

**MINUTES OF THE WORK SESSION
BOARD OF MAYOR AND ALDERMEN
FRANKLIN, TENNESSEE
CITY HALL BOARDROOM
TUESDAY, APRIL 8, 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	P
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		Mark Hilty, Water Management Director	P
David Parker, City Engineer/CIP Executive	P	Paul Holzen, Engineering Director	P
Shauna Billingsley, City Attorney	P	Catherine Powers, Planning & Sustainability Director	P
Rocky Garzarek, Fire Chief	P	Joe York, Streets Director	P
David Rahinsky, Police Chief		Brad Wilson, Facilities Project Manager	
Fred Banner, IT Director	P	Lanaai Benne, Assistant City Recorder	P
Chris Bridgewater, Building & Neighborhood Services Director	P	Linda Fulwider, Board Recording Secretary	P
Becky Caldwell, Sanitation & Environmental Services Director			

1. Call to Order

Mayor Ken Moore called the Work Session to order at 5:00 p.m. in the Greatest Southern Town (per Garden & Gun magazine poll).

Shauna Billingsley introduced the Law Department's new Paralegal Tiffani Pope. Ms. Pope is a student at the Nashville School of Law.

2. Citizen Comments

None

WORK SESSION DISCUSSION ITEMS

3. Presentation of Road Impact Fee Update

Paul Holzen, Engineering Director

Jim Duncan of Duncan Associates gave the presentation on the Road Impact Fee Update:

- ◆ The City of Franklin was Mr. Duncan's first client in 1987 – 27 years ago.
- ◆ A Dot Map showed the company's impact fee experience since that time.
- ◆ A Graph was shown of Franklin's growth from 18,000 in the mid-eighties to the present and projected growth through 2030.
- ◆ Fee per Single-Family Detached Unit
 - ◆ 1988: Road fee adoption (\$425 – 60% of \$708 max.)
 - ◆ 2000: 1st update (\$1,286)
 - ◆ 2005: 2nd update (\$1,617)
 - ◆ 2007: 3rd update (\$2,191)
 - ◆ 2011: 4th update (\$4,227) ROW costs added, phased in over 2 years
 - ◆ 2014: 5th update (\$4,911) Design costs added. Assumes not adding collectors.
- ◆ Changes from previous study
 - ◆ Added design costs (about 6%)
 - ◆ Eliminated debt credit (impact fees are repaying debt)

- ◆ Options
 - ◆ Retain arterial-only fee
 - ◆ Add collector roads
- ◆ Potential impact fee schedules
 - ◆ Arterials only (\$4,911 single-family fee)
 - ◆ Arterials + collectors (\$8,251 single-family fee)
- ◆ Implications of including collectors
 - ◆ Developers would be given credit for collector roads
 - ◆ City would be divided into benefit districts (for collector portion)
- ◆ A map showing possible collector fee benefit districts was shown = 4 districts
- ◆ Fee Calculation Components

	2010 Study	2014 Study	Percent Change
Cost per Lane-Mile	\$4,327,164	\$4,521,373	4%
÷ Average Capacity per Lane	8,403	8,443	0%
Cost per VMT	\$515	\$536	4%
- Outside Funding Credit per VMT	-\$256	-\$243	-5%
- Debt Credit per VMT	-\$35	\$0	-100%
Net Cost per VMT	\$224	\$293	31%
Per Single-Family Unit:			
Net Cost per VMT	\$224	\$293	31%
x Daily VMT per Unit	18.87	16.76	-11%
Net Cost per Unit	\$4,227	\$4,911	16%
Per Retail/Commercial 1,000 sf:			
Net Cost per VMT	\$224	\$293	31%
x Daily VMT per Unit	26.77	22.13	-17%
Net Cost per Unit	\$5,996	\$6,484	8%

- ◆ A Bar graph was shown comparing Current Fee, Updated (No ROW), and Updated (w/ROW) by Single-Family (dwelling), Multi-Family (dwelling), General Retail (1,000 sf), General Office (1,000 sf), and Manufacturing (1,000 sf)

Discussion:

- Adding collector roads would increase fee significantly and many collectors are built by developers and credits would have to be given.
- Benefit Districts complicate administration
- Arterials serve all and connect the City
- Mr. Duncan said the actual trip length was dropped in the study. Franklin is getting more commercial and more density in the Core and becoming more a mixed-use community. Mr. Duncan explained the formula for calculation as well.
- Table 2. Comparison of Current and Updated Fees in the full report was reviewed.
- Vice Mayor Petersen initiated discussion on the fees for churches.
- Concern expressed if collectors added it could become too costly to build in Franklin.
- David Parker stated that staff does not recommend the addition of collectors. It would be too cumbersome for developers and buyers.
- Eric Stuckey added that with collectors it would be too difficult administratively and it is better to stay with just arterials. The proposed fee increase is about one-third of increases implemented from the last study and is manageable.
- Vice Mayor Petersen asked if consultant fees for construction are included in the numbers.
- BOMA consensus stay with arterials only.
- Mr. Stuckey will schedule meetings with the public and with design professionals and developers.

**4. Presentation and Report of City of Franklin Employee Workers Compensation
Shirley Harmon, Human Resources Director**

Sara Sylvis, Risk Manager, gave an update on the Workers' Compensation program since the transition to Traveler's Insurance.

Trends & Analysis – July 1, 2012 to April 5, 2014

- Top five accident causes:
 - Strain

- Fall/Slip
- Struck or Injured (Examples include: fellow worker, falling objects, motor vehicle accident, machinery or by an object being lifted)
- Exposure (Police and Fire departments)
- Cut/Puncture
- Top five total paid accident cause types:
 - Strain - \$260,921
 - Fall/Slip - \$58,296
 - Caught In/Between Object Handled - \$55,097
 - Striking Against Stationary Object - \$5,746
 - Struck or Injured By - \$16,827 (Examples include: fellow worker, falling objects, motor vehicle accident, machinery or by an object being lifted)
- OSHA Recordable Injuries are injuries that medical attention is needed above first aid, if there are days lost or the employee has been released to restricted duty.
- Three Year History:

Calendar Year	Number OSHA Recordable Injuries	OSHA Recordable Injuries as a Percentage of Workforce	Average Number of Days Lost Per Injury	Total Loss of Payroll
2011	55	8.4%	1.98	\$6,894.12
2012	35	5.24%	6.23	\$11,166.62
2013	36	5.4%	1.53	\$7,631.27

Experience Modification Rate:

- FY 2013 the City of Franklin experience modification rate from the National Council of Commercial Insurance (NCCI) was 0.69, well below the average modification rate of 1.0. (They assign standard WC codes for the corresponding job title based on its risk of injury. The modification rate is a factor that is developed between the insured's actual past experience and what is expected or actual experience of the particular WC class code).
- We attribute this to excellent claims management, communication between injured workers, Travelers and Risk Management staff.

Proactive Measures

- Continue to be proactive in our claims management and communication with injured employees.
- Offer employees necessary PPE
- Safety Inspections
- Trends and Analysis
- Training
 - Upcoming training – Corridor of Care for Supervisors, quarterly CPR classes, Law Enforcement Liability, Safety Leadership, Drug Free Workplace, Trenching and Shoring, and Work-zone Safety.
- Safety Incentives – If Risk Staff sees an employee acting in a safe manner, wearing proper PPE, etc., a \$10 gift card to Subway or Starbucks will be awarded.

Safety Inspections – The Process

- In 2013, Risk Analyst position reclassified to Safety Coordinator.
- One area of TOSHA focus in future inspections is conducting and documenting safety inspections.
- Where did we start?
 - Accessed the top ten most cited violations by OSHA in 2013.
- Tim Napier, Safety Coordinator, conducts site inspections using a self-inspection checklist that OSHA uses to conduct inspections.
- Plan to visit two departments per month, with all departments cycling every 6 months. With each cycle of inspections, the Safety Coordinator will focus on other areas of OSHA regulations.
- The affected department's Safety Committee member assists our Safety Coordinator in the inspection walk-through.
- Some of the initial areas that we have focused on are:
 - Employer posting and recordkeeping
 - Hazard Communication
 - General Work Environment
 - Walkways
 - Floor and Wall Openings
 - Elevated Surfaces
 - Exiting or Egress Evacuation
 - Exit Doors
- Pictures of infractions were shown.

Eric Stuckey thanked Ms. Sylvis and the Safety Team for their fine work.

Ms. Sylvis introduced Laura Jungmichel, the City's Traveler's agent, who complimented Ms. Sylvis, and commented she had never before seen a moderation rate as low as 0.69. That goes into the calculation of the premium. Ms. Jungmichel displayed a large check representing the \$86,120.00 coming back to the City

5.* Acknowledge Report of Emergency Purchase of Repair Services for Structure at Harlinsdale Farm from R.G. Anderson Company, Inc. of Nashville, TN in the Total Amount of \$36,870

for the Parks Department (Contract No. 2014-0073)

Lisa Clayton, Parks Director

This was for structure repair and demolition due to significant storm damage to the Historic Power House at Harlinsdale. The original facility is still standing and the work was done to make sure it is safe and to prevent further damage.

✿ Alderman McLendon left the meeting at 6:08 p.m.

6. Consideration of Recommendation to Reject All Proposals for Physical Medical Exam Services for Personnel of the Fire Department (Purchasing Office Procurement Solicitation No. 2014-018)

Rocky Garzarek, Fire Chief

All three bids had deficiencies. Staff would like to obtain a better proposal that involves less travel time for employees receiving the services.

7. Continued Discussion of Residential Curbside Waste Collection Route Optimization

Becky Caldwell, Sanitation & Environmental Services Director

Item will be addressed at a future Work Session.

8. Consideration of RESOLUTION 2014-27, A Resolution Adopting a Housing Rehabilitation Policy and Procedure Manual When Utilizing CDBG Funding

Chris Bridgewater, Building & Neighborhood Services Director

Kathleen Sauseda, Housing Development Coordinator

Chris Bridgewater related Kathleen Sauseda compiled a manual that meets HUD requirements to spend CDBG funds along with ground rules of how to go about screening for the repair requests. Mr. Stuckey added it clarifies much of what is already being done.

9. Consideration of RESOLUTION 2014-28, A Resolution Adopting the Annual Action Plan for Program Year Five of the City's CDBG Consolidated Plan

Chris Bridgewater, Building & Neighborhood Services Director

Kathleen Sauseda, Housing Development Coordinator

Mr. Bridgewater related these are guidelines for the monies in the CDBG Fund. There are five different categories:

Emergency Rehab	\$	86,687.00
Community Based Development Organization		65,017.00
Homeownership/Fair Housing Counseling		10,000.00
Public Facilities		50,000.00
Administration		52,925.00
Total (anticipated \$264,629.00)	\$	264,629.00

ADJOURN

Work Session adjourned @ 6:20 p.m.

Dr. Ken Moore, Mayor