

**MINUTES OF THE WORK SESSION
BOARD OF MAYOR AND ALDERMEN
FRANKLIN, TENNESSEE
CITY HALL BOARDROOM
TUESDAY, NOVEMBER 14, 2017 – 5:00 P.M.**

Members

Mayor Ken Moore	P		
Vice Mayor Pearl Bransford	P	Alderman Dana McLendon	P
Alderman Clyde Barnhill	P	Alderman Margaret Martin	P
Alderman Brandy Blanton	P	Alderman Ann Petersen	P
Alderman Beverly Burger	P	Alderman Michael Skinner	P
		Alderman-Elect Scott Speedy	P

Department Directors/Staff

Eric Stuckey, City Administrator	P	Jack Tucker, Interim SES Director	P
Vernon Gerth, ACA Community/Economic Dev.	P	Lisa Clayton, Parks Director	P
Mark Hilty, ACA Public Works	P	Michelle Hatcher, Water Management Director	P
Kristine Tallent, ACA/CFO	P	Paul Holzen, Engineering Director	P
Shauna Billingsley, City Attorney	P	Emily Hunter, Planning & Sustainability Director	P
Deb Faulkner, Police Chief	P	Kevin Townsel, HR Director	P
Rocky Garzarek, Fire Chief	P	Joe York, Streets Director	P
Jordon Shaw, IT Director	P	Lanaii Benne, Assistant City Recorder	P
Chris Bridgewater, BNS Director		Linda Fulwider, Board Recording Secretary	P

Call to Order

Mayor Ken Moore called the Work Session to order at 5:00 p.m.

Citizen Comments

None

WORK SESSION DISCUSSION ITEMS

1. **17-0899 Consideration of Event Permit for Christmas Parade sponsored by the Kiwanis Club of Franklin on December 2, 2017 in Downtown Franklin**

Deb Faulkner, Police Chief

No questions or comments

2. **17-0896 Downtown Franklin Association’s Strategic Plan Presentation**

Marianne DeMeyers, DFA President

Kristy Williams, Main Street Director, Heritage Foundation

Downtown Franklin Association 2017-2018

- Our mission is to support the economic vitality of Downtown Franklin
- DFA is an accredited Main Street Program. Of the 34 Main Street programs in TN, we are the only one that has received the *Great American Main Street Award*
- Our accreditation is complete with the signature of the Mayor and City Administrator, and BOMA acknowledgement. This represents the ongoing partnership with COF, as we engage City staff on many projects.

2017

- Parking Committee
- Franklin Public Arts Committee
- Holiday Lighting with COF

- Better Cities for Pets
- 2018
- Downtown Greeter Program
 - FPAC (art donation through Art Scene)
 - Holiday Lighting (expanding!) 5-10-year goal to light all downtown blocks
 - Highlight and Support Local Businesses and their Districts
 - Engage and Support all Stakeholders and Partners
 - Placemaking – Engaging our Community

Why Shop Local in Franklin

For Every \$100 Spent at a Local Business \$68	vs	For Every \$100 Spent at a Chain Business \$43	vs	For Every \$100 Spent Online \$1
Stays in the Local Economy				
Where the Money Goes	<ul style="list-style-type: none"> • More Local Jobs • Lower Individual Property Taxes • Local Businesses Support Other Local Businesses 	<ul style="list-style-type: none"> • Local Businesses more engaged in Community • Increase Tax Base for Local Improvements • Local Businesses Give Back Locally 		

Alderman Burger asked if merchants could stay open longer certain times to accommodate shoppers. Ms. Williams indicated this will be addressed.

3. 17-0938 Presentation of Compensation Plan Update

Eric Stuckey, City Administrator

Kevin Townsel, HR Director

Michael Walters Young, Budget & Strategic Manager

Background

- Current Compensation and Classification implemented over two years 2013 and 2014. The “New Plan” reduced the number of pay grades and is based on both public and private sector market data.
- Targeted adjustments have been made based on market changes during the past two years but a full review has not been conducted until 2017.
- Compensation Consultant Burriss & Thompson met with each Department Director, Human Resources, City Administration, and our Budget Team.
- A Work Group comprised of members of the Franklin Fire Department, Human Resources, and Administration has been meeting to look at specific pay concerns.

Our Target is to be in the Top 25% or Better Compared to the Market

Benchmark Cities

- | | |
|--|---|
| <ul style="list-style-type: none"> • Nashville, TN • Lexington, KY • Columbus, GA • Cary, NC • Clarksville, TN • Murfreesboro, TN • Athens, GA • Jackson, TN • Johnson City, TN | <ul style="list-style-type: none"> • Bowling Green, KY • Bartlett, TN • Hendersonville, TN • Collierville, TN • Smyrna, TN • Brentwood, TN • Hoover, AL • Germantown, TN • Williamson County |
|--|---|

*-Private Sector Pay is Used Where Applicable

Findings

- Compensation Study showed that overall, we are 10% below the target position of top 25% or better compared to the market.

Proposed Adjustments:

- 1) Pay Grade Adjustments
 - 2) Pay Adjustments Based on Time in Job
- Public Safety (Police/Fire)
 - 10% Pay Scale Adjustments First Pay Period in January 2018

- All Other Departments
 - 5% Pay Scale Adjustment on First Pay Period in January 2018
 - 5% Pay Scale Adjustment on First Pay Period in July 2018

What Does This Mean?

- Not all employees will receive a pay increase
- Only those employees that fall below minimum in their pay grade will receive an adjustment to get them to minimum.

Second Part of the Compensation Plan

- Address the Compression Issue within Departments by a tenure based salary adjustment schedule

Proposed Tenure Based Salary Adjustment Schedule

<i>Job Tenure as of 1/1/2018</i>	<i>Salary Range Target as Percent of Range Minimum</i>
20 or more years	122%
15 years but less than 20	120%
12 years but less than 15	117%
9 years but less than 12	114%
6 years but less than 9	111%
4 years but less than 6	108%
2 years but less than 4	104%
Less than 2 years	100%

Proposed Tenure Salary Adjustment

Completed Over Three Budgets but within an 18-month Period

- Year 1: Public Safety – Police and Fire – 1st Pay Period January 2018
- Year 2: Public Works – 1st Pay Period July 2018
- Year 3: All Other Departments – 1st Pay Period July 2019

Financial Impact

FY 2018:

- Public Safety Range Adjustment (10%): \$163,689 (full year)/\$81,845 (FY 2018)
- Non-Public Safety Range Adjustment (5%): \$134,974 (full year)/\$67,487 (FY 2018)
- Public Safety Tenure Adjustment: \$312,648 (full year)/\$156,324 (FY 2018)
- **Total Impact in FY 2018 – Effective January 1, 2018 - \$305,656 (Remaining Budget: \$394,569)**

FY 2019:

- Non-Public Safety Range Adjustment (5%): \$269,194 (full year)
- Public Works Tenure Adjustment: TBD

Ongoing Costs to be Reviewed via Long-Range Financial Model & Economic Conditions

Going Forward

- Target Minimum Progress in the Pay Grade for a Position – Baseline Target to Reach Mid-Point to Mid-Point + 10% by Year 8.
- Continue to Structure Pay Increases based on a combination that includes general pay increase and performance-based increase components.
- Ongoing, regular adjustment of the Compensation Plan to respond to the market, maintaining the City’s highly competitive position.

Michael Walters Young is spearheading a more comprehensive projection. Eric Stuckey explained the mid-point of a pay grade is the equivalent for a high functioning person in the position. Top performers should hit midpoint before eight years. Will keep our eyes on market and make regular adjustments to pay scales. Staff asks for a vote on this November 28 or December 12 to be ready for the January increases.

Discussion:

- Alderman Blanton: Comfortable with this. We need to take care of the employees.
- Vice Mayor Bransford asked if all the benchmark cities are working within the top 25%

- Consultant Steve Thompson explained that is more like wanting Franklin to be in the 25% above those cities combined. The City wants to retain good employees.
- Mr. Stuckey: If the person is 14% above the minimum there will be no increase. No guarantee that everyone gets an increase.
- Alderman Barnhill: Is there any way to make the 2019 adjustment before 2019? With what we have now, could we look at it sooner. He would like to see 2019 increases in July 2018.
- Mr. Stuckey: It is a question of budget capacity. Staff can look at expediting the increases for other employees in the FY 19 budget. The decision regarding phasing was a judgment call for public safety employees. There aren't as many applicants in public safety. Historically, public safety employees begin at the minimum pay in the range. This should be addressed to be highly competitive.
- Alderman McLendon: Some of the benchmark cities aren't comparable, such as Lexington, KY, a large major city. He asked for a comparison of the total compensation package with employee benefits, including tuition, etc. Some cities may offer lower employee premium costs but with a larger deductible. When offering a job, it will then be easier to compare.
- Alderman Skinner: If the health insurance premium is so much a month and the deductible high there is no gain. Agrees with keeping pay for performance increases. Longevity doesn't always mean good performance. High performers should be compensated accordingly. Make sure evaluations, etc. are realistic from department to department.
- Alderman Burger: Is the content of the job comparable?
- Mr. Thompson: That information is not readily available from every entity. They talked to department heads about jobs that had evolved and based comparisons on functions. Reasonable matches can be found in private sector jobs as well. It is more about what people are doing than about certifications. Some employers may not demand as many certifications or qualifications.

4. 17-0903 ★**Consideration of ORDINANCE 2017-51, To Be Entitled: “An Ordinance to Rezone 0.42 Acres from Civic-Institutional (CI) District to Detached Residential (R-3) District for the Property Located East of Cannon Street and South of Fairground Street, At 221 Fairground Street.” Establishing a Public Hearing for December 12, 2017.**

[FIRST OF THREE READINGS] **Emily Hunter, Planning/Sustainability Director**
Amy Diaz-Barriga, Current Planning Supervisor

This is Franklin Special School District property at the back of Franklin Elementary that lines up with three parcels to the west. The Envision Franklin Land Use Plan supports the rezoning.

5. 17-0956 ★**Consideration of a Professional Services Agreement (COF 2017-0288) with Civil & Environmental Consultants, Inc. for the Henpeck Lane Sanitary Sewer Extension Project in the Amount Not-to-Exceed \$60,000.**

Eric Stuckey, City Administrator
Paul Holzen, Engineering Director

Sanitary Sewer extension for Oakview Elementary and the middle school to be built adjacent to the property. City of Franklin is sharing the cost with Williamson County Schools. Need easements on 26 tracts. This contract is to help with that process. A public meeting is scheduled December 5 with appraisers, residents and others involved in the project. Letters were sent to all adjacent property owners.

6. 17-0957 ★**Consideration of a Request for Sanitary Sewer Availability Approval for 4034 Clovercroft Road (MAP 79 PARCEL 56.01).**

Eric Stuckey, City Administrator
Paul Holzen, Engineering Director

Property is outside the City limits and in the UGB. Staff recommends approval.

7. **17-0964** ★ **Consideration of Change Order No. 1 to the Construction Contract (COF Contract No. 2014-0259) with Jarrett Builders, Inc. for the Hunters Bend Elementary Safe Routes to School Project (TDOT PIN 118151.00) for an Increase in Cost of \$352,076.00 and a Time Extension Through January 31, 2018.**

Eric Stuckey, City Administrator
Paul Holzen, Engineering Director
Jonathan Marston, Engineering Assistant Director

Construction on this project began in April 2017 and was halted in August 2017. This Change Order is for work to be ADA compliant, and to construct walls instead of using sod on steep slopes at the tunnel entrances. The deadline for work completion by January 31, 2018 is achievable.

Alderman McLendon expressed disappointment that this additional work and cost was caused by an engineering mistake: Someone drew it incorrectly. It extended the project by eight or nine months. It is someone's fault, and he wants to know if there is a remedy for that. The Board should approve the Change Order because it is the only way to finish the project properly.

8. **17-0961** **Discussion Concerning a Future Sidewalk Gap on Hillsboro Road.**

Paul Holzen, Engineering Director

When Phase 2 of the Hillsboro Road improvements is completed there will be a sidewalk gap on the east side of Hillsboro Road. This is a result of coordination between the Mack Hatcher Project and the Hillsboro Road Project. The two projects will ultimately connect about 620 linear feet north of Claude Yates Drive. Some residents have been asking the City to install a temporary sidewalk until then. The cost would be around \$125,000, and the sidewalk would be ripped out in approximately two years when the Mack Hatcher project begins.

Discussion:

- Alderman McLendon: Supports the temporary sidewalk to allow the connectivity, even if it must be torn up later.
- Vice Mayor Bransford: The entire intersection will change when Mack Hatcher is constructed.
- Alderman Barnhill: There are many places throughout the City with sidewalk gaps. He doesn't support spending money on a sidewalk that will be torn out in less than two years, since a sidewalk is included in the Mack Hatcher project.
- Alderman Blanton: Agreed with Alderman Barnhill. For instance, the people on Franklin Road have been asking for sidewalks for years. We must wait for things we want. There are other places with gaps that won't be torn out.
- Alderman Skinner: Agreed with Aldermen Barnhill and Blanton. He questioned how much the sidewalk would be used, and once construction starts it is likely to be closed off because of heavy construction.
- Alderman Martin: The sidewalk gap on Lewisburg Pike to Eastern Flank should be done. People have waited for that for a long time.

Eric Stuckey said a resolution for direction by the Board will be brought to the next meeting.

9. **17-0960** ★ **Consideration of Legal Representation (COF Contract No. 2017-0287) with Miller and Martin, PLLC, for Mack Hatcher Condemnation Lawsuits.**

Eric Stuckey, City Administrator
Shauna Billingsley, City Attorney

Contract allows outside counsel, Doug Berry, to keep working on issues with property needed for the Mack Hatcher project. Expedites the process.

10. 17-0972 **Consideration of ORDINANCE 2016-25; “An Ordinance to Amend the City of Franklin Municipal Code to Create a New Title 25, Parks, and to Add a New Chapter 4 in Order to Establish Requirements for Parkland Impact Fees and Parkland Dedication, and Amend Appendix A, Comprehensive Fees and Penalties, to Add a New Chapter 25, Parks, in Order to Establish Fees for Parkland Impact Fees and Parkland Dedication.”**

Eric Stuckey, City Administrator
Vernon Gerth, ACA Economic/Community Development
Lisa Clayton, Parks Director
Jim Svoboda, Assistant Director Planning/Sustainability

Vernon Gerth thanked everyone who was instrumental in bringing this to fruition. He added that if this goes through, it will be effective January 1, 2018.

Purpose of Parkland Impact Fee Ordinance

To ensure new development, upon completion, will incorporate its proportionate share of parkland and recreational type of public amenities and/or, provide the resources (impact fees) needed to maintain the existing level of parkland and recreational type of public amenities currently available to our citizens.

Summary of Key Components

- Land Value – per acre
 - ✓ \$62,121 Outside the Floodplain
 - ✓ \$45,747 Inside the Floodplain
- Portion of Parkland Impact Fee for Community Parks
 - ✓ 25% of Parkland Impact Fee Obligation shall be dedicated for the acquisition and improvement of Community Parks, city-wide
 - ✓ Exception...when a developer dedicates land and improves a 5-acre Neighborhood Park, a 100% offset is allowed.
- Incentive for Developers to Include Public and/or Private Parks and Multi-Use Trails into Development Plans
 - ✓ Offset to Parkland Impact Fee Obligation after Contribution to Community Parks
 - ✓ Up to 25% Offset allowed for Private Amenities (Example: Gated Swimming Pool)

Parkland Impact Fee and Parkland Dedication In Lieu of Parkland Impact Fee Formulas (as illustration)

	2015	2017
City of Franklin Population	67,502	70,908
Total Acres of <u>Non-Historic Parkland, On and Off-Road Linear Parks (Trails)</u>	378.66	
Plus, Private Pools (~47 Acres)	47.00	
Total Acres	425.66	

There are two parts in determining the Total Parkland Impact Fee and Parkland Dedication Obligation...Land and Development (i.e. improvements)

Part 1 – Land Outside of Floodplain

Level of Service (Population/Acres of Parks)	
67,502/425.66 =	158.58 People per Acre of Parks
70,908/425.66 =	166.68 People per Acre of Parks
People per Dwelling Unit	2.4
Service Level (People per Acre/People per DU)	
158.58/2.4 =	66.08 Dwelling Units per Acre
166.58/2.4 =	69.41
Cost of 1 Acre of Land (2015)	\$52,548
Cost of 1 Acre of Land (2017)	\$62,121
Cost for Parkland per DU (Cost/DUs)	
\$52,548/66.08 DUs =	\$795 per Dwelling Unit
\$62,121/69.41 DUs =	\$895 per Dwelling Unit

Part 2 – Park Development Formula

5 Acre Neighborhood Park Development Cost	\$1,183,029
Number of Dwelling Units Served by a 5 Acre Neighborhood Park (Dwelling Units per Acre x 5 Acres)	
66.08 DUs x 5 Acres =	330.40 Dwelling Units
69.41 DUs x 5 Acres =	347.05 Dwelling Units
Cost to develop a 5 Acre Neighborhood Park per Dwelling Unit (Neighborhood Park Development Cost/DUs)	
\$1,183,029/330.40 DUs =	\$3581 per Dwelling Unit
\$1,183,029/347.05 DUs =	\$3,409 per Dwelling Unit

Total Parkland Impact Fee Obligation Per Dwelling Unit - Existing

	<u>Land Outside Floodplain</u>
Parkland Dedication Portion	\$ 795 per Dwelling Unit
Park Development Portion	<u>\$3,581 per Dwelling Unit</u>
TOTAL Per Dwelling Unit	<u>\$4,376 per Dwelling Unit</u>
<u>Total Parkland Impact Fee Obligation Per Dwelling Unit - 2018</u>	
	<u>Land Outside of Floodplain</u>
Parkland Dedication Portion	\$ 895 per Dwelling Unit
Park Development Portion	<u>\$3,409 per Dwelling Unit</u>
TOTAL Per Dwelling Unit	<u>\$4,304 per Dwelling Unit</u>

Example Parkland Impact Fee Calculation

Proposed Development:	10 Dwelling Units (DUs)
	Developer proposed to dedicate 0.25-acre of land, located outside of the floodplain, to construct a multiuse trail segment shown on the Comprehensive Parks Master Plan
Total Parkland Impact Fee (PIF) Obligation	\$43,020 (10 DUs x \$4,302)
Parkland <5 acres requires 25% PIF payment:	-\$10,755 paid to citywide fund for Community Parks
Remaining 75% of PIF Eligible for Offsets:	\$32,265 (Amount of PIF eligible to receive offsets)
Value of Parkland Dedication in Lieu of PIF Offset:	-\$15,530 (0.25 acre x \$62,121)
Value of Parkland Construction In Lieu of PIF Offset:	-\$10,000 (Based on actual documented cost of proposed improvement)
Remaining PIF Obligation to go to Quadrant:	\$ 6,735 (\$32,265 - \$25,530 = \$6,735)

Example Parkland Impact Fee Calculation for a Private Amenity

Proposed Development:	50 Dwelling Units (DUs)
	Developer proposes to dedicate 1.00-acre of land, located outside of the floodplain, and construct a gated, private swimming pool and clubhouse of which cost \$100,000 (Based on documented cost of proposed improvement)
Total Parkland Impact Fee (PIF) Obligation	\$215,200 (50 DUs x \$4,304)
Parkland <5 acres requires 25% PIF payment:	\$ 53,800 paid to citywide fund for Community Parks
Remaining 75% of PIF Eligible for Offsets:	<u>\$161,400</u>
Value of Parkland Dedication in Lieu of PIF Offset:	\$ 15,530 (1.00 acre = \$62,121 x .25 = \$15,530)
Value of Parkland Construction In Lieu of PIF Offset:	\$ 25,000 (\$100,000 x .25 = \$25,000 Based on documented cost of proposed improvements)
Calculation of Remaining PIF Obligation:	\$161,400 (Amount of PIF eligible to receive offset) -\$40,530 (Total offset = \$15,530 Parkland + \$25,000)
Remaining PIF Obligation to go to Quadrant:	\$120,830

Questions/Comments/Discussion:

- Ordinance 2016-25 is about parkland dedication, getting the revenue, and encouraging developers to put parks and trails in their developments and meaningful private parkland and amenities as well.
- Lisa Clayton noted that neighborhood parks are scarce. This fund can provide those along with connectivity.
- The 25% will be used for parks, not maintenance and it is off the top.
- Mr. Gerth explained the <5 acres parks will be maintained by the subdivision HOAs and there will be public access.
- Alderman Blanton commented the more amenities in a subdivision, the more reason not to go outside to other parks. She asked if there are other municipalities that can be compared to this proposal.
- Jim Svoboda noted a private act in Franklin’s Charter allows this.
- Mr. Stuckey said development must help pay its way, and this is a way for new development to pay.

Will be brought back for further discussion.

11. 17-0929 **Consideration of Procurement Award to Empirical Laboratories, LLC of Nashville, Tennessee in the Total Estimated Amount of \$17,366 Per Year for a Three-Year-Term of Award (plus two (2) options to extend for up to one year each, for a possible total of five (5) years) for Industrial Pretreatment Sampling and Testing, Water Reclamation Facility Influent and Effluent Testing, and Testing of River Samples, all such Wastewater Treatment Laboratory Services for the Water Reclamation Division of the Water Management Department (Purchasing Office Procurement Solicitation No. 2018-001; \$50,000 budgeted for all Water Reclamation Laboratory Services in 431-82280-52213 for Fiscal Year 2018; Contract No. 2017-0291).**

Michelle Hatcher, Water Management Director

No questions or comments.

12. 17-0930 **Consideration of Procurement Award to Waypoint Analytical, Inc. of Memphis, Tennessee in the Total Estimated Amount of \$6,640 Per Year for a Three- Year Term of Award (plus two (2) options to extend for up to one year each, for a possible total of five (5) years) for Aquatic Toxicity (biomonitoring) Testing Wastewater Treatment Laboratory Services for the Water Reclamation Division of the Water Management Department (Purchasing Office Procurement**

Solicitation No. 2018-002; \$50,000 budgeted for all Water Reclamation Laboratory Services in 431-82280-52213 for Fiscal Year 2018; Contract No. 2017-0292).

Michelle Hatcher, Water Management Director

No questions or comments.

Other Business

None

Adjournment

Work Session adjourned @ 6:35 p.m.

Dr. Ken Moore, Mayor

Minutes prepared by: Linda Fulwider, Board Recording Secretary, City Administrator's Office - updated 1/30/2019 9:44 AM