

First Reading: _____
Second Reading: _____

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHATTANOOGA CITY CODE,
PART II, CHAPTER 2, ARTICLE IV, SECTION 2-526
RELATING TO THE APPROPRIATION AND
DISBURSEMENT OF MUNICIPAL FUNDS TO NON-PROFIT
CHARITABLE AND CIVIC ORGANIZATIONS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA,
TENNESSEE, That

SECTION 1. Chattanooga City Code, Part II, Chapter 2, Article IV, Section 2-526, be
deleted in its entirety and substituted in lieu thereof the following:

**Sec. 2-526. Appropriation and disbursement of municipal funds to nonprofit charitable
and civic organizations.**

(a) Appropriated funds may be used for the purpose of promoting the common good
and general welfare of the people of the city by bringing about civic betterments and social
improvements including efforts to maintain and increase employment opportunities in the city by
promoting industry, trade, commerce, tourism and recreation by introducing manufacturing,
industrial, governmental, educational, financial, service, commercial, recreational and
agricultural enterprises to locate in or remain in the city or to locate nearby so as to provide jobs
for residents of the city.

(b) Appropriated funds may be expended to carry out any activity which promotes the
above-mentioned purpose so long as such activity is approved by the city council.

(c) Any proposed project to be undertaken by the recipient of appropriated funds
shall be submitted to the mayor for approval by the city council before any city funds are
expended in connection with such project in order to assure compliance with these guidelines.

(d) The budget of the city shall specify each recipient organization by name as
beneficiary of the appropriated funds and the amount appropriated therefor.

(e) Any non-profit organization requesting funds from the City of Chattanooga shall
furnish the Chief Financial Officer, prior to any consideration of monetary appropriation, with
the following information:

- (1) The name and address of the non-profit organization;
- (2) The name, address, and telephone number of a specific contact person within the non-profit organization relative to any request for appropriation of funds;
- (3) A description of the specific programs of the non-profit organization which serve the residents of the City of Chattanooga;
- (4) A signed statement by the chief executive officer of the non-profit organization indicating that the non-profit organization will, upon request, provide the following:
 - a. Detailed accounting of how and for what purpose municipal funds were spent by the non-profit organization;
 - b. List of accomplishments or outcomes achieved through the use of municipal funds;
 - c. Copies of annual audits of the non-profit organization (performed by an independent Certified Public Accountant in accordance with Generally Accepted Auditing Standards)
- (5) A copy of the annual operating budget for the non-profit organization effective at the time of the request for appropriation of funds from the City of Chattanooga;
- (6) A copy of the charter of the non-profit organization filed with the Tennessee Secretary of State;
- (7) A copy of the document indicating non-profit tax exemption status for the non-profit organization under the Internal Revenue Code, such as an IRS Determination Letter;
- (8) A copy of the most recent IRS Form 990 as filed with the IRS;
- (9) A copy of the most recent annual audit of the non-profit organization, prepared by an independent Certified Public Accountant in accordance with Generally Accepted Auditing Standards;
- (10) A description of the proposed usage, proposed outcomes, and proposed budget related to request for appropriation of funds (template to be provided);
- (11) Other financial and operational information upon request;

- (12) Each non-profit organization requesting appropriation of funds from the City of Chattanooga shall pay an application fee which shall be expended to cover the costs of advertising notices pursuant to T.C.A. Section 6-54-111 and the defray clerical time and supplies associated with the application.

(f) Each organization receiving such funds from the city shall comply with the requirements of Tennessee Code Annotated section 6-54-111, as amended, by filing with the Chief Financial Officer, a copy of an annual report of its business affairs and transactions, which includes a copy of an annual audit, its program which serves the residents of the city and the proposed use of the municipal assistance.

(g) Funds appropriated by the city may not be utilized for advertising commercial, social, industrial or any other advantages of the city in excess of the amount authorized to be appropriated annually from city funds for this purpose by Tennessee Code Annotated section 6-54-201.

(h) The City or its agent may audit all financial and related records (including digital) associated with the terms of the contract or agreement including timesheets, reimbursable out of pocket expenses, materials, goods, and equipment claimed by the organization. The City may further audit any organization records to conduct performance audits (to identify waste and abuse or to determine efficiency and effectiveness of the contract or agreement) or to identify conflicts of interest. Costs of any audits conducted under the authority of this section and not addressed elsewhere will be borne by the City unless the audit identifies significant findings that would benefit the City. The recipient organization shall reimburse the City for the total costs of an audit that identifies significant findings that would benefit the City.

(i) Appropriations to nonprofit organizations other than charitable organizations may be made only upon meeting the following conditions:

- (1) Notices shall be published in a newspaper of general circulation in the city of the intent to make an appropriation to a non-profit but not charitable organization specifying the intended amount of the appropriation and the purposes for which the appropriation will be spent; and
- (2) The city council must approve the appropriation at two (2) consecutive regularly scheduled meetings.

SECTION 2. BE IT FURTHER ORDAINED, That this Ordinance shall take effect two (2) weeks from and after its passage.

Passed on second and final reading:_____

CHAIRPERSON

APPROVED:____ DISAPPROVED:____

MAYOR

WAH/mem