



Tim Ellis, City Manager

February 3, 2014

To: Board of Commissioners, City Staff and Residents of Goodlettsville

The City of Goodlettsville began the practice of producing the City Manager's Monthly Report in December 2011 to provide general and performance information to the Board of Commissioners and the public on City services and programs. The City utilizes performance data to identify efficiencies and potential inefficiencies for the purpose of improving services, responsible budgeting and enhancing transparency in local government. The information in this report is compiled internally by each department/division that comprises City Services. The information is then analyzed and organized for presentation by myself and the Public Information Officer.

I am proud of the City's efforts toward becoming more transparent, performance driven and the direction in which our community is headed. City staff and I will continue to work diligently to increase efficiencies in City services and achieve the goals of our Board of Commissioners as we proudly serve the citizens of Goodlettsville.

I am pleased to present to you the January, 2014 City Manager's Monthly Report. I hope that you continue to stay informed on City issues and progress.

Please feel free to contact me with any questions, comments and/or suggestions regarding this report.

Sincerely,

Tim Ellis, City Manager

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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: January, 2014

### Legislative Accomplishments

- Board of Commissioners adopted the following ordinances:
  - No Ordinances were adopted on final reading during the month of January.
- The Board of Commissioners also took action on the following resolutions:
  - Resolution 14-589 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 manner.

### Legislative Matters Forthcoming

- Ordinance calling for municipal elections.
- Ordinance amending the Fiscal Year 2013 Budget.
- Ordinance adopting the codification of ordinances.
- Resolution declaring Surplus Property.
- Ordinance in reference to U-turns within the city.

### Other Items Considered by the Board

- Approved a contract for the 2014 mowing services.
- Approved a contract with AMEC, Inc. as it relates to engineering services associated with the stormwater utility.
- Approved a contract amendment with Motorola in reference to an 800 Mghz. radio system.

### Commissions and Boards

- **Beer Board**

There was no Beer Board meeting during the month of January.

- **Planning Commission**

- Approved a Revised Preliminary Master Plan for The Vineyard at Twelve Stones Crossing, located on property east of Truevine Way, Sumner County Tax Map 143, Parcels 48.03 & 52 owned by Villas at Twelve Stones Crossing, LLC and Villa Properties, LLC 509 Indian Hills Mound, Goodlettsville, TN 37072.

- **Board of Zoning Appeals**

- Approved a request from Metropolitan Nashville Public Schools for a conditional use permit for a community education use (Goodlettsville Middle School) in the CSL – Commercial Services Limited district, a request to reduce minimum parking provided on-site from 231 parking spaces to 100 parking spaces, and a request to reduce the minimum ACI (acquired caliper inches) for the site by 50% (from 381.5” to 190.75”), waive minimum tree and shrub planting density for buffer on south, east and north margins of the athletic field. The applicant is Gresham, Smith & Partners on behalf of owner Metropolitan Nashville Public Schools, 300 South Main St., Goodlettsville, TN as shown on Davidson County Tax Map 26-05, Parcel 1.

- **Industrial Development Board**

- There were no action items considered during the month of January.

- **Parks, Recreation & Tourism**

- There were no action items considered during the month of January.

**External Meetings**

- Attended a meeting of the Sumner County Council of Governments Board.
- Attended the Chamber of Commerce monthly luncheon.
- Attended the Board of Directors retreat for the Goodlettsville Chamber of Commerce.
- Met with representatives of Windrow & Phillips.
- Attended a regional meeting hosted by Chief Steve Anderson at the Music City Center.
- Conducted the fiscal year 2015 Budget Kick-off Retreat.
- Attended a meeting of Davidson County Satellite Cities.

**Internal Meetings**

- Met with Mr. Jim Brinkley and Mr. Richard Feldman.
- Met with representatives of Hart Freeland Roberts.
- Attended all city meetings (Planning Commission, Board of Commission, Board of Zoning Appeals and Beer Board, Industrial Development Board and Parks, Recreation & Tourism Advisory Board).

## **Ongoing Work**

- Local Parks & Recreation Grant Project.
- Fiscal Year 2015 Budget Process.
- Overall Capital Improvements Program.
- 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 Mankers and Madison Creeks.
- Traffic signalization timing and synchronization projects.
- City-wide Beautification.
- Delmas Long Community Center Project.

## **P.I.O. Monthly Report – January 2014 Highlights**

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### ***News Releases / Notify Me Email Blasts / Push Notifications / Facebook & Twitter Updates***

- “Registration for Youth Athletics is Going On Now!”
- “Board of Commissioners Meetings Now Available for Online Viewing”
- “The City of Goodlettsville is Accepting Applications for the 2014 Mayor’s Top Teen”
- “City of Goodlettsville Employee of the Month Program New this Year”
- “City Manager’s Monthly Report for December 2013 is Posted”
- “Seniors can sign-up for new Yellow DOT program at Goodlettsville Fire Department.”
- “The Police Dept. is accepting applications for the Citizens Police Academy through Jan. 31. Applications available at [cityofgoodlettsville.org](http://cityofgoodlettsville.org) on PD homepage.”
- Calendar set to RSS feeds for social media and app
- Board meeting agendas set for RSS feeds for social media and app

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

- Attended a 2-day training at the firehall for FEMA Disaster Management Training
- Participated in the budget kick-off meeting
- Attended the monthly Goodlettsville Chamber luncheon
- Attended study sessions, and bi-weekly staff meetings

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

- Began filming the Board of Commissioners study sessions and official meetings to post online for public viewing
- Trained Allison Baker (Parks & Rec) on the website
- Submitted benchmarking data final revisions to MTAS
- Discussed marketing options with Susan Edwards with the Sumner County Master Gardeners for upcoming seminars to be held at Mansker’s Station
- Worked with CivicPlus (website provider) through issues with the way the media center was displayed online and issues with page changes not saving – looks like the problem is on our server.
- Listened to webinar about the Sustainable Communities Program through TVA with the ECD Director
- Created an online submittal form for the Employee of the Month Program. Citizens may nominate any employee, along with city staff and council members.
- Assembled briefing packets for City Commission meetings
- Assembled the monthly City Manager Report
- Made and approved numerous city website posts

## **New Business Licenses issued January 2014**

1. Six One Five Vapor, LLC                      213B South Main Street                      Nicole Antonutti  
239-8295                      opened: 1/6/14                      issued: 1/3/14
2. Canine Rehabilitation of Nashville      121 Two Mile Pike                      Rod Newman  
414-4867                      opened: 1/1/13                      issued: 1/07/14
3. Alcohol Detection Systems Inc                      111C East Ave                      Chris Stewart  
931-472-5881                      opened: 1/10/14                      issued: 1/10/14
4. Lava Trading Inc                      1034 Louisville Hwy                      Twana Ali  
732-3552                      opened: 02/01/14                      issued: 1/15/14

## **No Beer Permits Were Issued in January 2014**

# **Finance and Administration Monthly Report**

**January 2014**

## **FINANCE**

- Completed Payroll Quarterly report and State Unemployment report.
- Processed 1099's
- Met with Pinnacle Bank representatives and Parks Director and staff regarding possibility of accepting credit card payments via wireless process at certain outdoor Parks and Recreation special events.
- Attended Budget kick-off meeting for staff
- Worked on budget templates and distributed to department heads
- Met with Guy Patterson and Amy Murray to discuss Public Works and Utilities budgets

## **Human Resources**

- Printed W-2s on 1/9/14.
- Attended budget kickoff meeting 1/24/14.
- Helped MTAS and Spring Hill hire a Fire Chief, assessment center 1/28/14 and 1/29/14.
- Hired 1 PT Temporary employee in Records.
- No employees terminated during the month.
- Worker's Compensation accidents in the month: 0.
- Full-time employees: 126; Part-time employees: 22

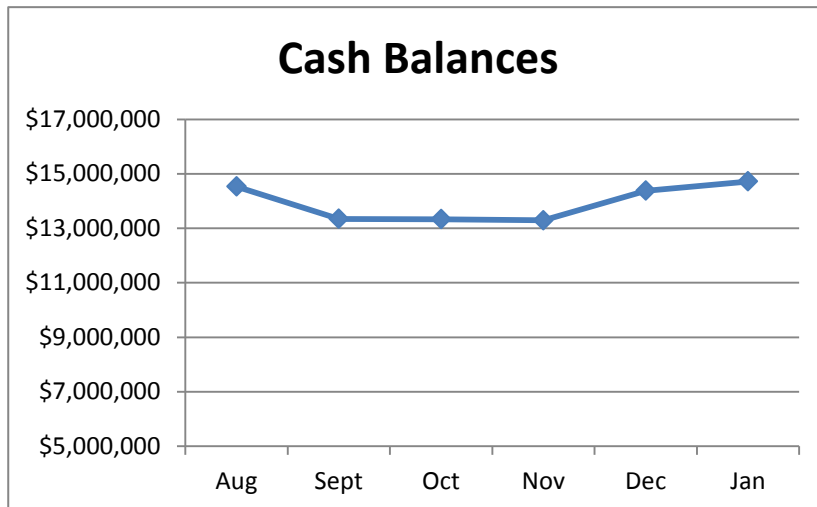
**City of Goodlettsville  
Financial Summary  
January 2014**

**UNASSIGNED FUND BALANCE**

Operating Fund	Ending Balance FY 13	Current Month	Budget 06/30/2014	Projected 06/30/2014	%
General Fund	2,758,012	1,980,340	1,719,377	1,719,377	16.15%
Sanitation	124,364	(16,239)	278,873	0	0.00%
Tourism	739,173	705,489	664,005	664,005	179.69%

**CASH IN BANK**

	Aug	Sept	Oct	Nov	Dec	Jan
General Fund	2,272,832	1,605,976	2,872,355	2,610,145	3,376,592	3,563,310
Bond Issue 2013	2,974,498	2,974,498	1,519,207	1,519,207	1,519,207	1,519,207
Sanitation	125,739	116,614	98,822	28,693	69,359	68,030
Tourism	661,026	667,144	594,411	593,836	605,387	601,151
Sewer	8,392,946	7,860,119	8,141,086	8,425,945	8,681,380	8,834,942
Stormwater	103,278	118,379	110,521	115,067	130,281	130,818
<b>Total Cash</b>	<b>14,530,319</b>	<b>13,342,730</b>	<b>13,336,403</b>	<b>13,292,893</b>	<b>14,382,206</b>	<b>14,717,458</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  
January 2014**

**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	323,229	1,892,016	3,784,032	3,935,000	(150,968)
	State Shared Tax	180,330	903,379	1,806,758	1,810,000	(3,242)
	Property Tax	534,439	2,227,760	4,249,428	4,249,428	0
	Court Fines/Fees	37,221	225,780	387,051	350,000	37,051
Tourism	Hotel/Motel Tax	27,346	261,215	447,797	425,000	22,797
Wastewater	Sewer User Fees	426,209	2,415,433	4,830,866	4,770,000	60,866
Sanitation	Sanitation Fees	59,181	293,344	586,688	738,000	(151,312)
Stormwater Utility	Stormwater Fees	16,459	87,996	175,992	320,000	(144,008)

Revenue Summary			
General Fund Collected YTD	6,255,189	Wastewater Fund Coll YTD	2,500,367
General Fund Target	12,932,528	Wastewater Fund Target	4,960,000
Difference	(6,677,339)	Difference	(2,459,633)
	48%		50%

**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	116,260	813,596	1,394,736	1,504,182	(109,446)
Community Development	31,961	254,582	436,426	524,982	(88,556)
Police	272,700	2,339,796	4,011,079	4,503,473	(492,394)
Fire	108,607	860,914	1,475,853	1,631,656	(155,803)
Hwys & Streets	67,009	527,011	903,447	2,057,388	(1,153,941)
Parks/Recreation	67,654	668,853	1,146,605	1,454,048	(307,443)
Police Drug Fund	249	2,150	3,686	20,857	(17,171)
Sanitation	68,308	448,322	768,552	771,648	(3,096)
Tourism	31,547	308,573	528,982	721,869	(192,887)
Wastewater	244,085	1,863,862	3,195,192	4,934,581	(1,739,389)

**FUND EXPENDITURE SUMMARY**

<u>Fund</u>	<u>Month</u>	<u>YTD</u>	<u>Target</u>	<u>% of Budget</u>
General	863,328	7,032,861	16,707,834	42.09%
Sanitation	68,308	448,322	771,648	58.10%
Wastewater	244,085	1,863,862	4,934,581	37.77%

MONTH OF JANUARY 2014

**MONTHLY MANAGEMENT REPORT**

**COURT**

NUMBER OF TICKETS ISSUED IN JANUARY 2014 - **638**

NUMBER OF DEFENDANTS APPEARING IN COURT

JANUARY 14, 2014	9:00 A.M.	<b>125</b>
JANUARY 14, 2014	1:00 P.M.	<b>42</b>
JANUARY 18, 2014	9:00 A.M.	<b>87</b>

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

JANUARY 18, 2014 1:00 P.M. **10**  
**CONTESTED COURT SESSION**

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

CODES **0**

MISDEMEANORS **0**

NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL **264**

EIGHT HOUR SCHOOL **2**

# Goodlettsville Police Department

## Chief Goodwin's Monthly Report

January 2014

On January 7th we attended a Neighborhood Watch Meeting at Rivergate Meadows Apartments. On January 8<sup>th</sup> I attended the Leadership Sumner Criminal Justice Day. On January 17<sup>th</sup> I met with Julie Russell of First state Bank about a possible future run. On January 23<sup>rd</sup> I attended Chief Steve Andersons Regional Law Enforcement meeting at the Music City Center. We also attended the Middle Tennessee GHSO meeting in White House on January 28<sup>th</sup>.

In review of the TIBRS data comparing January 2014 to January 2013 Crime Against Person decreased by 17%, and Crime Against Property decreased by 19% and overall we had a 17% decrease. Our UCR total for the year is a 12.68% reduction in UCR Crimes.

Our proactive efforts of our officers were very good for the month of January. As a result our officers made 1145 Traffic Stops and 25 Terry Stops. They made 70 Traffic Arrests and 7 DUI Arrests. They issued 41 Misdemeanor Citations, made 73 Misdemeanor Arrests and 28 Felony Arrests. They made 9 Juvenile Misdemeanor Arrests, 3 Juvenile Felony Arrest and issued 9 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 56 Warrant Service Attempts. They served 12 Felony Warrants and 45 Misdemeanor Warrants.

Our officers continue to check our neighborhoods, businesses and parks. They conducted 561 checks of neighborhoods, 472 businesses checks and 224 park checks. They had 861 Community Contacts.

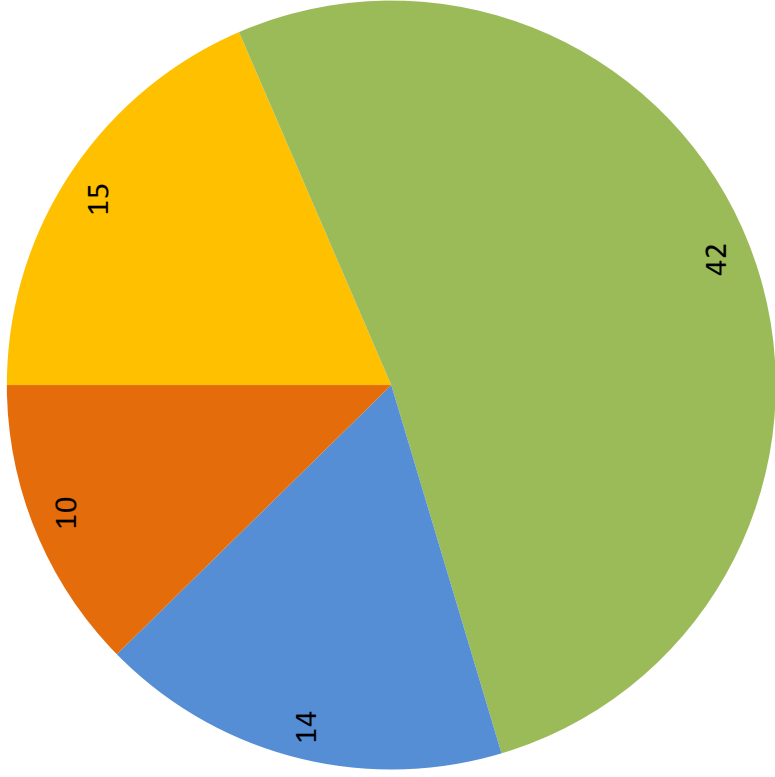
The January Officer of the Month was Charles Hauskin and the Communications officer of the Month is Rachelle Fulton. Rachelle immediately dispatched the description of a shoplifting suspect from a market on Louisville Highway. She gave the description prior to making the CAD entries which got information out to officers quicker. Officer Hauskin although finishing a traffic accident report jumped up on the interstate to see if he could locate the vehicle. Due to both of their efforts the vehicle was located and stopped by Officer Hauskin. Not only was the shoplifter arrested and merchandise recovered, but the driver had a revoked license. In addition he had seven outstanding warrants (2 felony warrants, 5 misdemeanor warrants) out of Robertson County.

<b>JANUARY</b>	<b>2014 Offenses</b>	<b>2013 Offenses</b>
<b>TIBRS Group A Offenses</b>	<b>Reported</b>	<b>Reported</b>
<b>Crimes Against Persons</b>	<b>24</b>	<b>27</b>
Murder	0	
Negligent Manslaughter	0	
Kidnaping/Abduction	1	
Forcible Rape	0	
Forcible Sodomy	0	
Sexual Assault W/Object	0	
Forcible Fondling	0	
Incest	0	
Statutory Rape	0	
Aggravated Assault	6	9
Simple Assault	14	17
Intimidation	3	1
Stalking	0	
<b>Crimes Against Property</b>	<b>64</b>	<b>79</b>
Arson	0	
Bribery	0	
Burglary	5	8
Counterfeiting/Forgery	2	3
Destruction/Damage/ Vandalism	5	10
Embezzlement	0	3
Extortion/Blackmail	0	
Fraud - False Pretenses	5	1
Fraud - Credit Card/ATM	0	1
Fraud - Impersonation	2	5
Fraud - Welfare	0	
Fraud - Wire	0	
Motor Vehicle Theft	2	3
Robbery	1	5
Stolen Property Offenses	0	1
Theft - Pocket-picking	0	
Theft - Purse Snatching	0	
Theft - Shoplifting	25	20
Theft From Building	6	8
Theft From Coin Machine	0	
Theft From Motor Vehicle	8	5
Theft of Motor Vehicle Parts	2	5
Theft - All Other Larceny	1	1
<b>Crimes Against Society</b>	<b>33</b>	<b>31</b>
Drug/Narcotic Violations	19	18
Drug/Narcotic Equipment Violations	12	9
Gambling - Betting/Wagering	0	
Gambling - Operating/Promoting	0	
Gambling - Equipment Violations	0	
Gambling - Sports Tampering	0	
Pornography/Obscene Material	0	
Prostitution	0	
Prostitution Assisting/Promoting	0	
Weapon Law Violations	2	4
<b>Total Group A Offenses</b>		
	<b>121</b>	<b>137</b>

# TRAFFIC CRASHES

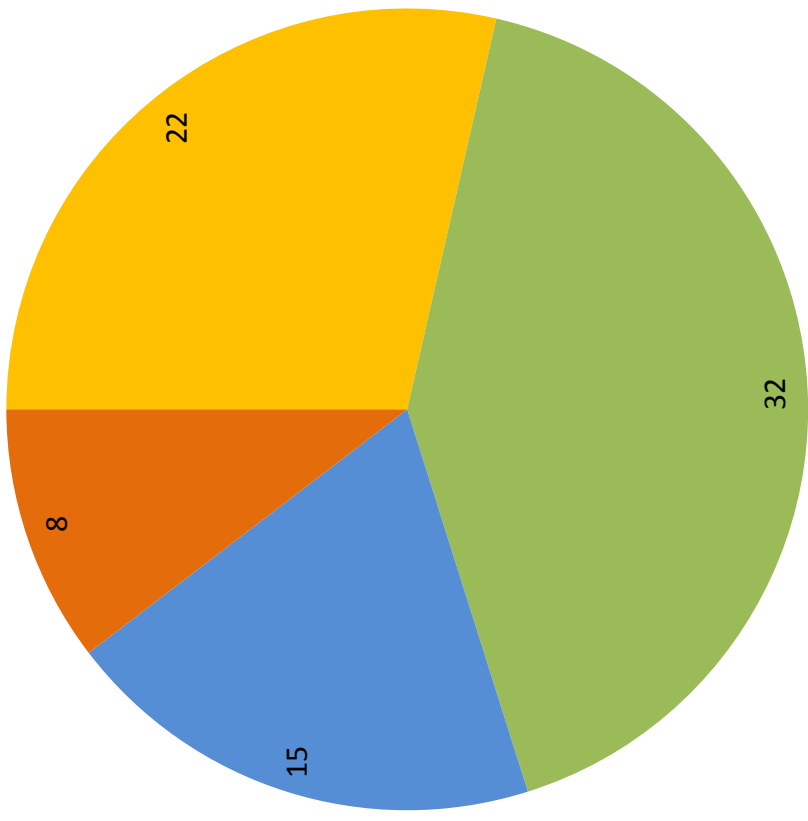
- Fatal
- Injury
- Property Damage
- Minor Damage
- Private Property

JANUARY 2014



**TOTAL REPORTS**  
81

JANUARY 2013



**TOTAL REPORTS**  
77

**Goodlettsville Police Department  
 JANUARY 2014 COMPSTAT  
 WEEKS 1 THRU 5**

	CURRENT		2014 YTD		2013 YTD		% change	2013 TOTAL
			YTD		YTD			
Murders	0		0		0		NC	0
Rape	0		0		0		NC	1
Robbery (Commercial)	1		1		4		-75.00%	13
Robbery (Street)	0		0		2		-100.00%	17
Aggravated Assault	2		2		9		-77.78%	36
Aggravated Assault - Dom Viol	3		3		0		NC	30
Burglary (Commercial)	2		2		1		100.00%	18
Burglary (Residential)	6		6		7		-14.29%	62
Auto Burglaries	7		7		12		-41.67%	86
Larceny	10		10		11		-9.09%	186
Shoplifting	29		29		22		31.82%	349
Motor Vehicle Theft	2		2		3		-33.33%	22
<b>Total Offenses</b>	<b>62</b>		<b>62</b>		<b>71</b>		<b>-12.68%</b>	<b>820</b>

## **Fire Department January 2014**

### **Summary of Month's Activities**

#### **Fire Operations**

The Department responded to 238 calls for service for the Month of January.

#### **Fire Administration**

- Several walk-in's for blood pressure check
- Attended Sumner EMA Emergency Communications and Response Hardened Facility.
- Attended Budget Kick off Meeting
- The Goodlettsville Fire Department has implemented an aggressive training plan to increase firefighter safety and efficiency. All firefighters have been certified by Lion Apparel Inc. to inspect and clean firefighting gear per NFPA 1500 safety standards.
- As part of the new Standard Operating Procedures initiative, a Safety Team was formed to develop an effective risk management plan for the department. Several new guidelines were written and put in place. Fire administration also established a committee to revise and implement new Standard Operating Procedures. The new SOP's are designed to improve department service to the citizens of Goodlettsville.
- The department, in collaboration with the City of Goodlettsville Communication Center and Davidson County Metro 911, evaluated and stream lined emergency dispatch and response times. This is an ongoing project that will maintain and develop further coordination between entities.
- ISO and NFPA require fire departments to have a pre-fire plan on all commercial occupancies. Therefore, in cooperation with Goodlettsville Codes and Building Safety Department, the Fire Department began the 2014 commercial pre-fire plan schedule.

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

- Fire Training Classes
- Fire Prevention Classes
- Vol State EMT Class

**Fire Inspection**

	<b>This Month</b>	<b>YTD</b>
Fire Investigations	1	1

**Public Fire Education**

	<b>This Month</b>	<b>YTD</b>
Participants	10	10
Education Hours	2	2
Number of Occurrences	2	2

**Fire Fighter Training**

**January Training:**

PS 001 Turnout Gear Performance Standard

Wildland Fire Behavior

PPE Cleaning and Inspection

SOP2003: Fire Hose Care, Maintenance and Testing

SOP 2001: Gear Inspection, Cleaning and Maintenance

**Training Plan for 2014:**

**2014 Skill and Drills Plan**

Jan- PPE, Turn-out gear

Feb- Mayday and FF disorientation Training, Tools and Equipment knowledge

March- 1¼ tactics, Fire Ground tactics, SCBA Donning and Doffing

April-Hotel Lay Tactics/ advancing a 2 ½, Hose streams, Hot Weather ops.

May-Hydraulics, Pump Panel Operations, MVA & MVA Safety

June-Ladder Truck Operations, TNT tools, Roof Top Recognition



July- Ground Ladder Operations, Roof top operations, Accountability/Mayday

August- Forcible entry, Power tools, Fans, Ventilation, VES Team Ops

September- EMS Safety, fire ground safety, Utilities, Disorientation Drill

October-Haz mat, Master Streams,

November- Cold weather Ops, Safe Driving, TIC training

December- Radio Procedures (emergency and Non-emergency) annual Territory/Hydrants Test

### **Implemented Performance Standards plan**

January – PS0001 Personal Protective Equipment

February- PS0002 MAYDAY

### **Fleet Maintenance**

0 Scheduled Services

18 Repairs

### **Special Projects**

Prepping the Command Post to get ready to post on GovDeals to sale

### **Outstanding Issues**

None

### **Cost Savings**

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

8 Building Repairs

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

**Jurisdiction** 19226

January 1, 2014 to January 31, 2014

**CATEGORY**    **TOTAL CALLS**

**Total Calls**    **238**

Structure Fires	1	Hazardous Calls	7
Vehicle Fires	2	Service Calls	20
Brush/Grass Fires	0	Good Intent Calls	19
Refuse/Rubbish Fires	0	Unintentional False	21
Other Fires	2	Other False	17

**Total Fires**    **5**

**Total False**    **38**

Rescue and EMS	146	Overpressure Rupture/Explosion - No Fire	3
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Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given			

Fire Service Injuries	0	<b>Fire Dollar Loss</b>	
Non-Fire Service Injury	0	Property	\$6500.00
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		

# Public Works Report – January 2014

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## SOLID WASTE:

- Convenience center solid waste collected: 47 tons
- Wood chips removed from lot: 600 cy
- Solid waste tonnage collected: 331 tons
- Street sweeping debris removed off of streets: 50 cy
- Recycled materials collected: 52.4 tons

## SEWER:

- Monthly equipment and daily pump station inspection, maintenance and repairs
- Monthly bioxide tank filling
- Bi-annual sampling
- Daily pump station, service connection, and manhole inspections
- Cleaned sewer line segments
- Cleaned wet well walls
- Construction and new segment inspections
- Rainfall for month: 2.94"

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	4	4
Culverts/Storm Drains Cleaned	100	100
Curb – Repair/Install/Remove	0	0
Dead Animal Pick-Up Requests	4	4
Drainage Inspection Requests	40	40
Driveway Permits Issued	0	0
Excavation/Street Cut Permits Issued	0	0
Exemption/Back Door Route Requests	0	0
Graffiti Removal Requests	0	0

Land Disturbance Permits Issued	0	0
Sanitation – Bulk Item/Junk Pick-Up Request	7	7
Sanitation – Cart Repairs	21	21
Sanitation – Second Cart Request	0	0
Signs Repaired/Installed (Street or Name)	100	100
Stormwater Inspections Performed	15	15
Stream and/or Tributary Clean-Up/Clean-Outs	0	0
Streets Paved	0	0
Streets Repaired (e.g., pothole)	10	10
Streets Striped	0	0
Tennessee One Calls	72	72
Traffic Signal Repair	5	5
Tree Trimming Requests	10	10
Vehicle Maintenance – Routine	30	30
Vehicle Maintenance – Unscheduled	55	55
Water Quality-Related Outreach Events	3	3

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

- Residential meetings and work to assist with drainage-related projects
- Daily underground storage tank testing
- Monthly fuel pump inspection and cleaning
- Stormwater manager’s meeting
- WKU/APSU/Vol State stream monitoring and assessments; macroinvertebrate survey analyses, outfall inventory
- Weekly departmental meetings and monthly staff safety meetings
- Bent street sign repair, new sign installations
- Drainage/street repairs finished within Windsor Green development
- Signal inspection, repair, and timing adjustments on LHP
- Submitted SRTS grant application
- Participated in various weather calls from NOAA
- Brine acquisition from Metro Nashville; brined and salted streets in advance of weather events
- Fleet software implementation workshop

- CMAQ pre-construction meeting; Notice to Proceed issued effective December 4, 2013.
- TEEX (Texas A&M University) Disaster Management Training
- Plans reviews provided from Planning Department
- Took delivery of wood grinder
- Stormwater educational outreach webinar
- Drainage law presentation
- 2014-2015 budget kick-off meeting
- MPO meeting
- Rivergate Parkway underpass lighting

### **CONTINUING PROJECTS:**

- 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)
- Upgrades to City's fueling system

# Parks, Recreation, and Tourism Monthly Report

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January 2014

## **ADMINISTRATION**

- Continued work on the LPRF grant for community center improvements and new playground at Peay Park.
- Met with Julie Russell from First State Bank to discuss partnership opportunities for a new 5K event.
- Worked with Sumner County Master Gardeners to create the 2014 Education Series.
- Participated in Parks Advisory Board Meeting.

## **PARKS DIVISION**

### **Projects**

- Finished painting sign at Visitor's Center and installed.
- Repaired middle bollard at quad.
- Put new heaters in chases at Pleasant Green and down at #1.
- Raised cleanout valve at #1
- Painted door frames, restrooms, and office at the Community Center.
- Installed door sweep at soccer restrooms to keep cold air out.
- Repaired water lines that froze up.
- Cleaned out shed and added shelves to reorganize equipment.
- Replaced 3 water lines at Pleasant Green in restrooms that frozen and busted.
- Met with 3 fence companies for new fence at the Community Center.
- Met with 3 concrete companies on getting prices for sidewalk to playground.
- Took main entrance sign down and painted it.
- Cleaned out some ditches at Moss-Wright.
- Cut up dead tree by dog park and hauled away.
- Worked on bid specs for concession and restroom trailers for football.

## **RECREATION DIVISION**

### **Report from the Special Events and Program Coordinator – Allison Baker**

- Attended website training with Mary Laine Hucks
- Met with Tim Ellis and Amy Mitchell to discuss plans for this year's Employee Picnic
- Attended staff meetings throughout the month

### **Special Events and Programs**

- The 2014 calendar was assembled this month. The calendar includes athletics, historic sites, teens and seniors, special events and programs, and Pleasant Green Pool.

### **Historic Sites**

- Ongoing meetings were held with Mansker's staff to prepare for April's Heritage Days. There are 18 demonstrators confirmed for the event. It will be held on Friday, April 11 and Saturday, April 12 from 9:00am-3:00pm on the Bowen House lawn. New additions to Heritage Days include

fireside pottery, sewing and quilting, toys of the 19<sup>th</sup> century, quill writing, and house tours. Marketing will begin in February.

- Bill Maddox, Jennifer Kirk, and I met with Historic Rock Castle and Travellers Rest this month. We are working with other historic sites to trade demonstrators for special events. Travellers Rest will be bringing their quill writing demonstration to Heritage Days and Mansker's will provide them with a woodworking demonstration for their Trades Festival in September.
- In February we are planning on setting up a roundtable with other historic sites in middle Tennessee. This group will create a master calendar of site events to try to prevent conflicting dates, work together in advertising our sites, trade demonstrators for special events, and also share ideas on what works and what doesn't for historic sites.
- Jennifer Kirk also planned the Tea Time schedule for the year. We will host one tea a month for five months starting in February. The themes include Doll Care, Cake Decorating, Etiquette, Literary, and American Girl. Registration opened this month for all teas and there is at least one person signed up for every tea.
- Mansker's Station treated its volunteers that served the site for more than 40 hours last year to lunch in January. There were four volunteers that met this criterion.

### **Marketing**

- Contacted Nashville Parent Magazine about upcoming programs and events
- Updated Facebook page
- Updated Mansker's Station website
- Added all of 2014 programs and events to Historic Sites calendar on website
- Sent Notify Me's, Emma's to the Historic Sites distribution list, and emails through our Active members list this month
- Established a Notify Me for Historic Sites
- Created a quarterly newsletter for Mansker's Station to be sent out in February
- Ordered banner to be placed in front of Community Center for Mother/Son Night

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

#### **Recreation**

- A Community Center staff meeting took place.
- Tot-Time ran throughout the month at the Community Center on Thursday mornings.
- Registration for: Daddy Daughter Dance, RockSTAR Music Education, Teddy and Me Tea, and A Magical Night for Mothers and Sons all began and were added to the Active Network.
- Futsal leagues finished playing games this month.
- The Caleb Patterson-Sewell Soccer Academy continued having indoor soccer training in the gym on Tuesdays and Fridays. Through our relationship with CPSSA we were able to set up an outdoor soccer camp in May at Moss-Wright Park. This camp will be conducted by professional soccer player Caleb Patterson-Sewell himself and staff of highly qualified coaches. We are also working out the details for an indoor camp to be held at the Community Center this summer.
- Men's Adult Church Basketball started and has been running very smoothly. The league will finish next month with a single elimination tournament.
- The concussion course, which is now required by state law for youth sports to be taken by coaches, was completed by all staff at the Community Center. This course will help everyone recognize the signs of a concussion and how to handle a situation where we might think someone has sustained a possible concussion during sports or open play.
- A separate location for the Girls Youth Volleyball ages 10 -12 and 13-15 was secured. The league will be playing at First Baptist Church in Goodlettsville for the spring season due to the scheduled construction at the Community Center.

## Maintenance

- Playground inspections were completed at Peay Park, Pleasant Green Park, and at Moss Wright Park.
- Fire extinguishers were checked at the Community Center and Pleasant Green Pool.
- Normal maintenance was performed throughout the month at the Community Center.
- Park staff painted door frames, doors, front desk area, and bathrooms in the Community Center.
- Neil Sweeny, from CES Duffield, and I met in regards to the pools energy efficiency and the most cost effective methods to make it better.

## Marketing

- The website was updated several times throughout the month with upcoming programs and events.
- The community center information sheet was created for the month of February.
- Upcoming activities were sent to the local papers.
- Notify Me was sent out multiple times advertising upcoming activities.

## Report from the Program Coordinator – Jennifer Spillers

### Senior Adult Programs

The Senior Spirits Newsletter is available online, the community center, and at the Goodlettsville Branch Library.

- For the month of January 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.
- Every senior must fill out the form before they participate in the Senior Program. Twelve new seniors joined the program on the month of January.
- We celebrated the monthly Birthday Club with Potluck and a delicious cake sponsored by Kroger in Goodlettsville.
- The Senior Center celebrated National Soup Month. The seniors shared and enjoyed their favorite cornbread and soup with other members.
- New games and cards were purchased for the monthly games and social time. The seniors loved the Jacks and Ball game; it brought back lots of memories from their past childhood.
- The seniors enjoyed the movie Florence Nightingale. The Goodlettsville Branch Library hosted the movie at their location. We have joined together for more upcoming movie dates. The next scheduled date is February 20, 12:30pm at the Delmas Long Community Center.
- The Senior Center offers a free Art class to seniors aged 60 and up on Wednesdays 9:00am – 11:30am. The Frist Center will bring in a trunk of displays and artwork. The Art class will paint and create art to take home. The Goodlettsville Branch Library has also sponsored this program.
- The craft class created a beautiful wind chime this month. The craft class meets twice a month. The next scheduled classes are February 3 and 24 at 10:30am. The fee is \$10.00 per craft.
- Every third Monday at 10:30am the Senior Center will offer a Jewelry Class for a fee of \$5.00 per person. The class put together a beautiful bracelet for the month of January.
- The seniors had fun with Bingo and Super Bingo this month. Thank you to our sponsor Julie Russell from First State Bank. The Bank donated very nice prizes and desserts for the seniors. Every senior received a prize and information on upcoming events in the community to give back. Ginger from First State Bank is scheduled to volunteer at the Teddy and Me Tea. Thank You First State Bank!
- The Senior Center is collecting canned food and change for the Help Center this month.
- A guest speaker from Avalon Hospice attended the Grief Session this month. The group shared many feelings and thoughts. The group participates and consoles each other very well.



- The van will not travel during the winter months. The Senior Center has a weather policy in place. When Sumner or Davidson County schools are closed the Senior Center will cancel the programs in the Senior Room.

### **Meetings**

- Jennifer Hunsicker from the Goodlettsville Branch Library and I met in regards to upcoming events for Seniors and Teens. Some great programs are scheduled for the summer, more details to come.
- Elmcroft Assisted Living and the Goodlettsville Senior Center will join together for a Sock Hop coming up in March.
- The programs for the Teens and Seniors have been added to the city website. The Senior Center has its own tab for access to an online monthly Newsletter. Flyers and information for upcoming events are available at the community center and library.
- The final details and vendors are all lined up for the Concert in February. Donna Backman from Careall has worked very hard to pull together a great upcoming concert.
- The 2014 senior and teen events and programs have been submitted to Amy Mitchell. The supervisors and programmers met in regards to the layout and responsibilities.
- Attended the monthly staff meeting at the community center.

### **Teens Programs**

- The Mayor's Top Teen is open for applicants through March 1. The forms are available on the city's website, Goodlettsville Branch library, and Delmas Long Community Center. The Mayor's Top Teen will be announced at the commissioners meeting on May 8. A ceremony is scheduled after the meeting hosted at the Delmas Long Community Center.
- The Goodlettsville Teen Advisory Committee is working on the upcoming ceremony for the Mayor's Top Teen.

# **COMMUNITY DEVELOPMENT DEPARTMENT**

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

**Monthly Management Report: January 2014**

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

Worked with a local industry in relation to possible expansion.

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.

Worked with consultant in regards to location and construction of new service oriented business.

Met with 2 local land owners and businessmen in regard to location of new facilities in the Goodlettsville area.

Worked with various commercial real estate agents and property owners in an effort to get information on available property and buildings to add to data base and city website.

Assisted local property owner in trying to market their property to a possible new business interest.

Met with new small manufacturer in order to aid in easy transition for the company to Goodlettsville.

Worked with commercial realtor and local property owner in regards to future development plans for a site in Goodlettsville.

Worked with consultant in regards to location of a new manufacturing facility in an existing building in the Goodlettsville area.

Met with local business in regards to possible expansion.

Made application to TVA in regards to possible participation in sustainability program.

Attended FEMA disaster preparedness training.

### **Meetings Attended**

City Commission

Planning Commission

Board of Zoning Appeals

Industrial Development Board

National Economic Development Association Board of Directors meeting

## **COMMUNITY DEVELOPMENT**

### **Planning Department**

**February 4, 2014**

#### **Ongoing Activities**

Numerous requests for information related to refinancing of properties in Goodlettsville.

Collection of information and data tied to ongoing developments.

Production of information and data needed for assembly of the monthly Planning Commission agenda.

Production of monthly staff report for the regularly scheduled Planning Commission meeting.

Responded to various requests for information pertaining to completion/implementation of approved plans.

#### **Meetings**

Attended various meetings concerning Goodlettsville's continuing participation in regional efforts:

- Goodlettsville Planning Commission

- Goodlettsville Board of Zoning Appeals

- Attended Technical Coordinating Committee meeting of the Nashville MPO

- Attended drainage law presentation by representative from MTAS







**City of Goodlettsville**  
**Project Status Update**  
**January 2014**

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

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

## EQUALIZATION TANK

Project Cost: \$6,997,142.30 **COMPLETED / CLOSED OUT**

Engineer / Architect / Consultant: CDM, Inc.

Contractor: W.L. Hailey, Inc.

Status: 100 % Complete

Completion Date: September 12, 2012

Notable outstanding issues:

1. A/E Firm has requested additional compensation.

## PHASE V SEWER REHABILITATION

Project Cost: \$4,427,954.34 **COMPLETED / CLOSED OUT**

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 / CLOSED OUT**

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: Notice To Proceed for design has been received from TDOT

Completion Date: To Be Determined

Notable outstanding issues: Completing Construction Plans in order to begin ROW Acquisition

## SIGNALIZATION & SYNCHRONIZATION IMPROVEMENTS

Project Cost: \$495,000.00

Engineer / Architect / Consultant: Gresham Smith and Partners

Status: Bids were opened on September 23, 2013

Completion Date: **Spring 2014**

Notable outstanding issues:



## Conference Drive / Vietnam Veterans Lighting Improvements

Projected Project Cost: \$700,000.00  
Engineer / Architect / Consultant: Booker Engineering  
Status: Awaiting Utility Clearance  
Completion Date: Bid Date April 2014  
Notable outstanding issues: **Accepting bids on April 4, 2014**

## Long Hollow Pike Street Lighting

Project Cost: \$70,000.00  
Engineer / Architect / Consultant: TBD  
Status: **Working through installation issues with NES**  
Completion Date: TBD  
Notable outstanding issues: First Portion of Street Lights have been installed

## Highway 41 & 31W Street Lighting

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

## RiverGate Parkway Improvements

Project Cost: \$1,000,000.00

Engineer / Architect / Consultant: Ragan - Smith

Status: Paving is 100% Complete, Landscaping 100% & Bids for Bridge Lighting will be opened on October 3, 2014

Projected Completion Date: Winter 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: Construction Plans 100% complete / Bids have been awarded

Completion Date: **Spring 2014, Project to begin March 10, 2014**

## Moss-Wright Park Lighting Replacement (Football)

Project Cost: \$225,000.00 **COMPLETED / CLOSED OUT**

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: Design of building within the flood plain has been determined to be cost prohibitive

Completion Date: April 2014

Notable outstanding issues: Bidding of Portable Facilities is currently being undertaken

## Stormwater Utility Study

Project Cost: \$100,000.00 Phase 1 COMPLETED  
\$ 37,180.00 Phase 2

Engineer / Architect / Consultant: AMEC, INC.

Status: Phase 1 100% Complete  
Phase 2 5% Complete

Completion Date: January 2014

Notable outstanding issues: None

## Sewer Interceptor

*(Elimination of the Crencor and Wynridge Pump Stations)*

Project Cost: \$250,000

Engineer / Architect / Consultant: GRW

Status: Currently procuring Sewer Easements

Projected Completion Date: Spring / Summer 2014

Notable outstanding issues: Negotiation of Sewer Easements

## FY 2013/2014 Street Paving & Lighting Program

Project Cost: \$700,000.00

Engineer / Architect / Consultant: None

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

Completion Date: Fiscal Year 2014

Notable outstanding issues: None

### Paved Streets:

1. RiverGate Parkway (Main Street to City Limits)
2. Dora Drive
3. NorthCreek Boulevard
4. Wyndom Court
5. Canton Court
6. Loretta Drive
7. Utley Drive
8. Lucien Drive

## Windsor Green Drainage Repair and Mitigation

### COMPLETED / CLOSED OUT

Project Cost: \$178,600.00 (Wiltshire Court) **COMPLETE**  
 \$ 73,550.00 (Habersham Court) 100% Complete

Engineer / Architect / Consultant: Brown Builders, Inc. Wiltshire Project

Status: Wiltshire 100% Complete  
 Habersham 100% Complete

Completion Date: October 1, 2013 for Wiltshire Project  
 December 15, 2013 for Habersham Project

Notable Outstanding Issues: None

## Moss-Wright Park Lighting Replacement (Football)

**Project Cost:** \$80,000.00

**Engineer / Architect / Consultant:** Internal

**Status:** **65% Complete**

**Completion Date:** March 2014

**Notable outstanding issues:** None