



Tim Ellis, City Manager

November 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 October, 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

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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: October 2013

### Legislative Accomplishments

- Board of Commissioners adopted the following ordinances:
  - Ordinance No. 13-804, an ordinance establishing procedures for public inspection of, access to and duplication of public records under the Tennessee Public Records Act (T.C.A. 10-7-504, *et seq.*).
  - Ordinance No. 13-805, an ordinance amending the Fiscal Year 2013-2014 Budget, passed by Ordinance 13-799.
- Board of Commissioners deferred action on the following ordinance:
  - Ordinance No. 12-790, an ordinance to amend Title 14, Chapter 1, Section 104 of the Goodlettsville Municipal Code in regards to use of the public right-of-way for solicitation of donations and storage, sale or exhibition of merchandise.
- The Board of Commissioners also took action on the following resolutions:
  - Resolution No. 13-579, a resolution authorizing the execution of an escrow and master lease / purchase agreement for the purpose of funding certain budgeted capital equipment needs of the city for fiscal year 2014.
  - Resolution No. 13-580, a resolution declaring certain property surplus to the needs of the City of Goodlettsville and calling for its disposal by online auction or any other reasonable means.
  - Resolution No. 13-581, a resolution authorizing the City Manager to execute an intergovernmental cooperative purchasing agreement with National Joint Powers Alliance and all other documents necessary to allow purchasing of products through said cooperative, and declaring an effective date in accordance to Tennessee Code Annotated 12-3-1205.
  - Resolution No. 13-582, a resolution declaring certain property surplus to the needs of the City of Goodlettsville and calling for its disposal by online auction or any other reasonable means.

- Resolution No. 13-583, a resolution to establish by-laws for the Goodlettsville Industrial Development Board.
- Resolution No. 13-584, resolution authorizing the City of Goodlettsville to participate in the Governors Highway Safety Offices “High Visibility Traffic Enforcement Grant”.
- Resolution No. 13-585, a resolution authorizing the procurement method of Competitive Sealed Proposals in procuring mowing and landscaping services for calendar year 2014.

### **Legislative Matters Forthcoming**

- Stormwater Utility Ordinance.
- Amendment to the Fiscal Year 2014 Budget.
- Street-side solicitation ordinance.

### **Other Items Considered by the Board**

- Approved a contract with Stansell Electric, Inc. for the purpose of constructing the following:
  - Long Hollow Pike Traffic Signal Synchronization
  - Madison Creek at Long Hollow Pike Traffic Signal
  - Caldwell at Indian Hill Mound Pedestrian Crossing
- Approved a contract with L & G Construction, Inc. for the construction of a poured in place box culvert at Habersham Court.
- Approved the purchase of a wood grinder.

### **Commissions and Boards**

- **Beer Board**
  - There were no items for consideration by the Beer Board during the month of October.
- **Planning Commission**
  - There were no actions for items consideration during the month of October.
- **Board of Zoning Appeals**
  - There was no meeting of the Board of Zoning Appeals during the month of October.

- **Industrial Development Board**
  - Adopted an ethics policy.
- **Parks, Recreation & Tourism**
  - Approved the solicitation of donations for the construction of a splash pad to be located within the city.
  - Approved a recommendation to the Board of Commissioners for the donated construction of an indoor baseball facility.

### **External Meetings**

- Attended the Executive Board Meeting of the Metropolitan Planning Commission and Regional Transportation Authority.
- Attended the Executive Board Meeting of Forward Sumner.
- Attended the Board of Directors Meeting of the Goodlettsville Chamber of Commerce.
- Attended a small portion of the training for the new website.
- Attended the City of Goodlettsville Employee Picnic.
- Attended the monthly Chamber of Commerce luncheon.
- Attended the City Managers Association Conference.
- Attended Leadership Nashville retreat.

### **Internal Meetings**

- Met with representatives seeking assistance in opening an athletic training facility in Goodlettsville.
- Met our insurance brokers in regards to our current medical insurance coverage.
- Conference Call in reference to the new 800 mghz radio system.
- Met with representatives of the employee picnic committee.
- Met with representatives of Lose and Associates in regards to the design of the Greenway.
- Attended all City Meetings (Planning Commission, Board of Commission and Industrial Development Board, Board of Zoning Appeals).

### **Ongoing Work**

- Local Parks & Recreation Grant Project.
- Overall Capital Improvements Program.
- Stormwater Study.
- Citywide paving projects.
- City Strategic Plan Development.
- MTAS Benchmarking program.

- Moss-Wright Bathroom / Concessions Design & Construction.
- Main Street Enhancements.
- TownSquare.
- Conference / Vietnam Vets Lighting Improvements.
- State contract purchase of 2 way radio communications within all departments of the city but most importantly public safety.
- The greenway / bike / pedestrian project has received notice to proceed for design.
- Streambank stabilization of Manskers and Madison Creeks.
- Traffic signalization timing and synchronization projects.
- City-wide Beautification.
- Website Re-design.
- Delmas Long Community Center Project.

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

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### ***News Releases***

- “Pumpkin Festival Location Change due to Inclement Weather Threat” – Interviewed with FOX 17 to spread news of the event location change

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

- Employee picnic planning meeting
- Toured the Music City Center with the Goodlettsville Chamber
- Attended the Goodlettsville Chamber Open House
- Met with a sales rep from visibility.com
- Set up and clean up at employee picnic
- Met with Diane Nunez from TVA and the Economic & Community Development Director to learn about tvasites.com, a searchable database the City is now using to display available commercial properties
- Coordinated training for the website committee to learn how to update the new website program
- Final website review with CivicPlus website redesign project manager
- Attended the monthly Goodlettsville Chamber luncheon
- Attended study sessions, and bi-weekly staff meetings

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

- Responded to multiple requests for public information regarding proposed Ordinance 12-790
- Responded to multiple inquiries about whether or not the City was declaring what night would be the official trick-or-treating night – we opted to speak only for the City-sponsored event, Pumpkin Festival, which is always held on Halloween night
- Compiled benchmarking datasheets and service area profiles for submission to MTAS
- Worked on City of Goodlettsville website redesign project
- Submitted Officers of the Month pictures
- Assembled briefing packets for City Commission meetings
- Assembled the monthly City Manager Report
- Made and approved numerous city website posts
- Facebook updates

## New Business Licenses issued October 2013

1. Labor Finders                      316 Blue Bird Drive                      Ken Forsythe  
859-3387                      opened: 10/05/13      issued: 10/01/13
2. Katie Wales                      480 Long Hollow Pike                      Katie Wales  
448-6314                      opened: 10/02/13      issued: 10/02/13
3. Larison Logistics      310 Utley Drive                      Darlene Larison  
934-4919                      opened: 9/9/13              issued: 10/8/13
4. Lisa Dee's Cleaning Service      301 Hitt Lane                      Lisa McFarlin  
364-1924                      opened: 8/01/12      issued: 10/10/13
5. Hardee's #1501805 (Corporate name change)      400 S. Cartwright      Malia Palu  
859-1244                      effective: 4/01/13      issued: 10/02/13
6. Meritage Homes of Tennessee, Inc, 3000 Business Park Circle #300,      Ginger Babel  
859-0034                      opened: 9/01/13      issued : 10/29/13
7. Beehive Cultural Entertainment, LLC      208 Nathan Dr                      Elsie Wang  
851-6988                      opened: 10/25/13      issued: 10/29/13
8. Totally New Technologies, LLC      107 Space Park North #300      Shane Cortesi  
756-4465                      opened: 8/15/13      issued: 10/31/13

# **Finance and Administration Monthly Report**

**October 2013**

## **FINANCE**

- Auditors conducted their field audit here at City Hall October 7-10. Additional work will be required to complete the audit, but the field work was completed.
- Continued to work with RJYoung representatives, Codes Staff, City Judge and Court Clerk on the two scanning projects. Conducted training for the administrative users and the end users.
- Attended the annual TGFOA conference, fulfilling required education credits for the CMFO certification.
- Completed Benchmarking data collection.
- Worked on the TML insurance renewals for January 2014-Worker's Comp Policy, Property Policy, and General Liability Policy.
- Received Sumner County Property Tax Files, and mailed out City Property Tax notices.

## **Human Resources**

- 10/1/13 Bi-annual TOSHA inspection
- 10/9/13 – 10/10/13 Deputy Fire Chief Assessment Center
- 10/16/13 flu shots
- 10/17/13 met with MTAS on Deputy Fire Chief
- 10/19/13 City Picnic
- 10/28/13 interviews Deputy Fire Chief
- 10/30/13 New website training
- Hired 1 FT Police Officer and 2 PT Dispatchers.
- Gerri Peterson retired.
- Worker's Compensation accidents in the month: 1 accident (poison ivy).



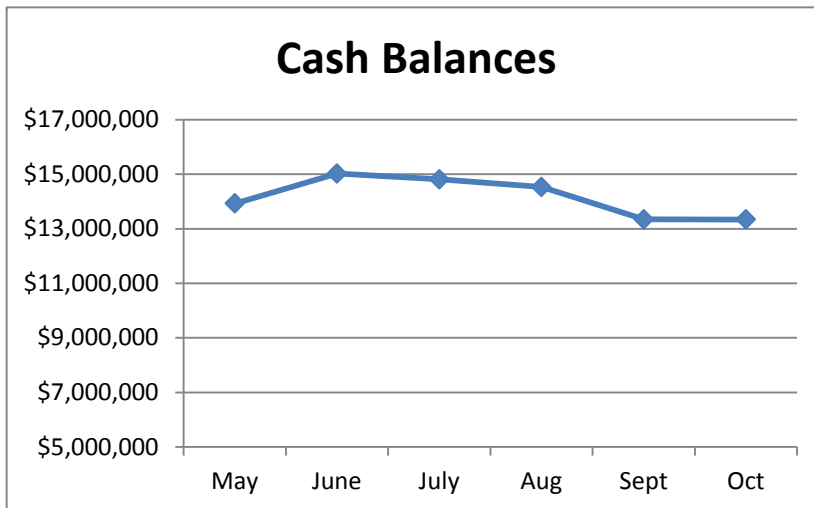
**City of Goodlettsville  
Financial Summary  
October 2013**

**UNASSIGNED FUND BALANCE**

Operating Fund	Ending Balance FY 13	Current Month	Budget 06/30/2014	Projected 06/30/2014	%
General Fund	2,758,012	1,187,999	1,719,377	1,719,377	16.15%
Sanitation	124,364	15,363	278,873	278,873	31.45%
Tourism	739,173	712,536	664,005	664,005	179.69%

**CASH IN BANK**

	May	June	July	Aug	Sept	Oct
General Fund	2,380,829	3,514,876	2,377,902	2,272,832	1,605,976	2,872,355
Bond Issue 2013	2,974,263	2,974,498	2,974,498	2,974,498	2,974,498	1,519,207
Sanitation	179,853	184,548	173,317	125,739	116,614	98,822
Tourism	737,573	720,525	698,935	661,026	667,144	594,411
Sewer	7,580,358	7,521,011	8,497,003	8,392,946	7,860,119	8,141,086
Stormwater	72,373	108,642	88,272	103,278	118,379	110,521
<b>Total Cash</b>	<b>13,925,249</b>	<b>15,024,100</b>	<b>14,809,927</b>	<b>14,530,319</b>	<b>13,342,730</b>	<b>13,336,403</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  
October 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	310,017	941,928	3,767,712	3,935,000	(167,288)
	State Shared Tax	139,961	412,348	1,649,392	1,810,000	(160,608)
	Property Tax	170,375	202,679	4,249,428	4,249,428	0
	Court Fines/Fees	31,936	128,277	384,831	350,000	34,831
Tourism	Hotel/Motel Tax	36,335	163,830	491,490	425,000	66,490
Wastewater	Sewer User Fees	441,525	1,130,157	4,520,628	4,770,000	(249,372)
Sanitation	Sanitation Fees	58,189	124,734	498,936	738,000	(239,064)
Stormwater Utility	Stormwater Fees	16,134	39,147	156,588	320,000	(163,412)

Revenue Summary						
General Fund Collected YTD		2,172,600	Wastewater Fund Coll YTD		1,173,713	
General Fund Target		12,932,528	Wastewater Fund Target		4,960,000	
Difference		(10,759,928)	Difference		(3,786,287)	
		17%			24%	

**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	118,668	266,626	799,878	1,504,182	(704,304)
Community Development	36,729	125,531	376,593	524,982	(148,389)
Police	310,510	1,135,412	3,406,236	4,503,473	(1,097,237)
Fire	94,544	366,873	1,100,619	1,631,656	(531,037)
Hwys & Streets	76,261	236,980	710,940	2,057,388	(1,346,448)
Parks/Recreation	72,155	357,795	1,073,385	1,454,048	(380,663)
Police Drug Fund	851	1,609	4,827	20,857	(16,030)
Sanitation	75,749	227,072	681,216	771,648	(90,432)
Tourism	81,872	199,485	598,455	721,869	(123,414)
Wastewater	164,059	1,273,618	3,820,854	4,934,581	(1,113,727)

**FUND EXPENDITURE SUMMARY**

<u>Fund</u>	<u>Month</u>	<u>YTD</u>	<u>Target</u>	<u>% of Budget</u>
General	821,649	3,742,614	16,707,834	22.40%
Sanitation	75,749	227,072	771,648	29.43%
Wastewater	164,059	1,273,618	4,934,581	25.81%

MONTH OF OCTOBER 2013

**MONTHLY MANAGEMENT REPORT**

**COURT**

NUMBER OF TICKETS ISSUED IN SEPTEMBER 2013 - **731**

NUMBER OF DEFENDANTS APPEARING IN COURT

OCTOBER 8, 2013	9:00 A.M.	<b>105</b>
OCTOBER 8, 2013	1:00 P.M.	<b>70</b>
OCTOBER 15, 2013	9:00 A.M.	<b>79</b>

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**TOTAL FOR MONTH** **254**

OCTOBER 15, 2013 1:00 P.M. **25**  
**CONTESTED COURT SESSION**

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

CODES	<b>2</b>
MISDEMEANORS	<b>1</b>

NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL	<b>111</b>
EIGHT HOUR SCHOOL	<b>3</b>

## Goodlettsville Police Department

### Chief Goodwin's Monthly Report

October 2013

On October 5th we attended Oktoberfest at Sterling House. On October 12<sup>th</sup> we attended a neighborhood cookout for the Ranchwood Estates area and talked to them about forming a Neighborhood Watch. On October 21<sup>st</sup> we attended the Burton Heights Neighborhood Watch meeting. On October 30<sup>th</sup> we hosted a meeting of the Apartment Managers and Hotel/Motel Managers at the RGM Sub-Station. On October 31<sup>st</sup> we participated in the Halloween at Rivergate by passing out candy and sticker badges at the Sub-Station and assisted with the Pumpkin Festival that was moved to RGM due to weather.

In review of the TIBRS data comparing October 2012 to October 2013 Crime Against Person increased by 4%, and Crime Against Property was reduced by 1% and overall we were even. Our UCR total YTD is a 21% reduction in Part One Crimes.

Our proactive efforts of our officers were very good for the month of October. As a result our officers made 837 Traffic Stops and 3 Terry Stops. They made 58 Traffic Arrests and 9 DUI Arrests. They issued 35 Misdemeanor Citations, made 51 Misdemeanor Arrests and 9 Felony Arrests. They made 6 Juvenile Felony Arrest, 6 Juvenile Misdemeanor Arrests.

The other part of the strategy involves serving outstanding warrants. Persons with outstanding warrants have already proven a proclivity for involvement in criminal activity. By arresting them for their outstanding warrants we prevent their opportunities for committing crime. During the month they made 33 Warrant Service Attempts. They served 8 Felony Warrants and 30 Misdemeanor Warrants.

Our officers continue to check our neighborhoods and our businesses. They conducted 635 checks of neighborhoods and 774 businesses. We found several businesses with unlocked doors and secured them.

The October Officer of the Month was Stan Hilgadiack. Officer Hilgadiack got information on a reported robbery claim made by two juveniles. The information revealed that the robbery did not actually take place but instead was fabricated to cover the fact that the juveniles had stolen their father's property. Three subjects were charged with the larceny.

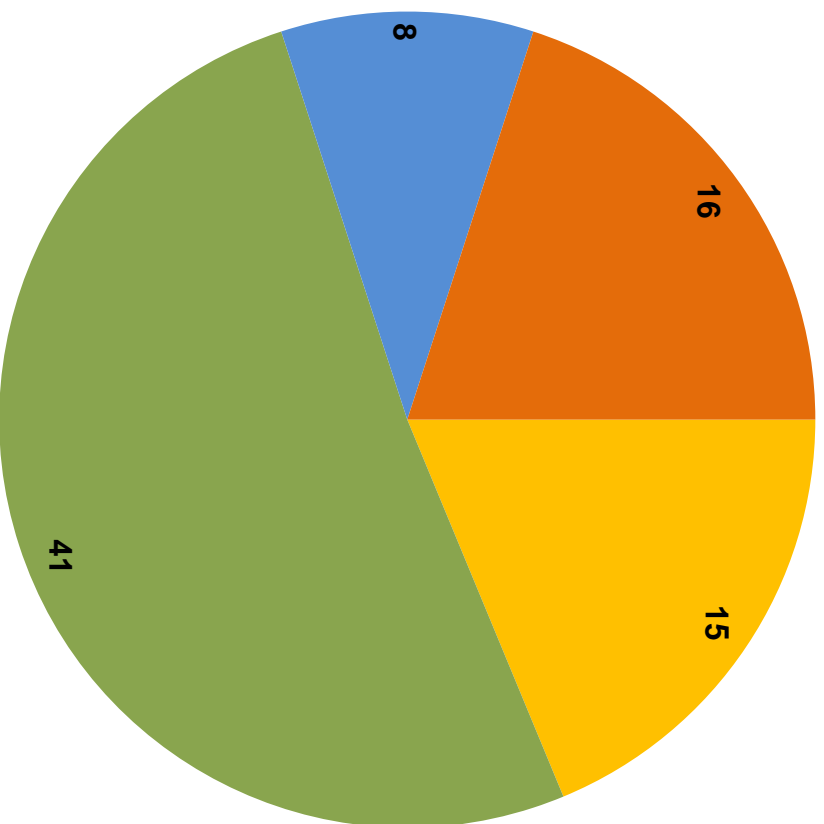
**OCTOBER TIBRS  
OFFENSES REPORTED**

<b>TIBRS Group A Offenses</b>	<b>2013</b>	<b>2012</b>
<b>Crimes Against Persons</b>	<b>28</b>	<b>27</b>
Murder	0	0
Negligent Manslaughter	0	0
Kidnaping/Abduction	0	0
Forcible Rape	1	0
Forcible Sodomy	0	0
Sexual Assault W/Object	0	0
Forcible Fondling	0	0
Incest	0	0
Statutory Rape	0	0
Aggravated Assault	4	3
Simple Assault	17	18
Intimidation	6	6
Stalking	0	0
<b>Crimes Against Property</b>	<b>82</b>	<b>83</b>
Arson	0	1
Bribery	0	0
Burglary	8	6
Counterfeiting/Forgery	4	3
Destruction/Damage/ Vandalism	8	10
Embezzlement	3	0
Extortion/Blackmail	0	0
Fraud - False Pretenses	6	3
Fraud - Credit Card/ATM	0	0
Fraud - Impersonation	2	0
Fraud - Welfare	0	0
Fraud - Wire	0	0
Motor Vehicle Theft	2	1
Robbery	3	1
Stolen Property Offenses	0	1
Theft - Pocket-picking	0	0
Theft - Purse Snatching	0	0
Theft - Shoplifting	32	32
Theft From Building	3	4
Theft From Coin Machine	0	0
Theft From Motor Vehicle	3	6
Theft of Motor Vehicle Parts	3	5
Theft - All Other Larceny	5	10
<b>Crimes Against Society</b>	<b>30</b>	<b>8</b>
Drug/Narcotic Violations	15	5
Drug/Narcotic Equipment Violations	13	2
Gambling - Betting/Wagering	0	0
Gambling - Operating/Promoting	0	0
Gambling - Equipment Violations	0	0
Gambling - Sports Tampering	0	0
Pornography/Obscene Material	0	0
Prostitution	0	0
Prostitution Assisting/Promoting	0	0
Weapon Law Violations	2	1
<b>Total Group A Offenses</b>	<b>140</b>	<b>118</b>

# TRAFFIC CRASH REPORTS

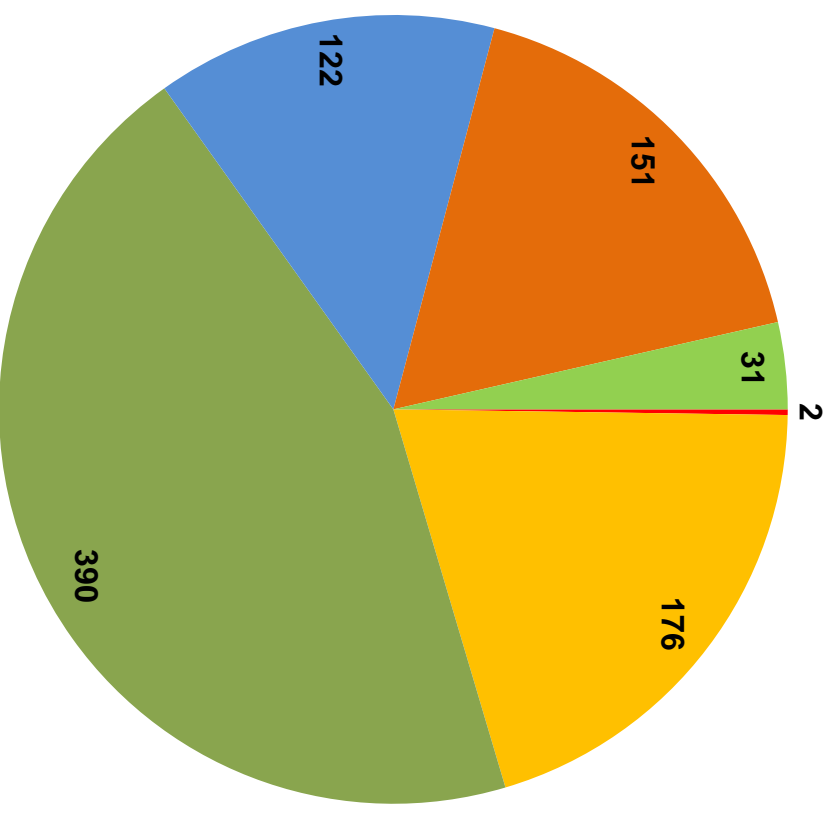
- Fatal
- Injury
- Property Damage
- Minor Damage
- Private Property
- Delayed

OCTOBER 2013



TOTAL REPORTS 80

2013 YEAR TO DATE



TOTAL REPORTS 872

**Goodlettsville Police Department  
OCTOBER 2013 COMPSTAT**

	CURRENT MONTH	2013 YTD		2012 YTD		% change	2012 TOTAL
Murders	0	YTD	0	YTD	3	-100.00%	3
Rape	0	YTD	0	YTD	8	-100.00%	8
Robbery (Commercial)	0	YTD	12	YTD	5	140.00%	7
Robbery (Street)	5	YTD	15	YTD	17	-11.76%	19
Aggravated Assault	4	YTD	27	YTD	31	-12.90%	34
Aggravated Assault - Dom Viol	1	YTD	23	YTD	17	35.29%	21
Burglary (Commercial)	1	YTD	17	YTD	24	-29.17%	27
Burglary (Residential)	7	YTD	51	YTD	87	-41.38%	104
Auto Burglaries	3	YTD	75	YTD	133	-43.61%	144
Larceny	11	YTD	152	YTD	178	-14.61%	203
Shoplifting	32	YTD	283	YTD	341	-17.01%	425
Motor Vehicle Theft	1	YTD	20	YTD	19	5.26%	23
<b>Total Offenses</b>	<b>65</b>	<b>TOTAL YTD</b>	<b>675</b>	<b>2012 YTD</b>	<b>863</b>	<b>-21.78%</b>	<b>1018</b>

# Fire Department October 2013

## Summary of Month's Activities

### Fire Operations

The Department responded to 223 calls for service for the month of October.

### Fire Administration

- Several walk-in's for blood pressure check
- Opened bids for carpet in Fire Hall
- TOSHA visit
- Attended Safety Day at Sears and Kmart
- Attended Employee's Picnic
- Attended Web Site Training
- Took Engine 41-7 to Parkway Baptist Church for Fire Prevention

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

- Fire In-Service Classes
- Vol State EMT Class
- ETI Visual Training and Conference Call

### Fire Inspection

	<b>This Month</b>	<b>YTD</b>
Fire Investigations	7	13
Plat/Plan Review	1	1

### Public Fire Education

	<b>This Month</b>	<b>YTD</b>
Participants	175	374
Education Hours	8	37
Number of Occurrences	3	18



## Fire Fighter Training

### Training Hours for October 2013

#### Administrative Summary - October

##### Assignments

##### Completions (October 1-31)

Users with completions:	23	100%
Total completions:	329	

##### Overdue Assignments (as of October 31)

Users with assignment(s) that are overdue:	7	30%
Total overdue assignments:	14	

##### No Assignments (as of October 31)

Users with no assignments:	3	13%
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##### Users

##### Log-ins (October 1-31)

Users who have logged in:	18	78%
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##### Credentials

Users with credentials expiring next month (November):	1	4%
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**Goodlettsville Fire Department**  
**Incident Report**  
**Incident Totals**

**Jurisdiction** 19226

October 1, 2013 thru October 31, 2013

**CATEGORY    TOTAL CALLS**

**Total Calls    223**

Structure Fires	5	Hazardous Calls	7
Vehicle Fires	2	Service Calls	24
Vegetation Fires	1	Good Intent Calls	18
Refuse/Rubbish Fires	3	Unintentional False	21
Other Fires	0	Other False	3

**Total Fires    11**

**Total False    24**

Rescue and EMS	139
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Mutual Aid Received	10	Incidents with Exposures	0
Mutual Aid Given	29		

Fire Service Injuries	0	<b>Fire Dollar Loss</b>	
Non-Fire Service Injury	0	Property	\$61075.00
Fire Service Death	0	Contents	\$11100.00
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**

0 Scheduled Services

21 Repairs

### Special Projects

Pump Test on Engines

Worked with Mac Lassiter to prep house on Janette Ave for Training

### Outstanding Issues

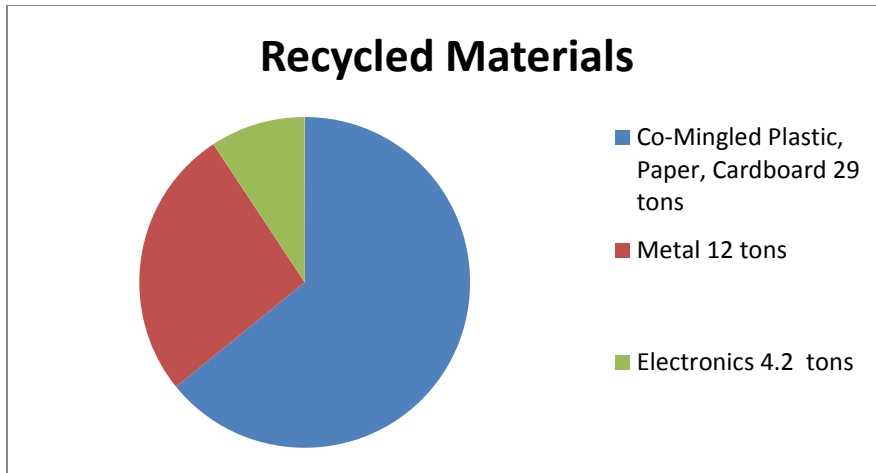
### Cost Savings

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

# Public Works Report – October 2013

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## SOLID WASTE:



- Convenience center solid waste collected: 28 tons
- Wood chips removed from lot: 0 cy
- Solid waste tonnage collected: 340 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
- Raised manholes throughout Page Heights neighborhood
- Various repairs at pump stations throughout City
- Rainfall for month: 1.9"

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	4	38
Culverts Cleaned	15	157
Curb – Repair/Install/Remove	2	47
Dead Animal Pick-Up Requests	0	17
Drainage Inspection Requests	40	200
Driveway Permits Issued	0	1
Emissions Testing/License Plates for Vehicles	0	12
Excavation/Street Cut Permits Issued	1	5
Exemption/Back Door Route Requests	2	15
Graffiti Removal Requests	0	9
Land Disturbance Permits Issued	0	0
Sanitation – Bulk Item/Junk Pick-Up Request	5	85
Sanitation – Cart Repairs	30	373
Sanitation – Second Cart Request	0	2
Signs Repaired/Installed (Street or Name)	5	203
Snow Removal – Number of Storms	0	4
Storm Drains Repaired or Replaced	3	27
Stormwater Inspections Performed	40	307
Stream and/or Tributary Clean-Up/Clean-Outs	0	3
Streets Paved	0	10
Streets Repaired (e.g., pothole)	15	126
Streets Striped	0	21
Tennessee One Calls	113	907
Traffic Signal Repair	15	122
Tree Trimming Requests	6	36
Vehicle Maintenance – Routine	26	409
Vehicle Maintenance – Unscheduled	46	604
Water Quality-Related Outreach Events	2	33

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

- 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
- TCAPWA, TNSA, and Stormwater Managers meetings
- WKU/APSU/Vol State stream monitoring and assessments; macroinvertebrate survey analyses, outfall inventory
- Weekly and monthly staff meetings
- Bent street sign repair, new sign installations
- Drainage/street repairs continue within Windsor Green development
- Signal inspection, repair, and timing adjustments on LHP
- Bid openings for approved equipment and projects
- Advertised for City Engineer and Utility Worker positions
- Working alongside TTAP on Safe Routes to Schools grant application; WKU on 319 Grant application
- Monthly City Manager's meeting
- Work alongside Vol State students with stream monitoring and assessment project in preparation for presentation in November in Philadelphia
- Assisted with City picnic facilitation and implementation
- Resolution for RFCSP on mowing services for 2014
- Issuance of street cut permits

### **CONTINUING PROJECTS:**

- Retroreflectivity survey
- Fleet system software implementation
- Bent sign inventory repair
- CMAQ projects (Long Hollow Pike synchronization, pedestrian crossing at Moss-Wright, and traffic signal installation at Madison Creek Road)
- Stormwater Utility
- Working with TDOT hydrology at I-65/LHP – began work this month
- Wood waste grinder is on order; expected delivery December 2013
- Upgrades to City's fueling system

# Parks, Recreation, and Tourism Monthly Report

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October 2013

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

- Hosted Freedom Farms Pet Celebration
- Hosted the City of Goodlettsville Employee Picnic
- Conducted Ghost and Lantern Tour
- Conducted the Get Fit 5K
- Conducted Howl-o-Ween
- Hosted the Nashville Spooktacular 3 v 3 Soccer Tournament
- Coordinated Pumpkin Festival

## **ADMINISTRATION**

- Met with Sam Trenner about doing a potential Eagle Scout Project.
- Attended a lunch for Hotel/Motel managers to educate them on what Mansker's Station has to offer (coordinated by Allison Baker).
- Met with John Robertson (baseball league) regarding projects for presentation to Parks Board.
- Met with Joey Keef (basketball league) regarding usage of Peay Park.
- Talked with Barry Young from Sumner County CVB about a date in January when Mansker's Station staff will take part in a tour of what Sumner County offers to 20 tour bus operators that will be in attendance for the 2014 ABA Conference.
- Met with Justin Lowe (Centric Architecture) and Evan Sanders (Community Development Partners) regarding the LPRF Grant.
- Met with a playground representative for final design of the Brooks Park playground and design of the Peay Park playground that is part of the LPRF grant.
- Attended the website training for the relaunch.
- Attended a bid opening for Soccer Lights which will be awarded to Rains Electric.
- Worked with Rivergate Mall to move Pumpkin Festival indoors.

## **PARKS DIVISION**

### **Maintenance**

- Pulled annuals out of flower beds.
- Started adding dirt in holes and ditches.
- Pressure washed shelter 3, Visitors Center, around concession stand at field 1, comfort station restroom, and wooden bridges at Moss-Wright.
- Had Lamberth and Son's Plumbing fix leak at Bowen Campbell House.
- Trimmed trees at Visitor's Center
- Climbed and trimmed trees down the median by shop.
- Blew out the irrigation lines on the ballfields.
- Started cleaning fence row in the upper parking lot.
- Added dirt along rock wall on trail down by field 1.
- Rebuilt the mound and covered for the winter at field 1.
- Winterized the chemical sprayer for athletic fields.
- Took 321 tractor to Cumberland Tractor for a new injector pump.

### **Projects**

- Rejuvenation completed and lines were painted throughout the park system.
- Started building new gate for North Creek's entrance.
- There were 3 areas that had no parking added for the safety of pedestrians.
- Had Public Works patch asphalt in the back of shop.

## **Meetings**

- Met with Rains Electric, Stansell Electric, and Reynolds Electric for 2 more light poles at the soccer complex.
- Met with Robert with Public Works about removing a section of the border and removing the 2 older pieces of play ground equipment at Peay Park.

## **RECREATION DIVISION**

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

#### **Recreation**

- Youth Volleyball had their end of the season tournaments. All teams were given a participation medal after their last game.
- Staff meeting with Community Center staff took place.
- Tot-Time ran throughout the month here at the Community Center on Thursday mornings. On October 24th we hosted a Library event during the normal tot-time hour and kids came dressed in their costumes to hear a story, watch a short Halloween video, eat snacks, and take home a goodie bag.
- Adult Coed Kickball and Adult Softball leagues finished the fall season with the end of the season single elimination tournaments. Teams that won the tournament were given championship t-shirts.
- Information on volunteer hours and donations were compiled per request.
- Youth Volleyball participants were surveyed about the league and their experience this fall. Many of those responses came back very positive.
- Goodlettsville 10 and Under Tennis program finished the fall session this month. There were a total of 7 participants in the session that was instructed by Summer Crest Tennis Club.
- Training session on the new city website was attended at the fire hall.
- Pumpkin Festival was moved to the RiverGate Mall due to weather. I helped with setup and worked some of the event.

#### **Maintenance**

- Playground inspections were done at Peay Park, Pleasant Green Park, and at Moss Wright Park.
- Fire Extinguishers were checked at Community Center and Pleasant Green Pool.
- Normal maintenance was performed throughout the month at the Community Center.
- Sold several items were sold on the govdeals website. Coordination with the people that bought those items was done for them to pick up the items.
- Bleachers were checked for loose and missing bolts.
- Concrete on the East and North side of the building had patch work done on cracks.
- Peay Park playground was sprayed for weeds and grass growing through the mulch.
- The process of getting new rugs for the Community Center has been started to include our new Parks Logo.

#### **Marketing**

- Futsal information was emailed out to past participants, put on facebook, sent to the local papers, fliers put up at the park, and a Notify Me was sent out to the Parks list serve.

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

#### **Senior Adults and Teen Advisory Updates**

##### **Senior Programs**

- The Senior Spirits newsletter is available online, community center, and at the Goodlettsville Branch Library.
- For the month of October the *weekly* programs consisted of Yoga, Tuesday lunch, Potluck, Recreation, Chair Exercise, Crafts, Art, Social Activities and Enrichment Sessions. The *monthly* programs consisted of a Grief Session, Book Club, Coffee Club, and Birthday Club.



- The guest speakers for the month of October were Sherry Hall from High Point. Sherry presented a Power Point on things you should know about Hospice and Goodlettsville. She awarded the seniors with GiGi cupcakes. Terry Russell and Judy Pederson from Willowbrook spoke in regards to Memory Loss. They gave a very nice blanket away for a door prize. Tina McDaniel from Elmcroft handed out flyers and informed the seniors of a seminar in regards to the changes to Medicaid.
- The Senior Spirits membership form has been revised and a code of conduct policy is now in place for the program.
- The Seniors baked fresh bread on October 14, it was used the next day for lunch. Delicious!
- The seniors enjoyed the movie Hocus Pocus for their monthly movie. Next month the Goodlettsville Branch Library will host the movie at their location. We will join together in the future for more upcoming movie dates.
- George Stanley was the entertainer for the month of October. The seniors really enjoyed the music by dancing and singing.
- The Senior center offers a free Art Class to seniors aged 60 and up on Wednesdays 9:00am – 11:30am. The Senior Spirits Art work will be shown at the Visitor's Center and their Art will rotate each month. The Art class is also working on their exhibit which will be located at Goodlettsville City Hall, November 25 – December 9. This group is very talented and has amazing pieces, come out and view their work.
- Melinda King our craft lady hosted her last class this month. The class created a pumpkin owl and a ghost made out of mesh. The class held a party and presented her with presents and cards. The craft class will continue twice a month by a volunteer. The next scheduled class will be November 4 and 18 at 10:30am. The fee is \$10.00 per person. The craft class will create a Santa made of tulle and a peanut jar that resembles a scarecrow.
- The trip to Lebanon for a boat ride was cancelled due to the weather. The seniors traveled to Grace Manor for Super Bingo. Mr. and Mrs. Smiley left with the big prize a 34 inch flat screen television! Congratulations also, to the other Senior Spirits winners, they won gift cards and gift baskets.
- The Seniors celebrated Halloween with Potluck and a party. The Seniors brought a huge variety of spooky and delicious dishes. We had a costume contest and the judges had a hard time with judging for the Silliest, Most Original, and Best Overall. Great memories! Thank you to Michelle and Bailey Cantrell for face painting.
- The Seniors wrote letters to the troops serving overseas. The letters were very personal and touching. The Senior Center will start collecting items for the homeless and local shelters. The Giving Tree will be set up thru the end of November.

### **General Programs**

- Pinterest Craft Night is back, on December 3 from 6:00pm – 8:00pm in Room 3 at Delmas Long Community Center. The cost is \$20.00 per person.

### **Meetings**

- Jennifer Hunsicker from the Goodlettsville Branch Library and I met in regards to upcoming events for Seniors and Teens. On October 24 Miss Katie from the Goodlettsville Branch Library read to the tots. They wore their costumes and enjoyed a classic movie Bug Bunny Halloween. There was a great turn out over fifty people participated.
- The Senior Christmas Show is December 10 at 10:30am in the Delmas Long Community Center. EddieK will entertain with Santa and the Chick-Fil-a cows! This event is free to all Seniors. Vendors will have giveaways and door prizes.
- Tina McDaniel from Elmcroft and the Senior Center is working on a Spring Dance for the Seniors.
- Jenni Bolton from Chick-fil-A and I met in regards to sponsorships for upcoming events.
- The Company Picnic committee met one last time. We used the items donated from Goodlettsville Kroger for six door prizes.

## Teens

- The Goodlettsville Teen Advisory will meet November 7 at the Community Center and discuss upcoming events for the winter months. The teens will have a Cookie Swap and a Noon New Year's Party scheduled for the month of December. Montgomery Gentry bandleader is already on board to play for the teens on December 31. It's going to be Awesome! This event will also have vendors and door prizes for the teens.
- On November 7 at 5:00pm is Teen Craft Night, the teens will create Hunger Game pendants and decorate themed cookies. This program is free to the teens and hosted at the community center. This is a joint program with the Goodlettsville Branch Library.

# **COMMUNITY DEVELOPMENT DEPARTMENT**

## **Sub-group: Economic Development**

**Monthly Management Report: October 2013**

### **Business Recruitment / Retention & Expansion**

Attended the Southeast International Council of Shopping Centers show to meet with expanding retail businesses, retail consultants and retail developers.

Met with developer on available property within Goodlettsville for possible project.

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

Along with other staff, attended training on document scanning in preparation of converting codes files to electronic format to aid in preservation, efficiency, better customer service and storage space improvement.

Communicated with local small business interested in expanding.

Met with Rivergate Mall's new owners to discuss business plan and strategies to insure a continued vibrant establishment and discuss possible growth opportunities.

Met with developer in relation to ideas and business plan for an available local building in the area.

Attended training by TVA Economic Development in relationship to available property data base for the Economic Development section of the new City of Goodlettsville web site.

Communicated with commercial realtors in relation to updates on status of existing buildings available in the area.

### **Meetings Attended**

Industrial Development Board

City Commission

Planning Commission

Sumner County Planners Meeting

Chamber of Commerce open house

Chamber of Commerce Monthly Membership Luncheon

**COMMUNITY DEVELOPMENT****Planning Department****November 7, 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

Participated in a Nashville Next planning session

Attended quarterly jurisdictional meeting for planning staffs in Sumner County

Attended Sumner County Planning Commission annual joint training meeting

**Special Projects**

Participated in city sponsored website training

## Goodlettsville Codes Department Activity Report October 2013

### DEPARTMENT OF 4 EMPLOYEES:

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

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

<u>Activity</u>	<u>Scope of Activity</u>	<u>Total Monthly</u>
Issuing of Permits	Building(Commerc. & Resid.), Burrn, Demolition, Blasting, Sign, Fireworks, Pool, Yard Sale	32 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	12 inspections
Fire Investigations	Duties of Fire Marshall involving fires in the city limits	2 investigation
Building Inspections	Building Related	34 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	36 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	22 inspections
Signs Removed	Illegal signs removed from city limits	38 signs
I.B.C. Training	Training for the departments required certification test/International Building Certif.	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	2 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	7 homes/units
Flood Event/FEMA	M. Bauer assisting flood properties and FEMA requirements. Includes all documentation	8 hours
Issuing of Addresses	Assisting Metro/Davidson County 911 with assigning addresses for the city	4 addresses
Plan Reviews	In-house plan review by M. Bauer/Assisted also with outsourced plan reviews	1 property
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 citations
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	daily