MINUTES OF THE WORK SESSION BOARD OF MAYOR AND ALDERMEN FRANKLIN, TENNESSEE CITY HALL BOARDROOM

TUESDAY, MARCH 11, 2014 - 5:00 P.M.

Board Members			
Mayor Ken Moore	P		
Vice Mayor Ann Petersen	P	Alderman Beverly Burger	P
Alderman Clyde Barnhill	P	Alderman Dana McLendon	P
Alderman Brandy Blanton	P	Alderman Margaret Martin	F
Alderman Pearl Bransford	P	Alderman Michael Skinner	P
Department Directors/Staff			
Eric Stuckey, City Administrator	P	Lisa Clayton, Parks Director	P
Vernon Gerth, ACA Community & Economic Development	P	Shirley Harmon, Human Resources Director	P
Russell Truell, ACA Finance & Administration	P	Mark Hilty, Water Management Director	Ρ
David Parker, City Engineer/CIP Executive		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	
Fred Banner, IT Director	P	Lanaii Benne, Assistant City Recorder	Ρ
Chris Bridgewater, Building & Neighborhood Services Director	P	Linda Fulwider, Board Recording Secretary	P
Recky Caldwell Sanitation & Environmental Services Director	Р		

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 Residential Curbside Waste Collection Route Optimization Becky Caldwell, Sanitation & Environmental Services Director

Becky Caldwell spoke about the new RouteSmart software and the City's current routes and potential new routes that were modeled in this software based on parameters from the City's current operations. She had the "big black box" on display. That file box holds the index card routing system currently used and all done by hand. They very much appreciate the new software that will automate routing and route tracking.

Ms. Caldwell introduced team members who worked on this project and were presenters as well: Jack Tucker, Assistant Direct of SES, Nate Ridley, Collection Manager of SES, and Patrick Mustell, Information Support Technician of SES.

Goals for Long Term Sustainability:

- ♦ Maximize efficiency of available manpower & equipment while maintaining current staff level
- Sustainable routes for future growth
- Use routing software to further reduce overall expenses associated with City waste collection services
- ♦ Reduce Traffic Congestion
- Further reduce money from General Fund to subsidize SES by 2015

Collection Day Change Scenarios:

• Scenario One – Optimized routes for five days per week with eight hours per day (5 Days/8 Hours).

• Scenario Two – Optimized routes for four days per week with 10 hours per day (4 Days/10 Hours).

The following guidelines were followed:

- Minimize Changes Minimize the number of customers that will have changes to their collection days to reduce inconveniences to citizens and reduce the cost and extent of public education that will be required.
- Balance for Future Growth Housing that is under development will be taken into account in balancing the collection days, which will make the new collection days be imbalanced (until the new housing developments are occupied).
- ♦ Make new collection days as balanced as possible for the next five years by planning the new collection days to be balanced after the new homes are developed in the next two years, it is intended that the collection days will not be imbalanced again until five years, if growth continues at its current pace.
- ♦ Create boundaries that are easy to understand To improve customer service and make it easier for citizens to understand the collection day boundaries, the collection day boundaries should use major roads or other distinct geographical features as the boundaries of the collection days.

Currently:

- ♦ 19,387 total carts
- ♦ 28 residential waste collection routes run per week with automated side loader operated by one driver
- ♦ 15 routes run each week to collect "ground trash" utilizing manual rear load collection vehicles with a crew of one driver and one to two helpers
- Current routes have a wide variance in time to complete the routes. Times range from 3.6 to 7.4 hours
- ♦ Truck Utilization

Day	Single Axle	Tandem Axle	Total
Monday	2	4	6
Tuesday	2	4	6
Wednesday	2	4	6
Thursday	2	3	5
Friday	2	3	5
Total	10	18	28

Scenario One – 5 Days/8 Hours:

- ♦ Approximately 3,327 (17%) customers would have collection days changed
- New collection days with existing boundaries
- Current Days vs. Scenario One could potentially decrease total weekly work time from 178.4 hours to 173.5 hours and reduce from 28 routes to 22.5 routes per week
- Dump trips would be reduced from 57 actual dumps per week to 45 dumps or 12 less dump trips per week

Scenario Two - 4 Days/10 Hours:

- ♦ 10 hour workdays allow for larger routes and reduces the weekly time for breaks, pre-trip and post-trip.
- Approximately 5,062 (25%) customers would have collection days changed.
- More efficient and gives a two-hour cushion for breakdowns, maintenance, truck clean-up and other things.
- The shop would still maintain an eight-hour day as usual.
- Employees would start at 6:00 a.m. and begin routes at 7:00 a.m. and still have daylight when coming off the routes. Trucks are not on the road 10 hours.
- This scenario takes into account one day a week may be heavier, but it evens out the workload with more equal responsibility and negates the need to ask for help.
- Larger cost savings in this scenario because of mileage costs, etc.
- Number One priority is to make the transition seamless for customers

Conclusions:

- Substantial savings by moving to either Scenario One or Scenario Two Either scenario requires collection day changes for a limited number of citizens
 - ° Scenario One 3,327 changed customers (17%) \$253,108 savings
 - ° Scenario Two 5,062 changed customers (25%) \$405,980 savings
- ♦ Scenario Two with savings of 37% (\$152,872 over Scenario One) is clearly the most advantageous plan from a cost perspective.
- Routes needed per week: For the accommodation of growth, Regular Collection is estimated to be 26

- to 32.5 routes per week and Ground Trash between 8-10 routes.
- Scenario Two estimated to have the highest savings of \$0.8M annually, and the most capacity for future growth.
- Scenario Two provides the most efficiency with existing resources
- Scenario Two will reduce traffic congestion on Mondays
- Scenario Two will further reduce monies transferred annually from the General Fund which will help us achieve our goal of becoming a balanced Special Revenue Fund

A proposed schedule for Monday Holiday Week, Wednesday Holiday, and Thanksgiving Holiday presented.

Discussion/Q&A:

- ♦ Cost savings mainly by utilizing less trucks on the road
- Goal is to implement the program the week of July 7, 2014
- Scenario Two takes into account projected growth and future needs.
- More efficiency by keeping trucks more centralized
- In future, more trucks could be added to Scenario Two
- ♦ Software allows container numbers to feed through the customer service software to the mapping software
- ♦ Alderman Blanton received calls from Collection Division employees concerned about the change in hours. How does this affect the bottom line and personnel?
- Eric Stuckey and Becky Caldwell responded: They've met with employees and a number of them support the change. There is a balance between the two scenarios. Some employees drive in from other counties and it saves traveling time and fuel. Each individual employee needs to look at it for him or herself.
- Very minimal change at the Transfer Station in regard to volume for Scenario Two. Transfer will continue to observe current hours five days a week.
- Each truck will have a route map and driving directions
- ♦ Alderman Barnhill brought up Holiday pay as it pertains to those who work 10-hour days, as well as the Thanksgiving and Christmas when employees have two-day holidays.
- Eric Stuckey related staff would bring back information and walk the Board through that process
- Vice Mayor Petersen: This is the one City service that receives the least complaints from citizens. All agreed that SES provide fantastic service to the community. She had some concern about citizens being advised when to set out carts when there are holidays that fall on route days.

4. Consideration of Event Permit Application from Heritage Foundation for Main Street Festival to be held in Downtown Franklin on April 26-27, 2014 David Rahinsky, Police Chief

No questions or comments

5.* Consideration of RESOLUTION 2014-13, A Resolution to Adopt the Funding Plan for the FY 2014-2018 CIP (Capital Investment Program)

David Parker, City Engineer/CIP Executive

Eric Stuckey related staff recommends Option 5. Total for projects a, b, c, d, g & h @ \$5,170,020 along with the designated Facility Tax Revenue projects @ \$6,400,000, and Hotel/Motel Tax Revenue projects @ \$310,000. Conservative estimates and a \$3M contingency fund included. It is a good mix of projects that keeps high priority projects moving along.

1. Facility Tax Revenues:

	Total committed from Facility Tax Revenues	\$6,400,000
c.	New City Hall, Professional Design Services	\$ 300,000
b.	Fire Station #7 in Berry Farms, construction & furnishings	\$3,050,000
a.	Fire Station #8 in Westhaven, construction & furnishings	\$3,050,000

2. Hotel/Motel Tax Revenues:

a. Public Restrooms @ Harlinsdale
b. Harpeth River Walk, Professional Design Service
\$ 160,000
\$ 150,000

Total committed from	Hotel/Motel Tax Revenues	ф	210 000
Total committed from	Hotel/Motel Tax Revenues	29	310,000

3. General Obligation Bond(s): (With Option 5 projects in bold)

a. City Hall - Design
 b. Carothers Parkway South Extension Gap (2 lanes)
 c. Columbia Avenue Improvements, Downs Blvd to Mack
 Hatcher Parkway, Professional Design Services

340,000

d. McEwen Drive, Phase IV Improvements, Cool Springs Blvd
To Wilson Pike, Professional Design Services (Final Design)

e. Long Lane/Old Peytonsville Road Connection Across I-65, \$1,400,000 Land & easement acquisition

f. McEwen Drive/Cool Ŝprings Blvd Roundabout dedicated \$ 475,000 Right-turn lane

g. Sidewalk Construction along Highway 96 West, Downs Blvd \$ 108,220
To Freedom Intermediate School entrance

h. Sidewalk Construction along Murfreesboro Road (SR 96 East), \$ 550,300 Pinkerton Park to Mack Hatcher Parkway

Options:

Total for projects a & b
 Total for projects a, b & c
 Total for projects a, b, c & d
 Total for projects a, b, c & d
 Total for projects a, b & e
 Total for projects a, b, c, d, g & h
 Total for projects a, b, c, d, e, g & h
 Total for projects a, b, c, d, e, g & h
 \$6,570,020

Discussion:

- ♦ <u>Alderman Martin</u> supported Option 5 with the addition of \$150,000 to finish the design of Franklin Road. She will make that amendment at the voting meeting.
- ♦ <u>Alderman Bransford</u> supported Option 5, particularly the Carothers Parkway gap and sidewalks. It is time to move along with these.
- Alderman Blanton agreed with Alderman Martin on the design of Franklin Road
- ♦ <u>Alderman Barnhill</u> was adamant that the design for the New City Hall not be included because of so much money spent on City facilities in the past few years and there being too many unknowns about a New City Hall and the cost of the design.
- <u>Vice Mayor Petersen</u> agreed with Alderman Barnhill regarding the design of City Hall. She cited the amount of debt the City has incurred, the last design for City Hall not being viable and that the Board needs more input. She regrets having voted for the new Police building.
- <u>Mayor Moore</u> commented on the aldermen using Mack Hatcher as an example for more worthy projects. That is a TDOT project, there is no policy for the City to fund that parkway.
- <u>Eric Stuckey</u> commented the City has gone above and beyond in what has already been spent on Mack Hatcher extension (almost \$7M). The road may happen, but it will be scaled down. Mr. Stuckey also commented on the design for the New City Hall. The design gives the City capacity to give direction to the project and how BOMA will guide the City through that project. The lifespan of this current building is not much longer. We need to start saying this is what we want to work on. The cost is a best guess answer. We need to know what the options are and how to make this a thoughtful process. He doesn't want to wait around until the building is completely unusable.
- <u>Mayor Moore</u> related if there is to be any long-range planning, we have to start this process. If the design process is started it does not mean it will be built next year. We cannot continue to be short-sighted about this project.
- ♦ <u>Alderman Martin:</u> There will always be other places to spend. We have to plan and make use of our time and money. The police building is used all the time for City and community meetings. We need to stop talking about it as that edifice on the hill.
- Alderman Burger: The City Hall design should be taken out of what is voted on tonight. There should be public and BOMA discussion on that. Space requirements were done at some point and that should be updated. Spend some money to start the process, but not \$800,000. She recommends an RFP and a partnership to make it happen. Bring the design back another time for discussion.
- Mindy Tate, Franklin Tomorrow, related that since 2011 citizens have said they want a contiguous walkway system. In the last survey 87% of residents said would use bike trails

and sidewalks if they were there. We cannot ignore Franklin Road. Putting sidewalks there enhances Harlinsdale. She urged the Board to at least approve a design.

6.* Consideration of Cooperative Purchasing Agreement (COF 2014-0014) Between The City of Brentwood, The City of Bristol, The Town of Collierville, The City of Johnson City, The City of Kingsport, and The City of Murfreesboro for the Procurement of Re-insurance for Self-Funded Health Insurance Plans

Shirley Harmon, Human Resources Director

Shirley Harmon and Tammie Pitts explained the City has another year on the current plan and if it is decided that plan is superior to the cooperative plan, the City can reject the new one and remain on the present plan.

7. Discussion of City of Franklin Strategic Plan

Eric Stuckey, City Administrator

Due to time restraints, Eric Stuckey presented a short version of the Plan by highlighting key areas. He noted that BOMA contributed to the plan. Fundamentals:

- ❖ A plan that supports the City's Mission:
 - "Franklin will continually strive to be a community of choice for individuals, families, and businesses to grow and prosper through an excellent quality of life supported by exceptional, responsive, and cost-effective City services."
- A plan that supports traditions important to our citizens:
 - We strive to determine our own destiny
 - We pursue bold but attainable growth
 - We collaborate with others to shape our future
- A plan that reflects public service values:
 - Transparency in stewardship of public resources
 - ° Accountability and integrity
 - Emphasis on results that improve the community

There are four goals and within each of the specific policy goals there are several sub-goal areas, and how to reach those goals via benchmarks, operational goals proposed by City staff and the Board setting themes and policy goals.

Themes:

❖ A Safe, Clean, and Livable City:

Policy Goals:

- ° Franklin will have safe neighborhoods supported by high quality police, fire, and emergency services and effective code enforcement.
- ° Franklin will enhance the value and character of our community through progressive and responsive development and neighborhood services.
- ° Franklin will provide high-quality water and wastewater treatment services that will meet the needs of our growing community.
- ° Franklin will be a model for environmental quality and a sustainable city.
- ° Franklin will be a leader in residential recycling efforts.
- An Effective and Fiscally Sound City Government Providing High Quality of Service: Policy Goals:
 - The citizens of Franklin will be benefactors of city services that reflect efficiency while preserving the personal touch and community involvement people have come to expect in our community.
 - Franklin government will seek diversification and efficiencies of revenue sources to fund its aspirations.
 - ° The City of Franklin will have a talented, diverse, and engaged workforce.
- Ouality Life Experiences:

Policy Goals:

- ° Preserving Dynamic Diverse Engaged Neighborhoods: Franklin will be a place that provides a high quality of life standard for all citizens who choose to live and work here.
- ° Franklin will facilitate the development and maintenance of housing options that meet the needs of people desiring to live and work in our community.
- Meeting Transportation Needs: Franklin will have a diverse transportation network that promotes, provides, and supports safe and efficient mobility choices for all, including public transit, walking, biking, and driving.
- ° Creating desirable life experiences: Franklin will continue to be a destination to live and work that ranks among the best in the nation among its peers.
- Sustainable Growth and Economic Prosperity:

Policy Goals:

- ° Franklin will strategically manage its growth and the value of its assets.
- ° Franklin will pursue growth and development that embraces its historic context and encourages revenue

generation.

^o Franklin will expand and retain business and job opportunities within the community as well as the county.

The complimentary document, A Vision for 2033-Objectives for Developing a Strategic Plan, will reflect progress along the way. The Strategic Plan with goals and policy goals will be presented for approval by BOMA.

Vice Mayor Petersen thought some of the wording should be tweaked. Alderman Burger suggested this be given more discussion time along with the discussion of a new City Hall design.

8. Consideration of Ordinance 2013-46, To Be Entitled: "An Ordinance to Remove Base Zoning Districts: RX, MN, ML, MX; and to Create Five New Base Zoning Districts: SD-R, SD-X, RM-10, RM-15, RM-20

Vice Mayor Ann Petersen, FMPC Representative

Eric Stuckey related this was a big undertaking for staff along with Vice Mayor Petersen and the design and development professionals. Catherine Powers mentioned others who participated, including Planning and Sustainability staff and former alderman Dan Klatt.

Currently, the only residential zone that can accommodate attached housing, aside from the mixed use zones, is the Residential Variety (RX) District. This zoning district does not have a density cap and allows almost any type of residential use(s). The working group addressed residential development issues to better plan for the range of housing projects that market forces demand.

Final Recommendations:

- Clarification of Compact Residential (R-6)
 R-6 is titled Historic Core Residential, but the zone is not limited to the historic core. Rename the zone Compact Residential
- ♦ Establish New Residential Multi-Family Zones (RM-10, RM-15, RM-20)
 Establish by-right zoning districts for attached residential in by-right zones and densities with the creation of RM-10, RM-15, and RM-20 units/acre. Accompanying color coded map depicted the recommendation to channel higher density development into the McEwen Character Area, Multifamily Residential by Special Area, and Townhomes and less dense attached housing appropriate in character areas shown on the map.
- Special Development (SD-R and SD-X)
 - Currently, all RX projects must go through the PUD process. With the elimination of RX, create a PUD base zoning district that ties density to the rezoning. If the applicant requests an SD zone the applicant and BOMA would discuss what level of density is appropriate for that specific area during the rezoning process. Specific Development District divided into two separate districts: Specific Residential District (SD-R) is strictly Residential, and Specific Variety District (SD-X) is a mixed-use district. Properties affected were shown on an accompanying map.
- ♦ PUD Triggers
 - Applicant may choose to initiate a PUD application for a project of any size, and that PUD application shall be required for projects meeting one of the following criteria:
 - Applicant intends to request a modification of standards with the concept plan or regulating plan application;
 - ° Projects exceeding 20 dwelling units/acre;
 - Any variation of residential uses is proposed, or any mixed-use projects;
 - ° Zoned as CI or SD District;
 - Proposed to use the TOD development standards of Subsection 5.3.10
- Detached Residential or Combination of Attached and Detached Residential containing one of the following criteria:
 - ° 20 or more contiguous acres;
 - ° 100 or more dwelling units.
- Attached Residential or Mixed Use projects containing any two of the following criteria:
 - 15 or more contiguous acres;
 - 5 or more principle buildings;
 - ° 200 or more units;
 - ° Located at the intersection of two arterials or at the intersection of an arterial and a major collector.
- Nonresidential or Mixed Use projects containing any two of the following criteria:
 - 2 15 or more contiguous acres;
 - ° 200,000 square feet or more of gross nonresidential building square footage;
 - 5 or more principle buildings'
 - ^o Located at the intersection of two arterials or at the intersection of an arterial and a major collector.

9. Consideration of ORDINANCE 2013-47, To Be Entitled: "An Ordinance to Amend Chapter 4, Section 4.1.6 (14) of The Zoning Ordinance to Revised Requirements and Definitions Related to Recreational Vehicles

Vice Mayor Ann Petersen, FMPC Representative

A few months ago staff was asked to draft an amendment to eliminate regulations pertaining to the storage and parking of Recreational Vehicles (RVs) in the High Residential (R-3) zoning district. Currently, RV storage and parking is allowed in the Low Residential (R-1) and Medium Residential (R-2) zoning districts. The reason for not allowing RV parking in R-3 and R-6 is the more compact nature of those zoning districts, creating a greater opportunity for RVs to create a sight and noise issue for neighbors. The proposed change was requested by Mr. Martin Lyles to allow him to continue to store his RV at his home as it had been parked at that location for a long period of time without problem until he was informed he was in violation of the code. The Planning Commission forwarded Ordinance 2013-47 to BOMA with an unfavorable recommendation. Staff recommendation is denial of Ordinance 2013-47 as well.

Discussion:

- ♦ <u>Alderman Martin</u> said the reason for denial is because R-3 has less space to store such vehicles. She hates to see Mr. Lyles inconvenienced, but living in an area without an HOA makes it necessary for the City to have an ordinance for everybody's protection. Ms. Martin read a statement that said, in part, that she asks each to consider the unintended consequence to approving this request.
- ♦ Alderman McLendon joined the meeting @ 6:59 p.m.
 - There are good and valid reasons. Good zoning prevents neighbor to neighbor conflicts. The current standards have been in place for years. If this request is allowed it could lead to RVs serving as bedrooms, apartments, or long-term temporary residences. This is protection for citizens.
 - * Martin Lyles, 121 Grenadier Drive, Franklin, asked to speak to the issue. He has looked at RVs in R-1 and R-2 zoning with RVs parked in the back of houses, and he has the capability of moving his to the back so that it doesn't protrude past the house. He mentioned several homes in his neighborhood have sold while his RV was parked in front of his house. Evidently it wasn't a detriment. There are four campers in the whole area. He wondered if it could be stipulated that they have to be licensed and well-maintained.
 - He submitted pictures he took of many violations in 2012 and again this year. All the campers are gone but the other violations remain. Could his RV be grandfathered as was done with the sign ordinance for those businesses established before the ordinance? His RV was there two years before the rule for RVs.
 - ♦ <u>Alderman McLendon</u> objected to a suggestion that the City should act as a giant HOA. What would come next, paint colors? The rules keep piling on. This one goes too far. He can park a SUV in his driveway, but not a vehicle that is not much bigger is restricted.
 - <u>Vice Mayor Petersen</u> commented that once permitted, anyone can do it. It can be a nuisance factor on a small lot.
 - ♦ <u>Alderman Burger</u>: Sometimes regulations are necessary because of society and the way houses are built. She gave two examples where the RVs were a nuisance.
 - * Mr. Lyles stated there was enforcement on the campers because they're all gone. The other violations are still there. It has to be fair and even. Some homes have eight to 10 cars parked in the driveway with more than one family living in a single-family home.
 - <u>Alderman Bransford</u> said the information he provided is important. Mr. Lyles is being forced to follow the rules while the others with violations are not.

10. Consideration of RESOLUTION 2014-16, "A Resolution Approving a Development Plan Revision (Modification of Standards-Signage) for the Cool Springs Galleria PUD Subdivision, Located at 1800 Galleria Boulevard, by The City of Franklin, Tennessee Alderman Ann Petersen, FMPC Representative

Catherine Powers related that they allow Modification of Standard for large developments such as the Cool Springs Galleria. They asked for different signage and the Planning Commission voted unanimously to approve the request.

11. Consideration of RESOLUTION 2014-18, A Resolution Authorizing the Adoption and Implementation of Amendments to The Historic District Design Guidelines, as Pertaining to Certificate of Appropriateness Extensions

Alderman Ann Petersen, FMPC Representative

Ms. Powers indicated this is a request from Historic Zoning to adopt a Certificate of Appropriateness (COA) extension policy. COAs are valid for one year from the approval dates. To provide more flexibility to applicants, the proposed policy allows up to two six-month COA extensions be granted, with all dates calculated from the original approval dates. The extension policy is largely consistent with the Site Plan time limits policy.

12. Consideration of RESOLUTION 2014-20, A Resolution to Approve the Renaming of "Nichols Bend" Subdivision PUD to "Lockwood Glen" Subdivision PUD on ±220.90 Acres for the Property Located on Carothers Parkway.

Catherine Powers, Planning & Sustainability Director

Staff asked that this item be pulled.

13. Consideration of a Professional Services Agreement with Clough Harbour & Associates (CHA) for the Major Thoroughfare Plan – A Comprehensive Transportation Network Approach (Contract 2013-0135)

David Parker, City Engineer/CIP Executive Paul Holzen, Engineering Director

Mr. Stuckey asked that this item be deferred until the next Work Session and potentially the BOMA agenda for voting as well. Deferral due to time limitations.

14. Consideration of Contract Award to the Winvale Group of Washington, DC in the Estimated Total Amount of \$23,762.13 with Reoccurring Monthly Management Fees of \$1,380.00 for Granicus Agenda Management System for the Administration Department (\$25,000.00 Budgeted in 110-89550-41300 for Fiscal Year 2014; Contract No. 2013-0231)

Lanaii Benne, Assistant City Recorder

Eric Stuckey related this software is to help with agendas and posting online among other things.

Vice Mayor Petersen had concerns because of the large size of planning maps, etc. Mr. Stuckey noted her concern is geared to the end product. This is more about framework.

Lanaii Benne was proud to announce that this item is under-budget.

ADJOURN

Work Session adjourned @ 7:25 p.m.

Dr. Ken Moore, Mayor

Minutes prepared by: Linda Fulwider, Board Recording Secretary, City Administrator's Office - updated 6/23/2014 4:36 PM