



## FINANCE COMMITTEE AGENDA

DATE: June 23, 2020

TIME: 3:00 p.m.

LOCATION: City Council Chambers/Google Meets

IN AN EFFORT TO FACILITATE THE CONTINUED RESPONSE TO THE CORONAVIRUS DISEASE (COVID-19), THIS MEETING WILL BE CONDUCTED IN PERSON AND VIA GOOGLE MEETS

- 1) CALL TO ORDER
- 2) ATTENDANCE
- 3) APPROVAL OF ELECTRONIC MEETING

*In order to comply with the technical aspects of the Governor's Executive Order regarding holding open meetings in a forum other than in the open and in public, the Finance Committee determines that meeting electronically is necessary to protect the health, safety, and welfare of its citizens due to the COVID-19 outbreak.*

- 4) ADOPTION OF MINUTES: May 26

- 5) DEPARTMENT REPORTS

1. PURCHASING *Camille Thomas*

- a) Report of bids
- b) Report of award of professional service contracts

- CDE - Renovation Design of the Office on Madison Street from Lyle-Cook-Martin Architects in the amount of \$710,751.00.

- CDE - Survey & Design for a New Parking Area at the Wilma Rudolph Blvd. Office from TTL Company (formerly DBS & Associates) in the amount of \$4,000.00.
- Street Dept. - Security Upgrade Design for the Lobby from Powell Architecture in an amount not to exceed \$4,000.00.
- Street Dept. - Design for the Replacement of the Dunbar Cave Road Bridge from Winford A. Petrone Co., PLLC in the amount of 15% of the construction cost.
- Gas & Water - New North Service Center Renovation Design from Lyle-Cook-Martin in the amount of \$40,000.00.
- Project Management - Asbestos Monitoring of the Frost Morn Building from Gobbell Hays Partners, Inc. in the amount of \$21,070.00.

c) Report of sale of surplus property on *GovDeals.com* May 2020: \$33,326.00.

## 2. GENERAL FUND

- a) Monthly report *Laurie Matta*
- b) Reports on Debt Obligation (\$42,619,000, \$4,430,000) *Laurie Matta*

## 3. DEPARTMENT OF ELECTRICITY

- a) Monthly reports *David Johns, Christy Batts*

## 4. CITY ATTORNEY

- a) Report of legal expenditures *Lance Baker*
  - Bradley Arant Boult Cummings: Kimberly Black v. City \$983.82

## 6) COMMITTEE ACTION

### 1. POLICE

- a) Approval of pay plan for crossing guards *Chief Crockarell*

7) CITY COUNCIL ACTION

1. COMMUNITY DEVELOPMENT

a) **RESOLUTION 4-2020-21** Authorizing the Grant Application and Adopting the 2020-2024 Consolidated Plan and the 2020-2021 Annual Action Plan and the 2020-2021 Budget for Community Development Block Grant and HOME Programs *Tammy Kilgore*

2. HUMAN RESOURCES

a) **RESOLUTION 5-2020-21** Adopting Personnel Policy #20-1 pertaining to Confined Spaces in the Workplace *Will Wyatt/Wes Golden*

b) **RESOLUTION 6-2020-21** Adopting Personnel Policy #20-2 pertaining to Control of Hazardous Energy Sources in the Workplace *Will Wyatt/Wes Golden*

3. POLICE

a) **RESOLUTION 1-2020-21** Authorizing an interlocal agreement with the E911 Emergency Communications District *Chief Crockarell (Public Safety Committee: Approval)*

b) **RESOLUTION 2-2020-21** Authorizing an interlocal agreement with Montgomery County regarding shared expenses for autopsies *Chief Crockarell (Public Safety Committee: Approval)*

4. SHORT TERM RENTALS

a) **ORDINANCE 1-2020-21** (First Reading) Amending the Official Code to establish regulations pertaining to short term rentals *Councillady Streetman (Public Safety Committee: Postponed)*

5. SUFFRAGIST MONUMENT

a) **RESOLUTION 3-2020-21** Authorizing a Memorandum of Understanding with the Clarksville-Montgomery County Arts & Heritage Development Council pertaining to Clarksville's Original Suffragist Monument on Public Square *Jennifer Letourneau*

8) PUBLIC COMMENTS (*3 individuals allowed; 5 minutes each*)

*In accordance with the Alternative Public Comments Procedure, requests must be made no less than 48 hours prior to the meeting; no requests were submitted.*

9) ADJOURNMENT



# **FINANCE COMMITTEE**

## **MAY 26, 2020**

### **MINUTES**

#### **NON-PUBLIC MEETING**

City Attorney Lance Baker met with all members of the City of Clarksville Finance Committee in a non-public meeting on Tuesday, May 26, 2020, at 3:00 p.m. in the City Hall Conference Room, 1 Public Square, Clarksville, Tennessee, regarding a settlement offer in the Robinson v. City case.

#### **PUBLIC MEETING CALL TO ORDER**

The public meeting of the Finance Committee was called to order at 3:48 p.m.

#### **ATTENDANCE**

**PRESENT:** Jeff Burkhardt, Tim Chandler, Jeff Henley, Stacey Streetman

**ABSENT:** Valerie Guzman

#### **APPROVAL OF ELECTRONIC MEETING**

*In order to comply with the technical aspects of the Governor's Executive Order regarding holding open meetings in a forum other than in the open and in public, the Finance Committee determines that meeting electronically is necessary to protect the health, safety, and welfare of its citizens due to the COVID-19 outbreak.*

Councilman Henley made a motion to authorize the electronic meeting. The motion was seconded by Councilwoman Streetman. A voice vote was taken; the motion passed without objection.

#### **ROBINSON V. CITY**

Mr. Baker stated the demand of the plaintiff was for \$1.2 million to settle any and all existing and future claims in connection with the issues relative to this case. Councilman Chandler made a motion to reject this offer. The motion was seconded by Councilwoman Streetman. A voice vote was taken; the motion passed without objection.



## ADOPTION OF MINUTES

Councillady Streetman made a motion to adopt the minutes of April 28, May 19, and May 21 as presented. The motion was seconded by Councilman Henley. A voice vote was taken; the motion passed without objection.

## PURCHASING REPORT

Director of Purchasing Camille Thomas shared the monthly bid summary and noted the department was beginning the bid process for the upcoming fiscal year. She reported award of the following professional service contracts:

- Gas & Water - Gas Operator Qualifications Learning Management System from Industrial Training Services, Inc. in the amount of \$54,625.00.
- Gas & Water - Design of a 2 MGD Water Treatment Plant Upgrade from Smith Seckman Reid, Inc. in the amount of \$182,589.00.
- Human Resources - Cost Association for Post 2006 Hired Employees Retiree Benefits from Findley in the amount of \$5,500.00.

Ms. Thomas reported sales of surplus property on *GovDeals.com* in the amount of \$6,251.00 during April.

## GENERAL FUND REPORT

Chief Financial Officer Laurie Matta said year-to-date revenues exceeded expenses by \$6.7 million with \$32.8 million collected for property taxes. A total of \$82 million had been collected. Ms. Matta said spending was up, but departments were under budget by \$2.6 million. Local Option Sales Taxes rendered \$1.4 million for the General Fund, \$69,000 for the Road Improvement Fund, and \$4.5 million for schools. Capital Project spending totaled \$5.3 million of \$32.8 invested. The Fund Balance was estimated to be \$33.7 million or 33.4% of budgeted expenditures. Ms. Matta noted expenses related to recent wind storms and the lack of revenue resulting from the COVID-19 Pandemic were being monitored.

## CDE REPORT

On behalf of CDE Chief Financial Officer David Johns, Ms. Matta said the Broadband Division had a good month showing an increase of 100 customers. The Electric Division reported lower power usage by commercial customers and increased power usage by residential customers as a result of the Governor's Stay At Home Order during the COVID-19 Pandemic.

## CITY ATTORNEY REPORT

Mr. Baker reported payment of the following legal expenditures:

- Bradley Arant, Kimberly Black v. City - \$12,397.00
- Bradley Arant, Jeff Robinson v. City - \$21,666.25
- McCarter English, Fort Campbell Matters - \$6,628.05

## BLACKMAN STREET PROPERTY TRANSFER

**ORDINANCE 78-2010-20** (First Reading) Authorizing a quit claim deed to transfer property on Blackman Street to Sydney Hedrick

Deputy City Attorney Jeff Goodson said Syd Hedrick had been paying property taxes on 15' of land not included in the title to his personal property and said there would be no interference with the Clarksville Greenway if the transfer is approved. Councilman Henley made a motion to forward this ordinance to the City Council with a recommendation of approval. The motion was seconded by Councilman Chandler. A voice vote was taken; the motion passed without objection.

## WOODLAWN UTILITY DISTRICT

**RESOLUTION 73-2019-20** Authorizing an agreement with Woodlawn Utility District for water services

Gas & Water General Manager Mark Riggins said the department would transfer ownership of the water infrastructure to Woodlawn Utility District which would allow the City to sell water directly to the residents of Liberty Park Subdivision. Expenses would be recovered within seven years. Councilman Chandler made a motion to forward this resolution to the City Council with a recommendation of approval. The motion was seconded by Council Lady Streetman. A voice vote was taken; the motion passed without objection.

**RESOLUTION 74-2019-20** Authorizing an agreement with Woodlawn Utility District for sanitary sewerage services

Councilman Burkhart said this agreement was the same as for the East Montgomery Utility District. Council Lady Streetman made a motion to forward this resolution to the City Council with a recommendation of approval. The motion was seconded by Councilman Henley. A voice vote was taken; the motion passed without objection.

## PUBLIC COMMENTS

In accordance with the Alternative Public Comments procedure, there were no requests for public comments received.

## ADJOURNMENT

The meeting was adjourned at 4:14.

*ADOPTED:* June 23, 2020

**FINANCE & ADMINISTRATION COMMITTEE  
BID SUMMARY  
JUNE 23, 2020**

The following bids/proposals have been solicited, opened and have been approved by the Purchasing Director. All are low bid/proposal except where noted.

<u>BID #</u>	<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>AWARDED TO</u>	<u>AMOUNT</u>
4036	Police Dept.	Police Precinct # 3	Boger Construction	\$ 2,997,300.00
4044	G&W	50% Hydrogen Peroxide	Specialty Chemical Co.	\$ 2.2698 per gal
4046	Recreation	Façade Repair at the Crow Community Center	BR Miller & Co.	\$ 195,142.00
4047	G&W	Municiplex Service Pipe	Core & Main	\$ See Attached
4048	G&W	Fire Service Meters	Southern Pipe & Supply	\$ 48,784.00
4049	G&W	Water Meters	Southern Pipe & Supply	\$ 472,670.75
4053	G&W	Bailey & Henry St. Gravity Sewer Replacement	Moore Construction	\$ 159,477.50
4065	G&W	23% Hydrofluoslic Acid	Univar	\$ 0.1780 wet lb.

**SOLE SOURCE PURCHASES:**

1. G&W - Future purchases of Colilert reagent, IDEXX vessel, and HPC test kits form IDEXX Laboratories.
2. G&W - New customer credit checks from Online Utility Exchange.
3. G&W – Future purchases of portable natural gas odorizer from Ed Young Sales.
4. Fire Dept. – Future purchases of heavy duty recliners from Dreamseat.
5. Fire Dept. – Future water rescue training from Matney Enterprises.
6. Street Dept. – Future purchases of Siemen’s products from Temple, Inc.

**PROPRIETARY PURCHASE:**

1. G&W – Future monitoring analyses for Microbiological, Inorganics, Organics from McCoy & McCoy Laboratories.

**Bid #4036 – Police Dept. – Police Precinct # 3**

Boger Construction	\$ 2,997,300.00*	
BR Miller & Co.	\$ 3,209,752.00	Local
Wright Construction	\$ 3,219,200.00	
C&C Contracting	\$ 3,281,595.00	
Hughes Construction	\$ 3,562,300.00	Local
NexGen. Construction	\$ 3,667,500.00	Local
Pride Concrete	No Response	Local

Comperry Development	No Response	Local
Morgan Inc.	No Response	Local
Neely Engineers & Contracting	No Response	Local
ADA Inspection Nationwide	No Response	
Adams Construction	No Response	
Aspen Park Properties	No Response	Local
Beech Construction Services	No Response	
Blue Team Restoration	No Response	
Brett Design / Build	No Response	
Corporate Vision	No Response	
Curl Construction & Excavating	No Response	
Duracap Asphalt & Paving Co.	No Response	
Gregory Construction	No Response	
Hathaway's Demo Construction Environmental	No Response	
Hedstrom Design	No Response	
Isenhour Door Products	No Response	
John Bouchard & Sons	No Response	
Landscape Services	No Response	
Lee Company	No Response	Local
Leland Inc.	No Response	
Level Up Home Improvement	No Response	
McCall Contracting	No Response	Local
Peed Bros.	No Response	
R Lafferty & Son	No Response	Local
Reed Construction	No Response	
RL Alvarez Construction	No Response	Local
Road Runner Highway Signs	No Response	
S&W Contracting	No Response	
Southeast Contractors	No Response	
Spring Clean	No Response	
TW Frierson Contractor	No Response	
Tennessee Guardrail	No Response	
The Whiting-Turner Contracting	No Response	
Transformation Construction Group	No Response	
Triple S Contracting	No Response	Local
Workman General Contracting	No Response	Local
ACT Constructors	No Response	
Baron Construction	No Response	
Barry Edwards Construction	No Response	
Commercial Industrial Construction	No Response	
Concord Building Group	No Response	
Cross Driven Construction	No Response	
Curtis Builder	No Response	
DeAngelis Diamond Construction	No Response	
Doster Construction	No Response	
Dowdle Construction Group	No Response	
Drakes Creek Builders	No Response	
Eastman Hardscape Construction	No Response	
First Service Construction	No Response	

Franklin Construction	No Response	
Ginn General Contractors	No Response	
Hall Construction	No Response	Local
Hardway Construction	No Response	
Holt Construction	No Response	
Hunt Construction	No Response	
Jeff Shepherd Construction	No Response	Local
Maynard Construction	No Response	Local
Moore Construction	No Response	Local
Olympian Construction	No Response	
Orion Building Corp	No Response	
Parchman Construction	No Response	Local
Paris Construction	No Response	
Phoenix Commercial Builder	No Response	
R G Anderson Co.	No Response	
Ryzec Building Group	No Response	
Skanska USA Building	No Response	
Steed Brothers Contractors	No Response	
Waymon Hale Construction	No Response	

**Bid #4044 – G&W – 50% Hydrogen Peroxide**

Specialty Chemical Co.	\$ 2.2698 per gal*
Source Technologies	\$ 2.33 per gal
Brenntag Mid-South	\$ 2.3453 per gal
U.S Peroxide	\$ 2.35 per gal
Evogua Water Technologies	\$ 2.49 per gal
Univar USA	No Bid
Gulbrandsen Technologies	No Bid
CoreChem	No Bid
Seimens Water Technologies	No Response
American Development Corp.	No Response
Harcross Chemical	No Response
Industrial Chemicals	No Response
Allied Universal Corp.	No Response
Shannon Chemical Corp.	No Response
Taylor Chemical Group	No Response
Mosaic Crop Nutrition	No Response
Chemco Industries	No Response
Marubeni Specialty Chemicals	No Response
Premier Magnesia	No Response
Aulick Chemical Solution	No Response
Solenis	No Response
Hawkins	No Response
USALCO	No Response
Ulrich Chemical	No Response
Lucier Chemical	No Response
DPC Enterprises	No Response
DuBois Chemicals	No Response

PENNCO

No Response

**Bid #4046 – Recreation – Façade Repair at the Crow Community Center**

BR Miller & Co.	\$ 195,142.00*	Local
Hughes Construction	\$ 210,690.00	Local
Pride Concrete	\$ 217,500.00	Local
Jeff Shepherd Construction	\$ 222,007.00	Local
Beech Construction Services	\$ 372,485.00	
Triple S Contracting	No Response	Local
NexGen Construction	No Response	Local
Quality Exterior Co.	No Response	Local
Morgan Inc.	No Response	Local
David Adams Construction	No Response	
Neely Engineers & Contracting	No Response	Local
Hall Construction	No Response	Local
Titan Projects	No Response	Local
Means Construction	No Response	Local
Bama Boys Construction	No Response	Local
ACT Contractors	No Response	
Allegiant Property Solution	No Response	
Atkins Construction	No Response	
B&B Construction & Excavation	No Response	
Barrett Construction & Renovation	No Response	
C&H Commercial Contractors	No Response	
Charlie Irwin Painting	No Response	
Curtis Builders	No Response	
Doster Construction	No Response	
First Service Construction	No Response	
Maynard Construction	No Response	Local
McMahan Construction	No Response	
MTLC Building Group	No Response	
Parchman Construction	No Response	Local
Rose Construction	No Response	
Ryzec Building Group	No Response	
Southland Constructors	No Response	
Adams Construction	No Response	
Aspen Park Properties	No Response	Local
Batten / Shaw Construction	No Response	
Blue Team Restoration	No Response	
Brett Design / Build	No Response	
Cliff Carey General Contractors	No Response	
Corporate Vision	No Response	
Curl Construction & Excavating	No Response	
Gregory Construction	No Response	
Level Up Home Improvement	No Response	
McCall Contracting	No Response	Local
MDI Construction	No Response	
Orion Building Corp.	No Response	

R Lafferty & Son	No Response	Local
Reed Construction	No Response	
RL Alvarez Construction	No Response	Local
Southeast Contractors	No Response	
Stubblefield Construction	No Response	
TW Frierson Contractor	No Response	
The Whiting-Turner Contracting	No Response	
Workman General Contractor	No Response	Local

**Bid #4047 – G&W – 50% Municipex Service Pipe**

Core & Main	See Attached*	
Consolidated Pipe	See Attached	
Fortiline Waterworks	See Attached	
Ferguson Waterworks	See Attached	Local
G&C Supply	See Attached	
General Utilities Pipe & Supply	See Attached	
Hayes Pipe & Supply	See Attached	
Southern Pipe & Supply	See Attached	
Kenny Pipe & Supply	No Response	Local
CI Thornburg	No Response	
MaComb Pipe & Supply	No Response	Local
Volunteer Utility Sales	No Response	
Bar Environmental	No Response	
Chris George Sales	No Response	
Graybar Electric	No Response	
Indelco Plastic Corp.	No Response	
Smith Turf & Irrigation	No Response	
Utility Technologies	No Response	
Walter A Wood Supply	No Response	

**Bid #4048 – G&W – Fire Service Meters**

Southern Pipe & Supply	\$ 48,794.00*	
Core & Main	\$ 16,703.37**	
Neptune Technologies Group Inc.	No Response	
Sensus Metering Systems	No Response	
CI Thornburg	No Response	
Bar Environmental	No Response	
McLemore Water Meter Service	No Response	
Misco Industrial	No Response	
National Water Service	No Response	
Nova-Tech International	No Response	
Walter a Wood Supply	No Response	
Consolidated Pipe Supply	No Response	
Ferguson Enterprises	No Response	Local
Fortiline Waterworks	No Response	
HD Supply	No Response	
Kenny Pipe & Supply	No Response	Local



Meter Works of Tennessee	No Response
Taylor Meter Technologies	No Response
Volunteer Utility Sales	No Response
Wholesale Supply Group	No Response

\*\* Did not meet specs.

**Bid #4049 – G&W – Water Meters**

Southern Pipe & Supply	\$472,670.75*	
Core & Main	\$ 422,947.71**	
Neptune Technologies Group Inc.	No Response	
Sensus Metering Systems	No Response	
CI Thornburg	No Response	
Bar Environmental	No Response	
Consolidated Pipe Supply	No Response	
McLemore Water Meter Service	No Response	
Misco Industrial	No Response	
National Water Service	No Response	
Nova-Tech International	No Response	
Walter a Wood Supply	No Response	
Consolidated Pipe Supply	No Response	
Ferguson Enterprises	No Response	Local
Fortiline Waterworks	No Response	
HD Supply	No Response	
Kenny Pipe & Supply	No Response	Local
Meter Works of Tennessee	No Response	
Taylor Meter Technologies	No Response	
Volunteer Utility Sales	No Response	
Wholesale Supply Group	No Response	

\*\* Did not meet specs.

**Bid #4053 – G&W – Bailey & Henry St. Gravity Sewer Replacement**

Moore Construction	\$ 159,477.50*	Local
Scott & Ritter	\$ 167,020.00	
Meadows Contracting	\$ 196,705.00	
Byard Construction	\$ 229,495.00	Local
Parchman Construction	\$ 229,570.82	Local
Gaines Shearon Construction	No Response	
Gregory Construction	No Response	
I.T.S Maintenance	No Response	
Insituform Technologies	No Response	
Ling Pipeline & Utility	No Response	
Lee Company	No Response	Local
Morgan, Inc.	No Response	Local
Morris Wall Construction	No Response	Local
MRC Underground Utilities	No Response	

Smith Contractors	No Response
Uretek USA, Inc.	No Response
Dale Murphy Construction	No Response
Portland Utilities Construction	No Response
Xylem	No Response

**Bid #4065 – G&W – 23% Hydrofluosilic Acid**

Univar	\$ 0.1780 per wet lb.*
Brenntag Mid-South Chemical	\$ 0.1850 per wet lb.
Industrial Chemical	\$ 0.195 per wet lb.
Specialty Chemical	\$ 0.2080 per wet lb.
PENCCO	No Bid
American Development Corp.	No Bid
Harcross Chemical	No Response
Ulrich Chemical	No Response
Lucier Chemical Industries	No Response
DPC Enterprises	No Response
Source Technologies	No Response
Kemira Water Solutions	No Response
US Peroxide	No Response
Siemens Industry	No Response
Chem Trade	No Response
Allied Universal Corp.	No Response
Shannon Chemical Corp.	No Response
Taylor Chemical Corp.	No Response
Mosaic Crop Nutrition	No Response
Chemco Industries	No Response
Gulbrandsen Technologies	No Response
CoreChem	No Response
Marubeni Specialty Chemical	No Response
Premier Magnesia	No Response
Aulick Chemical Solution	No Response
Solenis	No Response
Geo Specialty Chemical	No Response
Oxbow Activated Carbon	No Response
Hawkins	No Response
USALCO	No Response
Cedar Chem.	No Response
Evoqua Water Technologies	No Response
Misco Industrial	No Response
Brewer Chemical & Equipment	No Response
Brighton Enterprises	No Response
Ideal Chemical & Supply	No Response

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\*Department Recommendation

**BID PRICE:**Cored main  
4047

ITEM/QTY	DESCRIPTION	COST PER FOOT
¾ in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ <u>0.73</u>
¾ in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ <u>0.73</u>
¾ in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ <u>0.73</u>
1 in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ <u>1.10</u>
1 in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ <u>1.10</u>
1 in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ <u>1.10</u>
2 in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ <u>6.84</u>
2 in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ <u>6.84</u>
2 in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ <u>6.84</u>
<u>4000</u>	<u>¾" Mueller Brand Stainless Steel NSF-61</u> <u>Certification Insert Stiffeners for Municipex Pipe</u>	\$ <u>2.60</u>
<u>2000</u>	<u>1" Mueller Brand Stainless Steel NSF-61</u> <u>Certification Insert Stiffeners Inserts for</u> <u>Municipex Pipe</u>	\$ <u>2.75</u>
<u>100</u>	<u>2" Mueller Brand Stainless Steel Insert</u> <u>Stiffeners for Municipex Pipe</u>	\$ <u>9.45</u>

**List Any Exceptions\*:**

\*Exceptions may constitute nullification of Vendor's bid.

CONSOLIDATED PIPE

4047

**BID PRICE:**

ITEM/QTY	DESCRIPTION	COST PER FOOT
¼ in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ .95'
¼ in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ .95'
¼ in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ .95'
1 in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ 1.40'
1 in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ 1.40'
1 in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ 1.40'
2 in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ 8.80'
2 in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ 8.80'
2 in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ 8.80'
4000	¾" Mueller Brand Stainless Steel NSF-61 Certification Insert Stiffeners for Muncipex Pipe	\$ 1.90 ea
2000	1" Mueller Brand Stainless Steel NSF-61 Certification Insert Stiffeners Inserts for Muncipex Pipe	\$ 2.10 ea
100	2" Mueller Brand Stainless Steel Insert Stiffeners for Muncipex Pipe	\$ 6.95 ea

**List Any Exceptions\*:**

\*Exceptions may constitute nullification of Vendor's bid.

Fort, line

**BID PRICE:**

ITEM/QTY	DESCRIPTION	COST PER FOOT
¾ in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ <u>.92</u>
¾ in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ <u>.92</u>
¾ in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ <u>.92</u>
1 in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ <u>1.38</u>
1 in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ <u>1.38</u>
1 in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ <u>1.38</u>
2 in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ <u>8.58</u>
2 in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ <u>8.58</u>
2 in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ <u>8.58</u>
4000	¾" Mueller Brand Stainless Steel NSF-61 Certification Insert Stiffeners for Municipex Pipe	\$ <u>1.86</u>
2000	1" Mueller Brand Stainless Steel NSF-61 Certification Insert Stiffeners Inserts for Municipex Pipe	\$ <u>1.99</u>
100	2" Mueller Brand Stainless Steel Insert Stiffeners for Municipex Pipe	\$ <u>6.78</u>

**List Any Exceptions\*:**

\*Exceptions may constitute nullification of Vendor's bid.

Ferguson Water Works  
4047

**BID PRICE:**

ITEM/QTY	DESCRIPTION	COST PER FOOT
¾ in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ <u>.90</u>
¾ in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ <u>.90</u>
¾ in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ <u>.90</u>
1 in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ <u>1.35</u>
1 in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ <u>1.35</u>
1 in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ <u>1.35</u>
2 in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ <u>8.40</u>
2 in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ <u>8.40</u>
2 in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ <u>8.40</u>
4000	<u>¾" Mueller Brand Stainless Steel NSF-61 Certification Insert Stiffeners for Municipex Pipe</u>	\$ <u>—</u>
2000	<u>1" Mueller Brand Stainless Steel NSF-61 Certification Insert Stiffeners Inserts for Municipex Pipe</u>	\$ <u>—</u>
100	<u>2" Mueller Brand Stainless Steel Insert Stiffeners for Municipex Pipe</u>	\$ <u>—</u>

**List Any Exceptions\*:**

\*Exceptions may constitute nullification of Vendor's bid.

GAC Supply  
41047

**BID PRICE:**

ITEM/QTY	DESCRIPTION	COST PER FOOT
¾ in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ <u>.68</u>
¾ in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ <u>.68</u>
¾ in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ <u>.68</u>
1 in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ <u>1.02</u>
1 in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ <u>1.02</u>
1 in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ <u>1.02</u>
2 in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ <u>6.10</u>
2 in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ <u>6.10</u>
2 in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ <u>6.10</u>
4000	<u>¾" Mueller Brand Stainless Steel NSF-61 Certification Insert Stiffeners for Municipex Pipe</u>	\$ <u>1.44</u>
2000	<u>1" Mueller Brand Stainless Steel NSF-61 Certification Insert Stiffeners Inserts for Municipex Pipe</u>	\$ <u>1.53</u>
100	<u>2" Mueller Brand Stainless Steel Insert Stiffeners for Municipex Pipe</u>	\$ <u>2.10</u>

**List Any Exceptions\*:**

Ford Meter Box brand Inserts

\*Exceptions may constitute nullification of Vendor's bid.

**BID PRICE:**

General Utility Piped  
Supply  
4047

ITEM/QTY	DESCRIPTION	COST PER FOOT
¾ in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ <u>.90</u>
¾ in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ <u>.90</u>
¾ in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ <u>.90</u>
1 in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ <u>1.35</u>
1 in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ <u>1.35</u>
1 in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ <u>1.35</u>
2 in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ <u>8.40</u>
2 in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ <u>8.40</u>
2 in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ <u>8.40</u>
<u>4000</u>	<u>¾" Mueller Brand Stainless Steel NSF-61 Certification Insert Stiffeners for Municipex Pipe</u>	\$ <u>1.54</u>
<u>2000</u>	<u>1" Mueller Brand Stainless Steel NSF-61 Certification Insert Stiffeners Inserts for Municipex Pipe</u>	\$ <u>1.63</u>
<u>100</u>	<u>2" Mueller Brand Stainless Steel Insert Stiffeners for Municipex Pipe</u>	\$ <u>2.24</u>

**List Any Exceptions\*:**

\*Exceptions may constitute nullification of Vendor's bid.



Hayes Pipe Supply  
4047

**BID PRICE:**

ITEM/QTY	DESCRIPTION	COST PER FOOT
¾ in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ <u>1.00</u>
¾ in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ <u>1.00</u>
¾ in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ <u>1.00</u>
1 in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ <u>1.50</u>
1 in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ <u>1.50</u>
1 in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ <u>1.50</u>
2 in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ <u>9.65</u>
2 in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ <u>9.65</u>
2 in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ <u>9.65</u>
<u>4000</u>	<u>¾" Mueller Brand Stainless Steel NSF-61 Certification Insert Stiffeners for Municipex Pipe</u>	\$ <u>2.25</u>
<u>2000</u>	<u>1" Mueller Brand Stainless Steel NSF-61 Certification Insert Stiffeners Inserts for Municipex Pipe</u>	\$ <u>3.25</u>
<u>100</u>	<u>2" Mueller Brand Stainless Steel Insert Stiffeners for Municipex Pipe</u>	\$ <u>4.25</u>

**List Any Exceptions\*:**

\*Exceptions may constitute nullification of Vendor's bid.

**BID PRICE:**

ITEM/QTY	DESCRIPTION	COST PER FOOT
¾ in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ <u>.91</u>
¾ in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ <u>.91</u>
¾ in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ <u>.91</u>
1 in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ <u>1.36</u>
1 in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ <u>1.36</u>
1 in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ <u>1.36</u>
2 in. 100 ft. coil (30.5m)	MUNICIPEX® Pipe	\$ <u>8.41</u>
2 in. 300 ft. coil (91.4 m)	MUNICIPEX® Pipe	\$ <u>8.41</u>
2 in. 500 ft. coil (152.4 M)	MUNICIPEX® Pipe	\$ <u>8.41</u>
4000	<u>¾" Mueller Brand Stainless Steel NSF-61 Certification Insert Stiffeners for Municipex Pipe</u>	\$ <u>1.46</u>
2000	<u>1" Mueller Brand Stainless Steel NSF-61 Certification Insert Stiffeners Inserts for Municipex Pipe</u>	\$ <u>1.54</u>
100	<u>2" Mueller Brand Stainless Steel Insert Stiffeners for Municipex Pipe</u>	\$ <u>2.12</u>

List Any Exceptions\*:

\* Quoted For Inserts \*

\*Exceptions may constitute nullification of Vendor's bid.

# REQUEST FOR PROFESSIONAL SERVICE

## 1. SELECTION OF FIRM

PROJECT NAME AND SCOPE OF WORK:	NOC Renovations
NAME OF FIRM:	Lyle Cook Martin Architects
QUALIFICATIONS, COMPETENCE AND INTEGRITY OF FIRM:	<p>Lyle • Cook • Martin Architects, Inc. was founded in 1983, evolving into Lyle Cook Architects in 1988 and Lyle Cook Martin Architects following Brad Martin's partnership in 2000.</p> <p>The firm derives its organization from the complimentary talents and abilities of the partners and associates. This partnership is stabilized by the recognition that the combined talents of the firm and unique differences can offer greater diversity to clients.</p> <p>Although a relatively small firm as compared to national averages, Lyle Cook Martin Architects is the largest firm in Clarksville with four professional Architects and support staff members. The firm is large enough to offer diversity and flexibility, but small enough to maintain personal hands-on service. A client is not passed-off to less experienced individuals.</p> <p>Lyle • Cook • Martin Architects combines over seventy-five years of hands-on project experience by the principals and upper management staff. Direct principal involvement in all phases of project development insures the client that the full value of knowledge and experience available is being applied on their project.</p> <p>Our firm purposely does not specialize in any particular building or project type. We feel that a broad base of experience on both large and small projects in multiple architectural types helps to keep our technical skills and delivery procedures well honed, however, based on our repeat clients, we have developed certain specialized skills and expertise which exceed a typical firms in the areas of building renovation, reroofing and building envelope failures. This experience contributes to the technical correctness of our new projects.</p> <p>Our philosophy of practice is to provide our clients with the physical manifestation of their needs and desires through a collaborative effort that involves all parties in</p>

	<p>the decision making process.</p> <p>We do not have a set style or product to sell. We feel that a buildings appearance must respond to its particular use, location and client's desire.</p> <p>Lyle • Cook • Martin Architects is dedicated to a project delivery system that embodies the principles of rigid budget, schedule and quality control. In response to these challenges, we continue to integrate the latest developments in computer-aided drafting and other information enhancing technologies.</p> <p>Our overall capabilities are supported by a sound financial position and stable in-house environment</p>
YEARS OF EXPERIENCE:	Founded in 1983
SIMILAR PROJECTS PERFORMED FOR THE CITY:	Wilma Rudolph Renovations
SIMILAR PROJECTS PERFORMED ELSEWHERE:	Jenkins & Wynne
OTHER QUALIFICATIONS:	
NAMES OF THOSE INVOLVED IN THE SELECTION (MUST BE 2 OR MORE AND MUST HAVE NO CONFLICT OF INTEREST AS PER PURCHASING POLICY):	Brian Taylor, Christy Batts
DEPARTMENT WHERE FUNDS ARE BUDGETED:	Administrative – Outside Consulting

<u>Brian O'Tayl</u>	<u>5-21-2020</u>
SIGNATURE OF DEPARTMENT HEAD OF BUDGETARY DEPT. OR HIS/HER DESIGNEE	DATE
<u>Christy Batts</u>	<u>5/21/20</u>
SIGNATURES OF OTHERS INVOLVED IN SELECTION	DATE
<u>Camille Thomas</u>	<u>5-22-20</u>
SIGNATURE OF PURCHASING SUPERVISOR	DATE

2. **COST: ONCE ALL SIGNATURES ABOVE HAVE BEEN SECURED, YOU MAY NOW REQUEST PRICING FROM THE SELECTED FIRM. COST SHALL BE REPORTED TO THE PURCHASING SUPERVISOR ONCE OBTAINED.**

ESTIMATED COST (TO BE PROVIDED ONCE DETERMINED):	\$ 710,751.00
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Acknowledgement of cost estimate received:

Camille Thomas  
SIGNATURE OF PURCHASING SUPERVISOR

[Signature]  
SIGNATURE OF CHIEF FINANCIAL OFFICER

5-27-20  
DATE

5/27/2021  
DATE



# REQUEST FOR PROFESSIONAL SERVICE (REV 8/3/2015)

## 1. SELECTION OF FIRM

PROJECT NAME AND SCOPE OF WORK:	Survey / design for new parking area – Wilma Rudolph campus.
NAME OF FIRM:	DBS & Associates Engineering <i>TTL Company</i>
QUALIFICATIONS, COMPETENCE AND INTEGRITY OF FIRM:	Previous work with CDE has been excellent
YEARS OF EXPERIENCE:	Approximately seven (7) years with CDE
SIMILAR PROJECTS PERFORMED FOR THE CITY:	Batson property easement; substation property Tylertown Rd; campus plan at Wilma Rudolph facility.
SIMILAR PROJECTS PERFORMED ELSEWHERE:	Several in Clarksville / Montgomery County, TN
OTHER QUALIFICATIONS:	
NAMES OF THOSE INVOLVED IN THE SELECTION (MUST BE 2 OR MORE AND MUST HAVE NO CONFLICT OF INTEREST):	Terry Resha, Daniel Kimbell and Bruce Walker
DEPARTMENT WHERE FUNDS ARE BUDGETED:	CDE Lighthand, Engineering / Operations

*Bruce C. Walker*  
 SIGNATURE OF DEPARTMENT HEAD OF BUDGETARY DEPT. OR HIS/HER DESIGNEE  
 DATE 3/20/2020

*Terry Resha Daniel Kimbell*  
 SIGNATURES OF OTHERS INVOLVED IN SELECTION  
 DATE 3/20/2020

*Carmel Thomas*  
 SIGNATURE OF PURCHASING SUPERVISOR  
 DATE 4-29-20

2. **COST: ONCE ALL SIGNATURES ABOVE HAVE BEEN SECURED, YOU MAY NOW REQUEST PRICING FROM THE SELECTED FIRM. COST SHALL BE REPORTED TO THE PURCHASING SUPERVISOR ONCE OBTAINED.**

ESTIMATED COST (TO BE PROVIDED ONCE DETERMINED):	\$4,000.00
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Acknowledgement of cost estimate received:

*Carmel Thomas*  
 SIGNATURE OF PURCHASING SUPERVISOR  
 DATE 4-29-20

# REQUEST FOR PROFESSIONAL SERVICE

## 1. SELECTION OF FIRM

PROJECT NAME AND SCOPE OF WORK:	SECURITY UPGRADE DESIGN FOR STREET DEPT LOBBY
NAME OF FIRM:	POWELL ARCHITECTURE
QUALIFICATIONS, COMPETENCE AND INTEGRITY OF FIRM:	FIRM HAS WORKED ON SEVERAL ASSEMBLY AND BUSINESS ORIENTED OCCUPANCIES.
YEARS OF EXPERIENCE:	28 YEARS
SIMILAR PROJECTS PERFORMED FOR THE CITY:	VALLEYBROOK PARK RENOVATIONS, PETTUS PARK MASTERPLAN, BILLY DUNLOP RENOVATIONS, CITY HALL PARKING GARAGE
SIMILAR PROJECTS PERFORMED ELSEWHERE:	RUBY CORA EVENTS CENTER
OTHER QUALIFICATIONS:	ADA MEMBER
NAMES OF THOSE INVOLVED IN THE SELECTION (MUST BE 2 OR MORE AND MUST HAVE NO CONFLICT OF INTEREST AS PER PURCHASING POLICY):	SCOTT BIBB, DEPUTY DIRECTOR/STREET DEPARTMENT DAVID SMITH, PROJECT MANAGER
DEPARTMENT WHERE FUNDS ARE BUDGETED:	STREET DEPARTMENT (10431003-4432)

*Paul Skypel*  
SIGNATURE OF DEPARTMENT HEAD OF BUDGETARY  
DEPT OR HIS/HER DESIGNEE

5/21/2020  
DATE

*SA 3H* (SB) *[Signature]* (DS)  
SIGNATURES OF OTHERS INVOLVED IN SELECTION

05/21/20  
DATE

*Camille Thomas*  
SIGNATURE OF PURCHASING SUPERVISOR

5-26-20  
DATE

2. COST: ONCE ALL SIGNATURES ABOVE HAVE BEEN SECURED, YOU MAY NOW REQUEST PRICING FROM THE SELECTED FIRM. COST SHALL BE REPORTED TO THE PURCHASING SUPERVISOR ONCE OBTAINED.

ESTIMATED COST (TO BE PROVIDED ONCE DETERMINED):	NTB \$4,000.00
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Acknowledgement of cost estimate received:

*Camille Thomas*  
SIGNATURE OF PURCHASING SUPERVISOR

5-27-20  
DATE

*David Smith*  
SIGNATURE OF CHIEF FINANCIAL OFFICER

5/26/20  
DATE



# REQUEST FOR PROFESSIONAL SERVICE

## I. SELECTION OF FIRM

PROJECT NAME AND SCOPE OF WORK:	Dunbar Cave Bridge Replacement
NAME OF FIRM:	Winford A. Petrone Company, PLLC
QUALIFICATIONS, COMPETENCE AND INTEGRITY OF FIRM:	He has designed similar projects for the Montgomery County Highway Department in coordination with TDOT previously
YEARS OF EXPERIENCE:	30+
SIMILAR PROJECTS PERFORMED FOR THE CITY:	NA
SIMILAR PROJECTS PERFORMED ELSEWHERE:	Montgomery County
OTHER QUALIFICATIONS:	
NAMES OF THOSE INVOLVED IN THE SELECTION (MUST BE 2 OR MORE AND MUST HAVE NO CONFLICT OF INTEREST AS PER PURCHASING POLICY):	Jeff Bryant Chris Cowan
DEPARTMENT WHERE FUNDS ARE BUDGETED:	Clarksville Street Dept.

*Paul Stupl*  
SIGNATURE OF DEPARTMENT HEAD OF BUDGETARY  
DEPT. OR HIS/HER DESIGNEE

5/13/2020  
DATE

*Jeff Bryant* *Chris Cowan*  
SIGNATURES OF OTHERS INVOLVED IN SELECTION

5-12-2020  
DATE

*Carmil Thomas*  
SIGNATURE OF PURCHASING DIRECTOR

5-26-20  
DATE

2. **COST: ONCE ALL SIGNATURES ABOVE HAVE BEEN SECURED, YOU MAY NOW REQUEST PRICING FROM THE SELECTED FIRM. COST SHALL BE REPORTED TO THE PURCHASING DIRECTOR ONCE OBTAINED.**

ESTIMATED COST (TO BE PROVIDED ONCE DETERMINED):	\$ 15% of Construction
--	------------------------

per  
Contract

Acknowledgement of cost estimate received:

SIGNATURE OF DEPARTMENT HEAD/DESIGNEE

DATE

*Carmil Thomas*  
SIGNATURE OF PURCHASING DIRECTOR

5-26-20  
DATE

*Sauru Matta*  
SIGNATURE OF CHIEF FINANCIAL OFFICER

5/26/20  
DATE



# REQUEST FOR PROFESSIONAL SERVICE

## 1. SELECTION OF FIRM

PROJECT NAME AND SCOPE OF WORK:	<p>New North Service Center Renovations – Services include architectural design required for renovations at CGW's new North Service Center location. It is anticipated that the various renovations will include new paint, carpet, windows, kitchen and CCTV system. The architect will provide design services, bid documents and limited bid phase and renovation phase assistance.</p> <p>Contract Term: It is anticipated that renovation project design, bid and construction will be completed within 12 months</p>
NAME OF FIRM:	<p>Lyle • Cook • Martin Architects, Inc. (LCMA) 310 Franklin Street, Clarksville, TN 37040</p>
QUALIFICATIONS, COMPETENCE AND INTEGRITY OF FIRM:	<p>The firm is a local, professional firm that provides a broad range of architectural services and is readily available to assist the City. It is the largest architectural firm in Clarksville with four professional architects plus support staff members, however, small enough to maintain personal hands-on service. LCMA's combined talents and unique differences allow the firm to offer greater diversity to its clients while being flexible. LCMA prides itself in not offering a specific style or product but instead believe that a building's appearance must respond to its particular use, location and client's desire. LCMA offers the expertise of seasoned, licensed professional architects; its principals and upper management staff possess over 75 years of hands-on project experience.</p> <p>Direct principal involvement in all phases of project development insures the client that the full value of knowledge and experience available is being applied on its project. LCMA strives to provide its clients with the physical manifestation of its needs and desires through a collaborative effort that involves all parties in the decision making process. LCMA is dedicated to a project delivery system that embodies the principles of rigid budget, schedule and quality control, and continues to integrate the latest developments in computer-aided drafting and other information enhancing technologies.</p>
YEARS OF EXPERIENCE:	<p>36 Years (originally founded in 1983)</p>
SIMILAR PROJECTS PERFORMED FOR THE CITY:	<ul style="list-style-type: none"> <li>• CDE Lightband Phase III Renovations &amp; Additions</li> <li>• CDE Lightband Phase II - SCADA &amp; Drive-Thru</li> <li>• CDE Lightband Phase I - Office Renovation</li> </ul>
SIMILAR PROJECTS PERFORMED ELSEWHERE:	<ul style="list-style-type: none"> <li>• Montgomery County Historic Courthouse, Clarksville, TN – Restoration of tornado-damage (1999-2002)</li> <li>• Lone Oak First Baptist Church, Paducah, KY – Renovations and Additions (2009)</li> <li>• Cumberland Presbyterian Church, Clarksville, TN – Redevelopment and Upgrades</li> <li>• Advancement Office @ APSU - Renovation of former Jenkins &amp; Wynne Bldg.</li> <li>• Bookstore @ APSU - Renovation of former Jenkins &amp; Wynne Bldg.</li> <li>• Military Family Resource Center @ APSU - Renovation of former Jenkins &amp; Wynne Bldg.</li> </ul>

# REQUEST FOR PROFESSIONAL SERVICE

New North Service Center Renovations

Lyle • Cook • Martin Architects, Inc.

Page 2

	<ul style="list-style-type: none"> <li>County Clerk's Office Renovation @ Veteran's Plaza</li> <li>County IT Office Renovation @ Veteran's Plaza</li> </ul>
OTHER QUALIFICATIONS:	LCMA purposely does not specialize in any particular building or project type as it feels that a broad base of experience on both large and small projects in multiple architectural types helps to keep LCMA's technical skills and delivery procedures well-honed while developing certain specialized skills and expertise in the areas of building renovation, reroofing and building envelope failures. This experience contributes to the technical correctness of new projects.
NAMES OF THOSE INVOLVED IN THE SELECTION (MUST BE 2 OR MORE AND MUST HAVE NO CONFLICT OF INTEREST AS PER PURCHASING POLICY):	Mark Riggins Garth Branch, PE
DEPARTMENT WHERE FUNDS ARE BUDGETED:	Clarksville Gas & Water Department

SIGNATURE OF DEPARTMENT HEAD OF BUDGETARY DEPT. OR HIS/HER DESIGNEE

DATE

SIGNATURES OF OTHERS INVOLVED IN SELECTION

DATE

SIGNATURE OF PURCHASING DIRECTOR

DATE

2. COST: ONCE ALL SIGNATURES ABOVE HAVE BEEN SECURED, YOU MAY NOW REQUEST PRICING FROM THE SELECTED FIRM. COST SHALL BE REPORTED TO THE PURCHASING DIRECTOR ONCE OBTAINED.

ESTIMATED COST (TO BE PROVIDED ONCE DETERMINED):	\$ 40,000.00
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Acknowledgement of cost estimate received:

SIGNATURE OF DEPARTMENT HEAD/DESIGNEE

DATE

SIGNATURE OF PURCHASING DIRECTOR

DATE




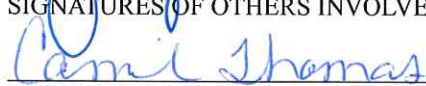
SIGNATURE OF CHIEF FINANCIAL OFFICER

DATE

# REQUEST FOR PROFESSIONAL SERVICE

## 1. SELECTION OF FIRM

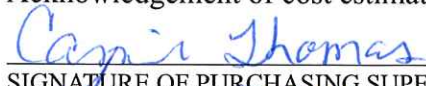

PROJECT NAME AND SCOPE OF WORK:	Frosty Morn on site Asbestos Monitoring
NAME OF FIRM:	Gobbell Hays Partners, Inc.
QUALIFICATIONS, COMPETENCE AND INTEGRITY OF FIRM:	GHP's qualifications include architecture, engineering, and environmental professionals. GHP has significant experience assessing problems and environmental related parameters associated with the "Built Environment". GHP is a nationally recognized firm in the industry.
YEARS OF EXPERIENCE:	38 years in business.
SIMILAR PROJECTS PERFORMED FOR THE CITY:	2013 – IAQ Study – 1 Public Square Building 2014 – 215 Legion St. – Asbestos / Lead Paint Surveys 2017 – 2018 Frosty Morn Phase 2 Environmental Survey
SIMILAR PROJECTS PERFORMED ELSEWHERE:	Metro Water Services 80+Homes – Regulated Material Metro Cumberland Water Treatment – Demo Design MDHA 60+Homes—Lead Based Paint surveys
OTHER QUALIFICATIONS:	GHP has surveyed thousands of buildings for various environmental parameters over the past 38 years. GHP has a unique blend of architects, engineers, and environmental professionals that enable us to understand buildings and components.
NAMES OF THOSE INVOLVED IN THE SELECTION (MUST BE 2 OR MORE AND MUST HAVE NO CONFLICT OF INTEREST):	James Halford-Chief of Staff David Smith – Project Manager
DEPARTMENT WHERE FUNDS ARE BUDGETED:	Project 20101 General Government Capital Projects

 (Mayor) 06/12/2020 DATE  
 SIGNATURE OF DEPARTMENT HEAD OF BUDGETARY DEPT. OR HIS/HER DESIGNEE  
 (JH)  (DS) \_\_\_\_\_ DATE  
 SIGNATURES OF OTHERS INVOLVED IN SELECTION  
 6.15.20 DATE  
 SIGNATURE OF PURCHASING SUPERVISOR \_\_\_\_\_ DATE

2. **COST: ONCE ALL SIGNATURES ABOVE HAVE BEEN SECURED, YOU MAY NOW REQUEST PRICING FROM THE SELECTED FIRM. COST SHALL BE REPORTED TO THE PURCHASING SUPERVISOR ONCE OBTAINED.**

ESTIMATED COST (TO BE PROVIDED ONCE DETERMINED):	\$ 21,070.00
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Acknowledgement of cost estimate received:

 6.15.20 DATE  
 SIGNATURE OF PURCHASING SUPERVISOR  
 6/16/20 DATE  
 SIGNATURE OF CHIEF FINANCIAL OFFICER \_\_\_\_\_ DATE

EFFECTIVE NOVEMBER 2017



**Clarksville, TN**  
**Date range: 01 May 2020 - 31 May 2020**

<u>ID ↑</u>	<u>Description</u>	<u>VIN/Serial</u>	<u>Buyer</u>	<u>Type</u>	<u>Sold Amount</u>	<u>Auction Ended</u>	<u>Credit Date</u>
2682	Phone accessories		James Mayesky	USD	\$25.00	14 May 2020 10:15 AM ET	
2696	RANGING MEASURING SYSTEM		David Culpepper	USD	\$15.00	14 May 2020 10:00 AM ET	
2699	2003 Honda CBR600RR	JH2PC37003M003420	Ernest Coots	USD	\$2,850.00	26 May 2020 10:30 AM ET	
2702	LG 37 Inch		Adam Walker	USD	\$47.00	13 May 2020 10:30 AM ET	
2703	Vizio 32 inch		Adrienne Shupe	USD	\$20.00	13 May 2020 10:15 AM ET	
2705	Samsung 51 inch TV		george ambriz	USD	\$53.00	13 May 2020 10:45 AM ET	

<u>ID ↑</u>	<u>Description</u>	<u>VIN/Serial</u>	<u>Buyer</u>	<u>Type</u>	<u>Sold Amount</u>	<u>Auction Ended</u>	<u>Credit Date</u>
2706	LG 42 inch TV		Leon Walsh	USD	\$40.00	13 May 2020 11:00 AM ET	
2707	Dell 23" computer monitor		george ambriz	USD	\$26.00	13 May 2020 11:15 AM ET	
2709	LG Blu-ray/DVD player		Leon Walsh	USD	\$12.00	13 May 2020 11:45 AM ET	
2710	Nintendo Wii		Joseph Varney	USD	\$25.00	13 May 2020 12:00 AM ET	
2711	Playstation 3, 80GB,		Joshua Rawls	USD	\$55.00	13 May 2020 09:00 AM ET	
2712	Samsung speaker system		Joshua Frensley	USD	\$25.00	13 May 2020 09:15 AM ET	
2713	Playstation 4		Andre Griner	USD	\$250.00	13 May 2020 09:30 AM ET	



<u>ID ↑</u>	<u>Description</u>	<u>VIN/Serial</u>	<u>Buyer</u>	<u>Type</u>	<u>Sold Amount</u>	<u>Auction Ended</u>	<u>Credit Date</u>
2714	XBOX One		Andre Griner	USD	\$125.00	13 May 2020 09:45 AM ET	
2715	Robinair refrigerant recharging station		Steven Argo	USD	\$475.00	12 May 2020 10:00 AM ET	
2717	DP Video stereo		Leon Walsh	USD	\$20.00	12 May 2020 10:30 AM ET	
2718	2 Alpine power amp		Reginald Corbbins	USD	\$127.00	12 May 2020 10:45 AM ET	
2719	Subwoofer, AMP, Digital Power Capacitor		Reginald Corbbins	USD	\$260.00	12 May 2020 11:00 AM ET	
2720	Idylis Portable Air Conditioner		johnny smith	USD	\$120.00	12 May 2020 11:15 AM ET	

<u>ID ↑</u>	<u>Description</u>	<u>VIN/Serial</u>	<u>Buyer</u>	<u>Type</u>	<u>Sold Amount</u>	<u>Auction Ended</u>	<u>Credit Date</u>
272 2	Simpson Water Shotgun pressure washer		lee burgess	US D	\$180.00	12 May 2020 12:00 PM ET	
272 4	2013 Chevrolet Camaro Convertible 2SS	2G1FK3DJ3D91591 69	Mercede s Sinkfield	US D	\$20,500.00	26 May 2020 10:00 AM ET	
272 5	1999 Toyota Camry CE	4T1BG22K8XU9197 74	daniel myers	US D	\$500.00	26 May 2020 10:15 AM ET	
272 6	1999 GMC Yukon SLE 2WD	1GKEC13R9XJ7710 45	steve williams	US D	\$900.00	26 May 2020 10:30 AM ET	
272 7	2011 Kawasaki EX250-J	JKAEXMJ13BDA88 549	philemon jackson	US D	\$1,450.00	26 May 2020 10:45 AM ET	



<u>ID ↑</u>	<u>Description</u>	<u>VIN/Serial</u>	<u>Buyer</u>	<u>Type</u>	<u>Sold Amount</u>	<u>Auction Ended</u>	<u>Credit Date</u>
2728	2010 Chevrolet Camaro LT2 Coupe	2G1FC1EV1A9179273	martin whyte	US D	\$(14,000.00)	26 May 2020 11:00 AM ET	29 May 2020 12:57 PM ET
2729	2008 Dodge Charger SE AWD	2B3LK43G38H318291	Tyrone Herron	US D	\$3,601.00	26 May 2020 11:15 AM ET	
2730	2005 Dodge Ram 1500 Laramie Quad Cab Long Bed 2WD	1D7HA18D65J527092	steve williams	US D	\$1,625.00	26 May 2020 11:45 AM ET	
					\$33,326.00		



# Department of Finance & Revenue

## May 2020 Financial Review

Fiscal Year 2020

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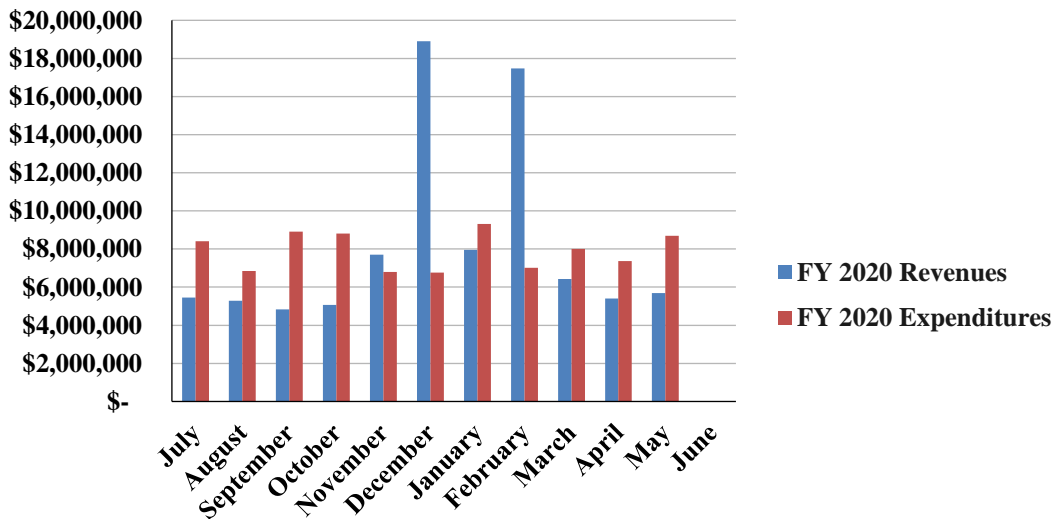
Clarksville, Tennessee  
May 31, 2020

# General Fund Revenues vs. Expenditures

## Fiscal Year 2020

### As of May 31, 2020

	<b>FY 2020 Revenues</b>	<b>FY 2020 Expenditures</b>	<b>Monthly Variance</b>
<b>July</b>	\$ 5,454,774	\$ 8,407,620	\$ (2,952,846)
<b>August</b>	5,286,834	6,844,729	(1,557,895)
<b>September</b>	4,836,616	8,912,821	(4,076,205)
<b>October</b>	5,059,278	8,818,714	(3,759,436)
<b>November</b>	7,710,416	6,798,578	911,838
<b>December</b>	18,909,185	6,760,944	12,148,240
<b>January</b>	7,951,271	9,314,931	(1,363,660)
<b>February</b>	17,481,296	7,016,970	10,464,327
<b>March</b>	6,418,611	8,006,544	(1,587,933)
<b>April</b>	5,404,641	7,365,063	(1,960,421)
<b>May</b>	5,695,325	8,700,595	(3,005,270)
<b>June</b>			-
<b>YTD Total</b>	<b>\$ 90,208,247</b>	<b>\$ 86,947,509</b>	<b>\$ 3,260,738</b>

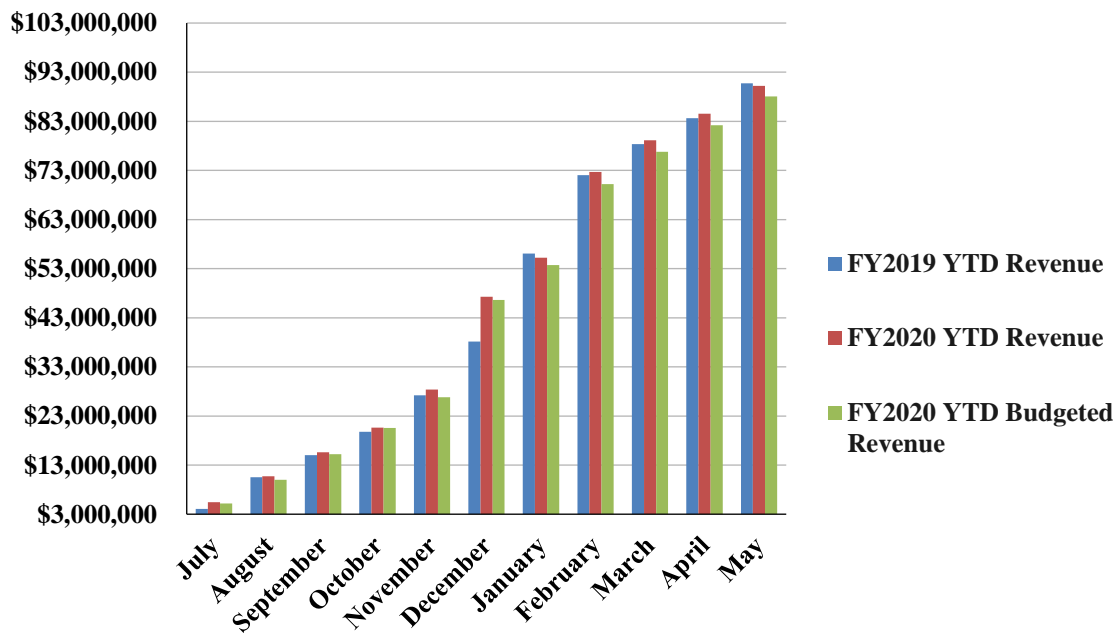


# General Fund Revenue Comparison

## Fiscal Year 2020

### As of May 31, 2020

	<b>FY 2020 Revenue</b>	<b>FY 2019 Revenue</b>	<b>Variance</b>
<b>July</b>	\$ 5,454,774	\$ 4,091,658	\$ 1,363,116
<b>August</b>	5,286,834	6,447,488	(1,160,655)
<b>September</b>	4,836,616	4,448,778	387,838
<b>October</b>	5,059,278	4,797,738	261,540
<b>November</b>	7,710,416	7,399,053	311,362
<b>December</b>	18,909,185	10,970,345	7,938,839
<b>January</b>	7,951,271	17,899,039	(9,947,768)
<b>February</b>	17,481,296	15,975,125	1,506,171
<b>March</b>	6,418,611	6,350,095	68,516
<b>April</b>	5,404,641	5,275,436	129,205
<b>May</b>	5,695,325	7,043,562	(1,348,236)
<b>June</b>	-	-	-
<b>YTD Total</b>	\$ 90,208,247	\$ 90,698,318	\$ (490,071)



General Fund Revenue Details  
Fiscal Year 2020  
As of May 31, 2020

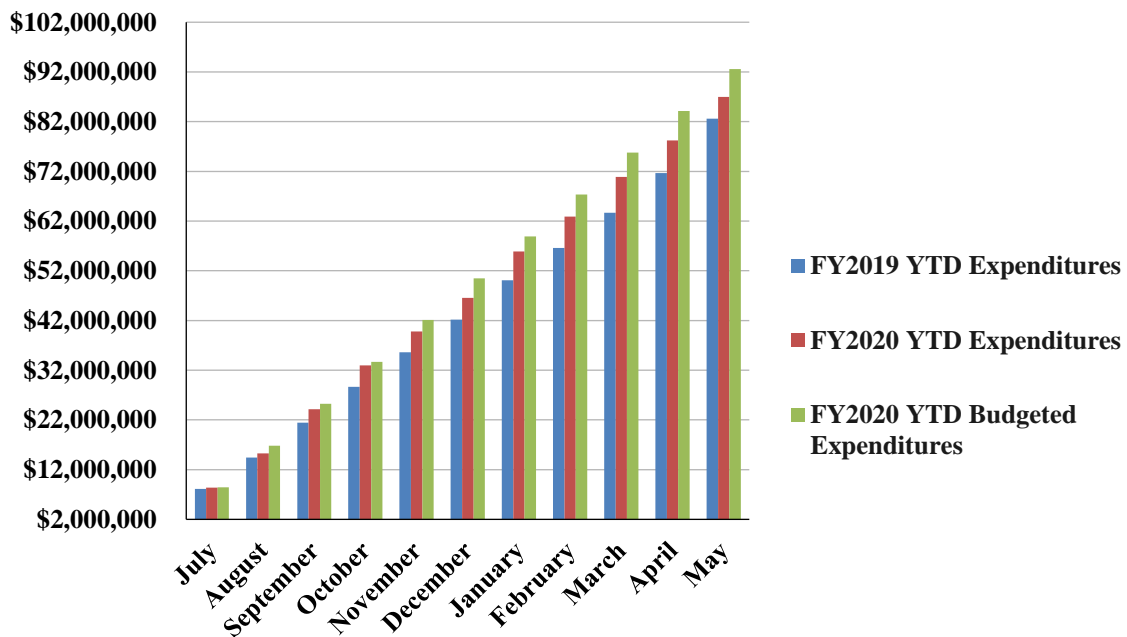
	Total Budget	YTD	Month
<b>TAXES</b>			
Prior Year Property Taxes	894,711	962,619	2,684
2019 Property Taxes	30,162,934	29,148,637	141,648
PiLOTS	90,175	90,175	-
Local Option Sales Tax	18,091,510	17,299,122	1,561,352
Beer & Liquor Tax	4,047,113	3,969,280	425,468
Business License	2,623,286	1,803,249	541,933
Franchise Tax (cable)	1,500,931	932,059	299,128
Hote/Motel	424,243	390,941	30,033
Other Taxes	367,426	275,807	11,924
<b>TOTAL TAXES</b>	<b>58,202,329</b>	<b>54,871,889</b>	<b>3,014,168</b>
<b>LICENSES AND PERMITS</b>			
Building Permits	2,081,533	2,283,766	249,465
Other Permits	104,719	93,064	16,080
<b>TOTAL PERMITS</b>	<b>2,186,252</b>	<b>2,376,830</b>	<b>265,545</b>
<b>INTERGOVERNMENTAL</b>			
Grant reimbursements	57,824	27,016	4,003
State Shared Revenues			
TVA Replacement Tax	1,595,148	1,226,248	-
State Sales Tax	11,963,610	11,169,082	972,098
State Street Aid	5,782,794	4,721,291	427,917
Other Taxes	2,034,999	2,006,694	60,105
<b>TOTAL INTERGOVERNMENTAL</b>	<b>21,434,375</b>	<b>19,150,331</b>	<b>1,464,123</b>
<b>OTHER REVENUES</b>			
Charges for Services	690,078	597,047	31,419
Recreation	447,498	313,274	3,766
Golf Courses	393,802	368,056	20,997
Fines and Forefeitures	476,113	427,780	22,096
Investment & Interest Earnings	335,214	311,271	10,214
Other Misc. Revenues	916,134	940,500	140,516
Transfer from CDE	4,677,035	4,284,606	392,432
Transfer From CGW	3,749,887	3,420,362	329,525
Other Transfers	449,502	276,300	525
<b>TOTAL OTHER REVENUES</b>	<b>12,135,263</b>	<b>10,939,197</b>	<b>951,489</b>
<b>TOTAL REVENUES GENERAL FUND</b>	<b>93,958,219</b>	<b>87,338,247</b>	<b>5,695,325</b>

# General Fund Expenditure Comparison

## Fiscal Year 2020

### As of May 31, 2020

	<b>FY 2020 Expenditures</b>	<b>FY 2019 Expenditures</b>	<b>Variance</b>
<b>July</b>	\$ 8,407,620	\$ 8,104,262	\$ 303,358
<b>August</b>	6,844,729	\$ 6,305,053	539,676
<b>September</b>	8,912,821	\$ 7,022,647	1,890,175
<b>October</b>	8,818,714	\$ 7,220,036	1,598,678
<b>November</b>	6,798,578	\$ 6,961,101	(162,523)
<b>December</b>	6,760,944	\$ 6,546,791	214,154
<b>January</b>	9,314,931	\$ 7,912,332	1,402,599
<b>February</b>	7,016,970	\$ 6,497,012	519,958
<b>March</b>	8,006,544	\$ 7,117,979	888,565
<b>April</b>	7,365,063	\$ 7,969,755	(604,692)
<b>May</b>	8,700,595	\$ 10,920,746	(2,220,151)
<b>June</b>	-		-
<b>YTD Total</b>	\$ 86,947,509	\$ 82,577,714	\$ 4,369,795

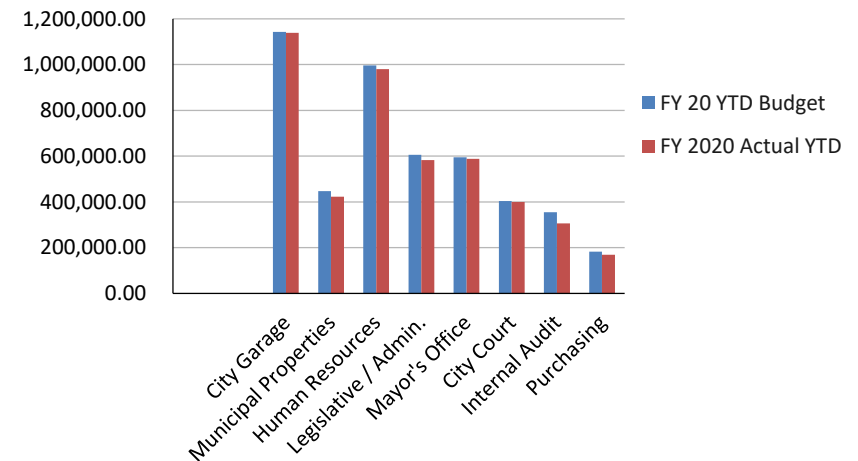
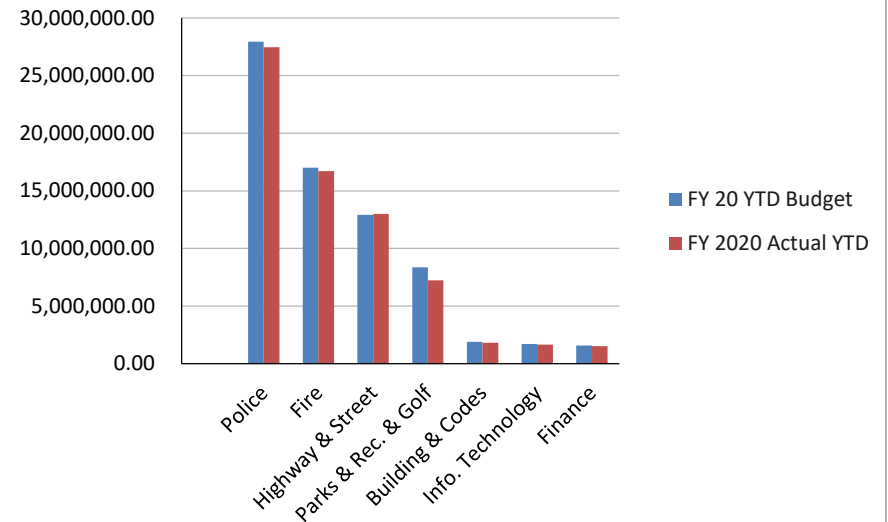


# General Fund Year-to-Date Departmental Budget vs. Actual Expenditures

## Fiscal Year 2020

### As of May 31, 2020

Departmental:	Expenditures FY 2019 YTD	Estimated YTD Budget	Variance (Over)Under
Police	\$ 27,463,156	\$ 27,943,137	\$ 479,981
Fire	16,706,494	17,000,649	294,155
Highway & Street	12,985,120	12,917,039	(68,081)
Parks & Rec. & Golf	7,241,456	8,361,238	1,119,782
Building & Codes	1,824,437	1,911,123	86,685
Info. Technology	1,661,678	1,701,579	39,901
Finance	1,516,605	1,568,138	51,533
City Garage	1,138,985	1,142,730	3,745
Municipal Properties	422,506	447,347	24,841
Human Resources	980,373	996,864	16,491
Legislative / Admin.	583,420	605,367	21,947
Mayor's Office	588,617	595,309	6,692
City Court	399,479	403,298	3,818
Legal	426,975	415,365	(11,611)
Internal Audit	305,748	355,273	49,525
Purchasing	169,187	183,027	13,841
<b>Departmental Total</b>	<b>74,414,238</b>	<b>76,547,483</b>	<b>2,133,245</b>
<b>Nondepartmental:</b>			
Debt	6,070,561	9,223,659	3,153,098
Transit	1,986,646	1,934,546	(52,100)
Retirees	1,290,331	1,440,161	149,830
Other	3,185,734	3,438,827	253,093
<b>YTD Total</b>	<b>\$ 86,947,510</b>	<b>\$ 92,584,676</b>	<b>\$ 5,637,167</b>



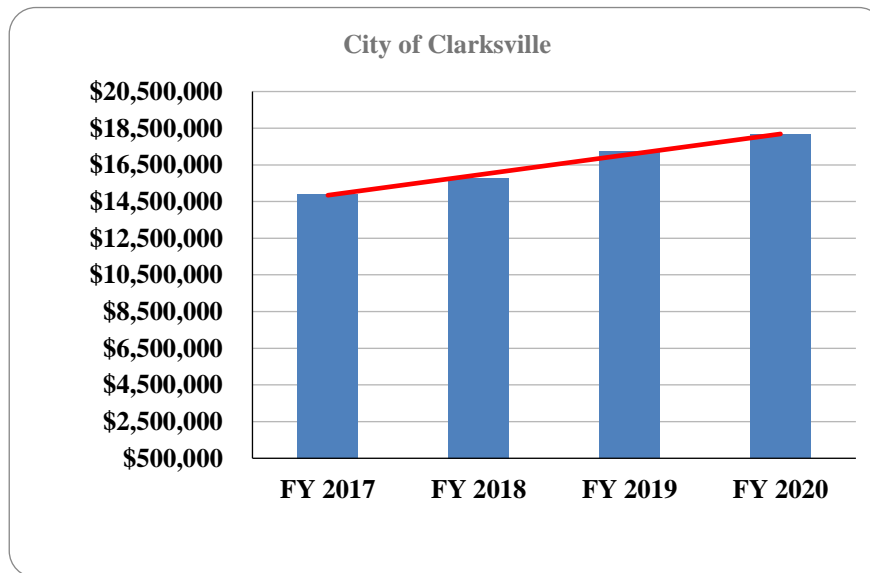
# Schedule of Sales Tax Collections

## Fiscal Year 2020

### As of May 31, 2020

#### City of Clarksville Local Sales & Use Tax

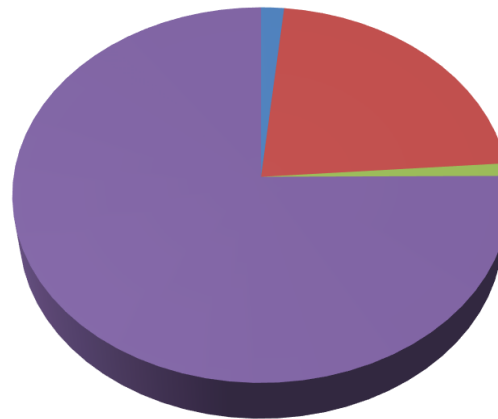
	Net Collections FY 2017	Net Collections FY 2018	Net Collections FY 2019	Net Collections FY 2020
<b>July</b>	\$ 1,291,892	\$ 1,425,145	\$ 1,524,372	\$ 1,607,009
<b>August</b>	1,394,223	1,453,282	1,552,311	1,584,610
<b>September</b>	1,312,394	1,376,154	1,461,197	1,553,548
<b>October</b>	1,305,179	1,330,621	1,576,737	1,541,129
<b>November</b>	1,362,262	1,443,473	1,509,818	1,547,242
<b>December</b>	1,275,621	1,357,713	1,602,804	1,559,998
<b>January</b>	1,356,898	1,454,962	1,559,092	1,649,239
<b>February</b>	1,807,932	1,823,774	2,079,756	2,544,675
<b>March</b>	1,196,658	1,234,732	1,333,119	1,429,615
<b>April</b>	1,164,740	1,319,995	1,383,586	1,492,772
<b>May</b>	1,448,181	1,556,171	1,639,262	1,637,949
<b>June</b>				
<b>YTD Total</b>	<b>\$ 14,915,980</b>	<b>\$ 15,776,022</b>	<b>\$ 17,222,054</b>	<b>\$ 18,147,784</b>



Local Sales Tax Collections  
Fiscal Year 2020  
As of May 31, 2020

TOTAL		NET COLLECTIONS PAID TO				GROSS COLLECTIONS		
	NET COLLECTIONS	COUNTY	CITY	CITY ROADS	SCHOOLS	UNICORPORATED AREA	CITY LIMITS	PAID TO STATE
July	\$ 6,902,369	\$ 113,097	\$ 1,531,859	\$ 75,150	\$ 5,182,264	\$ 900,496	\$ 6,080,408	\$ 78,535
August	6,720,676	106,434	1,510,507	74,103	5,029,633	801,486	5,995,658	76,468
September	6,460,371	96,698	1,480,898	72,650	4,810,125	655,748	5,878,129	73,506
October	6,395,968	95,166	1,469,060	72,069	4,759,673	637,600	5,831,141	72,773
November	6,395,605	94,012	1,474,887	72,355	4,754,350	614,102	5,854,271	72,769
December	6,384,366	90,981	1,487,046	72,952	4,733,387	554,474	5,902,534	72,641
January	6,800,429	99,211	1,572,114	77,125	5,051,979	637,609	6,240,195	77,375
February	10,549,656	156,468	2,425,676	118,999	7,848,513	1,041,451	9,628,239	120,034
March	5,800,974	80,414	1,362,760	66,854	4,290,945	457,771	5,409,207	66,004
April	6,028,266	82,243	1,422,964	69,808	4,453,252	448,683	5,648,172	68,590
May	6,690,623	94,768	1,561,352	76,597	4,957,907	569,274	6,197,475	76,126
June	-							
<b>YTD TOTAL</b>	<b>\$ 75,129,303</b>	<b>\$ 1,109,492</b>	<b>\$ 17,299,122</b>	<b>\$ 848,662</b>	<b>\$ 55,872,027</b>	<b>\$ 7,318,694</b>	<b>\$ 68,665,431</b>	<b>\$ 854,821</b>

Monthly Distribution





**Capital Project Status Report**  
**Fiscal Year 2020**  
**As of May 31, 2020**

<b>ACTIVE PROJECTS FY2019-2020</b>		<b>TOTAL FUNDING</b>	<b>FY EXPENSES 7/1/19-5/31/20</b>	<b>TOTAL ACTIVE PROJECT EXPENSES **</b>	<b>PROJECT BALANCE</b>
<b>STREET DEPARTMENT:</b>					
93101	Rossvie/Dunbar Cave/Cardinal Improvement	13,280,000	247,099	2,765,635	10,514,365
14301	Edmondson Ferry/1A Bypass Intersection In	1,150,004	9,640	1,150,002	2
15306	Northeast Connector	16,808,700	358,586	1,234,627	15,574,073
17301	International & Dunlop Intersection Improver	2,807,831	322,754	445,506	2,362,325
17304	Adaptive Signal Control Project (Wilma)	1,200,000	0	0	1,200,000
17305	Tylertown & Oakland Intersection Improvem	10,000,000	289,326	862,534	9,137,466
17307	Tylertown & Trenton Drainage Overflow Prc	1,040,185	5,494	73,747	966,438
18301	Drainage Mitigation FY2018	400,000	0	106,642	293,358
18302	New Sidewalks FY2018	934,954	77,785	149,325	785,630
19301	Lilac Lane	100,000	1,000	2,600	97,400
19302	Whitfield Road Improvements	3,350,000	873,658	1,081,987	2,268,013
19303	Spot Intersection Improvements	1,500,000	77,087	83,287	1,416,713
20301	Dunbar Cave Road Bridge	600,000	500	500	599,500
20302	4th Street and College Signal	400,000	16,113	16,113	383,887
20303	New Sidewalks FY20-24	900,000	843,791	843,791	56,209
20304	Drainage Mitigation FY20-24	450,000	0	0	450,000
20305	Cemetery Retaining Wall	510,000	1,500	1,500	508,500
		\$ 55,431,674	\$ 3,124,334	\$ 8,817,795	\$ 46,613,879
<b>PARKS &amp; RECREATION:</b>					
16503	Athletic Complex	5,297,478	166,284	4,638,045	659,433
16504	Red River East Trail Project	2,403,712	900,910	2,152,713	250,999
17501	Valleybrook Park & Upland Trail Connector	160,000	0	0	160,000
17502	Public Spaces	150,000	1,250	150,000	0
17503	Edith Pettus Park Renovations	201,800	15,000	23,615	178,185
17504	Crow Community Center Renovation	370,000	0	119,866	250,134
17505	Liberty Park/Marina Remediation	905,218	39,008	99,532	805,686
17506	Swan Lake Renovations	1,046,605	223	1,039,218	7,387
19502	Pollard Road Additional Parking	319,199	34,244	42,244	276,955
19503	Billy Dunlop Pavillion & Restroom	382,485	378,591	380,591	1,894
19504	Heritage Park Improvements	1,000,000	289,653	507,521	492,479
19505	Regional Community Center	500,000	0	0	500,000
20501	Red River Pedestrian Bridge	3,068,233	11,681	11,681	3,056,552
20502	Mason Rudolph Cart Path Paving	125,000	0	0	125,000
20503	Swan Lake Cart Path Paving	190,800	187,700	187,700	3,100
20504	Burt Cobb Recreation Center Roof	230,000	0	0	230,000
		\$ 16,350,530	\$ 2,024,545	\$ 9,352,726	\$ 6,997,804
<b>FIRE DEPARTMENT:</b>					
16221	Fire Maintenance Facility	901,377	46,952	48,252	853,125
20221	Renovation of Station 10	125,000	0	0	125,000
20222	Custom Engine (replaces 1999 model)	590,000	0	0	590,000
		\$ 1,616,377	\$ 46,952	\$ 48,252	\$ 1,568,125
<b>POLICE DEPARTMENT:</b>					
19211	District 3 Precinct Building	3,500,000	191,750	191,750	3,308,250
		\$ 3,500,000	\$ 191,750	\$ 191,750	\$ 3,308,250
<b>GENERAL GOVERNMENT:</b>					
41016	Corporate Business Park Expansion	\$ 14,368,821	\$ -	\$ 14,092,700	\$ 276,121
13101	Clarksville Performing Arts & Conf Center	1,613,963	3,000	179,907	1,434,056
15102	TDOT 2013 Multimodal Access	206,017	40,950	169,830	36,187
16103	2015 Multimodal Access Grant	241,189	100,939	222,043	19,146
19101	New Council Chambers	0	0	0	0
19102	Structural Repairs - Cumberland Garage	1,099,036	0	0	1,099,036
20101	Frosty Morn	1,200,000	0	0	1,200,000
		\$ 18,729,026	\$ 144,889	\$ 14,664,480	\$ 4,064,546
<b>debt issuance costs</b>					
<b>Total Spent YTD: Major Projects</b>		\$ 95,627,607	\$ 5,532,469	\$ 33,075,003	\$ 62,552,604

\* Fiscal Year to date invoices paid (July 1st to current month end)

\*\* Total Active Expenses includes all expenses paid during the life of a project, not just the current fiscal year.

Fund Balances  
Fiscal Year 2020  
As of May 31, 2020

Fund	Beginning Fund Balance 7/01/19	Revenues YTD	Expenditures YTD	Estimated Ending Fund Balance 05/31/20
<b>General Fund:</b>	\$ 29,943,642	\$ 87,338,247	\$ 86,947,510	\$ 30,334,380
<b>Capital Projects Fund:</b>	2,556,107	3,564,986	5,532,469	588,624
<b>Debt Service Fund:</b>	474,377	8,013,818	7,994,323	493,872
<b>Internal Service Funds:</b>	6,300,385	15,225,970	15,229,182	6,297,173
<b>Non-Major Governmental Funds:</b>				
Drug Fund	502,153	357,323	127,593	731,883
Road Improvement Fund	1,094,794	848,662	750,000	1,193,456
Police Special Fund	191,193	543,559	607,313	127,439
Parks Special Fund	362,757	289,845	398,026	254,576
Other Special Revenue Fund*	840,479	525,792	593,867	772,404
Community Development	460,231	1,589,975	1,651,499	398,707
Capital Projects Revenue District Fund	78,179	2,870,000	2,480,623	467,555

\* Includes: Fire Spec. Rev., Traffic Camera Police & Parks, SRF

Notice of Grant Applications  
Fiscal Year 2020  
As of May 31, 2020

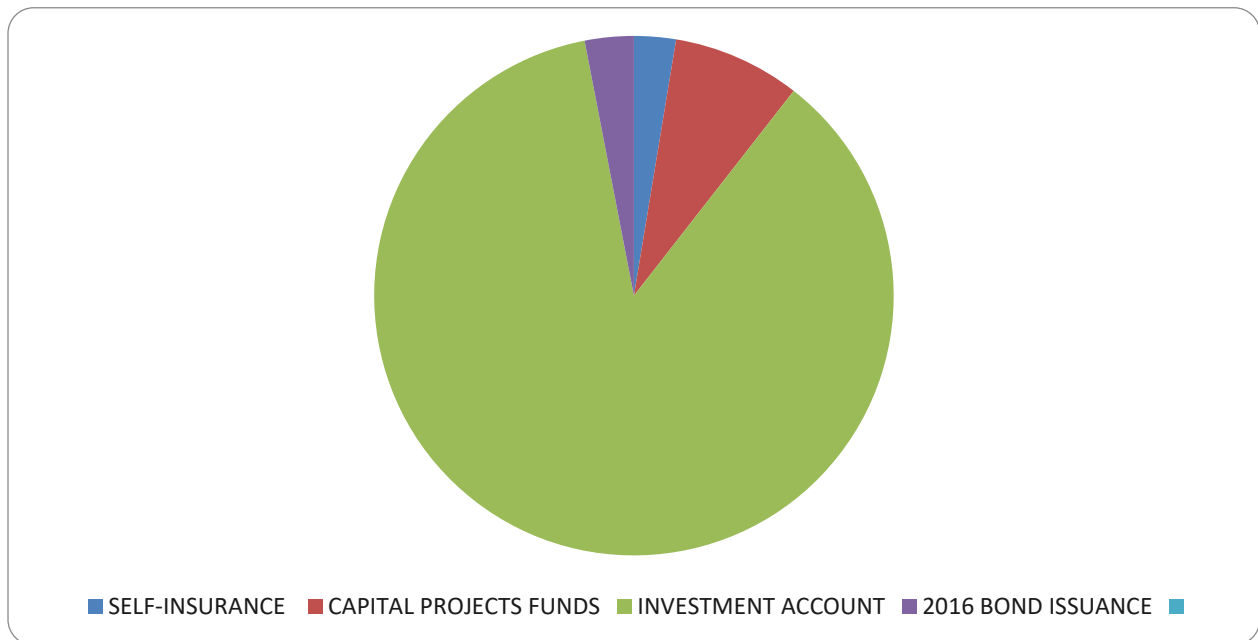
Date Submitted	Project Title	Funding Agency	Funds Requested	Match Required	Status	Notes
10/03/18	Transportation Alternative Program	TN Dept of Transportation	\$1,994,338 \$1,818,233	\$498,584 \$674,689	Awarded	Funding for a pedestrian bridge over the Red River to complete the connection between the Red River Trail and the Greenway
10/26/18	Assistance to Firefighters Grant	Dept of Homeland Security (FEMA)	\$127,846	\$12,784	Not funded	To purchase 82 sets of ballistic protective equipment for firefighters in the event of an active shooter/mass casualty situation.
12/06/18	2018 Fire Prevention & Safety Grant	Dept of Homeland Security (FEMA)	\$56,840	\$2,841	Not funded	To purchase a new fire safety trailer used for public education programs and to pay for 2 fire staff to become certified as Fire and Safety Educators.
02/15/19	Riverfest	Sam's Club (LG Highway)	\$2,000	\$0	Awarded	Requested their community grant program funding to support our 2019 Riverfest event.
03/15/19	TN Highway Safety Office 2020 Alcohol Impairment	THSO	\$90,000	\$0	Awarded	For continued fuding for alcohol and impaired driver countermeasures. This grant pays for overtime for police officers to conduct DUI checkpoints and saturation patrols for a one year period.
05/30/19	Heritage Park Dog Park Enhancement	Boyd Foundations Dog Park Dash	\$12,045	\$0	Not funded	Requested funding to purchase new agility and play equipment as well as amenities for Heritgace dog park
06/07/19	2019 TAEP Tree Planting at Billy Dunlop Park	TN Dept of Agriculture	\$2,743	\$2,743	Awarded	To purchase 25 new trees to be planted at Billy Dunlop Park.
08/23/19	2019 JAG Grant	US Dept of Justice	\$59,459	\$0	Awarded	Annually shared with Montgomery County Sheriff's Office. CPD will use our share to purchase a 3D laser scanner to analyze crime scenes. The Sheriff will use their share for wireless communication services for dupites in the field.
08/30/19	2020 Childhood Obesity Prevention	US Conf of Mayoers/American Beverage Foundation	\$120,000	\$0	Not funded	To strt a new Athletic Leqque Scholarship Program. Awards will be \$125,000 and \$25,000 for 1st and 2nd places, respectively. Low income youth can compete for scholarships to any of the City's athletic leagues by submitting an application and essay.
10/03/19	Transportation Alternative Program	TN Dept of Transportation	\$493,176	\$123,294	Not funded	Funding to construct new sidewalks to benefit Clarksville High School, Richview Middle School and Pisgah Elementary School.

Date Submitted	Project Title	Funding Agency	Funds Requested	Match Required	Status	Notes
11/25/19	TAEP Farmers Market Promotion	TN Dept of Agriculture	\$750	\$0	Awarded	Funding to advertise and promote the downtown market.
03/06/20	Movies in the Park	Walmart #673	\$1,000	\$0	Submitted	Funding to support the 2020 Mayor's Summer Night Lights Program
03/06/20	Movies in the Park	Walmart #1075	\$1,000	\$0	Submitted	Funding to support the 2020 Mayor's Summer Night Lights Program
03/06/20	Riverfest	Sam's Club #6512	\$2,000	\$0	Not funded	Funding to support the 2020 Riverfest event
03/06/20	Movies in the Park	Walmart #4589	<del>\$1,000</del> \$500	\$0	Awarded	Funding to support the 2020 Mayor's Summer Night Lights Program
03/06/20	Movies in the Park	Walmart #3495	\$1,000	\$0	Not funded	Funding to support the 2020 Mayor's Summer Night Lights Program
03/06/20	Fire Rescue Smoke Alarm Program	Walmart #4469	<del>\$1,500</del> \$1,000	\$0	Awarded	Funding to support the CFD Family Assistance Program to help assist families affected by fire by providing them with toiletries, etc. and purchase smoke alarms to be installed free of charge.
03/10/20	2020 COPS Hiring Program	US DOJ	\$1,125,000	\$587,015	Awarded	Federal funding to hire 9 new police officers. If awarded, funding will pay a percentage of the officers salaries and benefits over a three year period.
03/19/20	2019 Assistance to Firefighters Grant	US Dept of Homeland Security	\$146,489	\$14,649	Submitted	Federal funding to purchase mobile air units, thermal imaging cameras and training for CFD.
03/24/20	2021 Teen Driver Safety Education	TN Highway Safety Office (THSO)	\$14,067	\$0	Submitted	Funding to cover saff expenses and to purchase equipment for the purpose of conducting safety days and educational trainings for oung drivers as well as enforcement of seat belt usage by young drivers in school zones.
03/25/20	2021 Alcohol & Impaired Driving Enforcement	TN Highway Safety Office (THSO)	\$133,505	\$0	Submitted	Funding for alcohol and impaired driver countermeasures. Pays for overtime for officers to conduct DUI checkpoints and saturation patrols for a one year period. Including purchase of equipment for DUI checkpoints.

Date Submitted	Project Title	Funding Agency	Funds Requested	Match Required	Status	Notes
03/25/20	2021 Child Passenger Safety and Occupant Protection	TN Highway Safety Office (THSO)	\$10,564	\$0	Submitted	Funding for child safety seats and booster seats to provide to low income families and staff time for events/enforcement of proper use of child passenger restraints.
03/27/20	2021 Bicycle/Pedestrian Safety	TN Highway Safety Office (THSO)	\$13,544	\$0	Submitted	Funding for training of officers for bicycle/pedestrian crash investigations, staff time for enforcement and public awareness activities.
03/30/20	2021 Distracted Driving	TN Highway Safety Office (THSO)	\$28,850	\$0	Submitted	Funding to purchase driving simulators for distracted driving educational purposes and public events.
04/23/20	2020 Port Security Grant Program	Dept of Homeland Security (FEMA)	\$75,000	\$25,000	Submitted	Funding to purchase a rescue boat for fire/rescue operations
05/01/20	2020 Summer Food Service Program	State of TN Dept of Human Services	\$424,127	\$0	Submitted withdrawn	To serve a maximum of 66,000 meals during the month of June 2020 at 7 different sites throughout the City.
05/15/20	2020 Assistance to Firefighters - COVID19 Supplement	US Dept of Homeland Security	\$56,563	\$5,656	Submitted	Federal funding to reimburse for PPE expenses incurred related to COVID19 as well as expected PPE expenses through May 2021. Funding only covers face masks, gloves and gowns used by firefighters on calls.
05/20/20	2019 Staffing for Adequate Fire and Emergency Response (SAFER)	US Dept of Homeland Security	\$2,713,365	\$0	Submitted	Requested funding to hire 15 new firefighters. Funding would cover 100% to entry level salaries and benefits for 3 years. Share has been waived due to COVID19.
05/27/20	2019 Fire Prevention and Safety	US Dept of Homeland Security	\$60,683	\$3,034	Submitted	Federal funding to purchase a new fire safety trailer and training for two CFR staff to become certified Fire and Safety Educators
05/29/20	2020 COVID19 Emergency Supplemental	US Dept of Justice	\$191,575	\$0	Submitted Awarded	Allocation provided to cover expenses related to COVID19 both past and future anticipated expenses through January 2022.

Investment Report  
Fiscal Year 2020  
As of May 31, 2020

ISSUER NAME	PAR VALUE	CUSIP	COUPON RATE
LOCAL GOVERNMENT INVESTMENT POOL			
SELF-INSURANCE	\$ 591,835		0.510
CAPITAL PROJECTS FUNDS	1,806,234		0.510
INVESTMENT ACCOUNT	19,645,260		0.510
2016 BOND ISSUANCE	691,989		0.510
			0.510
LGIP TOTAL / AVERAGE	\$ 22,735,318		0.510



## REPORT ON DEBT OBLIGATION

<b>1. Public Entity:</b>		
Name:	CITY OF CLARKSVILLE, TENNESSEE	
Address	1 Public Square, P.O. Box 928	
	Clarksville, Tennessee 37040	
Debt Issue Name:	General Obligation Refunding Bond, Series 2020B	
If disclosing initially for a program, attach the form specified for updates, indicating the frequency required		

<b>2. Face Amount:</b>		
	\$ 4,430,000.00	
Premium/Discount:	\$	

<b>3. Interest Cost:</b>		
	1.7200 %	
		<input type="checkbox"/> Tax-exempt <input checked="" type="checkbox"/> Taxable
<input checked="" type="checkbox"/> TIC	<input type="checkbox"/> NIC	
<input type="checkbox"/> Variable:	Index _____ plus _____ basis points; or	
<input type="checkbox"/> Variable: Remarketing Agent		
<input type="checkbox"/> Other:		

<b>4. Debt Obligation:</b>		
<input type="checkbox"/> TRÂN	<input type="checkbox"/> RAN	<input type="checkbox"/> CON
<input type="checkbox"/> BAN	<input type="checkbox"/> CRAN	<input type="checkbox"/> GAN
<input checked="" type="checkbox"/> Bond	<input type="checkbox"/> Loan Agreement	<input type="checkbox"/> Capital Lease
If any of the notes listed above are issued pursuant to Title 9, Chapter 21, enclose a copy of the executed note with the filing with the Division of Local Government Finance ("LGF").		

<b>5. Ratings:</b>		
<input checked="" type="checkbox"/> Unrated		
Moody's _____	Standard & Poor's _____	Fitch _____

<b>6. Purpose:</b>		
	BRIEF DESCRIPTION	
<input type="checkbox"/> General Government _____ %		
<input type="checkbox"/> Education _____ %		
<input type="checkbox"/> Utilities _____ %		
<input type="checkbox"/> Other _____ %		
<input checked="" type="checkbox"/> Refunding/Renewal 100.00 %	Taxable GO Bonds, Series 2011	

<b>7. Security:</b>		
<input checked="" type="checkbox"/> General Obligation	<input type="checkbox"/> General Obligation + Revenue/Tax	
<input type="checkbox"/> Revenue	<input type="checkbox"/> Tax Increment Financing (TIF)	
<input type="checkbox"/> Annual Appropriation (Capital Lease Only)	<input type="checkbox"/> Other (Describe): _____	

<b>8. Type of Sale:</b>		
<input type="checkbox"/> Competitive Public Sale	<input type="checkbox"/> Interfund Loan _____	
<input checked="" type="checkbox"/> Negotiated Sale	<input type="checkbox"/> Loan Program _____	
<input type="checkbox"/> Informal Bid		

<b>9. Date:</b>		
Dated Date: 06/17/2020	Issue/Closing Date: 06/17/2020	

### REPORT ON DEBT OBLIGATION

(Pursuant to Tennessee Code Annotated Section 9-21-151)

#### 10. Maturity Dates, Amounts and Interest Rates \*:

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2022	\$ 1,105,000.00	1.7200 %		\$	%
2023	\$ 530,000.00	1.7200 %		\$	%
2024	\$ 540,000.00	1.7200 %		\$	%
2025	\$ 550,000.00	1.7200 %		\$	%
2026	\$ 560,000.00	1.7200 %		\$	%
2027	\$ 565,000.00	1.7200 %		\$	%
2028	\$ 580,000.00	1.7200 %		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%

If more space is needed, attach an additional sheet.

If (1) the debt has a final maturity of 31 or more years from the date of issuance, (2) principal repayment is delayed for two or more years, or (3) debt service payments are not level throughout the retirement period, then a cumulative repayment schedule (grouped in 5 year increments out to 30 years) including this and all other entity debt secured by the same source **MUST BE PREPARED AND ATTACHED**. For purposes of this form, debt secured by an ad valorem tax pledge and debt secured by a dual ad valorem tax and revenue pledge are secured by the same source. Also, debt secured by the same revenue stream, no matter what lien level, is considered secured by the same source.

\* This section is not applicable to the Initial Report for a Borrowing Program.

#### 11. Cost of Issuance and Professionals:

☐ No costs or professionals

	AMOUNT (Round to nearest \$)	FIRM NAME
Financial Advisor Fees	\$ 4,237	PFM Financial Advisors LLC
Legal Fees	\$ 2,825	Bass, Berry & Sims PLC
Bond Counsel	\$ 0	
Issuer's Counsel	\$ 0	
Trustee's Counsel	\$ 0	
Bank Counsel	\$ 0	
Disclosure Counsel	\$ 0	
Paying Agent Fees	\$ 0	
Registrar Fees	\$ 0	
Trustee Fees	\$ 350	BNY Mellon Trust Company (escrow agent)
Remarketing Agent Fees	\$ 0	
Liquidity Fees	\$ 0	
Rating Agency Fees	\$ 0	
Credit Enhancement Fees	\$ 0	
Bank Closing Costs	\$ 4,500	Regions Commercial Equipment Finance, LLC
Underwriter's Discount _____%		
Take Down	\$ 0	
Management Fee	\$ 0	
Risk Premium	\$ 0	
Underwriter's Counsel	\$ 0	
Other expenses	\$ 0	
Printing and Advertising Fees	\$ 0	
Issuer/Administrator Program Fees	\$ 0	
Real Estate Fees	\$ 0	
Sponsorship/Referral Fee	\$ 0	
Other Costs _____	\$ 5,235	Escrow Bidding Agent, Miscellaneous
<b>TOTAL COSTS</b>	<b>\$ 17,147</b>	



**REPORT ON DEBT OBLIGATION**  
(Pursuant to Tennessee Code Annotated Section 9-21-151)**12. Recurring Costs:**☒ No Recurring Costs

	AMOUNT (Basis points/\$)	FIRM NAME (If different from #11)
Remarketing Agent		
Paying Agent / Registrar		
Trustee		
Liquidity / Credit Enhancement		
Escrow Agent		
Sponsorship / Program / Admin		
Other		

**13. Disclosure Document / Official Statement:**☒ None Prepared☐ EMMA link☐ Copy attached

or

**14. Continuing Disclosure Obligations:**

Is there an existing continuing disclosure obligation related to the security for this debt?

☒ Yes ☐ No

Is there a continuing disclosure obligation agreement related to this debt?

☐ Yes ☒ NoIf yes to either question, date that disclosure is due June 30thName and title of person responsible for compliance Laurie Matta, CFO**15. Written Debt Management Policy:**

Governing Body's approval date of the current version of the written debt management policy

09/17/2017

Is the debt obligation in compliance with and clearly authorized under the policy?

☒ Yes ☐ No**16. Written Derivative Management Policy:**☒ No derivative

Governing Body's approval date of the current version of the written derivative management policy

Date of Letter of Compliance for derivative

Is the derivative in compliance with and clearly authorized under the policy?

☐ Yes ☐ No**17. Submission of Report:**

To the Governing Body:

on 07/02/2020

and presented at public meeting held on

07/02/2020

Copy to Director, Division of Local Govt Finance:

on 06/17/2020

either by:

☐ Mail to:Cordell Hull Building  
425 Fifth Avenue North, 4th Floor  
Nashville, TN 37243-3400

OR

☒ Email to:LGF@cot.tn.gov**18. Signatures:**

	AUTHORIZED REPRESENTATIVE	PREPARER
Name	Joe Pitts	Jeffrey A. Oldham
Title	Mayor	Member
Firm	City of Clarksville	Bass, Berry & Sims PLC
Email	joe.pitts@cityofclarksville.com	joldham@bassberry.com
Date	06/17/2020	06/17/2020

## REPORT ON DEBT OBLIGATION

(Pursuant to Tennessee Code Annotated Section 9-21-151)

<b>1. Public Entity:</b>	
Name:	CITY OF CLARKSVILLE, TENNESSEE
Address	1 Public Square, P.O. Box 928
	Clarksville, Tennessee 37040
Debt Issue Name:	General Obligation Refunding Bond, Series 2020A
If disclosing initially for a program, attach the form specified for updates, indicating the frequency required.	

<b>2. Face Amount:</b>	\$ 42,619,000.00
Premium/Discount:	\$

<b>3. Interest Cost:</b>	1.7100 %	<input checked="" type="checkbox"/> Tax-exempt	<input type="checkbox"/> Taxable
<input checked="" type="checkbox"/> TIC	<input type="checkbox"/> NIC		
<input type="checkbox"/> Variable:	Index _____ plus _____ basis points; or		
<input type="checkbox"/> Variable:	Remarketing Agent _____		
<input type="checkbox"/> Other:	_____		

<b>4. Debt Obligation:</b>		
<input type="checkbox"/> TRAN	<input type="checkbox"/> RAN	<input type="checkbox"/> CON
<input type="checkbox"/> BAN	<input type="checkbox"/> CRAN	<input type="checkbox"/> GAN
<input checked="" type="checkbox"/> Bond	<input type="checkbox"/> Loan Agreement	<input type="checkbox"/> Capital Lease
If any of the notes listed above are issued pursuant to Title 9, Chapter 21, enclose a copy of the executed note with the filing with the Division of Local Government Finance ("LGF").		

<b>5. Ratings:</b>	
<input checked="" type="checkbox"/> Unrated	
Moody's _____	Standard & Poor's _____ Fitch _____

<b>6. Purpose:</b>	
	BRIEF DESCRIPTION
<input type="checkbox"/> General Government _____ %	_____
<input type="checkbox"/> Education _____ %	_____
<input type="checkbox"/> Utilities _____ %	_____
<input type="checkbox"/> Other _____ %	_____
<input checked="" type="checkbox"/> Refunding/Renewal 100.00 %	TMBF 2005, 2007A, 2007B, 2008A, 2008B, 2010

<b>7. Security:</b>	
<input checked="" type="checkbox"/> General Obligation	<input type="checkbox"/> General Obligation + Revenue/Tax
<input type="checkbox"/> Revenue	<input type="checkbox"/> Tax Increment Financing (TIF)
<input type="checkbox"/> Annual Appropriation (Capital Lease Only)	<input type="checkbox"/> Other (Describe): _____

<b>8. Type of Sale:</b>	
<input type="checkbox"/> Competitive Public Sale	<input type="checkbox"/> Interfund Loan _____
<input checked="" type="checkbox"/> Negotiated Sale	<input type="checkbox"/> Loan Program _____
<input type="checkbox"/> Informal Bid	

<b>9. Date:</b>	
Dated Date: 06/17/2020	Issue/Closing Date: 06/17/2020

**REPORT ON DEBT OBLIGATION**

(Pursuant to Tennessee Code Annotated Section 9-21-151)

**10. Maturity Dates, Amounts and Interest Rates \*:**

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2021	\$2,914,000.00	1.7100 %	2032	\$3,118,000.00	1.7100 %
2022	\$2,595,000.00	1.7100 %	2033	\$2,951,000.00	1.7100 %
2023	\$2,943,000.00	1.7100 %	2034	\$2,059,000.00	1.7100 %
2024	\$2,975,000.00	1.7100 %		\$	%
2025	\$3,061,000.00	1.7100 %		\$	%
2026	\$3,103,000.00	1.7100 %		\$	%
2027	\$3,198,000.00	1.7100 %		\$	%
2028	\$3,295,000.00	1.7100 %		\$	%
2029	\$3,397,000.00	1.7100 %		\$	%
2030	\$3,450,000.00	1.7100 %		\$	%
2031	\$3,560,000.00	1.7100 %		\$	%

If more space is needed, attach an additional sheet.

If (1) the debt has a final maturity of 31 or more years from the date of issuance, (2) principal repayment is delayed for two or more years, or (3) debt service payments are not level throughout the retirement period, then a cumulative repayment schedule (grouped in 5 year increments out to 30 years) including this and all other entity debt secured by the same source **MUST BE PREPARED AND ATTACHED**. For purposes of this form, debt secured by an ad valorem tax pledge and debt secured by a dual ad valorem tax and revenue pledge are secured by the same source. Also, debt secured by the same revenue stream, no matter what lien level, is considered secured by the same source.

\* This section is not applicable to the Initial Report for a Borrowing Program.

**11. Cost of Issuance and Professionals:**☐ No costs or professionals

	AMOUNT (Round to nearest \$)	FIRM NAME
Financial Advisor Fees	\$ 40,763	PFM Financial Advisors LLC
Legal Fees	\$ 27,175	Bass, Berry & Sims PLC
Bond Counsel	\$ 0	
Issuer's Counsel	\$ 0	
Trustee's Counsel	\$ 0	
Bank Counsel	\$ 0	
Disclosure Counsel	\$ 0	
Paying Agent Fees	\$ 0	
Registrar Fees	\$ 0	
Trustee Fees	\$ 0	
Remarketing Agent Fees	\$ 0	
Liquidity Fees	\$ 0	
Rating Agency Fees	\$ 0	
Credit Enhancement Fees	\$ 0	
Bank Closing Costs	\$ 0	
Underwriter's Discount _____ %		
Take Down	\$ 0	
Management Fee	\$ 0	
Risk Premium	\$ 0	
Underwriter's Counsel	\$ 0	
Other expenses	\$ 0	
Printing and Advertising Fees	\$ 0	
Issuer/Administrator Program Fees	\$ 0	
Real Estate Fees	\$ 0	
Sponsorship/Referral Fee	\$ 0	
Other Costs _____	\$ 2,265	Miscellaneous
<b>TOTAL COSTS</b>	<b>\$ 70,203</b>	

**REPORT ON DEBT OBLIGATION**

(Pursuant to Tennessee Code Annotated Section 9-21-151)

**12. Recurring Costs:**☒ No Recurring Costs

Remarketing Agent  
 Paying Agent / Registrar  
 Trustee  
 Liquidity / Credit Enhancement  
 Escrow Agent  
 Sponsorship / Program / Admin  
 Other \_\_\_\_\_

**AMOUNT**  
 (Basis points/\$)

**FIRM NAME**  
 (If different from #11)

10 bpsTennessee Municipal Bond Fund**13. Disclosure Document / Official Statement:**☒ None Prepared☐ EMMA link \_\_\_\_\_ or☐ Copy attached**14. Continuing Disclosure Obligations:**

Is there an existing continuing disclosure obligation related to the security for this debt?

☒ Yes☐ No

Is there a continuing disclosure obligation agreement related to this debt?

☐ Yes☒ NoIf yes to either question, date that disclosure is due June 30thName and title of person responsible for compliance Laurie Matta, CFO**15. Written Debt Management Policy:**

Governing Body's approval date of the current version of the written debt management policy

09/17/2017

Is the debt obligation in compliance with and clearly authorized under the policy?

☒ Yes☐ No**16. Written Derivative Management Policy:**☒ No derivative

Governing Body's approval date of the current version of the written derivative management policy \_\_\_\_\_

Date of Letter of Compliance for derivative \_\_\_\_\_

Is the derivative in compliance with and clearly authorized under the policy?

☐ Yes☐ No**17. Submission of Report:**

To the Governing Body:

on 07/02/2020and presented at public meeting held on 07/02/2020

Copy to Director, Division of Local Govt Finance:

on 06/17/2020

either by:

☐ Mail to:

Cordell Hull Building  
 425 Fifth Avenue North, 4th Floor  
 Nashville, TN 37243-3400

OR

☒ Email to:LGF@cot.tn.gov**18. Signatures:****AUTHORIZED REPRESENTATIVE****PREPARER**

Name

Joe PittsJeffrey A. Oldham

Title

MayorMember

Firm

City of ClarksvilleBass, Berry & Sims PLC

Email

joe.pitts@cityofclarksville.comjoldham@bassberry.com

Date

06/17/202006/17/2020

**CDE Lightband**  
**Rolling 4 month Balance Sheet - Broadband Division**  
**May 31, 2020**

	<u>5/31/19</u>	<u>% Change</u>	<u>5/31/20</u>	<u>4/30/20</u>	<u>3/31/20</u>	<u>2/29/20</u>
<b>Assets</b>						
<b>Current Assets:</b>						
Cash -Operating Account	\$ 7,036,975.69	-13.54%	\$ 6,084,029.66	\$ 5,850,945.91	\$ 5,782,482.51	\$ 6,442,439.03
Accounts Receivable:						
Subscribers, less allowance	1,399,344.55	19.92%	1,678,134.72	1,568,962.72	1,580,967.92	1,538,186.38
Other	39,612.87	23.62%	48,968.96	35,728.77	39,914.32	35,829.00
Temporary advances - Electric	1,990,576.44	-4.26%	1,905,734.31	2,046,363.69	1,965,275.56	1,900,474.79
Inventory	<u>420,624.39</u>	<u>37.75%</u>	<u>579,424.19</u>	<u>642,920.79</u>	<u>639,398.43</u>	<u>553,812.52</u>
Total Current Assets	\$ 10,887,133.94	-5.43%	\$ 10,296,291.84	\$ 10,144,921.88	\$ 10,008,038.74	\$ 10,470,741.72
<b>Noncurrent Assets:</b>						
Construction Work In Progress	\$ 25,715.22	173.05%	\$ 70,216.33	\$ 6,445.27	\$ 5,730.74	\$ 5,804.88
Telecommunications Plant	8,307,995.07	5.95%	8,802,523.91	8,800,818.87	8,494,721.90	8,558,384.96
Accumulated Depreciation	(5,488,565.02)	2.41%	(5,620,718.03)	(5,567,829.96)	(5,553,501.14)	(5,569,428.66)
Deferred Debit - Software & Outflows of Resources	<u>365,257.08</u>	<u>-24.13%</u>	<u>277,135.01</u>	<u>322,429.87</u>	<u>369,065.48</u>	<u>402,555.79</u>
Total Noncurrent Assets	\$ 3,210,402.35	9.93%	\$ 3,529,157.22	\$ 3,561,864.05	\$ 3,316,016.98	\$ 3,397,316.97
<b>Total Assets</b>	<b><u>\$ 14,097,536.29</u></b>	-1.93%	<b><u>\$ 13,825,449.06</u></b>	<b><u>\$ 13,706,785.93</u></b>	<b><u>\$ 13,324,055.72</u></b>	<b><u>\$ 13,868,058.69</u></b>
<b>Retained Earnings and Liabilities:</b>						
<b>Retained Earnings (Deficit):</b>						
Retained Earnings - Beginning of Year	\$ (3,011,499.48)	-126.69%	\$ 803,836.93	\$ 803,836.93	\$ 803,836.93	\$ 803,836.93
Retained Earnings - YTD	3,380,057.74	11.37%	3,764,290.10	3,364,931.70	2,953,912.65	2,604,408.39
Retained Earnings - Current	<u>264,412.40</u>	<u>-0.61%</u>	<u>262,808.47</u>	<u>399,358.40</u>	<u>411,019.05</u>	<u>349,504.26</u>
<b>Total Retained Earnings (Deficit)</b>	<b>\$ 632,970.66</b>	663.22%	<b>\$ 4,830,935.50</b>	<b>\$ 4,568,127.03</b>	<b>\$ 4,168,768.63</b>	<b>\$ 3,757,749.58</b>
<b>Current Liabilities:</b>						
Accounts Payable	\$ 2,091,746.69	-5.30%	\$ 1,980,979.05	\$ 2,153,886.59	\$ 2,113,081.53	\$ 3,096,786.16
Unearned Revenue	\$ 609,040.12	12.06%	\$ 682,497.65	\$ 682,497.65	\$ 682,497.65	\$ 682,497.65
Other Accrued Payables	<u>127,276.33</u>	<u>84.69%</u>	<u>235,067.87</u>	<u>206,025.11</u>	<u>262,047.25</u>	<u>232,259.61</u>
Total Current Liabilities	\$ 2,828,063.14	2.49%	\$ 2,898,544.57	\$ 3,042,409.35	\$ 3,057,626.43	\$ 4,011,543.42
<b>Noncurrent Liabilities:</b>						
Customer Deposits	\$ 2,398.81	-52.58%	\$ 1,137.48	\$ 1,137.48	\$ 1,137.48	\$ 1,287.48
Postretirement Benefits	330,178.55	4.27%	344,286.38	344,566.94	345,978.05	346,933.08
Deferred Inflows of Resources	7,994.00	1208.66%	104,614.00	104,614.00	104,614.00	104,614.00
Long Term Debt to the Electric Division	<u>10,295,931.13</u>	<u>-45.16%</u>	<u>5,645,931.13</u>	<u>5,645,931.13</u>	<u>5,645,931.13</u>	<u>5,645,931.13</u>
Total Noncurrent Liabilities	\$ 10,636,502.49	-42.69%	\$ 6,095,968.99	\$ 6,096,249.55	\$ 6,097,660.66	\$ 6,098,765.69
<b>Total Liabilities</b>	<b>\$ 13,464,565.63</b>	-33.20%	<b>\$ 8,994,513.56</b>	<b>\$ 9,138,658.90</b>	<b>\$ 9,155,287.09</b>	<b>\$ 10,110,309.11</b>
<b>Total Liabilities &amp; Retained Earnings</b>	<b><u>\$ 14,097,536.29</u></b>	-1.93%	<b><u>\$ 13,825,449.06</u></b>	<b><u>\$ 13,706,785.93</u></b>	<b><u>\$ 13,324,055.72</u></b>	<b><u>\$ 13,868,058.69</u></b>

**CDE Lightband**  
**Income Statement - Broadband Division**  
**5/31/2020**

	<u>5/31/19</u>	<u>% Change</u>	<u>5/31/20</u>	<u>4/30/20</u>	<u>3/31/20</u>	<u>2/29/20</u>
<b>Operating Revenue:</b>						
Programming Revenue	\$ 414,139.37	5.58%	\$ 437,268.13	\$ 440,207.86	\$ 439,473.85	\$ 442,492.71
Internet Revenue	1,172,347.01	10.50%	1,295,429.63	1,285,568.32	1,272,890.37	1,268,453.42
Telephone Revenue	148,950.05	2.48%	152,643.68	152,332.52	152,737.80	149,463.99
Miscellaneous Fee Revenue	161,093.13	-46.11%	86,815.12	111,555.87	136,281.35	137,998.92
<b>Total Operating Revenues</b>	<u>1,896,529.56</u>	3.99%	<u>1,972,156.56</u>	<u>1,989,664.57</u>	<u>2,001,383.37</u>	<u>1,998,409.04</u>
 Cost of Programming & Services	<u>693,505.25</u>	0.80%	<u>699,067.16</u>	<u>742,253.10</u>	<u>733,034.95</u>	<u>703,815.65</u>
<b>Gross Revenue:</b>	<b>\$ 1,203,024.31</b>	5.82%	<b>\$ 1,273,089.40</b>	<b>\$ 1,247,411.47</b>	<b>\$ 1,268,348.42</b>	<b>\$ 1,294,593.39</b>
<b>Operating Expenses:</b>						
Network Support Expense-Video	\$ 39,162.84	-14.17%	\$ 33,614.23	\$ 33,403.65	\$ 39,189.13	\$ 35,397.72
Network Support Expense-Internet	134,091.54	137.94%	319,053.34	141,900.78	138,237.22	138,458.28
Network Support Expense-Phone	15,644.72	-0.35%	15,589.46	15,571.04	15,620.16	15,589.46
Network Admin. & Oper. Expense	111,682.30	-1.83%	109,636.89	114,903.97	125,486.85	108,147.67
Building & Office Expense	8,047.00	0.00%	8,047.00	8,047.00	8,047.00	8,047.00
Depreciation & Amortization Expense	77,884.77	18.33%	92,161.05	89,443.49	92,631.49	92,571.19
General & Administrative Expense	252,400.10	-25.77%	187,354.89	228,816.81	223,103.37	232,204.23
Station Apparatus Expense	165,312.83	-28.34%	118,461.25	93,845.62	101,722.68	152,963.24
Customer Service Expense	53,839.97	-3.51%	51,952.07	53,807.03	52,379.83	64,673.54
Marketing Expense	66,889.61	-1.52%	65,875.36	59,829.02	53,796.64	89,818.36
<b>Total Operating Expenses</b>	<u>\$ 924,955.68</u>	8.30%	<u>\$ 1,001,745.54</u>	<u>\$ 839,568.41</u>	<u>\$ 850,214.37</u>	<u>\$ 937,870.69</u>
<b>Operating Income (Loss)</b>	<u>\$ 278,068.63</u>	-2.42%	<u>\$ 271,343.86</u>	<u>\$ 407,843.06</u>	<u>\$ 418,134.05</u>	<u>\$ 356,722.70</u>
 Interest Expense	10,583.14	-48.39%	5,462.30	5,411.57	4,041.91	4,145.35
Other Expenses - Tax Equivalent	3,073.09	0.00%	3,073.09	3,073.09	3,073.09	3,073.09
Other Expense - Loss on Retirement of Equipment	\$ -		\$ -	\$ -	\$ -	\$ -
<b>Total Other Expenses (Income)</b>	<u>\$ 13,656.23</u>	-37.50%	<u>\$ 8,535.39</u>	<u>\$ 8,484.66</u>	<u>\$ 7,115.00</u>	<u>\$ 7,218.44</u>
<b>Net Income (Loss)</b>	<u><b>\$ 264,412.40</b></u>	-0.61%	<u><b>\$ 262,808.47</b></u>	<u><b>\$ 399,358.40</b></u>	<u><b>\$ 411,019.05</b></u>	<u><b>\$ 349,504.26</b></u>
 <b>EBITDA</b>	<u><b>\$ 355,953.40</b></u>		<u><b>\$ 363,504.91</b></u>	<u><b>\$ 497,286.55</b></u>	<u><b>\$ 510,765.54</b></u>	<u><b>\$ 449,293.89</b></u>

<p style="text-align: center;"><b>CDE Lightband</b>  <b>Cash Flow Statement - Broadband Division</b>  <b>May 31, 2020</b></p>
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RECONCILIATION OF OPERATING INCOME TO  
NET CASH PROVIDED BY OPER ACTIVITIES:

Operating income (loss)	\$ 271,343.86
Adjustments to reconcile oper income to cash provided (used) by operating activities	
Depreciation and amortization	92,161.05
Changes in:	
Accounts receivable	(122,412.19)
Advances to Electric	140,629.38
Inventory	63,496.60
Accounts payable	(172,907.54)
Accrued expenses	28,762.20
Customer deposits	-
Other	<u>36,759.47</u>
Net Cash From Operating Activities	<u>337,832.83</u>

CASH FLOWS FROM FINANCING ACTIVITIES:

Payment of long term debt	-
Additions to plant	<u>(104,749.08)</u>
Net Cash Used by Financing Activities	<u>(104,749.08)</u>

NET INCREASE IN CASH AND CASH EQUIVALENTS	\$ 233,083.75
CASH AND CASH EQUIVALENTS - BEG OF MONTH	<u>5,850,945.91</u>
CASH AND CASH EQUIVALENTS - END OF MONTH	<u><u>\$ 6,084,029.66</u></u>

**CDE Lightband**  
**Rolling 4 Month Balance Sheet - Electric Division**  
**May 31, 2020**

	<i>Prior Year</i>					
	<u>5/31/2019</u>	<u>% Change</u>	<u>5/31/2020</u>	<u>4/30/2020</u>	<u>3/31/2020</u>	<u>2/29/2020</u>
<b>UTILITY PLANT</b>						
1 Electric Plant	\$ 295,227,234.01	6.42%	\$ 314,177,448.60	\$ 312,985,684.70	\$ 311,730,311.37	\$ 309,818,913.25
2 Less Depreciation	(102,422,474.12)	5.39%	(107,939,705.49)	(107,433,297.24)	(106,480,470.76)	(105,940,590.51)
3 Total	\$192,804,759.89	6.97%	\$206,237,743.11	\$205,552,387.46	\$205,249,840.61	\$203,878,322.74
4 Unamortized acq. adj.	75,113.25	-48.00%	39,058.89	42,063.42	45,067.95	48,072.48
6 Total Plant - Net	\$192,879,873.14	6.95%	\$206,276,802.00	\$205,594,450.88	\$205,294,908.56	\$203,926,395.22
<b>OTHER PROPERTY AND INVESTMENTS</b>						
8 Interdivisional loan	10,295,931.13	-45.16%	5,645,931.13	5,645,931.13	5,645,931.13	5,645,931.13
9 Sinking Funds	9,321,156.73	-5.98%	8,763,793.86	7,263,370.21	7,263,063.20	7,262,504.61
12 Other Special Funds	-		-	-	-	-
13 Total	19,617,087.86	-26.55%	14,409,724.99	12,909,301.34	12,908,994.33	12,908,435.74
<b>CURRENT AND ACCRUED ASSETS</b>						
14 General Cash/temp cash investments	6,497,046.27	53.47%	9,971,177.02	9,740,134.21	5,935,136.64	8,009,942.50
14.1 Reserved Cash	27,942,463.35	-20.14%	22,313,993.48	22,170,470.04	22,076,543.77	21,977,956.32
15 Accounts Receivable	10,620,121.08	11.97%	11,891,719.73	10,406,174.16	11,779,432.47	13,893,320.95
16 Materials and Supplies	3,096,891.73	21.23%	3,754,240.85	3,970,214.37	3,944,763.73	4,166,065.16
18 Other Current Assets	21,129,794.51	-11.66%	18,666,665.80	21,928,767.57	27,508,377.97	25,709,800.10
19 Total	69,286,316.94	-3.88%	66,597,796.88	68,215,760.35	71,244,254.58	73,757,085.03
<b>DEFERRED DEBITS</b>						
22 Clearing Accounts	-		21,795.81	22,634.10	23,472.39	24,310.68
24 Energy Service Loans Rec	2,621,512.29	-34.57%	1,715,381.63	1,771,500.91	1,821,657.93	1,894,287.84
26 Other Deferred Debits	4,073,226.28	-4.45%	3,891,771.40	3,916,420.43	3,993,132.91	4,180,434.43
27 Total	6,694,738.57	-15.92%	5,628,948.84	5,710,555.44	5,838,263.23	6,099,032.95
28 TOTAL ASSETS & OTHER DEBITS	<u>\$288,478,016.51</u>	<u>1.54%</u>	<u>\$292,913,272.71</u>	<u>\$292,430,068.01</u>	<u>\$295,286,420.70</u>	<u>\$296,690,948.94</u>



## CAPITAL

### EARNINGS REINVESTED IN SYSTEM ASSETS

33 Beginning of year	171,989,065.77	5.62%	181,656,853.69	181,656,853.69	181,656,853.69	181,656,853.69
34 Current Year to Date	<u>9,873,382.35</u>	15.77%	<u>11,430,639.51</u>	<u>11,440,890.84</u>	<u>10,557,394.47</u>	<u>7,987,977.39</u>
35 Total	181,862,448.12	6.17%	193,087,493.20	193,097,744.53	192,214,248.16	189,644,831.08

### Long Term Debt

39.1 Bonds and other Long Term Debt	62,600,000.00	-4.89%	59,540,000.00	59,540,000.00	59,540,000.00	59,540,000.00
40 Debt Premium and discount	<u>8,081,384.94</u>	-7.34%	<u>7,488,164.94</u>	<u>7,537,599.94</u>	<u>7,587,034.94</u>	<u>7,636,469.94</u>
41 Total	70,681,384.94	-5.17%	67,028,164.94	67,077,599.94	67,127,034.94	67,176,469.94

### OTHER NON-CURRENT LIABILITIES

41.9 Post Retirement Benefits	1,422,065.23	11.80%	1,589,878.10	1,593,112.80	1,599,084.94	1,605,278.83
42 Energy Service Loans - Advances	<u>2,738,445.43</u>	-34.98%	<u>1,780,622.60</u>	<u>1,831,115.92</u>	<u>1,897,886.93</u>	<u>1,978,335.04</u>
44 Total	4,160,510.66	-18.99%	3,370,500.70	3,424,228.72	3,496,971.87	3,583,613.87

### CURRENT AND ACCRUED LIABILITIES

46 Accounts Payable	21,619,869.84	-15.10%	18,354,375.25	17,913,113.98	21,821,941.13	25,898,599.57
47 Customer Deposits	6,812,612.83	4.51%	7,120,091.19	7,090,010.76	7,051,277.43	7,024,374.93
52.2 Interest Accrued - Other	650,078.10	-3.50%	627,306.27	418,204.18	209,102.09	45,543.70
53 Other Current Liabilities	<u>2,691,112.02</u>	23.57%	<u>3,325,341.16</u>	<u>3,409,165.90</u>	<u>3,365,845.08</u>	<u>3,317,515.85</u>
54 Total	31,773,672.79	-7.39%	29,427,113.87	28,830,494.82	32,448,165.73	36,286,034.05

58 TOTAL LIABILITIES AND OTHER CREDITS	<u>\$ 288,478,016.51</u>	1.54%	<u>\$ 292,913,272.71</u>	<u>\$ 292,430,068.01</u>	<u>\$ 295,286,420.70</u>	<u>\$ 296,690,948.94</u>
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**CDE Lightband**  
**Revenues and Expenses - Electric Division**  
**5/31/2020**

	<i>Prior Year</i>		<i>Prior 3 Months</i>			
	<u>5/31/2019</u>	<u>% Change</u>	<u>5/31/2020</u>	<u>4/30/2020</u>	<u>3/31/2020</u>	<u>2/29/2020</u>
<b>OPERATING REVENUE</b>						
59 Electric Sales Revenue	12,112,702.98	-7.30%	11,228,037.27	11,201,767.95	13,393,257.15	15,378,460.32
60 Revenue from Late Payments	98,399.71	-101.23%	(1,205.87)	123,335.35	126,181.94	107,424.34
61 Misc Service Revenue	105,781.12	-66.70%	35,223.56	41,112.93	90,745.90	113,224.08
62 Rent from Electric Property	251,744.75	23.75%	311,533.31	310,250.05	309,709.73	309,009.77
63 Other Electric Revenue	4.08	<u>-90.93%</u>	0.37	(12.59)	0.11	(127.05)
<b>64 Total Operating Revenue</b>	12,568,632.64	-7.92%	11,573,588.64	11,676,453.69	13,919,894.83	15,907,991.46
<b>PURCHASED POWER</b>						
65 Total Power Cost	9,750,606.07	-17.11%	8,082,474.83	7,159,182.86	8,038,790.54	10,641,607.91
<b>OPERATING EXPENSE</b>						
66 Transmission Expense	3,756.76	71.89%	6,457.36	6,061.70	6,079.36	5,183.11
67 Distribution Expense	330,073.82	7.94%	356,291.62	297,731.09	350,974.82	344,441.83
68 Customer Accounts Expense	295,395.83	-0.14%	294,985.08	310,005.59	340,412.55	324,172.26
69 Cust. Service and Inf. Exp.	28,041.38	-5.50%	26,498.78	33,379.51	33,598.00	44,622.84
70 Sales Expense	10,414.13	-19.94%	8,337.66	9,723.63	11,855.47	11,770.95
71 Admin. And General Expense	808,521.86	<u>-51.16%</u>	394,875.19	600,707.76	372,275.86	422,850.02
<b>72 Operating Expense</b>	1,476,203.78	-26.33%	1,087,445.69	1,257,609.28	1,115,196.06	1,153,041.01
<b>MAINTENANCE EXPENSE</b>						
73 Transmission Expense	2,507.33	88.34%	4,722.24	7,765.09	4,583.28	5,714.96
74 Distribution Expense	422,670.58	-7.74%	389,959.33	357,053.72	268,912.23	399,536.93
75 Admin. and General Expense	227,314.21	<u>-7.32%</u>	210,677.21	203,567.45	197,641.19	200,848.24
<b>76 Maintenance Expense</b>	652,492.12	-7.22%	605,358.78	568,386.26	471,136.70	606,100.13
<b>OTHER OPERATING EXPENSE</b>						
77 Depreciation Expense	1,037,492.49	5.31%	1,092,568.10	1,090,446.52	1,071,511.72	1,067,670.64
78 Amort. of Acquisition Adjust.	3,004.53	0.00%	3,004.53	3,004.53	3,004.53	3,004.53
79 Taxes and Tax Equivalents	556,243.27	<u>0.45%</u>	558,733.91	561,656.57	560,584.32	555,360.02
80 Total other oper. Expense	1,596,740.29	3.61%	1,654,306.54	1,655,107.62	1,635,100.57	1,626,035.19
<b>Total operating expense and 81 purchased power</b>	13,476,042.26	-15.19%	11,429,585.84	10,640,286.02	11,260,223.87	14,026,784.24
<b>INCOME</b>						
82 Operating Income	(907,409.62)	-115.87%	144,002.80	1,036,167.67	2,659,670.96	1,881,207.22
83 Other Income	76,987.79	-66.79%	25,565.70	28,609.26	44,050.02	43,997.77
84 Total Income	(830,421.83)	-120.42%	169,568.50	1,064,776.93	2,703,720.98	1,925,204.99
85 Misc Income Deductions	-		-	(1,500.00)	-	-
<b>86 Net Income before debt expense</b>	(830,421.83)	-120.42%	169,568.50	1,063,276.93	2,703,720.98	1,925,204.99
<b>DEBT EXPENSE</b>						
90 Interest on Long Term Debt	235,270.09	-3.23%	227,679.48	227,679.48	182,135.78	235,270.09
92 Other Interest Expense	1,522.37	3.48%	1,575.35	1,536.08	1,603.12	1,465.98
93 Amort. of Debt Disc. and Exp.	-		-	-	-	-
94 Amort. of Prem. on Debt	(49,435.00)	0.00%	(49,435.00)	(49,435.00)	(49,435.00)	(49,435.00)
<b>95 Total Debt Expense</b>	187,357.46	-4.02%	179,819.83	179,780.56	134,303.90	187,301.07
<b>NET INCOME</b>						
96 Income before Extraord. Items	(1,017,779.29)	-98.99%	(10,251.33)	883,496.37	2,569,417.08	1,737,903.92
97 Extraordinary Items	-		-	-	-	-
<b>98 Net Income</b>	(1,017,779.29)	-98.99%	(10,251.33)	883,496.37	2,569,417.08	1,737,903.92

<p style="text-align: center;"><b>CDE Lightband</b>  <b>Cash Flow Statement - Electric Division</b>  <b>May 31, 2020</b></p>
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RECONCILIATION OF OPERATING INCOME TO  
NET CASH PROVIDED BY OPER ACTIVITIES:

Operating income	\$ 144,002.80
Adjustments to reconcile oper income to cash provided (used) by operating activities	
Depreciation and amortization	1,095,572.63
Changes in:	
Accounts receivable	(1,485,545.57)
Materials and supplies	215,973.52
Interdivisional loan	-
Accounts receivable - TVA Energy Service Loans	56,119.28
Advances - TVA Energy Service Loans	(50,493.32)
Prepayments	-
Other current assets	3,133,334.96
Accounts payable	441,261.27
Accrued expenses	209,102.09
Customer deposits	30,080.43
Other postemployment benefits	(3,234.70)
Other	<u>(83,824.74)</u>
Net Cash Provided by Operating Activities	<u>3,702,348.65</u>

CASH FLOWS FROM FINANCING ACTIVITIES:

Additions to plant	(1,777,923.75)
Payment of long-term debt	<u>(49,435.00)</u>
Net Cash used by Financing Activities	<u>(1,827,358.75)</u>

NET INCREASE IN CASH AND CASH EQUIVALENTS \$ 1,874,989.90

CASH AND CASH EQUIVALENTS - BEG OF MONTH 39,173,974.46

CASH AND CASH EQUIVALENTS - END OF MONTH \$ 41,048,964.36

CASH AND CASH EQUIVALENTS CONSIST OF:

Sinking Funds	8,763,793.86
Construction Funds	-
General cash/temp cash investments	9,971,177.02
Reserved Cash	<u>22,313,993.48</u>
	<u>\$ 41,048,964.36</u>

**CDE Lightband Subscriber Analysis**  
**March 2020 - May 2020**

Service	March 2020							April 2020							May 2020						
	March Actual	March Budget	March Variance	Net Gain Over Prev. Month	% Growth to Budget	March Prior Year Actual	Growth % Year Over Year	April Actual	April Budget	April Variance	Net Gain Over Prev. Month	% Growth to Budget	April Prior Year Actual	Growth % Year Over Year	May Actual	May Budget	May Variance	Net Gain Over Prev. Month	% Growth to Budget	May Prior Year Actual	Growth % Year Over Year
<b>Video (Total)</b>	<b>5,830</b>	<b>5,306</b>	<b>524</b>	<b>234</b>	<b>10%</b>	<b>5,303</b>	<b>10%</b>	<b>5,314</b>	<b>5,303</b>	<b>11</b>	<b>(516)</b>	<b>0%</b>	<b>5,248</b>	<b>1%</b>	<b>5,312</b>	<b>5,303</b>	<b>9</b>	<b>(2)</b>	<b>0%</b>	<b>5,220</b>	<b>2%</b>
Lightband Basic	435	316	119	4	38%	361	20%	376	316	60	(59)	19%	367	2%	375	316	59	(1)	19%	372	1%
Lightband Plus	2,056	1,580	476	196	30%	1,815	13%	1,822	1,579	243	(234)	15%	1,811	1%	1,817	1,579	238	(5)	15%	1,834	-1%
Lightband Extra	2,796	3,371	(575)	(15)	-17%	3,089	-9%	2,545	3,369	(824)	(251)	-24%	3,032	-16%	2,532	3,369	(837)	(13)	-25%	2,979	-15%
Streaming Services	513	0	513	49	0%	0	0%	541	0	541	28	0%	0	0%	558	0	558	17	0%	0	0%
Other Pkgs	30	39	(9)	0	-23%	38	-21%	30	39	(9)	0	-23%	38	-21%	30	39	(9)	0	-23%	35	-14%
<b>Internet (Total)</b>	<b>22,233</b>	<b>22,092</b>	<b>141</b>	<b>91</b>	<b>1%</b>	<b>21,117</b>	<b>5%</b>	<b>22,317</b>	<b>22,215</b>	<b>102</b>	<b>84</b>	<b>0%</b>	<b>21,168</b>	<b>5%</b>	<b>22,421</b>	<b>22,334</b>	<b>87</b>	<b>104</b>	<b>0%</b>	<b>21,210</b>	<b>6%</b>
Residential Internet	20,559	20,389	170	94	1%	19,607	5%	20,636	20,499	137	77	1%	19,645	5%	20,727	20,599	128	91	1%	19,674	5%
Business Internet	1,674	1,703	(29)	(3)	-2%	1,510	11%	1,681	1,716	(35)	7	-2%	1,523	10%	1,694	1,735	(41)	13	-2%	1,536	10%
<b>Phone (Total)</b>	<b>2,544</b>	<b>2,602</b>	<b>(58)</b>	<b>5</b>	<b>-2%</b>	<b>2,554</b>	<b>0%</b>	<b>2,536</b>	<b>2,616</b>	<b>(80)</b>	<b>(8)</b>	<b>-3%</b>	<b>2,551</b>	<b>-1%</b>	<b>2,539</b>	<b>2,636</b>	<b>(97)</b>	<b>3</b>	<b>-4%</b>	<b>2,548</b>	<b>0%</b>
Residential Phone	1,769	1,808	(39)	(6)	-2%	1,841	-4%	1,762	1,808	(46)	(7)	-3%	1,828	-4%	1,760	1,812	(52)	(2)	-3%	1,817	-3%
Business Phone	775	794	(19)	11	-2%	713	9%	774	808	(34)	(1)	-4%	723	7%	779	824	(45)	5	-5%	731	7%
<b>Total Broadband Customers</b>	<b>23,646</b>	<b>22,810</b>	<b>836</b>	<b>130</b>	<b>4%</b>	<b>22,017</b>	<b>7%</b>	<b>23,753</b>	<b>22,860</b>	<b>893</b>	<b>107</b>	<b>4%</b>	<b>22,132</b>	<b>7%</b>	<b>23,971</b>	<b>22,290</b>	<b>1,681</b>	<b>218</b>	<b>8%</b>	<b>22,213</b>	<b>8%</b>

# Memo, City of Clarksville

**To:** Finance Committee

**From:** Police Department

**Subject:** Crossing Guard Pay Structure Change

**Date:** June 16, 2020

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The implementation of a new timekeeping software has brought to light a past practice that we believe should be changed.

We do not have the details of how this past practice came about. Currently crossing guards are paid a fixed amount for the first school zone and then each additional zone is paid at a reduced rate. There is no incentive for a crossing guard to take on more zones.

In discussions with Finance and Police department staff we felt it was appropriate to change our past practice.

We have determined a fixed time for each zone was appropriate at a fixed rate of pay per hour. The rate of pay recommended is in order to not penalize the current crossing guards and incentivize the crossing guards to take on more zones and further enhance our ability to retain crossing guards.

Attached are the details that can be further explained at the Finance Committee meeting.

**CROSSING GUARDS****4112**

Zone 1	Zone 2	Zone 3	Daily	Days	Total
Kenwood High	Kenwood Elem	Ringold			
\$ 27.00	\$ 13.50	\$ 13.50	\$ 54.00	180	\$ 9,720.00
Northeast	Hazelwood	Barkers Mill/Buses only			
\$ 33.75	\$ 13.50	\$ 6.75	\$ 54.00	180	\$ 9,720.00
Northwest					
\$ 27.00			\$ 27.00	180	\$ 4,860.00
Rossvie					
\$ 33.75			\$ 33.75	180	\$ 6,075.00
Moore Elem	Norman Smith				
\$ 27.00	\$ 13.50		\$ 40.50	180	\$ 7,290.00
CHS					
\$ 27.00			\$ 27.00	180	\$ 4,860.00
Richview					
\$ 27.00			\$ 27.00	180	\$ 4,860.00
Kenwood Elem	Ringold				
\$ 27.00	\$ 13.50		\$ 40.50	180	\$ 7,290.00
Norman Smith	Moore				
\$ 27.00	\$ 13.50		\$ 40.50	180	\$ 7,290.00
CHS	Barksdale				
\$ 27.00	\$ 13.50		\$ 40.50	180	\$ 7,290.00
Byrns Darden					
\$ 27.00			\$ 27.00	180	\$ 4,860.00
Pisgah	Glenn Ellen				
\$ 27.00	\$ 13.50		\$ 40.50	180	\$ 7,290.00
New Providence	Minglewood				
\$ 27.00	\$ 13.50		\$ 40.50	180	\$ 7,290.00
Rossvie	Oakland		\$ -		
\$ 33.75	\$ 13.50		\$ 47.25	180	\$ 8,505.00
			\$ 540.00	180	\$ 97,200.00

Per Hour Rate			
27			
Hrs Per day	Hrs/Year	Annual Pay	Incr(decr)
3.00	540	14,580	4,860
2.50	450	12,150	2,430
1.00	180	4,860	0
1.25	225	6,075	0
2.00	360	9,720	2,430
1.00	180	4,860	0
1.00	180	4,860	0
2.00	360	9,720	2,430
2.00	360	9,720	2,430
2.00	360	9,720	2,430
1.00	180	4,860	0
2.00	360	9,720	2,430
2.00	360	9,720	2,430
2.25	405	10,935	2,430
Totals		121,500	24,300

## RESOLUTION 4-2020-21

A RESOLUTION AUTHORIZING THE GRANT APPLICATION AND ADOPTING THE 2020-2024 CONSOLIDATED PLAN AND THE 2020-2021 ANNUAL ACTION PLAN AND THE 2020-2021 BUDGET FOR COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAMS.

*WHEREAS*, the Citizens' Advisory Task Force was established by the Mayor and City Council to identify community needs and to recommend a program for community development and;

*WHEREAS*, the Citizens' Advisory Task Force has adopted a budget and program of expenditures for the City of Clarksville's Community Development Block Grant Program and HOME Program and;

*WHEREAS*, the Consolidated Plan and Annual Action Plan have been developed to guide the development of program activities and implementation.

*WHEREAS*, the Community Development Block Grant, the HOME Program and the Community Outreach fund are multiyear funds. Unexpended prior year funds will roll over to the 2020-2021 "Budget and Program of Expenditures".

*NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLARKSVILLE, TENNESSEE:*

That the 2020-2024 Consolidated Plan and the 2020-2021 Annual Action Plan and the 2020-2021 "Budget and Program of Expenditures" is hereby adopted.

*BE IT FURTHER RESOLVED* that the Mayor, as the official representative of the City of Clarksville, is hereby authorized to submit an application, including all understandings and assurances therein, to act in connection with the application, and to provide any such additional information as may be required.

*ADOPTED:*



<b>CDBG Program Activities Budget</b> <b>\$1,021,544</b>	<b>Proposed Budget</b> <b>2020/2021</b>	<b>Description of Program</b>
Administration	\$189,309	Administration and planning activities associated with the management and monitoring of HUD funded projects and programs.
Planning	\$10,000	
Fair Housing	\$5,000	The City of Clarksville provides Fair Housing outreach and assistance to low income individuals with a variety of housing problems. Affirmatively furthering Fair Housing is a requirement of receiving CDBG Funds.
Housing		
Rehabilitation 2020-2021	\$187,235	Program is designed to assist low and moderate-income households for major or minor repairs and accessibility modifications. The program will be available citywide. Program will also provide funds to non-profit organizations in order to maximize the impact of funds by using donated labor for housing repair efforts focused in the Neighborhood Enhancement Areas. - \$80,000.
Neighborhood Public Facilities	\$220,000	Funds will be used for acquisition, construction, reconstruction or installation of public facilities and improvements including recreational facilities for youth in low income census tracts.
Infrastructure	\$170,000	Infrastructure projects in eligible census tracts that encourage the development of affordable residential housing.
Demolition & Clearance	\$100,000	Funds are used to pay for the demolition of blighted properties with in qualified census tracts. It is expected that 3 blighted structures will be demolished.
Public Services		
Community Action Agency	\$12,500	Funds are awarded annually to eligible non-profit and faith based groups and administered by OHCD staff to directly benefit low-income people, often people with special needs. These "special needs" populations include some of our most vulnerable residents: the elderly, children and youth, the homeless, people with mental and physical disabilities, people with chronic illnesses, people with addictions, and victims of violence and individuals living in Public Housing.
Manna Café	\$22,500	
Meae Wellness	\$5,000	
Operaon Stand Down	\$5,000	
Radical Mission Ministries	\$17,000	
Right For One Ministries	\$5,000	
Salvation Army	\$22,000	
UMUM - Grace Assistance	\$17,000	
UMUM - Safe House	\$17,000	
UMUM - Safe Place	\$17,000	
<b>TOTAL</b>	<b>\$1,021,544</b>	

Estimated Prgram Income	<b>\$125,000</b>	
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HOME Program Activities Budget \$489,225	Proposed Budget 2020/2021	Description of Program
Administration	\$48,923	Administration and planning activities associated with the management and monitoring of HUD funded projects and programs.
Housing		
CHDO (Community Housing Development Organization Set-Aside)	\$73,384	The CHDO allocation is required to be set-aside for affordable housing activities to be undertaken by non-profit housing Development Organizations. These set-aside funds must be invested in eligible housing. CHDO's increase the availability of affordable housing in the jurisdiction.
First Time Home Buyers Down Payment Assistance Program	\$20,000	Funds are provided to low and moderate-income residents for down payments and closing costs to purchase homes within the Clarksville City limits. Eligible Borrowers may receive a grant and a deferred loan due upon sale or transfer of the home.
Homeowner Rehabilitation 2020 - 2021	\$346,918	Home funds will be used to rehabilitate owner occupied housing units within the city limits of Clarksville that meet program requirements. Reconstruction will be made available to houses that have been identified as having code violations. All units will be built to code, using approved housing quality standards.
Totals	\$489,225	
Estimated Program Income	\$125,000	





## **2020-2024 Consolidated Plan 2020-2021 Action Plan**



City of Clarksville

1 Public Square Suite 201  
Clarksville, TN 37040  
[www.cityofclarksville.com](http://www.cityofclarksville.com)

## 2020-2024 Consolidated Plan 2020-2021 Action Plan

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# Executive Summary

## ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

The United States Department of Housing and Urban Development (HUD) requires that all jurisdictions entitled to receive funding under the Community Development Block Grant (CDBG) develop a Consolidated Plan for housing and community development activities every three to five years, and an Annual Action Plan every year. In developing the fiscal year (FY) 2020 through FY 2025 Consolidated Plan, the City of Clarksville sought out and included input received from residents, non-profit organizations, departments of Montgomery County, the State of Tennessee, and other interested parties, as related to the goals and objectives outlined in the Plan. Assessments and market analyses were conducted to identify levels of relative need regarding affordable housing, homelessness, housing and home repairs for persons who are elderly, veterans, low-income, and those with special needs, public services, public improvements, economic development, and non-housing community development needs. The City gathered much of this information through public outreach, review of demographic and economic data, and housing market analysis.

The level of citizen participation and involvement in the planning and assessment of housing and community development programs ensures that the actions proposed in the Plan are coordinated by the public and comprehensively address the following major categories of priority needs identified in the Consolidated Plan:

- Affordable Housing
- Homelessness
- Housing and home repairs
- Public Services
- Public Facilities and Improvement Activities
- Economic Development

The City of Clarksville's Consolidated Plan is a comprehensive planning document that guides funding decisions from FY 2020 through FY 2025 and an application for funding under all applicable Community Planning and Development formula grant programs. Through a combination of statistical analysis and public input, the City has developed a Plan that builds on local assets and coordinates a response to the needs of the community. The participation of City residents, community stakeholders, and guidance of

public employees enriched the planning process for the Consolidated Plan and allowed the City to achieve a common vision and strategy for annual allocations of CDBG funds.

The proposed Consolidated Plan consists of three major sections: a housing and community development needs assessment (Needs Assessment), a housing market analysis (Market Analysis) and a strategic plan (Strategic Plan) that identify those priority housing and community development needs and strategies. The Plan also sets forth program goals, specific objectives, annual goals, and benchmarks for measuring progress. As mandated by HUD in 24 CFR Part 91, the City has developed the FY 2020 – FY 2024 Consolidated Plan and FY 2020 - 2021 Annual Action Plan.

## **2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview**

Based on market statistical analyses, needs assessments, and public input via the citizen participation process and community survey, Clarksville's Consolidated Plan identifies the jurisdiction's housing and community development needs and priorities as follows: improvement of public services and facilities; housing rehabilitation, affordable housing; homelessness; and economic development. The City will leverage CDBG funds with other state, federal and local funds to address the needs of the community.

Clarksville plans on distributing funds to non-profit service providers. Allocations for CDBG funds will be based on a competitive process, whereby non-profit agencies operating in the city limits will have the opportunity to submit proposals to fund projects that meet the goals and objectives of HUD.

The City will conduct activities to reduce/eliminate slum and blighted conditions, specifically in target areas the designated by the city council. Infrastructure and Public Facilities projects will only be done in census tracts where 51% or more of the residents are low-income.

As a collaborative applicant, the city will continue to actively address homelessness. The city facilitates the Clarksville-Montgomery County United 4 Housing, a group of thirty non-profits working to end homelessness in Clarksville.



### 3. Evaluation of past performance

The following summary information addresses the Clarksville's performance

Year	FTHB	REHAB	LIHTC	DEMO	RECONST
2014-2015	6	18	0	5	1
2015-2016	8	8	0	1	3
2016-2017	3	6	0	3	3
2017-2018	1	5	0	0	1
2018-2019	9	9	0	3	5
Totals	27	46	0	12	13

### 4. Summary of citizen participation process and consultation process

The Clarksville Citizen Participation Plan (CPP) requires that public meetings be held to obtain citizen comments, that a public period of not less than 30 days is allowed for citizen comment, and that timely responses to citizen inquiries is provided. No less than 30 days prior to the adoption of a Consolidated/Action Plan, information will be made available to citizens, public agencies, and other interested parties.

The first public meeting took place on January 15, 2020 informing the citizens about the CDBG Program and to encourage citizen participation with completing the Consolidated Plan for the City. The meeting was held at a time and location that accommodated the low-income population where funds will be utilized. Notification was provided through public advertisement in newspapers, posting on the City website. This information included the amount of expected assistance to be received, the range of activities that may be undertaken, the proposed benefit to extremely low- and low-income persons. The CPP provides a means of involving the citizens of Clarksville in an advisory capacity in all phases of HUD programs.

Assessments and market analyses were conducted to identify levels of relative need regarding affordable housing, homelessness, housing and home repairs for persons who are elderly, veterans, low-income, and those with special needs, public services, public improvements, economic development,

and non-housing community development needs. The City gathered much of this information through public outreach, review of demographic and economic data, and housing market analysis.

## **5. Summary of public comments**

The following items were discussed during the public meetings held January 15, and March 5, 2020. Job training and placement, small business support, and microenterprise assistance were shown as needs in Clarksville for Economic Development. Homeownership opportunities along with affordable rental housing were shown as needs in Clarksville for Housing. Transportation, youth services, and financial/homebuyer education classes were shown as needs in Clarksville for Public Services.

On April 22, 2020, a couple of comments were made for needs located in Clarksville Housing Authority. The needs mentioned were public infrastructure for their projects along with broadband needs of housing occupied by low and moderated income households.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

N/A

## **7. Summary**

The City of Clarksville values and encourages input and participation of its citizens, stakeholders, and community members affected by, or involved with any housing and community development projects. By utilizing the citizen participation process and consulting with public service providers, advisory committees, city departments, and community organizations, the City was able to gather valuable feedback that helped identify the goals and objectives in the Plan. The City will leverage its CDBG funds with other federal, state, local and private dollars to meet the goals and objectives discussed in the Plan.

Over the course of the five years covered by the Consolidated Plan, Clarksville will hold public meetings annually. The meetings will be held to obtain public input on the City's performance relating to the CDBG Program, the changing needs in their communities, and selecting eligible activities that will address needs and meet the identified goals and objectives. Public Hearings will be held in accordance with HUD requirements.

## The Process

### PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator		Housing and Community Development
HOME Administrator		Housing and Community Development

Table 1 – Responsible Agencies

### Narrative

#### Consolidated Plan Public Contact Information

Clarksville Office of Housing and Community Development

One Public Square, Suite 201

Clarksville, TN 37040-3463

[ohcd@cityofclarksville.com](mailto:ohcd@cityofclarksville.com)

931-648-6133

## **PR-10 Consultation – 91.100, 91.110, 91.200(b), 91.300(b), 91.215(I) and 91.315(I)**

### **1. Introduction**

The City of is dedicated to developing a Consolidated Plan that is effective in meeting the needs of low income & moderate-income people within the city. The Community Development Division spent several months developing this plan, which included outreach to the public and a variety of stakeholders.

An advisory group of citizens assists with reviewing community development strategies by providing direct citizen input into the planning and prioritization process. That group is the Citizens Advisory Committee. The Committee is made up of five community-wide representatives. The Committee advises the staff and the City Council.

The participation process for the Community Development Program is detailed in the City of Clarksville Citizen Participation Plan. In general terms the process consists of two tiers. The Committee helps to provide community perspectives on the Community Development Program and advises on the funding process. Secondly, the city uses a public hearing, community needs survey, and online forums to hear from the public and agencies that provide services in Clarksville CDBG Target Areas and represent neighborhood perspectives.

The Community Development staff, as the lead entity, strives to involve many partners in addressing community development needs and issues. There are many other participants involved with housing and community development issues and programs in Clarksville. As the lead agency, the staff strives to achieve close cooperation among these other entities.

**Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).**

The Community Development Staff is the lead agency for the Clarksville-Montgomery County United 4 Housing committee, which is composed of several local agencies working together to end homelessness in Clarksville-Montgomery County. The committee collaborates together to form a housing resource funnel, which allows Clarksville residents to locate and apply for a variety of housing resources and assistance at the Old Fire House Day Shelter. Since forming the committee, the agencies have worked to coordinate a process that allows potential participants to make one stop, and then find what programs best suit their needs. This committee meets monthly to discuss issues and gaps in service, as well as, works to develop strategies to assist those in need of housing assistance.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness**

The City of Clarksville is within the jurisdiction of the Middle Tennessee Continuum of Care. The CoC is the principal planning organization in the area's efforts to address homelessness. Clarksville is a collaborative applicant in the Middle Tennessee CoC.

To determine the needs of homeless persons within our jurisdiction, the City consulted with the CoC Executive Director and staff of the CoC. As the collaborative applicant, the city staff coordinated the annual to determine the needs of homeless persons, particularly chronically homeless individuals, and families, families with children, veteran's unaccompanied youth, and persons at risk of homelessness. The City has been leading discussions with service providers and the Continuum of Care to define what stabilized after homelessness is, to create a common goal for all providers.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS**

The CoC is responsible for the administration and operation of the Homeless Management Information System (HMIS). Policies and procedures are consistently reviewed for necessary updates. Emergency Solutions Grants (ESG) agencies are awarded funds and are required to enter client data into HMIS in accordance with HUD guidelines. HMIS reports are used to track/report on ESG performance.

Clarksville does not receive ESG funding directly from HUD. The Tennessee Housing Development Agency (THDA) provides ESG funding.

THDA has system performance measures in place. Client data on recipients from Clarksville is entered into the Middle TN CoC official HMIS system of record for Clarksville. The HMIS data is a locally administered, electronic case management system that stores longitudinal client-level data about men, women, and children who have accessed homeless and other basic needs social service programs throughout the City. The system is responsible for annual system-level accountability reports showing the progress to end homelessness such as the Annual Homeless Assessment Report (a report on the use of homeless housing), the Point-in-time Count Report (a report on the one-day count of clients living in shelters and on the street) and the Housing Inventory Chart (a report on the availability of homeless dedicated housing beds and units).

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	CDE Lightband
	<b>Agency/Group/Organization Type</b>	Services - Broadband Internet Service Providers
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Broadband Services for public housing
2	<b>Agency/Group/Organization</b>	UNITED METHODIST URBAN MINISTRIES
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Part of the CMC United for Housing Committee, continued support of the city's homeless needs
3	<b>Agency/Group/Organization</b>	Centerstone
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Persons with Disabilities Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Needs - Veterans
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Part of the CMC United for Housing Committee, continued support of the city's homeless needs

4	Agency/Group/Organization	Clarksville Montgomery County School System
	Agency/Group/Organization Type	Services-Children Services-homeless Services-Education
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Part of the CMC United for Housing Committee, continued support of the city's homeless needs
5	Agency/Group/Organization	Clarksville Public Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Part of the CMC United for Housing Committee, continued support of the city's homeless needs
6	Agency/Group/Organization	Salvation Army
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Part of the CMC United for Housing Committee, continued support of the city's homeless needs
7	Agency/Group/Organization	Manna Cafe Ministries
	Agency/Group/Organization Type	Services-homeless Services-Health
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children



	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Part of the CMC United for Housing Committee, continued support of the city's homeless needs
8	<b>Agency/Group/Organization</b>	Operation Stand Down
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homelessness Needs - Veterans
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Part of the CMC United for Housing Committee, continued support of the city's homeless needs
9	<b>Agency/Group/Organization</b>	Flourishing Families
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Victims of Domestic Violence Services-homeless Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Part of the CMC United for Housing Committee, continued support of the city's homeless needs
10	<b>Agency/Group/Organization</b>	YaiPaks
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Part of the CMC United for Housing Committee, continued support of the city's homeless needs

11	Agency/Group/Organization	Loafs and Fishes
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Part of the CMC United for Housing Committee, continued support of the city's homeless needs
12	Agency/Group/Organization	NASHVILLE CARES
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS
	What section of the Plan was addressed by Consultation?	HOPWA Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Part of the CMC United for Housing Committee, continued support of the city's homeless needs
13	Agency/Group/Organization	Montgomery County Veterans Coalition
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Veterans
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Part of the CMC United for Housing Committee, continued support of the city's homeless needs
14	Agency/Group/Organization	UNITED WAY OF CLARKSVILLE-MONTGOMERY COUNTY
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Victims of Domestic Violence Services-homeless

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Part of the CMC United for Housing Committee, continued support of the city's homeless needs

### Identify any Agency Types not consulted and provide rationale for not consulting

Business and community leaders are provided the opportunity to provide input during the consultation process: however no input was given. We will continue to seek out business and civic organizations who will participate in the process.

### Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Community Housing Partnership of Williamson County	Promote a county-wide goal to the commitment of ending homelessness
Point-in Time Count	Community Housing Partnership of Williamson County	Promote a county-wide goal to the commitment of ending homelessness. Promote access to and effective use of mainstream benefits. Optimize self-sufficiency among individuals and families experiencing homelessness.

Table 3 – Other local / regional / federal planning efforts

### Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

The City of Clarksville participated in meetings conducted by local government agencies on the city and county level to maintain and encourage open lines of communication to determine the need of the community. The staff also consulted with the State's Economic and Community Development Department to obtain Opportunity Zone information.

**Narrative (optional):**

One of the City of Clarksville's priorities is to ensure that we are working with stakeholders in carrying out the Strategic Plan and the Annual Action Plans. The City will continue to collaborate with other local governments, the state, housing agencies, health and mental health service providers, and private and non-profit organizations. Collaboration will include representation at agency meetings, attending special events, and hosting citizen participation meetings. By working in partnership with other organizations who have a vested interest in serving very low and low-income residents, we can provide a comprehensive approach to an array of services that better meet the needs of individuals and families.

## **PR-15 Citizen Participation – 91.105, 91.115, 91.200(c) and 91.300(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

The City of Clarksville is engaged in ongoing activities to involve citizens and stakeholders in the consolidated planning process. In an effort to increase citizen participation among public, private and non-profit organizations delivering housing, social services and community/economic development programs within the City, two (2) public meetings were held on January 15, 2020 and March 5, 2020.

In addition, a community needs survey was posted on the City's website and Facebook page. Paper copies of the survey were passed out at the City's annual Riverfest with attendance estimated to be forty thousand citizens.

Public notices for meetings and public hearings were posted via the City's website, social media (Facebook), on the City's television channel and electronic message boards, and published in the Leaf Chronicle, the largest circulation throughout the Clarksville area. Public meetings were also announced at City and Community meetings. An email list was developed encompassing housing, homeless, community development and economic development service providers within the City. This list was used to announce the public hearings and recipients were encouraged to share the information widely. Comments, priority needs, and survey results were evaluated and used to set the City's consolidated planning goals.

## Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Internet Outreach	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>An online survey was conducted September 2019 thru February 2020 to receive input on priority housing, homeless, special populations, and community development needs</p>	<p>Comments were received</p>	<p>Any and all comments were reviewed and considered.</p>	<p><a href="https://www.cityofclarks ville.com/246/Housing-Community-Development">https://www.cityofclarks ville.com/246/Housing-Community-Development</a></p>

Table 4 – Citizen Participation Outreach

## **Needs Assessment**

### **NA-05 Overview**

#### **Needs Assessment Overview**

Residents and stakeholders participating in the Consolidated Plan citizen participation process identified the primary needs in the City to be affordable housing, more shelters for the homeless, increasing supportive services, removing blight, and increasing economic development.

Clarksville has 61,479 housing units as of 2013-2017 ACS figures. However, 7,954 units, 12.9 percent are vacant. This figure is higher than the States' 12.3 percent. The vacancies are concentrated in three census tracts 1003, 1009, 1010.01, which are also the low-income and minority concentration tracts. The majority of housing units in Clarksville are single family detached structures. The housing stock in Clarksville is relatively young. Between 2010 to 2017 there were over 7,000 housing units were built, 11.2 percent of the City's current total. The older housing stock is located in Census tracts 1001,1002,1003,1009, which include CDBG-eligible tracts, and those with the largest percentages of minority populations.

Between 2014-2018, 14.7 percent of people were in poverty. 58.9 percent of related children under 18 were below the poverty level, compared with 33.6 percent of people 60 years old and over. 12.3 percent of all families and 39.5 percent of families with a female householder and no husband present had incomes below the poverty level.

## NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

### Summary of Housing Needs

The City of Clarksville's population according to the 2016 ACS was at 150,280 for a +10% five year change. Housing units were at 63,294 for a +10% change, and both continue to grow at a fast pace. From 2012 – 2016 as a % of 2011 housing stock Clarksville residential building permits grew by 10%. Between 2012 and 2016, Clarksville issued 5,504 building permits. Clarksville has 2,689 at 3.5%vacant residential addresses. (source U.S. Postal Service)

35% of the houses in Clarksville were built between 2000 and present, 33% were built between 1980 and 1999, 23% were built between 1960-1979, 9% were built before 1960. (2016 ACS 1 year survey). Share of single-family homes valued at less than \$100, 00 in Clarksville 23%. Median Value of single-family home in Clarksville (2017) \$130,000 (TN Comptroller's Office) Median home sales price \$170,000. 55% of Clarksville residents are homeowners, state average is 65%.

Demographics	Base Year: 2009	Most Recent Year: 2015	% Change
Population	132,929	143,615	8%
Households	45,455	51,755	14%
Median Income	\$47,066.00	\$46,947.00	-0%

Table 5 - Housing Needs Assessment Demographics

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

### Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	5,710	4,145	8,235	6,250	27,440
Small Family Households	2,740	1,684	3,790	3,320	15,410
Large Family Households	479	393	870	754	2,470
Household contains at least one person 62-74 years of age	560	582	817	706	4,179
Household contains at least one person age 75 or older	297	400	727	303	1,339
Households with one or more children 6 years old or younger	1,871	1,034	2,445	2,136	5,027

Table 6 - Total Households Table

Data Source: 2011-2015 CHAS



## Housing Needs Summary Tables

### 1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total
NUMBER OF HOUSEHOLDS										
Substandard Housing - Lacking complete plumbing or kitchen facilities	45	85	79	0	209	15	30	0	0	45
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	120	10	35	40	205	4	0	34	0	38
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	159	98	156	60	473	0	55	59	59	173
Housing cost burden greater than 50% of income (and none of the above problems)	2,320	1,265	352	24	3,961	880	675	459	140	2,154
Housing cost burden greater than 30% of income (and none of the above problems)	254	770	2,955	1,165	5,144	123	307	1,060	1,104	2,594

	Renter					Owner				
	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total
Zero/negative Income (and none of the above problems)	630	0	0	0	630	688	0	0	0	688

**Table 7 – Housing Problems Table**

Data 2011-2015 CHAS

Source:

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total	0- 30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>										
Having 1 or more of four housing problems	2,640	1,455	624	130	4,849	900	760	559	199	2,418
Having none of four housing problems	599	1,110	4,575	3,175	9,459	239	809	2,475	2,755	6,278
Household has negative income, but none of the other housing problems	630	0	0	0	630	688	0	0	0	688

**Table 8 – Housing Problems 2**

Data 2011-2015 CHAS

Source:

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>								
Small Related	1,248	1,038	1,738	4,024	501	392	692	1,585
Large Related	329	218	327	874	78	93	66	237
Elderly	211	268	332	811	224	295	364	883
Other	1,015	699	1,009	2,723	221	259	379	859

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Total need by income	2,803	2,223	3,406	8,432	1,024	1,039	1,501	3,564

**Table 9 – Cost Burden > 30%**

Data 2011-2015 CHAS

Source:

#### 4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	1,154	704	183	2,041	442	319	153	914
Large Related	249	88	29	366	78	89	8	175
Elderly	147	189	95	431	181	143	214	538
Other	940	410	79	1,429	192	170	77	439
Total need by income	2,490	1,391	386	4,267	893	721	452	2,066

**Table 10 – Cost Burden > 50%**

Data 2011-2015 CHAS

Source:

#### 5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	279	108	191	69	647	4	55	48	59	166
Multiple, unrelated family households	0	0	0	20	20	0	0	45	0	45
Other, non-family households	0	25	0	10	35	0	0	0	0	0
Total need by income	279	133	191	99	702	4	55	93	59	211

**Table 11 – Crowding Information – 1/2**

Data 2011-2015 CHAS

Source:

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	0	0	0	0	0	0	0	0

**Table 12 – Crowding Information – 2/2**

Data Source

Comments:

### **Describe the number and type of single person households in need of housing assistance.**

There are 279 single family household renters at 0-30%, 108 single family household renters at 30-50% AMI, and 191 single family household renters at 50-80%. These single family household renters are considered crowded (more than one person per room). There are 4 single family household owners at 0-30%, 55 single family household owners at 30-50% AMI, and 48 single family household owners at 50-80%. These single family household owners are considered crowded (more than one person per room).

### **Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.**

For the Grace Assistance program, there are 96 homeless and disabled households, 408 homeless and non-disabled households, and 76 of all of those households have children.

For the Safe Place program, there are 16 homeless and disabled households and 5 homeless and non-disabled households. All of these households are sheltered and have children.

For the Safe House program, there are 5 homeless and disabled households that are sheltered. There are 174 homeless adults and 97 homeless children due to domestic violence, sexual assault, dating violence, or stalking sheltered (Urban Ministries).

### **What are the most common housing problems?**

The most common housing problem would be housing cost burden that is greater than 50% of income. Many households are severely cost burdened, spending more than half of their income on housing. Severely cost burden poor households are more likely than other renters to sacrifice other necessities, like healthy food and health care to pay their rent and to experience unstable housing situations like evictions. The levels of cost burdens are much higher among renters. These low-income figures mean that it is more difficult for households to meet monthly expenses, especially when housing costs more than 30% of their income, more difficult to save for a down payment for a home, and more difficult to qualify for a mortgage to purchase a home. Figures from the National Low Income Housing Coalition indicate that the Fair Market Rent in Clarksville for a studio type apartment is \$563 per month. The wage required in order to afford to rent a 2 bedroom apartment at the area's fair market rent would be

\$15.33, compared to the area minimum wage of \$7.25. 26% of rental households are extremely low income. 65% of extremely low income rental households are severely cost burdened. The median income of households in Clarksville city, Tennessee was \$65,000. There is a shortage of rental homes and affordable to extremely low income households whose incomes are at or below the poverty level guidelines or 30% of their area median income (AMI). Overall the 2019 fair market rent for housing in Clarksville has increased.

**Are any populations/household types more affected than others by these problems?**

The elderly, especially in very low-income households, face housing difficulties based upon their particular housing needs (size of units, and types of fixtures and amenities), and on the basis of the cost burden they bear for housing and the fact that most are limited by fixed incomes. In the 2017 ACS 5 year, 15.3% persons were in poverty. 18.8% of related children under 6 were below the poverty level, the ages of 6-11 are at 20.7% poverty level, the ages 18-59 are at 14.4% poverty level, 60-74 are at 9.8% poverty level, 75-84 are at a 7.2% poverty level, 85 and older are at a 16.6% poverty level. 1 out of every 6.5 residents of Clarksville live in poverty. The poverty rate for males in the city of Clarksville is 13.7%. The poverty rate for females in the city of Clarksville is 16.8%.

**Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance**

In Clarksville, a lack of affordable housing stock, lack of access to affordable child care, underemployment and loss of employment, place low income individuals and families with children that are currently housed, at imminent risk of becoming unsheltered or requiring placement at a shelter. These same issues affect formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the end of that assistance. These households can easily be pushed into homelessness due to an unexpected crisis or expense, such as a job loss, illness, or breakdown of an automobile used for commuting. Rent, mortgage, and utility assistance can help these households maintain their housing. For households that have already lost their permanent housing, and are precariously doubled up with relatives or living in motels, security and utility deposit assistance can help them return to permanent housing. In the long term, these households may require more education, job training, and employment opportunities to avoid future housing crises. Due to increasing rates of rental housing in Clarksville, and the low wage paying jobs available to individuals with limited education and job training, transitioning from rapid re-housing assistance to maintaining housing independently can be extremely difficult. With limited housing assistance available, households may resort to expedients such as crowding into small units and stretching their cash incomes with in-kind assistance from food banks and clothing drives. The need for affordable housing to help these families move ahead is obvious, but the pace of production for deeply subsidized units is painfully slow. Thus, a parallel

strategy of education, job training, and job creation is essential to provide these households with realistic opportunities to support themselves. Lower income families and individuals at imminent risk of homelessness typically lack sustainable living wage employment, lower rent housing, and adequate transportation. Current or past involvement with child welfare including foster care. Victim of domestic violence. Sleeping in a place not meant for human habitation, such as cars, abandoned buildings, streets, sidewalks in hospitals or other institutions.

**If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:**

HUD estimates that very low-income renter households paying over 50 percent of their income for rent are the most at risk for becoming homeless. The tables above indicate almost 8.5 percent of all households in Clarksville were severely cost-burdened, spending over 50 percent of their income on housing. The CoC and HMIS reports have the ability to generate data and at-risk population estimates.

**Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness**

Although those at risk for homelessness reside in a range of housing types, they are more likely to live in less expensive rental housing or group housing, and to have moved frequently in the past. Severe housing cost burdens (greater than 50 percent of gross income for housing. Homeless or institutionalized with the past year. Young head of household. Sudden and significant loss of income. Limited or no work history. Lack of high school diploma or skills-based education. Lack of childcare or transportation. Living in substandard housing.

## **Discussion**

There are many conclusions that can be drawn from the Needs Assessment. These conclusions do have an impact on goal-setting and/or priorities. For single family households facing crowding issues, there are 647 total renters, and 166 total homeowners. There is an abundant amount of individuals and families who are in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault or stalking. Altogether, there are 117 homeless and disabled households and 413 homeless and non-disabled households. Most of these households have children. There are 174 homeless adults and 97 homeless children due to domestic violence, sexual assault, dating violence, or staking sheltered.

## NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

### Introduction

HUD defines a disproportionately greater housing need when a racial or ethnic group experiences housing problems at a rate 10 percentage points or greater than for the income level as a whole. The 2006-2010 CHAS data table below summarizes the percentage of each racial/ethnic group experiencing housing problems by HUD Area Median Income (AMI) levels. Housing problems include: Housing units lacking complete kitchen facilities, Housing units lacking complete plumbing facilities, Overcrowding (more than one person per room), and Cost burden greater than 30%. Income classifications are as follows:

Extremely low income: 0%-30% of AMI, Low income: >30%-50% of AMI, Moderate income: >50%-80% of AMI, and Middle income: >80%-100% of AMI.

### 0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	3,925	452	1,318
White	1,989	171	837
Black / African American	1,398	180	374
Asian	74	0	15
American Indian, Alaska Native	14	4	0
Pacific Islander	0	0	0
Hispanic	380	24	63

**Table 13 - Disproportionally Greater Need 0 - 30% AMI**

Data Source: 2011-2015 CHAS

\*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

### 30%-50% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	3,295	848	0
White	1,855	573	0
Black / African American	954	177	0
Asian	14	65	0
American Indian, Alaska Native	4	10	0
Pacific Islander	0	0	0
Hispanic	324	10	0

**Table 14 - Disproportionally Greater Need 30 - 50% AMI**

Data Source: 2011-2015 CHAS

\*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

### 50%-80% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	5,205	3,035	0
White	2,965	1,865	0
Black / African American	1,279	738	0
Asian	49	118	0
American Indian, Alaska Native	68	10	0
Pacific Islander	25	0	0
Hispanic	470	269	0

**Table 15 - Disproportionally Greater Need 50 - 80% AMI**

Data Source: 2011-2015 CHAS

\*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%



## 80%-100% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,595	3,639	0
White	1,544	2,494	0
Black / African American	762	597	0
Asian	110	73	0
American Indian, Alaska Native	4	25	0
Pacific Islander	0	0	0
Hispanic	114	360	0

**Table 16 - Disproportionally Greater Need 80 - 100% AMI**

Data Source: 2011-2015 CHAS

\*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

## Discussion

Clarksville has disproportionate housing needs across all income levels. The greatest disproportion is seen in the two lowest income levels and between White and Black/African American compared to the other races.

## NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205 (b) (2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

### Introduction

This section discusses severe housing needs as defined by HUD, using HUD-prepared housing needs data. The tables show the number of Clarksville Montgomery County households that have severe housing needs by income, race, and ethnicity. Needs are defined as one or more of the following housing problems: 1. Housing lacks complete kitchen facilities, 2. Housing lacks complete plumbing facilities, 3. Household has more than 1.5 persons per room, 4. Household cost burden exceeds 50 percent.

### 0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	3,540	838	1,318
White	1,829	326	837
Black / African American	1,203	380	374
Asian	49	25	15
American Indian, Alaska Native	14	4	0
Pacific Islander	0	0	0
Hispanic	380	24	63

**Table 17 – Severe Housing Problems 0 - 30% AMI**

Data Source: 2011-2015 CHAS

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

### 30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,215	1,919	0
White	1,189	1,234	0
Black / African American	569	549	0
Asian	0	79	0
American Indian, Alaska Native	4	10	0
Pacific Islander	0	0	0
Hispanic	299	35	0

**Table 18 – Severe Housing Problems 30 - 50% AMI**

Data Source: 2011-2015 CHAS

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

### 50%-80% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,183	7,050	0
White	830	3,975	0
Black / African American	189	1,827	0
Asian	0	167	0
American Indian, Alaska Native	14	64	0
Pacific Islander	10	15	0
Hispanic	75	661	0

**Table 19 – Severe Housing Problems 50 - 80% AMI**

Data Source: 2011-2015 CHAS

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

### 80%-100% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	329	5,930	0
White	149	3,880	0
Black / African American	108	1,249	0
Asian	25	158	0
American Indian, Alaska Native	0	29	0
Pacific Islander	0	0	0
Hispanic	20	454	0

**Table 20 – Severe Housing Problems 80 - 100% AMI**

Data Source: 2011-2015 CHAS

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

### Discussion

Clarksville has disproportionate housing needs across all income levels. The greatest disproportion is seen in the two lowest income levels and between White and Black/African American compared to the other races.

## NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

### Introduction:

Cost burden is experienced when a household pays more than 30% of their gross household income toward housing costs, including utilities, insurance, and property taxes.

### Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	34,209	9,520	6,632	1,390
White	22,750	5,300	3,735	847
Black / African American	6,650	2,774	1,833	419
Asian	758	208	79	15
American Indian, Alaska Native	223	73	29	0
Pacific Islander	135	15	0	0
Hispanic	2,824	779	649	78

**Table 21 – Greater Need: Housing Cost Burdens AMI**

Data Source: 2011-2015 CHAS

### Discussion:

The highest disproportionately greater need for housing cost to income ratio between 30% and 50% cost burden is White with 56%, Black/African American with 29%, and Hispanic with 8%.

The highest disproportionately greater need for housing cost to income ratio greater than 50% severely cost burdened is White with 56%, Black/African American with 28% and Hispanic with 10%.

### **NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)**

**Are there any income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?**

Based on HUD definitions of housing problems and disproportionate impacts indicated in sections NA-15 and NA-20, the associated data tables indicate Clarksville racial and ethnic minority households reported higher rates of housing problems, although specifics vary at different income levels.

**If they have needs not identified above, what are those needs?**

Elderly households were not addressed.

**Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?**

The HUD definition of an area of minority concentration as a census tract in which the population of any racial/ethnic minority group exceeds 50% of the total population of that tract. A high concentration is defined as a census tract in which the population of any racial/ethnic minority group is 75% or more of the total population of that tract. Based on these criteria and using the 2013-2017 data, there are only four census tracts with any minority concentration and only one tract in which there is a concentration of Black/African Americans. Census tract 1004 has the highest Black/African American concentration. Census tracts 1008, 1009, and 1010.01 have a high percentage of all minorities.

## **NA-35 Public Housing – 91.205(b)**

### **Introduction**

The Clarksville Housing Authority (Authority or CHA) provides housing options in Clarksville specifically designed to meet the needs of families, seniors, and disabled low-income individuals. The City of Clarksville created the Clarksville Housing Authority, Clarksville, TN, October 1941, and currently has public housing comprised of traditional public housing with three (3) Asset Management Projects (AMP's) consisting currently of 510 units located at four sites. The three AMPs situated in the northern and central part of the city are within the city limits of Clarksville, TN. CHA operates and manages the 510 units owned. Also, CHA developed and owns 80 Low-Income Housing Tax Credits (LIHTC) units managed by private entities. CHA partnered with a developer to rehab a 134-unit apartment development. The Authority also maintains two (2) centralized Maintenance Shops and two (2) Community and Head Start Buildings on the AMP's grounds, and a Central Administrative Office.

The Clarksville Housing Authority (CHA) states its mission is "To provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency and community revitalization." CHA's specific goals and explanations of those goals are as follows: increase the availability of decent, safe, and affordable housing; improve the quality of housing in the community; increase assisted housing choices and ensure equal opportunity in housing for all Americans.

CHA receives operating subsidies and capital funds from the U. S. Department of Housing and Urban Development to provide housing to very low-income individuals. Through a Resident Opportunity and Self-Sufficiency (ROSS) grant, CHA offers programs and services designed to empower residents and help them achieve their self-sufficiency goals.

Providing governance of the Clarksville Housing Authority is a seven (7) member Board of Commissioners who are recommended by the Mayor of Clarksville and confirmed by the city council to serve four-year staggered terms.

## Totals in Use

Program Type									
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	0	0	504	0	0	0	0	0	0

**Table 22 - Public Housing by Program Type**

\*Includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

## Characteristics of Residents

Program Type									
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	
Average Annual Income	0	0	7,965	0	0	0	0	0	
Average length of stay	0	0	7	0	0	0	0	0	
Average Household size	0	0	2	0	0	0	0	0	
# Homeless at admission	0	0	0	0	0	0	0	0	
# of Elderly Program Participants (>62)	0	0	80	0	0	0	0	0	
# of Disabled Families	0	0	92	0	0	0	0	0	
# of Families requesting accessibility features	0	0	504	0	0	0	0	0	



Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers				
				Total	Project-based	Tenant-based	Special Purpose Voucher	
							Veterans Affairs Supportive Housing	Family Unification Program
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

**Table 23 – Characteristics of Public Housing Residents by Program Type**

Data Source: PIC (PIH Information Center)

### Race of Residents

Program Type									
Race	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	0	0	125	0	0	0	0	0	0
Black/African American	0	0	377	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
American Indian/Alaska Native	0	0	2	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

**Table 24 – Race of Public Housing Residents by Program Type**

Data Source: PIC (PIH Information Center)

## Ethnicity of Residents

Program Type									
Ethnicity	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project-based	Tenant-based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	0	12	0	0	0	0	0	0
Not Hispanic	0	0	492	0	0	0	0	0	0
*Includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

**Table 25 – Ethnicity of Public Housing Residents by Program Type**

Data Source: PIC (PIH Information Center)

**Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:**

The primary need for current tenants and applicants on the waiting list for accessible units is the availability of units that meet their individual accessibility needs.

**Most immediate needs of residents of Public Housing and Housing Choice voucher holders**

The Public Housing waitlist currently has 566 applicants, with 332 being families, 42 elderly, and 31 disabled. The immediate needs are additional affordable housing and opportunities for economic growth in the household income.

Proximity to amenities is a need for nearly every public housing holder in Clarksville. The public housing properties are located in food deserts that are not near jobs that pay a living wage. Amenities are a vital element for decent housing and can help prevent unstable households.

**How do these needs compare to the housing needs of the population at large**

The needs described above are similar to the housing needs of the population at large. Most notably, the population at large would benefit from more affordable housing options throughout the Clarksville City limits.

**Discussion**

CHA continues to seek development partners, HUD funding, LIHTC, and other non-federal sources for the development of affordable housing construction and/or rehabilitation, and for replacement ACC housing units. As CHA applies for the Rental Assistance Demonstration (RAD), CHA will update its existing accessible unit listings and monitor the number of households on the waiting list that require accessible units. CHA endeavors to customize its lease-up efforts to ensure that families with accessibility needs to obtain housing that accommodates their needs.

## NA-40 Homeless Needs Assessment – 91.205(c)

### Introduction:

Current Goals in priority order are: Prevention, Diversion, Permanent Supported Housing, Transitional/Supportive, Employment/Income Support, Outreach/Access/Linkage, Access to Shelter, Planning/Coordination, and Data Analysis

### Homeless Needs Assessment

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	0	19	54	31	48	0
Persons in Households with Only Children	0	0	0	0	0	0
Persons in Households with Only Adults	0	59	744	275	228	0
Chronically Homeless Individuals	0	9	62	0	0	0
Chronically Homeless Families	0	0	3	0	0	0
Veterans	0	10	115	0	0	0
Unaccompanied Child	0	0	97	0	0	0
Persons with HIV	0	0	3	0	0	0

**Table 26 - Homeless Needs Assessment**

Data Source

Comments:

Indicate if the homeless Has No Rural Homeless population is:

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

N/A

**Nature and Extent of Homelessness: (Optional)**

<b>Race:</b>	<b>Sheltered:</b>	<b>Unsheltered (optional)</b>
White	136	10
Black or African American	86	11
Asian	1	0
American Indian or Alaska Native	2	0
Pacific Islander	0	0
<b>Ethnicity:</b>	<b>Sheltered:</b>	<b>Unsheltered (optional)</b>
Hispanic	23	1
Not Hispanic	221	23

Data Source  
Comments:

**Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.**

Clarksville Montgomery County Community Action Agency since 10/1/2018 has served 81 homeless families into affordable housing. Room In The Inn program runs from November 1st through March 31st each year and has 13 churches that have served 695 homeless clients with emergency shelter. The Old Firehouse Day Shelter has served 115 homeless clients and over 800 meals. The agency has assisted 8530 clients with our energy assistance program. The agency has assisted 214 veterans.

**Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.**

Overall, there are more White homeless compared to other racial and ethnic groups. Together, all the races reflect 225 sheltered homeless and 21 unsheltered homeless. For sheltered homeless, the races reflect that 123 of White are sheltered versus only 86 Black/African American, 2 American Indian/Alaska Native, 1 Asian, and 0 Pacific Islander. For unsheltered homeless, the races reflect close in numbers with White at 10 and Black/African American at 11. American Indian/Alaska Native, Asian, and Pacific Islander were at 0 for unsheltered homeless.

For ethnicity, there are 23 Hispanics and 221 Non-Hispanic that are sheltered homeless. For unsheltered homeless, there is 1 Hispanic and 23 Non-Hispanic.

**Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.**

There are 225 sheltered homeless and 21 unsheltered homeless.

**Discussion:**

Clarksville is focused on helping meet the needs of homeless sheltered and unsheltered persons by developing and expanding our existing shelter program. Clarksville is especially concerned with programs providing shelter for families and on transitional shelters that provide supportive services. One of the key components of addressing the housing needs of Clarksville's homeless population is increasing the supply of emergency and transitional housing in the city, and affordable housing for people experiencing homelessness.

## **NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)**

### **Introduction:**

This section discussed the characteristics and needs of person in various subpopulations of Clarksville who are not homeless but require supportive services, including the elderly, persons with disabilities (mental, physical, developmental) persons with HIV/AIDS and their families, persons with alcohol or drug addiction, victims of domestic violence, and persons with criminal records and their families.

### **Describe the characteristics of special needs populations in your community:**

Many non-homeless households have particular needs for housing and other support services. The elderly, persons with mental, physical, or developmental disabilities, and people with substance abuse problems, people with HIV/AIDs and other groups often have specific needs because of their circumstances. Many individuals and households facing these issues also have low or very low incomes. The 2014-2018 ACS figures for disability indicate that 14.6 percent of the City's population has some disability. This represents 20,968 people. This percentage is slightly below the national figure of 12.6 percent. While only 4.7 percent of persons under 18 years have a disability, the Census reports that 42.2 percent of persons over 65 are disabled. Information about specific types of disability is not available.

### **What are the housing and supportive service needs of these populations and how are these needs determined?**

The preferred housing options for the developmentally disabled are those that present a choice and integrate them into the community. This includes supervised apartments, supported living, a skill development home, and family care homes, private landlords, and single one bedroom apartments. Must meet low income limits, head of household must be homeless or chronically homeless, head of household must have a documented disability, head of household must be linked and continue to stay linked to a social service agency. Needs are determined by service providers, public input and stakeholder interviews. These needs include affordable, safe housing opportunities in areas with access to transportation, commercial and job centers, social services, and for education regarding fair housing rights and actions that can be taken in the event those rights are violated. Persons with disabilities often require accessible features and ground floor housing units. Victims of domestic violence need safe housing, removal of barriers to relocation, and for perpetrators to be held accountable. Many of the supportive needs of these subpopulations are available through existing nongovernmental organizations. However, there is a strong need for greater collaboration and education among the City's agencies and nonprofits in order to serve the various special needs subpopulations more efficiently and comprehensively.



**Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:**

For Montgomery County, there have been 254 cases of HIV/AIDS according to 2017 County Health Rankings used data from 2013 for this measure.

**Discussion:**

We are always looking to create partnerships and innovative strategies with service providers. The city receives Shelter + Care funds and uses the funds to house up to twenty special needs individuals.

## **NA-50 Non-Housing Community Development Needs – 91.215 (f)**

### **Describe the jurisdiction's need for Public Facilities:**

As Clarksville continues to grow, and become more diverse, the need for more public facilities has become more evident. Distribution of community resources, particularly in low-and moderate income (LMI) areas create a need for new or improvement on existing public facilities. The types of public facilities that the community showed a need for in LMI neighborhoods would include, community centers, sidewalks and crosswalks, handicap accessibility, and street lights.

### **How were these needs determined?**

City staff attended and facilitated public meetings to gather input to determine the housing and non-housing community development needs. A survey was conducted via the internet and paper copies were made available. All survey results were compiled and analyzed to help determine the City's housing and non-housing community development needs and priorities.

### **Describe the jurisdiction's need for Public Improvements:**

The City has a need for greater accessibility accommodations, such as new sidewalks, repairing existing sidewalks, widening existing sidewalks, installing curbs and gutters, and repairing damaged sidewalks and installing street crossing signals. There is also a need for Security cameras and lighting in high crime areas and repairing and installing new playground equipment. Community buildings in target areas need improvement in order to meet state and local building codes. Low income census tracts are in need of targeted code enforcement, additionally bikeways and bike paths, and other initiatives that increase the walkability, accessibility and livability of LMI neighborhoods.

### **How were these needs determined?**

The community development needs for public improvements were determined and prioritized based on a public meetings process, which included comments received at public meetings and interviews with service providers and government agency staff.

**Describe the jurisdiction's need for Public Services:**

During public meetings and bi-monthly forums, participants emphasized the need to support a broad range of community services. The need to increase services for the homeless was a key concern identified by participants of the forum. The need for a range of housing options from emergency housing, transitional housing, to permanent housing was a recurring theme. Also transportation needs for the homeless was also addressed, and the need for vouchers for homeless veterans to be issued at an agency in Clarksville. Primary needs identified:

- housing/shelter
- public facilities
- jobs and financial counseling
- homeownership
- affordable rental housing
- handicap accessibility
- transportation
- youth services

**How were these needs determined?**

The community development needs for public services were determined by feedback from the Mayor's Homeless Solution Forum, monthly meetings with the local homeless coalition, public meetings, which included comments received at public meetings, and interviews with service providers and government agency staff.

# Housing Market Analysis

## MA-05 Overview

### Housing Market Analysis Overview:

Housing units total number 59,310, 27,648 owners and 24,131 renters. 92% of owners and 47% of renters have 3 or more bedrooms.

Median 2017 house value:

- White non-Hispanic householders \$157,483
- Black or African American householders \$146,616
- American Indian or Alaska Native householders \$140,583
- Asian householders \$163,930
- Native Hawaiian and other Pacific Islander householders \$176,271
- Some other race householders \$155,273
- Two or more races householders \$137,406
- Hispanic or Latino householders \$152,142

Estimated median household income in 2017: \$55,021 (it was \$37,548 in 2000) TN: \$51,340, estimated per capita income in 2017: \$26,049 (it was \$16,686 in 2000). Estimated median house or condominium value in 2017: \$153,800 (it was \$83,500 in 2000). Mean prices in 2017: all housing units: \$162,132; detached houses: \$162,759; townhouses or other attached units: \$164,033; in 2-unit structures: \$323,777; in 3-to-4-unit structures: \$134,938; in 5-or-more-unit structures: \$328,564; mobile homes: \$69,322.

Median gross rent in 2017: \$981.

March 2019 cost of living index in Clarksville: 87.4 (less than average, U.S. average is 100)

Percentage of residents living in poverty in 2017: 14.2% (12.2% for White Non-Hispanic residents, 21.5% for Black residents, 17.6% for Hispanic or Latino residents, 22.6% for American Indian residents, 12.0% for Native Hawaiian and other Pacific Islander residents, 22.2% for other race residents, 16.3% for two or more races residents)

## MA-10 Number of Housing Units – 91.210(a)&(b)(2)

### Introduction

The tables and narrative below portray the housing market in Clarksville by unit type and tenure. Clarksville has 59,310 housing units as of the 2011-2015 ACS estimate, of which 12.7 percent were vacant. Of the total housing units listed in the table below, 70 percent were in single-unit structures, 26 percent were in multi-unit structures, and 4 percent were mobile homes. 55.8 percent of the housing units were built since 1990. In Clarksville, owner-occupied units constitute 53.4 percent of units while renter-occupied units comprise 46.6 percent of housing units. Across the nation, the percentages are 63.9 percent owner-occupied and 36.1 percent renter-occupied. Some of this disparity may be due to the presence of the military personnel at Fort Campbell, many of whom are subject to transfer or deployment and thus not interested in purchasing a home. Eighty percent of householders of occupied units had moved in since 2000. Seventy-four percent of the owner occupied units had a mortgage. Three percent of the households did not have telephone service. Five percent had no vehicles available and while 19 percent had three or more vehicles. The median monthly housing costs for mortgaged owners was \$1,931, non-mortgaged owners \$488, and renters \$872. Twenty eight and a half percent of owners with mortgages, 10.5 percent of owners without mortgages, and 46.3 percent of renters in Clarksville, Tennessee spent 30 percent or more of household income on housing.

### All residential properties by number of units

Property Type	Number	%
1-unit detached structure	40,020	67%
1-unit, attached structure	1,668	3%
2-4 units	6,815	11%
5-19 units	6,360	11%
20 or more units	2,333	4%
Mobile Home, boat, RV, van, etc	2,114	4%
<b>Total</b>	<b>59,310</b>	<b>100%</b>

**Table 27 – Residential Properties by Unit Number**

Data Source: 2011-2015 ACS

## Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	33	0%	285	1%
1 bedroom	223	1%	2,675	11%
2 bedrooms	2,050	7%	9,940	41%
3 or more bedrooms	25,342	92%	11,231	47%
<b>Total</b>	<b>27,648</b>	<b>100%</b>	<b>24,131</b>	<b>100%</b>

Table 28 – Unit Size by Tenure

Data Source: 2011-2015 ACS

**Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.**

Public Housing 508 units Low Income 0-30% HAFMI

Section 8- Program is run by the Tennessee Housing Development Agency (THDA). In the past year, from 6/8/2019 to 6/9/2020, THDA drew 51 vouchers from the Montgomery County waiting list.

Low Income Housing Tax Credit Units - Low to Moderate Income- 960 units 60-80% HAFMI.

**Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.**

The city does not expect to lose any affordable housing units from the inventory during this consolidated Plan period. Rising housing costs leave families with less money for food and health care.

**Does the availability of housing units meet the needs of the population?**

The existing and future housing demand in Clarksville is complicated by the demand of the military for residential housing. There seems to be a constant demand for building single-family units for military families, but the close proximity to Nashville has also contributed to the single family housing market. The availability of housing units does not fit the needs of the population of Clarksville. There is a significant lack of decent, affordable housing for extremely low-and low income households (especially families and children), persons with disabilities, permanent housing for the homeless. Additionally, waitlists for both elderly/assessable and family units are long (1-3 years) further reflecting the lack of affordable housing.

**Describe the need for specific types of housing:**

15,780 households are within the 0-80% HAMFI 30,720 lie within the 80-100% HAFMI total # of households 46,500. Approximately 33% of the households are within 0-80% HAMFI.

7,079 renters at 0-80% AMI are 30% cost burden, while 3,522 owners 30% are cost burden

3462 renters at 0-80% are at 50% cost burden, while 1,846 home owners are cost burden

**Discussion**

With almost a 30% increase in population from 2000 to 2010 the need for housing increases as the population increases. With the value of owner-occupied housing averaging between \$100,000 and 150,000, and the median home age being 21 years, it shows Clarksville has a young growing housing market.

## MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

### Introduction

This section contains pre-populated HUD tables that support the housing needs and market analysis discussions. The following tables reflect the cost of both owner and renter-occupied housing in Clarksville. These tables use 2011-2015 ACS data. There have been changes in the housing prices in recent years which are not fully captured in this data.

### Cost of Housing

	Base Year: 2009	Most Recent Year: 2015	% Change
Median Home Value	118,400	137,900	16%
Median Contract Rent	578	690	19%

Table 29 – Cost of Housing

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

Rent Paid	Number	%
Less than \$500	4,688	19.4%
\$500-999	15,120	62.7%
\$1,000-1,499	3,538	14.7%
\$1,500-1,999	694	2.9%
\$2,000 or more	103	0.4%
<b>Total</b>	<b>24,143</b>	<b>100.0%</b>

Table 30 - Rent Paid

Data Source: 2011-2015 ACS

### Housing Affordability

% Units affordable to Households earning	Renter	Owner
30% HAMFI	845	No Data
50% HAMFI	2,898	1,242
80% HAMFI	11,849	5,027
100% HAMFI	No Data	8,580
<b>Total</b>	<b>15,592</b>	<b>14,849</b>

Table 31 – Housing Affordability

Data Source: 2011-2015 CHAS



## Monthly Rent

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	563	689	867	1,220	1,404
High HOME Rent	563	689	867	996	1,091
Low HOME Rent	533	571	686	791	883

**Table 32 – Monthly Rent**

Data Source: HUD FMR and HOME Rents

### Is there sufficient housing for households at all income levels?

There is a severe lack of affordable, quality housing in the jurisdiction, especially among households with yearly incomes less than 50% AMI. Affordable housing, in any condition, is nearly non-existent for households with yearly incomes at 0-30% AMI, with only 845 units available. These low-income figures mean that it is more difficult for households to meet monthly expenses, especially when housing costs more than 30% of their income, more difficult to save for a down payment for a home, and more difficult to qualify a mortgage to purchase a home.

### How is affordability of housing likely to change considering changes to home values and/or rents?

Higher rents and higher home values means less availability for low - moderate income households. Affordability will continue to be an issue due to the market being dominated by the military. The low income figures mean that it is difficult for households to meet monthly expenses, especially in when housing cost more than 30% of their income, more difficult to save for a down payment for a home, and more difficult to qualify for a mortgage to purchase a home, unless you are in the military getting a Veterans Administration loan with no down payment.

### How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

The median amount of rent in Clarksville is \$930 (2013-2017 ACS). Fair market rents for our area range from \$563-\$1,404, depending on how many bedrooms. From 2009-2015, the median contract rent went up 19%. From 2015-2017 it has gone up an additional 34%. The difference and increase of rent each year in FMR and median rents illustrates that there is a need for an increased supply of affordable rental units.

## Discussion

The tenure pattern in Clarksville varies from the national norm. In Clarksville, owner occupied units constitute 56.1 percent of units while renter-occupied units comprise 43.9 percent of housing. Across

the nation, the percentages are 65.1 percent owner-occupied and 34.9 percent renter-occupied (2010 Census). Some of this disparity may be due to the presence of the military personnel at Fort Campbell, many of whom are subject to transfer or deployment and thus not interested in purchasing a home.

## MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

### Introduction

The age and condition of a City's housing stock are important variables in assessing the overall characteristics of a local housing market. This section will review important data about the City's housing stock. The older housing stock, particularly older rental housing often has code and deferred maintenance issues that can impact the longevity of the housing structure which in turn impacts the housing supply in terms of accessibility and affordability.

### Definitions

Housing Quality Standards consists of the following thirteen (13) performance requirements:

- Sanitary facilities; • Food preparation and refuse disposal; • Space and security; • Thermal environment; • Illumination and electricity; • Structure and materials; • Interior air quality; • Water supply; • Lead-based paint; • Access; • Site and neighborhood; • Sanitary condition; and
- Smoke Detectors.

When the unit is substandard it consists of the following six (6) factors:

- (1) Does not have operable indoor plumbing;
- (2) Does not have a usable flush toilet inside the unit for the exclusive use of a family;
- (3) Does not have a usable bathtub or shower inside the unit for the exclusive use of a family;
- (4) Does not have electricity, or has inadequate or unsafe electrical service;
- (5) Does not have a safe or adequate source of heat;
- (6) Should, but does not, have a kitchen;

### Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	6,330	23%	10,210	42%
With two selected Conditions	112	0%	509	2%
With three selected Conditions	0	0%	25	0%
With four selected Conditions	0	0%	0	0%
No selected Conditions	21,195	77%	13,395	55%
<b>Total</b>	<b>27,637</b>	<b>100%</b>	<b>24,139</b>	<b>99%</b>

Table 33 - Condition of Units

Data Source: 2011-2015 ACS

## Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	9,208	33%	8,140	34%
1980-1999	9,840	36%	8,330	35%
1950-1979	7,555	27%	6,425	27%
Before 1950	1,000	4%	1,239	5%
<b>Total</b>	<b>27,603</b>	<b>100%</b>	<b>24,134</b>	<b>101%</b>

**Table 34 – Year Unit Built**

Data Source: 2011-2015 CHAS

## Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	8,555	31%	7,664	32%
Housing Units build before 1980 with children present	9,939	36%	4,897	20%

**Table 35 – Risk of Lead-Based Paint**

Data Source: 2011-2015 ACS (Total Units) 2011-2015 CHAS (Units with Children present)

## Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	0	0	0
Abandoned Vacant Units	0	0	0
REO Properties	0	0	0
Abandoned REO Properties	0	0	0

**Table 36 - Vacant Units**

Data Source: 2005-2009 CHAS

## Need for Owner and Rental Rehabilitation

The 2011-2015 CHAS data shows that 9 percent of the city's housing stock was built prior to 1950. Owner and renter households, especially those located in low-income target neighborhoods will be in need of rehabilitation assistance to maintain their homes.

## Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

The housing stock in Clarksville is relatively young. In the decade between 2010 and later over 11.1 percent of the total amount of housing units were built (2011-2015 CHAS). Approximately 31% of owner-occupied units and 32% of renter-occupied were constructed before 1980, and thus might have a lead-based paint hazard (2011-2015 ACS), though only 2.3 percent of the units were constructed before 1940 and only 9.4 percent were built before 1960 (2013-2017 ACS).

## **Discussion**

According to the 2013-2017 ACS, Clarksville has 7,954 vacant housing units at 12.9%. Homeowner vacancy rate 3.3 %, Rental vacancy rate 12.9 %. The homeowner vacancy rate is the proportion of the homeowner inventory that is vacant "for sale." It is computed by dividing the total number of vacant units "for sale only" by the sum of owner-occupied units, vacant units that are "for sale only," and vacant units that have been sold but not yet occupied; and then multiplying by 100. The rental vacancy rate is the proportion of the rental inventory that is vacant "for rent." It is computed by dividing the total number of vacant units "for rent" by the sum of the renter-occupied units, vacant units that are "for rent," and vacant units that have been rented but not yet occupied; and then multiplying by 100.

## MA-25 Public and Assisted Housing – 91.210(b)

### Introduction

Public housing provides a vital housing safety net for vulnerable populations, including low and very low-income households, the elderly, and the disabled. The Clarksville Housing Authority assists in meeting the housing needs of the homeless population by operating public housing.

### Totals Number of Units

Program Type	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available			508						
# of accessible units									
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

**Table 37 – Total Number of Units by Program Type**

Data PIC (PIH Information Center)

Source:

### Describe the supply of public housing developments:

**Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:**

Describe the supply of public housing developments: Public housing was established to provide decent, safe, and sanitary housing for eligible low and moderate income families, elderly and persons with disabilities. It is federally subsidized, affordable housing that is owned and operated by the public housing authority. The Clarksville Housing Authority (CHA) currently owns and operates 508 federally subsidized, low income public housing units at 4 sites. CHA provides housing for approximately 1220 eligible low and moderate income persons, including families, elderly, and persons with disabilities. The Clarksville Housing Authority owns and operates 508 units, these units are not new, but they are well maintained. There are four different sites scattered throughout the city.

## Public Housing Condition

Public Housing Development	Average Inspection Score
Summit Heights	44
Lincoln Homes	40

Table 38 - Public Housing Condition

### Describe the restoration and revitalization needs of public housing units in the jurisdiction:

Currently, CHA has a portfolio of three AMP's mostly built from the 1950s through the 1970s. The third AMP has accessible units built-in 2016. The restoration and revitalization needed for CHA's public housing units consist of activities that foster safe, quality, affordable housing to low and moderate-income families. CHA has formulated a customized approach in the assessment and implementation of a sustainable capital improvement program. One of CHA's priorities is to physically enhance the current properties and create positive resident life experiences. In achieving this objective, CHA foresees capital improvements for its older properties that consist of significant renovations and community revitalization.

### Describe the public housing agency's strategy for improving the living environment of low-and moderate-income families residing in public housing:

The CHA's strategy for improving the living environment of low-and moderate-income families begins with providing quality services to the residents. The CHA will continue to assist residents in gaining access to education, employment and homeownership opportunities. CHA will play an active role coordinating residents' access to jobs and vocational schools. The strategy also includes compliance with Section 3, which will help residents get job training, employment, and contract opportunities for residents in connection with projects and activities in the neighborhoods where HUD funds are expended to the greatest extent possible. Other strategies to improve the living environment of low – to moderate -income families include enhanced safety and security efforts by providing cameras, and a community policing effort. Residents are also encouraged to participate in the First Time Homebuyer programs. Resident participation is vital in offering residents a way to build working relationships with the housing agency and create a positive living environment in Public Housing. Residents are encouraged to participate in the resident council. These councils play a vital role in improving the quality of life for Public Housing communities and bring a wide variety of issues to the attention of CHA from safety to eviction policies. The CHA will continue to support the ROSS- Service Coordinators. The coordinators promote public and private resources for supportive services and resident empowerment. These services will enable participating families to increase earned income, reduce or eliminate the need for assistance, make progress to achieve economic independence and housing self-

sufficiency, or, in the case of elderly or disabled residents, help improve living conditions and enable residents to age-in-place.

### **Discussion:**

A clear cut comprehensive multi-family affordable housing plan should be adopted by the Clarksville Public Housing Authority. Lack of affordable housing prevents some households, especially the poor, from gaining access to jobs, schools, shopping and other services, reducing the quality of life for those households, and exacerbating the problems associated with concentrated poverty in neighborhoods. When the market fails to provide needed affordable housing, it is incumbent upon public housing staff to use all possible federal and state resources, such as Rental Assistance Demonstration (RAD), Choice Neighborhoods, Low Income Housing Tax Credits, USDA rural housing programs, housing trust funds, and housing bonds to support affordable housing development. Affordable multi-family housing and supportive housing need to be viewed as integral components of a comprehensive citywide housing policy and strategy to optimize the potential impact of local housing programs and ensure their effectiveness. Clarksville Housing Authority policies should be reassessed to ensure that they reflect a range of housing choices — a priority to develop more affordable housing linked with essential supportive services. Clarksville and the housing authority should stimulate affordable multifamily rental production by optimizing the use of existing development programs, such as this consolidated plan, and the housing authority's 5 year plan, (if their five year plan included a redevelopment program). By blending and leveraging cross program funding streams to construct affordable housing. A coordinated approach to financing housing production within the context of a comprehensive community development strategy is a more cost-effective strategy for allocating resources and community reinvestments.



## MA-30 Homeless Facilities and Services – 91.210(c)

### Introduction

Clarksville uses HOME and CDBG funds for housing and services for people who are homeless along with some homelessness prevention projects, including emergency shelters, case management and supportive services for women with children and street outreach, and CHDO. Clarksville participates with the Council for the Homeless and area service providers to enhance the community's comprehensive Continuum of Care system to end homelessness. This partnership includes collaborative efforts of a variety of community groups, government agencies and a coalition of more than 20 homeless service providers. The information below is provided from the community HMIS system administered by the Continuum of Care.

### Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Housing Beds	Supportive
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	42	0	20	0	0
Households with Only Adults	40	0	0	15	0
Chronically Homeless Households	0	0	20	15	0
Veterans	42	0	0	3	0
Unaccompanied Youth	0	0	0	0	0

**Table 39 - Facilities and Housing Targeted to Homeless Households**

Data Source  
Comments:

**Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons**

Local service providers include Buffalo Valley, Work Force Essentials, Centerstone, Salvation Army, Matthew Walker Free Clinic, Community Action Agency, Veterans Treatment Court, and Montgomery County Health Department. Montgomery County is the entity in charge of health care enrollment in Clarksville. The Matthew Walker Free Clinic also provides services to low to moderate-income persons in Clarksville.

**List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.**

There are multiple non-profit organizations that serve families with children, single women, and one that serves domestic violence victims. They are the Salvation Army, Safe House Domestic Violence Shelter, Safe Place Family Transitional Center, Flourishing Families, and Serenity House. There are shelters provided by Room in the Inn November 1st through March 31st. Overflow clients are given vouchers which serve single men, single women, and families. There are also permanent supportive housing projects through Operation Standdown that specifically serve veterans. The Community Action Agency facilitates the Old Firehouse Day Shelter that supports chronically homeless and facilitates Room in the Inn.

## **MA-35 Special Needs Facilities and Services – 91.210(d)**

### **Introduction**

The City of Clarksville continues to work with partners through the Continuum of Care, Montgomery County, the faith based community, food banks and many other social service providers to develop multiple funding resources and partnerships. The services benefit many different people with special needs.

**Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs**

As reported in NA-35 there are 80 elderly program participants, and 92 disabled families in Public Housing. The 2014-2018 ACS figures for disability indicate that 14.6 percent of the City's population has some disability. This represents 20,968 people.

**Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing**

Generally speaking there are no facilities or procedures that designate housing for people returning from physical or mental health institutions. In some cases Progressive Directions may coordinate care. However, there is a severe lack of decent, affordable housing for individuals with disabilities and special needs.

**Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)**

Clarksville receives a Shelter + Care grant that funds 20 units.

**For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))**

Clarksville receives a Shelter + Care grant that funds 20 units.

## **MA-40 Barriers to Affordable Housing – 91.210(e)**

### **Negative Effects of Public Policies on Affordable Housing and Residential Investment**

The Land Use Plan Update for Clarksville and Montgomery County addresses topics for each of the area's planning districts, and three objectives and the necessary policies to achieve each objective. Inspection costs, permit fees, and higher quality construction requirements tend to drive up the cost of housing. Requirements for various kinds of building permits also increase the cost of a housing unit. Similarly zoning requirements that define or exclude certain types of housing can reduce the opportunity to develop a range of housing choices for individuals across the community. Further, despite the goals of the Land Use Plan and the City's efforts to create incentives and zoning to facilitate the construction of affordable housing units, both rental and owner-occupied, developers have seldom undertaken the construction of such units. Other examples of avoiding the construction of affordable units emerged in other discussions and the consensus was that without greater measures from the state level (THDA) and a better understanding of affordable housing on the part of developers, it will be difficult to develop a greater supply of affordable housing. New residential developments are isolated from services and are not being created to encourage pedestrian mobility and access to public transportation. There are no public policy strategies which help create affordable and mix-income housing. Changes are needed in regulations that will encourage the development of innovative housing opportunities for low-income households as well as households with elderly and disabled members. Public Housing needs to be more involved in the transformation of neighborhoods especially where public housing assets are placed. More emphasis needs to be placed on the public housing residents, than are placed on the public housing buildings. State controller has ordered our local tax assessor to tax low income housing tax credits, this will reduce the amount of units being built, if they are built at all.

## MA-45 Non-Housing Community Development Assets – 91.215 (f)

### Introduction

The Civilian Employed Population Labor Force (persons 16 years and over) in Clarksville was 55,135 in the 2011-2015 ACS. These persons represented 90 percent of the working age population, a labor force participation rate that is 26.6 percent higher than the US figure of 63.4 percent and 28.8 percent above the State figure of 61.2 percent. These figures are interesting in several respects. The number of construction workers shows that Clarksville has a low amount of housing construction activity. The high number of Education and Health Care workers is due to the presence of the University and regional medical facilities. The strong Retail Trade and Accommodation and Food Service employment reflects a high demand for these services, though these two sectors are among the lower paying industries. Clarksville has fewer management and professional workers (in terms of percent of the workforce) than the nation, but has a greater percentage of production and transportation workers.

### Economic Development Market Analysis

#### Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	203	39	1	0	-1
Arts, Entertainment, Accommodations	6,322	7,332	18	23	5
Construction	1,471	1,284	4	4	0
Education and Health Care Services	6,109	6,351	18	20	2
Finance, Insurance, and Real Estate	1,775	1,838	5	6	1
Information	790	1,046	2	3	1
Manufacturing	5,332	2,193	15	7	-8
Other Services	1,212	1,163	4	4	0
Professional, Scientific, Management Services	2,226	1,559	6	5	-1
Public Administration	0	0	0	0	0
Retail Trade	6,109	7,435	18	23	5
Transportation and Warehousing	1,561	439	5	1	-4
Wholesale Trade	1,377	1,190	4	4	0
Total	34,487	31,869	--	--	--

**Table 40 - Business Activity**

Data 2011-2015 ACS (Workers), 2015 Longitudinal Employer-Household Dynamics (Jobs)

Source:

## Labor Force

Total Population in the Civilian Labor Force	61,421
Civilian Employed Population 16 years and over	55,135
Unemployment Rate	10.15
Unemployment Rate for Ages 16-24	28.01
Unemployment Rate for Ages 25-65	5.49

**Table 41 - Labor Force**

Data Source: 2011-2015 ACS

Occupations by Sector	Number of People
Management, business and financial	9,490
Farming, fisheries and forestry occupations	2,919
Service	6,870
Sales and office	13,940
Construction, extraction, maintenance and repair	4,505
Production, transportation and material moving	4,315

**Table 42 – Occupations by Sector**

Data Source: 2011-2015 ACS

## Travel Time

Travel Time	Number	Percentage
< 30 Minutes	45,500	73%
30-59 Minutes	13,660	22%
60 or More Minutes	3,588	6%
<b>Total</b>	<b>62,748</b>	<b>100%</b>

**Table 43 - Travel Time**

Data Source: 2011-2015 ACS

## Education:

### Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	2,125	415	2,050
High school graduate (includes equivalency)	11,475	1,230	6,515
Some college or Associate's degree	17,195	1,715	6,780

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Bachelor's degree or higher	12,465	698	3,005

**Table 44 - Educational Attainment by Employment Status**

Data Source: 2011-2015 ACS

### Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	113	410	186	709	1,032
9th to 12th grade, no diploma	1,475	908	841	1,505	1,019
High school graduate, GED, or alternative	6,835	7,365	4,420	8,890	3,950
Some college, no degree	8,235	9,625	5,415	7,415	2,605
Associate's degree	1,089	2,616	2,684	2,240	468
Bachelor's degree	1,637	5,870	3,008	3,615	1,323
Graduate or professional degree	95	1,818	1,943	2,230	716

**Table 45 - Educational Attainment by Age**

Data Source: 2011-2015 ACS

### Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	331,604
High school graduate (includes equivalency)	466,587
Some college or Associate's degree	536,496
Bachelor's degree	651,641
Graduate or professional degree	909,437

**Table 46 – Median Earnings in the Past 12 Months**

Data Source: 2011-2015 ACS

**Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?**

The major employment sectors within our jurisdiction are Arts, Entertainment, Accommodations, Education and Health services, and Retail Trade.

**Describe the workforce and infrastructure needs of the business community:**

Clarksville's business community does have workforce and infrastructure needs. Construction is one of the lowest business activities (2011-2015 ACS). This data reflects the lack of construction in Clarksville. Another area that needs improvement is Transportation and Warehousing. Having more business in this area would definitely help the business community by employment and infrastructure.

**Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.**

Korea-based LG Electronics makes a variety of electronic goods, from TVs to refrigerators to smartphones. In Clarksville, the LG plant builds washing machines. The Clarksville plant is now a \$360 million, 1 million-square-foot plant located in Clarksville. This will have a major impact on the city. The average annual pay for the LG jobs category in Clarksville, TN is \$43,523 a year. There are two main assembly lines, one for top-load washers and one for front-loaders. The machines are then warehoused for shipment to dealers and distribution. LG's new high-tech factory, with newest automation, robotics and engineered systems integration, allows the company to change between models in a matter of minutes. This will create a significant shift from service jobs to manufacturing jobs, and help diversify Clarksville's labor market.

**How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?**

Clarksville's population has a high percentage of persons whose highest level of education is a high school diploma (92.1%), and lower percentages of persons with bachelor's degree and higher (26.5%) (2013-2017 ACS). There are more high school graduates not in the labor force compared to those with degrees. There are 11,475 individuals with a high school diploma who are currently working compared to 12,465 with a bachelor's degree or higher. The local workforce, for the most part, is able to meet the needs of the local economy. Farming, fisheries and forestry occupations have a low amount of working individuals in Clarksville. Construction, extraction, maintenance and repair is also on the low end compared to the other occupations. This data plays a great role in the jurisdiction and can reflect that there are not enough jobs in Clarksville for these areas of qualified workers.

**Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.**

Nashville State Community College now has a campus in Clarksville. Austin Peay State University and Nashville State have countless intern possibilities for their students in Clarksville, this arrangement has worked well for both entities. By interning, the student may be able to excel their work ethics and skills.



They are able to see if the field they are interning in will be of interest to them in the future. This helps our jurisdiction greatly by having individuals trained in areas where they are going to make a career.

**Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?**

No

**If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.**

N/A

**Discussion**

Overall, Clarksville has a great economy. There are areas where economic development is needed. Construction would greatly help our jurisdiction along with many other areas of business. Despite areas of education, the majority of the population is in the labor force. This is a great aspect compared to other cities.

## **MA-50 Needs and Market Analysis Discussion**

**Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")**

The City of Clarksville uses HUD's unofficial guideline defining concentration as existing with the portion of an individual racial or ethnic category or adverse impact exceeding 20 percentage points of that group's overall percentage of the city-wide population. Areas where households have multiple housing problems are Red River, New Providence and South Clarksville.

**Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")**

Housing problems are scattered throughout the City, though there are certain neighborhoods that appear to require substantial efforts. The two newest Census Tracts, 1010.01 and 1003 have the oldest housing stock. Older housing stocks also appear in Census Tracts 1001, 1009, 1008, 1004, and 1002, which include the CDBG-eligible Tracts and those with the largest percentages of minority populations. Some of these Census Tracts have minority concentrations per HUD's definition, but these tracts are the ones with the lowest income levels, the oldest housing stock, and the most vacant properties. This may serve to limit housing opportunities for low-income households.

**What are the characteristics of the market in these areas/neighborhoods?**

High vacancy rates, high unemployment rates, predominantly renter-occupied. Median home prices are lower.

**Are there any community assets in these areas/neighborhoods?**

Census Tracts 1008, 1004, 1003, and 1009 contain Public Housing and/or low-income based apartments. Residential Assistance Demonstration (RAD) could be used in these areas. Census tract 1008 contains Austin Peay State University. There is a transportation HUB downtown.

**Are there other strategic opportunities in any of these areas?**

Within each area there is a transportation corridor, this offers a great opportunity for transit-oriented housing, which could increase ridership and minimize traffic and provide mixed income housing opportunities. Transit-Oriented Developments are typically compact, higher density, mixed use development within a half mile or ten-minute walk of a transit station, this increases location efficiency by providing a good mix of housing, jobs, retail and recreational centers. This would allow a greater sense of community, better use of land, reduced household spending on transportation. This would also lower public expenditures on roads, utilities and public safety. Clarksville Public Housing could create a

transportation plan for neighborhoods containing public housing units. As the need arises for transportation plans, the Clarksville Transit System will be consulted for their input.

## **MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)**

**Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.**

Broadband wiring will help to revitalize distressed and low- and moderate-income communities. It will give families in low and moderate communities an equal playing ground for a good education, job search, and better connection with society.

**Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.**

Having more than more broadband internet service providers allows for more competitive pricing and services offered. No one company is monopolizing the industry.

## **MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)**

### **Describe the jurisdiction's increased natural hazard risks associated with climate change.**

In any jurisdiction, increases of air and water temperatures lead to rising sea levels, supercharged storms and higher wind speeds, more intense and prolonged droughts and wildfire seasons, heavier precipitation and flooding (oxfam.org). The Cumberland River in our jurisdiction can be a natural hazard risk associated with climate change. Montgomery County's Emergency Management Agency is the managing body charged with coordinating responses to natural and man-made disasters that may occur within the borders of Montgomery County, Tennessee. Montgomery County has a fully accredited Hazard Mitigation Plan, which provides a hazard analysis and risk assessment for Montgomery County and the City of Clarksville (<https://mcgtn.org/ema/overviewstrategic-plan>).

### **Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.**

Low and moderate income households are more vulnerable due to lack of income to prepare for a disaster and/or pay for repairs that may be caused by such. There is also a lack of knowledge of the resources that may be available to assist them. They also have a lack of income to insure their home, which can potentially cause families to become homeless.

## **Strategic Plan**

### **SP-05 Overview**

#### **Strategic Plan Overview**

The City of Clarksville's Five Year Strategic Housing and Community Development Plan outlines the ways in which federal housing and community development funds will be used to respond to the needs of the community. The plan is based on an assessment of the community needs as identified in this plan as well as related plan and policy documents. Targeted CDBG and HOME funds will be used to address needs and act as leverage for other funding. The City has very limited resources available for direct services. The City will work with other funding agencies to target the CDBG funding where they can be used most effectively. The City of Clarksville will focus the use of CDBG and HOME funds on the following objects: increase and reserve affordable housing, revitalize targeted neighborhoods, provide supportive services for people who are homeless and those of homelessness, increase economic opportunities, and promote fair housing.

This Strategic Plan also identifies market conditions which may influence the use of HUD grant funds, the resources expected to be available to meet community needs, and the structure in place for delivering services. Strategies for addressing public housing, homelessness, lead-based paint hazards, and poverty are summarized. The plan outlines barriers to housing affordability in Clarksville and the city's plans to monitor performance and compliance for each HUD program for which it receives funds.

## SP-10 Geographic Priorities – 91.215 (a)(1)

### Geographic Area

Table 47 - Geographic Priority Areas

1	<b>Area Name:</b>	Downtown
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Housing
	<b>Other Revital Description:</b>	
	<b>Identify the neighborhood boundaries for this target area.</b>	Downtown Clarksville is the core of the City. It borders the Cumberland River to the west and College Street to the north. It is located in Census Tract 1001.
	<b>Include specific housing and commercial characteristics of this target area.</b>	There are 544 housing units, 344 (63%) are occupied, 157 (29%) of the units are vacant. The majority of the houses were built prior to 1950 and 224 houses were built between 1939 and 1990. The median value of a owner occupied house in the area is \$159,100. There are 387 (71%) owner occupied units. Downtown is lacking affordable housing. There is not a sense of place due to the high transient population.  (Source: 2018 ACS-5 year Estimates Data Profiles)
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	A public meeting was held on January 15, 2020 at Burt Elementary School. A second public meeting was held on March 5, 2020 at the Burt-Cobb Community Center. Local business leaders, community leaders, and the general public had input on the needs of the area.
	<b>Identify the needs in this target area.</b>	Affordable housing is needed in the area. The unemployment rate is 4.8%. The median household income is \$36,610 with 38% of households living below the poverty level.  (Source: 2018 ACS-5 year Estimates Data Profiles)
	<b>What are the opportunities for improvement in this target area?</b>	Downtown is ready for revitalization. A corporate office is needed downtown so the city could recruit white collar jobs for the downtown area.

	<b>Are there barriers to improvement in this target area?</b>	Affordable housing is needed in the area and this is difficult with the perceptions of what affordable housing is and what it can bring to the target area. A prosperous downtown future depends on the ability to target investment, both private and public, to use in the downtown area. Areas need to be identified as top development areas and given mixed-use density bonuses.
<b>2</b>	<b>Area Name:</b>	NEW PROVIDENCE HILL
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Housing
	<b>Other Revital Description:</b>	
	<b>Identify the neighborhood boundaries for this target area.</b>	The New Providence Hill area is located north of the Red River and north of the Cumberland River. It is located in Census Tract 1009.
	<b>Include specific housing and commercial characteristics of this target area.</b>	<p>There are 1538 housing units, 1,085 (71%) are occupied, 453 (29%) of the units are vacant. There are 439 (29%) mobile homes of the total units in the census tract. There are several established commercial businesses that the local residents rely on and there are also many vacant commercial properties. There are many building setback issues with the commercial property on Fort Campbell Blvd. The majority of the houses were built prior to 1999 and 901 houses were built between 1939 and 1990. The median value of a owner occupied house in the area is \$80,900. There are 815 (53%) renter-occupied units and 328 (21%) owner occupied units. There is a public housing complex on Market Street and Chapel Street with 50 units.</p> <p>(Source: 2018 ACS-5 year Estimates Data Profiles)</p>
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	A public meeting was held on January 15, 2020 at Burt Elementary School. A second public meeting was held on March 5, 2020 at the Burt-Cobb Community Center. Local business leaders, community leaders, and the general public had input on the needs of the area.



	<b>Identify the needs in this target area.</b>	<p>The unemployment rate is 4.6%. The median household income is \$32,391. 30.3% of the families live below the poverty level. There is an older housing stock in the area, the majority of the housing is renter occupied, and there are several large mobile home parks in the target area which is conducive for transient housing. There several under used properties in the area. Various commercial properties line Fort Campbell Blvd. and many of the properties are not being used to their potential.</p> <p>(Source: 2018 ACS-5 year Estimates Data Profiles)</p>
	<b>What are the opportunities for improvement in this target area?</b>	<p>The New Providence district has a major transportation corridor running north and south through the district. Corridors can be used as a foundation to create neighborhoods through zoning and transportation planning. There is an under used community center in New Providence that could be converted to a business incubator. There are several parks in the area that could be used to attract tourists. There is an opportunity for mixed use development in the area due to its location and easy access to other parts of the city.</p>
	<b>Are there barriers to improvement in this target area?</b>	<p>There are many aging mobile home parks in the census tract. Mobile home parks are zoned for multi-family residential housing. The Zoning Ordinance specifically states that mobile homes can only be placed in a mobile home zone and trailers are being moved into the multi-family zone. Mobile home parks are in disrepair and residents must pay high water and sewer bills due to a master meter being used to calculate utility bills. The utility bills are divided among residents and due to the aging system are high.</p>
3	<b>Area Name:</b>	Northwest Clarksville
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Housing
	<b>Other Revital Description:</b>	

	<b>Identify the neighborhood boundaries for this target area.</b>	The Northwest Clarksville area is located east of Fort Campbell Blvd. and west of Peachers Mill Road. It is located in Census Tract 1010.01.
	<b>Include specific housing and commercial characteristics of this target area.</b>	There are 1777 housing units, 1,475 (83%) are occupied, 302 (17%) of the units are vacant which is about the city average. There are 65 (4%) mobile homes of the total units in the census tract. The majority of the houses were built after 1960 and 1,560 houses were built between 1939 and 1990. The median value of a owner occupied house in the area is \$108,200. A major transportation corridor runs through the census tract. Fort Campbell Blvd. has a plethora of well established businesses, but also many vacant lots on commercial zoned parcels. Traffic counts for the area are heavy making ingress and egress difficult.  (Source: 2018 ACS-5 year Estimates Data Profiles)
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	A public meeting was held on January 15, 2020 at Burt Elementary School. A second public meeting was held on March 5, 2020 at the Burt-Cobb Community Center. Local business leaders, community leaders, and the general public had input on the needs of the area.
	<b>Identify the needs in this target area.</b>	The unemployment rate is 2.8%. The median household income is \$42,278. 13.6% of the families live below the poverty level. More homeownership is needed in the area. A merchant association could be established. Streetscape park improvements and additional recreation opportunities are needed.  (Source: 2018 ACS-5 year Estimates Data Profiles)
	<b>What are the opportunities for improvement in this target area?</b>	Great arterial transportation routes through the area, small business incubator, and mixed-use development would be an effective strategy to help improve the job market. Priority development areas should be designated in the area and invested in.
	<b>Are there barriers to improvement in this target area?</b>	Much of the area is developed. More funding could be used to rehabilitate more houses and improve infrastructure. The area needs a great sense of community and place.
4	<b>Area Name:</b>	RED RIVER NEIGHBORHOOD
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	

<b>HUD Approval Date:</b>	
<b>% of Low/ Mod:</b>	
<b>Revital Type:</b>	Housing
<b>Other Revital Description:</b>	
<b>Identify the neighborhood boundaries for this target area.</b>	The Red River Neighborhood is located south of the Red River, north of College Street and east of the Cumberland River. It is located in Census Tract 1008.
<b>Include specific housing and commercial characteristics of this target area.</b>	<p>The census tract includes Austin Peay State University and Lincoln Homes public housing with 208 units. Median household income is \$22,688 and there are 985 housing units in the census tract. 235 units are vacant at a 24% rate and 750 units are occupied with a 76% rate. The majority of housing units were built before 1980. 727 housing units were built between 1939-1990. The median value of a house in the area is \$68,200. There is an abandoned meat processing plant that needs to be removed. A mixture of industrial and commercial parcels exist along Kraft Street making it difficult to define the area.</p> <p>(Source: 2018 ACS-5 year Estimates Data Profiles)</p>
<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	A public meeting was held on January 15, 2020 at Burt Elementary School. A second public meeting was held on March 5, 2020 at the Burt-Cobb Community Center. Local business leaders, community leaders, and the general public had input on the needs of the area.
<b>Identify the needs in this target area.</b>	<p>The unemployment rate is 17.4% and more jobs are needed for area residents. 45.3% of families live below the poverty level. There is a high rental rate in this area which makes it a transient dominated area. More owner-occupied housing is needed to stabilize the area and mixed income housing is also needed. Public housing has applied for the Rental Demonstration Program (RAD). There needs to be some type of buffer between the factories and industrial uses around the housing areas.</p> <p>(Source: 2018 ACS-5 year Estimates Data Profiles)</p>

	<b>What are the opportunities for improvement in this target area?</b>	Two major transportation corridors run east and west through the census tract. A college campus lies within the target area. There is a Brownfield building that needs to be removed and once removed would make a good park or green space. This area would be a great place for Transportation-Oriented development with the two corridors in the target area.
	<b>Are there barriers to improvement in this target area?</b>	With Lincoln Homes public housing units being located in the this area, the most common negative public perceptions regarding public housing include: 1) fear of increase in crime; 2) fear of decrease in property value; 3) the belief that public housing properties are unattractive and poorly maintained; and 4) an ideological view that affordable housing recipients do not deserve assistance.
5	<b>Area Name:</b>	SOUTH CLARKSVILLE NEIGHBORHOOD
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Housing
	<b>Other Revital Description:</b>	
	<b>Identify the neighborhood boundaries for this target area.</b>	The South Clarksville area borders the Cumberland River to the south and west and Madison Street to the north. It is located in Census Tracts 1002, 1003, and 1004.

<p><b>Include specific housing and commercial characteristics of this target area.</b></p>	<p>There are 925 housing units in Census Tract 1002, 694 (75%) are occupied, 231 (25%) of the units are vacant. The majority of the houses were built prior to 1960 and 849 houses were built between 1939 and 1990. The median value of a owner occupied house in the area is \$104,600. There are 2,298 housing units in Census Tract 1003, 2,006 (87%) are occupied, 292 (13%) of the units are vacant. The majority of the houses were built after 1960 and 1,451 houses were built between 1939 and 1990. The median value of a owner occupied house in the area is \$141,900. There are 1,519 housing units in Census Tract 1004, 1,151 (76%) are occupied, 368 (24%) of the units are vacant. The majority of the houses were built prior to 1960 and 1,253 houses were built between 1939 and 1990. The median value of a owner occupied house in the area is \$76,900. There is a public housing complex lies within census tract 1004.</p> <p>(Source: 2018 ACS-5 year Estimates Data Profiles)</p>
<p><b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b></p>	<p>A public meeting was held on January 15, 2020 at Burt Elementary School. A second public meeting was held on March 5, 2020 at the Burt-Cobb Community Center. Local business leaders, community leaders, and the general public had input on the needs of the area.</p>
<p><b>Identify the needs in this target area.</b></p>	<p>The unemployment rate is 6.4% in census tract 1002. The median household income is \$31,170. 25.7% of the families live below the poverty level. The unemployment rate is 7.99% in census tract 1003. The median household income is \$43,109. 27.7% of the families live below the poverty level. The unemployment rate is 13.9% in census tract 1004. The median household income is \$28,849. 37.2% of the families live below the poverty level. More owner-occupied housing is needed in all three census tracts and more jobs for area residents is also needed. There is a number of older housing units in the area and very little retail in the area.</p> <p>(Source: 2018 ACS-5 year Estimates Data Profiles)</p>
<p><b>What are the opportunities for improvement in this target area?</b></p>	<p>Two major transportation corridors run east and west through these tracts. Transit-Oriented housing would be ideal for this area with its proximity to the interstate. Economic development and job opportunities would increase with some type of transit oriented development that would take residents back and forth to Nashville.</p>

Are there barriers to improvement in this target area?	The majority of land in the area is occupied. In order to develop, there would need to be some type of land assembly.
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### General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

While the City will encourage the production of affordable housing throughout the city to maximize choice for low-income residents, the City has identified a strong need for geographic prioritization in seven Census Tracts in the City of Clarksville 1. New Providence (Census Tract 1009), 2. Red River (Census Tract 1008), 3. South Clarksville (Census Tracts 1002, 1003, and 1004), 4. Northwest Clarksville (Census Tract 1010.01), and 5. Downtown Clarksville (Census Tract 1001). The city intends to pursue strong neighborhood revitalization in the target areas, through housing rehabilitation, code enforcement and infrastructure projects to improve affordable residential housing.

## SP-25 Priority Needs - 91.215(a)(2)

### Priority Needs

Table 48 – Priority Needs Summary

1	<b>Priority Need Name</b>	Rehabilitation of Existing Housing
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Middle Large Families Families with Children Elderly
	<b>Geographic Areas Affected</b>	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown
	<b>Associated Goals</b>	Expand and preserve affordable housing
	<b>Description</b>	Support the development of affordable housing and expand the supply of affordable housing
	<b>Basis for Relative Priority</b>	Priorities are established through the Citizens Advisory Committee, public meetings, and the Needs Assessment.
2	<b>Priority Need Name</b>	Neighborhood Revitalization
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Middle Large Families Families with Children Elderly

	<b>Geographic Areas Affected</b>	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown
	<b>Associated Goals</b>	Revitalize targeted neighborhoods Build community infrastructure & service capacity Expand and preserve affordable housing
	<b>Description</b>	Promote neighborhood revitalization in the City's low income areas through four strategies:  1. Promote maintenance of homes through increased code enforcement; 2. Rehabilitate or repair single-family homes through rehabilitation programs; 3. Demolish dilapidated structures; and 4. Prioritize public infrastructure (parks, clean-up, drainage improvements, etc.)
	<b>Basis for Relative Priority</b>	Older homes in the target areas need repairs. Homeowners do not have the funds for basic repairs.
3	<b>Priority Need Name</b>	Rehabilitate Public Facilities and Infrastructure
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Large Families Families with Children Elderly Persons with Physical Disabilities Persons with Alcohol or Other Addictions
	<b>Geographic Areas Affected</b>	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown
	<b>Associated Goals</b>	Revitalize targeted neighborhoods Build community infrastructure & service capacity



	<b>Description</b>	Fund public facility improvements in Clarksville that benefit low income households and persons with special needs to include neighborhood facilities, parks and recreation facilities, and fund non-housing community development proposals that eliminate a threat to public health and safety to include flood and drainage improvements, sidewalks, street improvements, and other infrastructure improvements.
	<b>Basis for Relative Priority</b>	Interviews with residents and stakeholders, comments at community meetings, and needs assessment
4	<b>Priority Need Name</b>	Provide Support for Emergency Housing & Supportive
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Victims of Domestic Violence
	<b>Geographic Areas Affected</b>	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown
	<b>Associated Goals</b>	Assist homeless and at-risk of homelessness
	<b>Description</b>	Assist persons who are homeless through the development and rehabilitation of transitional housing, fund projects that provide supportive services and shelter to persons who are homeless.
	<b>Basis for Relative Priority</b>	Needs assessment and comments from community meetings
5	<b>Priority Need Name</b>	Increase Permanent Supportive Housing for Homeless
	<b>Priority Level</b>	High

	<b>Population</b>	Extremely Low Chronic Homelessness Families with Children
	<b>Geographic Areas Affected</b>	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown
	<b>Associated Goals</b>	Assist homeless and at-risk of homelessness
	<b>Description</b>	Assist persons who are homeless or at-risk of homelessness through the development and rehabilitation of permanent supportive housing.
	<b>Basis for Relative Priority</b>	Needs assessment and comments from community meetings
6	<b>Priority Need Name</b>	New Construction of Multi-Family Housing Units
	<b>Priority Level</b>	High
	<b>Population</b>	Moderate Large Families Families with Children Elderly
	<b>Geographic Areas Affected</b>	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown
	<b>Associated Goals</b>	Revitalize targeted neighborhoods
	<b>Description</b>	Support the development of low income housing tax credit affordable rental housing, including projects located near job centers that will be affordable to service employees and other low-wage members of the workforce.
	<b>Basis for Relative Priority</b>	Interviews with key community stakeholders, CHAS, and other data on cost burden, and market analysis
7	<b>Priority Need Name</b>	Affirmatively Further Fair Housing Choice

	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Middle Large Families Families with Children Elderly Public Housing Residents
	<b>Geographic Areas Affected</b>	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown
	<b>Associated Goals</b>	Expand and preserve affordable housing
	<b>Description</b>	Accessibility improvements, fair housing enforcement, and education
	<b>Basis for Relative Priority</b>	Needs assessment and comments from community meetings
8	<b>Priority Need Name</b>	Provide Administrative Structure for Planning Impr
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Middle
	<b>Geographic Areas Affected</b>	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown
	<b>Associated Goals</b>	Admin and Planning
	<b>Description</b>	Funding for the planning and administration of the CDBG, HOME, and ESG programs as well as other housing, community development, and homelessness programs.

	<b>Basis Relative Priority</b>	<b>for</b> Needs assessment
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**Narrative (Optional)**

## SP-30 Influence of Market Conditions – 91.215 (b)

### Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	While there is a need for Tenant Based Rental Assistance to make rents more affordable, the City's CDBG funds do not anticipate using its funds for this purpose. There are greater priorities to improve or demolish the housing stock we do have. To date, Continuum of Care funds have assisted with TBRA.
TBRA for Non-Homeless Special Needs	The City does not anticipate prioritizing any programs which are TBRA for Non-Homeless Special Needs.
New Unit Production	1,519 units built 2014 or later, 2.5% of units built in the city, steady single family housing growth with the median cost of \$143,400
Rehabilitation	Rehabilitation cost Decreasing affordability of low income ownership housing
Acquisition, including preservation	Decreasing affordability of low income rental or ownership housing; Acquisition costs.

Table 49 – Influence of Market Conditions

## SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

### Introduction

The City of Clarksville is an Entitlement City according to the U.S. Department of Housing and Urban Development (HUD) criteria. Accordingly, the City receives annual allocations of funds for Housing and Community Development Projects under the Community Development Block Grant Program (CDBG), and Home Investment Partnership Program (HOME). As an Entitlement City, and a Participating Jurisdiction (PJ) Clarksville is required to conduct a comprehensive assessment of its housing and community needs and to present a plan of action in a detailed format prescribed by HUD.

### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,021,544	125,000	0	1,146,544	4,586,176	
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	489,225	125,000	0	614,225	2,456,900	

Table 50 - Anticipated Resources

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

Clarksville's federal fund allocations will complement a number of other resources that impact community development (e.g. capital improvement projects, transportation funding, Low Income Housing Tax Credits and financial funding). Because of both federal mandates and local policy, the city's entitlement programs require some level of "match" or leveraging. For instance, the HOME program requires a 25% match, which the city covers with its general funds. Subrecipients are paid on a reimbursement basis, thereby, spending their funds prior to getting reimbursed with CDBG funds which in essence is leveraging. The city provides general funds for the HOME match.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

N/A

**Discussion**

## SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
CLARKSVILLE	Government	Economic Development Homelessness Non-homeless special needs Ownership Planning Rental neighborhood improvements public facilities public services	
COMMUNITY HOUSING PARTNERSHIP OF	Continuum of care	Homelessness Ownership Rental	
COMMUNITY ACTION AGENCY	Non-profit organizations	Homelessness	
Clarksville Montgomery County Public Library	Public institution	Homelessness Planning	
Clarksville Montgomery County School System	Public institution	Homelessness Planning	
Flourishing Families	Non-profit organizations	Homelessness	
Manna Cafe Ministries	Community/Faith-based organization	Homelessness	
Operation Stand Down	Regional organization	Homelessness	
PROGRESSIVE DIRECTIONS INC.	Non-profit organizations	Ownership Planning Rental	
Radical Missions	Community/Faith-based organization	Homelessness Non-homeless special needs Ownership Rental public services	



Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
Salvation Army, Clarksville	Community/Faith-based organization	Homelessness Planning	
United Methodist Urban Ministries	Community/Faith-based organization	Homelessness Non-homeless special needs Planning public services	
URBAN MINISTRIES - SAFEHOUSE	Community/Faith-based organization	Homelessness Non-homeless special needs public services	
United Methodist Urban Ministries - Safe Place	Community/Faith-based organization	Homelessness Non-homeless special needs public services	
Workforce Essentials	Government	Economic Development Non-homeless special needs	

Table 51 - Institutional Delivery Structure

### Assess of Strengths and Gaps in the Institutional Delivery System

The strengths of the institutional system for delivering Consolidated Plan are the cohesiveness and working history within and among the City of Clarksville, the Clarksville Housing Authority, and local nonprofits and community partners. The primary weakness of the delivery system is a lack of financial resources to meet needs.

### Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
<b>Homelessness Prevention Services</b>			
Counseling/Advocacy	X	X	X
Legal Assistance	X	X	
Mortgage Assistance	X		
Rental Assistance	X	X	
Utilities Assistance	X	X	
<b>Street Outreach Services</b>			
Law Enforcement			

<b>Street Outreach Services</b>			
Mobile Clinics			
Other Street Outreach Services	X		
<b>Supportive Services</b>			
Alcohol & Drug Abuse	X	X	
Child Care	X		
Education	X		
Employment and Employment Training	X		
Healthcare	X	X	
HIV/AIDS	X		X
Life Skills	X	X	
Mental Health Counseling	X	X	
Transportation	X		
<b>Other</b>			

**Table 52 - Homeless Prevention Services Summary**

**Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)**

The community uses outreach services as the primary tool to engage people who are chronically homeless and unaccompanied youth. People who are chronically homeless are connected to permanent supportive housing; families with children to rapid rehousing; and unaccompanied youth to rapid rehousing and transitional housing. Outreach workers, assessment staff, and case managers all work with these populations to ensure that they are accessing mainstream services. The Veteran Affairs Medical Center provides outreach services, housing, and medical services for veterans. The CMCSS has an outreach worker who coordinates with the CoC.

**Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above**

The main strength of the service delivery system is that it covers all the necessary subpopulations and types of services that are necessary to prevent and end homelessness. However, the main weakness is that there is not sufficient amount of each type of service to meet the needs.

**Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs**

The homelessness system is working closely with the faith community in an effort to increase the amount of rapid rehousing resources that are available. We are also working with hospitals and other systems of care in an effort to increase the amount of housing first style permanent supportive housing that is available.

## SP-45 Goals Summary – 91.215(a)(4)

### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Revitalize targeted neighborhoods	2020	2025	Non-Housing Community Development	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown	Neighborhood Revitalization Rehabilitate Public Facilities and Infrastructure New Construction of Multi-Family Housing Units	CDBG: \$1,600,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 14390 Persons Assisted  Buildings Demolished: 10 Buildings  Housing Code Enforcement/Foreclosed Property Care: 90 Household Housing Unit
2	Build community infrastructure & service capacity	2020	2025	Non-Housing Community Development	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown	Neighborhood Revitalization Rehabilitate Public Facilities and Infrastructure	CDBG: \$850,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 14135 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Assist homeless and at-risk of homelessness	2020	2025	Homeless	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown	Provide Support for Emergency Housing & Supportive Increase Permanent Supportive Housing for Homeless	CDBG: \$700,000	Homeless Person Overnight Shelter: 5000 Persons Assisted  Overnight/Emergency Shelter/Transitional Housing Beds added: 50 Beds  Homelessness Prevention: 600 Persons Assisted
4	Expand and preserve affordable housing	2020	2025	Affordable Housing	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown	Rehabilitation of Existing Housing Neighborhood Revitalization Affirmatively Further Fair Housing Choice	CDBG: \$1,561,175 HOME: \$2,826,510	Rental units rehabilitated: 5 Household Housing Unit  Homeowner Housing Rehabilitated: 80 Household Housing Unit  Direct Financial Assistance to Homebuyers: 80 Households Assisted  Overnight/Emergency Shelter/Transitional Housing Beds added: 25 Beds

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Admin and Planning	2020	2025	Admin and Planning Funds	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown	Provide Administrative Structure for Planning Impr	CDBG: \$1,021,545 HOME: \$244,615	Other: 1 Other

Table 53 – Goals Summary

### Goal Descriptions

1	Goal Name	Revitalize targeted neighborhoods
	Goal Description	Define targeted neighborhoods using updated demographic data, purchase construct and improve public facilities
2	Goal Name	Build community infrastructure & service capacity
	Goal Description	This goal strives to improve neighborhood infrastructure and access to basic services for low income and special needs populations
3	Goal Name	Assist homeless and at-risk of homelessness
	Goal Description	This goal includes activities targeted to persons and families experiencing an at-risk of homelessness

4	Goal Name	Expand and preserve affordable housing
	Goal Description	The purpose of this goal is to increase the affordability, availability, accessibility, and sustainability of renter and owner-occupied housing units.
5	Goal Name	Admin and Planning
	Goal Description	Admin and planning funds.

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)**

## **SP-50 Public Housing Accessibility and Involvement – 91.215(c)**

### **Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)**

N/A

### **Activities to Increase Resident Involvements**

#### **RESIDENT COUNCIL (RC)**

CHA has built the capacity of the Resident Council through training and steady guidance. The RC is fully functional, with newly elected officers in place. A Resident Advisory Board will be established to assist with future RAD conversions. There is a Mayoral appointed resident serving on the Board of Commissioners that is a manner of ensuring resident involvement.

#### **RESIDENT OPPORTUNITIES AND SELF SUFFICIENCY (ROSS) GRANT PROGRAM**

This program works to promote the development of local strategies to coordinate the use of assistance under the Public Housing program with public and private resources for supportive services and resident empowerment activities. These services enable participating families to increase earned income, reduce or eliminate the need for welfare assistance, make progress toward achieving economic independence and self-sufficiency. In the case of elderly or disabled residents, help improve living conditions, and enable residents to age-in-place.

### **Is the public housing agency designated as troubled under 24 CFR part 902?**

No

### **Plan to remove the ‘troubled’ designation**

N/A



## **SP-55 Barriers to affordable housing – 91.215(h)**

### **Barriers to Affordable Housing**

The Land Use Plan Update for Clarksville and Montgomery County addresses topics for each of the area's planning districts, and three objectives and the necessary policies to achieve each objective. Inspection costs, permit fees, and higher quality construction requirements tend to drive up the cost of housing. Requirements for various kinds of building permits also increase the cost of a housing unit. Similarly zoning requirements that define or exclude certain types of housing can reduce the opportunity to develop a range of housing choices for individuals across the community. Further, despite the goals of the Land Use Plan and the City's efforts to create incentives and zoning to facilitate the construction of affordable housing units, both rental and owner-occupied, developers have seldom undertaken the construction of such units. Other examples of avoiding the construction of affordable units emerged in other discussions and the consensus was that without greater measures from the state level (THDA) and a better understanding of affordable housing on the part of developers, it will be difficult to develop a greater supply of affordable housing. New residential developments are isolated from services and are not being created to encourage pedestrian mobility and access to public transportation. There are no public policy strategies which help create affordable and mix-income housing. Changes are needed in regulations that will encourage the development of innovative housing opportunities for low-income households as well as households with elderly and disabled members. Public Housing needs to be more involved in the transformation of neighborhoods especially where public housing assets are placed. More emphasis needs to be placed on the public housing residents, than are placed on the public housing buildings. State controller has ordered our local tax assessor to tax low income housing tax credits, this will reduce the amount of units being built, if they are built at all.

### **Strategy to Remove or Ameliorate the Barriers to Affordable Housing**

#### **Recommendations:**

- 1) Continue and expand efforts by City agencies, housing advocacy groups, and service organizations to inform renters and homebuyers of their rights and means of recourse if they feel they have been discriminated against.
- 2) Conduct City-led training sessions and information campaigns especially among rental property owners and managers, as well as apartment owner associations, and management companies.
- 3) Convene focus groups of advocacy groups, community based organizations, real estate industry professionals, lenders, property owners,

and government agency officials to review and assess fair housing issues.

These groups should identify discriminatory practices, trends, or changes in these practices, focal points of discriminatory practice, and the means or methods to address them.

4) Update Fair Housing information regularly and adjust strategies and actions accordingly. In particular, the groups mentioned above should continue to meet yearly (or perhaps twice yearly).

5) Expand awareness efforts through school programs (e.g., poster contests, essay contests) coordinated with Fair Housing Month programs.

6) Work with housing advocacy and not-for-profit organizations to develop homeownership and home maintenance educational programs for first time homebuyers to better prepare them for the responsibilities of ownership and home maintenance.

7) Continue and, if possible, expand existing to educate households and housing related organizations by disseminating Fair Housing law literature, conducting Fair Housing law seminars and training, and focusing public awareness campaigns about Fair Housing law in ethnic and minority neighborhoods, and among civic, social, religious, and special interest groups.

8) Provide Fair Housing materials and educational programs in Spanish, especially in neighborhoods and communities with high percentages of Spanish-speaking persons.

## **SP-60 Homelessness Strategy – 91.215(d)**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The HNM coalition's strategies to reduce homelessness and chronic homelessness in the rural middle Tennessee area is based on three levels of housing needs, services and resources currently in the region and seeking additional resources that are needed in each of the service areas. These three levels of housing are Emergency Shelters, Transitional Housing and Permanent Supportive Housing. These three levels of housing were included in the original four primary areas of concern: Housing, Health, Economic Stability and Coordination of Services, to include: Enhancing prevention efforts through early interventions and outreach to individuals in institutions, Reaching out to individuals on the streets and providing them with the services and treatment they need and want to support their transition from homelessness into permanent supportive housing, Developing enough supportive housing for every chronically homeless Clarksville resident to have a permanent home in a stable environment. Building a strong system of income reinforcing supports so that each chronically homeless person has enough income to subsist upon, Devising a financing plan that will fund the programs, staff, teams, and Centers that will engage in this work, and Creating an implementation structure to ensure that the Plan gains the political support, financing, and oversight it needs to succeed.

### **Addressing the emergency and transitional housing needs of homeless persons**

Emergency Resources are emergency shelters, discharge-planning agencies, PATH (Projects for Assistance in Transition from Homelessness) programs, criminal justice liaisons, and any organization (government, law enforcement, faith based, civic groups, etc.) that has direct contact with the homeless and chronically homeless population and provides housing for short periods. Examples of such housing could be vouchers for motels or programs such as Room in The Inn where churches provide overnight stay in their buildings that include a place to sleep, clean up and have at least one meal.

Transitional Resources are transitional housing units (length of stay usually 60 days to two years), halfway houses (for both additions and criminal justice/parole/probation) and any organization (government, law enforcement, faith based, civic groups, etc.) that has direct contact with the homeless and chronically homeless population. Some faith based organizations provide housing to individuals or families while an adult is maintaining sobriety for a set period of time.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.**

Permanent Resources are housing units that may or may not have supportive services attached which are safe, decent and affordable. Such housing may be provided by local health/mental health/addiction recovery providers, public or private agencies, home ownership programs, and any organization (government, law enforcement, faith based, civic groups, etc.) that has direct contact with the homeless and chronically homeless population and provides housing that is not short term. Examples of permanent housing can be congregate living homes, group homes, independent living apartments, and vouchers for independent apartments, and/or SRO. Home ownership programs can be Habitat for Humanity, the like programs, or any programs that assist the formerly homeless person or families with gaining and maintaining home ownership opportunities.

**Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs**

The issue of persons at risk for homelessness in the state is addressed through the use of homeless prevention funds provided through the Emergency Shelter Grant Program. The State of Tennessee Workforce Investment Plan has the potential to assist those persons at risk for homelessness by providing the necessary housing, transportation, child care, and job training related supports needed to assist families.

## **SP-65 Lead based paint Hazards – 91.215(i)**

### **Actions to address LBP hazards and increase access to housing without LBP hazards**

The City of Clarksville has complied and continues to comply with lead-based paint regulation since the enactment of Title X of the Housing and Community Development Act of 1992. The Act requires all State and local jurisdictions that receive funding from the Community Development Block Grant Program and HOME Program to adhere to the applicable federal lead-based paint regulations. Other organizations which receive federal funds are also required to adhere to these regulations.

### **How are the actions listed above related to the extent of lead poisoning and hazards?**

The extent of lead-based paint hazards are discussed in MA-20. Integrating lead paint hazard identification and mitigation into existing programs is the most efficient and effective strategy to mitigate hazards, given budget constraints and limited HUD block grant funding. The City includes lead testing and abatement procedures in all applicable rehabilitation activities and requires an analysis of lead based paint if a project involves acquisition of pre-1978 multi-family projects. In addition, the City provides educational brochures published by the Environmental Protection Agency to residents on the health hazards of lead based paint and encourages screening children for elevated blood lead levels when the housing in which they reside was built prior to 1978.

### **How are the actions listed above integrated into housing policies and procedures?**

Policies/procedures to ensure compliance include the following:

- Rehabilitation projects that involve identified issues with lead based paint are required to include mitigation activities in the work specification write-up.
- Educating the community on the dangers of lead poisoning (through distribution of brochures).
- The city also sends key staff to HUD-sponsored training sessions, which may include information about lead regulations.

## **SP-70 Anti-Poverty Strategy – 91.215(j)**

### **Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families**

Clarksville works with area service providers, faith based communities, local businesses and other government entities to alleviate poverty. The strategy is to increase self-sufficiency of low income individuals and families. According to the 2013-2017 ACS, 15.3% of the population was at or below the poverty level.

- Support programs for the Homeless and providers of emergency and transitional shelter and services to persons who are homeless or at risk of being homeless.
- Assist the Community Action Agency with funding and guidance
- Assist with policies that promote employment
- Continue to support non-profits in the delivery of basic services through the City of Clarksville's CDBG funds.
- Continue to participate in the Continuum of Care

### **How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan**

Clarksville coordinates activities related to reducing poverty with affordable housing. Clarksville supports public service that assists persons with special needs, supports public service programs for housing and other community development needs, and provides funding for operation of emergency shelters. Clarksville will continue to provide funding for essential services and programs that provide needed resources for homeless persons, and support programs that assist with basic necessities such as food, healthcare, clothing and shelter.

## **SP-80 Monitoring – 91.230**

**Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The Office of Housing and Community Development is the lead agency for the city's CDBG and HOME program.

All subrecipients for the City of Clarksville including those who serve homeless and low-income individuals are required to undergo a yearly monitoring for compliance with the CDBG regulations as stated in the original grant contract. Acceptance of CDBG funds obligates the City to ensure that CDBG monies are used in accordance with all applicable requirements.

Locally certified Community Housing Development Organizations (CHDOs) housing units are required to undergo a yearly monitoring and on-site inspection of the units.

Our objectives for monitoring are as follows:

- Ensure that CDBG funds are used in accordance with all program requirements
- Evaluate organizational and project performance
- Determine if the subrecipient is carrying out its community development program, and its individual activities, as described in the application for CDBG assistance and the Subrecipient agreement.
- Ensure that activities are carried out in a timely manner, in accordance with the schedule in the agreement
- Ensure that all costs charged to a project are eligible under applicable CDBG regulations, and reasonable in light of the services delivered
- Determine if activities are performed with adequate control over program and financial performance, and in a way, that minimizes opportunities for waste, mismanagement, fraud, and abuse
- Assess the continuing capacity of the Subrecipient to carry out the approved project.
- Identify political problem areas and assist them with complying with applicable laws and regulations
- Assist with the resolution of any compliance problems through discussion, negotiation, and technical assistance

Provide adequate follow-up measures to ensure that performance and compliance deficiencies are corrected by the Subrecipient

- Comply with the federal monitoring requirements of 24 CFR 570.501 (b) and 24 CFR 85.40
- Determine if any conflicts of interest exist in the operation of the CDBG program, per 24 CFR 570.611
- Ensure that required records are maintained to demonstrate compliance with applicable regulations

Monitoring activities will occur no less than annually. If any concerns or findings are found, then the City will be required to address those items in a letter to the Subrecipient and receive a written response from the Subrecipient within two weeks of the original letter. Any risk that is identified will need to be addressed within 30 days by the Subrecipient before any additional funds can be disbursed to the Subrecipient.

The City of Clarksville also provides ongoing monitoring of all other housing and community development projects through the use of IDIS. This system assists us in tracking costs, eligibility, and performance.

#### Minority Outreach (MBE/WBE)

During the bidding process minorities are encouraged to apply, this is also listed on RFP/FRQ's.



## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

The City of Clarksville is an Entitlement City according to the U.S. Department of Housing and Urban Development (HUD) criteria. Accordingly, the City receives annual allocations of funds for Housing and Community Development Projects under the Community Development Block Grant Program (CDBG), and Home Investment Partnership Program (HOME). As an Entitlement City, and a Participating Jurisdiction (PJ) Clarksville is required to conduct a comprehensive assessment of its housing and community needs and to present a plan of action in a detailed format prescribed by HUD.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,021,544	125,000	0	1,146,544	4,586,176	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	489,225	125,000	0	614,225	2,456,900	

Table 54 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

Clarksville's federal fund allocations will complement a number of other resources that impact community development (e.g. capital improvement projects, transportation funding, Low Income Housing Tax Credits and financial funding). Because of both federal mandates and local policy, the city's entitlement programs require some level of "match" or leveraging. For instance, the HOME program requires a 25% match, which the city covers with its general funds. Subrecipients are paid on a reimbursement basis, thereby, spending their funds prior to getting reimbursed with CDBG funds which in essence is leveraging. The city provides general funds for the HOME match.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

N/A

**Discussion**

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Revitalize targeted neighborhoods	2020	2025	Non-Housing Community Development	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown	Rehabilitation of Existing Housing Neighborhood Revitalization Rehabilitate Public Facilities and Infrastructure Provide Support for Emergency Housing & Supportive Increase Permanent Supportive Housing for Homeless Affirmatively Further Fair Housing Choice	CDBG: \$320,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2878 Persons Assisted Buildings Demolished: 2 Buildings Housing Code Enforcement/Foreclosed Property Care: 18 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Build community infrastructure & service capacity	2020	2025	Non-Housing Community Development	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown	Neighborhood Revitalization Rehabilitate Public Facilities and Infrastructure	CDBG: \$170,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2827 Persons Assisted
3	Assist homeless and at-risk of homelessness	2020	2025	Homeless	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown	Provide Support for Emergency Housing & Supportive	CDBG: \$140,000	Homeless Person Overnight Shelter: 1000 Persons Assisted Overnight/Emergency Shelter/Transitional Housing Beds added: 10 Beds Homelessness Prevention: 120 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Expand and preserve affordable housing	2020	2025	Affordable Housing	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown	Rehabilitation of Existing Housing Neighborhood Revitalization	CDBG: \$312,235 HOME: \$565,302	Rental units constructed: 180 Household Housing Unit Rental units rehabilitated: 1 Household Housing Unit Homeowner Housing Rehabilitated: 20 Household Housing Unit Direct Financial Assistance to Homebuyers: 8 Households Assisted Overnight/Emergency Shelter/Transitional Housing Beds added: 25 Beds
5	Admin and Planning	2020	2025	Admin and Planning Funds	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown	Affirmatively Further Fair Housing Choice Provide Administrative Structure for Planning Impr	CDBG: \$204,309 HOME: \$48,923	Other: 1 Other

Table 55 – Goals Summary

## Goal Descriptions

1	Goal Name	Revitalize targeted neighborhoods
	Goal Description	
2	Goal Name	Build community infrastructure & service capacity
	Goal Description	
3	Goal Name	Assist homeless and at-risk of homelessness
	Goal Description	
4	Goal Name	Expand and preserve affordable housing
	Goal Description	
5	Goal Name	Admin and Planning
	Goal Description	

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

This section of the report indicated how the proposed 2020 Action Plan projects relate to the Consolidated Plan goals and objectives. Clarksville organizes a volunteer committee of community members to prioritize and approve funding allocations.

#### Projects

#	Project Name
1	CDBG AND HOME ADMINISTRATION
2	PLANNING
3	FAIR HOUSING
4	HOMEOWNER OCCUPIED HOUSING REHAB PROGRAM
5	FIRST TIME HOMEBUYER PROGRAM
6	DEMOLITION AND CLEARANCE
7	INFRASTRUCTURE
8	NEIGHBORHOOD PUBLIC FACILITIES
9	HOME PROGRAM CHDO SET-ASIDE
10	CDBG PUBLIC SERVICE

Table 56 – Project Information

#### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Low income census tracts - The target areas household median income is 51% or below of the area median income. The primary obstacle to meeting underserved needs is attributed to a lack of adequate funding. The second obstacle is the continued complexity of available housing programs which are difficult to combine and/or administer. The lack of funding will continue to be an issue, at least 70% of CDBG funds must serve low and moderate income persons and not more than 15% may be used for public services. Up to 20% may be used to cover administrative costs.

**AP-38 Project Summary**  
**Project Summary Information**



1	<b>Project Name</b>	CDBG AND HOME ADMINISTRATION
	<b>Target Area</b>	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown
	<b>Goals Supported</b>	Admin and Planning
	<b>Needs Addressed</b>	Provide Administrative Structure for Planning Impr
	<b>Funding</b>	CDBG: \$189,309 HOME: \$48,923
	<b>Description</b>	PROJECT MANAGEMENT, IMPLEMENTATION, AND MONITORING OF ALL HOUSING AND COMMUNITY DEVELOPMENT PROJECTS. ADMINISTRATION FUNDS INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING: GENERAL OPERATION EXPENSES, PRINTING, MISCELLANEOUS SERVICES AND CHARGES, LEGAL EXPENSES, TRAVEL, ETC.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	ADMINISTRATION FUNDS FOR CDBG AND HOME GRANTS
2	<b>Project Name</b>	PLANNING
	<b>Target Area</b>	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown
	<b>Goals Supported</b>	Admin and Planning
	<b>Needs Addressed</b>	Provide Administrative Structure for Planning Impr
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	PLANNING ACTIVITIES ASSOCIATED WITH THE MANAGEMENT OF HUD FUNDED PROJECTS AND PROGRAMS.

	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	PLANNING ACTIVITIES ASSOCIATED WITH THE MANAGEMENT OF HUD FUNDED PROJECTS AND PROGRAMS.
<b>3</b>	<b>Project Name</b>	FAIR HOUSING
	<b>Target Area</b>	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown
	<b>Goals Supported</b>	Expand and preserve affordable housing
	<b>Needs Addressed</b>	Affirmatively Further Fair Housing Choice
	<b>Funding</b>	CDBG: \$5,000
	<b>Description</b>	FAIR HOUSING OUTREACH AND ASSISTANCE TO LOW TO MODERATE INCOME INDIVIDUALS AND FAMILIES WITH A VARIETY OF HOUSING PROBLEMS
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	FAIR HOUSING OUTREACH AND ASSISTANCE TO LOW TO MODERATE INCOME INDIVIDUALS AND FAMILIES WITH A VARIETY OF HOUSING PROBLEMS
<b>4</b>	<b>Project Name</b>	HOMEOWNER OCCUPIED HOUSING REHAB PROGRAM

	<b>Target Area</b>	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown
	<b>Goals Supported</b>	Revitalize targeted neighborhoods
	<b>Needs Addressed</b>	Rehabilitation of Existing Housing Neighborhood Revitalization
	<b>Funding</b>	CDBG: \$312,235 HOME: \$471,918
	<b>Description</b>	REHABILITATION PROGRAM
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
5	<b>Planned Activities</b>	PROGRAM IS DESIGNED TO ASSIST LOW AND MODERATE INCOME HOUSEHOLDS FOR CODE RELATED REPAIRS INCLUDING WATER AND SEWER HOOK-UP AND ACCESSIBILITY MODIFICATIONS. THE PROGRAM WILL BE AVAILABLE CITY-WIDE. PROGRAM WILL ALSO PROVIDE FUNDS TO NON-PROFIT ORGANIZATIONS IN ORDER TO MAXIMIZE THE IMPACT OF FUNDS BY USING DONATED LABOR AND MATERIALS FOR HOUSING REPAIR EFFORTS FOCUSED IN THE NEIGHBORHOOD ENHANCEMENT AREAS.
	<b>Project Name</b>	FIRST TIME HOMEBUYER PROGRAM
	<b>Target Area</b>	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown
	<b>Goals Supported</b>	Revitalize targeted neighborhoods Expand and preserve affordable housing
	<b>Needs Addressed</b>	Neighborhood Revitalization
	<b>Funding</b>	HOME: \$20,000

	<b>Description</b>	FUNDS ARE PROVIDED TO LOW AND MODERATE INCOME RESIDENTS FOR DOWN PAYMENT AND CLOSING COSTS TO PURCHASE HOMES WITHIN THE CLARKSVILLE CITY LIMITS. ELIGIBLE BORROWERS WILL RECEIVE A LOAN FOR DOWN PAYMENT ASSISTANCE AND A 10-YEAR FORGIVABLE LOAN FOR CLOSING COST.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	FUNDS ARE PROVIDED TO LOW AND MODERATE INCOME RESIDENTS FOR DOWN PAYMENT AND CLOSING COSTS TO PURCHASE HOMES WITHIN THE CLARKSVILLE CITY LIMITS. ELIGIBLE BORROWERS WILL RECEIVE A LOAN FOR DOWN PAYMENT ASSISTANCE AND A 10-YEAR FORGIVABLE LOAN FOR CLOSING COST.
6	<b>Project Name</b>	DEMOLITION AND CLEARANCE
	<b>Target Area</b>	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown
	<b>Goals Supported</b>	Revitalize targeted neighborhoods
	<b>Needs Addressed</b>	Neighborhood Revitalization
	<b>Funding</b>	CDBG: \$100,000
	<b>Description</b>	BLIGHTED AREAS IN A COMMUNITY ARE DETRIMENTAL TO THE HEALTH AND WELL-BEING OF THE NEIGHBORHOODS. CDBG FUNDS WILL BE USED TO STRENGTHEN CODE ENFORCEMENT INITIATIVES CITY-WIDE AND PARTICULARLY TARGET AREAS WHERE THERE IS SIGNIFICANT NEED.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	

	<b>Location Description</b>	
	<b>Planned Activities</b>	BLIGHTED AREAS IN A COMMUNITY ARE DETRIMENTAL TO THE HEALTH AND WELL-BEING OF THE NEIGHBORHOODS. CDBG FUNDS WILL BE USED TO STRENGTHEN CODE ENFORCEMENT INITIATIVES CITY-WIDE AND PARTICULARLY TARGET AREAS WHERE THERE IS SIGNIFICANT NEED.
7	<b>Project Name</b>	INFRASTRUCTURE
	<b>Target Area</b>	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown
	<b>Goals Supported</b>	Revitalize targeted neighborhoods Build community infrastructure & service capacity
	<b>Needs Addressed</b>	Neighborhood Revitalization
	<b>Funding</b>	CDBG: \$170,000
	<b>Description</b>	INFRASTRUCTURE PROJECTS IN ELIGIBLE CENSUS TRACTS THAT ENCOURAGE THE DEVELOPMENT OF AFFORDABLE RESIDENTIAL HOUSING
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	INFRASTRUCTURE PROJECTS IN ELIGIBLE CENSUS TRACTS THAT ENCOURAGE THE DEVELOPMENT OF AFFORDABLE RESIDENTIAL HOUSING
8	<b>Project Name</b>	NEIGHBORHOOD PUBLIC FACILITIES
	<b>Target Area</b>	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown
	<b>Goals Supported</b>	Revitalize targeted neighborhoods Build community infrastructure & service capacity
	<b>Needs Addressed</b>	Neighborhood Rehabilitate Public Facilities and Infrastructure
		Revitalization

	<b>Funding</b>	CDBG: \$220,000
	<b>Description</b>	FUNDS WILL BE USED FOR ACQUISITION, CONSTRUCTION, RECONSTRUCTION, OR INSTALLATION OF PUBLIC FACILITIES INCLUDING RECREATIONAL FACILITIES FOR YOUTH IN LOW INCOME CENSUS TRACTS.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	FUNDS WILL BE USED FOR ACQUISITION, CONSTRUCTION, RECONSTRUCTION, OR INSTALLATION OF PUBLIC FACILITIES INCLUDING RECREATIONAL FACILITIES FOR YOUTH IN LOW INCOME CENSUS TRACTS.
9	<b>Project Name</b>	HOME PROGRAM CHDO SET-ASIDE
	<b>Target Area</b>	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown
	<b>Goals Supported</b>	Revitalize targeted neighborhoods Expand and preserve affordable housing
	<b>Needs Addressed</b>	Neighborhood Revitalization
	<b>Funding</b>	HOME: \$73,384
	<b>Description</b>	COMMUNITY HOUSING DEVELOPMENT ORGANIZATION: TO PROVIDE AFFORDABLE, DECENT, SAFE, AND SANITARY HOUSING OPPORTUNITIES FOR LOW AND MODERATE INCOME FAMILIES AND INDIVIDUALS
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

	<b>Planned Activities</b>	TO PROVIDE AFFORDABLE, DECENT, SAFE, AND SANITARY HOUSING OPPORTUNITIES FOR LOW AND MODERATE INCOME FAMILIES AND INDIVIDUALS
<b>10</b>	<b>Project Name</b>	CDBG PUBLIC SERVICE
	<b>Target Area</b>	NEW PROVIDENCE HILL RED RIVER NEIGHBORHOOD SOUTH CLARKSVILLE NEIGHBORHOOD Northwest Clarksville Downtown
	<b>Goals Supported</b>	Assist homeless and at-risk of homelessness
	<b>Needs Addressed</b>	Provide Support for Emergency Housing & Supportive Increase Permanent Supportive Housing for Homeless
	<b>Funding</b>	CDBG: \$140,000
	<b>Description</b>	TO PROVIDE NON-PROFIT PUBLIC SERVICE AGENCIES FUNDING TO PROVIDE VARIOUS SERVICES TO HOMELESS, THOSE AT RISK OF HOMELESSNESS, DOMESTIC VIOLENCE VICTIMS, LOW TO MODERATE INCOME HOUSEHOLDS IN NEED OF UTILITY ASSISTANCE, AIR CONDITIONERS/HEATERS, CASE MANAGEMENT, ETC,
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	

## **AP-50 Geographic Distribution – 91.220(f)**

**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

CDBG and HOME funds can be used throughout the city. Areas of high minority population include New Providence, Red River, Downtown, Northwest Clarksville and South Clarksville. Red River and South Clarksville have the highest concentration of minorities in the city.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
NEW PROVIDENCE HILL	
RED RIVER NEIGHBORHOOD	
SOUTH CLARKSVILLE NEIGHBORHOOD	
Northwest Clarksville	
Downtown	

**Table 57 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

The City does not distribute assistance strictly by geographic area however, the City has designated seven low- low to moderate income census tracts as target areas. Housing rehabilitation and Homebuyers assistance can be used throughout the city. Infrastructure and public facilities improvements will be limited to target areas.

### **Discussion**

The City intends to pursue strong neighborhood revitalization in the target areas through housing rehabilitation, code enforcement, and infrastructure projects to improve affordable and sustainable residential housing.



## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

Clarksville partners with THDA and several non-profit agencies to assist in projects designed to provide affordable homeowner housing including assistance to people with disabilities and homeless individuals and families. Clarksville operates a housing rehabilitation program within the city limits. Projects are limited to complete basic home repairs and improvements meeting Clarksville's rehabilitation specifications and minimum standards. Repairs will be made for homeowners who are 80% or less of the area median income (AMI).

One Year Goals for the Number of Households to be Supported	
Homeless	1
Non-Homeless	1
Special-Needs	1
Total	3

Table 58 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	1
The Production of New Units	0
Rehab of Existing Units	20
Acquisition of Existing Units	0
Total	21

Table 59 - One Year Goals for Affordable Housing by Support Type

#### Discussion

Clarksville has many goals to be met this year. There is a more significant amount of the number of households supported through the rehab of existing units due to our community showing a need and having a much older housing stock compared to other jurisdictions.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The overall goal of the CHA is to provide as much high-quality necessary public housing in excellent condition as it can.

### **Actions planned during the next year to address the needs to public housing**

The CHA plans on increasing the quality of its units, maintaining a 97% leasing rate, and finding additional funding, and to improve the safety of its residents.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

#### **RESIDENT OPPORTUNITIES AND SELF SUFFICIENCY (ROSS) GRANT PROGRAM**

This program works to promote the development of local strategies to coordinate the use of assistance under the Public Housing program with public and private resources for supportive services and resident empowerment activities. These services enable participating families to increase earned income, reduce or eliminate the need for welfare assistance, make progress toward achieving economic independence and housing self-sufficiency, or, in the case of elderly or disabled residents, help improve living conditions and enable residents to age-in-place

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

N/A

### **Discussion**

N/A

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The City of Clarksville will continue to engage in its street outreach and engagement activities in order to outreach to homeless populations. These activities include an annual Point-In-Time Count which helps identify homeless residents and assess their needs. The following needs are assessed during the annual count: chronic homelessness, homeless children and unaccompanied youth, the racial and ethnic makeup of the homeless population, mental health needs, and presence of a chronic health need or disability. The County will support and facilitate an expansion of street outreach to include multidisciplinary practitioners from law enforcement, social services, health care, mental health care, faith-based groups, volunteers, non-profits, community-based organizations, and substance abuse recovery centers in alignment with its overall plan to end homelessness.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The city of Clarksville will support the following one-year goals.

- 1) Provide funds to support emergency shelter renovations
- 2) Provide funds to support shelter operations and transitional housing.
- 3) Provide funding to increase permanent supportive housing opportunities and work

to create a stronger network of providers of supportive and mainstream services to homeless clients.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

There are multiple agencies that receive Homeless Prevention and Rapid ReHousing funding to assist with homeless, provide emergency shelter, transitional housing, permanent housing, and domestic violence shelter and other supportive services (i.e case management, rental assistance, utility assistance and food banks) to residents in the city. The city will continue its support of those agencies, service providers, and programs. We will assist agencies in assessing the needs of homeless persons and ensure they are directed to the appropriate agency for assistance. Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access

for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The city has developed the CMCU4H homeless coalition to help fight homeless. The coalition works collaboratively with other agencies to build a solid system developing enough supportive housing for every chronically homeless Clarksville resident to have a permanent home in a stable environment.

## **Discussion**

Individuals in Clarksville with special needs also have to be addressed. CMCU4H homeless coalition has organizations within the group that can specifically help with special needs people who are facing homelessness. Continuing to engage in street outreach and addressing the needs of the homeless population in our jurisdiction will help Clarksville reach its goals for the homeless.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

Barriers to affordable housing can present in a variety of aspects and multiple entities including, but not limited to government and political agencies, banking and financial institutions, insurance industry regulations, zoning regulations, social and economic variables, neighborhood conditions, public policy legislation, and fair housing enforcement. Despite the City's effort to create incentives to produce affordable housing and despite attempts to develop affordable housing through the use of zoning and incentives, it has proven difficult to get developers to undertake affordable projects or to include affordable units in market rate projects. Most of the single family and multi-family housing being built is for the active duty military. There is very little if any affordable housing being built particularly for families in the low to moderate income range. The affordable units that are being built are built with Low Income Housing Tax Credits, and these are being jeopardized by the state controller and local tax assessors who have decided to tax the tax credits themselves and the units. Other cities have PILOTS in place to help offset the additional taxes, while approval is needed from the County Commission, and they do not understand the need for this type of housing. The County Commission has already passed a resolution that will not allow TIF's for housing.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

Educate audiences on the need for affordable housing and address affordable housing myths (i.e. it will reduce my property values) and invest resources into land-assembly and demolition to ready sites for affordable housing development financial resources dedicated to affordable housing. Currently, the City bears the burden of affordable housing supply:

1. The population is racially diverse, though there are a smaller percentage of Hispanic households than the national norm.
2. There are Census Tracts in our area that have minority concentrations per HUD's definition, but these tracts are the ones with the lowest income levels, the oldest housing stock, and the most vacant properties. This may serve to limit housing opportunities for low-income households.
3. Despite a solid and diverse economic base, almost one-half of the population is in the low-income categories as defined by HUD. Unemployment has been stubbornly high and income levels are relatively low. Thus, affordability is a problem for a very large portion of the population, both owners and renters.
4. There is a high percentage of family households and those families are slightly larger than the national norm, indicating a demand for larger housing units.

5. There are relatively fewer elderly persons and persons living alone, thus a smaller demand for small housing units.

6. The Tennessee Housing Development Agency has 876 Section 8 vouchers and the Clarksville Housing Authority has a significant wait list for public housing units.

**Discussion:**

There are many barriers to affordable housing in Clarksville. The main barriers are government and political agencies, banking and financial institutions, insurance industry regulations, zoning regulations, social and economic variables, neighborhood conditions, public policy legislation, and fair housing enforcement. It has been shown difficult to get developers to produce affordable housing because there are no incentives for them. Clarksville shows a great need for affordable housing. Education to the public about affordable housing would show great progress. Applying more resources for developers for affordable housing would be another way to diminish a barrier.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

This section reports additional efforts the city will undertake during the 2020-2021 program year to address residents' housing and community developments needs. The city of Clarksville has multiple strategies to meet the needs of the community. The CDBG and HOME play an important role in the revitalization of the city. Despite the city's targeted use of federal and local resources to meet the underserved needs of the community, obstacles to meeting these needs persist. The goals set forth in this plan position the city to continue its focus on meeting needs in the areas of single family housing, supportive services, and economic development. The city will continue to allocate federal and state resources to meet these needs and work with partners to identify and address underserved needs.

### **Actions planned to address obstacles to meeting underserved needs**

While the City has pursued a variety of strategies to impact the identified needs of the community, the primary obstacle to meeting the underserved needs is the lack of sufficient financial resources. See the annual objectives and description of activities and identified need for specific projects and anticipated beneficiaries/outcomes. Housing actions will primarily be accomplished through the administration of CDBG and HOME funds. Applications for both programs are accepted by OCHD on a year round basis to allow applicants ample time to prepare for their project.

### **Actions planned to foster and maintain affordable housing**

The City fosters and maintains affordable housing by:

- Providing funds each year for the rehabilitation of owner occupied housing for people of low and moderate income;
- Supporting projects using low income tax credit financing
- Promoting affordable and public housing projects;

### **Actions planned to reduce lead-based paint hazards**

Clarksville funds programs and manages a housing rehabilitation program; both of which require a lead based paint inspection on all homes built prior 1978. Approximately 20,000 units (37.1%) were constructed before 1980, and thus might have lead-based paint hazard though only 2.5 % of the units were constructed before 1940 and only 11.3% were built before 1960. Because of the surge in growth in the preceding two decades, the median age for housing units in Clarksville is 1989.

### **Actions planned to reduce the number of poverty-level families**

Clarksville has a substantial number of households with an income of less than \$15,000: indeed 11.7

percent of households, 6,263 households, are below this figure. By definitions 48.8 percent of Clarksville households are in the lowest median income categories. Poverty is an issue in Clarksville as 12.1 percent of the population had income in the preceding months that was below the established poverty level (2013-2017 ACS). Clarksville will use its CDBG and HOME funds to reduce the impacts of poverty on low and moderate income families and individuals in the community while working diligently to help move people out of poverty. Working with community leaders, workforce development programs, job training opportunities for low-income persons will be looked at for ways to expand public service programs aimed at increasing self-sufficiency will be supported. The following strategies consistent with Clarksville's overall Consolidated Plan strategies, will play a role in combating poverty:

- Support community vitality through activities that promote a diverse economic base and family wage jobs while providing opportunities for low and moderate-income people to become financially independent;

- Support services designed to expand available affordable housing and services to assist homeless people to reach self-sufficiency; and

- Support programs that identify people who are homeless, assess their needs, and move them into appropriate housing and supportive services.

- Support activities which bring additional business and jobs into the community.

### **Actions planned to develop institutional structure**

The Clarksville Office of Housing and Community Development is reviewing ways in which CDBG and HOME can be more integrated into community and economic development. The city will contribute to capacity building in the institutional structure by continuing to encourage coordination among service agencies, participating in cooperative efforts such as the Middle Tennessee Affordable housing coalition, and the local homeless coalition, and the Veterans Outreach service providers.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The City of Clarksville staff will serve on the Middle Tennessee Continuum of Care steering Committee, and the Middle Tennessee Affordable Housing Coalition. The staff will continue to coordinate with the Lincoln Homes Resident Council, along with other housing providers on housing needs for the low income populations.

### **Discussion:**

IMPEDIMENT ONE – NEED FOR INCREASED AWARENESS, OUTREACH

AND EDUCATION



Clarksville has an active fair housing program. However, focus group discussions and survey results in particular note a lack of knowledge about fair housing law, policies, and practices. The need for on-going education, awareness, and outreach remains, especially among lower income households and minorities.

#### IMPEDIMENT TWO – LIMITED SUPPLY OF AFFORDABLE HOUSING

As discussed earlier, affordability is one aspect of housing discrimination and it is difficult to talk about addressing impediments to fair housing, and actions to eliminate discrimination in housing, without simultaneously talking about development of policies, plans, programs, and projects to increase the supply of affordable housing.

#### IMPEDIMENT THREE – GOVERNMENT POLICIES

This impediment deals with issues relating to the development of land including housing that is available to a wide range of persons and income levels in disparate locations. This goal is affected by a wide range of factors, some of which are beyond the ability of the City to change.

#### IMPEDIMENT FOUR – AWARENESS OF POTENTIAL DISCRIMINATION

The review of demographic information does not provide a clear indicator of housing discrimination among persons in the protected classes. However, statistical data can assist in identifying potential problems and topics of concern. In the current economy and given the structure of the City's housing stock, the incidences of discrimination may focus on rental housing, and the focus of efforts in the immediate future should be upon aspects of discrimination in the rental market, and upon some groups

within the protected classes.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction:

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

- |  |          |
|--|----------|
| 1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed  | 0        |
| 2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan. | 0        |
| 3. The amount of surplus funds from urban renewal settlements  | 0        |
| 4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan   | 0        |
| 5. The amount of income from float-funded activities   | 0        |
| <b>Total Program Income:</b>   | <b>0</b> |

#### Other CDBG Requirements

- |   |       |
|---|-------|
| 1. The amount of urgent need activities   | 0     |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. | 0.00% |

#### HOME Investment Partnership Program (HOME)

##### Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:
3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:
4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

## Appendix - Alternate/Local Data Sources

1	<p><b>Data Source Name</b> Housing Needs Summary</p> <p><b>List the name of the organization or individual who originated the data set.</b> City of Clarksville Office of Housing and Community Development</p> <p><b>Provide a brief summary of the data set.</b> 19 questions about housing needs for Clarksville</p> <p><b>What was the purpose for developing this data set?</b> To help write the consolidated plan</p> <p><b>Provide the year (and optionally month, or month and day) for when the data was collected.</b> Feb thru March 2015</p> <p><b>Briefly describe the methodology for the data collection.</b> Survey was placed on City website</p> <p><b>Describe the total population from which the sample was taken.</b> Clarksville population 2015 147,000</p> <p><b>Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed.</b> 15 answered the question describe your race 11 white 3 Black and two other race</p>
2	<p><b>Data Source Name</b> Homeless Survey Needs</p> <p><b>List the name of the organization or individual who originated the data set.</b> City of Clarksville Office of Housing and Community Development</p> <p><b>Provide a brief summary of the data set.</b> Survey to describe Clarksville's Homeless Needs 36 questions on the survey</p> <p><b>What was the purpose for developing this data set?</b> Looking for priority needs for the homeless</p> <p><b>Provide the year (and optionally month, or month and day) for when the data was collected.</b> Feb-thru March 2015</p> <p><b>Briefly describe the methodology for the data collection.</b> Survey was placed on the city website</p>

	<p><b>Describe the total population from which the sample was taken.</b></p> <p>Clarksville population 2015 147,000</p> <p><b>Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed.</b></p> <p>White only 21 Black 7</p>
3	<p><b>Data Source Name</b></p> <p>Non-Housing Needs</p> <p><b>List the name of the organization or individual who originated the data set.</b></p> <p>Clarksville Office of Housing and Community Development</p> <p><b>Provide a brief summary of the data set.</b></p> <p>Survey was taken to review non-housing needs for the city, survey was placed on the city website</p> <p><b>What was the purpose for developing this data set?</b></p> <p>Find the needs for Non-Housing, find priorities, needs for improvement</p> <p><b>Provide the year (and optionally month, or month and day) for when the data was collected.</b></p> <p>Feb thru March 2015</p> <p><b>Briefly describe the methodology for the data collection.</b></p> <p>Survey placed on city website</p> <p><b>Describe the total population from which the sample was taken.</b></p> <p>2015 Clarksville population 147,000</p> <p><b>Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed.</b></p> <p>Ten white ,two black</p>

RESOLUTION 5-2020-21

A RESOLUTION ADOPTING PERSONNEL POLICY NO. 20-1 PERTAINING TO  
CONFINED SPACES IN THE WORKPLACE

*BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLARKSVILLE, TENNESSEE:*

That Personnel Policy No. 20-1, pertaining to Confined Spaces in the Workplace, is hereby  
adopted.

*ADOPTED:*

## PERSONNEL POLICY 20-1

### 1) **SUBJECT:**

- a) Confined Space Program

### 2) **PURPOSE:**

- a) In compliance with the permit-required confined space entry standards, each department shall identify all permit-required confined spaces in the workplace, prevent unauthorized entry into them, protect authorized workers from hazards, establish entry procedures, establish appropriate training for authorized entrants, entry supervisors, and attendants, and document compliance.

### 3) **SCOPE:**

- a) This policy applies to all City of Clarksville facilities, contractors, and employees. It provides minimum performance requirements for confined spaces.
- b) The policy is intended to protect confined space workers from toxic, explosive or asphyxiating atmospheres and from possible engulfment from small particles such as liquids or dust. Those high-risk occupations include but are not limited to:
  - i) Water and wastewater workers
  - ii) Street department employees
  - iii) Maintenance personnel
  - iv) Fire department personnel
  - v) Any other employee deemed to be at risk per the permit required confined space determination.

### 4) **REFERENCES:**

- a) 29 CFR 1910.146 – OSHA Confined Space Standard
- b) 29 CFR 1910.1200 – OSHA Hazard Communication Standard

### 5) **DEFINITIONS:**

- a) **Acceptable entry conditions** - means the conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.
- b) **Attendant** - means an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.
- c) **Authorized entrant** - an employee who is authorized by the employer to enter a permit space.
- d) **Blanking or blinding** - means the absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.



- e) **Confined space** – means a space that:
  - i) Is large enough and so configured that an employee can bodily enter and perform assigned work; and
  - ii) Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and
  - iii) Is not designed for continuous employee occupancy.
- f) **Double block and bleed** - the closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.
- g) **Emergency** - any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.
- h) **Engulfment** - the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.
- i) **Entry** - the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.
- j) **Entry permit (permit)** - the written or printed document that is provided by the employer to allow and control entry into a permit space and that contains the information specified in this policy.
- k) **Entry supervisor** - the person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.
  - i) NOTE: An entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this policy for each role he or she fills. Also, the duties of entry supervisor may be passed from one individual to another during the course of an entry operation.
- l) **Hazardous atmosphere** - an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:
  - i) Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);
  - ii) Airborne combustible dust at a concentration that meets or exceeds its LFL;
    - (1) NOTE: This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet (1.52 m) or less.
  - iii) Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;
  - iv) Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in 29CFR1910 Subpart G, Occupational Health and

- Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, and which could result in employee exposure in excess of its dose or permissible exposure limit;
- v) Any other atmospheric condition that is immediately dangerous to life or health.
  - vi) **NOTE:** For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Safety Data Sheets that comply with the OSHA Hazard Communication Standard, section 1910.1200, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.
  - vii) **Hot work permit** - the written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.
  - viii) **Immediately dangerous to life or health (IDLH)** - any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.
    - (1) **NOTE:** Some materials -- hydrogen fluoride gas and cadmium vapor, for example -- may produce immediate transient effects that, even if severe, may pass without medical attention, but are followed by sudden, possibly fatal collapse 12-72 hours after exposure. The victim "feels normal" from recovery from transient effects until collapse. Such materials in hazardous quantities are considered to be "immediately" dangerous to life or health.
  - ix) **Inerting** - the displacement of the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible.
    - (1) **NOTE:** This procedure produces an IDLH oxygen-deficient atmosphere.
  - x) **Isolation** - the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.
  - xi) **Line breaking** - the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.
  - xii) **Non-permit confined space** - a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.
  - xiii) **Oxygen deficient atmosphere** - an atmosphere containing less than 19.5 percent oxygen by volume.
  - xiv) **Oxygen enriched atmosphere** - an atmosphere containing more than 23.5 percent oxygen by volume.
  - xv) **Permit required confined space** - a confined space that has one or more of the following characteristics:
    - (1) Contains or has a potential to contain a hazardous atmosphere;
    - (2) Contains a material that has the potential for engulfing an entrant;

- (3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- (4) Contains any other recognized serious safety or health hazard.
- xvi) **Permit required confined space program** – the overall program for controlling, and, where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.
- xvii) **Permit system** - the employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.
- xviii) **Prohibited condition** - any condition in a permit space that is not allowed by the permit during the period when entry is authorized.
- xix) **Rescue service** - the personnel designated to rescue employees from permit spaces.
- xx) **Retrieval system** - the equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.
- xxi) **Testing** - the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.
- (1) NOTE: Testing enables departments both to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately prior to, and during, entry.

## **6) REQUIREMENTS:**

- a) Each department shall administer its permit-required confined space program in accordance with this plan. Each city department shall be responsible for coordinating all activities surrounding confined space work within the scope of their activities. The department head or his/her designee shall be responsible for coordinating activities between a department and outside contractors. The department health & safety coordinator shall be responsible for evaluating the workplace to determine if any spaces are permit-required confined spaces.
- b) There shall be a designated entry supervisor for each confined space site. The entry supervisor shall be responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operation, and for terminating entry as required.
- c) Each confined space entry site shall have attendants and authorized entrants. The attendant is an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the permit space program. The authorized entrant is the employee who is authorized to enter a permit space.

**d) Safe Entry Equipment**

- i) Each department conducting confined space work shall provide the following equipment as needed at no cost to employees, shall maintain the equipment properly, and ensure that employees use the equipment properly:
  - (1) Testing and monitoring equipment
  - (2) Ventilating equipment needed to obtain acceptable entry conditions
  - (3) Communications equipment necessary for compliance
  - (4) Personal protective equipment
  - (5) Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency
  - (6) Barriers and shields
  - (7) Equipment such as exit ladders, needed for safe entry and
  - (8) Rescue and emergency equipment
  - (9) Any other equipment necessary for safe entry into and rescue from permit spaces
- e) Where permit spaces are located, notice of danger shall be posted where appropriate. Signs reading "Danger - Permit-Required Confined Space, Do Not Enter" will be posted. Since posting manhole entrances is impractical, departments will inform employees who may enter a manhole of the dangers.
- f) It shall be a violation of the City of Clarksville's safety procedures for employees to enter permit required confined spaces without completing the permitting process. Failure to follow the permit process shall result in disciplinary action up to and including possible termination.
- g) The permit space conditions shall be evaluated before entry operations begin by:
  - i) Testing conditions in the permit space to determine if acceptable entry condition exists before entry is authorized to begin
  - ii) Testing or monitoring the permit space as necessary to determine if acceptable entry conditions are being maintained during the course of entry operations
  - iii) When testing for atmospheric hazards, test first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors
- h) If it can be demonstrated that the only hazard posed by the permit space is an actual or potential hazardous atmosphere and if it can be demonstrated that continuous forced air ventilation alone is sufficient to maintain the permit space safe for entry and if monitoring and inspection data supports such conditions, then entry can be made according to the following requirements:
  - i) Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed;
  - ii) When entrance covers are removed, a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and that will protect each employee working in the space from foreign objects entering the space shall promptly guard the opening.
  - iii) Before an employee enters the space, the internal atmosphere shall be tested with a calibrated, direct reading instrument for oxygen content, flammable gases and vapors, and potential toxic air contaminants.

- iv) There may be no hazardous atmosphere within the space whenever any employee is inside the space.
- v) Continuous forced air ventilation shall be used and the atmosphere within the space shall be periodically tested as necessary to ensure the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere or the forced air ventilation is so directed as to ventilate the immediate areas where an employee is or will be present within the space and shall continue until all employees have left the space, or the air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.
- vi) The atmosphere within the space shall be periodically tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.
- vii) If a hazardous atmosphere is detected during entry each employee shall leave the space immediately, the space shall be evaluated to determine how the hazardous atmosphere developed; and the measures shall be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.
- viii) The department shall verify that the space is safe for entry and that the measures have been taken through a written certification that contains the date, the location of the space, and the signature of the person providing the certification. The certification shall be made before entry and shall be made available to each employee entering the space.
- i) The department shall provide at least one attendant outside the permit space into which entry is authorized for the duration of entry operations.
- j) When multiple spaces are to be monitored by a single attendant, the appropriate communication equipment shall be available to enable the attendant to respond to an emergency affecting one or more of the permit spaces being monitored without distraction from the attendant's responsibilities.
- k) If at any time there is any questionable action or non-movement by the worker inside, a verbal check will be made. If there is no response, the worker will be moved immediately.
  - i) Exception: If the worker is disabled due to falling or impact, he/she shall not be removed from the confined space unless there is immediate danger to his/her life
- l) A full body harness with attached lifeline shall be used by all workers entering the space with the free end of the line secured outside the entry opening. The attendant shall attempt to remove a disabled worker via the lifeline. The attendant is not permitted to enter the space to perform rescue.
- m) In any situation where the use of harness equipment may endanger the worker, use of a hoisting device or safety belt and attached lifeline may be discontinued.
- n) When practical, confined spaces shall be entered through side openings - those within 3-1/2 feet of the bottom. When entry must be made through a top opening, the safety belt shall be of the approved harness type that suspends a person upright and an approved hoisting device or similar apparatus shall be available for lifting workers out of the space.
- o) When air contamination is attributable to flammable and/or explosive substances, lighting and electrical equipment shall be Class 1, Division I rated per the National Electrical Code and no ignition sources shall be introduced into the area.

- p) Continuous gas monitoring shall be performed during all confined space operations. If alarm conditions change adversely, entry personnel shall exit the confined space and a new confined space permit issued.

**q) Space Reclassification**

- i) A space classified by the department as a permit required space may be reclassified as a non-permit confined space if the permit space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated without entry into the space. The permit space may be reclassified as a non-permit confined space for as long as the non-atmospheric hazards remain eliminated.
- ii) A permit-required confined space may be reclassified as a non-permit space if:
  - (1) The permit space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated without entry into the space; and
  - (2) If testing and inspection during the entry demonstrates that the hazards within the space have been eliminated, the permit space may be reclassified as a non-permit confined space for as long as the hazards remain eliminated
  - (3) When there are changes in the use or configuration of a non-permit confined space that might increase the hazards to entrants, the employer shall reevaluate that space and if necessary reclassify it as a permit-required confined space

**r) Contractors**

- i) When the city arranges to have employees of another employer (contractor) perform work involving confined space entry, the host department shall:
  - (1) Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with this permit space entry program.
  - (2) Conduct a pre-project safety briefing with the contractor to include confined space hazards and the city's experience with the particular spaces to be entered.
  - (3) Apprise the contractor of any precautions or procedures that the host employer has implemented for the protection of employees in or near spaces where contractor personnel will be working;
  - (4) Coordinate entry operations with contractors, when both department employees and contractor personnel will be working in or near permitted spaces.
  - (5) Debrief the contractor at the conclusion of the entry operations regarding the permitted space. Discuss and note any hazards confronted or created in permitted spaces during entry operations.
  - (6) Make safety data sheets available to the contractor should chemicals be involved.

**s) Pre-Entry Guidelines**

- i) Before entry is authorized, the site supervisor shall document the completion of measures to insure safe permit space entry operations by specifying acceptable entry conditions, isolating the permit space, ventilating the space to eliminate or control atmospheric hazards, providing barriers as necessary and verifying that conditions in the permit space are acceptable for entry.

- ii) Equipment preparation prior to isolation of the equipment requiring an entry is required. Every effort must be made to clean and purge the area of any hazardous contents. This should be done until atmospheric testing indicates levels are below any concentration that could cause a physical or health hazard.
- iii) Equipment isolation is to be accomplished by utilization of appropriate lockout/tagout and line-blanking procedures.
- iv) Testing before entry for oxygen levels, flammability, and/or any contaminants that have a potential to be present is required. Qualified personnel using equipment that has been checked for proper function must perform the test.
- v) Testing must be performed throughout the entire portion of the space that workers will occupy during the entry. This testing shall be done without the use of ventilation systems. The atmosphere must be tested at various levels since some gases and vapors are lighter or heavier than air, which can result in a layering effect.
- vi) The following conditions must be met before the atmosphere is considered safe:
  - (1) An "LFL" reading of 0 through 10%
  - (2) An oxygen level between 19.5% and 23.5%
  - (3) An airborne combustible dust at a concentration that does not obscure vision at a distance of greater than five (5) feet
  - (4) An atmospheric concentration of a substance less than the permissible exposure limit.
    - (a) Carbon Monoxide – 35 PPM
    - (b) Hydrogen Sulfide – 10 PPM
  - (5) Entry into the confined space is prohibited until these conditions are all met, or until special protective measures are provided.
  - (6) Testing must be performed just prior to commencement of the entry and before re-entry.

**t) Permit Entry Guidelines**

- i) Before entry into a confined space is authorized, an entry permit form must be completed documenting compliance with the standard and authorizing entry into the space
- ii) Before entry is authorized, the department must document the completion of an entry permit. Before entry begins, the entry supervisor identified on the permit must sign the entry permit to authorize entry.
- iii) A mechanical retrieval device shall be available to retrieve personnel from vertical permit spaces more than five (5) feet deep. Entrants to vertical spaces will also wear a full body harness.
- iv) The completed permit shall be made available at the time of entry to all authorized entrants, by posting it at the entry portal.
- v) The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit. In no event shall a permit exceed the duration of a work shift.
- vi) The entry supervisor shall terminate entry and cancel the entry permit when:
  - (1) The entry operations covered by the entry permit have been completed; or

- (2) A condition that is not allowed under the entry permit arises in or near the permit space.
- vii) Upon terminating the entry, a copy of the permit shall be forwarded to the departmental Health & Safety Coordinator. The issuing department shall maintain the original permit.

**u) Additional Guidelines For Sewer Entry**

- i) Only employees who are thoroughly trained in the city's sewer entry procedures will be named entrants.
- ii) The entry supervisor, before permitting entry into a sewer, shall consider events such as rainstorms and fire suppression activities.
- iii) Because conditions are subject to change, employees who enter sewer systems must conduct continuous atmospheric monitoring of the space at the employees work location.

**v) Training**

- i) The department shall provide training so that all employees acquire the understanding, knowledge and skills necessary for the safe performance of the duties assigned to them. Training shall contain:
  - (1) Hazard recognition
  - (2) Use of personal protective equipment
  - (3) Self-rescue techniques
  - (4) Any special work practices or procedures needed to perform work in the confined space safely
  - (5) Lockout/tagout procedures for equipment
  - (6) Use of atmospheric equipment.
- ii) Training shall be provided to each affected employee before the employee is first assigned duties under this program; whenever there is a change in the assigned duties; whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained and whenever the city or the department has reason to believe either that there are deviations from the permit space entry procedures or that there are inadequacies in the employee's knowledge or use of the procedures.
- iii) Training shall establish employee proficiency in the duties required and shall introduce new and revised procedures as necessary for compliance with this program.
- iv) The department will verify that training has been accomplished. The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification shall be available for inspection by employees and their authorized representatives.
- v) Any employee required or permitted to pre-check or enter an enclosed/confined space shall have successfully completed, as a minimum, the training as required by the sections of these procedures.
- vi) Employees may not perform any entry space tasks until the employee has demonstrated possession of the appropriate skills.



- vii) Authorized entrants must be trained to recognize confined space hazards, including information on the mode of exposure, signs or symptoms, and consequences of exposure, proper use of personal protective equipment; use of communication equipment; and procedures for exiting a permit space.
- viii) Attendants must be trained to remain outside entry spaces during operations; perform non-entry rescue, recognize existing and potential hazards; use of communication devices; when to order evacuation of a permit space; and when to summon rescue and other emergency services.
- ix) Site supervisors must be trained to recognize space hazards, verification of emergency plans, tests, permits, procedures and equipment, when to terminate entry and when to cancel permits.

**w) Rescue and Emergency Guidelines**

- i) Non-entry rescue is the primary rescue method.
- ii) If necessary, the attendant shall perform **non-entry rescue only**.
- iii) In the event of a situation requiring emergency medical attention or rescue other than a non-entry rescue, the City of Clarksville will utilize the Montgomery County Emergency Medical Service and Clarksville Fire Rescue.
- iv) The designated attendant shall be the individual responsible for monitoring activities inside and outside the confined space and summoning rescue and other emergency services.
- v) Each member shall be trained in basic first-aid and in cardiopulmonary resuscitation (CPR).
- vi) Safety Data Sheets (SDS) maintained by the department shall be made available to emergency responders and medical facilities treating entrants exposed to hazardous materials.

**City of Clarksville  
Confined Space Entry Permit**

<b>Issue Date / Issue Time</b>	<b>Expiration Date /Time</b>	<b>Space Location / Identification</b>
<b>Attendant(s)</b>		<b>Entrant / Attendant Communications Procedures</b>
		<b>Rescue Procedures</b>
		[    ] Non-Entry Rescue    [    ] Notify: _____
<b>Purpose of Entry</b>		

***AUTHORIZED ENTRANTS (Use back of form for additional entrants)***

Entrant	Entry Time	Dep Time	Entry Time	Dep Time	Entry Time	Dep Time

***ATMOSPHERIC HAZARDS***

Test(s) To Be Taken	Required	Permissible Entry Level	Reading	Time	Initials
Percent Of Oxygen	Yes	19.5% To 23.5%			
Flammable Gases	Yes	Under 10% LEL			
Carbon Monoxide	Yes	Under 35 PPM (8 hr.)			
Hydrogen Sulfide	Yes	Under 10 PPM (8 hr.)			
Other	Yes ( ) No ( )				

Chemical	Readin g	Tim e	Initial s	Readin g	Time	Initials	Reading	Time	Initials
Oxygen									
Flammable Gases									
Carbon Monoxide									
Hydrogen Sulfide									
Other									

***OTHER HAZARDS (Use back of form to document additional hazards/controls)***

Hazard	Measures to eliminate or control hazard prior to entry	Initials

***EQUIPMENT CHECKLIST***

Required Equipment:	Yes	No	N/A		Yes	No	N/A
Direct reading gas monitor				Fire Extinguishers			
Safety harnesses and lifelines				SCBA / SABA			
Hoisting Equipment				Communication equipment			
Personal Protective Equipment				Other			

***PERMIT ENTRY AUTHORIZATION***

<b>All required items have been completed to ensure a safe entry.</b>			
Permit Authorized By: _____	_____	_____	_____
<b>(Entry Supervisor)</b>	<b>(printed name)</b>	<b>(signature)</b>	<b>(date: mm/dd/yy)</b>

RESOLUTION 6-2020-21

A RESOLUTION ADOPTING PERSONNEL POLICY NO. 20-2 PERTAINING TO  
HAZARDOUS ENERGY SOURCES IN THE WORKPLACE

*BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLARKSVILLE, TENNESSEE:*

That Personnel Policy No. 20-2, pertaining to Hazardous Energy Sources in the Workplace, is  
hereby adopted.

*ADOPTED:*

## PERSONNEL POLICY 20-2

1) **SUBJECT:**

- a) Control of Hazardous Energy Sources (Lockout/Tagout)

2) **PURPOSE:**

- a) This policy establishes the minimum requirements for controlling sources of hazardous energy. The goal of these requirements is to protect people and property.

3) **SCOPE:**

- a) This policy applies to all City of Clarksville facilities, contractors and subcontractors while performing work for the City, and City employees. It provides minimum performance requirements for controlling all hazardous energy sources. These include:
  - i) Electrical energy
  - ii) Mechanical energy
  - iii) Thermal energy
  - iv) Radiation
  - v) Pressure
  - vi) Hazardous materials
  - vii) Stored or potential energy
  - viii) Pneumatic sources
  - ix) Gravity
- b) This policy applies to all existing and new equipment, piping, machinery and utilities at any City of Clarksville facility or at any location where City of Clarksville employees are performing work.
- c) Some departments may not be able to meet all parts of this policy. Those departments must develop a control plan and set a compliance date. The plan and date must be discussed and approved by the Health & Safety Manager and the Department Head. If a part of this standard cannot be met, an approved variance must be in place to address this non-compliance. The variance shall be approved by the Health & Safety Manager and Department Head.
- d) This policy covers equipment that could release unexpected hazardous energy and injure employees.
- e) This policy excludes (regulated by other sources):
  - i) Construction and installation of new equipment or piping if there are no connections to existing process or electrical services with hazards that require control and it does not contain hazardous energy itself;
  - ii) Installations under the exclusive control of electric utilities for the purpose of power generation, transmission and distribution, including related equipment for communication or metering.
- f) This policy does not apply to the following:
  - i) Work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energization or start-up of the equipment is controlled by the

unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance.

- ii) Hot tap operations involving transmission and distribution systems for substances such as gas, steam, water or petroleum products when they are performed on pressurized pipelines, provided that the department demonstrates that:

- (1) continuity of service is essential;
- (2) shutdown of the system is impractical;
- (3) documented procedures are followed, and special equipment is used which will provide proven effective protection for employees.

4) **REFERENCES:**

- a) OSHA 29 CFR 1910.147
- b) Lockout Inspection Form (Appendix A)
- c) Lockout Removal Form (Appendix B)

5) **DEFINITIONS:**

- a) Affected employee - An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.
- b) Authorized employee - A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this policy.
- c) Capable of being locked out - An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.
- d) Danger zone - The area on a piece of equipment that is inside normal guards, or within the area in which moving arms or devices travel, and that cannot be accessed during normal operations.
- e) Department lock - A distinctive lock, which may be attached to an energy-isolating device by authorized personnel to help ensure continuous protection or lockout. Work cannot be performed under the sole protection of a department lock.
- f) Energized - Connected to an energy source or containing residual or stored energy.
- g) Energy isolation procedures - Procedures that include the elements of this policy. They specify the safe method to isolate and lockout all hazardous energy sources for a piece of equipment before performing service or maintenance on that equipment or process.
- h) Energy isolating device - A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and, in addition, no pole can be operated independently; a line valve; a block; and any similar

device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

- i) Energy Source - Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.
- j) Equipment lockout locks – A keyed locking device used to isolate equipment for the protection of employees working on the equipment that contained hazardous energy. This locking device must be identified differently than a personal lockout lock (this could include color or lock marking).
- k) Gang lock device - A device designed to accept or hold multiple locks (hasp or scissor device).
- l) Group lock box – A special box used to secure the keys to locks on equipment within a specific lockout procedure. This box allows multiple workers to use a single personal lock to have exclusive control over multiple equipment locks.
- m) Hazardous energy – Any source of energy that can cause injury or death, including: electrical, mechanical, hydraulic, pneumatic, chemical, thermal, ionizing radiation, flooding potential, other stored energy such as springs or elevated position (gravity)
- n) Hot Tap - A procedure used in the repair, maintenance and services activities which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, in order to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam, and petrochemical distribution systems.
- o) Lock – A device applied to a hazardous energy source that provides exclusive control. The lock must be exclusively controlled by the lock owner.
- p) Lockout - The placement of a lockout device on an energy isolating device, in accordance with an established procedure; ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.
- q) Lockout device - A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.
- r) Lockout/tagout audit – An organized and documented way to evaluate a lockout to ensure it fulfills the control of hazardous energy requirements.
- s) Normal production operations - The utilization of a machine or equipment to perform its intended production function.
- t) Personal lockout locks – A keyed locking device owned or controlled by one individual only that is used for personal protection of a lockout.
- u) Servicing and/or maintenance - Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the *unexpected* energization or startup of the equipment or release of hazardous energy.
- v) Setting up - Any work performed to prepare a machine or equipment to perform its normal production operation.
- w) Tagout - The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

- x) Tagout device - A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

6) **RESPONSIBILITIES:**

a) **Employees:**

- i) Shall comply with this policy and lockout procedures;
- ii) Attend required training;
- iii) Attend training on specific lockout procedures;
- iv) Assist in annual lockout inspection when necessary.
- v) Employees not involved in a given lockout situation shall not attempt to start, energize or otherwise use machinery or equipment that is locked out.
- vi) Employees not trained and authorized to conduct lockout/tagout shall not conduct servicing or maintenance on machines or equipment.
- vii) Failure to comply with this policy can result in disciplinary action up to termination.

b) **Supervisors:**

- i) Ensure compliance with this policy and lockout procedures;
- ii) Ensure employees are properly trained;
- iii) Conduct annual inspections of lockout procedures;
- iv) Attend required training.

c) **Department Heads:**

- i) Ensure compliance with this policy and lockout procedures;
- ii) Ensure annual inspections are completed and reviewed;
- iii) Attend required training;
- iv) Ensure adequate locks, devices and tags are available for use.

d) **Health & Safety Coordinators:**

- i) Ensure compliance with this policy and lockout procedures;
- ii) Complete annual audits and training;
- iii) Attend required training;
- iv) Ensure all inspections, reports, and other lockout information are documented.

e) **Health & Safety Manager:**

- i) Maintain the “Control of Hazardous Energy Sources (Lockout/Tagout) Policy”;
- ii) Identify subject matter experts and trainers;
- iii) Schedule and facilitate training for lockout trainers;
- iv) Schedule periodic audits and inspections to ensure compliance;
- v) Maintain training material and other related documents for the program.

7) **REQUIREMENTS:**

- a) Employees who may encounter hazardous energy must have complete control of the energy before beginning their work.
- b) Control of Hazardous Energy Procedures must be developed to meet the needs of each department. The procedures must meet the minimum requirements of this policy and 29 CFR 1910.147.

- c) When operating or servicing machines or equipment, it is possible that an unexpected start-up or release of stored energy could occur. In those cases, energy must be controlled through a lockout. Every piece of machinery or equipment that requires a lockout must have a written lockout procedure.
  - i) These are some examples that show when a lockout procedure must be defined and when it needs to be used:
    - (1) If an employee must remove or bypass machine guards or other safety devices.
    - (2) If hazards are greater or different from those during normal operations when protection is in place. If the risk level is increased, more controls may be necessary.
    - (3) If an employee must work with machines or equipment in a way that is different from normal operation, or where conditions might expose the employee to hazardous energy (hazardous energy is defined in this policy)
    - (4) If an employee must open equipment or lines containing materials that might cause health, flammability, reactivity or temperature hazards etc...
    - (5) If an employee is working on electrical circuits.
  - ii) Failure to comply with this policy can result in injury or death.
- d) **Lockout/Tagout procedures:** shall clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance. Procedures shall include:
  - i) **PREPARE** for shutdown (review procedure, identify energy sources, etc.).
  - ii) **NOTIFY** all affected employees that a lockout is required and the reasons for its use.
  - iii) **SHUT DOWN** operating equipment by the normal procedure.
  - iv) **ISOLATE** equipment (isolate all energy sources, stored energy must also be dissipated or restrained).
  - v) **LOCKOUT/TAGOUT** the energy control device with assigned individual lockout lock and/or tag.
  - vi) **VERIFY or TEST** the lockout. Verify that each energy source is properly isolated by attempting to open the energy control device (hit start button, open valve, use volt meter, etc. to ensure the equipment will not start or move. ***Caution: Ensure that no personnel are exposed during test.***
  - vii) **RETURN** operating controls to off or neutral position.
  - viii) **PERFORM** service or maintenance. The equipment is now de-energized, locked out and safe to proceed.
  - ix) **RESTORE** equipment to service: When the job is completed and equipment is ready for re-energizing or normal service:
    - (1) Check the equipment area to see that no one is exposed, all tools are removed, and all guards are in place.
    - (2) Notify Affected Employees that energy is to be restored.
    - (3) When the equipment is all clear, remove all locks and tags.
    - (4) Disengage stop button, turn switch “on,” or open valve; to restore energy to the equipment.
    - (5) Notify Affected Employees that equipment is operational.



- x) Procedures shall be developed, documented and utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this policy.
  - (1) *Exception:* The department need not document the required procedure for a particular machine or equipment, when **all** of the following elements exist:
    - (a) The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shut down which could endanger employees;
    - (b) The machine or equipment has a single energy source which can be readily identified and isolated;
    - (c) The isolation and locking out of that energy source will completely de-energize and deactivate the machine or equipment;
    - (d) The machine or equipment is isolated from that energy source and locked out during servicing or maintenance;
    - (e) A single lockout device will achieve a locked-out condition;
    - (f) The lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance;
    - (g) The servicing or maintenance does not create hazards for other employees;
    - (h) The department, in utilizing this exception, has had no accidents involving the unexpected activation or re-energization of the machine or equipment during servicing or maintenance.
- e) **Equipment or Machinery**
  - i) Whenever replacement or major repair, renovation or modification of a machine or equipment is performed, and whenever new machines or equipment are installed, energy isolating devices for machines or equipment shall be designed to accept a lockout device.
- f) **Locks and Tags:**
  - i) Locks shall be heavy-duty types that require excessive force or tools to break open.
  - ii) Locks shall be standardized in size, shape and color, and used for the sole purpose of lockout.
  - iii) Locks shall indicate the identity of the employee applying the device.
    - (1) If the lock fails to identify the identity of the employee applying the device a tag must be utilized in conjunction with the lock to identify the employee.
  - iv) Each personal lockout device shall only be removed by the employee who applied the device.
    - (1) The Cut Lock Procedure shall be utilized if the employee that applied the lockout device is unavailable.
  - v) Lockout activities requiring multiple associates to lockout the same energy-isolating device shall use a "Gang Lock Device" or "Group Lock Box".
  - vi) No employee shall work under the protection of another person's lock.
  - vii) No employee shall work under the sole protection of a department lock.
- g) **Group lockout:**
  - i) When servicing and/or maintenance are performed by a group, they shall utilize a procedure which affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device.

- ii) There shall be an authorized employee with primary responsibility for a set number of employees working under the protection of a group lockout or tagout device.
- iii) The primary responsible person shall utilize a tag in conjunction with a lock to identify the person responsible for the lockout
- iv) When more than one crew or group is involved, an authorized employee shall be designated to coordinate the work forces and ensure continuous protection.
- v) Each authorized employee in the group shall affix a personal lockout or tagout device to the group lockout device when he/she begins work, and shall remove those devices when he/she stops working on the machine or equipment being serviced.
- h) **Lockout Transfer:** To ensure the continuity of lockout protection between in-coming and out-going Authorized Employees, the following procedure shall be used in order to ensure an orderly transfer of lockout devices;
  - i) In-coming employee(s) attaches locks and tags to each energy isolating device.
  - ii) Out-going employee(s) removes locks and tags to each energy isolating device.
  - iii) At no time shall the energy isolating device be unprotected.
  - iv) Out-going employees communicate the status of affected equipment to the Authorized Employees.
  - v) In-coming employee(s) **shall re-verify** the lockout before working in the hazard area.
  - vi) If an employee must leave the job before its completion such as at shift change or job reassignment, the employee can place a departmental lockout and tag (identifying the person responsible for the department lock and purpose of the lockout) device on the equipment prior to the removal of the employee's lockout device. No employee will work solely under a department lock.
- i) **Cut Lock Procedure:** (Removal of Locks and Tags For Absent Employees):
  - i) Managers and Supervisors are authorized to remove a lock and tag.
  - ii) Locks and tags may be removed if all the following criteria are met;
    - (1) The employee is no longer at the facility or job-site. This must be validated via the employee's chain of command to ensure that the employee has left the workplace and is not in danger (attempt to contact the employee).
    - (2) There is an immediate need to remove a lock.
    - (3) It is safe to remove the lock and tag.
    - (4) If the employee, or subcontractor, departs the work area and mistakenly leaves their lock in place, and the lock must be removed, the following procedures must be followed;
      - (a) Verify the location of the employee or worker.
      - (b) Complete the Lockout Removal Form.
      - (c) Obtain the required approval and signatures prior to removal.
      - (d) Inspect the area thoroughly to help ensure a safe "restart".
      - (e) Ensure all personnel are clear of the equipment.
      - (f) Remove lock and tag.
      - (g) Notify the employee of lock removal prior to their return to the work area.
  - Document notification on the Lockout Removal Form.
  - iii) The department shall retain the Lockout Removal Form for one year.
- j) **Training:**
  - i) Training shall be conducted upon hiring and annually thereafter.

- ii) Training shall be certified and documented with employee's name & signature, date of training, length of training, list of course materials and name & signature of instructor.
- iii) Authorized Employees shall be trained on the following;
  - (1) Recognition of Hazardous Energy Sources (Electric, Mechanical, etc.).
  - (2) Types and magnitude of energy available.
  - (3) Methods and means necessary for energy isolation & control.
  - (4) Purpose and use of Lockout Procedures.
  - (5) Discussion of when locks are required verses when tags are required.
  - (6) OSHA regulations and City's policy regarding lockout/tagout.
  - (7) Written quiz.
  - (8) Hands-on or practical application exercise.
- iv) Affected Employees shall be trained on the following;
  - (1) Purpose and use of lockout/tagout.
  - (2) Definition of Affected Employee and Authorized Employee.
  - (3) Hazards of unexpected start-up of energy.
- v) Retraining shall be provided;
  - (1) Whenever there is a change in job assignment.
  - (2) A change in machines, equipment or processes that present new hazards.
  - (3) When there is a change in written Lockout Procedures.
  - (4) Whenever Periodic Inspections reveal any deviations or discrepancies.
- k) **Periodic Inspections:**
  - i) Inspection of written Lockout Procedures shall be performed annually by the department.
  - ii) Inspections shall be documented using the Lockout Inspection Form.
  - iii) The Department's Health & Safety Coordinator is responsible for conducting annual inspections. Documentation shall be retained for five years. Inspections will help determine;
    - (1) If each lockout procedure was being performed provides the safest possible means to properly isolate each potential hazardous energy source.
    - (2) To correct any deviations or inadequacies.
  - iv) If Periodic Inspection reveals problems with the Lockout Procedure, the procedure shall be corrected immediately.
  - v) If Periodic Inspections reveal problems with employee's knowledge, skill or behavior; retraining and/or disciplinary action shall be taken.
- l) **Electrical Work:**
  - i) OSHA has specific regulations concerning electrical work. This policy makes no attempt to address all issues associated with actual electrical work. For discussion of specific issues such as safeguards for personal protection, training, minimum voltages, working on live electrical service, high voltage applications and special systems (greater than 600 volts), refer to 29 CFR 1910, subpart S.



# LOTO Inspection Form

PERSONNEL POLICY NO. 20-2

## Appendix A

**Note to supervisors: Use this form to document an inspection of a written lockout or tagout procedure.**

Department: \_\_\_\_\_ Equipment type and serial number: \_\_\_\_\_

Inspection conducted by: \_\_\_\_\_

Equipment location: \_\_\_\_\_

Inspection date: \_\_\_\_\_

---

**List authorized employees using this procedure. Has the employee been trained in the procedure?**

---

Employee name: \_\_\_\_\_ ☐ Yes ☐ No

Employee name: \_\_\_\_\_ ☐ Yes ☐ No

Employee name: \_\_\_\_\_ ☐ Yes ☐ No

Employee name: \_\_\_\_\_ ☐ Yes ☐ No

---

Do *authorized* employees know the location of the written procedure? ☐ Yes ☐ No

Do *authorized* employees have access to the procedure? ☐ Yes ☐ No

Are *affected* employees notified when the procedure is being used? ☐ Yes ☐ No

Have *affected* employees been trained to recognize when the procedure is being used and instructed not to remove lockout/tagout devices or start de-energized equipment? ☐ Yes ☐ No

Can energy-isolating devices be locked out? ☐ Yes ☐ No

**Note: When you replace, renovate, or modify machines and equipment, ensure that the energy-isolating devices will accept lockout devices. New equipment and equipment renovated or modified after January 2, 1990, must be capable of being locked out.**

Did each *authorized* employee lock out all energy sources? ☐ Yes ☐ No

Does this procedure involve group lockout/tagout? ☐ Yes ☐ No

Did the *authorized* employees verify that the equipment was de-energized? ☐ Yes ☐ No

Did the *authorized* employees follow the lockout/tagout procedure? ☐ Yes ☐ No

Does the lockout/tagout procedure adequately protect employees? ☐ Yes ☐ No

If not, list and describe the deficiencies requiring corrective action.

- 1.
- 2.
- 3.
- 4.
- 5.

**For the lockout procedure**, did the inspector review with all *authorized* employees their responsibilities under the procedure? **Note: A review can be accomplished by meeting with employees individually or in a group.**

☐ Yes ☐ No ☐

Not applicable ☐

**Additional Notes:**



# LOTO Removal Form

## PERSONNEL POLICY NO. 20-2

### Appendix B

*This form is to be used anytime a Lockout/Tagout (LOTO) device is to be removed by someone other than the person who placed the LOTO device. The person removing the LOTO device must be directed to do so by management. Failure to follow and document the appropriate steps to remove a LOTO device can result in disciplinary action up to and including termination.*

<b>Date:</b>		<b>Time:</b>
Name of LOTO device owner whose lock/tag is to be removed:		
Has every attempt been made to contact the LOTO device owner?		
Was the owner able to be reached?		
List phone numbers and other attempts made to contact the owner:		
LOTO device owner's Supervisor:		
Reason for removing the lock:		
Reason for the initial LOTO:		
Evaluate the entire affected system to ensure all employees' safety before LOTO device is removed. Completed by:		
LOTO Device Removed By (Name):	Signature:	Date:
Witnessed By (Name):	Signature:	Date:
Supervisor (Name):	Signature:	Date:

*H&S Representative informed (email, phone or message) that a LOTO device has been removed within 24 hours of removal.*

Health & Safety Representative Notified:	Date:	Time:
--	-------	-------

RESOLUTION 1-2020-21

A RESOLUTION AUTHORIZING AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF CLARKSVILLE, TENNESSEE AND THE E911 EMERGENCY COMMUNICATION DISTRICT OF MONTGOMERY COUNTY, TENNESSEE

*BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLARKSVILLE, TENNESSEE:*

That the Clarksville City Council hereby authorizes an interlocal agreement, effective July 1, 2020 through June 30, 2021, attached hereto as Exhibit A, between the City of Clarksville, Tennessee, and the Emergency Communication District of Montgomery County, Tennessee.

*ADOPTED:*

**INTERLOCAL CONTRACT BETWEEN THE CITY OF CLARKSVILLE,  
TENNESSEE, AND THE E911 EMERGENCY COMMUNICATION DISTRICT OF  
MONTGOMERY COUNTY, TENNESSEE**

This agreement is made and entered into between the City of Clarksville, Tennessee, a political subdivision of the State of Tennessee (hereinafter referred to as "the City"), and the E911 Emergency Communication District of Montgomery County, Tennessee, a corporate body politic organized pursuant to the provisions of Tennessee Code Annotated § 7-86-105 (hereinafter referred to as "the District").

The terms and conditions of this Agreement are as follows:

1. The term of this Agreement is July 1, 2020, through June 30, 2021.
2. During the term of this Agreement, the District agrees to provide use of the first floor of the present E-911 Building situated at the corner of the First and Commerce Streets in Clarksville, Tennessee, including utilities.
3. As compensation for services provide under this Agreement, the City of Clarksville, Tennessee, will pay \$54,048.00 to the District during the term in twelve equal monthly installments of \$4,504.00. The District will endeavor to provide sufficient personnel to answer incoming emergency/non-emergency calls twenty-four hours a day, seven days a week, for the entire duration of this agreement. The District call takers will then forward these calls via the Computer Aided Dispatch terminals (CAD) to the City of Clarksville Public Safety Police / Fire Dispatchers who will dispatch and handle all radio traffic for the Clarksville Police Department and Clarksville Fire Rescue.
4. The District will provide twenty-four (24) hours, toll-free voice and TDD telephone access or an equivalent system for emergency call service for the City; develop and maintain written procedures and telephone numbers for



procuring other emergency services (EMS, Fire Rescue, Ambulance, etc.); provide immediate playback of recorded telephone and radio conversations while maintaining a continuous recording of radio transmissions and emergency telephone conversations within the communications center; develop and maintain written procedures for the prompt handling and appropriate routing of misdirected emergency calls; issue emergency first-aid instructions over the telephone to each caller using approved emergency medical guidelines or materials; maintain backup electrical power to ensure continuous operations in the event of primary power failure; and maintain a telephone system designed to separate emergency from non-emergency calls.

5. The parties further agree that the purpose of this Agreement is to comply with E911 Revenue Standard Number 21 adopted by the Tennessee Emergency Communication Board pursuant to the authority granted it by Tennessee Code Annotated § 7-86-306 (9) and to comply with the provisions of Tennessee Code Annotated § 12-9-101 et seq., regarding Agreements between local governmental units.

**IN WITNESS WHEREOF**, each party has caused this Interlocal agreement to be executed by an authorized person on the date indicated by his or her name.

**CITY OF CLARKSVILLE**

*APN*

Date: \_\_\_\_\_

By: \_\_\_\_\_

**JOE PITTS**

Its: City Mayor

**E911 EMERGENCY COMMUNICATION  
DISTRICT OF MONTGOMERY**

Date: \_\_\_\_\_

By: \_\_\_\_\_

**LIZ HENLEY**

Its: Chair

RESOLUTION 2-2020-21

A RESOLUTION TO AUTHORIZE AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF CLARKSVILLE AND MONTGOMERY COUNTY RELATED TO SHARED EXPENSES FOR AUTOPSIES.

*WHEREAS,* The City Council finds it in the best interest of the City to share in the cost of autopsies with Montgomery County; and

*WHEREAS,* The City and County wish to formalize an ongoing practice in the shared expenses of autopsies as set forth in the Interlocal Agreement attached hereto, and incorporated herein as Exhibit A; and

*WHEREAS,* Tennessee Code Annotated (TCA) Section 12-9-108 authorizes local governments to contract with each other to perform any governmental service, activity, or undertaking, which each is authorized by law to perform, provided that such contract is authorized by the governing body of each party to the contract.

*NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLARKSVILLE, TENNESSEE:*

The attached Interlocal Agreement pertaining to shared expenses for autopsies between Montgomery County, and the City of Clarksville, Tennessee, attached hereto and incorporated herein, is hereby approved and adopted subject to the approval of same by the Montgomery County Commission and same shall be effective as of the date of the last date of the last signature of both Mayors.

*ADOPTED:*

## INTERLOCAL AGREEMENT

This agreement entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2020 by and between the City of Clarksville, Tennessee, hereinafter referred to as "City" and Montgomery County Government, Montgomery County, Tennessee, hereinafter referred to as "County".

### WITNESSETH

In order to memorialize the formed obligations of the City and County concerning the process of autopsies, the parties contract and agree as follows:

1. County shall be financially responsible for all expenses incurred for the costs of autopsies requested by the Montgomery County Sheriff's Office or the District Attorney General's Office for the 19<sup>th</sup> Judicial District of Tennessee; and
2. County will be financially responsible for one-half (1/2) of all expenses incurred for the cost of autopsies requested by the Clarksville Police Department and the City shall be responsible for one-half (1/2); and
3. County shall notify City of any price increase in the cost of autopsies by notifying the City in writing as soon as is practicable after receiving notification from the State.
4. This agreement remains in effect in perpetuity or until such time both parties agree to amend or end this agreement.

In witness thereof, the parties have signed this agreement on the day and date first written above.

City of Clarksville

Montgomery County, Tennessee

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Mayor

## ORDINANCE 1-2020-21

### **AN ORDINANCE AMENDING TITLE 5 OF THE OFFICIAL CITY CODE TO ADD A NEW CHAPTER ENTITLED "SHORT-TERM RENTALS" TO ESTABLISH REGULATIONS PERTAINING TO SHORT-TERM RENTAL UNITS.**

**WHEREAS**, with the rise of the sharing economy, the City of Clarksville and cities across the country have seen growth in the popularity of short-term rentals, which are rentals of residential units or dwellings for up to thirty consecutive days; and

**WHEREAS**, in the absence of a regulatory framework, the City of Clarksville cannot monitor these short-term rental listings and cannot ensure public safety; and

**WHEREAS**, the City Council finds the best approach to the regulation of short-term rentals is a permit scheme that balances the protection of neighborhoods with the interests of individuals who want to rent their property on a short-term basis; and

**WHEREAS**, the City Council finds that any short-term rental permitting regulatory scheme should impose minimum safety requirements to protect renters and neighboring properties, and should provide for the collection of applicable taxes; and

**WHEREAS**, the City Council finds it to be in the best interest of the City and its residents, to include public health and safety, to regulate the operation of short-term rentals within the City of Clarksville.

### ***NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CLARKSVILLE:***

The Clarksville City Code, Title 5 (Business, Professions, and Occupations) is hereby amended by adding a new Chapter 3 (Short-Term Rentals) as set forth below:

**Section 5-301. Purpose.** The City Council finds that the following regulations of Short-Term Rental Units are necessary to protect the health, safety, and welfare of the public.

**Section 5-302. Definitions.** The following words, terms and phrases, when used in this Chapter, shall have the meanings ascribed to them in this Chapter. The word "shall" is always mandatory and not merely advisory.

(a) *Code Official.* A City Code Enforcement Officer or the Building Official.

(b) *Consideration.* The charge, whether or not received, for occupancy in a ShortTerm Rental Unit valued in money, whether to be received in money, goods, labor, or otherwise, including all receipts, cash, credits, property and services of any kind or nature. Nothing in this definition shall be construed to mean that consideration is charged when the Short-Term Rental Unit provided to the Transient Guest(s) is complimentary from the Owner and no consideration of any type is charged to, or received from, any person.

- (c) *Contiguous Property.* Any property that is directly adjacent to the property on which a Short-Term Rental Unit is located, or which is across any street, road, highway, or alley from any property on which a Short-Term Rental Unit is located, and which is within one-hundred (100) feet of the nearest property boundary line of any property on which a Short-Term Rental Unit is located.
- (d) *Dwelling Unit.* A cabin, house, house trailer or mobile home, or structure used or designed to be used as an abode or home of a person, family, or household, and includes a single-family dwelling, a portion of a single-family dwelling, or an individual residential dwelling in a multi-dwelling building, such as a duplex, triplex, an apartment building, condominium, cooperative, or timeshare.
- (e) *Hosting Platform.* A person or entity that facilitates the booking of a Short-Term Rental Unit.

"Facilitate" includes, but is not limited to, the act of allowing an Owner to offer to list or advertise, typically for a charge or fee, the Short-Term Rental Unit on an Internet website, in a print publication, or through another forum provided or maintained by the Hosting Platform.
- (f) *Non-Residential District.* Any zoning district designated in the City of Clarksville that allows residential uses but is not a Residential District.
- (g) *Occupancy.* The use or possession, or the right to the use or possession, of any room(s), lodgings, or accommodations in any Short-Term Rental Unit.
- (h) *Operating Permit.* The city-issued document authorizing an Owner to operate a Short-Term Rental Unit within the City of Clarksville.
- (i) *Owner.* The person who owns property held out as a Short-Term Rental Unit.
- (j) *Residential District.* Any zoning district designated in the City of Clarksville where the principal permitted uses in the district include residential uses, including houses, duplexes, and multi-dwelling structures.
- (k) *Short-Term Rental Unit.* A dwelling unit, a portion of a dwelling unit, or any other structure or space that is occupied or intended or designed or advertised for occupancy by Transient Guests for dwelling, lodging, or sleeping, and which is offered to Transient Guests for Consideration for a period of up to 30 consecutive calendar days. Short-Term Rental Units shall not include dwelling units owned by the federal government, the state, or any of their agencies or political subdivisions; facilities licensed by the state as healthcare facilities, including temporary family healthcare structures; hotels; inns; motels; boarding houses; Bed and Breakfast establishments approved by the City of Clarksville pursuant to the Clarksville Zoning Ordinance; campgrounds; recreational vehicles or campers, or dwelling units rented to the same occupant(s) for more than thirty continuous days.

- (l) *Transient Guest.* A person who occupies a dwelling unit or portion thereof, other than his or her usual place of residence, in exchange for consideration.

**Section 5-303. Permit Required for Operation of a Short-Term Rental Unit.**

- (a) *Operating Permit Required.* It shall be unlawful to operate or advertise any Short-Term Rental Unit within the City of Clarksville without a Short-Term Rental Unit Operating Permit issued under this Chapter, except as otherwise provided herein.
- (b) *Continued use for properties already being used as short-term rental.* In accordance with T.C.A. § 13-7-603, as may be amended from time to time, this Short-Term Rental Ordinance shall not apply to any property that was being used as a Short-Term Rental Unit by the owner of the property prior to the Clarksville City Council's enactment of this Chapter. The definition of "Used as a short-term rental unit" contained in T.C.A. § 13-7-602, as may be amended from time to time, shall be used in determining whether a property was being used as a Short-Term Rental Unit by the Owner of the property prior to enactment of this Chapter. In accordance with T.C.A. § 13-7-604(b)(3), as may be amended from time to time, any property being used as a Short-Term Rental Unit by the Owner of the property prior to enactment of this Chapter may continue operating said property as a Short-Term Rental Unit, without securing a permit, until the property is sold, transferred, ceases being used as a Short-Term Rental Unit for a period of thirty (30) continuous months, or has been in violation of a generally applicable local law three (3) or more separate times with no appeal rights remaining for any of the three (3) violations.

**Section 5-304. Short-Term Rental Unit Operating Permit Application; Permit Availability; Application Form and Fee; Right of Entry.**

- (a) *Application.* Except as otherwise provided herein, every Owner desiring to operate a Short-Term Rental Unit shall submit an application for an Operating Permit to the Clarksville Department of Finance and Revenue. Each application shall contain all of the following information, along with a sworn statement that the information being provided is true and accurate, upon penalty of perjury. The permit application shall not be considered complete until all information specified by the application form and required by this chapter, as determined by the Department of Finance and Revenue, has been completed by the applicant.
- (1) *Acknowledgement of Regulations and Obligation to Pay Hotel / Motel Tax; Submission of Proof of Business License.* The applicant shall include with his or her application a written acknowledgement by the Owner that he/she has read all regulations of this Chapter pertaining to the operation of a Short-Term Rental Unit, that the applicant will comply with and pay as required by law any hotel/motel tax requirements as levied or assessed by the City, Montgomery County, and / or the State of Tennessee, and shall submit a statement that the applicant has obtained a City of Clarksville business license and attach a copy of same thereto.

- (2) *Affidavit of Life Safety Compliance.* An application for an Operating Permit shall be accompanied by an affidavit from the applicant verifying the number and room location(s) of all required life safety equipment, and that all such equipment is currently fully operational at the time of the application for the Short-Term Rental Unit. All such life safety equipment will be subject to verification or inspection.
- (3) *Local Contact Person.* A person designated by the Owner who shall be available twenty-four (24) hours per day, seven (7) days per week for the purpose of: (i) being able to physically respond, as necessary, within forty-five (45) minutes of notification of a complaint regarding the condition, operation, or conduct of occupants of the Short-Term Rental Unit, and (ii) taking remedial action necessary to resolve any such complaints. The Local Contact Person may be the Owner or an Owner's agent. If not the Owner, the full legal name, residential street and mailing addresses, the e-mail address, and the telephone number of the Local Contact Person shall be provided.
- (4) *Owner Information.* The full legal name, street and mailing addresses, the e-mail address, and the telephone number of the Owner of the property sought to be used as a Short-Term Rental Unit and, in cases where a business entity or trust is the owner of the property that is sought to be used as a Short-Term Rental Unit, the individual who has the responsibility to oversee the ownership of the property sought to be used as a Short-Term Rental Unit on behalf of the business entity or trust, including the mailing address, the e-mail address, and the telephone number of the individual having such responsibility. If the Owner of a Short-Term Rental Unit is a business entity, information and documentation is required demonstrating the Owner's valid status with the Tennessee Secretary of State.
- (5) *Site Plan.* A site plan and floor plan accurately and clearly depicting the size and location of the existing dwelling and the approximate square footage in the dwelling, the number and location of designated off-street parking spaces and the maximum number of vehicles allowed for overnight occupants. The floor plan shall describe the use of each room in the dwelling, the number, location and approximate square footage of all bedrooms, and any accessory buildings, including but not limited to garages and accessory dwelling structures or units.
- (6) *Confirmation regarding private agreements.* Written acknowledgement by the Owner that he/she/it is solely responsible for confirming and that he/she/it has confirmed that operating the Short-Term Rental Unit would not violate any Home Owners Association agreement or bylaws, Condominium Agreement, Covenants, and / or Restrictions, mortgage agreement, insurance contract, or any other contract or agreement governing and limiting the use of



the proposed Short-Term Rental Unit.

- (7) *Notice to surrounding property owners.* The Owner of the Short-Term Rental Unit shall provide written notification of the operation of the Short-Term Rental Unit to each Contiguous Property owner. The Owner of the Short-Term Rental Unit shall provide proof to the City of such written notification at the time of submitting the Operating Permit application. Proof of written notification shall be: (a) the dated signature of each Contiguous Property owner on a written notice; (b) a signed receipt of U.S. registered or certified mail addressed to each Contiguous Property owner along with a copy of the written notice sent; or (c) notice from the U.S. Postal Service that registered or certified mail to a Contiguous Property owner was refused or not timely accepted along with a copy of the written notice sent.
- (8) *Proof of Insurance.* The Owner shall provide proof of insurance evidencing homeowner's, fire, hazard, and liability insurance on the property sought to be used as a Short-Term Rental Unit. Liability coverage shall have limits of not less than one million dollars per occurrence.

*(b) Short-Term Rental Unit Operating Permit Availability.*

- (1) *Generally.* A Short-Term Rental Unit Operating Permit is available in any Residential or Non-Residential Districts upon meeting the criteria in this Chapter. A Short-Term Rental Unit Operating Permit may be issued only to the Owner of the Short-Term Rental Unit.
- (2) *Proof of Ownership.* Ownership shall be established by the deed for the property as recorded in the office of the Montgomery County, Tennessee, Register of Deeds.

*(c) Operating Permit Application Form.* The Department of Finance and Revenue shall develop and supply Short-Term Rental Unit Operating Permit application forms for use by applicants, which shall contain such questions and acknowledgements as are specified herein, to be answered and acknowledged by the applicant under oath and notarized.

*(d) Fees.* An administrative processing and inspection permit fee in the amount of one-hundred fifty dollars (\$150.00) shall be paid to the Clarksville Department of Finance and Revenue at the time an application for a Short-Term Rental Unit Operating Permit is submitted. There shall be no proration of fees. Application fees shall be non-refundable.

*(e) Right of Entry of Fire Department and Building and Codes Department.* The submission of an application for a Short-Term Rental Unit Operating Permit shall constitute consent of the applicant to permit the Clarksville Fire Rescue Department and the Clarksville Department of Building and Codes to conduct inspections of the Short-Term Rental Unit, from time to time, between the hours of 8 a.m. and 5 p.m. or during the hours such Short-Term Rental Unit is being

rented, to ensure the Short-Term Rental Unit is complying with the requirements of this Chapter, other city ordinances, and state/federal laws and regulations.

**Section 5-305. Administrative Processing and Inspections; Issuance.**

- (a) Once the Short-Term Rental Unit Operating Permit application is considered complete by the Department of Finance and Revenue, to include the payment of any required fee(s), the original application shall be date-stamped and retained by the Department of Finance and Revenue. The Department of Finance and Revenue shall then forward a copy of the completed application to the Fire and Rescue Department and to the Building and Codes Department for further review and inspections.
- (b) The Fire and Rescue Department shall conduct a fire and life safety inspection of the Short-Term Rental Unit within fifteen (15) calendar days of the date the application is accepted by the Department of Finance and Revenue to ensure that all required fire and life safety equipment is currently operable, and that the Short-Term Rental Unit is in compliance with all applicable fire codes, laws, and regulations. As part of the inspection, the Fire and Rescue Department shall determine the maximum occupancy of Transient Guests for the Short-Term Rental Unit. Upon completion of the fire and life safety inspection, the Fire and Rescue Department shall annotate on a form developed in coordination with the Building and Codes Department whether the Short-Term Rental Unit passed or failed the fire and life safety inspection, and if it failed, shall provide a short and plain summary of the reasons why the Short-Term Rental Unit failed the inspection, and shall cite to the applicable provision(s) of the fire codes, laws, or regulations at issue. In the event of failure of the fire and life safety inspection, an applicant may request a re-inspection, whereupon the applicant shall have ten (10) days from the date of the failed fire and life safety inspection to correct any deficiencies and pass a re-inspection. An applicant shall only be permitted one opportunity for a fire and life safety re-inspection.
- (c) The Department of Building and Codes shall conduct a building safety inspection of the Short-Term Rental Unit within fifteen (15) calendar days of the date the application is accepted by the Department of Finance and Revenue to ensure compliance with all applicable building, gas, electrical, and plumbing codes, laws, and regulations. Upon completion of the building safety inspection, the Department of Building and Codes shall annotate on the form developed in coordination with the Fire and Rescue Department, whether the Short-Term Rental Unit passed or failed the building safety inspection, and if it failed, shall provide a short and plain summary of the reasons why the Short-Term Rental Unit failed the building safety inspection and shall cite to the applicable provision(s) of the building safety codes, laws, or regulations at issue. In the event of failure of the building safety inspection, an applicant may request a re-inspection, whereupon the applicant shall have ten (10) days from the date of the failed building safety inspection to correct any deficiencies and pass a re-inspection. An applicant shall only be permitted one opportunity for a building safety re-inspection.
- (d) Within fifteen (15) days of the date of successful completion of the fire and life safety inspection and the building safety inspection (whichever comes later), the Department of

Building and Codes shall make a final determination whether the application should be approved or denied.

- (e) If the Department of Building and Codes determines that the application or the Short-Term Rental Unit does not conform to the requirements of this Chapter, or to other applicable laws or regulations, the application for a Short-Term Rental Unit Operating Permit shall be denied. Within five (5) days of any decision denying an application for an Operating Permit, the Department of Finance and Revenue shall inform the applicant of the denial in writing and shall explain the reason(s) for the denial in writing.
- (f) Upon successful completion of all required inspections and payment of the necessary fee(s), if the Department of Building and Codes is satisfied that the application and the Short-Term Rental Unit conform to the requirements of this Chapter and to all other applicable laws and regulations, within five (5) days of approval of the Short-Term Rental Unit Operating Permit application by the Department of Building and Codes, the Department of Finance and Revenue shall inform the applicant of the approval in writing and shall issue a Short-Term Rental Unit Operating Permit to the applicant using a permit form developed by the Department of Finance and Revenue in coordination with the Fire and Rescue Department and the Department of Building and Codes. The Operating Permit shall specify the maximum occupancy of Transient Guests permitted within the Short-Term Rental Unit.
- (g) All permits, whether an original permit or a renewal permit, shall pertain only to one single Short-Term Rental Unit as defined herein, and shall be separately numbered, and the Department of Finance and Revenue shall keep a duplicate of each original permit issued.
- (h) Once issued, the Short-Term Rental Operating Permit shall be valid for one (1) calendar year from the date of issuance, unless the Short-Term Rental Unit Operating Permit is suspended or revoked pursuant to this Chapter, or otherwise terminated by operation of, or in accordance with, law.

#### **Section 5-306. Short-Term Rental Unit Operating Permit Renewals.**

Unless suspended or revoked for a violation of any provision of this Chapter or other applicable law or regulation, a Short-Term Rental Unit Operating Permit may be renewed annually, provided that an applicant submits a renewal application and processing fee of one-hundred twenty dollars (\$120.00) no later than thirty (30) calendar days before the Short-Term Rental Unit Operating Permit's expiration. An application for renewal of a Short-Term Rental Unit Operating Permit, which shall include an updated acknowledgement of rules signed by the Owner; an updated affidavit of life safety compliance signed by the Owner; any updated information regarding the Local Contact Person; any updated Owner information; an updated confirmation regarding private agreements signed by the Owner; an updated proof of insurance; and proof of payment of all taxes due, shall be made through the Department of Finance and Revenue. Upon receipt of an application for renewal, together with the renewal application fee, an inspection of the Short-Term Rental Unit, in accordance with the provisions

of **Section 5-305** above, shall be made to ensure compliance with all fire safety and building safety requirements. After the Short-Term Rental Unit Operating Permit's expiration, the holder of the Short-Term Rental Unit Operating Permit forfeits the right to renew, and the Owner must reapply for a new Short-Term Rental Unit Operating Permit. A renewed Short-Term Rental Unit Operating Renewal Permit shall be valid for one (1) calendar year from the date of issuance.

#### **Section 5-307. Prohibition Against Transfer.**

- (a) *Generally.* No person holding a Short-Term Rental Unit Operating Permit shall sell, lend, lease, or in any manner transfer the permit for value.
- (b) *Permission.* The permission to operate a Short-Term Rental Unit under a Short-Term Rental Unit Operating Permit shall be personal and limited to the Owner to whom the City issued the permit. A Short-Term Rental Unit Operating Permit shall terminate immediately upon the transfer of the property covered by the permit, whether such transfer is by deed, by law, or otherwise.
- (c) *Transfers Invalid.* Any unauthorized transfer or attempt to transfer a Short-Term Rental Unit Operating Permit shall automatically void such permit. Persons violating this provision, including both the transferor and transferee, may be subject to a citation and fine. Each unauthorized transfer or attempt to transfer of a Short-Term Rental Unit Operating Permit shall constitute a separate violation, and the penalty for such violation shall be fifty dollars (\$50.00) per day.

#### **Section 5-308. No Vested Rights.**

The provisions of this Chapter concerning Short-Term Rental Units are not a grant of vested rights to continue to operate any Short-Term Rental Unit indefinitely. Any Short-Term Rental Unit use, operation, and / or permits for Short-Term Rental Units are subject to the provisions of ordinances, resolutions, or other City measures, to include declarations of states of emergency, concerning Short-Term Rental Units that may be enacted or adopted at a later date, even though such ordinances, resolutions, or other city measures may change the terms, conditions, allowance, or duration for Short-Term Rental Unit use or operation, including but not limited to those that may terminate some or all Short-Term Rental Unit uses or operations, with or without some period of amortization. While this recitation concerning vested rights is implicit in any uses permitted by the City, this explicit recitation is set forth to avoid any uncertainty or confusion. This Chapter is expressly declared to be enacted pursuant to general police powers, to include those pertaining to general health and welfare, building and fire safety, and is not to be construed as a zoning law.

#### **Section 5-309. Compliance with Laws; Complaints; Remedies; and Permit Revocation.**

- (a) *Compliance with city, state, and federal Laws.* It shall be unlawful to operate a Short-Term Rental Unit that does not comply with all applicable city, state, and federal laws and regulations.

- (b) *Operation without permit deemed public safety hazard.* Except as otherwise provided herein, any Short-Term Rental Unit operating or advertising for operation without a valid Short-Term Rental Unit Operating Permit shall be deemed a public safety hazard. The City may issue, and the Owner or the Local Contact Person may receive, a civil citation for operating or advertising for operation without a Short-Term Rental Unit Operating Permit. Such civil citations will be adjudicated in the Clarksville City Court.
- (c) *Public nuisance.* It is unlawful and a violation of this Chapter and is hereby declared a public nuisance for any person to commit, cause, or maintain a violation of any provision or fail to comply with any of the requirements of this Chapter. The City may issue and the Owner, the occupants, or the Local Contact Person may receive a civil citation for any violation of this Chapter or any other City ordinance by the Owner, the Local Contact Person, or the occupants of the Short-Term Rental Unit. Such civil citations will be adjudicated in the Clarksville City Court.
- (d) *Complaints.* If a complaint is filed with the City of Clarksville alleging that the Owner has violated the provisions of this Chapter or any other applicable City ordinance or State law, a Code Official shall provide written notification of the complaint by registered mail to the Owner at the Owner's address listed on the application, and the Code Official shall investigate the complaint and inspect the property being used as a Short-Term Rental. Within twenty (20) days of the date that the notification was sent to the Owner, the Owner may respond to the complaint, present evidence, and respond to evidence produced by the investigation. If the Code Official finds the complaint to be supported by a preponderance of the evidence, the Code Official may suspend or revoke the Short-Term Rental Unit Operating Permit or take or cause to be taken other enforcement action as provided herein or elsewhere in the City Code. Any false complaint made against a Short-Term Rental Owner may be punishable as perjury under T.C.A. § 39-16-702, as may be amended from time to time.
- (e) *Revocation or Suspension of Permit.* The Code Official may suspend or revoke a Short-Term Rental Unit Operating Permit if the Code Official discovers that (i) an applicant obtained the Short-Term Rental Unit Operating Permit by knowingly providing false information on the application; (ii) the continuation of the Short-Term Rental Unit presents a threat to public health or safety; or (iii) the Owner or Short-Term Rental Unit has violated any of the provisions of this Chapter or has violated any other City ordinance, State law, or Federal law related to the operation of the Short-Term Rental Unit.
- (f) *Effect of Revocation.* Should the Short-Term Rental Unit Operating Permit be revoked, in addition to any other penalty, there shall be a one-year waiting period from the date of revocation for the property to become eligible again for a Short-Term Rental Unit Operating Permit. Upon reapplication, the Owner must pay the full permit fee.
- (g) *Appeal of Suspension or Revocation.* If a Short-Term Rental Unit Operating Permit is suspended or revoked, the Code Official shall state the specific reason(s) for the suspension

or revocation. Any Owner whose Short-Term Rental Unit Operating Permit has been suspended or revoked may appeal such suspension or revocation by submitting a written request to the Department of Building and Codes for a hearing before the Board of Adjustments and Appeals within twenty (20) calendar days of receiving the notice of suspension or revocation. A hearing date will be set within twenty (20) calendar days of the filing of an appeal. All hearings before the Board of Adjustments and Appeals shall be open to the public. The appellant, the appellant's representative, the Code Official or his/her designee, and any person whose interests are affected shall be given an opportunity to be heard. A quorum shall consist of not less than a majority of full membership of the Board of Adjustments and Appeals. The Board of Adjustments and Appeals may reverse or affirm, wholly or in part, or may modify the order, requirement, decision or determination appealed from and may make such order, requirement, decision, or determination as ought to be made. The decision of the Board of Adjustments and Appeals shall be the final administrative decision and shall be subject only to judicial review in the Circuit or Chancery Court pursuant to state law of general application. In addition to any other penalty imposed, if the decision of the Board of Adjustments and Appeals to revoke a Short-Term Rental Unit Operating Permit is upheld, the Owner shall not be eligible to reapply for a new Short-Term Rental Unit Operating Permit for the premises for a period of one (1) year. Upon reapplication, the Owner shall be required to pay the full Short-Term Rental Unit Operating Permit application fee. During the pendency of any appeal to the Board of Adjustments and Appeals or to any Court as provided herein, the revocation or suspension decision of the Code Official or of the Board, respectively, shall remain in effect.

- (h) *Emergency Suspension.* Notwithstanding any other provision of this Chapter, the chief of police, the fire chief, or the Code Official, or their designee(s), may temporarily suspend a Short-Term Rental Unit Operating Permit and order a temporary cessation of Short-Term Rental operations in a situation involving an immediate danger to public health, safety, or welfare, or to investigate criminal activity that has allegedly occurred on the premises. The chief of police, the fire chief, or the Code Official, or their designee(s), shall give immediate written notice of the temporary suspension/cessation order to the Owner if present at the premises, or to the Local Contact Person or to any occupant, who shall be required to immediately comply with the order. Thereafter, within a reasonable time, using the most efficacious means possible, the chief of police, the fire chief, or the Code Official, or their designee(s), shall give written notice of the temporary suspension/cessation order to the permit holder, if not previously served, along with a brief statement of the facts and reasons for the decision to suspend the Short-Term Rental Unit Operating Permit and to terminate the operation of the Short-Term Rental Unit. Such notice shall state that the matter of the temporary suspension/cessation will be heard by the Board of Adjustments and Appeals at the first regularly scheduled board meeting thereafter, or at a special called board meeting, either of which to be held not later than five (5) calendar days from the date of issuance of the temporary suspension/cessation order, unless the Owner shall request in writing additional time, not to exceed ten (10) days, said request to be filed with the board, during which time the temporary suspension/cessation shall continue. The temporary suspension and order of cessation shall be effective when issued by the chief of police, the fire chief, or the Code Official, or their designee(s), and shall remain in effect until the Board of Adjustments

and Appeals reviews the facts, circumstances, and reasons for the temporary suspension and makes a determination whether there is just cause for the suspension to continue, but in no event shall the temporary suspension and cessation order continue beyond ten (10) calendar days without a hearing thereon by the Board of Adjustments and Appeals. At the public hearing, the board may, after a finding of just cause as provided herein, suspend the Operating Permit for a definite time period or may revoke the Operating Permit. If no finding of just cause is established, the board may immediately rescind the temporary suspension, lift the cessation order, and reinstate the Operating Permit.

**Section 5-310. City Shall Have No Obligation to Enforce Private Rights or Agreements; No Third Party Beneficiaries.**

The City of Clarksville shall not have any duty or obligation or be responsible for making a determination regarding whether the issuance of a Short-Term Rental Unit Operating Permit or the use of a dwelling as a Short-Term Rental Unit is permitted under any private agreement(s) or any covenants, conditions, and restrictions, or private codes, or under any of the regulations or rules of a homeowners' association or maintenance organization, condominium agreement, mortgage agreement, insurance contract, or any other contract or agreement that may be applicable governing and limiting the use of the Short-Term Rental Unit, and the City shall have no enforcement obligations in connection with such private agreements or covenants, conditions and restrictions or such regulations or rules. The provisions of this chapter, nor the approval of or issuance of any Short-Term Rental Unit Operating Permit shall not be construed to confer any third-party beneficiary status upon any person, business entity, organization or association as against the City of Clarksville.

**Section 5-311. Operational Requirements.**

- (a) *Safety Standards.* Notwithstanding any code provision to the contrary, during each Short-term Rental Unit Occupancy, each Short-term Rental Unit shall have, at minimum, the following life safety equipment on the premises and installed to manufacturer specifications: (i) a smoke alarm meeting Underwriters Laboratory (UL) 217 standards inside each sleeping room, outside of and within fifteen (15) feet of sleeping rooms, and on each story of the dwelling unit, including basements; (ii) a carbon monoxide detector within fifteen (15) feet of all bedrooms; and (iii) and a fire extinguisher. Every smoke and carbon monoxide alarm must function properly with the alarm sounding after pushing the test button and the fire extinguisher must be operational. It shall be unlawful to operate a Short-term Rental Unit without a smoke alarm, carbon monoxide detector, or fire extinguisher as required by this Chapter.
- (b) *Taxes.* All Short-Term Rental Unit Owners shall be responsible to pay all applicable taxes, including, but not limited to, real and personal property taxes, the hotel/motel tax, sales taxes, gross receipts taxes, and any employment and income taxes, as may be levied or assessed by the City, Montgomery County, the State of Tennessee, or the United States of America.
- (c) *Advertising.* It shall be unlawful to advertise any Short-Term Rental Unit without the Operating Permit number clearly displayed on the advertisement. For the purposes of this

Chapter, the terms "advertise," "advertising" or "advertisement" mean the act of drawing the public's attention to a Short-Term Rental Unit in any forum, whether electronic or non-electronic, in any media or medium, in order to promote the availability of the Short-Term Rental Unit.

- (d) *Maximum Occupancy.* The maximum occupancy of any Short-Term Rental Unit by Transient Guests shall not exceed the maximum occupancy limits as prescribed by the Operating Permit. Simultaneous rental to more than one party under separate contracts shall be prohibited.
- (e) *Age Requirement.* The principal renter (Transient Guest) of a Short-Term Rental Unit shall be at least eighteen (18) years of age.
- (f) *Use of Short-Term Rental Unit.* No Transient Guest may use a Short-Term Rental Unit for on-site business or commercial purposes during any rental period.
- (g) *Parking.* Each Short-Term Rental Unit shall provide at least one parking space per bedroom offered for rent.
- (h) *Large Gatherings Prohibited.* Gatherings of twenty (20) or more people at a Short-Term Rental Unit during any rental period are prohibited.
- (i) *Signage.* Signs or other displays on the property indicating that the Dwelling Unit is being utilized, in whole or in part, as a Short-Term Rental Unit, are prohibited and shall be unlawful.
- (j) *Food Service.* No food shall be prepared for, or served to, the Transient Guest(s) by the Owner for any consideration.
- (k) *Contact Information Shall Be Posted.* Notwithstanding the provisions of subsection (i) of this Section, the name and telephone number of the Owner and Local Contact Person shall be conspicuously posted both within the Short-Term Rental Unit and on the exterior of the Short-Term Rental Unit near the primary entranceway.
- (l) *Compliance with Clarksville City Code.* The Owner shall ensure that the use of the Short-Term Rental Unit complies with all applicable noise, nuisance, parking, trash, and property maintenance code, ordinances, regulations, and all other provisions of the City Code. A prohibition against making loud noise in such a manner as to disturb the quiet, comfort or repose of neighboring property owners shall be included in the Short-Term Rental Unit rules and contained in the Short-Term Rental Unit lease agreement.

#### **Section 5-312. Effect of Chapter During Declared State of Emergency.**

The provisions of this Chapter, in whole or in part, may be suspended during the pendency of any lawfully declared state of emergency issued by the President of the United States of



America, the Governor of the State of Tennessee, or by the Mayor of the City of Clarksville, which may include, but is not limited to, a temporary prohibition on the rental of a Short-Term Rental Unit by an Owner who possesses an otherwise legally valid Short-Term Rental Unit Operating Permit, or on the use or occupation of same by any Transient Guest as defined herein, to the extent permitted or not otherwise prohibited by federal or state law of general application.

**Section 5-313. Severability.**

If any section, paragraph, sentence, phrase, term, or word of this Chapter for any reason be declared unlawful, invalid, unenforceable, or void, by a court or other administrative tribunal of competent jurisdiction, then the remainder of this chapter shall remain in full force and effect.

*FIRST READING:*

*SECOND READING:*

*EFFECTIVE DATE:*

RESOLUTION 3-2020-21

A RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING WITH THE CLARKSVILLE-MONTGOMERY COUNTY ARTS & HERITAGE DEVELOPMENT COUNCIL PERTAINING TO CLARKSVILLE'S ORIGINAL SUFFRAGIST MONUMENT

*WHEREAS*, the 100th anniversary of the passage of the 19th Amendment takes place in August of 2020; and

*WHEREAS*, the City of Clarksville agrees honoring Clarksville's original suffragists is a benefit to the citizens of Clarksville; and

*WHEREAS*, the City of Clarksville and the Arts & Heritage Development Council desire to enter into this agreement for the purpose of constructing a statue of a woman voting in the 1920 election and surrounding walkway paved with commemorative bricks, to be known as Clarksville's Original Suffragists monument on the southern median at Public Square.

*NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLARKSVILLE, TENNESSEE:*

The Clarksville City hereby authorizes a Memorandum of Understanding, attached hereto as Exhibit A, with the Clarksville-Montgomery Council Arts & Heritage & Development Council pertaining to Clarksville's Original Suffragist Monument on Public Square.

*ADOPTED:*

EXHIBIT A  
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into by and between the CITY OF CLARKSVILLE, TENNESSEE (hereinafter referred to as "CITY") and the CLARKSVILLE MONTGOMERY COUNTY ARTS AND HERITAGE DEVELOPMENT COUNCIL (hereinafter referred to as "AHDC") as of the date written below.

*WHEREAS*, the 100th anniversary of the passage of the 19th Amendment takes place in August of 2020; and

*WHEREAS*, the City of Clarksville agrees honoring Clarksville's original suffragists is a benefit to the citizens of Clarksville; and

*WHEREAS*, the CITY and AHDC desire to enter into this agreement for the purpose of constructing a statue of a woman voting in the 1920 election and surrounding walkway paved with commemorative bricks, to be known as Clarksville's Original Suffragists monument on the southern median at Public Square.

Now, therefore the parties agree as follows:

Cost: The total cost of this project is estimated to be \$200,000. One hundred percent (100%) of this project shall be funded by the AHDC and/or a combination of donations. This dollar amount includes the project architect's design of the plaza; the construction, delivery and installation of the statue and interpretive display; construction of the statue base and stone and masonry surrounding the monument; and marketing expenses associated with the AHDC's fundraising campaign.

1. Artistic Design and Creation: The AHDC has already contracted and paid for architectural design schematics for the project including the artist's rendering. Upon completion of the artistic work the AHDC shall donate to the CITY for installation at the median location.

2. Construction: The AHDC, along with the CITY, will manage the construction of the project to construct the interpretative display as per the City approved AHDC provided plans. As per CITY appropriation requirements, the project construction cannot commence until all funding is secured and able to be encumbered. Start and completion of the project shall be dependent on funding and coordinated with the AHDC and approved by the City.

3. Maintenance: Maintenance will be provided by the City as per the City Maintenance Standards and in accordance with the City Council approved operating budgets.

4. Project Description:

(a) Monument: The project will consist of a statute and walkway providing the story of this historical moment.

(b) Consultation: The CITY shall consult with and coordinate with AHDC in the design and planning of the project.

(c) Media Relations: The CITY shall consult with and coordinate with AHDC regarding the media relations in connection with the project.

5. Target Project Completion: The project shall have a target completion date on or before August 15, 2020.

Signatures:

AHDC : \_\_\_\_\_

Date \_\_\_\_\_

Mayor, City of Clarksville: \_\_\_\_\_

Date: \_\_\_\_\_