



City Manager Report: February 2014

Distributed: March 27, 2014



Contents:

Monthly activities of City Manager and all departments, presented to the Goodlettsville Board of Commissioners and the citizens of Goodlettsville

Reporting Schedule:

Published monthly on the City of Goodlettsville website and distributed at the fourth Thursday Study Session prior to the City Commission meeting

Featured Picture:

The Daddy Daughter Dance is held annually the weekend before Valentine's Day. This sellout event takes place at the Delmas Long Community Center.

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City Projects

- Project Status Update: This document directly follows the Codes monthly report. Page numbers begin at 1 for the Project Update.



March 3, 2014

To: Board of Commissioners, City Staff and Residents of Goodlettsville

The City of Goodlettsville began the practice of producing the City Manager's Monthly Report in December 2011 to provide general and performance information to the Board of Commissioners and the public on City services and programs. The City utilizes performance data to identify efficiencies and potential inefficiencies for the purpose of improving services, responsible budgeting and enhancing transparency in local government. The information in this report is compiled internally by each department/division that comprises City Services. The information is then analyzed and organized for presentation by myself and the Public Information Officer.

I am proud of the City's efforts toward becoming more transparent, performance driven and the direction in which our community is headed. City staff and I will continue to work diligently to increase efficiencies in City services and achieve the goals of our Board of Commissioners as we proudly serve the citizens of Goodlettsville.

I am pleased to present to you the February, 2014 City Manager's Monthly Report. I hope that you continue to stay informed on City issues and progress.

Please feel free to contact me with any questions, comments and/or suggestions regarding this report.

Sincerely,



Tim Ellis, City Manager

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A government committed to operating with efficiency and integrity in all we do as we strive to enhance the quality of life for the community we serve.

City Manager

Management Report: February, 2014

Legislative Accomplishments

- Board of Commissioners adopted the following ordinances:
 - Passed Ordinance 14-808, an ordinance adopting and enacting supplemental and replacement pages for the municipal code of the City of Goodlettsville, Tennessee.
 - Passed Ordinance No. 14-809, an ordinance to amend the fiscal year 2012-2013 budget.
 - Passed Ordinance No. 14-810, an ordinance to direct the Davidson County Election Commission to call for an election to fill the terms of two (2) Commissioners of the City of Goodlettsville, Tennessee, Pursuant to T.C.A. Section 6-20-105 and the similar requirement of the city's charter.

- The Board of Commissioners also took action on the following resolutions:
 - Passed Resolution 14-590 a resolution declaring certain property surplus to the needs of the City of Goodlettsville and calling for its disposal by online auction or any other reasonable manner.
 - Passed Resolution 14-591, a resolution nominating and endorsing the appointment of Mr. DeWayne Phillips to the State of Tennessee Emergency Communication Board.

Legislative Matters Forthcoming

- Ordinance calling for municipal elections.
- Ordinance amending the Fiscal Year 2014 Budget.
- Ordinance adopting Fiscal Year 2015 Budget.
- Ordinance changing the hours of beer sales on Sundays.
- Resolution declaring Surplus Property.
- Ordinance in reference to U-turns within the city.

Other Items Considered by the Board

- Approved a lease agreement for mobile computers for the police department.

Commissions and Boards

- **Beer Board**
 - The Beer Board voted to recommend to the Goodlettsville Board of Commissioners to allow for beer sales to begin at 10:00 a.m. on Sundays.

- **Planning Commission**
 - The Planning Commission did not meet during the month of February.

- **Board of Zoning Appeals**
 - The Board of Zoning Appeals did not meeting during the month of February.

- **Industrial Development Board**
 - The Industrial Development Board did not meet during the month of February.

External Meetings

- Attended the Board of Directors Meeting of Forward Sumner.
- Attended a workshop hosted by TML Risk Management Pool.
- Attended a meeting of the Sumner County Joint Economic & Community Development Board.
- Attended the Chamber of Commerce monthly luncheon.
- Attended the Board of Directors retreat for the Goodlettsville Chamber of Commerce.
- Attended Leadership Nashville.
- Met with State Senator's Ferrell Haile, Steve Dickerson & Bo Watson and Representative's Bo Mitchell, Courtney Rogers, Art Swann, Jeremy Durham, Tim Wirgau & Mike Carter.
- Met with representatives of Windrow & Phillips.
- Met with various economic development prospects.
- Attended various committee meetings of the state legislature in regards to certain legislation that the city has had introduced for adoption.

Internal Meetings

- Met with representatives of the Fessenden Group
- Met with representatives of Hart Freeland Roberts.
- Met with representatives of Group Benefits.
- Met with State Senator Steve Dickerson.
- Met with Mrs. Susan Edwards of Imagine Goodlettsville.
- Met with Mr. Wills Gardner of Congresswoman Diane Blacks office.
- Met with Mr. Blake Reynolds in regards to utility billing software.
- Attended all City Meetings (Planning Commission, Board of Commission, Board of Zoning Appeals and Beer Board, Industrial Development Board and Parks, Recreation & Tourism Advisory Board).

Ongoing Work

- Local Parks & Recreation Grant Project.
- Fiscal Year 2015 Budget Process.
- Overall Capital Improvements Program.
- MTAS Benchmarking program.
- Moss-Wright Bathroom / Concessions Design & Construction.
- Main Street Enhancements.
- TownSquare.
- Conference / Vietnam Vets Lighting Improvements.
- State Contract purchase of 2 way radio communications within all departments of the city but most importantly public safety.
- The greenway / bike / pedestrian project has received Notice to proceed for design.
- Streambank stabilization of Manskers and Madison Creeks.
- Traffic Signalization timing and synchronization projects.
- City wide Beautification.
- Delmas Long Community Center Project.

P.I.O. Monthly Report – February 2014 Highlights

News Releases / Notify Me Email Blasts / Push Notifications / Facebook & Twitter Updates

- “The City of Goodlettsville Introduces its In-house Speakers Bureau to Demystify the Role of Government”
- “Board of Commissioners Meetings are Posted for Online Viewing”
- “Allied Modular Building Systems, Inc. to Expand Its Operations in Sumner County”
- “City Manager’s Monthly Report is Posted”
- “City of Goodlettsville Monthly Newsletter is Posted”
- RSS feeds for the city calendar, board meeting agendas, and news and announcements shoot to facebook, twitter and the city’s mobile app
- Brian Shores was awarded City-wide Employee of the Month
- Police Department Employees of the Month were George Henry and Stan Hilgadiack, and the Communications Officer of the Month was Angi Bain.

Meetings/Events

- Hosted the first content meeting for the newly formed newsletter committee to plan for the newsletter to come out in March
- Hosted the second content meeting for the newsletter committee to plan for the April newsletter. In this meeting we discovered new ways we can all work together by sharing information happening in each of our departments – much more than gathering information for a newsletter
- Filmed study sessions, and bi-weekly staff meetings to post on the city website for public viewing

Admin/Other

- Assembled briefing packets for City Commission meetings
- Assembled the monthly City Manager Report
- Created the format for the inaugural citizens’ monthly newsletter for March
- Created online submittal form for the newly created Speakers Bureau
- Addressed problems with page changes not always saving in website admin.
- Made numerous city website posts

Finance and Administration Monthly Report

February 2014

FINANCE

- Worked on Budget document and met with department heads as they worked on their budget requests. Received budget requests from all departments and merged all the requests into the master document.
- Met with the Fessenden Group with the City Manager and HR Director regarding employee benefits.
- Met with City Manager, HR Director and Group Benefits Systems regarding the City's Health insurance renewal.
- Met with Haley Gallick of TML Risk Management Pool regarding the City's insurance coverages.
- Met with WHUD and MSUD with AMEC and Public Works staff regarding the billing of stormwater utility.
- Met with Guy Patterson and Amy Murray and Buddy Petty to review the Sewer Rate Study.
- Mailed 1099's to Internal Revenue Service
- Met with Incode representative and Amy Murray regarding the Utility Billing Software.
- Attended a TML Risk Management workshop in Springfield.

Human Resources

- 2/3/14 attended TCRS meeting in Franklin.
- 2/4/14 attended open enrollment insurance meeting.
- 2/14/14 sent out employee newsletter.
- 2/21/14 attended open enrollment insurance meeting.
- 2/27/14 attended TML meeting in Springfield.
- No employee hired in the month.
- No employees terminated during the month.
- Worker's Compensation accidents in the month: 1 broken arm during a police foot chase.
- Full-time employees: 126; Part-time employees: 22

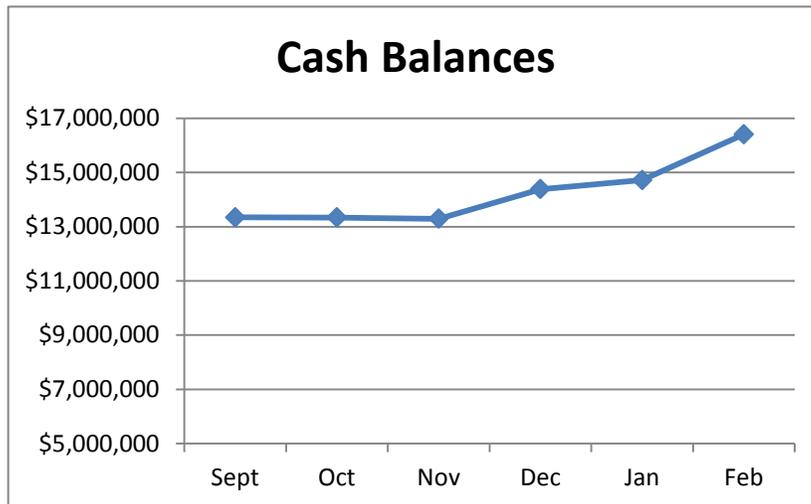
**City of Goodlettsville
Financial Summary
February 2014**

UNASSIGNED FUND BALANCE

Operating Fund	Ending Balance FY 13	Current Month	Budget 06/30/2014	Projected 06/30/2014	%
General Fund	4,625,329	5,489,420	1,719,377	1,719,377	16.15%
Sanitation	194,833	39,276	278,873	0	0.00%
Tourism	605,766	566,062	664,005	664,005	179.69%

CASH IN BANK

	Sept	Oct	Nov	Dec	Jan	Feb
General Fund	1,605,976	2,872,355	2,610,145	3,376,592	3,563,310	5,203,068
Bond Issue 2013	2,974,498	1,519,207	1,519,207	1,519,207	1,519,207	1,519,207
Sanitation	116,614	98,822	28,693	69,359	68,030	53,666
Tourism	667,144	594,411	593,836	605,387	601,151	603,622
Sewer	7,860,119	8,141,086	8,425,945	8,681,380	8,834,942	8,883,024
Stormwater	118,379	110,521	115,067	130,281	130,818	144,700
Total Cash	13,342,730	13,336,403	13,292,893	14,382,206	14,717,458	16,407,287



Governmental Revenues are typically received in arrears, i.e., July revenues are received in August. The revenues collected in July, were for the month of June, and were recorded in prior year financials.

**City of Goodlettsville
Financial Summary
February 2014**

KEY REVENUE INDICIES

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Annualized/ Projected</u>	<u>Target</u>	<u>Projected Over/(Under) Budget</u>
General Fund	Local Sales Tax	483,863	2,375,879	3,975,879	3,935,000	40,879
	State Shared Tax	158,683	1,062,062	2,124,124	1,810,000	314,124
	Property Tax	1,671,995	3,899,756	4,188,085	4,249,428	(61,343)
	Court Fines/Fees	42,453	268,232	402,348	350,000	52,348
Tourism	Hotel/Motel Tax	28,910	290,125	435,188	425,000	10,188
Wastewater	Sewer User Fees	409,236	2,824,670	4,842,291	4,770,000	72,291
Sanitation	Sanitation Fees	61,373	368,953	632,491	738,000	(105,509)
Stormwater Utility	Stormwater Fees	16,900	104,895	179,820	320,000	(140,180)

Revenue Summary			
General Fund Collected YTD	8,708,559	Wastewater Fund Coll YTD	2,915,091
General Fund Target	12,932,528	Wastewater Fund Target	4,960,000
Difference	(4,223,969)	Difference	(2,044,909)
	67%		59%

OPERATIONS EXPENDITURE SUMMARY

<u>Operating Dept</u>	<u>Month</u>	<u>YTD</u>	<u>Annualized/ Projected</u>	<u>Budget</u>	<u>Projected Over/(Under) Budget</u>
General Government	77,376	891,095	1,425,752	1,504,182	(78,430)
Community Development	35,463	290,044	464,070	524,982	(60,912)
Police	273,558	2,613,384	4,480,087	4,503,473	(23,386)
Fire	101,407	962,522	1,540,035	1,631,656	(91,621)
Hwys & Streets	69,025	596,724	1,622,955	2,057,388	(434,433)
Parks/Recreation	93,071	763,603	1,309,034	1,454,048	(145,014)
Police Drug Fund	680	2,830	4,528	20,857	(16,329)
Sanitation	76,326	524,648	839,437	771,648	67,789
Tourism	34,946	343,585	549,736	721,869	(172,133)
Wastewater	348,230	2,212,649	4,843,113	4,934,581	(91,468)

FUND EXPENDITURE SUMMARY

<u>Fund</u>	<u>Month</u>	<u>YTD</u>	<u>Target</u>	<u>% of Budget</u>
General	808,917	7,844,468	16,707,834	46.95%
Sanitation	76,326	524,648	771,648	67.99%
Wastewater	348,230	2,212,649	4,934,581	44.84%

MONTH OF FEBRUARY 2014

MONTHLY MANAGEMENT REPORT

COURT

NUMBER OF TICKETS ISSUED IN FEBRUARY 2014 - **689**

NUMBER OF DEFENDANTS APPEARING IN COURT

FEBRUARY 11, 2014	9:00 A.M.	71
FEBRUARY 11, 2014	1:00 P.M.	50
FEBRUARY 18, 2014	9:00 A.M.	90
<hr/>		
TOTAL FOR MONTH		
FEBRUARY 18, 2014	1:00 P.M.	14

CONTESTED COURT SESSION

NUMBER OF NON-TRAFFIC CITATIONS (i.e. codes / misdemeanors violations)

CODES **0**

MISDEMEANORS **0**

NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL **125**

EIGHT HOUR SCHOOL **2**

Goodlettsville Police Department
Chief Goodwin's Monthly Report
February 2014

On February 17th we attended the Burton Heights Neighborhood Watch Meeting at Bakers Chapel Church. On February 27th we attend the Newcastle Court Neighborhood Watch meeting. We also attended the Middle Tennessee GHSO meeting in Springfield on February 18th.

In review of the TIBRS data comparing February 2014 to February 2013 Crime Against Person increased by 30%, and Crime Against Property decreased by 26% and overall we had a 16% decrease. Our UCR total for the year is a 16.26% reduction in UCR Crimes.

Our proactive efforts of our officers were very good for the month of February. As a result our officers made 1210 Traffic Stops and 16 Terry Stops. They made 134 Traffic Arrests and 12 DUI Arrests. From these Traffic Stops resulted 9 Felony charges, 128 Misdemeanor charges, and 23 warrants were served. They seized 6 weapons and had 23 drug confiscations (14 from traffic stops). They issued 65 Misdemeanor Citations, made 82 Physical Arrests with 105 Misdemeanor charges and 25 Felony charges. They made 14 Juvenile Misdemeanor Arrests, 1 Juvenile Felony Arrest and issued 2 Juvenile Citations.

The other part of the strategy involves serving outstanding warrants. Persons with outstanding warrants have already proven a proclivity for involvement in criminal activity. By arresting them for their outstanding warrants we prevent their opportunities for committing crime. During the month they made 33 Warrant Service Attempts. They served 17 Felony Warrants and 19 Misdemeanor Warrants.

Our officers continue to check our neighborhoods, businesses and parks. They conducted 555 checks of neighborhoods, 408 businesses checks and 220 park checks. They had 716 Community Contacts.

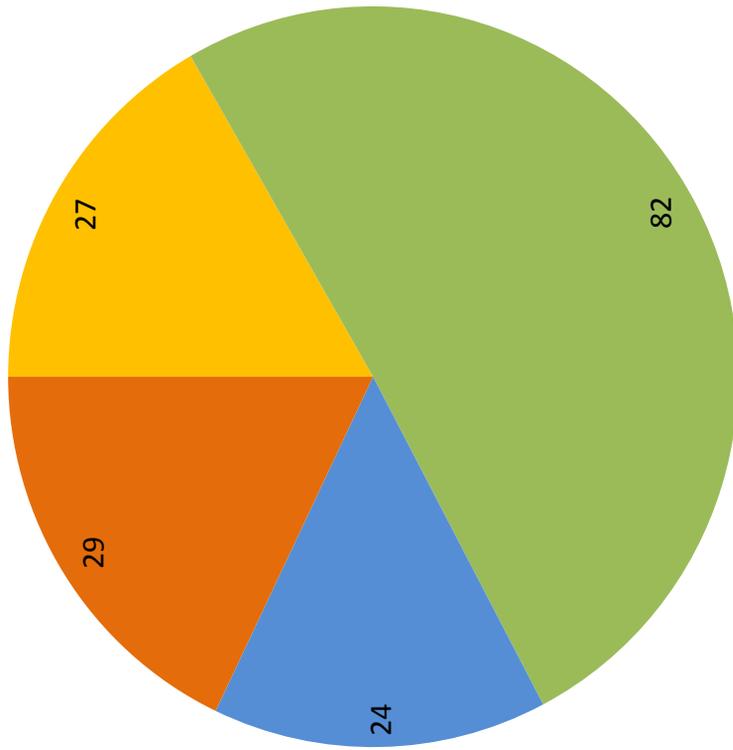
The February Officer of the Month was George Henry & Stan Hilgadiack and the Communications Officer of the Month is Angi Bain. Angi handled a call all while talking the caller through administering CPR until medics arrived. Officer Henry was dispatched to a suspicious vehicle in the driveway at 601 N. main St. He questioned the occupant of the vehicle and determined there were items from the house in the vehicle. Det. Hilgadiack located a second suspect walking down the street. They were eventually able to identify a third suspect and warrants were later obtained. They also located items in the vehicle that had been taken from a theft at Tara's Antiques prior to the burglary. They were able to charge 3 individuals and seized their 2008 Nissan Xterra. Charges were Burglary X 3, Theft over \$1,000 X 3, 1 count possession of Schedule I, and drug paraphernalia.

FEBRUARY	2014	2013
TIBRS Group A Offenses	Offenses	Offenses
	Reported	Reported
Crimes Against Persons	20	14
Murder	0	0
Negligent Manslaughter	0	0
Kidnaping/Abduction	1	0
Forcible Rape	1	0
Forcible Sodomy	0	0
Sexual Assault W/Object	0	0
Forcible Fondling	0	0
Incest	0	0
Statutory Rape	1	0
Aggravated Assault	5	3
Simple Assault	10	9
Intimidation	2	2
Stalking	0	0
Crimes Against Property	65	88
Arson	0	0
Bribery	0	0
Burglary	5	6
Counterfeiting/Forgery	1	3
Destruction/Damage/ Vandalism	7	13
Embezzlement	3	2
Extortion/Blackmail	0	0
Fraud - False Pretenses	7	5
Fraud - Credit Card/ATM	2	5
Fraud - Impersonation	7	8
Fraud - Welfare	0	0
Fraud - Wire	0	0
Motor Vehicle Theft	0	2
Robbery	0	0
Stolen Property Offenses	0	0
Theft - Pocket-picking	0	0
Theft - Purse Snatching	0	0
Theft - Shoplifting	21	27
Theft From Building	7	10
Theft From Coin Machine	0	0
Theft From Motor Vehicle	4	3
Theft of Motor Vehicle Parts	0	0
Theft - All Other Larceny	1	4
Crimes Against Society	33	22
Drug/Narcotic Violations	20	13
Drug/Narcotic Equipment Violations	10	5
Gambling - Betting/Wagering	0	0
Gambling - Operating/Promoting	0	0
Gambling - Equipment Violations	0	0
Gambling - Sports Tampering	0	0
Pornography/Obscene Material	1	0
Prostitution	0	1
Prostitution Assisting/Promoting	0	0
Weapon Law Violations	2	3
Total Group A Offenses	118	124

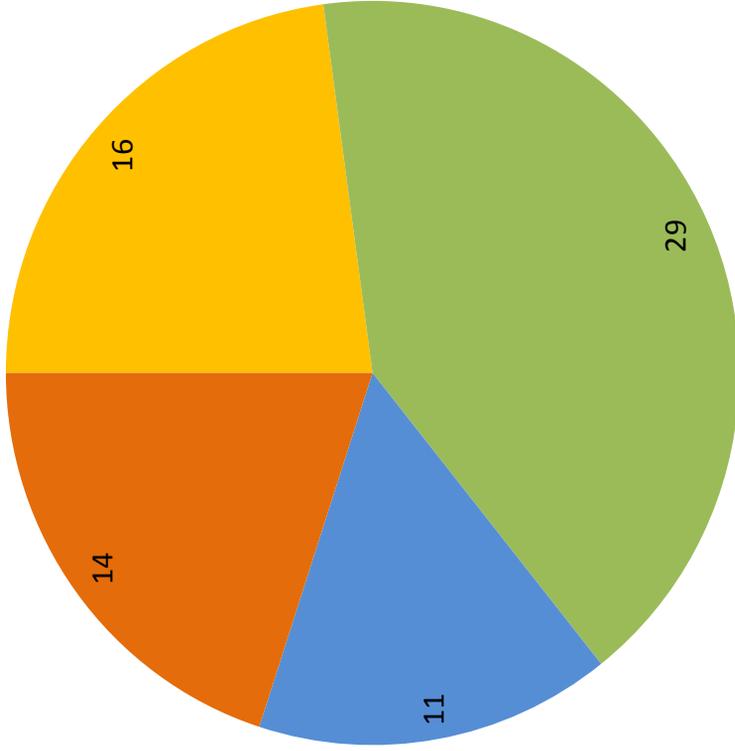
CRASH REPORTS

YEAR TO DATE

Fatal **Injury** **Property Damage** **Minor Damage** **Private Property**



2014
162

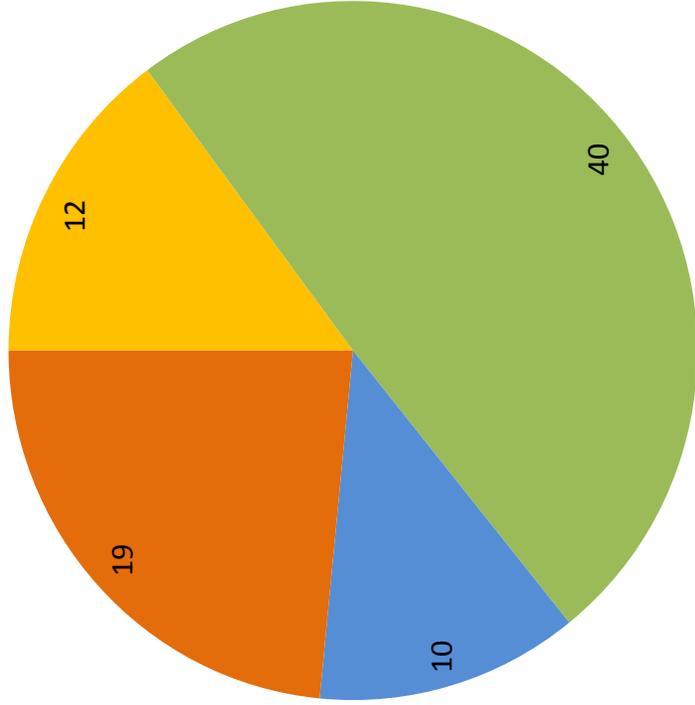


2013
147

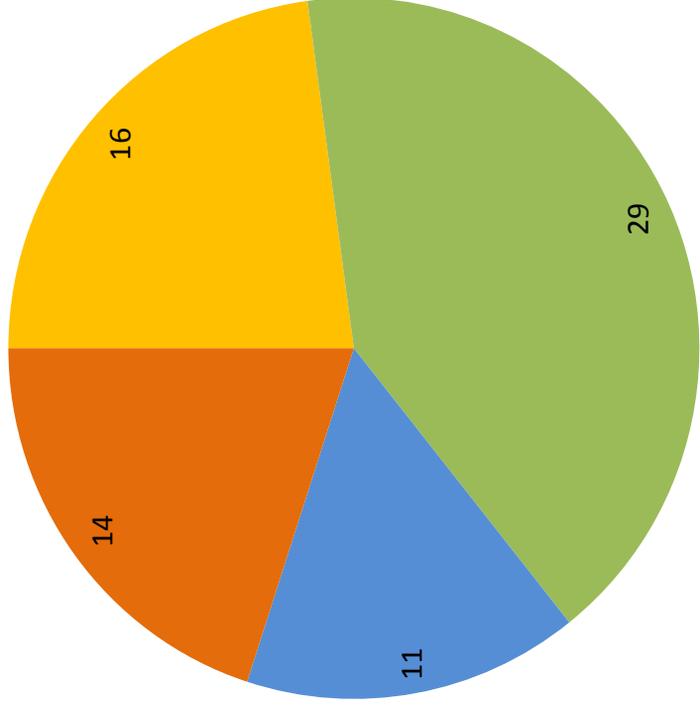
CRASH REPORTS

FEBRUARY

- **Fatal**
- **Injury**
- **Property Damage**
- **Minor Damage**
- **Private Property**



2014
81



2013
70

**Goodlettsville Police Department
FEBRUARY 2014 COMPSTAT
WEEKS 6 THRU 9**

	CURRENT	2014 YTD		2013 YTD		% change	2013 TOTAL
		YTD	0	YTD	0		
Murders	0	YTD	0	YTD	0	NC	0
Rape	0	YTD	0	YTD	0	NC	1
Robbery (Commercial)	0	YTD	1	YTD	4	-75.00%	13
Robbery (Street)	0	YTD	0	YTD	2	-100.00%	17
Aggravated Assault	3	YTD	5	YTD	10	-50.00%	36
Aggravated Assault - Dom Viol	1	YTD	4	YTD	1	300.00%	30
Burglary (Commercial)	0	YTD	2	YTD	4	-50.00%	18
Burglary (Residential)	4	YTD	10	YTD	12	-16.67%	62
Auto Burglaries	4	YTD	11	YTD	15	-26.67%	86
Larceny	8	YTD	18	YTD	22	-18.18%	187
Shoplifting	21	YTD	50	YTD	48	4.17%	349
Motor Vehicle Theft	0	YTD	2	YTD	5	-60.00%	22
Total Offenses	41	TOTAL YTD	103	2012 YTD	123	-16.26%	821

Fire Department February 2014

Summary of Month's Activities

Fire Operations

The Department responded to 210 calls for service for the month of February.

Fire Administration

- Several walk-ins for blood pressure check
- Completed 2014/15 Budget and sent to Finance Director
- Chief Gibson attended Chamber Luncheon
- Deputy Chief Becknal met with Commander David Birdwell with Metro Nashville Fire Academy.
- Deputy Chief Becknal attended Paramedic Refresher Course held by Vanderbilt Lifeflight.
- Fire administration established a committee to rewrite and implement new Standard Operating Procedures in December 2013. The new standards are designed to improve department service to the citizens of Goodlettsville. The Mayday Standard Operating Procedure was placed into service. Mayday is a significant issue for firefighter safety and aggressive training was implemented using performance standards.
- Performance standard training places the firefighter in a simulated stressful situation to develop skills and abilities. This practice is coordinated in a safe environment using real time type scenarios and actual radio communications. The firefighters are graded on cognitive and motor skills.
- A specifically designed checklist was built for each apparatus for the department in accordance with equipment requirements of NFPA 1901. The checklists are designed to be used daily to maintain equipment readiness and inventory. In addition, weekly checklists were put into service to maintain specialty trailers equipment readiness.
- The department began a complete inventory process of all tools, equipment, apparatus and radios.

The Training room has been utilized this month for the following:

- Fire Training Classes
- Fire Prevention Classes
- Vol State EMT Class

Fire Inspection

	This Month	YTD
Fire Investigations	1	1

Public Fire Education

	This Month	YTD
Participants	6	16
Education Hours	1	3
Number of Occurrences	1	3

Fire Fighter Training

February Training:

- Pediatric Emergencies
- Pediatric Shock
- Assuming the role of company officer
- Mayday Standard Operating Procedure
- Computer Use Standard Operating Procedure

Training Plan for 2014:**2014 Skill and Drills Plan**

Jan- PPE, Turn-out gear

Feb- Mayday and FF disorientation Training, Tools and Equipment knowledge

March- 1¾ tactics, Fire Ground tactics, SCBA Donning and Doffing

April-Hotel Lay Tactics/ advancing a 2 ½, Hose streams, Hot Weather ops.

May-Hydraulics, Pump Panel Operations, MVA & MVA Safety

June-Ladder Truck Operations, TNT tools, Roof Top Recognition

July- Ground Ladder Operations, Roof top operations, Accountability/Mayday

August- forcible entry, Power tools, Fans, Ventilation, VES Team Ops

September- EMS Safety, fire ground safety, Utilities, Disorientation Drill

October-Haz mat, Master Streams,

November- Cold weather Ops, Safe Driving, TIC training

December- Radio Procedures (Emergency and Non- emergency) Annual Territory/Hydrants Test

Implemented Performance Standards Plan

January – PS0001 Personal Protective Equipment

February- PS0002 MAYDAY

March- PS0003 1 ¾ hand line deployment/burst length,

PS0004 2 ½ hand line deployment/Hotel Pack

April - PS0004 SCBA

Fleet Maintenance

14 Repairs

Cost Savings

In house repairs to vehicles and building to cut down on the cost.

5 Building Repairs

Goodlettsville Fire Department
Incident Report
Incident Totals

Jurisdiction 19226

February 1, 2014 to February 28, 2014

CATEGORY TOTAL CALLS

Total Calls 210

Structure Fires	0	Hazardous Calls	7
Vehicle Fires	0	Service Calls	19
Brush/Grass /Rubbish	3	Good Intent Calls	20
Refuse/Rubbish Fires	0	Unintentional False	8
Other Fires	5	Other False	5

Total Fires 8

Total False 13

Rescue and EMS	141	Overpressure Rupture/Explosion - No Fire	1	Severe Weather	1
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Mutual Aid Received	4	Incidents with Exposures	0
Mutual Aid Given	45		

Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	\$000.00
Fire Service Death	0	Contents	\$0.00
Non-Fire Service Death	0	Non-Fire Dollar Loss	
Fire Civilian Injuries	0	Property	\$0.00
Non-Fire Civilian Injuries	0	Contents	\$0.00
Fire Civilian Deaths	0		
Non-Fire Civilian Deaths	0		

Public Works Report – February 2014

SOLID WASTE:

- Convenience center solid waste collected: 27 tons
- Solid waste tonnage collected: 292 tons
- Street sweeping debris removed off of streets: 21 cy
- Recycled materials collected: 44 tons

SEWER:

- Monthly equipment and daily pump station inspection, maintenance and repairs
- Monthly bioxide tank filling
- Bi-annual sampling
- Daily pump station, service connection, and manhole inspections
- Cleaned sewer line segments
- Cleaned wet well walls
- Construction and new segment inspections
- Sewer rate study meetings
- Rainfall for month: 5.41"

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	4	8
Culverts/Storm Drains Cleaned	100	200
Curb – Repair/Install/Remove	0	0
Dead Animal Pick-Up Requests	0	4
Drainage Inspection Requests	40	80
Driveway Permits Issued	0	0
Excavation/Street Cut Permits Issued	0	0
Exemption/Back Door Route Requests	0	0
Graffiti Removal Requests	0	0
Land Disturbance Permits Issued	0	0
Sanitation – Bulk Item/Junk Pick-Up Request	14	21
Sanitation – Cart Repairs	16	37
Sanitation – Second Cart Request	0	0
Signs Repaired/Installed (Street or Name)	50	150
Stormwater Inspections Performed	15	30
Stream and/or Tributary Clean-Up/Clean-Outs	1	1
Streets Paved	0	0
Streets Repaired (e.g., pothole)	10	20
Streets Striped	0	0
Tennessee One Calls	70	142
Traffic Signal Repair	5	10
Tree Trimming Requests	10	20
Vehicle Maintenance – Routine	30	60
Vehicle Maintenance – Unscheduled	55	110
Water Quality-Related Outreach Events	2	5

PUBLIC WORKS FACILITY, OUTREACH, & PROJECT REVIEW:

- Residential meetings and work to assist with drainage-related projects
- Daily underground storage tank testing
- Monthly fuel pump inspection and cleaning
- Stormwater manager's meeting
- WKU/APSU/Vol State stream monitoring and assessments; macroinvertebrate survey analyses, outfall inventory
- Weekly departmental meetings and monthly staff safety meetings
- Bent street sign repair, new sign installations
- Signal inspection, repair, and timing adjustments on LHP
- Participated in various weather calls from NOAA
- Brine acquisition from Metro Nashville; brined and salted streets in advance of weather events
- Fleet software implementation workshop
- Plans reviews provided from Planning Department
- Budget meetings
- MPO meetings
- Paperwork submitted to TDOT for various upcoming MPO-approved FHWA projects
- City Newsletter kick-off meeting
- Stormwater utility billing
- Streets crews attending flagging/work zone control class
- FEMA flood map study meeting

CONTINUING PROJECTS:

- Fleet system software implementation
- Bent sign inventory repair
- CMAQ projects (Long Hollow Pike synchronization, pedestrian crossing at Moss-Wright, and traffic signal installation at Madison Creek Road)
- Upgrades to City's fueling system
- Rivergate Parkway underpass lighting

Parks, Recreation, and Tourism Monthly Report

February 2014

ADMINISTRATION

- Continued work on the LPRF grant for community center improvements and new playground at Peay Park.
- Met with playground installer for Brooks Park Playground. Playground was complete in February.
- Talked with two playground companies regarding proposals for a new playground at Moss-Wright Park.
- Attended meetings with the Sumner County Master Gardeners to discuss upcoming programs at Mansker's Station that is part of the Gardening Series Partnership.
- Met with a member of the Tennessee Vintage Baseball Association to discuss the league playing games at Moss-Wright Park this summer.
- Continued working with contractor for the 4th of July Celebration fireworks.

PARKS DIVISION

Projects

- Added wood chips to dog park.
- Repaired split rail fence at front where car ran off road.
- Lined 6 soccer fields.
- Added mulch under porch swings at playground.
- Cut down tree in playground area due to storm.
- Prepared for LPRF grant work by removing fence and fill at Peay Park Playground and taking down a basketball goal in the gym.
- Added SAF coat to quad fields and field 2.
- Public Works pulled old bridge at Peay Park and installed culvert by tennis courts.
- Built 4 new pitching mounds for baseball.
- Continued work on Restrooms in the center of the park by putting epoxy floor down, painting the walls, putting up new partitions, and installing paper dispensers and baby changing tables.
- At the Bowen House, the brick paver sidewalk was removed and replaced with colored concrete

RECREATION DIVISION

Report from the Special Events and Program Coordinator – Allison Baker

- Met with Maggie Stoddard and Kimberly Lynn with the Chamber to discuss upcoming programs and events
- Met with Goodlettsville's new librarian Jessica Piper to discuss programming between sites

Special Events and Programs

- The annual Daddy Daughter Dance was held on Saturday, February 8. The popular event was sold out with over 250 guests in attendance..
- Dick's Sporting Goods will once again sponsor our Tiny Tikes Tri. They will give \$500.00 in cash and also \$500.00 worth of in-kind donations such as water bottles or towels for the participants. The Tiny Tikes Tri is scheduled for September 13.

Historic Sites

- Mansker's Staff met with the Master Gardeners this month to work out planting schedules and to finalize plans for the Educational Series we are partnering on. The Gardeners will begin working on site on March 5.
- Continuing to work on our historic sites partnerships, I met with the Hendersonville Arts Council at Monthaven director this month. They are planning an artist workshop and would like to use people in period clothing so they will use interpreter Bill Maddox. Completed projects may be displayed in our Visitor's Center as well as in Monthaven. In return, the director has sent out our Heritage Days information to school groups.
- Amy Mitchell and I met with Tennessee Vintage Base Ball's Vice President to finalize plans for the upcoming games to be played in Moss-Wright Park. The opener will be on Sunday, May 18 at 12:00pm.
- Interviews were held this month for the Historic Interpreter position.
- The Literary Tea was held on Saturday the 22nd. There were 20 girls in attendance from ages 2-12.

Marketing

- Created a summer program for daycares for Mansker's Station and mailed it out to local facilities
- Created and distributed a new Mansker's Station newsletter
- Created radio ads for April for the Nashville Sounds

Report from the Recreation Supervisor – Robbie Brigham

Recreation

- Registration for Youth Volleyball took place and filled in three days. More gym time was secured and the leagues were opened for 16 more girls. The leagues then filled to the maximum again.
- Daddy Daughter Dance took place.
- A meeting about programs and next year's Daddy Daughter Dance was attended.
- The Caleb Patterson-Sewell Soccer Academy continued having indoor soccer training in the gym on Tuesdays and Fridays.
- Men's Adult Church Basketball season came to an end this month with a single elimination tournament.
- Table carts, chair carts, tables, chairs and staging were delivered to the Community Center as part of the LPRF grant.
- Race lanes, storage reel, and storage cover were ordered for Pleasant Green Pool.
- Adult Coed Open softball registration took place and 4 teams registered to play. A coaches meeting was held on February 24th.

Maintenance

- An automatic door was installed on the East side of the building.

Report from the Program Coordinator – Jennifer Spillers

Senior Adult Programs

The Senior Adult monthly newsletter is available online, community center, and at the Goodlettsville Branch Library.

- The Goodlettsville Fire Department visited the senior center and handed out forms in regards to the Yellow Dot program. Over 30 seniors took advantage of the program.
- The Senior Center had a great Valentine's celebration. Vendors, entertainment, food and door prizes were a great addition to the Love Songs and Stories Concert. Over hundred senior adults came out for the concert. Thank you to the sponsors CareAll, Wood Financial Group, Elmcroft, Brookdale, Windlands East, Hillcrest, EddieK and Signature Health Care.

- The senior adults hosted a Valentine's Tea Party. They wore red enjoyed tea and danced to the music played by Deba Gammons.



For the month of February the *weekly* programs consisted of Yoga, Tuesday lunch, Potluck, Recreation, Chair Exercise, Crafts, Art, Social Activities and Enrichment Sessions. The *monthly* programs consisted of a Grief Session, Book Club, Coffee Club, and Birthday Club.

- Ten new seniors joined the program or the month of February.
- The seniors enjoyed the movie Lillies of the Field. The Goodlettsville Branch Library hosted the movie at their location. We have joined together for more upcoming movie dates. The next scheduled date is March 20 at 12:30; the movie showing will be Casablanca.
- The senior adults celebrated Black History month with art and history. The Goodlettsville Branch Library did a presentation on Asanto Kente cloth from Adanwomase, Ghana. The seniors listened to the stories and the history of the cloth. After the presentation the seniors created their very own Kenta design.
- The seniors participated in a grief session for the month February sponsored by Avalon Hospice.
- The senior adult book club is reading about Thomas Jefferson, the club has expanded to 19 members.

Teens and Programs

- The Mayor's Top Teen is now closed for applications. The winner will be announced at the commissioners meeting on May 8. A ceremony is scheduled after the meeting hosted at the Delmas Long Community Center.
- The Goodlettsville Teen Advisory Committee is working on the upcoming ceremony for the Mayor's Top Teen. They have lots of great ideas.
- The Daddy and Daughter Dance was another beautiful night. The fathers had a memorable night with their daughters. The new lights added a different effect to the dance. A special thank you goes out to First State Bank for volunteering at the event.
- Teddy and Me Tea program was celebrated on Valentine's Day and was a huge success. Thank you to First State Bank for volunteering and donating treat bags to all the participants.

COMMUNITY DEVELOPMENT DEPARTMENT

Sub-group: Economic Development

Monthly Management Report: February 2014

Business Recruitment / Retention & Expansion

Worked with two local industries in relation to possible expansion.

Sent out packets of information and communicated with company real estate personnel in an effort to establish interest in the Goodlettsville market area for their companies to locate a business.

Worked with parks department in regards to tourism marketing.

Met with interested party in regards to locating a service oriented business in Goodlettsville.

Prepared property information for person interested in establishing a food services business in Goodlettsville.

Worked with administration in acquiring equipment to aid in helping Codes and Planning become more paperless and increase efficiency allowing for better customer relations.

Worked with various commercial real estate agents and property owners in an effort to get information on available property and buildings to add to data base and city website.

Worked with commercial realtor and local property owner in regards to future development plans for a site in Goodlettsville.

Worked with consultant and company in regards to location of a new manufacturing facility in an existing building in the Goodlettsville area.

Meetings Attended

City Commission

Forward Sumner

Sumner County JECDB

TVA Economic Development Forum

FEMA Meeting in regards to Flood boundary changes in Davidson Co.

NREDA Board of Directors meeting

COMMUNITY DEVELOPMENT**Planning Department****March 4, 2014****Ongoing Activities**

Numerous requests for information related to refinancing of properties in Goodlettsville.

Collection of information and data tied to ongoing developments.

Production of information and data needed for assembly of the monthly Planning Commission agenda.

Production of monthly staff report for the regularly scheduled Planning Commission meeting.

Responded to various requests for information pertaining to completion/implementation of approved plans.

Meetings

Attended various meetings concerning Goodlettsville's continuing participation in regional efforts:

Goodlettsville Planning Commission

Goodlettsville Board of Zoning Appeals

Attended Technical Coordinating Committee meeting of the Nashville MPO

Attended presentation concerning Preliminary flood maps sponsored by FEMA

Attended annual Winter Retreat sponsored by TN chapter of the American Planning Association

Goodlettsville Codes Department Activity Report February 2014

The purpose of the Codes Department is ensure that all citizens and contractors are assisted concerning the issues of: Building Codes and Safety, Fire Marshal Duties, and Property Maintenance Codes. The duty of this department is to inspect and enforce these regulations in a certified and professional manner.

<u>Activity</u>	<u>Scope of Activity</u>	<u>Total Monthly</u>
Issuing of Permits	Building(Commerc. & Resid.), Burn, Demolition, Blasting, Sign, Fireworks, Pool, Yard Sale	46 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	5 inspections
Fire Investigations	Duties of Fire Marshal involving fires in the city limits	0 investigations
Building Inspections	Building Related	36 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	40 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	20 inspections
Signs Removed	Illegal signs removed from city limits	50 signs
I.B.C. Training	Training for the departments required certification test/International Building Certif.	6 hrs./testing inc.
Storm Water Training	EPSC training and certification	0 hours
Fire Inspection Training	L. DiOrio and M. Bauer required training on Fire Code (Arson Training)	12 hours
Property Maint. Liens	Unpaid property maint.issues including grass cutting, demo of unsafe structures, etc.	0 liens
Building and Codes Report	Report issued monthly for permit information-listed on City website	1 Report
Sumner County Impact Fee	Collect and Distribute Tax collected for Sumner County New Residential Homes	0 home
Flood Event/FEMA	M. Bauer assisting flood properties and FEMA requirements. Includes all documentation	10 hours
Issuing of Addresses	Assisting Metro/Davidson County 911 with assigning addresses for the city	10 addresses
Plan Reviews	In-house plan review by M. Bauer/Assisted also with outsourced plan reviews	5 properties
Storm Water Report	Monthly Storm Water Report for Administrative Building/	1 Report
Unsafe Structure Abatement	Demolition of unsafe structure	0 structure
Citations to Court	Municipal Code Violations	0 citations
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	daily



City of Goodlettsville

Project Status Update

February 2014

<u>PROJECT</u>	<u>PAGES</u>
Equalization Tank	2
Sewer Rehabilitation	2
Roadscape	3
Greenway / Bicycle / Pedestrian	3
Signalization and Synchronization	3
Conference Dr. Vietnam Vets Lights	4
Long Hollow Pike Street Lighting	4
Hwy 41 & 31-W Street Lighting	4
RiverGate Parkway Improvements	5
Delmas Long Community Center	5
Moss-Wright Park Lighting Improve	5
Moss-Wright Park RR & Concession	6
StormWater Utility Study	6
Sewer Interceptor	6
Paving	7
Windsor Green Drainage	7
Moss-Wright Park Soccer Lighting	8

- Changes to this report from the previous month is noted in **RED**

EQUALIZATION TANK

Project Cost: \$6,997,142.30 **COMPLETED / CLOSED OUT**

Engineer / Architect / Consultant: CDM, Inc.

Contractor: W.L. Hailey, Inc.

Status: 100 % Complete

Completion Date: September 12, 2012

Notable outstanding issues:

1. A/E Firm has requested additional compensation.

PHASE V SEWER REHABILITATION

Project Cost: \$4,427,954.34 **COMPLETED / CLOSED OUT**

Engineer / Architect / Consultant: GRW, Inc.

Contractor: Moore Construction

Status: 100% Complete

Completion Date: September 30, 2012

Notable outstanding issues: None noted

ROADSCAPE PROJECT

Project Cost: \$157,000.00 **COMPLETED / CLOSED OUT**

Engineer / Architect / Consultant: Kimley-Horn and Associates

Status: 100 % Complete

Completion Date: October 30, 2012

Notable outstanding issues: \$24,500.00 in Liquidated Damages applied to project.

GREENWAY / BICYCLE / PEDESTRIAN DEVELOPMENT

Project Cost: \$3,000,000.00

Engineer / Architect / Consultant: Lose and Associates

Status: Notice To Proceed for design has been received from TDOT

Completion Date: To Be Determined

Notable outstanding issues: Completing Construction Plans in order to begin ROW Acquisition

SIGNALIZATION & SYNCHRONIZATION IMPROVEMENTS

Project Cost: \$495,000.00

Engineer / Architect / Consultant: Gresham Smith and Partners

Status: **Currently under construction**

Completion Date: Spring 2014

Notable outstanding issues: **None**

Conference Drive / Vietnam Veterans Lighting Improvements

Projected Project Cost: \$700,000.00
Engineer / Architect / Consultant: Booker Engineering
Status: Awaiting Utility Clearance
Completion Date: Bid Date April 2014
Notable outstanding issues: Accepting bids on April 4, 2014

Long Hollow Pike Street Lighting

Project Cost: \$70,000.00
Engineer / Architect / Consultant: NES
Status: Installation of 8 lights at a time has begun
Completion Date: TBD
Notable outstanding issues: None

Highway 41 & 31W Street Lighting

Project Cost: \$100,000.00
Engineer / Architect / Consultant: NES
Status: Awaiting installation of 8 lights.
Completion Date: Portion will be Spring 2014
Notable outstanding issues: Will be a Pilot LED program.

RiverGate Parkway Improvements

Project Cost: \$1,000,000.00

Engineer / Architect / Consultant: Ragan - Smith

Status: Paving is 100% Complete, Landscaping 100%
Installation of Bridge Lighting is about to begin

Projected Completion Date: Spring 2014 (Bridge Lighting)

Notable outstanding issues: TDOT authorization to attach lights to the bridge.

Delmas Long Community Center Improvements

Project Cost: \$500,000.00 *Dependent on Grant Funding*

Engineer / Architect / Consultant: Centric Architecture

Status: Construction Plans 100% complete / Bids have be awarded.

Completion Date: HVAC Project is to begin March 31, 2014
Playground Project has already begun.

Moss-Wright Park Lighting Replacement (Football)

Project Cost: \$225,000.00 **COMPLETED / CLOSED OUT**

Engineer / Architect / Consultant: Internal

Status: 100% Complete

Completion Date: March 2013

Notable outstanding issues: None

Moss-Wright Park Restroom /Concession Facility (Football)

Project Cost: \$150,000.00

Engineer / Architect / Consultant: Centric Architecture

Status: Design of building within the flood plain has been determined to be cost prohibitive. **Purchase of Mobile units has been deemed the only method possible.**

Completion Date: April 2014

Notable outstanding issues: **Awaiting delivery of Mobile Units.**

Stormwater Utility Study

Project Cost: \$100,000.00 Phase 1 COMPLETED
\$ 37,180.00 Phase 2

Engineer / Architect / Consultant: AMEC, INC.

Status: Phase 1 100% Complete
Phase 2 65% Complete

Completion Date: January 2014

Notable outstanding issues: None

Sewer Interceptor

(Elimination of the Crencor and Wynridge Pump Stations)

Project Cost: \$250,000

Engineer / Architect / Consultant: GRW

Status: Currently procuring Sewer Easements

Projected Completion Date: Spring / Summer 2014

Notable outstanding issues: Negotiation of Sewer Easements

FY 2013/2014 Street Paving & Lighting Program

Project Cost: \$700,000.00

Engineer / Architect / Consultant: None

Status: Resurfacing has begun on various streets (See Below)

Completion Date: Fiscal Year 2014

Notable outstanding issues: None

Paved Streets:

1. RiverGate Parkway (Main Street to City Limits)
2. Dora Drive
3. NorthCreek Boulevard
4. Wyndom Court
5. Canton Court
6. Loretta Drive
7. Utley Drive
8. Lucien Drive

Windsor Green Drainage Repair and Mitigation

COMPLETED / CLOSED OUT

Project Cost: \$178,600.00 (Wiltshire Court) COMPLETE
\$ 73,550.00 (Habersham Court) 100% Complete

Engineer / Architect / Consultant: Brown Builders, Inc. Wiltshire Project

Status: Wiltshire is 100% Complete
Habersham 100% Complete

Completion Date: October 1, 2013 for Wiltshire Project
December 15, 2013 for Habersham Project

Notable Outstanding Issues: None

Moss-Wright Park Lighting Replacement (Football)

Project Cost: \$80,000.00

Engineer / Architect / Consultant: Internal

Status: 65% Complete

Completion Date: March 2014

Notable outstanding issues: **Initial delivery of fixtures was determined to be incorrect.**