



Memorandum

To: Board of Public Works and Safety

From: Rick Littleton, Superintendent

Date: February 29, 2012

Re: Status of Tasks

Collection System/WWTP

- Wessler Engineering has reached the limit of their original agreement on the storm and sanitary sewer mapping work. An amendment to the original agreement has been prepared and will be presented to continue with the mapping updates.
- Reynolds Inc. is nearing substantial completion of the WWTP Improvements Project.
- Applied for and received a new Biosolids Marketing and Distribution Permit from IDEM. The permit will be good for ten years.
- Working with CEI on our application for an NPDES permit to discharge from IDEM. Our current NPDES operating permit expires 8-31-2012.
- Prepared and submitted 2011 annual Pretreatment Report to IDEM.
- Prepared and submitted 2011 annual biosolids report to EPA in Chicago.
- Sampled and conducted annual Whole Effluent Toxicity tests for 2012. No toxicity found.

Inter-local Agreement for Fueling of City Vehicles

- All city vehicles are now fueling using the county's Hospital Road fueling island.

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



Memorandum

To: Board of Public Works and Safety
From: Sherry Phillips, Sewer Billing Manager
Date: February 28, 2012
Re: Update

UPDATE

Liens-The lien payment check and Assessment Collection Report has been received. We are currently compiling a spreadsheet on what liens have been completely paid and can be released. This process is a lengthy one, because partial payments must also be checked.

Delinquent update: We are currently on track with the 90 day delinquent payments coming in. We have collected monies from 433 accounts since January 1st to bring those accounts current. We will continue to receive payments through the first week of March. Letters will be sent out again after billing in March to those who still are on the delinquent list. The ones that are not paid current by March 9th will have a lien filed.

Other Updates: The Auditor was in our office on the 22nd and 23rd this month-it seems all went well.

Personnel: We had one employee who had been out on leave, and first day back was Monday, February 27th. Since our office is small, she was greatly missed—we managed, but it is great to get back to full staff and once again be caught up.

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



DEPARTMENT REPORT

To: Mayor McGuinness

From: Chief Tim O'Sullivan

Date: February 28, 2012

All department surplus has been distributed with the exception of the Fire Department. A final auction list is being completed and will be forwarded by Deputy Chief Tennell.

We have organized a Standard Operating Procedures (SOP) and Rules and Regulations (R/R), committee with several officers of the department. They are currently reviewing SOP's for changes. The administration is currently working on a revision of R/R 6-2, 6-3, 6-4 regarding sick days and timekeeping.

Sergeant Hendley has been tasked with starting a new neighborhood watch program. My goal is to have quarterly meetings held at the Franklin Police Department where the leaders of all the neighborhood watch programs in the city can attend and in turn relay the information to their prospective organizations. This will allow valuable information to be passed along to ensure quality communication between the citizens and our department without exhausting our manpower.



Street Department Report

To: Board of Public Works and Safety

From: Ron Collins, Street Commissioner

Date: February 28, 2012 for the March 5th, 2012 Board of Works Meeting

1. Developed and implemented a monthly safety meeting for all department personnel. First meeting was held 2/28/12. Topics are pertinent to the work performed by department personnel on a daily basis and provide them the tools to use in their everyday endeavors. Any employee that commits an unsafe act in their daily routine, no matter how minor, has the privilege of presenting a minimum of a five (5) minutes safety talk at our next monthly safety meeting.
2. Currently all employees are enrolled in CPR training and all but two (2) will have completed that training by the next department head meeting.
3. Currently developing a master plan on an enhanced sweeping program in the downtown core area, to include the alleys in conjunction with the Planning Department's Downtown Beautification Program.
4. Exhaust system components are on order through vendor, hopefully to be delivered & installed in the next two (2) weeks.

Ron

Fire Department Bi-Weekly Report

- 1) CPR training for all our staff. We have completed four of six sessions for our staff and City Employees. This is mandated every year for our continuing education per our State EMS guidelines.
- 2) We are working to register and plate our new staff vehicle. It is being striped and decaled to match our other staff vehicles.
- 3) We are planning for our swearing in ceremony for March 5th. We are working to get caught up for all personnel whom have not been properly sworn in to our department. At the present time the number is 14 personnel.
- 4) We are prepping agreements with our department and outside agencies. We have two of these agreements with our City Attorney for review.
- 5) We are looking into another possible trade with a neighboring agency for our last remaining ambulance. We have not heard back on this yet.
- 6) We have just finished a week long radio reprogramming and are making the last adjustments to some of our handheld radios.
- 7) We are awaiting word on our Thermal Imaging Unit repair. We have two models out to the shop, but both of these models are over 10 years old.
- 8) We have placed all our apparatus and staff in the optimal place for efficiency. We are starting work on the response guidelines to make these changes more efficient.
- 9) We are close to a final report from our uniform committee. The Uniform House in Indianapolis will post most of our items on their website for purchase, thus making it easier for our staff to purchase and update their uniforms.
- 10) We are working on our needs assessment for the CAD and finalizing the needs our end to make this system work. This has caused a lot of needs to be addressed for our response guidelines to be given to our controller for entry into the computer aided dispatch system.
- 11) We are sending representatives to a PIO class in Atterbury next week. This will help us shore up some of our internal and external communications and our press release information.
- 12) We have started work on our budget to better understand the needs of this department and its usage. We are emphasizing the need to look at our expenditures from last year for our repairs to present for consideration of a maintenance shop here in the City.
- 13) We have taken a complete inventory of needs and requests from our officers for our stations. We are now working on a plan for the future to address these needs.
 - We are fielding questions and concerns for our Ambulance Service and are on our way to making a better and informed decision on who should be our partner for transport.
 - Schedule for next week as follows
 - Monday: Department Heads meeting , BOW and Council
 - Tuesday: Staff Meeting
 - Wednesday: Prep for Thursday Government Officials
 - Thursday: Government Officials Training (EMA)
 - Friday: Coverage for PIO Class

Parks and Recreation

1. Working on hiring our part-time/seasonal staff in the following areas:
 - Kickapoo Summer Camp
 - Outdoor Swimming Pool
 - Park Operations (Parks, Landscape, Grounds, Facilities)
 - Indoor Aquatics
 - Concessions
2. Park Operations staff has been preparing equipment for the upcoming mowing season. In addition, they have been assisting the Cemetery staff with equipment prep.
3. We are finalizing the projects scope for the 2012 Park Bond. The Park Board will be making decisions on the potential projects at their March meeting.
4. Work will be starting next week on seasonal prep of all parks, with an emphasis on Scott Park. The upcoming Little League, softball and T-ball seasons begin in mid- to late April.
5. We have conducted several meetings to discuss city landscaping ideas and plans for the upcoming spring and summer. Discussions have included the downtown area, city entrance signs, cemetery and parks.
6. We were able to secure new scoreboard for the Wonder Five Center using a marketing program from the supplier.
7. We are working on trail extension projects:
 - Needham Elementary to Heritage trail extension
 - Upper Shelbyville Road to Paris Estates extension
 - FCHS to Knollwood extension

Cemetery

1. We are finalizing a tree replacement plan for Greenlawn Cemetery. There are several trees that have died and must be removed/replaced.
2. Working on hiring part-time/seasonal staff.
3. We will be requesting the Mayor's approval to transfer funds to cover part-time/seasonal staffing needs for 2012.
4. All equipment has been serviced and is ready for the upcoming maintenance season.
5. We have been in contact with the contractor that is working on the cemetery chapel rehab and work will be ramped up as the weather allows.

Sandra Lipsius

Subject: FW: Bi-Weekly Reports

Department of Planning

From: Krista Linke

Sent: Wednesday, February 29, 2012 4:13 PM

To: Sandra Lipsius

Subject: Re: Bi-Weekly Reports

- 1) Getting the RDC organized and figuring out what financial commitments have been made and what their priorities are for 2012.
- 2) Finalizing the Downtown Facade Plan with OCRA and getting the paperwork done to close out the grant.
- 3) Franklin Business Park ERA
- 4) Yearly tax abatement compliance reports
- 5) Department Annual Report
- 6) Zoning Ordinance updates with Joanna and Kevin (starting with signage)
- 7) Planters and electrical needs in downtown

There's more I'm forgetting and I didn't include what the rest of the department is working on. Should I in the future?

Questions I have: Getting the carpets cleaned-should it be the whole building and what company anyone recommends to use.

Storage space/trash cans in the garage if the college takes I over that space in the garage.

Sent from my iPhone