



City Manager Report: November 2014

Distributed: December 29, 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:

Ground was broken on November 19th for a new Loden Vision Centers corporate headquarters and medical facility at 520 Rivergate Parkway. The state-of-the-art facility is set for completion in Fall 2015.

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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.



Tim Ellis, City Manager

December 18, 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 November, 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: November, 2014

Legislative Accomplishments

- Board of Commissioners adopted the following ordinances:
 - Adopted Ordinance 14-824, an ordinance to amend Ordinance 06-674 as amended, the zoning ordinance of the City of Goodlettsville, by amending the INT Overlay District Map identified as I-65 @ RiverGate Parkway in Goodlettsville Tennessee.
- The Board of Commissioners also took action on the following resolutions:

City Commission did not approve any resolutions during the month of November

○ Other Items Considered by the Board

- Commissioner John Coombs was nominated and elected to serve a two (2) year term as Mayor.
- Commissioner Jeff Duncan was nominated and elected to serve a two (2) year term as Vice-Mayor.
- Commission ratified the transfer of monies within the same fund in accordance to Resolution 14-598.
- Commission discussed and approved cancelling the regularly scheduled meeting on November 27, 2014.

Legislative Matters Forthcoming

- Ordinance to amend the FY15 Budget.
- Ordinance designating the Board of Zoning Appeals to also serve as the Board of Construction Appeals.
- Ordinance in regards to raising the maximum height of structures within the Commercial Services District to four (4) floors.
- Ordinance changing the zoning classification of certain property within the city.
- Approval of 2015 Legislative Policy for the city.

- Approval of various grants.
- Approval of an agreement with the White House Utility District as it relates to meter reading services.

Commissions and Boards

- **Beer Board**
 - Approved an on-premises beer permit to Happy Asian Bistro, Inc., located at 919 Conference Drive, Goodlettsville, TN. The applicant is Feng Guan Li of Hendersonville, TN.
- **Planning Commission**
 - Deferred a request by Klober Engineering, 3556 Tom Austin Highway, Suite F, Springfield, TN for approval of a site plan for a driveway addition to 5 Star Market, 102 Fannin Drive, Davidson County property map 18-12 parcel 76, owned by Jack Issa, 1812 Merritt St., Old Hickory, TN 37138
 - Approved a request by Ragan-Smith Associates, 315 Woodland Street, Nashville, TN for approval of a site plan for Loden Vision Center, 511 Two Mile Pike, Davidson County property map 26-05 parcel 132, owned by Loden Vision Centers, 907 Rivergate Parkway, Goodlettsville, TN 37072
- **Board of Zoning Appeals**
 - The Board of Zoning Appeals did not meet during the month of November.
- **Parks, Recreation & Tourism Advisory Board**
 - The Parks, Recreation and Tourism Advisory Board did not meet during the month of November.

Ongoing Work

- Overall Capital Improvements Program.
- Metropolitan Planning Organization 2040 Call for Projects.
- Economic Development Projects.
- Selection of A/E firm for the Main Street Streetscape and Conference Drive Project.
- Senior Citizens Center construction.
- TownSquare.
- Peay Park redevelopment plan.
- The greenway / bike / pedestrian project has received notice to proceed right-of way.

- Sewer pump station elimination.
- City Ambassador Program.
- Vision / Strategic Plan.
- Streambank stabilization of Manskers 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 / City Recorder Monthly Report November 2014

News & Announcements

- “Unofficial Totals for City of Goodlettsville Municipal Elections and Wine in Grocery Stores ”
- “First State Bank First Annual RUN for the KIDS 5K”
- “Now Accepting Applications for the 2015 Citizens Police Academy”
- “Guy Patterson is Awarded Employee of the Month for October”
- “Phillip Gibson is Awarded Employee of the Month for October”
- “City of Goodlettsville Proclaims November 2014 as Dollar General Month”
- “City of Goodlettsville Monthly Newsletter for November/December is Posted”
- “Board of Commissioners Meetings Posted for Online Viewing”
- “Thanksgiving Holiday Sanitation Schedule Changes and Administrative Office Hours”
- “City Manager’s Monthly Report for October 2014 is Posted”
- Police and Communications Officers of the Month recognitions

Meetings/Events

- Attended Loden Vision Groundbreaking Ceremony for social media photo ops.
- Attended the Sumner County Council of Governments Awards Banquet
- Attended the November Chamber of Commerce Monthly Luncheon - photo op with Mayor Coombs, City Manager Tim Ellis, and Dollar General representatives as they were presented with a framed resolution proclaiming November 2014 as Dollar General Month.
- Attended ribbon cutting at Smart Buys in RiverGate Mall

Admin

- Issued Film Permit to Wilma TV Productions for b-roll filming on Brick Church Pike and Main Street for “Extreme TV Weddings”
- Worked up proclamation for Michael Fox honoring his achievement in earning the Eagle Scout rank
- Pulled copies of resolutions and ordinances that established the billing rates/fees for sewer, sanitation, and stormwater for Incode to set up our utility billing software
- Ongoing public information request involving Parks Department

- Pulled mobile app total download counts. Total downloads are 16,840. Breakdown is: Android Mobile 172, Android Tablet 7, iPhone 13,613, iPad 1,526, iPod Touch 843 (this number is actually included in the iPhone figure already), Desktop using iTunes 1,416, BlackBerry 106.
- Updated staff contact sheet and website to add new commissioner, Rusty Tinnin, and add "Vice Mayor" to Jeff Duncan's title
- Assembled briefing packet for the one November commission meeting (November 24th meeting was cancelled due to the Thanksgiving holiday and then a special called meeting was set for December 2nd.)
- Drafted Board of Commissioners Meeting minutes for the November meeting.
- Made website postings, mobile app agenda center uploads, and sent Notify Me emails of most recent meeting minutes and agendas for city boards
- Produced the City of Goodlettsville Newsletter for November/December
- Compiled the City Manager's Monthly Report for September
- RFPs sent out - for Parks: Fireworks, Moss-Wright Park playground, and Concession stand hood exhaust and fire suppression system
- Performed website administrator job functions as needed: web postings and page reviews

NEW BUSINESS LICENSES ISSUED

NOVEMBER 2014

1. SHAMBAUGH & SON, L.P. 201 CARTWRIGHT ST. TYSON
PO. BOX 1287, FT.WAYNE IN.46801 OPENED 12/1/14
THOMAS L. SCARE (206) 487-777 LIC. ISSUED 11/01/2014
2. RICOH USA, INC. OPENED 4/8/14 100 MISSION RIDGE
820 GEARS ROAD (771) 620-1601 LIC ISSUED 11/03/2014
3. AT THE HOP CONSIGNMENT SHOP 136 SOUTH MAIN STREET
CHERYL RENEE BROWN (615) 364-7131 LIC. ISSUED 11/10/2014
4. KALA'S CUTZ & COLORS OPENED 12/1/14 LIS. ISSUED 11/14/14
MAKALA KILBURY (615) 500-0971 203 – C EAST CEDAR STREET
5. ASIA EXPRESS INC. 1000 R'GATE MALL SUITE 3005
DBA/P'S PIZZA AND PASTA OPENED 11/20/14
WANG BIN LIN (615) 851-4244 LIC. ISSUED 11/17/14
6. RICE BOX (615) 851-1168 119 NORTHCREEK BLVD
110 NORTHCREEK BLVD. OPENED 11/5/2014
RUQI LIM LIC. ISSUED 11/17/2014
7. CRAIN CONSTRUCTION INC. (615)642-8117 LIC ISSUED 11/19/2014
511 TWO MIL EPIKE/LODEN OPENED 11/18/14
8. YOUNG CONTRACTING/SE, INC 123 NORTHCREEK BLVD.
BENJAMIN R. PEACOCK OPENED 12/01/2014

Finance and Administration Monthly Report

November 2014

FINANCE

- Met with representatives from Dex Imaging regarding their services as it relates to copiers, printers and postage machines.
- Attended ribbon cutting events for Smart Buys and McDonalds, as well as the groundbreaking ceremony for Loden Vision.
- Continued the bi-weekly conference calls regarding the Utility Billing Project.
- Attended a meeting with the Corps of Engineers related to Janette Avenue.
- Met with First Tennessee regarding the City's Purchasing Card Program
- Served on a panel to evaluate finalists for the Engineering Proposals for Main Street.
- Participated in a conference call with Vendor Registry.

Human Resources

- November 10, helped with CPR class. Keyed in Life Insurance Fringe benefit amounts.
- November 11, keyed in Longevity checks. Sit in on Police Officer Interviews.
- November 12, attended training session for Governor's TN Promise Mentor Program.
- Hired one part-time Dispatcher and two PT Recreation Services Assistants.
- No terms during the month.
- Worker's Compensation accidents in the month: no accidents for the month.
- Full-time employees: 128; Part-time employees: 28.

**City of Goodlettsville
Financial Summary
November 2014**

UNASSIGNED FUND BALANCE

Operating Fund	Current Month	Budget 06/30/2015	%
General Fund	2,217,139	3,502,058	63%
Sanitation	10,531	1,582	666%
Tourism	395,714	346,178	114%

CASH IN BANK

General Fund	2,298,258
Sanitation	(91,885)
Tourism	398,098
Sewer	9,718,016
Stormwater	189,570
Total Cash	12,512,057

SALES TAX COLLECTIONS

	Sumner Current Year	Sumner Prior Yr	Davidson Current Yr	Davidson Prior Year	Total Current Year	Total Prior Year
Aug	40,852	38,028	301,966	300,541	342,818	338,569
Sep *	44,928	41,819	231,297	252,323	276,225	294,142
Oct *	38,647	38,605	224,144	274,700	262,791	313,305
Nov *	44,181	41,316	225,317	282,741	269,498	324,057
Dec *					0	0
Jan					0	0
Feb					0	0
Mar					0	0
Apr					0	0
May					0	0
Jun					0	0
YTD	168,608	159,768	982,724	1,110,305	1,151,332	1,270,073

* Metro Situs Audit resulted in a 4 month payback of prior collections in error (\$58, 047.01 per month)

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
November 2014**

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	
General Fund	Revenues	633,468	2,914,131	13,068,078	22.30%
General Fund	Expenditures	964,207	5,303,774	14,569,946	36.40%
Net Increase/Decrease		(330,739)	(2,389,643)	(1,501,868)	
Sanitation Fund	Revenues	55,125	282,169	758,500	37.20%
Sanitation Fund	Expenditures	74,642	312,367	884,018	35.33%
Net Increase/Decrease		(19,517)	(30,198)	(125,518)	
Tourism	Revenues	51,301	236,018	477,400	49.44%
Tourism	Expenditures	33,352	196,289	659,957	29.74%
Net Increase/Decrease		17,949	39,729	(182,557)	
Sewer	Revenues	445,384	1,739,290	4,961,000	35.06%
Sewer	Expenses	202,742	864,601	5,313,065	16.27%
Net Increase/Decrease		242,642	874,689	(352,065)	
Stormwater Utility	Revenues	23,820	84,853	604,250	14.04%
Stormwater Utility	Expenses	(4,779)	17,733	690,463	2.57%
Net Increase/Decrease		28,599	67,120	(86,213)	

OPERATIONS EXPENDITURE SUMMARY

<u>General Fund Operating Dept</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Budget</u>
General Government	111,036	548,092	1,551,858	35%
Community Development	49,215	235,538	560,228	42%
Police	335,861	1,658,454	4,604,085	36%
Fire	164,536	728,194	2,357,812	31%
Hwys & Streets	200,160	813,425	1,909,056	43%
Parks/Recreation	79,403	505,290	1,545,404	33%

MONTHLY MANAGEMENT REPORT

COURT

NUMBER OF TICKETS ISSUED IN NOVEMBER 2014 - 374

NUMBER OF DEFENDANTS APPEARING IN COURT

NOVEMBER 14	9:00	A.M.	59
NOVEMBER 14	1:00	P.M.	35
NOVEMBER 21	9:00	A.M.	83
<hr/>			
TOTAL FOR MONTH			177
NOVEMBER 21	1:00	P.M.	8

CONTESTED COURT SESSION

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

CODES	1
MISDEMEANORS	1
<u>NUMBER ASSIGNED TO TRAFFIC SCHOOL</u>	
FOUR HOUR SCHOOL	110
EIGHT HOUR SCHOOL	1

Goodlettsville Police Department Chief Goodwin's Monthly Report November 2014

On November 6th we attended the Wynnridge HOA and discussed the forming of a Neighborhood Watch. We attended ribbon cuttings at Wade's Lawn Care on November 5th, Long Hollow Chiropractic on November 10th and Smart buys on November 14th. We attended the groundbreaking for Loden Vision on November 19th. We attended the Drug Task Force meeting on November 26th.

In review of the TIBRS data comparing October 2014 to October 2013 Crime Against Person decreased from 27 to 24 a 11% decrease, and Crime Against Property increased from 75 to 86 a 12% increase and overall we had a 7% increase. Our UCR total for the year is a 5.49% reduction in UCR Crimes.

Our proactive efforts of our officers were very good for the month of October. As a result our officers made 975 Traffic Stops and 1 Terry Stop. They made 85 Traffic Arrests and 12 DUI Arrests. From these Traffic Stops resulted 2 Felony charges, 96 Misdemeanor charges, and 9 warrants were served. They had 15 drug confiscations (7 from traffic stops). They issued 56 Misdemeanor Citations, made 73 Physical Arrests with 101 Misdemeanor charges and 27 Felony charges. They issued 1 Juvenile Citation and 9 Juvenile Misdemeanor Arrests.

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 19 Warrant Service Attempts. They served 19 Felony Warrants and 20 Misdemeanor Warrants.

Our officers continue to check our neighborhoods, businesses and parks. They conducted 587 checks of neighborhoods, 831 businesses checks and 231 park checks. They had 1,359 Community Contacts.

The Communications Officers of the Month is Patricia Wynn. On 11/18/14 she answered a call from a subject that's husband was not breathing. She kept the caller on the line, helped calm her down and talked her through the administration of CPR. All while dispatching EMS and Police. Our Officers of the Month are Stan Hilgadiack and George Forbes. Detective Hilgadiack investigated the theft of copper from numerous cell phone towers. He recovered nearly 1,000lbs of copper and the suspect admitted to 24 of the thefts. Officer Forbes stopped a vehicle for running a stop sign at Alta Loma at Crestview. After detecting an odor of marijuana a drug detection dog was called and indicated on the vehicle. Inside the vehicle was 5 kilos of cocaine with a wholesale value of \$135,000.00.



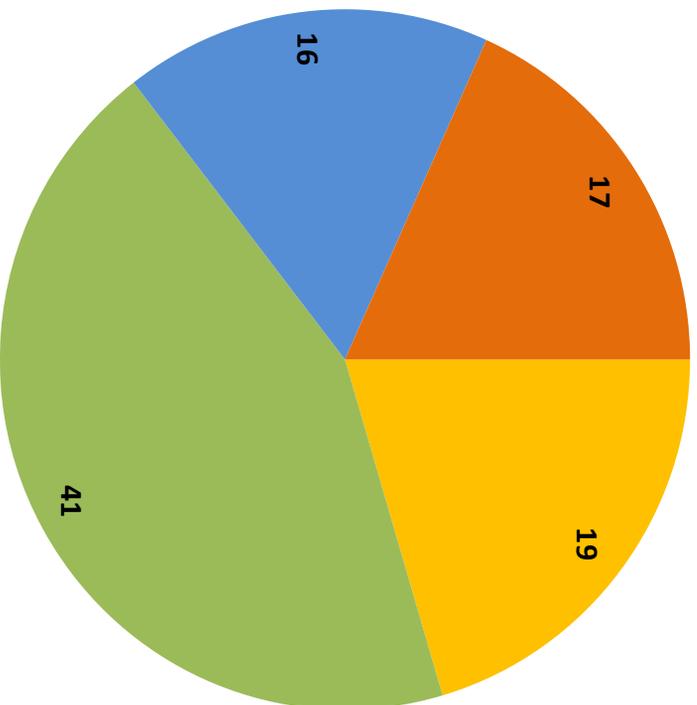
NOVEMBER TIBRS

TIBRS Group A Offenses

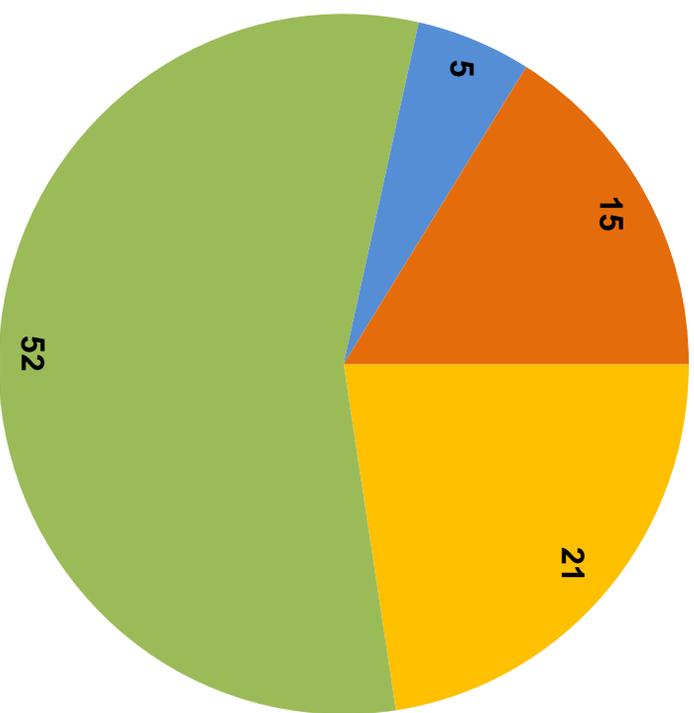
	2014 Offenses Reported	2013 Offenses Reported
Crimes Against Persons	24	27
Murder	0	0
Negligent Manslaughter	0	0
Kidnaping/Abduction	0	0
Forcible Rape	0	1
Forcible Sodomy	0	0
Sexual Assault W/Object	0	0
Forcible Fondling	0	0
Incest	0	0
Statutory Rape	0	0
Aggravated Assault	4	8
Simple Assault	16	12
Intimidation	3	6
Stalking	1	0
Crimes Against Property	86	75
Arson	0	0
Bribery	0	0
Burglary	6	4
Counterfeiting/Forgery	3	2
Destruction/Damage/ Vandalism	8	7
Embezzlement	2	2
Extortion/Blackmail	0	0
Fraud - False Pretenses	2	5
Fraud - Credit Card/ATM	1	0
Fraud - Impersonation	4	4
Fraud - Welfare	0	0
Fraud - Wire	0	0
Motor Vehicle Theft	2	0
Robbery	5	1
Stolen Property Offenses	0	0
Theft - Pocket-picking	0	1
Theft - Purse Snatching	0	0
Theft - Shoplifting	31	29
Theft From Building	5	10
Theft From Coin Machine	0	0
Theft From Motor Vehicle	11	4
Theft of Motor Vehicle Parts	2	2
Theft - All Other Larceny	4	4
Crimes Against Society	22	26
Drug/Narcotic Violations	12	14
Drug/Narcotic Equipment Violations	10	9
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	0	3
Total Group A Offenses	132	128

NOVEMBER CRASH REPORTS

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



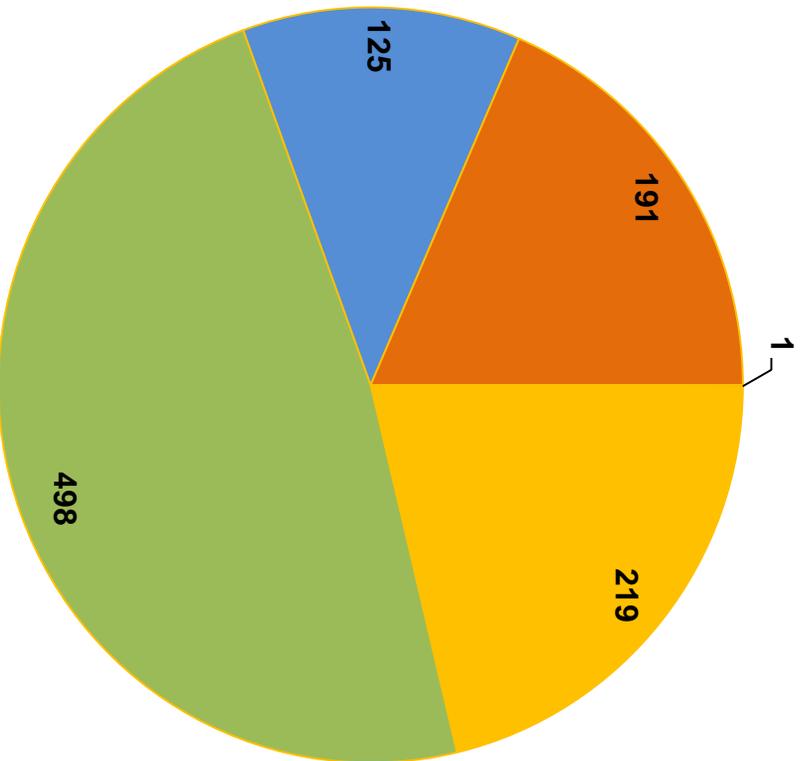
2014 REPORTS
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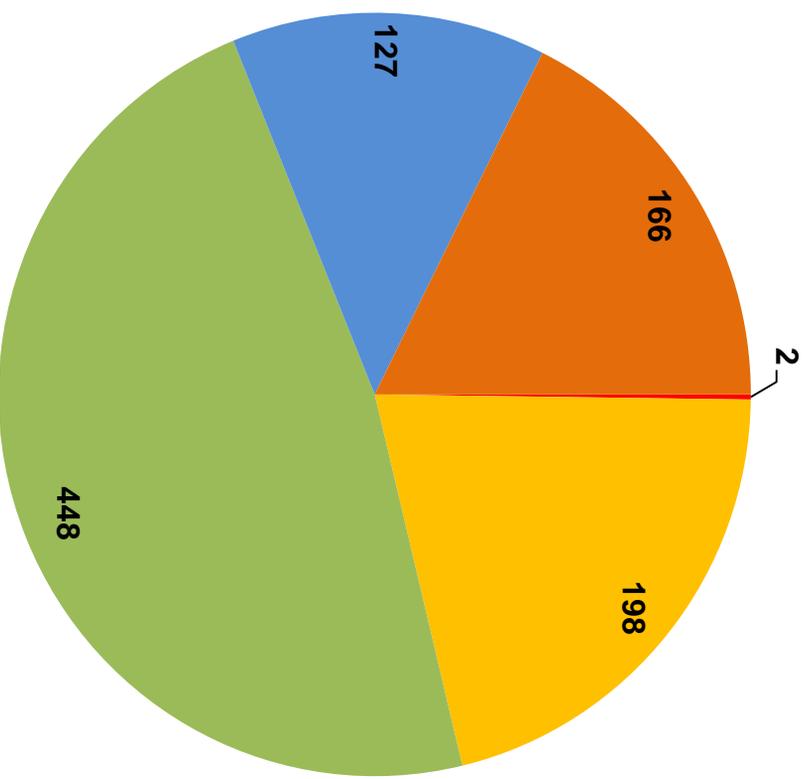
2013 REPORTS
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YEAR TO DATE CRASH REPORTS

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



2014 YTD
1034



2013 YTD
941



NOVEMBER COMPSTAT WEEKS 45 THRU 48

	CURRENT	2014 YTD		2013 YTD		% change	2013 TOTAL
		YTD		YTD			
Murders	0	YTD	1	YTD	0	NC	0
Rape	0	YTD	1	YTD	2	-50.00%	2
Robbery (Commercial)	3	YTD	7	YTD	13	-46.15%	13
Robbery (Street)	2	YTD	11	YTD	15	-26.67%	17
Aggravated Assault	2	YTD	23	YTD	33	-30.30%	37
Aggravated Assault - Dom Viol	2	YTD	15	YTD	28	-46.43%	30
Burglary (Commercial)	1	YTD	15	YTD	17	-11.76%	18
Burglary (Residential)	4	YTD	47	YTD	55	-14.55%	62
Auto Burglaries	10	YTD	87	YTD	81	7.41%	88
Larceny	11	YTD	132	YTD	168	-21.43%	187
Shoplifting	30	YTD	349	YTD	315	10.79%	351
Motor Vehicle Theft	2	YTD	18	YTD	20	-10.00%	23
Total Offenses	67	TOTAL YTD	706	2013 YTD	747	-5.49%	828

Fire Department November 2014

Summary of Month's Activities

Fire Operations

The Department responded to 215 calls for service for the Month of November.

Fire Administration

Administration

The 2015 Training Plan was developed after input from the officers and firefighters. Each year the department is required to have minimum hours of training. The department has focused on specific areas of training to improve firefighter response and skill levels. The administration is very proud of the efforts put forth by the Goodlettsville Firefighters for the 2014 training plan. GFD firefighters have exceeded requirements in most categories and continue to strive for a higher level of service.

One of the Fire Investigators attended the National Fire Academy in Emmitsburg, MD. NFA held a course on electrical fire investigation. The knowledge gained from this week long course will help GFD when determining cause and origin of fire during a structure fire investigation.

The Department worked on preparations for this year's 'Kid's Christmas.' Each year the Goodlettsville Firefighters take a group of kids from the community Christmas shopping. Kids who might not have the opportunity to experience were invited to shop with firemen. K-Mart has been a sponsor of the program since it started here in Goodlettsville. Several citizens of Goodlettsville have also supported this program. The First State Bank here in Goodlettsville helped sponsor the 'Kid's Christmas' by holding a 5K run at Moss-Wright Park. The 5k was very successful. Employees of First State also assisted the firefighters and kids with the shopping.

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

- Fire Training Classes
- Fire Prevention Classes

Public Fire Education

	This Month	YTD
Participants	86	790
Education Hours	4	48
Number of Occurrences	3	34

Fire Fighter Training

November Training:

Pre-fire planning

Pump School at Tennessee State Fire Academy

Target hazard Training

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

PS0005 SCBA

April- PS0006 Ladder Carry/ Saw operations

May- continue with PS006 Ladder Carry

June- PS006 Ladder Carry

Fleet Maintenance

2 Scheduled Services

13 Repairs

Special Projects

Ken Binkley- Signs for the Old Engine

41-8 Front Windshield installed by Lawrence Glass

Cost Savings

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

4 Building Repairs

Turn-Out Gear sent off for repairs to Lion Apparel

Talked with Southeastern Sound about Card Readers on the Doors

Getting quotes to replace the HVAC unit in Training Room

Extrication Training

Goodlettsville Fire Department
Incident Report
Incident Totals

Jurisdiction 19226

November 1, 2014 thru November 30, 2014

CATEGORY TOTAL CALLS

Total Calls 215

Structure Fires	2	Hazardous Calls	1
Vehicle Fires	0	Service Calls	22
Brush/Grass Fires	0	Good Intent Calls	26
Overpressure Rupture/Explosion - No Fire	0	System Malfunction, Malicious False	0
Refuse/Rubbish Fires	0	Unintentional False	6
Other Fires	4	Other False	5

Total Fires 6

Total False 11

Rescue and EMS	149	<i>(Vehicle Accidents with Injuries 11)</i>	Weather Related	0
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Mutual Aid Received	5	Incidents with Exposures	0
Mutual Aid Given	59		

Fire Service Injuries	1	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	\$13,000.00
Fire Service Death	0	Contents	\$2000.00
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 – November 2014

SOLID WASTE:

- Convenience center solid waste collected: 54.97 tons
- Solid waste tonnage collected: 328.39 tons
- Street sweeping debris removed off of streets: 78.0 cy
- Recycled materials collected: 35.59 tons
- Wood waste removal: 220 cy
- PIT C&D: 1,800 cy

SEWER:

- Monthly equipment and daily pump station inspection, maintenance and repairs
- Monthly bioxide tank filling
- TVing of line segments
- Daily pump station, service connection, and manhole inspections
- Cleaned sewer line segments
- Cleaned wet well walls
- Construction and new segment inspections, maintenance and repairs
- Training on manhole inspection and operating Ques TV truck
- Rainfall for month: .92”

Public Works Selected Performance Indicators	Total	YTD
Culverts/Storm Drains Cleaned/Swept	100	1000
Curb – Repair/Install/Remove	1	38
Driveway Permits Issued	0	0
Excavation/Street Cut Permits Issued	2	4
Exemption/Back Door Route Requests	1	6
Land Disturbance Permits Issued	2	5
Sanitation – Bulk Item/Junk Pick-Up Request	11	145

Sanitation – Cart Repairs	20	174
Sanitation – Second Cart Request	2	5
Signs Repaired/Installed (Street or Name)	51	361
Stormwater Inspections Performed	16	136
Stream and/or Tributary Clean-Up/Clean-Outs	1	6
Streets Paved	0	9
Streets Repaired (e.g., pothole)	8	111
Streets Striped	0	2
Tennessee One Calls	84	1,012
Traffic Signal Repair	20	109
Tree Trimming Requests	2	79
Vehicle Maintenance – Routine	35	431
Vehicle Maintenance – Unscheduled	40	477
Water Quality-Related Outreach Events	4	38

PUBLIC WORKS FACILITY, OUTREACH, & PROJECT REVIEW:

- Printed and mailed stormwater utility bills (commercial accounts)
- Conducted interviews for open positions
- Weather briefing, utility set-up, and APWA conference calls
- Drainage repairs throughout City
- Paved streets per paving contract
- Participated in weekly staff meetings
- Facilitated annual TCAPWA conference
- Hosted pre-construction meetings
- Hosted annual employee good housekeeping stormwater training
- Met with consultant to review Sewer corrective Action Plan, Phase 1
- Set up purchasing card program
- Employee attended TDEC Level 2 class
- New development/redevelopment plans reviews
- Replaced street signs with new HIP signage
- Repaired damaged guard rails
- Consultant reviews-TDOT Local Programs projects-Conference Drive and Main Street

- Working with consultant and contractors to tweak signalization programming along Long Hollow Pike corridor
- Daily underground storage tank testing
- Monthly fuel pump inspection and cleaning
- Weekly departmental meetings and monthly staff safety meetings
- Work alongside Parks to complete drainage projects
- Chamber of Commerce luncheon
- Traffic signal maintenance
- Participated in Planning Commission, Board work sessions and Board of Commission meetings
- Various meetings with residents and business owners
- Participated in weather calls, staff meetings, utility billing set-up meetings, held safety meeting, message board training, purchasing card program set-up, underground storage tank training, TDEC Level 1 training
- Conducted interviews for City Engineer
- Employees participated in computer training, exam preparation training, etc.
- Held community stream clean-up and tree mulching event
- Held TNSA/SPWA CSM exam review class
- Held Main Street engineering firm interviews
- Met with USACOE (US army Corps of Engineers) to review Dry Creek/Janette Av. Data
- Held pre-con meetings for various construction projects

OUTSTANDING ISSUES:

- Working with consultant and vendor to finalize CMAQ project
- Street paving
- RTA software implementation
- FHWA/TDOT Local Programs Projects: Greenway, High-mast lighting (Conference Drive @ Vietnam Vets), Signalization/CMAQ
- Bent sign/retro-reflectivity sign replacement program

Parks, Recreation, and Tourism Monthly Report

November 2014

ADMINISTRATION

- Met with John Robertson regarding projects for Goodlettsville Youth Baseball.
- Assisted First State Bank with 5K course information and operations for their event.
- Attended a message board training at Public Works
- Worked with WKU practicum student, Chris Farris, as he completed his class with the department.
- Held a meeting with TUSC and MTFC regarding scheduling and communication for the spring soccer season.
- Met with Lee Smith regarding the ODP event.
- Attended the TRPA State Conference.
- Met with Alpha Graphics regarding several projects for marketing.
- Met with Kyle Dunn, with HFR, regarding conceptual design for Peay Park.

TOURNAMENTS, CAMPS, AND SPECIAL EVENTS

- Nashville Striders 10 Miler
- First State 5K
- Tennessee State Soccer Association Olympic Development Program

PARKS DIVISION

- Planted 13 trees throughout the park. Removed damaged trees at front entrance, in front and below the dog park.
- Leo's tree service grounded stumps at Bowen House.
- Blew out irrigation, water fountains at dog park, and took down drinking fountains for the winter.
- Installed blow out valve at Pleasant Green pool house and winterized restrooms.
- Serviced and winterized the portable trailers. Cleaned out spot at shop and moved trailers under shed.
- Vacuumed leaves for compost pile.
- Layed out fields for ODP training.
- Spread sand in low spots on football field 4 and low spots on soccer fields 1 and 2.
- Removed soccer goals from fields and locked around trees.
- Three culvert ditches were reshaped so water will drain.
- Repaired gate at dog-park and installed locking post.
- Painted quad restrooms and hung new light fixtures.
- Replaced decals on trucks 346, 301,302, and 341. Repaired tailgate on dump truck.
- Hauled lights from Peay Park's field to Moss-Wright to store until able to put on surplus.
- Fixed cable on basketball goal to Community Center.
- Repaired plumbing leak at concession stand at Peay.
- Took out reception desk and put together new furniture for Visitor Center.
- Painted the restrooms at Pleasant Green.

RECREATION DIVISION

Report from the Recreation Supervisor – Robbie Brigham Recreation

- Weekly staff meetings were attended at the Visitor's Center.
- Staff schedule was created and distributed.
- Two new RSAs were hired and trained.

- Winter Competitive Futsal League registration ended with 142 participants and a total of 18 teams. The participation is up by 36 participants this season.
- Participants were separated into teams, schedules were made, and information was emailed to all Team Managers for the Futsal League.
- A Team Managers meeting took place.
- Snapology Thankful for Minecraft class took place with 18 participants.
- Registration for Donuts with Santa started.
- Secured a 10 dozen donut donation from Krispy Kreme Donuts for the Donuts with Santa program.
- Sent a letter to Publix asking for donations of milk, orange juice, and candy canes for Donuts with Santa.
- Supplies were purchases for Donuts with Santa program.
- TRPA Annual Conference was attended.
- Employee ID's were made for new hires throughout the city.
- Open gym time was provided to league participants of Futsal in each league on November 29.
- Jerseys for Futsal were ordered for all leagues.
- The gym was set up for Veterans Day senior concert and also for an awards banquet.

Maintenance

- Fire extinguishers were checked at the Community Center and Pleasant Green Pool.
- Normal maintenance was performed throughout the month at the Community Center.
- Gym baseboard was cleaned.
- Ball field lights from Peay Park were submitted for surplus to be able to be placed on auction.

Marketing

- Parks website was updated.
- Fliers were put at the Community Center for new activities and were also put on the TV in the lobby that streams fliers for activities.
- Schedules for the Fitness Room and Gym were produced, put online, and copies at the front desk are available.
- A Notify Me was sent out about upcoming activities.
- Literature rack was purchased and installed under the new TV that displays fliers and rack cards.

Report from the Program Coordinator – Jennifer Spillers

Senior Adult Program

The Senior Adult monthly Newsletter is available online, Delmas Long Community Center, and Goodlettsville Branch Library.

- For the month of November the **weekly** programs consisted of Crafts, Jewelry Making, Senior Spirits Tasty Tuesday Potluck, Recreation, Art, Social Activities and Enrichment Sessions. The **monthly** programs consisted of a Grief Session, Book Club, Lunch and a Movie, Coffee Club, and Birthday Club.
- The Senior Spirits Tasty Tuesdays was sponsored by Vanco Healthcare & Rehabilitation, JennyKay Caregivers, Life Care Center of Old Hickory, CareAll and Ed Medical for the month of November. The sponsors provided the main entrée for everyone.
- The center has partnered with Skyline Tri-Star, Goodlettsville Branch Library and Elmcroft for educational Lunch and Learns. This month the seniors learned about prevention of falls.
- Janet Lamb from the State of Tennessee was the guest speaker for this month. She discussed Elderly Rights.
- Jessica Piper Branch Manager from the Goodlettsville library spoke to the seniors in regards to the resources the library provides. The seniors had lots of great questions and received information booklets provided by the library.
- Bingo for this month was sponsored by HighPoint Hospice and First State Bank.

- The center is collecting canned items, bears and blankets, and toys for community outreach programs thru First State Bank.
- The seniors celebrated Veterans Day with a concert by the Ambassador Choir. The seniors proudly wore their red, white and blue outfits. This event was opened to the public.
- The Goodlettsville Branch Library and parks partnered together for a Thanksgiving themed lunch and movie for the seniors on Thursday, November 20. The movie Squanto: A Warrior's Tale was shown.
- The seniors Thanksgiving Lunch was filled with love and memories. The entertainment told Thanksgiving stories and sung sing along songs.
- We celebrated the monthly Birthday club with Potluck and a delicious cake sponsored by Kroger in Goodlettsville.
- The Book Club is discussing Lawrence of Arabia. The Book Club has three new members.
- Every senior must fill out a form before they participate in the Senior Program. Four new members joined for the month of November.
- The craft class designed Snowman shirts for the month of November.
- The Senior Program had 86 hours from volunteers for the month of November.
- Dustin Wright from Avalon Hospice sponsored the Grief Session, the members really appreciate the service.
- The seniors had a great time at Gift Card Bingo at Grace Manor.

Meetings

- Attended meetings with upcoming guest speakers and sponsors for December.
- Attended the monthly staff meeting at the community center.
- Attended meetings with Tina McDaniel from Elmcroft in regards to the upcoming partnerships.
- Attended a meeting with the staff at the Goodlettsville Branch Library in regards to upcoming events that we will partner together for the Winter and Spring.
- Attended a meeting with Mary Henry from Wilson Bank & Trust in regards to the 2015 Travel Guide for future trips for the seniors.
- Attended the yearly TPRA conference hosted in Nashville, TN.

Teens

- The G-TAC meets once a month and plans and organizes their upcoming events.
- The teens have worked together to design the Mayor's Top Teen float for the Christmas Parade. They will create the float the first week of December.
- They have designed their sweatshirts for the Christmas Parade and created their flyers for the upcoming Cookie Swap and Game Night hosted at the Delmas Long Community Center on December 14 at 2:00pm.
- The G-TAC is also planning their New Year's Eve event.
- The committee works together really well and they are having lots of fun.

COMMUNITY DEVELOPMENT DEPARTMENT

Sub-group: Economic Development

Monthly Management Report: November 2014

Business Recruitment / Retention & Expansion

Worked with Dr. Loden's team including architect and engineer on future building plans.

Loden Vision Corporate office Ground Breaking.

Worked with design and engineering team for new Hotel.

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 local business interested in possible future expansion and/or relocation.

Worked with mall management to help with Jump Street's new facility.

Met with a local developer in regards to the redevelopment of a property 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 Forward Sumner on workforce training grant application.

Met with Allied Modular management in regards to their new construction.

Met with Copper developers representatives in relation to Copper Creek addition.

Meetings Attended

Goodlettsville City Commission

Goodlettsville Planning Commission

Goodlettsville Board of Zoning Appeals

Forward Sumner

Nashville Chamber ECD Committee

TVA incentives meeting

COMMUNITY DEVELOPMENT

Planning Department

December 2, 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

MPO Technical Coordinating Committee

Special Projects

Attended Phase III meeting of the Freight Advisory Committee for the Metropolitan Planning Organization

Goodlettsville Codes Department Activity Report November 2014

DEPARTMENT OF 4 EMPLOYEES:

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

<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	40 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	4 inspections
Fire Investigations	Duties of Fire Marshal involving fires in the city limits	2 investigations
Building Inspections	Building Related	35 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	26 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	38 signs
I.B.C. Training	Training for the departments required certification test/International Building Certif. EPSC training and certification	8 hrs./testing inc. 0 hours
Storm Water Training	L. DiOrio and M. Bauer required training on Fire Code (Arson Training)	0 hours
Fire Inspection Training	Unpaid property maint:issues including grass cutting, demo of unsafe structures, etc.	2 liens
Property Maint. Liens	Report issued monthly for permit information-listed on City website	1 Report
Building and Codes Report	Collect and Distribute Tax collected for Sumner County New Residential Homes	1 home
Sumner County Impact Fee	M. Bauer assisting flood properties and FEMA requirements. Includes all documentation	Completed project
Flood Event/FEMA	Assisting Metro/Davidson County 911 with assigning addresses for the city	4 addresses
Issuing of Addresses	In-house plan review by M. Bauer/Assisted also with outsourced plan reviews	3 properties
Plan Reviews	Monthly Storm Water Report for Administrative Building/	1 Report
Storm Water Report	Demolition of unsafe structure	0 structure
Unsafe Structure Abatement	Municipal Code Violations	2 citations
Citations to Court	Facilitate calls and inquiries citizens and contractors may have	daily
Customer Service Calls		



City of Goodlettsville
Project Status Update
November 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 approved in the 2014-2017 MPO TIP – Additional funds have been approved by the FHWA

Signalization & Synchronization Improvements

Project Cost:	\$495,000.00
	<u>PROJECT COMPLETE BUT ADJUSTMENTS NEEDED</u>
Engineer / Architect / Consultant:	Gresham Smith and Partners
Status:	Currently under construction, 100% Complete
Completion Date:	Fall 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:	Project complete – Awaiting closeout
Completion Date:	Fall 2014
Notable outstanding issues:	None

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:
Completion Date: Portion will be Spring 2015
Notable outstanding issues: Bridge Lighting

RiverGate Parkway Improvements

Project Cost: \$1,000,000.00
PROJECT COMPLETE
Engineer / Architect / Consultant: Ragan - Smith
Status: Paving is 100% Complete, Landscaping 100%
Lighting 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*

PROJECT COMPLETE

Engineer / Architect / Consultant: Centric Architecture

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

Completion Date: HVAC Project - 100%
Playground Project – 100%
Waiting Grant Close out

Moss-Wright Park Restroom /Concession Facility (Football)

Project Cost: \$150,000.00

PROJECT COMPLETE

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

PROJECT COMPLETE

Engineer / Architect / Consultant: AMEC, INC.

Status: Phase 1 100% Complete
Phase 2 100% 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: Spring 2015

Notable outstanding issues: Property Appraisals currently being completed (Eminent Domain maybe needed to start the project)

FY 2013/2014 Street Paving & Lighting Program

Project Cost: \$700,000.00

PROJECT COMPLETE

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