
**MINUTES OF THE WORK SESSION
BOARD OF MAYOR AND ALDERMEN
FRANKLIN, TENNESSEE
CITY HALL BOARDROOM
TUESDAY, JULY 23 , 2013 - 5:00 P.M.**

Board Members

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

Department Directors/Staff

Eric Stuckey, City Administrator	P	Lisa Clayton, Parks Director	P
Vernon Gerth, ACA Community & Economic Dev.	P	Shirley Harmon, HR Director	P
Russell Truell, ACA Finance & Administration	P	Mark Hilty, Water Management Director	
David Parker, CIP Executive/City Engineer	P	Paul Holzen, Engineering Director	P
Shauna Billingsley, City Attorney	P	Catherine Powers, Planning/Sustainability Director	P
Rocky Garzarek, Fire Chief		Joe York, Streets Director	P
David Rahinsky, Police Chief	P	Brad Wilson, Facilities Project Manager	P
Fred Banner, IT Director	P	Lanaii Benne, Assistant City Recorder	P
Chris Bridgewater, BNS Director	P	Linda Fulwider, Board Recording Secretary	P
Becky Caldwell, Sanitation & Environmental Services Dir.	P		

1. Call to Order

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

2. Citizen Comments

None

WORK SESSION DISCUSSION ITEMS

3. Presentation of Special Census

**Milissa Reierson, Communications Manager
Catherine Powers, Planning & Sustainability Director**

Lori Jarosz, Planning Associate and Catherine Powers addressed this item. A short public service announcement about the upcoming census narrated by Mayor Moore was shown. The PSA will be shown on Comcast Cable and ads will run in the Williamson Herald and through other media as well.

Ms. Jarosz gave a PowerPoint Presentation:

What is a Special Census

- It is a basic enumeration of population, housing units, and group quarters
- Municipalities currently receive approximately \$100 per person from state shared revenue
- If a community is experiencing rapid growth, the State allows the municipality to conduct up to 4 special census within a decade to update their population information

What is the Process

- Mailers will go out to the citizens of Franklin on August 1st and are due back August 23rd
- Census takers start around September 16th and will go door to door to addresses those that have not responded
- When all addresses are checked and information has been gathered, it is then presented to the Development District for their 10% check
- Once the 10% check is complete the Development District presents it to the Department of Economic and

Community Development (ECD)

- Then the new count is submitted in the Annual Certified Population of Tennessee Incorporated Municipalities and Counties report

What Does a Special Census Mean to Franklin

- It provides additional revenue
- Helps plan future projection for water, sewer and traffic infrastructure
- City services such as Police and Fire protection and road improvements
- Helps keep property taxes low

Residents can mail the forms to the City or complete them on the website:

<http://www.franklinton.gov/2014specialcensus/>

Planning estimates up to an additional 7,000 residents since the 2010 census.

4. **Consideration of RESOLUTION 2013-45, A Resolution to Adopt a Position Classification Plan and Pay Plan for the Employees of the City of Franklin, Tennessee**

Eric Stuckey, City Administrator

Shirley Harmon, Human Resources Director

Eric Stuckey provided an overview of the process.

The Process

- In September 2012, the City contracted with Burriss, Thompson & Associates to conduct a study
- Interviews conducted with Department Directors
- Each employee completed a job questionnaire, describing their duties and the skills, knowledge and abilities needed for their position – 250 jobs
- Two focus groups conducted with a cross section of employees
- Job descriptions updated and shared with departments
- Market data collected from private sector sources (where applicable) and salary survey of 23 city group
- Implementation (Phase 1) included in 2013-14 Budget
- June 25th – BOMA received an overview and draft of the study
- July 23rd – BOMA will discuss draft resolution adopting a new plan
- August – BOMA final consideration of new pay plan
- September – Pay adjustments for Phase 1 implementation of the plan

Why are we doing this?

- Old current system is out of date and not reflective of the market
- Many job descriptions were inaccurate/out-of-date. Many JD's about 20 years old
- Past attempts to adjust the Pay Plan had been "piecemeal" leading to inconsistency
- Current plan has too many grades (22) with too much overlap (only 5% difference between grades)
- Need for a plan that will work for the future and support pay for performance environment
- **Our goal: a highly-competitive, market-based Pay Plan**

Draft Report and Proposed Pay Plan – Summary

- Completely *New Pay Plan* with 15 active pay grades (vs. 22 in the old plan)
- 12.5% difference between grades (vs. 5% in old plan)
- Market-based using private sector median (where applicable) and a 70th percentile of 23 city survey
- Mid-Point is fixed based on market data
- Each pay range has a minimum at 85% of mid-point and a maximum of 120% of mid-point
- *No one* will lose pay in establishing a new pay plan

Implementation of the Plan

- Two Phase Implementation –
 - **Phase 1 (2013-14)** – Establish plan and get everyone to the right pay grade. Following Board approval, pay adjustments for approximately 120 employees will be implemented. This is funded in the adopted budget
 - **Phase 2 (2014-15)** – Adjust placement *within* pay grades based on experience and performance. The exact methodology will be determined. Funding for pay adjustments to be included in next year's budget

Reviewed list of local governments surveyed and an example of how the rates were calculated. The position used as an example was an Administrative Assistant.

Other pay policies being developed:

- General Wage and Salary Guidelines
 - Internal vs. External hiring
- Certification Pay Policy
- Call-out/On-call Pay Policy

Employee Role

- Response to the job questionnaire is the foundation of the updated job description
- The draft job description is key to identifying the market comparison and ultimately the pay grade. Review the JD and make sure it is accurate
- Ask questions and work to understand the placement of your position
- Remember: pay grade is tied to the position/job description/market value, not the specific person in the job. It is a market-based analysis.

Mr. Stuckey remarked there had been many meetings with employees to show where people fit in the plan since the June 25th Work Session. He noted the number of topped out employees will go down significantly under the new plan. Performance evaluations will switch to a calendar year.

A comparison of June 20 and July 23 proposed pay adjustments reviewed:

- Building and Neighborhood Services – Confirmed classification of Inspectors and Plan Reviewers
- Firefighter, Captain, Assistant Chief, and Deputy Chief up one grade
- (Firefighter close to next grade; matched others to data one level higher)
- Police Officer and Police Lieutenant up one grade
- (Police Officer to = Firefighter; Lt. more like Police Captain)
- Left Fire Trainee and Police Trainee jobs in Grade D and created steps that mirror training progression
- Sanitation & Environmental Services -Elimination of Heavy Equipment Operator;
- Streets – Elimination of Heavy Equipment Operator
- Water – Elimination of Heavy Equipment Operator; one Assistant Superintendent job down one grade

Discussion/Questions:

- Explanation of certification processes as they are not all the same; will the certification help the employee in providing services to the residents.
- How is subjectivity being addressed in evaluations? Major work objectives established. The last two years employees received bonuses of varying amounts.
- Shirley Harmon has collected data from the last two-three years, tracked current certifications from each department, including what is involved with each certification.
- Alderman Blanton, as well as Alderman Bransford, attended the employee meetings to get a better understanding of the Plan and to hear what the employees had to say about the Plan.
- Alderman Blanton mentioned employee concerns and comments expressed to her – workloads, objectivity, employees happy with their jobs and have no aspirations to move up the ladder find it frustrating to set these goals and objectives. Some would like to incorporate self-evaluations as an opportunity for communication and growth. An employee knows best how to describe and do the job well. Accomplishments come to light that may have been overlooked by a supervisor. Others said they do not receive positive feedback.
- Alderman Skinner asked about longevity and advancement from one grade to another. Mr. Stuckey explained an employee can progress within a pay grade but not from one to another unless the position is upgraded or the employee moves to a position in a higher pay level.
- Alderman Petersen had questions about the minimum and maximum pay figures in the new pay structure vs. the current structure. Most maximum amounts are lower except for the very top grades that are significantly higher.
- Mr. Stuckey, Mr. Thompson and Shirley Harmon explained the above as well as how job experience comes into play.
- Phase 2 will be expensive to implement.

- Compression issues should be solved.
- Vice Mayor McLendon said it was important to know the existing pay structure was based on reality. Times have changed and it is time to revisit the issue. He asked who would be the most adversely impacted and how that was figured. Who is getting hit with a cap that is significantly lower? He too noted some employees won't go from worker to supervisor, etc. Some are content in their current positions.
- Mr. Thompson said 41 employees are now topped off and that number goes to 5. As for the maximums that were lowered, it is almost a moot question because it is only a \$1,000 to \$2,000 loss.
- Vice Mayor McLendon commented that it matters to those employees whose maximum range was capped at a lower amount.
- Alderman Blanton said the Board holds the employees in high esteem and related additional feedback: confusion and things they forgot to address in their job descriptions, similar jobs in different departments not paid at the same rate, job descriptions have changed and/or there aren't many positions for comparison. She added that if something isn't understood, now is the time for the employees to speak up. Hold the supervisor accountable to see that the employee has included everything. Some don't want to dispute while others are afraid to speak up. Alderman Blanton wants everyone to have a clear understanding of what is happening and wants it to be right. Recommended the vote on this item be pushed to August 27th.
- Mr. Thompson said a lot of this should be put on department heads. They have to manage their people. He did say that one little thing isn't going to make a difference. Often, if one position is moved to another grade it can throw others out of whack.
- Mr. Stuckey said the goal is August 1st. He encouraged review of job descriptions.

The Pay Plan will be discussed at the August 13th Work Session, with voting at the August 27th BOMA meeting.

**5. Consideration of Event Permit for Franklin Classic to be Held on September 2, 2013 in Downtown Franklin
David Rahinsky, Police Chief**

No questions of comments

**6. Consideration of Event Permit for Best Buddies 5K to be Held on August 24, 2013 in the Cool Springs Area
David Rahinsky, Police Chief**

No questions of comments

7.* Consideration of Liquor License Retailer's Certificate (Renewal) for the Corner Wine & Spirits (Guru Dev of Franklin, LLC; Ramesh Surati [Managing Agent], and Manharbhai Patel), 1110 Hillsboro Road, Franklin Tennessee

Lanaii Benne, Assistant City Recorder

No questions of comments

8.* Consideration of Liquor License Retailer's Certificate (Renewal) for Del Rio Wine and Spirits (Radhe Radhe Bal, LLC, Owned by the Managing Agent, Dahyabhai V. Patel), 111 Del Rio Pike, Franklin, Tennessee

Lanaii Benne, Assistant City Recorder

No questions of comments

9.* Consideration of Proposed ORDINANCE 2013-34, An Ordinance to Amend Section 5.3.4 of the City of Franklin Zoning Ordinance to Revise Standards Related to Transitional Features

Alderman Ann Petersen, FMPC Representative

Catherine Powers noted the Planning Commission recommended the Zoning Text Amendments unanimously.

This text amendment not only allows the Design Review Team (DRT) to determine when transitional features

are required, but also allows the applicant to appeal the DRT decision to Franklin Municipal Planning Commission (FMPC) and/or BOMA when there is a disagreement regarding the use of buffers or transitional features.

The text amendment also revises some of the standards for transitional features. The standards for transitional features have been changed to:

- 1) Allow setbacks that are within 25% of the average setbacks for the existing uses on a block face, even when they are closer to the ROW. (Minimum setbacks per the ZO still apply) The FMPC amended this section to state that no new structure may be closer to the ROW than the closest existing permanent structure.
- 2) Allow facades on a new structure to exceed facades of adjacent structures and structures on the opposing side of the street by more than 25% as long as the perceived façade width and height of the new structure is within 25% of the existing nearby structures (This can be accomplished through strategic building design that makes a larger building appear to be a series of smaller buildings)
- 3) Provide various methods that can be used to graduate building height, scale, and mass
- 4) Require off-street parking, loading, service and utility areas to be placed onsite in a similar fashion to those on adjacent sites and in a location that is of least disturbance to any nearby residents, rather than solely to the rear of the building
- 5) Orient active outdoor areas, such as outdoor dining areas or vending machines, away from residential properties.

Discussion ensued with questions answered by Ms. Powers.

10.* Consideration for Sanitary Sewer Availability Request for the Ingraham Property on Clovercroft Road (Tax Map 080, Parcel 04401)

David Parker, City Engineer/CIP Executive

The applicant requested this item be deferred to August 27, 2013.

11.* Consideration of Instrument of Accession with Westwood Global, COF Contract 2013-0101

Russ Truell, ACA Finance and Administration

Part of the investment routine. No questions or comments.

12.* Consideration of RESOLUTION 2013-44, A Resolution Approving the Process to Enter Negotiations with Lambe and Associates, LLC Regarding Design Services for a New Household Hazardous Waste Facility at 417 Century Court by the City of Franklin

Brad Wilson, Facility and Projects Manager

Alderman Petersen asked if the construction costs were known. Mr. Stuckey noted the City will match the \$100,000 from the County. With the \$250,000 grant, he thought the \$450,000 would cover the cost of the project. It is in the Operating Budget.

13. Status of Capital Investment Projects (CIP)

David Parker, City Engineer/CIP Executive

One or two aldermen have not turned in their rankings. Staff met today regarding their rankings. As the year-end numbers are received from the audit it will help establish the financial benchmark.

14. Review and Consideration of a Model Landscape Maintenance Agreement for Privately Maintained Improvements Located With the Public Right-of-Way

Vernon Gerth, ACA Community & Economic Development

Staff recommends a standard landscape maintenance agreement be developed for use approving residential and non-residential Development Associations who make investments in improving the appearance of the public ROW adjacent to their development entrances and members properties. The standard agreement will clarify maintenance responsibilities.

15. Initial Discussion of a Main Street Valet Parking Request and Pilot Program from the Downtown Franklin

Association

Vernon Gerth, ACA Community & Economic Development

Gray's on Main asked the Downtown Franklin Association to consider allowing them to occupy three to four Main Street public parking spaces for valet parking on Friday and Saturday evenings. The DFA solicited input from neighboring businesses and their general membership and recommend the following:

- Limit Valet Service to Friday and Saturday evenings from 6:00 p.m. to 10:00 p.m.
- Reserve 4 on-street parking spaces from the landscaping bed at Public Square south to the spaces immediately in front of Gray's for valet parking
- Request consideration of signage to delineate the 4 spaces
- Gray's will pay for the valet service and their patrons will not be charged. The valet service available to the general public for \$3 with the money going to Gray's
- Staff recommends the service be provided by the DFA in lieu of a single business. DFA willing to explore contract with vendor Parking Management to provide the service for all downtown, allowing any business to validate their customers' parking.
- Parking Management would be insured and make City of Franklin and DFA additional insureds.
- Gray's and valet service will seek off-street parking spaces. DFA requesting valet service be allowed to use the upper floors of the public parking garages.

Staff recommends proceeding with drafting a valet parking agreement for future consideration by BOMA, and to allow a pilot program in the interim, provided certificates of insurance are in place naming the City of Franklin as an additional insured.

Discussion:

- How many valet agreements allowed?
- Placement of valet services and number of on-street reserved parking
- More information needed from the DFA
- Merchants believe it would be beneficial

Mr. Gerth said the intent is to allow merchant input for this type service. He will work with Nancy Williams of the Downtown Franklin Association.

ADJOURN

Work Session adjourned @ 7:06 p.m.

Dr. Ken Moore, Mayor

Minutes prepared by: Linda Fulwider, Board Recording Secretary, City Administrator's Office - 8/14/2013 11:00 AM