



DEPARTMENT REPORT

To: Board of Public Works and Safety

From: Richard L. DeWitt / Cemetery and MS4 Utility

Date: August 31, 2011

Cemetery Report

CIMS – Ancestral Updates – Grave Markers

Eight sections are completed with work continuing.

Foundation Installation

Eight new orders were received, with nine installed.

General Maintenance

Dry conditions have slowed down mowing to allow crews to move on to other maintenance activities including shrub maintenance and equipment repair. Three ancestral markers were repaired or reset. A total of 22 trees inside the Cemetery have now been trimmed and balanced.

Franklin College Volunteer Day

On Saturday August 27, we had 24 volunteers from Franklin College's freshman class to help in a cemetery sweep. Each year a group of these volunteers help our staff walk thru the cemetery and remove faded flowers, broken items, straighten shepherd hooks and anything else that is required at a grave. Some helped clean the dirt barn, reset repaired stones and assisted with anything that was asked of them.. What a great bunch of kids to help us get a lot done in one day!

Funerals

Four (4) internments.

Two (2) inurnments.

Current staffing level:

Two (2) - Full Time

Five (5) - Part Time (Now at four day work week)

One (1) – Administrative

Revenue Report

Opening/Closing	\$ 5,850.00
Grave Sales	2,800.00
Foundation Orders	1,806.01
Markers	100.00
Other	<u>100.00</u>
Total	\$10,656.01

Upcoming Events/Contracts

No activity.

MS4 Utility Report**Catch Basin Inspection Program**

The catch basin inspection is now completed with all information recorded in the city's Categraph database.

MS4 Inspections

On August 23, five construction sites were inspected. Three were final inspections with no violations. Two active sites were found in compliance.

Illicit Discharge Detection and Elimination

On August 25th, six dry weather outfall screening inspections were conducted on Young's Creek and Hurricane Creek. Field testing at the outfall and stream channel was conducted on two found with clear flow. This screening is a follow-up to last year's mapping as required by our Rule 13 permit. If an outfall is suspected with sewage (E. coli) odor or discharge, a sample will be collected and taken to the WWTP for testing. All of the City's MS4 testing requirements are maintained in the ASIST report program.

IDDE Training Seminar - IDEM

On August 30, Franklin provided a training location at Beeson Hall for IDEM's IDDE training session. Eight sessions were conducted throughout the state and Franklin was asked to host one. Illicit Discharge Detection and Elimination is now a critical MS4 requirement for locating point source pollution in our communities. Although our initial IDDE inspection is next month, follow-up inspection will follow in 2012. Forty-seven people were in attendance, including several elected officials.

IDEM Inspection

On August 30, IDEM conducted its inspection of Franklin's MS4 program related to its Public Education & Outreach and Public Involvement minimum control measure permit requirement. Franklin's MS4 made its presentation of all activity and accomplishments of its program, plus our contribution to the JCPWQ. From comments and notes made, it appears that the state IDEM coordinator was pleased with our progress and accomplishments.

Upcoming Events/Contracts

Nothing at this time.

R. L. DeWitt



Memorandum

To: Board of Public Works and Safety
From: Sherry Phillips, Sewer Billing Manager
Date: August 24, 2011
Re: Update

Lien Process Update

August is a very busy month. Not only is one process of filing/certifying liens going on, but the release of liens from those that have been paid are also going on at the same time. Our list has been compiled, and we are in the process of making release documents for those who are paid in full, and will be posting off those liens in our system in August. Today, the 24th, I will be taking the liens that will be filed to the Jo Co Recorder.

The office staff has done a great job keeping up with not only the daily mail routine, but also with the added recording/certifying processes we have had going on this month. I appreciate everyone's hard work.

Personnel

We currently have one employee, Connie Brockman, off post-surgery. Brenda Poe (retired) is currently helping out by working PT while Connie is out.

**The Sewer Billing Office has no upcoming special events, contracts, or functions involving volunteers, who would need Certificates of Liability Insurance.



Memorandum

To: Board of Public Works and Safety

From: Rick Littleton, Superintendent

Date: September 1, 2011

Re: Status of Tasks

Collection System/WWTP

- Construction Project meeting held on 8-30-2011

Interlocal Agreement for Fueling of City Vehicles

- The final agreement is complete. Resolutions approving the agreement have been adopted by both the City of Franklin and Johnson County..

IT/Telecommunications

- The VMWare trial for desktop virtualization has been a success. Plans are proceeding for full implementation.
- Working with MetroNet on behalf of the Telecommunications Council regarding a possible FTTH project in Franklin.

*No upcoming special events, contracts, or updates to volunteer roster



DEPARTMENT REPORT

To: Board of Public Works and Safety

From: ***Todd Wilkerson, Project Supervisor***

Date: 9/6/11

FEMA Revised Flood Insurance Study Review Professional Services

- Is at IDNR waiting approval

Main Street TEA21

- Working on completing Right-of-Way
- INDOT approval of Construction Inspection Consultant

Gateway Project

- Consultant selection of Crossroad Engineers was approved by RDC on 5/18/10
- Consultant has started Survey work
- Had meeting with Indianapolis MPO on 6/21/10
- Has started working on design work and environmental work

South Home Bridge Project

- INDOT has release bid
- County has Invoiced our part of the project
- Scheduled to Start 3/23/11

Canary Ditch Detention Facility

- Talked with IDNR about project to set up Meeting
- Talked with FEMA Revised Flood Insurance Study Review Professional Services consultant about floodway area

- Started Delineation of Pond
- Received Delineation Report
- Have meet with USACE and IDEM on 2/15/11 about permitting

Westview Drive Pedestrian Bridge

- Advertisement for Design/Build sent out on 12/14/10
- Pre-bid meeting set for 12/21/10
- First proposals due 1/4/11
- Reviewed Proposals
- Going to City Council on 2/7/11
- Finished Sign all Contacts
- Meet with Mike Robertson about location of Bridge
- Working on IDNR Approvals
- Received preliminary design for approval

Sign Replacement and Inventory

- Received Notice of Award of a Highway Improvement and Safety Program funding on 12/8/10
- Council approval for money.
- Received RFPs
- Working with Consultant on Price

Sanitary Sewer in Franklin Tech Park

- Received Proposals on 2/3/11
- Received Approval of Consultant
- Waiting on to set schedule

International Drive Drainage

- Working on International Drive

Other Projects

- Working with Fire Department to finish up buildings
- Working with MS4 and Street Department on various complaints
- Finished all milling and asphalt overlay for 2011 Paving



DEPARTMENT REPORT

To: *Board of Works and Public Safety*

From: Franklin Fire Department

Date: August

Please find enclosed activities

Much time has been devoted to preparing for deposition which included reviewing medical records, answers to interrogatories, and additional discovery materials such meeting minutes and audio tapes.

Have scheduled blood drive for Sept 8th, 2011 at station 22#

Continue to work with CPM on outstanding items to be completed for station 22#

Attended two High Performance Government training sessions.

Public Education: Night out for safety Northwood apartments

RA Fire Safety training Franklin College

Johnson Co. School Safety Commission

Johnson Memorial Health and Safety fair

CPR Class Hosted station 23#

Chief Reese



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PARKS & RECREATION DEPARTMENT REPORT

To: Board of Public Works and Safety

From: Chip Orner, Superintendent 

Date: August 31, 2011

The Parks and Recreation Department has very exciting information to announce! We will issue a press release and email with this great news on Tuesday, September 6. Watch for details!

Recreation & Community Events

Upcoming Events:

Franklin Fall Festival – Concert/Carnival	Friday, September 30
Franklin Fall Festival	Saturday, October 1
Pumpkins in the Park 5K Run/Walk	Friday, October 14
FREE! Costume Swap	Friday/Saturday, October 14-15
Trick or Treat Trail	Saturday, October 15
Trick your Trunk	Saturday, October 29

- The Franklin Community Band conducted a fall concert in Province Park on Sunday, Aug 21. It was very well attended.
- We are planning for the Franklin Fall Festival. The event will be held Friday, September 30 and Saturday, October 1.
- The Fall/Winter FUN GUIDE is now available at the Recreation Center and online at www.franklinparks.org

Parks & Trails

- New dog park equipment has been installed and is currently in use.
- All the downtown flowers have been replaced and the parks landscaping staff will be maintaining them.
- Several landscaping projects have been completed in Province Park and Blue Heron Park over the past couple of weeks.
- We are working on several park related projects including an expansion plan for Blue Heron Park that incorporates the newly acquired 15 acres adjacent to the current park.
- We are also finalizing plans and getting ready to bid out another trail project that connects Heritage subdivision to Needham Elementary School.
- We are working on additional plans for expanding the Upper Shelbyville Road trail in to Paris Estates.

Swimming Pool & Splash Pad

I have attached the final pool comparison report. We surpassed last year's revenue.

Active Adult Center

- The Active Adult Center staff recently planned and executed a trip for 58 people of beautiful Mackinac Island in Michigan.
- The Active Adult Center acquired a mini bus from Johnson County Senior Services to allow space for more active adults to participate in the day trip program at the Center. This program has been a great success.

Please feel free to contact me at 736-3689 (office) if you have any questions or concerns related to parks and recreation issues.

Franklin Memorial Swimming Pool – 2011 REVENUE ANALYSIS & COMPARISON

MAY

	2008	2009	2010	2011
Daily Pool Admission	\$2,644.00	\$6,859.00	\$12,296.00	\$9,690.00
Pool Pass Sales	\$8,684.25	\$15,234.55	\$18,040.50	\$18,694.50
Concessions	\$589.25	\$2,049.50	\$5,406.54	\$4,488.19
Pool Rental	\$1,355.00	\$2,270.00	\$2,855.00	\$5,718.26
Chair Rental	\$241.00	\$433.00	\$504.00	\$294.00
TOTAL	\$13,513.50	\$26,846.05	\$39,102.04	\$38,884.95

JUNE

	2008	2009	2010	2011
Daily Pool Admission	\$21,805.50	\$31,140.00	\$35,482.00	\$32,541.00
Pool Pass Sales	\$14,036.25	\$12,045.00	\$22,576.25	\$18,588.50
Concessions	\$12,981.81	\$17,503.25	\$17,922.64	\$17,799.75
Pool Rental	\$2,074.00	\$2,350.00	\$4,575.00	\$2,926.14
Chair Rental	\$699.00	\$1,384.00	\$1,882.00	\$1,774.00
TOTAL	\$51,596.56	\$64,422.25	\$82,437.89	\$73,629.39

JULY

	2008	2009	2010	2011
Daily Pool Admission	\$20,201.00	\$16,511.00	\$29,297.50	\$39,587.00
Pool Pass Sales	\$210.00	\$5,030.50	\$446.25	\$419.00
Concessions	\$10,730.35	\$10,545.03	\$15,426.64	\$18,530.15
Pool Rental	\$1,216.00	\$2,155.09	\$1,260.00	\$1,605.23
Chair Rental	\$880.00	\$1,038.00	\$1,854.00	\$2,530.00
TOTAL	\$33,237.35	\$35,279.62	\$48,284.39	\$62,671.38

AUGUST

	2008	2009	2010	2011
Daily Pool Admission	\$6,048.00	\$9,707.50	\$14,142.50	\$11,739.00
Pool Pass Sales	\$0.00	\$157.50	\$0.00	\$0.00
Concessions	\$3,334.32	\$4,575.00	\$7,638.03	\$6,981.05
Pool Rental	\$0.00	\$604.91	\$450.00	\$0.00
Chair Rental	\$332.00	\$762.00	\$1,024.00	\$902.00
TOTAL	\$9,714.32	\$15,806.91	\$23,254.53	\$19,622.05

SEPTEMBER

	2008	2009	2010	2011
Daily Pool Admission	\$0.00	\$118.50	\$371.00	
Pool Pass Sales	\$0.00	\$0.00	\$0.00	
Concessions	\$0.00	\$185.00	\$398.25	
Pool Rental	\$0.00	\$150.00	\$0.00	
Chair Rental	\$0.00	\$18.00	\$42.00	
TOTAL	\$0.00	\$471.50	\$811.25	

OVERALL COMPARISON

	2008	2009	2010	2011
Daily Pool Admission	\$50,698.50	\$64,336.00	\$91,589.00	\$93,557.00
Pool Pass Sales	\$22,930.50	\$32,467.55	\$41,063.00	\$37,702.00
Concessions	\$27,635.73	\$34,857.78	\$46,792.10	\$47,799.14
Pool Rental	\$4,645.00	\$7,530.00	\$9,140.00	\$10,249.63
Chair Rental	\$2,152.00	\$3,635.00	\$5,306.00	\$5,500.00
TOTAL	\$108,061.73	\$142,826.33	\$193,890.10	\$194,807.77

2011 Franklin Fall Festival

Friday, September 30th

6:00 pm - 10:00 pm Carnival
7:00 pm - 9:00 pm *Blue River Band* on the Stage

Saturday, October 1st

9:00 am - 5:00 pm Downtown Street Fair
9:00 am Queen Contest
 (Call (317) 627-9961 for more info!)
9:00 am Franklin's Got Talent
 (Deadline is Monday, September 26)
10:00 am - 4:00 pm Kid's Zone
10:00 am - 10:00 pm Carnival
10:30 am - 11:00 am Community Baking Contest - Peaches
 Judging at 11:00 am
 Winner announced at 2:00 pm
11:00 am Dachshund Derby
1:00 pm Fall Festival Parade
5:30 pm - 6:30 pm Franklin Community Band
7:00 pm - 10:00 pm *Lemon Wheel* on the Stage

Call 346-1198 for more information on the Franklin Fall Festival!



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PARKS & RECREATION DEPARTMENT REPORT

To: Board of Public Works and Safety

From: Chip Orner, Superintendent

Date: August 31, 2011

Fall Festival Street Closings

North Main Street	Saturday, October 1	6:00 am to 6:00 pm
East Court Street	Friday, September 30 Saturday, October 1	4:30 pm to 11:30 pm
West Court Street	Saturday, October 1	6:00 am to 6:00 pm
Monroe Street to South Main Street	Saturday, October 1	6:00 am to 11:30 pm
Intersection of Monroe Street & Water Street	Friday, September 30 Saturday, October 1	8:00 am to 11:30 pm
Monroe Street from East Court to Water Street	Friday, September 30 Saturday, October 1	8:00 am to 11:30 pm

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Franklin Parks
& Recreation

N. Main Street

Vendors

Jefferson Street

Street Closings
|||

Water Street



CARNIVAL

Jackson Street

W. Court Street

Vendors

Courthouse

Monroe Street

Vendors

Vendors

E. Court Street

Blue River Band

Lemon Wheel

Stage

Fish Fry
Lions Club



Planning Department Report

To: Board of Public Works and Safety

From: Department of Planning & Economic Development

Date: August 31st, 2011 for the September 6th, 2011 Board of Works Meeting

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- The Board of Zoning Appeals will hear three cases at the September 7th meeting:
 1. Hurricane Road Industrial Development Company - 1085 Eastview Drive: Use variance to allow automobile sales and variance to allow the expansion of a legal nonconforming use (auto repair).
 2. Woodbury Tax - 2048 N Morton Street: Variance to allow an electronic message board sign.
 3. Dennis Dougherty - 990 Hamilton Avenue: Use variance to allow conversion of single family home to a two-family home.
 - The Technical Review Committee will review two cases at the September 1st meeting:
 1. Gideon-Drake Drainage Project - 451 First Street, 1099 Cross Street, 1039 & 1041 Park Avenue, 445 Second Street, 501 E. Monroe Street.
 2. Greenway Trail Extension – Hurricane Road and Eastview Drive.
 - After further research into the 2011 tax abatement economic development fees, it has been discovered that they were made due by the Johnson County Treasurer with the second installment of taxes on November 1, 2011. Therefore; these funds will be distributed between Franklin Heritage, Discover Downtown Franklin, the Franklin Chamber of Commerce and the Franklin Development Corporation as soon as they are received.
 - Krista Linke is working with INDOT to obtain approval for way finding signage throughout the community. One bid has been received from the Baldus Company and the Streetscape Company is preparing another bid. Two more companies have been asked to bid the project as well.
 - Krista Linke presented a proposal to the Redevelopment Commission to provide staffing as needed through the Planning Department on an hourly basis. The commission requested an amended proposal with an overall not to exceed amount for the year.
 - Work on the electrical upgrades needed in the downtown for festivals continues. Don Davis with the Park's Department met with Yarnell Electric and will meet with Davis Electric as well.

Estimates will be presented for discussion to the Board of Works and/or City Council when ready.

- The Redevelopment Commission approved up to \$30,000 for the demolition of 151 W. Jefferson Street. Joanna Myers and Krista Linke are working together to utilize Project Green workers to demolish that building. The Fire Department will utilize it for training before it is completely demolished.
- As part of the ongoing Planning Grant being administered by Krista Linke in conjunction with the Franklin Development Corporation, Moody Nolan and Arsee Engineers have completed their in-depth field investigations on eight downtown properties as well as an overall assessment of all buildings in the immediate downtown. Their next step is to set up meetings with property owners to discuss structural reports and façade renovations.
- A request was received from Indiana Hydraulic Equipment Corporation for a waiver of non-compliance regarding their 2010 pay 2011 tax filing. This request will be heard before the EDC at their September 13th meeting followed by the City Council at their September 19th meeting.
- The Flood Area Re-Use Committee will be hosting a public meeting scheduled for September 13th to be held at Beeson Hall at 7:00 p.m.
- Beaty Construction was awarded the fifth phase of demolition for the Buyout Project and has received a Notice to Proceed for the removal of seven foundations.
- Joanna Myers and Janet Alexander are in the process of updating the application packet related to Petitions for the Vacation of a Public Way and will be forwarding it to the Board of Works for review and approval.
- As of August 31st, the City of Franklin owns 57 of the 66 homes in the Buyout Project. An additional closing will be scheduled as soon as SBA approves the partial lien release request. We are confident we will be able to purchase the remaining homes in the Acquisition Project but progress will be slow due to foreclosures and other bank related problems which require negotiations with bank/legal personnel.
- Ninety-one notices of violation were issued in August.
- The next Unsafe Building Hearing is September 12th. The Red Carpet Inn is on the agenda.
- Rhoni Oliver and Krista Linke will be attending the Statewide Conference on Housing and Community Economic Development on September 20th & 21st.



DEPARTMENT REPORT

To: Board of Public Works and Safety

From: Chief O'Sullivan

Date: August 31, 2011

1. Statistics for August 2011:

Total incidents= 2101

Citations= 323

Warnings= 413

Traffic Stops= 729

Arrests= 48

2. Officer request for speed limit signs on 100 North. Officer Reichert brought to my attention that a stretch of 100 N., between Eastview Drive and Hurricane Road, contains a school zone for the north side of Needham Elementary. The road in general is not clearly marked for speed, having no speed limit signs for regular hours. It could be assumed that the speed limit is 40 mph due to the speed limit on the other side of Eastview Drive. The school zone is marked 25 mph when children are present in the southwest direction only. The only sign when heading northeast is "Slow School Zone" with no indication for speed.

3. The FPD received a complaint from someone that does not live in Franklin and received a parking citation for parking in an area designated by yellow curb. He was parked at the corner of Jefferson and Main St. He did not see the yellow on the curb and parked directly behind a sign that indicates three hour parking only. I am respectfully requesting that the curb be painted again due to fading.

4. Indiana Maintenance is on schedule with the building project. Also adding downspouts for drainage solution.
5. Preparing for the Fall Festival.
6. Promotional testing is complete and the oral interviews are set for September 10, 2011.
7. Officer Edgar Lucas will celebrate 5 years of employment on September 11, 2011.
8. Officer Brittany Milbourn received a letter of Special Recognition on August 29, 2011 for her professionalism during an investigation involving juveniles that were making inappropriate 911 calls. The Department of Child Services reported that the parents complimented her on the way she handled the situation.
9. Dispatchers Ray Coffman and Shawn McIntosh received letters of Special Recognition on August 29, 2011. They both recognized that the Johnson County Dispatchers were overwhelmed with calls when a burglary in progress that resulted in a suspect being shot was dispatched. They provided support without hesitation.
10. Drug Free Johnson County is hosting a luncheon on September 16, 2011 at Franklin College. The topic of discussion is how to recognize and respond to the newest drugs kids are using.



DEPARTMENT REPORT

To: Board of Public Works and Safety

From: Steve Compton/Street Department

Date: August 31, 2011

Brush and limb crews have been able to complete daily routes the past two weeks.

Sidewalk crews have at least four cost/share projects ahead of them.

The side walk project in North Pointe has been completed, awaiting installation of hand/guard rails.

The Arborists have removed several dead trees, due to what may have been dry weather related from last summers drought. Several hours have been spent on pruning for sidewalk, street and sign clearance.

Preparation for the fall leaf pickup is in progress. Equipment checks and routes are being reviewed.

Asphalt paving for 2011 is complete with exception of road markings.