



Tim Ellis, City Manager

August 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 July, 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

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

# City Manager

## Management Report: July 2013

### Legislative Accomplishments

- Board of Commissioners adopted the following ordinances:
  - No Ordinances were adopted in the month of July.
- The Board of Commissioners also took action on the following resolutions:
  - No Resolutions were approved in the month of July.

### Legislative Matters Forthcoming

- An ordinance adopting the FY14 Tax Rate.
- An ordinance to address street parking.
- An ordinance creating regulations for sewer usage.
- An ordinance regulating the permissible construction of accessory structures.

### Other Items Considered by the Board

- Ratified and approved the transfer of monies within the same fund in accordance to Resolution 13-570.
- Approved an architectural agreement with Centric Architecture.

### Commissions and Boards

- **Beer Board**
  - Approved an off-premises beer permit to St. George Market #2, 703 Rivergate Parkway, Goodlettsville, TN. The applicant is Fibi Youssef of Goodlettsville, TN.
- **Planning Commission**
  - Approved a Revised Final Master Plan for Caldwell Station, 405 Long Hollow Pike, Sumner County Tax Map 143, Parcel 69, at the request of Perry Engineering.
  - Approved a Final Plat for Loyd Subdivision, 405 Long Hollow Pike, Sumner County Tax Map 143, Parcel 69, at the request of Perry Engineering.

- **Board of Zoning Appeals**

- Approved a temporary use permit for a farmers market to operate at the site of Riley's Cafe, 503 South Main St., Goodlettsville, TN 37072, being Parcel 53 on Davidson County Property Map 25-8. The property is owned by Karen & Michael Rippetoe, 3564 Brick Church Pike, Nashville, TN 37207

### **External Meetings**

- Attended a meeting of Davidson County Satellite City, City Managers.
- Attended a meeting of Metro Nashville sewer users in regards to a new rate study to be completed.
- Met with Mr. Carter Howard in regards to aesthetic improvements along NorthCreek Boulevard.
- Attended an infrastructure committee meeting of Forward Sumner.
- Attended the Metropolitan Planning Organization Board of Directors Meeting.
- Attended the Regional Transportation Authority Board of Directors Meeting.
- Attended the Chamber of Commerce Board of Director's Meeting.
- Attended a meeting in regards to the Stormwater Study.
- Attended the July session of the Citizens Academy.

### **Internal Meetings**

- Met with the City Judge and other staff in regards to court operations.
- Met with representatives of Motorola in regards to the new radio system.
- Met with the Energy Committee.
- Attended an organizational meeting for the Arts & Antiques Festival.
- Attended all City Meetings: Planning Commission, Beer Board, Board of Zoning Appeals, Board of Commission and Industrial Development Board.

### **Ongoing Work**

- Local Parks & Recreation Grant Project (Delmas Long Community Center)
- Overall Capital Improvements Program.
- Stormwater Study.
- City Strategic Plan Development.
- MTAS Benchmarking program.
- Moss-Wright Bathroom / Concessions Design & Construction.
- Main Street Enhancements.
- Conference / Vietnam Vets Lighting Improvements.
- Implementation of the new P-25, 800 mhz. compliant radio system

- The greenway / bike / pedestrian project.
- Administrative Hearing Officer program.
- Streambank stabilization of Manskers and Madison Creeks.
- Departmental Transition Plans.
- Traffic Signalization timing and synchronization projects.
- City-wide Beautification.
- Website Re-design.
- Public School Partnership.
- Economic Development Projects.
- Delmas Long Community Center Project.
- Main Street Stakeholders Meeting.

## **P.I.O. Monthly Report – July 2013 Highlights**

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### ***News Releases / Public Information***

- 7-1: “4<sup>th</sup> of July Celebration”
- 7-3: “The City of Goodlettsville Independence Day Celebration has been Cancelled”
- 7-15: “Traveling Exhibit at Mansker's Station”
- “Light the Night” – rescheduled event for July 4<sup>th</sup> and fireworks
- Traveling Exhibit at Mansker’s Station

### ***Meetings/Events***

- Employee picnic committee meeting
- July 4<sup>th</sup> planning/cancellation meeting
- Attended Citizens Leadership Academy Sessions:
  - 7-2: Public Works, Streets, Sanitation, Sewer & Stormwater
  - 7-16: Parks, Recreation & Tourism
  - 7-30: Community & Economic Development
- Attended the monthly Goodlettsville Chamber luncheon
- Attended City Commission meetings, study sessions, and bi-weekly staff meetings

### ***Admin/Other***

- Notified media and updated all City communication tools to reflect the cancellation of the Goodlettsville Independence Day Celebration
- Citizens Leadership Academy coordination
- Worked through problems with website RSS feeds (calendar and agenda center), which are affecting the City mobile app
- Worked on City of Goodlettsville website redesign project:
  - Navigation adjustments
  - Reviewed and approved comps for appearance/layout
- Submitted Officers of the Month pictures
- Follow-up with Police Substation promo
- Assembled briefing packets for July City Commission meetings
- Assembled the City Manager Report for June 2013
- Made and approved numerous city website posts

## **New Business Licenses issued July 2013**

- |  |  |   |
|--|--|---|
| 1. Cam Bri, Inc. DBA Splish Splash<br>216-235-1669 | 252 Long Hollow Pike<br>opened: 7/8/13   | Allan Roosz<br>issued: 7/8/13           |
| 2. C.D.L. Flooring, Inc<br>229-225-6519            | 708 N. Main Street<br>opened: 7/16/13    | Mark A. Gonzalez<br>issued: 7/16/13     |
| 3. Wayne Mayo<br>260-6980                          | 705 Yvonne Drive<br>opened: 7/01/13      | Wayne Mayo<br>issued: 7/16/13           |
| 4. Center Stage Events, LLC<br>859-0200            | 1039 Louisville Hwy<br>opened: 7/01/13   | Olan Witt<br>issued: 7/19/13            |
| 5. M & M Distributing Co.<br>974-0623              | 908 S. Dickerson Road<br>opened: 1/01/06 | Michael G. Davenport<br>issued: 7/17/13 |

## **BEER PERMITS FOR July 2013**

1. St. George Market #2  
703 Rivergate Parkway  
Issued to: Fibi Youssef  
Permit #690 07/10/13

# Finance and Administration Monthly Report

July 2013

## FINANCE

- During the month of July, a lot of time was spent recording closing entries and reviewing the City's financials in preparation of the annual audit.
- Met with City Judge, Court Clerk, Police Chief and City Manager to discuss Court procedures, and made plans to streamline the process, as well as improving customer service.
- Met with RJ Young regarding scanning capabilities, related to the Court process enhancements mentioned above; as well as the digitization of Codes and Planning documents. This is a project that City Staff will be working on with RJ Young over the next few weeks/months. This should be a first step toward a goal of reducing paper and strengthening efficiencies.
- Attended a meeting at Metro Water Services with City Manager, and Director of Public Services, along with other Metro Sewer Users to discuss the engagement of a Sewer Rate Consultant.
- Attended a meeting with in Gallatin with representatives from other Sumner County cities, hosted by John Isbell regarding the 2013 Property Tax Schedule
- Met in Brentwood with the City Manager, City Attorney, and Director of Public Services to specifically discuss Metro Sewer contracts and the upcoming rate study with City of Brentwood staff.
- Attended Energy Efficiency Committee meeting.
- Completed and submitted Payroll Quarterly Reports for the 2Q 2013 and the Unemployment Report for 2Q 2013.
- Assisted with interviews for vacant Codes Inspector position.

## **July 2013 (continued)**

### **Human Resources**

- Year-end reporting for sick and vacation leave. Accrued Floating Holidays for all full-time employees. July 1
- July 9 interviews for dispatchers.
- July 10 employee picnic meeting
- July 11 MTAS Benchmarking meeting for Human Resources and Benefits.
- July 31 Codes Inspector interviews.
- Hired two police officers during the month.
- Two people quit during the month and Jay Luthy retired.
- Worker's Compensation accidents in the month: 1 motor accident.



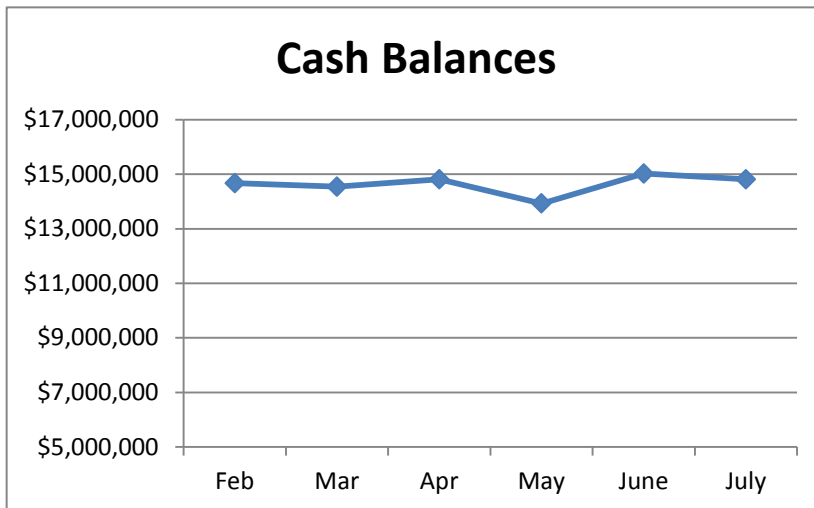
**City of Goodlettsville  
Financial Summary  
July 2013**

**UNASSIGNED FUND BALANCE**

Operating Fund	Ending Balance FY 13	Current Month	Budget 06/30/2014	Projected 06/30/2014	%
General Fund	2,758,012	1,488,984	1,719,377	1,719,377	16.15%
Sanitation	124,364	86,165	278,873	278,873	31.45%
Tourism	739,173	780,159	664,005	664,005	179.69%

**CASH IN BANK**

	Feb	Mar	Apr	May	June	July
General Fund	3,193,815	3,118,273	3,202,155	2,380,829	3,514,876	2,377,902
Bond Issue 2013	2,973,236	2,973,574	2,973,925	2,974,263	2,974,498	2,974,498
Sanitation	232,885	193,469	187,328	179,853	184,548	173,317
Tourism	905,662	730,124	757,967	737,573	720,525	698,935
Sewer	7,290,645	7,447,098	7,604,681	7,580,358	7,521,011	8,497,003
Stormwater	70,793	77,442	83,285	72,373	108,642	88,272
<b>Total Cash</b>	<b>14,667,036</b>	<b>14,539,980</b>	<b>14,809,341</b>	<b>13,925,249</b>	<b>15,024,100</b>	<b>14,809,927</b>



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  
July 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	0	0	0	3,935,000	(3,935,000)
	State Shared Tax	0	0	0	1,810,000	(1,810,000)
	Property Tax	0	0	0	4,249,428	(4,249,428)
	Court Fines/Fees	0	0	0	350,000	(350,000)
Tourism	Hotel/Motel Tax	0	0	0	425,000	(425,000)
Wastewater	Sewer User Fees	0	0	0	4,770,000	(4,770,000)
Sanitation	Sanitation Fees	0	0	0	738,000	(738,000)
Stormwater Utility	Stormwater Fees	0	0	0	320,000	(320,000)

Revenue Summary			
General Fund Collected YTD	0	Wastewater Fund Coll YTD	0
General Fund Target	12,932,528	Wastewater Fund Target	4,960,000
Difference	(12,932,528)	Difference	(4,960,000)
	0%		0%

**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	70,868	70,868	850,416	1,504,182	(653,766)
Community Development	32,683	32,683	392,196	524,982	(132,786)
Police	279,228	279,228	3,350,736	4,503,473	(1,152,737)
Fire	87,004	87,004	1,044,048	1,631,656	(587,608)
Hwys & Streets	59,025	59,025	708,300	2,057,388	(1,349,088)
Parks/Recreation	80,847	80,847	970,164	1,454,048	(483,884)
Police Drug Fund	122	122	1,464	20,857	(19,393)
Sanitation	63,586	63,586	763,032	771,648	(8,616)
Tourism	40,986	40,986	491,832	721,869	(230,037)
Wastewater	217,218	217,218	2,606,616	4,934,581	(2,327,965)

**FUND EXPENDITURE SUMMARY**

<u>Fund</u>	<u>Month</u>	<u>YTD</u>	<u>Target</u>	<u>% of Budget</u>
General	830,558	830,558	16,707,836	4.97%
Sanitation	63,586	63,586	771,648	8.24%
Wastewater	217,218	217,218	4,934,581	4.40%

**MONTHLY MANAGEMENT REPORT**

**COURT**

NUMBER OF TICKETS ISSUED IN JULY 2013 - 571

NUMBER OF DEFENDANTS APPEARING IN COURT

JULY 9, 2013	9:00 A.M.	<b>103</b>
JULY 9, 2013	1:00 P.M.	<b>126</b>
JULY 16, 2013	9:00 A.M.	<b>140</b>

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TOTAL FOR MONTH **369**

JULY 16, 2013 1:00 P.M. **29**

**CONTESTED COURT SESSION**

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

CODES (1 CASE DISMISSED/ PERSON CITED CAME INTO COMPLIANCE)

MISDEMEANORS **1**

NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL **199**

EIGHT HOUR SCHOOL **2**

## Goodlettsville Police Department

### Chief Goodwin's Monthly Report

July 2013

On July 20<sup>th</sup> we participated in a Back to School event at the Middle School. On July 31<sup>st</sup> we participated in a Back to School event at the Goodlettsville Cumberland Presbyterian Church. On July 23<sup>rd</sup> we attended the Dry Creek Pointe HOA meeting to begin discussions with them concerning starting a Neighborhood Watch. On July 30<sup>th</sup> we attended the Ivy Hill HOA in order to begin work on a Neighborhood Watch in their area as well.

In review of the TIBRS data comparing July 2012 to July 2013 Crime Against Person was reduced by 26%, and Crime Against Property increased 5% and we had an overall decrease of 3%. Our UCR total YTD is a 15% reduction.

Our proactive efforts of our officers were very good for the month of July. As a result our officers made 601 Traffic Stops and 1 Terry Stop. They made 26 Traffic Arrests and 7 DUI Arrests. They issued 49 Misdemeanor Citations, made 29 Misdemeanor Arrests and 15 Felony Arrests. They made 2 Juvenile Misdemeanor Arrests, and issued 7 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 21 Warrant Service Attempts. They served 23 Felony Warrants and 13 Misdemeanor Warrants.

Our officers continue to check our neighborhoods and our businesses. They conducted 516 checks of neighborhoods and 633 businesses. We found several businesses with unlocked doors and secured them.

The July Officer of the Month was Matt Shoemith. Officer Shoemith made two drug arrests one of which also involved a convicted felon in possession of a weapon that has been adopted by the US attorney's Office as a Project Safe Neighborhood case. This is believed to be the first PSN prosecution by the department. Our July Communications Officer of the Month was Rachelle Fulton. Rachelle developed information of resources that can be provided to Domestic Violence victims and homeless individuals so our department can better meet the needs of those individuals that look to us for assistance.

**GOODLETTSVILLE POLICE DEPARTMENT**

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

Jurisdiction : TN0190400

Monthly Summary Report  
For July 2013

<u>Crime Type</u>	<u>July Offenses</u>	<u>July Counts</u>	<u>2013 Offenses</u>	<u>2013 Counts</u>
11D 11D FONDLING	0	0	4	4
120 120 ROBBERY	0	0	16	18
13A 13A AGGRAVATED ASSAULT	3	4	25	27
13B 13B SIMPLE ASSAULT	7	8	79	87
13C 13C INTIMIDATION	0	0	20	21
200 200 ARSON	0	0	1	1
220 220 BURGLARY/BREAKING AND ENT	3	3	41	41
23B 23B PURSE SNATCHING	2	2	2	2
23C 23C SHOPLIFTING	8	8	181	195
23D 23D THEFT FROM BUILDINGS	2	2	56	57
23F 23F THEFT FROM MOTOR VEHICLE	1	1	32	32
23G 23G THEFT OF MOTOR VEHICLE PA	1	1	27	28
23H 23H ALL OTHER LARCENY	4	4	26	26
240 240 MOTOR VEHICLE THEFT	0	0	17	17
250 250 FORGERY/COUNTERFEITING	0	0	18	18
26A 26A FALSE PRETENSE/SWINDLE/CC	1	1	28	33
26B 26B FRAUD CREDIT CARD/AUTOMA	1	1	9	9
26C 26C IMPERSONATION	5	5	33	34
270 270 EMBEZZLEMENT	0	0	9	9
280 280 STOLEN PROPERTY OFFENSES	0	0	3	7
290 290 DESTRUCTIVE/DAMAGE/VANDA	3	3	70	70
35A 35A DRUG/NARCOTIC VIOLATIONS	6	7	80	106
35B 35B DRUG EQUIPMENT VIOLATIONS	3	3	44	47
40A 40A PROSTITUTION	0	0	1	1
520 520 WEAPON LAW VIOLATIONS	1	1	12	14
90B 90B CURFEW/LOITERING/VAGRANC	3	3	7	7
90C 90C DISORDERLY CONDUCT	0	0	5	5
90D 90D DRIVING UNDER THE INFLUEN	2	2	64	64
90E 90E DRUNKENNESS	3	3	27	27

90F 90F FAMILY OFFENSES , NONVIOLE	0	0	3	7
90G 90G LIQUOR LAW VIOLATIONS	7	7	13	13
90J 90J TRESPASS OF REAL PROPERT\	0	0	14	14
90Z 90Z ALL OTHER OFFENSES	7	7	119	124
M99 INFORMATION	6	6	60	79
000 NON REPORTABLE	0	0	47	54
T99 TRAFFIC RELATED (NON REPORTAB	17	17	420	421

Persons Arrested : 70

Total For July

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	44	61	19	24	648	538	358	207
2.Juveniles	5	5	2	1	70	84	61	12
<b>TOTALS:</b>	49	66	21	25	718	622	419	219

Traffic Reports :

TYPE	Total For July	2013 To Date
Fatal	0	1
Injury	14	81
Property Dmg Only	64	507
Private Property	0	0

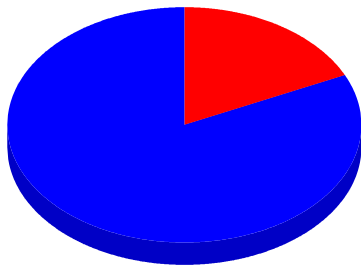
Citations/Warrants :

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

Values :

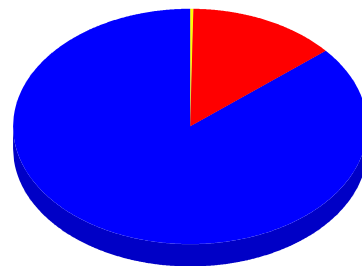
TYPE	Total For July	2013 To Date
Burglary Stolen	13,950.00	71,645.00
Larceny Stolen	10,919.00	142,594.00
Robbery Stolen		13,462.00
MVT Stolen		131,749.00
Burglary Recovered		10,500.00
Larceny Recovered	321.00	35,904.00
Robbery Recovered		4,878.00
MVT Recovered	2,500.00	38,654.00
Total Stolen	24,869.00	359,450.00
Total Recovered	2,821.00	89,936.00
Criminal Damage	750.00	50,295.00

### Traffic Accidents for Month



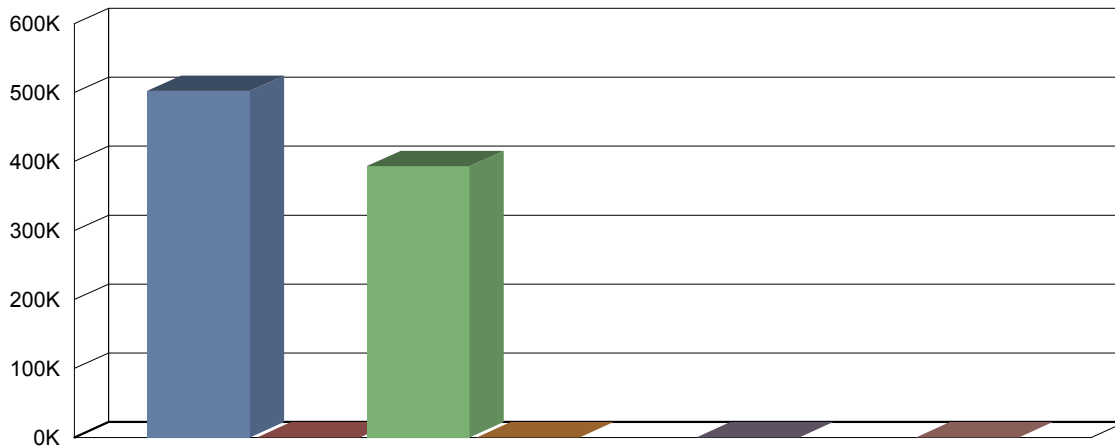
Traffic Accidents with Injuries	17.9%
Sum of R_Monthly_Summary;1.Prop_Dmg_Month	82.1%
Traffic Accidents with Fatalities	0.0%
<b>Total:</b>	<b>100.0%</b>

### Traffic Accidents Year To Date



Traffic Accidents with Fatalities	0.2%
Traffic Accidents with Injuries	13.8%
Traffic Accidents with Property Damage	86.1%
<b>Total:</b>	<b>100.0%</b>

### 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 July 2013

## Summary of Month's Activities

### Fire Operations

The Department responded to 234 calls for service for the month of July.

### Fire Administration

- Several walk-in's for blood pressure check
- Two re-certified EMT License
- Representative from Firefly Project used the fire Hall Lobby to collect lightning bugs for research.
- Attended Graduation from the Fire Academy for Josh Napier and James Hicks.
- Attended meeting on plans for the City Picnic
- Toured Tyson Plant
- Back to School Bash held at Goodlettsville Middle School.

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

- Fire In-Service Classes
- EVOG Training
- ETI Visual Training

### Fire Inspection

	<b>This Month</b>	<b>YTD</b>
Fire Investigations	1	4
Plat/Plan Review	1	1

### Public Fire Education

	<b>This Month</b>	<b>YTD</b>
Participants	60	154
Education Hours	8	25
Number of Occurrences	2	13



## ***Fire Fighter Training***

### **Training Hours for July 2013**

<b>Assignments</b>		
<b>Completions (July 1-31)</b>		
Users with completions:	0	0%
Total completions:	0	
<b>Overdue Assignments (as of July 31)</b>		
Users with assignment(s) that are overdue:	22	81%
Total overdue assignments:	114	
<b>No Assignments (as of July 31)</b>		
Users with no assignments:	3	11%

<b>Users</b>		
<b>Log-ins (July 1-31)</b>		
Users who have logged in:	4	15%
<b>Credentials</b>		
Users with credentials expiring next month (August):	0	0%

**Goodlettsville Fire Department**  
**Incident Report**  
**Incident Totals**

**Jurisdiction** 19226

**From:** July 1, 2013

**To:** July 31, 2013

**CATEGORY**    **TOTAL CALLS**

**Total Calls**    **234**

Structure Fires	0	Hazardous Calls	4
Vehicle Fires	0	Service Calls	23
Vegetation Fires	0	Good Intent Calls	30
Refuse/Rubbish Fires	1	Malicious False	0
Other Fires	0	Other False	31

**Total Fires**    **1**

**Total False**    **31**

Rescue and EMS	145
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Mutual Aid Received	8	Incidents with Exposures	0
Mutual Aid Given	30		

Fire Service Injuries	0	<b>Fire Dollar Loss</b>	
Non-Fire Service Injury	0	Property	\$0.00
Fire Service Death	0	Contents	\$0.00
Non-Fire Service Death	0	<b>Non-Fire Dollar Loss</b>	
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**

1 Scheduled Service

12 Repairs

## Special Projects

Finished at Nashville Fire Academy

Worked on the Landscape pulling weeds and trimming

Fireman's Foam at the Park

Attended the Admin. Class for new fire software

## Outstanding Issues

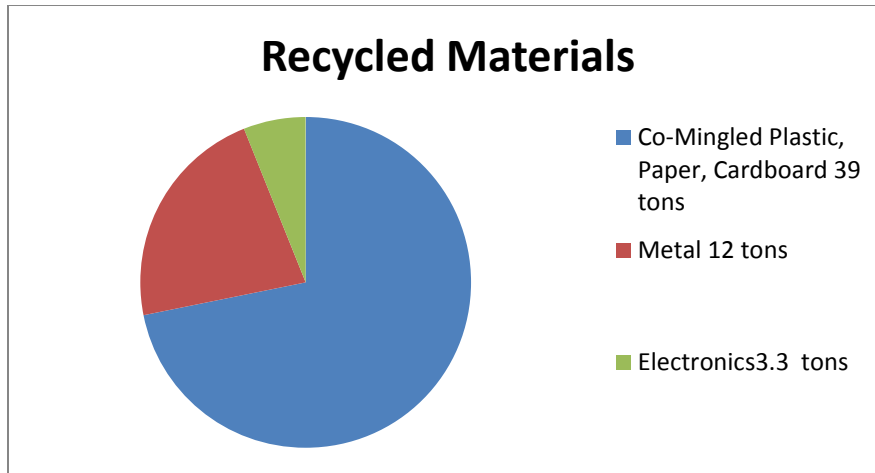
## Cost Savings

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

# Public Works Report – July 2013

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## SOLID WASTE:



- Convenience center solid waste collected: 26 tons
- Wood chips removed from lot: 420 cy
- Solid waste tonnage collected: 386 tons

## SEWER:

- Monthly equipment and daily pump station inspection, maintenance and repairs
- Monthly bioxide tank filling
- Daily pump station, service connection, and manhole inspections
- Cleaned sewer line segments
- Cleaned wet well walls
- Addressed complaint calls, resident meetings
- Construction and new segment inspections
- Pump install at Wynlands
- Training at Fleming Training Center
- Rainfall for month: 9.96"

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	4	26
Culverts Cleaned	10	128
Curb – Repair/Install/Remove	5	25
Dead Animal Pick-Up Requests	0	17
Drainage Inspection Requests	20	100
Driveway Permits Issued	0	1
Emissions Testing/License Plates for Vehicles	0	6
Excavation/Street Cut Permits Issued	0	3
Exemption/Back Door Route Requests	2	11
Graffiti Removal Requests	0	7
Land Disturbance Permits Issued	0	0
Sanitation – Bulk Item/Junk Pick-Up Request	4	55
Sanitation – Cart Repairs	37	271
Sanitation – Second Cart Request	0	2
Signs Repaired/Installed (Street or Name)	15	168
Snow Removal – Number of Storms	0	4
Storm Drains Repaired or Replaced	2	7
Stormwater Inspections Performed	37	207
Stream and/or Tributary Clean-Up/Clean-Outs	0	2
Streets Paved	0	1
Streets Repaired (e.g., pothole)	15	69
Streets Striped	1	5
Tennessee One Calls	118	594
Traffic Signal Repair	10	82
Tree Trimming Requests	3	20
Vehicle Maintenance – Routine	35	323
Vehicle Maintenance – Unscheduled	59	458
Water Quality-Related Outreach Events	2	28

**PUBLIC WORKS FACILITY, OUTREACH, & PROJECT REVIEW:**

- Long Hollow Pike signalization, Signal @ Madison Creek Road, Pedestrian crossing at Caldwell/Moss-Wright Park; waiting on notice to proceed on the cross walk – all others have been approved

- Working alongside AMEC to finalize development of stormwater utility, ordinance structure, etc.
- 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
- Assist Parks with clean-up of woody debris
- Stormwater Managers meeting
- WKU/APSU/Vol State stream monitoring and assessments; macroinvertebrate surveys
- Weekly and monthly staff meetings
- Bent street sign repair, new sign installations
- Drainage/street repairs continue within Windsor Green development
- Working with TDOT hydrology at I-65/LHP
- Signal inspection, repair, and timing adjustments on LHP
- Working with paving contractor to line up streets to be paved this year
- Department hosted Citizens Academy

### **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

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July 2013

## **EVENTS, PROGRAMS, AND ATHLETICS**

- Hosted the 10U and 8U Little League District Tournaments
- Held Explorastory Tales at the Bowen House
- Conducted two Summer Tots programs and two Fun Friday events
- Hosted a football kicking camp conducted by James Wilhoit
- Hosted the MTFC 3 v 3 soccer tournament
- Host for a 3K walk for breast cancer
- Held the second session of the summer concert series

## **PARKS DIVISION**

### **Maintenance**

- Sprayed the walking trail at Moss-Wright for weeds
- Cut dead trees and trimmed limbs around the Dog Park
- Replaced leaky faucet for the football league
- Repaired drains and toilets in most restrooms
- Had back flow and water line repaired at Visitor's Center

### **Projects**

- Built press boxes for football fields 3 and 4
- Began the work to expand the dog park into two sections, one for small dogs and one for large dogs
- Ordered new LED light fixtures for the trail. These will replace the existing lights and will assist with energy costs.

### **Athletic Fields**

- rimmed edges and fences on fields
- Sprayed herbicides for nut sedge
- Sprayed 4<sup>th</sup> application of the Holganix and fertilizer
- Started lining soccer fields for the fall season

## **RECREATION DIVISION**

### **Report from the Recreation Supervisor – Allison Baker**

- On July 10th I attended the Employee Picnic Committee. The Committee is working on securing donations for the picnic and entertainment. The date has been changed to October 19<sup>th</sup> to accommodate more employees and their families.
- The Parks Department hosted the Goodlettsville Citizen's Academy on July 16<sup>th</sup>. I joined fellow staff in educating them about the variety of programs and events we host as well as showing the class the historic sites.
- Attended the RJ Young copier training on July 30<sup>th</sup>.

### **Special Events and Programs**

- The 4<sup>th</sup> of July Celebration was postponed due to the weather. The make-up event is scheduled for August 10<sup>th</sup> and is called Light the Night. There will be food, live music, activities for the whole family, Fireman's Foam, and of course fireworks. The festivities begin at 4:00pm with the fireworks show at 8:30pm.
- The Summer Tots series continued through July with Super Sand on July 11<sup>th</sup>. Around 75 preschoolers came out to the Sand Volleyball Court in Moss-Wright to build sand castles and dig around in the sand. Chick-Fil-A also came out to the park on this day to promote their Cow

Appreciation Week. They played a game called Paint the Herd and provided lemonade for all of the tots.

- Scavenger Quest was the third Fun Friday on July 12<sup>th</sup>. About 150 explorers made their way through the playground and Shelter 3 area searching for clues to discover their treasure.
- The final Summer Tots program was on Thursday, July 25<sup>th</sup> with Bubble Blast. Toddlers love bubbles and around 50 of them came out to the park to create their own and play in the sprinklers.
- The second part of the Summer Concert Series took place on Thursday, July 25<sup>th</sup>. Floyd the Barber Band performed at Shelter 3 for a small crowd of about 50 people. The series didn't have the attendance we had hoped for, but everyone that attended enjoyed the bands tremendously.
- Fun Fridays wrapped up on July 26<sup>th</sup> with the popular Fireman's Foam. The Fire Department brought their fire truck out to the Park and let the foam fly high from the sky. The approximately 1000 people in attendance played in the bubbles and enjoyed this summertime favorite.
- The annual 4 Mile Classic was held on July 27<sup>th</sup>. There were 184 registered participants. All runners were given a tech race shirt and awards were given out to the top finishers.

### **Historic Sites**

- One of our volunteers, Debbie Caldwell, brought her storytelling group out to the Bowen House for the second Explorastory Tales on Tuesday, July 9<sup>th</sup>. They stood at the back porch of the house and entertained the crowd of around 20 people with their stories about patriots.
- The Garden Tea was held on the Bowen Plantation lawn on Saturday, July 13<sup>th</sup>. Fourteen girls came out and enjoyed a story, craft, and teatime with their friends. The next scheduled tea is the Literary Tea in August and an Etiquette Tea will be held in September at the Visitor's Center.
- Myers Brown with the Tennessee State Museum installed the travelling exhibit "Becoming the Volunteer State: Tennessee in the War of 1812". It will be on display through August 20<sup>th</sup> and is open to the public at no cost.
- On July 22<sup>nd</sup>, the Sumner County CVB hosted a roundtable to discuss the upcoming Heritage Marketing Grant. We have received a portion of this grant the past couple of years. It is to be used for marketing outside of Sumner County. We are currently working on what project we would like to request funding for this fiscal year.
- I visited the Robert Churchwell Museum Magnet School on July 31<sup>st</sup>. They are inviting historic sites and museums into their school this year for a new program called Monday Mix. Mansker's will bring the frontier into the classroom for four Monday's starting January 13<sup>th</sup>. The interpreters will speak to around 100 kids in grades Kindergarten through 4<sup>th</sup> each Monday. This should be a good opportunity to gain exposure in Metro Schools and to try out some pilot programs during the off season.

### **Marketing**

- Contacted Nashville Parent Magazine about upcoming programs and events
- Updated Facebook page multiple times a week
- Updated Parks, Historic Sites, and Get Fit Goodlettsville website
- Contacted Nashville Sounds with August radio ad
- Sent seven Notify Me's this month
- Sent three emails to the Active distribution list about 4<sup>th</sup> of July and upcoming programs
- Sent two Emma emails to the Historic Sites distribution list about new exhibit and upcoming workshops
- Worked with The Ledger to create a banner ad for Light the Night
- Updated information boards around Park as well as event banners

### **Report from the Recreation Supervisor – Robbie Brigham**

#### **Recreation**

- Adult Coed Sand Volleyball continued to run through the month. The league will finish in August.



- Men's Open and Coed Open leagues finished playing the spring season with an end of the season tournament.
- Men's Open, Coed Open, Adult Volleyball, and Youth Volleyball registration all started this month. Men's Open on Thursday nights filled quickly. Youth Volleyball and Adult Volleyball registration will end in August.
- Recreational T-ball played games this month.
- Recreational Swim team finished up with a swim meet in Portland on July 23<sup>rd</sup>.
- There were 9 participants sign up for the July session of swim lessons for a total of 32 total swim lesson participants.
- We received reimbursement for the 10 and under tennis lines that were put down on the Peay Park Tennis courts a few months ago through a grant from the USTA.
- I met with Zach Preston and Karl Davies from the USTA about the possibility of starting up an after school program for 10 and under quickstart tennis on a regular basis. They are very interested in doing it here at our tennis courts with the turn out we had for the first two sessions we already had. They talked about doing a free Tennis Festival here at our courts or at Goodlettsville Elementary. They are supposed to get back to me about the programs.
- I spoke at the Citizens Academy meeting that we hosted for the Parks Department. I also drove the van around to all our parks and facilities for the group to see them.
- I met with the Energy Efficiency committee twice that I was selected to serve on about ways to make the city more energy efficient.
- I prepared coolers and set out cones for the 4 Mile Race. I also worked the day of the race to help with set up and registration.
- I attended a training session on the new Ricoh copiers at city hall.

#### **Maintenance**

- A company has been scheduled to rescreen the gym floor for the first week of August.
- Playground inspections were done at Peay Park and Pleasant Green Park.
- The floors were stripped throughout the community center.
- Fire Extinguishers were checked at Community Center and Pleasant Green Pool.

#### **Marketing**

- A Notify Me was sent out about the upcoming youth and adult fall league registrations taking place. Activenet was also updated for the registration.
- A banner was hung at Moss-Wright Park for the 4 Mile classic along with placing flyers in the Pleasant Green Pool information center for visitors to see.

### **Report from the Program Coordinator – Jennifer Spillers**

#### **Senior Adults**

The Delmas Long Community Center Senior Spirits is committed to providing opportunities for people aged 60 and over, to create healthy and rewarding lives for themselves and others. To achieve the goal of promoting wellness of body, mind and spirit the center offers variety of activities and services. This drop-in facility offers the opportunity for fun, friendship and socialization in a warm and friendly atmosphere. Anyone 60 years of age and older and has filled out a membership form and participates in the activities, programs, or services is considered a member. No annual fee is required.

#### **Entertainment**

- Bill Sleeter entertained the Seniors with his many talents. He played the piano and sung many songs as the seniors danced and sang along. The next entertainer is scheduled for September 24 at 11:00am. You must preregister for this day.
- Pizza and a Movie is the third Thursday of the month with a \$2.00 fee. The seniors watched Robot and Jack, a comedy, for the month of July. The next Pizza and a Movie is scheduled for August 29 at Noon.

## **Trips**

- For the month of July the seniors enjoyed a trip to Chaffin's Barn for a dinner and the show All For A Song.
- We attended the Frist Center Senior Appreciation Day and listened to the award winning Silver Stars senior musicians and enjoyed lunch at the Old Spaghetti Factory.
- The van trip to Lebanon Senior Center was a lot of fun. The Seniors ate lunch, participated in Bingo, shopped at the Senior Center Boutique, and met new friends.
- We participated in the Robertson County Senior Center Senior Appreciation Expo and ice cream social.
- Upcoming trips are posted in the monthly newsletter and on the bulletin board inside the Senior Room.

## **Enrichment Sessions and Guest Speakers**

- Guest Speaker Lynda Applewhite from Arkridge spoke to the Seniors in regards to the benefits to staying healthy and neighbors taking care of neighbors.
- Brandon Maxwell from Windlands East sponsored Bingo for the month of July and spoke to the Seniors about the importance of a healthy meal and the services he provides.
- Donna Blackman from Oasis informed the seniors about her services and will also sponsor the Senior Spirits Senior Appreciation Day coming up in September.
- Josie from Life Care of Old Hickory sponsored a Bingo game and spoke to the Seniors about her Senior Health Fair. The Seniors will enjoy lunch, entertainment, and services at this free event.
- Jane from Elmcroft spoke to the Seniors about her services and upcoming events that are open to the public.

## **Meetings**

- Attended the Picnic Committee.
- Met with the Manager from Walgreens in regards to offering flu shots. The Community Center will offer Flu Shots for Seniors in September. They must have insurance and preregister.
- Met with Desi Smith from Health Springs in regards to the Convention Center Senior Expo in Nashville.
- Met with Nancy Jenkins in regards to guest speaking and sponsoring a Bingo for the Seniors.
- Met with Tina McDaniel in regards to guest speaking and sponsoring a Bingo for the month of August.
- Met with Amy Mitchell in regards to grants for the Senior program and upcoming events for the Seniors and Teens.
- Met with Janet Duke in regards to information about senior discounts at the mall and planning dates for the seniors to enjoy shopping and eating lunch at the mall monthly.

## **Teens**

The Goodlettsville Teen Advisory Committee will start back up in September of this year. Applications for the G-TAC are available at Goodlettsville Library and Delmas Long Community Center. The applicant must be in 6<sup>th</sup> – 12<sup>th</sup> grade to apply, willing to commit time and energy and must want to be a positive representative for the City of Goodlettsville. There are many benefits for G-TAC members. In addition to college/work resumes, it builds knowledge of a variety of professions, counts toward community service hours and an excellent way to express yourself and ideas. The committee last year hosted 6 successful events.



## **COMMUNITY DEVELOPMENT**

### **Planning Department**

**August 9, 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 Board of Zoning Appeals

#### **Special Projects**

Presentation to Goodlettsville Citizens Academy concerning planning in general and planning in Goodlettsville

## Goodlettsville Codes Department Activity Report July 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.), Burn, Demolition, Blasting, Sign, Fireworks, Pool, Yard Sale	40 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	10 inspections
Fire Investigations	Duties of Fire Marshall involving fires in the city limits	2 investigations
Building Inspections	Building Related	39 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	38 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	28 inspections
Signs Removed	Illegal signs removed from city limits	65 signs
I.B.C. Training	Training for the departments required certification test/International Building Certif.	2 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	10 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	13 homes
Flood Event/FEMA	M. Bauer assisting flood properties and FEMA requirements. Includes all documentation	16 hours
Issuing of Addresses	Assisting Metro/Davidson County 911 with assigning addresses for the city	6 addresses
Plan Reviews	In-house plan review by M. Bauer/Assisted also with outsourced plan reviews	7 properties
Storm Water Report	Monthly Storm Water Report for Administrative Building/G. Waite	1 Report
Unsafe Structure Abatement	Demolition of unsafe structure	0 structure
Citations to Court	Municipal Code Violations	3 citation
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	daily

**Goodlettsville Codes Department Building Report July 2013**

**Contractor's**

<u>Permit</u>	<u>Date</u>	<u>Cost</u>	<u>Map</u>	<u>Parcel</u>	<u>Lot</u>	<u>Address</u>	<u>Owner</u>	<u>License</u>	<u>Type Str</u>	<u>County</u>
<b><u>New Residential</u></b>										
20130161	07/01/2013	325,000.00	143D	5	5	109 Copper Creek Dr.	Southerly Homes	503963	New Residential	Sumner
20130166	07/08/2013	1,109,951.00	143D	51.0-51.02	Units 1-6	100 PlacId Grove Units 1-6	Goodall Builders Inc.	23320	New Residential/Townhomes	Sumner
20130167	07/09/2013	161,259.00	18.08	17	1	101 Isaac Dr.	Roger Long	39092	New Residential	Davidson
20130170	07/16/2013	307,228.00	140P	24	12	800 Park Dr.	ACS Homebuilders	52332	New Residential	Sumner
20130176	07/29/2013	1,022,988.00	143D	51.0-51.02	Units 7-11	100 PlacId Grove Units 7-11	Goodall Builders Inc.	23320	New Residential/Townhomes	Sumner
<b>Total</b>		<b>2,926,426.00</b>								

**New Commercial**  
**Total 0.00**

<b><u>Additions &amp; Remodeling</u></b>										
20130164	07/02/2013	0.00	26	105	Suite 4	842 Conference Dr.	People Link	Owner	Tent	Davidson
20130165	07/05/2013	0.00	26	104	Suite 13	900 Conference Drive Suite 13	Conquoring Giants Nutrition	Owner	Temporary Sign	Davidson
20130168	07/12/2013	0.00	26.5	131	514 Donald Ave.	Goodlettsville Elem. School	Billie Hampton	26402	Relocate Portable Classroom	Davidson
20130169	07/16/2013	81,000.00	33.08	65	156 Hardaway Dr.	Dollar General Headquarters	George Rudolph	21549	Residential Repair	Davidson
20130171	07/16/2013	2,081,000.00	26	129	100 Mission Ridge	Dollar General Headquarters	George Rudolph	37255	Commercial Addition	Davidson
20130173	07/22/2013	4,000.00	33.03	B122	166 Ivy Hill Lane	Homeowner	Homeowner	34497	Deck	Davidson
20130177	07/30/2013	4,600.00	34.02	7	316 Bluebird Dr.	Labor Finders	Labor Finders	34497	Commercial Remodel	Davidson
<b>Total</b>		<b>2,170,600.00</b>								

**Total New Residential 2,926,426.00**  
**Total New Commercial 0.00**  
**Total Add/Remodels 2,170,600.00**  
**Total All Permits 5,097,026.00**

**Single Family Dwellings**  
**Davidson 1**  
**Sumner 13**  
**Total 14**



## City of Goodlettsville

### Project Status Update

### July 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	3
Moss-Wright Park Trail Paving	4
Conference Dr. Vietnam Vets Lights	4
Long Hollow Pike Street Lighting	4
Hwy 41 & 31-W Street Lighting	5
RiverGate Parkway Improvements	5
Delmas Long Community Center	5
Moss-Wright Park Lighting Improve	6
Moss-Wright Park RR & Concession	6
StormWater Utility Study	6
Strategic Planning	7
Sewer Interceptor	7
Paving	7
Windsor Green Drainage	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  
**Notable outstanding issues:** None

## PHASE V SEWER REHABILITATION

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



## ROADSCAPE PROJECT

Project Cost: \$157,000.00 [COMPLETED](#)

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: **Currently under design**

Completion Date: To Be Determined

Notable outstanding issues: **Received NTP for Design**

## 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: **Fall 2013**

Notable outstanding issues: **Notice to Proceed to Construction Issued for Long Hollow Synchronization and Madison Creek Signal and Caldwell Drive Pedestrian Crossing**

## Moss-Wright Park Trail Paving

**Project Cost:** \$33,000.00 COMPLETED

**Status:** Completed

**Completion Date:** July 2013

**Notable outstanding issues:** None

## Conference Drive / Vietnam Veterans Lighting Improvements

**Projected Project Cost:** \$700,000.00

**Engineer / Architect / Consultant:** Booker Engineering

**Status:** Pre-engineering has been completed and is being reviewed

**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: Paving is 100% Complete, Landscaping 100% & Bridge  
**Lighting improvements to be bid August 2013**  
Projected Completion Date: Spring 2014  
Notable outstanding issues: None

## Delmas Long Community Center Improvements

Project Cost: \$500,000.00 *Dependent on Grant Funding*  
Engineer / Architect / Consultant: **Centric Architecture**  
Status: **Currently under design**  
Completion Date: **Winter 2013 / 2014**

## Moss-Wright Park Lighting Replacement (Football)

Project Cost: \$225,000.00 [COMPLETED](#)

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: Currently under design

Completion Date: Spring 2014

Notable outstanding issues: Flood Plain Issues / **Possible Elevation Issues**

## Stormwater Utility Study

Project Cost: \$100,000.00

Engineer / Architect / Consultant: AMEC, INC.

Status: **75% 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:** To soon be advertised for bid  
**Projected Completion Date:** Spring 2014  
**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