



## *City Manager Report* *September 2013*

### **Contents:**

Monthly activities of City Manager and all departments, presented to the Goodlettsville Board of Commissioners and the citizens of Goodlettsville

### **Reporting Schedule:**

Published monthly on the City of Goodlettsville website and distributed at the fourth Thursday study session prior to the City Commission meeting

### **Distributed:**

October 24, 2013

### **Featured Picture:**

The 3<sup>rd</sup> annual Arts & Antiques Festival was held on Saturday, September 14 on the grounds in and around Goodlettsville City Hall and up and down Main Street. Festival goers enjoyed shopping, music, food and community at the event.



# Table of Contents: Monthly Reports by Division

**Message from the City Manager.....1**

## **Management**

- City Manager.....2-4
- Public Information Officer.....5
- City Recorder.....6

## **Finance & Administration Division**

- Finance, HR.....7-10
- Municipal Court.....11

## **Public Safety**

- Police.....12-15
- Fire.....16-19

## **Public Services**

- Public Works.....20-22
- Parks, Recreation & Tourism.....23-26

## **Community Development Services**

- Economic Development.....27
- Planning.....28
- Codes.....29-30

## **City Projects**

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



Tim Ellis, City Manager

September 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 September, 2013 City Manager's Monthly Report. I hope that you continue to stay informed on City issues and progress.

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

Sincerely,

Tim Ellis, City Manager

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

Email: [tellis@cityofgoodlettsville.org](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: September 2013

### Legislative Accomplishments

- Board of Commissioners adopted the following ordinances:
  - There were no ordinances adopted on final reading during the month.
- The Board of Commissioners also took action on the following resolutions:
  - Resolution No. 13-574, a resolution to set certain fees charged by the City of Goodlettsville for various municipal services.
  - Resolution No. 13-575, 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.
  - Resolution No. 13-576, a resolution authorizing The City of Goodlettsville to participate in the TML Risk Management Pool “Safety Partners” Loss Control Matching Grant Program.
  - Resolution No. 13-577, a resolution authorizing the City Manager to execute an intergovernmental cooperative purchasing cooperative purchasing agreement with U.S. Communities Governmental 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. 13-578, a resolution declaring certain property surplus to the needs of the City of Goodlettsville and calling for its disposal by donation to the Shackle Island Volunteer Fire Department.

### Legislative Matters Forthcoming

- Stormwater Utility Ordinance.
- Amendment to the Fiscal Year 2014 Budget
- Tax Free Capital Lease Purchase
- Street-side solicitation ordinance

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

- Approved agreement with Municipal Leasing Consultants for tax exempt capital lease purchase funding.

## **Commissions and Boards**

- **Beer Board**
  - There were no items for consideration by the Beer Board during the month of September.
- **Planning Commission**
  - Rejected a rezoning request of approximately .24 acres located at 127 Two Mile Pike from R-10 to Commercial.
- **Board of Zoning Appeals**
  - Approved a rear yard setback variance for Mr. William Carter, 203 New Brick Church Pike.

## **External Meetings**

- Attended a meeting of Metro sewer users in regards to the contractually mandated sewer rate study.
- Attended a meeting with the US Corps of Engineers in regards to certain flooding issues in Goodlettsville.
- Met with representatives of RiverGate Mall and various Chamber of Commerce members located north of downtown Nashville.
- Attended the Chamber of Commerce Board of Director's Meeting.
- Attended the monthly Chamber of Commerce luncheon.
- Attended the City Managers Association Conference.
- Attended opening meetings of Leadership Nashville.
- Met with owners of three businesses who are looking at expanding their operations.

## **Internal Meetings**

- Met with and conducted conference call in regards to the cities new 800mghz radio system.
- Met in regards to the OPEB Actuarial Study.
- Met with representatives of the Energy Review Committee.
- 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.
- Meeting video broadcasts.
- City-wide paving projects.
- City Strategic Plan Development.
- MTAS Benchmarking program.
- Departmental efficiency reviews.
- Moss-Wright Bathroom / Concessions Design & Construction.
- Main Street Enhancements.
- 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.
- Administrative Hearing Officer program.
- Streambank stabilization of Mankers and Madison Creeks.
- Departmental Transition Plans (Community & Economic Development).
- Traffic Signalization timing and synchronization projects.
- City-wide Beautification.
- Website Re-design.
- Delmas Long Community Center Project.
- Main Street Stakeholders Coalition.

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

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

- 9-10: “Presidential Proclamation - Patriot Day and National Day of Service and Remembrance”
- 9-12: “Ribbon Cutting and "Yappy Hour" Event for Fenway's Dog Park Expansion”

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

- Participated in a demo with the HR Director for the jobs module offered on our new website
- Employee picnic planning meetings
- Attended the monthly Goodlettsville Chamber luncheon
- Attended study sessions, and bi-weekly staff meetings

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

- Prioritized the findings from the Main Street Stakeholders meeting
- Worked with the mobile app developer and CivicPlus through issues with board meeting agendas not appearing correctly on the mobile app
- Worked on City of Goodlettsville website redesign project
- Work with the Arts and Antiques Committee on final event details
- Submitted Officers of the Month pictures
- Assembled briefing packets for August City Commission meetings
- Assembled the City Manager Report for July 2013
- Made and approved numerous city website posts
- Facebook updates
- Please note the change in my name and email address:

Mary Laine Hucks

[mlhucks@cityofgoodlettsville.org](mailto:mlhucks@cityofgoodlettsville.org)

## New Business Licenses issued September 2013

1. A Alluring Ambiance                      707 Rivergate Parkway #E                      Ramesh Desai  
239-8470                      opened: 9/10/13                      issued: 9/10/13
2. That Little Web Shop                      114 Copper Creek Dr                      Yumiko McCartney  
348-6654                      opened: 9/16/13                      issued: 9/17/13
3. Sai Ram 59 LLC dba MAGNUSON HOTEL   809 Wren Road                      Ron Pye  
859-1771                      opened: 7/1/13                      issued: 9/13/13                      NEW OWNERSHIP
4. Rivergate Enchanted Med Spa           439 N. Main Street                      Helen Perry  
859-9840                      opened: 7/12/12                      issued: 9/5/13
5. Tharp's    605 Elba Drive                                      Jonathan Tharp  
390-1264                      opened: 9/19/13                      issued: 9/23/13
6. Cumberland River Cruises           450 Cherokee Dock Road                      Jesse Caskey  
451-4001                      opened: 9/14/13                      issued: 9/23/13
7. Storywoods Art Center                      204 Rivergate Pkwy                              Steve Duffy  
496-2100                      opened: 10/1/2011                      issued: 09/23/13
8. Phillips Builders, LLC,                      3000 Business Park Circle Suite 300                      Randall Phillips  
859-0034                      opened: 7/06/06                      issued: 9/26/13
9. Flourgirls Inc                                      201 South Main Street                              Trish Golter  
859-5731                      opened: 2/12/09                      issued: 9/30/13



# Finance and Administration Monthly Report

September 2013

## FINANCE

- Met with Roger Lancina and Dell representative regarding government pricing and new products.
- Worked with Karen Stephens of Parker and Parker regarding our financial audit.
- Met with City Manager, Public Services Director and Lee Davidson of Lose and Associates regarding Greenway project.
- Met with CapRisk regarding their recent actuarial review of our OPEB (other post retirement benefits, or health insurance).
- Attended the Sumner County Council of Governments meeting in Gallatin with the Mayor.
- Met with representative from Brazos (Electronic ticket writing) who will be servicing our account/project going forward, post-implementation.
- Worked on possible lease for the acquisition of several items of equipment included in the FY 2014 budget; as well as the possibility of financing the purchase of a wood grinder.
- Continued work on the City's Benchmarking project.
- Ended the month having received the Davidson County Property Tax files, and waiting to receive the Sumner County files in preparation of mailing notices to the residents.

## July 2013 (continued)

### Human Resources

- 9/9/13 assisted with Police Sergeant promotional board.
- 9/20/13 met with GASB actuarial study provider – CapRisk.
- Hired 2 FT and on PT dispatcher.
- Jason Stambaugh quit to work for Metro.
- Worker's Compensation accidents in the month: 0 accidents

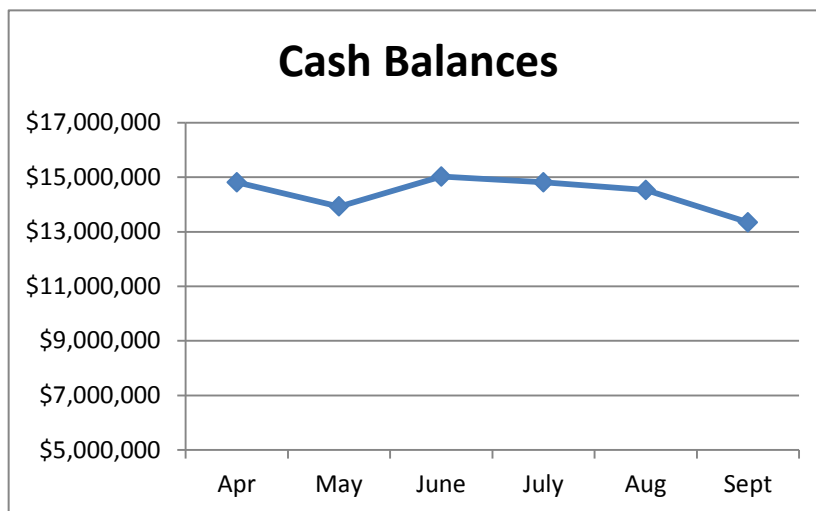
**City of Goodlettsville  
Financial Summary  
September 2013**

**UNASSIGNED FUND BALANCE**

Operating Fund	Ending Balance FY 13	Current Month	Budget 06/30/2014	Projected 06/30/2014	%
General Fund	2,758,012	1,244,788	1,719,377	1,719,377	16.15%
Sanitation	124,364	39,586	278,873	278,873	31.45%
Tourism	739,173	753,538	664,005	664,005	179.69%

**CASH IN BANK**

	Apr	May	June	July	Aug	Sept
General Fund	3,202,155	2,380,829	3,514,876	2,377,902	2,272,832	1,605,976
Bond Issue 2013	2,973,925	2,974,263	2,974,498	2,974,498	2,974,498	2,974,498
Sanitation	187,328	179,853	184,548	173,317	125,739	116,614
Tourism	757,967	737,573	720,525	698,935	661,026	667,144
Sewer	7,604,681	7,580,358	7,521,011	8,497,003	8,392,946	7,860,119
Stormwater	83,285	72,373	108,642	88,272	103,278	118,379
<b>Total Cash</b>	<b>14,809,341</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>



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  
September 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	293,724	631,912	3,791,472	3,935,000	(143,528)
	State Shared Tax	126,793	272,386	1,634,316	1,810,000	(175,684)
	Property Tax	8,170	32,304	4,249,428	4,249,428	0
	Court Fines/Fees	26,874	96,341	385,364	350,000	35,364
Tourism	Hotel/Motel Tax	39,358	127,494	509,976	425,000	84,976
Wastewater	Sewer User Fees	422,078	848,546	5,091,276	4,770,000	321,276
Sanitation	Sanitation Fees	58,040	116,092	696,552	738,000	(41,448)
Stormwater Utility	Stormwater Fees	16,278	23,014	138,084	320,000	(181,916)

Revenue Summary						
General Fund Collected YTD		1,403,956	Wastewater Fund Coll YTD		881,827	
General Fund Target		12,932,528	Wastewater Fund Target		4,960,000	
Difference		(11,528,572)	Difference		(4,078,173)	
		11%			18%	

**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	125,642	266,626	1,066,504	1,504,182	(437,678)
Community Development	37,098	88,802	355,208	524,982	(169,774)
Police	362,987	824,901	3,299,604	4,503,473	(1,203,869)
Fire	128,303	314,702	1,258,808	1,631,656	(372,848)
Hwys & Streets	93,207	595,311	1,943,734	2,057,388	(113,654)
Parks/Recreation	112,637	284,279	1,137,116	1,454,048	(316,932)
Police Drug Fund	388	758	3,032	20,857	(17,825)
Sanitation	74,200	151,323	605,292	771,648	(166,356)
Tourism	68,996	117,613	470,452	721,869	(251,417)
Wastewater	932,797	1,109,160	4,436,640	4,934,581	(497,941)

**FUND EXPENDITURE SUMMARY**

<u>Fund</u>	<u>Month</u>	<u>YTD</u>	<u>Target</u>	<u>% of Budget</u>
General	1,718,768	2,917,180	11,668,720	25.00%
Sanitation	74,200	151,323	771,648	19.61%
Wastewater	932,797	1,109,160	4,934,581	22.48%

MONTH OF SEPTEMBER 2013

**MONTHLY MANAGEMENT REPORT**

**COURT**

NUMBER OF TICKETS ISSUED IN SEPTEMBER 2013 - **643**

NUMBER OF DEFENDANTS APPEARING IN COURT

SEPTEMBER 10, 2013	9:00 A.M.	<b>160</b>
SEPTEMBER 10, 2013	1:00 P.M.	<b>59</b>
SEPTEMBER 17, 2013	9:00 A.M.	<b>35</b>
TOTAL FOR MONTH		<b>254</b>
SEPTEMBER 17, 2013	1:00 P.M.	<b>28</b>
<b>CONTESTED COURT SESSION</b>		

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

CODES	<b>2</b>
MISDEMEANORS	<b>0</b>

NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL	<b>103</b>
EIGHT HOUR SCHOOL	<b>2</b>

## Goodlettsville Police Department

### Chief Goodwin's Monthly Report

September 2013

On September 14th we assisted with the Arts & Antiques Festival that was a great event.

In review of the TIBRS data comparing September 2012 to September 2013 Crime Against Person was reduced by 16%, and Crime Against Property was reduced by 22% and we had an overall decrease of 21%. Our UCR total YTD is a 23% reduction in Part One Crimes.

Our proactive efforts of our officers were very good for the month of September. As a result our officers made 1078 Traffic Stops and 13 Terry Stops. They made 59 Traffic Arrests and 8 DUI Arrests. They issued 71 Misdemeanor Citations, made 47 Misdemeanor Arrests and 17 Felony Arrests. They made 1 Juvenile Felony Arrest, 10 Juvenile Misdemeanor Arrests, and issued 3 Juvenile Citations.

The other part of the strategy involves serving outstanding warrants. Persons with outstanding warrants have already proven a proclivity for involvement in criminal activity. By arresting them for their outstanding warrants we prevent their opportunities for committing crime. During the month they made 14 Warrant Service Attempts. They served 6 Felony Warrants and 13 Misdemeanor Warrants.

Our officers continue to check our neighborhoods and our businesses. They conducted 871 checks of neighborhoods and 896 businesses. We found several businesses with unlocked doors and secured them.

The September Officers of the Month were Stephen Hodges, Daniel Knalls and Matt Shoemsmith. These officers apprehended four individuals that were responsible for the theft of over \$2,500.00 of merchandise from Victoria's Secret as well stolen property from other stores. Through their efforts all the stolen merchandise was recovered and there were 2 charges of Felony Theft, 2 charges of Misdemeanor Theft, 2 charges of Possession of Burglary Tools, 2 charges for Simple possession, 2 charges Resisting Stop/Frisk, 1 charge of Criminal Trespass.

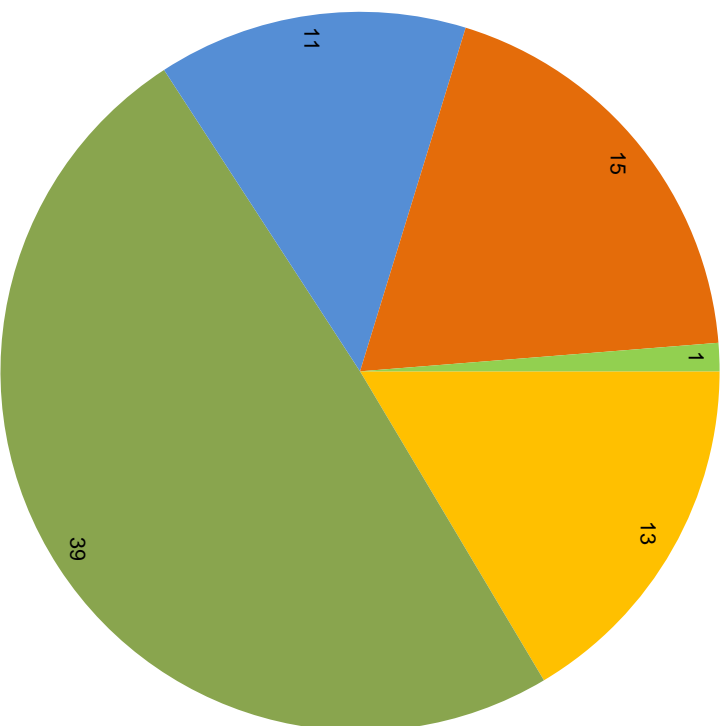
**SEPTEMBER TIBRS  
OFFENSES REPORTED**

TIBRS Group A Offenses	2013	2012
<b>Crimes Against Persons</b>	<b>20</b>	<b>24</b>
Murder	0	0
Negligent Manslaughter	0	0
Kidnaping/Abduction	1	0
Forcible Rape	0	0
Forcible Sodomy	0	0
Sexual Assault W/Object	0	0
Forcible Fondling	0	0
Incest	0	0
Statutory Rape	0	0
Aggravated Assault	5	6
Simple Assault	12	15
Intimidation	2	3
Stalking	0	0
<b>Crimes Against Property</b>	<b>89</b>	<b>115</b>
Arson	0	0
Bribery	0	0
Burglary	8	13
Counterfeiting/Forgery	2	2
Destruction/Damage/ Vandalism	8	9
Embezzlement	0	0
Extortion/Blackmail	0	0
Fraud - False Pretenses	6	2
Fraud - Credit Card/ATM	2	0
Fraud - Impersonation	4	1
Fraud - Welfare	0	0
Fraud - Wire	0	0
Motor Vehicle Theft	0	2
Robbery	5	4
Stolen Property Offenses	0	0
Theft - Pocket-picking	0	0
Theft - Purse Snatching	0	0
Theft - Shoplifting	31	38
Theft From Building	11	9
Theft From Coin Machine	0	0
Theft From Motor Vehicle	3	18
Theft of Motor Vehicle Parts	5	8
Theft - All Other Larceny	4	9
<b>Crimes Against Society</b>	<b>26</b>	<b>5</b>
Drug/Narcotic Violations	15	4
Drug/Narcotic Equipment Violations	10	1
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	1	0
<b>Total Group A Offenses</b>	<b>135</b>	<b>144</b>

# TRAFFIC CRASH REPORTS

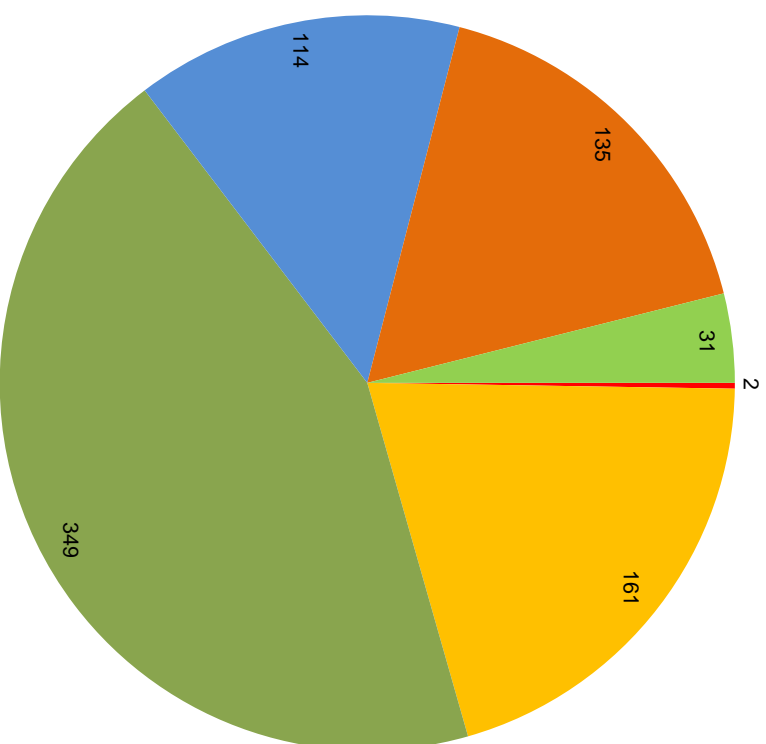
- Fatal
- Injury
- Property Damage
- Minor Damage
- Private Property
- Delayed

SEPTEMBER 2013



TOTAL REPORTS 79

2013 YTD TOTAL



TOTAL REPORTS 792



**Goodlettsville Police Department  
SEPTEMBER 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	12	YTD	15	-20.00%	19
Aggravated Assault	1	YTD	23	YTD	28	-17.86%	34
Aggravated Assault - Dom Viol	5	YTD	22	YTD	17	29.41%	21
Burglary (Commercial)	3	YTD	16	YTD	24	-33.33%	27
Burglary (Residential)	4	YTD	44	YTD	81	-45.68%	104
Auto Burglaries	2	YTD	72	YTD	122	-40.98%	144
Larceny	18	YTD	142	YTD	165	-13.94%	203
Shoplifting	31	YTD	251	YTD	314	-20.06%	425
Motor Vehicle Theft	0	YTD	18	YTD	19	-5.26%	23
<b>Total Offenses</b>	<b>69</b>	<b>TOTAL YTD</b>	<b>612</b>	<b>2012 YTD</b>	<b>801</b>	<b>-23.60%</b>	<b>1018</b>

# Fire Department September 2013

## Summary of Month's Activities

### Fire Operations

The Department responded to 233 calls for service for the month of September.

### Fire Administration

- Several walk-in's for blood pressure check
- Two re-certified EMT License
- Attended meeting on plans for the City Picnic
- Fireman's Foam for students at Madison Creek Elementary School
- Chief and Brenda Bell Interviewed with MTAS regarding the hire of a Deputy Chief.
- Dean Birdwell and Mac Lassiter attended a work session for the Target Safety Program at Sumner County EMS.
- Twelve Stones Women's Club and Ladies from Corner Stone Church brought dinner for Firemen.
- Golf Tournament held at Twelve Stones Crossing Golf Club; proceeds to benefit the Children's Fund.

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	1	6
Plat/Plan Review	1	1

### Public Fire Education

	<b>This Month</b>	<b>YTD</b>
Participants	30	199
Education Hours	2	29
Number of Occurrences	1	15

**Fire Fighter Training**

**Training Hours for September 2013**

**Administrative Summary - September**

**Assignments**

**Completions (September 1-30)**

Users with completions:	9	33%
Total completions:	35	

**Overdue Assignments (as of September 30)**

Users with assignment(s) that are overdue:	0	0%
Total overdue assignments:	0	

**No Assignments (as of September 30)**

Users with no assignments:	27	100%
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**Users**

**Log-ins (September 1-30)**

Users who have logged in:	6	22%
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**Credentials**

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

**Jurisdiction** 19226

September 1, 2013 thru September 30, 2013

**CATEGORY    TOTAL CALLS**

**Total Calls    233**

Structure Fires	0	Hazardous Calls	5
Vehicle Fires	1	Service Calls	18
Vegetation Fires	0	Good Intent Calls	23
Refuse/Rubbish Fires	2	Malicious False	0
Other Fires	0	Other False	11

**Total Fires    3**

**Total False    11**

Rescue and EMS	173
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Mutual Aid Received	2	Incidents with Exposures	0
Mutual Aid Given	33		

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

**Fleet Maintenance**

1 Scheduled Service

27 Repairs

**Special Projects**

Emissions Testing

Golf Tournament for the Kids Christmas

Ladder Test

Fireman's Foam and Fire Prevention at Madison Creek Elementary

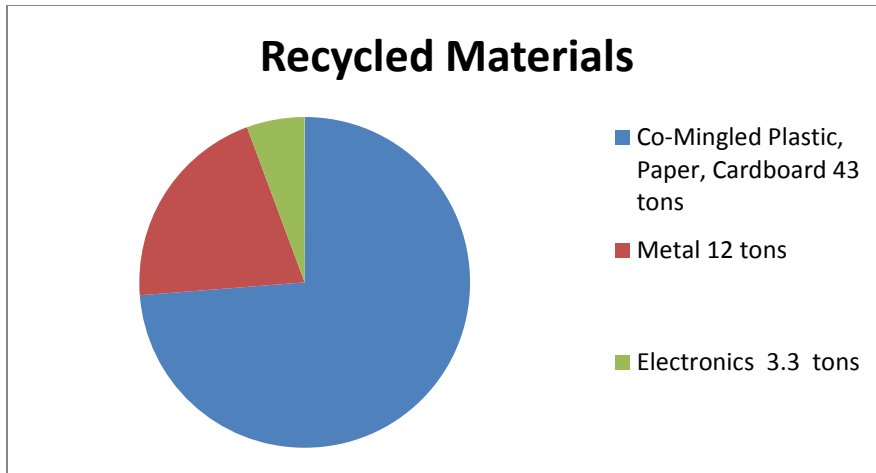
Beech High School and Goodpasture High School use maintenance building to build Homecoming Floats

In-Service Class

# Public Works Report – September 2013

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## SOLID WASTE:



- Convenience center solid waste collected: 36 tons
- Wood chips removed from lot: 120 cy
- Solid waste tonnage collected: 323 tons

## SEWER:

- Monthly equipment and daily pump station inspection, maintenance and repairs
- Monthly biocide 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
- Manhole maintenance/repair throughout Page Heights neighborhood
- Rainfall for month: 3.67"

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	4	34
Culverts Cleaned	15	143
Curb – Repair/Install/Remove	10	45
Dead Animal Pick-Up Requests	0	17
Drainage Inspection Requests	30	160
Driveway Permits Issued	0	1
Emissions Testing/License Plates for Vehicles	6	12
Excavation/Street Cut Permits Issued	1	4
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	6	80
Sanitation – Cart Repairs	40	343
Sanitation – Second Cart Request	0	2
Signs Repaired/Installed (Street or Name)	15	198
Snow Removal – Number of Storms	0	4
Storm Drains Repaired or Replaced	2	24
Stormwater Inspections Performed	40	287
Stream and/or Tributary Clean-Up/Clean-Outs	1	3
Streets Paved	0	10
Streets Repaired (e.g., pothole)	20	109
Streets Striped	3	21
Tennessee One Calls	107	794
Traffic Signal Repair	10	107
Tree Trimming Requests	3	30
Vehicle Maintenance – Routine	35	383
Vehicle Maintenance – Unscheduled	50	558
Water Quality-Related Outreach Events	3	31

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

- Working alongside AMEC to finalize development of stormwater utility, ordinance structure, etc.; public meeting
- 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
- Installation of traffic signs and street name signs on Rivergate Parkway
- Stormwater Managers meeting
- WKU/APSU/Vol State stream monitoring and assessments; macroinvertebrate survey analyses
- 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
- Milled and paved City streets
- Staff attended APWA National Convention
- Bid openings for approved equipment

#### **CONTINUING PROJECTS:**

- Retroreflectivity survey
- Fleet system implementation
- Bent sign inventory repair
- CMAQ projects (Long Hollow Pike synchronization, pedestrian crossing at Moss-Wright, and traffic signal installation at Madison Creek Road)
- Stormwater Utility
- Working with TDOT hydrology at I-65/LHP



# Parks, Recreation, and Tourism Monthly Report

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September 2013

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

- Hosted the fall TUSC tournament
- Hosted a wedding at the Bowen House
- Conducted the fall Under the Stars Campout at Moss-Wright Park

## **ADMINISTRATION**

- Conducted a staff retreat at Pinnacle Financial Partners to discuss staff morale, wants and needs, and upcoming budget items
- Judged physics class projects at Goodpasture Christian School on trail design
- Attended the TRPA Central District Workshop
- Attended training on activenet software which is used for Parks reservations, registrations, marketing, and POS
- Met with Joey Keef with Elite Sports League to discuss a flag football league and USSSA tournament possibilities.
- Attended a ribbon cutting at WES Outdoor Equipment
- Conducted a ribbon cutting for Fenway's Dog Park on September 21
- Met with Rivergate Mall Management related to partnership possibilities
- Met with Justin Lowe of Centric Architecture regarding designs for the HVAC for the community center gym for the LPRF grant
- Met with Evan Sanders with Community Development Partners related to the LPRF grant and moving forward with it.
- Met with Doug Reynolds of Reynolds Electric to discuss adding lighting to the soccer fields.
- Discussed Splash Pad and playgrounds with Frank Schmidt and Jane Birdwell for the upcoming Parks Board Meeting.

## **PARKS DIVISION**

### **Maintenance**

- Replaced tissue paper dispensers at Visitors Center and # 1 ball field
- Raised and adjusted irrigation heads on soccer fields, baseball, and softball fields
- Applied fall fertilizer on football, softball, and baseball fields that are not be over seeded with rye
- Put new interpretive signs up at the Visitor's Center, Fort, and Bowen House
- Re-located the Bowen House sign to new spot
- Went along the trail and cleaned the dirt off the benches and also by the tennis courts
- Pressured washed 4 bridges at Moss-Wright and the bridge at Peay Park
- Installed new flower bed along the trail that leads into the parking lot at Moss-Wright Park near the basketball goals that will have azaleas and springtime bulbs
- Added dirt along trail by rock wall for bulbs to be planted
- Checked fences at Quad and added ties
- Added anchors to soccer goals
- Started filling in holes throughout the park

### **Projects**

- Finished up benches for dog park and opened the expanded facility
- Peay Park and Pleasant Green had the parking lot resurfaced and parking lines repainted

## **RECREATION DIVISION**

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

- A staff retreat was held on September 4<sup>th</sup> for the Parks Department. Items discussed included maintenance projects, administrative needs, and immediate needs and wants.
- The Employee Picnic Committee met twice in September. The schedule of events for the Picnic on the 19<sup>th</sup> has been set and will include games, inflatables, food, and more.
- Attended TRPA's Central District Workshop in Nashville with other Parks staff on September 11<sup>th</sup>. Roundtable discussion topics included intergenerational programming, marketing, and customer service.
- An Activenet representative led a training demonstration for Parks staff September 16<sup>th</sup>-18<sup>th</sup>.
- Attended a meeting with Rivergate Mall management, Jeff McCormick, and Amy Mitchell on September 23rd. We discussed ways to partner on certain events and to increase cross-promotion.
- Attended staff meetings throughout the month.

### **Special Events and Programs**

- Get Fit Goodlettsville's Tiny Tikes Tri was cancelled this month due to lack of participation. When the few registered participants were notified, they were disappointed and said their little ones had been "training". This event will be tried again in the future.
- The fall Under the Stars Family Campout was held on Friday, September 27<sup>th</sup>. There were 18 registered campsites and everyone enjoyed the evening. Hot dogs were roasted, games were played, and a movie was watched under the stars.
- Get Fit Goodlettsville's Battle of the Fittest was held on Saturday, September 28<sup>th</sup> at Main Street Strength & Conditioning. There were 10 men and 10 women that competed for the title. The top three finishers in both divisions were awarded medals and prizes and all participants were entered into a drawing for a \$500 gift card from GFG sponsor Dick's Sporting Goods.
- Booth registrations for the Pumpkin Festival continued to come in this month.
- Registration was also ongoing for the Get Fit 5k scheduled for Saturday, October 26<sup>th</sup>.

### **Historic Sites**

- Pioneer Pals met on Friday, September 6<sup>th</sup>. Six pals came out to explore the Fort and play outdoors. There are two more Pioneer Pals programs scheduled for 2013.
- In September a new partnership was formed between Travellers Rest Plantation and Mansker's Station. Bill Maddox was a demonstrator for their Trades Festival on September 24<sup>th</sup> and 25<sup>th</sup>. In return for his demonstration, Travellers Rest will send a demonstrator to our Heritage Days event in April at no charge. This is something that the site would like to see worked out between four or five additional historic sites. This will benefit all sites by providing demonstrators for each site's events at no cost.
- The Etiquette Tea scheduled for September 14<sup>th</sup> was cancelled due to lack of participation. Teas will return to Mansker's Station in 2014.
- Jennifer Kirk and Bill Maddox represented Mansker's Station at the Arts and Antiques Festival this month. They performed demonstrations for the visitors and provided them with information about the site.
- Historic Mansker's Station was represented at the Senior Expo on Tuesday, September 24<sup>th</sup>. A booth was set up for the 100 seniors in attendance to check out the site's brochure and receive details on the upcoming Ghost & Lantern Tour.
- The last 4<sup>th</sup> Saturday Adult Educational Workshop was cancelled in September due to lack of participation. These classes will not continue in 2014. The site is looking at hosting semiannual workshop days with contracted demonstrators/teachers hosting classes along with our cooking and woodworking classes.
- The storytellers and music for October's Ghost & Lantern Tour were booked this month.
- Yulefest performers were also secured this month.

### **Marketing**

- Contacted Nashville Parent Magazine about upcoming programs and events
- Updated Facebook page multiple times a week
- Updated Parks, Historic Sites, and Get Fit Goodlettsville website
- Sent Notify Me's, Emma's to the Historic Sites distribution list, and emails through our Active members list this month
- Updated information boards around Park as well as placing signs for the Get Fit 5k throughout the Park and at the Community Center
- Attended a meeting with 104.5 The Zone about radio marketing
- Established a contact with Madison Creek PTO to send program and event information home with the students and on their Facebook page

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

### **Recreation**

- Youth Volleyball and Adult Volleyball played games through the month.
- Staff retreat with supervisors was held at Pinnacle Bank. We discussed wants, needs, and things we could change to make our department and parks better.
- Staff meeting with Community Center staff took place.
- Tot-Time began again here at the Community Center this month on Thursday mornings.
- Training on the Activenet software for 3 days was done in the conference room at the Community Center in which I was in attendance for all 3 days.
- Adult Coed Kickball started playing games this month and will finish the season next month.
- Adult Softball games were played throughout the month and will finish up next month.
- A meeting about the plans for the Community Center regarding the LPRF grant was attended.

### **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.
- Pressure washing of the concrete and parts of the building that could be reached were completed.
- The gutters were repaired in the seams where we had leaking issues at the Community Center.
- Normal maintenance was performed throughout the month at the Community Center.
- The pool was winterized and so was the concession stand and bathrooms at Pleasant Green Pool.
- Pictures of playground equipment at Moss-Wright Park were sent to companies for pricing information on needed repairs.

### **Marketing**

- Futsal Registration information was prepared and sent to Allison to be sent over to the Nashville Parent. Also pictures from Howl-O-Ween and Pumpkin Festival were sent.
- Updated parks website with Winter Futsal information and Spring 2014 league registrations dates.

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

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

- The monthly Senior Spirits newsletter is available online and at the community center.
- Meetings this month consisted of a Parks Staff Retreat, Nashville TRPA Central District Conference, Active Training, Company Picnic, Parks Efficacy, vendors and sponsors for the Concert and Stories event, Elizabeth Adams with the Goodlettsville Branch Library and the monthly meeting with community center staff.
- Planning for the upcoming speakers for October, November and the Christmas Concert that is schedule for December 10<sup>th</sup> at 10:30am that will be held in the gym at the Delmas Long Community Center.
- For the month of September the weekly programs consisted of Yoga, Tuesday lunches, potluck, recreation, chair exercise, crafts, art, social activities, and enrichment sessions. Lucy Sircy from Maybelle Carter spoke to the seniors in regards to " Letting Go Clutter".

- Terry Kornman from Fifty Forward did a presentation on Violence Against Seniors. Sgt. Vigrette from the Metro Madison Precinct spoke to the group and handed out information in regards to Senior Prevention and details on the new precinct. Chief Gary Goodwin answers questions in regards to Goodlettsville.
- Nancy Jenkins from Park Place sponsored the Bingo games for the month of September.
- Flu shots were available for the month of September to the seniors given by Dr. Torr from Walgreens.
- The Senior Spirits had a booth at the Arts and Antiques Festival. They showed off their Arts and Crafts that were created in the Art with Annette class. This class is offered on Wednesday from 9:00am – 12:00pm at the community center.
- We celebrated the monthly Birthday Club with Potluck and a cake donated by Kroger in Goodlettsville.
- The Seniors enjoyed Bingo at the Hearth of Hendersonville on September 19. The van will depart at 11:00 on October 17 for a boat ride and lunch on the Cumberland River. The sign-up sheet is located on the bulletin board in the Senior Spirits room located at the community center.
- On September 24 the Senior Spirits hosted a Concert and Stories in the gym. A special thank you to the sponsor Chick-fila in Goodlettsville and all the vendors: CareAll, Life Care Center, Phillips and Robertson, Ed Medical Inc., Integrity Mortgage Group, Avalon Hospice, Oasis, Windlands East, Brookdale, Vanco Manor, Maybelle Carter and Historic Mansker's Station. We had a great turnout. The seniors enjoyed their Chick-fila chicken salad sandwiches and delicious desserts donated by the vendors. Many door prizes were awarded at the end of the event.

The Goodlettsville Teen Advisory Committee is still open for applicants. The committee from last year did a great job with their programs and will assist again this year. The teen programs will partnership with other youth groups in the future details and dates are in planning.

- On November 7, the community center will host a Teen Event that is partnering with the Goodlettsville Branch Library. The teens will cook and create a craft related to the book "The Unofficial Hunger Games Cookbook" by Emily Ansara Baines. The program will begin at 5:00pm.



## **COMMUNITY DEVELOPMENT DEPARTMENT**

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

**Monthly Management Report: September 2013**

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

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.

Attended Nashville Chamber Regional Partnership meeting.

Communicated with local small business interested in expanding.

Visited local small business to discuss possible alternatives to help their business continue to grow.

Met with Rivergate Mall management to discuss new ownership, marketing efforts, etc.

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

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

### **Meetings Attended**

Industrial Development Board

City Commission

Nashville Chamber Regional Partnership Meeting

TVA Retail Forum

## **COMMUNITY DEVELOPMENT**

### **Planning Department**

**October 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

Attended FEMA workshop sponsored by GNRC staff

Attended annual Economic Outlook Conference sponsored by MTSU's

#### **Special Projects**

Met with design team for new Goodlettsville Middle School

**Goodlettsville Codes Department Building Report September 2013**

**Contractor's  
License      Type Str      County**

**Permit      Date      Cost      Map      Parcel      Lot      Address      Owner**

**New Residential**  
**Total**      **0.00**

**New Commercial**

**Total**      **0.00**

**Additions & Remodeling**

20130198	09/03/2013	140,000.00	19.14	14	Unit 101	101 Northcreek Blvd. Unit 101	Southwest Financial Credit Union	20042	Commercial Build out	Davidson
20130200	09/10/2013	0.00	25.08	83	Suite 210	600 South Main St. Suite 210	Cooke Property./Orbits Health Food	Owner	Fire/Life Safety	Davidson
20130201	09/10/2013	0.00	25.08	83	Suite 208	600 South Main St. Suite 208	Cooke Property./Treasure Hunters	Owner	Fire/Life Safety	Davidson
20130202	09/10/2013	425.00	25.04	93		201 South Main St.	Flour Girl's Bakery/T.Golter	Ken Binkley Signs	Sign	Davidson
20130203	09/10/2013	5,000.00	25.08	83	Suite 208	600 South Main St. Suite 208	Cooke Propert./Treasure Hunters	Ken Binkley Signs	Sign	Davidson
20130205	09/13/2013	450.00	25.08	83	Suite 210	600 South Main St. Suite210	Cooke Propert./Orbits Health Food	Ace Signs	Sign	Davidson
20130206	09/16/2013	1,500.00	143H	B26	53	609 Emily Drive	Kay Green Patterson	Owner	Accessory Building	Sumner
20130207	09/16/2013	10,500.00	26	155	Suite 4	846 Conference Drive Suite 4	Smith, Snolar, Milliken PLLC	55938	Commercial Build out	Davidson
20130208	09/23/2013	5,145.00	143	4		400 Loretta Drive	Goodlettsville Nazarene Church	Joslin Signs	Sign	Sumner
20130212	09/24/2013	7,200.00	19.14	9		235 Long Hollow Pike	Cracker Barrel	A-1 Signs	Signs	Davidson
20130213	09/25/2013	0.00	121	134		3360 Patton Branch Road	Kevin David Upchurch	35914	Demolition	Sumner
<b>Total</b>		<b>170,220.00</b>								

**Total New Residential**      0.00      **Single Family Dwellings**

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

**Total Add/Remodels**      170,220.00      **Sumner**

**Total All Permits**      170,220.00      **0**

# Goodlettsville Codes Department Activity Report September 2013

## DEPARTMENT OF 4 EMPLOYEES:

Larry DiOrio-Codes Director/Fire M Marshal  
 Mike Bauer-Senior Inspector/Fire N Marshal  
 Kerry Jackson/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 Marshal 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	39 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	6 inspections
Fire Investigations	Duties of Fire Marshal involving fires in the city limits	1 investigations
Building Inspections	Building Related	35 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	32 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	26 inspections
Signs Removed	Illegal signs removed from city limits	46 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 (Arson Training)	35 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	0 home
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	6 addresses
Plan Reviews	In-house plan review by M. Bauer/Assisted also with outsourced plan reviews	3 properties
Storm Water Report	Monthly Storm Water Report for Administrative Building/	1 Report
Unsafe Structure Abatement	Demolition of unsafe structure (3360Patton Branch)	1 structure
Citations to Court	Municipal Code Violations	3 citations
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	daily





## City of Goodlettsville

### Project Status Update

### September 2013

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

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

## EQUALIZATION TANK

Project Cost: \$6,997,142.30 **COMPLETED**

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**

Engineer / Architect / Consultant: GRW, Inc.

Contractor: Moore Construction

Status: 100% Complete

Completion Date: September 30, 2012

Notable outstanding issues: None noted

## COMMUNITY DEVELOPMENT FACILITY

**Project Cost:** \$225,000.00

**Engineer / Architect / Consultant:** Cassetty Architecture

**Status:** Project will be conducted In-House

**Completion Date:** Currently Deferred.

**Notable outstanding issues:** Project Cost

## ROADSCAPE PROJECT

**Project Cost:** \$157,000.00 **COMPLETED**

**Engineer / Architect / Consultant:** Kimley-Horn and Associates

**Status:** 100 % Complete

**Completion Date:** October 30, 2012

**Notable outstanding issues:** \$24,500.00 in Liquidated Damages applied to project.

## GREENWAY / BICYCLE / PEDESTRIAN DEVELOPMENT

**Project Cost:** \$3,000,000.00

**Engineer / Architect / Consultant:** Lose and Associates

**Status:** Notice To Proceed for design has been received from TDOT

**Completion Date:** To Be Determined

**Notable outstanding issues:**

## 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:** December 2013

**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:** None

## Long Hollow Pike Street Lighting

**Project Cost:** \$70,000.00

**Engineer / Architect / Consultant:** TBD

**Status:** Currently in design stage

**Completion Date:** TBD

**Notable outstanding issues:** NES Requirement for engineering

## Highway 41 & 31W Street Lighting

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

## RiverGate Parkway Improvements

Project Cost: \$1,000,000.00  
Engineer / Architect / Consultant: Ragan - Smith  
Status: Paving is 100% Complete, Landscaping 100% & Bids for Bridge Lighting will be opened on October 3, 2013  
Projected Completion Date: Winter 2013  
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 85% complete**  
Completion Date: Winter 2013

## Moss-Wright Park Lighting Replacement (Football)

Project Cost: \$225,000.00 **COMPLETED**

Engineer / Architect / Consultant: Internal

Status: 100% Complete

Completion Date: March 2013

Notable outstanding issues: None

## Moss-Wright Park Restroom /Concession Facility (Football)

Project Cost: \$150,000.00

Engineer / Architect / Consultant: Centric Architecture

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

Completion Date: **TBD**

Notable outstanding issues: Design / Flood Plain Issue

## Stormwater Utility Study

Project Cost: \$100,000.00

Engineer / Architect / Consultant: AMEC, INC.

Status: **85% Complete**

Completion Date: January 2014

Notable outstanding issues: None

## Strategic Planning Consultancy

Project Cost: \$20,000.00

Engineer / Architect / Consultant: TBD

Status: Delayed

Completion Date: TBD

Notable outstanding issues: None

## Sewer Interceptor

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

Project Cost: \$250,000

Engineer / Architect / Consultant: GRW

Status: **Sewer Easements to be procured**

Projected Completion Date: Spring 2014

Notable outstanding issues: None

## 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

**Project Cost:** \$178,600.00 (Wiltshire Court)  
**Engineer / Architect / Consultant:** Brown Builders, Inc. Wiltshire Project  
**Status:** Wiltshire is 90% Complete  
 Habersham bids will be opened on October 3, 2013  
**Completion Date:** October 1, 2013 for Wiltshire Project  
 December 1, 2013 for Habersham Project  
**Notable Outstanding Issues:** None