



November 20, 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 October, 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,

A handwritten signature in blue ink that reads "Timothy J. Ellis". The signature is written in a cursive style.

Tim Ellis, City Manager

City Hall • 105 S. Main Street • Goodlettsville TN 37072

Email: [tellis@cityofgoodlettsville.org](mailto:tellis@cityofgoodlettsville.org) • Phone: 615.851.2200 • Fax: 615.851.2212

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

# City Manager

## Management Report: October, 2014

### Legislative Accomplishments

- Board of Commissioners adopted the following ordinances:
  - Adopted Ordinance 14-822, an ordinance to amend Ordinance 14-814 by adopting property tax rates for the fiscal year July 1, 2014 through June 30, 2015 as certified by the State of Tennessee Comptroller's Office.
  - Adopted Ordinance 14-823, an ordinance to amend the Goodlettsville Municipal Code Title 2, Chapter 1, Section 102, Subsection 7 (a) as it relates to the meeting dates of the Parks, Recreation & Tourism Advisory Board.
- The Board of Commissioners also took action on the following resolutions:
  - Approved Resolution 14-607, a resolution authorizing the city manager to terminate a contract for Administrative Hearing Officer services.
  - Approved Resolution 14-608, a resolution authorizing the execution of an Inter-local Agreement with Metropolitan Government of Nashville and Davidson County as it relates to law enforcement assistance.
  - Approved Resolution 14-609, a resolution proclaiming November as Dollar General Month in the City of Goodlettsville in recognition of their 75<sup>th</sup> Anniversary.

### ○ Other Items Considered by the Board

- None

### Legislative Matters Forthcoming

- Amendment to the Municipal Code zoning map as it relates to Interchange overlay district.
- Approval of the Equalized Certified Tax Rate.
- Approval of various grants.
- Approval of an agreement with the White House Utility District as it relates to meter reading services.

## **Commissions and Boards**

- **Beer Board**

- Beer Board did not meet in the Month of October.

- **Planning Commission**

- Approved a request by Mary McWhirter, 2210 Crocker Springs Rd., Goodlettsville, TN 37072 to rezone property located at 458 Moss Trail, parcel 38 as shown on Davidson County Tax Map 26-9, by removing the Interchange Overlay (INT)
- Approved a request by HFR Design, 214 Centerview Drive, Suite 300, Brentwood, TN 37027 for approval of a site plan for a gymnasium addition to Metro Baptist Church, Davidson County property map 19-13 parcel 94, owned by Metro Baptist Church, 322 East Cedar Street, Goodlettsville, TN
- Approved a request by Ragan-Smith Associates, 315 Woodland Street, Nashville, TN for approval of a Town Place Suites hotel, Davidson County property map 26 parcel 102, owned by Dr. Anil Patel, 280 Warfield Boulevard, Clarksville, TN 37043
- Approved a request by Ragan-Smith Associates, 315 Woodland Street, Nashville, TN for approval of a Landscape Buffer and Amenities Center for Copper Creek Addition, Sumner County Tax Map 143, Parcels 22.01, 36, 36.01 and 37 owned by Phillips Builders, A Meritage Home Co., 3000 Business Park Circle #300, Goodlettsville, TN 37072

- **Board of Zoning Appeals**

- Approved a request by William L. Bryant, 305 Highland Heights Dr., Goodlettsville, TN 37072 for relief from requirement for a one car attached garage in the R-10 Medium Density Residential district for 141 and 143 Two Mile Pike as shown on parcels 69 and 153 as found on Davidson County property map 26-01.

- **Parks, Recreation & Tourism Advisory Board**

- The Parks, Recreation and Tourism Advisory Board met but did not consider any action items during the month of October.

## **Ongoing Work**

- Overall Capital Improvements Program.
- Main Street Enhancements.
- Metropolitan Planning Organization 2014 Call for Projects.
- Economic Development Projects.
- Selection of A/E firm for the Main Street Streetscape and Conference Drive Project.
- Senior Citizens Center construction.
- TownSquare.
- Conference / Vietnam Vets Lighting Improvements.
- Completion of the two-way radio communications within all departments of the city but most importantly public safety.
- The greenway / bike / pedestrian project has received notice to proceed right-of way.
- Sewer pump station elimination.
- City Ambassador Program.
- Vision / Strategic Plan.
- Streambank stabilization of Mankers and Madison Creeks.
- Traffic signalization timing and synchronization projects.
- Further implementation of Lean Government principles.
- City-wide Beautification.
- Utility Billing Start-up.

# Public Information Office/City Recorder

## Monthly Report – October 2014 Highlights

---

### ***News & Announcements***

- “Early Voting Locations for Sumner and Davidson County Residents”
- “Coming Up: Halloween Themed Programs & Events Topped off with the Annual Pumpkin Festival”
- “Traffic Signal Repair at Long Hollow and Cartwright Tomorrow”
- “Board of Commissioners Meetings Posted for Online Viewing”
- “City Manager’s Monthly Report for September 2014 is Posted”
- “Pumpkin Festival is Tomorrow Night at Moss-Wright Park”
- RSS feeds for the city calendar, board meeting agendas, and news & announcements set to shoot to facebook, twitter and the city’s mobile app news section
- Employee of the Month and Officers of the Month recognitions

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

- Attended Citizens Academy sessions for Police and Fire
- Met with Allison Baker to discuss the Administrative Assistant position
- Attended Stormwater Program Training hosted by Goodlettsville Public Works

### ***City Recorder/Admin***

- Aided Chamber of Commerce with set up for the political forum
- Worked with Town Planner calendar for the city’s sponsorships
- Pulled ordinances and resolutions for auditors
- Worked with the Court Clerk to set 2015 calendars for city admin facilities
- Fulfilled Public Information Request for SmartProcure
- Fulfilled Public Information Request for legal and restricted truck routes in the City
- Gathered quotes for Sumner County Council of Governments Awards Banquet
- Worked with Allison Baker to input benchmarking data into new Covalent software
- Assembled briefing packets for the two October commission meetings
- Drafted Board of Commissioners Meeting minutes for two October meetings
- Made website postings, mobile app agenda center uploads, and sent Notify Me emails of most recent meeting minutes and agendas for city boards
- Produced the City of Goodlettsville Newsletter for November/December
- Compiled the City Manager’s Monthly Report for September
- Performed website administrator job functions as needed: web postings and page reviews

NEW BUSINESS LICENSES ISSUED

OCTOBER 2014

1. TLC INVESTMENTS, LLC                    1244 GALLATIN RD.SOUTH  
    DBA/STONES RIVER ELECTRIC        OPENED 01/01/2014  
    JAMI HALL        (615) 885-0019                    LIC. ISSUED 10/01/2014
2. L & J MUFFLER & AUTO REPAIR 159 GLEAVES STREET  
    LIXIA DONG        (615) 512-0566                    LIC. ISSUED 10/06/2014
3. HAPPY ASIAN BISTRO, INC.                    919 CONFERENCE DRIVE  
    FENG GUAN LI (615) 859-9777                    LIC.ISSUED 10/15/2014
4. SMOTHERMAN PLUMBING                    411 BASS STREET  
    JERRY SMOTHERMAN        (615) 347-2495        LIC. ISSUED 10/15/2014
5. MTH MORTGAGE, LLC                    LIC. ISSUED 10/20/2014'  
    DEAN BLOXOM                    (480) 344-7402        LIC. ISSUED 10/22/2014
6. TENDER LOVING CARE SERVICES                    697 WINDSOR GREEN BLVD  
    DANIELL RENWICK                    (615) 926-7304        LIC. ISSUED 10/22/2014
7. NASHVILLE UPHOLSTERY LLC                    210 CONNELL STREET  
    CORINNA THOMPSON        (615)545-4316        LIC. ISSUED 10/27/2014
8. HAPPY ASIAN BISTRO, INC.                    919 CONFERENCE DRIVE  
    FENG GUAN LI                    (615) 859-777        LIC. ISSUED 10/27/2014

# **Finance and Administration Monthly Report**

**October 2014**

## **FINANCE**

- Participated in bi-weekly status call with Incode project manager, as well as internal staff, regarding the utility billing software implementation.
- Worked with Amy Murray and our three different utility districts on the utility billing implementation.
- Attended the TGFOA Annual Conference in Murfreesboro.
- Attended the TCMA Fall Conference in Gatlinburg .
- Filed the quarterly Payroll Tax and State Unemployment Returns
- Worked with auditors of Parker and Parker as they did field work for the City's annual audit.
- Participated in a training session with First Tennessee and Visa regarding Purchasing Cards.

## **Human Resources**

- October 15, flu shots with Walgreens. Cost savings from previous year.
- Met with retiree turning 65. Medicare supplement enrollment. October 16.
- Set up Engineer interviews. Oct 24-31.
- Email conversion to exchange, October 28.
- Created daily manual with key processes.
- Hired one part-time Historic Interpreter and two PT Dispatchers.
- One FT Parks Utility Worker quit.
- Worker's Compensation accidents in the month: no accidents for the month.
- Full-time employees: 128; Part-time employees: 27.

**City of Goodlettsville  
Financial Summary  
October 2014**

**UNASSIGNED FUND BALANCE**

Operating Fund	Current Month	Budget 06/30/2015	%
General Fund	2,272,060	3,502,058	65%
Sanitation	46,897	1,582	2964%
Tourism	379,794	346,178	110%

**CASH IN BANK**

General Fund	2,852,910
Sanitation	(62,620)
Tourism	400,179
Sewer	9,415,183
Stormwater	160,806
<b>Total Cash</b>	<b>12,766,458</b>

**SALES TAX COLLECTIONS**

	Sumner Current Year	Sumner Prior Yr	Davidson Current Yr	Davidson Prior Year	Total Current Year	Total Prior Year
Aug	40,852	38,028	301,966	300,541	342,818	338,569
Sep *	44,928	41,819	231,297	252,323	276,225	294,142
Oct *	38,647	38,605	224,144	282,741	262,791	321,346
Nov *					0	0
Dec *					0	0
Jan					0	0
Feb					0	0
Mar					0	0
Apr					0	0
May					0	0
Jun					0	0
<b>YTD</b>	<b>124,427</b>	<b>118,452</b>	<b>757,407</b>	<b>835,605</b>	<b>881,834</b>	<b>954,057</b>

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



*Governmental Revenues are typically received in arrears, i.e., July revenues are received in August. The revenues collected in July, were for the month of June, and were recorded in prior year financials.*

**City of Goodlettsville  
Financial Summary  
October 2014**

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	
General Fund	Revenues	725,996	2,280,663	13,068,078	17.45%
General Fund	Expenditures	1,651,685	4,337,523	14,569,946	29.77%
<b>Net Increase/Decrease</b>		<b>(925,689)</b>	<b>(2,056,860)</b>	<b>(1,501,868)</b>	
Sanitation Fund	Revenues	63,561	227,044	758,500	29.93%
Sanitation Fund	Expenditures	83,114	237,725	884,018	26.89%
<b>Net Increase/Decrease</b>		<b>(19,553)</b>	<b>(10,681)</b>	<b>(125,518)</b>	
Tourism	Revenues	46,428	184,716	477,400	38.69%
Tourism	Expenditures	44,611	162,937	659,957	24.69%
<b>Net Increase/Decrease</b>		<b>1,817</b>	<b>21,779</b>	<b>(182,557)</b>	
Sewer	Revenues	427,040	1,293,906	4,961,000	26.08%
Sewer	Expenses	269,213	661,472	5,313,065	12.45%
<b>Net Increase/Decrease</b>		<b>157,827</b>	<b>632,434</b>	<b>(352,065)</b>	
Stormwater Utility	Revenues	16,539	61,033	604,250	10.10%
Stormwater Utility	Expenses	9,127	22,512	690,463	3.26%
<b>Net Increase/Decrease</b>		<b>7,412</b>	<b>38,521</b>	<b>(86,213)</b>	

**OPERATIONS EXPENDITURE SUMMARY**

<u>General Fund Operating Dept</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Budget</u>
General Government	196,209	436,870	1,551,858	28%
Community Development	80,047	186,322	560,228	33%
Police	585,611	1,322,591	4,604,085	29%
Fire	234,658	563,658	2,357,812	24%
Hwys & Streets	302,695	612,328	1,909,056	32%
Parks/Recreation	154,718	424,966	1,545,404	27%

Goodlettsville Police Department  
Chief Goodwin's Monthly Report  
October 2014

On October 1st we participated in Touch a Truck at Rivergate Mall. On October 7<sup>th</sup> we hosted the Citizen's Leadership Academy. On October 9<sup>th</sup> we attended the first Charleston Square Neighborhood Watch meeting at the RGM sub-station. On October 20<sup>th</sup> we attended the Burton Heights Neighborhood Watch meeting. On October 23<sup>rd</sup> we attended the first Ivy Hills Neighborhood Watch meeting at the RGM sub-station. On October 28<sup>th</sup> we hosted a Cub Scout Troop at headquarters. We attended the Drug Task Force meeting on October 22nd. We participated in the Pumpkin Festival at Moss-Wright Park on October 31<sup>st</sup>.

In review of the TIBRS data comparing October 2014 to October 2013 Crime Against Person decreased from 28 to 20 a 25% decrease, and Crime Against Property increased from 82 to 94 an 12% increase and overall we had a 3% increase. Our UCR total for the year is a 4.05% reduction in UCR Crimes.

Our proactive efforts of our officers were very good for the month of October. As a result our officers made 1070 Traffic Stops and 11 Terry Stops. They made 94 Traffic Arrests and 12 DUI Arrests. From these Traffic Stops resulted 5 Felony charges, 103 Misdemeanor charges, and 19 warrants were served. They had 18 drug confiscations (11 from traffic stops). They issued 47 Misdemeanor Citations, made 59 Physical Arrests with 95 Misdemeanor charges and 11 Felony charges. They made 1 Juvenile Felony and 10 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 37 Warrant Service Attempts. They served 14 Felony Warrants and 26 Misdemeanor Warrants.

Our officers continue to check our neighborhoods, businesses and parks. They conducted 616 checks of neighborhoods, 568 businesses checks and 248 park checks. They had 965 Community Contacts.

The Communications Officer of the Month is Charlene Busta. On 10/9/14 she answered a call from a subject that was threatening to take her life. She kept the caller on the line, helped keep her calm and from harming herself. She was able to get her to put the weapon down and let responders know its location. She was able to keep the caller engaged while passing on valuable information that aided responders. Our Officer of the Month is Jeff Petty. He responded to information received by Sumner EMS that a juvenile was threatening to harm herself. Parents were not close when officers arrived and they decided to make entry. They discovered a subject standing on a crate with a chain around her neck. She stepped off the crate and he grabbed her. He held her up and removed the chain saving her life.



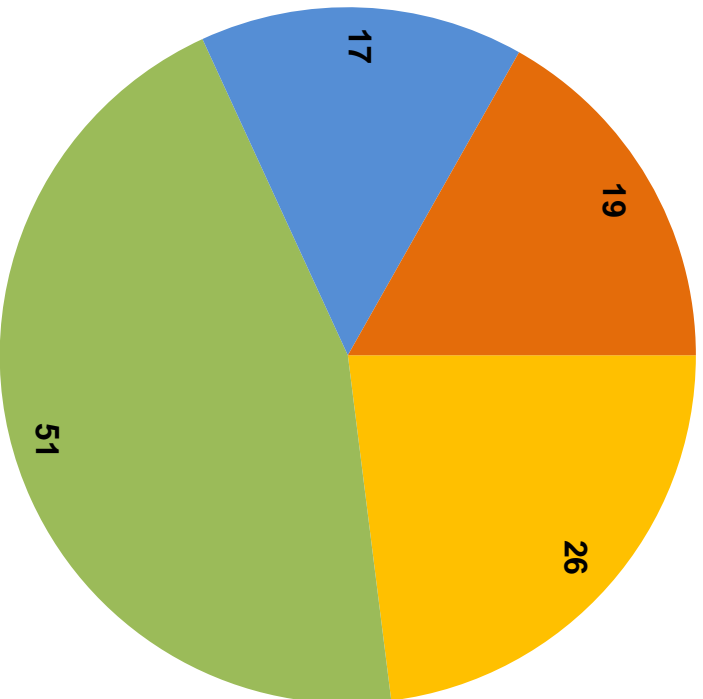
## OCTOBER TIBRS

### TIBRS Group A Offenses

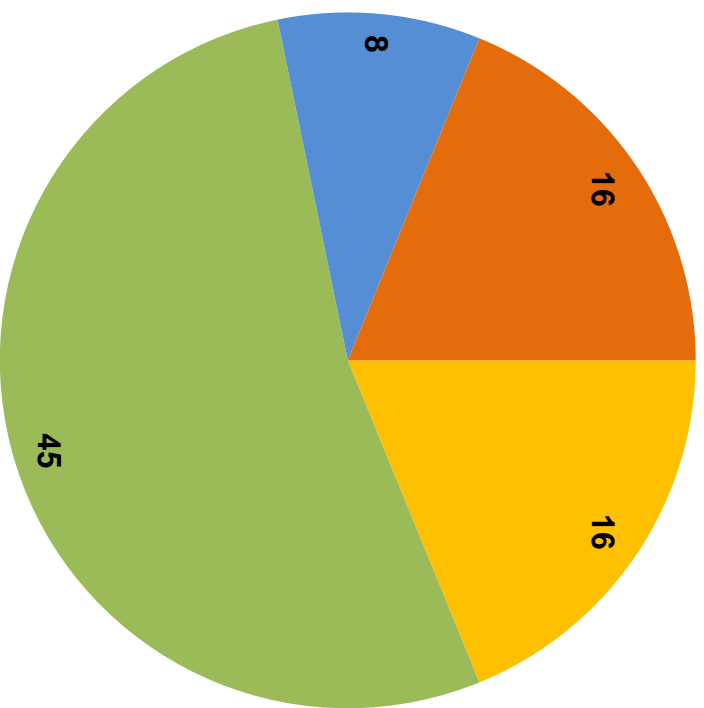
	2014 Offenses Reported	2013 Offenses Reported
<b>Crimes Against Persons</b>	<b>20</b>	<b>28</b>
Murder	0	0
Negligent Manslaughter	0	0
Kidnaping/Abduction	0	0
Forcible Rape	0	1
Forcible Sodomy	0	0
Sexual Assault W/Object	0	0
Forcible Fondling	0	0
Incest	0	0
Statutory Rape	1	0
Aggravated Assault	0	4
Simple Assault	13	17
Intimidation	6	6
Stalking	0	0
<b>Crimes Against Property</b>	<b>94</b>	<b>82</b>
Arson	0	0
Bribery	0	0
Burglary	8	8
Counterfeiting/Forgery	7	4
Destruction/Damage/ Vandalism	10	8
Embezzlement	2	3
Extortion/Blackmail	0	0
Fraud - False Pretenses	6	6
Fraud - Credit Card/ATM	0	0
Fraud - Impersonation	1	2
Fraud - Welfare	0	0
Fraud - Wire	0	0
Motor Vehicle Theft	3	2
Robbery	1	3
Stolen Property Offenses	0	0
Theft - Pocket-picking	0	0
Theft - Purse Snatching	0	0
Theft - Shoplifting	35	32
Theft From Building	8	3
Theft From Coin Machine	0	0
Theft From Motor Vehicle	6	3
Theft of Motor Vehicle Parts	2	3
Theft - All Other Larceny	5	5
<b>Crimes Against Society</b>	<b>19</b>	<b>30</b>
Drug/Narcotic Violations	13	15
Drug/Narcotic Equipment Violations	4	13
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	2
<b>Total Group A Offenses</b>	<b>133</b>	<b>140</b>

# OCTOBER CRASH REPORTS

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



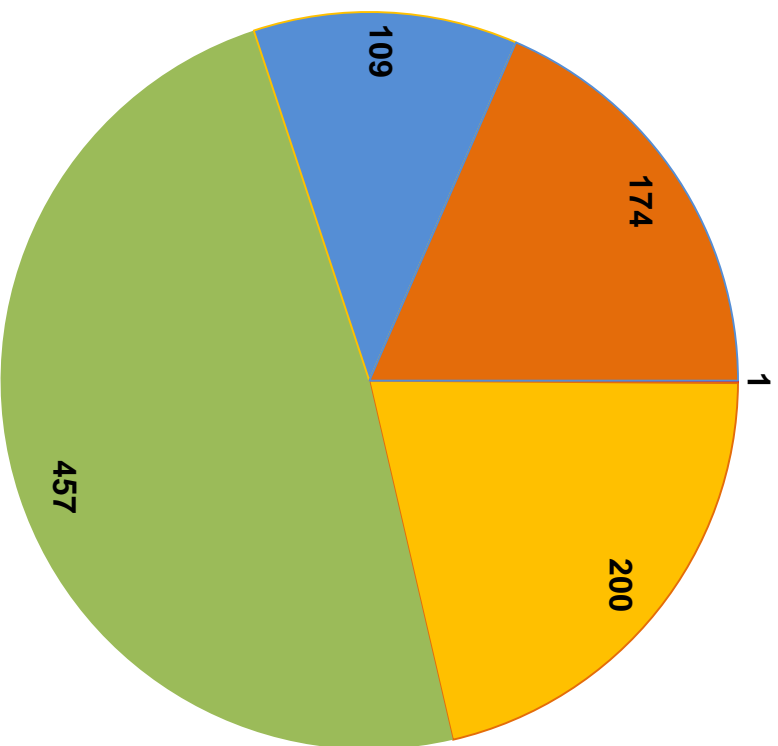
**2014 REPORTS**  
**113**



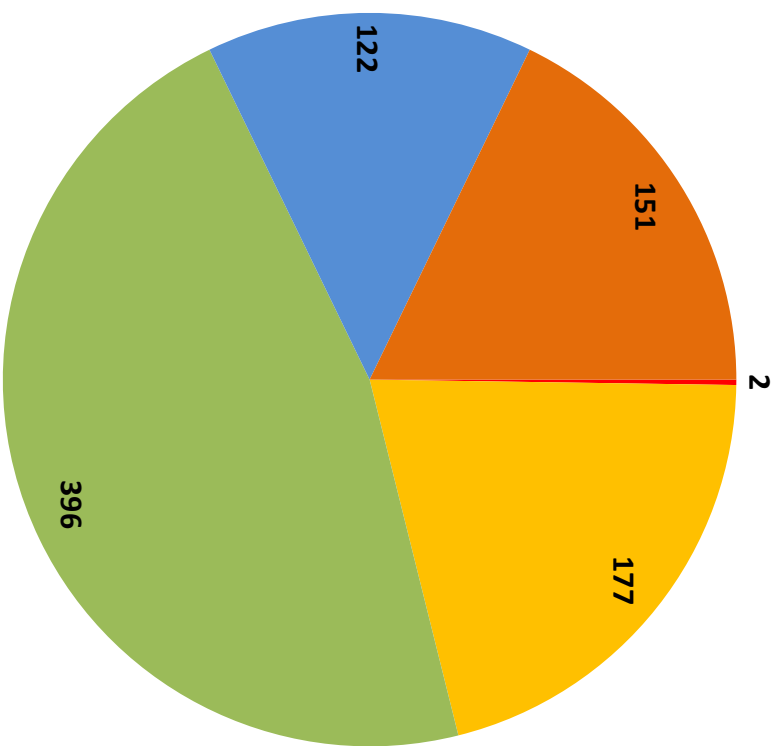
**2013 REPORTS**  
**85**

## YEAR TO DATE CRASH REPORTS

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



**2014 YTD**  
**941**



**2013 YTD**  
**848**



## OCTOBER COMPSTAT WEEKS 40 THRU 44

	CURRENT	2014 YTD		2013 YTD		% change	2013 TOTAL
Murders	0	YTD	1	YTD	0	NC	0
Rape	0	YTD	1	YTD	0	NC	1
Robbery (Commercial)	1	YTD	4	YTD	12	-66.67%	13
Robbery (Street)	0	YTD	9	YTD	15	-40.00%	17
Aggravated Assault	0	YTD	21	YTD	28	-25.00%	36
Aggravated Assault - Dom Viol	0	YTD	13	YTD	25	-48.00%	30
Burglary (Commercial)	4	YTD	14	YTD	17	-17.65%	18
Burglary (Residential)	4	YTD	43	YTD	51	-15.69%	62
Auto Burglaries	7	YTD	77	YTD	77	0.00%	86
Larceny	17	YTD	121	YTD	153	-20.92%	187
Shoplifting	39	YTD	319	YTD	288	10.76%	350
Motor Vehicle Theft	2	YTD	16	YTD	0	NC	23
<b>Total Offenses</b>	<b>74</b>	<b>TOTAL YTD</b>	<b>639</b>	<b>2013 YTD</b>	<b>666</b>	<b>-4.05%</b>	<b>823</b>

## **Fire Department October 2014**

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

#### **Fire Operations**

The Department responded to 250 calls for service for the Month of October.

#### **Fire Administration**

##### **Administration**

Firefighters use a self-contained Breathing Apparatus (SCBA) to enter into dangerous environments with safe breathing air. SCBA's have a life expectancy of ten years. Goodlettsville Fire Departments have reached the 10 year mark. The Fire Department began to collect data and information to begin the process of replacing Self-contained Breathing Apparatus SCBA's. Two different types of SCBA's have been evaluated. Cost and funding sources are being analyzed to choose the best option for Goodlettsville.

The Department has been reviewing pre-fire plans for local business and apartment complexes. Pre-fire plans are utilized as a tool to prepare firefighters for a successful response to potential hazards within the city. One of the goals of a pre-fire plan is to identify potential hazards for firefighters and citizens that structure fires might be prevented or effectively mitigated.

The Fire Department's officers began the process of developing the 2015 training plan. Officers are asked to analyze the training needs of their respective shift and the department as a whole. A comprehensive plan will be developed from their input to establish 2015 Skills and Drills training. The shift officer is also encouraged to seek out opportunities to augment the training for their shift

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

- Fire Training Classes
- Fire Prevention Classes

Fire Inspection

	This Month	YTD
Fire Investigations	1	5

Public Fire Education

	This Month	YTD
Participants	102	704
Education Hours	6	44
Number of Occurrences	4	31

Fire Fighter Training

**Training Plan for 2014:**

2014 Skill and Drills Plan

October Training:

Rapid Intervention Team

Down Firefighter drill

Pre-fire planning

Pump School at Tennessee State Fire Academy

**Training Plan for 2014:**

2014 Skill and Drills Plan

Jan- PPE, Turn-out gear

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

March- 1¾ tactics, Fire Ground tactics, SCBA Donning and Doffing

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

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

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



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

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

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

October-Haz mat, Master Streams,

November- Cold weather Ops, Safe Driving, TIC training

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

### **Implemented Performance Standards plan**

January – PS0001 Personal Protective Equipment

February- PS0002 MAYDAY

March- PS0003 1 ¾ hand line deployment/burst length,

PS0004 2 ½ hand line deployment/Hotel Pack

PS0005 SCBA

April- PS0006 Ladder Carry/ Saw operations

May- continue with PS006 Ladder Carry

June- PS006 Ladder Carry

### **Fleet Maintenance**

2 Scheduled Services

13 Repairs

### **Special Projects**

Gas Monitor Calibrate and Warranty work

### **Outstanding Issues**

### **Cost Savings**

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

6 Building Repairs

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

**Jurisdiction** 19226

October 1, 2014 thru 10/31/2014

**CATEGORY    TOTAL CALLS**

**Total Calls    250**

Structure Fires	0	Hazardous Calls	4
Vehicle Fires	1	Service Calls	19
Brush/Grass Fires	1	Good Intent Calls	23
Overpressure Rupture/Explosion - No Fire	2	System Malfunction, Malicious False	5
Refuse/Rubbish Fires	0	Unintentional False	4
Other Fires	4	Other False	7

**Total Fires    6**

**Total False    16**

Rescue and EMS	180	<i>(Vehicle Accidents with Injuries    21)</i>	Weather Related	0
----------------	-----	--	-----------------	---

Mutual Aid Received	9	Incidents with Exposures	0
Mutual Aid Given	56		

Fire Service Injuries	2	<b>Fire Dollar Loss</b>	
Non-Fire Service Injury	0	Property	\$2500.00
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 – October 2014

---

## **SOLID WASTE:**

- Convenience center solid waste collected: 52.12 tons
- Solid waste tonnage collected: 364.97 tons
- Street sweeping debris removed off of streets: 29.6 cy
- Recycled materials collected: 3.31 tons
- Wood waste removal: 220 cy
- PIT C&D: 1,120 cy

## **SEWER:**

- Monthly equipment and daily pump station inspection, maintenance and repairs
- Monthly bioxide tank filling
- TVing of line segments
- Daily pump station, service connection, and manhole inspections
- Cleaned sewer line segments
- Cleaned wet well walls
- Construction and new segment inspections, maintenance and repairs
- Training on manhole inspection and operating Ques TV truck
- Rainfall for month: 7.77"

Public Works Selected Performance Indicators	Total	YTD
Culverts/Storm Drains Cleaned/Swept	100	1000
Curb – Repair/Install/Remove	1	38
Driveway Permits Issued	0	0
Excavation/Street Cut Permits Issued	2	2
Exemption/Back Door Route Requests	1	5
Land Disturbance Permits Issued	2	5
Sanitation – Bulk Item/Junk Pick-Up Request	11	133
Sanitation – Cart Repairs	20	174
Sanitation – Second Cart Request	2	3

Signs Repaired/Installed (Street or Name)	30	290
Stormwater Inspections Performed	16	136
Stream and/or Tributary Clean-Up/Clean-Outs	0	5
Streets Paved	5	9
Streets Repaired (e.g., pothole)	8	103
Streets Striped	0	2
Tennessee One Calls	84	934
Traffic Signal Repair	20	109
Tree Trimming Requests	2	79
Vehicle Maintenance – Routine	11	196
Vehicle Maintenance – Unscheduled	12	437
Water Quality-Related Outreach Events	3	34

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

- Printed and mailed stormwater utility bills (commercial accounts)
- Conducted interviews for open positions
- Weather briefing, utility set-up, and APWA conference calls
- Drainage repairs throughout City
- Paved streets per paving contract
- Participated in weekly staff meetings
- Facilitated annual TCAPWA conference
- Hosted pre-construction meetings
- Hosted annual employee good housekeeping stormwater training
- Taught class at Volunteer State Community College
- Met with consultant to review Sewer corrective Action Plan, Phase 1
- Set up purchasing card program
- Employee attended TDEC Level 2 class
- Employees attended TAUD training
- New development/redevelopment plans reviews
- Took delivery of truck for sewer department and lighted message boards (state contract and annual bid items)

- Finalized contracts with Madison Suburban Utility District and Metro Water Services to provide billing information; working on contract with White House Utility District
- Replaced street signs with new HIP signage
- Repaired damaged guard rails
- Advertisement for claims-CMAQ project
- Consultant reviews-TDOT Local Programs projects-Conference Drive and Main Street
- Working with consultant and contractors to tweak signalization programming along Long Hollow Pike corridor
- Submission of benchmarking data
- Residential meetings on various concerns
- Daily underground storage tank testing
- Monthly fuel pump inspection and cleaning
- Weekly departmental meetings and monthly staff safety meetings
- Work alongside Parks to complete drainage projects
- Chamber of Commerce luncheon
- Traffic signal maintenance
- Participated in Planning Commission, Board work sessions and Board of Commission meetings
- Various meetings with residents and business owners
- Participated in annual Urban 5k Runoff
- Met with electronic recycling contractors
- Review stormwater utility appeals
- Draft of new stormwater ordinance

### **OUTSTANDING ISSUES:**

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

# Parks, Recreation, and Tourism Monthly Report

---

October 2014

## **ADMINISTRATION**

- Met with Rose Bruce to discuss marketing and branding for Goodlettsville Parks and Rec
- Attended the National Recreation and Parks Association Congress
- Finalized Eagle Scout Project completed by Sam Trenner
- Met with Kyle Dunn from HFR regarding Conceptual Design for Peay Park
- Met with Parks Board Chair, Frank Schmidt, to discuss Parks Board agenda
- Met with Lori Cordell to discuss the 2015 Swim Team
- Attended Parks Advisory Board Meeting
- Worked with Baldwin Design to create park map for Moss-Wright Park
- Held program meeting with Robbie Brigham and Jennifer Spillers
- Met with Mansker's Station staff to receive updates on sites
- Met with Maria Taylor, Sales with Marriott, about 2015 tournaments
- Coordinated vendors and staff for Pumpkin Festival

## **TOURNAMENTS, CAMPS, AND SPECIAL EVENTS**

- Freedom Farms Pet Celebration
- High School Football Game for Aaron Academy
- Living to Go 5K benefitting the Goodlettsville Help Center
- TSSAA Regional Cross Country Meet
- Ghost and Lantern Tour
- Nashville Spooktacular 3v3 Tournament
- Pumpkin Festival

## **PARKS DIVISION**

Delmas Long Community Center

- Took out and installed new dispenser for cleaning
- Speed buffed all the floors
- Cleaned windows, cleaned out maintenance room, dusted picture frames, and blew off playground twice a week
- Removed basketball goal from east end of gym

Moss-Wright Park

- Started the refurbishment of the Quad restroom by tearing out tile floor and rented scrubbing machine to remove grout and painting the upper part of walls and ceilings
- Cut Sycamore trees in creek
- Cut Redbud tree down at Bowen House
- Cut down Maple tree at front entrance of park that was damaged by storm and plan on replacing it
- Removed climbing rose bush down by field one.
- Blew irrigation out on all athletic fields.
- Prepared the soccer fields for the 3v3 tournament
- Installed 3 security lights at quad and 2 at the maintenance shop
- Pressure washed the athletic mowers
- Installed LED light on light pole at Bowen Campbell House
- Reorganized shop and locker room area
- Prepared the course for the Regions cross country meet.

- Pressured washed the maintenance shop
- Prepared the park for Pumpkin Festival

#### Pleasant Green

- Cut lower limbs on Bradford Pear trees
- Started painting the pool restrooms

### **RECREATION DIVISION**

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

##### **Recreation**

- The Adult Men's Open and Coed Open Fall Softball Leagues ended with a single elimination tournament.
- Adult Coed Indoor Volleyball matches ended with a single elimination tournament.
- Weekly staff meetings were attended at the Visitor's Center.
- Community Center Training Manual was worked on and submitted and passed out to staff.
- Interviews for the RSA position took place.
- Staff uniform shirts were ordered and picked up for the department.
- Winter Competitive Futsal League registration started and will end on November 9<sup>th</sup>.
- Winter Adult Men's Church Basketball League registration started and will end November 9<sup>th</sup>.
- Kid's Yoga class started this month in the Fitness Room.
- Tai Chi for Energy started in the Fitness Room.
- U10 Boys Futsal League was expanded to create space for more participants. The normal 32 participants filled in 10 days. The U10 Girls and U 12 Girls Leagues will be combined.
- Snapology Robots vs Zombies took place with 8 participants.
- Snapology Thankful for Minecraft class was set up to take place next month.
- Staff meeting about restructuring and upcoming programs was attended.

##### **Maintenance**

- Fire extinguishers were checked at the Community Center and Pleasant Green Pool.
- Pool maintenance was done to keep the pool ready to be winterized and covered.
- Madison Pools winterized and cover the pool for the winter.
- Gym baseboard was cleaned.
- A company came out and fixed leaks on the roof at the Community Center.
- Speed bumps, end caps, and hardware were purchased to be installed in front of the Community Center.
- Walked around the Community Center and Pleasant Green Pool with Brian and energy efficient guys from Trane to point out what they were looking for and answer any questions about the facilities.

##### **Marketing**

- Parks website was updated with new fitness activities in the new Fitness Room at the Community Center.
- Fliers were put at Moss-Wright Park and at the Community Center about activities.
- Schedules for the Fitness Room and Gym were produced, put online, and copies at the front desk are available.
- Activities were prepared and sent to the Nashville Parent
- A Notify Me was sent out about upcoming Fitness Room activities and Futsal Leagues.
- TV was purchased and hung in the front lobby of the Community Center to display fliers for upcoming events.

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

##### **Senior Adult Program**

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

- The Senior Spirits Tasty Tuesdays was sponsored by Vanco Healthcare & Rehabilitation, JennyKay Caregivers, Life Care Center of Old Hickory, CareAll and Ed Medical for the month of October. The sponsors provided the main entrée for everyone.
- The Seniors had a great time at the Sock Hop. They danced to music from the fifties and enjoyed each other's company. Many great memories were made at this Sock Hop. This group loves to dance and have fun.
- The Frist Center provided an Art Trunk for the Art class. They listen to the history given by Jessica Piper from the Goodlettsville Branch Library. The seniors created their very own masterpiece; all the supplies were provided by the Frist Center.
- Janet Duke from Rivergate Mall was the guest speaker this month. She provided a PowerPoint and information in regards to all the opportunities the mall offers. The seniors had great questions and were very interested in the presentation. Janet provided walking pedometer to all the seniors and provided great door prizes.
- The group had fun with the Spooky Bingo, many spooky prizes were given, which was sponsored by Kroger in Goodlettsville.
- The Halloween party was very memorable. We had a costume and dessert contest, the winners won very nice prizes provided by Wilson Bank & Trust and Kroger. Every senior left with a Halloween bucket filled with goodies.
- The seniors enjoyed the Magic Show by Rodney Kelley. He surprised them with live rabbits and birds. They had fun participating and volunteering.
- Popcorn and a Movie was October 16, the seniors watched Iron Lady. Next month on Thursday, November 20 the movie showing will be at the Goodlettsville Branch Library. The movie Squanto: A Warrior's Tale will begin at 12:30pm. The library is also providing a lunch for the seniors.
- We celebrated the monthly Birthday club with Potluck and a delicious cake sponsored by Kroger in Goodlettsville.
- The Book Club is discussing birds and enjoyed bird watching this month.
- Every senior must fill out a form before they participate in the Senior Program. Four new members joined for the month of October.
- The craft class designed Thanksgiving shirts for the month of October.
- The Senior Program had 74 hours from volunteers for the month of October.
- Dustin Wright from Avalon Hospice sponsored the Grief Session, the members really appreciate the service.
- The seniors went to the famous Miss Pattie's for great food and shopping. The trip was provided by Wilson Bank & Trust Travel.
- The van trip was to the Frist Center. The seniors got a guided tour and ate lunch at the Café.

### **Meetings**

- Attended a networking breakfast at Wynlands East.
- Attended meetings with Tina McDaniel from Elmcroft in regards to the upcoming partnerships.
- Attended a meeting with the staff at the Goodlettsville Branch Library in regards to upcoming events that we will partner together for the Fall and Winter.
- Attended the Seniors Health Expo, left with many contacts for future programs and events.
- Attended a meeting with Mary Henry from Wilson Bank & Trust in regards to the 2015 Travel Guide for future trips for the seniors.

### **Teens**

- The Goodlettsville Teen Advisory committee has been selected and met this month. The committee was informed of their responsibilities and information about the program was discussed.
- There are 14 committee members; the next meeting is November 6.
- The G-TAC already has five events planned, and 4 members volunteered at the Ghost and Lanterns event this month.



# **COMMUNITY DEVELOPMENT DEPARTMENT**

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

**Monthly Management Report: October 2014**

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

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

Worked with design and engineering team for new Hotel.

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

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

Introduced new Rivergate Mall manager to City employees and toured him through City Hall.

Met with a local developer in regards to the redevelopment of a property in Goodlettsville.

Met with a developer interested in establishing a new commercial development in Goodlettsville.

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

Worked with a residential developer in regards to future development plans for a site in Goodlettsville.

Marketed available properties to Real Estate consultants in attendance at the ICSC Southeast conference.

### **Meetings Attended**

Goodlettsville City Commission  
Goodlettsville Planning Commission  
Goodlettsville Board of Zoning Appeals  
Sumner County EDO meeting  
Nashville Chamber ECD Committee  
ICSC Southeast