



City Manager Report April 2013

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

Distributed:

May 23, 2013

Featured Picture:

City employees raise American Flags in the median of Conference Drive in honor of Memorial Day.



Table of Contents: Monthly Reports by Division

Message from the City Manager.....1

Management

- City Manager.....2
- Public Information Officer.....5
- City Recorder.....6

Finance & Administration Division

- Finance, HR.....7
- Financial Summary for December.....8
- Court.....10

Public Safety

- Police.....11
- Police Department Monthly Statistics.....13
- Fire.....16

Public Services

- Public Works, Sewer.....19
- Parks, Recreation & Tourism.....22

Community Development Services

- Economic Development – *New Director Begins in June*
- Planning.....27
- Codes.....28

City Projects

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



May 1, 2013

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 April, 2013 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: April 2013

Legislative Accomplishments

- Board of Commissioners adopted the following ordinances:
 - Passed on final reading Ordinance 13-798, an ordinance to amend the fiscal year 2012-2013 budget.
 - Passed on final reading Ordinance No. 13-797, an ordinance to create regulations in regards to piloted helicopter landings within the City of Goodlettsville.

- The Board of Commissioners also took action on the following resolutions:
 - Passed Resolution 13-563, a resolution authorizing the execution of a Memorandum of Understanding with Metropolitan Nashville Davidson County in regards to certain public services.
 - Passed Resolution 13-564, a resolution authorizing the City Manager to enter into certain educational partnerships with colleges and universities that do not require a monetary expenditure.
 - Passed Resolution 13-565, a resolution declaring May 19-25, 2013 as National Public Works Week.

Legislative Matters Forthcoming

- An Ordinance adopting the FY14 Budget and Tax Rate.
- An ordinance to address street parking.

Other Items Considered by the Board

- Approved a contract with the State of Tennessee Department of Environment & Conservation for the Local Parks and Recreation Fund Grant.
- Approved an architectural agreement for the design of a Restroom / Concession facility at Moss-Wright Park.

Commissions and Boards

- **Beer Board**
 - Approved a special events permit request of Silverado's 709A RiverGate Parkway.
- **Planning Commission**
 - No Action Items considered.
- **Board of Zoning Appeals**
 - Approved a conditional use permit for Mr. Fix It, Incorporated, Graves Street.

External Meetings

- Attended a Forward Sumner Infrastructure Committee Meeting
- Attended the Forward Sumner Board of Directors Meeting.
- Met with representatives of RiverGate Mall.
- Met with representatives of a development company in regards to a certain commercial development.
- Met with University of Tennessee President Joe DiPietro in regards to services provided to Tennessee Municipalities by the University.
- Took part in a presentation to the 2013 Leadership Middle Tennessee class in regards to regional tourism.
- Attended the Tennessee City Managers Conference.
- Attended the Chamber of Commerce monthly luncheon.
- Attended the Chamber of Commerce Board of Directors Meeting.

Internal Meetings

- Met with representatives of Motorola in regards to the new 800 mghz Radio system.
- Conducted a conference call in regards to the Tennessee Municipal Benchmarking Program.
- Conducted Assessments and Interviews of candidates for the Director of Community & Economic Development position.
- Conducted a conference call in regards to the Communities of Distinction video program.

Ongoing Work

- Local Parks & Recreation Grant Project.
- Director of Economic & Community Development Director Selection.
- Overall Capital Improvements Program.
- Stormwater Study.
- City Strategic Plan Development.
- MTAS Benchmarking program.
- 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 environmental clearance and now awaiting Notice to Proceed on procurement of Right-of-way. Having to amend the TDOT contract because of the new MAP21 federal transportation bill.
- Administrative Hearing Officer Program.
- Streambank stabilization of Manskers and Madison Creeks.
- Departmental Transition Plans (Community & Economic Development).
- Traffic Signalization timing and synchronization projects.
- Fiscal Year 2014 Budget Process.
- City-wide Beautification.

P.I.O. Monthly Report – April 2013 Highlights

News Releases / Public Information

- 4-1: “Free Shredding Event & Earth Day Celebration”
- 4-2: “Now Accepting Applications for the 2013 Goodlettsville Citizens Academy”
- 4-17: “Visit Our Booth at Experience Goodlettsville Tomorrow Night”
- 4-19: “Reminder: Shredding Event & Earth Day Celebration”

Meetings/Events

- Hosted a City of Goodlettsville booth at the Goodlettsville Chamber’s event, “Experience Goodlettsville.” Promoted the upcoming Citizens Academy, Free Shredding Event, and general City information.
- Conducted the tour of Goodlettsville portion of the interviews for the new Economic & Community Development Director
- Attended the monthly Goodlettsville Chamber luncheon
- Attended City Commission meetings, study sessions, and bi-weekly staff meetings

Admin/Other

- Participated in a webinar to learn more about NovusAGENDA services and software.
- Submitted “Best Practices” for Property Maintenance Codes to MTAS per their request
- Worked on the materials to submit for Goodlettsville Lifestyles Magazine
- Participated in a phone interview for “Communities of Distinction” – “Hometown America” series. We opted not to participate in the series, which would have cost close to \$20,000.
- Added “Guidelines for Citizens Comments” to the Mayor & Commissioners webpage
- Added language to the Parks Board online contact form and webpage to explain that the board has an advisory function and is not a ruling board
- Added some language to the “How to Settle Your Traffic Offense” webpage to make it more searchable
- Submitted Citizen of the Month to the Ledger Newspaper
- Requested download stats for the City app which launched early January. They were Iphone: 256, Adroid: 100, Adroid Tablet: 5, and no numbers were available yet for Ipad or BlackBerry.
- Assembled the City Manager Report for March 2013

New Business Licenses issued April 2013

- | | | |
|--|---|-------------------------------------|
| 1. Daisy Dawgs
651-1503 | 3407 Patton Branch Rd
opened: 04/01/13 | Joellen Archung
issued: 4/08/13 |
| 2. Affordable Auto and Truck Sales
859-6770 | 1034 Louisville Hwy
opened: 5/01/13 | Charles Duke
issued: 4/08/13 |
| 3. Dents by Dane
289-0889 | 220 Buffalo Run
opened: 3/18/13 | Dane Nistler
issued: 4/11/13 |
| 4. PEST, Inc
851-4912 | 124 Two Mile Pike
opened: 3/1/13 | Andy Yant
issued: 4/11/13 |
| 5. In Pursuit Transport
678-2876 | 1120 Hitt Lane
opened: 4/20/13 | Steve Warren
issued: 4/12/13 |
| 6. Edge Fitness, Inc
756-4173 | 900 Conference Dr #13
opened: 4/15/13 | William Robinson
issued: 4/23/13 |
| 7. Willow Tree Cottage
528-5744 | 204 Rivergate Pkwy
opened: 2/16/13 | Chelsea Timmons
issued: 4/30/13 |
| 8. Pure Water Plumbing
975-8688 | 919 Conference Suite 4, #122
opened: 4/30/13 | Adam Brink
issued: 5/1/13 |
| 9. Magic Clean & Seal
975-8688 | 919 Conference Suite 4 #122
opend: 4/30/13 | Adam Brink
issued: 5/1/13 |

No Beer Permits Issued in April

Finance and Administration Monthly Report

April 2013

FINANCE

- Participated in the Panel Interviews of the Community and Economic Development Director candidates.
- Attended the Industrial Development Board meeting.
- Attended luncheon hosted by City of Goodlettsville, for the UT President and Institute for Public Service.
- Met with Pinnacle Bank to establish credit card processing at Pleasant Green Pool this summer.
- Attended Chamber of Commerce monthly membership luncheon.
- Brazos representatives came onsite to conduct training on the new E-Ticket system. Court Clerk, Jan Lanus, participated in the training and assisted with the implementation. All officers are now utilizing the hand-held electronic ticket writers.

Human Resources

- Insurance Open Enrollment - made all changes in payroll and online with insurance companies for open enrollment - first week of April.
- TN Personnel Managers conference in Memphis – April 10-12.
- Coordinated interviews for Economic Development Director – April 15 - 23.
- One FT Police Officer was hired in the month.
- One utility worker quit. One Police Officer quit.
- Worker's Compensation accidents in the month: 0 accidents.

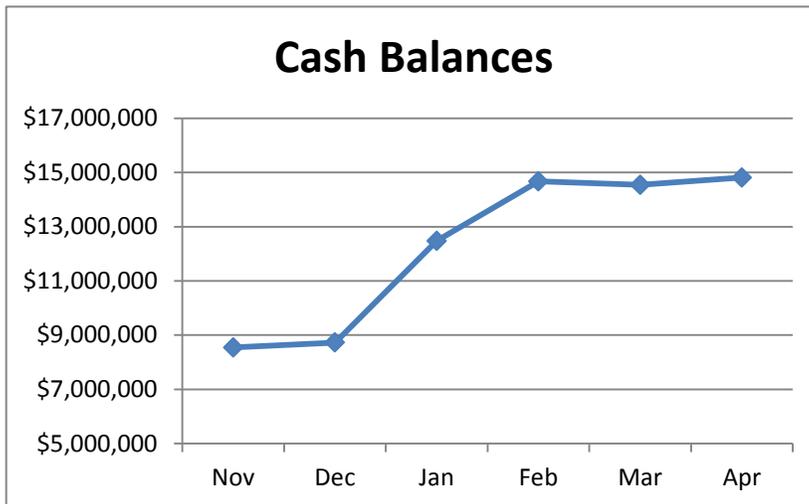
**City of Goodlettsville
Financial Summary
April 2013**

UNASSIGNED FUND BALANCE

Operating Fund	Ending Balance FY 12	Current Month	Budget 06/30/2013	Projected 06/30/2013	%
General Fund	1,995,469	3,456,877	2,134,888	2,134,888	20.05%
Sanitation	121,693	152,438	159,665	159,665	18.01%
Tourism	820,301	750,334	272,345	272,345	73.70%

CASH IN BANK

	Nov	Dec	Jan	Feb	Mar	Apr
General Fund	257,488	743,243	1,330,578	3,193,815	3,118,273	3,202,155
Bond Issue 2013	0	0	2,972,933	2,973,236	2,973,574	2,973,925
Sanitation	253,797	191,058	236,804	232,885	193,469	187,328
Tourism	881,063	887,379	900,615	905,662	730,124	757,967
Sewer	7,118,422	6,869,279	6,981,084	7,290,645	7,447,098	7,604,681
Stormwater	32,417	32,417	53,721	70,793	77,442	83,285
Total Cash	8,543,187	8,723,375	12,475,735	14,667,036	14,539,980	14,809,341



**City of Goodlettsville
Financial Summary
April 2013**

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	307,140	2,957,471	3,899,500	3,780,000	119,500
	State Shared Tax	168,344	1,339,830	1,786,440	1,636,000	150,440
	Property Tax	21,863	4,153,954	4,153,954	4,291,117	(137,163)
	Court Fines/Fees	48,912	307,863	369,436	275,000	94,436
Tourism	Hotel/Motel Tax	49,397	360,364	432,437	360,000	72,437
Wastewater	Sewer User Fees	394,323	3,699,738	4,932,984	3,700,424	1,232,560
Sanitation	Sanitation Fees	59,207	559,503	746,004	711,000	35,004
Stormwater Utility	Stormwater Fees	16,621	110,579	147,439	320,000	(172,561)

Revenue Summary			
General Fund Collected YTD	13,242,798	Wastewater Fund Coll YTD	3,895,127
General Fund Target	15,726,133	Wastewater Fund Target	5,030,000
Difference	2,483,335	Difference	1,134,873
	84%		77%

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	78,279	1,043,420	1,391,227	1,369,732	21,495
Community Development	36,826	395,255	527,007	530,051	(3,044)
Police	333,145	2,942,589	3,923,452	3,852,728	70,724
Fire	86,415	1,122,026	1,496,035	1,499,709	(3,674)
Hwys & Streets	51,784	697,377	929,836	978,588	(48,752)
Parks/Recreation	90,223	961,426	1,281,901	1,275,974	5,927
Police Drug Fund	107	12,821	17,095	27,899	(10,804)
Sanitation	65,292	684,728	912,971	753,744	159,227
Tourism	22,085	450,520	650,693	872,836	(222,143)
Wastewater	241,236	3,068,185	5,325,913	5,863,024	(537,111)

FUND EXPENDITURE SUMMARY

<u>Fund</u>	<u>Month</u>	<u>YTD</u>	<u>Target</u>	<u>% of Budget</u>
General	675,417	8,807,465	16,336,186	53.91%
Sanitation	65,292	684,728	753,744	90.84%
Wastewater	241,236	3,068,185	5,863,024	52.33%

MONTH OF APRIL 2013**MONTHLY MANAGEMENT REPORT****COURT**NUMBER OF TICKETS ISSUED IN APRIL 2013 - 768NUMBER OF DEFENDANTS APPEARING IN COURT

APRIL	8	9:00	A.M.	149
APRIL	8	1:00	P.M.	86
APRIL	15	9:00	A.M.	172
TOTAL FOR MONTH				407

NUMBER OF DEFENDANTS ON CONTESTED DOCKET

APRIL	15	1:00	P.M.	14
-------	----	------	------	-----------

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

CODES	0
MISDEMEANORS	0

NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL	216
EIGHT HOUR SCHOOL	4

Goodlettsville Police Department

Chief Goodwin's Monthly Report

April 2013

On April 24th we had our first Hotel/Motel Management meeting. We had seven of our properties represented and Sgt. Towers is visiting the others. It was a very productive meeting. We are creating an email chain that they can communicate when removing or not allowing anyone to continue to stay. This will prevent people from location hopping. We had a residents meeting at The Retreat April 27th at 5:00pm. We had eight residents volunteer to serve as block captains for their buildings. This is a great start for Neighborhood Watch on their property. Our final Citizens Police Academy class was April 30th. This was an outstanding class and we very much enjoyed getting to know them.

In review of the TIBRS data comparing April 2012 to April 2013 Crime Against Person was reduced by 17%, and Crime Against Property was reduced 11% for a total 13% reduction. We have seen a reduction every month for the same month previous year except for March. January was 38%, February 29%, March was Even, April 13% and YTD is 21%. Our UCR total YTD is a 26.38% reduction.

Our proactive efforts of our officers were very good for the month of April. As a result our officers made 947 Traffic Stops. They made 31 Traffic Arrests and 7 DUI Arrests. They issued 51 Misdemeanor Citations, made 47 Misdemeanor Arrests and 13 Felony Arrests. They made 10 Juvenile Misdemeanor Arrests, and issued 3 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 30 Warrant Service Attempts. They served 4 Felony Warrants and 19 Misdemeanor Warrants.

Our officers continue to check our neighborhoods and our businesses. They conducted 644 checks of neighborhoods and 641 businesses. We found several businesses with unlocked doors and secured the businesses.

Our April Officer of the Month is Stan Hilgadiack, Brian Moore and Sam Uldrich. They apprehended a subject that committed an armed robbery of the GNC on North Gallatin Road in the Madison Precinct. They pursued the subject in his vehicle after he was spotted in our city and on foot before cornering him and making the apprehension. Our Communications Officers of the Month for April are Angi Bain, Cheryl Bennett and Stance Houchens. They worked during the flash flooding that occurred. Despite the numerous calls, calling people in and the CAD going down they did a very professional job in trying circumstances.

GOODLETTSVILLE POLICE DEPARTMENT

105 S MAIN ST
GOODLETTSVILLE TN 37072
615-859-3405

Jurisdiction : TN0190400

Monthly Summary Report
For April 2013

<u>Crime Type</u>	<u>April Offenses</u>	<u>April Counts</u>	<u>2013 Offenses</u>	<u>2013 Counts</u>
11D 11D FONDLING	1	1	3	3
120 120 ROBBERY	1	1	9	11
13A 13A AGGRAVATED ASSAULT	3	3	15	16
13B 13B SIMPLE ASSAULT	11	11	48	53
13C 13C INTIMIDATION	3	3	12	12
200 200 ARSON	1	1	1	1
220 220 BURGLARY/BREAKING AND ENT	4	4	30	30
23C 23C SHOPLIFTING	26	29	107	119
23D 23D THEFT FROM BUILDINGS	4	4	30	31
23F 23F THEFT FROM MOTOR VEHICLE	4	4	17	17
23G 23G THEFT OF MOTOR VEHICLE PA	4	4	14	14
23H 23H ALL OTHER LARCENY	5	5	13	13
240 240 MOTOR VEHICLE THEFT	1	1	8	8
250 250 FORGERY/COUNTERFEITING	3	3	14	14
26A 26A FALSE PRETENSE/SWINDLE/CC	3	3	18	18
26B 26B FRAUD CREDIT CARD/AUTOMA	1	1	8	8
26C 26C IMPERSONATION	3	4	21	22
270 270 EMBEZZLEMENT	1	1	6	6
280 280 STOLEN PROPERTY OFFENSES	1	1	2	4
290 290 DESTRUCTIVE/DAMAGE/VANDA	9	9	47	47
35A 35A DRUG/NARCOTIC VIOLATIONS	11	15	53	73
35B 35B DRUG EQUIPMENT VIOLATIONS	5	5	25	27
40A 40A PROSTITUTION	0	0	1	1
520 520 WEAPON LAW VIOLATIONS	2	2	10	12
90B 90B CURFEW/LOITERING/VAGRANC	0	0	1	1
90C 90C DISORDERLY CONDUCT	0	0	4	4
90D 90D DRIVING UNDER THE INFLUENC	8	8	38	38
90E 90E DRUNKENNESS	7	7	16	16
90F 90F FAMILY OFFENSES , NONVIOLE	1	1	3	7

90G 90G LIQUOR LAW VIOLATIONS	0	0	1	1
90J 90J TRESPASS OF REAL PROPERTY	1	1	10	10
90Z 90Z ALL OTHER OFFENSES	16	17	74	77
M99 INFORMATION	10	12	25	33
000 NON REPORTABLE	6	6	39	43
T99 TRAFFIC RELATED (NON REPORTABLE)	61	61	258	258

Persons Arrested : 162

Total For April

2013 To Date

TYPE	Males Arrested		Females Arrested		Males Arrested		Females Arrested	
	All Arrests	Narcotic	All Arrests	Narcotic	All Arrests	Narcotic	All Arrests	Narcotic
1.Adults	92	63	45	22	401	301	210	126
2.Juveniles	9	7	16	0	30	44	31	5
TOTALS:	101	70	61	22	431	345	241	131

Traffic Reports :

TYPE	Total For April	2013 To Date
Fatal	0	0
Injury	1	34
Property Dmg Only	14	233
Private Property	0	0

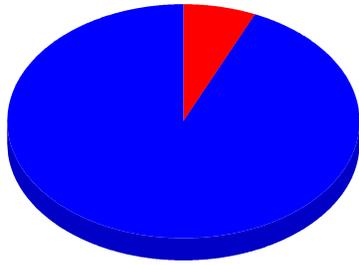
Citations/Warrants :

	Total For April	2013 To Date
Citations	0	0
Warrants	0	0

Values :

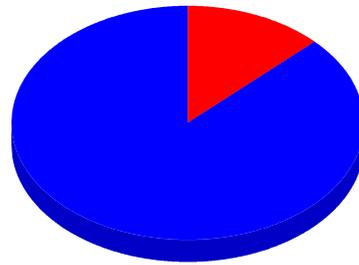
TYPE	Total For April	2013 To Date
Burglary Stolen	6,950.00	31,285.00
Larceny Stolen	33,671.00	87,005.00
Robbery Stolen	507.00	8,897.00
MVT Stolen	13,000.00	40,179.00
Burglary Recovered	200.00	9,800.00
Larceny Recovered	4,316.00	17,563.00
Robbery Recovered	50.00	2,878.00
MVT Recovered	19,579.00	31,154.00
Total Stolen	54,128.00	167,366.00
Total Recovered	24,145.00	61,395.00
Criminal Damage	5,575.00	36,760.00

Traffic Accidents for Month



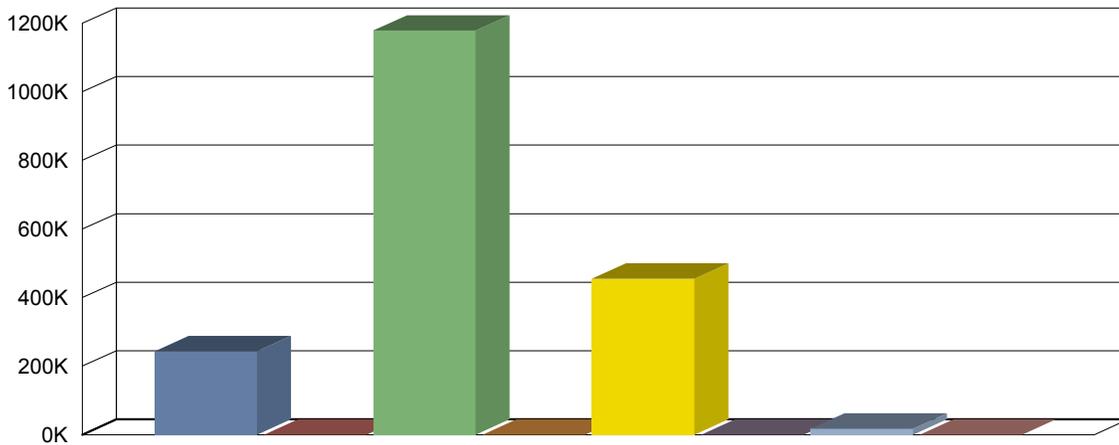
Traffic Accidents with Injuries	6.7%
Sum of R_Monthly_Summary;1.Prop_Dmg_Month	93.3%
Traffic Accidents with Fatalities	0.0%
Total:	100.0%

Traffic Accidents Year To Date



Traffic Accidents with Fatalities	0.0%
Traffic Accidents with Injuries	12.7%
Traffic Accidents with Property Damage	87.3%
Total:	100.0%

Stolen and Recovered Values for Month



(Burglary) Stolen in Month
(Burglary) Recovered in Month
(Larceny) Stolen in Month
(Larceny) Recovered in Month
(MVT) Stolen in Month
(MVT) Recovered in Month
(Robbery) Stolen in Month
(Robbery) Recovered in Month

Fire Department April 2013

Summary of Month's Activities

Fire Operations

The Department responded to 231 calls for service for the month of April.

Fire Administration

- Several walk-in's for blood pressure check
- James Hicks still attending Nashville Fire Academy
- Working with ETI on new Software Program
- Jamie Cohea and Jake Hille attended the second week of Pump School at the State Academy.
- Ben McCoy, Ryan Stone attended their third week of Pump School at the State Academy.
- Budget meeting with Commission
- Opened bids for new Fire Turnout gear
- Opened proposals for Radio System
- One EMT License Renewal

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

- Tri Star Health Systems & Emergency Medical Services
- Vol State EMT Class

Fire Inspection

	This Month	YTD
Fire Investigations	3	3
Plat/Plan Review	0	0

Public Fire Education

	This Month	YTD
Participants	21	55
Education Hours	4	11
Number of Occurrences	3	8

Fire Fighter Training**Training Hours for April 2013****Administrative Summary - April****Assignments****Completions (April 1-30)**

Users with completions:	15	54%
-------------------------	----	-----

Total completions:	31	
--------------------	----	--

Overdue Assignments (as of April 30)

Users with assignment(s) that are overdue:	25	89%
--	----	-----

Total overdue assignments:	107	
----------------------------	-----	--

No Assignments (as of April 30)

Users with no assignments:	1	4%
----------------------------	---	----

Users**Log-ins (April 1-30)**

Users who have logged in:	9	32%
---------------------------	---	-----

Credentials

Users with credentials expiring next month (May):	1	4%
---	---	----

Goodlettsville Fire Department
Incident Report
Incident Totals

Jurisdiction 19226

From: April 1, 2013

To: April 30, 2013

CATEGORY TOTAL CALLS

Total Calls 231

Structure Fires	2	Hazardous Calls	6
Vehicle Fires	0	Service Calls	26
Vegetation Fires	0	Good Intent Calls	29
Refuse/Rubbish Fires	1	Malicious False	0
Other Fires	0	Other False	18

Total Fires 3**Total False 18**

Rescue and EMS	143
----------------	-----

Mutual Aid Received	8	Incidents with Exposures	0
Mutual Aid Given	39		

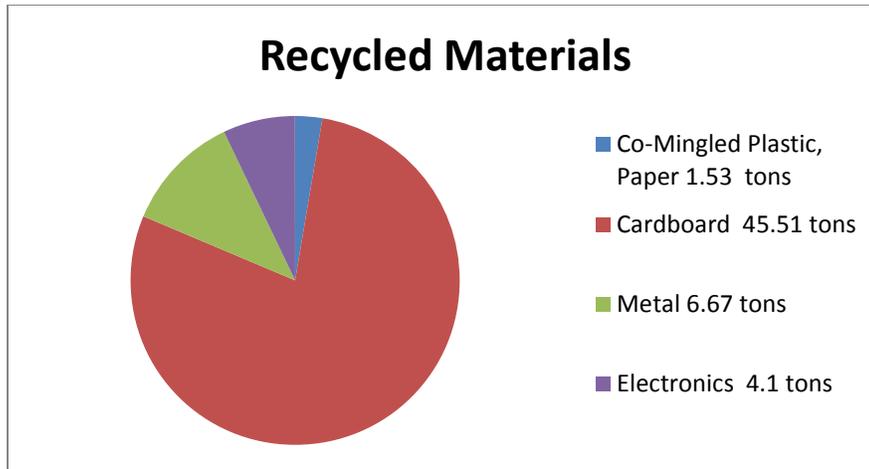
Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	\$0.00
Fire Service Death	0	Contents	\$0.00
Non-Fire Service Death	0	Non-Fire Dollar Loss	
Fire Civilian Injuries	0	Property	\$0.00
Non-Fire Civilian Injuries	0	Contents	\$0.00
Fire Civilian Deaths	0		
Non-Fire Civilian Deaths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

Fleet Maintenance

No Report given.

Public Works Report – April 2013

SOLID WASTE:



- Convenience center solid waste collected: 31.98 tons
- Wood chips removed from lot: 240 cy
- Solid waste tonnage collected: 996.87 tons

SEWER:

- Monthly equipment and daily pump station maintenance
- Monthly bioxide tank filling
- Daily pump station, service connection, and manhole inspections
- Cleaned sewer line segments
- Cleaned wet well walls
- Addressed complaint calls
- TVd sewer lines
- Construction inspection
- AutoCAD training, new employee training
- Rainfall for month: 10.2"

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	4	13
Culverts Cleaned	50	58
Curb – Repair/Install/Remove	5	13
Dead Animal Pick-Up Requests	0	12
Drainage Inspection Requests	30	50
Driveway Permits Issued	0	0
Emissions Testing/License Plates for Vehicles	2	6
Excavation/Street Cut Permits Issued	0	1
Exemption/Back Door Route Requests	1	5
Graffiti Removal Requests	2	3
Land Disturbance Permits Issued	0	0
Sanitation – Bulk Item/Junk Pick-Up Request	5	13
Sanitation – Cart Repairs	67	188
Sanitation – Second Cart Request	2	2
Signs Repaired/Installed (Street or Name)	38	128
Snow Removal – Number of Storms	0	4
Storm Drains Repaired or Replaced	1	3
Stormwater Inspections Performed	37	133
Stream and/or Tributary Clean-Up/Clean-Outs	2	2
Streets Paved	0	0
Streets Repaired (e.g., pothole)	4	29
Streets Striped	1	3
Tennessee One Calls	142	364
Traffic Signal Repair	7	52
Tree Trimming Requests	5	11
Vehicle Maintenance – Routine	23	128
Vehicle Maintenance – Unscheduled	64	297
Water Quality-Related Outreach Events	8	20

PUBLIC WORKS FACILITY, OUTREACH, & PROJECT REVIEW:

- Long Hollow Pike signalization, Signal @ Madison Creek Road, Pedestrian crossing at Caldwell/Moss-Wright Park staff meetings
- Residential meetings and work to assist with drainage-related projects

- ROW maintenance projects throughout City
- Daily underground storage tank testing
- Monthly fuel pump inspection and cleaning
- Public Works section of website page updates
- Budget meetings
- Assist Parks with clean-up of woody debris
- Stormwater Utility meetings with AMEC; public meeting presentation
- Monthly stormwater manager and stream watch meetings
- Weekly and monthly staff meetings
- Street light outage survey reported to NES
- Macroinvertebrate samples gathered on all creeks per NPDES permitting requirements
- Bent sign repair
- Installation of new street name signs
- Long Drive bridge repair/Bridge Watch/TDOT program
- Storm debris clean-up throughout City
- Drainage repairs in Indian Hills and Windsor Green developments
- Working with TDOT hydrology at I-65/LHP
- Signal repair and timing adjustments on LHP
- Working with paving contractor to line up streets to be paved this year

CONTINUING PROJECTS:

- Retroreflectivity survey
- Street paving for 2013
- Fleet system implementation
- Bent sign inventory repair
- CMAQ projects (Long Hollow Pike synchronization, pedestrian crossing at Moss-Wright, and traffic signal installation at Madison Creek Road)
- Stormwater Utility

Parks, Recreation, and Tourism Monthly Report

April 2013

PARKS DIVISION:

- Raised home plates on Fields 5 and 8
- Brushed infields and worked on fence at quad
- Weedeated fences on ball fields and sprayed roundup and cleaned dugouts
- Replaced 8 soccer anchors
- Cutting of fields twice a week
- Work on #1 scoreboards
- Checked bleachers at Moss-Wright and light poles for wasps
- Weedeated Park
- Repaired hole on trail with five bags of concrete where the side of bank has washed out
- Met with Greg Johns with Advance Turf Solutions about an organic program for the athletic fields
- Sprayed soccer field white lines 4 times - sprayed blue lines 5 times
- Met with Gene's Electric about the electric pole leaning behind pump house - fixed with a guide wire
- Put new toilet paper dispensers up at the C.C.
- Putting new faucets on in the pool bathrooms and cleaned the bathrooms
- Dug up and replaced faucet at shelter 6
- Refinished picnic tables at poo
- Presser washed the deck of pool
- Cleaned out under the bleachers at the quad and had PW come and sweep it
- Took out hump on field 1, filled in some low spots, and filled in holes on outside of field 1
- Filled in low spots where the light poles were on field 3
- NES cut the lines for the street lights. Had Gene's electric come out and fix the problem and locate the other lines. Total cost \$1014.58. Talked to NES 4/30 should be sending a check to Gene's
- Cut and weed eat around soccer for tournament which ended up being rained out
- Checked the electricity on football fields. Everything is working except scoreboard on 4
- Checked quad scoreboard bulbs and replaced
- Repaired second entrance gate
- Ordered soap and dispensers for all the parks (foam type)

Maintenance checks

- Someone took their vehicle and damaged the 2nd entrance gate and bent the main entrance gate
- Put new chain on clatter bridge on blue section of playground and tightened the clatter bridge on the green section.
- Serviced 333 toro mower - changed oil and filter
- Put new hoses on 350 reel mower

RECREATION DIVISION:**Report from the Special Events and Program Coordinator – Allison Baker**

- Met with Kimberly Lynn, Chamber Director, to discuss upcoming events.
- Toured Goodlettsville with Mary Laine Crawford and the candidates for the Economic Development position

Attended staff meetings throughout the month.

Special Events and Programs

- Earth Day was held at the Park on Saturday, April 20th from 2:00pm-4:00pm. The event followed a successful Shred Day hosted by Public Works. There were vendors from the Nashville Zoo, A to Z Resources, a balloon artist and more.
- Vendor applications were sent out to previous participants at the 4th of July Celebration. This year we changed things up a bit to get more food vendors in for the event. All non-profits can reserve a booth for free and all for-profit food vendors must pay a \$100 vendor fee. At the end of this month, we had three non-profits and two for-profit vendors confirmed. This event will be held on the 4th of July and will kick off at 4:00pm.
- Registration began this month for the Spring Under the Stars Family Campout. This event is annually held in the fall, but after conducting post program evaluations we found that a lot of people wanted to have this event more than once a year. At the end of April we had 25 out of a possible 35 campsites reserved. The event will be held in Moss-Wright Park on Friday, May 10th.

Historic Sites

- The second Pioneer Pals was held on Friday, April 5th. This time we had 33 participants, which is up from the first program in March. The young pioneers learned how to do laundry the way the people in the 18th century would have done it. We also toured the upstairs of the Bowen House so they could see what a children's room might have looked like during that time period. Pioneer Pals will be held at Mansker's Station the first Friday of the month from March – November.
- Heritage Days was held on April 12th and 13th. On Friday, we had three paid school groups come to the event and participate in hands-on demonstrations that included woodworking, dancing, laundry and more. On Saturday, the event was open to the public and over the course of the two day program we estimate about 1,200 visitors were in attendance. The Visitor's Center was open both days so guests were able to walk through the museum and gift shop.
- On the 17th I met with the roofing company who will be replacing the roof on the large blockhouse. We are currently working on a time for their group to come out on site to complete the project.
- I traveled to Murfreesboro on April 25th and 26th for the Historic House Museum Conference put on by AASLH. This two day conference was very informative and discussed issues ranging from strategic planning to fundraising. There was a lot of information that can be implemented on our site. There were also networking opportunities with local historic sites.
- The Bowen Plantation House was host to the first American Girl Tea on Saturday, April 27th. We had two separate teas for ages 2-6 and 7-12. Both groups were full with 10 guests in each. The guests dressed up and brought their favorite dolls with them. They heard stories about the origins of dolls and got to make their very own to take home! The next tea is scheduled for May 4th. At the end of April, the older age group was full and the 2-6 group had one available spot.

Marketing

- Contacted Nashville Parent Magazine about upcoming programs and events
- Updated Facebook page multiple times a week
- Updated Parks and Historic Sites website
- Sent out one Emma email about Heritage Days
- Sent three Notify Me's about Heritage Days, April programs, and the American Girl Tea and Campout
- Submitted 2013 and 2014 annual events to the Chamber for their new Goodlettsville publication

Report from the Recreation Supervisor – Robbie Brigham

Recreation

- The Goodlettsville 10 and Under Tennis Program took place this month with a total of 18 participants.
- I held interviews for open Lifeguard positions and ordered uniforms for summer staff.
- Youth volleyball games started this month for both leagues 10 – 12 and 13 – 15 we have a total of 10 teams and 80 girls in both leagues combined.
- I met with Nicole Mann about offering another Goodlettsville 10 and Under Tennis Program in the summer. This time the program would be a 4 day camp for 2 hours per day. It will be taking place May 28 – 31 at the Peay Park Tennis Courts.
- All adult softball leagues started and have been going well.
- Adult Coed Sand Volleyball registration opened up at the end of this month. Games are played at Moss-Wright Park on Monday nights in June and July.

Maintenance

- I met with Andy Guy from Sundek about fixing the cracking concrete on the pool deck. We are still under warranty with them and will be getting the work done under our current warranty agreement. They came out and fixed the cracks and chipping concrete.
- Madison Pools came out and finished installing the new funbrella at the pool.
- I checked all fire extinguishers and the Community Center and Pleasant Green Pool.
- Playground inspections for Peay and Pleasant Green Parks were completed.
- Tommy checked all bleachers for loose bolts and seats.
- Worked over at the pool pressure washing deck, scrubbing liner, vacuuming, adding chemicals, ordering chemicals, putting pool chairs out, organizing the concession stand and other things to get the pool ready to open next month.
- I ordered replacement playground equipment for both Moss-Wright and Pleasant Green Parks.

Marketing

- I put out the May Information sheet at the center, posted on the website, and sent it to some apartment complexes.
- Emailed all the school groups that have signed up to come to the pool this summer swim lesson and swim team information for them to hand out to their kids/parents this summer.
- Sent out a Notify Me about T-Ball and Adult Coed Sand Volleyball. I also sent that information to the local newspapers to run.

- I sent out Pool information to the local newspapers and sent out a Notify me. I also updated the current Pool Opening banner to be placed at Moss-Wright Park.
- I put out the Tennis yard signs around the park, in front of the Community Center, and at the Tennis Courts. I also emailed the current participants about the opportunity to take another session.
- I updated the Park's website with this year's pool information.

Report from the Program Coordinator – Jennifer Spillers

Senior Spirits

The Goodlettsville Codes Department visited the Senior Spirits on April 9 during the enrichment session and gave out information in regards to the State Fire Marshall grant for smoke detectors. The Senior Spirits submitted their names and information to benefit from the program. Over twenty seniors have already received the installation from the Goodlettsville Codes Department and the others are on their schedule. Thank you Codes Department!

- Created and distributed the Senior Spirits 4 page monthly newsletter and calendar of events.
- Created a Senior Program and Instructor Handbook
- Updated the bulletin board with reminders, descriptions and local events coming up in the City of Goodlettsville.
- Attended a Senior Expo in Madison. From attending this event I made new contacts, set up appointments, and I brought back a lot of information to hand out and share with the seniors. I scheduled guest speakers to educate the seniors on resources.
- Attended and escorted a group of seniors to a memorial for Edward Ray a Senior Spirit for 14 years. Mr. Ray will be greatly missed.
- April birthdays were celebrated with potluck, birthday cards, singing and a donated cake from Kroger in Goodlettsville. Birthdays are celebrated the first Tuesday of every month.
- Hosted and prepared four Tuesday meals for the month of April.
- On April 2, David Torr, a pharmacist from Walgreens, spoke about diabetes and how to manage your medications. Dr. Torr answered a lot of questions from the Senior Spirits. He handed out Walgreen bags filled with playing cards, travel size first aid kit, information packet, and coupons.
- On April 9 the Goodlettsville Fire Department presented information on smoke and carbon monoxide detectors, plus info that you should know in case of an emergency.
- On April 11 the Senior Spirits traveled to The Catfish House, shopped and went sightseeing thru downtown Springfield.
- On April 23 Angie from Grace Manor hosted and sponsored Bingo for the month. The Senior Spirits were treated with very nice Bingo prizes. Home Depot will sponsor the coming up Bingo on May 21 at 10:30am. Home Depot will also do demonstrations and answer questions in regards to flowers and gardens.
- On April 25 the Senior Spirits traveled to Mansker's Station for a tour and we ate lunch at the local Blue Sky.
- On April 30 the Goodlettsville Codes Department presented information to the seniors in regards to permits, codes, responsibilities and contact information. Larry, Mike, Greg and

Rhonda answered a lot of questions. The seniors really appreciated and needed the presented information.

- Scheduled a social worker the second Tuesday of the month at 1:00pm to assist individuals in understanding their emotions of grief.
- Hosted the Pizza and Movie with a great attendance from the Senior Spirits. The next Pizza and Movie is scheduled for May 16 at 1:00pm.
- The Goodlettsville Fire Department stopped by and hosted the monthly Blood Pressure Screening. The next screening is May 2.
- Mother's Day celebration is schedule for May 7 at 10:30am. Seniors are invited to bring pictures of their mothers and share memories.
- There are two craft classes scheduled for May 13 and 20. The craft class will personalize a cleaning brush and will create a parotic bracelet.
- On May 14 Joey Holland, an active senior, will share his music and stories with the seniors. He hopes to inspire others.
- Scheduled three trips for the month of May. We will visit the White House Senior Center for lunch and bingo on May 1, a tour on the Pink Bus May 9, and the Nashville Zoo has Free Senior's Day on May 20. The upcoming trips thru August are posted in the Senior Spirits room.
- Scheduled The Good Old Timers to entertain on May 28 at 10:30am, wear your dancing shoes. Grace Manor will sponsor the lunch on this day.
- Met with the Yoga instructor in regards to the new set up. Starting in July the fee for Yoga participants will be \$3.00 per person.
- Met with the Craft instructor in regards to the program. Starting in July the craft class will have a flat fee of \$15.00 per class.
- Met with the Art instructor in regards to the program. Starting in July she will offer a jewelry making class.
- Met with some volunteers who will offer T-shirt stamping classes. The first class will be held in May.

COMMUNITY DEVELOPMENT**Planning Department****May 10, 2013****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 Industrial Development Board

Metropolitan Planning Organization (MPO)

Metropolitan Planning Organization (MPO) Transportation Improvement Program Project Workshop

Departmental Budget meeting

Imagine Goodlettsville

Hosted meeting of Sumner County Planners

FEMA Risk MAP meeting in Cheatham County

Special Projects

Met with representatives from TN Dept of Transportation concerning regional projects and initiatives

Goodlettsville Codes Department Activity Report April 2013

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.), Burrn, Demolition, Blasting, Sign, Fireworks, Pool, Yard Sale	44 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	0 investigation
Building Inspections	Building Related	22 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	67 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	48 inspections
Signs Removed	Illegal signs removed from city limits	18 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	0 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	1 home
Flood Event/FEMA	M. Bauer assisting flood properties and FEMA requirements. Includes all documentation	2 hours
Issuing of Addresses	Assisting Metro/Davidson County 911 with assigning addresses for the city	5 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/G. Waite	1 Report
Unsafe Structure Abatement	Demolition of unsafe structure	1 structure
Citations to Court	Municipal Code Violations	1 citations
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	daily



City of Goodlettsville

Project Status Update April 2013

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

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

EQUALIZATION TANK

Project Cost: \$6,997,142.30
Engineer / Architect / Consultant: CDM, Inc.
Contractor: W.L. Hailey, Inc.
Status: 100 % Complete
Completion Date: September 12, 2012

*The City is currently withholding all pay requests in order to satisfy the monetary balance of liquidated damages.

Notable outstanding issues:

1. Liquidated Damages

PHASE V SEWER REHABILITATION

Project Cost: \$4,427,954.34
Engineer / Architect / Consultant: GRW, Inc.
Contractor: Moore Construction
Status: 100% Complete
Completion Date: September 30, 2012
Notable outstanding issues: None noted

COMMUNITY DEVELOPMENT FACILITY

Project Cost: \$225,000.00

Engineer / Architect / Consultant: Cassetty Architecture

Status: Project will be conducted In-House

Completion Date: September, 2013

Notable outstanding issues: Project Cost

ROADSCAPE PROJECT

Project Cost: \$157,000.00

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: Environmental and Archaeological Clearances from TDOT and FHWA. Awaiting NTP for ROW Acquisition. TDOT Contract has to be amended to the new federal MAP21 Transportation Bill

Completion Date: To Be Determined

Notable outstanding issues: None

SIGNALIZATION & SYNCHRONIZATION IMPROVEMENTS

Project Cost: \$495,000.00
Engineer / Architect / Consultant: Gresham Smith and Partners
Status: Going to Bid in the immediate future
Completion Date: September 2013
Notable outstanding issues: FHWA Delays

Moss-Wright Park Trail Paving

Project Cost: \$33,000.00
Status: Completed
Completion Date: July 2012
Notable outstanding issues: None

Conference Drive / Vietnam Veterans Lighting Improvements

Projected Project Cost: \$700,000.00
Engineer / Architect / Consultant: Booker Engineering
Status: Contract with TDOT has been approved.
Completion Date: Bid Date April 2014
Notable outstanding issues: None

Long Hollow Pike Street Lighting

Project Cost: \$70,000.00
Engineer / Architect / Consultant: TBD
Status: Currently in design stage
Completion Date: TBD
Notable outstanding issues: NES Requirement for engineering

Highway 41 & 31W Street Lighting

Project Cost: \$100,000.00
Engineer / Architect / Consultant: TBD
Status: Designed
Completion Date: TBD
Notable outstanding issues: NES Requirement for engineering

RiverGate Parkway Improvements

Project Cost: \$1,000,000.00
Engineer / Architect / Consultant: Ragan - Smith
Status: Engineering 90% Complete, Landscaping 100% Complete
Projected Completion Date: Spring 2013
Notable outstanding issues: None

Delmas Long Community Center Improvements

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

Engineer / Architect / Consultant: None

Status: TDEC Contract has been Approved awaiting TDEC signatures

Completion Date: August 2013

Moss-Wright Park Lighting Replacement (Football)

Project Cost: \$225,000.00

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: N/A

Completion Date: June / July 2013

Notable outstanding issues: Flood Plain Issues

Stormwater Utility Study

Project Cost: \$100,000.00
Engineer / Architect / Consultant: AMEC, INC.
Status: 50% Complete
Completion Date: January 2014
Notable outstanding issues: None

Strategic Planning Consultancy

Project Cost: \$20,000.00
Engineer / Architect / Consultant: TBD
Status: Delayed
Completion Date: TBD
Notable outstanding issues: None

Sewer Interceptor

(Elimination of the Crencor and Wynridge Pump Stations)

Project Cost: \$250,000
Engineer / Architect / Consultant: GRW
Status: Currently being designed.
Projected Completion Date: June 2013
Notable outstanding issues: None

FY 2012/2013 Street Paving Program

Project Cost: \$700,000.00

Engineer / Architect / Consultant: None

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

Completion Date: Fiscal Year 12/13

Notable outstanding issues: None

Paved Streets:

- 1. Caldwell Drive (West of Long Hollow)**
- 2. Windsor Green (Conference to round-about)**
- 3. Bakers Chapel (Main Street to City Limits)**