



City Manager Report: June 2014

Distributed: July 24, 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:

Touch-A-Truck kicked off the Fun Fridays series at Moss-Wright Park in June. At the event children can sit in the seat, turn the wheel and honk the horn in their favorite big trucks and vehicles.

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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.



July 11, 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 June, 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

City Hall • 105 S. Main Street • Goodlettsville TN 37072

Email: tellis@cityofgoodlettsville.org • Phone: 615.851.2200 • Fax: 615.851.2212

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: June, 2014

Legislative Accomplishments

- Board of Commissioners adopted the following ordinances:
 - Passed Ordinance 14-818, an ordinance to amend the fiscal year 2013-2014 budget.

- The Board of Commissioners also took action on the following resolutions:
 - Passed Resolution 14-599, a resolution declaring property surplus to the needs of the City of Goodlettsville and calling for its disposal by online auction or any other reasonable manner.

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Other Items Considered by the Board

- Ratified and approved the issuance of an Emergency Purchase Order for the repairs to Yvonne Drive roadway and drainage repairs.

- Approved a contract amendment between the City of Goodlettsville and the Metropolitan Government of Nashville and Davidson County relating to the transportation and treatment of wastewater.

Legislative Matters Forthcoming

- Amendment to the Municipal Code zoning map as it relates to commercial core overlay district.

- Amendment to the Municipal Code as it relates to chilling and refrigerating liquor.

- Interlocal agreement between the city and Metropolitan Nashville.

- Waiving fees associated with the construction of the new Goodlettsville Middle School.

- Consideration of Maintenance Contract with TDOT.

Commissions and Boards

- **Beer Board**

- Conditionally approved on-premises beer permit to DW Restaurant Holder, LLC/Hooters of Goodlettsville, 654 Wade Circle, Goodlettsville, TN. The applicant is Stacy Lee Gregory of Mt. Juliet, TN.
- Approved an on and off-premises beer permit (Dual Permit) to Grand Ole RV Resort and Market, 708 North Main Street, Goodlettsville, TN. The applicant is Thomas L. Cunningham, III of Goodlettsville, TN.

- **Planning Commission**

- Approved a request by Primus Builders, Inc., 8294 Highway 92, Suite 210, Woodstock, GA 30189 for approval of a site plan for a cooler addition to the Tyson facility, 201 Cartwright St., Goodlettsville, TN 37072, Davidson County property map 19 parcel 18.00
- Approved a request by Ragan Smith Assoc., 315 Woodland St, Nashville, TN 37206-0070 for approval a preliminary master plan for NorthCreek Commons, 123 Northcreek Blvd., Goodlettsville, TN 37072, Davidson County property map 19-14 parcels 14 & 18, owned by Topvalco, Inc/Edward Randal Phillips, Trustee, 1014 Vine St., Cincinnati, OH 45202/3012
- Approved a request by Perry Engineering, LLC, 100 North Main St., Suite F, Goodlettsville, TN 37072 on behalf of Topvalco, Inc., 2620 Elm Hill Pike, Nashville, TN 37214 for a bulk grading plan for Kroger #U541, 123 Northcreek Blvd., Goodlettsville, TN 37072 as shown on Davidson County Tax Map 19-14 parcel 14
- Took no action on a Letter of Credit No. 669 in the amount of \$87,000.00 for installation of infrastructure at The Vineyards @ Twelve Stones Crossing, Phase III due to expire 7/21/14. The applicant is Villa Property, LLC.

Ongoing Work

- Local Parks & Recreation Grant Project.
- Audio / Visual Improvements within Massie Auditorium.
- Overall Capital Improvements Program.
- Stormwater Utility.
- Main Street Enhancements.

- TownSquare.
- Conference / Vietnam Vets Lighting Improvements.
- Completion of the two-way radio communications within all departments of the city but most importantly public safety.
- The greenway / bike / pedestrian project has received notice to proceed right-of way.
- Sewer pump station elimination.
- Citizen Centric Report.
- Vision / Strategic Plan.
- Streambank stabilization of Mankers and Madison Creeks.
- Traffic signalization timing and synchronization projects.
- Further implementation of Lean Government principles.
- City-wide Beautification.
- Utility Billing Start-up.

Public Information Office Monthly Report – June 2014 Highlights

News & Announcements

- “Now Accepting Applications for the 2014 Citizens Leadership Academy”
- “Notice of Lane Closures to Affect Travelers on I-65”
- “Touch A Truck is ON Today”
- “Board of Commissioners Meetings Posted for Online Viewing”
- “City of Goodlettsville Begins Utility Billing for Commercial Stormwater Accounts July 1”
- “City of Goodlettsville to Host 4th of July Celebration at Moss-Wright Park”
- “City Manager’s Monthly Report for May 2014 is Posted”
- “City of Goodlettsville Monthly Newsletter for July is Posted”
- “Goodlettsville Awarded Certificate of Achievement for Excellence in Financial Reporting”
- “Board of Commissioners Meetings Posted for Online Viewing”
- “Independence Day Sanitation Route Schedule - No Change”
- RSS feeds for the city calendar, board meeting agendas, and news & announcements set to shoot to facebook, twitter and the city’s mobile app news section
- Employee of the Month and Officers of the Month recognitions

Meetings/Events

- Emergency Action Plan Committee Meetings (2)
- Arts and Antiques Festival planning meetings (2)
- Phone consultation with website provider, CivicPlus, on the city’s needs
- Attended Touch-A-Truck at Moss-Wright Park to snap some promotional pictures
- Held a conference call with CivicPlus and Public Works reps, Amy Murray and Sherry Montgomery, to learn more about using the Request Tracker feature on our website in place of Call Center for work requests.
- Met with Dayle Fergusson with Town Planner calendar to plan for advertising, event listings, and important community phone numbers listing
- Attended the June Monthly Chamber Luncheon

City Recorder

- Became the City Recorder beginning June 2014. Note: the City Clerk, Ann Crawford, now handles Business Tax and Licensing, Beer Permits and Beer Board.
- Assembled briefing packets for the June 12 and June 26 commission meetings
- Made website postings, mobile app agenda center uploads, and sent Notify Me emails of most recent meeting minutes and agendas for the following city boards: Board of Commissioners, Planning & Zoning Commission, Board of Zoning and Signs Appeals, and Beer Board

Admin/Other

- Worked with Rose Bruce on the banner design for the banners that will go up throughout the city on light posts.
- Worked with INETCO to update the City Hall Phone Directory
- Consulted with Gary Jaeckel at MTAS about social media and open records requests
- Posted the FY14-15 budget on the city website
- Produced the City of Goodlettsville Newsletter for July
- Compiled the City Manager's Monthly Report for May
- Performed website administrator job functions as needed: multiple web postings and page reviews

Finance and Administration Monthly Report

June 2014

FINANCE

- Participated in bi-weekly status call with Incode project manager, as well as internal staff, regarding the utility billing software implementation.
- Met with Madison Suburban Utility District representatives, along with Amy Murray and Alicia Prince, to discuss the utility billing project.
- Met with Employee Picnic Committee to begin planning for the Picnic in September.
- Met with Pete Stringer of First Tennessee Bank regarding the City's use of Purchasing Cards.
- Conducted a Purchasing workshop for staff members who have purchasing responsibilities.

Human Resources

- June 5 attended lunch and learn on worker's comp law updates
- June 9 Employee Picnic meeting.
- Helped with recruiting firefighters.
- Hired 2 seasonal utility workers at the park and one FT utility worker at Public Works
- One FT Dispatcher terminated during the month.
- Worker's Compensation accidents in the month: one lifting abdomen injury
- Full-time employees: 127; Part-time employees: 31

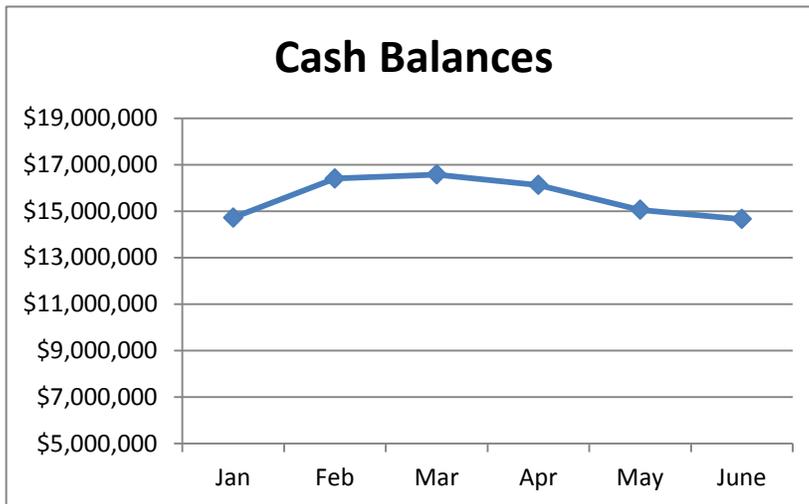
**City of Goodlettsville
Financial Summary
June 2014 without YE accruals**

UNASSIGNED FUND BALANCE

| Operating Fund | Ending Balance FY 13 | Current Month | Budget 06/30/2014 | Projected 06/30/2014 | % |
|----------------|-------------------------|------------------|----------------------|-------------------------|---------|
| General Fund | 4,625,329 | 4,071,375 | 1,719,377 | 1,719,377 | 16.15% |
| Sanitation | 194,833 | (13,795) | 278,873 | 0 | 0.00% |
| Tourism | 605,766 | 398,132 | 664,005 | 398,132 | 107.74% |

CASH IN BANK

| | Jan | Feb | Mar | Apr | May | June |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| General Fund | 3,563,310 | 5,203,068 | 5,225,944 | 4,942,453 | 4,012,118 | 3,680,650 |
| Bond Issue 2013 | 1,519,207 | 1,519,207 | 1,519,207 | 1,318,296 | 1,318,565 | 1,318,637 |
| Sanitation | 68,030 | 53,666 | 46,763 | 37,343 | 23,754 | 14,530 |
| Tourism | 601,151 | 603,622 | 594,694 | 525,004 | 523,177 | 452,049 |
| Sewer | 8,834,942 | 8,883,024 | 9,029,194 | 9,128,193 | 9,005,210 | 9,005,086 |
| Stormwater | 130,818 | 144,700 | 160,183 | 173,166 | 174,028 | 184,354 |
| Total Cash | 14,717,458 | 16,407,287 | 16,575,985 | 16,124,455 | 15,056,852 | 14,655,306 |



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
June 2014 without YE accruals**

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 | 303,582 | 3,632,790 | 3,963,044 | 3,935,000 | 28,044 |
| | State Shared Tax | 181,145 | 1,740,424 | 1,898,644 | 1,810,000 | 88,644 |
| | Property Tax | 107,939 | 4,426,602 | 4,426,602 | 4,249,428 | 177,174 |
| | Court Fines/Fees | 27,805 | 389,136 | 389,136 | 350,000 | 39,136 |
| Tourism | Hotel/Motel Tax | 42,747 | 457,156 | 457,156 | 425,000 | 32,156 |
| Wastewater | Sewer User Fees | 410,666 | 4,599,495 | 5,017,631 | 4,770,000 | 247,631 |
| Sanitation | Sanitation Fees | 56,272 | 582,953 | 635,949 | 738,000 | (102,051) |
| Stormwater Utility | Stormwater Fees | 11,843 | 165,528 | 180,576 | 320,000 | (139,424) |

| | | | |
|----------------------------|------------|--------------------------|-----------|
| Revenue Summary | | | |
| General Fund Collected YTD | 13,563,099 | Wastewater Fund Coll YTD | 4,599,495 |
| General Fund Target | 12,932,528 | Wastewater Fund Target | 4,960,000 |
| Difference | 630,571 | Difference | (360,505) |
| | 105% | | 93% |

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 | 125,193 | 1,417,629 | 1,493,129 | 1,504,182 | (11,053) |
| Community Development | 70,709 | 524,441 | 524,441 | 524,982 | (541) |
| Police | 466,009 | 4,383,048 | 4,421,048 | 4,503,473 | (82,425) |
| Fire | 176,374 | 1,611,063 | 1,611,063 | 1,631,656 | (20,593) |
| Hwys & Streets | 435,637 | 1,716,743 | 2,016,743 | 2,057,388 | (40,645) |
| Parks/Recreation | 183,982 | 1,397,839 | 1,437,839 | 1,454,048 | (16,209) |
| Police Drug Fund | 594 | 14,082 | 14,082 | 20,857 | (6,775) |
| Sanitation | 56,340 | 814,046 | 814,046 | 771,648 | 42,398 |
| Tourism | 125,042 | 691,300 | 691,300 | 721,869 | (30,569) |
| Wastewater | 1,362,162 | 4,673,899 | 4,858,899 | 4,934,581 | (75,682) |

FUND EXPENDITURE SUMMARY

| <u>Fund</u> | <u>Month</u> | <u>YTD</u> | <u>Target</u> | <u>% of Budget</u> |
|-------------|--------------|------------|---------------|--------------------|
| General | 1,543,588 | 13,855,707 | 16,707,834 | 82.93% |
| Sanitation | 56,340 | 814,045 | 771,648 | 105.49% |
| Wastewater | 1,362,162 | 4,673,899 | 4,934,581 | 94.72% |

MONTHLY MANAGEMENT REPORT

COURTS

NUMBER OF TICKETS ISSUED IN JUNE 2014 - **435**

NUMBER OF DEFENDANTS APPEARING IN COURT - **205**

| | | |
|---------------|-----------|-----------|
| JUNE 10, 2014 | 9:00 A.M. | 38 |
| JUNE 10, 2014 | 1:00 P.M. | 53 |
| JUNE 17, 2014 | 9:00 A.M. | 99 |

TOTAL FOR MONTH **190**

CONTESTED COURT SESSION **15**
 JUNE 17, 2014 1:00 P.M.

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

| | |
|--------------|----------|
| CODES | 1 |
| MISDEMEANORS | 1 |

NUMBER ASSIGNED TO TRAFFIC SCHOOL

| | |
|-------------------|------------|
| FOUR HOUR SCHOOL | 108 |
| EIGHT HOUR SCHOOL | 1 |

Goodlettsville Police Department

Chief Goodwin's Monthly Report

June 2014

On June 5th we attended the Cottage Grove Neighborhood Watch meeting and on June 12th we attended their pot luck dinner and gave a Yellow Dot presentation. We gave a shoplifting training at the mall tenants meeting on July 12th. We participated in Touch a Truck on June 13th and were present at Music on Main Street on June 19th. I attended the Chamber of Commerce Luncheon on June 26th the Drug Task Force meeting on June 25th. We attended the Burton Heights Neighborhood Watch meeting on June 16th.

In review of the TIBRS data comparing June 2014 to June 2013 Crime Against Person was the same at 19, and Crime Against Property decreased by 21% and overall we had a 18% decrease. Our UCR total for the year is a 10.07% reduction in UCR Crimes.

Our proactive efforts of our officers were very good for the month of June. As a result our officers made 797 Traffic Stops and 13 Terry Stops. They made 60 Traffic Arrests and 13 DUI Arrests. From these Traffic Stops resulted 8 Felony charges, 108 Misdemeanor charges, and 10 warrants were served. They had 38 drug confiscations (24 from traffic stops). They issued 52 Misdemeanor Citations, made 71 Physical Arrests with 93 Misdemeanor charges and 32 Felony charges. They made 19 Juvenile Misdemeanor Arrests, 3 Juvenile Felony Arrests and issued 1 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 38 Warrant Service Attempts. They served 20 Felony Warrants and 29 Misdemeanor Warrants.

Our officers continue to check our neighborhoods, businesses and parks. They conducted 526 checks of neighborhoods, 417 businesses checks and 237 park checks. They had 672 Community Contacts.

The Communications Officers of the Month for June are Amy Brigham, Lori Dale and Rachelle Fulton. On 6/27/14 we responded to a mutual aid request from Millersville Police Department. This was involving a barricaded suspect and a hostage situation. These Communications Officers handled the transfer of information and provided all the assistance the officers needed in a professional manner. Our Officers of the Month are Carey Birdine and Charles Hauskin. They responded to a break-in in progress at a business on Louisville Highway. This same business has been burglarized a week earlier. Officers quickly and tactfully approached, being able to apprehend the suspect as he was half way in the building.



JUNE TIBRS

TIBRS Group A Offenses

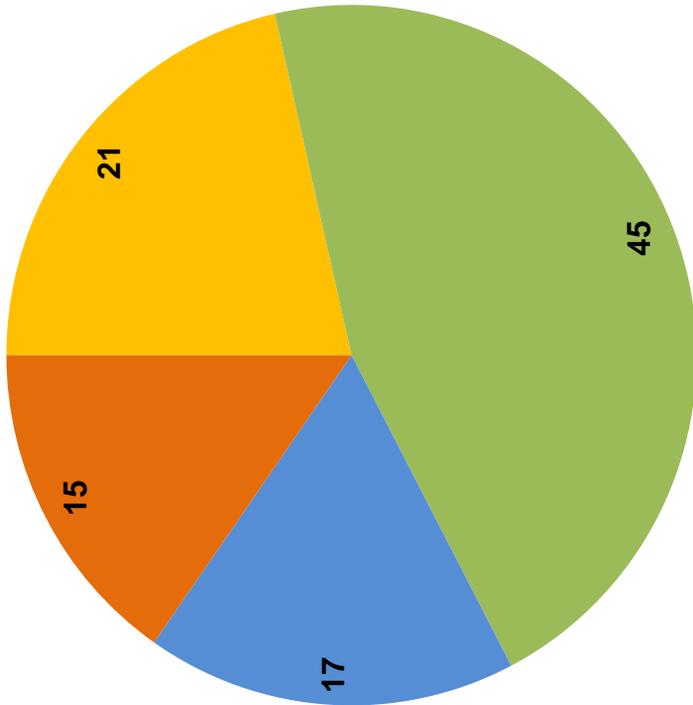
| | 2014 | 2013 |
|------------------------------------|----------------------|----------------------|
| | Offenses Reported | Offenses Reported |
| Crimes Against Persons | 19 | 19 |
| Murder | 0 | 0 |
| Negligent Manslaughter | 0 | 0 |
| Kidnaping/Abduction | 0 | 0 |
| Forcible Rape | 0 | 0 |
| Forcible Sodomy | 0 | 0 |
| Sexual Assault W/Object | 0 | 0 |
| Forcible Fondling | 1 | 0 |
| Incest | 0 | 0 |
| Statutory Rape | 0 | 0 |
| Aggravated Assault | 4 | 4 |
| Simple Assault | 13 | 12 |
| Intimidation | 1 | 3 |
| Stalking | 0 | 0 |
| Crimes Against Property | 90 | 114 |
| Arson | 0 | 0 |
| Bribery | 0 | 0 |
| Burglary | 6 | 4 |
| Counterfeiting/Forgery | 0 | 2 |
| Destruction/Damage/ Vandalism | 7 | 6 |
| Embezzlement | 6 | 4 |
| Extortion/Blackmail | 0 | 0 |
| Fraud - False Pretenses | 3 | 9 |
| Fraud - Credit Card/ATM | 1 | 1 |
| Fraud - Impersonation | 5 | 3 |
| Fraud - Welfare | 0 | 0 |
| Fraud - Wire | 0 | 0 |
| Motor Vehicle Theft | 2 | 3 |
| Robbery | 1 | 6 |
| Stolen Property Offenses | 0 | 1 |
| Theft - Pocket-picking | 0 | 0 |
| Theft - Purse Snatching | 1 | 0 |
| Theft - Shoplifting | 36 | 40 |
| Theft From Building | 7 | 14 |
| Theft From Coin Machine | 0 | 0 |
| Theft From Motor Vehicle | 10 | 8 |
| Theft of Motor Vehicle Parts | 2 | 6 |
| Theft - All Other Larceny | 3 | 7 |
| Crimes Against Society | 38 | 15 |
| Drug/Narcotic Violations | 20 | 8 |
| Drug/Narcotic Equipment Violations | 15 | 6 |
| Gambling - Betting/Wagering | 0 | 0 |
| Gambling - Operating/Promoting | 0 | 0 |
| Gambling - Equipment Violations | 0 | 0 |
| Gambling - Sports Tampering | 0 | 0 |
| Pornography/Obscene Material | 0 | 0 |
| Prostitution | 0 | 0 |
| Prostitution Assisting/Promoting | 0 | 0 |
| Weapon Law Violations | 3 | 1 |
| Total Group A Offenses | 147 | 148 |



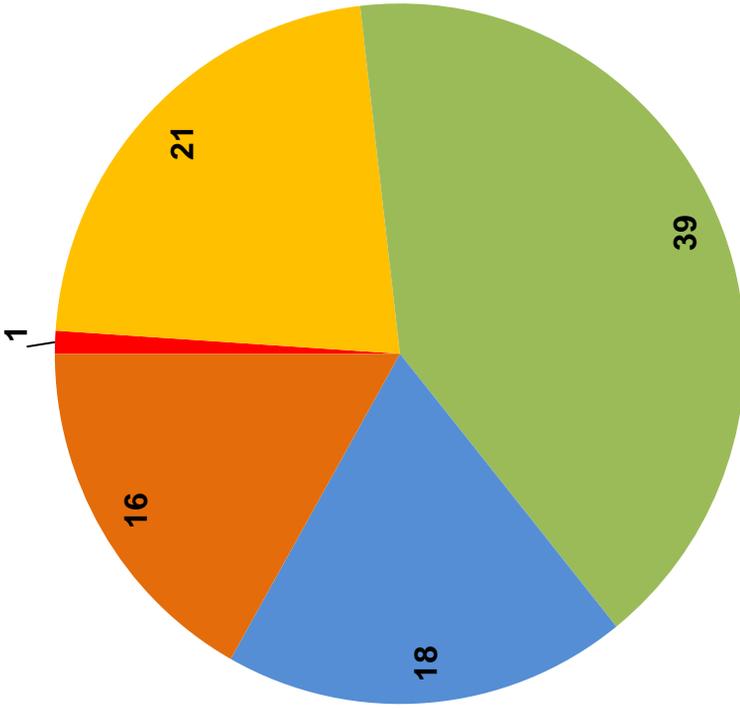
GOODLETTSVILLE
TENNESSEE
POLICE DEPARTMENT

JUNE CRASH REPORTS

■ Fatal ■ Injury ■ Property Damage ■ Minor Damage ■ Private Property



2014 REPORTS
98



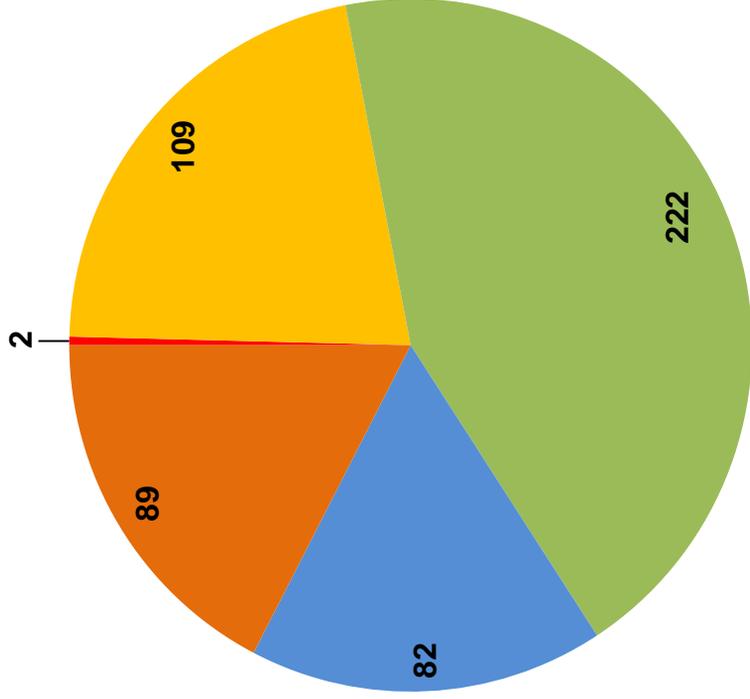
2013 REPORTS
95



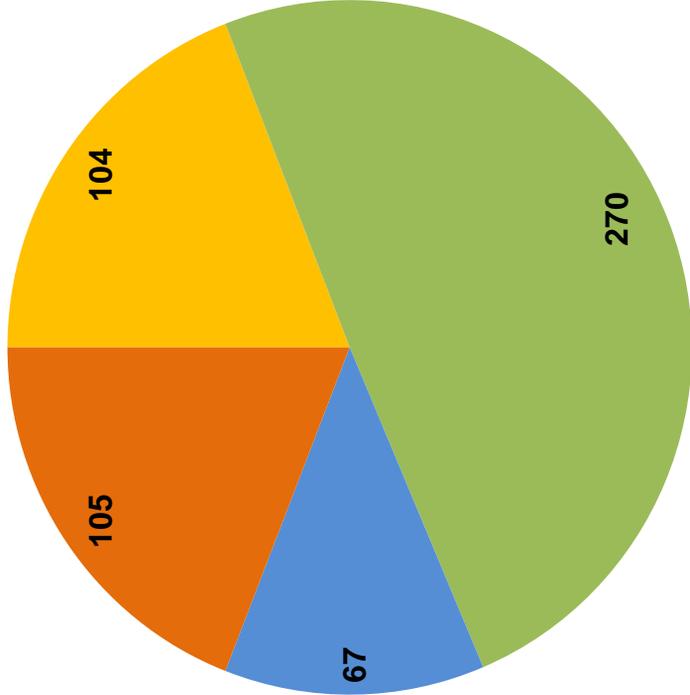
GOODLETTSVILLE
TENNESSEE
POLICE DEPARTMENT

YEAR TO DATE CRASH REPORTS

■ Fatal ■ Injury ■ Property Damage ■ Minor Damage ■ Private Property



2013 YTD
504



2014 YTD
546



JUNE COMPSTAT WEEKS 23 THRU 26

| | CURRENT | 2014 YTD | | 2013 YTD | | % change | 2013 TOTAL |
|-------------------------------|-----------|------------------|------------|-----------------|------------|----------------|------------|
| | | YTD | | YTD | | | |
| Murders | 0 | YTD | 1 | YTD | 0 | NC | 0 |
| Rape | 0 | YTD | 1 | YTD | 0 | NC | 1 |
| Robbery (Commercial) | 0 | YTD | 2 | YTD | 12 | -83.33% | 13 |
| Robbery (Street) | 0 | YTD | 2 | YTD | 6 | -66.67% | 17 |
| Aggravated Assault | 3 | YTD | 18 | YTD | 17 | 5.88% | 36 |
| Aggravated Assault - Dom Viol | 3 | YTD | 10 | YTD | 9 | 11.11% | 30 |
| Burglary (Commercial) | 2 | YTD | 5 | YTD | 9 | -44.44% | 18 |
| Burglary (Residential) | 2 | YTD | 26 | YTD | 27 | -3.70% | 62 |
| Auto Burglaries | 11 | YTD | 50 | YTD | 48 | 4.17% | 86 |
| Larceny | 12 | YTD | 64 | YTD | 93 | -31.18% | 187 |
| Shoplifting | 32 | YTD | 178 | YTD | 171 | 4.09% | 350 |
| Motor Vehicle Theft | 2 | YTD | 9 | YTD | 15 | -40.00% | 23 |
| Total Offenses | 67 | TOTAL YTD | 366 | 2013 YTD | 407 | -10.07% | 823 |

Public Works Report – June 2014

SOLID WASTE:

- Convenience center solid waste collected: 50 tons
- Solid waste tonnage collected: 340 tons
- Street sweeping debris removed off of streets: 94 cy
- Recycled materials collected: 31 tons
- Wood waste removal: 260 cy
- C&D: 180 cy

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
- Rainfall for month: 2.2”

| Public Works Selected Performance Indicators | Total | YTD |
|---|-------|-----|
| Culverts/Storm Drains Cleaned/Swept | 100 | 600 |
| Curb – Repair/Install/Remove | 3 | 5 |
| Dead Animal Pick-Up Requests | 5 | 21 |
| Driveway Permits Issued | 0 | 0 |
| Excavation/Street Cut Permits Issued | 0 | 1 |
| Exemption/Back Door Route Requests | 0 | 1 |
| Graffiti Removal Requests | 0 | 1 |
| Land Disturbance Permits Issued | 0 | 2 |
| Sanitation – Bulk Item/Junk Pick-Up Request | 21 | 81 |
| Sanitation – Cart Repairs | 16 | 123 |
| Sanitation – Second Cart Request | 0 | 0 |
| Signs Repaired/Installed (Street or Name) | 15 | 220 |
| Stormwater Inspections Performed | 15 | 90 |
| Stream and/or Tributary Clean-Up/Clean-Outs | 0 | 5 |
| Streets Paved | 4 | 9 |
| Streets Repaired (e.g., pothole) | 10 | 60 |
| Streets Striped | 1 | 2 |
| Tennessee One Calls | 73 | 623 |
| Traffic Signal Repair | 10 | 39 |
| Tree Trimming Requests | 5 | 40 |
| Vehicle Maintenance – Routine | 40 | 195 |
| Vehicle Maintenance – Unscheduled | 52 | 305 |
| Water Quality-Related Outreach Events | 3 | 18 |

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
- Assist Vol State with grant applications, project planning, certificate programs
- 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
- Plans reviews provided from Planning Department
- Budget meetings
- Utility billing establishment
- Street paving and road repair set-up
- Pre-con meeting for upcoming TDOT projects
- Work alongside Parks to complete drainage projects
- TNSA and TCAPWA conference and event planning meetings
- Touch-A-Truck Event at Moss-Wright Park
- APWA/TNSA quarterly meeting

CONTINUING PROJECTS:

- Bent sign inventory repair/new street sign installation
- 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
- TDOT projects: Greenway, Main Street Development, Lane Modifications,
- Utility billing implementation
- Conference Drive Enhancements, Vietnam Vets/Conference Drive lighting

Parks, Recreation, and Tourism Monthly Report

June 2014

ADMINISTRATION

- Continued work on the LPRF grant for community center improvements.
- Received delivery of a restroom trailer for football league and special event use.
- Met with the Public Works department to discuss issues related to park trash operations.
- Attended the Recreation Education Services' Citizen Board Training.
- Met with a representative from Sumner County Rugby Association about developing North Creek Park into multipurpose fields.
- Met with Sgt. Audra Towers to discuss the Police Department's National Night Out at Moss-Wright Park.

TOURNAMENTS AND SPECIAL EVENTS

- Goodlettsville Girls Softball Tournament
- Music City Lacrosse Tournament
- Little League District 7 Tournament 6U, 11U
- Goodlettsville Youth Football Camp
- Rock of Ages Soccer Camp
- Tennessee United Soccer Camp

PARKS DIVISION

Pleasant Green

- Replaced light fixture in pump house.
- Repaired the roof on shelter 6
- Fixed water leak on water fountain at restrooms
- Repaired 3 shower valves and replaced one in the women's.

Moss-Wright

- Replaced valve on urinal at restroom 1.
- Repaired faucet at Quad women's.
- Repaired drive shaft on bat wing mower.
- Repaired light fixture at men's restroom 1.
- Repaired exit gate at 2nd entrance.
- Repaired truck 316 hydraulics
- Repaired suction hose on trac vac.
- Installed split rail fence around new culvert that was installed on the trail.
- Set up the restroom and concession stand trailers.
 - Built steps for concession stand.
 - Ran plumbing line to sewer.
 - Ran the electrical to the trailers.

Athletic Fields

- Swapped out broken irrigation head field 1 and 8. Altogether 7 irrigation heads
- Aerated all ball fields.
- Fixed irrigation union on soccer fields.]
- Spot sprayed nut sedge and goose grass.
- Sprayed round 3 of holganix with growth regulator.
- Put down 6200lbs of 5-4-5 organic fertilizer.
- Laid out 6 lacrosse fields for tournament June 28th and 29th.

RECREATION DIVISION

Report from the Events and Program Coordinator – Allison Baker

- The Employee Picnic Committee met to begin plans for the 2014 Employee Appreciation Picnic. The Picnic is set for September 20th at the Community Center.
- Met with Michelle Lyons, Marketing Director for RiverGate Mall, to discuss possible partnerships.
- Attended Purchasing Training hosted by the Finance Department.

Special Events and Programs

- Hosted Games Day at the Goodlettsville Library. Cornhole was set up along with bowling and board games.
- The annual kick off for Fun Fridays, Touch a Truck, was held on Friday, June 13. All City departments worked together to make this event a success. The rain didn't slow down attendance as we estimate around 2,000 people came out to honk the horns in their favorite vehicle.
- The first Music on Main was Thursday, June 19 and was a success! Groove Addiction played to around 300 people on the lawn in Gazebo Park. Music on Main is scheduled for the third Thursday in July and August. Dates are being looked at to extend the series to September and October.
- The ever popular Frozen was played at Movie in the Park on Saturday, June 21st. The three main characters came out to the screening for the kids to take pictures with them. An estimated 800-1,000 people enjoyed the movie and evening at the Park.
- Party in the Park, the second Fun Friday, was held at Shelter 3 on Friday, June 27. A magician performed for the crowd of about 300 while First State Bank gave out balloons and water, Great Clips sprayed the kids' hair all different colors, and New Creations Church handed out popsicles to anyone with a sweet tooth. The event was great due to all parties involved.

Historic Sites

- Children visited Mansker's Station during Pioneer Pals on June 10. The 29 people in attendance learned about the Pony Express by writing a letter with a quill pen and hopping on a toy horse to deliver the mail. Pioneer Pals is a free program for children ages 3-5 and the next one will be held in July.
- The third installment to the Master Gardeners Education Series was held on Saturday, June 14. A group of 30 folks came out to the Visitor's Center to learn about native plants and rain gardens. The next program will be in July and will feature Rita Venable a writer, photographer, and public speaker on butterflies in Tennessee.
- Jennifer Kirk and Bill Maddox represented Mansker's Station at The Hermitage this month. They both performed demonstrations for the site's daily attendance average of 800 guests. The Hermitage is one of the local sites we are partnering with for programs and events. This puts us at a total of five sites where we trade demonstrators. We go out to their sites and then for Heritage Days we will have an additional five demonstrations at no cost. This is worth \$1,500.
- The last tea of the season was on June 28 at the Visitor's Center. The Garden Tea (moved indoors due to the weather) sold out with 40 girls. Participants left with a potted flower or a handmade wind chime.
- Construction began and ended this month on the Carpenter's Cabin in Mansker's Fort. Ten rotten logs were replaced and the whole cabin was sealed with a chemical to protect the wood and slow the deterioration process.
- The front doors of the Bowen House were pulled this month for restoration. They should be back in place by the beginning of July.

Marketing

- Mansker's Station had a billboard go up on May 21 on Interstate 65 North near the Trinity Lane exit. The agreement was for 30 days and at the end of June our billboard was still up since they didn't have anyone to fill the space after our contract expired. The billboard represents Mansker's Fort as well as the Bowen House. It will be on display until the middle of June. This billboard was primarily funded by the Heritage Marketing Grant awarded to us by the Sumner County Convention and Visitors Bureau.

- Maggie Stoddard of the Goodlettsville Chamber and I hit the pavement to advertise for the first Music on Main. We visited over 15 businesses within walking distance of the event to make the local businesses aware of Music on Main and possible increase in traffic that night to the area. All of the businesses hung up flyers and most displayed a postcard size advertisement for their customers to take. We will do this again for the upcoming dates.
- Also for Music on Main we utilized banners in front of City Hall. We do not typically advertise events in this way but it seemed to work as it caught traffic traveling both ways on Main Street.

Report from the Recreation Supervisor – Robbie Brigham

Recreation

- The Adult Men’s Church and Open Softball League finished their season with a single elimination tournament.
- Youth volleyball All Skills Summer Camp took place.
- Adult Sand Coed Volleyball games began this month.
- Recreational T-Ball practices began this month at Moss-Wright Park.
- Interviews for Recreation Service Assistants took place. Three new RSA’s were hired and trained.
- Pleasant Green Pool passed the Metro Nashville Health Department inspection with a score of 98 out of 100.
- The Pleasant Green Pool concession stand earned a score of 99 from the Health Department inspection.
- Lifeguard schedules were formulated and passed out.
- Barricades were placed before the sidewalk on Main Street for Live Music on Main. The stage was also assembled and leveled for the event.
- Swim team started this month with 19 participants.
- Swim lessons took place this month. The first session was full with 12 participants and the second session had 8 participants.
- Snapology classes took place at the Community Center. We had a total of 41 participants for 4 classes this month.
- Two meetings with the Emergency Plan Committee were attended.

Marketing

- Facebook post about the upcoming Prenatal Yoga Class was placed on our Facebook page.
- Adult Softball and Volleyball emails were sent to past participants about the upcoming registration for the fall.
- Information about Fall Youth Volleyball and Volleyball All Skills Camp were emailed to past volleyball participants.
- The Parks and Recreation web page was updated for Fall athletic leagues and past activities were removed.

Report from the Program Coordinator – Jennifer Spillers

Senior Adult Program

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

For the month of June the *weekly* programs consisted of Yoga, Tuesday 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.

- The Seniors participated at the Senior Medical University 101. The workshop educated the seniors in regards to Eat Right to Stay Strong. The guest speaker was Stephanie Chelton, RD, LDN. Stephanie is with TriStar Skyline Medical Center. The workshop was sponsored by Elmcroft of Twin Hills, Home Health Care of Middle TN, Nashville Public Library Foundation, and TriStar Skyline Medical Center. Over fifty seniors participated. The next scheduled workshop is July 14, they will discuss Memory.

- Five new seniors joined the program or the month of June.
- We celebrated the monthly Birthday Club with Potluck and a delicious cake sponsored by Kroger in Goodlettsville.
- Dr. Ming Wang of Nashville based Wang Vision Cataract & LASIK Center sponsored the Enrichment Session this month. Dr. Wang presented his music and medicine program. Several interesting “eye care” topics were discussed by the doctor and attendees of the special educational program welcomed the opportunity to meet the popular vision care physician. They also took advantage of the unique ability to personally ask him direct questions about their respective eye care concerns.
- The Senior Adults enjoyed Father’s Day with a lunch and video sponsored by Dr. Wang.
- First State Bank treated the Senior Spirits to BBQ and Bingo prizes for the month of June.
- Sherry Hall from High Point Hospice sponsored Bingo this month with Kroger gift cards. Sherry additionally provided chocolates and handouts for the seniors.
- The Seniors entertainment for this month was given by Joey Holland and friends.
- The seniors enjoyed the movie Suspicion for the month of June. The Goodlettsville Branch Library treated the seniors with pizza and snacks. The next scheduled date is July 24 at 12:30pm.
- The Senior Center offers a free Art class to seniors aged 60 and up on Wednesdays 9:00am – 11:30am.
- The craft class designed summer items this month. The craft class meets once a month. The next scheduled class is July 7 at 10:30am; the fee is \$10.00 per craft.
- Every third Monday at 10:30am the Senior Center will offer a Jewelry Class for a fee of \$5.00 per person.
- The seniors participated in a grief session for the month June sponsored by Avalon Hospice.
- The senior adult Book Club meets the third Thursday of every month, the club has expanded to 24 members. The group meets in Room 1 at the Community Center.
- The senior program had 60 hours from volunteers for the month of June.

Teens, Programs and Meetings

- The Intergenerational Art Class did crafts for Father’s Day. The next scheduled class is scheduled for July 9 from 9:00am – 12:00pm held in the Seniors Room.
- Teen Bingo Night was a hit. Goodlettsville Parks sponsored the program which was held at the Goodlettsville Branch Library. The next scheduled Teen Bingo Night is August 28 6:00pm -7:00pm.
- The teen program had 4 hours from volunteers for the month of June.
- Met with Mary Henry from Wilson Bank & Trust in regards to trips, long day trips are being planned for August – December.
- Met with Alice Doubet from the Goodlettsville Branch Library in regards to partnerships for upcoming teen events.
- Attended the monthly meeting at the community center.
- Attended the Employee Picnic Committee, the picnic is scheduled for September 20.

COMMUNITY DEVELOPMENT DEPARTMENT

Sub-group: Economic Development

Monthly Management Report: June 2014

Business Recruitment / Retention & Expansion

Met with development team in regards to new medical related facility.

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.

Met with owner of a service providing business interested in building a new facility in Goodlettsville to relocate their existing business.

Met with development team in relation to the construction of a new hospitality oriented business in Goodlettsville.

Met with a consultant in regards to redevelopment of a property in Goodlettsville.

Met with a person interested in establishing a food related business in Goodlettsville.

Met with a developer interested in establishing a new commercial development in Goodlettsville.

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 a residential developer in regards to future development plans for a site in Goodlettsville.

Worked with the Nashville Chamber and P2020 regional partners on Strategic Plan for the Greater Nashville area.

Meetings Attended

Goodlettsville City Commission

Forward Sumner

TVA Economic Development Retail Forum

Nashville Chamber Partnership 20/20

COMMUNITY DEVELOPMENT

Planning Department

June 27, 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

Held staff technical review meeting with department heads for upcoming Planning Commission items

Attended Technical Coordinating Committee meeting of the Nashville MPO

Attended semi-annual Computer Aided Drafting and Design committee meeting at Tennessee College of Applied Technology - Hartsville

Special Projects

Goodlettsville Codes Department Activity Report June 2014

DEPARTMENT OF 4 EMPLOYEES:

Larry DiOrio-Codes Director/Fire Marshall
 Mike Bauer-Senior Inspector/Fire Marshall
 Kerry Jackson-Inspector/Property Standards
 Rhonda Carson-Administrative Assistant/Permit Technician

The purpose of the Codes Department is ensure that all citizens and contractors are assisted concerning the issues of: Building Codes and Safety, Fire Marshall 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 | 50 permits |
| Fire Code Inspections | Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc. | 12 inspections |
| Fire Investigations | Duties of Fire Marshall involving fires in the city limits | 2 investigation |
| Building Inspections | Building Related | 36 inspections |
| Property Standards | Ensuring property standards compliance-sending letters and/or notification | 30 notifications |
| Follow-up Inspections | Following up on letters sent to ensure property concerns are now in compliance | 8 inspections |
| Signs Removed | Illegal signs removed from city limits | 40 signs |
| I.B.C. Training | Training for the departments required certification test/International Building Certif. | 10hrs./testing inc. |
| Storm Water Training | EPSC training and certification | 0 hours |
| Fire Inspection Training | L. DiOrio and M. Bauer required training on Fire Code | 4 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 |
| Summer County Impact Fee | Collect and Distribute Tax collected for Sumner County New Residential Homes | 0 homes/units |
| Flood Event/FEMA | M. Bauer assisting flood properties and FEMA requirements. Includes all documentation | 6 hours |
| Issuing of Addresses | Assisting Metro/Davidson County 911 with assigning addresses for the city | 8 addresses |
| Plan Reviews | In-house plan review by M. Bauer/Assisted also with outsourced plan reviews | 6 properties |
| Storm Water Report | Monthly Storm Water Report for Administrative Building/ | 0 Report |
| Unsafe Structure Abatement | Demolition of unsafe structure <u>(313 S. Main St.)</u> | 1 structure |
| Citations to Court | Municipal Code Violations | 2 citation |
| Customer Service Calls | Facilitate calls and inquiries citizens and contractors may have | daily |



City of Goodlettsville
Project Status Update
June 2014

| <u>PROJECT</u> | <u>PAGES</u> |
|------------------------------------|--------------|
| Greenway / Bicycle / Pedestrian | 2 |
| Signalization and Synchronization | 2 |
| Conference Dr. Vietnam Vets Lights | 2 |
| Long Hollow Pike Street Lighting | 3 |
| Hwy 41 & 31-W Street Lighting | 3 |
| RiverGate Parkway Improvements | 3 |
| Delmas Long Community Center | 4 |
| Moss-Wright Park RR & Concession | 4 |
| StormWater Utility Study | 4 |
| Sewer Interceptor | 5 |
| Paving | 5 |

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

Greenway / Bicycle / Pedestrian Development

| | |
|------------------------------------|---|
| Project Cost: | \$3,000,000.00 |
| Engineer / Architect / Consultant: | Lose and Associates |
| Status: | Plans have been submitted to TDOT for approval |
| 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, 99% complete |
| Completion Date: | Summer 2014 |
| Notable outstanding issues: | None |

Conference Drive / Vietnam Veterans Lighting Improvements

| | |
|------------------------------------|--|
| Projected Project Cost: | \$580,000.00 |
| Engineer / Architect / Consultant: | DAVIS H. ELLIOT CONSTRUCTION COMPANY, INC. |
| Status: | Bid Awarded |
| Completion Date: | Fall 2014 |
| Notable outstanding issues: | |

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 100% complete
Projected Completion Date: Summer 2014 (Bridge Lighting)
Notable outstanding issues:

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 been awarded.

Completion Date: HVAC Project - 90%
Playground Project – 100%

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: Mobile Units have been delivered.

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 98% Complete

Completion Date: Summer 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: 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
9. Fannin Drive
10. Alta Loma
11. Madison Creek
12. Park Drive
13. Valerie Ct.
14. Cynthia Trail