apply graffiti on any public or private property located within the corporate limits of the city.

2. It shall be unlawful for the owner of any property to permit graffiti to remain in a manner visible to persons using right-of-ways and public or private parking areas to the general public, provided the Codes Director or their designee has given the property owner proper notice to remove the graffiti within the specified period as prescribed in Sections 107.2 and 107.3 of the International Property Maintenance Code, 2006 Edition, and said period has elapsed.

302.10.4 Hardship.

1. In the event a private property owner has a financial hardship and the Codes Director or their designee determines that graffiti is located on private property in a manner visible to persons using right-of-way accessible to the general public, the City Manager is authorized to provide for the removal. Said funds and materials shall come from the Public Works operating budget.

2. Financial hardship must be verified by appropriate documentation provided by the property owner to the City of Goodlettsville or their designee and verified at an income level at or below 50% of the median income as stated by the United States Census Bureau for Metropolitan Nashville, Davidson County.

3. The City Manager shall not authorize the undertaking that provides for the painting or repair of any more extensive area than the area where the graffiti is located.

302.10.5 Violations and Penalties for Non-Removal.

It shall be unlawful for any person, firm, corporation, agent, or government entity to violate or fail to comply with a Notice of Violation to remove graffiti from their property. Any violations of this section or Property Maintenance Code as herein adopted and as herein adopted and modified shall be punishable by a fine of fifty dollars (\$50.00) for each day or portion thereof that a violation continues after due notice has been served and shall be considered separate offenses.

302.10.6 Community Service: Alternative Remedy

The City Manager or their designee shall be authorized to offer any violator of this ordinance an option to perform such community service as the City Manager or their designee deems appropriate.

302.10.7 Appeals.

An appeal from any final decision of the Codes Director or their designee may be made in accordance with application for appeals as outlined in Section 111 of this code.

4. Section 304.2 is deleted in its entirety and replaced with the following language:

Section 304.2: Protective treatment:

All exterior surfaces, including but not limited to doors, door and window frames, cornices, porches, trim, balconies, decks and fences shall be maintained in good condition. Exterior wood surfaces, other than decay resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling flaking and chipped paint shall be eliminated and surfaces repainted. All exterior surfaces shall be repainted in a low reflective, subtle, neutral or earth tone colors. The use of high intensity or metallic paints colors shall be prohibited

except for accents. All paint colors shall encompass the entire surface. All siding and masonry joints as well as those between the building envelope and the perimeter of windows, doors, and skylights shall be maintained weather resistant and water tight. All metal surfaces shall be coated to inhibit such rust and corrosion and shall be stabilized and coated to inhibit future rust and corrosion. All metal surfaces shall be coated in a low reflective, subtle, neutral or earth tone colors. The use of high intensity or metallic coating colors shall be prohibited except for accents. All coatings shall encompass the entire surface. Oxidation stains shall be removed from exterior surfaces. All oxidized surfaces shall be repainted or coated in a low reflective. subtle, neutral or earth tone colors. The use of high intensity or metallic paint or coating colors shall be prohibited except for accents. All paint or coating colors shall encompass the entire surface.

4. Add section 308.3.3 Special Event / Temporary Dumpsters

Special event and temporary dumpsters shall be allowed for no more than 30 days. Dumpsters shall not be placed in a roadway where they obstruct a lane of traffic. Construction dumpsters must be removed upon receipt of the Certificate of Occupancy for the project.

LASTLY, BE IT ORDAINED THAT THIS ORDINANCE SHALL TAKE EFFECT FIFTEEN (15) DAYS AFTER ITS FINAL PASSAGE, THE WELFARE OF THE CITIZENS OF GOODLETTSVILLE REQUIRING IT.

Rusty Tinnin, Mayor

Passed first reading: _____

Allison Baker, City Recorder

Passed second reading: _____

APPROVED AS TO FORM AND LEGALITY

Russell Freeman, City Attorney



AGENDA SUMMARY SHEET
Board of Commissioners
City of Goodlettsville

<p><u>SUBJECT TITLE:</u> Ordinance 26-1135 An ordinance of the City of Goodlettsville, Tennessee, Board of Commissioners, amending the Goodlettsville Municipal Code relating to Emergency Services by creating a new Title 21 entitled Emergency Services and Chapter 1; establishing definitions; authorizing emergency powers of the City Manager; and providing for an effective date. SECOND READING</p> <p><u>PRESENTED BY:</u> Tim Ellis, City Manager</p>	<p>Agenda Item: Ordinance 26-1135</p> <p>Dept. of Origin: Administration</p> <p>For Agenda of: March 19, 2026</p> <p>Originator: Tim Ellis</p> <p>Cost of Item: N/A</p>
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AGENDA ITEM ATTACHMENTS:

Ordinance 26-1135

SUMMARY STATEMENT:

An ordinance of the City of Goodlettsville, Tennessee, Board of Commissioners, amending the Goodlettsville Municipal Code relating to Emergency Services by creating a new Title 21 entitled Emergency Services and Chapter 1; establishing definitions; authorizing emergency powers of the City Manager; and providing for an effective date.

FINANCIAL SUMMARY:

N/A

RECOMMENDED ACTION:

Staff recommends approval of Ordinance 26-1135.

ORDINANCE NO. 26-1135

AN ORDINANCE OF THE CITY OF GOODLETTSVILLE, TENNESSEE, BOARD OF COMMISSIONERS, AMENDING THE GOODLETTSVILLE MUNICIPAL CODE RELATING TO EMERGENCY SERVICES BY CREATING A NEW TITLE 21 ENTITLED EMERGENCY SERVICES AND CHAPTER 1; ESTABLISHING DEFINITIONS; AUTHORIZING EMERGENCY POWERS OF THE CITY MANAGER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Goodlettsville is authorized pursuant to the Tennessee Emergency Management Act of 1986, codified at Tennessee Code Annotated, Title 58, Chapter 2, to exercise emergency powers for the protection of public health, safety, and welfare; and

WHEREAS, the Board of Commissioners finds it necessary and appropriate to clarify local emergency powers and administrative authority during declared or actual emergencies.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE:

SECTION 1.

Title 21, “Emergency Services,” Chapter 1 - Article I, “In General,” is hereby adopted and/or amended to read as follows:

Title 21 – EMERGENCY SERVICES

CHAPTER I. – IN GENERAL

Sec. 21-1 (a). – Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Emergency means an occurrence, or threat thereof, that results or may result in substantial injury or harm to the population, or substantial damage to or loss of property. An “emergency” may be further identified as a “natural emergency,” “technological emergency,” or “manmade emergency” as defined in T.C.A. § 58-2-101.

Emergency declaration means a declaration of local emergency by the City Manager or Mayor, pursuant to T.C.A. § 58-8-104(b) and Tennessee Attorney Opinion 11-11, or a declaration of emergency or disaster by the Governor of the State of Tennessee or the President of the United States.

Sec. 21-1 (b). – Emergency powers of the city manager.

(a) General Authority.

In carrying out emergency management activities, the City shall exercise the powers and

authorities established in T.C.A. § 58-2-110 in order to provide for the public health, safety, and welfare as expeditiously as may be necessary under the circumstances. Such powers may be exercised by the City Manager when:

1. An emergency declaration has been issued; or
2. No emergency declaration has yet been issued, but the City Manager has, in the City Manager's discretion, determined that an emergency exists requiring immediate action to protect life or property.

(b) Exercise of Powers Requiring Board Approval.

Certain powers normally requiring approval of the Board of Commissioners in non-emergency situations may be exercised by the City Manager during emergencies as provided in this section. The Board of Commissioners may establish limits on the amount of emergency expenditure that may be authorized by the City Manager.

When emergency powers are exercised by the City Manager pursuant to this section, the City Manager shall provide a written report to the Board of Commissioners detailing the powers exercised that otherwise would have required Board approval. The report shall include descriptions of any purchases approved and contracts authorized by the City Manager that would otherwise require advance approval of the Board.

Acceptance of such report by the Board of Commissioners shall constitute ratification of any such contracts, purchases, or other actions taken by the City Manager.

(c) Permit Fee Waivers.

Following an emergency declaration, the City Manager may temporarily waive or reduce applicable permit fees normally assessed by the City for repairs or reconstruction work made necessary by the occurrence of the emergency. Any such waivers or reductions shall be granted uniformly, provided that the repair or reconstruction work is directly related to the qualifying emergency. Such waivers or reductions may be granted retroactively to the date of the emergency and shall remain in effect for a time period determined by the City Manager.

(d) Duration of Emergency Powers.

The powers granted to the City Manager under this section may be exercised for a period of ninety (90) days following the date of the emergency, unless extended by the Board of Commissioners based upon the scope of the emergency and duration of the recovery period.

(e) Succession of Authority.

In the absence or disability of the City Manager, the powers and authority granted under this article shall be exercised by the Assistant City Manager. If both the City Manager and Assistant City Manager are absent the City Manager will delegate authority to someone else.

SECTION 2. Severability.

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this ordinance.

SECTION 3. Repealer.

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4. Effective Date.

This Ordinance shall take effect fifteen days from and after its final passage, the public welfare requiring it.

MAYOR RUSTY TINNIN

Passed: _____

Passed: _____

CITY CLERK

APPROVED AS TO LEGALITY AND FORM:

CITY ATTORNEY



AGENDA SUMMARY SHEET
Board of Commissioners
City of Goodlettsville

<p><u>SUBJECT TITLE:</u> Resolution 26-1319 A resolution of the Board of Commissioners of the City of Goodlettsville, Tennessee, to establish an Infrastructure Development District relating to the residential development, Copper Valley, located on Moncrief Avenue and being developed by Last of the Loggers, a Limited Liability Corporation.</p> <p><u>PRESENTED BY:</u> Tim Ellis, City Manager</p>	<p>Agenda Item: Resolution 26-1319</p> <p>Dept. of Origin: Administration</p> <p>For Agenda of: March 19, 2026</p> <p>Originator: Tim Ellis</p> <p>Cost of Item: Cost is neutral due to revenue created.</p>
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AGENDA ITEM ATTACHMENTS:

Resolution 26-1319

SUMMARY STATEMENT:

A resolution of the Board of Commissioners of the City of Goodlettsville, Tennessee, to establish an Infrastructure Development District relating to the residential development, Copper Valley, located on Moncrief Avenue and being developed by Last of the Loggers, a Limited Liability Corporation.

FINANCIAL SUMMARY:

Cost is neutral due to revenue created.

RECOMMENDED ACTION:

Staff recommends approval of Resolution 26-1319.

RESOLUTION NO. 26-1319

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE, TO ESTABLISH AN INFRASTRUCTURE DEVELOPMENT DISTRICT RELATING TO THE RESIDENTIAL DEVELOPMENT, COPPER VALLEY, LOCATED ON MONCRIEF AVENUE AND BEING DEVELOPED BY LAST OF THE LOGGERS A LIMITED LIABILITY CORPORATION.

WHEREAS, the City of Goodlettsville, Tennessee (the “City”), is authorized pursuant to Tennessee law, including but not limited to Tennessee Code Annotated, Title 7, Chapter 84, and other applicable provisions of law, to establish infrastructure development districts for the purpose of financing and providing public infrastructure improvements; and

WHEREAS, Last of the Loggers, LLC (the “Developer”), is proposing the development of certain real property located on Moncrief Avenue within the corporate limits of the City (the “Property”) for residential purposes; and

WHEREAS, the proposed development of the Property could require certain public infrastructure improvements, which may include, but are not limited to, streets, sidewalks, off-site roadway and turn lane improvements, drainage facilities, water and sewer extensions, stormwater improvements, public utilities, and other related public improvements (collectively, the “Improvements”); and

WHEREAS, the Board of Commissioners has determined that the creation of an Infrastructure Development District (“IDD”) encompassing the Property may facilitate the orderly development of the Property and provide a mechanism for financing and constructing the Improvements in a manner that promotes the public health, safety, and welfare; and

WHEREAS, the establishment of an IDD would require compliance with all statutory requirements, including preparation of a plan of services, notice, public hearing, and adoption of an ordinance formally creating such a district.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE, AS FOLLOWS:

Section 1. Intent.

The Board of Commissioners hereby expresses the intent to establish an Infrastructure Development District encompassing the Property located on Moncrief Avenue and being developed by Last of the Loggers, LLC, for the purpose of financing and constructing public infrastructure improvements associated with the proposed residential development.

Section 2. Authorization to Proceed with Evaluation.

City staff, in coordination with the Developer and the City Attorney, are authorized to undertake the necessary reviews, negotiations, and preparation of documents required by Tennessee law, including a proposed plan of services and cost estimates for the Improvements, in order to

present a formal ordinance and supporting documentation for consideration by the Board of Commissioners.

Section 3. No Obligation Created.

This Resolution expresses the Board’s intent to establish an Infrastructure Development District but does not constitute approval of the district, approval of any financing mechanism, nor create any financial obligation of the City. The creation of any such district shall require separate approval by ordinance following all required statutory procedures.

Section 4. Effective Date.

This Resolution shall take effect immediately upon its adoption, the public welfare requiring it.

ADOPTED this 19th day of March, 2026.

MAYOR RUSTY TINNIN

CITY CLERK

APPROVED AS TO LEGALITY AND FORM:

CITY ATTORNEY



AGENDA SUMMARY SHEET
Board of Commissioners
City of Goodlettsville

<p><u>SUBJECT TITLE:</u> Ordinance 26-1136 An ordinance to amend the official Zoning Map of Goodlettsville adopted per Ordinance 15-851 by changing the zoning of a property on Springfield Highway 41/SR 11 from CPUD, Commercial Planned Unit Development Limited to CG, Commercial General. FIRST READING</p> <p><u>PRESENTED BY:</u> Tim Ellis, City Manager</p>	<p>Agenda Item: Ordinance 26-1136</p> <p>Dept. of Origin: Planning</p> <p>For Agenda of: March 19, 2026</p> <p>Originator: Addam McCormick</p> <p>Cost of Item: N/A</p>
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AGENDA ITEM ATTACHMENTS:

Ordinance 26-1136
Planning Commission March 2026 Review of High Density Properties

SUMMARY STATEMENT:

An ordinance to amend the official Zoning Map of Goodlettsville adopted per Ordinance 15-851 by changing the zoning of a property on Springfield Highway 41/SR 11 from CPUD, Commercial Planned Unit Development Limited to CG, Commercial General.

FINANCIAL SUMMARY:

None.

RECOMMENDED ACTION:

Recommended by the Planning Commission.

ORDINANCE NO. 26-1136

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF GOODLETTSVILLE ADOPTED PER ORDINANCE 15-851 BY CHANGING THE ZONING OF A PROPERTY ON SPRINGFIELD HIGHWAY 41/SR 11 FROM CPUD, COMMERCIAL PLANNED UNIT DEVELOPMENT AND CPUDL, COMMERCIAL PLANNED UNIT DEVELOPMENT LIMITED TO CG, COMMERCIAL GENERAL

WHEREAS, the City’s Zoning Ordinance intent and purpose includes but is not limited to dividing the city into zones and districts restricting and regulating therein the location, construction, and use of commercial buildings, structures; and,

WHEREAS, the City’s Zoning Ordinance intent and purpose includes but is not limited to protecting the character and maintain the stability of business, commercial within the city, and to promote the orderly and beneficial development of such areas; and,

WHEREAS, the City’s Comprehensive Land Use Plan defines the area of Springfield Highway north of the Louisville Hwy 31W/SR 41 exchange as Commercial Corridor intended for CG, Commercial General zoning; and,

WHEREAS, the Goodlettsville Planning Commission has reviewed and discussed this proposed amendment and voted on March 2, 2026 to recommend its passage to the Board of Commissioners based on the proposal being consistent with the City’s Comprehensive Land Use Plan,

NOW, THEREFORE, BE IT ORDAINED AND IT IS HEREBY ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE, AS FOLLOWS:

SECTION 1. That the Official Zoning Map adopted by Ordinance No. 15-851 entered on second reading on November 12, 2015 being the municipal zoning map of Goodlettsville, Tennessee, be and the same is hereby amended as follows:

By changing the property classification to CG, Commercial General for the referenced property attached as “EXHIBIT A” and described as follows:

THE 7.4 ACRE PROPERTY AT SPRINGFIELD HIGHWAY 41/SR 41 REFERENCED AS MAP/PARCEL 141 00801 000 SHOWN IN THE RECORDS OF THE ASSESSOR OF PROPERTY OF SUMNER COUNTY, TENNESSEE.

SECTION 2. That the Commissioners of the City of Goodlettsville, Tennessee, hereby certify that this Ordinance has been submitted to the Planning Commission of the City of Goodlettsville for a recommendation, and a notice of hearing thereon has been ordered after at least twenty-one (21) days notice of the time and place of said meeting has been published in a newspaper circulated in the City of Goodlettsville, Tennessee. This Ordinance shall take effect twenty-one (21) days from the date of its final passage, the public welfare demanding it.

SECTION 3. If any section, clause, provision, or portion of this Ordinance is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision or portion of this Ordinance which is not itself invalid or unconstitutional.

SECTION 4. In case of conflict between this Ordinance or any part thereof and the whole or part of any existing or future Ordinance of the City of Goodlettsville, the most restrictive shall in all cases apply.

MAYOR RUSTY TINNIN

CITY RECORDER

APPROVED AS TO LEGALITY AND FORM:

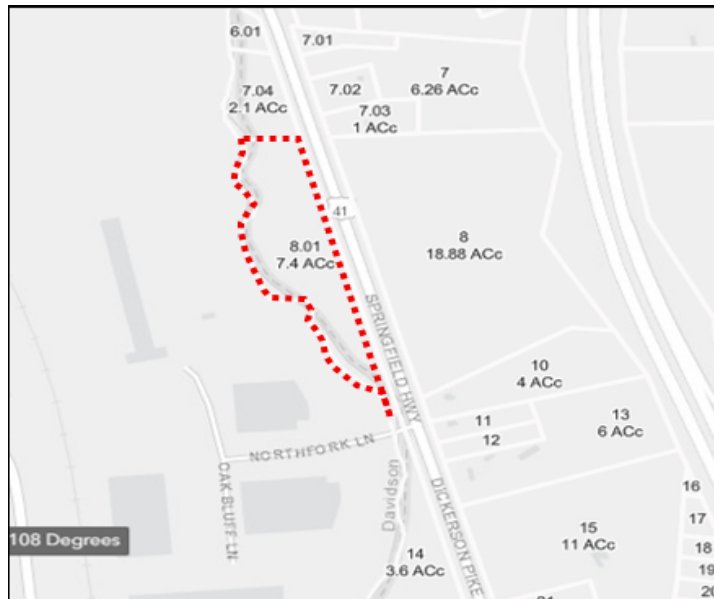
CITY ATTORNEY

Passed First Reading: _____

Passed Second Reading: _____

ORDINANCE 26-1136
"EXHIBIT A"

SUBJECT PROPERTY
SPRINGFIELD HIGHWAY 41/SR 11
SUMNER COUNTY TAX MAP/PARCEL# 141 00801 000



Property#1

6.69 Acres- 0 Alta Loma along east side of I-65 south of Rivergate Parkway:

Property Owners: Brittney and Richard Fisher

County: Davidson County

Property Zoning: HDRPUD, High Density Residential Planned Unit Development.

Comprehensive Land Use Plan Designation: Residential Neighborhood Preservation

Surrounding Zoning Districts:

-HDRPUD, High Density Residential Planned Unit Development,

-CSL, Commercial

-R25, Low Density Residential

Surrounding Uses: Townhouses, Apartments, Houses, I-65, Billboard, Cell Tower

Active Vested Rights: No

Project Master Plan: No

Planning Commission Recommendation: Maintain HDRPUD, High Density Residential Planned Unit Development

Property#2

5.92 Acres- O West Monticello Ave:

Property Owner: Dr. D.N Singh

Property Zoning: HDRPUD, High Density Residential Planned Unit Development.

County: Davidson County

Comprehensive Land Use Plan Designation: Residential Neighborhood Preservation

Surrounding Zoning Districts:

-HDRPUD, High Density Residential Planned Unit Development,

-R15, Medium Density Residential

Surrounding Uses: Railroad Tracks, Townhouse, Houses, Nashville State Campus

Active Vested Rights: No

Project Master Plan: No

Planning Commission Recommendation: Maintain HDRPUD, High Density Residential Planned Unit Development

Property# 3

5.9 -Acres- O Dry Creek Road

Property Owner: Warren B Properties, LLC.

Property Zoning: HDRPUD, High Density Residential Planned Unit Development

County: Davidson County

Comprehensive Land Use Plan Designation: Residential Neighborhood Preservation

Surrounding Zoning Districts:

-HDRPUD, High Density Residential Planned Unit Development

-R25, Low Density Residential (Draper Drive)

Surrounding Uses: Apartments, Houses, Townhouses

Active Vested Rights: No

Project Master Plan: Original Rivergate Acres master plan

Planning Commission Recommendation: Maintain HDRPUD, High Density Residential Planned Unit Development

Property#4

Dry Creek Road – 2.54 Acres

Property Owners: Sam Tinnin and James Simpson

Property Zoning: HDRPUD, High Density Residential Planned Unit Development.

County: Davidson County

Comprehensive Land Use Plan Designation: Residential Neighborhood Preservation

Surrounding Zoning Districts:

- HDRPUD, High Density Residential Planned Unit Development.

-CPUD, Commercial Planned Unit Development

Surrounding Uses:

-Apartments and Church Building

-Active Vested Rights: No

Project Master Plan: No

Planning Commission Recommendation: Rezoning to CPUD, Commercial Planned Unit Development

Property#5

31.05 Acres- 188 Dry Creek Road

Intersection of Dry Creek Road/Old Dickerson Road

Property Owners: Donovan and Edna Grant

Property Zoning: HDRPUD, High Density Residential Planned Unit Development.

County: Davidson County

Comprehensive Land Use Plan Designation: Residential Neighborhood Preservation

Surrounding Zoning Districts:

-HDRPUD, High Density Residential Planned Unit Development.

-LDRPUD, Low Density Residential Planned Unit Development

-CS, Commercial Services

-A, Agricultural

Surrounding Uses:

-Apartments and Houses

Active Vested Rights: No

Project Master Plan: 2003 Dry Creek Farms Master Plan– Seventy-two (72) Condos, Six (6)

Residential House Lots

Planning Commission Recommendation: Rezoning to MDRPUD, Medium Density Residential Planned Unit Development and Preliminary Master Plan Amendment to detached one family dwelling units only

Property#6

1211 S. Dickerson Road Rear Portion of 6.9 Acres

Property Owners: Goodlettsville Partners, LLC

Property Zoning: HDRPUD, High Density Residential Planned Unit Development.

County: Davidson County

Comprehensive Land Use Plan Designation: Residential Neighborhood Preservation

Surrounding Zoning Districts:

-HDRPUD, High Density Residential Planned Unit Development.

-LDRPUD, Low Density Residential Planned Unit Development

-CS, Commercial Services

-A, Agricultural

Surrounding Uses:

-Apartments, Houses, Commercial

Active Vested Rights: No (Recently Expired in July 2025)

Project Master Plan: Seventy-five (75) Unit Apartment and Dickerson Road Frontage Area

Zoned CS, Commercial Services

Planning Commission Recommendation: Maintain HDRPUD, High Density Residential Planned Unit Development

Goodlettsville Zoning Map



- Light Green/Brown- HRDPUD, High Density Residential Planned Unit Development
- Purple- R15, Medium Density Residential
- Red- R-25, Low Density Residential
- Light Green- Agricultural
- Light Blue- CPUD, Commercial Planned Unit Development
- Dark Green- LDRPUD, Low Density Residential Planned Unit Development

Comprehensive Land Use Plan Section:

Residential Neighborhood Preservation

This district aims to maintain small-town charm into the future by preserving the character of its existing neighborhoods to prevent inconsistent infill development and redevelopment in the neighborhood. **The district seeks to preserve existing residential subdivisions and neighborhoods by maintaining average lot sizes and limiting zoning uses in order to provide consistent property uses and densities. The district seeks to ensure that the development of vacant properties are generally consistent with the density and design of adjacent areas.**



AGENDA SUMMARY SHEET
Board of Commissioners
City of Goodlettsville

<p><u>SUBJECT TITLE:</u> Ordinance 26-1137 An ordinance to amend the official Zoning Map of Goodlettsville adopted per Ordinance 15-851 by changing the zoning of a property on Dry Creek Road from HDRPUD, High Density Residential Planned Unit Development to CPUD, Commercial Planned Unit Development. FIRST READING</p> <p><u>PRESENTED BY:</u> Tim Ellis, City Manager</p>	<p>Agenda Item: Ordinance 26-1137</p> <p>Dept. of Origin: Planning</p> <p>For Agenda of: March 19, 2026</p> <p>Originator: Addam McCormick</p> <p>Cost of Item: N/A</p>
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AGENDA ITEM ATTACHMENTS:

Ordinance 26-1137
Planning Commission March 2026 Review of High Density Properties

SUMMARY STATEMENT:

An ordinance to amend the official Zoning Map of Goodlettsville adopted per Ordinance 15-851 by changing the zoning of a property on Dry Creek Road from HDRPUD, High Density Residential Planned Unit Development to CPUD, Commercial Planned Unit Development.

FINANCIAL SUMMARY:

None.

RECOMMENDED ACTION:

Recommended by the Planning Commission.

ORDINANCE NO. 26-1137

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF GOODLETTSVILLE ADOPTED PER ORDINANCE 15-851 BY CHANGING THE ZONING OF A PROPERTY ON DRY CREEK ROAD FROM HDRPUD, HIGH DENSITY RESIDENTIAL PLANNED UNIT DEVELOPMENT TO CPUD, COMMERCIAL PLANNED UNIT DEVELOPMENT

WHEREAS, the City’s Zoning Ordinance intent and purpose includes but is not limited to dividing the city into zones and districts restricting and regulating therein the location, construction, and use of commercial buildings, structures; and,

WHEREAS, the City’s Zoning Ordinance intent and purpose includes but is not limited to protecting the character and maintain the stability of business, commercial within the city, and to promote the orderly and beneficial development of such areas; and,

WHEREAS, the City’s Comprehensive Land Use Plan defines the area of the property on Dry Creek Road as Residential Neighborhood Preservation and the adjacent property is currently zoned CPUD, Commercial Planned Unit Development; and,

WHEREAS, the Goodlettsville Planning Commission has reviewed and discussed this proposed amendment and voted on March 2, 2026 to recommend its passage to the Board of Commissioners due to the adjacent property at the intersection of Dickerson Road Hwy 41/SR 11 being zoned CPUD, Commercial Planned Unit Development; and,

NOW, THEREFORE, BE IT ORDAINED AND IT IS HEREBY ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE, AS FOLLOWS:

SECTION 1. That the Official Zoning Map adopted by Ordinance No. 15-851 entered on second reading on November 12, 2015 being the municipal zoning map of Goodlettsville, Tennessee, be and the same is hereby amended as follows:

By changing the property classification to CPUD, Commercial Planned Unit Development Commercial for the referenced property attached as “EXHIBIT A” and described as follows:

THE 2.54 ACRE PROPERTY AT DRY CREEK ROAD REFERENCED AS MAP/PARCEL 03300020400 IN THE RECORDS OF THE ASSESSOR OF PROPERTY OF DAVIDSON COUNTY, TENNESSEE.

SECTION 2. That the Commissioners of the City of Goodlettsville, Tennessee, hereby certify that this Ordinance has been submitted to the Planning Commission of the City of Goodlettsville for a recommendation, and a notice of hearing thereon has been ordered after at least twenty-one (21) days notice of the time and place of said meeting has been published in a newspaper circulated in the City of Goodlettsville, Tennessee. This Ordinance shall take effect twenty-one (21) days from the date of its final passage, the public welfare demanding it.

SECTION 3. If any section, clause, provision, or portion of this Ordinance is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision or portion of this Ordinance which is not itself invalid or unconstitutional.

SECTION 4. In case of conflict between this Ordinance or any part thereof and the whole or part of any existing or future Ordinance of the City of Goodlettsville, the most restrictive shall in all cases apply.

MAYOR

CITY RECORDER

APPROVED AS TO LEGALITY AND FORM:

CITY ATTORNEY

Passed First Reading: _____

Passed Second Reading: _____

ORDINANCE 26-1137
“EXHIBIT A”

SUBJECT PROPERTY
DRY CREEK ROAD
DAVIDSON COUNTY TAX MAP/PARCEL# 03300020400



Property#1

6.69 Acres- 0 Alta Loma along east side of I-65 south of Rivergate Parkway:

Property Owners: Brittney and Richard Fisher

County: Davidson County

Property Zoning: HDRPUD, High Density Residential Planned Unit Development.

Comprehensive Land Use Plan Designation: Residential Neighborhood Preservation

Surrounding Zoning Districts:

-HDRPUD, High Density Residential Planned Unit Development,

-CSL, Commercial

-R25, Low Density Residential

Surrounding Uses: Townhouses, Apartments, Houses, I-65, Billboard, Cell Tower

Active Vested Rights: No

Project Master Plan: No

Planning Commission Recommendation: Maintain HDRPUD, High Density Residential Planned Unit Development

Property#2

5.92 Acres- O West Monticello Ave:

Property Owner: Dr. D.N Singh

Property Zoning: HDRPUD, High Density Residential Planned Unit Development.

County: Davidson County

Comprehensive Land Use Plan Designation: Residential Neighborhood Preservation

Surrounding Zoning Districts:

-HDRPUD, High Density Residential Planned Unit Development,

-R15, Medium Density Residential

Surrounding Uses: Railroad Tracks, Townhouse, Houses, Nashville State Campus

Active Vested Rights: No

Project Master Plan: No

Planning Commission Recommendation: Maintain HDRPUD, High Density Residential Planned Unit Development

Property# 3

5.9 -Acres- O Dry Creek Road

Property Owner: Warren B Properties, LLC.

Property Zoning: HDRPUD, High Density Residential Planned Unit Development

County: Davidson County

Comprehensive Land Use Plan Designation: Residential Neighborhood Preservation

Surrounding Zoning Districts:

-HDRPUD, High Density Residential Planned Unit Development

-R25, Low Density Residential (Draper Drive)

Surrounding Uses: Apartments, Houses, Townhouses

Active Vested Rights: No

Project Master Plan: Original Rivergate Acres master plan

Planning Commission Recommendation: Maintain HDRPUD, High Density Residential Planned Unit Development

Property#4

Dry Creek Road – 2.54 Acres

Property Owners: Sam Tinnin and James Simpson

Property Zoning: HDRPUD, High Density Residential Planned Unit Development.

County: Davidson County

Comprehensive Land Use Plan Designation: Residential Neighborhood Preservation

Surrounding Zoning Districts:

- HDRPUD, High Density Residential Planned Unit Development.

-CPUD, Commercial Planned Unit Development

Surrounding Uses:

-Apartments and Church Building

-Active Vested Rights: No

Project Master Plan: No

Planning Commission Recommendation: Rezoning to CPUD, Commercial Planned Unit Development

Property#5

31.05 Acres- 188 Dry Creek Road

Intersection of Dry Creek Road/Old Dickerson Road

Property Owners: Donovan and Edna Grant

Property Zoning: HDRPUD, High Density Residential Planned Unit Development.

County: Davidson County

Comprehensive Land Use Plan Designation: Residential Neighborhood Preservation

Surrounding Zoning Districts:

-HDRPUD, High Density Residential Planned Unit Development.

-LDRPUD, Low Density Residential Planned Unit Development

-CS, Commercial Services

-A, Agricultural

Surrounding Uses:

-Apartments and Houses

Active Vested Rights: No

Project Master Plan: 2003 Dry Creek Farms Master Plan– Seventy-two (72) Condos, Six (6)

Residential House Lots

Planning Commission Recommendation: Rezoning to MDRPUD, Medium Density Residential Planned Unit Development and Preliminary Master Plan Amendment to detached one family dwelling units only

Property#6

1211 S. Dickerson Road Rear Portion of 6.9 Acres

Property Owners: Goodlettsville Partners, LLC

Property Zoning: HDRPUD, High Density Residential Planned Unit Development.

County: Davidson County

Comprehensive Land Use Plan Designation: Residential Neighborhood Preservation

Surrounding Zoning Districts:

-HDRPUD, High Density Residential Planned Unit Development.

-LDRPUD, Low Density Residential Planned Unit Development

-CS, Commercial Services

-A, Agricultural

Surrounding Uses:

-Apartments, Houses, Commercial

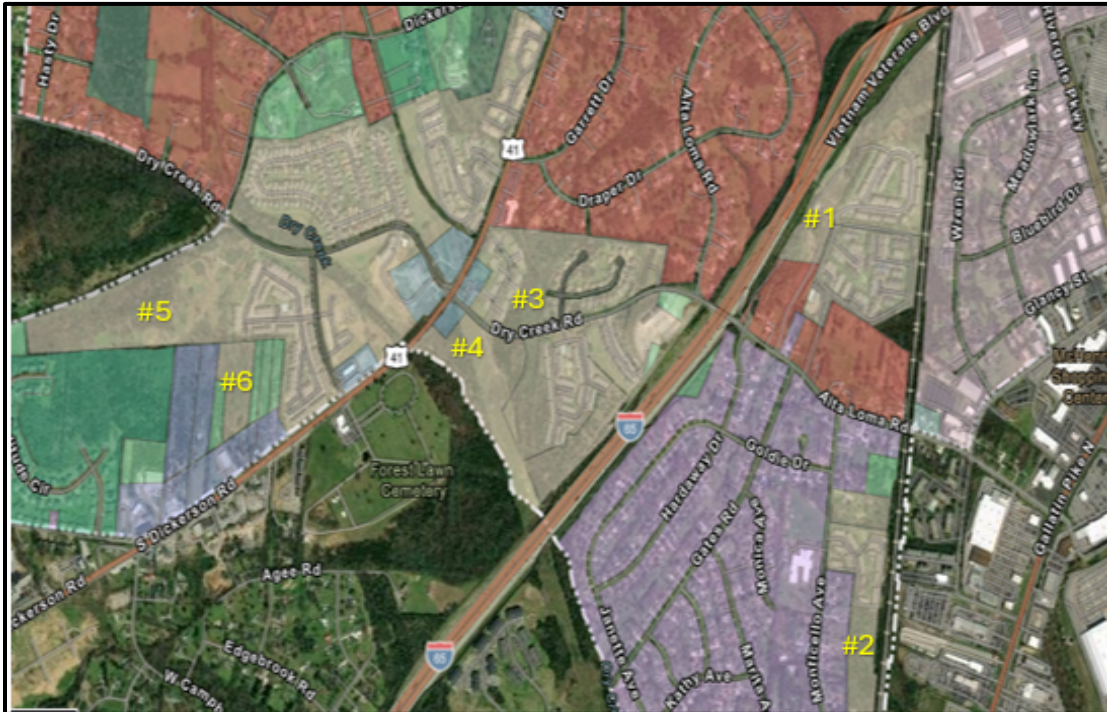
Active Vested Rights: No (Recently Expired in July 2025)

Project Master Plan: Seventy-five (75) Unit Apartment and Dickerson Road Frontage Area

Zoned CS, Commercial Services

Planning Commission Recommendation: Maintain HDRPUD, High Density Residential Planned Unit Development

Goodlettsville Zoning Map



- Light Green/Brown- HRDPUD, High Density Residential Planned Unit Development
- Purple- R15, Medium Density Residential
- Red- R-25, Low Density Residential
- Light Green- Agricultural
- Light Blue- CPUD, Commercial Planned Unit Development
- Dark Green- LDRPUD, Low Density Residential Planned Unit Development

Comprehensive Land Use Plan Section:

Residential Neighborhood Preservation

This district aims to maintain small-town charm into the future by preserving the character of its existing neighborhoods to prevent inconsistent infill development and redevelopment in the neighborhood. **The district seeks to preserve existing residential subdivisions and neighborhoods by maintaining average lot sizes and limiting zoning uses in order to provide consistent property uses and densities. The district seeks to ensure that the development of vacant properties are generally consistent with the density and design of adjacent areas.**



AGENDA SUMMARY SHEET
Board of Commissioners
City of Goodlettsville

<p><u>SUBJECT TITLE:</u> Ordinance 26-1138 An ordinance to amend the official Zoning Map of Goodlettsville adopted per Ordinance 15-851 by changing the zoning of a property on Dry Creek Road and Old Dickerson Road from HDRPUD, High Density Residential Planned Unit Development and Dry Creek Farms Master Plan amendment. FIRST READING</p> <p><u>PRESENTED BY:</u> Tim Ellis, City Manager</p>	<p>Agenda Item: Ordinance 26-1138</p> <p>Dept. of Origin: Planning</p> <p>For Agenda of: March 19, 2026</p> <p>Originator: Addam McCormick</p> <p>Cost of Item: N/A</p>
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AGENDA ITEM ATTACHMENTS:

Ordinance 26-1138
Planning Commission March 2026 Review of High Density Properties

SUMMARY STATEMENT:

An ordinance to amend the official Zoning Map of Goodlettsville adopted per Ordinance 15-851 by changing the zoning of a property on Dry Creek Road and Old Dickerson Road from HDRPUD, High Density Residential Planned Unit Development and Dry Creek Farms Master Plan amendment.

FINANCIAL SUMMARY:

None.

RECOMMENDED ACTION:

Recommended by the Planning Commission.

ORDINANCE NO. 26-1138

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF GOODLETTSVILLE ADOPTED PER ORDINANCE 15-851 BY CHANGING THE ZONING OF A PROPERTY ON DRY CREEK ROAD AND OLD DICKERSON ROAD FROM HDRPUD, HIGH DENSITY RESIDENTIAL PLANNED UNIT DEVELOPMENT TO MDRPUD, MEDIUM DENSITY RESIDENTIAL PLANNED UNIT DEVELOPMENT AND DRY CREEK FARMS MASTER PLAN AMENDMENT

WHEREAS, the City’s Zoning Ordinance intent and purpose includes but is not limited to permitting development of land, which by reason of topography or floodable land contains some areas unsuitable for development and to permit the clustering of lots in order to leave the unsuitable land as permanent open space. The preservation of land in open space for amenity value, recreation, wildlife habitat or forest protection is also a suitable purpose for planned unit development zoning; and,

WHEREAS, the City’s Zoning Ordinance intent and purpose includes but is not limited to protecting the character and maintaining the stability of residential areas within the city, and to promote the orderly and beneficial development of such area; and,

WHEREAS, the City’s Comprehensive Land Use Plan defines the area of the property on Dry Creek Road and Old Dickerson Road as Residential Neighborhood Preservation with adjacent low and high density residential zonings and developments including apartments, townhouses, and one family detached dwelling units (houses); and,

WHEREAS, the Goodlettsville Planning Commission has reviewed and discussed this proposed amendment and voted on March 2, 2026 to recommend its passage to the Board of Commissioners due to the adjacent property uses and zoning designations and intention for one family detached dwelling unit developments.

NOW, THEREFORE, BE IT ORDAINED AND IT IS HEREBY ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSE, AS FOLLOWS:

SECTION 1. That the Official Zoning Map adopted by Ordinance No. 15-851 entered on second reading on November 12, 2015 being the municipal zoning map of Goodlettsville, Tennessee, be and the same is hereby amended as follows:

By changing the property classification to MDRPUD, Medium Density Residential Planned Unit Development for the referenced property attached as “EXHIBIT A” and described as follows and amendment of the Dry Creek Farms master plan to change the defined property area from seventy-two (72) multi-family units and six (6) one family detached dwelling units to one family detached dwelling units only per the MDRPUD, Medium Density Residential Planned Unit Development Zoning Ordinance provisions.

**THE 31.05 ACRE PROPERTY AT 188 DRY CREEK ROAD REFERENCED AS
MAP/PARCEL 03300002100 IN THE RECORDS OF THE ASSESSOR OF PROPERTY
OF DAVIDSON COUNTY, TENNESSEE.**

SECTION 2. That the Commissioners of the City of Goodlettsville, Tennessee, hereby certify that this Ordinance has been submitted to the Planning Commission of the City of Goodlettsville for a recommendation, and a notice of hearing thereon has been ordered after at least twenty-one (21) days notice of the time and place of said meeting has been published in a newspaper circulated in the City of Goodlettsville, Tennessee. This Ordinance shall take effect twenty-one (21) days from the date of its final passage, the public welfare demanding it.

SECTION 3. If any section, clause, provision, or portion of this Ordinance is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision or portion of this Ordinance which is not itself invalid or unconstitutional.

SECTION 4. In case of conflict between this Ordinance or any part thereof and the whole or part of any existing or future Ordinance of the City of Goodlettsville, the most restrictive shall in all cases apply.

MAYOR RUSTY TINNIN

CITY RECORDER

APPROVED AS TO LEGALITY AND FORM:

CITY ATTORNEY

Passed First Reading: _____

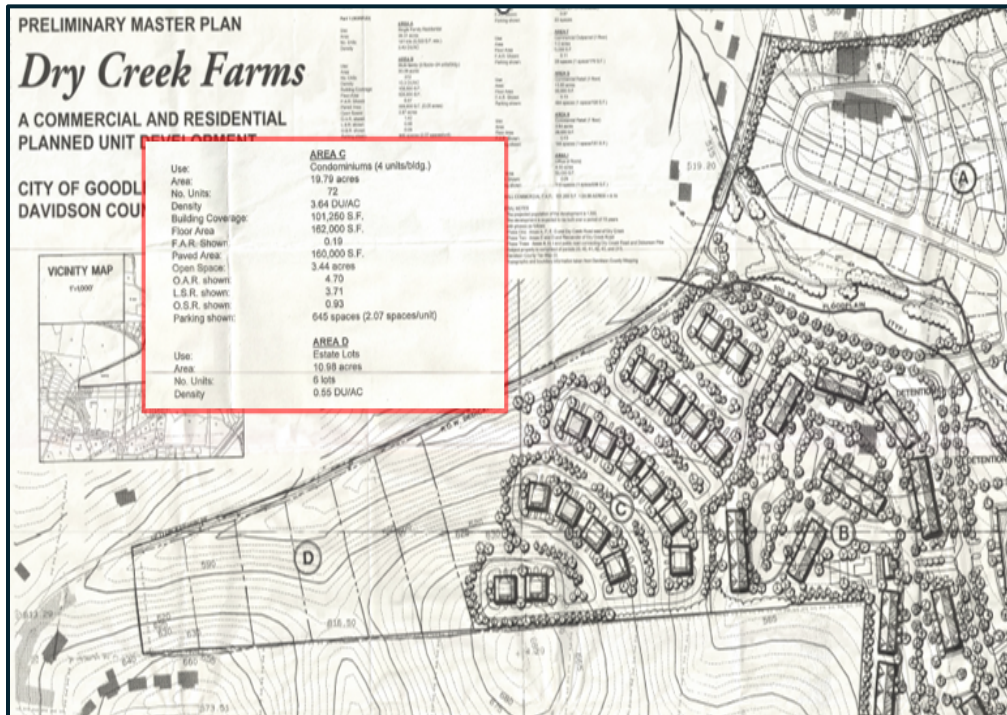
Passed Second Reading: _____

ORDINANCE 26-1138
“EXHIBIT A”

SUBJECT PROPERTY
188 DRY CREEK ROAD/ OLD DICKERSON ROAD
DAVIDSON COUNTY TAX MAP/PARCEL# 03300002100



Dry Creek Farms Master Plan Amendment
Areas C and D revise to permit one family detached dwellings units only per the MDRPUD, Medium Density Residential Planned Unit Development provisions of the Zoning Ordinance



Property#1

6.69 Acres- 0 Alta Loma along east side of I-65 south of Rivergate Parkway:

Property Owners: Brittney and Richard Fisher

County: Davidson County

Property Zoning: HDRPUD, High Density Residential Planned Unit Development.

Comprehensive Land Use Plan Designation: Residential Neighborhood Preservation

Surrounding Zoning Districts:

-HDRPUD, High Density Residential Planned Unit Development,

-CSL, Commercial

-R25, Low Density Residential

Surrounding Uses: Townhouses, Apartments, Houses, I-65, Billboard, Cell Tower

Active Vested Rights: No

Project Master Plan: No

Planning Commission Recommendation: Maintain HDRPUD, High Density Residential Planned Unit Development

Property#2

5.92 Acres- O West Monticello Ave:

Property Owner: Dr. D.N Singh

Property Zoning: HDRPUD, High Density Residential Planned Unit Development.

County: Davidson County

Comprehensive Land Use Plan Designation: Residential Neighborhood Preservation

Surrounding Zoning Districts:

-HDRPUD, High Density Residential Planned Unit Development,

-R15, Medium Density Residential

Surrounding Uses: Railroad Tracks, Townhouse, Houses, Nashville State Campus

Active Vested Rights: No

Project Master Plan: No

Planning Commission Recommendation: Maintain HDRPUD, High Density Residential Planned Unit Development

Property# 3

5.9 -Acres- O Dry Creek Road

Property Owner: Warren B Properties, LLC.

Property Zoning: HDRPUD, High Density Residential Planned Unit Development

County: Davidson County

Comprehensive Land Use Plan Designation: Residential Neighborhood Preservation

Surrounding Zoning Districts:

-HDRPUD, High Density Residential Planned Unit Development

-R25, Low Density Residential (Draper Drive)

Surrounding Uses: Apartments, Houses, Townhouses

Active Vested Rights: No

Project Master Plan: Original Rivergate Acres master plan

Planning Commission Recommendation: Maintain HDRPUD, High Density Residential Planned Unit Development

Property#4

Dry Creek Road – 2.54 Acres

Property Owners: Sam Tinnin and James Simpson

Property Zoning: HDRPUD, High Density Residential Planned Unit Development.

County: Davidson County

Comprehensive Land Use Plan Designation: Residential Neighborhood Preservation

Surrounding Zoning Districts:

- HDRPUD, High Density Residential Planned Unit Development.

-CPUD, Commercial Planned Unit Development

Surrounding Uses:

-Apartments and Church Building

-Active Vested Rights: No

Project Master Plan: No

Planning Commission Recommendation: Rezoning to CPUD, Commercial Planned Unit Development

Property#5

31.05 Acres- 188 Dry Creek Road

Intersection of Dry Creek Road/Old Dickerson Road

Property Owners: Donovan and Edna Grant

Property Zoning: HDRPUD, High Density Residential Planned Unit Development.

County: Davidson County

Comprehensive Land Use Plan Designation: Residential Neighborhood Preservation

Surrounding Zoning Districts:

-HDRPUD, High Density Residential Planned Unit Development.

-LDRPUD, Low Density Residential Planned Unit Development

-CS, Commercial Services

-A, Agricultural

Surrounding Uses:

-Apartments and Houses

Active Vested Rights: No

Project Master Plan: 2003 Dry Creek Farms Master Plan– Seventy-two (72) Condos, Six (6)

Residential House Lots

Planning Commission Recommendation: Rezoning to MDRPUD, Medium Density Residential Planned Unit Development and Preliminary Master Plan Amendment to detached one family dwelling units only

Property#6

1211 S. Dickerson Road Rear Portion of 6.9 Acres

Property Owners: Goodlettsville Partners, LLC

Property Zoning: HDRPUD, High Density Residential Planned Unit Development.

County: Davidson County

Comprehensive Land Use Plan Designation: Residential Neighborhood Preservation

Surrounding Zoning Districts:

-HDRPUD, High Density Residential Planned Unit Development.

-LDRPUD, Low Density Residential Planned Unit Development

-CS, Commercial Services

-A, Agricultural

Surrounding Uses:

-Apartments, Houses, Commercial

Active Vested Rights: No (Recently Expired in July 2025)

Project Master Plan: Seventy-five (75) Unit Apartment and Dickerson Road Frontage Area

Zoned CS, Commercial Services

Planning Commission Recommendation: Maintain HDRPUD, High Density Residential Planned Unit Development

Goodlettsville Zoning Map



- Light Green/Brown- HRDPUD, High Density Residential Planned Unit Development
- Purple- R15, Medium Density Residential
- Red- R-25, Low Density Residential
- Light Green- Agricultural
- Light Blue- CPUD, Commercial Planned Unit Development
- Dark Green- LDRPUD, Low Density Residential Planned Unit Development

Comprehensive Land Use Plan Section:

Residential Neighborhood Preservation

This district aims to maintain small-town charm into the future by preserving the character of its existing neighborhoods to prevent inconsistent infill development and redevelopment in the neighborhood. **The district seeks to preserve existing residential subdivisions and neighborhoods by maintaining average lot sizes and limiting zoning uses in order to provide consistent property uses and densities. The district seeks to ensure that the development of vacant properties are generally consistent with the density and design of adjacent areas.**



AGENDA SUMMARY SHEET
Board of Commissioners
City of Goodlettsville

<p><u>SUBJECT TITLE:</u> ORDINANCE 26-1139 An ordinance of the City of Goodlettsville, Tennessee amending the fiscal year 2025-2026 budget, passed by Ordinance 25-1112. FIRST READING</p> <p><u>PRESENTED BY:</u> Tim Ellis, City Manager</p>	<p>Agenda Item: Ordinance 26-1139</p> <p>Dept. of Origin: Administration</p> <p>For Agenda of: March 19, 2026</p> <p>Originator: Julie High</p> <p>Cost of Item: Outlined in Ordinance</p>
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AGENDA ITEM ATTACHMENTS:

Ordinance 26-1139

SUMMARY STATEMENT:

An ordinance of the City of Goodlettsville, Tennessee amending the fiscal year 2025-2026 budget, passed by Ordinance 25-1112.

FINANCIAL SUMMARY:

Proposed budget amendment outlined in Ordinance below.

RECOMMENDED ACTION:

Staff recommends approval of Ordinance 26-1139.

ORDINANCE NO. 26-1139

AN ORDINANCE OF THE CITY OF GOODLETTSVILLE, TENNESSEE AMENDING THE FISCAL YEAR 2025-2026 BUDGET, PASSED BY ORDINANCE #25-1112

WHEREAS, the City of Goodlettsville adopted the fiscal year 2025-2026 budget by passage of Ordinance #25-1112 on June 12, 2025; and

WHEREAS, a codes enforcement vehicle sustained minor damage in an accident; and repairs were necessary; and

WHEREAS, the Board of Commissioners approved the purchase and installation of 2 tornado sirens after the approval of the FY 2025-2026 budget; and

WHEREAS, the Board of Commissioners authorized a “Branding Initiative”, and estimated costs for consulting and initial rollout of new logo are \$125,000, being funded by an ARPA Tourism Grant; and

WHEREAS, the Board of Commissioners approved the opening of PG Pool for the 2026 season, which had not been included in the FY 2026 Budget; and

WHEREAS, the City received insurance proceeds to replace the traffic signal at Rivergate Parkway and South Main Street that was destroyed in an automobile accident; and

WHEREAS, overtime pay in the fire department was under budgeted due to unplanned medical and military absences, citizen CPR classes, and Citizens Fire Academy; and

WHEREAS, the Board of Commissioners approved the purchase of stream credits to satisfy a portion of its mitigation obligation related to permits for City stream work; and

WHEREAS, the Police Department was awarded a Tennessee Highway Safety Officers Grant which is being used for DUI interdiction; and

WHEREAS, preliminary design work is necessary for the transportation project at Moss-Wright Park; and

WHEREAS, the City has received a TDTD (Tennessee Department of Tourist Development) Grant in the amount of \$30,000 to be used for marketing efforts; and

WHEREAS, the City has received a TN250 Grant for \$20,000 which will be used to enhance historical displays in the Visitor’s Center; and

WHEREAS, pursuant to the Tennessee state constitution, Section 24 of Article II, no public money shall be expended except pursuant to appropriations made by law.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2025-2026 BUDGET AS FOLLOWS:

Community Development Vehicle Maintenance (Increase)	\$ 4,500	
Insurance Proceeds (Increase)		(\$ 3,000)
General Fund Unassigned Fund Balance (Decrease) <i>(Deductible)</i>		(\$ 1,500)
Fire Capital Expenditures (Increase) <i>(Tornado Sirens)</i>	\$87,774	
General Fund Unassigned Fund Balance (Decrease)		(\$87,774)
Tourism Marketing Expenditures (Increase)	\$125,000	
Tourism assigned fund balance-ARPA (Decrease) <i>(Grant)</i>		(\$125,000)

Pool Salaries (Increase)	\$30,000	
Pool Taxes (Increase)	\$ 5,000	
Pool Maintenance (Increase)	\$14,000	
General Fund Unassigned Fund Balance (Decrease)		(\$49,000)
Public Works Street and Traffic Lights (Increase)	\$50,000	
Insurance Proceeds (Increase)		(\$50,000)
Fire Overtime (Increase)	\$ 80,000	
Fire FICA (Increase)	\$ 6,200	
Fire Retirement Benefits (Increase)	\$ 12,800	
General Fund Unassigned Fund Balance (Decrease)		(\$99,000)
Stormwater Capital (Increase) <i>(Stream Bank Credits)</i>	\$450,800	
Stormwater Fund Balance (Decrease)		(\$450,800)
Police Overtime (Increase) <i>(Governors Highway Safety)</i>	\$30,000	
Grant Revenue (Increase)		(\$30,000)
Capital Projects Fund-MWP Transportation Project (Increase) <i>(Grant)</i>	\$55,000	
Capital Projects Unassigned Fund Balance (Decrease)		\$(55,000)
Tourism Marketing Expenditures (Increase)	\$30,000	
Tourism Grant Revenue (Increase)		(\$30,000)
Tourism Maintenance Expenditures (Increase)	\$20,000	
Tourism Grant Revenue (Increase)		(\$20,000)

THIS ORDINANCE SHALL TAKE EFFECT FIFTEEN DAYS AFTER ITS FINAL ADOPTION, THE WELFARE OF THE CITIZENS OF GOODLETTSVILLE REQUIRING IT.

Mayor Rusty Tinnin

Passed first reading:_____

City Recorder
Approved as to form and legality.

Passed second reading:_____

City Attorney



AGENDA SUMMARY SHEET
Board of Commissioners
City of Goodlettsville

<p><u>SUBJECT TITLE:</u> Resolution 26-1322 A resolution of the Board of Commissioners of the City of Goodlettsville expressing opposition to Tennessee Senate Bill 2311 and Tennessee House Bill 2419 regarding county approval of municipal annexations within established Urban Growth Boundaries.</p> <p><u>PRESENTED BY:</u> Tim Ellis, City Manager</p>	<p>Agenda Item: Resolution 26-1322</p> <p>Dept. of Origin: Administration</p> <p>For Agenda of: March 19, 2026</p> <p>Originator: Tim Ellis</p> <p>Cost of Item: N/A</p>
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AGENDA ITEM ATTACHMENTS:

Resolution 26-1322

SUMMARY STATEMENT:

A resolution of the Board of Commissioners of the City of Goodlettsville expressing opposition to Tennessee Senate Bill 2311 and Tennessee House Bill 2419 regarding county approval of municipal annexations within established Urban Growth Boundaries.

FINANCIAL SUMMARY:

None.

RECOMMENDED ACTION:

Staff recommends approval of Resolution 26-1322.

RESOLUTION NO. 26-1322

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE EXPRESSING OPPOSITION TO TENNESSEE SENATE BILL 2311 AND TENNESSEE HOUSE BILL 2419 REGARDING COUNTY APPROVAL OF MUNICIPAL ANNEXATIONS WITHIN ESTABLISHED URBAN GROWTH BOUNDARIES

WHEREAS, the City of Goodlettsville is a municipal corporation organized and existing under the laws of the State of Tennessee and is committed to responsible growth, strategic planning, and the efficient delivery of municipal services; and

WHEREAS, pursuant to state law, counties and municipalities have previously engaged in a collaborative and deliberative process to establish Urban Growth Boundaries (UGBs), representing mutually agreed-upon areas for future municipal annexation and service delivery; and

WHEREAS, these Urban Growth Boundaries were adopted to promote orderly development, reduce conflicts between jurisdictions, ensure coordinated infrastructure planning, and provide predictability for property owners and residents; and

WHEREAS, Senate Bill 2311 and House Bill 2419 propose to require approval by the county legislative body for municipal annexations, including annexations within already established and mutually agreed-upon Urban Growth Boundaries; and

WHEREAS, imposing an additional layer of county approval within established UGBs undermines the integrity of prior intergovernmental agreements and disrupts the statutory framework designed to provide clarity and certainty in growth planning; and

WHEREAS, municipalities are best positioned to evaluate annexation proposals within their designated growth areas, including considerations related to infrastructure capacity, public safety services, land use planning, and long-term fiscal sustainability; and

WHEREAS, the proposed legislation may create unnecessary delays, increase intergovernmental conflict, discourage economic development, and create uncertainty for property owners and developers; and

WHEREAS, preserving the validity and reliability of established Urban Growth Boundaries is essential to maintaining effective long-range planning and protecting the collaborative intent of the original growth boundary agreements.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Goodlettsville that:

1. The Board hereby formally expresses its opposition to Tennessee Senate Bill 2311 and Tennessee House Bill 2419, which would require county legislative body approval for

municipal annexations, including those located within previously established Urban Growth Boundaries.

2. The Board affirms its support for maintaining the integrity of existing Urban Growth Boundaries and respecting the intergovernmental agreements and statutory processes through which they were created.
3. The Board urges the Tennessee General Assembly to preserve municipal planning authority within designated growth areas and to reject legislation that would undermine established growth frameworks.
4. The City Manager is authorized and directed to transmit copies of this Resolution to the City's legislative delegation, the Governor of Tennessee, and other appropriate state officials.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption, the public welfare requiring it.

Adopted: March 19, 2026

MAYOR RUSTY TINNIN

CITY RECORDER

APPROVED AS TO FORM AND LEGALITY

CITY ATTORNEY



AGENDA SUMMARY SHEET
Board of Commissioners
City of Goodlettsville

<p><u>SUBJECT TITLE:</u> Resolution 26-1323 A resolution of the Board of Commissioners of the City of Goodlettsville expressing opposition to Tennessee Senate Bill 2064 and Tennessee House Bill 1873 relating to the imposition of a property tax cap on local governments.</p> <p><u>PRESENTED BY:</u> Tim Ellis, City Manager</p>	<p>Agenda Item: Resolution 26-1323</p> <p>Dept. of Origin: Administration</p> <p>For Agenda of: March 19, 2026</p> <p>Originator: Tim Ellis</p> <p>Cost of Item: N/A</p>
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AGENDA ITEM ATTACHMENTS:

Resolution 26-1323

SUMMARY STATEMENT:

A resolution of the Board of Commissioners of the City of Goodlettsville expressing opposition to Tennessee Senate Bill 2064 and Tennessee House Bill 1873 relating to the imposition of a property tax cap on local governments.

FINANCIAL SUMMARY:

None.

RECOMMENDED ACTION:

Staff recommends approval of Resolution 26-1323.

RESOLUTION NO. 26-1323

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE EXPRESSING OPPOSITION TO TENNESSEE SENATE BILL 2064 AND TENNESSEE HOUSE BILL 1873 RELATING TO THE IMPOSITION OF A PROPERTY TAX CAP ON LOCAL GOVERNMENTS.

WHEREAS, the City of Goodlettsville is a municipal corporation organized and existing under the laws of the State of Tennessee and is charged with providing essential public services to its residents, including but not limited to public safety, fire protection, public works, infrastructure maintenance, planning and zoning, parks and recreation, and administrative services; and

WHEREAS, Senate Bill 2064 and House Bill 1873 propose to enact statutory limitations on the ability of local governments to adjust property tax rates, effectively imposing a property tax cap; and

WHEREAS, property tax is the primary and most stable source of revenue available to municipalities in Tennessee to fund essential public services and to meet the needs of growing communities; and

WHEREAS, local elected officials are directly accountable to the citizens they serve and are in the best position to evaluate community needs, fiscal conditions, infrastructure demands, and public safety requirements; and

WHEREAS, the imposition of a state-mandated property tax cap would significantly restrict local control, reduce fiscal flexibility, and may impair the City's ability to respond to emergencies, economic fluctuations, inflationary pressures, infrastructure investment needs, and state or federally mandated requirements; and

WHEREAS, such legislation may create unintended consequences, including deferred maintenance, reduced service levels, diminished public safety resources, and constraints on long-term financial planning; and

WHEREAS, preserving local decision-making authority is essential to maintaining responsible governance and ensuring that municipal officials can act in the best interest of their residents.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Goodlettsville that:

1. The Board hereby formally expresses its opposition to Tennessee Senate Bill 2064 and Tennessee House Bill 1873, which seek to impose a property tax cap on local governments.
2. The Board affirms its support for local fiscal autonomy and the principle that decisions regarding municipal property tax rates should remain under the authority of locally elected officials who are accountable to the citizens of their community.

3. The Board respectfully urges members of the Tennessee General Assembly to reject legislation that would limit the City's ability to responsibly fund essential services and meet the evolving needs of its residents.
4. The City Manager is authorized and directed to transmit copies of this Resolution to the City's legislative delegation, the Governor of Tennessee, and appropriate state officials.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption, the public welfare requiring it.

Adopted: March 19, 2026

MAYOR RUSTY TINNIN

CITY RECORDER

APPROVED AS TO FORM AND LEGALITY

CITY ATTORNEY



AGENDA SUMMARY SHEET
Board of Commissioners
City of Goodlettsville

<p><u>SUBJECT TITLE:</u> Resolution 26-1324 A resolution of the City of Goodlettsville, Tennessee Board of Commissioners establishing a policy allowing governing body members to participate in meetings by electronic means under specific circumstances.</p> <p><u>PRESENTED BY:</u> Tim Ellis, City Manager</p>	<p>Agenda Item: Resolution 26-1324</p> <p>Dept. of Origin: Administration</p> <p>For Agenda of: March 19, 2026</p> <p>Originator: Tim Ellis</p> <p>Cost of Item: N/A</p>
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AGENDA ITEM ATTACHMENTS:

Resolution 26-1324

SUMMARY STATEMENT:

A resolution of the City of Goodlettsville, Tennessee Board of Commissioners establishing a policy allowing governing body members to participate in meetings by electronic means under specific circumstances.

FINANCIAL SUMMARY:

None.

RECOMMENDED ACTION:

Staff recommends approval of Resolution 26-1324.

RESOLUTION NO. 26-1324

A RESOLUTION OF THE CITY OF GOODLETTSVILLE, TENNESSEE, BOARD OF COMMISSIONERS ESTABLISHING A POLICY ALLOWING GOVERNING BODY MEMBERS TO PARTICIPATE IN MEETINGS BY ELECTRONIC MEANS UNDER SPECIFIC CIRCUMSTANCES.

WHEREAS, Public Chapter 411, Acts of 2025, was passed by the Tennessee General Assembly during the 2025 legislative session and signed by Governor Lee on May 9, 2025; and

WHEREAS, the governing body wishes to allow electronic participation in meetings under specified circumstances;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Goodlettsville, Tennessee that:

SECTION 1. Participation in Electronic Meetings by Officials. (1) Pursuant to Tennessee Code Annotated § 6-54-149 having adopted this section of law by a two-thirds (2/3) majority vote, a member of the Board of Commissioners (hereinafter “governing body”) may participate in a scheduled governing body meeting by electronic means, including, but not limited to, videoconferencing or other web-based media, but only for the following reasons:

- (a.) The member of the governing body is dealing with a family or medical emergency as defined by this resolution;
- (b.) The member of the governing body has been called into military service; or
- (c.) The member of the governing body is unable to attend a meeting due to inclement weather.

(2) **Definitions.** The following terms are defined for the purposes of this resolution as:

- (a.) “Family” is defined as the governing body member’s spouse, parent(s), stepparent(s), grandparent(s), sibling(s), child(ren), stepchild(ren), foster child(ren), or grandchild(ren).
- (b.) “Family emergency” is defined as an unexpected and serious situation, including a medical emergency, involving a family member that requires immediate attention.
- (c.) “Medical emergency” is defined as birth and care of the member’s newborn child, placement with the member of a child for adoption or foster care, and a serious health condition that involves an illness, injury, impairment, or physical or mental condition which requires:

- (i.) Overnight hospitalization (including prenatal care), including the period of incapacity or subsequent treatment in connection with the overnight care; or
- (ii.) Continuing treatment (for a chronic or long-term condition) under the care or supervision of a health care provider. Included under this heading are chronic conditions (e.g., asthma, epilepsy, etc.) that continue over an extended period of time and may cause episodic rather than a continuing period of incapacity and conditions that are not usually incapacitating but would result in a period of incapacity of more than 3 consecutive calendar days if medical treatment were omitted (e.g., chemotherapy, kidney dialysis, pregnancy, etc.). Note that

incapacity means the inability to work, attend school, or perform regular daily activities (eating, washing, walking, shopping, etc.,) because of a serious health condition or treatment for or recovery from a serious health condition.

- (d.)“Inclement weather” is defined as any kind of extreme weather, usually snow, ice, or flooding, which might create hazardous driving conditions or significantly impair the normal operations of the municipality, as declared by the City Manager.

SECTION 2. Member Requirements to Participate Electronically. Any member who is absent shall only participate in a meeting through electronic means if the member meets the following requirements:

- (1) The member must be visually identified by the mayor, or in their absence, the vice-mayor or other chairman of the meeting, as required by Tennessee Code Annotated § 6-54-149.
- (2) The member shall notify the city recorder by 5:00 p.m. the day prior to the meeting of the member’s intent to participate electronically. The member shall state in the notice to the city recorder that the member has a family emergency, medical emergency, military service, and/or inclement weather condition qualifying the member for electronic participation.
- (3) The member shall have the ability to log into the virtual meeting platform using their own computer equipment. In order to speak, the member shall use their computer’s microphone, a headset, or a phone for sound.
- (4) The member shall keep their microphones muted unless they are actively speaking.
- (5) During the calling of the roll, the member shall unmute their microphone and announce their name as an electronic participant. The city/town recorder shall record this person as present for voting purposes, but not for quorum purposes.

SECTION 3. In-person Quorum. The legislative body shall not conduct a meeting that includes electronic participation unless a quorum of the governing body is present at the physical location of the meeting. No more than 20% of the total membership may participate electronically in each meeting.

SECTION 4. Annual Limitation. A member of the governing body shall not participate electronically in meetings more than two (2) times per year.

SECTION 5. Public Access. (1) All meetings of the governing body conducted by electronic means under this section must remain open and accessible to the public by providing real-time, live audio or video access to the public.

(2) A clear audio or video recording of the meeting shall be made available to the public as soon as practicable following the meeting, and in no event more than two (2) business days after the meeting.

SECTION 6. Public Notice. In the public notice required by the Tennessee Code Annotated § 8-44-103, the governing body shall provide information regarding how the public can obtain real-time, live access to, or a broadcast of, the meeting, and the governing body shall provide an agenda for the meeting in such notice.

SECTION 7. Staff Facilitation of Electronic Access. Upon notice of electronic participation by a member of the governing body, the city/town recorder shall facilitate the implementation of electronic access to the member by setting up appropriate equipment and providing electronic access instructions to the member no later than one (1) hour prior to the meeting. The first member to notify the city/town recorder of an intent to participate electronically shall receive the necessary information allowing them to participate electronically.

SECTION 8. Effective Date. This resolution shall take effect immediately upon passage, the public welfare requiring it.

Approved by Two-Thirds (2/3) Majority Vote on March 19, 2026

MAYOR RUSTY TINNIN

CITY RECORDER

APPROVED AS TO FORM AND LEGALITY

CITY ATTORNEY



AGENDA SUMMARY SHEET
Board of Commissioners
City of Goodlettsville

<p><u>SUBJECT TITLE: RESOLUTION 26-1325</u> A resolution declaring certain property surplus to the needs of the City of Goodlettsville and calling for its disposal by online auction or any other reasonable manner.</p> <p><u>PRESENTED BY:</u> Tim Ellis, City Manager</p>	<p>Agenda Item: Resolution 26-1325</p> <p>Dept. of Origin: Administration</p> <p>For Agenda of: March 19, 2026</p> <p>Originator: Tim Ellis</p> <p>Cost of Item: Positive Impact</p>
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AGENDA ITEM ATTACHMENTS:

Resolution 26-1325

SUMMARY STATEMENT:

This resolution would declare certain property surplus to the needs of the City of Goodlettsville and calling for its disposal by trade-in or online auction or any other reasonable manner.

FINANCIAL SUMMARY:

There would be a positive fiscal impact to the city based on the sale of the surplus property.

RECOMMENDED ACTION:

Staff recommends approval of Resolution 26-1325.

RESOLUTION NO. 26-1325

A RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS TO THE NEEDS OF THE CITY OF GOODLETTSVILLE AND CALLING FOR ITS DISPOSAL BY ONLINE AUCTION OR ANY OTHER REASONABLE MANNER.

WHEREAS, occasionally, the City of Goodlettsville owns property that is no longer of use or has value for its intended use; and,

WHEREAS, The City of Goodlettsville foresees no future need or use of said property; and,

WHEREAS, The City of Goodlettsville desires to dispose of said property;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE THAT PROPERTY LISTED IN EXHIBIT 1 OF THIS RESOLUTION IS DECLARED TO BE SURPLUS PROPERTY.

BE IT FURTHER RESOLVED THAT SAID PROPERTY SHALL BE DISPOSED OF BY ONLINE AUCTION OR ANY OTHER MEANS IN ACCORDANCE WITH STATE LAW AND THE CITY'S PURCHASING POLICY.

THIS RESOLUTION IS EFFECTIVE UPON ADOPTION, THE WELFARE OF THE CITIZENS OF GOODLETTSVILLE REQUIRING IT.

MAYOR RUSTY TINNIN

Adopted: March 19, 2026

CITY RECORDER

APPROVED AS TO FORM AND LEGALITY

CITY ATTORNEY

EXHIBIT 1 (RESOLUTION 26-1325)

- Paramount Multi-Gym weight system
- 5 display cases
- HP- printer Envy 4512 with cable Serial # TH6AT4D00H unknown if it works .
- 2 HP color laser jet printers M452nw with cords No serial number , unknown if they work, also have print cartridges with them.
- HP - printer with cable Serial # CN435FV1H6 unknown if it works
- Dell keyboard with cable Serial # CN-05P02F-71581 should work.
- Lenovo keyboard with cable Serial # 375AYZG should work.
- 1 small office desk
- Ipad 64gb
- Christmas Tree – approx.. 10 ft
- Large wooden conference table
- Small kitchenette table with 4 chairs
- Octagon table
- 1 black leather office chair - broken
- 4 green office chairs - antiquated
- 1 grey office chair - broken
- 4 plaid maroon office chairs - antiquated
- Acer computer monitor serial# ETLTS0R03243600ACF2442 – broken



AGENDA SUMMARY SHEET
Board of Commissioners
City of Goodlettsville

<p><u>SUBJECT TITLE:</u> Resolution 26-1326 A resolution of the City of Goodlettsville, Tennessee, Board of Commissioners confirming compliance and review of financial policies and authorizing an application for the Comptroller’s Financial Excellence Award.</p> <p><u>PRESENTED BY:</u> Tim Ellis, City Manager</p>	<p>Agenda Item: Resolution 26-1326</p> <p>Dept. of Origin: Administration</p> <p>For Agenda of: March 19, 2026</p> <p>Originator: Tim Ellis</p> <p>Cost of Item: N/A</p>
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AGENDA ITEM ATTACHMENTS:

Resolution 26-1326
Comptroller’s Financial Excellence Application
Policies to Submit with Application

SUMMARY STATEMENT:

A resolution of the City of Goodlettsville, Tennessee, Board of Commissioners confirming compliance and review of financial policies and authorizing an application for the Comptroller’s Financial Excellence Award.

FINANCIAL SUMMARY:

None.

RECOMMENDED ACTION:

Staff recommends approval of Resolution 26-1326.

Resolution No. 26-1326

A RESOLUTION OF THE CITY OF GOODLETTSVILLE, TENNESSEE, BOARD OF COMMISSIONERS CONFIRMING COMPLIANCE AND REVIEW OF FINANCIAL POLICIES AND AUTHORIZING AN APPLICATION FOR THE COMPTROLLER’S FINANCIAL EXCELLENCE AWARD

WHEREAS the City of Goodlettsville Board of Commissioners has adopted the following financial policies: Capital Asset Management, Cybersecurity Plan, Debt Management, Fund Balance / Unrestricted Net Position, Internal Control, Investment, Utility Billing, and Purchasing; and,

WHEREAS the City of Goodlettsville Board of Commissioners recognizes the importance of having a strong financial management system in place with strong financial policies to ensure that management will achieve its objectives for operations, budgeting, debt management, financial reporting, and compliance; and,

WHEREAS the City of Goodlettsville Board of Commissioners has reviewed the requirements for the Comptroller’s Financial Excellence Award; and,

WHEREAS it is the City of Goodlettsville Board of Commissioners' express intent to apply for the Comptroller’s Financial Excellence Award.

NOW, THEREFORE, be it resolved by the Board of Commissioners of the City of Goodlettsville, Tennessee, that it has reviewed the aforementioned policies within the last 12 months and made or approved changes as needed, and hereby authorizes and requests the completion and submission of the application for the Comptroller’s Annual Award for Financial Excellence for fiscal year 2025-2026.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption, the public welfare requiring it.

Adopted: March 19, 2026

MAYOR RUSTY TINNIN

CITY RECORDER

APPROVED AS TO FORM AND LEGALITY

CITY ATTORNEY



Comptroller’s Financial Excellence Award

Application

***Submission Deadline:** One month after your annual audit is due to be filed with the Comptroller’s Office*

Thank you for applying for the Comptroller’s Financial Excellence Award. Financial oversight and accountability of public dollars is crucial to the success of local governments. We commend you for the steps you have taken to implement practices to support financial excellence.

Local governments that are subject to both audit and budget oversight of the Comptroller’s Office may apply for the award. This includes counties, metropolitan governments, municipalities, utility districts, municipal energy authorities, water and wastewater authorities, and other utility systems, such as joint ventures.

Please submit the application **and** supporting documents, as **one intact submission**, to LGF@cot.tn.gov with the subject line: “Comptroller’s Financial Excellence Award.” For additional information or assistance, please contact LGF at LGF@cot.tn.gov. The Comptroller’s Office will review all applications, and the awards will be presented each fall.

Step 1: Name of Local Government

Enter Entity Name →

Step 2: Contact Information

The authorized entity representative is meant to be the main contact our office can speak with on issues pertaining to the entity or application. For example, Mayor, Executive, Manager, Finance Director, etc.

	Authorized Entity Representative	Form Preparer and Submitter
Name →		
Title →		
Phone →		
Email →		

Comptroller’s Financial Excellence Award
Application Document

Step 3: Application Requirements

The following items must be completed, and the requested documents must be submitted together with this application.

Budgeting	Yes	N/A
1. Our local government was awarded the Comptroller’s Annual Budget Certificate for FY 2025.		
2. Our 2025 FY audit demonstrated that we monitored the budget by spending within appropriated amounts and amending the budget for increased expenditures.		
Debt Management	Yes	N/A
3. Our local government has outstanding debt that is rated by at least one nationally recognized rating agency at or above AA (Aa). Answering “N/A” means your local government has no debt that has been rated.		
4. A copy of the latest bond rating is attached to this application.		
Financial Management	Yes	N/A
5. No audit findings were identified in the FY 2025 audit report.		
6. For Municipalities only: <ul style="list-style-type: none"> • Our municipality is in compliance with the CMFO Act. • Enter name of responsible party → 		
7. For Centralized Counties or Centralized Metropolitan Governments only: <ul style="list-style-type: none"> • Our centralized county or centralized metropolitan government has a designated Certified County Financial Officer (CCFO), or a CPA on staff. • Enter name of responsible party → 		

Comptroller’s Financial Excellence Award
Application Document

<p>8. For Non-Centralized Counties or Non-Centralized Metropolitan Governments only:</p> <ul style="list-style-type: none"> • Our non-centralized county or non-centralized metropolitan has, at minimum, a CCFO in the Mayor / County Executive’s Office, Highway Department, and School Department. • Enter name of Executive’s Office responsible party → • Enter name of Highway Department responsible party → • Enter name of School Department responsible party → 		
<p>9. Our local government demonstrates financial strength pursuant to the financial health metrics outlined on the Comptroller’s website and in the Comptroller’s debt and budget manuals (financial metrics contain no levels of concern or distress).</p>		
<p>Financial Oversight and Accountability – Financial Policies</p>	Yes	N/A
<p>10. Our local government has adopted financial policies consistent with those required for eligibility of the award, and such policies are attached to this application.</p>		
<p>11. A certified copy of the resolution confirming the policies were reviewed is attached to this application.</p>		
<p>12. If applicable, our local government was not under the oversight of the Tennessee Board of Utility Regulation (TBOUR) during fiscal year 2025 for financial distress or training noncompliance.</p>		
<p>Financial Reporting and Transparency</p>	Yes	N/A
<p>13. Our FY 2025 audit was filed timely with the Comptroller’s Office.</p>		
<p>14. For audits contracted with an independent CPA firm, the Division of Local Government Audit (LGA) did not reject our FY 2025 audit because of significant deficiencies. If you have not received your letter, check “N/A,” and LGA will review your FY 2025 audit for compliance with this requirement.</p>		
<p>15. Our audit did not have a modified opinion related to financial accounting or reporting (for example, qualified, disclaimer, or adverse).</p>		

Comptroller's Financial Excellence Award
Application Document

16. Our FY 2025 audit and FY 2025 budget, including any amendments, are published at the following website address →	
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Step 4: Attestation and Signatures

The local government indicated below hereby applies for the Comptroller's Financial Excellence Award, and the following signatures of the local officials verify the submitted information is accurate.

Name of Local Government →	
----------------------------	--

	Authorized Representative	Form Preparer and Submitter
Signature →		
Date →		

Comptroller's Financial Excellence Award

Policies to Submit with Application

The Comptroller's Office often recommends best practice policies as a normal part of our oversight of local governments. We do this in our annual audit reports, in our budget review letters, in our manuals, and in our online resources. Sound financial policies lay the foundation for good financial decisions and strong resilient local governments. Accordingly, to be eligible for the Comptroller's Financial Excellence Award, your local government must have adopted the policies outlined in this document, as applicable. We want to emphasize that the following list is not all-inclusive, but rather, policies that we believe strongly support good oversight of public dollars. There may be legally required policies not addressed here that you are still required to adopt, and most local governments will have additional policies. Further, our Office will continue to recommend policies that are not necessarily part of the award program.

The following descriptions of the policies are meant to offer an overview. Please reach out to your regional contacts from the Divisions of Local Government Finance and Local Government Audit, as well as MTAS, CTAS, and TAUD for additional guidance and help in drafting policies. All local governments should have the following adopted policies.

Table 1: Financial Policies For the Annual Award for Financial Excellence

Comptroller Award Eligibility Financial Policies	Also Required by TN Law or TN State Funding Board Guidelines
Counties, Metro Govts, Municipalities, Utilities	
Budget Adoption Calendar - <i>Internal</i>	Counties
Budget Monitoring	
Capital Asset Management <i>22</i>	
Cash Management	
Cybersecurity Plan <i>25</i>	Utilities
Debt Management <i>21</i>	Counties, Metro Govts, Municipalities, Utilities
Fund Balance / Unrestricted Net Position <i>21</i>	
Internal Control <i>12</i>	Counties, Metro Govts, Municipalities
Investment <i>22</i>	Certain Investments
Purchasing <i>2022</i> ✓	<i>20</i>
County and Metro Govts Only	
Audit Committee	
Utility Systems Only	
Rates and Fees Policy <i>2022</i> ✓	

Audit Committee – Counties and Metropolitan Governments Only

Audit committees provide for review of the audit, establish procedures and oversight for correcting deficiencies, and produce a written report. Tenn. Code Ann. § 9-3-405 allows for the creation of an audit committee. The audit committee should establish responsibilities and duties that are stated in a resolution approved by the legislative body. The responsibilities and duties, at a minimum, should address financial and other reporting practices, internal controls, compliance with laws and regulations, and ethics. For more information, please visit the Comptroller's Division of Local Government Audit's [website](#). Although only county governments are required to have an audit committee policy to be eligible for the award, we recommend that all local governments have an audit committee.

Budget Adoption Calendar

A budget calendar should result in a local government adopting the annual budget before the new fiscal year starts. This is important so that planned spending can begin day one of the fiscal year. To ensure timely adoption, it is recommended that all local governments have an adopted budget calendar that sets the timeline for when certain milestones occur during the budget creation, adoption, and implementation process. See the [Comptroller's Budget Manual](#) for more details. Title 5 of Tennessee Code Annotated includes requirements that govern budget calendars for county governments.

Budget Monitoring Policy

After the budget is adopted, it must be monitored for changes in initial budget estimates. This helps ensure a local government stays within its legal spending authority, meets any legal spending requirements, complies with other statutory requirements, such as for utilities, and maintains adequate reserves.

Capital Asset Management Policy

Capital assets have a life longer than one year and are used in the operations of the local government and include buildings, vehicles, streets and bridges, utility plant and infrastructure, and heavy equipment. Capital assets have a finite life and require regular maintenance to operate efficiently. A capital asset management policy will outline how to assess the current condition of capital assets, plan and budget for needed maintenance, and plan for replacing capital assets when needed. This plan should address both general government assets as well as utility assets. For additional information, please refer to the [Tennessee Department of Environment and Conservation](#) for water and sewer systems, and GFOA for all other government operations.

Cash Management Policy

Cash must be available to pay invoices and payroll when due; therefore, local governments must have a plan to maintain sufficient cash throughout the year. The plan starts with the minimum amount of cash to keep on hand to meet cash flow needs throughout the year and a requirement to perform an annual cashflow forecast to determine cash needs. The policy should also address pooled cash accounts and reimbursements between

funds. The policy should identify adequate reserve levels, how those levels are established, and the intended use of each reserve. Reserves for unexpected events should be addressed. Both the short-term and long-term health of the local government should be considered. If cash reserves dip below minimum levels, immediate measures should be taken to restore the reserves. Additionally, utility systems should consider cash reserves needed to maintain stable rates. Once cash flow needs are sufficiently covered the remainder of cash can be invested according to state statutes and the local government's investment policy (see Investment Policy below).

Cybersecurity Plan

All local governments should adopt a Cybersecurity Plan; however, those local governments with utilities are required to adopt a plan pursuant to Tenn. Code Ann. § 7-51-2301 et seq. Being prepared to respond to a cyber-attack will reduce the impact that it has on operations. It is important to have a written plan that can be referenced in the event the local government experiences an incident. This plan should be developed in cooperation with the office's IT personnel or vendor. For more information please see: tncot.cc/cyberaware.

Debt Management Policy

All local governments that issue debt must have an adopted debt management policy pursuant to Tennessee State Funding Board [Guidelines](#) that were issued by authority of Tenn. Code Ann. § 9-21-134(b).

Fund Balance Policy and/or Unrestricted Net Position Policy

Fund Balance: Local governments should have a policy that establishes the amount (or level) of unrestricted fund balance that will be maintained in its operating governmental funds. Having available unrestricted fund balance when needed is important to the viability of all local governments. Consider amounts needed to fund the ongoing operations of the local government during the time until taxes are received to minimize and preferably avoid the need for tax and revenue anticipation notes to manage cash flows, as well as reserve amounts for current and future risks associated with revenue and expenditures. Because each local government faces different economic and financial risks, the amount needed will vary by local government. The policy should also address when unrestricted fund balance reserves can be used and the plan for replenishing the used amount in a reasonable timeframe.

Unrestricted Net Position: Local governments should have a policy that establishes the amount (or level) of unrestricted fund balance that will be maintained in its utility funds and other business-type activities. When determining an adequate unrestricted net position balance, considerations may include but are not limited to reserves for known and unknown contingencies, reserves to support stable rates and stable services to ratepayers, reserves to meet operating expenses and debt service costs, and reserves to support strong debt ratings.

Internal Control Policies

As defined by the COSO Report: internal control is a structure of policies and procedures that systematically provides reasonable assurance that management will achieve its basic objectives in operations, financial reporting, and compliance. Internal control is at the top of this list because without strong internal control, management will not know if the governing body's goals are being met. All local governments should have adopted internal controls. See the [U.S. Government Accountability Office Green Book](#) and online resources from the Division of Local Government Audit, including the Comptroller's Internal Control and Compliance Manual <https://comptroller.tn.gov/office-functions/la/resources/information.html> for more details. Internal Control is required for county, municipal, and metropolitan governments by Tenn. Code Ann. § 9-18-102.

Investment Policy

Public dollars should be invested with consideration given to legal limitations, safety, risk, and yield (or earnings). Certain legal investments for local governments require an investment policy and it is recommended that all local governments have an investment policy that outlines: legal investments that fit the local government's risk tolerance, who can make investment decisions, what funds can be invested, and the process for purchasing investments. Even if your local government only invests in Certificates of Deposit and the State's Local Government Investment Pool (LGIP), we recommend that you have an investment policy. For more information, please see the Comptroller's Division of Local Government Finance's [website](#).

Purchasing Policy

Local governments should adopt a purchasing policy to help achieve the objectives and goals of the purchasing function. A purchasing policy will set certain parameters for the purchasing process: designate persons authorized to make purchases, require prenumbered purchase orders, set emergency purchase requirements, set certain bid limits for complete bids, designate persons that can use purchase cards. See [MTAS](#) & [CTAS](#).

Rates and Fees Policy - *Utility Systems Only*

Rates and charges set by the governing body should be sufficient for all reasonable expenses of operation including depreciation, interest expense, and any other nonoperating expenses. Rates should also generate enough cash to pay both principal and interest requirements on debt. Each utility should have rates sufficient to have a positive change in net position separate from grant proceeds and contributions. Periodic rate studies is a proactive and strategic approach to managing the financial health of a utility. Some utility systems have an annual cost-of-living rate increase that is adopted once, and then rates adjust at an inflationary percentage each year.

Transmittal Letter

Honorable Members of the Board of Commissioners,

Welcome to our budget book for the fiscal year ending June 30, 2026. We are pleased to present a budget that provides the quality services our citizens deserve, while continuing to be good stewards of our tax dollars. Although this budget establishes short-term funding (1 year), each annual budget has long-term implications for maintaining the fiscal and physical condition of the City. Therefore, forecasting of revenue is based upon a look back at historical trends for each specific source, and a forward projection which is informed by current economic activity and adjusted by potential future impacts. Similarly, planned expenditures are based upon both historical trends, and analyses of current and emerging cost implications. In the budget preparation, City staff considers and recommends revenues and expenditures that will maintain and enhance the City's future condition.

The Budget is comprised of an Operating Budget that includes costs which can be expected to recur every year, such as regular maintenance, office supplies, fuel and personnel costs, and a Capital Improvement Plan that includes larger one-time expenditures such as new facilities, infrastructure, or major equipment.

The City Budget process allows for Administration and Department Directors' input, as well as work sessions to enable the Board of Commissioners to delve into the details of the proposed budget and identify any amendments. An overview of the Fiscal Year 2026 Budget was presented in a Board of Commissioners Study Session on April 10, 2025. The Fiscal Year 2026 Budget was considered and approved on first reading on May 8, 2025. The second and final reading and public hearing on the Fiscal Year 2026 Budget was on June 12, 2026, where it was approved by unanimous vote of the Board of Commissioners.

Highlights of this budget include:

- Main Street Revitalization project
- Conference Drive CMAQ projects
- 3% Salary increase in July, plus 3% COLA in January
- Employee Benefits Improvements
- Mansker's Creek Pump Station rehab
- Public Safety mobile and portable radios
- Athletic fields lighting upgrades
- Additional parking at Moss Wright Park

The proposed Fiscal Year 2026 Budget assumes there will be no property tax rate increase in the General Fund. The Sanitation Fund budget for FY2026 includes a \$1.00 increase in customer fees to help offset the increased cost to provide residential sanitation and recycling services across the City. The Stormwater Fund budget for FY2026 assumes an increase in residential stormwater fees from \$3.67 per month per residence, to \$4.50 per month. The commercial stormwater rates are budgeted at a 15% increase, as well.

The Fiscal Year 2026 Budget assumes that there will be a one-time use of fund balances to complete several capital projects, such as the Main Street and CMAQ projects. This one-time use is essentially the City's portion of the grants that were obtained to finance those projects. The City has a fund balance policy, stating that it desires to maintain 15%-20% of annual General fund operating expenditures in unrestricted fund balance, or stated differently, approximately 2.5 months of operating expenditures. As the reader can see, governmental fund balances will remain at a substantially healthy level, far exceeding the City's policy of 15%-20% of operating expenditures. This budget results in a fund balance of \$ 21 M in the general fund, which equates to 109% of the budgeted operating expenditures of the general fund. **Simply stated, at the end of fiscal year 2026, the City will have over 13 months of estimated operating expenditures in its unrestricted fund balance.**

Special thanks and appreciation are extended to the City of Goodlettsville Department Heads for their conservative and pragmatic approach to their budgets, as well as the Finance Department staff for their many hours of work creating this document.

Additionally, I would like to thank and commend the Board of Commissioners for their policy direction and support throughout the budget process. We look forward to working together for another successful year for the citizens of Goodlettsville.

Sincerely,

Tim Ellis
City Manager

City of Goodlettsville
Budget Calendar FY2026-2027

March 6-Department requests to Finance (submitted in ClearGov)

March 30-April 10-Departmental Budget meetings with City Manager

April 16-Draft Budget Request delivered to BOC

April 23-Special called Budget study session

April 30-Optional second study session

May 8-Budget ordinance to BOC

May 14-First Reading of Budget

June 11-Final Reading of Budget

Ordinance NO. 22-1057

AN ORDINANCE OF THE CITY OF GOODLETTSVILLE BOARD OF COMMISSIONERS ADOPTING THE CITY OF GOODLETTSVILLE CAPITAL INVESTMENT POLICY.

WHEREAS, the City of Goodlettsville Board of Commissioners strives to have sound and practical financial policies; and,

WHEREAS, there is currently a need to adopt a policy that will further strengthen its financial policies; and,

WHEREAS, the City of Goodlettsville Board of Commissioners desires to adopt and implement an Investment Policy.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE:

Section 1. That the Board of Commissioners adopts and approves the City of Goodlettsville Capital Investment Policy.

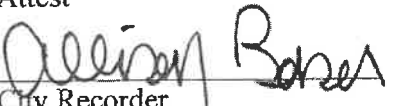
Section 2. That this ordinance shall take effect fifteen days from its final adoption, the welfare of The City of Goodlettsville requiring it.



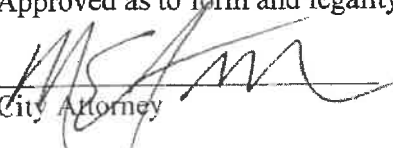
Mayor Rusty Tinnin

Passed first reading: December 8, 2022

Passed second reading: January 12, 2023

Attest


City Recorder

Approved as to form and legality


City Attorney



City of Goodlettsville Investment Policy

Purpose

The purpose of The Investment Policy (Policy) is to set forth the investment and operational policies for the management of public funds of the City of Goodlettsville (City). This Policy defines the parameters to which funds are to be invested by the City and will provide guidelines that will assist in maximizing the efficiency of the City's cash management system while meeting the daily cash flow demands of the City.

Governing Authority

It is the policy of the City of Goodlettsville to invest idle public funds in a manner that is in compliance with federal, state, and other legal requirements including Tennessee Code Annotated (T.C.A.) 6-56-106, titled Suitable and Authorized Investments; which governs the investment of public funds by cities and towns.

Scope

This policy applies to the investment of all funds of the City of Goodlettsville, excluding the retirement funds. Retirement funds and proceeds from certain bond issues are covered by separate policies.

1. Pooling of funds

Except for cash in certain restricted and special funds, the City will seek to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

2. Special Funds

Those funds that are considered restricted and special funds are: City of Goodlettsville Employee Retirement Fund and retainage accounts.

Objectives

The primary objectives of investment activities shall be safety, liquidity, and yield:

1. Safety of Principal

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Th objective will be to mitigate the following risks:

A. Credit Risk

The City will minimize credit risk, which is the risk of loss due to the failure of the investment issuer or backer, by:

- Limiting the portfolio to the types of investments pursuant to TCA 6-56-106
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

B. Interest Rate Risk

The City will minimize interest rate risk, which is the risk that the market value of investments in the portfolio will fall due to changes in market interest rates, by:

- Structuring the portfolio to meet the cash requirements of ongoing operations, thereby mitigating the need to liquidate investments at a loss prior to maturity;
- Investing operating funds primarily in shorter-term investments and limiting the average maturity of the portfolio in accordance with this policy in accordance with T.C.A. 6-56-106.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands.

3. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

Standards of Care

1. Delegation of Authority

The Finance Director hereinafter referred to as the Investment Officer, will have responsibility for the investment process and carry out the day-to-day operational requirements in concurrence with the City Manager. The Investment Officer and those to whom he/she has delegated will be charged with the following responsibilities:

- A. To review and update the Investment Policy as necessary.
- B. Monitor the investment transactions to ensure that proper controls are in place to ensure the integrity and security of the City Portfolio
- C. Assure that the City is in compliance with current state law, any applicable City Charter provisions and the Investment Policy.

2. Prudence

The standard of prudence to be used in the context of managing the overall portfolio is the prudent person rule which states:

Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs not in regard to speculation but in regard to the permanent disposition of the funds considering the probable income as well as the probable safety of the capital.

3. Ethics and Conflict of Interest

The City of Goodlettsville employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program or which could impair their ability to make impartial investment decisions. They shall disclose any material financial interests and that could be related to the performance of the City's portfolio.

Authorized and suitable investments

The City of Goodlettsville's Investment Officer, in order to provide a safe temporary medium for investment of idle funds, shall have the authority to purchase and invest prudently as authorized in by TCA 6-56-106 or as it may be amended (Appendix A).

Reporting

The Investment Officer shall prepare an annual report of the status of the current investments.

The report will include the following:

1. Percent invested in each security type (CD, US Treasury, etc.);
2. Listing of investments by maturity date

Portfolio Diversification

It is the policy of the City of Goodlettsville to reduce overall risks while attaining average market rates of return by diversifying its investments. The investments shall be diversified by:

1. Limiting investments to avoid over concentration in eligible securities from a specific issuer or business sector (excluding U.S. Treasury securities);
2. Investing a portion of the portfolio in readily available funds such as the Tennessee Local Government Investment Pool (LGIP) or collateralized money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.
3. Portfolio maturities shall be staggered to avoid undue concentration of assets with similar maturity dates.

Amendments

This Investment Policy shall be reviewed periodically.

Tenn. Code Ann. § 6-56-106. Authorized Investments.

(a) In order to provide a safe temporary medium for investment of idle funds, municipalities are authorized to invest in the following:

- (1) Bonds, notes or treasury bills of the United States;
- (2) Nonconvertible debt securities of the following federal government sponsored enterprises that are chartered by the United States congress; provided, that such securities are rated in the highest category by at least two (2) nationally recognized rating services:
 - (A) The federal home loan bank; and
 - (B) The federal national mortgage association; and
 - (C) The federal farm credit bank; and
 - (D) The federal home loan mortgage corporation.
- (3) Any other obligations not listed in subdivisions (a)(1) and (2) that are guaranteed as to principal and interest by the United States or any of its agencies;
- (4) Certificates of deposit and other evidence of deposit at state and federally chartered banks, and savings and loan associations. Notwithstanding any other public or private act to the contrary, all investments made pursuant to this subdivision (a)(4) shall be secured by collateral in the same manner and under the same conditions as state deposits under title 9, chapter 4, parts 1 and 4, or as provided in a collateral pool created under title 9, chapter 4, part 5;
- (5) Obligations of the United States or its agencies under a repurchase agreement for a shorter time than the maturity date of the security itself if the market value of the security itself is more than the amount of funds invested; provided, that municipalities may invest in repurchase agreements only if the comptroller of the treasury or the comptroller's designee approves repurchase agreements as an authorized investment, and if such investments are made in accordance with procedures established by the state funding board;
- (6) The local government investment pool created by title 9, chapter 4, part 7;
- (7) (A) Municipalities having a population in excess of one hundred fifty thousand (150,000), according to the 1990 federal census or any subsequent federal census, may also permit investment of idle funds in the following investment instruments:
 - (i) Prime banker's acceptances that are eligible for purchase by the federal reserve system; and

(ii) Prime commercial paper that is rated at least A1 or equivalent by at least two (2) nationally recognized rating services;

(B) Municipalities having a population of not less than twenty thousand (20,000) nor more than one hundred fifty thousand (150,000), according to the 1990 federal census or any subsequent federal census, may also permit investment of idle funds in prime commercial paper in accordance with the following:

(i) Such paper shall be rated in the highest category by at least two (2) commercial paper rating services; and

(ii) The paper shall have a remaining maturity of ninety (90) days or less;

(C) Investment in the instruments set forth in this subdivision (a)(8) shall first be authorized by the municipality's legislative body, acting by resolution or ordinance. In addition, investment in such instruments shall be prohibited until the legislative body has adopted written policies to govern the use of such instruments, with such policies being no less restrictive than those established by the state funding board to govern state investments in such instruments.

(8) The municipality's own bonds or notes issued in accordance with title 9, chapter 21; and

(9) (A) Investment in the instruments set forth in subdivision (a)(2), (a)(5), (a)(6), or any type of investment authorized pursuant to a municipality's charter that is of a type that is not included in this part shall require the following:

(i) The municipality's legislative body must authorize the investment by ordinance; and

(ii) The legislative body must adopt a written enforceable investment policy by ordinance to govern the use of investments, with the policies being no less restrictive than those established by the state funding board to govern state investments in these types of instruments.

(B) Investment in instruments covered by this subdivision (a)(9) shall be prohibited until the legislative body has adopted written policies to govern the use of the investments or an ordinance has been passed to authorize the investment.

(b) The investments listed in subdivisions (a)(1)-(4) may have a maturity of not greater than four (4) years from the date of investment; however, such investments may have a maturity of greater than four (4) years from the date of investment if such maturity is approved by the comptroller of the treasury or the comptroller's designee.

(c) (1) Proceeds of bonds, notes and other obligations issued by municipalities, reserves held in connection therewith and the investment income therefrom, may be invested in obligations that:

(A) Are rated in either of the two (2) highest rated categories by a nationally recognized rating agency of such obligation;

(B) Are direct general obligations of a state of the United States, or a political subdivision or instrumentality thereof, having general taxing powers; and

(C) Have a final maturity on the date of investment of not to exceed forty-eight (48) months or that may be tendered by the holder to the issuer thereof, or an agent of the issuer, at not less than forty-eight-month intervals.

(2) Such proceeds and the investment income thereon may also be invested as otherwise set forth in this section.

(d) The investments authorized by this section are in addition to those authorized in any other general law or in any municipality's charter.

RESOLUTION 25-1252

A RESOLUTION OF THE CITY OF GOODLETTSVILLE BOARD OF COMMISSIONERS ADOPTING THE CITY OF GOODLETTSVILLE CYBER SECURITY POLICY.

WHEREAS, the Board of Commissioners of the City of Goodlettsville, Tennessee wish to extend the effectiveness of the current City of Goodlettsville Cyber Security Policy: and,

WHEREAS, the current Cyber Security Policy was originally approved by Resolution 23-1113; and,

WHEREAS, the City of Goodlettsville desires to extend the effectiveness of the Cyber Security Policy for utilities and all city operations.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE:

Section 1. The City of Goodlettsville Board of Commissioners adopts and approves extending the City of Goodlettsville Cyber Security Policy as shown in Exhibit I of the Resolution.

Section 2. This Resolution shall take effect fifteen days from its final adoption, the welfare of the City of Goodlettsville requiring it.



Mayor Rusty Tinnin

Date Adopted: February 13, 2025

Attest



City Recorder

Approved as to form and legality



City Attorney



City of Goodlettsville
Sensitive Information and Cyber Security Policy
DATE ADOPTED: February 13, 2025

Section 1: Common Policy Elements

Purpose (1.01)

The City of Goodlettsville (City) recognizes that information and associated systems/applications are a key asset and must be securely protected. Therefore, the following policy is to ensure that all data systems are properly safeguarded within a secure environment.

The City's information exists in many forms, such as:

- Data stored in external systems managed by Third Party Service Providers, multi-tenant cloud platforms, and general software;
- Data stored on computer disks and other storage media;
- Data transmitted across the networks;
- Information printed or written on paper or
- spoken in conversations in person or over the telephone.

Protection of information and information systems is essential for the City of Goodlettsville to maintain its reputation as a trusted and respected government organization. This document sets the direction for the city's cyber security and information technology security.

Enforcement (1.02)

This policy applies to all personnel employed by the city, any person or organization contracted to or acting on behalf of the city and any person or organization employed to work on the city's premises or facilities and all activities of the city.

Technology Resource Administrator Designee (1.03)

The City Manager will be responsible for the appointment of the Technology Resource Administrator. It is his/her responsibility for establishing and managing the security of all systems.

Exceptions (1.04)

Not all departments in the city have the same technological advances. While the policies reflect current technology and security advances, technologies in some departments may not be of immediate compliance with the policy. Use of such technologies must be reviewed by the Technology Resource Administrator.

Section 2: Information Security

Commitment Statement (2.01)

Information is a valuable City asset and must be protected from unauthorized disclosure, modification, or destruction. Prudent information security policies and procedures must be implemented to ensure that the integrity, confidentiality and availability of City information are not compromised.

Security Responsibility, Review and Evaluation (2.02)

The Technology Resource Administrator is responsible for establishing and managing the security of all systems. Technology Resources will, as needed, but at a minimum on an annual basis review the most current best practices regarding the use of technology and will amend procedures, and/or controls to reflect the most appropriate solution for security of city information.

User Responsibility (2.03)

City technology resources are provided to authorized users to facilitate the efficient and effective performance of their duties in a secure electronic environment. It is the responsibility of every user to ensure that such resources are not misused and to adhere to all City security policies and procedures.

Section 3: Risk Assessment

Risk assessments are performed periodically across city information system environments to determine, address, and mitigate security threats.

Section 4: Organizational Security

Management Commitment (4.01)

City management is fully committed to actively supporting security within the organization through clear direction and acknowledgment of information security responsibilities.

Allocation of Information Security Responsibilities (4.02)

The Technology Resources Administrator will be the contact for all technology security related matters; however, departments may designate a security liaison to serve as the primary point of contact to the Technology Resources Administrator. Departments may also implement additional procedures as necessary to meet City security requirements.

Security of Third-Party Access (4.03)

All prospective third-party agents will be provided with a copy of the City's Information Security Policies and will be required at all times to comply with said policies. When third-party agents have access to City-owned technology resources, they must observe the same standards as City employees. When third-party agents are working in a city environment without being directly supervised, City employees must be vigilant about logging off sessions, logging out or securing PC access, and keeping paper information properly discreet.

Section 5: Asset Classification and Control

Ownership of assets (5.01)

All information and assets associated with information processing will be owned by designated City staff. The asset owner will be responsible for ensuring that information and assets associated with information processing facilities are appropriately classified; and reviewing access restrictions and classifications, taking into account applicable access control policies.

Acceptable Use of Assets (5.02)

City information technology resources are provided to authorized users to facilitate the efficient and effective performance of their duties. The use of such resources imposes certain responsibilities and obligations on users and is subject to City policies. Departments may establish more stringent procedures consistent with this document. The City reserves the right to retrieve and read any data composed, transmitted or received through online connections and/or stored on City equipment.

Data Classification (5.03)

All City information and information entrusted to the city from outside agencies falls into one of three sensitivity classifications:

- **CONFIDENTIAL** – This category includes protected health information as defined by HIPAA, and similar information. Access to confidential information must be tightly controlled based on need to know. Except as specifically allowed by HIPAA and other federal and state laws, disclosure to other parties is not allowed, and may result in significant civil and criminal penalties.
- **RESTRICTED** – This is the default classification for any information not specifically designated. Disclosure of restricted information could cause harm to the general health, safety and welfare of affected parties. This information will be disclosed to third parties only if reviewed by the appropriate body and, if approved for disclosure, a confidentiality or non-disclosure agreement has been signed.
- **PUBLIC** – Examples include any data deemed applicable under the Tennessee Public Records act. This information has been explicitly approved by the city as suitable for public dissemination.

Section 6: Physical and Environmental Security

Secure Areas (6.01)

Access to any City data center, network operations center, or telecommunications or other similar information processing facility will be restricted and physically controlled. Access to any office, computer room, or work area that contains confidential information will be physically restricted.

Equipment Security (6.02)

Production systems, including, but not limited to servers, network equipment, and telephone systems will be located within a physically-secured area. Appropriate precautions including removing or encrypting sensitive or confidential data will be taken when sending equipment offsite for maintenance.

Section 7: Network Administration and Security Management

Connection Approval (7.01)

Devices connected to and any connections, inbound or outbound, should only be used and managed by city owned computer assets. Exceptions are

only be granted by management. Unapproved devices can be disconnected and confiscated without notification.

Firewalls (7.02)

Firewalls should be deployed to restrict inbound and outbound connections to the City of Goodlettsville's network. Firewall configuration requirements should be in place that restrict connections between networks that are not managed by the City of Goodlettsville and any system or components that contain sensitive or confidential data. Personal firewalls should be implemented on a laptop or employee-owned computers with direct access to the Internet and the City network, and the firewall configurations cannot be altered by the end users.

Wireless Security (7.03)

Proper security controls, such as authentication, logging, and encrypted transmission should be used for wireless devices. Additionally, processes should be in place to detect rogue access points, manage users, and monitor access point usage.

Backups (7.04)

The City performs regular backups of user files stored on the City's file servers and storage media that are centrally managed by the City's Technology Resource Administrator. This process will be coordinated in conjunction with the City's User departments based on their individual business needs. The backups occur at primary and secondary locations to ensure that the information and media is safely secured.

Section 8: Media Handling and Disposal

Media Storage and Handling (8.01)

All media will be stored in a safe, secure environment, in accordance with manufacturers' specifications. Where necessary, authorization will be required for media removed from the City and a record of such removals will be kept in order to maintain an audit trail.

Disposal of Data/Media (8.02)

When Data/media is worn, damaged or otherwise no longer required under public record requirements, it will be disposed of in a secure manner according to MTAS Records Retention Guidelines. To prevent the compromise of confidential information through careless or inadequate disposal of computer media, formal procedures will be established for secure media disposal.

Section 9: Access Control

Access Authorization (9.01)

All confidential information will be protected via access controls to ensure that it is not improperly disclosed, modified, deleted, or rendered unavailable. A supervisor and/or manager will initiate the user access approval process, and the privileges granted will remain in effect only until the employee's job function changes or the employee leaves the employment of the City.

Clear Desk & Screen Policy (9.02)

Departments that process confidential information will consider adopting a clear desk policy for paper and removal of storage media and a clear screen policy, in order to minimize the risks of unauthorized access to and loss of such information. Users must also consider turning off computers at the end of each day.

Password Policy and Guidelines (9.03)

All individuals are responsible for safeguarding their system access login and password credentials. Passwords must not be shared with or made available to anyone. They must never be left in a location easily accessible or visible to others. Individuals must never leave themselves logged into an application or system where someone else can unknowingly use their account. The use of power-on passwords and password-protected screensavers will be required where the PC or any device that contains confidential information. Some users must adhere to regular password changes to help prevent an attacker from making use of a password that may have been discovered or otherwise disclosed.

Section 10: Management Responsibility and Training

All department directors should attend annual security and review training because management responsibilities will include making sure that employees are properly trained on information security awareness and remain vigilant against fraudulent activities. Such activities could include malicious emails that could contain attachments causing potential threats. The user is held to some responsibility, but it is the department director's responsibility to make sure the employee is properly trained on how to recognize and avoid such incidents.

Section 11: Incident Response Plan & Reporting

Any suspected or observed breaches of confidential or restricted information must be reported to the Technology Resource Administrator and appropriate supervisor immediately. The information gained from the evaluation of information security incidents will be used to identify recurring or high impact incidents

Purpose (11.01)

The purpose of this Incident Response Plan is to outline the responsibilities for responding to "information security incidents". "Information security incident" means an actual or reasonably suspected event that has one or more of the following consequences:

- Loss of theft of sensitive information
- Unauthorized use, disclosure, acquisition of or access to, or other unauthorized processing of personal information that may reasonably compromise the privacy or confidentiality, integrity, or availability of sensitive information; or
- Unauthorized access to or use of, inability to access, loss or theft of, or malicious infection of the City of Goodlettsville's IT systems or third-party systems that reasonably may compromise the privacy or confidentiality, integrity, or availability of sensitive information.

Goals (11.02)

Specifically, the City of Goodlettsville's goals for this incident response plan is to define the cyber incident response process and provide step-by-step guidelines for establishing a timely, consistent, and repeatable incident response process and mitigate or minimize the effects of any information security incident on the City of Goodlettsville, its customers and employees.

Accountability and Internal Procedures (11.03)

Any suspected or observed breaches of confidential or restricted information must be reported to the Technology Resource Administrator and appropriate supervisor immediately.

Upon identification of an information security incident, the Technology Resource Administrator or appropriate qualified IT personnel shall move quickly to perform the following steps, as applicable:

A) Securing the City of Goodlettsville's operations

1. Secure systems and fix vulnerabilities that may have caused the breach.
2. Secure physical areas potentially related to the breach. Lock them and change access codes, if needed.
3. Mobilize a breach response team to prevent additional data loss. The exact steps to take depend on the nature of the breach, but should normally include forensics, legal, information security, information technology, operations, human resources, communications, and executive management.
4. Consider hiring independent forensic investigators to help determine the source and scope of the breach. They will capture forensic images of affected systems, collect and analyze evidence, and outline remediation steps.
5. Consult with legal counsel and consider hiring outside legal counsel with privacy and data security expertise to advise on federal and state laws that may be implicated by a breach.
6. Stop additional data loss by taking all affected equipment offline immediately, but don't turn any machines off until forensic experts arrive.
7. Closely monitor all entry and exit points, especially those involved in the breach.
8. Update credentials and passwords of authorized users. If a hacker steals credentials, systems will remain vulnerable until those credentials are changed, even if the hacker's tools have been removed.
9. Remove improperly posted information from the web. If the incident involved personal information improperly posted on your website, immediately remove it. Be aware that internet search engines store, or "cache," information for a period of time. Contact the search engines to ensure that they don't archive personal information posted in error.
10. Search online for exposed data to make sure that no other websites have saved a copy. If you find any, contact those sites and ask them to remove it.
11. Interview employees who discovered the breach. Also, talk with anyone else who may know about it.
12. Do not destroy any forensic evidence during your investigation and remediation.

B) Remediate weakness and fix vulnerabilities

1. If third parties were involved in the information security incident, examine what personal information they can access and decide if their access privileges need to change. Also, ensure they are taking the necessary steps to prevent another breach from occurring. If your service providers say they have remedied vulnerabilities, verify that they really fixed things.
2. Work with forensics experts to analyze whether any network segmentation plan was effective in containing the breach and make changes as necessary.
3. Find out if measures such as encryption were enabled when the breach happened.
4. Analyze backup or preserved data.
5. Review logs to determine who had access to the data at the time of the breach and analyze who currently has access. Then determine whether that access is needed and restrict access if it is not.

C) Notify appropriate parties

The Technology Resource Administrator, in conjunction with competent legal counsel and management, shall work together to determine applicable breach notification laws. Depending on the circumstances and types of information involved in the incident, there may be several laws or regulations that apply, or none at all.

Evaluation of Incident Response Plan (11.04)

Following any information security incident, the Technology Resource Administrator shall determine whether changes to this incident response plan are necessary and shall make such changes, as necessary, to improve the future handling of information security incidents. Technology Resource Administrator shall consider the City of Goodlettsville's effectiveness in detecting and responding to the incident and identify any gaps or opportunities for improvement. Technology Resource Administrator shall also seek to identify one or more root causes for the incident and, according to risk, shall recommend appropriate actions to minimize the risks of recurrence.

RESOLUTION No. 12-503

A RESOLUTION TO ADOPT A INTERNAL FINANCIAL CONTROL POLICY AND A CREDIT CARD POLICY FOR THE CITY OF GOODLETTSVILLE.

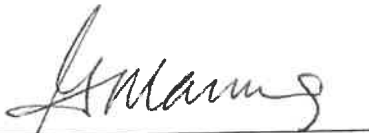
WHEREAS, the City of Goodlettsville continually thrives to strengthen its internal financial controls, and

WHEREAS, the need for a formulized Internal Financial Control Policy and a Credit Card Policy currently exists, and

WHEREAS, the City of Goodlettsville has formulated such policies;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE THAT THE INTERNAL FINANCIAL CONTROL POLICY AND THE CREDIT CARD POLICY BE ADOPTED, THAT SAID POLICY'S BEING ATTACHMENTS "A" AND "B" RESPECTIVELY TO THIS RESOLUTION.

THIS RESOLUTION IS EFFECTIVE UPON ADOPTION, THE WELFARE OF THE CITIZENS OF GOODLETTSVILLE REQUIRING IT.



Mayor

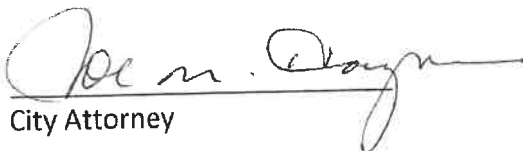
Date adopted: January 26, 2012

Attest



City Recorder

Approved as to form and legality



City Attorney

ATACHMENT A

CITY OF GOODLETTSVILLE, TENNESSEE

INTERNAL FINANCIAL CONTROLS POLICY

Adopted: January 26, 2012

INTRODUCTION

The City of Goodlettsville has adopted and implemented this Internal Financial Controls Policy to safeguard public funds and to provide clear instructions to City officers and employees as to how such funds should be processed and recorded. All city officers and employees handling city funds shall be subject to the requirements of this policy. This Policy should be reviewed at least annually by the Director of Finance and Administration. It may be amended from time to time by the authorization of the Board of Commissioners.

RECEIPTS AND DEPOSITS OF FUNDS

RECEIPTS

City Hall

The Chief Clerk shall be responsible for opening all incoming mail and stamping "For Deposit Only" on all checks immediately upon receipt. This employee should also prepare a list of checks or payments and calculate the total amount of all money/checks received. In addition, any checks received without payment stubs, shall be receipted in duplicate. **The list of payments received shall be signed by this employee and remitted along with the money/checks, stubs and receipts to the Administrative Assistant for processing.**

All cash payments should be received by the Administrative Assistant who shall be responsible for preparing a written receipt and duplicate for all such funds. All cash and duplicate receipts should be reconciled to the cash collections report and turned over to the City Recorder not later than the end of each business day.

Codes/Public Works/Parks and Recreation

The Administrative Assistant in each of these departments is responsible for collection of all payments related to various services provided by the City. These payments include reservations, building and sign permits, yard sale permits, sanitation set up service fees. Each Department's Administrative Assistant will be responsible for entering the payment and preparing a receipt in duplicate-one for the customer and one (electronically) for archives. All payments will be reconciled to the cash collections

report by each Administrative Assistant and turned over to the City Recorder not later than the end of each business day.

Anytime custody of money changes from one employee to another the money should be counted by both. Each time the City Recorder receives a cash collections report and deposit, the City Recorder will re-count and verify the amount collected. The transfer form is signed by both the preparer and the City Recorder. This document should be retained by the individual turning the money over.

DEPOSITS

At the end of each day, the City Recorder will verify and re-count all money, checks, credit cards received and compare to the End of Day processing for Cash Collections in the Incode Financial Software. Once approved, the City Recorder will post all cash collections to the General Ledger and prepare a deposit. The End of Day Report with a list of all collections will be turned over to the Director of Finance and Administration. The Deposit will be placed in a bank bag in the vault overnight. A City of Goodlettsville officer will pick up the deposit from City Hall each morning and take it to the bank for processing. The officer will wait for a deposit slip and will immediately return the deposit slip to the Director of Finance and Administration. The Director of Finance and Administration will verify the deposit slip with the End of Day report and file with the report. All funds must be deposited no later than three (3) working days after initial receipt according to T.C.A.

CHECK WRITING AND DISBURSEMENTS

All persons with authority to write and sign checks on the behalf of the City shall be approved by resolution of the City of Goodlettsville Board of Commissioners. **The Senior Accountant who is responsible for reconciling the bank statements shall not be authorized to sign checks.**

Two (2) authorized signatures are required for all checks. Before signing checks, each signator should review the supporting documentation (such as vendor invoices, purchase authorizations, etc.) to verify that the expenditure is legitimate before the check is signed.

All purchasing/procurement/credit card statements should be reviewed by multiple persons, including by individuals independent of those who are authorized to use such cards, to ensure the legitimacy of the charges. **All persons using city purchasing/credit cards comply with the City's Credit Card Policy**

PETTY CASH

Petty cash disbursements are only allowable for legitimate purposes, are not for personal use and must be properly documented. An invoice/receipt, accompanied by a written petty cash voucher/request, showing the items purchased, and *signed by the person receiving the cash*, is required in each transaction at the time the petty cash is withdrawn. The amount on hand and the petty cash vouchers and related invoices/receipts written must total to the originally authorized amount. **The City Hall Administrative Assistant shall be responsible for monitoring the petty cash account and shall "audit" the petty cash account for any discrepancies at least once a week. This employee shall not make any withdrawals from petty cash.** The petty cash account may be used only for withdrawals of less than \$20.00 and the total account balance shall not exceed \$100.00.

CONCLUSION

All city employees are responsible for safeguarding public funds and the public trust. Any violations of this policy observed by any city employees shall be reported to the Director of Finance and Administration. Any employees found to have violated this policy may be disciplined up to and including termination.

ATTACHMENT B

CITY OF GOODLETTSVILLE, TENNESSEE

CREDIT CARD POLICY

Adopted: January 26, 2012

INTRODUCTION – GENERAL

The City of Goodlettsville has adopted and implemented this Credit Card Policy to safeguard public funds and to provide clear instructions to City officers and employees that have been formally authorized to use City credit/procurement/purchasing cards. All city officers and employees using city/credit/procurement/purchasing are subject to the requirements of this policy. For the purposes of this policy, all authorized officers and employees shall be referred to as “cardholders.” This Policy should be reviewed at least annually and may be amended from time to time by the Board of Commissioners.

The cardholder assumes the responsibility for the protection and proper use of the card. Purchases with city credit/procurement/purchasing cards must not conflict with the City of Goodlettsville Purchasing Policy. Purchasing cards should only be used by the authorized individual whose name appears on the card and use of the card shall not be delegated to other persons. City of Goodlettsville Credit Cards are to only be used after a department head and the Director of Finance and Administration approve use, Cardholders are responsible for all charges on the cards authorized to them. Cards and card numbers must be safeguarded against unauthorized use.

All credit/procurement/purchasing card transactions will be visible via secure internet reporting tools and all cardholders’ purchasing activity will be monitored by the finance department and reviewed by the City auditors. Receipts for all purchases by any card shall be retained and matched to the statement by the user before forwarding to the appropriate Department Head and finally Finance Department for processing.

It is the goal of the City of Goodlettsville to have all transactions sales tax exempt, when applicable. It is the cardholder’s responsibility to notify the supplier, at the time of the transaction, if it will be exempt from sales tax.

The following situations are examples of misuse of the card:

- Purchases for personal benefit of the cardholder or another employee
- Assignment or transfer of an individual card to another person
- Use of the card by an unauthorized employee
- Use of a card by a suspended or terminated employee
- Purchases that are not for legitimate City and public purposes
- Purchases in violation of the City Town Purchasing Policy
- Splitting a purchase to avoid a single-purchase limitation
- Use of the card for commodities, goods, or services at vendors with City accounts
- Lack of proper and timely submission of all purchase receipts

Any violations of this policy may subject to the employee to discipline, including termination.

CREDIT CARD AUDITS AND DOCUMENTATION OF PURCHASES

The City's Finance Department, auditor and/or State auditors will make periodic audits to verify that commodities, goods, and services purchased have been received and that policies and procedures are being followed. Adequate documentation must be maintained to record all transactions at the source. If a receipt is lost, a missing receipt affidavit must be filled out by the cardholder.

DISPUTING A TRANSACTION

If a cardholder believes a transaction is disputable, the cardholder should first contact the merchant to attempt resolution before beginning the official dispute process. The Department Head and Finance Department should be immediately notified as well. In most cases, the merchant will credit (chargeback) the account and resolve in a professional manner. If the matter cannot be resolved by the cardholder and/or department head, the merchant bank (First Tennessee or Suntrust) will follow standard regulations outlined by the credit card company if the required written notification from the cardholder is received within sixty (60) days of the transaction date. The cardholder agrees to cooperate fully in dealing with the credit card company for all disputed purchases.

CARDHOLDER RESPONSIBILITY AND PURCHASING GUIDELINES

Cardholders should be mindful when using the card, that taxpayer funds are being expended and that all credit card purchases must comply with City policies, including this policy, the Purchasing Policy and the Internal Financial Controls Policy. All expenditures are held to the highest degree of trust and accountability.

Cardholder privileges and procedures are contingent upon the following:

- **All receipts must be obtained and preserved.** Receipts are compared, matched, and attached to each statement by the cardholder or department verifier monthly. Failure to produce adequate legible receipts will be subject to strict scrutiny by the finance department and City auditors. *Proper forms of transaction documentation include an invoice with detail of items purchased, cash register receipt with detail of items purchased, sales slip with detail of items purchased, or handwritten receipt signed by an employee of the supplier/merchant that includes detail of items purchased. In the event a receipt is lost, a "missing receipt affidavit" in lieu of the receipt must be submitted.*
- If a cardholder fails to turn in a receipt, he/she must sign the missing receipt affidavit set forth on the following page of these policies. Multiple failures to provide receipts may result in cancellation of the card and other disciplinary action.
- Cash back, cash refunds or rebates may not be received by the cardholder.
- Splitting of transactions is not allowable (making one purchase into two or more for the purpose of staying within your limits).

LOST OR STOLEN CARDS In the event of a lost, stolen or, mutilated card, cardholders should immediately notify the City's Finance Department. Proper care should be given to protect all cards by keeping in a safe place and away from other "magnetized" stripe cards. Replacing a card may take 7-10 business days.

CONCLUSION

All city employees are responsible for safeguarding public funds and the public trust. Any violations of this policy observed by any city employees shall be reported to the Director of Finance and Administration. Any employees found to have violated this policy may be disciplined up to and including termination.

MISSING RECEIPT AFFIDAVIT

I, _____ have either misplaced or not received a receipt for a card purchase.

This form is submitted in lieu of the original receipt.

Vendor Name: _____

Transaction Date: _____ Amount: \$ _____

Items Purchased: _____

I certify that the goods shown above were purchased for the City of Goodlettsville's operating purposes as outlined in the policies and procedures for card use.

Cardholder signature: _____ Date: _____

Department Head: _____ Date: _____

RESOLUTION NO. 21-964

A RESOLUTION ACKNOWLEDGING THE BOARD OF COMMISSION'S CONCURRENCE WITH THE CITY OF GOODLETTSVILLE'S DEBT MANAGEMENT POLICY AS ORIGINALLY ADOPTED BY RESOLUTION 11-496.

WHEREAS, the City of Goodlettsville Board of Commissioners adopted a Debt Management Policy by passage of Resolution 11-496; and,

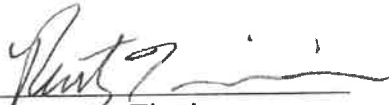
WHEREAS, it is in the best interest of the City that said policy be reviewed on occasion; and,

WHEREAS, city staff asks that the Board of Commission acknowledge concurrence with the continued utilization of said policy.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE:

Section 1. That the Board of Commissioners concurs with the continued use the City of Goodlettsville Debt Management Policy as originally adopted by Resolution 11-496.


Section 2. That this resolution shall take effect from and after its adoption, the welfare of The City of Goodlettsville requiring it.



Mayor Rusty Tinnin

Date adopted: February 11, 2021

Attest



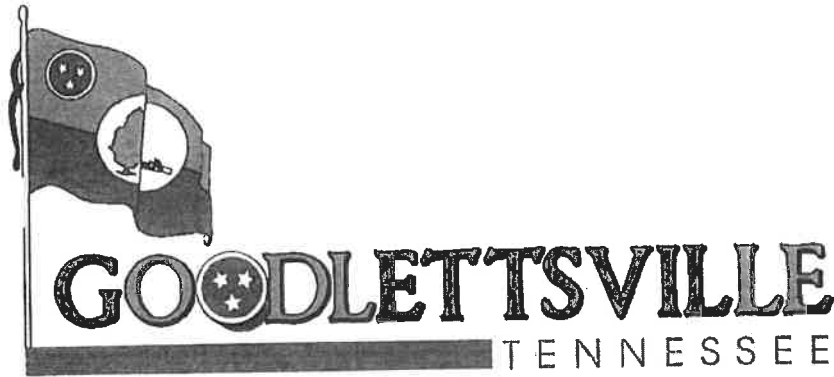
City Recorder

Approved as to form and legality



City Attorney

Debt Management Policy



Formally Adopted: November 10, 2011

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INTRODUCTION

This Debt Management Policy (the "Debt Policy") is a written guideline with parameters that affect the amount and type of debt that can be issued by the City of Goodlettsville, Tennessee (the "City"), the issuance process and the management of the City's debt. The purpose of this Debt Policy is to improve the quality of management and legislative decisions and to provide justification for the structure of debt issuances consistent with the Debt Policy's goals while demonstrating a commitment to long-term capital planning. It is also the intent of the City that this Debt Policy will signal to credit rating agencies, investors and the capital markets that the City is well managed and will always be prepared to meet its obligations in a timely manner. This Debt Policy fulfills the requirements of the State of Tennessee regarding the adoption of a formal debt management policy on or before January 1, 2012.

This Debt Policy provides guidelines for the City to manage its debt and related annual costs within both current and projected available resources while promoting understanding and transparency for our citizens, taxpayers, rate payers, businesses, investors and other interested parties.

The City may, from time to time, review this Debt Policy and make revisions and updates, if warranted.

DEBT MANAGEMENT POLICY

I. INTRODUCTORY STATEMENT

In managing its Debt (defined herein as tax-exempt or taxable bonds, capital outlay notes, other notes, capital leases, interfund loans or notes and loan agreements); it is the City's policy to:

- Achieve the lowest cost of capital within acceptable risk parameters
- Maintain or improve credit ratings
- Assure reasonable cost access to the capital markets
- Preserve financial and management flexibility
- Manage interest rate risk exposure within acceptable risk parameters

II. GOALS AND OBJECTIVES

Debt policies and procedures are tools that ensure that financial resources are adequate to meet the City's long-term capital planning objectives. In addition, the Debt management policy (the "Debt Policy") helps to ensure that financings undertaken by the City have certain clear, objective standards which allow the City to protect its financial resources in order to meet its long-term capital needs.

The Debt Policy formally establishes parameters for issuing debt and managing a debt portfolio which considers the City's specific capital improvement needs; ability to repay financial obligations; and, existing legal, economic, and financial market conditions. Specifically, the policies outlined in this document are intended to assist in the following:

- To guide the City in policy and debt issuance decisions
- To maintain appropriate capital assets for present and future needs
- To promote sound financial management
- To protect the City's credit rating

- To ensure the City's debt is issued legally under applicable state and federal laws
- To promote cooperation and coordination with other parties in the financing
- To evaluate debt issuance options

III. PROCEDURES FOR ISSUANCE OF DEBT

1) Authority

- a) The City will only issue Debt by utilizing the statutory authorities provided by Tennessee Code Annotated as supplemented and revised ("TCA") and the Internal Revenue Code (the "Code").
- b) The City will adhere to any lawfully promulgated rules and regulations of the State and those promulgated under the Code.
- c) All Debt must be formally authorized by resolution of the City's Board of Commissioners.

2) Transparency

a) It is recognized that the issuance of Debt must have various approvals and on occasion, written reports provided by the State of Tennessee Comptroller's office either prior to adoption of resolutions authorizing such Debt, prior to issuance and/or following issuance. The City, in conjunction with any professionals (including, but not limited to, financial advisors, underwriters, bond counsel, etc. which may individually or collectively be referred to herein as "Financial Professionals") will ensure compliance with TCA, the Code and all federal and State rules and regulations. Such State compliance will include, but not be limited to, compliance with all legal requirements regarding adequate public notice of all meetings of the City related to consideration and approval of Debt. Additionally, the City shall provide the Tennessee Comptroller's office sufficient information on the Debt, including all costs associated with the issuance, to not only allow for transparency regarding the issuance, but also assuring that the Comptroller's office has sufficient information to adequately report or approve any formal action related to the sale and issuance of Debt. The City will also make this information available to its legislative body, citizens and other interested parties.

b) The City will file its Audited Financial Statements and any Continuing Disclosure document prepared by the City or its Dissemination Agent. To promote transparency and understanding, these documents should be furnished to members of the Board of Commissioners and made available electronically or by other usual and customary means to its citizens, taxpayers, rate payers, businesses, investors and other interested parties by posting such information on-line or in other prominent places.

IV. CREDIT QUALITY AND CREDIT ENHANCEMENT

The City's Debt management activities will be conducted in order to maintain or receive the highest possible credit ratings. The City Manager and Finance Director in conjunction with any Financial Professionals that the City may choose to engage will be responsible for maintaining relationships and communicating with one or more rating agencies.

The City will consider the use of credit enhancements on a case-by-case basis, evaluating the economic benefit versus cost for each case. Only when clearly demonstrable savings can be shown shall an enhancement be considered. The City will consider each of the following enhancements as alternatives by evaluating the cost and benefit of such enhancements:

1) Insurance

The City may purchase bond insurance when such purchase is deemed prudent and advantageous. The predominant determination shall be based on such insurance being less costly than the present value of the difference in the interest on insured bonds versus uninsured bonds.

2) Letters of Credit

The City may enter into a letter-of-credit ("LOC") agreement when such an agreement is deemed prudent and advantageous. The City or its Financial Professionals, if any, may seek proposals from qualified banks or other qualified financial institutions pursuant to terms and conditions that are acceptable to the City.

V. AFFORDABILITY

The City shall consider the ability to repay Debt as it relates to the total budget resources, the wealth and income of the community and its property tax base and other revenues available to service the Debt. The City may consider debt ratios and other benchmarks compared to its peers when analyzing its Debt including materials published by the nationally recognized credit rating agencies. The City will seek to limit total outstanding debt to 10% of total property assessments.

VI. DEBT STRUCTURE

The City shall establish all terms and conditions relating to the issuance of Debt and will invest all bond proceeds pursuant to the terms of its investment policy, if any. Unless otherwise authorized by the City, the following shall serve as the Debt Policy for determining structure:

1) Term

All capital improvements financed through the issuance of Debt will be financed for a period not to exceed the useful economic life of the improvements and in consideration of the ability of the City to absorb such additional debt service expense. The term of Debt shall be determined by, but not limited to, the economic life of the assets financed, conditions in the capital markets, the availability of adequate revenue streams to service the Debt and the existing pattern of Debt payable from such identifiable fund or enterprise activity, but in no event will the term of such Debt exceed forty (40) years, as outlined in TCA.

2) Capitalized Interest

From time to time, certain financings may require the use of capitalized interest from the date of issuance until the City is able to realize beneficial use and/or occupancy of the financed project. Interest may be capitalized through a period permitted by federal law and TCA if it is determined that doing so is beneficial to the financing by the Board of Commissioners and is appropriately memorialized in the legislative action authorizing the sale and issuance of the Debt.

3) Debt Service Structure

General Obligation debt issuance shall be planned to achieve relatively net level debt service or level principal amortization considering the City's outstanding debt obligations, while matching debt service to the useful economic life of facilities. Absent events or circumstances determined by the Board of Commissioners, the City shall avoid the use of bullet or balloon maturities (with the exception of sinking fund requirements required by term bonds) except in those instances where such maturities serve to make existing overall debt service level or match specific income streams. Debt which is supported by project revenues and is intended to be self-supporting should be structured to achieve level proportional coverage to expected available revenues.

4) Call Provisions

In general, the City's Debt should include a call feature no later than ten (10) years from the date of delivery of the bonds. The City will avoid the sale of long-term debt which carries longer redemption features unless a careful evaluation has been conducted by the City Manager and Finance Director and/or Financial Professionals, if any, with respect to the value of the call option.

5) Original Issuance Discount/Premium

Debt with original issuance discount/premium will be permitted.

6) Deep Discount Bonds

Deep discount debt may provide a lower cost of borrowing in certain capital markets. The City Manager and Finance Director and/or Financial Professionals, if any, should carefully consider their value and effect on any future refinancing as a result of the lower-than-market coupon.

VII. DEBT TYPES

When the City determines that Debt is appropriate, the following criteria will be utilized to evaluate the type of debt to be issued.

1) Security Structure

a) General Obligation Bonds

The City may issue Debt supported by its full faith, credit and unlimited ad valorem taxing power ("General Obligation Debt"). General Obligation Debt shall be used to finance capital projects that do not have significant independent creditworthiness or significant on-going revenue streams or as additional credit support for revenue-supported Debt, if such support improves the economics of the Debt and is used in accordance with these guidelines.

b) Revenue Debt

The City may issue Debt supported exclusively with revenues generated by a project or enterprise fund ("Revenue Debt"), where repayment of the debt service obligations on such Revenue Debt will be made through revenues generated from specifically designated sources. Typically, Revenue Debt will be issued for capital projects which can be supported from project or enterprise-related revenues.

c) Capital Leases

The City may use capital leases to finance projects assuming the City Manager and Finance Director and/or Financial Professionals, if any, determine that such an instrument is economically feasible.

2) Duration

a) Long-Term Debt

The City may issue long-term Debt when it is deemed that capital improvements should not be financed from current revenues or short-term borrowings. Long-term Debt will not be used to finance current operations or normal maintenance. Long-term Debt will be structured such that financial obligations do not exceed the expected useful economic life of the project(s) financed.

i. **Serial and Term Debt.** Serial and Term Debt may be issued in either fixed or variable rate modes to finance capital infrastructure projects;

ii. **Capital Outlay Notes ("CONs").** CONs may be issued to finance capital infrastructure projects with an expected life up to twelve years; or

iii. **Capitalized Leases.** Capitalized Leases may be issued to finance infrastructure projects or equipment with an expected life not greater than its expected useful life.

b) **Short-Term Debt**

Short-term borrowing may be utilized for:

i. **Financing short economic life assets;**

ii. **The construction period of long-term projects;**

iii. **For interim financing; or**

iv. **For the temporary funding of operational cash flow deficits or anticipated revenues subject to the following policies:**

1. **Bond Anticipation Notes ("BANs").** BANs, including commercial paper notes issued as BANs, may be issued instead of capitalizing interest to reduce the debt service during the construction period of a project or facility. The BANs shall not mature more than 2 years from the date of issuance. BANs can be rolled in accordance with federal and state law. BANs shall mature within 6 months after substantial completion of the financed facility.

2. **Revenue Anticipation Notes ("RANs") and Tax Anticipation Notes ("TANs").** RANs and TANs shall be issued only to meet cash flow needs consistent with a finding by bond counsel that the sizing of the issue fully conforms to federal IRS and state requirements and limitations.

3. **Lines of Credit.** Lines of Credit shall be considered as an alternative to other short-term borrowing options. A line of credit shall only be structured to federal and state requirements.

11-1-96

4. **Interfund Loans.** Interfund Loans shall only be used to fund operational deficiencies among accounts or for capital projects to be paid from current fiscal year revenues. Such Interfund loans shall be approved by the State Comptroller's office and shall only be issued in compliance with state regulations and limitations.

5. **Other Short-Term Debt.** Other Short-Term Debt including commercial paper notes, BANs, Capitalized Leases and CONs may be used when it provides an interest rate advantage or as interim financing until market conditions are more favorable to issue debt in a fixed or variable rate mode. The City will determine and utilize the most advantageous method for short-term borrowing. The City may issue short-term Debt when there is a defined repayment source or amortization of principal.

3) **Interest Rate Modes**

a) **Fixed Rate Debt**

To maintain a predictable debt service schedule, the City may give preference to debt that carries a fixed interest rate.

b) **Variable Rate Debt**

The targeted percentage of net variable rate debt outstanding (excluding (1) debt which has been converted to synthetic fixed rate debt and (2) an amount of debt considered to be naturally hedged to short-term assets in the Unreserved General and/or Debt Service Fund Balance) shall not exceed 25% of the City's total outstanding debt and will take into consideration the amount and investment strategy of the City's operating cash.

The following circumstances may result in the consideration of issuing variable rate debt:

i. **Asset-Liability Matching;**

ii. **Construction Period Funding;**

iii. **High Fixed Interest Rates.** Interest rates are above historic averages;

iv. **Diversification of Debt Portfolio;**

v. **Variable Revenue Stream.** The revenue stream for repayment is variable and is anticipated to move in the same direction as market-generated variable interest rates or the dedication of revenues allows capacity for variability; and

vi. **Adequate Safeguard Against Risk.** Financing structure and budgetary safeguards are in place to prevent adverse impacts from interest rate shifts such structures could include, but

are not limited to, interest rate caps and short-term cash investments in the City's General Fund.

An analysis by the City Manager and Finance Director and/or Financial Professionals, if any, shall be conducted to evaluate and quantify the risks and returns associated with the variable rate Debt including, but not limited to, a recommendation regarding the use of variable rate debt.

4) Zero Coupon Debt

Zero Coupon Debt may be used if an analysis has been conducted by the City Manager and Finance Director and/or Financial Professionals, if any, and the risks and returns associated with the Zero Coupon Debt have been made. The analysis shall include, but not be limited to a recommendation regarding the use of Zero Coupon Debt as the most feasible instrument considering available revenues streams, the need for the project and other factors determined by the Board of Commissioners.

5) Synthetic Debt

The City will not enter into any new interest rate swaps or other derivative instruments unless it adopts a Debt Derivative Policy consistent with the requirements of TCA and only after approval of the State Comptroller's office and affirmative action of the Board of Commissioners.

VIII. REFINANCING OUTSTANDING DEBT

The City Manager and Finance Director, in conjunction with Financial Professionals, if any, shall have the responsibility to analyze outstanding Debt for refunding opportunities. The City Manager and Finance Director will consider the following issues when analyzing possible refunding opportunities:

1) Debt Service Savings

Absent other compelling considerations such as the opportunity to eliminate onerous or restrictive covenants contained in existing Debt documents, the City has established a minimum net present value savings threshold of at least 3.0 percent of the advance refunded Debt principal amount. Current refunding opportunities may be considered by the City using any savings threshold if the refunding generates positive net present value savings. The decision to take less than 3.0 percent net present value savings for an advance refunding or to take the savings in any manner other than a traditional year-to-year level savings pattern must be approved by the Board of Commissioners.

2) Restructuring for economic purposes

The City may also refund Debt when it is in its best financial interest to do so. Such a refunding will be limited to restructuring to meet unanticipated revenue expectations, achieve cost savings, mitigate irregular debt service payments, release reserve funds or remove unduly restrictive bond covenants or any other reason approved by the Board of Commissioners in its discretion.

3) Term of Refunding Issues

Normally, the City will refund Debt equal to or within its existing term. However, the City Manager and Finance Director may consider maturity extension, when necessary to achieve desired outcomes, provided that such extension is legally permissible and it is approved by the Board of Commissioners. The City Manager and Finance Director may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful economic life of the financed facility and the concept of inter-generational equity should guide these decisions.

4) Escrow Structuring

The City shall utilize the least costly securities available in structuring refunding escrows. In the case of open market securities, a certificate will be provided by a third party agent, who is not a broker-dealer stating that the securities were procured through an arms-length, competitive bid process, that such securities were more cost effective than State and Local Government Obligations (SLGS), and that the price paid for the securities was reasonable within Federal guidelines. In cases where taxable Debt is involved, the City Manager and Finance Director, with the approval of bond counsel, may make a direct purchase as long as such purchase is the most efficient and least costly. Under no circumstances shall an underwriter, agent or any Financial Professionals sell escrow securities involving tax-exempt Debt to the City from its own account.

5) Arbitrage

The City shall take all necessary steps to optimize escrows and to avoid negative arbitrage in its refunding. Any positive arbitrage will be rebated as necessary according to Federal guidelines.

IX. METHODS OF ISSUANCE

The City Manager and Finance Director may consult with a Financial Professional regarding the method of sale of Debt. Subject to approval by the Board of Commissioners, the City Manager and Finance Director will determine the method of issuance of Debt on a case-by-case basis consistent with the options provided by prevailing State law.

1) Competitive Sale

In a competitive sale, the City's Debt will be offered in a public sale to any and all eligible bidders. Unless bids are rejected, the Debt shall be awarded to the bidder providing the lowest true interest cost as long as the bid adheres to the requirements set forth in the official notice of sale.

2) Negotiated Sale

The City recognizes that some securities are best sold through a negotiated sale with an underwriter or group of underwriters. The City shall assess the following circumstances in determining whether a negotiated sale is the best method of sale:

- a) State requirements on negotiated sales;
- b) Debt structure which may require a strong pre-marketing effort such as those associated with a complex transaction generally referred to as a "story" bond;
- c) Size or structure of the issue which may limit the number of potential bidders;
- d) Market conditions including volatility wherein the City would be better served by the flexibility afforded by careful timing and marketing such as is the case for Debt issued to refinance or refund existing Debt;
- e) Whether the Debt is to be issued as variable rate obligations or perhaps as Zero Coupon Debt;
- f) Whether an idea or financing structure is a proprietary product of a single firm;
- g) In a publicly offered or privately placed, negotiated sale, a financial advisor, if any, shall not be permitted to resign as the financial advisor in order to underwrite or privately place an issue for which they are or have been providing advisory services;
- h) The underwriter shall clearly identify itself in writing as an underwriter and not as a financial advisor from the earliest stages of its relationship with the City with respect to the negotiated issue. The underwriter must clarify its primary role as a purchaser of securities in an arm's length commercial transaction and that it has financial and other interests that differ from those of the City. The underwriter in a publicly offered, negotiated sale shall be required to provide pricing information both as to interest rates and to takedown per maturity to the Board of Commissioners (or its designated official) in advance of the pricing of the debt.

3) Private Placement

From time to time, the City may elect to privately place its Debt. Such placement shall only be considered if this method is demonstrated to be advantageous to the City.

X. PROFESSIONALS

1) Financial Professionals

As needed, the City may select Financial Professionals to assist in its Debt issuance and administration processes. In selecting Financial Professionals, consideration should be given with respect to:

- a) relevant experience with municipal government issuers and the public sector;
- b) indication that the firm has a broadly based background and is therefore capable of balancing the City's overall needs for continuity and innovation in capital planning and Debt financing;
- c) experience and demonstrated success as indicated by its experience;
- d) the firm's professional reputation;
- e) professional qualifications and experience of principal employees; and
- f) the estimated costs, but price should not be the sole determining factor.

2) Miscellaneous

a) Written Agreements

i. Any Financial Professionals engaged by the City shall enter into written agreements including, but not limited to, a description of services provided and fees and expenses to be charged for the engagement.

ii. The City shall enter into an engagement letter agreement with each lawyer or law firm representing the City in a debt transaction. No engagement letter is required for any lawyer who is an employee of the City or lawyer or law firm which is under a general appointment or contract to serve as counsel to the City. The City does not need an engagement letter with counsel not representing the City, such as underwriters' counsel.

iii. The City shall require all Financial Professionals engaged in the process of issuing debt to clearly disclose all compensation and consideration received related to services provided in the debt issuance process by both the City and the lender or conduit issuer, if any. This includes "soft" costs or compensations in lieu of direct payments.

iv. Whether in a competitive or negotiated sale, the financial advisor shall not be permitted to bid on, privately place or underwrite an issue for which they are or have been providing advisory services for the issuance.

b) Conflict of Interest

i. Financial Professionals involved in a debt transaction hired or compensated by the City shall be required to disclose to the City existing client and business relationships between and among the professionals to a transaction (including but not limited to financial advisors, swap advisors, bond counsel, swap counsel, trustee, paying agent, underwriter, counterparty, and remarketing agent), as well as conduit issuers, sponsoring organizations and program administrators. This disclosure shall include that information reasonably sufficient to allow the City to appreciate the significance of the relationships.

ii. Financial Professionals who become involved in the debt transaction as a result of a bid submitted in a widely and publicly advertised competitive sale conducted using an industry standard, electronic bidding platform are not subject to this disclosure. No disclosure is required that would violate any rule or regulation of professional conduct.

XI. COMPLIANCE

1) Continuing Annual Disclosure

Normally at the time Debt is delivered, the City will execute a Continuing Disclosure Certificate in which it will covenant for the benefit of holders and beneficial owners of the publicly traded Debt to provide certain financial information relating to the City by not later than twelve months after each of the City's fiscal years, (the "Annual Report and provide notice of the occurrence of certain enumerated events. The Annual Report (and audited financial statements, if filed separately) will be filed with the MSRB through the operation of the Electronic Municipal Market Access system ("EMMA") and any State Information Depository established in the State of Tennessee (the "SID"). If the City is unable to provide the Annual Report to the MSRB and any SID by the date required, notice of each failure will be sent to the MSRB and any SID on or before such date. The notices of certain enumerated events will be filed by the City with the MSRB through EMMA and any SID. The specific nature of the information to be contained in the Annual Report or the notices of significant events is provided in each Continuing Disclosure Certificate. These covenants are made in order to assist underwriters in complying with SEC Rule 15c2 12(b) (the "Rule").

2) Arbitrage Rebate

The City will also maintain a system of record keeping and reporting which complies with the arbitrage rebate compliance requirements of the Internal Revenue Code (the "Code").

3) Records

The City will also maintain records required by the Code including, but not limited to, all records related to the issuance of the debt including detailed receipts and expenditures for a period up to 6 years following the final maturity date of the Debt or as required by the Code.

XII. DEBT POLICY REVIEW

1) General Guidance

The guidelines outlined herein are only intended to provide general direction regarding the future issuance of Debt. The City maintains the right to modify this Debt Policy and may make exceptions to any of its guidelines at any time to the extent that the execution of such Debt achieves the goals of the City as long as such exceptions or changes are consistent with TCA and any rules and regulations promulgated by the State.

This Debt Policy should be reviewed from time to time as circumstances, rules and regulations warrant.

2) Designated Official

The City Manager and Finance Director are responsible for ensuring substantial compliance with this Debt Policy.

RESOLUTION NO. 21-965

A RESOLUTION ACKNOWLEDGING THE BOARD OF COMMISSION'S CONCURRENCE WITH THE CITY OF GOODLETTSVILLE'S FUND BALANCE POLICY AS ORIGINALLY ADOPTED BY RESOLUTION 11-473.

WHEREAS, the City of Goodlettsville Board of Commissioners adopted a Fund Balance Policy by passage of Resolution 11-473; and,

WHEREAS, it is in the best interest of the City that said policy be reviewed on occasion; and,

WHEREAS, city staff asks that the Board of Commission acknowledge concurrence with the continued utilization of said policy.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE:

Section 1. That the Board of Commissioners concurs with the continued use the City of Goodlettsville Fund Balance Policy as originally adopted by Resolution 11-473


Section 2. That this resolution shall take effect from and after its adoption, the welfare of The City of Goodlettsville requiring it.



Mayor Rusty Tinnin

Date adopted: February 11, 2021

Attest



City Recorder

Approved as to form and legality



City Attorney

Attachment "A"
Resolution No. 11-473

City of Goodlettsville
Fund Balance Policy

The Fund Balance Policy is intended to provide guidelines during the preparation and execution of the annual budget to ensure that sufficient reserves are maintained for unanticipated expenditures or revenue shortfalls. It also is intended to preserve flexibility throughout the fiscal year to make adjustments in funding for programs approved in connection with the annual budget. The Fund Balance Policy is established based upon a long-term perspective recognizing that stated thresholds are considered minimum balances. The main objective of establishing and maintaining a Fund Balance Policy is for the City to be in a strong fiscal position that will allow for better position to weather negative economic trends.

The Fund Balance consists of five categories: Non-spendable, Restricted, Committed, Assigned, and Unassigned.

Non-spendable Fund Balance consists of funds that cannot be spent due to their form (e.g. inventories, prepaid items, and long term receivables) or funds that legally or contractually must be maintained intact (e.g. endowments).

Restricted Fund Balance consists of funds that are mandated for a specific purpose by external parties, constitutional provisions or enabling legislation (e.g. state or federal requirements restricting use of certain funds, creditor loan covenants, and private donations).

Committed Fund Balance consists of funds that are set aside for a specific purpose by the city's highest level of decision making authority (Board of Commission) and the highest form of authority (ordinance). This commitment of funds is authorized by ordinance and is binding unless removed by ordinance. Formal action must be taken prior to the end of the fiscal year; however, the actual amount can be determined after the close of the year.

Assigned Fund Balance consists of funds that are set aside with the intent to be used for a specific purpose by the city's highest level of decision making authority or a body or official that has been given the authority to assign funds. Assignment of fund balance is less formal than the commitment of fund balance. It does not require formal action.

Unassigned Fund Balance consists of excess funds that have not been classified in the previous four categories. All funds in this category are considered spendable resources. This category also provides the resources necessary to meet unexpected expenditures and revenue shortfalls. This category is also referred to as "surplus".

It is the responsibility of the Finance Director to report all non-spendable Funds appropriately in the City's Financial Statements. Restricted funds are those funds that have constraints placed on their use either:

- 1) Externally by creditors, grantors, contributors, or laws or regulations or other governments
- 2) By law through constitutional provisions or enabling legislation.

It is the responsibility of the Finance Director to report all Restricted Funds appropriately in the City's Financial Statements.

Order of Use of Restricted and Unrestricted Funds

When both restricted and unrestricted funds are available for expenditure, restricted funds should be spent first unless legal requirements disallow it.

When committed, assigned and unassigned funds are available for expenditure, committed funds should be spent first, assigned funds second, and unassigned funds last.

Authority to Commit Funds

The City's Board of Commissioners body has the authority to set aside funds for a specific purpose. Any funds set aside as Committed Fund Balance requires the passage of an ordinance by a simple majority vote. The passage of an ordinance must take place prior to June 30th of the applicable fiscal year. If the actual amount of the commitment is not available by June 30th, the resolution must state the process or formula necessary to calculate the actual amount as soon as information is available.

Authority to Assign Funds

The City's governing body has the authority to set aside funds for the intended use of a specific purpose. Any funds set aside as Assigned Fund Balance requires a simple majority vote and must be recorded in the minutes. The same action is required to change or remove the assignment. Upon passage of a budget ordinance where fund balance is used as a source to balance the budget, the Finance Director shall record the amount as Assigned Fund Balance.

Unassigned Fund Balance

Unassigned Fund Balance is the residual amount of Fund Balance in the General Fund. It represents the resources available for future spending. An appropriate level of Unassigned Fund Balance should be maintained in the General Fund in order to cover unexpected expenditures and revenue shortfalls.

Unassigned Fund Balance may be accessed in the event of unexpected expenditures up to the minimum established level upon approval of a budget amendment by the City's governing body. In the event of projected revenue shortfalls, it is the responsibility of the Finance Director to report the projections to the City's governing body on a quarterly basis and shall be recorded in the minutes.

The Fund Balance Policies are relevant to the unrestricted fund balance, which includes the committed, assigned and unassigned fund balances.

The City will seek to maintain an unrestricted fund balance in the range of 15% to 20% of General Fund operating expenditures.

The City's Fund Balance Policy shall be adopted by resolution by the Board of Commissioners. The policy shall be reviewed by the approving authority and the same authority must approve any modifications. It is recommended that the policy be reviewed every four years, preferably during a non-election year and 6 months following the budget process. This policy will be managed and monitored by the City Manager and Finance Department. If necessary, the Finance Director will present recommendations for any amendments, deletions, additions, improvements, or clarification.

Ordinance NO. 22-1057

**AN ORDINANCE OF THE CITY OF GOODLETTSVILLE BOARD OF COMMISSIONERS
ADOPTING THE CITY OF GOODLETTSVILLE CAPITAL INVESTMENT POLICY.**

WHEREAS, the City of Goodlettsville Board of Commissioners strives to have sound and practical financial policies; and,

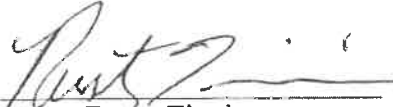
WHEREAS, there is currently a need to adopt a policy that will further strengthen its financial policies; and,

WHEREAS, the City of Goodlettsville Board of Commissioners desires to adopt and implement an Investment Policy.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY
OF GOODLETTSVILLE, TENNESSEE:**

Section 1. That the Board of Commissioners adopts and approves the City of Goodlettsville Capital Investment Policy.

Section 2. That this ordinance shall take effect fifteen days from its final adoption, the welfare of The City of Goodlettsville requiring it.

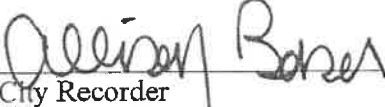


Mayor Rusty Tinnin

Passed first reading: December 8, 2022

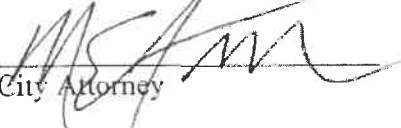
Passed second reading: January 12, 2023

Attest



City Recorder

Approved as to form and legality



City Attorney



City of Goodlettsville Investment Policy

Purpose

The purpose of The Investment Policy (Policy) is to set forth the investment and operational policies for the management of public funds of the City of Goodlettsville (City). This Policy defines the parameters to which funds are to be invested by the City and will provide guidelines that will assist in maximizing the efficiency of the City's cash management system while meeting the daily cash flow demands of the City.

Governing Authority

It is the policy of the City of Goodlettsville to invest idle public funds in a manner that is in compliance with federal, state, and other legal requirements including Tennessee Code Annotated (T.C.A.) 6-56-106, titled Suitable and Authorized Investments; which governs the investment of public funds by cities and towns.

Scope

This policy applies to the investment of all funds of the City of Goodlettsville, excluding the retirement funds. Retirement funds and proceeds from certain bond issues are covered by separate policies.

1. Pooling of funds

Except for cash in certain restricted and special funds, the City will seek to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

2. Special Funds

Those funds that are considered restricted and special funds are: City of Goodlettsville Employee Retirement Fund and retainage accounts.

Objectives

The primary objectives of investment activities shall be safety, liquidity, and yield:

1. Safety of Principal

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate the following risks:

A. Credit Risk

The City will minimize credit risk, which is the risk of loss due to the failure of the investment issuer or backer, by:

- Limiting the portfolio to the types of investments pursuant to TCA 6-56-106
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

B. Interest Rate Risk

The City will minimize interest rate risk, which is the risk that the market value of investments in the portfolio will fall due to changes in market interest rates, by:

- Structuring the portfolio to meet the cash requirements of ongoing operations, thereby mitigating the need to liquidate investments at a loss prior to maturity;
- Investing operating funds primarily in shorter-term investments and limiting the average maturity of the portfolio in accordance with this policy in accordance with T.C.A. 6-56-106.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands.

3. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

Standards of Care

1. Delegation of Authority

The Finance Director hereinafter referred to as the Investment Officer, will have responsibility for the investment process and carry out the day-to-day operational requirements in concurrence with the City Manager. The Investment Officer and those to whom he/she has delegated will be charged with the following responsibilities:

- A. To review and update the Investment Policy as necessary.
- B. Monitor the investment transactions to ensure that proper controls are in place to ensure the integrity and security of the City Portfolio
- C. Assure that the City is in compliance with current state law, any applicable City Charter provisions and the Investment Policy.

2. Prudence

The standard of prudence to be used in the context of managing the overall portfolio is the prudent person rule which states:

Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs not in regard to speculation but in regard to the permanent disposition of the funds considering the probable income as well as the probable safety of the capital.

3. *Ethics and Conflict of Interest*

The City of Goodlettsville employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program or which could impair their ability to make impartial investment decisions. They shall disclose any material financial interests and that could be related to the performance of the City's portfolio.

Authorized and suitable investments

The City of Goodlettsville's Investment Officer, in order to provide a safe temporary medium for investment of idle funds, shall have the authority to purchase and invest prudently as authorized in by TCA 6-56-106 or as it may be amended (Appendix A).

Reporting

The Investment Officer shall prepare an annual report of the status of the current investments. The report will include the following:

1. Percent invested in each security type (CD, US Treasury, etc.);
2. Listing of investments by maturity date

Portfolio Diversification

It is the policy of the City of Goodlettsville to reduce overall risks while attaining average market rates of return by diversifying its investments. The investments shall be diversified by:

1. Limiting investments to avoid over concentration in eligible securities from a specific issuer or business sector (excluding U.S. Treasury securities);
2. Investing a portion of the portfolio in readily available funds such as the Tennessee Local Government Investment Pool (LGIP) or collateralized money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.
3. Portfolio maturities shall be staggered to avoid undue concentration of assets with similar maturity dates.

Amendments

This Investment Policy shall be reviewed periodically.

Tenn. Code Ann. § 6-56-106. Authorized Investments.

(a) In order to provide a safe temporary medium for investment of idle funds, municipalities are authorized to invest in the following:

- (1) Bonds, notes or treasury bills of the United States;
- (2) Nonconvertible debt securities of the following federal government sponsored enterprises that are chartered by the United States congress; provided, that such securities are rated in the highest category by at least two (2) nationally recognized rating services:
 - (A) The federal home loan bank; and
 - (B) The federal national mortgage association; and
 - (C) The federal farm credit bank; and
 - (D) The federal home loan mortgage corporation.
- (3) Any other obligations not listed in subdivisions (a)(1) and (2) that are guaranteed as to principal and interest by the United States or any of its agencies;
- (4) Certificates of deposit and other evidence of deposit at state and federally chartered banks, and savings and loan associations. Notwithstanding any other public or private act to the contrary, all investments made pursuant to this subdivision (a)(4) shall be secured by collateral in the same manner and under the same conditions as state deposits under title 9, chapter 4, parts 1 and 4, or as provided in a collateral pool created under title 9, chapter 4, part 5;
- (5) Obligations of the United States or its agencies under a repurchase agreement for a shorter time than the maturity date of the security itself if the market value of the security itself is more than the amount of funds invested; provided, that municipalities may invest in repurchase agreements only if the comptroller of the treasury or the comptroller's designee approves repurchase agreements as an authorized investment, and if such investments are made in accordance with procedures established by the state funding board;
- (6) The local government investment pool created by title 9, chapter 4, part 7;
- (7) (A) Municipalities having a population in excess of one hundred fifty thousand (150,000), according to the 1990 federal census or any subsequent federal census, may also permit investment of idle funds in the following investment instruments:
 - (i) Prime banker's acceptances that are eligible for purchase by the federal reserve system; and

(ii) Prime commercial paper that is rated at least A1 or equivalent by at least two (2) nationally recognized rating services;

(B) Municipalities having a population of not less than twenty thousand (20,000) nor more than one hundred fifty thousand (150,000), according to the 1990 federal census or any subsequent federal census, may also permit investment of idle funds in prime commercial paper in accordance with the following:

(i) Such paper shall be rated in the highest category by at least two (2) commercial paper rating services; and

(ii) The paper shall have a remaining maturity of ninety (90) days or less;

(C) Investment in the instruments set forth in this subdivision (a)(8) shall first be authorized by the municipality's legislative body, acting by resolution or ordinance. In addition, investment in such instruments shall be prohibited until the legislative body has adopted written policies to govern the use of such instruments, with such policies being no less restrictive than those established by the state funding board to govern state investments in such instruments.

(8) The municipality's own bonds or notes issued in accordance with title 9, chapter 21; and

(9) (A) Investment in the instruments set forth in subdivision (a)(2), (a)(5), (a)(6), or any type of investment authorized pursuant to a municipality's charter that is of a type that is not included in this part shall require the following:

(i) The municipality's legislative body must authorize the investment by ordinance; and

(ii) The legislative body must adopt a written enforceable investment policy by ordinance to govern the use of investments, with the policies being no less restrictive than those established by the state funding board to govern state investments in these types of instruments.

(B) Investment in instruments covered by this subdivision (a)(9) shall be prohibited until the legislative body has adopted written policies to govern the use of the investments or an ordinance has been passed to authorize the investment.

(b) The investments listed in subdivisions (a)(1)-(4) may have a maturity of not greater than four (4) years from the date of investment; however, such investments may have a maturity of greater than four (4) years from the date of investment if such maturity is approved by the comptroller of the treasury or the comptroller's designee.

(c) (1) Proceeds of bonds, notes and other obligations issued by municipalities, reserves held in connection therewith and the investment income therefrom, may be invested in obligations that:

(A) Are rated in either of the two (2) highest rated categories by a nationally recognized rating agency of such obligation;

(B) Are direct general obligations of a state of the United States, or a political subdivision or instrumentality thereof, having general taxing powers; and

(C) Have a final maturity on the date of investment of not to exceed forty-eight (48) months or that may be tendered by the holder to the issuer thereof, or an agent of the issuer, at not less than forty-eight-month intervals.

(2) Such proceeds and the investment income thereon may also be invested as otherwise set forth in this section.

(d) The investments authorized by this section are in addition to those authorized in any other general law or in any municipality's charter.

RESOLUTION NO. 22-1106

A RESOLUTION OF THE CITY OF GOODLETTSVILLE BOARD OF COMMISSIONERS ADOPTING THE CITY OF GOODLETTSVILLE CAPITAL ASSET AND DEPRECIATION POLICY.

WHEREAS, the City of Goodlettsville Board of Commissioners strives to have sound and practical financial policies; and,


WHEREAS, there is currently a need to adopt a policy that will further strengthen its financial policies; and,

WHEREAS, the City of Goodlettsville Board of Commission desires to adopt and implement a Capital Asset and Depreciation Policy.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE:

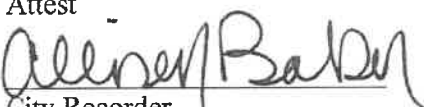
Section 1. That the Board of Commissioners adopts and approves the City of Goodlettsville Capital Asset and Depreciation Policy

Section 2. That this resolution shall take effect from and after its adoption, the welfare of The City of Goodlettsville requiring it.

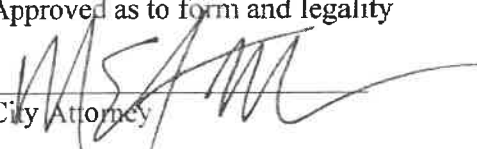


Mayor Rusty Tinnin

Date adopted: December 8, 2022

Attest


City Recorder

Approved as to form and legality


City Attorney



City of Goodlettsville

Capital Asset and Depreciation Policy

Purpose

This Capital Asset Policy is designed to ensure a uniform understanding of the City of Goodlettsville's capitalization policy for assets. This policy establishes the method of maintaining fixed asset information and the minimum cost (capitalization amount) that shall be used to determine the fixed assets that are to be reported in the financial statements in accordance with standards established by the Governmental Accounting Standards Board (GASB).

Capital Asset Classifications

- **Land** - Land is the surface on earth, which may be used to support structures. Land improvements consist of betterments, site preparation and site improvements (other than buildings) of a permanent nature that ready the land for its intended use. The costs associated with improvements to land are added to the cost of the land. Land and land improvements are inexhaustible assets and do not depreciate over time.
- **Buildings** - A structure that is permanently attached to the land and is not intended to be transportable or moveable. Building improvements are capital events that materially extend the useful life of a building, increase the value of a building or both. A building improvement should be capitalized and recorded as an increase to the value of the existing building.
- **Improvements other than Buildings**- Include depreciable improvements and betterments made to land of a permanent nature, other than buildings that add value to land, but do not have an indefinite useful life. Parks and Recreation Facilities and Distribution and Collection systems are types of improvements the city reports on.
- **Motor Vehicles**- Vehicles for which title and license must be obtained such as cars, trucks, buses, ambulances, boats, airplanes, motorcycles, and road-going trailers.
- **Machinery and Equipment** - An apparatus, tool, or conglomeration of pieces to form a tool, or purchased equipment, used in operations. These items can be fixed or movable tangible assets. They will stand alone and not become a part of a basic structure or building. The city reports on various types of capital assets as equipment such as furniture and fixtures, mobile equipment, machinery and equipment, computer hardware and computer software.
- **Construction Work in Progress**- Represents a temporary accumulation of labor, materials, equipment and overhead costs (excluding administrative overhead) of a construction project. Upon completion of the work, the total cost is transferred to one or more of the above classes of capital assets.
- **Infrastructure**- Long-lived capital assets that normally can be preserved for a significantly greater number of years than most capital assets. Infrastructure assets include drainage, water distribution and sewer collection system rehabilitation, streets and parking lots, curb and gutter, streetscape enhancement, bridges and tunnels, sidewalks, traffic signals and streetlights.

Capitalization Thresholds

Assets purchased, constructed, or received through capital lease or donation must be uniformly grouped into capital asset types. The following table summarizes the capitalization thresholds for the city's capital asset types. Amounts are capitalized when the cost or value equals or exceeds the applicable threshold amount. A capital asset has a historical cost of \$5,000 or more.

Type	Threshold Amount
Land	Purchase Price
Buildings	\$50,000.00
Improvements other than buildings	\$15,000.00
Motor Vehicles (Automobiles)	\$10,000.00
Mobile Equipment	\$10,000.00
Machinery and Equipment	\$5,000.00
Hardware/Software	\$20,000.00
Infrastructure (Water/Sewer Rehabilitation)	\$100,000.00
Infrastructure (Steet Paving/sidewalks)	\$50,000.00

Useful Life

The useful life of an asset is that period during which the asset provides benefits. Estimates of useful life consider factors such as physical wear and tear and technological changes that bear on the economic usefulness of the asset. They typically have a useful life of more than one year. The city uses straight-line depreciation over the estimated useful life of the capital asset. Listed below is schedule used for its capital assets.

Type	Estimated Life (Years)
Land	Not Depreciated
Buildings	50
Improvements other than buildings	15-50
Motor Vehicles (Automobiles)	7
Mobile Equipment	10
Machinery and Equipment	5
Hardware/Software	5
Infrastructure (Water/Sewer Rehabilitation)	50
Infrastructure (Steet Paving/sidewalks)	30

Surplus Property- Disposition of Capital Fixed Assets

Surplus property is defined as assets retained by the city that are not currently in use. Once an asset is determined to be surplus, it is the responsibility of the owning department to coordinate with the finance department. The asset remains in owning location's inventory until the asset is physically removed. The city may utilize the public auction process to dispose of surplus property. The owning department will provide proceeds from the sale of fixed assets to Finance Department.

Procedures and Exceptions

The Finance Department will implement procedures that are in accordance with this policy. If a capital assets situation arises that is not covered within this policy, the City Manager may authorize the method of handling. The capital assets exception will be reported at the next available Commission meeting.

Resolution NO. 23-1124

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE ADOPTING THE CITY OF GOODLETTSVILLE PURCHASING POLICY AND PROCEDURES.

WHEREAS, the City of Goodlettsville strives to have sound and practical financial policies; and,

WHEREAS, there is currently a need to update the existing purchasing policy which will further strengthen its guidance in use; and,

WHEREAS, the City of Goodlettsville Board of Commission desires to adopt and implement a new Purchasing Policy and Procedures.


NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE:

SECTION 1. That the Board of Commissioners adopts and approves the City of Goodlettsville Purchasing Policy and Procedures as attached hereto as Exhibit I.

SECTION 2. If any section, clause, provision, or portion of this Resolution is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision or portion of this Resolution which is not itself invalid or unconstitutional.

SECTION 3. In case of conflict between this Resolution or any part thereof and the whole or part of any existing or future Resolution of the City of Goodlettsville, the most restrictive shall in all cases apply.

SECTION 4. That this resolution shall take effect on July 1, 2023, the welfare of The City of Goodlettsville requiring it.



Mayor Rusty Tinnin

Date adopted: March 9, 2023

Attest



City Recorder

Approved as to form and legality



City Attorney

**CITY OF
GOODLETTSVILLE
PURCHASING POLICY
EFFECTIVE JULY 1, 2023**

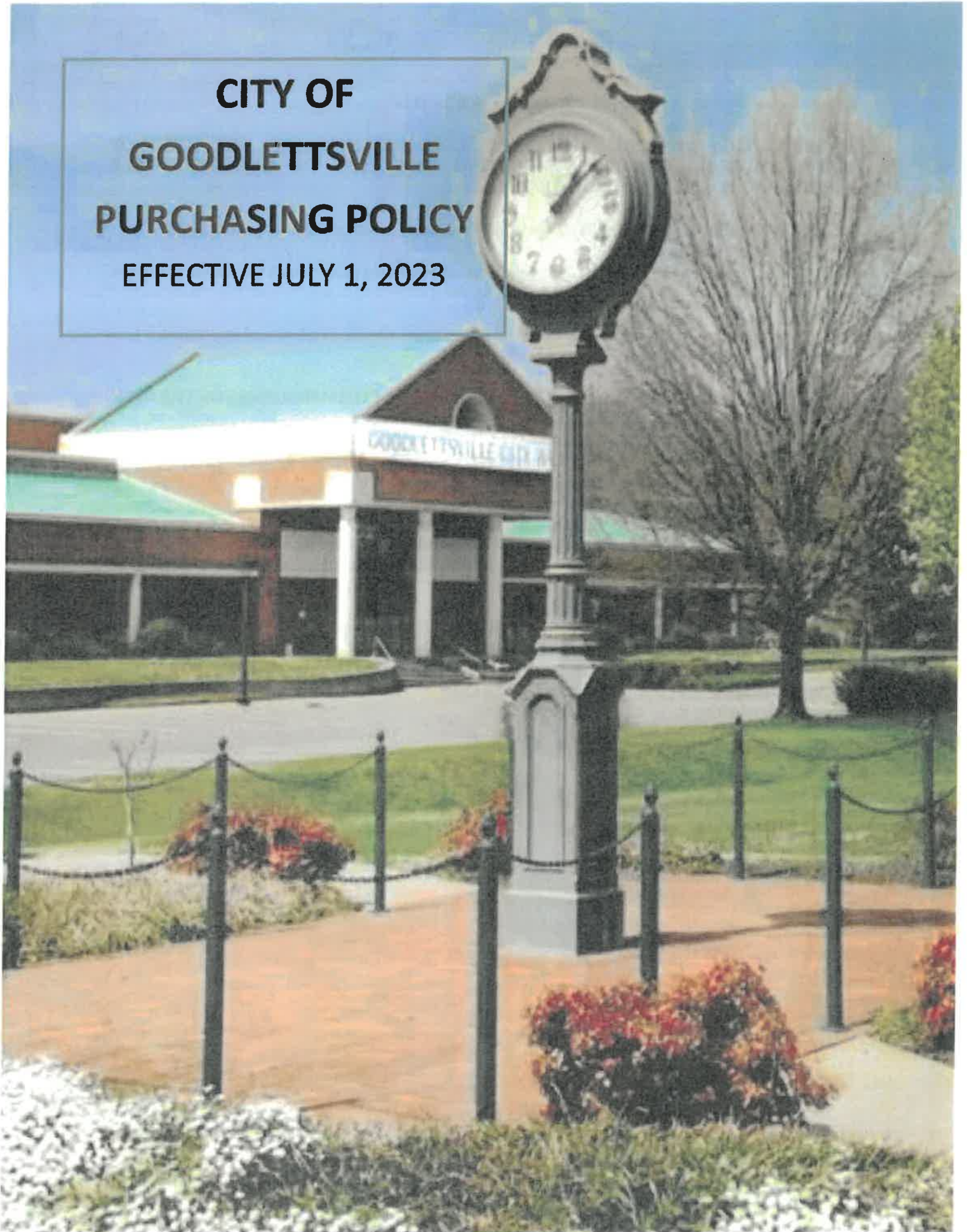


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Foreword

The purchasing policy and procedure manual for the City of Goodlettsville has been developed to serve as a guide to procuring goods and services used by City Departments. The policies are designed to reflect applicable federal and state laws as well as local ordinances. The Board of Commissioners is responsible for the establishment of the purchasing policy.

The procedures included herein are provided to further clarify the purchasing policy of the City. Procedures should provide guidance to departments regarding purchasing and have been designed to promote efficiencies and accountability within the purchasing process.

This manual is effective July 1, 2023 upon approval by Board of Commissioners and supersedes all previously issued policies, procedures, manuals, instructions or directives.

SECTION 1: INTRODUCTION

Role (1.01)

The role of the purchasing department is to support and enhance the mission of the City of Goodlettsville, which is to deliver excellent municipal services in a financially responsible manner. Sound purchasing policies and procedures based upon laws and high ethical standards promote public confidence and trust in government.

Purpose (1.02)

The manual sets forth the purchasing policies as established by the Board of Commissioners through ordinance. The manual is not intended to address every issue, exception, or contingency that may arise in the course of purchasing activities but rather prescribe basic standards to be applied in all situations. The basic standard that should always prevail is the exercise of good judgment in the use and stewardship of City resources.

The manual and purchasing policy:

- Defines the legal authority of the procurement function within the organization

- Simplifies, clarifies, and reflects the laws governing procurement
- Enables uniform procurement policies throughout the organization.
- Helps to build public confidence in public procurement.
- Further ensures the fair and equitable treatment of everyone who deals with the procurement system.
- Provides for increased efficiency, economy, and flexibility in public procurement activities and maximizes to the fullest extent the purchasing power of the entity.
- Fosters effective broad-based competition from all segments of the supplier community.
- Safeguards the integrity of the procurement system and protects against corruption, waste, fraud, and abuse.
- Ensures appropriate public access to contracting information.
- Fosters equal employment opportunities that are in line with legal requirements, in the policies and practices of suppliers and subcontractors wishing to do business with the entity.

The City of Goodlettsville purchasing policy embodies the following principles:

- Centralized authority over purchases with delegation of certain purchasing responsibilities to the employee and departmental level.
- Employment of competent personnel in all aspects of purchasing.
- Purchase of materials, supplies, contractual services, and equipment to maximize to the fullest extent the purchasing value of public funds.
- Standardization of procedures and specifications.
- Consolidation of requirements into bulk purchases.
- Promotion of competitive bidding or selection.
- Inspection of goods delivered in order to enforce contractual and specification compliance.
- Market analysis, assuring purchases when market conditions are favorable.
- Monitoring of payments to be consistent with terms and conditions of purchase orders and contracts.
- Establishment and maintenance of business relationships with vendors.

General Policies (1.03)

1. All elected and appointed officials of the City who participate in the solicitation and approval of purchases and contracts are personally responsible for becoming familiar with and abiding by all applicable State of

- Tennessee Statutes, City of Goodlettsville Ordinances, and purchasing policies and procedures in this manual, governing such activities.
2. City officials should endeavor to receive maximum value for the public dollar and to purchase in the best interest of the City.
 3. The City Manager is designated purchasing agent for the City per City Charter 6-19-104
 4. To assist in the performance of these duties, the City Manager may designate an authorized purchasing agent for the City. It is his/her responsibility to provide leadership in all purchasing and contracting activities for the City.
 5. It is the Purchasing Agent's responsibility with concurrence of the City Manager to develop and maintain a purchasing manual consistent with the City Purchasing Policy which shall provide for rules, regulations, and procedures for the internal management and purchasing function within the City.
 6. The Purchasing Agent shall supervise the procurement of all supplies, services, or other items as needed by the City.
 7. All qualified bidders shall be afforded equal opportunities to quote and will compete on equal terms.
 8. Awards shall be made for bids and quotes that provide the best value to the City, taking into consideration the vendor's skill, business judgment, experience, facilities to carry out the contract and previous work and financial ability.
 9. The City reserves the right to waive minor irregularities, reject and/or accept any and all bids, in whole or in part, or take such other action as serves the best interests of the City.
 10. It is the intent of the City to buy from suppliers who have adequate financial strength, high ethical standards and a record of adhering to specifications, maintaining shipping promises and giving maximum service. New sources of supply shall be given due consideration, as multiple sources of supply are necessary to ensure availability of materials.
 11. The City shall strive to maintain strong and enduring relationships with vendors of proven ability and with those who have a desire to meet the needs of the City. To accomplish this, purchasing activities shall be conducted so the vendors will value the City's business and will make every effort to furnish its requirements on the basis of quality, service and price.
 12. Individuals engaged in purchasing shall promote constructive competition by constantly seeking new bidders, obtaining bids consistent with the provisions of this manual and developing more than one active source of supply for various products and services.

13. Acceptance of money, gifts, gratuity, other consideration or favors of any kind by any employee or official from anyone other than the City is prohibited.
14. Officials and employees shall not become obligated to any vendor and must not conclude any City transaction from which they may personally benefit.

SECTION 2: DUTIES & RESPONSIBILITIES

Purchasing Agent (2.01)

Per T.C.A. 6-21-108, one of the powers and duties of the city manager is to act as purchasing agent for the City and purchase all material, supplies and equipment for the proper conduct of the City's business. The City Manager may delegate the duty to make purchases to any subordinate appointed by him. The City Manager delegates that duty to the "Purchasing Agent". The Purchasing Agent works under the direction and control of the Chief Financial Officer, herein referred to as Finance Director. The Purchasing Agent shall serve as the public purchasing official for the City and shall be responsible for the procurement of all supplies and services in accordance with the rules and regulations set forth in the City's Purchasing Manual.

Function (2.02)

1. Develop purchasing objectives, policies, programs and procedures for the acquisition of materials, equipment, supplies, and services.
2. Coordinate and supervise purchasing of all user departments.
3. Provide purchasing assistance to all user departments.
4. Consolidate the purchase of like or common items or services.
5. Assists with or prepares all specifications for formal bids.
6. Provide administration for the City Procurement(Purchasing) Card program.
7. Ensure all purchases are made as per Federal and State laws and City policy.
8. Resolve, monitor and negotiate contract disputes regarding contract compliance.
9. Request and/or assist with audit of departments for compliance of City purchasing policy.
10. Procure for the City all tax exemptions to which it is entitled
11. Have the authority to declare vendors who default on their quotations irresponsible bidders and to disqualify them for receiving any business from the City for a stated period of time, with concurrence of the City Manager

12. Delegate purchasing authority to departments in accordance with applicable rules and regulations as set out in the purchasing manual.
13. Approve or reject purchases made by various departments consistent with purchasing manual rules and regulations.
14. Provide contract administration.
15. Prescribe and maintain such forms reasonably necessary to the operation of this article

Objectives (2.03)

1. To know and become acquainted with the needs of all departments.
2. To procure a product or service that will meet the department's requirements and is the best value to the City.
3. To know the sources and availability of needed products.
4. To write manuals, provide training, and be a source of information to all departments in meeting their purchasing needs.
5. To maintain good vendor relations.
6. To inform department staffs of market changes, new products and other such factors.
7. To assist with the understanding of sound purchasing policy and procedures throughout all departments of the City.
8. To exchange ideas and information with other public purchasing agencies in an effort to solve common problems.
9. To develop standardized specifications for use by all departments, improve the purchasing practices, and apply them when feasible.
10. To understand legal procurement laws and ensure purchasing personnel comply.

Relations with City Departments (2.04)

The Purchasing Agent shall establish and maintain communication with City departments in order to meet their purchasing requirements.

Requesting Department's Responsibilities (2.05)

1. Initiate purchase request, as outlined in this Purchasing Manual, allowing sufficient lead time for the Purchasing Agent to process the order and the vendor to deliver goods or services.

2. Inform and train department staff in the City's purchasing policies as outlined in the Purchasing and Purchasing Card manuals and help ensure that all policies are followed.
3. Communicate needs for supplies, equipment, services and materials to the Purchasing Agent with sufficient lead time so that procurements can be made using applicable purchasing manual procedures.
4. Utilize effective material requirements planning to maximize efficiency in the City procurement process
5. Prepare clear and unrestrictive technical specifications or functional requirements when needed for products or services.
6. Review bid tabulation sheets or submitted proposals and inform the Purchasing Agent of the department's recommendations for award.
7. Send proper documentation to waive competitive bidding when declaring sole/single source procurement.
8. Promptly inform the Purchasing Agent of any contract compliance issues.
9. Inspect or supervise the inspection of materials, supplies, services and equipment delivered in order to determine that quality and quantity conform to specifications as requested by the Purchasing Agent
10. Endeavor to obtain as full and open competition as possible on all procurement for public improvement projects
11. Prepare standards and written specifications for goods, services, professional services and public improvement projects as may be used by the department. Review and approve all request for proposals and request for qualifications for professional and other services within the scope of the Director's authority.
12. Be bound by all purchasing principles, policies and ethical standards as set forth within this manual.

Finance Director (2.06)

The Director of Finance, under the direction and control of the City Manager shall have the authority to approve and certify for payment any accounts or claims against the City which are less than \$25,000.00 provided those claims are properly evidenced, follow the purchasing procedures as outlined herein, and otherwise comply with all laws, ordinances or policies of the City.

Disciplinary Action for Violations (2.07)

When a Purchasing Policy, Manual or Ordinance violation is discovered, the

Purchasing Agent will investigate the surrounding circumstances and provide findings to the Finance Director, Department Head, and Department Liaison. Continuous violations of the established Purchasing Policies, Procedures and Ordinance may result in disciplinary consequences ranging from the revocation of purchasing authority or financial software use to a recommendation for more severe action to be determined by the City Manager. Continuous violations of the Purchasing Policy, Manual or Ordinance may lead to disciplinary action up to and including termination as well as criminal prosecution depending on the nature of the violation. The Finance Director, in coordination with Human Resources, will notify the Department Head and City Manager of any violations of the Purchasing Policy, Manual or Ordinance wherein disciplinary action may be warranted.

SECTION 3: GENERAL GUIDELINES

This section provides an introduction to the general policy, guidelines, and/or rules for the purchasing process. Subsequent sections provide those procedures and methods to be utilized to carry out this policy. The City Manager, as authorized by the Board of Commissioners, has delegated to the Purchasing Agent the authority to procure materials and services for the City of Goodlettsville that are within the guidelines set forth by the Board of Commissioners.

Purchasing Categories (3.01)

- 1) The purchase process is controlled by two components:
 - a) Established policy dollar amount.
 - b) Approving authority.
- 2) Dollar limit categories apply to the total amount to be purchased and/or the total amount to be expended over an initial contract term. Purchase approval thresholds apply to the established level of approving authority (*i.e. Department Director, Purchasing Manager, City Manager, or BOC*). Purchase approval applies to all Financial Services forms including Purchase Requisitions, Check Requests, and Purchasing Cards.
- 3) Purchases made with federal funds have specific purchasing thresholds which are different from those presented below. See 9.01
- 4) Purchases less than \$100 **DO NOT** require a purchase requisition/purchase order.

Purchasing Thresholds are as follows:

- a) Category 1 – Purchases \$0.01-\$100.00-DO NOT require a Purchase requisition/Purchase Order.

Quote Requirement-informal cost comparisons are recommended.

- b) Category 2 - Purchases of \$100.01 to \$500.00

Types of Purchase: Procurement Card or Purchase Order

Quote Requirement: Telephone, Internet, or in-person quotation suggested.

Approval: Department Head, Purchasing Agent

Purchase Requisition and Purchase Order – **required.**

- c) Category 3 - Purchases of \$500.01 to \$1,000.00

Types of Purchase: Procurement Card, or Purchase Order.

Quote Requirement: 3 Verbal (telephone, fax, internet, or in-person) quotation **required.**

Approval: Department Head, and Purchasing Agent.

Purchase Requisition and Purchase Order – **required.**

- d) Category 4 - Purchases of \$1,000.01 to \$4,000.00

Types of Purchase: Procurement Card, or Purchase Order.

Quote Requirement: Verbal (telephone, fax, internet, or in-person) quotation **required.**

Approval: Department Head, Purchasing Agent, and City Manager

Purchase Requisition and Purchase Order – **required.**

- e) Category 5 – Purchases of \$4,000.01 to \$25,000.00

Types of Purchase: Procurement Card (*for designated employees with sufficient credit limit only*) or Purchase Order.

Quote Requirement: Minimum of three (3) written, formal quotes shall be obtained by the using department or division.

Approval: Department Head, Purchasing Agent, and City Mgr.

Purchase Requisition and Purchase Order – **required**.

Notes: Quotations are to include delivery charges and time frame for that delivery. Written quotations must be submitted with Purchase Requisition. The Purchasing Agent reserves the right to verify quotations and pricing information, and check to determine whether delivery charges have been included, and/or seek further competition.

f) Category 6 – Purchases greater than \$25,000.00

Types of Purchase: Purchase Order.

Bid Requirement: Formal bid solicitation utilizing one of the authorized solicitation methods.

Approval: BOC or City Manager,

Purchases over \$25,000.00 must be approved and awarded by BOC. An analysis of all bids or proposals received and recommendation for award is required. The Department Head will be responsible for preparing the formal analysis and recommendation. The formal analysis and recommendation will be given to the City Manager who will then prepare an Agenda Item for the BOC.

Purchases of items over \$25,000.00 included in the fiscal year budget capital items are considered approved by the BOC upon approval of the fiscal year budget. No other BOC approval will be required.

Note: Purchasing Agent reserves the right to process Category 6 acquisitions as a formal bid or proposal (rather than as a formal quote) when it best serves the needs of the City. BOC award or approval takes place only during regular Board meetings on the second Thursday evenings of each month (unless otherwise cancelled). It is essential that the Agenda Item recommendations be processed and submitted on a timely basis to avoid unnecessary delays.

g) Category 7 – Emergency Purchases

Types of Purchase: Procurement Card, or Purchase Order

Quote Requirement: Telephone, fax, Internet, or in-person quotation suggested. Written justification may be required after the event.
Approval: City Manager and ratification by BOC if Category 4 limits are Applicable
Purchase Requisition and Purchase Order – **required**

Unauthorized Purchases (3.02)

Except for emergencies or other authorized exemptions stated in these guidelines, no purchase of supplies, services, or equipment shall be made without authorization as described within this manual. No representative of the City shall enter into a verbal agreement or make any arrangements until final approval is granted. In the event that an unauthorized purchase is made, the following may apply: (1) such purchases are void and not considered an obligation of the City, and (2) the person ordering the unauthorized purchase may be held personally liable for the costs of the purchase or contract.

No employee may purchase City property for his/her own personal use unless it is purchased through the City's public auction or through the sealed bid procedures of the City. This includes new and used equipment, materials, or supplies.

No employee may use the purchase power or tax exempt status of the City of Goodlettsville to make private purchases; in addition, employees should not have private purchases sent to the City C.O.D. to be paid for by the employee.

Prohibition against Subdivision (3.03)

No contract or purchase shall be subdivided to avoid the requirements of the Purchasing Manual. Delegated procurement authority is based on the total cost of goods and/or service.

Splitting an order so that the total cost is within one's spending authority is prohibited.

Tax Exempt Status (3.04)

The City of Goodlettsville is exempt from Federal, State, and Local taxes except in certain prescribed cases. An exemption certification is available from

the Finance Department or Purchasing Agent and should be furnished to any of the City's suppliers so as to ensure that no sales taxes are applied to purchases of all goods and services procured on the City's behalf. It is the responsibility of the purchaser to ensure that all purchases take advantage of the City's tax exempt status. Failure to procure goods and services on a tax-exempt basis constitutes a violation of the Purchasing Policy and Ordinance and may be subject to revocation of purchasing privileges as well as disciplinary action as specified in Section 2.07.

SECTION 4: PURCHASING METHODS

Procurement Card (4.01)

A Procurement Card (Purchasing card/P-card)) is intended for use by an employee that has a frequent and recurring need to purchase small dollar supplies and services consistent with purchasing policy of the City. The P-card program is designed to improve efficiency in processing purchases from any supplier that accepts the credit card. Purchases can be completed with suppliers over the phone, internet, mail, or in person. All P-card purchases require approval by submitting a "Purchasing Card Request Form" and follow the provisions and procedures prescribed in this Policy. The P-card program is administered by the Purchasing Agent.

The City Manager, Finance Director, Assistant Finance Director or Purchasing Agent may use P-cards in such cases as purchasing large dollar or one-time approved purchases when the use of a P-card provides increased efficiency or administrative expediency in procuring goods and services for City departments. Such purchases by P-card shall be limited to Category 1-3 purchases. Category 4-6 purchases made by P-card requires approval of the Finance Director and City Manager and City Manager. A P-card Request Form must be completed for any Category 2 or 3 purchase prior to the purchase.

Purchase Requisition (4.02)

A Purchase Requisition (PR) is a form requesting permission to purchase goods or services. Once the PR is executed by the requesting department, and the appropriate approvals are made, the PR becomes a Purchase Order (PO). PRs are only requests for Purchase Orders to be issued. Reference Section 5.01. A Purchase Requisition/Purchase Order is required for all purchases over \$100.

Purchases \$100.00 and under may be made without a Purchase Requisition/Purchase Order.

Purchase Order and Blanket Purchase Order (4.03)

A Standard Purchase Order (PO) or Blanket Purchase Order (BPO) is an agreement between to the City and Vendor in which the City agrees to purchase the goods or services described on the purchase order and the vendor agrees to supply if accepted by the vendor. Purchase Orders can be thought of as a contract between the City and the vendor and as such has legal implications when properly authorized and approved. Purchase orders are issued by the Purchasing Agent after acceptance and approval of a purchase requisition. Purchase orders encumber department funds. A PO is the result of an authorized and approved PR. Reference Section 5 of this manual.

Blanket orders, while similar to purchase orders, are issued to cover future purchases of known items but in unknown or projected quantities. Blanket orders have fixed or negotiated unit prices. Blanket orders do not guarantee the purchase of any specific quantities.

Emergency Purchase (4.04)

An “Emergency” is defined as a situation brought about by a sudden unexpected turn of events or any circumstance or cause beyond the control of the City in the normal conduct of its business. An emergency purchase is made to alleviate a situation where there is a threat to health, welfare, safety or significant disruption of the operations of a department that can only be rectified by immediate purchase of equipment, supplies, materials, or services. An “emergency purchase” must fit the circumstances noted above and requires such competition as is practicable under the circumstance. Poor planning and inadequate management are not “emergencies” and cannot be treated as such. Purchases of this nature may be expedited, but still do not justify “emergency” status. Reference Section 5.03. The City Manager shall be notified and approve all emergency purchases.

Internet Purchase (4.05)

To protect the assets of the City, it is important to use caution when purchasing goods or services over the Internet. If payment must be made by use of a Procurement Card, extreme care is to be exercised to ensure the vendor is

legitimate and the user understands the return policy in case the goods do not meet their demand.

There are to be NO internet purchases without prior approval (i.e. Purchasing Card Request Form).

Price Quotes (4.06)

With the exceptions of purchases exempt from competitive bids, as detailed in Section 6.08, all purchases \$500.01-\$24,999.99 (Categories 3 thru 5) require the opportunity for competition be given by solicitation of competent vendors. Verbal quotes may be obtained for purchases \$500.01-\$4,000 (Category 3 and 4). Verbal quotes should be documented when preparing the Purchase Requisition/Purchase Order. Competitive written quotations are to be obtained by the requisitioning department for purchases \$4,000.01-\$24,999.99 (Category 5). A minimum of three (3) written quotations should be obtained for all such purchases. If less than three (3) quotes are received, then the user must offer a written explanation for a lack of three (3) quotes. A listing of each competitive quotation should be documented on the Purchase Requisition/Purchase Order. A copy of each competitive quotation and the specification upon which quotes were solicited should be attached to the Purchase Order when presented to the Purchasing Agent.

Formal Quotes (4.07)

With the exceptions of purchases exempt from competitive bids, as detailed in Section 6.08, all purchases \$25,000.00 and greater (Category 6) require the opportunity for competition, through formal quote solicitation conducted or supervised by the Purchasing Agent.

Sealed Bid (ITB) (4.08)

This most preferred formal bid method for purchasing goods and/or supplies that are \$25,000.00 or more, is with a sealed bid. Sealed bids are used when specifications are clear and pricing is the main focus. Reference Section 6.01 of this manual. Sealed bids allow a maximum degree of competition among a number of suppliers offering similar products. As a result, prices obtained are generally considerably lower than standard "list" pricing. Sealed bids require considerable effort in the preparation of their terms, conditions, and specifications.

Competitive Sealed Proposals (4.09)

Purchases may be made using competitive sealed proposals rather than competitive sealed bids when the Board of Commissioners determines that competitive sealed bidding is either not practicable or not advantageous to the City. T.C.A 12-3-1207

Restrictions and Requirements:

Purchases using competitive sealed proposals may be made only in instances when qualifications, experience, and competence are more important than price.

These purchases may be made only when there is either:

- A) More than one solution to a purchasing issue and the competitive sealed proposals will assist in choosing the best solution, or
- B) No readily identifiable solution to a purchasing issue and competitive sealed proposals will assist in identifying one of more solutions.

The Board of Commissioners must approve this method of purchasing for the specific product(s) or service(s) by resolution, prior to advertising for such.

After finalists' ranking, the Purchasing Agent, Project Manager, and other designated City staff (if required), shall negotiate a contract for services with the firm which has been determined to be most qualified by the Selection Committee, at compensation within a range which has been determined to be fair, competitive, reasonable, and within budget.

Professional Services (4.10)

Contracts for professional services are exempt from competitive bidding. Professional services and the process for procurement are described in Section 6.04

State Contracts, Other Government Agency Contracts, and Purchasing Cooperatives (4.11)

State, Government Agency, and certain Purchasing Cooperatives may have entered into contracts that have already been competitively bid and awarded with the

understanding that other governmental entities may purchase the items bid under the same terms and conditions as prescribed in the solicitation of the originating government. This method of purchase is commonly known as interlocal purchasing agreement or “piggybacking”, and is particularly desirable if time is a constraint or if the chances for obtaining better prices from other sources is poor. Utilization of these sources waives the requirement for a formal competitive bid.

The following documentation must be provided to the Purchasing Agent in order to use another political entity’s awarded contract.

- 1) State of Tennessee Contract Number.
- 2) Contracts from other Political Entities. Provide the following:
 - a. Complete copy of the original solicitation.
 - b. Tabulation of all solicitation responses, if available
 - c. Copy of the award letter/memo/agenda item by the political entity to the awarded vendor.
 - d. Complete copy of the vendor’s proposal.
 - e. Contract if applicable.

With the exception of State of Tennessee contract items, all other cooperative purchasing, piggyback or interlocal agreements must be approved by the Board of Commissioners by resolution prior to making any purchase. See TCA 12-3-1205.

Sole Source/Sole Provider Purchase (4.12)

Sole source or a single source purchase is defined as being noncompetitive in price or availability and may be exempt from the competitive solicitation requirements. Examples might be purchasing from a manufacturer’s sole sales agency or purchase of a particular brand of computer equipment because it is exclusively compatible with the network computer. Caution should be exercised when requesting “sole source” approval for a purchase. In many cases, other sources do exist for a given item, and these must be investigated by the using department and/or Purchasing Agent before committing to “Sole Source.” The Purchasing Agent will review all sole source requests prior to further processing.

The department must provide documentation from the manufacturer proving sole source status.

Bulk Fuel Purchases (4.13)

Bulk Fuel Purchases are excluded from the sealed bid process and may be purchased with 3 verbal quotes.

Vehicle Repairs (4.14)

Vehicle repairs, in general, will be exempt from formal bidding and quoting. Vehicle repairs will require a purchase requisition prior to any work on the vehicle. If possible, a trained mechanic, either on staff or independent, should be consulted. Recommendation should be made to the appropriate Department head, Purchasing Agent and City Manager as to the most beneficial method of repair

SECTION 5: PURCHASE REQUISITIONS / ORDERS

Purchase Requisition/Order (5.01)

A role of City Purchasing is to meet valid needs for materials, goods, services, construction, and equipment by providing the right products or services in the right quantity, at the right price, at the right time, and at the right place. To accomplish this, it is necessary for the various departments to inform the Purchasing Agent of their requirements by the preparation of a Purchase Requisition (PR). The Purchase Requisition serves to inform the Purchasing Agent of the needs of a specific user department and to correctly define the material or service requested. The requisition is not an order, but merely the request for Purchasing to procure the item(s) or service(s) in accordance with established City purchasing policies and procedures. The procedures that are set forth in this manual have been established as a tool used by Purchasing for the processing of all requisitions. The Purchase Requisition will begin with the issuing department.

1. When Prepared - The requesting department should anticipate their requirements and submit requisitions allowing ample time for Purchasing to complete action to secure the items needed at the time required. Rush or emergency orders shall be authorized on a case-by-case basis to avoid additional costs affiliated with expediting delivery.

2. Who Prepared - A Purchase Requisition shall originate in the using department at the level where the purchase is to be used and proceed to the Purchasing Agent after receiving approval of the Department Director.

3.A Purchase Requisition may be rejected by the Purchasing staff or rejected and returned to the issuing department for any one of the following reasons:

- Lack of proper signature.
- Lack of proper support documents (written quotes, sole source justification, or “piggyback” verification).
- Unauthorized purchase.
- Incorrect account numbers have been used.
- Improper vendor selected.
- Insufficient account balance available.
- Insufficient budget approval for capital items.
- Contract number and/or start and end date not shown.
- Vague or incomplete description.
- Unit price discrepancy
- Other reasons not stated above

4. Once review and authorizations are completed, the Purchase Requisition becomes a Purchase Order and the funds are encumbered. The requesting department shall then be responsible for placing the order and forwarding a copy of the purchase order to the vendor as may be required.

Blanket Purchase Order (5.02)

1. Purpose - Blanket Purchase Orders (BPOs) are used throughout the City for the purchase of small dollar repetitively purchased items where the exact quantity needed is not identified at the time the BPO is issued. BPOs reduce the quantity of paperwork and decentralize the ordering of materials and/or services on a day-to-day basis.

2. When Used - A blanket purchase order is issued to a vendor, against which multiple purchases may be made for a specific period of time, often establishing fixed price, term, and other conditions. Similar to a Standard Purchase Order, City department funds are encumbered upon the establishment and issuance of the BPO. A Blanket Purchase Order is also useful for repeated purchases of the same type of commodity item or service by a

department. This eliminates the need for department submittal of multiple Standard Purchase Orders - issuing a single Purchase Requisition for a Blanket Purchase Order.

3. How to Prepare

a. The Blanket Purchase Order is prepared from a purchase requisition and shall be written so that it is concise and clear. This will prevent unnecessary misunderstandings and correspondence with vendors. At a minimum, the Purchase Requisition should contain:

- Items or types of items authorized for purchase.
- Item prices (when available) or total purchase order amount.
- Specified term.
- Name of the user.

b. If a using department plans to only issue one or two purchases from the BPO over a specified time period (term), then a Standard Purchase Order should be used for each purchase instead.

c. The BPO process follows the same approval guidelines and thresholds as a standard PO, unless

- Pricing is based on written quote, bid or contract pricing from the City of Goodlettsville or another governmental entity – “piggyback” purchase
- The purchase is sole source, waiving the competitive bid process. The rule of thumb is that a purchase exceeding \$4,000, other than the above, requires, at a minimum, three (3) written quotes. Such a purchase should then be processed as Section 5 - Page 5 a Standard Purchase Order instead.

d. A Blanket Purchase Requisition equal to or exceeding \$25,000 requires Board of Commissioners approval. The issuance of a Blanket Purchase Requisition subsequent to an approved or awarded contract does not require additional approval; however, the blanket terms must be in accordance with the terms of the pre-approved or pre-awarded contract.

Note: Multiple Blanket Purchase Requisitions shall not be issued to circumvent the approval process.

4. Routing of Blanket Purchase Order - The Blanket Order shall be printed/ disbursed in the same manner as a standard purchase order.

5. How to Use:

- a. Users shall not receive goods or services from a submitted BPO Requisition until approved by Purchasing and a BPO number is assigned.
- b. Using departments should make timely and calculated preparations for completing BPO purchases at each fiscal year end, to avoid the unnecessary encumbrance of funds. All BPOs will typically be closed at the end of the fiscal year and a new Blanket Purchase Requisition entered and submitted to Purchasing for the next fiscal year.
- c. Purchasing Agent and/or the Finance Director will conduct period reviews of the use of BPOs by the user departments to determine if the scope and intent of the BPO process is being followed.

Emergency Purchase Order (5.03)

Emergency purchases are allowable when certified by a Department Director to the City Manager, that a delay incidental to competitive bidding would be detrimental to the interest of the City. An "Emergency" is defined as a situation brought about by a sudden unexpected turn of events or any circumstance or cause beyond the control of the City in the normal conduct of its business. An emergency purchase is made to alleviate a situation where there is a threat to health, welfare, injury, or loss to the City that can only be rectified by immediate purchase of equipment, supplies, materials, or services. An "emergency purchase" must fit the circumstances noted above and requires such competition as is practicable under the circumstance. Reference Section 5.04.

1. Purpose - An "Emergency" is defined as a situation brought about by a sudden unexpected turn of events or any circumstance or cause beyond the control of the City in the normal conduct of its business. An emergency purchase is made to alleviate a situation where there is a threat to public health, welfare, safety, or significant disruption of operations of a department that can only be rectified by immediate purchase of equipment, supplies, materials, or services.

2. When Issued - An emergency purchase may be made without competitive bidding when time is of the essence, and only for the following reasons:

- a. To preserve or protect life, health, or property; or
- b. Upon natural disaster; or
- c. To forestall a shutdown of essential public services.

Since emergency purchases do not normally provide the City an opportunity to obtain competitive quotes or properly encumber committed funds, sound judgment shall be used in keeping such orders to an absolute minimum.

3. How to Prepare - An "emergency purchase" must fit the circumstances noted above and requires such competition as is practicable under the circumstance.

a. The following requirements shall apply:

- The Purchasing Division shall be contacted as soon as possible for an advanced Purchase Order number, which may be given verbally, to cover the emergency transaction.
- A completed Purchase Requisition shall be submitted to Purchasing, clearly identified as an "Emergency PO", within two (2) working days, or as soon as the information is available. All Purchase Requisitions for emergency purchases shall be signed by the appropriate Department Director.
- A Department Head often makes true emergency purchases on weekends, holidays, or after hours. The Director or his designee may make emergency purchases when he/she has determined circumstances require immediate requisition of goods or services and after consultation with and approval by the City Manager.

b. Documentation explaining the circumstances and nature of the emergency purchase shall be submitted by the appropriate Department Director as follows:

- Emergency purchases between \$4,000.00 and \$25,000 (Category 4) should be processed as Purchase Requisition, referencing "Emergency" in the body of the PR and providing complete backup documents, and any obtained quotations. The City Manager shall approve.
- Emergency purchases that exceed \$25,000.00 (Category 5)- process as Purchase Requisition, referencing "Emergency" in the body of the PR and providing complete backup documents. The City Manager must request Board of Commissioners approval.
- If the emergency purchase causes any budget line to exceed the approved budget, it shall be the responsibility of the requesting department to obtain approval for transfer to cover the purchase.

4. Routing of Emergency Purchase Order - The Emergency Purchase Order shall be printed and routed in the same manner as a standard purchase order.

In the event of bona fide public emergencies declared by the Board of Commissioners, compliance with some or all of the provisions may be waived by the City Manager with the exception of federally funded projects.

Purchase Order Exceptions (5.04)

1. PO Exceptions - In accordance with the Purchasing Ordinance, the provisions of this policy do not apply to the following instances or procurements:

- a. Utilities including gas, electric, water, sewer and landline and wireless phone services. Type 1 exceptions may only be paid after the Finance Director or Purchasing agent has reviewed the bill for accuracy and validity prior to payment.
- b. Goods or services required for confidential and secure investigations, apprehensions and detentions of individuals suspected of or convicted of criminal offenses by law enforcement personnel. Type 2 exceptions may only be paid out according to the State Comptroller's Confidential Drug Funds Manual.

Receiving, Inspection, and Testing (5.05)

1. Receiving and Inspecting - The PO face identifies the location or department the materials and/or supplies are to be delivered. It is the responsibility of the using department to:

- a. Receive product by checking the shipment upon delivery for possible shipping damage, matching quantity and description to the Purchase Order. The following are steps to take when receiving material:
 - Verify the count. If there is a shipping discrepancy, note shortage on both shipper's and deliverer's copies of the receipt.
 - Check for visible damage. Note on all receipts.
 - Check for concealed damage – make note of broken or crushed containers.
 - In signing a delivery receipt add "except for concealed damage, if any."

- Notify carrier in writing of any damage found and request an inspection.
- If you do not have time to verify delivery immediately upon receipt, please sign delivery ticket and include “delivery not checked for accuracy or damage.”

2. Testing - Testing of certain materials and supplies is occasionally necessary. The using department (and the Purchasing Division as required) is responsible for all details in connection with any necessary testing. Testing requirements should be included in the written specifications on the Purchase Order.

Processing for Payment (5.06)

An Invoice is the vendor’s statement of their charges against the City for materials or services rendered. The Invoice is based upon the Purchase Order and should contain the same basic information. The prompt and proper processing of an Invoice is recommended. Upon receipt of vendor invoice and completion of delivery and acceptance of material or service, the department will promptly process the invoice and forward to the Purchasing Agent in the Finance Department.

SECTION 6: BIDS / PROPOSALS & CONTRACTS

With the exceptions of purchases exempt from competitive bids or proposals, as detailed in Section 6.09, all purchases that exceed \$25,000 (Category 6) require the opportunity for competition be given by formal bid or proposal solicitation from vendors.

If a purchase is grant funded, the City will default to the bid requirements of the state or federal authority awarding the grant. (See Section 9)

Formal (Sealed) Bids [ITB] (6.01)

Formal (sealed) bids (Invitation to Bid – ITB) and proposals (Request for Proposal – RFP) are the most effective procedures for soliciting competitive prices from vendors in the public (governmental) purchasing sector. Each method has advantages and disadvantages. In this section, the procedures for preparing and processing bids and proposals are addressed.

1. Purpose - Before proceeding with any bid, Purchasing must determine the purpose that is to be served. Will the bid result in procuring goods, services, or a combination of both? Is there a necessity for special protection for the City through bonds and insurance? Will the contract provide a one-time purchase or an annual blanket agreement? All these questions and more must be answered before preparing the bid for issuance.

2. Vendor Selection - A vendor list sufficient to generate at least three responses is recommended for all purchases that exceed \$25,000. Potential suppliers may be located by using the following resources:

- a. City of Goodlettsville vendor/bidder database
- b. State purchasing contracts
- c. Product catalogs
- d. Purchasing records
- e. Thomas Register
- f. Department Director recommendation
- g. Trade journals
- h. Salesperson
- i. Internet

3. Advertisement of Bids - Adequate public notice of the Invitation for Bid shall be given. The following are acceptable ways to advertise a bid. The Purchasing Agent will decide which method(s) are to be utilized:

Newspaper: The City will advertise a minimum of one time in newspaper(s) of general circulation in Goodlettsville. The first advertisement should be at least fourteen (14) calendar days before the bid opening date. The newspaper advertisement shall include the bid title and general description of the procurement, bid opening date and time, the location for delivery of bids, pre-bid information, bond requirements, and the information of how to obtain the bid specifications.

City Website: Purchasing will post bid notice on the City of Goodlettsville's website, www.goodlettsville.gov/government/finance/purchasing under the purchasing section.

4. Distribution of Bids by the Purchasing Division - Bids will be posted on the City's website for downloading by prospective bidders. Registered bidders may be directly contacted by the City of Goodlettsville through mail,

email or telephone regarding outstanding bidding opportunities. Placement on the bidders list does not guarantee receipt of an ITB or RFP. It is the vendor's responsibility to check out bid notices posted by Purchasing.

5. Pre-bid Conference - A mandatory or non-mandatory pre-bid conference may be held with prospective bidders and concerned City staff on complex procurement projects. The primary objective of such a conference is to provide a clear understanding of instructions to bidders relative to drawings, specifications, and local conditions, location of the work, and basic construction methods or work requirements. A site visit may be scheduled following the conference if the project personnel feel it would be beneficial for clarification of specifications. In addition to avoiding quality assurance problems and contingency items in quotations, other benefits that may be derived from conferences are:

- a. The number of changes in specifications can be reduced.
- b. Competition may be stimulated by interesting more prospective suppliers.
- c. Conferences tend to ensure that qualified suppliers will submit quotations and tend to discourage submission by suppliers who are not qualified to perform the work or supply the goods.
- d. An opportunity is given to discuss schedules. This is particularly valuable when hard to get or special materials and equipment is involved.
- e. An opportunity is given to explain policies and requirements with respect to procurement methods, competitive bidding and negotiation, quotation qualifications and conditions, price provisions in solicitations and any resulting contractual agreements, and the determining factors in making awards.

The conference should be a formally announced meeting with bidders. An announcement of the conference shall be included with the Invitation to Bid. The announcement will state when and where the conference will be held. In order to derive the greatest benefit from a conference, adequate time should be provided for the prospective suppliers to review the plans and specifications prior to the conference. The conference should be attended by personnel qualified to answer completely and accurately all questions relating to matters such as contract provisions, design and specifications, and production techniques that are expected to be discussed. A formal record shall be made of persons attending and the organizations represented through the use of a sign

in sheet.

During the pre-bid conference, the specifications are reviewed and discussed with all vendor representatives in attendance. Care shall be taken to clarify the specifications as requested so as to ensure that a vendor is not written out, thereby, eliminating them from the bidding without due cause. Only in those instances where a vendor requests a change in the specifications that would result in compromising the intended use and quality of the equipment are such requests denied.

It is important that persons attending be clearly informed that no oral statement from any person which modifies plans and specifications will in any manner or degree, be considered official until covered in a written addendum to the Bid or Request for Proposal.

6. Issuing Addenda - Once an invitation to bid has been issued, no changes in the specifications can be made unless an addendum is issued, clearly pointing out such changes. All addenda shall be issued at least 48 hours prior to bid opening date, unless waived by the Purchasing Manager. If there is not sufficient time, the bid date will be changed.

7. Bid Format - To avoid duplication of effort in bid preparation, Purchasing may create a bid format, which provides the "boilerplate" or general terms and conditions of the bid. Care is taken that appropriate protection is afforded the City through requirements for bid bonds, insurance, and/or performance and payment bonds. Deletion of these items may result in loss of any meaningful protection for the City in the event of a vendor default or noncompliance.

8. Bid Conditions - In addition to the general conditions or "boilerplate," most bids require special conditions, which pertain specifically to the bid in question. Conditions differ from specifications in that conditions refer to requirements, which must be met by the bidder before specifications of his/her bid item are even considered. For example, a supplier of furniture who cannot meet the required condition of a 30-day delivery will be eliminated, even though his furniture may meet all physical specifications. Conditions allow the City a high level of protection by the inclusion of various clauses relative to renewal of contract, cancellation, settlement of disputes, payment terms, delivery schedules, etc.

9. Bid Specifications - Except for some City-wide contracts, specifications for all

departmental bids should be provided by the requesting department, preferably in Word format. Reference Section 7, Specifications. Reasons for this policy are as follows:

- a. As prime user, the department is best aware of any special characteristics or problems.
- b. Because they probably utilize the item daily to be bid on, the department is best aware of any new developments in that product field.
- c. Scientific, engineering, or other technical descriptions must be provided by department staff that are qualified to do so. Purchasing staff may assist in writing technical specifications. However, technical specifications must be reviewed and approved by the using department.

Specifications are the basis for a vendor's bid. Realizing that his bid will be compared primarily on the basis of price, a vendor will seek to offer an item that only meets the specifications. Consequently, it is vital that specifications make no assumptions, but rather detail every important facet of the item in question. To do so invites delivery of items, which meet specifications, but fail to meet the department's expectations.

A specification is defined as "a concise statement of a set of requirements to be satisfied by a product, material, or a process. "An objective of the Purchasing is to arrive at "performance specifications" which satisfy the need while allowing the greatest number of competing firms to bid. Therefore, it is more desirable to describe an item by the job it is intended to do and the physical characteristics it must exhibit than merely to specify a given brand and model with no substitutions.

Specifications may be by performance description, or brand name; or a combination of the above. In some cases, description by noting the brand name of an acceptable unit may be the preferred method. Purchasing staff recommends the use of more than one brand name as a reference. To assure competition when using brand names, the phrase "or equal" should, in most instances, follow the brand description. This allows vendors of similar products to bid thus promoting maximum competition and the best value for the City. Should proof of equivalency arise, the burden is on the substituting vendor to provide it. Final judgment of equivalency shall reside with the Department Director or his/her designee.

10. Bonds and Insurance – In some instances, bonds and/or insurance may be required. Bonds offer tangible protection in the form of monetary assurances that the bidder will meet his obligations. Bonds must be secured by

the bidder at his/her own cost, and generally may be classified as follows: Insurance may be required to safeguard the City from any claims resulting from damage to property and/or injury to persons caused by the vendor or his actions. In those situations, the vendor, at his own cost, must secure insurance policies that name the City of Goodlettsville as an "additional insured" party.

11. Bid Response - Aside from any attachments such as plans or drawings, a separate document titled Bid Sheet shall be prepared by the Purchasing Agent. This page provides blank spaces labeled for the vendor's company name, address, phone number, signature, title, date, and email address. Vendors will be advised in the bid document to use only the provided Bid Sheet. The Bid Sheet also provides a Bidder's Certification statement that the vendor, by submitting his bid, acknowledges that he/she will meet all bid terms, conditions, and specifications contained in the bid. The purpose of requiring the Bid Sheet is to control the bid submittal documents so that vendors do not submit bids which include verbiage negating or modifying the terms of the bid. Any vendor that attempts to do so will be rejected. Additionally, the bid sheet will include the bidder's price by unit and/or total, delivery data, freight charges, warranty data, and any other special information required by a specific bid.

12. Receipt of Bids - Control of the bid document is essential. Bidders will submit their bid in a sealed envelope with the following information clearly marked on the outside:

- a. Vendor Name.
- b. Due Date (month, day, year).
- c. Time Due (hour/ a.m. or p.m.).
- d. Solicitation Number.
- e. Bid Title.

Each bid received will be date and time stamped by Purchasing and/or City Manager's Office. On occasion an envelope will be received without proper information on the outside identifying it as a bid reply. On such occasions, after an actual bid envelope has been opened, the appropriate bid information will be written on the outside of the envelope, time stamped, reason it was opened prematurely, and resealed for reopening on bid closing date.

All sealed bids shall be received at the Purchasing Department, 105 South Main Street, Goodlettsville, TN 37072. Sealed bids will be received by Purchasing until the closing date and time. It is the sole responsibility of the bidder to ensure that their bid reaches the Purchasing Division before the closing date and hour stated on the bid document.

13. Late Bids - Any and all bids received in the Purchasing or specified receiving location, after the scheduled date and time for opening will be considered a late bid and will be rejected, unless it is determined by the Purchasing Agent that the late receipt was due primarily to City mishandling of the bid after receipt. A late bid will be identified as a "Late Bid" on the outside of the envelope or container and remain unopened in the applied bid file. The bidder will be notified of their late bid status and given an opportunity to pick up the bid or make arrangements for return, at their expense.

14. Bid Opening - A sealed bid opening is a formal, official event and should be carried out in a professional, businesslike manner. Purchasing staff shall avoid making any frivolous or preferential statements, which might compromise the City's position and the reputation of the Purchasing Agent. Unless conditions demand another site, bids are opened in the Purchasing Office or nearby conference room. Bid openings are open to the public and all interested bidders. The bid opening time must be strictly adhered to.

As the bid opening starts, the Purchasing Agent or designated official opening the bid will introduce his/her staff and any City officials present. An announcement that "no award will be made at this time" will precede the opening of the first bid. Bids will be opened by the Purchasing Agent or his/her designee and recorded. As each bid is read aloud, the dollar amount will be repeated clearly twice.

After the last bid is opened, attending vendors are advised that an award decision will be made after review of the submitted proposals, and thanked for attending the bid opening. To avoid possible tampering, bids are not to be distributed for general investigation by the bidders present. Under no circumstances will vendors or the general public be allowed to privately review bids.

Only after all bids have been fully analyzed and a recommendation has been made, will the bids be considered public record and available to access by the public.

15. Preliminary Screening of Bids - Unsigned bids shall not be considered. After a bid has been opened, no changes in bid prices or other provisions shall be permitted. Under no condition will a facsimile (fax) response be acceptable.

Prior to opening of bids, a vendor may correct or withdraw his bid. Following the bid opening, when a mistake is either detected by Purchasing or alleged by the bidder, the bidder should be asked to verify his bid and produce supporting evidence of the mistake. If the bidder responds supporting the mistake, the Purchasing Agent may correct the bid if the mistake was an obvious or apparent clerical error. Examples are:

- a. Obvious errors in placing decimal points.
- b. Obvious discount errors.
- c. Error in extension of unit prices, however, unit prices always prevail.

If the mistake is not an obvious or apparent mistake of a clerical nature, it must be referred to the City Attorney for action.

16. Waiver of Informalities - Bids may be defective in that they fail to give certain information requested by the invitation. For example, a bid may fail to furnish required catalogs or descriptive data. These “minor” informalities may be corrected by allowing the bidder to furnish the information prior to award, or by waiving them if time does not permit their correction. The difference between a minor informality and a failure to conform to the essential requirements of the invitation may be difficult to determine without legal advice.

Nevertheless, the decision to allow the defect to be corrected will be judged according to the fundamental principle – Is it in the best interest of the City to do so and/or will it be prejudicial to the interests of the other bidders and/or will it affect the intended use for which the purchase is being made? The City reserves the right to waive any bid informalities when deemed in its best interest.

17. Alternate Bids, Approved Equivalent - The bidder may offer any brand for which he/she is an authorized representative that meets or exceeds the specifications as written. If the bid is based on an “approved equivalent or equal” item, supportive information in the form of the manufacturer’s printed literature or brochures, sketches, diagrams, and/or complete specifications must accompany the bid. The bidder must explain in detail the reasons why the proposed equivalent or equal will meet specifications and not be considered an exception thereto. The City of Goodlettsville reserves the right to determine acceptance of proposed equivalent or equal items. If an Invitation to Bid does not expressly permit the submission of alternate bids, a bid which qualifies the specifications should be rejected as unresponsive.

However, if a bidder submits a bid conforming to the specification and also offers an alternate, the alternate may be accepted if the bidder is the best value on both bids. Therefore, no prejudice results to the other bidders.

18. Tabulation of Bids - The requirement for recording bids involves the preparation of a Bid Tabulation Sheet. The information which normally is transcribed on the bid tabulation includes the invitation number, opening time and date, item number, description of items and services, quantity, unit, unit price, bidder's name and location, deliveries, remarks or any other information which will be helpful in making the evaluation.

19. Bid Review - After the bid opening, copies of the Tabulation Sheet, Bidder Response Sheets, Bid submittals, and all pertinent documents such as warranties, brochures etc. are available to the requesting department. The requesting department will be asked to promptly and thoroughly review each bid for compliance with specifications. Bid items not meeting minimum specifications should be rejected. In general, the lowest responsible, responsive bid meeting specifications should be awarded the contract. The Purchasing Agent shall also review the bids and become familiar with the bids in order to advise and/or assist the department in its recommendation for award. With the exception of the tabulated bid prices, all other bid information is not available for public review until a recommendation to award has been forwarded to City Board of Commissioners.

20. No Bid - On occasion, the Invitation to Bid will receive no responses. In those cases, the following options should be evaluated:

- a. Contact vendors on bid list to determine reason for lack of response.
- b. Contact the user department to determine if rebid is desired, using information obtained from vendor response.
- c. Review specifications if decision is made to rebid.
- d. Revise bid documents where appropriate.
- e. File the closed bid in the Purchasing if decision is made not to rebid.

21. Only One Bid Received - When only one bid is received, the following options should be evaluated:

- a. Inquire of those who did not bid to determine the reason for lack of response.
- b. Accept or reject the bid based on information received and taking into consideration the City's position favoring competition.
- c. Accept the bid if time is crucial and cost is reasonable, as the opportunity

- for competition was afforded by initial competition.
- d. Reject the bid if time permits for re-solicitation.
- e. Review specifications, revise if necessary and rebid.
- f. The City Manager may negotiate with the one bidder if the price is over the approved budget or the Purchasing feels it would be advantageous to the City.

If the lowest responsive bid is considered to be too high, the Purchasing Agent and/or City Manager shall have the authority to negotiate a lower price.

22. Tie Bids - In the event two or more bids are received which are equal with respect to price with no evidence of collusive bidding, preference shall be given in the award in the following order:

- a. Local bidder's business office is located within the incorporated limits of the City of Goodlettsville.
- b. Bidder's business office is located within Sumner or Davidson County.
- c. Purchasing Agent will draw lots or flip a coin in public.

23. General Criteria for Award - Recommendations for award of bids are made and/or approved by the requesting Department Director to the lowest, responsive and responsible bidder. In determining the lowest responsive and responsible bidder, the following, in addition to price, shall be considered as a basis for award:

- a. The ability, capacity, and skill of the bidder to perform under the terms of the bid documents
- b. Whether the bidder can perform the contract or provide the materials or service promptly, or within the time specified, without delay or interference
- c. The character, integrity, reputation, judgment, experience, and efficiency of the bidder
- d. The quality of performance of previous contracts and the providing of materials and/or services
- e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract, or the providing of materials or services
- f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the materials or services
- g. The quality, availability, and adaptability of the supplies, equipment, or contractual services to the particular use required
- h. The ability of the bidder to provide future maintenance and service for

the use of the subject of the contract

i. The number and scope of conditions attached to the bid

Should there be reason not to recommend award to the lowest bidder; the decision must be fully explained in a memo from the requesting department for formal evaluation by purchasing staff.

24. Responsiveness vs. Responsibility

Responsiveness:

- A responsive bid conforms substantially to all *material* elements of an Invitation to Bid (ITB).
- A nonresponsive bid is not valid and must be rejected – it cannot be cured after bids are opened.
- The determination of responsiveness is not discretionary (although it does require interpretation of the standard).
- A contract awarded to a nonresponsive bidder is void.

Responsibility:

- Relates to the bidder's qualifications
- Evidence of responsibility is sometimes obtained after the bid opening
- Determining responsibility sometimes involves discretion and judgment by the awarding staff.

25. Rejection of Bids

The following reasons may be considered causes for rejection of a bid:

- a. All prices too high or unbalanced
- b. Sufficient funds not budgeted or available
- c. An error in the specifications sufficient to have caused confusion and misunderstanding among bidders
- d. The item on which bids were requested is no longer needed
- e. Lack of adequate competition
- f. Noncompliance of specifications
- g. Submission of more than one bid in response to a single invitation
- h. Lack of adequate work history and/or work experience
- i. Debarment of bidder (vendor) Reference Section 9.04.

A bid must be rejected for any of the following reasons:

- a. Does not comply with applicable law.
- b. Does not provide what the City seeks to acquire (either too much, or too little).

- c. Contains a material defect (waiver would give the bidder a competitive advantage over the other bidders.)

Framework for analyzing responsiveness:

- a. Does the bid comply with legal requirements? If not – reject.
- b. Does the bid provide what the City seeks to acquire? If not – reject.
- c. Does the bid contain an error or defect? (Analyze whether the error or defect is material or is waivable).

In the event all bids have been rejected for one or more of the reasons above, Purchasing will notify all of the participants and the City staff involved of the official reason(s) for the ruling and the next step the City may take to fulfill the bid requirement. The bid specifications should be reviewed and any changes made to reissue the bid solicitation.

26. Bid Award - It shall be the responsibility of Purchasing, in conjunction with the requesting department, to determine the bid that is the best value for the City.

If a recommendation is made to accept a bid other than the apparent low bid meeting specifications, the Bid Analysis must include adequate documentation to justify the rejection of the low bid. After the review and analysis, provided there is no disagreement, Purchasing will then process an agenda item for Board of Commissioners consideration depending upon approval threshold.

Purchasing staff will prepare a Board of Commissioners Agenda Item and forward to the Finance Director for certification. The Finance Director will certify that sufficient funds are available and budgeted for the purchase. Following either BOC approval or award, Purchasing and/or department will prepare a requisition for the award.

Local Vendor Preference (6.02)

Preference Policy - Vendor preference is the practice of awarding bids to local firms that are not the lowest responsive bidder if their price does not exceed the lowest responsive bidder by an agreed upon percentage. While this practice does occur in some jurisdictions it is not supported by the State of Tennessee nor is it supported by the National Institute of Government Purchasing (NIGP).

The NIGP position states *"Although some people assert that buy-local preferences will protect existing jobs, create new jobs, and strengthen the economy, the sad*

reality is that the practice of favoring vendors within a defined geographical area only encourages inflated prices which are paid by the taxpayers of the jurisdiction who administer them. By causing prices to rise, preference results in a direct subsidy to a few taxpayers at the expense of the general taxpaying public. When an agency has a preference, [ed., then] potential, reliable and sound vendors consider it futile to bid in such a climate. When they do not bid, competition becomes less keen and prices rise."

The City of Goodlettsville does not have nor does it support a local vendor preference when awarding bids.

Formal (Sealed) Proposals – Request for Proposals (6.03)

1. Purpose of Proposal - As with bids, the primary action is to ascertain clearly the purpose to be served by the proposal. Proposals are by nature more general than bids; it is vital to provide the correct parameters within which the vendors are to operate. Proposals are used when the price is not the only element that requires evaluation and consideration. The proposal will contain customized criteria for evaluation and scoring of points used in the determination of an award.

2. Proposal Format - As in the case of bids, a prepared standard format is maintained by Purchasing for proposals. Proposal Conditions and Specifications:

Conditions and specifications for a formal proposal generally differ from the same items for a bid in the following ways:

- a. Due to the general nature of a Request for Proposal, conditions and specifications may be intermingled rather than separate.
- b. Both conditions and specifications will tend to be broad, allowing the vendors a wide range of options from which to arrive at a proposal which accomplishes the desired goal.
- c. Conditions and specifications serve more as guidelines than strict standards. The objective is to allow the vendor's own expertise to design a proposal which will fulfill the City's ultimate specified result.

Conditions and specifications need not be so broad as to promote uninhibited proposals. By establishing boundaries within which to operate, and pointing the vendor toward the direction of the City's goal, the Request for Proposal seeks to elicit the best talents in the market place to fulfill its needs.

3. **Formal Proposal** - The vendor's complete formal proposal should be submitted with one original and a sufficient number to supply each member of the Selection Committee with one copy each. Proposals should be supplied directly by the vendor as directed in the solicitation using the format and forms available in the Request for Proposal (RFP) document.

4. **Insurance, Bonds, Letter of Credit** - As in the case of bids, the City may require letters of credit, insurance, and/or bonds to protect its interests. Generally, proposals do not require bid bonds.

5. **Formal Proposal Opening** - The opening of proposals should be carried out in a professional, businesslike manner. Proposals arriving after the scheduled date and time for opening will be considered a late proposal and will be rejected. The disposition of a late proposal will be the same as for a late bid, as detailed in Section 7.01 M. above. As proposals are opened, the Purchasing Manager, or his/her designee shall announce the name of each vendor, their address, and then confirm the number of proposal copies submitted. This data may be recorded by another member of the City staff. At this time, no attempt should be made to read or compare the proposals. Following the opening, proposal copies will be forwarded to the appropriate Department Director and/or or Selection Committee members, with the original of each proposal maintained in the Purchasing file.

6. **Proposal Review** - Proposals references, certifications, and all documents shall be reviewed by the requesting Department Director and/or Selection Committee members. The committee approach is usually chosen when dealing with complex projects requiring input from various departments. The committee members will be selected by the project manager and/or the using department. If the committee approach is selected, then a department staff member will act as Chair of the Selection Committee. The Committee Chair will: facilitate meetings, prepare recommendations for the top ranked firms, and negotiate and prepare final contract documents. The Committee Chair or designee will record and document all committee meetings. When price is the primary consideration, the lowest bidder whose proposal meets the specifications and provides the best value to be City should be chosen. However, when price is not the primary consideration and design, quality, or other factors are paramount the decision must be formally documented by the department or committee. The City reserves the right to negotiate prices and scope of work.

7. Recommendation of Award - After department and/or Selection Committee review, the Department Director or Selection Committee Chair through the Department Director, shall submit a completed Evaluation Committee Report to Purchasing along with all notes, score sheets and other documents prepared and used in the selection process. Provided there is no disagreement, Purchasing will then process an agenda item for BOC consideration. Reference Section 4 of this manual. The City currently has no local business or minority preference in the award of a proposal.

Request for Qualifications/Competitive Sealed Proposals 6.04

Professional Services

Professional services are procured based upon demonstrated competence and qualification for the type of service required and at a fair and reasonable costs and as further described in T.C.A. 12-4-107. Contracts for professional services are exempt from competitive bidding.

The City, having a satisfactory existing working relationship with a professional services firm, may expand the scope of the services; provided, that they are within the technical competency of the existing firm.

Competitive Sealed Proposals

When selecting firms to provide professional services, and in negotiating contracts for professional services the following procedures are recommended for all non-federal related purchases and required for federally funded projects.

Purchases may be made using competitive sealed proposals rather than competitive sealed bids when the Board of Commissioners determines that competitive sealed bidding is either not practicable or not advantageous to the City. T.C.A 12-3-1207

The Board of Commissioners must approve this method of purchasing for the specific product(s) or service(s) by resolution, prior to advertising for such.

Restrictions and Requirements:

Purchases using competitive sealed proposals may be made only in instances when qualifications, experience, and competence are more important than price.

These purchases may be made only when there is either:

- A) More than one solution to a purchasing issue and the competitive sealed proposals will assist in choosing the best solution, or
- B) No readily identifiable solution to a purchasing issue and competitive sealed proposals will assist in identifying one of more solutions.

Adequate public notice must be given for the request for proposals in the same manner as for requests for competitive sealed bids.

The request for proposals must state the relative importance of price and other factors.

Proposals must be opened in a manner that avoids disclosure of contents to competing respondents during the later negotiations. Proposals must be open to public inspection when the intent to award the contract to a particular respondent is announced.

Discussions for clarification may be conducted with responsible respondents who submit proposals that have been determined by the purchasing agent to be viable for selection. These respondents must be given fair treatment relative to discussion and revision of proposals. Revisions to submitted proposals are permitted before the intent to award to a particular respondent is announced.

In the discussions, the purchasing agent and other municipal personnel may not disclose information derived from competing proposals.

The award must be made to the responsible respondent whose proposal the governing body determines is most advantageous to the City. The purchasing agent must place in the file a statement containing the basis on which the award was made.

- Number of similar projects
- Complexity of similar projects
- Three references (Contact name & telephone number)

Recommended criteria for evaluation of proposals include:

- a. Prior experience with projects of similar size and complexity
- b. Past record of performance for the City
 - Project name, dates, cost

- City personnel assigned to the project
- c. Qualifications of personnel including sub consultants
- Number of technical staff
 - Qualifications of technical staff
 - Number of licensed staff
 - Education of staff
 - Experience of staff
- d. Availability of personnel
- Current work load/staff participation
 - Organization of the team
- e. Financial Statements
- f. Technical approach to perform the tasks described in the Scope of Services
- Level of effort
 - Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control

When state or federal funding is obtained, the City will follow state or federal guidelines when evaluating proposals. (See Section 9)

Competitive Negotiation

1. After finalists' ranking, the Purchasing Agent, Project Manager, and other designated City staff (if required), shall negotiate a contract for services with the firm which has been determined to be most qualified by the Selection Committee, at compensation within a range which has been determined to be fair, competitive, reasonable, and within budget.
2. Should the Purchasing Agent or party negotiating the contract be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price the City determines to be fair, competitive, and within budget, negotiations with that firm shall be formally terminated. After negotiations have been terminated with a firm, negotiations cannot be reopened at a later date. The Purchasing Agent or negotiating party shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the Purchasing Division shall cancel negotiations. The Purchasing Agent shall then

undertake negotiations with higher ranked firms should they express flexibility in the negotiated price.

3. Should the Purchasing Agent be unable to negotiate a satisfactory contract with any of the selected firms, additional firms shall be selected in accordance with procedures noted above. Negotiations shall continue in accordance with these procedures until agreement is reached.

4. Unless otherwise required, a lump sum contract shall be designated as the preferred form of contract for professional services contracts.

Less Than Three (3) Firms

In the event less than three (3) firms express an interest in a project or less than three (3) firms are deemed qualified by the Competitive Selection Committee, then the City Manager shall make a determination as to whether to proceed with the lesser number of firms. If the decision is to re-advertise, and after subsequent advertisement, three (3) firms still cannot be qualified, then the City shall proceed hereunder with the firms qualified.

Competitive Selection – Guidelines

1. All RFP's for Professional Services shall be processed through the Purchasing Agent.
2. All contracts for professional services which equals or exceed \$25,000 must be approved by Board of Commissioners.
3. Contracts for services must be accompanied by a Purchase Order. Payments shall be issued against said order with proper authorization.

Definitions

1. Request for Qualifications (RFQ) - A document issued by the City in order to obtain statements of the qualifications from potential firms or individuals. This is often but not necessarily used prior to the issuance of a request for proposal. Proponents that successfully respond are then deemed to be qualified for participating in the RFP process. RFQs may be used to determine interest in a specific identified project or potential future projects.

2. Request for Proposals - The document used to solicit proposals from potential providers for goods and services (Offerors). Price is usually not a primary evaluation factor. Provides for the negotiation of all terms, including price prior to contract award. May include a provision for the negotiation of Best and Final Offers. May be a single step or multi-step process. RFP's are used when desired outcome is known but the approach to be used is uncertain, unclear or needs to be determined.

3. Professional Services - Services within the scope of the practice of architecture, professional engineering, law, financial consulting and similar services by persons or groups of high ethical standards as defined by the laws of the State of Tennessee (TCA 12-3-1209, 12-4-107).

4. Multi-step Evaluation Process – Often used as part of the RFP process. The initial evaluation consist of the review of the technical or qualitative approach being taken by all respondents. Respondents are scored and ranked by a selection committee. Secondary evaluation may consider costs.

Competitive Selection – Procedures

1. A Selection Committee shall be formed to evaluate all proposals. The Purchasing Agent and the City's Project Manager should propose the names of at least three but no more than five City employees to serve on the Selection Committee based on their expertise in relation to the scope and execution of the project to be awarded. The Purchasing Agent or his representative shall be an actual or ex-officio member of all Selection Committees, and shall monitor all Committee activities.

2. A Conflict of Interest Form should be filled out by each Committee member at the first meeting.

3. Minutes of each Committee meeting, Conflict of Interest Forms, and scoring sheets are to be retained by the Purchasing Agent. The Purchasing Agent will facilitate the meeting and make sure all legal requirements are met. The Purchasing Agent is responsible for preparing recommendations of the top ranked firm and of the preparation of the final contract documents.

4. The Selection Committee should develop general guidelines for interview procedures for the short listed firms. Interviews and/or presentations shall be optional, as determined by the Selection Committee.
5. Each member of the Selection Committee will assign preliminary scores to each firm after review of proposals and interviews, as per the established criteria in the bid specifications.
6. The Selection Committee shall discuss their general impressions of the firms and finalize their scores.
 - Number of similar projects
 - Complexity of similar projects
 - Three references (Contact name & telephone number)
7. Recommended criteria for evaluation of proposals include:
 - a. Prior experience with projects of similar size and complexity
 - b. Past record of performance for the City
 - Project name, dates, cost
 - City personnel assigned to the project
 - c. Qualifications of personnel including sub consultants
 - Number of technical staff
 - Qualifications of technical staff
 - Number of licensed staff
 - Education of staff
 - Experience of staff
 - d. Availability of personnel
 - Current work load/staff participation
 - Organization of the team
 - e. Financial Statements
 - f. Technical approach to perform the tasks described in Scope of Services
 - Level of effort
 - Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control

Prohibition against Contingent Fees (6.05)

Contract for professional services when federal funding is involved shall contain the prohibition against contingent fees

Bid/Proposal Documents and Meetings (6.06)

1. Files - Purchasing maintains a complete control file on all formal bids and proposals for the City processed by Purchasing. The Purchasing files are maintained by bid number, with the files divided by calendar year. The folder for each bid will contain, at a minimum, copies of the following:

- a. Vendor's List
- b. Bid Invitation
- c. Specifications
- d. Bids Received
- e. Bid Tabulation

Public Disclosure - Under Tennessee's Public Records Act, any person has the right to review any document which is kept by the City in the course of regular business; however, with regard to bids, the City does not allow interested parties to examine sealed bids or proposals as follows: Sealed bids, proposals, or replies received pursuant to a competitive solicitation are sealed from the public or other bidders until such time as the City provides notice of a decision or intended decision or within thirty (30) days after bid or proposal opening, whichever is earlier. If the City rejects all bids, proposals, or replies submitted in response to a competitive solicitation and the City concurrently provides notice of its intent to reissue the invitation to bid or request for proposals, the rejected bids or proposals remain sealed from the public or other bidders until such time as the City provides notice of a decision or intended decision concerning the reissued invitation to bid or request for proposals or until the City withdraws the reissued invitation to bid or request for proposals. A bid, proposal, or reply is not exempt for longer than 12 months after the initial City notice rejecting all bids, proposals, or replies.

Bid tabulation sheets, communications among City staff members, or City staff analysis of a project are not exempt from public record.

Purchasing will accommodate vendor telephone and internet requests for bid results to the maximum extent feasible.

Bidder Protest (6.07)

Right to Protest – Any actual or prospective bidder or proposer, who is aggrieved in connection with a solicitation or award of a bid or contract may protest in accordance with procedures defined herein.

1. Definitions

Interested Party - A party that is an actual or prospective bidder or offer or whose direct economic interest would be affected by the award or failure to award the third-party contract at issue. **Note: A subcontractor does not qualify as an “interested party”.**

Protest – A formal declaration of disapproval or objection issued by a concerned person, group, or organization that arises during the procurement process. A protest is a potential bidder’s or contractor’s remedy for correcting a perceived wrong in the procurement process.

Protestor – A person, group, or organization that files a formal declaration of disapproval or objection. A protestor must qualify as an “interested party”.

2. Types of Protest

There are three basic types of protests:

- a. **Pre-bid Solicitation** – Protest is received *prior to the bid opening or proposal due date*. Pre-bid protests are those based on the content of the initial solicitation published by the City requesting bids from vendors or other interested parties.
- b. **Pre-award Protest** – Protest *following recommendation for award* and is received after receipt of bids or proposals, but prior to award of a contract.
- c. **Post-award Protest** – Protest received after *award of a contract*. A postaward generally alleges a violation of applicable federal or State law and/or City policy or procedures relative to the seeking, evaluating, and/or awarding of the contract.

3. Protest of Specifications (*Prior to Bid Opening*)

- a. Any protestor (actual or prospective bidder, or contractor), who is aggrieved in connection with the solicitation of a contract or bid, may protest on the grounds of irregularities in specifications or bid procedure. Such protest must be filed within three (3) business days (excluding weekends and holidays) from the time the facts become known and, in any case, at least five (5) business days prior to the opening of the bid.
- b. Protest must be made in writing to the Purchasing Agent and shall state the particular grounds on which it is based and shall include all pertinent documents and evidence. No bid protest shall be accepted unless it complies with the requirements of this manual Section. Failure to timely protest bid specifications, requirements; and/or terms is a waiver of the ability to protest.
- c. Stay of Procurement: In the event of a timely protest prior to bid opening, the City may proceed further with the solicitation or with the award of the contract unless the Purchasing Agent makes a written determination that the protest should be sustained.

4. Protest of Award Recommendation (*After Bid Opening*)

- a. Any protest after the bid opening, including challenges to actions of any evaluation of the selection committee shall be submitted in writing to the Purchasing Agent.
- b. The Notice of Intent to File a protest must be received by the Purchasing Agent no later than 4:00 pm on the third business day (excluding weekends and holidays) following the day of the protestor's receipt of the City's notice of award recommendation.
- c. The Notice of Intent to File a protest document shall state all grounds being claimed for the protest and clearly indicate, in their document, that they are intending to file a formal written protest.
- d. The affected party must then file a Formal Written Protest within ten (10) calendar days after the time for the filing of the Notice of Intent to File a Protest has expired. The Formal Written Protest shall contain the following:
 - City bid/proposal identification number and title
 - Name and address of the affected party and the title or position of the person submitting the protest
 - A statement of all claimed disputed issues of material fact. If there are not disputed facts, the formal protest must so indicate
 - A concise statement of the facts alleged and the rules, regulations,

statutes, or constitutional provisions which entitle the affected party to relief

- All information, documents, other materials, calculations, and any statutory or case law authority in support of the grounds for the protest
- A statement indicating the relief sought by the affected protesting party
- Any other relevant information that the affected party deems to be material to the protest

e. **Stay of Procurement:** Upon receipt of timely filed Notice of Intent to File a Protest, the Purchasing Agent will abate the award process of the formal bid/proposal, as appropriate, until the protest is heard pursuant to the informal hearing process as outlined below, unless the City Manager shall find and set forth in writing particular facts and circumstances that would require an immediate award of the formal bid/proposal for the purpose of avoiding a danger to the public's health, safety, or welfare. Upon such written finding by the City Manager, an expedited protest hearing may be authorized.

5. Protest of Award (*After Bid Award*)

- a. A post-award protest must be received within five (5) business days (excluding weekends and holidays) of the award date. Depending on the Purchasing category and/or the awarding authority, the Purchasing Manager, City Manager, or City Council shall have the authority to settle and resolve a post-award protest concerning the award of a bid.
- b. If the bid protest is not resolved by mutual agreement, the City Manager and the City Attorney, or their respective designees, shall promptly issue a decision in writing. The decision shall specifically state the reasons for the action taken and inform the protestor of his/her right to challenge the decision.
- c. Any person aggrieved by any action or decision of the City Manager, the City Attorney, or their respective designees, with regard to any decision rendered under this section may appeal said decision by filing an original action in the appropriate County's Circuit Court, in accordance with the applicable court rules. Any action not brought in good faith shall be subject to sanctions including damages suffered by

the City and attorney's fees incurred by the City in defense of such wrongful action.

6. Filing For Protest - All protests must be filed in writing with the City of Goodlettsville, Purchasing Agent, 105 South Main Street, Goodlettsville, Tennessee 37072.

7. Prevention

There are four (4) opportunities for the prevention of Bid Protests:

- a. While developing solicitation document:
 - Ensure specification quality
 - Communicate with bidders (RFI and Q&A)
 - Develop fair, non-restrictive specifications
 - Translate subjective evaluation criteria into measurable, objective criteria
 - Determine evaluation criteria; state the criteria and award standard in the solicitation document
- b. While bidders are developing their bids:
 - Allow written questions (due by a specific date)
 - Carefully consider the questions to determine if a change is needed
 - Respond to the questions through addenda, and change the specifications if necessary
 - Postpone the bid deadline if required
- c. While bids are being evaluated:
 - Evaluate bids based solely on the criteria in the solicitation document
 - If a key criteria is not expressed in the solicitation document, start over
 - Document and support all considerations not related to price
- d. After determination of award:
 - Post notice of award
 - Debrief unsuccessful bidders regarding the evaluation process
 - Once a contract is in place, monitor contract performance, and document problems

Waiver of Competitive Bids (6.08)

The following types of purchases and contracts are exempt from competitive quotes or bids:

1. Architectural, engineering, legal, financial and other such services as further described in Section 10 of Tennessee Code Annotated.

2. Purchase Contracts – State, Government Agency, and Organizations contracts have already been competitively bid; therefore, the need to bid is satisfied for purchases of this nature. This method of purchase is commonly known as piggybacking, and is particularly desirable if time is a constraint or if the chances for obtaining better prices from other sources is poor.

Utilization of these sources waives the requirement for a formal competitive bid.

3. Sole/Single Source – Sole Source may be used as a procurement method for the purchase of products or services when available from only one source. Single Source (*non-competitive*) may be used (*when approved by the Purchasing Agent*) when there is only one practicable and reasonable source wherein competitive bidding is not feasible or not advantageous to the City. A Sole source purchase exists when research has determined there is only one potential provider for an item. A Single Source purchase exists when it is advantageous to the City to declare a purchase non-competitive because it will result in verifiable financial savings to the City; is a trial program; or utilizing a competitive process will be detrimental to timely securing the goods or services. More than one potential supplier may exist for a good or service. The Purchasing Agent, in conjunction with the requesting department, will document the advantages of declaring the purchase noncompetitive.

A Sole/Single Source Request Form must be completed and submitted with each request for sole or single source procurement.

4. Emergency Purchases – (see 3.04)

Specific Items - These items are exempt from price quotes:

- a. Dues and memberships in trades or professional organizations,
- b. Subscriptions for periodicals,
- c. Legal advertisements,
- d. Postage,
- e. Expert witnesses,
- f. Abstracts of titles for real property,
- g. Title insurance for real property,

- h. Court reporter services,
- i. Water, sewer, electrical, telephone, and other utility services where competition is not available,
- j. Copyrighted materials not available from multiple sources,
- k. Seasonal and recreational service providers,
- l. Hospitality services and expenses,
- m. Fees and costs of job-related seminars and training,
- n. Travel,
- o. Artists, music ensembles (bands) and other entertainment providers and animals.

Contract Terms (6.09)

Unless otherwise provided by law or BOC authorization, a contract or bid award may be entered into for a period not exceed five (5) years provided that the term of the contract / award is included in the solicitation and subject to the following:

1. Funds are available for the first fiscal period of the contract /award.
2. Extensions of the contract /award for subsequent fiscal years are subject to availability and appropriation of funds. Solicitation for a multi-year contract / award shall include a non-appropriation clause.
3. TCA 7-51-911 provides that contracts for the purchase of gasoline and diesel fuel are limited to twenty four (24) months.
4. Contracts for capital improvement property may not exceed forty (40) years or the useful life of the property whichever is less. TCA 7-51-902
5. Contracts for lease or lease-purchase of real property shall comply with TCA 7-51-904 with regard to public notice.

Unless otherwise provided by law, the BOC may enter into a contract or bid award for a period exceeding five (5) years when the BOC deems the contract or award in City's best financial interest to approve a longer term.

SECTION 7: SPECIFICATIONS

Purpose (7.01)

All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage competition in satisfying the City's needs, and shall not be unduly restrictive.

Use of Standardization

Standardization takes advantage of lower prices from buying in bulk. It also lowers the administrative cost of purchasing by reducing the total number of purchases made. Standardization consists of consolidating similar requirements into a single specification, whenever possible and shall be the responsibility of the department head or designee.

Use of Specifications

Specifications are a clear and complete description of the essential requirements that items should meet. Well-written specifications ensure that maximum value is being obtained for the public funds spent; and, all qualified vendors, large and/or small, are able to compete on an equal basis.

Types of Specifications (7.02)

City staff will usually prepare their own specifications; although professional assistance may be necessary for items of highly specialized or technical nature from time to time. It must be emphasized that specifications must be clear and accurate, updated regularly to reflect technological or market changes, and most of all, avoid the use of restrictive or unfair details that preclude or reduce competition.

1. **Open Specification** - An open specification describes of all physical and functional features, may incorporate words or phrases from widely accepted industry or governmental standards and approved in accordance with the procedures outlined in this Section.
2. **Design Specification** - Design specifications describe in detail precise configuration measurement, tolerance, material, standard or a method of testing or inspection.
3. **Performance Specification** - Performance specifications describes a result or capability that must be achieved by an item such as speed, output maintainability, or reliability.
4. **Brand Name or Equal Specification Conditions for Use** - Brand name or equal specifications may be used with the approval of the Purchasing Agent subject to the following factors:

- a. No other design or performance specification or qualified products list is available;
- b. The nature of the product or the nature of the City's requirements makes use of a brand name or equal specification suitable for the procurement.
- c. Use of a brand name or equal specification is in the City's best interests.

5. Designation of Several Brand Names - Brand name or equal specifications shall seek to designate three, or as many different brands as are practicable, as "or equal" references and shall further state that substantially equivalent products to those designated will be considered for award.

a. Required Characteristics - Unless the Purchasing Agent determines in writing that the essential characteristics of the brand names included in the specifications are commonly known in the industry or trade, brand name or equal specifications shall include a description of the particular design, functional, or performance characteristics which are required.

b. Nonrestrictive Use of Brand Name or Equal Specifications - Where a brand name or equal specification is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition.

Brand Name Specifications (7.03)

Since use of a brand name specification is restrictive of product competition, it may be used only when the Purchasing Agent determines that:

1. Only the identified brand name item or items will satisfy the City's needs.
2. The Purchasing Agent shall seek to identify sources from which the designated brand name item or items can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under Section 6.09 (Sole Source Procurement).

Specification Development and Approval (7.04)

1. Research

The user department – Shall determine its needs, research available and alternative products by means of manufacturer product brochures or contacts with salespersons, and prepare and compile a detailed description that can be incorporated into a specification format.

2. Approval Procedure

a. Initiating Specification Development - The user department shall be responsible for preparing specifications. Specifications for certain public improvements projects may utilize an engineering firm.

b. Specification Development - The requisitioning departments shall be responsible for the completeness and accuracy of the specifications. Such specifications shall be submitted to the Purchasing Agent with the source of specifications when submitted.

c. Approval of Specifications - All specifications and revisions to specifications shall be signed by the department head and the Purchasing Agent.

Specification Content (7.05)

Specifications must be clear, detailed, accurate, well organized and uniformly consistent in format. Specifications constitute a reflection of the City and its staff due to its nature of contact with many vendors. Instructions to Bidders and General Conditions shall be a part of every specification, but may be modified as necessary.

SECTION 8: VENDOR RELATIONS

Code of Ethics and Conduct (8.01)

It is the policy of Purchasing to promote the City's reputation for courtesy, fairness, and impartiality. The responsibility for achieving this goal rests with each individual who participates in the procurement process. This includes the using agencies, the vendors, as well as the Purchasing staff. Purchasing adheres to a high

standard of ethics and conduct as set forth by the State of Tennessee and the National Institute of Governmental Purchasing (NIGP). Public purchasing officers are required to maintain complete independence and impartiality in dealings with vendors, both in fact and in appearance, in order to preserve the integrity of the competitive process and to ensure there is public confidence that contracts are awarded equitably and economically.

1. Acceptance of Gratuities, Gifts, and Business Courtesies

The City of Goodlettsville prohibits the acceptance of any item of value (remuneration) made directly or indirectly, in cash or in kind, that may induce or appear to induce the purchase or referral of any kind of goods, services, or items. Consequently, the acceptance of any gifts or business courtesies from vendors or others with whom we presently or potentially conduct business that would violate this is strictly prohibited.

2. Receiving Gifts

In all instances, the following criteria must be met in order to accept a gift:

a. Promotional items such as pens, notepads, mugs or similar items may be accepted from a vendor or business associate as long as they are nominal in value (\$10 or less per instance and no more than \$50 in the aggregate annually); and

b. Cash or cash equivalents such as gift certificates, stocks, bonds, etc. from outside entities or non-employed individuals are prohibited.

3. Social Events and Business Courtesies

There may be times when it is permissible to accept a meal or other invitation offered by a current or potential business associate. However, the purpose must never be to induce or influence a business transaction. As a general rule, the cost must be reasonable. If the occasion appears extravagant or if the invitation could be perceived as intended to influence a business decision involving the City, attendance at such an occasion is prohibited.

To be acceptable, the occasion must conform to the following guidelines:

a. The cost and location must be reasonable and not extravagant; and

- b. Paid expenses for any travel costs or overnight lodging for the individual or his/her family are prohibited; and
- c. The invitation is for an ordinary business meal or gathering during which the host is present and business is conducted; and
- d. Acceptance of such an invitation from an individual or entity is rare unless expenses are shared by both parties; and
- e. Business courtesies of personal benefit, such as a pair of tickets or invitations to sporting events, theatrical events, or golf outings may not be accepted.

4. Use of Information

An official or employee may not disclose any information obtained in his/her official capacity or position of employment that is made confidential under State or Federal law except as authorized by law. In addition, officials and employees of the City cannot use or disclose information obtained in their official capacity or position of employment that would result in financial gain for themselves or any other person or entity.

5. Except for the receipt of such compensation as may be lawfully provided for the performance of City duties, and as noted below, no City official or employee shall be privately interested in or profit, directly or indirectly, from business dealings with, of or by the City.

6. No City official or employee shall enter into a contract with the City or perform any work or function under any contract with the City if he or she has a direct or indirect financial interest in the contract, unless all of the following conditions are met:

- a. The contract is awarded through a process that complies with the City's purchasing requirements;
- b. The service performed must not be any service which the employee might provide in the normal scope of their regular duties for the City;
- c. The service performed must not present a conflict of interest nor a conflict of time with the employee's regular duties for the City; and
- d. The City Manager makes a formal finding that it is in the best financial interest of the City to do so after full disclosure on the part of the employee of his or her direct or indirect financial interest in the contract, and the City Manager's finding and the employee's full financial disclosure are recorded on the minutes of the City Commission in open session.

SECTION 9-UNIFORM PURCHASING GUIDANCE

Federal and/or State Funded Projects (9.01)

Purchasing for all federal and/or State funded projects shall be administered in accord with the provisions of this section (9.01) pursuant to T.C.A § 12-4-107. If any portion of this section conflicts with applicable state or federal laws or regulations, that portion shall be considered void. The remainder of this section shall not be affected thereby and shall remain in full force and effect.

Purpose: To prescribe the policy of the City of Goodlettsville, TN, hereinafter in section 9.01 referred to as the Agency, applicable to the procurement, management and administration of consultant services for architectural, engineering, and right-of-way services for projects.

Application:

1. Engineering and Design Related Services

This section is to include all engineering and design related services described in T.C.A. §12-4-107, 40 U.S.C. Chapter 11, 23 U.S.C. §112 (b)(2), 23 CFR Part 172, and 2 CFR 200.317.

2. Right-of-Way Acquisition Services

This section also includes right-of-way acquisition services for required projects. These services include contracts for appraisal, acquisition, or relocation services related to the acquisition of land entered into by the Agency for the purpose of acquiring right-of-way. Since compensation for these services is not paid pursuant to federal regulation, the terms of this section regarding methodology of compensation are not applicable.

Definitions:

1. Competitive Negotiation means a qualifications-based selection procurement procedure complying with 40 U.S.C. §§1101–1104, commonly referred to as the Brooks Act.

2. Engineering and Design Related Services means –

a. Program management, construction management, feasibility studies, preliminary engineering, design engineering, surveying, mapping, or

architectural related services with respect to a highway construction project or projects; and

b. Professional services of an architectural or engineering nature, as defined by Tennessee law, including T.C.A. §12-4-107, which are required to or may logically or justifiably be performed or approved by a person licensed, registered, or certified to provide architectural or engineering services.

Examples of services within the scope of this section include, without limitation, project planning, environmental studies, context sensitive solution/design services, cultural resources studies, geotechnical studies, historic studies, archeological studies, socio-economic and environmental justice analyses, drainage studies, inspection services, intelligent transportation system design and development, traffic control systems design and development, roadway design services, including surveying and mapping, structural design services, materials inspection and testing, value engineering, utility relocation/coordination, and utility analysis/design services with respect to a highway construction project or projects.

3. Fixed fee means a dollar amount established to cover the consultant's profit and other business expenses not allowable or otherwise included as a direct or indirect cost.

4. One-year applicable accounting period means the annual accounting period for which financial statements are regularly prepared by the consultant.

5. Scope of work means all services, work activities, and actions required of the consultant by the obligations of the contract.

6. Technical Services means specialized testing or other paraprofessional services that provide test results, data, or information in support of engineering services, including such services as laboratory testing, core borings, and material sampling.

Procurement Methods:

1. Competitive Negotiation - Competitive negotiation is the preferred method of procurement for engineering related services. These contracts use qualifications based selection procedures in the manner of a contract for architectural and engineering services under the "Brooks Act" provisions contained in Title 40 U.S.C. Chapter 11. The proposal solicitation process is by public announcement

and provides qualified in-state and out-of-state consultants a fair opportunity to be considered for award of the contract. Price is not used as a factor in the evaluation and selection phases.

2. **Small Purchases** - Small purchase procedures are relatively simple and informal procurement methods where an adequate number of qualified sources are reviewed and the total contract costs do not exceed the simplified acquisition threshold as defined in 48 CFR §2.101 (currently \$150,000). Competitive negotiation in the manner of a "Brooks Act" qualifications-based selection procedure is not required.

3. **Noncompetitive Negotiation** – Noncompetitive negotiation is used to procure engineering and design related services when it is not feasible to award the contract using competitive negotiation or small purchase procedures. Circumstances which may justify a noncompetitive negotiation include when the service is available only from a single source, there is an emergency which will not permit the time necessary to conduct competitive negotiations, or after solicitation of a number of sources competition is determined to be inadequate.

Types of Contracts:

1. **Project Specific Contract** – A project specific contract provides for all the work associated with a specific project or projects that is to be performed by the consultant firm and requires a detailed scope of services. These contracts may provide for all work to be placed under contract at the same time depending on availability of funds. A project specific contract is the traditional type of consultant contract between the Agency and a consultant for the performance of a fixed scope of work related to a specific project or projects.

2. **Multiphase Contract** – A multiphase contract is similar to a project-specific contract except that the work is divided into phases such as survey, environmental or design. The consultant contract is based on a general scope of work with a maximum contract ceiling. Individual phases are negotiated and the work authorized while future phases may wait until later in the contract period before completing negotiation and authorization. Multiphase contracts are helpful for complex projects where the scope of a future phase is not well defined. Multiphase contracts may be terminated at the end of a phase. A multiphase contract incorporates the work order concept for a specific project.

3. **General Engineering Related Contract** – General engineering related contracts are for engineering and design related services related to transportation planning,

design, or program management for use on multiple projects. Examples include the development of design standards and technical manuals, and the development of comprehensive transportation program management manuals. These services may be performed on a project specific or on-call basis.

1. Consultative Evaluation Committee

a. **Establishment of a Consultant Evaluation Committee:** The Agency's legally designated selection authority shall designate the members of the Consultant Evaluation Committee (CEC), which shall at a minimum be composed of professional employees of the Agency capable of providing a review of the technical qualifications of the consultant to perform the job(s) in question. The Agency's legally designated selection authority must approve any substitutions. The CEC membership may vary depending on the type of service being procured.

b. **Role:** The CEC shall have the responsibility of submitting to the Agency's legally designated selection authority a recommended list of at least three of the most highly qualified firms if one firm is to be selected. If more than one firm is to be selected from a single solicitation, the CEC's recommended list of the most highly qualified firms shall include at least two more firms than the number of selections to be made.

c. **Record of Proceedings:** The CEC shall designate either a member or staff person to create and maintain a record of proceedings before the CEC, which shall include information submitted to the CEC for consideration, summary minutes of meetings, findings and/or recommendations to the Agency's legally designated selection authority.

2. Prequalification of Consultants

a. All firms, including any public or private universities, shall have a current prequalification status which can be found on the Tennessee Department of Transportation's website.

b. Firms and their employees must comply with the applicable state licensing law requirements including but not limited to Tennessee Code Annotated Title 62, Chapter 2 (Architects, Engineers, and Landscape Architects), Title 62, Chapter 39 (Real Estate Appraisers), Title 62, Chapter 18 (Land Surveyors), and Title 62, Chapter 36 (Geologists).

c. Firms prequalified by the Tennessee Department of Transportation for engineering and design related services shall have either an "Unlimited" or "Limited" prequalification status as described below:

- **Unlimited Prequalification:** This level of prequalification allows consulting firms to compete for any projects for which they are professionally and financially pre-qualified with the Tennessee Department of Transportation. Continued prequalification at this level requires submittal of the prequalification form every three years.

- **Limited Prequalification:** This level of prequalification allows firms seeking prequalification for engineering and design related services to:
 - ✓ Compete for projects with fees estimated to be less than the "Small Purchase Maximum Contract Value" per contract (see Section VI), or;
 - ✓ Work as a sub-consultant or as contract labor with fees estimated to be less than the "Small Purchase Maximum Contract Value" per contract.

d. Expiration or termination of a consultant's prequalification status may be cause for the Agency to terminate any contract with a consultant.

e. A name change, merger, buy out or other similar change in status shall cause a termination of the existing prequalification and necessitate the submittal of a new prequalification form to the Tennessee Department of Transportation.

f. A firm's prequalification status shall be terminated if the firm is included on the Federal Excluded Parties List or if it has been suspended or debarred by the Tennessee Department of Transportation or any other agency of the State of Tennessee.

3. Competitive Negotiation Procurement Procedure

a. Confidentiality of Data and Records Retention

- To the extent allowed by applicable State law, all documents relating to the evaluation and selection of consultants, and negotiations with selected consultants, shall remain confidential until selection is complete and a contract is awarded.

- Audit information shall not be provided to other consultants or any other government agency not sharing the cost data, or to any firm or government agency for purposes other than complying with the Agency's acceptance of a consultant's indirect cost rates pursuant to 23 U.S.C. § 112 and 23 CFR Part 172 without the written permission of the affected consultants. If prohibited by law, such cost and rate data shall not be disclosed under any circumstance; however, should a release be required by law or court order, such release shall make note of the confidential nature of the data.

- In accordance with 23 CFR 172.7 and the provisions of 2 CFR 200.333, financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report. The only exceptions are the following:
 - o If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

 - When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.

 - Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.

 - When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity

b. Solicitation

The Agency shall seek Letters of Interest from pre-qualified firms by public announcement through its internet website and by any other means of

advertisement that may be required by law. Solicitations shall be reviewed and approved by the Local Programs Development Office before publishing.

- For all contract types, the solicitation shall address:
 - o Contact information at the Agency for project specific questions;
 - o The specific location where the Letters of Interest should be mailed or emailed;
 - o The deadline for submittals of Letter of Interest (not less than 14 days from the date of the solicitation);
 - o A statement that all firms must be pre-qualified or have a completed prequalification form filed with the Tennessee Department of Transportation by the deadline for the Letters of Interest; and
 - o Disadvantaged Business Enterprise (DBE) and Small Business encouragements.
- The solicitation shall provide at a minimum, the following:
 - o A detailed scope of work, including:
 - The purpose and description of the project;
 - The services to be performed;
 - The deliverables to be provided;
 - The estimated schedule for performance of the work; and
 - o The technical requirements of consultants required including the applicable standards, specifications, and policies;
 - o The qualifications of consultants needed for the services to be rendered;
 - o Any requirements for interviews or other types of discussions that may be conducted with the most highly qualified firms in Phase II of the selection of process;
 - o The evaluation criteria to be used in Phases I and II of the selection process, including the relative weight of importance of the factors to be

considered in evaluating the interested firms that submit proposals in Phase II of the selection process;

o Any approved non-qualification based evaluation criteria to be considered in Phase II of the evaluation process;

o The contract type and method of payment; and

o Any special provisions or contract requirements associated with the solicited services

- For mid-range and large size projects, the CEI consultant shall not be associated with any other aspect of the project as described in Attachment A. The Agency must advertise separately for design and CEI services for midrange and large projects, OR the Agency must separate the project into phases on one advertisement and require the consultant to indicate to which phase they are responding.

c. Consultant Evaluation Criteria

- The qualifications-based selection criteria used for evaluation, ranking, and selection of consultants to perform engineering and design related services may include, but are not limited to, technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures), work experience, specialized expertise, professional licensure, staff capabilities, workload capacity, and past performance. o For Phase I evaluation, the qualifications-based evaluation criteria may include, but are not limited to, the following: ▪ Work experience in the required disciplines with TDOT, the Agency, and/or other clients;

- Specialized expertise;
- Professional licensure;
- Staff capabilities of prime consultant;
- Size of project and limited or unlimited prequalification status; and,

For firms submitting proposals during Phase II evaluation, the following additional evaluation criteria may also be included:

- Workload capacity; including amount of work under contract with the Agency, if applicable

- Past performance on Agency Projects;
- Technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures);
- Other factors including interviews and demonstrations, as approved by the Agency; and
- Any approved non-qualifications based evaluation criteria, as provided in paragraph C.2. below.

If approved by the Agency's legally designated selection authority and the Department's Local Programs Office, the following non-qualifications based criteria are permitted, provided the combined total of these factors does not exceed a nominal value of ten percent (10%) of the total evaluation criteria:

- o For contracts with Federal-aid funding, participation of qualified and certified Disadvantaged Business Enterprise (DBE) sub-consultants; and/or

- o For any contracts a local presence may be used as a nominal evaluation factor where appropriate; provided, that this factor shall not be based on political or jurisdictional boundaries, and provided further that this factor may be applied only on a project-by-project basis for contracts where:

- A need has been established for a consultant to provide a local presence;
- A local presence will add value to the quality and efficiency of the project; and
- Application of this factor leaves an appropriate number of qualified consultants, given the nature and size of the project.
- If a consultant from outside of the locality area indicates as part of a proposal that it will satisfy the criteria in some manner, such as establishing a local project office, that commitment shall be considered to have satisfied the local presence criteria.
- If approved by the Agency's legally designated selection authority and the Department's Local Programs Office, the following non-qualifications based criteria are permitted, provided the combined total of these factors does not exceed a nominal value of ten percent (10%) of the total evaluation criteria:

For contracts or projects with Federal-aid funding, the Agency may set DBE goals, in which case the selected consultant must either meet the goal or show good faith efforts to meet the goal, consistent with the DBE program regulations at 49 CFR Part 26, to be considered for selection

d. Evaluation, Ranking and Selection

- Phase I Evaluation

- o Using the evaluation criteria identified in the public solicitation, the Agency advertising for engineering related services shall evaluate current statements of qualification and performance data from those firms submitting Letters of Interest.

- o Unless specifically stated otherwise in the solicitation, the evaluation of a firm's qualification during Phase I evaluation shall be limited to the prime consulting firm only.

- o Evaluations shall be presented to the CEC for review. The CEC shall choose at least three of the most highly qualified consultants who would make viable candidates and who will be invited to submit a proposal.

- o The Agency shall issue a list of firms chosen to submit proposals and notify the firms that were not selected. The firms selected in Phase I shall be requested to submit a proposal for the work. Proposal format requirements, delivery address and deadlines shall be included in the notification sent to the selected firms. Electronic delivery and receipt of the proposal may be permitted.

- Phase II Evaluation

- o The Agency shall evaluate the proposals of firms selected in Phase I using the Phase II evaluation criteria identified in the public solicitation.

- o A consultant firm that has been short-listed for a project and asked to submit a proposal shall specifically identify any sub-consultant(s) required to complete the project team. Identified sub-consultants will be evaluated using the criteria identified in the public solicitation. All sub-consultants identified on the submittal must be pre-qualified by the Tennessee Department of Transportation to perform the required tasks or have an application pending prior to submittal of the proposal. It shall be the responsibility of the prime consultant to include a

signed statement from each sub-consultant on their own letterhead confirming that they have the staff available and agree to provide the necessary services for the specific item/project listed in the prime consultant's proposal. Failure to meet these requirements will void the submittal.

o Separate formal interviews, if approved as an evaluation criteria, shall be structured and conducted with a specified time limit.

Competing consultants may be asked to bring additional information or examples of their work to the interviews if such information will contribute to the evaluation process. Specific questions may be asked of each consultant to clarify qualifications, written proposals, or oral presentations.

o The Agency shall present the evaluation of proposals received from firms selected in Phase I to the CEC for review. The CEC shall rank the firms based on the established and published criteria, or the CEC shall submit to the legally designated selection authority a list of the firms deemed most highly qualified to provide the services required. The list shall contain no fewer than three firms. In instances where only two qualified consultants respond with proposals, the Agency may proceed with evaluation and selection if it is determined that the solicitation did not contain conditions or requirements that arbitrarily limited competition.

• Phase III Evaluation, Ranking, Selection and Notification

- o If the CEC does not make the final ranking of the most highly qualified firms, the Agency's legally designated selection authority shall rank the firms in order of preference.
- o Notification must be provided to responding consultants of the final ranking of the three most highly qualified consultants.
- o The Agency will negotiate with the other three consultant firm(s) deemed to be most highly qualified in rank order.

e. Negotiation of Contract

The following shall apply to all negotiations of scope and cost for contracts, work orders, and supplemental agreements.

- **Determination of Contract Amount:** The Agency shall prepare a detailed independent estimate with an appropriate breakdown of the work or labor hours, types or classifications of labor required, other direct costs, and consultant's fixed fee for the defined scope of work. The independent estimate, which shall serve as the basis for negotiation, will be based on the following:

- o Relative difficulty of the proposed assignment or project, size of project, details required, and the period of performance; and,

- o A comparison with the experience record for similar work performed both by Agency personnel and previously negotiated consultant contracts.

This estimate shall be done independently, prior to negotiation, and shall remain confidential to the extent allowed by applicable law.

- **Scope of Work Meeting with Selected Firm:** The Agency will negotiate with the selected firm and may arrange a conference with the prospective consultant where the parties must come to a mutual understanding of the scope of work and all technical and administrative requirements of the proposed undertaking. In lieu of a conference, this may be done by phone or correspondence. The prospective consulting firm may be represented as it wishes; however, a project manager and accounting representative are recommended.

- **Cost Proposal:** The prospective consulting firm will be invited to submit a cost proposal for the project. This cost proposal is to be broken down by the various items of work as requested and supported by estimated labor requirements. Instructions shall be given regarding the method of compensation and the documentation needed to justify the proposed compensation.

In evaluating the consultant's cost proposal(s), the Agency shall judge the reasonableness of the proposed compensation and anticipated labor and equipment requirements by the following and other appropriate considerations:

- o The proposed compensation should be comparable to that of other projects of similar nature and complexity, including as applicable salaries and man-hour estimates.

o The Agency will assess the fairness of the proposed fixed fee based on the scope, complexity, contract duration, degree of risk borne by the consultant, amount of subcontracting, and professional nature of the services as well as the size and type of contract. Fixed fee is calculated using the following formula: Fixed Fee = 2.35 x Direct Salary x Allowed Fixed Fee Rate. Unless a higher fixed fee rate is expressly approved by the Agency, the maximum allowable fixed fee rate is 13% (See Appendix 1 for fixed fee rate determination).

o The proposed compensation shall be studied for reasonableness and to assure sufficient compensation to cover the professional quality of the work items desired.

- **Contract Negotiations:** If the consultant's first cost proposal is rejected by the Agency, the negotiating parties shall hold a second conference to discuss those points of the cost proposal which are considered unsatisfactory. The consultant shall submit a second cost proposal based upon this second conference. If the Agency rejects the consultant's second cost proposal, negotiations shall be formally terminated and commence with the second most qualified firm. If like negotiations are unsuccessful with the second most qualified firm, the Agency will undertake negotiations with the third most qualified firm and any others on the selected list in sequential order. With the concurrence of the legally designated selection authority, the Agency may, at any time, in lieu of continuing negotiations, elect to redefine the scope of the project and resolicit proposals pursuant to "POLICY", Section III, B, "Solicitation".

- The Agency shall maintain a record of the negotiations and all required approvals and shall retain these records for 36 months following final payment in accordance with Item A.3. of this section and as provided in 23 CFR § 172.7 and 2 CFR § 200.333.

f. Contract Development and Execution

- In the event the parties reach agreement, the legally designated selection authority shall approve the preparation of a contract.
- The contract will include a clause requiring the consultant to perform such additional work as may be necessary to correct errors in the work required under the contract without undue delays and without additional cost to Agency.
- The contract shall contain a clause whereby the consultant must report at least quarterly all amounts paid to any DBE sub-consultants and to any

Minority Business Enterprise (MBE) and/or Woman Owned Business Enterprise (WBE) sub-consultants.

- **Method of Payment:** The method of payment to the consultant shall be set forth in the original solicitation, contract, and in any contract modification thereto. The methods of payment shall be: Lump sum, cost plus fixed fee, cost per unit of work, or specific rates of compensation. A single contract may contain different payment methods as appropriate for compensation of different elements of work.
- **Suspension and Debarment:** Prior to contract execution, the Agency shall verify suspension and debarment actions and eligibility status of consultants and sub-consultants in accordance with 2 CFR Part 1200 and 2 CFR Part 180.
- The Agency shall maintain a record of the negotiations and all required approvals.
- Prior to approval of the contract, the Agency must have on file a contract specific Certificate of Insurance for the consultant. It shall confirm that the firm has professional liability insurance for errors and omissions in the amount of \$1,000,000, as a minimum, and the section shall be maintained for the life of the contract. Consultants responsible for the disbursement of Agency funds shall be required to provide evidence of a Fidelity Bond in the amount of \$250,000 maintained for the life of the contract.

g. Contract Administration

- Once a contract has been awarded, the consultant may negotiate directly with sub-consultants. A change in sub-consultants must be approved by the Agency. A written request must be submitted to the Agency to initiate the change. This request must include an explanation of the need to change subconsultants and the impact on the project schedule and financial elements of the contract. The substitute sub-consultant must be pre-qualified at the appropriate level (unlimited or limited) by the Department of Transportation to perform the required tasks. After consideration of all factors of the request, the Agency will respond to the request in writing.
- After the contract has been approved, a work order issued, and productive work on the consultant's assignment has begun, the Agency shall periodically review and document the consultant's progress. Said monitoring reviews shall be directed toward assurance that the consultant's assignment is being performed as specified in the agreement, that an adequate staff has been assigned to the work, which project development is commensurate with

project billings, and that work does not deviate from the contracted assignment.

- Should conditions warrant, these reviews may consist only of an appropriate exchange of correspondence. These reviews shall determine, among other matters, if any changes or supplemental agreements are required for the completion of the consultant's work.
- A full-time employee of the Agency shall be responsible for each contract or project. Annually and/or at project close, the assigned employee will prepare a performance evaluation report covering such items as timely completion of work, conformance with contract cost, quality of work, and whether the consultant performed the work efficiently. A copy of this report will be furnished to the firm for its review and comments.

h. Contract Modifications

- A contract modification, in the form of an executed supplemental agreement or amendment, is required whenever there is a change in the terms of the existing contract, including a change in the cost of the contract; a significant change in the character, scope, complexity, or duration of the work; or a significant change in the conditions under which the work is required to be performed. Contract modifications shall be negotiated using the same procedures as the negotiation of the original contract. The executed supplemental agreement or amendment shall clearly define and document the changes made in the contract and establish the method of payment for any adjustment in contract costs.
- No contract may be supplemented to add work outside the scope of the project or the general scope of services the consultant was initially evaluated to perform. For example, a roadway design contract may be supplemented to add work related to additional phases of project design (e.g. preliminary engineering with related technical services such as survey or geotechnical work, preparation of right-of-way plans, or preparation of final construction plans); however, a project specific or multiphase contract for roadway design shall not be supplemented to add a new project or to add a different type of service, such as construction engineering and inspection, beyond the type of services solicited in the original solicitation.
- Overruns in the costs of the work shall not automatically warrant an increase in the fixed fee portion of a cost plus fixed fee reimbursed contract. Permitted changes to the scope of work or duration may warrant consideration for adjustment of the fixed fee portion of cost plus fixed fee or lump sum reimbursed contracts.

i. Contract Accounting Policies

- **Indirect Cost Rate – Basic Agreement or Contract**
 - o **Federally funded projects:** The indirect cost rate, effective for contracts advertised on or after December 1, 2005, shall be the actual rate as determined in compliance with Federal Acquisition Regulation Standards and approved by the cognizant agency as defined by 23 CFR § 172.3. The cognizant agency is the home state transportation department, a federal agency, or TDOT in the absence of any of the other. A Certified Public Accountant (CPA) may perform the audit, but the audit work papers may be reviewed by the governmental agency. Further;
 - The indirect cost rate for firms with multiple offices shall be a combined rate for all offices.
 - The approved rate shall be utilized for the purposes of contract estimation, negotiation, administration, reporting, and contract payment for a twelve month period beginning the seventh month after the firm's Fiscal Year End.
 - If the indirect cost rate expires during the contract period an extension may be considered on a case-by-case basis in accordance with 23 CFR § 172.11(b)(1)(vi). In any event, no new contracts will be considered for any firm without an approved indirect cost rate.
 - o **State funded projects:** Pursuant to T.C.A. § 54-1-130, the indirect cost rate cannot exceed a maximum of 145%.
- **Travel:** Travel and subsistence charges shall be in conformance with the State of Tennessee Comprehensive Travel regulations. Air travel shall be preapproved by the Agency. Actual expenses, not to exceed the commercial rate, for the use of company owned airplanes are allowable as a direct charge.
- **Fixed Fee Payment:**
 - o For cost plus fixed fee contracts, payments of fixed fee shall be based on the actual labor costs not to exceed the total approved fixed fee.
 - o The fixed fee for each progress billing shall be determined using the consultant's actual direct labor for the specific billing period multiplied by 2.35 times the negotiated fixed fee percent.

- With the exception of Construction Engineering and Inspection Contracts, the firm may invoice for the balance of any unbilled fixed fee upon successful completion of the contract.

- **Contract and Project Closing:** The Agency is responsible for keeping up with contract costs and knowing when a contract is complete. The Agency is also responsible for closing the contract in a timely manner. By letter to the consultant, the Agency shall affirm that the contract or work order has been satisfactorily completed. In the event that additional services are required within the original scope of the project, the contract or work order may be re-opened. All terms and conditions of the contract shall remain the same.
- Retainage shall not be required for new Engineering and Technical Services Contracts.
- **Audit Requirements:**
 - Pre-award audits consist of a review of a proposed indirect cost rate based upon historical data, review of the consultant's job cost accounting system, and review of project man-day or unit price proposals.

 - Awarded contracts are subject to interim and final audits. The audits consist of determining the accuracy of invoice charges by reviewing time sheets, payroll registers, travel documents, etc. Charges that cannot be supported will be billed back to the consultant. Firms will be selected for contract compliance audits using a risk analysis utilizing primarily the firm's total contract exposure with the Agency and the time elapsed since the last compliance audit.

 - Annual approval of the indirect cost rate for non-fixed indirect cost rate contracts will be required and adjustments to the invoiced billing rate may be necessary based on audit results. The determination of whether to perform a desk review or full field audit of the indirect cost schedule is made utilizing a risk analysis created in accordance with the guidelines proscribed in the AASHTO Uniform Audit & Accounting Guide

- **Computer Aided Drafting and Design (CADD) Expenditures:** All CADD equipment and software expenditures are to be treated as part of indirect cost. CADD expense will not be allowed as a direct expenditure based on an allocation rate.
- **Facilities Capital Cost of Money (FCCM) Rate:** FCCM referenced in 48 CFR § 31.205-10 shall be allowed as part of indirect cost and applied to direct labor.

- **Direct Costs**
 - Include job related expenses that are required directly in the performance of project services such as travel, subsistence, long distance telephone, reproduction, printing, etc. These should be itemized as to quantities and unit costs in arriving at the total cost for the expense.
 - The proposed direct cost shall not exceed the Tennessee Department of Transportation's maximum allowable rate when a rate for such cost is specified. All direct costs must show supporting documentation for auditing purposes. Documentation for proposed rates should show how they were developed including historical in-house cost data or names and phone numbers of vendors that supplied price quotes along with receipts, invoices, etc., if available.
 - Electronic equipment, such as personal computers, cameras, and cellular phones, shall be included in the consultant's indirect cost.
 - The cost of the use of the consultant's vehicle(s) to the Agency's project shall be paid for according to Attachment B, Schedule of Vehicle Reimbursements.

• **Collection of Funds Due as Result of Contract Audit:** Once an audit is completed and the consultant is found to owe the Agency, the Auditor will notify the Agency's Finance Director in writing, with a copy to the Department's Local Programs Office. The Agency will contact the consultant in writing about the indebtedness and request payment within 30 days from the date of the letter. If after 30 days payment is not received, the consultant will then be notified that any funds owed to the consultant under other agreements will be used to satisfy the indebtedness. If funds or payables to the consultant in the Agency's possession are in excess of the indebtedness, anything owed the consultant will be remitted under normal payment procedures. If the funds in the Agency's possession are not sufficient to satisfy the indebtedness, the Agency will take appropriate action.

j. Geotechnical Contracts

Contracts for geotechnical services are considered separately because they may involve a mixture of two types of services, i.e., geotechnical studies (engineering services) and subsurface exploration/drilling and/or laboratory testing (technical services). Additionally, some firms offer one or the other of these services, others offer both, and others offer some combination as well as other services, e.g., design. Firms offering both services must, for accounting purposes, separate the

two operations. Cost of equipment, supplies, etc., used in technical services may not be applied towards indirect cost computations for engineering services. Geotechnical Studies and/or Subsurface Exploration/Drilling and/or Laboratory Testing services shall be procured as noted in "POLICY", i.e., this section, Section III, Competitive Negotiation Procurement Procedure. The technical services costs shall be negotiated by the Agency based on usual industry standards.

k. Sub-consultants for Engineering Services

- Geotechnical Studies and/or Subsurface Exploration/Drilling and/or Laboratory Testing within another Engineering Services Firm: These services may be procured as part of the larger contract, e.g., roadway design. Payment for subsurface exploration/drilling shall be invoiced as a direct cost. Geotechnical studies shall be invoiced as other engineering services.

- Geotechnical Studies Firms as Sub-Consultants

- o Geotechnical Studies Only: The services of these firms may be procured by negotiation with the prime consultant as described previously herein.

- o Geotechnical Studies and/or Subsurface Exploration/Drilling and/or Laboratory Testing Firms as Sub-Consultants: The services of these firms shall be procured by negotiation with the prime consultant. However, costs associated with subsurface exploration/drilling and/or laboratory testing shall be negotiated by the Agency.

l. Sub-consultants Not Covered Under Engineering Services

In the event a sub-consultant is required whose hiring process, as a prime, would not be governed by Competitive Negotiation under this Section, that sub-consultant shall be retained by the same method as the Agency would use to procure the same type of services under the Agency's local law or other applicable state law.

- o Example: Design consultants are occasionally asked to provide laboratory testing services under their design contract. The design consultant shall use, and document, the applicable procedures identified by the Agency.

- o The Agency should monitor the hiring and documentation of sub-consultants by the prime. Documentation should detail the method used and should be satisfactory for a final project audit

4. Noncompetitive Negotiation Procurement Procedure

The following procedures shall be used by the Agency, subject to the Tennessee Department of Transportation's prior approval, in those circumstances where there exists only one viable source for the desired services, when competition among available sources is determined to be inadequate after solicitation of a number of sources, or in emergencies when adherence to normal competitive negotiation procedures will entail undue delays for projects requiring urgent completion.

Upon determination of a need for this type of procurement, the Agency shall request an estimate from the qualified firm for the accomplishment of the desired assignment. The request for an estimate shall define the full scope of the desired services, together with minimum performance specifications and standards, the date materials and services are to be provided by the consultant to the Agency, and the required assignment completion schedule. Response to the request for an estimate shall be evaluated, giving due consideration to such matters as a firm's professional integrity, compliance with public policies, records or past performances, financial and technical resources, and requested compensation for the assignment. Before using this form of contracting, the Agency shall submit justification to and obtain approval from the Department; provided, however, that for Federal-aid contracts, the Department shall also submit the request to FHWA for approval in accordance with 23 CFR § 172.7(a)(3)(ii).

5. Small Purchase Procurement Procedure

When the contract cost of the services does not exceed the simplified acquisition threshold as defined in 48 CFR § 2.101 of the Federal Acquisition Regulations (FAR), which is currently \$150,000, small purchase procedures may be used. The scope of work, project phases and contract requirements shall not be broken down into smaller components merely to permit the use of small purchase procedures. Further, a contract obtained under small purchase procedures shall not be modified to exceed the simplified acquisition threshold.

Proposals will be obtained from an adequate number of qualified sources with a minimum of three. In instances where only two qualified consultants respond to the solicitation, the Agency may proceed with evaluation, ranking and selection if it is determined that the solicitation did not contain conditions or requirements which arbitrarily limited competition. Awards will be made to the responsible firm whose proposal is most advantageous to the program.

6. Technical Service Procurement Procedure

The Agency shall use the procurement process it would use for the same type of service under applicable state or local law; provided, that on Federal-aid projects the procurement process shall be consistent with competitive procurement requirements under 2 CFR Part 200.

ATTACHMENT A – Consultant Selection for Locally Managed Projects

Size of Project

SMALL projects

- Must have a full-time employee on staff with experience managing transportation projects.
- Must hire consultants for all phases of the project from TDOT's approved list if the Local Government has not been approved by TDOT to use their own forces. The consultants must be qualified in the required area of expertise.

MID-RANGE projects

- Must have a qualified, fulltime professional engineer on staff.
- Must hire consultants for all phases of the project from TDOT's approved list. The consultants must be qualified in the required area of expertise.

LARGE projects

- Must have a qualified, fulltime professional engineer on staff with extensive experience working with federally-funded transportation projects.
- Must hire consultants for all phases of the project from TDOT's approved list. The consultants must be qualified in the required area of expertise.

Type of Project

- Transportation Alternatives
- intersection improvements without significant ROW (under one acre of disturbance)
 - Safe Routes to School
 - resurfacing and
 - striping
 - signing
 - guardrail installation
 - signalization
 - some bridge replacement projects (under one acre of disturbance)
- Non- construction/ service contracts (as listed in Chapter 10 of the LGG)
- low-risk and exempt ITS

- roadway widening
- realignment of existing roadway
- signalization projects with the addition of turn lanes
- intersection improvements with significant ROW (over one acre of disturbance)
 - bridge replacement projects requiring significant land acquisition (over one acre of disturbance)
 - projects with environmental requirements greater than a categorical exclusion but lesser than an EIS
- high-risk ITS

- construction of new facilities
- widening of existing roadways
- realignment of existing roadways that require significant land acquisition (over 10 acres)
- environmental clearances that require an EIS

Procurement Requirements

- Local Government can use the same consultant for the entire project (planning, preliminary engineering and CEI)

- The selected CEI consultant **shall not** be associated with any other aspect of the project.

- The selected CEI consultant **shall not** be associated with any other aspect of the project.

ATTACHMENT B – Policy for Standard Procurement of Engineering and Technical Services

Vehicle Reimbursement Schedule

For all projects except Construction Engineering and Inspection (CEI), the consultant shall be reimbursed at the rate specified in the State of Tennessee Comprehensive Travel Regulations in effect at the time the cost was incurred. For CEI projects, the consultant shall be reimbursed at the rate of \$27.00 per day for compact pick-up trucks used on the Agency’s projects. For full size pick-up trucks used on the Agency projects, the consultant shall be reimbursed at the rate of \$30.25 per day

Rate changes are approved: _____ DATE
AGENCY HEAD

City of Goodlettsville
Purchasing Policy Quick Guide
 Effective July 1, 2023

Category	Purchase Range		Purchase Order Required	Documentation Required	Approvals			
					Dept Head	Purchasing	City Manager	BOC
1	\$0.01	\$100.00	No	None	No	No	No	No
2	\$100.01	\$500.00	Yes	Price comparisons suggested	Yes	Yes	No	No
3	\$500.01	\$1,000.00	Yes	3 Verbal Quotes	Yes	Yes	No	No
4	\$1,000.01	\$4,000.00	Yes	3 Verbal Quotes	Yes	Yes	Yes	No
5	\$4,000.01	\$24,999.99	Yes	3 Written Quotes	Yes	Yes	Yes	No
6	\$25,000.00	and greater	Yes	Formal Bid or Proposal	Yes	Yes	Yes	Yes
7 Emergency	Any		Yes	Written justification after event	Yes	Yes	Yes	Yes

RESOLUTION NO. 22-1048

A RESOLUTION ESTABLISHING INCREMENTAL SEWER RATE INCREASES BASED UPON THE ANNUAL ADJUSTMENT FOR TREATMENT FROM METROPOLITAN NASHVILLE - DAVIDSON COUNTY WATER SERVICES DEPARTMENT.

WHEREAS, the City of Goodlettsville currently has an approved and executed agreement with Metropolitan Nashville – Davidson County and their Water Services Department for the treatment of wastewater from the City of Goodlettsville; and

WHEREAS, as a part of the abovementioned agreement there is an annual adjustment in cost based upon the consumer price index (CPI); and

WHEREAS, it is imperative that said rate increases be taken into consideration in order to maintain a positive net position within the waste water fund.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Goodlettsville, Tennessee, that;

Section 1. Consumer wastewater rates shall automatically be adjusted on October 1st of each calendar year based upon adjustments from Metropolitan Nashville – Davidson County Water Services Department, for as long as, the City of Goodlettsville contracts with Metropolitan Nashville – Davidson County for the purposes of wastewater treatment.

Section 2. Such adjustments may automatically occur, but increases are limited to amounts up to 2.3% annually. If an increase exceeds 2.3% then it will require Board of Commission approval. If the consumer price index should indicate a reduction in cost, then the full reduction will be applied effective, October 1 of each year.

Section 3. If any section, clause, provision, or portion of this Resolution is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision, or portion of this Resolution which is not itself invalid or unconstitutional.

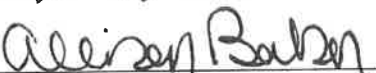
Section 4. In case of conflict between this Resolution or any part thereof and the whole or part of any existing or future Ordinance of the City of Goodlettsville, the most restrictive shall in all cases apply.

Section 5. This resolution shall take effect upon its passage, the public welfare requiring it.



Mayor Rusty Tinnin

Passed: April 28, 2022
(date)



City Recorder
Approved as to form and legality.



City Attorney

ORDINANCE NO. 21-988

AN ORDINANCE TO AMEND ORDINANCE NO. 12-788, BEING AN ORDINANCE TO AMEND ORDINANCE NOS. 70-120, 90-440, 94-496, 95-529, 09-725 AND 10-745 BEING ORDINANCES ESTABLISHING A SCHEDULE OF RATES TO BE CHARGED FOR SEWER SERVICES TO BE SUPPLIED BY THE SEWER SYSTEM OF THE CITY OF GOODLETTSVILLE, TENNESSEE, AND ESTBLISHING RULES AND REGULATIONS FOR THE OPERATION THEREOF BY INSERTING A NEW SCHEDULE OF RATES.

WHEREAS, The City of Goodlettsville provides wastewater collection and transportation services to users of its wastewater system at fees established by the City's Board of Commissioners; and

WHEREAS, the City has realized a significant reduction in sewer revenues from its largest industrial customer; and

WHEREAS, since the last increase in wastewater rates as adopted by Ordinance 12-788, there has been an increase in treatment costs in excess of eight percent.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE:

Section 1. The Ordinance Nos. 70-120, 90-440, 94-496, 95-529 , 09-725, 10-745 and 12-788, be and the same are hereby amended and substituted in lieu thereof the following schedules pertaining to the rate for sewer services rendered or billed by customer class on or after April 1, 2021 as set forth herein for the City of Goodlettsville, Tennessee, which schedules are hereby adopted as follows:

<u>Customer Classes:</u>	<u>Anticipated and/or Historical Usage</u>
Residential	Up to two housing units on a common meter
Small Commercial	Up to 1,600 cubic feet per month
Intermediate Commercial and Industrial	1,600 to 200,000 cubic feet per month
Large Commercial and Industrial	Over 200,000 cubic feet per month


Residential Minimum Charges per Month up to 200 Cubic Feet Usage			Small Commercial and Industrial Minimum Charges per Month up to 200 Cubic Feet Usage		
Meter Size	Current Rate (\$)	Proposed 7% Increase (\$)	Meter Size	Current Rate (\$)	Proposed 7% Increase (\$)
5/8"	10.98	11.75	5/8"	12.27	13.13
3/4"	31.15	33.33	3/4"	34.89	37.33
1"	37.52	40.15	1"	42.02	44.96
1 1/2"	55.16	59.02	1 1/2"	61.78	66.10
2"	74.28	79.48	2"	83.19	89.01
3"	98.01	104.87	3"	109.77	117.45
4"	159.72	170.90	4"	178.88	191.40
6"	250.80	268.36	6"	280.91	300.57
8"	392.22	419.68	8"	439.28	470.03
10"	392.22	419.68	10"	439.28	470.03
Usage over 200 Cubic Feet	6.82 per 100 cu.ft.	7.30 per 100 cu.ft.	Usage over 200 Cubic Feet	7.64 per 100 cu.ft.	8.17 per 100 cu.ft.
Intermediate Commercial and Industrial Minimum Charges per Month up to 200 Cubic Feet Usage			Large Commercial and Industrial Minimum Charges per Month up to 200 Cubic Feet Usage		
Meter Size	Current Rate (\$)	Proposed 7% Increase (\$)	Meter Size	Current Rate (\$)	Proposed 7% Increase (\$)
5/8"	40.17	42.98	5/8"	1,550.46	1,658.99
3/4"	55.97	59.89	3/4"	1,567.22	1,676.93
1"	62.41	66.78	1"	1,572.67	1,682.76
1 1/2"	77.51	82.94	1 1/2"	1,587.75	1,698.89
2"	94.68	101.31	2"	1,604.93	1,717.28
3"	118.50	126.80	3"	1,620.00	1,733.40
4"	187.57	200.70	4"	1,689.17	1,807.41
6"	289.60	309.87	6"	1,791.17	1,916.55
8"	450.81	482.37	8"	1,961.07	2,098.34
10"	450.81	482.37	10"	1,961.07	2,098.34
Usage over 200 Cubic Feet	6.23 per 100 cu.ft.	6.67 per 100 cu.ft.	Usage over 200 Cubic Feet	4.70 per 100 cu.ft.	5.03 per 100 cu.ft.

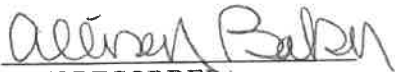
Note: Billing will be based on meter minimum or consumption, whichever is greater.

Section 2. If any section, clause, provision or portion of this Ordinance is for any reason declared invalid or unconstitutional by any court or competent jurisdiction such holding shall not affect any other section, clause, provision or portion of this Ordinance which is not itself invalid or unconstitutional.

Section 3. That all Ordinances and/or parts of Ordinances in conflict with this Ordinance be and the same are hereby amended.

Section 4. This Ordinance shall take effect fifteen days after final adoption, the welfare of the citizens of Goodlettsville, Tennessee requiring it.

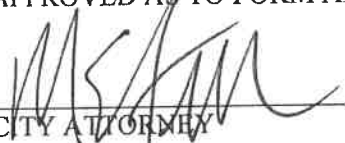

MAYOR RUSTY TINNIN


CITY RECORDER

PASSED 1ST READING: February 11, 2021

PASSED 2ND READING: MARCH 11, 2021

APPROVED AS TO FORM AND LEGALITY:


CITY ATTORNEY

RESOLUTION NO. 15-621

A RESOLUTION TO ESTABLISH POLICIES AND PROCEDURES FOR THE BILLING AND COLLECTIONS OF UTILITY SERVICES FOR THE CITY OF GOODLETTSVILLE, TENNESSEE.

WHEREAS, The City of Goodlettsville Board of Commissioners has deemed it in the best interest of the city to begin billing and collecting all utilities operated by the city; and,

WHEREAS, in doing so, the need to establish a utility billing policies and procedures manual is needed;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE THAT UTILITY BILLING POLICIES AND PROCEDURES ARE HEREBY ADOPTED AND ARE INCLUDED AS EXHIBIT 1 OF THIS RESOLUTION.

THIS RESOLUTION IS EFFECTIVE UPON ADOPTION, THE WELFARE OF THE CITIZENS OF GOODLETTSVILLE REQUIRING IT.

Adopted: March 26, 2015


MAYOR


CITY RECORDER

APPROVED AS TO FORM AND LEGALITY


CITY ATTORNEY

Exhibit 1

CITY OF GOODLETTSVILLE UTILITY BILLING POLICIES AND PROCEDURES

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Objective

To bill utility services in an accurate and prompt manner as well as taking timely and reasonable actions to collect past due amounts.

Scope

Each utility customer residing within the corporate city limits of Goodlettsville shall be billed by the City of Goodlettsville's Utility Billing Department for sewer, stormwater, and/or sanitation services. Customers that are past-due or delinquent shall be collected upon in a timely and efficient manner.

Utility Billing Policy

The following policy shall govern the provision of municipal utilities of the City of Goodlettsville. The purpose of this policy is to provide consistent customer rules and guidelines. Questions regarding utility services billed by the City of Goodlettsville are encouraged to contact the City of Goodlettsville's Utility Billing Clerk.

Utility Billing for Sewer, Sanitation, and Stormwater Charges

The City of Goodlettsville shall be responsible for the generation of all sewer, residential sanitation, and/or stormwater utility bills for customers residing within the corporate city limits of Goodlettsville. The City of Goodlettsville shall maintain account records for each customer that includes, at a minimum, the customer's legal name, billing address, account number, service address, current charges, and account history including consumption, past due charges, penalties, and fees.

Utility Billing Hours

Office Hours: Monday through Friday, 8:00 a.m. – 4:00 p.m. Payments accepted after 2:00 p.m. are processed the next business day.

Utility Billing Contact Information:

Goodlettsville City Hall
105 S. Main Street
Goodlettsville, TN 37072
Phone Number: (615) 851-2200

Goodlettsville Public Works
215 Cartwright Street
Goodlettsville, TN 37072
Phone Number: (615) 851-2205

Website address: www.cityofgoodlettsville.org

Utility Billing Set-Up/Disconnection/Transfer of Service

1. Initial Contact. Upon receiving a request for new utility service, the Utility Billing Clerk is responsible for ensuring the application is complete, collecting the appropriate non-refundable set-up amount(s), and establishment of the customer's account within the City's billing system.

2. Application for Utility Service. A completed application for service must be received, paid for, and reviewed for completeness by the Utility Billing Clerk prior to the start of new service or releasing responsibility of prior customer if residence is sold, transferred, or leased to a new tenant.

Each customer must provide all application information plus a current, valid photo ID and, if renting the property, a lease agreement (which includes the service address and the term of the agreement) signed and dated by the tenant and the landlord.

3. Non-Refundable Customer Set-Up Fees. Any person requesting new or re-established utility service that previously had an unpaid bill that was charged off by the City will be required to repay the delinquent amount (including fees) and the non-refundable set-up fee(s), in full, prior to establishment of service.

Any other person that has not had a previously unpaid bill that was charged off by the City requesting utility service will be required to pay the non-refundable set-up fees based on the requested services.

4. Partial Payments, Payment Plans, or Refunds.

Set-up fees are not refundable regardless of length of service.

Partial payments and payment plans are not accepted.

No refunds will be issued for amounts less than five dollars (\$5.00).

Any account balance following end of business on the due date (after 2:00 p.m. CST) is considered delinquent.

5. Termination of Service.

A customer remains responsible for any utility charges until a properly completed *Application for Termination Service* is accepted by the City.

The property owner of record is responsible for any utility consumption that occurs on an inactive account.

6. Transfer of Service.

Any resident/tenant moving from one location to another within the corporate City limits of Goodlettsville must complete a *Transfer of Service* application and pay any non-refundable set-up fees associated with the new account as required by the City.

7. Temporary Service.

30-Day Service: Should a property owner wish to have service for up to a maximum of thirty (30) consecutive days, a non-refundable service charge of fifty (\$50.00) dollars plus usage will be charged.

Municipal Utility Service Application

Any person, firm or corporation desiring to establish utility service shall make application for said service(s).

Applicants must be at least eighteen (18) years of age.

The application shall be on such form(s) as may or now hereinafter be prescribed by the City of Goodlettsville.

The application shall include the applicant's name, service address, billing/ mailing address, telephone number, landlord's name and address (if applicable), social security or valid identification number, and signature of party responsible for payment.

Customer must provide the above information plus a current, valid photo ID. If the customer is renting the property, a copy of the current lease agreement must be shown. This agreement must include the tenant's name and contact information, service address, terms of the agreement and must be signed and dated by the landlord/owner/owner's representative and the applicant.

Each service location shall be considered a separate account.

Owner/Owner Representative-Tenant Policy

The City of Goodlettsville recognizes the rights and duties of owner/owner representatives and tenants as outlined in federal law, state statutes, safety and housing codes, contract law, and court decisions.

Notification for the establishment of utility service at a rental service address may be made by either the owner/owner representative or tenant to the Utility Billing Clerk.

Scheduling of a meter reading for termination of service can be made by the owner/owner representative or tenant to the water utility servicing the account. There are three water utilities within the City of Goodlettsville: Metro Water Services, Madison Suburban Utility District, and White House Utility District.

If an account holder fails to notify the Utility Billing Clerk of their request to discontinue service for services billed by the City of Goodlettsville (sewer, sanitation, and/or stormwater), the person who established the service will continue to be responsible for any and all charges incurred.

Upon notification to the Utility Billing Clerk that a tenant has terminated service, billing of the utilities at a rental property shall revert back to the owner/owner representative and respective fees shall be charged (this applies to stormwater charges only – sewer and sanitation services will be disconnected upon tenant who is terminating the service).

The City of Goodlettsville, its Utility Billing Clerk, any employee, representative or elected official, will not mediate disputes regarding billing issues between an owner/owner representative and a tenant.

If an account has been established in the landlord's/property owner's name before and the landlord/property owner wants to temporarily establish service into their name for a maximum of thirty (30) consecutive days, a non-refundable service set-up fee of fifty (\$50.00) dollars is charged and any usage fees are billed afterward. Should temporary service exceed thirty (30) days, the owner will then be immediately responsible for establishment of a new service account and will be charged appropriate non-refundable set-up fees and usage charges.

The lease or rental agreement between the owner/owner representative and the tenant does not represent an agreement for utility services between the City of Goodlettsville and the tenant.

Utility Billing Procedures

Bills shall be prepared monthly for each billing cycle and mailed to the name and address of record.

Amounts are due as noted by the due date on the bill.

Payment may be made by any means offered by the City as described in this policy.

Bills not paid by the 2:00 p.m. CST on the due date immediately incur a late fee penalty of ten percent (10% of the balance).

If a bill is returned to the City as undeliverable, the Utility Billing Clerk shall make reasonable efforts to obtain a correct address.

In the event the bill becomes delinquent, the Utility Billing Clerk shall follow collection efforts set forth by the City.

It is the customer's responsibility to contact the Utility Billing Clerk in the event a bill is not received within thirty (30) days of initiating service or within thirty-five (35) days of the previous month's bill date. Otherwise, delinquency procedures are in effect.

The City is not responsible for non-delivery of a bill. It is the customer's responsibility to keep utility bill balances current.

Payments are applied to customer accounts in the following order: (1) past-due amounts, (2) fees and miscellaneous charges, (3) current sewer charges, (4) current sanitation charges, and (5) current stormwater charges.

Recommended order of establishing utility service: sewer, sanitation, stormwater. Contact water utility to establish water service. Sumner County residents – White House Utility District at (615) 672-4110. Davidson County residents contact either Madison Suburban Utility District (615) 868-3201 or Metro Water Services (615) 862-4600.

Rates

All municipal utility charges shall be calculated in accordance with the specific rates established by ordinance, resolution, or policy as adopted by the City of Goodlettsville's Board of Commissioners and applicable to each municipal utility or service provided.

Monthly Utility Bill

The Utility Billing Clerk shall provide each municipal utility customer a combined monthly municipal utility bill which shall include charges incurred by the customer for sewer, residential sanitation, and stormwater services or any combination thereof, plus any fees, penalties, or previous balances. Inactive utility accounts are billed monthly base fees. Bills for municipal utility services shall be issued monthly by the Utility Billing Clerk and charges are required to be paid in full on a monthly basis by 2:00 p.m. CST on the date shown on the bill. A billing statement is sent as a convenience to the customer; monthly charges are due and payable on a monthly basis regardless if a bill was received by a customer.

Additional Charges

Billings for re-establishment of sewer, sanitation, stormwater, and/or other special charges shall be billed in accordance with the applicable utility or service rate resolution or by ordinance

and shall be included on the appropriate monthly billing statement, as a separate bill, or be required to be paid in full in advance of service being reinstated. Should the water utility charge fees to the City for various services (such as reconnection/disconnection) on individual accounts, those charges will be passed onto the customer of record and/or property owner.

Billing Cycle

Meter Read Dates

Water meters are read by the water utility district by their appointed staff. These readings are provided to the City of Goodlettsville via contract agreement with each water utility district.

In the event that a meter reading cannot be obtained or there is an assumed error with the meter reading, consumption may be estimated by the Utility Billing Clerk.

Billing Period

The date the bill is created shall be known as the billing date.

Utility bills are mailed based on the water utility's meter read dates and when this data is submitted to the City. The billing period covers approximately thirty (30) days of usage. Stormwater and residential sanitation are pre-calculated monthly fees.

Delinquencies

For each amount not paid in full by 2:00 p.m. CST on the due date, a fee of ten percent (10%) shall be added to the balance due. Once the delinquency fees have been added to an account, this bill becomes due within ten (10) days. If the delinquent bill is not paid within ten (10) days, the meter will be disconnected.

The first day following the due date shall be known as the delinquent date.

Delinquent fees are not refunded or credited.

Any bill past due for more than ten (10) days can be secured as a lien against the property, turned over to collections, become subject to account termination, and/or disconnection of utility service(s), including water service.

Once an account has been deemed delinquent and the tenant or property owner wants to re-establish service, the balance due must be paid in full as well as repayment of set-up fees and any other fees charged to the account.

Should a lien be placed on the property, the property owner shall pay all past due amounts and fees associated with the lien. Should service be terminated, the water utility will be notified and the account must be paid in full prior to re-establishment of service.

Disconnection/reconnection will not occur on non-working days, after normal business hours, or on a holiday observed by either the water utility and/or the City.

Any customer disconnected for non-payment shall not be reconnected or reinstated until payment is received and the account has been cleared of all charges and fees.

Reconnection occurs during normal business hours.

When City of Goodlettsville receives payment in full on a delinquent account the water utility will be notified to reinstate service.

The City of Goodlettsville does not accept checks for reconnection payment.

The City of Goodlettsville reserves the right to assess delinquent charges incurred by the property owner against the property with the county through the approved legal process for assessment, according to all state and local laws.

Partial payments are not accepted.

Payment Options

The City provides several options for customers to make payment on their utility bill:

1. Bank draft – bank draft is available (see following form). Bank drafts are taken on the due date or business day before if due date falls on a weekend or holiday.

A *Bank Draft Application* must be completed and approved by the Utility Billing Clerk prior to establishment of this service. Should a customer want to discontinue bank draft as a payment option, a *Discontinued Bank Draft* form must be completed and approved by the Utility Billing Clerk.

A payment notice confirmation does not assure or guarantee the payment was electronically transferred but indicates the payment is being verified. Actual posting of funds to the customer's account may take up to forty-eight (48) hours once a confirmation notice is received. If funds are not transferred by the due date, the customer is responsible for delinquency fees and/or further disciplinary action.

2. By mail to P. O. Box.

3. In person or by phone – Payment can be made during normal business hours at either Goodlettsville City Hall, 105 S. Main Street, Goodlettsville, TN 37072 or at Goodlettsville Public Works, 215 Cartwright Street, Goodlettsville, TN 37072. – Debit or credit card payments are accepted; when using a debit or credit card, a service fee is added to the transaction and paid for by the customer utilizing the service.

4. Electronic payments – Through the City of Goodlettsville’s website (www.cityofgoodlettsville.org), customers can set up an account which will allow utility bill payment where there is an established internet connection.

Payments can be made electronically using a credit or debit card, a checking account, or a savings account.

5. Payments received after the due date must be paid in cash, money order, or by credit/debit card. No checks.

6. Electronic payments and/or transfers must be made at least one or more days in advance of the date the customer wants the transaction(s) to be posted to the account in order to provide sufficient time for payment to be processed. Electronic payments made 24 hours or less before the scheduled shut off may not be posted to the account and the account may still be subject to delinquency charges or disconnection.

Disputed Utility Bills

Any dispute regarding a customer’s utility bill shall be directed to the Utility Billing Clerk for resolution using the procedures listed within this policy within ten (10) calendar days of the date of the bill or notice in question. The bill date is the date the bill was printed. The City is not responsible for errors in delivery of the bill or processes of payment by banks or third parties.

If the customer has not contacted the Utility Billing Clerk to dispute the bill within ten (10) days, no such claim can be made and the customer waives the right to appeal the bill or notice in question.

1. Customers may obtain a *Utility Bill Appeal* form from the City of Goodlettsville. The customer’s written request for appeal, along with supporting documentation will be submitted to the Utility Billing Clerk for review and investigation.

2. The Utility Billing Clerk’s or other designated City staff’s decision will be provided to the customer within fifteen (15) business days of receipt of the *Utility Bill Appeal* form and will be sent using the mailing address and/or contact information supplied on the *Utility Bill Appeal* form.

3. If the customer still believes the bill is incorrect after receiving the City's response/decision, the customer must submit a request for further review in writing to the Utility Billing Clerk no later than ten (10) calendar days after the postmark or email date of the Utility Billing Clerk's or other designated City staff's decision.

4. The Utility Billing Clerk will review the appeal, any supporting documentation, and the written decision. Upon completion of this review, a written decision from the Utility Billing Clerk or other designated City staff will be mailed to the customer at the mailing address or emailed to the email address supplied on the *Utility Bill Appeal Form*. This decision is final.

Leak Adjustments

Adjustments for sewer charges are given when leaks occur during Non-Average Billing Program Months only (October through March). Credits for sewer charges for leaks where water entered the sewer system are not given (e.g., toilet, inside faucet, etc.). Credits are available only for situations such as busted pipes or situations where it has been proven water did not enter the sewer system. NOTE: the average billing months are April through September. It is recommended pools are filled during average billing months only. Filling of a pool does not constitute a leak under this policy. A *Sewer Adjustment for Leaks* form must be completed to apply for a sewer credit due to a leak.

Requests for Information

Municipal customer utility data and all other information associated with an account is considered private. Request for Information forms are available from the City Recorder's office at City Hall or online at www.cityofgoodlettsville.org. The person making the request will be billed accordingly for research time and copies as noted in the City's latest Open Records Request policy. Information provided follows the guidelines of the City's policies and procedures for information requests.

Should a customer request information on their individual account, they must provide proof of the name, service address, account number, and provide proof of identity. This request must be made in person. No faxes or emails containing customer information will be provided.

Effective Date

This Utility Billing Policy shall be effective July 1, 2015.

Application for Utility Service

Occupant(s)

Name(s) of person(s) to bill:

Service Address: _____

Mailing Address: _____

Driver's License Number and State: _____

Telephone: _____

Email address: _____

Own: _____ Rent: _____ If renting or leasing, a copy of the signed rental/lease agreement must be provided prior to establishing service. The agreement must be signed by all parties.

By signing below, occupant(s) agree to apply for services that include stormwater, as well as if available, sewer and residential sanitation. Occupant(s) agree to pay the monthly charges for these services as bills become due along with applicable charges. Occupant(s) understand the City's policies and procedures for establishment of service including payments and delinquency enforcement. I agree to accept correspondence and/or telephone calls from the City of Goodlettsville regarding this account.

Print Name

Print Name

Signature and Date

Signature and Date

Utility Billing Clerk

Date Received

Termination of Service

I/We, _____ would like to have service terminated at
Occupant(s)

_____ Address _____ Account number

This is to be effective _____
Date

My/our new mailing address for the final bill at the above-listed address is

Phone number: _____

I/We understand the final bill will be sent to me/us and payment is due upon receipt. Allow up to ten (10) business days for completion of the request to disconnect service.

Customer Signature _____ Date

Customer Signature _____ Date

Utility Billing Clerk _____ Date Received

Transfer of Service

I/We _____ would like to have service transferred from
Occupant(s)

_____ Address _____ Account number

to _____ Address _____ Account number

This is to be effective _____
Date

Phone number: _____

I/We understand the final bill for my/our previous address will be sent to me/us and payment is due upon receipt. Allow up to ten (10) business days for completion of the request to transfer service.

_____ Date
Customer Signature

_____ Date
Customer Signature

_____ Date Received
Utility Billing Clerk

Bank Draft Authorization

Bank Name: _____

Bank Address: _____

Checking Account: _____ Savings Account: _____

Account Number: _____

Transfer/ABA Number: _____

I/We give the authority to the City of Goodlettsville to bank draft my/our account for the payment of my/our monthly utility bill. I/we understand this authority shall remain in full force and effect until written notification of termination is received from me/us or until the City of Goodlettsville has sent me/us ten (10) days written notice that they will end this agreement. The City of Goodlettsville and the banking institution have a reasonable opportunity to act upon it. I/we understand that nothing contained in this Authorization shall serve to reduce my/our obligation to pay my/our utility bill and services may be disconnected, turned over to collections, and/or a lien placed on the property in addition to delinquency fees should I/we fail to have sufficient funds in the above-referenced account to cover the amount of the bill.

Account authorization signature(s). Each person who signs on the account must sign this authorization form.

Signature and Date

Signature and Date

Name as it appears on the City of Goodlettsville account: _____

Utility account number: _____

Service address: _____

Billing address: _____

Phone number(s): _____

Return this original authorization and voided check to the City of Goodlettsville, Utility Billing Clerk, 215 Cartwright Street, Goodlettsville, TN 37072. No copies, emails, or facsimiles are accepted.

<p>For Office Use Only</p> <p>Received by and date: _____</p> <p>Date entered into system and verified by bank: _____</p>

bank draft discontinued at the following address: _____

This request is to be effective: _____
(please allow up to ten (10) business days for completion of request once received by the City of Goodlettsville)

Mailing address: _____

Utility account number: _____

Phone number: _____

Customer signature and date

Customer signature and date

Utility Billing Clerk signature and date received

Sewer Adjustment for Leaks

Request date _____
Name(s): _____
Account number: _____
Service address: _____
Billing address: _____
Phone number: _____

Date leak was detected: _____
Date leak was repaired: _____

Description of incident: _____

Attach a copy of the parts and/or labor receipt(s).

Note: Adjustments for sewer charges are given when leaks occur during Non-Average Billing Program Months only. Credits for sewer for leaks where water entered the sewer system are not given (e.g., toilet, faucet, etc.). Credits are available only for situations such as busted pipes underneath the house, busted pipes in the yard, etc., or situations where water did not enter the sewer system. NOTE: the average billing months are April through September. It is recommended pools are filled during average billing months only.

I/we acknowledge the above-mentioned repairs were made and understand the policies outlined on this form. If required or requested, I/we understand plumbing repairs may be inspected in order to assure compliance.

Print and sign name and date

Print and sign name and date

State of Tennessee
County of _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

Utility Bill Appeal Form

Name(s): _____
Service address: _____



Billing address: _____

Account number: _____

Phone: _____

Email: _____

Bill date: _____

Reason for Discrepancy: _____

By signing below, I/we understand the City of Goodlettsville's utility billing policy and state this form is completed to the best of my/our knowledge, is accurate and truthful. I/we believe this bill was generated in error due to the above-mentioned reason(s) and/or attached forms/statements.

Customer signature and date

Customer signature and date

Utility Billing Clerk signature and date received

<p>For City Use Only. Actions taken _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Date response sent: _____</p>

Today's Date: _____

Name: _____

Service address: _____

Billing address: _____

Date range of temporary service: _____

Phone: _____

Identification (Driver's License, SSN, etc.): _____

Email: _____

By signing below, I understand I am establishing temporary utility service provided by the City of Goodlettsville that is not to exceed thirty (30) consecutive days. I am the landlord/property owner of the above-listed address. I understand I am responsible to pay a fifty (\$50.00) non-refundable set-up fee and will be billed for actual sewer charges, stormwater, and, if applicable, residential sanitation fees. Should service not be terminated following the end of the thirty (30) day period, I understand I am responsible for re-establishing regular service and pay all applicable non-refundable set-up fees at the regular posted rates and will be billed for actual usage charges. I agree to accept correspondence and/or telephone calls from the City of Goodlettsville regarding this account.

Customer Signature and Date

Customer Signature and Date

Utility Billing Clerk and Date



AGENDA SUMMARY SHEET
Board of Commissioners
City of Goodlettsville

<p><u>SUBJECT TITLE:</u> Resolution 26-1327 A resolution of the Board of Commissioners of the City of Goodlettsville approving a grant contract with the Tennessee Commission for the United States Semiquincentennial for the Tennessee America 250 Community Support Grant.</p> <p><u>PRESENTED BY:</u> Tim Ellis, City Manager</p>	<p>Agenda Item: Resolution 26-1327</p> <p>Dept. of Origin: Administration</p> <p>For Agenda of: March 19, 2026</p> <p>Originator: Tim Ellis</p> <p>Cost of Item: 100% Grant Funded - \$9,090.00</p>
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AGENDA ITEM ATTACHMENTS:

Resolution 26-1327

SUMMARY STATEMENT:

A resolution of the Board of Commissioners of the City of Goodlettsville approving a grant contract with the Tennessee Commission for the United States Semiquincentennial for the Tennessee America 250 Community Support Grant.

FINANCIAL SUMMARY:

100% Grant Funded - \$9,090.00

RECOMMENDED ACTION:

Staff recommends approval of Resolution 26-1327.

RESOLUTION NO. 26-1327

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE APPROVING A GRANT CONTRACT WITH THE TENNESSEE COMMISSION FOR THE UNITED STATES SEMIQUINCENTINIAL FOR THE TENNESSEE AMERICA 250 COMMUNITY SUPPORT GRANT.

WHEREAS, the Tennessee Commission for the United States Semiquincentennial was established to coordinate statewide efforts commemorating the 250th anniversary of the founding of the United States, commonly known as Tennessee America 250; and

WHEREAS, the City of Goodlettsville has applied for and been awarded grant funding through the Tennessee America 250 Community Support Grant Program to support local initiatives recognizing and celebrating the nation’s 250th anniversary; and

WHEREAS, the grant funds will assist the City in developing exhibits, educational displays, and related programming that highlight the community’s history and contributions to the nation’s heritage; and

WHEREAS, participation in the Tennessee America 250 initiative provides an opportunity for the City to engage residents and visitors in commemorating this historic milestone while promoting civic pride, education, and tourism; and

WHEREAS, the Tennessee Commission for the United States Semiquincentennial requires the City to enter into a grant contract outlining the terms, conditions, and responsibilities associated with the funding; and

WHEREAS, the Board of Commissioners finds that acceptance of this grant and approval of the associated contract is in the best interest of the City and its citizens.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Goodlettsville that:

1. The Board of Commissioners hereby approves the grant contract shown here as Exhibit I between the City of Goodlettsville and the Tennessee Commission for the United States Semiquincentennial for the Tennessee America 250 Community Support Grant.
2. The Board authorizes the City Manager to execute all necessary documents and agreements required to accept and administer the grant on behalf of the City.
3. The City Manager and appropriate City staff are authorized to take all actions necessary to implement the grant project in accordance with the terms and conditions of the agreement.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption, the public welfare requiring it.

Adopted: March 19, 2026

MAYOR RUSTY TINNIN

CITY RECORDER

APPROVED AS TO FORM AND LEGALITY

CITY ATTORNEY



ENDOWMENT GRANT CONTRACT

Begin Date 7/1/25	End Date 6/30/26	Agency Tracking # 31627-250	Edison ID 89231		
Public Chapter 530	Bill # HB1409	Section 36	Item 30		
Grantee Legal Entity Name City of Goodlettsville			Edison Vendor ID		
Service Caption (one line only) Semi Quincentennial Celebration					
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Contract Amount
2026	\$9,090.00	0	0	0	\$9,090.00
TOTAL :	\$9,090.00	0	0	0	\$9,090.00
Grantee Selection Process Summary					
<input checked="" type="checkbox"/> Competitive selection		Grantee organizations applied for funding via a competitive process requiring submission of applications during a specific cycle. Each application included project descriptions, supporting project budget and agency operating budgets. Applications were reviewed by TSM staff and assessed by other subject matter experts. The members of the Tennessee Commission for the U.S. Semiquincentennial reviewed and provided the final approval.			
<input type="checkbox"/> Non-competitive selection					
Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.			CPO USE - EG		
Speed Chart (optional) SM39		Account Code (optional)			

**GRANT CONTRACT
BETWEEN THE STATE OF TENNESSEE,
TENNESSEE STATE MUSEUM
AND
CITY OF GOODLETTSVILLE**

This Grant Contract, by and between the State of Tennessee, Tennessee State Museum, hereinafter referred to as the "State" or the "Grantor State Agency" and City of Goodlettsville hereinafter referred to as the "Grantee," is for the provision of Semi Quincentennial Celebration , as further defined in the "SCOPE OF SERVICES AND DELIVERABLES."

The Grantee is a Tennessee Government Entity.
Grantee Place of Incorporation or Organization: Goodlettsville, TN
Grantee Edison Vendor ID #

Scope 1:

A. SCOPE OF SERVICES AND DELIVERABLES:

- A.1. The Grantee shall provide the scope of services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.
- A.2. To support the TN Semiquincentennial Celebration (America250 or TN250) – Funding was included in the Governor's budget to the State Museum to support Tennessee's participation in the United States Semiquincentennial Celebration. The TN Semiquincentennial Commission developed a grant program for organizations across the state to apply for funding to promote and market the celebration in their respective areas.
- A.3. The Tennessee Commission for the United States Semiquincentennial offers two grant opportunities for organizations and communities centered around Tennessee's unique stories.
- A.4. Service Description. To utilize funding in preparation and celebration for the TN Semiquincentennial.
- A.5. Archival Support
- a. Collection Maintenance. It is acceptable to replace or purchase archival supplies to improve the storage conditions, operations, or public accessibility of archival collections, particularly those related to TN Semiquincentennial and Tennessee's role leading to that event. Such as the following:
 - 1) Archival shelving units
 - 2) Acid-free, lignin-free folders and boxes
 - 3) Other necessary archival supplies or environmental monitoring devices
 - 4) Contracted conservation treatments
 - 5) Hiring part-time workers to process collections or to plan digitization projects
 - 6) Improving online access to collections through digitization
 - b. Collection Preservation and Professional Development. It is acceptable to improve preservation of and access to Tennessee's historical records (including digitization), especially those that highlight Tennessee's contributions to TN Semiquincentennial and the founding of the United States. This includes educating and training records custodians and supporting archival program development and enhancement. Such as for the following:

- 1) Technology: This sub-category provides funding for hardware, software, peripherals, and other technology items used/needed to create online digital collections, especially those related to Tennessee's role in the founding of the United States.
- 2) Training: This sub-category provides funding for registration costs for webinars or workshops related to conservation, digitization, and digital project planning for archivists and museum personnel.
- 3) Contracted Services: This sub-category provides funding to hire a vendor or independent contractor for digitization or conservation services, particularly for work on collections that highlight Tennessee's contributions to America's founding. Include a vendor quote for these services with your application.
- 4) Contract/Part-Time Archivist: This sub-category provides funding to hire a contract or part-time archivist for the duration of the grant period to scan documents and create corresponding metadata for collections related to Tennessee's history and America 250.

A.6. Historic Preservation. It is acceptable to support historic preservation projects that focus on interpreting and preserving Tennessee's unique stories, objects, landmarks, and places across our diverse state that defined who we are as Tennesseans and Americans. Such as for the following:

- a. Historic Structure Restoration and Repair
- b. Historic Cemetery Restoration

A.7. Exhibition and Programs. It is acceptable to support exhibitions and programs that focus on interpreting and preserving Tennessee's unique stories, objects, landmarks, and places across our diverse state that defined who we are as Tennesseans and Americans. SA.6 such as the following:

- a. Public exhibitions, both long-standing and temporary, that support the themes of the nation's anniversary
- b. Educational lectures or symposia related to the Semiquincentennial
 - 1) Community history projects, including oral histories
 - 2) Conferences and symposia
 - 3) Festivals and performances
 - 4) Lectures and lecture series

A.8. Media Programs. It is acceptable to support media programs that focus on marketing, interpreting and preserving Tennessee's unique stories, objects, landmarks, and places across our diverse state that defined who we are as Tennesseans and Americans. Such as the following:

- a. production support of films
- b. videos,
- c. television,
- d. radio,
- e. podcasts,
- f. websites, or
- g. digital media

- A.9. Incorporation of Additional Documents. Each of the following documents is included as a part of this Grant Contract by reference or attachment. In the event of a discrepancy or ambiguity regarding the Grantee's duties, responsibilities, and performance hereunder, these items shall govern in order of precedence below.
- a. this Grant Contract document with any attachments or exhibits (excluding the items listed at subsections b. and c., below);
 - b. the State grant proposal solicitation as may be amended, if any;
 - c. the Grantee's proposal (Grantee Application) incorporated to elaborate supplementary scope of services specifications.

Scope 2:

A. SCOPE OF SERVICE AND DELIVERABLES:

- A.1. The Grantee shall provide the scope of services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.
- A.2. To support the TN Semiquincentennial Celebration (America250 or TN250) – Funding was included in the Governor's budget to the State Museum to support Tennessee's participation in the United States Semiquincentennial Celebration. The TN Semiquincentennial Commission developed a grant program for organizations across the state to apply for funding to promote and market the celebration in their respective areas.
- A.3. The Tennessee Commission for the United States Semiquincentennial offers two grant opportunities for organizations and communities centered around Tennessee's unique stories.
- A.4. Service Description. To utilize funding in preparation and celebration for the TN Semiquincentennial.
- A.5. Community Support Groups. To assist with two or more collaborating in their TN Semiquincentennial activities, such as:
- a. county/ municipality organizations
 - b. non-profit 501(c) and 501(a) organizations
 - c. local historical societies,
 - d. libraries,
 - e. museums
 - f. other applicable organizations
- A.6. Incorporation of Additional Documents. Each of the following documents is included as a part of this Grant Contract by reference or attachment. In the event of a discrepancy or ambiguity regarding the Grantee's duties, responsibilities, and performance hereunder, these items shall govern in order of precedence below.
- a. this Grant Contract document with any attachments or exhibits (excluding the items listed at subsections b. and c., below);
 - b. the State grant proposal solicitation as may be amended, if any;
 - c. the Grantee's proposal (Grantee Application) incorporated to elaborate supplementary scope of services specifications.

B. TERM OF CONTRACT:

This Grant Contract shall be effective on July 1, 2025 (“Effective Date”) and extend for a period of twelve (12) months after the Effective Date (“Term”). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed nine thousand ninety dollars (\$9,090.00) (“Maximum Liability”).
- C.2. Compensation Firm. The Maximum Liability of the State is not subject to escalation for any reason unless amended.
- C.3. Payment Methodology – Total Advance Payment. The Grantee shall be reimbursed for actual, reasonable, and necessary costs, not to exceed the maximum liability established in section C.1. Payment to the Grantee shall be a lump sum made in advance upon approval of this Grant Contract.
- C.4. Expenditures and Accounting. The expenditure of funds made available through this Grant Contract shall adhere to the Scope of Services. Said expenditures shall be made during the Grant Contract period and shall not be carried forward. The Grantee shall submit an Expenditures and Accounting report within sixty (60) days following the end of the Grant Contract. Said report shall demonstrate compliance with the Scope of Services and shall be in form and substance acceptable to the State.
- C.5. State’s Right to Set Off. The State reserves the right to set off or deduct from amounts that are or shall become due and payable to the Grantee under this Grant Contract or under any other agreement between the Grantee and the State of Tennessee under which the Grantee has a right to receive payment from the State.
- C.6. Prerequisite Documentation. The Grantee shall not receive the funds under the endowment grant until the State has received the following:
- a. A Grantee completed and signed State provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Grantee’s Federal Employer Identification Number or Social Security Number referenced in the Grantee’s Edison registration information.

D. STANDARD TERMS AND CONDITIONS:

- D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this contract, the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.2. Modification and Amendment. This Grant Contract may be modified only by a written amendment signed by all parties and approved by the officials who approved the Grant Contract and, depending upon the specifics of the Grant Contract as amended, any additional officials required by Tennessee laws and regulations (the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. A termination for convenience shall not be a breach of this Grant Contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective

termination date. The Grantee shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service that has not been rendered. The final decision as to the amount for which the State is liable shall be determined by the State. The Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount for the State's exercise of its right to terminate for convenience.

- D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract in a timely or proper manner, or if the Grantee violates any terms of this Grant Contract, the State shall have the right to immediately terminate the Grant Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the exercise of the State's right to terminate this Grant Contract for cause, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Grant Contract by the Grantee.
- D.5. Subcontracting. The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this contract pertaining to "Conflicts of Interest," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall remain responsible for all work performed.
- D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.
- D.7. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be emailed to the respective party as set out below:
The State:

Carrie Tipton, America 250 Coordinator
Tennessee State Museum
TN250@tn.gov
Telephone # (615) 712-1371

The Grantee:

David Anderson, Project Director
City of Goodlettsville
105 South Main Street
Goodlettsville, TN 37072
danderson@goodlettsville.gov
Telephone # 16157958885

A change to the above contact information requires written notice to the person designated by the other party to receive notice.

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

- D.8. Subject to Funds Availability. This Grant Contract is subject to the appropriation and availability of State funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Grant Contract upon written notice to the Grantee. The State's right to terminate this Grant Contract due to lack of funds is not a breach of this Grant Contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- D.9. Nondiscrimination. The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.10. Public Accountability. If the Grantee is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program, and the Grantee shall display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454

The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.

- D.11. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee shall include the statement, "This project is funded under an agreement with the State of Tennessee administered by the Tennessee Commission for the United States Semiquincentennial." "

All notices by the Grantee in relation to this Grant Contract shall be approved by the State.

- D.12. Records. The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Grantee's records shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting

Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Grant expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

- D.13. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.
- D.14. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.
- D.15. Annual and Final Reports. As a prerequisite to the receipt of grant funds, the Grantee shall agree to provide to the State agency head, within sixty (60) days of the close of the project, an accounting of the actual expenditure of such funds including a notarized statement that the report is true and correct in all material respects; provided, however, that the head of the State agency through which such disbursement is being made may require, in lieu of the accounting as provided above, an audited financial statement of the non-governmental agency or entity. A copy of such accounting or audit, as the case may be, also shall be filed with the office of the Comptroller of the Treasury
- D.16. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties.
- D.17. Independent Contractor. The parties shall not act as employees, partners, joint venturers, or associates of one another in the performance of this Grant Contract. The parties acknowledge that they are independent contracting entities and that nothing in this Grant Contract shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.

The Grantee, being an independent contractor and not an employee of the State, agrees to carry adequate public liability and other appropriate forms of insurance, including adequate public liability and other appropriate forms of insurance on the Grantee's employees, and to pay all applicable taxes incident to this Grant Contract.

- D.18. State Liability. The State shall have no liability except as specifically provided in this Grant Contract.
- D.19. Force Majeure. "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party except to the extent that the non-performing party is at fault in failing to prevent or causing the default or delay, and provided that the default or delay cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either party from its obligations under this Grant Contract. Except as set forth in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a default under this Grant Contract or grounds for termination. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. The occurrence of a Force Majeure Event affecting Grantee's representatives, suppliers, subcontractors, customers or business apart from this Grant Contract is not a Force Majeure Event under this Grant Contract. Grantee will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in Grantee's performance longer than forty-eight (48) hours, the State may, upon notice to Grantee: (a) cease payment of the fees until Grantee resumes performance of the affected obligations; or (b) immediately terminate this Grant Contract or any purchase order, in whole or in part, without further payment except for fees then due and payable. Grantee will not increase its charges under this Grant Contract or charge the State any fees other than those provided for in this Grant Contract as the result of a Force Majeure Event.
- D. 20. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available here: http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- D.21. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to its conflict or choice of law rules. The Grantee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under Tenn. Code Ann. §§ 9-8-101 through 9-8-408.
- D.22. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
- D.23. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.
- D.24. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.

- D.25. Debarment and Suspension. The Grantee certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:
- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
 - b. have not within a three (3) year period preceding this Grant Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
 - d. have not within a three (3) year period preceding this Grant Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Grantee shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified, or presently fall under any of the prohibitions of sections a-d.

- D.26. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information, regardless of form, medium or method of communication, provided to the Grantee by the State or acquired by the Grantee on behalf of the State that is regarded as confidential under state or federal law shall be regarded as "Confidential Information." Nothing in this Section shall permit Grantee to disclose any Confidential Information, regardless of whether it has been disclosed or made available to the Grantee due to intentional or negligent actions or inactions of agents of the State or third parties. Confidential Information shall not be disclosed except as required or permitted under state or federal law. Grantee shall take all necessary steps to safeguard the confidentiality of such material or information in conformance with applicable state and federal law.

The obligations set forth in this Section shall survive the termination of this Grant Contract.

E. SPECIAL TERMS AND CONDITIONS:

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, the special terms and conditions shall be subordinate to the Grant Contract's other terms and conditions.

IN WITNESS WHEREOF,

CITY OF GOODLETTSVILLE:

GRANTEE SIGNATURE

DATE

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

TENNESSEE STATE MUSEUM:

Ashley Howell, Executive Director

DATE