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**MEETING MINUTES**  
**BUDGET & FINANCE COMMITTEE**  
CITY OF FRANKLIN, TENNESSEE  
CITY HALL BOARDROOM  
WEDNESDAY, FEBRUARY 20, 2013 @ 3:00 P.M.

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**Committee Members**

Alderman Ann Petersen, Chair  
Alderman Beverly Burger, Vice Chair  
Alderman Brandy Blanton  
Alderman Michael Skinner

**Other Attendees**

P	Eric Stuckey, City Administrator	P
P	Russell Truell, ACA Finance & Administration	P
P	Vernon Gerth, ACA Community & Economic Dev.	P
P	Mike Lowe, Comptroller	P
	David Rahinsky, Police Chief	P
	Rocky Garzarek, Fire Chief	P
	Lisa Clayton, Parks Director	P
	Alderman Margaret Martin	P
	Lanaii Benne, Assistant City Recorder	P
	Linda Fulwider, Board Recording Secretary	P

**1. Call to Order**

Alderman Ann Petersen, Chair, called the meeting to order at 3:00 p.m.

**2. Approval of the Minutes**

*Alderman Burger moved to approve the January 23, 2013 minutes as presented. Seconded by Alderman Blanton. Motion carried unanimously.*

**3. Consideration of Request to Reclassify a Neighborhood Resource Coordinator to Zoning Enforcement Officer in the building and Neighborhood Services Department**

**Chris Bridgewater, BNS Director**

Vernon Gerth provided a brief history as to the reason for this request. HR is working on a job description and determination of pay grade since the position requires additional technical knowledge. An outside entity reviews all job descriptions and the position on the pay scale.

*Alderman Skinner moved to approve request to reclassify a Neighborhood Resource Coordinator to Zoning Enforcement Officer and forward recommendation to BOMA. Seconded by Alderman Blanton. Motion carried unanimously.*

**4. Consideration of 2013 City of Franklin Audit Contract with Crosslin and Associates (COF Contract 2013-0018)**

**Russ Truell, ACA Finance and Administration**

**5. Consideration of 2013 Conference Center Audit Contract with Crosslin and Associates (COF Contract 2013-0019)**

**Russ Truell, ACA Finance and Administration**

Items 4 & 5 taken together. If approved, it will be Crosslin's third year to audit.

*Alderman Burger moved to approve COF Contract 2013-0018, Audit Contract for the City of Franklin, and COF Contract 2013-0019, Audit Contract for the Conference Center, both with*

*Crosslin and Associates. Seconded by Alderman Blanton. Motion carried unanimously.*

## 6. Consideration of Updated FY 2013-2014 Budget Goals

**Eric Stuckey, City Administrator**

Revised goals were not available for this meeting and will be presented at the March meeting or taken to a Work Session.

## 7. Budget Presentation – Police Department

**David Rahinsky, Police Chief**

- 130 Sworn Officers
- 157 Total Personnel
- CALEA Reaccreditation to be awarded in March 2013
- **Overall Budget**
  - FY 2012-2013 - \$13,439,384
  - FY 2013-2014 - \$13,643,850
  - Increase of 1.5% for FY 2013-2014 (first increase request in several years)
- **Total Personnel Budget**
  - FY 2012-2013 - \$10,869,642
  - FY 2013-2014 - \$10,975,690
  - Increase of 1% for FY 2013-2014
- **Operational Cost**
  - FY 2013-2014 - \$2,668,160
  - Allocation – Operations 19.6%, Personnel 80.4%
- **2013-2014 Personnel Requests**
  - \*Create Traffic/Special Events Administrative Lieutenant
  - \*Reclassify range sergeant to Lieutenant over Training
  - \*Reclassify the Chief's Administrative Assistant to Executive Administrative Assistant
- **2012 Statistics**

Offenses	2,642
Clearance Rate	53.56 (above national clearance rate of 35%)
Group A Crimes per 100,000	4,107 (most serious offenses)
Arrests	2,356 (all time high)
Traffic Crashes	2,433
- **Strengthening Relationships in 2012**
  - Schools –
    - \*Increased presence in FSSD Schools by School Resource Officer and Patrol
    - \*Worked alongside special assessment team to review FSSD school security
  - Walking Patrol –
    - \*Increased downtown patrols: Segway, bike, foot (Segway & bikes in subdivisions)
    - \*Initiated Business Liaison Program
  - Mounted Patrol –
    - \*Increased use in Parks and Special Events
  - K-9 Unit –
    - \*National Awards Including:
      - 1<sup>st</sup> Place Total Search
      - 2<sup>nd</sup> Place Department Team
      - 2<sup>nd</sup> Place Overall
      - 2<sup>nd</sup> Place Agility
      - 2<sup>nd</sup> Place Criminal Apprehension
  - Traffic Unit –
    - \*Recognized "Best in the U.S." National Child Passenger Safety Program
    - \*233 child seats inspected/installed (27 seats replaced with Governor's grant)
    - \*Arrested more than 300 impaired drivers

- \*Operated 12 DUI checkpoints funded by a \$50,000 Governor’s Highway Safety Office grant. The grant also helps fund education costs for anti-DUI initiatives and training

Flex Team –

- \*Partnered with Brentwood PD, mall security, and anchor stores to prevent criminal activity and maintain a safe environment for shoppers
- \*Between “Black Friday” and December 26<sup>th</sup>, the team recovered \$22,704 in stolen merchandise and apprehended 72 criminals
- \*Developed new relations with Public Housing residents and staff, which includes attending and hosting regular meetings

Public Affairs –

- \*Increased FPD social media followership by 274%: use of social media tools (Twitter and Nixle) allows the FPD to reach thousands of residents with happening-now FPD news & information
- \*Coordinated 102 public appearances of police officers
- \*Coordinated police services for 53 events & festivals
- \*Hosted or participated in more than 126 community meetings
- First police agency in Tennessee to develop its own app to let users text 411 to submit anonymous text tips. The app was developed by Officer Chris Grant of the Traffic Unit.
- No capital requests
- **In 2014 We Will Continue to**
  - \*Be responsible fiscal managers of budgeted City funds
  - \*Proactively seek grant funding opportunities to offset the expenditure of taxpayer dollars
  - \*Continue tailoring our response to the wants & needs of our community
- **In 2014 –**
  - \*Patrol rifle qualifications will be mandatory
  - \*Purchase Nissan Versa to replace old parking patrol vehicle (52 mpg)
  - \* March 1, 2013 changing to 3 zones
  - \*Purchase hand held radios for volunteers

**8. Budget Presentation – Drug Fund**

**David Rahinsky, Police Chief**

Addressed above

**9. Budget Presentation – Fire Department**

**Rocky Garzarek, Fire Chief  
Todd Horton, Assistant Chief**

Incident Response Totals 2000-2012 reviewed

- Currently, Paramedic deployment occurs from all six stations with 31 existing Paramedics
- **2012 Medical Certifications –**

*EMTs	18	13%
*First Responders	23	16%
*Paramedics	31	22%
*EMT IVs	69	49%
- **Incidents by Station**

#1 - 500 New Highway 96W	1,570
#2 - 907 Murfreesboro Road	1,665
#3 - 298 Mallory Station Road	1,275
#4 - 2039 Fieldstone Parkway	315
#5 - 215 Noah Drive	383
#6 - 1061 Cools Springs Boulevard	600
Goose Creek Area	64 (tracked call volume for this area)
(coverage of Ladd Park area a concern)	
- Response Time Analysis Map reviewed –  
FY 2012 average response time 4:46 minutes

FY 2013 goal for average response time 4:00 minutes  
Response time to Westhaven is approximately 8-10 minutes

- Westhaven
  - \*Approximately 1,100 existing structures
  - \*Approximately 2,200 existing structures that would be initially protected by the Westhaven station

#### **Fire Stations**

- Request for Qualifications published
- Due by February 22, 2013 Fire Station Prototypical Design
- Westhaven Station Timeline
  - \*Begin construction fall 2013
  - \*Occupy building fall 2014
- Goose Creek Station Timeline
  - \*Begin construction fall 2014
  - \*Occupy building fall 2015
- **Personnel Requests**
  - \*Eliminate the remaining two (2) unfunded firefighter positions
  - \*Add a Fire Inspector
  - \*Reclassify a part-time Administrative Assistant to full time
  - \*Reclassify Assistant Chief of Administration to Deputy Chief with Emergency Management Responsibilities
- Fire Inspector
  - \*Inspecting more existing occupancies
  - \*Reducing 48 hour lead time for inspections
  - \*Performing code enforcement inspections (new and existing)
  - \*Reducing overtime costs
  - \*Reducing false alarms by addressing problems
  - \*Assisting with fire investigations
  - \*Assisting with Public Education Presentations
- Budget is up 6.2% due to down payments on two replacement fire trucks. Replacements do not qualify for Facilities Tax funds.

The Aldermen asked if the construction of the Berry Farms/Goose Creek Fire Station (#7) could be moved up. Alderman Petersen pointed out that most of the calls from the Goose Creek area are for medical attention; Westhaven has more roofs. Chief Garzarek noted the department is receiving citizen inquiries from Ladd Park because their insurance rates have increased two-fold from the previous year due to the lack of a nearby fire station.

#### **EMS Transport Estimated Startup Budget**

A consultant conducted an EMS study to determine if it would be beneficial for the City to offer transport services. The Williamson Medical Center currently provides service through Williamson County EMS services. Chief Garzarek said the department is always looking at what is in the best interest of providing services to citizens. They want to be prepared to provide transport services on short notice should external forces try to put constraints on the City. The department is not asking for a decision at this time. They have not looked into the revenue side as yet.

During discussion it was pointed out there are many aspects to be considered in this situation. The City has no say regarding fees or billing activity. The City is not compensated. Eric Stuckey clarified the current level of service is the level of service that was decided on as part of a system with Williamson County. A study showed it is a good system but that it

could be better. The situation should be discussed with Williamson County. Tracking should be done in more detail regarding how the City is doing and how the system is working overall. Need a truly performance-based system. Mayor Moore asked if there were a crisis or emergency situation, would the Franklin Fire Department have any ability to transport patients. Chief Garzarek answered the department does not have any transport-capable vehicles.

**10. Budget Presentation – Facilities Tax Fund**

**Russ Truell, ACA Finance and Administration**

The Westhaven and Goose Creek Fire Stations will take the largest bite out of the Facilities Tax Fund. Staff would like to have another study done to determine the adequacy of the current tax rate and how the funds are allocated. Current Rates: Residential \$.89 Per Gross SQ. FT. to include heated and unheated; Non-Residential \$1.18 Per Gross SQ. FT.; Other Residential \$.71 Per SQ. FT.

Franklin was one of the first entities in the State to collect a facilities tax. No additional information provided since the initiation of the tax; however, legal believes the existing authority is still in place. Russ Truell added that legislation in 2007 capped what counties could do and the attorney general's opinion was it should be the same for cities. There is a new attorney general and perhaps the question should be asked again. An opinion will be sought from the attorney general.

There was some talk of Road Impact Fees as well. A study on Road Impact Fees should be done every three years. The last one was in 2010.

**11. Budget Presentation – Parks**

**Lisa Clayton, Parks Director**

**2012 Significant Accomplishments**

- Improvements to Historic Hayes Home
- Family Day at Harlinsdale Farm (over 1,700 people in attendance)
- Park Recycling Efforts – 233 Blue Bags in 2011 and 235 Blue Bags in 2012
- Local Parks & Recreation Fund Grant
  - \*Tennis Courts Refurbishment & Safety Playground Surfacing
- Liberty Park
- \*Playground Shade Structures

**Parks Personnel Recommendations for 2013-2014**

- Reclassify Athletic Turf & Field Workers (Title Only)
- Fund (1) Facilities Worker Position (previously unfunded)
- Fund (1) Groundskeeping Crew Chief (previously unfunded)
- Fund (1) Athletics Division Intern
- Seasonal Employees: (2) Landscaping Workers

**Additional Park Responsibilities**

- City Cemeteries (City & Resthaven Cemetery)
- Third Avenue North Improvements
- Bicentennial Park New Additions within the Park & Trail
- Fort Granger New Entrance
- Ewingville Flood Property Maintenance
- Former Dam Site

### **Capital – Hotel/Motel Tax**

- Consultant Services
  - \*Potential Partnerships with Joint Planning (Schools & Development Community)
  - \*Historic Hayes Home (MPE's and Exterior Siding)
- Appropriations to Civic Organizations
  - \*Civil War Trust (translates to approximately \$1 million)
- Building Improvements
  - \*Historic Hayes Home (MPE's and Exterior Siding)
- Parks & Recreation Facilities
  - \*Eastern Flank Battlefield Fencing (Split Log)
  - \*Fort Granger (Eddy Lane-New Entrance) Fencing, Signage & Gravel Parking

### **Operations**

- Contractual Services
  - \*Fort Granger Walkway Bridge from New Parking Area to the Fort
  - \*Jim Warren Park Trash Container & Material Bin(s) Design
  - \*National Registered Historic Cemetery Maintenance & Preservation Plan
- Machinery & Equipment
  - \*Computer Hardware & 800 MHz Radios
  - \*(2) Zero Turn Mowers
  - \*(1) Turf Terrain Vehicle for Athletics (replace 2 existing John Deere Gators)
  - \*(1) 15' Bush hog replacement
  - \*(1) Infield Drag for Athletics (replace existing drag)
- Total Repair & Maintenance Supplies
  - \*Increase due to new areas of responsibility
- Grants
  - \* Safe Routes to School
  - \*Recreational Trails Fund (RTP) 80%-20% match
  - \*State Historical Preservation office – Grant Cycle

### **Fun Things with the Community**

- Touch a Truck
- Plant Cherry Tree that was a gift from the Japanese Consul General in Nashville
- 4,000 volunteer hours in parks (not including schools and baseball)
- As of 2/20/2013, 2,000 calls received regarding Cell Phone Tours
- 37 events within the parks system
- Over 98 events community-wide
- July 4, 2012 – over 10,000 people were on the Harlinsdale property

### **Goals**

- More private events in Franklin parks on weekends
- MTSU would like to establish an internship and an ongoing relationship with Franklin Parks

★ Alderman Blanton left the meeting @ 5:18 p.m.

## **12. Budget Presentation – Hotel/Motel Tax Fund**

### **Russ Truell, ACA Finance and Administration**

- Design for potential parks/FSSD budgeted @ \$30,000 under consultant services
- New development master planning for parkland design budgeted @ \$30,000
- Hayes Home (MP&Es) budgeted @ \$52,000.
- Eastern Flank roadway and Fort Granger improvements using Hotel/Motel Tax
- Plans for better connection from downtown to Pinkerton Park.
- Debt Service for the Conference Center removed making available 1% of the 4%
- Fund could go to 5%

**13. Transit Grant Request (Information Only)**

**Russ Truell, ACA Finance and Administration**

The Franklin Transit Authority has a 2009 grant that will expire at the end of the current fiscal year if the funds are not used. They have enough in their budget to pay the \$10,000 match and could capture the \$40,000 grant by delaying another purchase. The purchase is for one (1) expansion vehicle. FYI for this committee and the Board that money is being moved within the FTA budget.

Alderman Petersen expressed some concern about the purchase and wanted to know if the Authority has any route that can fill this size bus. Mr. Stuckey said the FTA budget presentation could be moved up to March to address the concern.

**14. Monthly Reports**

**a) Sales Tax Report – January 2013**

No questions or comments

**b) Property Tax Report – January 2013**

No questions or comments

**c) Transit System Report – January 2013**

No questions or comments

**d) Conference Center Report – January 2013**

No questions or comments

**e) Construction Activities Report – January 2013**

No questions or comments

**f) Fuel Hedging Report – January 2013**

No questions or comments

**g) Investment Report – January 2013**

No questions or comments

**h) Updated FY 2013-2014 Budget Calendar**

As discussed, the Transit budget presentation will be moved to the March 20, 3:00 p.m. meeting. The April meeting is scheduled on the 24<sup>th</sup> @ 3:00 p.m.

Reports filed with the minutes

**13. Other Business**

There was a short discussion on the Hall Tax

**ADJOURN**

*Alderman Burger moved to adjourn. Seconded by Alderman Skinner. Motion carried unanimously.*

Meeting adjourned @ 5:42 p.m.

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Ann Petersen, Chair

Minutes prepared by Linda Fulwider, Board Recording Secretary, City Administrator's Office - updated 2/14/2013 2:39 PM