

**April**

**2012**

# City Manager Report

Report of monthly activities of City Manager and all Departments presented to the Goodlettsville Board of Commissioners and the Citizens of Goodlettsville.

Tim Ellis  
City Manager Report  
Distributed May 10, 2012



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# City Manager

## Management Report: April 2012

### Legislative Accomplishments

- Board of Commissioners passed on final reading ordinance 11-774 an ordinance adopting the Fire Prevention Rapid Entry System (Knox Box). Ordinance took effect on April 27, 2012
- Board of Commissioners passed on final reading ordinance 12-775 an ordinance establishing certain guidelines and requirements in which fire lanes are to be constructed. Ordinance took effect on April 27, 2012
- Board of Commissioners passed on final reading ordinance 12-776 an ordinance establishing certain parking lot maintenance standards as it relates to fire lanes & fire hydrants. Ordinance took effect on April 27, 2012
- Board of Commissioners passed on final reading ordinance 12-777 an ordinance amending the FEMA flood plain map references. Ordinance took effect on April 27, 2012
- The Board of Commissioners also took action on the following resolutions:
  - Resolution 12-513– Approved a resolution that established special event permit fees as it relates to beer permittees.
  - Resolution 12-514 – Approved a resolution amending the Personnel Manual as it relates to the employee education assistance program.
  - Resolution 12-515 – Approved a resolution declaring certain property as being surplus.

### Legislative Matters Forthcoming

- Ordinance 12-778 – an ordinance amending the Goodlettsville Municipal Code in regards to prohibited acts pertaining to beer and beer places (*Passed First Reading*).
- Ordinance 12-779 – an ordinance adopting the fiscal year 2012-2013 budget and setting the property tax rate.
- Ordinance 12-780 – an ordinance creating the Fleet Management Program Fund.
- Ordinance 12-781 – an ordinance establishing a storm water utility.

### Other Considered by the Board

- Approved a contract for the collection of solid waste, collection of bi-weekly curbside recycling and curbside bulk item pick-up with Waste Industries.
- Approved a contract for mowing services with
- Approved a contract for the demolition and construction of a new retaining wall.

### **Commissions and Boards**

- **Beer Board**
  - Beer Board met in a study session to discuss needed changes to the current beer ordinance. Ordinance 12-778 is the result of the boards work.
  
- **Planning Commission**
  - Approved an amendment to the FEMA flood plain map references
  - Approved a Final-Plat for the Villas at Twelve Stones Crossing.
  - Approved Right-of-Way dedication for Dry Creek Road and Old Dickerson Pike.
  - Approved an extension of Letter of Credit for the Cottage Grove of Twelve Stones.
  
- **Board of Zoning Appeals**
  - The Board granted a variance in order that a farmers market can be held at the old Fred's store location.

### **External Meetings**

- Attended the semi-annual Tennessee City Manager Conference in Nashville.
- Attended the Executive Board Meeting of the Regional Transportation Authority.
- Attended the RTA Finance Committee meeting.
- Attended and was an evaluator for van service proposals for the RTA.
- Attended the monthly Goodlettsville Chamber of Commerce luncheon.
- Attended a press conference held by RiverGate Mall in regards to their new Youth Escort Program.
- Attended a meeting with various representatives of Dollar General Corporation.
- Attended various sessions of the Goodlettsville Citizens Police Academy.
- Attended an on-site project kick-off meeting for the Roadscape project.
- Met with Mr. Jeremy Johnson in regards to certain drainage issues.
- Met with Mr. John Warner in regards to general happenings in the city.
- Attended the Nashville Film Festival in regards to promoting the city as a filming locale.

### **Internal Meetings**

- Met with Mr. Bo Mitchell candidate for the State of House of Representative district 50.
- Met with Mrs. Courtney Rogers candidate for the State House of Representatives district 45.
- Met with representatives of CROM, Inc. in regards to the equalization tank.
- Met with Mr. Rex Barton and Mr. Gary Jaeckel in reference to the MTAS Comprehensive Management review of the Police Department.
- Met with Mrs. Mary McWhirter in regards to the rezoning of property that she owns on North Main Street.
- Attended the Planning Commission, Board of Zoning Appeals, Parks, Recreation & Tourism Board, Beer Board and Board of Commission Meetings (2).
- Met with representatives of Waste Industries in regards to the new Solid Waste Contract.
- Conducted weekly staff meetings.

### **Ongoing Work**

- Fiscal Year 2013 Budget.
- Local Parks & Recreation Grant Application.
- Tennessee's Clean Tennessee Energy Grant program.
- Tennessee Agricultural Enhancement Program.
- MTAS Benchmarking program.
- Data for the International City Managers Association's (ICMA) Center for Performance Measurement study has been submitted and waiting for the results of the study.
- Work continues on the sewer rehabilitation project.
- Sewer Equalization tank project reached substantial completion on March 27, 2012. Final Completion is still not completed.
- Staff continues to work on the future needs of 2 way radio communications within all departments of the city but most importantly public safety.
- The greenway / bike / pedestrian project has completed the environmental assessment phase and has been sent to TDOT an FHWA for approval.
- A Public Meeting in regards to the Greenway routing will be held on May 31, 2012.
- Citizen Academy program for the city is scheduled to begin on June 12, 2012.
- "My Goodlettsville" program should be unveiled within the next 2 weeks.

## **P.I.O. Monthly Report - April 2012**

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### ***Written Press***

- Wrote City Update for the April 27 edition of “The Goodlettsville Trace” and submitted May meetings and events for the paper’s calendar. City Update topics included the Long Hollow Pike traffic light synchronization project, the inaugural Goodlettsville Citizen’s Academy, Pleasant Green Pool’s grand re-opening, and the creation of the Parks, Recreation & Tourism Advisory Board
- Press releases: Police Officers Participate in Taser Training, The Inaugural Goodlettsville Citizen’s Academy Now Accepting Applications

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

- Attended the Nashville Film Festival along with the City Manager, the Director of Finance & Administration, and the Economic Development Director, to promote Goodlettsville as a place to make films. We also invited local business representatives and key community players to help us further deliver our message. Bob Raines, the Executive Director of the Tennessee Film, Entertainment & Music Commission plans to visit the community to help us load Goodlettsville attractions and scenery into the state’s Film Commission’s location database.
- Attended weekly Citizens’ Police Academy classes held Tuesday nights
- Attended a press conference held by RiverGate Mall unveiling their new Youth Escort Program

### ***Website Additions/Online***

- Parks Advisory Board members and meeting information
- Citizen’s Academy Application for online submittal
- 2012 Middle Tennessee Industrial Development Association Community Data Profile
- Regular monthly web and facebook postings
- Review of page submittals prior to publishing

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

- Data cleaning for Center for Performance Measurement program
- Community Survey inquiries from citizens
- Designed promotional handout for the Nashville Film Festival
- Assembled the City Manager Report for March 2012

## New Business Licenses issued April 2012

1. School Uniforms & More-Goodlettsville 1000 Rivergate #1730 Elbager Frashi  
397-3432 opened: 4-01-12
2. KB Paints 302 Roscoe Street Kevin Bridges  
491-9535 opened: 4-02-12
3. Kellogg Contracting, Inc 1229 S. Dickerson Rd Jackie Olvis  
851-5003 opened: 11-01-09
4. All Occasions Boutique (formerly All Occasions)  
217 S. Main St. John A. Spencer, Sr.  
859-8080 opened: 4-2-12 issued: 4-5-12
5. Quarterhorse Construction, LLC 450 Professional Park Dr. Chad Ray  
416-5982 opened: 4-10-12 issued: 4-12-12
6. Christina and Peter, LLC 943 Louisville Hwy Beshoy Aboelsad  
525-8062 opened: 4-17-12 issued: 4-13-12
7. THR & Associates, Inc 120 Cartwright St. Leeah Watkins  
217-726-7590 ext 182 opened: 5-8-12 issued: 4-13-12
8. Rockland Acoustics 307 Space Park North Joshua Vest  
389-4266 opened: 3-26-12 issued: 4-13-12
9. Summit Property Restoration of Nashville, LLC 655 N. Main St.  
Ryan Carney 873-4631 opened: 12-01-12 issued: 4-23-12
10. EAS Properties, Inc 202 Placid Grove Lane Eddie Sloan  
415-6020 opened: 12-27-11 issued: 4-23-12
11. Coach Quarters Leasing, LLC 1057 Louisville Hwy Olan Witt  
859-0200 opened: 4-10-12 issued: 4-25-12
12. Wayne Ramsey 303 Loretta Dr. Cecil Wayne Ramsey  
491-2293 opened: 5-01-12 issued: 4-30-12

## Beer Permits for April 2012

NO PERMITS ISSUED IN APRIL 2012

## **Finance and Administration Monthly Report**

**April 2012**

### **FINANCE**

- Budget Document was delivered to the Board of Commissioners and two budget study sessions have been held. There were some minor revisions made at the BOC's request, and the Budget will be considered for a first reading on May 10.
- Attended a TML insurance workshop with the Human Resources Director. At the workshop, we discussed better managing workers' compensation claims, as well as the growing area of internet fraud claims.
- Attended the Nashville Film Festival with the City Manager, Economic Development Director and Public Information Officer, where the City was a sponsor of a VIP tent. Met several people and discussed how Goodlettsville would be a great place for filming movies, television, documentaries, etc.

### **HUMAN RESOURCES**

- Keyed all new payroll deductions for open enrollment.
- Attended TML training in Springfield, April 24.
- Attended TPMA (TN Personnel Management Association) conference in Gatlinburg, TN – April 11-13.
- 1 Position filled during April: 1 FT Police Officer. One PT Dispatcher moved out of state.
- Worker's Compensation accidents in the month: one knee twist and one insect bite.

### **IT**

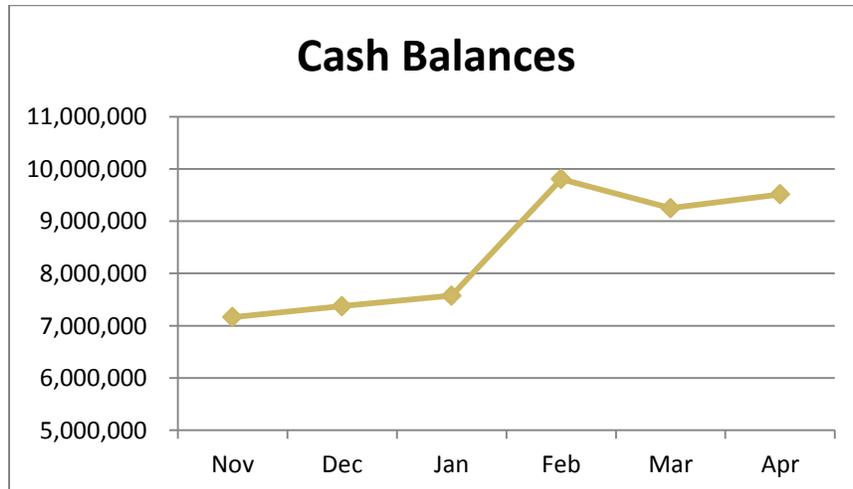
- Worked with Metro I.T. regarding connections
- Set up e-mail and access for new employees
- Reviewed cell phone account and options
- Worked with Sumner County 911 and Vision Air regarding RMS Connection.
- Worked with SGTs on voice mail.
- Worked with CID issues.
- Worked at Visitor Center with phone and network issues.
- Installed software updates.
- Responded to other calls for service as requested.
- Worked with State of Tennessee and Incode regarding new court reporting procedures.
- Worked with Rhonda Carson regarding file scanning.
- Worked on install of equipment in conference room.
- Worked on Incode connection issues.
- Began set up for server changes.

**CITY OF GOODLETTSVILLE  
MONTHLY FINANCIAL SUMMARY  
APRIL 2012**

**UNASSIGNED FUND BALANCE**

<u>OPERATING FUND</u>	<u>ENDING BALANCE FY 11</u>	<u>ENDING BALANCE CURRENT MONTH</u>	<u>BUDGET BALANCE 06/30/2012</u>	<u>PROJ BALANCE 06/30/2012</u>	<u>% OPERATING BUDGET</u>
GENERAL	2,032,866	2,000,609	600,771	2,440,000	22.92%
SANITATION	123,761	131,566	13,179	13,000	1.47%
TOURISM	939,621	919,084	612,096	612,000	165.62%

<u>CASH IN BANK</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>
General Fund	672,779	632,948	767,395	986,502	2,475,700	2,123,165	2,398,735
Sanitation	139,597	126,531	137,014	142,592	141,864	148,998	153,190
Tourism	1,023,800	1,014,424	1,016,506	872,631	874,884	838,222	857,672
Sewer	5,364,544	5,389,042	5,453,936	5,572,475	6,314,424	6,137,768	6,105,508
Total Cash	7,200,720	7,162,945	7,374,851	7,574,200	9,806,873	9,248,174	9,515,105



KEY REVENUE INDICIES

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Annualized</u>	<u>Target</u>	<u>Projected Over/</u> <u>(Under)</u>
General Fund	Local Sales Tax	302,513	3,010,450	3,910,450	3,708,000	202,450
	State Shared Tax	169,591	1,322,200	1,722,200	1,676,000	46,200
	Property Tax	28,945	3,114,195	3,114,195	3,125,000	(10,805)
	Court Fines	36,838	248,655	298,386	220,000	78,386
Tourism	Hotel/Motel	38,428	353,090	423,708	360,000	63,708
Wastewater	Sewer Fees	345,068	3,688,817	4,426,580	4,100,000	326,580
Sanitation	San Fees	66,176	595,926	715,111	711,000	4,111

REVENUE SUMMARY

General Fund Collected YTD	9,067,261	Wastewater Fund Collected YTD	3,789,540
General Fund Target	10,656,740	Wastewater Fund Target	4,305,000
Difference	1,589,479	Difference	515,460
	85%		88%

OPERATIONS EXPENDITURE SUMMARY

<u>Operating Dept</u>	<u>Month</u>	<u>YTD</u>	<u>Annualized</u>	<u>Budget</u>	<u>Projected</u> <u>Over/(Under)</u>
General Government	92,448	1,113,852	1,406,971	1,412,885	(5,914)
Community Development	37,598	447,258	564,957	568,230	(3,273)
Police	265,287	2,758,109	3,483,927	3,632,696	(148,769)
Fire	111,803	1,073,573	1,356,092	1,426,783	(70,691)
Hwys & Streets	68,376	692,075	874,200	977,587	(103,387)
Parks/Rec	98,699	898,891	1,135,441	1,286,748	(151,307)
Police Drug Fund	19,839	183,329	231,573	288,214	(56,641)
Sanitation	61,099	614,678	819,571	886,582	(67,011)
Tourism	20,112	467,092	590,011	702,525	(112,514)
Wastewater	165,508	2,771,663	4,401,048	4,806,590	(405,542)

EXPENDITURE SUMMARY

General Fund Expenditures YTD	8,557,428	Wastewater Fund Expenditures YTD	2,771,663
General Fund Budget	12,077,874	Wastewater Fund Budget	4,806,590
Difference	3,520,446	Difference	2,201,376
	71%		58%

## MONTH OF APRIL 2012

<b>Monthly Management Report for Court</b>
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NUMBER OF TICKETS ISSUED IN APRIL 2012 - **576**

NUMBER OF DEFENDANTS APPEARING IN COURT

APRIL 10 10:00 A.M. **79**

APRIL 10 2:00 P.M. **90**

APRIL 17 10:00 A.M. **77**

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TOTAL FOR MONTH **246**

NUMBER OF DEFENDANTS ON CONTESTED DOCKET

APRIL 17 2:00 P.M. **22**

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

CODES **0**

MISDEMEANORS **0**

NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL **131**

EIGHT HOUR SCHOOL **10**

**Goodlettsville Police Department  
Chief Pope's Monthly Report, May 7, 2012**

Police Memorial Week is the week of May 14. There will be a brief memorial service on Thursday, May

On 4/30/12 the K-Mart pharmacy was robbed by a male suspect. Due to alert witnesses we were able to identify the suspect on the day of the robbery. Detectives located and arrested him on 5/4.

Patrol officers responded to an aggravated assault at a home. The 15 year old son had threatened to strike his mother with a board. The juvenile was taken into custody, charged with Aggravated Assault and transported to Metro Juvenile detention.

Patrol officers responded to Rivergate Mall on a report that two infants had been left unattended in a car. The mother was located a short time later and charged with two counts of child neglect. The Tennessee Department of Children Services was notified of the situation by the officers.

Patrol investigated a fatality accident on Highway 41 on March 23<sup>rd</sup>. As a result of this investigation two of the drivers involved have each been charged with one count of Vehicular Homicide and two counts of Aggravated Assault. Both drivers have been arrested.

On 4/14 patrol officers stopped a vehicle believed to be involved in an earlier burglary of a motor vehicle. As a result of this stop a male juvenile and a female juvenile were arrested for the earlier vehicle burglary. Other items were recovered that led to additional charges on vehicle burglaries in Goodlettsville and Madison.

Detectives have recovered property taken in a home burglary in April on Happy Hollow Road. The investigation is continuing.

On 4/27 patrol officers responded to a shoplifting incident at Krogers. The suspect nearly struck a store employee with her car as she was fleeing. Detectives were able to identify the suspect and she was later arrested. The suspect was charged with Theft and Reckless Endangerment.

Patrol officers responded to an Aggravated Assault incident at Sears. The victim knew the suspect. The assault was the result of an earlier incident that occurred at a location outside the city. The suspect was arrested and charged with one count of Aggravated Assault.

Ongoing Projects:

Twenty officers have now been trained and certified to carry a Taser.

The MTAS Assessment of the police department has been completed and received. We will be meeting with the city manager this week to review the report.

The Citizens Police Academy had its final session on 5/1. This was another very successful academy. All the participants thoroughly enjoyed the various classes presented by members of this department. Registration for the next academy will begin in December of this year.

Through April officers have completed approximately 450 hours of training in various law enforcement topics.

## Fire Department April 2012

### Summary of Month's Activities

#### Fire Operations

The Department responded to 204 calls for service for the month of March.

#### Fire Administration

- James traveled to Missouri for EVT Training
- Johnny attended FDIC Convention
- Johnny started a Training class for Sumner EMS in Gallatin
- Participated in Prom Promise at Beech High School

#### Departmental Highlight

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

- Volunteer State Community College EMT Class
- Tri Star Health Systems & Emergency Medical Services
- Public Works - Storm Water Training

### Monthly Performance Indicators

#### *Incident Responses*

Structure Fires	0	MVA / No Injury	2
Cooking /Electrical Fires	2	Motor Vehicle/Pedestrian Accident	0
Vehicle Fires	6	Rescue	0
Grass /Brush /Trash Fires/Equipment	6	False Alarms/False Calls	37
Hazmat	0	Assist Other Government Agency	2
Other Calls / Assist	19	Citizens Complaint	0
Emergency Medical Calls	121	<b>Total Responses for the Month</b>	<b>204</b>
Vehicle Accidents with Injuries	9	<b>Total Responses for the Year</b>	<b>886</b>

**Fire Fighter Training****Training Hours for April 2012**

564 total training hours since January 1, or 34 hours per firefighter since January 1 (Avg. of 8 hrs. per month per FF for the year)

138 hours of training for the month of April 2012 or 8 hours per firefighter for the month

**Fire Inspection**

	<b>This Month</b>	<b>YTD</b>
Fire Investigations	0	1
Plat/Plan Review	1	6

**Public Fire Education**

	<b>This Month</b>	<b>YTD</b>
Participants	50	90
Education Hours	4	14
Number of Occurrences	2	6

**Fleet Maintenance**

0 Scheduled Services

20 Repairs

Special Projects

EVT Training in Missouri

Price quotes for Generator Repair

Mow/ Weed eat

Mulched Landscape

Outstanding Issues

Waiting on Tires for 102 and 103

Trying to get with Tim Preston to help put the Salvage truck on Gov Deals

Cost Savings

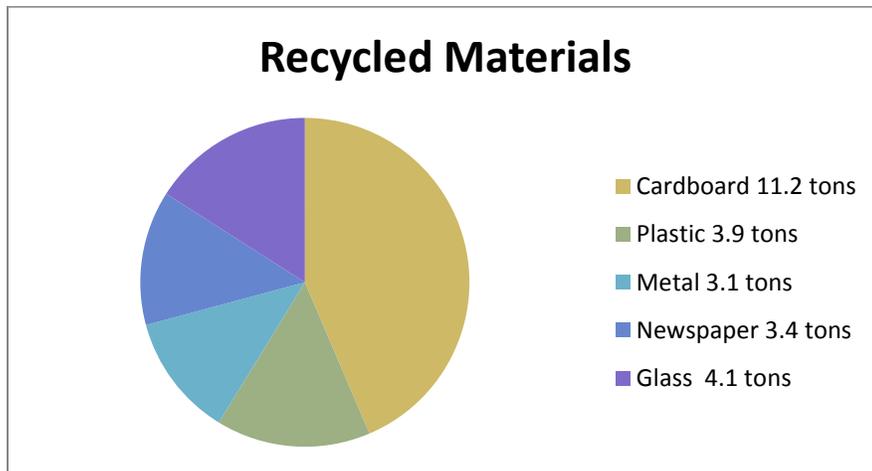
In house repairs to vehicles and building to cut down on the cost.

# Public Works Monthly Report

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April 2012

## SOLID WASTE:



- Monthly tonnage residential solid waste collected: 283
- Monthly tonnage convenience center solid waste collected: 134
- Monthly cubic yards of wood chips removed from lot: 320

## SEWER:

- Sewer rehabilitation continues
- Equalization tank inspections at Mansker Creek Pump Station
- Monthly equipment and pump station maintenance
- Monthly bioxide tank filling
- Daily pump station inspections
- By-pass sampling to lab
- Cleaning of sewer main line
- Pump repair at Madison Creek Pump Station
- Assisted Streets with drainage cleaning
- Rainfall for month: 3.17"

Public Works		Total	YTD
Selected Performance Indicators			
Brush Pick-Up Areas Covered	5	20	
Culverts Cleaned	15	20	
Curb – Repair/Install/Remove	4	9	
Dead Animal Pick-Up Requests	0	5	
Drainage Inspection Requests	12	35	
Driveway Permits Issued	0	0	
Emissions Testing/License Plates for Vehicles	0	1	
Excavation/Street Cut Permits Issued	0	1	
Exemption Route Requests	0	2	
Graffiti Removal Requests	1	3	
Land Disturbance Permits Issued	0	1	
Public Services Calls Received (Main Line)	136	613	
Sanitation – Bulk Item/Junk Pick-Up Request	1	3	
Sanitation – Cart Repairs	10	40	
Sanitation – Second Cart Request	0	2	
Signs Repaired/Installed (Street or Name)	40	55	
Snow Removal – Number of Storms	0	1	
Storm Drains Cleaned	20	103	
Storm Drains Repaired or Replaced	2	6	
Stormwater Inspections Performed (Active Construction Sites)	12	47	
Stream and/or Tributary Clean-Up/Clean-Outs	1	3	
Streets Paved	0	0	
Streets Repaired (e.g., pothole)	10	24	
Streets Swept (miles)	57.8	231.2	
Streets Striped	0	6	
Tennessee One Calls	80	310	
Traffic Signal Repair	3	20	
Tree Trimming Requests	3	6	
Vehicle Maintenance – Routine	34	142	
Vehicle Maintenance – Unscheduled	27	133	
Water Quality-Related Outreach Events	2	12	

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

- Building cleaning and maintenance
- Monthly underground tanks testing
- Monthly staff/safety meeting
- Public Works section of website page updates
- Long Hollow Pike signalization, Signal @ Madison Creek Road, Pedestrian crossing at Caldwell/Moss-Wright Park meetings
- Monthly stormwater managers' public meeting
- Missing street sign and bent sign inventories
- Received approved sanitation and curbside recycling pick-up contract
- Budget discussions
- Dumpster rental for convenience center
- Right-of-Way mowing and litter pick-up bid opening and confirmation
- Traffic signal preventive maintenance program
- Slater's Creek and Mansker Creek Stream Clean-Ups
- E. Coli sampling project on Slater's Creek
- UST training, Level "C", completed

**OUTSTANDING ISSUES:**

- Street maintenance survey
- Finalize Retroreflectivity survey
- Stormwater Utility ordinance draft approval

# Parks, Recreation, and Tourism Monthly Report

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April 2012

## **PARKS PROJECTS:**

- Created new bench seating in the community center
- Installed new decking at Pleasant Green concession
- Ordered backstop nets for field 1 and talked with Jimmy Ralph regarding increasing the length of the poles for the nets
- Had repairs of back flow preventer at soccer area
- Met with Public Works regarding patching paved areas of the park
- Conducted interviews for part-time seasonal employees
- Completed playground inspections of Moss-Wright Park and Pleasant Green Park. Ordered replacement parts for slides
- Fertilized football fields
- Sprayed to kill rye off of athletic fields
- Added mulch to dog park
- Relined parking areas in areas of Moss-Wright Park, all of Pleasant Green and Peay Parks
- Cut grass, weed-eat, and completed various other projects

## **RECREATION:**

- Four events were held in April. On April 1<sup>st</sup> we hosted the annual Spring SpEGGtacular. We had great weather that afternoon and a great turnout. We estimated that around 1,000 people were in the park for the hunt. Our other Easter event was held Friday, April 6<sup>th</sup> at the Community Center. We had 15 children get to meet the Easter Bunny and participate in an egg hunt at the Easter Bunny Brunch. This was a fun program that everyone enjoyed.
- Earth Day was held on Friday, April 20<sup>th</sup>. We had 15 vendors and demonstrators promoting our planet. We had around 45 people in attendance. The fourth event we hosted in April was Mansker's Station 4<sup>th</sup> Saturday class.
- Also this month some of the Parks staff spent time out at Pleasant Green Pool getting everything ready for the re-opening in May. Painting was done on and in the concessions stand as well as the bathrooms between the shelters. We also painted the fence to cover up the rust and to prevent future rusting. The sidewalks and picnic tables were pressure washed and a brand new concessions stand deck was built. Everything is falling into place for the summer!
- This month Amy and Allison Baker met with Carol Maynard with the Hendersonville Standard and decided that they will print our Summer Activity Guide. We will get our copies May 18<sup>th</sup> and 5,000 of the guides will be delivered the last Friday in May in the Goodlettsville Trace.
- Our summer calendar was finalized this month and Allison Baker worked on getting all of the details of all of the programs set too.
- In April, Allison Baker advertised Goodlettsville Parks' activities on our website, in local papers and magazines, on Facebook, flyers, through mass emails, community calendars, and starting in May we will have advertisements on the radio during all 144 Sounds games!
- Interviews for lifeguards and seasonal recreation assistants were ongoing this month.

**HISTORIC SITES:**

- Saturday, April 28<sup>th</sup> was Mansker's second Saturday in the "4<sup>th</sup> Saturday" series. This series is improving each month. We offered cooking classes, a leather construction workshop, and held a basket-making class. The participation in these classes increased since March. We also held a volunteer orientation before the events and had four more volunteers complete the class. We have had 26 volunteers total go through orientation since March. Now that we are getting into the school group tours with more than 100 children, these volunteers play an integral part in our ability to cater to such large audiences. Hopefully the next 4<sup>th</sup> Saturday in May will be even more popular than this one!
- On Monday, April 30, Allison Baker attended the quarterly Standards and Excellence Program for History Organizations (StEPs) meeting in Cookeville. There are five museums in Middle Tennessee that are splitting a grant from American Association for State and Local History (AASLH). Each site will receive \$350 and must use that to develop and implement a project. Mansker's project will be to create and distribute a survey for our walk-in tours after their visit. This survey will have five or six questions about the tour and museum. This will give us the necessary feedback from these tours to see what points we are excelling at and where we need to improve. Through this program we are also able to receive national recognition through certifications. We are eligible to receive certificates in multiple categories such as governance, collections, and audience. This is a great tool to evaluate our site and to prepare strategic plans.

513 Visitors

10 Volunteers

153.75 Volunteer Hours

3 Workshops

**ADMINISTRATION:**

- Conducted staff meeting for department
- Met with Evan Sanders with Community Development about writing the LPRF Grant that we will be applying for to add air conditioning, floor cover, and staging to the gym at the Community Center and to make improvements to Peay Park playground.
- Gave Commissioner Birdwell a tour of the Parks System.
- Attended the Easter Bunny Brunch and appeared as "the special guest".
- Conducted a Parks Tour with the Parks Advisory Board
- Attended the April Parks Advisory Board Meeting.
- Met with Chick-Fil-A representatives to discuss the Movies in the Park Series that will take place June 2.
- Started collecting data for the LPRF grant.
- Started collecting data for the assessment of the Parks and Recreation Department.
- Continued overseeing the refurbishment to Pleasant Green Pool.

**Program Participation**

Program Name	# Enrolled	R	NR	Total Revenue	Total Expenditure
Zumba	306			306	0
Yoga	5			10	0
Book Club	9			0	0
Tot-time	85			0	0
Spring sEGGtacular	1200 est.			0	150.1
Adult Softball					5,586.00
10-12 Girls Youth Volleyball					80.00
13-15 Girls Youth Volleyball					120.00
Adult Coed Volleyball					300.00
Irish Step Dance	3	3		150.00	120.00
Easter Bunny Brunch	13	9	4	185.00	112.31

**Reservation Information**

	R	NR	Total Revenue
<b>Total # Permits Created</b>	<b>26</b>	<b>31</b>	<b>2180</b>
Community Center	1		15
Shelters	17	23	1680
Fields	7	7	330
Tennis Courts		1	60
Birthday Party Pool Package	1		95

**Community Center Use**

Community Center	Total Number	R	NR	Total Revenue
Track Passes Scanned	48	39	9	0
Dollar General Scanned	4			0
Employee Passes Scanned	2			0
AWG Passes Scanned	36			0
# Youth Scanned	48	48	0	0
# Seniors Scanned	117	82	35	0
Walk In Users	85	37	48	246
New Passes Sold 17 & Under	21	21	0	0
New Passes Sold 18 - 59	0	0	0	40
New Passes Sold 60+	2	2	0	0
New Track Passes Sold	4	4	0	40

**Senior Spirits Participation Numbers**

Senior Spirits	Participation Numbers
<b>Week 1 April 2-6-2012</b>	130
<b>Week 2 April 9-13-2012</b>	107
<b>Week 3 April 16-20-2012</b>	98
<b>Week 4 April 23-27-2012</b>	73
<b>Total</b>	<b>408</b>



## COMMUNITY DEVELOPMENT DEPARTMENT

### Sub-group: Economic Development

Monthly Management Report: April 2012

#### Business Recruitment / Retention & Expansion

- Met with Goodlettsville Chamber Director, Kimberly Lynn, regarding a number of tactics that should be employed in concert with the Nashville Area Chamber's Retention & Expansion unit.
- Worked with Jeff Huling of DPS regarding his desire to occupy "the old feed store" on North Dickerson. He has obtained a contract to make sophisticated electronic control assemblies for the automotive industry and this building is perfect for what he needs. The building has been sitting empty for three years because, currently, the zoning ordinance calls for a 50% retail sales requirement for any would-be tenant. We are hoping to have a minor change in the zoning ordinance for this building which would allow for light assembly and thus allow Mr. Huling to create as many as 20 brand new jobs over the next 16-to-18 months (upon occupancy).
- Met with Bob Upton and Hollie Cummings (NAIOP) two times regarding the plodding along in trying to create some activity of attracting a new hotel to the city.
- Spoke three times with Dr. Anil Patel or his representative in Goodlettsville regarding their exercising their option to construct another hotel under the Marriott flag. They were not too receptive at the time.
- The high-end, very fancy, very state-of-the-art, totally automatic car wash (attended) in Goodlettsville had no activity this month. Some property purchase business and zoning change items must be dealt with before any new progress can be made.
- Because Goodlettsville is already fairly well "built out" and has few acreage plots left for development and has zero large industrial spaces available (200,000 square feet and larger), we had to "pass" on several RFI (requests for information) for very large projects that wanted to be close to the interstate, close to a railroad, on the north side of Nashville, BUT ... wanted a minimum of 200,000 square feet available with 26-foot ceilings. The last part kicks us out of the running every time. Just so you know.

### **Statistics / Trends**

- From the retail reports to which the department subscribes, you will be interested to see that sales predictions say that the following things are going to take place in the retail market ... in the Goodlettsville/Rivergate area as well as the nation:
  - Traditional mass merchants and supermarkets have yielded share to value channels (club, dollar, and supercenter) and drug stores, prompting a series of changes running the gamut from format blurring to new marketing outreach techniques to shopper-tainment.
  - Go micro or macro. Store footprints either get supersized for one-stop-shop convenience or downsized into express stores for quick grab-and-go trips (mentioned before in these reports).
  - That's shopper-tainment! For people who view shopping as entertainment that engages all the senses, lifestyle outlets blur the line of demarcation between traditional formats, merging restaurants with food markets, serving up food and wine tastings, providing live music and movies, and creating places for friends and co-workers to gather and socialize.
  - Technology brings consumers into the shopping experience via options such as touch screen ordering, QR code advertising, mobile coupons (smart phones) and shopping lists.
  - Expect the Big 4 technology companies [Amazon, Apple, Facebook, Google] to establish beachheads outside the tech world, challenging conventional players to re-think their business models and forge new alliances or chance seeing themselves become less relevant.

### **Meetings**

- For the month of April, 2012, the ECD Department participated in many meetings as usual, the most significant of those meetings were with the following organizations:
  - Chaired the monthly ECD committee meeting for the Goodlettsville Area Chamber
  - Attended the annual Sumner United Chambers luncheon at 1<sup>st</sup> Baptist, H'ville
  - Inaugural meeting with Don Rigsby, director of Four Lake Development District
  - Attended a session given by Art Laffer (Reagan's economist) hosted by Pinnacle
  - Attended a breakfast meeting at Allen Arena featuring Mike Munchak, by NBJ
  - Attended a planning meeting hosted by Forward Sumner Economic Partnership
  - Participated in two meetings regarding fund-raising for Help Center events
  - Attended a State of TN Workforce Development Committee Mtg at Vol State College
  - Attended / participated in the two April Board of Commissioner meetings
  - Attended the quarterly "full investor" meeting of the NACC P2020 Partnership – Frist Museum
  - Played 18 holes of golf at Fairvue Country Club in the annual Associated Builders and Contractors spring classic, courtesy of Bell Construction's John David Goolesby
  - Met with Powell Building Group's new development rep, Nick Varnado

### **Special Projects**

- Participated in the monthly two-day session for Leadership Middle Tennessee. Spent these two days throughout Wilson. May will be spent in Cheatham County. Graduation is also in May.
- Released the first of a series of Request for Bids with regard to getting the old Goodlettsville Public Library remodeled and ready to house the newly-established Community Development Department. Bids were submitted by five architectural firms on 16 April. The bids were scored by committee and the winning bid went to Cassetty Architecture, LLC, of Hendersonville, Tennessee. Initial planning sessions will begin on the first of May.
- The City continues to work with CivicPlus (website provider for the City) to bring up to “live and dynamic” status a commercial real estate locator on the website. Ms. Claudia Davis, retired City Recorder, is working contractually with Mr. Tucker on this project.
- The City of Goodlettsville participated, for the first time, in the Nashville Film Festival. It was our first time for doing such. We were “the sponsor” of the evening’s events and refreshments on Tuesday, 24 April. In so doing, we were able to make contact with several important people in the filming industry and were able to wangle them into coming to Goodlettsville for a tour of our city regarding the possibility of future film shoots here. We had a small cadre of people representing our City. The director for all “Tennessee Filming” said he especially wanted to come to Goodlettsville and take a bunch of “still” pictures for the Film Commission’s database. I said all the above to say this: This is good for our town.
- Working with several firms on the advertising programs for our City for 2012/2013.

### **Outstanding Issues**

- Because of the urgency of the 2012/2013 City budget, City Manager Ellis and I made no progress on getting the whole Industrial Development Board “house in order.” Many things need to be planned, organized, voted upon, etc. before any appointments to a “new” IDB can be put in place. This issue has been in previous reports, but we are not treating this lack of progress lightly. There are a lot of hoops to go through. We have met with City Attorney Joe Haynes regarding the ordinance. We have to meet with Mayor Manning to discuss the terms of the new appointees (not all have been named as of yet).

**COMMUNITY DEVELOPMENT****Planning Department****May 7, 2012****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.

Produced 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:

Metropolitan Planning Organization (MPO)

Sumner County Planners Association

TDOT Transportation Reform Demonstration Project

Attended budget workshops

Attended Imagine Goodlettsville meeting

Attended Planning/Economic Development/Codes staff meeting

Met with representatives of Piedmont Gas

<b>Goodlettsville Codes Department Activity Report April 2012</b>		
<b><u>Activity</u></b>	<b><u>Scope of Activity</u></b>	<b><u>Total Monthly</u></b>
Issuing of Permits	Building(Commerc. & Resid.), Burn, Demolition, Blasting, Sign, Fireworks, Pool, Yard Sale	35 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	19 inspections
Fire Investigations	Duties of Fire Marshall involving fires in the city limits	2 investigation
Building Inspections	Building Related	23 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	50 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	31 inspections
Signs Removed	Illegal signs removed from city limits	42 signs
I.B.C. Training	Training for the departments required certification test/International Building Certif.	4 hours/ testing included
Storm Water Training	EPSC training and certification	0 hours
Fire Inspection Training	L. DiOrio and M. Bauer required training on Fire Code	2 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	3 addresses
Plan Reviews	In-house plan review by M. Bauer/Assisted also with outsourced plan reviews	1 property
Storm Water Report	Monthly Storm Water Report for Administrative Building/G. Waite	1 Report
Unsafe Structure Abatement	Demolition of unsafe structure	1 structure
Citations to Court	Municipal Code Violations	0 citations
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	daily

Goodlettsville Codes Department Building Report April 2012												
Permit	Date	Cost	Map	Parcel	Lot	Address	Owner	Contractor's License	Type Str	County		
<b>New Residential</b>												
<b>Total</b>		<b>0.00</b>										
<b>New Commercial</b>												
<b>Total</b>		<b>0.00</b>										
<b>Additions &amp; Remodeling</b>												
20120062	4/2/2012	10,280.00	121	101.04		1033 Millers Creek Rd.	Ron Read	61409	Pole Barn	Summer		
20120063	4/2/2012	100,000.00	26	105	Unit 1	842 Conference Dr. Unit 1	Fred Williams/Ed Whitley	62531	Commercial Remodel	Davidson		
20120064	4/2/2012		141	48		933 Louisville Hwy.	Surefire Fireworks	961/owner	Fireworks Tent	Summer		
20120065	4/5/2012	4,000.00	18-12A	2	Lot 2	368 Dorr Dr.	Patricia Lane	Overholt and Sons	Shed	Davidson		
20120066	4/10/2012	140,000.00	26	3	Space 201	201 Space Park North	Transcat	57840	Commercial Remodel	Davidson		
20120068	4/10/2012	200.00	25.04	87		108 Memorial Drive	Goodlettsville Masonic Lodge	Owner	Sign	Davidson		
20120069	4/11/2012		26.14	31		1000 Rivergate Pkwy.	Rich Rugs	Owner	Fire/Life Safety-Tent Sale	Davidson		
20120071	4/12/2012	60,000.00	18.15	13		541 Moncrief Ave.	Larry Wisniewski	Owner	Residential Remodel	Davidson		
20120072	4/17/2012	200.00				123 Northcreek Blvd.	Kroger Center	Boom Sign	Sign	Davidson		
20120073	4/17/2012	3,500.00	140	145		1290 Madison Creek Rd.	Wesley Riggsby	Owner	Pool	Summer		
20120074	4/13/2012	44,000.00			Suite 1700	1000 Rivergate Pkwy./Mall	Oceans Frozen Yogurt	48034	Commercial Remodel	Davidson		
20120076	4/16/2012		141	63		1034 Louisville Hwy.	Premiere Automotive	Owner	Fire/Life Safety	Summer		
20120077	4/16/2012		141	63		1034 Louisville Hwy.	Premiere Automotive	Owner	Sign	Summer		
20120078	4/18/2012		26.02	26	3	919 Conference Dr.	Great Clips	Owner	Temp. Sign	Davidson		
20120079	4/18/2012		19.14	14	3	105 Northcreek Blvd. Suite 3	Great Clips	Owner	Temp. Sign	Davidson		
20120082	4/20/2012		25	70		901 S. Dickerson Road	James Surtton	Owner	Commercial Remodel	Davidson		
20120083	4/20/2012	5,000.00	18.7	33	60	104 Utley Dr.	Mary Ann Williams	Owner	Shed	Davidson		
20120085	4/25/2012		141	49		977 Louisville Hwy.	Discount Fireworks	Owner	Fireworks Tent	Summer		
20120087	4/25/2012	18,000.00	143L	A-31		167 Tara Lane	Ray Martin	American Home Desig.	Cover Patio	Summer		
<b>Total</b>		<b>385,180.00</b>										
<b>Total New Residential</b>												
		0.00					Single Family Dwellings					
<b>Total New Commercial</b>												
		0.00					Davidson					
<b>Total Add/Remodels</b>												
		385,180.00					Summer					
<b>Total All Permits</b>												
		385,180.00					Total			0		



## City of Goodlettsville

Project Status Update

April 2012

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

## EQUALIZATION TANK

**Project Cost:** \$7,014,268.29

**Engineer / Architect / Consultant:** CDM, Inc.

**Contractor:** W.L. Hailey, Inc.

**Status:** **99.5% Complete**

**Completion Date:** Substantial was accomplished on March 27, 2012  
Final – May 15, 2012

\*The City is currently withholding all pay requests in order to satisfy the monetary balance of liquidated damages.

**Notable outstanding issues:**

1. Extended Warranties
2. Liquidated Damages
3. Contractor completing the project



**EXTERIOR**



**INTERIOR**

## PHASE V SEWER REHABILITATION

**Project Cost:** \$4,427,954.34  
**Engineer / Architect / Consultant:** GRW, Inc.  
**Contractor:** Moore Construction  
**Status:** **Work Complete 80.32% Approximate**  
**Time Complete 89.7% Approximate**  
**Completion Date:** June 30, 2012  
**Notable outstanding issues:** None noted

## COMMUNITY DEVELOPMENT FACILITY

**Project Cost:** \$225,000.00  
**Engineer / Architect / Consultant:** TBD  
**Status:** Have taken RFQ's for Architectural Design  
**Completion Date:** October 2012  
**Notable outstanding issues:** NONE

## ROADSCAPE PROJECT

**Project Cost:** \$157,000.00  
**Engineer / Architect / Consultant:** Kimley-Horn and Associates  
**Status:** **Pre-Construction meeting has been held and in the**  
**process of executing contracts.**  
**Completion Date:** March 30, 2012 *ESTIMATED*  
**Notable outstanding issues:** NONE



**LANDSCAPE LAYOUT PLAN**

**TWO MILE PARKWAY & I-65**

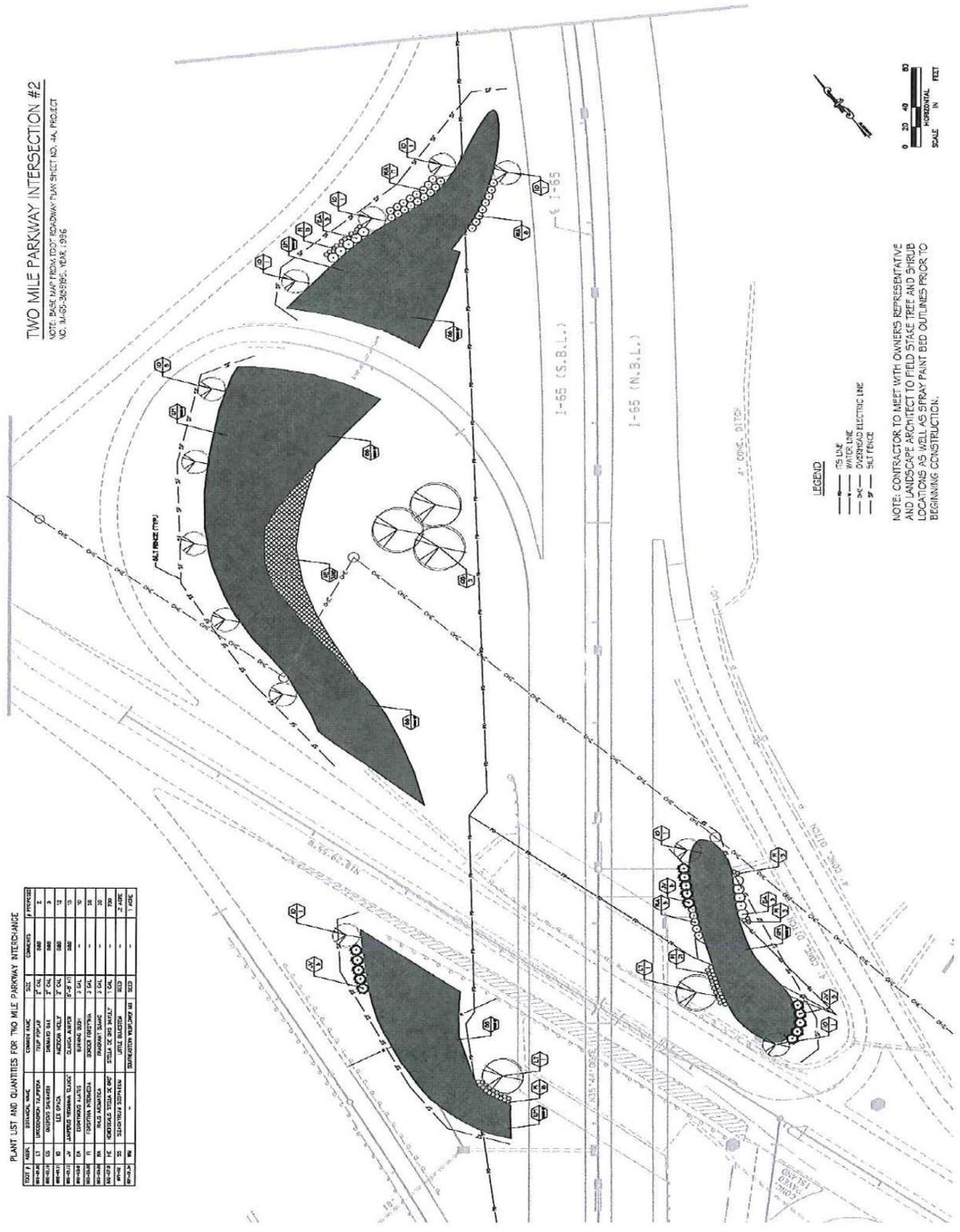
**GOODLETTSVILLE**

**ROADSCAPES**

**GRANT PROJECT**

© 2011 Kimley-Horn and Associates, Inc.  
 5145-501  
 209 North Avenue South  
 Nashville, TN 37203  
 Tel: (615) 564-7701  
 Fax: (615) 564-7292

DESIGNED BY:	AWC
DRAWN BY:	AWC
CHECKED BY:	AWC
DATE:	07/27/11
PROJECT NO.:	10000000
SHEET NUMBER:	1-2



**TWO MILE PARKWAY INTERSECTION #2**

NOTE: BASE MAP FROM DOT HIGHWAY PLAN SHEET NO. 44, PROJECT NO. 14-60-365395, YEAR 1996

**PLANT LIST AND QUANTITIES FOR TWO MILE PARKWAY INTERSECTION**

CODE	SYMBOL	SYMBOL NAME	COMMON NAME	SIZE	QUANTITY	REMARKS
001	13	UNIDENTIFIED PLANT	TRIFOLIUM	2" OAL	1000	
002	14	UNIDENTIFIED PLANT	TRIFOLIUM	2" OAL	1000	
003	15	UNIDENTIFIED PLANT	TRIFOLIUM	2" OAL	1000	
004	16	UNIDENTIFIED PLANT	TRIFOLIUM	2" OAL	1000	
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## GREENWAY / BICYCLE / PEDESTRIAN DEVELOPMENT

Project Cost: \$3,000,000.00

Engineer / Architect / Consultant: Lose and Associates

Status: Environmental and Archaeological Clearances have been completed and submitted to TDOT and FHWA.

Completion Date: To Be Determined

Notable outstanding issues: **Public Meeting to be held on May 20, 2012**

## SIGNALIZATION & SYNCHRONIZATION IMPROVEMENTS

Project Cost: \$495,000.00

Engineer / Architect / Consultant: Gresham Smith and Partners

Status: TDOT Notice to Proceed for Engineering has been issued

Completion Date: September 2012

Notable outstanding issues: NES pole attachment of Fiber Optic Lines  
CSX Right-of-way

## PLEASANT GREEN POOL

Project Cost: **\$125,000.00**

Status: Bids were opened on January 31<sup>st</sup> and were as follows:

- General Renovation \$72,536.00
- Installation of PVC Liner \$44,000.00

New Deck has been repaired

New ADA lift chair has been installed

**Installation of the new pool liner has been completed**

**Installation of New filtration system is underway.**

Completion Date: May 15, 2012

Notable outstanding issues: None Currently



**PLEASANT GREEN POOL**

## PAVING IMPROVEMENTS

**Project Cost:** \$620,000.00

**Contractor:** Sessions Paving

**Status:** 90% of all paving is now completed

**Completion Date:** See Below

**Notable outstanding issues:** None Noted

<u>STREET</u>	<u>DATE (Tentative)</u>
Highland Heights (Long Side)	September 9, 2011
Pleasant Green Drive	September 12, 2011
Garrett Drive	September 12, 2011
Moss Trail (Pleasant Green to Main Street)	September 12, 2011
Angela Circle	September 19, 2011
Mason Circle	September 20, 2011
Mason Court	September 20, 2011
Mason Lane (North of Loretta)	September 20, 2011
North Cartwright (Tyson to Long Hollow)	September 21, 2011
Two Mile Pike	September 22, 2011
Dorothy Drive	September 23, 2011
Ellen Drive	September 23, 2011
Dorchester Court	September 26, 2011
Butleigh Court	September 26, 2011
Corbridge Court	September 26, 2011
Hanover Court	September 26, 2011
Hollis Court	September 26, 2011
Moncrief Avenue	September 27 & 28 20