



City Manager Report February 2013

Contents:

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

Reporting Schedule:

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

Distributed:

March 28, 2013



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



March 1, 2013

To: Board of Commissioners, City Staff and Residents of Goodlettsville

The City of Goodlettsville began the practice of producing the City Manager's Monthly Report in December 2011 to provide general and performance information to the Board of Commissioners and the public on City services and programs. The City utilizes performance data to identify efficiencies and potential inefficiencies for the purpose of improving services, responsible budgeting and enhancing transparency in local government. The information in this report is compiled internally by each department/division that comprises City Services. The information is then analyzed and organized for presentation by myself and the Public Information Officer.

I am proud of the City's efforts toward becoming more transparent, performance driven and the direction in which our community is headed. City staff and I will continue to work diligently to increase efficiencies in City services and achieve the goals of our Board of Commissioners as we proudly serve the citizens of Goodlettsville.

I am pleased to present to you the February 2013 City Manager's Monthly Report. I hope that you continue to stay informed on City issues and progress.

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

Sincerely,

A handwritten signature in blue ink that reads "Timothy A. Ellis".

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: February 2013

Legislative Accomplishments

- Board of Commissioners adopted the following ordinances:
 - Passed on final reading 13-791, an ordinance to amend the City of Goodlettsville Municipal Code Title 13 by creating a new Chapter 502 concerning parking of various vehicles in commercially zoned parking lots. Ordinance took effect February 29, 2013.
 - Passed on final reading Ordinance 13-792 an ordinance to amend Ordinance 07-699, being an ordinance to amend Title 12, Chapter 1 of the Goodlettsville Municipal Code, being the standard building code for the City of Goodlettsville. Ordinance took effect February 29, 2013.
 - Passed on final reading Ordinance No. 13-793, an ordinance to amend the fiscal year 2012 budget. Ordinance took effect February 29, 2013.
 - Passed on final reading Ordinance No. 13-794, an ordinance to establish an updated occupational safety and health program plan, devise rules and regulation, and to provide for a safety director of such program plan. Ordinance will take effect March 15, 2013.

- The Board of Commissioners also took action on the following resolutions:
 - Passed Resolution 13-558, a resolution declaring certain property surplus to the needs of the City of Goodlettsville and calling for its disposal by online auction or any other reasonable manner.
 - Passed Resolution 13-559, a resolution of support and encouragement for the funding and construction of a new Goodlettsville Middle School as a part of the Fiscal Year 2014 Budget of Metropolitan Nashville.
 - Passed Resolution No. 13-560, a resolution to authorize the execution of a change order to a contract between the City and W.L. Hailey and Company, Inc. for the construction of a wastewater equalization basin.

Legislative Matters Forthcoming

- An Ordinance adopting the FY14 Budget and Tax Rate
- An Ordinance to creating regulations in regards to piloted helicopter landings.

Other Items Considered by the Board

- Approved an agreement with Mr. Dennis Huffer to serve as the city's Administrative Hearing Officer.
- Acknowledged receipt of Report on Debt Obligation (Form CT-0253) as required by the State of Tennessee Comptroller's Office.

Commissions and Boards

- **Beer Board**
 - There was no Beer Board Meeting during the month of February.
- **Planning Commission**
 - Planning Commission approved a Final Plat for various Church Property Lots owned by the Goodlettsville Cumberland Presbyterian Church.
 - Planning Commission approved a Final Plat of the Rivergate Executive Park Subdivision, owned by Rivergate Executive Park, LLC.
- **Board of Zoning Appeals**
 - Conducted a training session in regards to the board's duties and responsibilities.

External Meetings

- Attended TML Legislative Conference.
- Visited the offices of Senator Dickerson, Senator Haile, Representative Mitchell, Representative Rogers, Representatives Carter and Representative Durham.
- Attended the Chamber of Commerce Luncheon.
- Attended the Sumner County Joint Economic & Community Development meeting.
- Attended the Center for Performance Excellence Annual Workshop.
- Attended a meeting with State Senator Steve Dickerson in regards to certain legislative issues.
- Attended a district meeting of the APWA.
- Attended a Satellite City meeting in Belle Meade.
- Met with Mr. Jeff Hite of the Nashville Chamber in regards to office recruitment in Goodlettsville.
- Met with State Representative Mike Carter in regards to Annexation and Urban Growth Boundary legislation that he has introduced.

Internal Meetings

- Met with representatives of Reed Landscaping in reference to the I-65 Roadscape Project.
- Met with representatives of the city's insurance brokerage in reference to renewals. Investment Services in reference to the city's bond rating.
- Met with representatives in regards to City Hall and Police Department security enhancements.
- Met with representatives of the Nashville Cherry Blossom Festival in regards to our recent cherry tree planting on Conference Drive.
- Met with representatives of Hailey Construction in reference to the Waste Water Equalization Basin.
- Met with Mrs. Susan Edwards representing Imagine Goodlettsville.
- Met with Mr. Randy Williams in regards to various website inquiries.
- Met with Mrs. Kimberly Lynn in reference to various marketing opportunities.
- Conducted various staff meetings.

Ongoing Work

- Local Parks & Recreation Grant Project
- Director of Economic & Community Development Director Search
- Overall Capital Improvements Program
- Stormwater Study
- City Strategic Plan Development
- Tennessee Agricultural Enhancement Grant Program
- MTAS Benchmarking Program
- Bidding of 2 way radio communications within all departments of the city but most importantly public safety
- The greenway / bike / pedestrian project has received environmental clearance and is now awaiting Notice to Proceed on procurement of right-of-way.
- Administrative Hearing Officer program (Six citations have been issued.)
- Streambank stabilization of Manskers and Madison Creeks
- Departmental Transition Plans (Police and Community & Economic Development)
- Remodel of the old library for the Department of Community & Economic Development
- Traffic signalization timing and synchronization projects
- Fiscal Year 2014 Budget Process
- City-wide Beautification

P.I.O. Monthly Report – February 2013 Highlights

Press, Notify Me, Website & Facebook Updates

- Reviewed and assisted with webpage submittals; made numerous posts and updates to website
- Community-wide Stream Clean-up Event
- Community-wide Stream Clean-up Event – DATE CHANGE due to inclement weather
- Officers of the Month – Police Department
- Recognition of Neighborhood Watch citizens and certificate from the Fire Marshall's Office
- Yoshino Cherry Trees Planted in the Median of Conference Drive
- Snap-Tite demonstration at the joint quarterly meeting of the Middle TN chapters of APWA and TNSA
- New City App for mobile devices including iPhone, iPad, Android, Android Tablet, and BlackBerry phones

Meetings/Events

- Met with the Insurance Broker Selection Committee and subsequently participated in interviews of the top two brokers the committee selected.
- Met with Amy Mitchell to discuss filming and photography location use agreements
- Met with Kimberly Lynn of the Goodlettsville Chamber to discuss content for the upcoming Goodlettsville Lifestyles Magazine. The City and the Chamber have partnered up on this project. Previously the Chamber published this magazine every two years. It has now been four years since its last publication, and moving forward, the magazine will be an annual project. Content and materials are due to the graphic designer by the end of March for the magazine to be published late April/early May. I will be responsible for much of the content, and the Chamber will sell advertising.
- Attended a portion of the Middle TN chapters of APWA and TNSA joint quarterly meeting and Snap-Tite demonstration to snap pictures for City promotional use
- Met with Randy Williams (retired from TML), Julie High, and three representatives from Spiro Graphics in a Q and A session to help them build the website portion of their business.
- Attended the monthly Goodlettsville Chamber luncheon, at which Chief Goodwin was the guest speaker.
- Attended City Commission meetings, study sessions, and weekly staff meetings

Admin/Other

- Worked through technical problems with support through our website provider with the calendar RSS feeds on the City website – which feed into the City mobile app
- Set up a new re-direct (www.cityofgoodlettsville.org/court) for the QR code that will be printed on the new e-ticket citations
- Set up three re-directs for Public Works: /stormwater, /sanitation and /streamwatch
- Assembled the City Manager Report for January 2013

New Business Licenses issued February 2013

1. Volume Salon-Jordyn Mullican 480 Long Hollow Pike Suite A Jordyn Mullican
448-6314 opened: 1/03/13 issued: 2/01/13

2. Erika Nieto Quintana 203 Moncrief Ave Erika Nieto O.
349-7248 opened: 2/01/13 issued: 2/01/13

3. Dredge Central, LLC 1016-B Louisville Hwy James Morris
859-3733 opened: 1/15/13 issued: 2/05/13

4. Fast Find, LLC 110 Swanton Court Joshua Heath
474-0674 opened: 10/01/12 issued: 02/14/13

5. Payless Appliance Repair 206 Rosehill Drive Harry Armstrong
859-9688 opened: 01/01/13 issued: 2/15/13

6. Neely Construction Inc 1016 Louisville Hwy Nancy Neely
851-1939 opened: 8/22/1972 issued: 2/15/13

7. Stephen Goodwin dba P.I.P. 710A Cerro Vista Dr Stephen Goodwin
618-3031 opened: 1/1/13 issued: 2/20/13

8. Vintage Annies 301B South Main St Beth Pemberton
415-8447 opened: 3/01/13 issued: 2/21/13

9. FEDSafe LLC 829 Rachel Drive Ray Goff
447-5598 opened: 1/1/13 issued: 2/26/13

10. Nash Erection & Welding, Inc 212 Jackson St Phyllis Nash
672-0469 opened: 8/1/2011 issued: 2/28/13

11. Five Star Food Service-Tyson's 201 Cartwright St. James Rohr
833-7983 opened: 3/4/13 issued: 2/28/13

Finance and Administration Monthly Report

February 2013

FINANCE

- Met with Pinnacle Bank regarding utility billing/collection options, and steps necessary to get started
- Attended the Tennessee Center for Performance Excellence Conference
- Attended a dinner hosted by the TN Institute for Public Service which included representatives from various municipal and state government offices to hear from the HR Director for Irving, TX about their business and process improvements made to become a Baldrige Award recipient.
- Met with Group Benefit Systems, our health insurance broker, to discuss upcoming renewal
- Attended a luncheon with the City Manager and Police Chief to meet and hear from Senator Steve Dickerson, District 20
- Attended a Satellite Cities meeting in Belle Meade
- Attended a meeting with City Manager and Director of Public Services with CDM and W.L. Hailey
- Attended a meeting with AMEC regarding Stormwater Utility Billing
- Received Budget Requests from Department Heads and began compiling the annual Budget for FY 2014

Human Resources

- Several meetings with Insurance Broker on April renewal.
- Worked on Insurance materials for employees.
- Trained new Corporals on Time Entry.
- One FT Police Officer was hired in February.
- No employees termed during the month.
- Worker's Compensation accidents in the month: 1 foreign particle in eye.

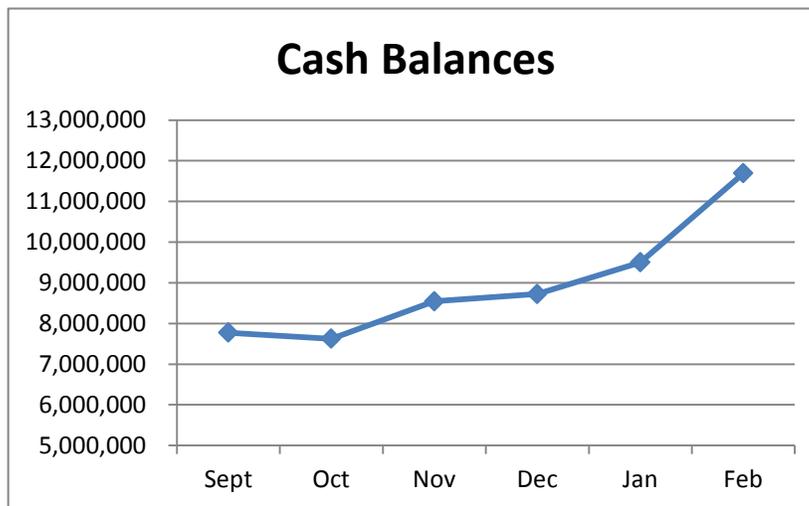
**City of Goodlettsville
Financial Summary
February 2013**

UNASSIGNED FUND BALANCE

Operating Fund	Ending Balance FY 12	Current Month	Budget 06/30/2013	Projected 06/30/2013	%
General Fund	1,995,469	3,301,063	2,134,888	2,134,888	20.05%
Sanitation	121,693	204,743	159,665	159,665	18.01%
Tourism	820,301	1,039,574	272,345	272,345	73.70%

CASH IN BANK

	Sept	Oct	Nov	Dec	Jan	Feb
General Fund	982,026	302,554	257,488	743,243	1,330,578	3,193,815
Sanitation	165,909	267,503	253,797	191,058	236,804	232,885
Tourism	905,550	923,700	881,063	887,379	900,615	905,662
Sewer	5,719,193	6,132,278	7,150,839	6,901,696	7,034,806	7,361,438
Total Cash	7,772,678	7,626,035	8,543,187	8,723,376	9,502,803	11,693,800



**City of Goodlettsville
Financial Summary
February 2013**

KEY REVENUE INDICIES

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Annualized/ Projected</u>	<u>Target</u>	<u>Projected Over/(Under) Budget</u>
General Fund	Local Sales Tax	498,892	2,357,732	3,815,280	3,780,000	35,280
	State Shared Tax	156,599	1,043,317	1,788,543	1,636,000	152,543
	Property Tax	1,723,499	3,922,815	4,291,117	4,291,117	0
	Court Fines/Fees	29,534	222,476	381,387	275,000	106,387
Tourism	Hotel/Motel Tax	27,601	284,720	488,091	360,000	128,091
Wastewater	Sewer User Fees	397,636	2,891,617	4,957,058	3,700,424	1,256,634
Sanitation	Sanitation Fees	66,824	442,774	759,041	711,000	48,041
Stormwater Utility	Stormwater Fees	12,428	77,904	133,550	320,000	(186,450)

Revenue Summary	
General Fund Collected YTD	8,513,561
General Fund Target	15,726,133
Difference	7,212,572
	54%
Wastewater Fund Coll YTD	3,074,936
Wastewater Fund Target	5,030,000
Difference	1,955,064
	61%

OPERATIONS EXPENDITURE SUMMARY

<u>Operating Dept</u>	<u>Month</u>	<u>YTD</u>	<u>Annualized/ Projected</u>	<u>Budget</u>	<u>Projected Over/(Under) Budget</u>
General Government	70,131	888,983	1,333,475	1,369,732	(36,258)
Community Development	29,094	307,661	461,492	530,051	(68,560)
Police	251,460	2,348,043	3,672,065	3,852,728	(180,664)
Fire	84,257	906,064	1,359,096	1,499,709	(140,613)
Hwys & Streets	51,227	552,796	829,194	978,588	(149,394)
Parks/Recreation	78,392	819,625	1,229,438	1,275,974	(46,537)
Police Drug Fund	1,695	84,064	126,096	223,804	(97,708)
Sanitation	65,671	515,434	773,151	753,744	19,407
Tourism	23,050	219,273	755,240	872,836	(117,597)
Wastewater	84,277	2,193,661	5,702,659	5,863,024	(160,366)

FUND EXPENDITURE SUMMARY

<u>Fund</u>	<u>Month</u>	<u>YTD</u>	<u>Target</u>	<u>% of Budget</u>
General	590,351	7,207,967	16,286,179	44.26%
Sanitation	65,671	515,434	753,744	68.38%
Wastewater	84,278	2,193,661	5,863,024	37.42%

MONTH OF FEBRUARY 2013**MONTHLY MANAGEMENT REPORT****COURT**NUMBER OF TICKETS ISSUED IN FEBRUARY 2013 - 610NUMBER OF DEFENDANTS APPEARING IN COURT

FEBRUARY 12, 2013	9:00 A.M.	59
FEBRUARY 12, 2013	1:00 P.M.	64
FEBRUARY 19, 2013	9:00 A.M.	62
TOTAL FOR MONTH		185
FEBRUARY 15, 2013	1:00 P.M.	11
CONTESTED COURT SESSION		

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

CODES	1
MISDEMEANORS	0
<u>NUMBER ASSIGNED TO TRAFFIC SCHOOL</u>	
FOUR HOUR SCHOOL	105
EIGHT HOUR SCHOOL	3

Goodlettsville Police Department

Chief Goodwin's Monthly Report

February 2013

On February 10th promotions were made to the ranks of Corporal, Sergeant and appointments were made to the rank of Commander. All those promoted and appointed were recognized and presented with their badges and certificates at the February 14th City Commission meeting. At the same meeting we recognized the January Officers of the Month and Communications Officers of the Month. They were all recognized for their work in the arrests of three individuals that robbed Goodlettsville citizens at gun point in their driveway.

In review of the TIBRS data comparing February 2012 to February 2013 Crime Against Person was reduced by 63%, Crime Against Property by 17% and a combined 29%.

Two important pieces of our strategy involve the proactive efforts of our officers. We are encouraging our officers to make traffic stops. Traffic stops educate drivers and correct driving that can lead to property damage and personal injury. We also encourage them to look beyond the stop. We live in a mobile society and those involved in criminal activity drive. We can impact our crime by impacting the criminals without trying to catch them in the act or prove their involvement in crime through a protracted criminal investigation. As a result our officers made 653 Traffic Stops. They made 25 Traffic Arrests and 10 DUI Arrests. They issued 65 Misdemeanor Citations, made 35 Misdemeanor Arrests and 9 Felony Arrests. They made 4 Juvenile Arrests and issued 4 Juvenile Citations.

The other part of the strategy involves serving outstanding warrants. Persons with outstanding warrants have already proven a proclivity for involvement in criminal activity. By arresting them for their outstanding warrants we prevent their opportunities for committing crime. During the month they made 40 Warrant Service Attempts. They served 9 Felony Warrants and 19 Misdemeanor Warrants.

Our officers continue to check our neighborhoods and our businesses. They conducted 593 checks of neighborhoods and 465 businesses. We found several businesses with unlocked doors and secured the businesses.

Our February Officer of the Month is Tim Williams. He responded to the Mason's Motel to assist with a medical call. While on the call he noticed a subject unrelated to his call that was acting suspicious. After completing his call he went to ascertain the identity of the suspicious subject. Upon learning his identity he discovered the subject had an outstanding warrant for Felony Probation Violation. He arrested the subject and served the outstanding warrant. This was outstanding police work to be aware of his surroundings and looking for criminal activity unassociated with his call. By arresting this individual it keeps him from victimizing citizens of Goodlettsville before the crime occurs. Our Communications Officer of the Month for February is Kendra Johnson. Kendra answered a 911 call for a heart attack victim that was not breathing. Kendra handled the call and dispatched EMS. She also calmed the distraught caller and talked them through rendering CPR to the heart attack victim. The victim was resuscitated by the time EMS arrived.

GOODLETTSVILLE POLICE DEPARTMENT

105 S MAIN ST
GOODLETTSVILLE TN 37072
615-859-3405

Jurisdiction : TN0190400

Monthly Summary Report
For February 2013

<u>Crime Type</u>	<u>February Offenses</u>	<u>February Counts</u>	<u>2013 Offenses</u>	<u>2013 Counts</u>
120 120 ROBBERY	0	0	6	8
13A 13A AGGRAVATED ASSAULT	3	3	9	10
13B 13B SIMPLE ASSAULT	8	9	26	30
13C 13C INTIMIDATION	2	2	6	6
220 220 BURGLARY/BREAKING AND ENT	7	7	19	19
23C 23C SHOPLIFTING	27	31	60	68
23D 23D THEFT FROM BUILDINGS	10	10	20	21
23F 23F THEFT FROM MOTOR VEHICLE	3	3	10	10
23G 23G THEFT OF MOTOR VEHICLE PA	0	0	7	7
23H 23H ALL OTHER LARCENY	2	2	3	3
240 240 MOTOR VEHICLE THEFT	2	2	6	6
250 250 FORGERY/COUNTERFEITING	4	4	7	7
26A 26A FALSE PRETENSE/SWINDLE/CC	3	3	4	4
26B 26B FRAUD CREDIT CARD/AUTOMA	5	5	6	6
26C 26C IMPERSONATION	8	8	12	12
270 270 EMBEZZLEMENT	2	2	5	5
280 280 STOLEN PROPERTY OFFENSES	0	0	1	3
290 290 DESTRUCTIVE/DAMAGE/VANDA	13	13	28	28
35A 35A DRUG/NARCOTIC VIOLATIONS	13	19	35	51
35B 35B DRUG EQUIPMENT VIOLATIONS	5	7	18	20
40A 40A PROSTITUTION	1	1	1	1
520 520 WEAPON LAW VIOLATIONS	3	5	7	9
90B 90B CURFEW/LOITERING/VAGRANC	1	1	1	1
90C 90C DISORDERLY CONDUCT	1	1	3	3
90D 90D DRIVING UNDER THE INFLUENC	11	11	28	28
90E 90E DRUNKENNESS	2	2	8	8
90F 90F FAMILY OFFENSES , NONVIOLE	0	0	2	6
90G 90G LIQUOR LAW VIOLATIONS	1	1	1	1
90I 90I RUNAWAY	1	1	3	3

90J 90J TRESPASS OF REAL PROPERTY	4	4	7	7
90Z 90Z ALL OTHER OFFENSES	18	18	41	43
M99 INFORMATION	8	10	12	15
000 NON REPORTABLE	12	14	30	34
T99 TRAFFIC RELATED (NON REPORTAB	54	54	137	137

Persons Arrested : 158

TYPE	Total For February				2013 To Date			
	Males Arrested		Females Arrested		Males Arrested		Females Arrested	
	All Arrests	Narcotic	All Arrests	Narcotic	All Arrests	Narcotic	All Arrests	Narcotic
1.Adults	90	57	55	27	231	162	125	76
2.Juveniles	6	14	7	4	16	31	10	5
TOTALS:	96	71	62	31	247	193	135	81

Traffic Reports :

TYPE	Total For February	2013 To Date
Fatal	0	0
Injury	0	0
Property Dmg Only	72	152
Private Property	0	0

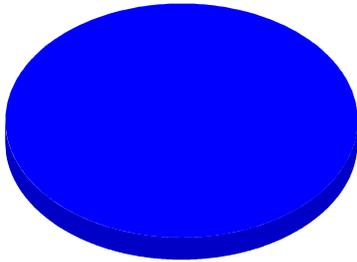
Citations/Warrants :

	Total For February	2013 To Date
Citations	0	0
Warrants	0	0

Values :

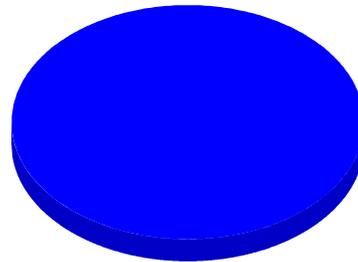
TYPE	Total For February	2013 To Date
Burglary Stolen	14,600.00	19,770.00
Larceny Stolen	12,412.00	38,898.00
Robbery Stolen		7,570.00
MVT Stolen	7,100.00	20,600.00
Burglary Recovered		400.00
Larceny Recovered	3,999.00	10,891.00
Robbery Recovered		2,828.00
MVT Recovered	3,575.00	11,575.00
Total Stolen	34,112.00	86,838.00
Total Recovered	7,574.00	25,694.00
Criminal Damage	10,110.00	24,285.00

Traffic Accidents for Month



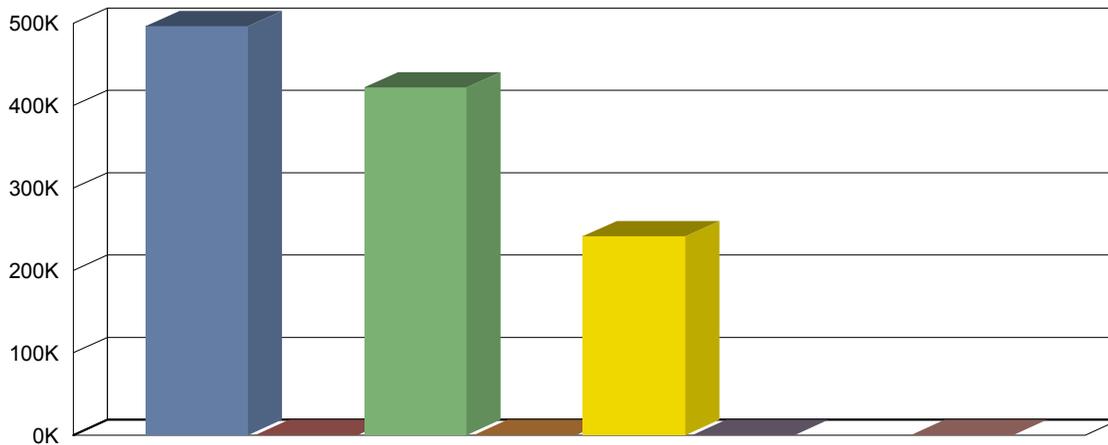
Traffic Accidents with Injuries	0.0%
Sum of R_Monthly_Summary;1.Prop_Dmg_Month	100.0%
Traffic Accidents with Fatalities	0.0%
Total:	100.0%

Traffic Accidents Year To Date



Traffic Accidents with Fatalities	0.0%
Traffic Accidents with Injuries	0.0%
Traffic Accidents with Property Damage	100.0%
Total:	100.0%

Stolen and Recovered Values for Month



(Burglary) Stolen in Month
(Burglary) Recovered in Month
(Larceny) Stolen in Month
(Larceny) Recovered in Month
(MVT) Stolen in Month
(MVT) Recovered in Month
(Robbery) Stolen in Month
(Robbery) Recovered in Month

Fire Department February 2013

Summary of Month's Activities

Fire Operations

The Department responded to 166 calls for service for the month of February.

Fire Administration

- Several walk-in's for blood pressure check
- Josh Napier and James Hicks are attending Nashville Fire Academy
- Working with ETI on new Software Program
- Finished Budget for 2013/14 and sent to Finance Director
- Ben McCoy and Ryan Stone attended the first week of Pump School at the State Academy

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

- Tri Star Health Systems & Emergency Medical Services
- Vol State EMT Class

Fire Inspection

	This Month	YTD
Fire Investigations	0	0
Plat/Plan Review	0	0

Public Fire Education

	This Month	YTD
Participants	8	18
Education Hours	1	5
Number of Occurrences	1	3

Fire Fighter Training**Training Hours for February 2013****Administrative Summary - February****Assignments****Completions (February 1-28)**

Users with completions:	0	0%
Total completions:	0	

Overdue Assignments (as of February 28)

Users with assignment(s) that are overdue:	14	50%
Total overdue assignments:	83	

No Assignments (as of February 28)

Users with no assignments:	7	25%
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Users**Log-ins (February 1-28)**

Users who have logged in:	4	14%
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Credentials

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

Jurisdiction 19226

From: February 1, 2013 **To:** February 28, 2013

CATEGORY TOTAL CALLS

Total Calls 166

Structure Fires	3	Hazardous Calls	4
Vehicle Fires	0	Service Calls	12
Vegetation Fires	0	Good Intent Calls	15
Refuse/Rubbish Fires	1	Malicious False	0
Other Fires	0	Other False	17

Total Fires 4

Rescue and EMS	111
Number of Patients	3

Mutual Aid Received	6	Incidents with Exposures	0
Mutual Aid Given	12		

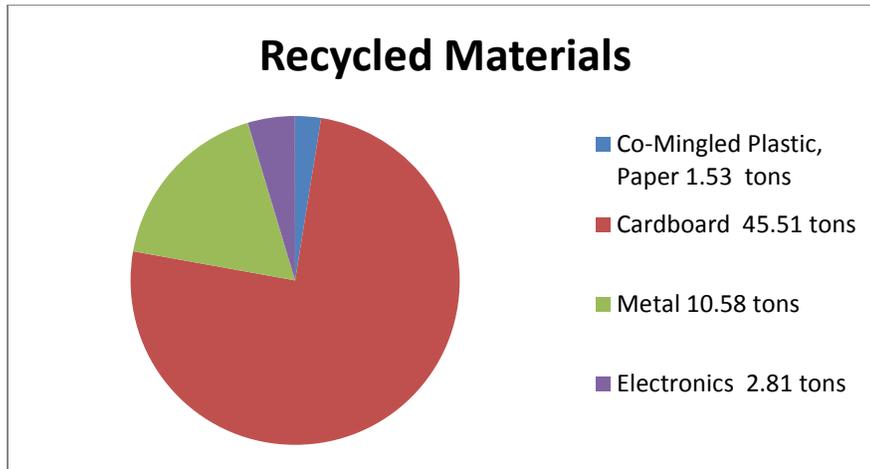
Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	\$26,000.00
Fire Service Death	0	Contents	\$0.00
Non-Fire Service Death	0	Non-Fire Dollar Loss	
Fire Civilian Injuries	0	Property	\$0.00
Non-Fire Civilian Injuries	0	Contents	\$0.00
Fire Civilian Deaths	0		
Non-Fire Civilian Deaths	0		

Fleet Maintenance

No Report given.

Public Works Report – February 2013

SOLID WASTE:



- Convenience center solid waste collected: 38.5 tons
- Wood chips removed from lot: 128 cy
- Solid waste tonnage collected: 258.4 tons

SEWER:

- Equalization tank inspections at Mansker Creek Pump Station
- Monthly equipment and daily pump station maintenance
- Monthly bioxide tank filling
- Daily pump station, service connection, and manhole inspections
- Cleaned sewer line segments
- Cleaned wet well walls
- Assist with Metro Water sample
- Addressed complaint calls
- TVd sewer lines
- AutoCAD training, new employee training
- Rainfall for month: 2.84"

Public Works		Total	YTD
Selected Performance Indicators			
Brush Pick-Up Areas Covered	3	6	
Culverts Cleaned	2	3	
Curb – Repair/Install/Remove	4	6	
Dead Animal Pick-Up Requests	0	2	
Drainage Inspection Requests	5	15	
Driveway Permits Issued	0	0	
Emissions Testing/License Plates for Vehicles	0	3	
Excavation/Street Cut Permits Issued	0	1	
Exemption Route Requests	0	2	
Graffiti Removal Requests	1	1	
Land Disturbance Permits Issued	0	0	
Sanitation – Bulk Item/Junk Pick-Up Request	5	11	
Sanitation – Cart Repairs	53	88	
Sanitation – Second Cart Request	0	0	
Signs Repaired/Installed (Street or Name)	25	65	
Snow Removal – Number of Storms	0	4	
Storm Drains Repaired or Replaced	0	2	
Stormwater Inspections Performed (Active Construction Sites)	32	64	
Stream and/or Tributary Clean-Up/Clean-Outs	0	0	
Streets Paved	0	0	
Streets Repaired (e.g., pothole)	10	20	
Streets Striped	2	2	
Tennessee One Calls	79	146	
Traffic Signal Repair	15	35	
Tree Trimming Requests	2	4	
Vehicle Maintenance – Routine	59	87	
Vehicle Maintenance – Unscheduled	53	133	
Water Quality-Related Outreach Events	6	9	

PUBLIC WORKS FACILITY, OUTREACH, & PROJECT REVIEW:

- Long Hollow Pike signalization, Signal @ Madison Creek Road, Pedestrian crossing at Caldwell/Moss-Wright Park staff meetings
- Residential meetings and work to assist with drainage-related projects
- MPO planning projects FY2014-2017; 2035 planning
- ROW maintenance projects throughout City
- Daily underground storage tank testing
- Monthly fuel pump inspection and cleaning
- Monthly staff/safety meeting
- Public Works section of website page updates
- Weather briefing calls
- Budget meetings and preparation/planning
- Asphalt equipment demonstration
- Assist Police with clean-up of Impound Lot
- Assist Parks with clean-up of woody debris
- Stormwater Utility meetings with AMEC
- Online portal establishment with Waste Industries
- Monthly stormwater manager and stream watch meetings
- Building repair inspections and meetings with potential contractors
- Performance evaluations for staff

CONTINUING PROJECTS:

- Retroreflectivity survey
- Fleet system implementation
- Bent sign inventory repair
- Installation of new overhead street signs
- CMAQ projects (Long Hollow Pike synchronization, pedestrian crossing at Moss-Wright, and traffic signal installation at Madison Creek Road)

Parks, Recreation, and Tourism Monthly Report

February 2013

ADMINISTRATION:

Report from the Parks Director – Amy Mitchell

- Submitted the FY14 Parks, Recreation, and Tourism Budgets
- Met with Bettafish Entertainment regarding the potential of a reality show that would be shot at Moss-Wright Park
- Met with a prospective pool manager, talked with Madison Pools regarding opening for the spring season, and with Renosys for repairs to the pool liner
- Justin Lowe, of Centric Architecture, met with Rick Gregory, Jack Presley and myself to discuss the football restroom/concession facility. A quote for services is to be provided.
- Sent a letter to all leagues asking them to communicate with family members of their league regarding speeding in Moss-Wright Park and that the Goodlettsville Police would be issuing warnings and citations during practice and game times.

PARKS DIVISION:

Projects

- Completed the installation of the front gates at Moss Wright Park
- Continued to work on the fence at the entrance to Pleasant Green Park
- Removed porch swings around playground and installed new bench swings, seeded and strawed areas
- Cleaned out tree line by field 4 to walking bridge
- Cut underbrush on trail behind field 2 to .5 mile marker
- Started lining soccer fields off and removed field closed signs
- Drug fields 6 & 7 for softball evaluations, put more clay of field 2 to fill holes, rebuild mounds on fields 5 and 8, built a mound on field 1
- Cut down 2 trees by shelter 3 and trimmed limbs
- Serviced the 2 tractors and skid steer - built mound on field one
- Built a water wagon for watering flowers and ballfields
- Took up floor in pool concession area that was damaged from a water leak
- Put cooking grill up at PG by shelter
- Fixed water valve box down at the fort that was broken
- Reran coax line at field 1, worked on backstop net at field 1 and replaced clamp for cable
- Replaced ballast at comfort station restrooms and quad upstairs with electronic
- The lighting project at the football fields near completion
- Started putting per emerge on fields 1,2,3,4,5,6,7, and 8
- Changed toilet paper dispensers up at Peay Park's restrooms

RECREATION DIVISION:

Report from the Special Events and Program Coordinator – Allison Baker

- Phone Conference with a representative from Blue Sombrero, an online registration website
- Met with Mike Walden with Pyro Shows to discuss upcoming firework show at 4th of July Celebration
- Successfully passed the exam to become a Certified Parks and Recreation Professional
- Attended weekly staff meetings throughout the month.

Special Events and Programs

The Daddy Daughter Dance was held at the Community Center February 9th. Approximately 260 daddies' and their daughters danced the night away. Due to a different set up, the gym was able to accommodate more people making this the most attended dance in recent years. The DJ and date have already been booked for 2014.

Little girls and their favorite stuffed animal came out to the Teddy and Me Tea on Valentine's Day.

Registration opened this month for the Easter Bunny Brunch. The Brunch will be held on Friday, March 29th. Kids will be able to go on an egg hunt and eat with the Easter Bunny.

Plans for the SpEGGtacular came together in February. Cornerstone Church and Incredible Dave's have partnered with us this year to provide 4,000 eggs and prizes to be placed in the golden egg winners baskets.

A new Pinterest Projects is scheduled for March. We will be making a wreath for spring. The fee is \$20 per person and that includes dinner.

Historic Sites

On February 5th Mansker's Station hosted the first StEPS for 2013. This year will focus on collections. Myers Brown with the State Museum and Bethany Hawkins with AASLH came out for a site visit on the 27th. They went through our collections and discussed ways we needed to care for our items and also gave us a plan to begin creating an inventory.

Interviews were conducted to fill the part-time Historic Interpreter position. Laynette Garrison accepted the position and started on February 25th.

The first 4th Saturday classes were held on the 23rd. There were 21 participants among the Vegetable Gardening Basics Workshop, Basket Making Class, and the Woodworking Class. The next class date is scheduled for March 23rd with two new classes being added to the schedule. There will be a beekeeper educating participants and there will also be an educational class about gardening and woodworking tools.

The Colonial Wagon Campaign continued through February.

A new program was launched this month. The American Girl Tea opened for registration on February 28th. Girls are invited to dress up and bring their favorite doll to the Bowen Plantation House in April for a tea party. There will be two age groups and time slots. On opening day of registration the 7-12 age group was half full. If this fills up quickly we will look to add a second week of teas.

Marketing

- Contacted Nashville Parent Magazine about upcoming programs and events
- Updated Facebook pages multiple times a week
- Updated Parks and Historic Sites website
- Created flyers for American Girl Tea and the Spring SpEGGtacular
- Created a half page program ad and radio ads for the Nashville Sounds to run in April

Report from the Recreation Supervisor – Robbie Brigham

Recreation

Met with Nicole DeSpain and finalized the Goodlettsville 10 and Under Tennis Program. The insurance was turned in and all the details were finished. Registration for the program is now open.

Successfully passed the NSPF Water Chemistry Basics Exam.

The Adult Coed Volleyball league registration started on February 4th and filled up with 6 teams.

Youth Volleyball registration started on February 4th and the 13 – 15 year old league reached capacity on February 19th. The 10 – 12 year old league reached capacity on February 22nd. Coaches were recruited and girls were placed on teams;

Staff assisted in the preparation of two special events by preparing keep sake cups, setting up for the Daddy Daughter Dance, and stuffing eggs for Spring SpEGGtacular.

Hosted North Nashville Hoops tournament games and closing ceremonies. The tournament and closing ceremonies were great. NNH was great to work with through the season and tournament. The building was packed for every game. They had around 250 people attend the closing ceremonies.

Printed all new ID's for the police department with Chief Goodwin's name and signature on them.

Prepared adult softball registration forms and detailed information for the upcoming registration.

Updated the Pool Manual for new employees this summer.

Maintenance

- Completed the monthly inspection of fire extinguishers and replaced 2 fire extinguishers' cabinet glass.
- Met with multiple companies to get quotes on the flooring at the pool concession stand.
- Called the independent contractor for Renosys and set up a date for him to come and work on the pool liner.
- Received quotes on putting another funbrella up at Pleasant Green Pool.
- Playground inspections for Peay and Pleasant Green Parks were completed.

Marketing

I prepared the program information for the Goodlettsville 10 and Under Tennis Program so it could be sent the Nashville Parent magazine for the March addition. I also added it to the Parks website and sent the information to the local papers. A flier was also made and placed at the Peay Park Tennis courts.

I sent out reminder emails about the adult and youth volleyball registration taking place.

I sent pictures, captions, and general information from the Daddy Daughter Dance to the Ledger Newspaper for them to publish.

I emailed churches and old softball contacts about the upcoming softball registration and sent out a Notify Me on the 10 and Under Tennis program and Adult Softball Leagues. I also put together all the summer athletic information, fall athletic league information, and pool information and sent it over to Allison for the ads she is planning on putting out.

Report from the Program Coordinator – Jennifer Spillers

Senior Spirits

- February birthdays were celebrated with games and a donated cake from Kroger
- Discussed Zumba Gold with the Zumba instructor Janet
- Worked on scheduling voice lessons, a senior to discuss the importance of staying active, a social worker, musicians, and art classes to inform or entertain the group
- Hosted an enrichment session in regards to caring for your pet in the winter given by Samantha Beaty, DVM
- Hosted The Neighborhood Watch and Personal Safety enrichment session given by Chief Goodwin and Commander Peterson from the Goodlettsville Police Department
- Hosted four Tuesday meals for the month
- Planned and prepared supplies and prizes for the March Chili Cook Off and contacted judges for the event
- Created and distributed the Senior Spirits four page monthly newsletter and calendar of events
- Updated the bulletin board with reminders, descriptions, and local events coming up in the City of Goodlettsville
- Five new members joined the group in February

Programs

- Met with the Teen Advisory Committee to discuss upcoming events and responsibilities
- Contacted the Goodlettsville Library in regards to their teen events
- Met with Robbie and Allison in regards to upcoming events
- Hosted the Teddy & Me Tea and the Daddy Daughter Dance

COMMUNITY DEVELOPMENT**Planning Department****March 13, 2013****Ongoing Activities**

Numerous requests for information related to refinancing of properties in Goodlettsville.

Collection of information and data tied to ongoing developments.

Production of information and data needed for assembly of the monthly Planning Commission agenda.

Production of monthly staff report for the regularly scheduled Planning Commission meeting.

Responded to various requests for information pertaining to completion/implementation of approved plans.

TN Municipal Benchmarking Project statewide meeting in Franklin

Meetings

Attended various meetings concerning Goodlettsville's continuing participation in regional efforts:

Goodlettsville Planning Commission

Metropolitan Planning Organization (MPO)

Met with representative of Des Case Corporation concerning expansion of the existing facility on N. Main St.

Met with Greater Nashville Regional Council staff to update Goodlettsville infrastructure needs

Departmental Budget meeting

Goodlettsville Codes Department Activity Report February 2013

DEPARTMENT OF 4 EMPLOYEES:

Larry DiOrio-Codes Director/Fire Marshall
 Mike Bauer-Senior Inspector/Fire Marshall
 Greg Waite-Inspector/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 Marshall Duties, and Property Maintenance Codes. The duty of this department is to inspect and enforce these regulations in a certified and professional manner.

<u>Activity</u>	<u>Scope of Activity</u>	<u>Total Monthly</u>
Issuing of Permits	Building(Commerc. & Resid.), Burn, Demolition, Blasting, Sign, Fireworks, Pool, Yard Sale	24 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	6 inspections
Fire Investigations	Duties of Fire Marshall involving fires in the city limits	2 investigation
Building Inspections	Building Related	30 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	18 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	12 inspections
Signs Removed	Illegal signs removed from city limits	40 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	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	5 homes
Flood Event/FEMA	M. Bauer assisting flood properties and FEMA requirements. Includes all documentation	4 hours
Issuing of Addresses	Assisting Metro/Davidson County 911 with assigning addresses for the city	5 addresses
Plan Reviews	In-house plan review by M. Bauer/Assisted also with outsourced plan reviews	4 properties
Storm Water Report	Monthly Storm Water Report for Administrative Building/G. Waite	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 FEBRUARY 2013

Contractor's

<u>Permit</u>	<u>Date</u>	<u>Cost</u>	<u>Map</u>	<u>Parcel</u>	<u>Lot</u>	<u>Address</u>	<u>Owner</u>	<u>License</u>	<u>Type Str</u>	<u>County</u>
New Residential										
20130011	02/01/2013	1,102,055.00	143	51.0-51.02	79-83	100 Placid Grove Units 79-83	Goodall Builders, Inc.	23320	New Residential Townhome	Sumner
Total		1,102,055.00								

New Commercial

Total 0.00

Additions & Remodeling

20130012	02/05/2013	7,000.00	141	58.02		1016 B Louisville Hwy.	Dredge Central	Allison Signs	Sign	Sumner
20130013	02/06/2013	0.00	26.2	26	Suite 3	919 Conference Dr.	Great Clips	Owner	Temporary Sign	Davidson
20130014	02/06/2013	0.00	19.14	14		105 Northcreek Blvd.	Great Clips	Owner	Temporary Sign	Davidson
20130016	02/07/2013	500.00	25.08	53		503 S. Main St.	Riley's Kitchen	Owner	Sign	Davidson
20130017	02/07/2013	0.00	26	104	Suite 12/13	900 Conference Dr.	Edge Fitness Inc.	173051	Demolition	Davidson
20130018	02/08/2013	275,000.00	143	6.01	1	621 Carol Ann	Mark Kroil	41287	Residential Addition	Sumner
20130024	02/22/2013	0.00	34.1	25	24	853 Wren Rd.	ABC/123 Learning Academy	Owner	Fire/Life Safety	Davidson
20130025	02/22/2013	500.00	25.4	108	B	301 B South Main Street	Vintage Annies	Owner	Sign	Davidson
20130026	02/22/2013	0.00	25.4	108	B	301 B South Main Street	Vintage Annies	Owner	Fire/Life Safety	Davidson
20130027	02/26/2013	22,000.00	143J	19	79	512 Dorothy Dr.	Lori Bowling	65822	Detached Garage	Sumner
20130028	02/27/2013	9,000.00	140	94	20	3046 Patton Branch Rd.	John Cook	65670	Fire Damage Repair	Sumner
20130029	02/27/2013	22,000.00	26	104		Suite 12/13 900 Conference Dr.	Edge Fitness Inc.	173051	Tenant Build out	Davidson
Total		336,000.00								

Total New Residential 1,102,055.00

Total New Commercial 0.00

Total Add/Remodels 336,000.00

Total All Permits 1,438,055.00

Single Family Dwellings

Davidson	0
Sumner	5
Total	5



City of Goodlettsville

Project Status Update February 2013

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

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

EQUALIZATION TANK

Project Cost: **\$6,997,142.30**
Engineer / Architect / Consultant: CDM, Inc.
Contractor: W.L. Hailey, Inc.
Status: 100 % Complete
Completion Date: **September 12, 2012**

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

Notable outstanding issues:

1. Liquidated Damages

PHASE V SEWER REHABILITATION

Project Cost: **\$4,427,954.34**
Engineer / Architect / Consultant: GRW, Inc.
Contractor: Moore Construction
Status: 100% Complete
Completion Date: **September 30, 2012**
Notable outstanding issues: None noted

COMMUNITY DEVELOPMENT FACILITY

Project Cost: \$225,000.00
Engineer / Architect / Consultant: Cassetty Architecture
Status: Project will be conducted In-house
Completion Date: September, 2013
Notable outstanding issues: Project Cost

ROADSCAPE PROJECT

Project Cost: \$157,000.00
Engineer / Architect / Consultant: Kimley-Horn and Associates
Status: 100 % Complete
Completion Date: October 30, 2012
Notable outstanding issues: \$24,500.00 in Liquidated Damages applied to project.

GREENWAY / BICYCLE / PEDESTRIAN DEVELOPMENT

Project Cost: \$3,000,000.00
Engineer / Architect / Consultant: Lose and Associates
Status: **Environmental and Archaeological Clearances from TDOT and FHWA. Awaiting NTP for ROW Acquisition**
Completion Date: To Be Determined
Notable outstanding issues: None

SIGNALIZATION & SYNCHRONIZATION IMPROVEMENTS

Project Cost: \$495,000.00
Engineer / Architect / Consultant: Gresham Smith and Partners
Status: Going to Bid in the immediate future
Completion Date: September 2013
Notable outstanding issues: **FHWA Delays**

Moss-Wright Park Trail Paving

Project Cost: \$33,000.00
Status: Completed
Completion Date: July 2012
Notable outstanding issues: None

Conference Drive / Vietnam Veterans Lighting Improvements

Projected Project Cost: \$700,000.00
Engineer / Architect / Consultant: Booker Engineering
Status: Contract with TDOT has been approved.
Completion Date: Bid Date April 2014
Notable outstanding issues: None

Long Hollow Pike Street Lighting

Project Cost: \$70,000.00

Engineer / Architect / Consultant: TBD

Status: Currently in design stage

Completion Date: TBD

Notable outstanding issues: NES Requirement for engineering

Highway 41 & 31W Street Lighting

Project Cost: \$100,000.00

Engineer / Architect / Consultant: TBD

Status: Designed

Completion Date: TBD

Notable outstanding issues: NES Requirement for engineering

RiverGate Parkway Improvements

Project Cost: \$1,000,000.00

Engineer / Architect / Consultant: Ragan - Smith

Status: Engineering 90% Complete, Landscaping 100% Complete

Projected Completion Date: Spring 2013

Notable outstanding issues: None

Delmas Long Community Center Improvements

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

Engineer / Architect / Consultant: None

Status: **TDEC Contract has been received.**

Completion Date: **June 2013**

Moss-Wright Park Lighting Replacement (Football)

Project Cost: \$225,000.00

Engineer / Architect / Consultant: Internal

Status: **100% Complete**

Completion Date: March 2013

Notable outstanding issues: None

Moss-Wright Park Restroom /Concession Facility (Football)

Project Cost: \$150,000.00

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

Status: N/A

Completion Date: **June / July 2013**

Notable outstanding issues: **Flood Plain Issues**

Stormwater Utility Study

Project Cost: \$100,000.00
Engineer / Architect / Consultant: AMEC, INC.
Status: **40% Complete**
Completion Date: **January 2014**
Notable outstanding issues: None

Strategic Planning Consultancy

Project Cost: \$20,000.00
Engineer / Architect / Consultant: TBD
Status: **Delayed**
Completion Date: **TBD**
Notable outstanding issues: None

Sewer Interceptor

(Elimination of the Crencor and Wynridge Pump Stations)

Project Cost: \$250,000
Engineer / Architect / Consultant: GRW
Status: Currently being designed.
Projected Completion Date: June 2013
Notable outstanding issues: None

FY 2012/2013 Street Paving Program

Project Cost: \$700,000.00

Engineer / Architect / Consultant: None

Status: Resurfacing has begun on various streets (See Below)

Completion Date: Fiscal Year 12/13

Notable outstanding issues: None

Paved Streets:

- 1. Caldwell Drive (West of Long Hollow)**
- 2. Windsor Green (Conference to round-about)**
- 3. Bakers Chapel (Main Street to City Limits)**