



Tim Ellis, City Manager

August 15, 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 July, 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

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

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

# **City Manager**

## **Management Report: July, 2014**

### **Legislative Accomplishments**

- Board of Commissioners adopted the following ordinances:
  - There were no ordinances adopted on final reading during the month of July.
  
- The Board of Commissioners also took action on the following resolutions:
  - Passed Resolution 14-601, a resolution authorizing the City Manager to waive all permit fees associated with the construction of the new Goodlettsville Middle School.

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

- Approved a lease agreement for mobile computers for the police department.
  
- Approved a contract between the City of Goodlettsville and the Tennessee Department of Transportation for the maintenance of certain State of Tennessee right-of-way.

### **Legislative Matters Forthcoming**

- Amendment to the Municipal Code zoning map as it relates to Commercial Core Overlay District.
  
- Amendment to the Municipal Code as it relates to chilling and refrigerating liquor.
  
- Interlocal agreement between the city and Metropolitan Nashville.
  
- Ordinance adopting electronic citation regulations and fees.

### **Commissions and Boards**

- **Beer Board**
  - Approved an on-premises beer permit to Last Call Operating Co. Inc., operating as Bailey's Sports Grille of Goodlettsville, located at 786 RiverGate Pkwy. Ste. 12, Goodlettsville, TN. The applicant is Alexander Hill of Nashville, TN.

- Approved an on-premises beer permit to Blue Haus Grill, located at 429 North Main Street, Goodlettsville, TN. The applicant is Romy Conley, of Madison, TN.
- **Planning Commission**
    - Approved a request by Ragan Smith Assoc., 315 Woodland St, Nashville, TN 37206-0070 for approval of Re-Subdivision of Lots 1 and 2 Northcreek Commons Subdivision, 123 Northcreek Blvd., Goodlettsville, TN 37072, Davidson County property map 19-14 parcels 14 & 18, owned by Topvalco, Inc. c/o Kroger Real Estate Dept., 2620 Elm Hill Pike, Nashville, TN 37214 and Eddie Phillips Development, 622 Carol Anne Drive, Goodlettsville, TN 37072
    - Approved a request by Perry Engineering, LLC, 100 North Main St., Suite F, Goodlettsville, TN 37072 for approval of a site plan for Northcreek Commons / Kroger Grocery Store and Fuel Center Expansion, Davidson County property map 19-14 parcel 14.00, owned by Topvalco, Inc., 2620 Elm Hill Pike, Nashville, TN 37214.
    - Approved certain changes to the Commercial Core Overlay District.
    - Extended a letter of No. 669 in the amount of \$87,000.00 for installation of infrastructure at The Vineyards @ Twelve Stones Crossing, Phase III due to expire 7/21/14. The applicant is Villa Property, LLC.
- **Board of Zoning Appeals**
    - Approved a request by Witt Sign Company for a sign variance for Madison Creek Elementary School to be located on parcel 125.04 as found on Sumner County property map 140. This is property owned by Sumner County Board of Education, 1040 Madison Creek Road, Goodlettsville, TN. This request is for a new sign to replace the existing sign located on property in the R40 – Low Density Residential district.

### **Ongoing Work**

- Audio / Visual Improvements within Massie Auditorium.
- Overall Capital Improvements Program.
- Main Street Enhancements.
- Town Square.

- 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.
- Citizen Centric Report.
- Vision / Strategic Plan.
- Stream bank stabilization of Manskers 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 – July 2014 Highlights

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

- “GPD to Host National Night Out Against Crime on August 5<sup>th</sup> at Moss Wright Park”
- “Music on Main is back this Thursday”
- “Board of Commissioners Meetings Posted for Online Viewing” (2)
- “City of Goodlettsville Monthly Newsletter for August is Posted”
- “City Manager’s Monthly Report for June 2014 is Posted”
- “Loden Vision Centers to Build New State of the Art Center in Goodlettsville”
- “2014 Citizens Leadership Academy Registration Closes August 8<sup>th</sup>. Register NOW!”
- July 4<sup>th</sup> announcements
- 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***

- Citizen Request Tracker Phone Conference with CivicPlus and Public Works staff
- Emergency Action Plan Committee Meetings (2)
- Arts and Antiques Festival planning meeting
- Attended the Music on Main event
- Audio/visual training for Massey Auditorium equipment
- Phone meeting with Hands On Nashville CEO to discuss volunteer management in case of an emergency
- Attended the July Monthly Chamber Luncheon

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

- Assembled briefing packets for the June 12 and June 26 commission meetings
- Made website postings, mobile app agenda center uploads, and sent Notify Me emails of most recent meeting minutes and agendas for the following city boards: Board of Commissioners, Planning & Zoning Commission, Board of Zoning and Signs Appeals, and Beer Board
- Produced the City of Goodlettsville Newsletter for August
- Compiled the City Manager’s Monthly Report for June
- Reviewed Citizen’s Leadership Academy applications
- Performed website administrator job functions as needed: multiple web postings and page reviews
- Updated phone recording for City Hall automated answering system

# **Finance and Administration Monthly Report**

**July 2014**

## **FINANCE**

- Participated in bi-weekly status call with Incode project manager, as well as internal staff, regarding the utility billing software implementation.
- Met with Carlos Rivera-Rodriguez, FEMA DHS, regarding closeout of the FEMA claim from the April, 2011 storm.
- Met with Employee Picnic Planning Committee .
- Met with a citizen who requested a meeting to discuss Government Finance.
- Met with representatives of First Tennessee to discuss the City's Purchasing Card program.
- Attended the Sumner County Council of Governments luncheon in Millersville.
- Roger Lancina and I met with Bytes of Knowledge, an IT management and support firm, to discuss possible upcoming projects.
- Submitted quarterly IRS and Unemployment reports.

## **Human Resources**

- Completed year end payroll/leave reports.
- Made payroll changes and compensation plan changes to reflect July 1 COLA increase.
- July 10 – graded written test for firefighter candidates and observed physical agility testing.
- Firefighter pre-employment testing.
- Hired 1 part-time utility workers and one part-time Recreation Services Assistant.
- Jay Leeman retired and one PT dispatcher termed during the month.
- Worker's Compensation accidents in the month: one sprained foot, one sprained knee, and one sprained ankle.
- Full-time employees: 126; Part-time employees: 31.

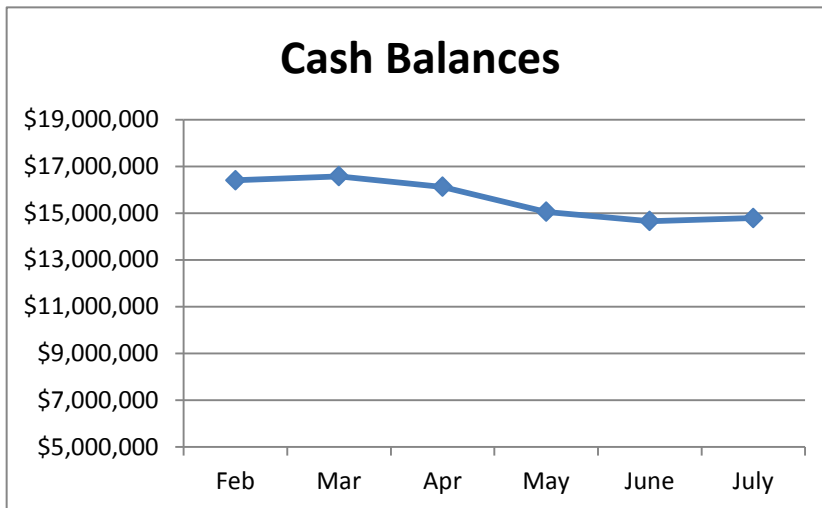
**City of Goodlettsville  
Financial Summary  
July 2014**

**UNASSIGNED FUND BALANCE**

Operating Fund	Ending Balance FY 14	Current Month	Budget 06/30/2015	Projected 06/30/2015	%
General Fund	5,045,450	4,464,266	3,502,058	3,502,058	32.89%
Sanitation	(13,772)	(15,971)	1,582	0	0.00%
Tourism	397,089	400,368	346,178	346,178	93.68%

**CASH IN BANK**

	Feb	Mar	Apr	May	June	July
General Fund	5,203,068	5,225,944	4,942,453	4,012,118	3,680,650	3,597,083
Bond Issue 2013	1,519,207	1,519,207	1,318,296	1,318,565	1,318,637	1,318,637
Sanitation	53,666	46,763	37,343	23,754	14,530	11,994
Tourism	603,622	594,694	525,004	523,177	452,049	453,697
Sewer	8,883,024	9,029,194	9,128,193	9,005,210	9,005,086	9,277,368
Stormwater	144,700	160,183	173,166	174,028	184,354	126,838
<b>Total Cash</b>	<b>16,407,287</b>	<b>16,575,985</b>	<b>16,124,455</b>	<b>15,056,852</b>	<b>14,655,306</b>	<b>14,785,617</b>



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

**City of Goodlettsville  
Financial Summary  
July 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	0	0	3,930,000	3,930,000	0
	State Shared Tax	0	0	1,891,000	1,891,000	0
	Property Tax	12,153	12,153	4,249,428	4,249,428	0
	Court Fines/Fees	30,357	30,357	365,000	365,000	0
Tourism	Hotel/Motel Tax	0	0	450,000	450,000	0
Wastewater	Sewer User Fees	0	0	4,800,000	4,800,000	0
Sanitation	Sanitation Fees	0	0	735,500	735,500	0
Stormwater Utility	Stormwater Fees	0	0	604,000	604,000	0

Revenue Summary	
General Fund Collected YTD	310,152
General Fund Target	13,068,078
Difference	(12,757,926)
	2%
Wastewater Fund Coll YTD	8,150
Wastewater Fund Target	4,961,000
Difference	(4,952,850)
	0%

**OPERATIONS EXPENDITURE SUMMARY**

<u>Operating Dept</u>	<u>Month</u>	<u>YTD</u>	<u>Annualized/ Projected</u>	<u>Budget</u>	<u>Projected Over/(Under) Budget</u>
General Government	71,191	71,191	854,292	1,551,858	(697,566)
Community Development	39,140	39,140	469,680	560,228	(90,548)
Police	186,920	186,920	2,243,040	4,604,085	(2,361,045)
Fire	79,950	79,950	959,400	2,357,812	(1,398,412)
Hwys & Streets	59,017	59,017	708,204	1,909,056	(1,200,852)
Parks/Recreation	97,274	97,274	1,167,288	1,545,404	(378,116)
Police Drug Fund	380	380	4,560	27,000	(22,440)
Sanitation	69,291	69,291	831,492	884,018	(52,526)
Tourism	53,611	53,611	643,332	659,957	(16,625)
Wastewater	153,203	153,203	1,838,436	5,313,065	(3,474,629)

**FUND EXPENDITURE SUMMARY**

<u>Fund</u>	<u>Month</u>	<u>YTD</u>	<u>Target</u>	<u>% of Budget</u>
General	891,336	891,336	14,569,943	6.12%
Sanitation	69,291	69,291	884,018	7.84%
Wastewater	153,203	153,203	5,313,065	2.88%



## Goodlettsville Police Department

### Chief Goodwin's Monthly Report

July 2014

On July 1st we spoke to a children's group at Fairfield Church. We held "Coffee with a Cop" on July 22<sup>nd</sup> at Rivergate Mall. We participated in a Back to School event at Goodlettsville Presbyterian Church on July 26<sup>th</sup> and were present at Music on Main Street on July 17th. I attended the Chamber of Commerce Luncheon on July 24th the Drug Task Force meeting on July 30th.

In review of the TIBRS data comparing July 2014 to July 2013 Crime Against Person was decreased from 25 to 17 a 32% reduction, and Crime Against Property decreased from 98 to 85 a 13% and overall we had a 17% decrease. Our UCR total for the year is a 10.44% reduction in UCR Crimes.

Our proactive efforts of our officers were very good for the month of July. As a result our officers made 1011 Traffic Stops and 5 Terry Stops. They made 86 Traffic Arrests and 3 DUI Arrests. From these Traffic Stops resulted 2 Felony charges, 92 Misdemeanor charges, and 16 warrants were served. They had 17 drug confiscations (12 from traffic stops). They issued 74 Misdemeanor Citations, made 54 Physical Arrests with 60 Misdemeanor charges and 12 Felony charges. They made 22 Juvenile Misdemeanor Arrests and issued 10 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 17 Warrant Service Attempts. They served 18 Felony Warrants and 27 Misdemeanor Warrants.

Our officers continue to check our neighborhoods, businesses and parks. They conducted 625 checks of neighborhoods, 476 businesses checks and 260 park checks. They had 762 Community Contacts.

The Communications Officers of the Month is Shane Farrell. On 7/8/14 officers responded to a domestic call at Moss-Wright Park. Officers requested a subject be run by driver's license number. Shane checked under the subjects Social

Security number as well and determined the subject was wanted out of California. Even though the hit indicated no extradition Shane sent a message advising the subject was located. California sent back a response advising they would extradite and the subject was taken into custody. Shane went above and beyond in his efforts that enabled a criminal to be taken off the streets of Goodlettsville. Our Officer of the Month is Jennifer Hancock. She responded to a drowning call on 7/11/14. Upon arrival she assisted medics in performing CPR which was vital in saving the life of the child.



## JULY TIBRS

### TIBRS Group A Offenses

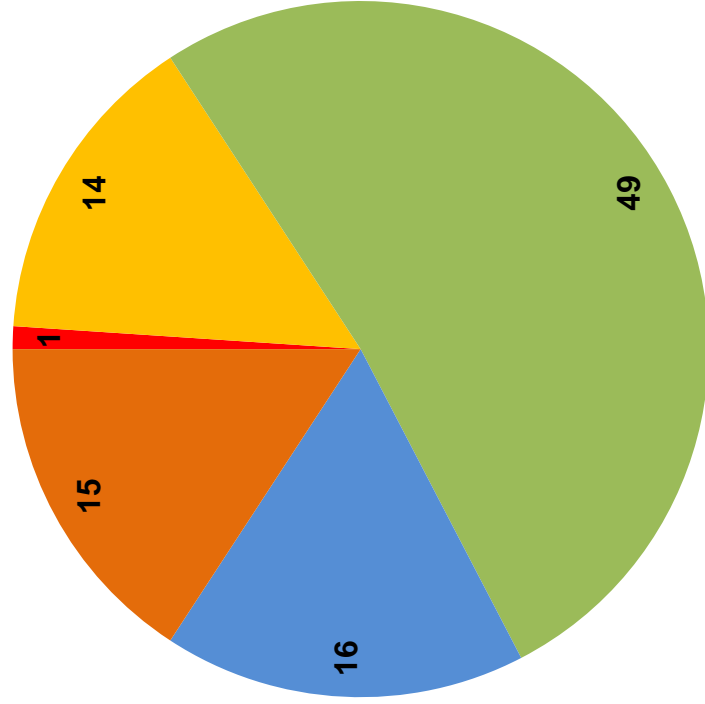
	2014	2013
	Offenses	Offenses
	Reported	Reported
<b>Crimes Against Persons</b>	<b>17</b>	<b>25</b>
Murder	0	0
Negligent Manslaughter	0	0
Kidnaping/Abduction	1	0
Forcible Rape	0	0
Forcible Sodomy	1	0
Sexual Assault W/Object	0	0
Forcible Fondling	1	0
Incest	0	0
Statutory Rape	0	0
Aggravated Assault	2	7
Simple Assault	11	16
Intimidation	1	2
Stalking	0	0
<b>Crimes Against Property</b>	<b>85</b>	<b>98</b>
Arson	0	0
Bribery	0	0
Burglary	6	10
Counterfeiting/Forgery	3	1
Destruction/Damage/ Vandalism	7	8
Embezzlement	2	0
Extortion/Blackmail	0	0
Fraud - False Pretenses	8	4
Fraud - Credit Card/ATM	1	0
Fraud - Impersonation	2	6
Fraud - Welfare	0	0
Fraud - Wire	0	0
Motor Vehicle Theft	1	3
Robbery	2	0
Stolen Property Offenses	0	0
Theft - Pocket-picking	0	0
Theft - Purse Snatching	0	2
Theft - Shoplifting	31	29
Theft From Building	8	9
Theft From Coin Machine	1	0
Theft From Motor Vehicle	8	11
Theft of Motor Vehicle Parts	1	6
Theft - All Other Larceny	4	9
<b>Crimes Against Society</b>	<b>25</b>	<b>27</b>
Drug/Narcotic Violations	15	15
Drug/Narcotic Equipment Violations	10	11
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	0	1
<b>Total Group A Offenses</b>	<b>127</b>	<b>150</b>



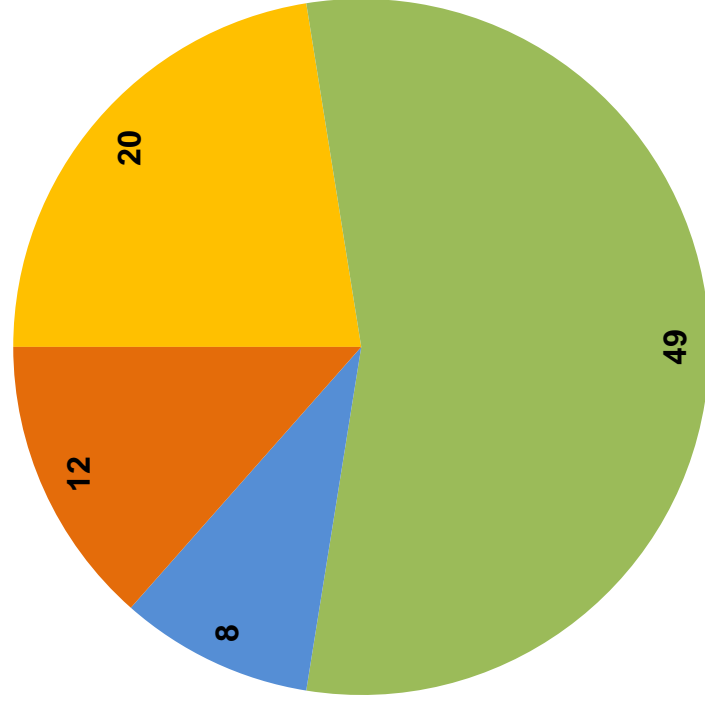
**GOODLETTSVILLE**  
TENNESSEE  
POLICE DEPARTMENT

# JULY CRASH REPORTS

■ Fatal ■ Injury ■ Property Damage ■ Minor Damage ■ Private Property



**2014 REPORTS**  
95



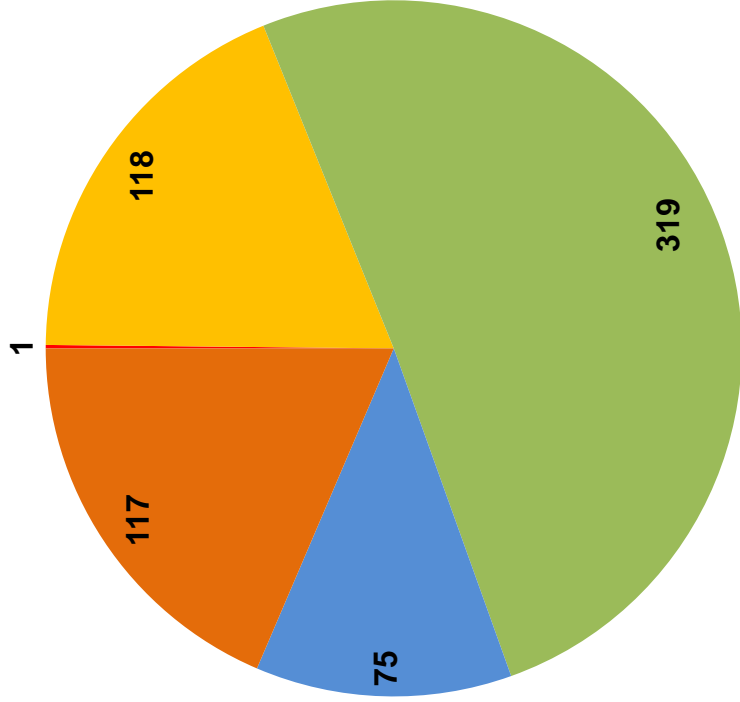
**2013 REPORTS**  
89



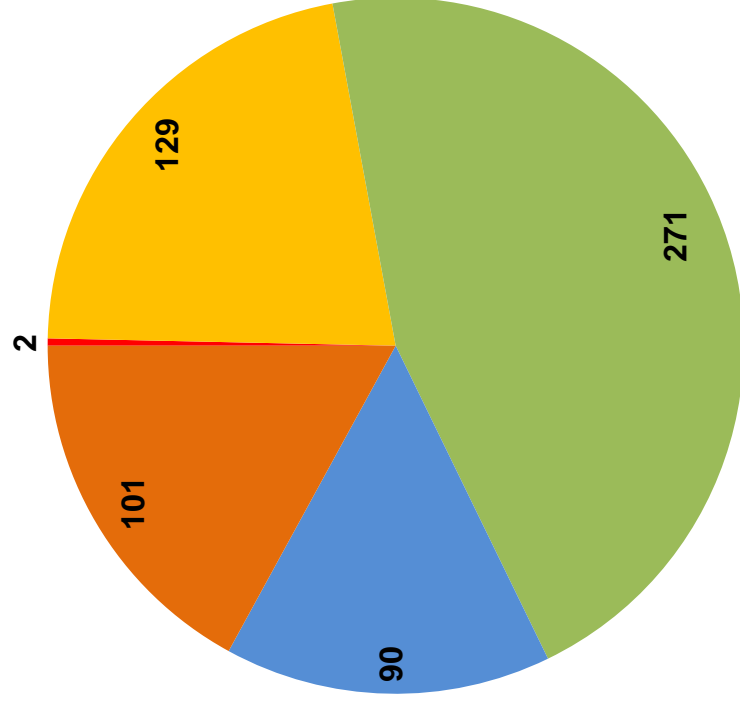
**GOODLETTSVILLE**  
TENNESSEE  
POLICE DEPARTMENT

# YEAR TO DATE CRASH REPORTS

■ Fatal ■ Injury ■ Property Damage ■ Minor Damage ■ Private Property



2014 YTD  
630



2013 YTD  
593



## JULY COMPSTAT WEEKS 28 THRU 31

	CURRENT	2014 YTD		2013 YTD		% change	2013 TOTAL
		YTD		YTD			
Murders	0	YTD	1	YTD	0	NC	0
Rape	0	YTD	1	YTD	0	NC	1
Robbery (Commercial)	0	YTD	2	YTD	12	-83.33%	13
Robbery (Street)	3	YTD	5	YTD	6	-16.67%	17
Aggravated Assault	3	YTD	20	YTD	20	0.00%	36
Aggravated Assault - Dom Viol	0	YTD	10	YTD	16	-37.50%	30
Burglary (Commercial)	4	YTD	9	YTD	11	-18.18%	18
Burglary (Residential)	4	YTD	30	YTD	35	-14.29%	62
Auto Burglaries	9	YTD	58	YTD	62	-6.45%	86
Larceny	16	YTD	81	YTD	115	-29.57%	187
Shoplifting	30	YTD	219	YTD	203	7.88%	350
Motor Vehicle Theft	1	YTD	10	YTD	18	-44.44%	23
<b>Total Offenses</b>	<b>70</b>	<b>TOTAL YTD</b>	<b>446</b>	<b>2013 YTD</b>	<b>498</b>	<b>-10.44%</b>	<b>823</b>

# Public Works Report – July 2014

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## **SOLID WASTE:**

- Convenience center solid waste collected: 40 tons
- Solid waste tonnage collected: 337 tons
- Street sweeping debris removed off of streets: 80 cy
- Recycled materials collected: 39 tons
- Wood waste removal: 260 cy
- C&D: 210 cy

## **SEWER:**

- Monthly equipment and daily pump station inspection, maintenance and repairs
- Monthly bioxide tank filling
- TVing of line segments
- Bi-annual sampling requirements
- Daily pump station, service connection, and manhole inspections
- Cleaned sewer line segments
- Cleaned wet well walls
- Construction and new segment inspections
- Rainfall for month: 2.2"

Public Works Selected Performance Indicators	Total	YTD
Culverts/Storm Drains Cleaned/Swept	100	700
Curb – Repair/Install/Remove	10	15
Dead Animal Pick-Up Requests	5	26
Driveway Permits Issued	0	0
Excavation/Street Cut Permits Issued	0	1
Exemption/Back Door Route Requests	0	1
Graffiti Removal Requests	0	1
Land Disturbance Permits Issued	0	2
Sanitation – Bulk Item/Junk Pick-Up Request	21	102
Sanitation – Cart Repairs	16	139
Sanitation – Second Cart Request	0	0
Signs Repaired/Installed (Street or Name)	20	240
Stormwater Inspections Performed	15	105
Stream and/or Tributary Clean-Up/Clean-Outs	0	5
Streets Paved	0	9
Streets Repaired (e.g., pothole)	10	70
Streets Striped	0	2
Tennessee One Calls	69	689
Traffic Signal Repair	10	49
Tree Trimming Requests	5	45
Vehicle Maintenance – Routine	42	137
Vehicle Maintenance – Unscheduled	50	355
Water Quality-Related Outreach Events	3	21



## **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
- Assist Vol State and Western Kentucky University with grant applications, project planning, certificate programs
- Weekly departmental meetings and monthly staff safety meetings
- Bent street sign repair, new sign installations
- Signal inspection and repair
- Plans reviews
- Budget meetings
- Utility billing establishment
- Street paving and road repair set-up
- Work alongside Parks to complete drainage projects
- TNSA and TCAPWA conference and event planning meetings
- TDOT right-of-way maintenance contract
- Sign making software training
- Long Hollow Pike signal timing adjustments
- Participated in Planning Commission, Board work sessions and Board of Commission meetings
- Underground Storage Tank school (TDEC)

## **CONTINUING PROJECTS:**

- Bent sign inventory repair/new street sign installation
- 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
- TDOT projects: Greenway, Main Street Development, Lane Modifications
- Utility billing implementation
- Conference Drive Enhancements, Vietnam Vets/Conference Drive lighting

# Parks, Recreation, and Tourism Monthly Report

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July 2014

## **ADMINISTRATION**

- Continued work on the LPRF grant for community center improvements.
- Met with the Chamber of Commerce regarding marketing tournaments and special events.
- Coordinated with the contracted pyrotechnic company and audio company for the Independence Day Celebration.
- Interviewed several Recreation Services Assistants candidates.
- Attended the Recreational Swim Team's meet.
- Met with the new president of the Goodlettsville Girls Fastpitch Softball League, Randy Scott.
- Obtained quotes for fencing the remaining area of the Peay Park Playground.

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

- TUSC Soccer Camp
- Independence Day Celebration
- James Wilhoit Kicking Camp
- Little League 9/10 State Tournament
- 3v3 Live Soccer Tournament
- 4 Mile Classic
- TUSC Team Soccer Camp

## **PARKS DIVISION**

### **Maintenance**

- Have to replace toilet seat at soccer where a kid put a smoke bomb on it and lit it.
- Worked on faucet in men's restroom by shop.
- Replaced outside outlet at restroom by shop.
- Put new LED security light by field 6 at quad.
- Removed dirt pile at Peay's playground.
- Tore off shingles and re-roofed shelters 6, 7, and restrooms at Pleasant Green.
- Fixed nets at quad ball fields.
- Sprayed grass in playground at Brook's Park.
- Scraped and painted bridge and hand rails down at Visitor's Center.
- Scraped rails down at soccer and got 2 rails painted.
- Scraped bridges by playground and bridges on trail and football.
- Took barriers to City Hall for Music on Main.

### **Field Maintenance**

- Fixed 2 main irrigation leaks on soccer.
- Replaced 2 heads and solenoids on field 6
- Replaced gate on field 3.
- Replaced irrigation head on field 5 of soccer.
- Trimmed edges on 5 and 8 for the 9 and 10 State tournament.
- Sprayed round 4 of Holganix and fertilizer to all athletic fields.
- Raised valve boxes on field 3
- Aerated parts of soccer fields.
- Cleaned up old soccer goals that were at North Creek.
- Started chipping paint off of football goal posts.
- Built warm up mounds behind field 5 and put catchers mat down.
- Lined off 24 3v3 fields for tournament.
- Put ammonium sulfate on the infields of 5 and 8.

## **RECREATION DIVISION**

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

- Attended a tourism marketing meeting with the Goodlettsville Chamber of Commerce and Amy Mitchell
- Met with 4 Mile Classic Race Director throughout the month about run that the park hosted at the end of July
- The Picnic Committee continues to meet as we plan for the Employee Picnic in September
- Met with a representative of Live on Stage – a resource for future music events
- Attended the monthly Chamber lunch

### **Special Events and Programs**

- The annual 4<sup>th</sup> of July Celebration was held in Moss-Wright Park. The whole event ran smoothly with all departments communicating and working together for the benefit of the community. This Celebration was said to be the most attended in over a decade.
- The third Fun Friday, Chalk it Up!, was held on July 11. Around 60 kids came out to the Park to showcase their creativity. First State Bank offered face painting and Kids Kingdom provided popcorn.
- Music on Main continues to be a success! Entice played for a crowd of over 400 people on the lawn at Gazebo Park next to City Hall. Two more concerts are planned in this series for the third Thursday in August and September.
- Fireman's Foam wrapped up the Fin Fridays series on the 25<sup>th</sup>. Around 300 attended.

### **Historic Sites**

- The fourth installment to the Master Gardeners Education Series was held on Saturday, July 12. A group of 35 folks came out to the Visitor's Center to learn about butterflies in Tennessee. The series will continue through October.
- The Highland Rim Distillers played their second home game in Moss-Wright Park on July 27<sup>th</sup>. This continues the Vintage Base Ball league that plays at historic sites throughout the state and country. The last home game is scheduled for August 24<sup>th</sup>.
- The front doors of the Bowen House were installed this month after their restoration. The cracks that allowed weather to enter the House have been repaired. The doors have also received a fresh paint job,

### **Marketing**

- Mansker's Station had a billboard go up on May 21 on Interstate 65 North near the Trinity Lane exit. The billboard represents Mansker's Fort as well as the Bowen House. This billboard was primarily funded by the Heritage Marketing Grant awarded to us by the Sumner County Convention and Visitors Bureau.
- Maggie Stoddard of the Goodlettsville Chamber and I hit the pavement to advertise for Music on Main. We visited over 15 businesses within walking distance of the event to make the local businesses aware of Music on Main and possible increase in traffic that night to the area. All of the businesses hung up flyers and most displayed a postcard size advertisement for their customers to take. We will do this again for the upcoming dates.
- Mansker's Station will have a coupon in the 2015 Town Planner. The coupon/ad will be listed in March, April, and May. This deal will also be available on their website.
- An agreement was reached with Nashville North KOA for us to have ad space in their area service guide that they give out to campers. We will also be listed on two websites, the Good Deals app, and other locations throughout the campsite. As an advertiser we will also be able to display any information regarding upcoming events.

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

### Recreation

- Monthly staff meeting was held with Community Center staff.
- The Adult Men's Open and Coed Open Softball League fall registration took place.
- Youth volleyball All Skills Summer Camp took place. The camp had a total of 11 participants.
- Adult Coed Indoor Volleyball registration took place and matches will begin next month.
- Recreational T-Ball games began and finished this month at Moss-Wright Park.
- Interviews for Recreation Service Assistants took place. Two new RSA's were hired and trained.
- Pleasant Green Pool passed the Metro Nashville Health Department inspection with a score of 100 out of 100.
- Barricades were placed before the sidewalk on Main Street for Live Music on Main. The stage was also assembled and leveled for the event.
- Swim team finished this month. They competed in a meet with the Portland Recreational team on July 22.
- Swim lessons took place this month. The session had 10 participants.
- A Snapology class was held at the Community Center with 4 participants.
- A meeting with Canary Hogan a senior exercise instructor took place. She will now be teaching a Chair Aerobics class on Thursdays in the new fitness room for the seniors.
- The Active software was updated with the new rental rates for renting the gym, tables, chairs, ect.
- Chris Whitsett and I met about offering a Chinese Martial Arts class at Moss-Wright Park and here at the Community Center.
- Sandra Gilbert and I met about offering Yoga Basics and Community Meditation courses here at the Community Center.
- Jeremy Tate and I met about offering some strength and conditioning classes at the Community Center.
- New fitness programs were added to Active for registration.
- Weekly staff meetings were attended at the Visitor's Center.

### Maintenance

- Fire extinguishers were checked at the Community Center and Pleasant Green Pool.
- Normal maintenance was performed throughout the month at the Community Center.
- Pool maintenance was done.
- Items that were sold on Govdeals were coordinated for pick up.

### Marketing

- Facebook post about the upcoming Prenatal Yoga Class was placed on our Facebook page.
- An email through the active network was sent out to past volleyball participants about Girls Youth Volleyball registration.
- Notify me was sent out about upcoming activities and registrations in July.
- Notify me was sent out to remind people that Girls Youth Volleyball signups were almost over and we still had a few spots available.
- Parks website was updated with new fitness activities in the new fitness room at the Community Center.

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

### Senior Adult Program

The Senior Adult monthly newsletter is available online, community center, and at the Goodlettsville Branch Library.

- For the month of July the *weekly* programs consisted of Yoga, Tuesday Potluck, Recreation, Chair Aerobics, Crafts, Art, Social Activities and Enrichment Sessions. The *monthly* programs consisted of a Grief Session, Book Club, Coffee Club, and Birthday Club.
- Created surveys for the Senior program for comments, suggestions, and concerns.
- Joy Mayfield was the guest speaker for the month of July and discussed hummingbirds and summer flowers to the group. The group really enjoyed the presentation.

- The Goodlettsville Chamber of Commerce did a presentation on what the chambers offers and their purpose. They let the group know how to find out about upcoming events in the community and ribbon cuttings. Kimberly Lynn the Executive Director discussed the chamber connectors and how to join the journey with many incentives. The seniors were very interested and participated with the open discussion. Door prizes were given away which included Christmas ornaments, Goodlettsville license plates and the book Goodlettsville Reflections.
- Jenny Kay Caregivers, LLC did a presentation on Palliative Care. For the last thirty years, palliative care has been provided by hospice programs for dying Americans. Currently these programs serve more than 1 million patients and their families each year.
- The seniors participated in a Lunch and Learn this month at the library. The topic was Strokes. Starting in October Goodlettsville, Parks, and Tourism will become a partner in the Lunch and Learns along with Skyline Hospital, Elmcroft Assisted Living, Goodlettsville Branch Library.
- The Seniors went to the Downtown Library and received a personal tour, guided by staff. They enjoyed seeing all three floors filled with memories, books, Art museum, and the list goes on. The visit was very nice. We walked to the Arcade and enjoyed lunch.
- The group enjoyed a day at Pleasant Green Pool and had lots of fun in the sun.
- We were treated to Bingo and a delicious lunch hosted at Wylands East.
- Two new seniors joined the program or the month of July.
- We celebrated the monthly Birthday Club with Potluck and a delicious cake sponsored by Kroger in Goodlettsville.
- We added Book Bingo this month. The participants donated books for prizes and it was a hit!
- First State Bank treated the Senior Spirits to great Bingo prizes and thank you for all the wonderful volunteers.
- Sherry Hall from High Point Hospice sponsored Bingo this month with a Target gift card an. Sherry additionally provided chocolates and handouts for the seniors.
- The seniors enjoyed the movie Frozen for the month of July. The next scheduled date is August 14 at 12:30pm. Monster in Law is the requested movie for August.
- The Senior Center offers a free Art class to seniors aged 60 and up on Wednesdays 9:00am – noon.
- The craft class designed fall items this month. The craft class meets once a month. The next scheduled class is August 4 at 10:30am; the fee is \$10.00 per craft.
- The seniors designed patriotic t-shirts and enjoyed each other's time together.
- Every third Monday at 10:30am the Senior Center will offer a Jewelry Class for a fee of \$5.00 per person.
- The seniors participated in a grief session for the month of July sponsored by Avalon Hospice. Dustin Wright the social worker did a great session and memorable craft with the participants.
- The senior adult Book Club meets the third Thursday of every month, the club has expanded to 24 members. The group meets in Room 1 at the Community Center.
- The senior program had 64 hours from volunteers for the month of July.
- The Intergenerational Art Class was a lot of fun for the Seniors and children. They created art and crafts together with many stories being exchanged.

### **Meetings**

- Attended meetings with upcoming guest speakers and sponsors.
- Attended a meeting with Tina McDaniel in regards to partnering for an autumn dance and health fair for senior adults.
- Attended a meeting in regards to the upcoming Stories, Songs and Spaghetti concert for Seniors, which is September 9 at 10:30am hosted at the Delmas Long Community Center.
- Attended a luncheon with Wilson Bank in regards to their trips program for Seniors.
- Attended the monthly meeting at the community center.
- Attended the Employee Picnic Committee, the picnic is scheduled for September 20.

# **COMMUNITY DEVELOPMENT DEPARTMENT**

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

**Monthly Management Report: July 2014**

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

Announced future development plans for Loden Vision on Rivergate Parkway.

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 developer from the travel industry in relation to locating a new site in Goodlettsville.

Met with development team in relation to the construction of a new hospitality oriented business in Goodlettsville.

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

Met with a person interested in establishing a food related business 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.

Met with a local industry in regards to state incentives.

### **Meetings Attended**

Goodlettsville City Commission

ICSC KY/TN Idea Exchange

Forward Sumner

Planning Commission

Board of Zoning Appeals

Nashville Chamber Partnership 20/20

## **COMMUNITY DEVELOPMENT**

### **Planning Department**

**July 31, 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 TDOT Focus Group regional meeting

Attended quarterly meeting of Sumner County planners

Attended Sumner County Community Development and Infrastructure Committee meeting

#### **Special Projects**