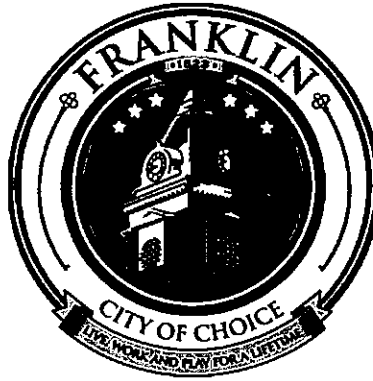




DEPARTMENT REPORT

To: Board of Public Works and Safety

From: Richard L. DeWitt / Cemetery and MS4 Utility

Date: November 30, 2011

Cemetery Report

CIMS – Ancestral Updates – Grave Markers

Work has begun on the fourteenth section to photograph and record grave markers by sections into CIMS. Survey book review is continuing.

Foundation Installation

Four new foundation requests were received, with five installations completed.

General Maintenance

In addition to funeral responsibilities, maintenance crews are winterizing and performing routine maintenance on equipment. Twelve ancestral stones have been reset since my last report including four broken markers that required reconstruction.

Chapel Repairs

Roof and steeple repair continues. After a drying phase, it was determined that most of the architectural parts on the steeple were severely weather cracked and cannot be reused. The contractor is creating new pieces to reinstall at an off-site facility. Going into the project we had hoped to use a lot of the original pieces, but were aware of their wear and damage. The contractor also advised me that he has located a vendor for the stained glass.

Funerals

Three (3) internments.

One (1) inurnment.

Current staffing level

Two (2) - Full Time

Four (4) - Part Time (Now at four day work week)

One (1) – Administrative

Revenue Report

Opening/Closing	\$ 2,300.00
Grave Sales	.00
Foundation Orders	844.80
Markers	.00
Other	<u>.00</u>
Total	\$ 3,144.80

Upcoming Events/Contracts

Nothing to report.

MS4 Utility Report**Technical Manual Update**

The Technical Manual has been reviewed by the Planning Department and is currently undergoing corrections to bring it into consistency with the City's Planning Ordinances. Revisions will be completed by January 1.

MS4 Construction Inspections

No inspections were required.

Illicit Discharge Detection and Elimination

The City's storm drain cleaning progress report from 11/21/11-11/23/11 includes 1,240 feet of storm drains and 18 catch basins cleaned with 3.5 cubic yards of debris and sediment removed.

Outfall Monitoring

No inspections conducted. Ten in stream water samples were collected at specific sites along Young's Creek and Hurricane Creek for E.coli testing and submitted to WWTP for testing.

Johnson County Partnership for Water Quality

On behalf of Franklin's MS4 utility and as co-chairman of the JCPWQ, I attended IDEM's Environmental Stewardship Program presentation to Electro Spec on November 17th. As a Rule 6 industry, this is a very prestigious recognition by IDEM for Electro Spec's environmental safeguarding programs. While at the facility, I had the opportunity to review their very sophisticated pre-treatment operation.

Upcoming Events/Contracts

Deer Trace – East Pond Project consisting of repairing the unsafe outlet and piping to city structure has been completed. Brusco, LLC completed the project at a total cost of \$4,225.

R. L. DeWitt



Memorandum

To: Board of Public Works and Safety
From: Sherry Phillips, Sewer Billing Manager
Date: November 30, 2011
Re: Update

There must be an end-of-the-year push in home sales, we have had a larger number of assessment letter requests than usual-and those have been calculated and faxed to the closing companies.

I signed and submitted a "Disaster Recovery Plan" with Komputrol for 2012 in case of any unforeseen problems/disasters that could arise. This will enable our office to work out of the Komputrol offices should ours be disabled for any reason.

After January billing, we will be running the 90-day delinquent reports and begin the lien process. These delinquent accounts, if remain unpaid, will be filed as liens in March.

The office staff continues to do a great job with the end-of-the year work load.

Happy Holidays!!!!

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



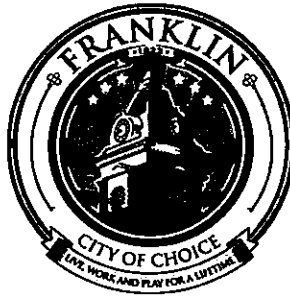
Planning Department Report

To: Board of Public Works and Safety

From: Department of Planning & Economic Development

Date: November 29th for the December 6th, 2011 Board of Works Meeting

-
- Rhoni Oliver made a preliminary request of the RDC to cover the demolition expense of the Red Carpet Inn, in the event the owner does not get the structures demolished.
 - Quotes have been requested for construction fence, in order to secure the Red Carpet Inn.
 - One sign permit was issued in November.
 - Thirty-one zoning violations were issued in November.
 - The Plan Commission will heard one petition at the November 22nd meeting:
 - 1. PC 2011-12 (FP) & PC 2011-15 (SPR): Franklin Tech Park – Lot 2A & Interstate Warehousing, Phases 4-6. Request for approval of replat to modify existing right-of-way and easements and approval of waiver requests related to sidewalks and street trees. – APPROVED WITH CONDITIONS.
 - The Board of Zoning Appeals will hear one case at the December 7th meeting:
 - 1. ZB 2011-17 (SE & V): Franklin Truck & Auto Solutions at 231 Commerce Drive – Request for special exception to allow auto repair and variance for fencing.
 - The December 1st Technical Review Committee meeting was cancelled due to lack of business.



DEPARTMENT REPORT

To: *Board of Works and Public Safety*

Chief Reese

From: Franklin Fire Department

Date: Nov 30, 2011

Please find enclosed activities.

Year to date run totals: 2,236

The replacement of the trench drain at station 22# was delayed due to weather, they have started on this project this morning and plan on pouring concrete this afternoon.

Document outlining projects and outstanding issues has been forwarded to Zach Burton as requested.

Plan of action concerning crack in wall at station 22# has yet been determined.

Correction to the Clothing allowance ordinance which needs to show \$400 dollars for the Civilian Inspector was discussed with the Clerk who indicated that this omission would be corrected.



Memorandum

To: Board of Public Works and Safety

From: Rick Littleton, Superintendent

Date: December 1, 2011

Re: Status of Tasks

Collection System/WWTP

- Wessler Engineering has started the storm and sanitary sewer mapping project.
- Construction progress meeting with Reynolds Inc. is scheduled for December 2nd.

Inter-local 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. Provided the county with personnel and vehicle information needed to move forward with the switch to using the county fueling island. County Highway is in process of producing the access cards for city employees and vehicles.

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



DEPARTMENT REPORT

To: Board of Public Works and Safety

From: Chief O'Sullivan

Date: 12-01-11

1. Officer Joshua Stevenson and Officer Brittany Milbourn will celebrate their 5 year anniversary with the Franklin Police Department on December 11, 2011.
2. Parade posts are issued for the Holiday Lighting ceremony on 12-3-11.
3. Shift bids and assignments will be posted this month.
4. December 06, 2011 will be range qualifications for retired officers.
5. Statistics for the Month of November:

Total Incidents: 1,643

Traffic Stops: 376

Citations: 109

Warnings: 223

Arrests: 41



STREET DEPARTMENT REPORT

To: Board of Public Works and Safety

From: Steve Compton/Street Department

Date: November 03, 2011

For the Week of :

11-14-11 thru 11-18-11

4794 ft pipe cleaned

78 basins cleaned

13.5 cu ft of material removed

11-21-11 thru 11-23-11 (3 days)

1240 ft pipe cleaned

18 catch basin

3.5 cu. ft. of material removed

Recent rains have delayed leaf pickup. Two leaf crews are currently working the assigned routes.

Four large snow plow trucks with spreaders are ready for City streets in the event of snow fall, along with several pick-up trucks with plows. The salt brine truck is also ready for use as needed.

The Street Department has a carryover of 400 tons of salt from last year and is receiving an additional 500 tons this week.

Worker for the Holiday Parade are assigned to work the parade and festival.