

**MINUTES OF THE *WORK SESSION***  
***BOARD OF MAYOR AND ALDERMEN***  
**FRANKLIN, TENNESSEE**  
**CITY HALL BOARDROOM**  
**TUESDAY, JANUARY 9, 2018 – 5:00 P.M.**

## Members

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

Department Directors/Staff

Eric Stuckey, City Administrator	P	Jack Tucker, SES Director	P
Vernon Gerth, ACA Community/Economic Dev.	P	Lisa Clayton, Parks Director	
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		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	P	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. 18-0005 Presentation of 2017 4<sup>th</sup> Quarter and Annual Building Activity Report  
Vernon Gerth, ACA Community/Economic Development  
Lynn Osland, Development Services Analyst

- Total estimated valuation of Building Permits \$818,988,028.
- Permits for Single Family Residential Units 565
- Permits for Townhomes 110
- Permits for Multifamily units 920
- Higher percentage of multifamily units than single family residential.
- 2016-2017 combined is just under \$1.6 Billion.
- While dealing with an unprecedented volume of development, the level of service has improved and is more consistent.
- One Stop services – 1,268 plans reviewed last year.
- One Stop has been a significant help in the permitting process.
- Positive feedback received on the One Stop process.
- Experiencing problems with resubmissions and need to find out why plans are being resubmitted before they are ready. This impacts negatively on the project and the City.

2.        18-0029        **Consideration of DRAFT ORDINANCE 2017-54, An Ordinance to Create Title 2, Chapter 2 of the City of Franklin Municipal Code Relating to the Creation of a Development Services Advisory Commission.**

**Eric Stuckey, City Administrator**

**Vernon Gerth, ACA Community/Economic Development**

The proposed Development Services Advisory Commission is intended to provide guidance on how to make effective use of time and talents. Track the success of design professionals, success and failures of developers. What the City needs to do better. Created to act as a policy advisory body to the Board and City Administrator representing those with interest in the outcome of policies, budgets, regulations, and procedures that affect development review processes and associated development services. To foster a timely, predictable, and accountable development review processes and associated development services that implement the City's goals for land use, transportation, housing, economic development, neighborhood livability, and the environment.

**Discussion:**

- Lynn Osland: Researched several communities that have successful programs. COF problem of plans being inspected several times – failure rate with contractors with the most inspections.
- Vernon Gerth: A large part is the workforce issue; Contractors with low pass rates from 50%-70%; Look critically at how to provide services and work with community sources.
- Alderman Blanton: Who would serve on the commission and how often would they meet?
- Mr. Gerth: Design professionals and builders would serve and it is proposed the commission meet every other month. The design professionals would meet in the off month. The Advisory Commission would look more critically at services the City provides. It is all about the services. Need help with how to deal with contractors that require a lot of oversight to make sure they are providing quality work.
- Alderman Bransford: Referred to the membership list and observed there are no representatives from schools or educational facilities for skilled workers. Skilled workers are a must. A great opportunity for a homegrown workforce.
- Vice Mayor Martin: What is meant by the Commission would help build the workforce.
- Mr. Gerth: Not build, but help the City understand what is seen from their perspective. A cross section of people in the trades need to be involved. Learn what challenges builders face. Twelve building-related inspectors come to work every day and do reinspections. Those other cities have come up with strategies for education, etc., and we want to have those vetted.
- Mr. Stuckey: The primary purpose is not improvement of the workforce, but to look at the process overall and apply regulations to see what is hindering the process. What works and what doesn't.
- Alderman Blanton: How would the agenda be generated? Can staff other than Mr. Gerth and Ms. Osland be involved?
- Mr. Stuckey: The agenda would be according to what staff is working on or what BOMA might want input on. We want to make sure the people serving them are providing input as well.
- Alderman Burger: How would the Commission obtain information? How does this function in the cities that were researched?
- Alderman Petersen: Asked for more information on how the other cities work.

- Mr. Stuckey: Staff will provide a profile of what has been done in the other cities: how the design professionals work in other cities; make a list of services to perfect; the financial aspect; accomplishments of commissions like this one. Build on what is already established to date.

**3. 17-1040 Presentation of Strategic Plan for the Fire Department**

**Rocky Garzarek, Fire Chief**

**Andy King, Deputy Chief Fire/Fire Marshall**

The procedure for developing this Strategic Plan included 100% participation throughout the department, working with a consultant, and review with a core committee.

Communications, behavior, and the way to treat one another is a key point (see page 6 of the Plan for the 12 behaviors). The behaviors are posted in each station and at the training facility. All personnel must sign off on the page.

How to treat the public is a big factor as they send incident teams to other locations throughout the country, interact with the community. Input from FEMA and other organizations brings praise on how the Franklin Fire Department operates and how they treat one another.

This Plan is a go to reference. Changes are already happening. They are very pleased with the work of the committees and sub-committees formed to develop this Plan.

Discussion:

- Alderman Petersen: FFD's rating is one of the top in the nation. This plan is to keep improving. Impressive.
- Chief Garzarek: When the department looks at becoming an accredited agency, they will be one of very few in the nation.
- Alderman Bransford: In the 19 subcommittees, each recommendation was heavily weighted toward the front of the scale. Will any need to be pushed back to later years?
- Chief Garzarek: The compensation plan is one thing that has made a significant difference and is a good motivator. Self-assessment is another.
- Alderman Burger: How do you prepare for incidents in tall buildings and large office buildings. Is there time that the fire and police departments would work in tandem. How do you prepare for that and do you have floor plans for all developments?
- Chief King: At present, 25 Million Square Feet of space exists and continues to grow. Higher risk exists in older apartment buildings without sprinklers, etc. The Department works with many disciplines, Police, EMS, Incident Management Teams. As to floor plans, everything is done electronically now. They have copies and can also have them in the system.
- Alderman Petersen: A large percentage of calls are for medical response as well as non-emergency calls to assist the public. The public should be educated on what the Department does in addition to fighting fires.

**4. 18-0017 Consideration of RESOLUTION 2017-90, A Resolution to Affirm Compliance with Federal Title VI Regulations**

**Eric Stuckey, City Administrator**

Annual requirement to declare the City is non-discriminatory.

5. 18-0018 ★Acknowledgement of Amendment 1 to City of Franklin Contract Number 2016-0098, the Parkland Acquisition Agreement with Crescent Lockwood, LLC.

Eric Stuckey, City Administrator

Mark Hilty, ACA Public Works

Lisa Clayton, Parks Director

Paul Holzen, Director of Engineering

On June 22, 2017, the Board approved an agreement with Crescent Lockwood, LLC to acquire 76.99 acres of land for development of a future park to complement the approximately 188 acres owned by the City for potential development of a water reclamation facility and regional park. The dam and the shallow lake were of concern. Because of this, BOMA approved Resolution 2017-58, to provide the City Administrator authority to negotiate certain terms of the contract. Subsequently, the parties negotiated a reduced purchase price from \$1,500,000 to a single payment of \$500,000, which is budgeted in the Parkland Dedication Fund for FY 18. The more than \$2 Million price for dam repairs can be reduced with modeling. Besides the potential for a passive park, it provides an access point to the 188 acres already owned.

6. 17-0971 ★Consideration of ORDINANCE 2017-52, To Be Entitled: “An Ordinance to Rezone 188.28 Acres from Estate Residential (ER) District to Civic and Institutional (CI) District for the Property Located East of I-65 and West of the Harpeth River, Southeast Municipal Complex”: Establishing a Public Hearing Date of February 13, 2018.

Franklin Municipal Planning Commission

Emily Hunter, Planning/Sustainability Director

Amy Diaz-Barriga, Current Planning Supervisor

Josh King, Principal Planner

Rezoning for the 188 acres already owned by the City. Staff and the Planning Commission recommend approval.

7. 17-0979 ★Consideration of ORDINANCE 2017-48, To Be Entitled: “An Ordinance to Amend Chapters 3,5, and 8 of the Zoning Ordinance of the City of Franklin, Tennessee, to Refine Transitional Features Standards for Infill Development”: Establishing a Public Hearing Date of February 13, 2018.

Emily Hunter, Planning/Sustainability Director

Kelly Dannenfelser, Long Range Planning Supervisor

Envision Franklin recommends that infill development should demonstrate compatibility with the scale, density, and aesthetics of existing, surrounding development and respect the City's unique historic character. This ordinance complies. Planning Commission approved unanimously.

Discussion:

- Vice Mayor Martin: Supports, but it is late in coming.
- Alderman Petersen: This will affect many areas. Still concerned about determination of particular properties or houses. Not every building in Franklin is worth saving forever. At first, this said Central Franklin, and now it mentions single family and apartments. Also, that Building and Neighborhood Services can make the decisions.
- Emily Hunter: Decisions based on design professionals' recommendation. Generally, the setbacks should be consistent with what was originally planned.
- Alderman Petersen: People from the area didn't get to weigh in on this.

8. 18-0015 ★Consideration of DRAFT Grading Permit with Tennessee Department of Transportation (TDOT) (COF Contract No. 2017-0359) for Access from Mack Hatcher Parkway (SR 397) for the Water Reclamation Facility.  
Mark Hilty, ACA Public Works  
Michelle Hatcher, Water Management Director  
For right-in and right-out access, and will lessen traffic around Franklin High School and Chestnut Bend.
9. 18-0012 Consideration of RESOLUTION 2017-89, a Resolution Recognizing the Voluntary Financial Contribution and Timing of Said Contribution from Southern Land Company that Helped Fund and Facilitate the Design of the Northwest Quadrant of Mack Hatcher Parkway.  
Eric Stuckey, City Administrator  
Vernon Gerth, ACA Community/Economic Development  
Southern Land contribution will be used for the multiuse trail and is approved by TDOT. Trails in and around Mack Hatcher will be connected.
10. 18-0028 Consideration of DRAFT RESOLUTION 2017-87, “A Resolution to Accept and Recommend Approval of Amendment 1 to the 2016 Comprehensive Transportation Network Plan (Major Thoroughfare Plan) to the Franklin Municipal Planning Commission.”  
Paul Holzen, Director of Engineering  
This resolution is to approve Amendment 1 to the Major Thoroughfare Plan reclassifying South Carothers Road (Longpoint Way to Carothers Parkway South) from a local street to a minor collector, and adopt a traffic signal master plan.
11. 18-0019 Consideration of Establishment for a Term of Award of a List of Qualified, Responsive, and Responsible Service Providers Who Agree to Provide to the City, on a Rotating Basis, Professional Services Pertaining to Title Searches and Reports for the City’s Voluntary Purchase of Real Estate or its Acquisition by Eminent Domain for City Public Works Projects and Other Public Purposes (Purchasing Office Procurement Solicitation No. 2018-003; Fees to be Allocated to the Projects to Which the Services Pertain; Contract Nos. 2017-0362, 2017-0363, 2017-0364, 2017-0365 and 2017-0366).  
Shauna Billingsley, City Attorney  
Refreshes the list of service providers.
12. 18-0020 Consideration of Establishment for a Term of Award of a List of Qualified, Responsive, and Responsible Service Providers Who Agree to Provide to the City, on a Rotating Basis, Legal Counsel and Professional Services Pertaining to Real Estate Closings for the City’s Voluntary Purchase and Sale of Real Estate or its Acquisition by Eminent Domain for City Public Works Projects and Other Public Purposes (Purchasing Office Procurement Solicitation No. 2018-004; Fees to be Allocated to the Projects to Which the Services Pertain; Contract Nos. 2017-0367, 2017-0368, 2017-0369 and 2017-0370).  
Shauna Billingsley, City Attorney  
No questions or comments.

13.      18-0021      **Consideration of Procurement Award to Swift Lawn & Land, Inc. of Franklin, Tennessee in the Estimated Total Amount of \$26,133 Per Year for a Term of Award for City Facility Landscaping and Related Contract Services for a Term of Award for the Facilities Department (Purchasing Office Procurement Solicitation No. 2018-008; \$32,000 Budgeted in 110-82599-41320 for Fiscal Year 2018; Contract No. 2017-0372).**

**Brad Wilson, Facilities Project Manager**

For City facilities.

14.      18-0022      **Consideration of Procurement Award to Landscape Services, Inc. of Nashville, Tennessee in the Estimated Total Amount of \$247,140 Per Year for a Term of Award for Mowing and Related Contract Services for Certain City Parks and Certain Other City-Owned Properties for a Term of Award for the Parks Department (Purchasing Office Procurement Solicitation No. 2018-0077; Contract No. 2017-0371).**

**Lisa Clayton, Parks Director**

Deferred. Difficulty in getting part-time and seasonal workers; therefore, looking at a mix of employee and contracted work.

#### **Other Business**

None

#### **Adjournment**

Work Session adjourned @ 6:32 p.m.

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Dr. Ken Moore, Mayor

Minutes prepared by: Linda Fulwider, Board Recording Secretary, City Administrator's Office 10/4/2018 9:25 AM