



Meeting Agenda

Work Session

Friday, April 24, 2020

8:30 AM

Board Room

The Board of Mayor and Aldermen Special Work Session will limit physical access in the meeting room due to current limitations on public gatherings. Accommodations have been made to ensure that the public is able to participate in the meeting. The public may participate in the following ways: • Watch the meeting on FranklinTV or the City of Franklin website. • Watch the live stream through the City of Franklin Facebook and YouTube accounts. • Call in to the conference meeting 1-615-550-8420. Callers will be unmuted and given an opportunity to ask questions during the meeting at specific times. • Limited viewing will be available in the lobby of City Hall to watch the live video. • The public may email questions prior to the start of the meeting to recorder@franklinton.gov to be read aloud. • City YouTube: <https://www.youtube.com/user/CityOfFranklin> • City Facebook Live: <https://www.facebook.com/CityOfFranklin> • City website: <https://www.franklinton.gov/franklin-tv>

CALL TO ORDER

1. Consideration Of Resolution 2020-52, A Resolution Declaring That The Board Of Mayor And Aldermen Shall Meet On April 24, 2020 And Conduct Its Essential Business By Electronic Means Rather Than Being Required To Gather A Quorum Of The Members Physically Present In The Same Location Because It Is Necessary To Protect The Health, Safety, And Welfare Of Tennesseans In Light Of The COVID-19 Outbreak.

Sponsors: Shauna Billingsley

DISCUSSION ITEMS

2. Status update of COVID-19 Response and Plans

Sponsors: Eric Stuckey

ADJOURN

Anyone needing accommodations due to disabilities please contact the ADA Coordinator at 615-791-3277 at least 24 hours prior to the meeting.



File #: 20-0627

DATE: April 21, 2020

TO: Board of Mayor and Alderman

FROM: Eric Stuckey, City Administrator
Shauna Billingsley, City Attorney

SUBJECT:

Consideration Of Resolution 2020-52, A Resolution Declaring That The Board Of Mayor And Aldermen Shall Meet On April 24, 2020 And Conduct Its Essential Business By Electronic Means Rather Than Being Required To Gather A Quorum Of The Members Physically Present In The Same Location Because It Is Necessary To Protect The Health, Safety, And Welfare Of Tennesseans In Light Of The COVID-19 Outbreak.

PURPOSE:

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning conducting the Board of Mayor and Aldermen by electronic means to limit physical contact for the health and safety of all citizens.

BACKGROUND/STAFF COMMENTS:

Due to the COVID-19 Outbreak citizens need to limit potential exposure to the virus by limiting contact with others. To support this effort the City of Franklin boards and commissions will meet electronically rather than gathering a quorum physically in the same location to conduct their essential business.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of Resolution 2020-52.

RESOLUTION 2020-52

A RESOLUTION DECLARING THAT THE BOARD OF MAYOR AND ALDERMEN SHALL MEET ON APRIL 24, 2020, FOR A SPECIAL WORK SESSION AND CONDUCT ITS ESSENTIAL BUSINESS BY ELECTRONIC MEANS RATHER THAN BEING REQUIRED TO GATHER A QUORUM OF THE MEMBERS PHYSICALLY PRESENT IN THE SAME LOCATION BECAUSE IT IS NECESSARY TO PROTECT THE HEALTH, SAFETY, AND WELFARE OF TENNESSEANS IN LIGHT OF THE COVID-19 OUTBREAK

WHEREAS, Coronavirus Disease 2019 (COVID-19) is a severe acute respiratory disease that appears to occur through respiratory transmission, presents with similar symptoms to those of influenza, and can lead to serious illness or death, particularly in the case of older adults and persons with serious chronic medical conditions; and

WHEREAS, the Centers for Disease Control and Prevention has recommended that all states and territories implement aggressive measures to slow and contain transmission of COVID-19 in the United States; and

WHEREAS, on March 12, 2020, pursuant to the authority granted by Tenn. Code Ann. § 58-2-107, the Governor of Tennessee, Bill Lee, issued Executive Order No. 14, declaring a state of emergency to facilitate the response to COVID-19; and

WHEREAS, on March 13, 2020, the President of the United States, Donald J. Trump, declared a national state of emergency with respect to COVID-19; and

WHEREAS, on March 20, 2020, Mayor Ken Moore issued Executive Order No. 2020-01 Declaring a State of Emergency and Civil Emergency; and

WHEREAS, on March 20, 2020, Governor Lee issued Executive Order No. 16 allowing electronic meetings while continuing to function openly and transparently; and

WHEREAS, Mayor Moore issued Executive Orders No. 2020-03, No. 2020-05, No. 2020-07, and No. 2020-09 continuing the Declaration of a State of Emergency and Civil Emergency; and

WHEREAS, the Board of Mayor and Aldermen believes it is in the best interest of the City of Franklin to conduct the April 24, 2020, special work session by electronic means.

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

The special work session scheduled for April 24, 2020, at 8:30 a.m. shall be conducted by electronic means rather than requiring a quorum of the members of the Board of Mayor and Aldermen to attend in person to protect the health, safety, and welfare of Tennesseans in light of the COVID-19 Outbreak. Physical access in the meeting room will be limited. The public can view and participate in the meetings by watching the meeting live or later as a recording on FranklinTV, the City of Franklin website, the City of Franklin's Facebook page, and the City of Franklin's YouTube account. Specific dial-in and website links can be found on the City's website at

<https://www.franklintn.gov/Home/Components/Calendar/Event/10554/1092>

IT IS SO RESOLVED AND DONE on this 24th day of April, 2020.

ATTEST:

By: _____
Eric S. Stuckey
City Administrator

CITY OF FRANKLIN, TENNESSEE:

By: _____
Dr. Ken Moore
Mayor

Approved as to Form By:
Shauna R. Billingsley, City Attorney

City of Franklin, TN



STATUS UPDATE OF COVID-19 RESPONSE & PLANS



SUMMARY

- January 30, 2020 – The World Health Organization declared a public health emergency of international concern related to the COVID-19 virus.
- March 5, 2020 – The first confirmed case was identified in the State of Tennessee in Williamson County.
- March 11, 2020 – The World Health Organization declared COVID-19 a global pandemic.
- March 12, 2020 – Governor Bill Lee declared State of Emergency due to COVID-19.
- March 13, 2020 – President Donald Trump declared a National State of Emergency due to COVID-19.
- March 20, 2020 – Mayor Moore declared a local State of Emergency and Civil Emergency.
- March 24, 2020 – Mayor Moore issue a Stay at Home Order.
- March 30-31, 2020 – Governor Lee issued a statewide “Safer at Home” Order.



SUMMARY- CITY OF FRANKLIN RESPONSE

- Protect the well being of citizens guarding against community spread. 10 Executive Orders issued since March 20th.
- Maintain a high level of City services while protecting the well being.
- Modify operations facilitating use of best practices to protect front-line workers and first responders.
- Embrace technology to support remote work options and alternative means of service delivery.
- Communicate and collaborate effectively amongst our team and with other local governments and the State of Tennessee.
- Assist residents and businesses as they face challenging and uncertain economic times.
- Re-open and “Re-boot” our local economy.
- Return City Service to a more “normal” level.

FINANCE AND ADMINISTRATION

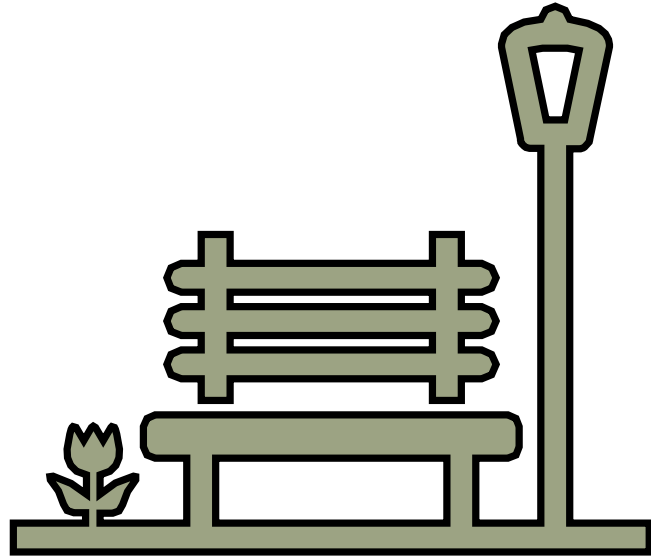


CURRENT OPERATIONS

- Deployment of 60 additional laptops and software enhancements to allow for remote work.
- Continuity of all business operations primarily on a remote basis, including utility billing, receipt of payments, payroll, accounts payable, cash management and mail processing.
- Increased cleaning of facilities and modification of building operations, including closure of City Hall to public.
- City Court suspended until May 5th by order of State Supreme Court.
- Customer assistance available by phone, email, mail and via virtual meetings during business hours.
- Suspension of adding penalties for late payment; No utility cutoffs for nonpayment.
- Hiring freeze and institution of immediate FY 2020 budget reductions.

RE-OPENING PLANNING

- Phased re-opening of City Hall to public beginning with Cashier Window.
- Phased re-introduction of staff to City Hall.
- Maintaining increased facilities cleaning and modification of building operations.
- Continue encouraging remote customer assistance by various means.
- City Court to resume operations as allowed by State Supreme Court.
- Hiring freeze and budget reductions to continue as new budget year begins and until directed otherwise.



PUBLIC WORKS



PARKS DEPARTMENT

CURRENT MODIFIED WORK ENVIRONMENT

- Continue to perform operations by rotating crews and staff and ramping up and down to meet needs.
- Playgrounds, skatepark, tennis courts, basketball courts are closed.
- Programming events cancelled into May and June. Cancellations initiated by both COF and external organizations.

NEXT STEPS

- Initial phase includes opening both dog parks, equestrian trails, tennis courts, and skatepark.
- Additional phases include bringing back office staff while maintaining CDC guidance and recommendations.

SANITATION AND ENVIRONMENTAL SERVICES

CURRENT MODIFIED WORK ENVIRONMENT

- Automated or semi-automated collection only.
- BOPAE remains closed.
- Recycling remains closed due to the processor being temporarily shut down.

NEXT STEPS

- Will initiate recycling once the processor reopens.
- Recommend keeping BOPAE closed until cases are more reduced due to the close interaction with the public and materials.

STREET DEPARTMENT

CURRENT MODIFIED WORK ENVIRONMENT

- Continue to perform operations by rotating reduced crews and staff and ramping up and down to meet needs.
- Paving operations and concrete work being pushed ahead to take advantage of lower traffic levels (State Street Aid funds).

NEXT STEPS

- Currently returning street sweeper service to full scale.
- Will include the deployment of more crews as allowed within CDC guidelines.

WATER MANAGEMENT

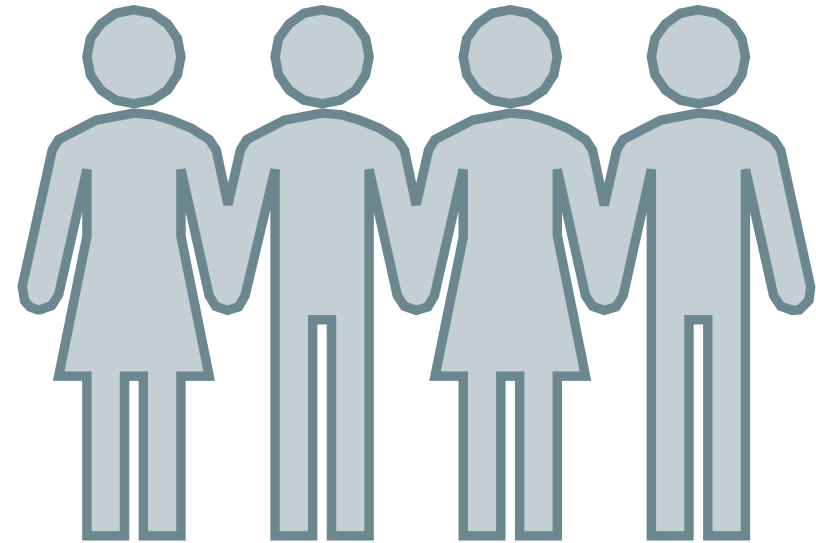
CURRENT MODIFIED WORK ENVIRONMENT

- Continue to perform operations by rotating reduced crews and staff and ramping up and down to meet needs.
- Internal capital investments have largely stopped.

NEXT STEPS

- Will include deploying more crews as allowed within CDC guidelines.
- Restart internal capital investment projects within the CDC guidelines as allowed.

COMMUNITY AND ECONOMIC DEVELOPMENT



OVERVIEW

- The Building and Neighborhood Services, Engineering, and Planning and Sustainability Departments are working remotely very effectively with no reduction in services or the level of services.
- Instituted of FY 2020 budget reductions
 - Several vacant positions to remain unfilled into the new budget year or until development activity and capital projects dictate.

DEVELOPMENT SERVICES

- Development activity remains active.
- Customer assistance available by phone, email, and video conferencing.
- All plan review and permitting are facilitated using electronic software and video platforms.
- On-site inspections being performed with physical distancing and electronic reporting.
- One-Stop Development Services Center in operation using electronic software and video platforms.
- Service levels (i.e. plan review, permit processes, and on-site inspections) have not changed.

ZONING AND PROPERTY MAINTENANCE

- Following up on concerns regarding the operation of essential businesses.
- Responding to property maintenance and zoning related complaints.

COMMISSIONS, COMMITTEES, AND NEIGHBORHOOD MEETINGS

- All commissions and committees remain active and supported by staff.
- Public meetings are being facilitated through video platforms.
- Extra attention is given to ensure transparency and public access.

CAPITAL PROJECTS

- Capital projects in various stages of property acquisition, bidding, and under construction proceeding; Capital Projects Dashboard is up to date.
- Currently evaluating the other prioritized capital projects and associated funding; discussion with Aldermen forthcoming.



FIRE DEPARTMENT



MODIFICATIONS OF DAILY OPERATIONS

OPERATIONS

- Created five temporary satellite stations
- Reallocation of Shift Commanders to different Stations and Vehicles.
- Modified Response to Medical Calls

ADMINISTRATION

- Staff working remotely from home

MODIFICATIONS OF DAILY OPERATIONS

FIRE PREVENTION

- Fire Inspectors are working from home and using WhatsApp to do inspections remotely.

TRAINING

- Rescheduled training where it can be conducted via video conference or from our training software, Target Solutions.



POLICE DEPARTMENT



Implemented a *pandemic continuity plan* outlining law enforcement authority and responsibility via Executive Orders and TCA; there is continuous communication with supervisors and personnel regarding restrictions and essential vs nonessential businesses, etc.

Developed a plan for non-essential/non-emergency personnel to work from home; this continues as the city supports the *safer at home* directive.

NEW STANDARD OPERATING PROCEDURES

- Physical distancing throughout the building and in the field.
- Self-quarantine and testing for potentially exposed personnel.
- Officers no longer report to the PD building for roll call – it is conducted over the radio in the field.
- PPEs are continually distributed to replenish supplies; training for the “donning & doffing” of PPEs and proper disposal was conducted via on-line.
- ALL UNIVERSIAL PRECAUTIONS ARE CONTINUOUSLY DIRECTED during Police calls for service; calls are handled via phone when possible; when a response is required, it is conducted outdoors when weather and Officer safety permits.

NEW STANDARD OPERATING PROCEDURES

- Constantly encouraging hand washing, sanitizing equipment/uniforms/police vehicles/work areas/common areas.
- Maintain an inventory of supplies and constantly re-order to stay ahead of the need.
- A washing machine & dryer have been installed for Officers to wash contaminated clothing/uniforms.
- Employee travel has been terminated for now.
- Public access to the FPD building has been restricted; the public can enter the lobby to make a report – the reporting Officer is behind glass and can safely interact with the public; all meetings & events in the Community Room have been canceled.
- In-service classes have been canceled for now due to class size larger than 10 Officers.

NEW STANDARD OPERATING PROCEDURES

Community Policing is more important now than ever

- FPD Officers remain highly visible in our neighborhoods, parks, and business areas; Officers make contact with our residents (with proper distancing) to provide a feeling of security and to let the public know we are here for them.
- No misdemeanor citations have been written regarding any violations of the Executive Order.



COMMUNICATIONS



SOCIAL MEDIA STATISTICS

131 MILLION IMPRESSIONS

TWITTER

- Impressions – 839K
- Profile visits – 9,846
- Mentions – 474
- Followers – 29K

INSTAGRAM

- Impressions – 264K
- Followers – 17.4K

NEXTDOOR

- Impressions – 153K

FACEBOOK

- Impressions – 1,297,819
- Reach – 114,780,600
- Engagement – 92,349
- Video Views – 167,552
- Followers – 40K

TOP POSTS

Have you supported local businesses lately?
Comment below and let us know which ones!
[#CityofFranklin](https://twitter.com/CityofFranklin) pic.twitter.com/4KX7JPRVo4



TOP VIDEOS



Franklin Mayor, Dr. Ken Moore declares State of Emergency in City

4 weeks ago · 25.6K Views



Franklin Police Birthday for Eli

a week ago · 19.3K Views



COVID-19 - 3-26-2020

3 weeks ago · 6.8K Views

NEXT STEPS

BUSINESS AND COMMUNITY REOPENING – “REBOOTING OF THE ECONOMY”

- Continue Local Declaration of Emergency as necessary.
- Transition from local “Stay at Home” order to State Re-opening Guidelines.
- Support local businesses.
- Monitor effectiveness of current measure and adapt as needed.

PHASE BACK IN “NORMAL” CITY OPERATIONS

- Phase-in public access to City buildings making appropriate physical modifications.
- Phase-in components of parks and other public spaces.
- Work with partners for revised plans/schedules for community events.
- Adjust to our new financial reality.
- Continue to serve at a high level and be a highly competitive community.

QUESTIONS?

