City Manager Report: August 2014

Distributed: September 25, 2014

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

Featured Picture:

Music on Main was held on the grounds of Goodlettsville City Hall this summer on the third Thursday evenings of the months June to September. The Goodlettsville Chamber of Commerce and the City of Goodlettsville partnered to bring this popular outdoor series to the community.

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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 24, 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 August, 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
Email: 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: August, 2014

Legislative Accomplishments

- Board of Commissioners adopted the following ordinances:
  - Adopted Ordinance 14-819, an ordinance to amend Ordinance 06-674, as amended, the Zoning Ordinance of the City of Goodlettsville, by amending the Commercial Core Overlay District.
  - Adopted Ordinance 14-820, an ordinance to amend the Goodlettsville Municipal Code Title 8, Chapter 1, Section 116, Subsection 12 by deleting Subsection 12 in its entirety.
  - 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:
  - Passed Resolution 14-602, a resolution authorizing the execution of an escrow and master lease / purchase agreement for the purpose of funding certain budgeted capital equipment needs of the city for fiscal year 2015.
  - Passed Resolution 14-603 a resolution to authorize Trane Corporation to conduct an energy preliminary study of City of Goodlettsville governmental buildings and facilities.
  - Resolution 14-604, a resolution declaring property surplus to the needs of the City of Goodlettsville and calling for its disposal by online auction or any other reasonable manner.

Other Items Considered by the Board

- Approved an agreement with the Metropolitan Government of Nashville and Davidson County for meter readings and other services as needed.

Legislative Matters Forthcoming

- Amendment to the Municipal Code zoning map as it relates to commercial core overlay district.
- Approval of the Equalized Certified Tax Rate.
- Termination of a contract with Madison Suburban Utility District
- Approval of an agreement with the Madison Suburban Utility District.
- Ordinance adopting electronic citation regulations and fees.
- Ordinance changing the meeting dates of the Parks, Recreation & Tourism Board.

Commissions and Boards

- **Beer Board**
    - Beer Board did not meet in the Month of August.
- **Planning Commission**
    - Planning Commission did not meet in the month of August.
- **Board of Zoning Appeals**
    - Board of Zoning Appeals did not meet in the Month of August.

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.
- Citizen Centric Report.
- Vision / Strategic Plan.
- Streambank 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 – August 2014 Highlights

News & Announcements

- "Elderly and Disabled Homeowners Can Apply for Property Tax Relief at Goodlettsville City Hall on August 21 and 22"
- "The 2014 Citizens Leadership Academy is Full"
- "GPD to Host National Night Out Against Crime Tonight at Moss-Wright Park"
- "4th Annual Arts and Antiques Festival set for Saturday, September 13"
- "Labor Day Sanitation Route Schedule: NO CHANGE"
- "Walk Across Sumner Goodlettsville Kick-Off"
- "Board of Commissioners Meetings Posted for Online Viewing" (2)
- "City of Goodlettsville Monthly Newsletter for September is Posted"
- "City Manager's Monthly Report for July 2014 is Posted"
- 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 MTAS training session for the new benchmarking Covalent software, along with the Assistant City Manager
- Attended the Public Works session of the Citizens Leadership Academy
- Aided in the Goodlettsville Fire Department's work in helping Goodlettsville Elementary accept the ALS ice bucket challenge
- Met with the City of Goodlettsville Emergency Action Plan Committee
- Arts and Antiques Festival planning meeting
- Attended the August Monthly Chamber Luncheon

City Recorder/Admin

- Set up the Goodlettsville National Payroll Week proclamation signing with Mayor Coombs and local payroll professionals
- Assembled briefing packets for the August commission 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 September
- Compiled the City Manager's Monthly Report for July
- Performed website administrator job functions as needed: web postings and page reviews
- Fulfilled public records requests

NEW BUSINESS LICENSES ISSUED

AUGUST 2014

1. Peterson Contractors, Inc. (319) 345-2713	Cordell Q. Peterson Lic. Issued 08/04/2014
2. Teri Wilson/Z-Cisco (615) 973-3405	Teri Wilson Lic. Issued 08/08/2014
3. A. Alluring Ambiance (615) 859-4032	Renita Chadwell Lic. Issued 08/14/2014

NO BEER LICENSES WERE ISSUED IN AUGUST 2014.

Finance and Administration Monthly Report

August 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 Trane representatives regarding the City's participation in an Energy Efficiency Study.
- Participated in the Administrative session of the Citizens Leadership Academy.
- Spoke at the Senior Spirits Luncheon regarding City Financials, specifically revenues and property taxes.
- Completed some on-line training with Visa and First Tennessee as it relates to the City's Purchasing Cards.
- Met with City Staff regarding use of Purchasing Cards.
- Attended a training session in Nashville on the new MTAS Benchmarking Software-Covalent.
- Roger Lancina and I met with Bytes of Knowledge, an IT management and support firm, at their office in Nashville to continue discussions about possible upcoming IT projects.
- Worked with RJYoung and Incode on our "paperless" A/P project.
- Representatives from Davidson and Sumner Counties held workshop/signup for tax relief and tax freeze candidates at City Hall.

Human Resources

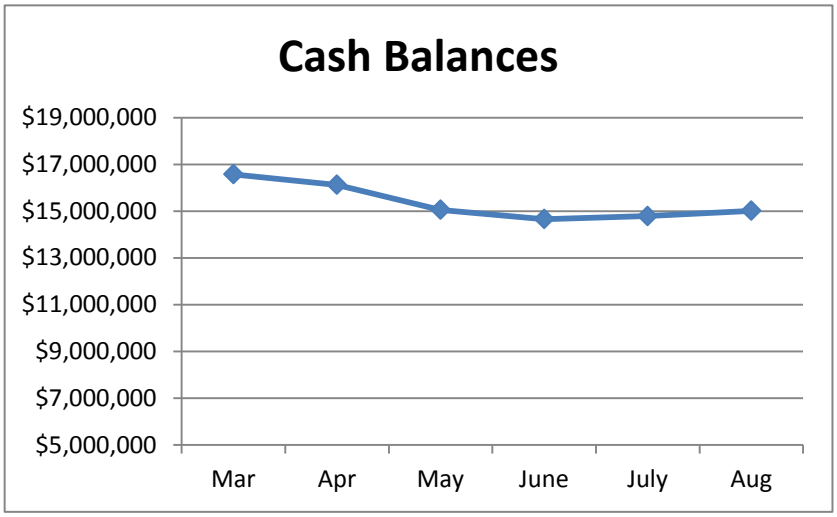
- Meetings during the month about the City Picnic
- Sent first electronic file to TCRS on their new program successfully.
- 8/11/14 New firefighters started with orientation.
- 8/12/14 Administration group held Citizen's Academy.
- 8/20/14 Attended White House's benefits fair to get ideas for future.
- Hired one part-time Recreation Services Assistant and 4 FT firefighters.
- The seasonal lifeguards termed this month (7), 2 PT utility workers, 1 FT utility worker, 1 Police Officer and 1 Firefighter termed during the month.
- One PT utility worker was promoted to FT and one PT Historic Interpreter was promoted to FT.
- Worker's Compensation accidents in the month: 1 sprained knee, 1 sprained ankle, and one neck injury.
- Full-time employees: 129; Part-time employees: 23.

City of Goodlettsville
Financial Summary
August 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	4,773,803	3,502,058	3,502,058	32.89%
Sanitation	(13,772)	14,688	1,582	0	0.00%
Tourism	397,089	454,427	346,178	346,178	93.68%

CASH IN BANK	Mar	Apr	May	June	July	Aug
General Fund	5,225,944	4,942,453	4,012,118	3,680,650	3,597,083	4,101,078
Bond Issue 2013	1,519,207	1,318,296	1,318,565	1,318,637	1,318,637	1,318,637
Sanitation	46,763	37,343	23,754	14,530	11,994	(23,664)
Tourism	594,694	525,004	523,177	452,049	453,697	434,685
Sewer	9,029,194	9,128,193	9,005,210	9,005,086	9,277,368	9,039,190
Stormwater	160,183	173,166	174,028	184,354	126,838	144,534
Total Cash	16,575,985	16,124,455	15,056,852	14,655,306	14,785,617	15,014,460



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
August 2014

KEY REVENUE INDICIES

Operating Fund	Indicator	Month	YTD	Annualized/ Projected	Target	Projected Over/(Under) Budget
General Fund	Local Sales Tax	342,409	342,409	4,108,908	3,930,000	178,908
	State Shared Tax	151,302	151,302	1,815,624	1,891,000	(75,376)
	Property Tax	26,143	38,296	4,249,428	4,249,428	0
	Court Fines/Fees	27,592	58,050	348,300	365,000	(16,700)
Tourism	Hotel/Motel Tax	46,511	101,350	608,100	450,000	158,100
Wastewater	Sewer User Fees	425,072	425,072	5,100,864	4,800,000	300,864
Sanitation	Sanitation Fees	68,245	68,245	818,940	735,500	83,440
Stormwater Utility	Stormwater Fees	22,928	22,928	275,136	604,000	(328,864)

Revenue Summary			
General Fund Collected YTD	933,424	Wastewater Fund Coll YTD	437,619
General Fund Target	13,068,078	Wastewater Fund Target	4,961,000
Difference	(12,134,654)	Difference	(4,523,381)
	7%		9%

OPERATIONS EXPENDITURE SUMMARY

Operating Dept	Month	YTD	Annualized/ Projected	Budget	Projected Over/(Under) Budget
General Government	92,113	140,104	840,624	1,551,858	(711,234)
Community Development	30,074	60,669	364,014	560,228	(196,214)
Police	237,928	391,732	2,350,392	4,604,085	(2,253,693)
Fire	121,977	186,908	1,121,448	2,357,812	(1,236,364)
Hwys & Streets	71,627	135,020	810,120	1,909,056	(1,098,936)
Parks/Recreation	83,960	138,672	832,032	1,545,404	(713,372)
Sanitation	72,280	79,838	479,028	884,018	(404,990)
Tourism	29,116	47,088	282,528	659,957	(377,429)
Wastewater	166,598	206,465	1,238,790	5,313,065	(4,074,275)

FUND EXPENDITURE SUMMARY

Fund	Month	YTD	Target	% of Budget
General	681,185	1,205,071	14,569,943	8.27%
Sanitation	72,280	79,838	884,018	9.03%
Wastewater	166,598	206,465	5,313,065	3.89%

MONTH OF AUGUST 2014

MONTHLY MANAGEMENT REPORT

COURT

NUMBER OF TICKETS ISSUED IN AUGUST 2014 - **531**

NUMBER OF DEFENDANTS APPEARING IN COURT

AUGUST 12	9:00	A.M.	**77**
AUGUST 12	1:00	P.M.	**35**
AUGUST 19	9:00	A.M.	**48**
TOTAL FOR MONTH			**160**
AUGUST 19	1:00	P.M.	**8**

CONTESTED COURT SESSION

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

CODES	**0**
MISDEMEANORS	**1**

NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL	**84**
EIGHT HOUR SCHOOL	**2**

City of Goodlettsville Municipal Court

Goodlettsville Police Department

Chief Goodwin's Monthly Report

August 2014

On August 5th we had our first ever National Night Out Against Crime event at Moss-Wright Park. We had 104 in attendance from 9 different neighborhoods. It was a tremendous response and I'm so proud of our citizens for their commitment to fight crime in their neighborhoods. I attended the Tennessee Association of Chiefs of Police Conference in Chattanooga August 6th – 8th. On August 14th we presented Safety Tips to the tenants present at the Rivergate Mall Management meeting. We attended the Burton Heights Neighborhood Watch meeting on August 18th. We were present at Music on Main Street on August 21st. I attended the Chamber of Commerce Luncheon on August 28th the Drug Task Force meeting on August 13th.

In review of the TIBRS data comparing August 2014 to August 2013 Crime Against Person increased from 21 to 28 a 25% increase, and Crime Against Property increased from 73 to 89 an 18% increase and overall we had a 20% increase. Our UCR total for the year is a 7.33% reduction in UCR Crimes.

Our proactive efforts of our officers were very good for the month of August. As a result our officers made 1018 Traffic Stops and 5 Terry Stops. They made 91 Traffic Arrests and 10 DUI Arrests. From these Traffic Stops resulted 9 Felony charges, 106 Misdemeanor charges, and 12 warrants were served. They had 14 drug confiscations (11 from traffic stops). They issued 43 Misdemeanor Citations, made 57 Physical Arrests with 66 Misdemeanor charges and 26 Felony charges. They made 1 Juvenile Felony and 15 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 40 Warrant Service Attempts. They served 24 Felony Warrants and 23 Misdemeanor Warrants.

Our officers continue to check our neighborhoods, businesses and parks. They conducted 597 checks of neighborhoods, 497 businesses checks and 279 park checks. They had 731 Community Contacts.

The Communications Officers of the Month is Rachelle Fulton. On 8-27-14, Communications Officer Fulton was working a burglary call at the Red Roof Inn on the radio at shift change (approximately 0646 hours). At almost the same time, a medical call came in on the administrative lines that rang on Fulton's extension. Fulton immediately recognized it was a medical call and dispatched our fire department. She stayed on the line with the complainant and gathered additional pertinent information while still handling the Red Roof Inn call. This was all during shift change in the communications division which can be a very hectic time. Fulton handled herself very well and did an amazing job at documenting the information in the burglary call - all while being compassionate and professional on the phone with the medical call. Our Officer of the Month is Jason Ayers & Rico Jones. Officer Ayers stopped a vehicle occupied by two subjects at Rivergate Mall. Officer Jones backed him on the stop. The driver fled on foot and was apprehended several yards later and found to be illegally in possession of a handgun. Officer Jones checked the occupant that was determined to have outstanding warrants and was taken into custody as well.

GOODLETTSVILLE TENNESSEE
POLICE DEPARTMENT

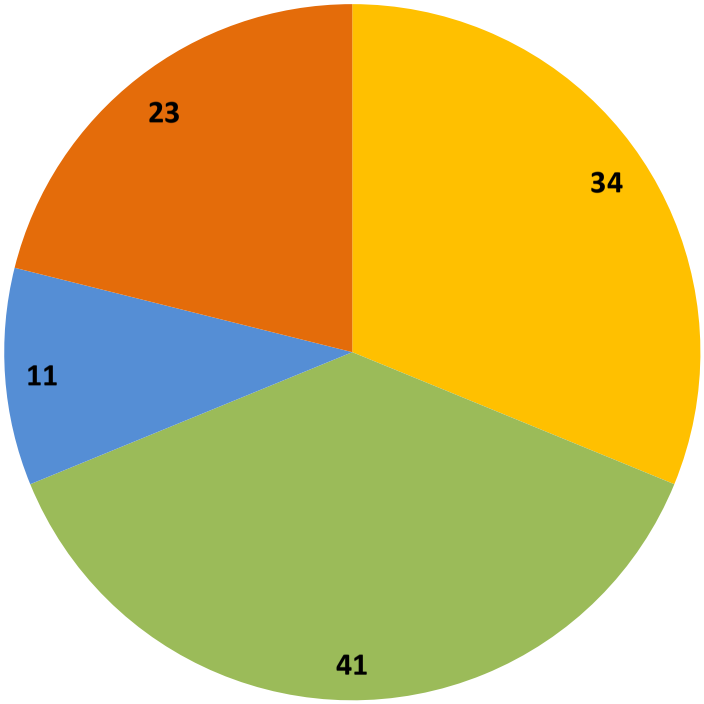
AUGUST TIBRS

TIBRS Group A Offenses	2014 Offenses Reported	2013 Offenses Reported
Crimes Against Persons	28	21
Murder	0	0
Negligent Manslaughter	0	0
Kidnaping/Abduction	0	1
Forcible Rape	0	1
Forcible Sodomy	0	0
Sexual Assault W/Object	0	0
Forcible Fondling	1	1
Incest	0	0
Statutory Rape	0	0
Aggravated Assault	4	4
Simple Assault	18	11
Intimidation	5	3
Stalking	0	0
Crimes Against Property	89	73
Arson	0	0
Bribery	0	0
Burglary	9	8
Counterfeiting/Forgery	6	1
Destruction/Damage/ Vandalism	9	8
Embezzlement	2	1
Extortion/Blackmail	0	0
Fraud - False Pretenses	0	6
Fraud - Credit Card/ATM	0	0
Fraud - Impersonation	1	3
Fraud - Welfare	0	0
Fraud - Wire	0	0
Motor Vehicle Theft	3	0
Robbery	3	1
Stolen Property Offenses	0	1
Theft - Pocket-picking	0	0
Theft - Purse Snatching	0	0
Theft - Shoplifting	34	22
Theft From Building	8	7
Theft From Coin Machine	0	0
Theft From Motor Vehicle	8	8
Theft of Motor Vehicle Parts	2	3
Theft - All Other Larceny	4	4
Crimes Against Society	26	24
Drug/Narcotic Violations	14	15
Drug/Narcotic Equipment Violations	10	7
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
Total Group A Offenses	**143**	**118**

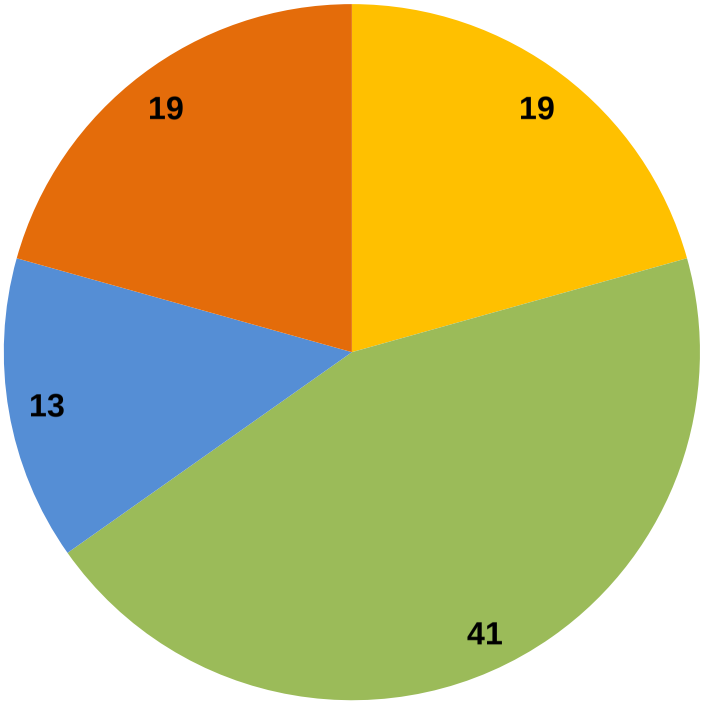
GOODLETTSVILLE TENNESSEE POLICE DEPARTMENT

AUGUST
CRASH REPORTS

Fatal | Injury | Property Damage | Minor Damage | Private Property



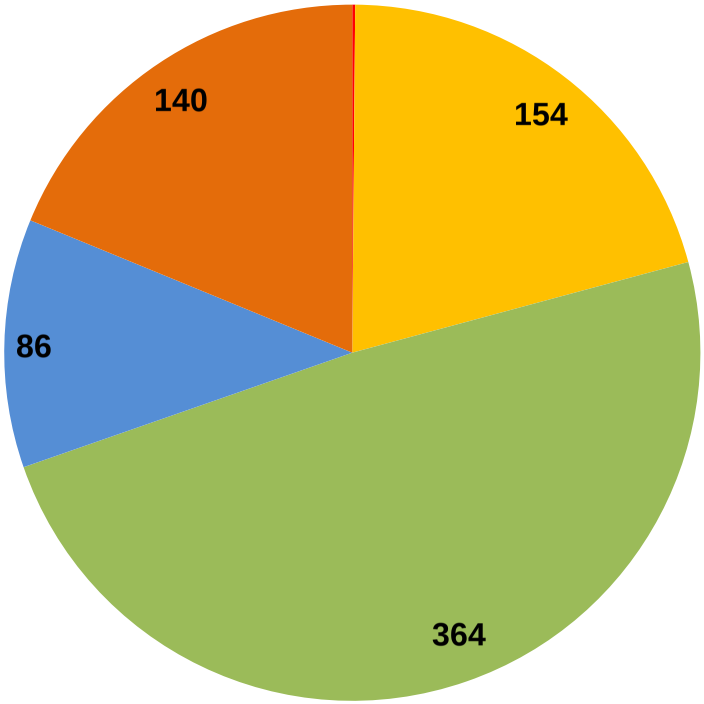
2014 REPORTS
109



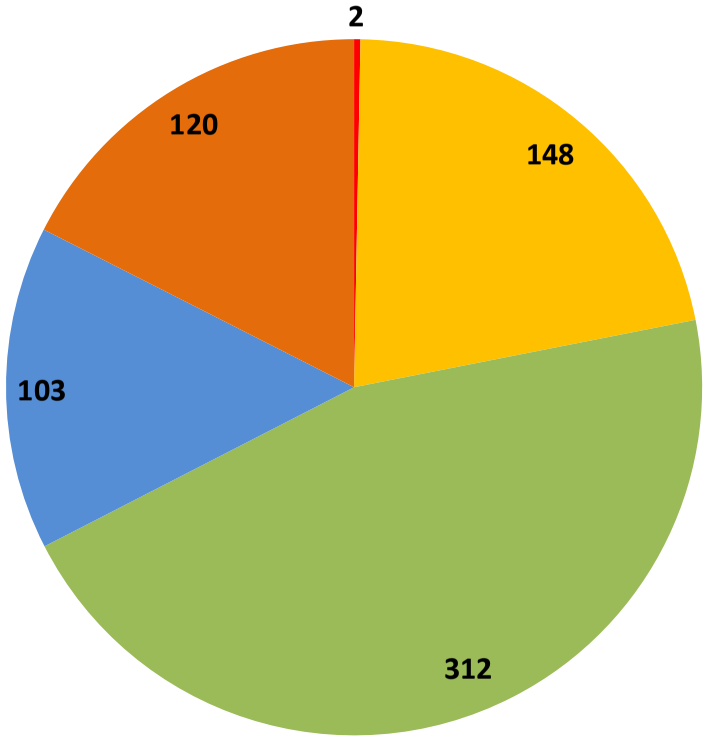
2013 REPORTS
92

YEAR TO DATE
CRASH REPORTS

Fatal | Injury | Property Damage | Minor Damage | Private Property



2014 YTD
745



2013 YTD
685

GOODLETTSVILLE TENNESSEE POLICE DEPARTMENT

AUGUST COMPSTAT
WEEKS 32 THRU 35

	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)	0	YTD	2	YTD	12	-83.33%	13
Robbery (Street)	4	YTD	9	YTD	6	50.00%	17
Aggravated Assault	0	YTD	20	YTD	23	-13.04%	36
Aggravated Assault - Dom Viol	3	YTD	13	YTD	17	-23.53%	30
Burglary (Commercial)	2	YTD	10	YTD	13	-23.08%	18
Burglary (Residential)	5	YTD	35	YTD	40	-12.50%	62
Auto Burglaries	6	YTD	64	YTD	72	-11.11%	86
Larceny	13	YTD	93	YTD	123	-24.39%	187
Shoplifting	27	YTD	246	YTD	221	11.31%	350
Motor Vehicle Theft	2	YTD	12	YTD	19	-36.84%	23
Total Offenses	62	TOTAL YTD	506	2013 YTD	546	-7.33%	823

Fire Department
August 2014

Summary of Month's Activities

Fire Operations

The Department responded to 212 calls for service for the Month of August.

Fire Administration

Administration

This budget year, three new firefighter positions were approved for the Goodlettsville Fire Department. After an extensive qualification process three candidates were selected to become Goodlettsville Firefighters. All three firefighters had state level firefighter training and previous experience. The new firefighters began work on August 11th and recounted the Goodlettsville Fire Department oath of office during the City Commissioners meeting on August the 14th.

The new firefighters were placed on a training schedule to orient them with the Goodlettsville Fire Department. Each firefighter were required to demonstrate actual fire ground skill through department performance standard testing as well as training to acclimate firefighters with the crew.

All firefighters participated in a live training exercise at the former Goodlettsville Library. Using artificial smoke, firefighters practiced search and rescue techniques. In each scenario, at least one victim was found and extrication techniques were required for victim removal. The training at the former library included ladder training and rooftop rescues. Firefighters practiced carrying victims down ladders.

After a recent vacancy in the department, a fourth firefighter was hired on August 31st. Similar training began with this firefighter to orient him with the department

GFD firefighters built a window prop to work with the firefighter maze prop (previously built by GFD firefighters). The window prop includes an entrapment box, whereby firefighters can simulate confined space entanglement. This is a valuable training exercise that will help firefighters survive if they are faced with a confined space situation. Firefighters practiced entrance and egress with victim removal from the window prop in full turnout gear. Department wide VES training was conducted using the maze and window prop. VES stands for ventilate, enter and search. This is a high risk operation that requires training and coordination, but could potential save the lives of citizens of a residential fire.

Ferrara Fire Apparatus successfully met the Bid specifications for the 2014 Response Pumper for GFD. The contract has been awarded and the new response pumper is in production. The response pumper should be complete and ready for final inspection early 2015. The target date to have the new pumper in service for the city is February 2015.

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

- Fire Training Classes
- Fire Prevention Classes
- Class Reunion Meetings

Fire Inspection

	This Month	YTD
Fire Investigations	1	**4**

Public Fire Education

	This Month	YTD
Participants	1 49	**345**
Education Hours	8	**23**
Number of Occurrences	3	**16**

Fire Fighter Training

August Training:

Search and Rescue- live training

VES training

Ladder Training

Natural Gas Training- conducted by Piedmont Gas

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

Fleet Maintenance

No Report Given

Goodlettsville Fire Department

Incident Report

Incident Totals

Jurisdiction 19226 August 1, 2014 to August 31, 2014

CATEGORY	**TOTAL CALLS**
Total Calls	**212**

Structure Fires	3	Hazardous Calls	10
Vehicle Fires	4	Service Calls	17
Brush/Grass Fires	0	Good Intent Calls	19
Overpressure Rupture/Explosion - No Fire	0	System Malfunction, Malicious False	2
Refuse/Rubbish Fires	0	Unintentional False	6
Other Fires	4	Other False	4
Total Fires	**11**	**Total False**	**12**

Rescue and EMS	143	*(Vehicle Accidents with Injuries 16)*	Weather Related 0

Mutual Aid Received	10	Incidents with Exposures	0
Mutual Aid Given	38		

Fire Service Injuries	2	**Fire Dollar Loss**	
Non-Fire Service Injury	0	Property	$1000.00
Fire Service Death	0	Contents	$1100.00
Non-Fire Service Death	0	**Non-Fire Dollar Loss**	
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 – August 2014

SOLID WASTE:

- Convenience center solid waste collected: 43 tons
- Solid waste tonnage collected: 8 tons
- Street sweeping debris removed off of streets: 80 cy
- Recycled materials collected: 39 tons
- Wood waste removal: 260 cy
- C&D: 240 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
- Worked on GIS maps
- Rainfall for month: 4.3”

Public Works Selected Performance Indicators	Total	YTD
Culverts/Storm Drains Cleaned/Swept	100	800
Curb – Repair/Install/Remove	10	25
Dead Animal Pick-Up Requests	5	31
Driveway Permits Issued	0	0
Excavation/Street Cut Permits Issued	0	1

Exemption/Back Door Route Requests	1	2
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	260
Stormwater Inspections Performed	15	120
Stream and/or Tributary Clean-Up/Clean-Outs	0	5
Streets Paved	0	9
Streets Repaired (e.g., pothole)	15	85
Streets Striped	0	2
Tennessee One Calls	77	766
Traffic Signal Repair	20	69
Tree Trimming Requests	20	65
Vehicle Maintenance – Routine	35	172
Vehicle Maintenance – Unscheduled	39	394
Water Quality-Related Outreach Events	5	26

PUBLIC WORKS FACILITY, OUTREACH, & PROJECT REVIEW:

- Residential meetings on various concerns
- Daily underground storage tank testing
- Monthly fuel pump inspection and cleaning
- Stormwater manager's meeting
- Weekly departmental meetings and monthly staff safety meetings
- Stream Watch meeting
- Utility billing set-up meetings
- Work alongside Parks to complete drainage projects
- TNSA and TCAPWA conference and event planning meetings
- Chamber of Commerce luncheon
- Signal maintenance
- Hosted Citizen's Academy
- Article submission/feature in TN Public Works Magazine

- Participated in Planning Commission, Board work sessions and Board of Commission meetings
- RFQ for engineering services for FHWA/TDOT projects
- Recruitment for open positions

CONTINUING PROJECTS:

- Engineer and builder meetings regarding upcoming development projects
- Bent sign inventory repair/new street sign installation
- Upgrades to City's fueling system
- TDOT projects: Greenway, Main Street Development, Conference Drive, Vietnam Veterans Interchange Modifications
- Utility billing implementation

Parks, Recreation, and Tourism Monthly Report

August 2014

ADMINISTRATION

- Conducted roundtable meeting with Senior Spirits program members
- Met with the American Red Cross to discuss shelter operations at the Community Center
- Toured the soccer complex with members of a large boys lacrosse organization looking to bring a tournament to Goodlettsville
- Attended Activenet webinars to better utilize the registration/reservation software used by the department
- Attended a follow-up meeting with the Chamber of Commerce to finalize communication related to athletic tournaments and large special events
- Coordinated Middle School Soccer Clubs' use of Moss-Wright Park
- Discussed facility use with Tennessee United Soccer Club and Middle Tennessee Futbol Club
- Met with an Eagle Scout candidate to finalize a project at Moss-Wright Park
- Toured Moss-Wright Park with Bryce Askren, Beech High School Cross Country Coach, to discuss use of the park for a regional meet
- Met with a GameTime representative to discuss the Moss-Wright Park playground project
- Met with a Little Tykes representative to discuss the Moss-Wright Park playground project
- Talked with a citizen about the possibility of a disc golf course within the park system
- Attended the final walk through of the community center for the LPRF project
- Coordinated the Kickoff Event for Goodlettsville's participation in Walk Across Sumner
- Met with a representative from PyroShows to discuss fireworks for special events

TOURNAMENTS, CAMPS, AND SPECIAL EVENTS

- National Night Out Against Crime
- Tennessee Vintage Baseball
- Bowen Campbell Car Show

PARKS DIVISION

Peay Park

- Anchored picnic tables to concrete slab
- Tree fell on storage building by tennis courts. Had Leo's Tree service cut and grind stump.
- Leo's tree service cleared tree line out on back side of gym around air conditioner.

Pleasant Green

- Pressure washed shelters 6 and 7.

Moss-Wright

- Replaced 3 sections of split rail fence where car ran through it.
- Painted transformer, soccer and rails on Bowen Campbell steps.
- Repaired brick steps at Bowen Campbell house.
- Replaced bolt that was broken on blue slide at playground.
- Installed 16 4x4 post with no parking in median signs for football.
- Dug out front entrance bed and re- landscaped.
- Had a storm come through the park on the 20th and partnered with Public Works to clean up multiple trees that were uprooted or damaged from the storm.
- Climbed trees on trail to free up broken limbs that were hung in the tree.
- Had Leo's tree service to grind 13 stumps.

- Warner's Athletics came out and removed lips, graded, and installed sod on softball and baseball fields.
- prayed final round of holganix and fertilizer on athletic fields.
- Trimmed grass infields and weed eat the inside of fences at quad.
- Trimmed around the whole area of football.

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 and committee for after action planning for the 2015 run
- The Picnic Committee continues to meet as we plan for the Employee Picnic in September
- As Chair of the Picnic Committee, I attended the City of White House's Employee Appreciation Health and Safety Day with Dawn Freeman. We have been gathering information on how other local municipalities show appreciation and fund these events.
- Attended Special Events planning meeting with Parks staff
- Spotlight Speaker at the Goodlettsville Chamber's weekly Leads Exchange program
- Attended the monthly Chamber luncheon

Special Events and Programs

- Plans are already underway for the annual Pumpkin Festival in Moss-Wright Park on Halloween. Forms were sent out this month to past business vendors.
- Music on Main continued in August. Lonnie Jones and Hard Drive played their bluegrass tunes for a crowd of about 200 people. Harlan County Line will perform in September to wrap up the Music series.

Historic Sites

- The fifth installment to the Master Gardeners Education Series was held on Saturday, August 9. A group of 35 folks came out to the Visitor's Center to learn about trees in Tennessee. The series will continue through October.
- The Highland Rim Distillers played their last home game in Moss-Wright Park on August 24th. This continues the Vintage Base Ball league that plays at historic sites throughout the state and country. Around 100 visitors enjoyed the 1860s style base ball.
- Historic sites staff met with Jennifer Hunsicker in August. She is hosting a book signing at the Visitor's Center in September. The book is about Andrew Jackson's childhood and photos from Mansker's Station are featured in it.
- Jennifer Kirk represented Historic Mansker's Station at The Hermitage for their Sundays LIVE! program. She did a food preservation demonstration. During her two demonstration days at The Hermitage, Jennifer talked to over 300 people. She has already had tours to our site that saw her demonstration and wanted to visit Mansker's Station.
- Created and distributed the quarterly Mansker's Station newsletter, *The Mansker Message.* It is sent out to all subscribers to the Historic Sites Notify Me and uploaded to our website.

Marketing

- Two press releases were submitted in August. The first one was about Music on Main in August and the extension date in September. The other press release highlighted Walk Across Sumner and Goodlettsville's participation in the program.
- The Under the Stars Family Campout and Tiny Tikes Tri was advertised through Active emails, Notify Me Parks distribution list, and Facebook.
- Tiny Tikes Tri flyers are displayed at Dick's Sporting Goods, our event partner, customer service desk.

Report from the Recreation Supervisor – Robbie Brigham

Recreation

- Pleasant Green Pool closed for the season on August 3rd.
- The Adult Men's Open and Coed Open Fall Softball League games started at Moss-Wright Park.
- Adult Coed Sand Volleyball ended with a single elimination tournament.
- Senior's round table meeting was attended.
- Coaches meeting for the Fall Youth Volleyball Leagues took place.
- Adult Coed Indoor Volleyball registration ended with 5 teams and matches were started.
- Barricades were placed before the sidewalk on Main Street for Live Music on Main. The stage was also assembled and leveled for the event.
- Weekly staff meetings were attended at the Visitor's Center.
- Special Events meeting was attended.
- Citizen Leadership Academy IDs were made.
- Community Center Training Manual was worked on and submitted.
- Jerseys for Fall Youth Volleyball were ordered and passed out.
- T-Ball equipment was returned and inspected so it will be ready for next year.

Maintenance

- Fire extinguishers were checked at the Community Center and Pleasant Green Pool.
- Pool maintenance was done to close down the pool.
- Madison Swimming Pools were scheduled to do tile work on the pool.
- Peay Park Playground was blown off several times.
- Changed filters in air conditioning units throughout the Community Center.
- Attended final walk through of work done at the Community Center for the LRPF Grant.

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.
- Facebook posts promoting activities were put online.
- Schedules for the Fitness Room and Gym were produced, put online, and copies at the front desk are available.
- Swim Team photo and information on this season was sent to the Ledger Paper and Star News.
- Activities were prepared and sent to the Nashville Parent.

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.

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

- For the month of August the **weekly** programs consisted of Crafts, Jewelry Making, Tuesday Potluck, Recreation, Art, Social Activities and Enrichment Sessions. The **monthly** programs consisted of a Grief Session, Book Club, Popcorn and a Movie, Coffee Club, and Birthday Club.
- Two roundtables were held this month. In attendance were senior members, Parks Director, City Manager, Mayor and Program Coordinator. A lot were discussed in regards to the new location for the program, direction of the program, and survey questions.
- Rachael Biggerstaff from Wood Financial sponsored a Lunch and Learn for the seniors. Lunch was provided by Cracker Barrel at no cost to the seniors.
- Ellen Wells from HighPoint Homecare sponsored the coverall for Bingo and discussed what services they provide.
- Sherry Hall from HighPoint Hospice sponsored Bingo for the month of August.

- Donna Backman from CareAll spoke to the seniors about new opportunities and changes serviced by CareAll.
- Bill Sleeter was the entertainer this month. He provided music and lots of fun, the seniors danced and enjoyed each other on the dance floor.
- Popcorn and a Movie was filled with humor, the movie shown was Monster In Law. Next month on Thursday, September 11 the requested movie Driving Miss Daisy will show at 12:30pm.
- We celebrated the monthly Birthday club with Potluck and a delicious cake sponsored by Kroger in Goodlettsville.
- Every senior must fill out a form before they participate in the Senior Program. Four new members joined for the month of August.
- The Senior Program had 60 hours from volunteers for the month of August.
- Dustin Wright from Avalon Hospice sponsored the Grief Session, the members really appreciates the service.
- We traveled to Nolensville, TN to the Amish Feed Mill for lunch and shopping.
- The quarterly Senior Concert is on schedule for September 9. The Seniors will enjoy spaghetti, music, desserts, and sponsors with information and door prizes.

Meetings

- Attended a networking breakfast at TriStar Skyline.
- Attended meetings with upcoming guest speakers and sponsors for September.
- Attended the Employee Picnic Committee, picnic is scheduled for September 20.
- Attended the monthly staff meeting at the community center.
- Attended meetings with Tina McDaniel from Elmcroft in regards to the upcoming partnerships which includes a Health and Safety Fair, Sock Hop, and Bingos.
- Attended meetings with Donna Backman from CareAll in regards to the Senior Spirits Tasty Tuesday lunch program.
- 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.

Teens

- The Goodlettsville Teen Advisory Committee applications are now available. The G-TAC will be selected in October.
- There was a lot of fun at the Teen Bingo Night hosted at the Goodlettsville Branch Library. The Parks Dept. provided great prizes and handed out information on the Parks upcoming events and programs. It was a great turn out. The next teen event will be in October, for a fun night of Halloween fright.

COMMUNITY DEVELOPMENT DEPARTMENT

Sub-group: Economic Development

Monthly Management Report: August 2014

Business Recruitment / Retention & Expansion

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

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 a representative from a financial business in relation to the location of a new business in Goodlettsville.

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.

Meetings Attended

Goodlettsville City Commission
Nashville Chamber Partnership 20/20

COMMUNITY DEVELOPMENT

Planning Department

September 3, 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

Attended Technical Coordinating Committee meeting of the Nashville MPO

Attended Annual Conference _ Tennessee Chapter American Planning Association

Attended FEMA training workshop hosted by Greater Nashville Regional Council

Special Projects

Goodlettsville Codes Department Activity Report August 2014

DEPARTMENT OF 4 EMPLOYEES:

Larry DiOrio-Codes Director/Fire Mar Marshal
Mike Bauer-Senior Inspector/Fire Ma 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 deparment is to inspect and enforce these regulations in a certified and professional manner.

Activity	Scope of Activity	Total Monthly
Issuing of Permits	Building(Commerc. & Resid.), Burn, Demolition, Blasting, Sign, Fireworks, Pool, Yard Sale	40 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	15 inspections
Fire Investigations	Duties of Fire Marshal involving fires in the city limits	1 investigations
Building Inspections	Building Related	46 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	78 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	42 inspections
Signs Removed	Illegal signs removed from city limits	70 signs
I.B.C. Training	Training for the departments required certification test/International Building Certif.	20 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)	20 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 homes
Flood Event/FEMA	M. Bauer assisting flood properties and FEMA requirements. Includes all documentation	10 hours
Issuing of Addresses	Assisting Metro/Davidson County 911 with assigning addresses for the city	4 addresses
Plan Reviews	In-house plan review by M. Bauer/Assisted also with outsourced plan reviews	5 properties
Storm Water Report	Monthly Storm Water Report for Administrative Building/	1 Report
Unsafe Structure Abatement	Demolition of unsafe structure	0 structure
Citations to Court	Municipal Code Violations	2 citations
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	daily

Goodlettsville Codes Department Building Report August 2014

Permit	Date	Cost	Map	Parcel	Lot	Address	Owner	Contractor's License	Type Str	County
New Residential										
	Total	**0.00**								
New Commercial										
	Total	***0.00***								
Additions & Remodeling										
20140153	08/05/2014	50,000.00	161	4.04		1032 Caldwell Drive	Barry Dillard	52995	Residential Remodel	Sumner
20140154	08/07/2014	22,000.00	25.08	11		305 S. Main St.	Storage Pros	67691	Commercial Remodel	Davidson
20140155	08/05/2014	34,845.00	143M	A7	9	508 Kasper Way	Ed Sloan	26368	Commercial Remodel	Sumner
20140156	08/13/2014	22,000.00	142D	12	12	136 Braxton Park	Alex Lee	27884	Residential Remodel	Davidson
20140157	08/13/2014	40,000.00	143B	33	33	2017 Crencor Dr.	Brenda Swift	27884	Residential Remodel	Davidson
20140159	08/18/2014	1,000.00	26	105	C	842 Conference Dr.	R Salon	Jarvis Signs	Sign	Davidson
20140160	08/18/2014	12,000.00	143P	69		327 Caldwell Dr.	Southeastern	Owner	Sign	Sumner
20140161	08/19/2014	5,000.00	34.02	1		807 Rivergate Pkwy.	Las Palmas Mexican Rest.	Owner	Temporary Sign	Davidson
20140162	08/21/2014	23,000.00	26.01	27		150 Long Hollow Pike	Daily's Shell Station	Summit	Sign	Davidson
20140163	08/21/2014	27,000.00	140N	7	7	114 Wynridge Way	Tim Ellis	40969	Deck	Sumner
20140164	08/25/2014		19.14	14	119	119 Northcreek Blvd	The Rice Box	Owner	Temporary Sign	Davidson
20140165	08/27/2014	1,000.00	143G	44	1	400 Grace Drive	Lydia Hobgood	Owner	Shed	Sumner
20140169	08/28/2014	125,000.00	143P	69		327 Caldwell Dr.	Southeastern Building	Owner	Commercial Buildout	Sumner
	Total	**362,845.00**								

Total New Residential	0.00
Total New Commercial	0.00
Total Add/Remodels	362,845.00
Total All Permits	**362,845.00**

Single Family Dwellings	
Davidson	0
Sumner	0
Total	**0**

City of Goodlettsville

Project Status Update

August 2014

PROJECT	PAGES
Greenway / Bicycle / Pedestrian	2
Signalization and Synchronization	2
Conference Dr. Vietnam Vets Lights	2
Long Hollow Pike Street Lighting	3
Hwy 41 & 31-W Street Lighting	3
RiverGate Parkway Improvements	3
Delmas Long Community Center	4
Moss-Wright Park RR & Concession	4
StormWater Utility Study	4
Sewer Intercepter	5
Paving	5

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

Greeway / Bicylce / Pedestrian Development

Project Cost:	**$3,000,000.00**
Engineer / Architect / Consultant:	**Lose and Associates**
Status:	**Plans have been submitted to TDOT for approval**
Completion Date:	**To Be Determined**
Notable outstanding issues:	**Completing Construction Plans in order to begin ROW Acquisition Approved in the 2014-2017 MPO TIP**

Signalization & Synchronization Improvements

Project Cost:	**$495,000.00**
	PROJECT COMPLETE BUT ADJUSTMENTS NEEDED
Engineer / Architect / Consultant:	**Gresham Smith and Partners**
Status:	**100% Complete**
Completion Date:	**Summer 2014**
Notable outstanding issues:	**None**

Conference Drive / Vietnam Veterans Lighting Improvements

Projected Project Cost:	**$580,000.00**
Engineer / Architect / Consultant:	**DAVIS H. ELLIOT CONSTRUCTION COMPANY, INC.**
Status:	**Under Construction**
Completion Date:	**Fall 2014**
Notable outstanding issues:	**None**

Long Hollow Pike Street Lighting

Project Cost:	**$70,000.00**
Engineer / Architect / Consultant:	**NES**
Status:	**Installation of 8 lights at a time has begun**
Completion Date:	**TBD**
Notable outstanding issues:	**None**

Highway 41 & 31W Street Lighting

Project Cost:	**$100,000.00**
Engineer / Architect / Consultant:	**NES**
Status:	
Completion Date:	**Portion will be Spring 2014**
Notable outstanding issues:	**Will be a Pilot LED program.**

RiverGate Parkway Improvements

Project Cost:	**$1,000,000.00**
	<u>PROJECT COMPLETE</u>
Engineer / Architect / Consultant:	**Ragan - Smith**
Status:	**Paving is 100% Complete, Landscaping 100% Lighting 100% Complete**
Projected Completion Date:	**Summer 2014 (Bridge Lighting)**
Notable outstanding issues:	

Delmas Long Community Center Improvements

Project Cost: **$500,000.00** ***Dependent on Grant Funding***

PROJECT COMPLETE

Engineer / Architect / Consultant: **Centric Architecture**

Status: **Construction Plans 100% complete / Bids have be awarded.**

Completion Date: **HVAC Project - 100%**
Playground Project – 100%

Moss-Wright Park Restroom /Concession Facility (Football)

Project Cost: **$150,000.00**

PROJECT COMPLETE

Engineer / Architect / Consultant: **Centric Architecture**

Status: **Design of building within the flood plain has been determined to be cost prohibitive. Purchase of Mobile units has been deemed the only method possible.**

Completion Date: **April 2014**

Notable outstanding issues: **Mobile Units have been delivered.**

Stormwater Utility Study

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

Engineer / Architect / Consultant: **AMEC, INC.**

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

Completion Date: **Summer 2014**

Notable outstanding issues: **None**

Sewer Interceptor

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

Project Cost: **$250,000**

Engineer / Architect / Consultant: **GRW**

Status: **Currently procuring Sewer Easements**

Projected Completion Date: **Summer 2014**

Notable outstanding issues: **Negotiation of Sewer Easements**

FY 2013/2014 Street Paving & Lighting Program

Project Cost: **$700,000.00**

PROJECT COMPLETE

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**
9. **Fannin Drive**
10. **Alta Loma**
11. **Madison Creek**
12. **Park Drive**
13. **Valerie Ct.**
14. **Cynthia Trail**