


MEMORANDUM

September 14, 2010

TO: City of Franklin Board of Mayor and Alderman

FROM: Eric Stuckey, City Administrator 
Vernon Gerth, ACA-Community and Economic Development
Kathleen Sauseda, Interim Housing Development Coordinator

SUBJECT: Ordinance 2010-64 creating the Affordable/Workforce Housing Advisory Commission

Purpose

The purpose of this memorandum is to provide information to the Board of Mayor and Aldermen (BOMA) in consideration of an ordinance amendment to create an Affordable/Workforce Housing Advisory Commission.

Background

The Affordable/Workforce Housing Advisory Committee was originally appointed as a task force committee charged with identifying and implementing affordable/workforce housing in the City of Franklin. The Task Force, which consists of business partners from the community, residents, and representatives from the local non-profit agencies has carried out many of the items on the priority list and will continue to recommend programs and actions designed to execute the annual Consolidated Plan. As the City of Franklin maintains status as an "Entitlement City", we continue to be awarded funds through the Community Development Block Grants Program. On average, the City receives \$273,000 per year to support our community development activities that benefit low- to moderate-income families.

With the complexity associated with affordable and workforce housing collaboration, community education, and advocacy remain a priority as new initiatives are identified and pursued. The existing Committee members and staff believe it is time to formalize the Commission. The newly formed Commission will be inclusive and structured to provide the leadership needed to remain focused on its purpose and specific issues.

Financial Impact

There are no additional financial implications expected at this time.

Recommendation

The Affordable/Workforce Housing Advisory Committee and staff recommend approval of the proposed ordinance formally establishing and recognizing the Affordable/Workforce Housing Advisory Commission.

Enclosure

Ordinance 2010-64

ORDINANCE 2010-64

TO BE ENTITLED: “AN ORDINANCE TO AMEND TITLE 21, CHAPTER 1, SECTION 21-102 OF THE FRANKLIN MUNICIPAL CODE FOR THE PURPOSES OF ESTABLISHING AN AFFORDABLE/WORKFORCE HOUSING ADVISORY COMMISSION.”

WHEREAS, for the purpose of promoting the public health, safety, comfort, convenience, and general welfare of the people of Franklin, Tennessee the Board of Mayor and Aldermen has found that ordinances that regulate land use, development, and building construction must be dynamic and modified from time to time to reflect changes in best practices, model codes, building materials, land and labor costs, and safety standards necessary to preserve and promote the private and public interest; and

WHEREAS, in 2008 the Board of Mayor and Aldermen established an Affordable/Workforce Housing Advisory Committee comprised of representatives from not-for-profit agencies, design professions, business leaders, and citizens to promote the production and maintenance of affordable and workforce housing throughout all geographic and economic segments of the community; and

WHEREAS, the Board of Mayor and Aldermen and the Affordable/Workforce Housing Advisory Committee together have undertaken a variety of initiatives and strategies to create community awareness and keep affordable and workforce housing a priority within the City of Franklin; and

WHEREAS, the Board of Mayor and Aldermen recognizes the value of affordable and workforce housing and, the complexity associated with this important community issue, realize a formal commission, represented by a cross-section of the population, is necessary to sustain community awareness, serve as an informed resource, and advisor to the Board of Mayor and Aldermen.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF FRANKLIN, TENNESSEE AS FOLLOWS:

SECTION I. That Title 21, Chapter 1, Section 21-102 of the Franklin Municipal Code is hereby deleted, re-created, and is approved to read as follows:

AFFORDABLE & WORKFORCE HOUSING

Chapter 1. Purpose and Definitions

Sec. 21-101. Purpose.

Sec. 21-102 Affordable/Workforce Housing Advisory ~~Committee~~ **Commission.**

Sec. 21-103. Definitions.

* * *

21-102. Affordable/Workforce Housing Advisory Commission.

(1) Purpose and Goals. The purpose of the Affordable/Workforce Housing Advisory Commission shall be:

(a) To promote and plan for housing and mixed-income developments that meet City needs.

- (b) To educate the general public, local officials, housing providers, and related entities regarding affordable and workforce housing issues.
- (c) To act as a resource in the development of local housing policies and programming to expand the affordable/workforce housing stock of the City.
- (d) To further housing goals related to HUD programming as outlined in the City of Franklin's Consolidated Plan.
- (e) To establish a strong public/private sector partnership via work with local 501(c)(3) nonprofit and for-profit organizations to establish and implement the Affordable/Workforce Housing Advisory Commission's goals.
- (f) To promote coordination of existing City, County, State, and Federal programs and services as related to housing.

(2) **Membership.** The commission shall consist of a maximum of twenty-three (23) members. Fourteen (14) members shall represent each of the following affiliations, or their successors:

- Graceworks Ministries, Inc.
- Habitat for Humanity of Williamson County
- Hard Bargain Mount Hope Redevelopment
- United Community Resource Foundation
- My Friends House Family and Children Services, Inc.
- Bridges Domestic Violence Center of Williamson County
- Franklin Housing Authority Board of Directors
- City of Franklin Board of Mayor and Aldermen
- Franklin Municipal Planning Commission
- GAP
- Community Housing Partnership
- Williamson County Board of Realtors
- Franklin Tomorrow
- Homebuilders Association of Middle Tennessee

Additionally, up to nine (9) members shall be designated "at-large" with four (4) of the nine (9) members having a family member who has benefited from a subsidized Affordable Housing Program.

(3) **Appointment and Term of Office.** Members of the Affordable/Workforce Housing Advisory Commission shall be appointed by the Mayor and confirmed by the Board of Mayor and Aldermen. The term of all members shall be three (3) years and all members shall be limited to two full consecutive terms. Terms shall be adjusted at the time of initial appointments to allow for staggered term dates. Appointees who fill an unexpired term shall hold office for the remainder of said unexpired term. A member who is absent from three consecutively scheduled meetings without having been excused by the chair may be removed from the Commission and the vacancy filled of the Board of Mayor and Aldermen.

(4) **Officers and Meetings.** Beginning with the first meeting of the year, the Commission shall elect a chair and vice-chair elected by majority vote of the Commission. The chair shall preside at

meetings of the Commission and shall have the right to vote. The vice-chair shall, in case of absence or disability of the chair, perform the duties of the chair. Officers shall serve for terms of one year or until their successors are regularly elected and take office. The Commission shall hold meetings at such times, as it deems necessary, and shall meet upon the call of the chair. The Commission shall meet not less than six (6) times each calendar year. Twelve (12) members of the commission shall constitute a quorum. The concurring vote of a majority of members present shall be required for approval or disapproval of any motion or other action of the Commission. All meetings shall be open to the public.

- (5) **Compensation.** Members of the Affordable/Workforce Housing Advisory Commission, technical advisors and citizens at-large shall serve without compensation.
- (6) **Commission Staffing.** An employee from the City of Franklin Building and Neighborhood Services Department will serve as staff liaison to the Affordable/Workforce Housing Advisory Commission. The staff contact will report directly to the Commission Chair, to City and County officials, and other Commissions and Departments as applicable.
- (7) **Committees.** The Commission shall have the following three (3) standing committees: Executive Committee, Education Committee, and Process Committee. From time to time, the Committee may designate special ad hoc task forces as needed. The authority of a Committee shall never exceed the authority of the Commission and action of such Committees is to be approved by majority vote of the Commission.
 - (a) Executive Committee. This committee shall be comprised of the Chair and Vice-Chair of the Affordable/Workforce Housing Advisory Commission, the Chair and Vice-Chair of the Education Committee, and the Chair and Vice-Chair of the Process Committee. This Committee shall meet as necessary to conduct affairs related to the development and permanence of the Affordable/Workforce Housing Advisory Commission, and is charged with:
 - (i) Drafting and enforcement of execution of the Commission annual work plan;
 - (ii) Drafting of progressive bylaws for the renewal of the Commission; and
 - (iii) Monitoring Commission activity including member attendance, committee progress and working with local municipalities toward implementing affordable/workforce housing goals and policies.
 - (b) Education Committee. This Committee shall be comprised of at minimum five (5) members, and will meet at minimum quarterly to conduct affairs related to the education and advocacy of housing issues on behalf of the Committee, and is charged with:
 - (i) Organizing such events that advance knowledge of housing issues among the general public and/or government entities and officials;
 - (ii) Producing and/or procuring literature to serve in educating the general public and/or government entities and officials; regarding affordable housing goals and policies; and

- (iii) Preparing educational programming for meetings.
- (c) Process Committee. The process committee will identify and explore the limitations and concerns of the community. The committee will engage in collaborative problem solving to identify and then narrow the solutions for use in recommending changes and support the implementation of the changes to the Commission.
- (d) Ad Hoc Task Forces. The Commission may create one or more ad-hoc task forces and authorize it to accomplish a specific purpose. Each ad hoc task force shall act at the sole discretion of the Commission via instruction of the Chairman and shall report all actions and activities to the Commission. A member of the Commission shall chair all ad hoc task forces, but non-Commission members may serve on the body.

SECTION II: BE IT FINALLY ORDAINED by the Board of Mayor and Aldermen of the City of Franklin, Tennessee, that this Ordinance shall take effect from and after its passage on third and final reading, the health, safety, and welfare of the citizens requiring it.

ATTEST:

CITY OF FRANKLIN, TENNESSEE:

By: _____
 ERIC S. STUCKEY
 City Administrator/Recorder

By: _____
 JOHN C. SCHROER
 Mayor

PASSED FIRST READING: _____

PASSED SECOND READING: _____