

# E-Brief 2020



Excellence ..... Innovation ..... Teamwork ..... Integrity ..... Action-Oriented

***Friday, June 19, 2020***

Good morning, team.

We begin today on a very sad note. Brentwood Police Officer Destin Legieza passed away yesterday due to injuries sustained in an on-duty vehicle accident. Destin is the son of our own Police Lt. Scott Legieza. Our hearts go out to the Legieza family, the Brentwood City team, and the broader public safety/public service family in our community. Destin was an amazing young man and an excellent officer that we lost far too soon. Please keep Destin's family and friends in your prayers during this difficult time of loss.

Beginning June 29 **City Hall and all public areas in City facilities will return to normal hours.** Our **Facilities Management** team will be hard at work sanitizing work spaces. City Hall employees will continue near the Fire Department for temperature checks, and masks are expected to be worn in all common areas. Please continue to physically distance when possible. Below is a summary of guidance for our operations and safeguards that are in place:

- June 29 – Next phase begins
  - City Hall public office areas open 8 a.m. to 5 p.m. – Monday through Friday
  - All other non-City Hall public office area should return to “normal” operating hours
  - Staff public areas to accommodate public interaction
  - Remote work can continue and is encouraged as approved by your Department Director
  - Consistent rotation of team members is encouraged to lessen exposure and maximize physical distancing in the work environment.
- All team members working in City facilities to follow Protocol for Returning to Resume Onsite Operations
  - Review symptom related prior to reporting to work
  - Temperature (touchless) taken daily prior to reporting to work
- Enhanced protection for the public and City team members
  - Enhanced daily cleaning
  - Two City Hall entrances with hand sanitizing stations

- Masks available to the public at entrances
  - Employee mask wearing in public spaces/non-private office areas
  - Plexiglass shields in place for public reception areas
  - Furniture configuration modified to provide for physical distancing
  - Continue to follow the City's Resume Onsite Operations Protocol (attached)
- Limitation on meetings
    - No large group meetings
    - Cleaning immediately following any use of share space (i.e. – conference rooms)

Following the City's response to the COVID-19 pandemic, the **Human Resources Department** has developed two new policies (see attached) for City team members – **COVID-19 Travel Guidelines** and an **Updated Vacation Rollover Policy**. The travel guidelines outline steps that employees should take prior to returning back to onsite operations after going on a vacation. **For all travel notifications and questions, please contact Human Resources at 615-791-3216 or [hrhelpdesk@franklintn.gov](mailto:hrhelpdesk@franklintn.gov).** In addition, the City acknowledges that employees have not been able to take and use vacation days as they normally would have in years past. In response, the City has updated the vacation rollover policy, which will allow employees to rollover additional vacation hours through 2022. Based on the employee's years of service at the City, employees have the option to rollover an additional 40% of their accrual maximum or minimum of 40 hours (whichever is greater) into 2021. Then, employees will have the option to rollover an additional 20% of their accrual maximum into 2022. Personal days will remain the same, they must be used within the calendar year. The updated vacation rollover policy gives detailed examples and shows employees how many vacation hours they can rollover from year to year based on years of service. **For all vacation rollover questions, please contact Natasha Parker or Delaney Childress in Human Resources.**

Also from HR: **The Human Resources Department** is happy to announce that we are now accepting nominations for the **2<sup>nd</sup> Quarter** of the **Employee of the Quarter Program**. As a refresher the guidelines are included below:

- **Any employee** can be nominated
- HR will accept unlimited nominations during the nomination window for each quarter
- **Nomination forms** are attached and are available on *Inside the City* under announcements
- **Two employees will be selected per quarter** by a committee made up of your peers!
- Completed nomination forms can be emailed to [nomination@franklintn.gov](mailto:nomination@franklintn.gov)

**The deadline for submitting nominations for the second quarter is June 26<sup>th</sup>!** Thank you for all that you do! Let's acknowledge and recognize those who are doing a great job at the City of Franklin! Questions? Contact Natasha Parker or Jasmine Dickerson!

Congratulations to **Chief Glenn Johnson** who was named Interim Chief of the Fire Department on June 16. Chief Johnson is a 26-year veteran of the department and was previously second in command of the organization, serving as Assistant Fire Chief of the Operations Division. In that position he was responsible for the daily operations of more than 150 firefighters at eight stations. As Interim Fire Chief, all three divisions of the Franklin Fire Department including Operations, Fire Prevention, and Administration report to him. Chief Johnson is a Desert Storm veteran who began his firefighting career in 1990 while serving in the U.S. Air Force. Originally from Centerville, TN, he was hired by the Franklin Fire Department in 1994. He worked his way through the ranks, being promoted from firefighter to lieutenant, captain, Battalion Chief of Training, Deputy Chief, and most recently Assistant Fire Chief. Chief Johnson has numerous national and state firefighting, emergency medical, and emergency management certifications, as well as an A.S. in Fire Science from Volunteer State Community College. He and his wife Ondrea, Director of Williamson County Animal Center, have five children and reside in Franklin. Read more about Glenn here <https://www.franklintn.gov/government/departments-a-j/fire/about-us/meet-the-chief>



I would like to take the opportunity to thank the **Parks Department. Tanner Warf (Parks Maintenance Crew Chief) and his staff made up of Randel McCord, Darryl Hall and Henry Beard** completed the maintenance on **Liberty Park bridge** this month. The bridge was installed in 2008 and the wood had become weathered and in need of some boards to be replaced. **Tanner Warf, Steve Grubb and Kevin Lindsey** met onsite to discuss options with hopes to gain the city two to four years as the bridge will have to be replaced with a new concrete floor after that with the completion of Liberty Park. It was decided to replace 10 cross timber boards and install runners across the timbers to help with the



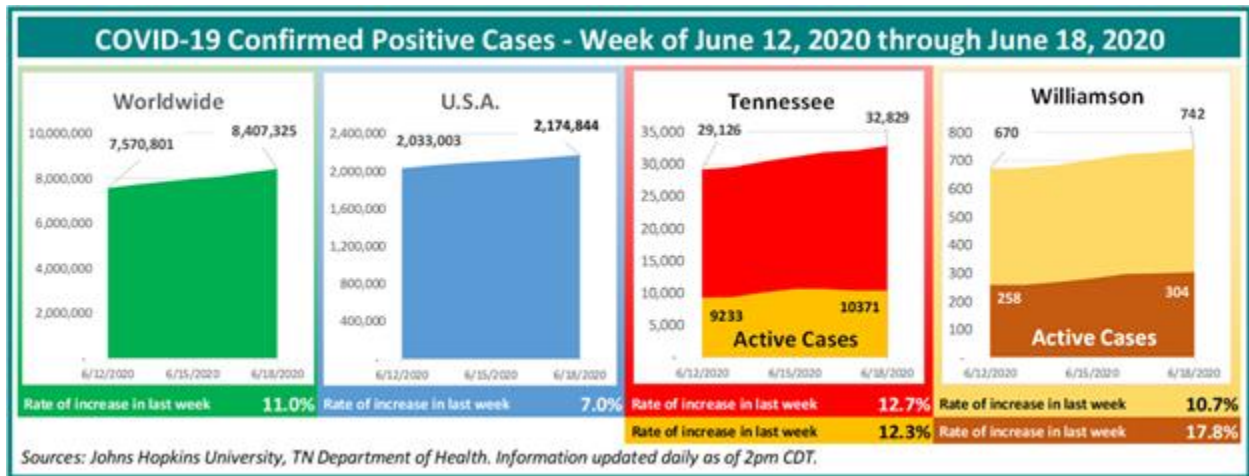
sound when driving across the bridge and to evenly disperse the load of heavy salt trucks crossing from time to time. Thanks to the **Street Sign Department** for their help printing the signs. This project turned out better than expected with compliments already being received by park users.

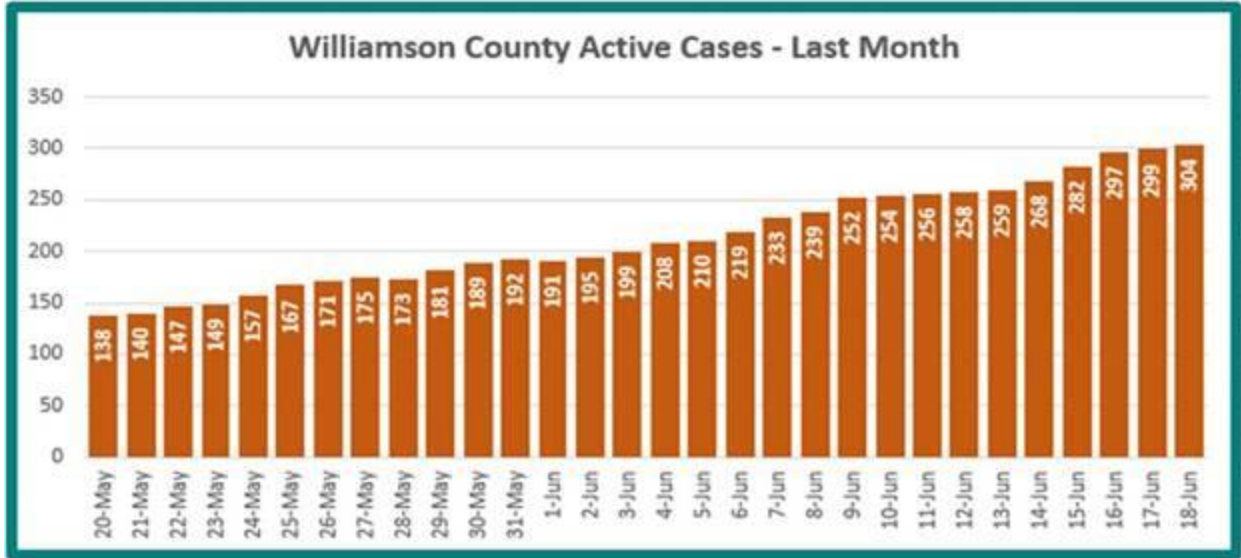
**Coronavirus Update:**

Key Changes:

- Up** 12 more positive cases day over day in Williamson County
- Up** 7 additional active cases day over day (304 total active cases)
- Level** Williamson County share of total cases within Tennessee (2.3%)
- Level** Percent Positive / Total Tested up to 5.3%
- Level** Williamson County increased to the seventh highest # of positive cases in Tennessee
- Level** **No** additional deaths in Williamson County (12)

Williamson County cases increased 12 day over day, increasing our positive confirmed cases to 742. We now have over 2,174,000 confirmed cases in the United States and over 8,407,000 cases globally. We now have the seventh highest number of confirmed cases in Tennessee. Of particular note is the fact that the U.S.A. totals are steadily rising, but at a much lower rate than other nations (Brazil). While we still have far and away the highest number of total cases and deaths, we have gone from 3.3x the next highest country to only 2.3x the highest country in the matter of two weeks.





That's it for this week. Thanks for *all* you do!

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