



City Manager Report May 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:

June 27, 2013

Featured Picture:

In honor of Public Works week, which was May 19-25, Goodlettsville's hybrid truck, used for refuse collection, is featured. This truck is capable of reducing fuel use and emissions by as much as 50 percent. Goodlettsville is the first city in the state of Tennessee to use this technology for refuse collection.



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Community Development Services

- Economic Development – *New Director, Jeff McCormick, began June 3.*
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City Projects

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



June 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 May, 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 J. Ellis". The signature is written in a cursive style.

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: May 2013

Legislative Accomplishments

- Board of Commissioners adopted the following ordinances:
 - Passed on final reading No. 13-799, an ordinance of the City of Goodlettsville, Tennessee adopting the annual budget for the fiscal year July 1, 2013 through June 30, 2014

- The Board of Commissioners also took action on the following resolutions:
 - Passed Resolution No. 12-566, 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 No. 13-567, a resolution adopting a travel and education policy as it relates to members of the Board of Commission.
 - Passed Resolution No. 13-568, a resolution declaring certain property surplus to the needs of the City of Goodlettsville and calling for its disposal by sale to a sole buyer.

Legislative Matters Forthcoming

- An ordinance adopting the FY14 Budget and Tax Rate.
- An ordinance to address street parking.

Other Items Considered by the Board

- Approved an amendment to a contract with Tennessee Department of Transportation as it relates to greenways and pedestrian crossings.
- Approved expenditures as they relates to the recent satellite cities legislation.
- Approved a license agreement between the City of Goodlettsville and RiverGate Mall Limited Partnership for the purpose of utilization of space for a Police Department sub-station.
- Approved a contract with the Tennessee Department of Transportation for certain right-of-way maintenance functions to be done by the city.
- Ratified and approved the issuance of an Emergency Purchase Order for the mitigation and repairs of a drainage system located at Wilshire Court and Windsor Trace.

Commissions and Boards

- **Beer Board**
 - Approved an on premise permit for IDN, Inc. (Incredible Dave's).
- **Planning Commission**
 - No action items considered.
- **Board of Zoning Appeals**
 - No action items considered.

External Meetings

- Attended the Goodlettsville National Day of Prayer Ceremony.
- Attended the Forward Sumner Infrastructure Committee Meeting.
- Attended the Tennessee Municipal Benchmarking Program steering committee meeting.
- Attended the Metropolitan Planning Organization Board of Directors Meeting.
- Attended the Regional Transportation Authority Board of Directors Meeting.
- Attended the Sumner County Council of Governments Meeting.
- Attended the Middle Tennessee City Managers Meeting.
- Attended the Chamber of Commerce monthly luncheon.
- Attended the Chamber of Commerce Board of Directors Meeting.
- Attended the Dollar General Shareholders Meeting.
- Attended the Public Works Month appreciation lunch.

Internal Meetings

- Met with representatives of the WZTV in regards to their "Road Trippin" program.
- Met with representatives of the Nashville Business Journal in reference to certain marketing opportunities.
- Took part in a conference call in reference to the new website re-design.
- Met with Mr. Journey Johnson, Executive Director and Mr. Rob Gray, Senior Vice President of the Middle Tennessee YMCA in regards to a potential Goodlettsville location.
- Hosted Leadership Nashville closing retreat.

Ongoing Work

- Local Parks & Recreation Grant Project.
- Overall Capital Improvements Program.
- Stormwater Study.
- City Strategic Plan Development.
- MTAS Benchmarking program.
- Departmental efficiency reviews.
- Moss-Wright Bathroom / Concessions Design & Construction.
- Main Street Enhancements.
- Conference / Vietnam Vets Lighting Improvements.
- State Contract purchase of 2 way radio communications within all departments of the city but most importantly public safety.
- The greenway / bike / pedestrian project has received environmental clearance and now awaiting Notice to Proceed on procurement of Right-of-way. .
- Administrative Hearing Officer program.
- Streambank stabilization of Mankers and Madison Creeks.
- Departmental Transition Plans (Community & Economic Development).
- Traffic Signalization timing and synchronization projects.
- City-wide Beautification.

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

News Releases / Public Information

- 5-1: “Citizens Get the Inside Scoop at Goodlettsville Citizens Academy”
- 5-9: “City Announces New Community and Economic Development Director”
- 5-20: “Police Memorial Service this Wednesday”

Meetings/Events

- Met with FOX 17 sales team for an introduction to their upcoming summer series, “Road Trippin” – The City of Goodlettsville agreed to be a City Sponsor. Our segment will air on TN Mornings on FOX on July 4th.
- Met with CivicPlus to set our website redesign timeline.
- Citizen engagement and all website modules overview with CivicPlus, Tim Ellis, Julie High and Dawn Freeman.
- Met with Tim Ellis and Julie High to discuss briefing packet assembly. I will assemble the briefing packets moving forward and make them available on the City website for public viewing.
- Attended the Goodlettsville Young Professionals Kickoff Meeting after hours.
- Attended the Police Memorial Service in Massey Auditorium
- Wrap-up meeting with FOX 17 on Goodlettsville’s City Trippin segment.
- Attended the monthly Goodlettsville Chamber luncheon
- Attended City Commission meetings, study sessions, and bi-weekly staff meetings

Admin/Other

- Updated City app to make the calendar and agenda posts reflect event and meeting dates clearer (as opposed to the dates they were posted)
- Linked up the new City-owned URL www.getfitgoodlettsville.org
- Citizens Academy admin
- Entered into a contract with CivicPlus to redesign our existing City website.
- Submitted final materials to the Chamber for the Goodlettsville Lifestyles Magazine.
- Submitted materials to TML for the Excellence in Public Works Award
- Submitted Officers of the Month pictures
- Snapped pictures at the cookout to commemorate Public Works Week
- Assembled the City Manager Report for March 2013

New Business Licenses issued May 2013

- | | | |
|---------------------------------------------------------------------|-------------------------------------------------|-------------------------------------|
| 1. Pure Water Plumbing
975-8688 | 919 Conference Suite 4, #122
opened: 4/30/13 | Adam Brink
issued: 5/1/13 |
| 2. Magic Clean & Seal
975-8688 | 919 Conference Suite 4 #122
opened: 4/30/13 | Adam Brink
issued: 5/1/13 |
| 3.. IMC Systems LLC
859-4280 | 100 North Main St.
opened: 5/01/13 | Michael Smith
issued: 5/3/13 |
| 4.. Pinky's Pops
983-2250 | 228 High Chaperal Drive
opened: 06/01/2013 | Jessica Miller
issued: 5/3/13 |
| 5. Incredible Dave's (new owner)
302-368-9464 | 1000 Rivergate Pkwy #1401
opened: 04/03/13 | Derek Willams
issued: 5/07/13 |
| 6. New Zoom Inc dba Zoom Systems
415-400-8000 | 1000 Rivergate Pkwy
opened: 3/12/13 | Caysee Krippsten
issued: 5/08/13 |
| 7. Storage Pros Rivergate LLC (new owner)
248-538-1237X112 | 719 Rivergate Pkwy
opened: 04/30/13 | Lydia Doka
issued: 5/09/13 |
| 8. Storage Pros Goodlettsville LLC (new owner)
248-538-1237 X112 | 307 South Main St.
opened: 04/30/13 | Lydia Doka
issued: 5/09/13 |
| 9. TN American Medical Weight Loss Center
855-3771 | 601A South Main St
opened: 01/01/06 | Teresa Summers
issued: 5/9/13 |

BEER PERMITS FOR May 2013

- Incredible Dave's
1000 Rivergate Pkwy #1401
Issued to: IDN Acquisition, LLC
Permit #688 05/08/13 replaces permit #669

Finance and Administration Monthly Report

May 2013

FINANCE

- Attended a class on the Affordable Care Act with the HR Director hosted by MTAS/CTAS
- Attended a meeting with the City Manager and Public Information Officer with representatives from Fox 17 regarding an upcoming promotional series that would spotlight the City
- Attended a meeting with the Department of State and Local Finance in Lebanon
- Attended the monthly IDB meeting as well as the two BOC Study Sessions and Meetings
- Assisted Pleasant Green Pool staff in setting up their credit card machine prior to the pool opening.
- Hosted representatives from the Town of Ashland City who wanted to meet with us to discuss our Financial Software

Human Resources

- May 1 – Health Care Reform training in Franklin.
- May 21 – Lifeguard orientation at Pool
- Two Police Officers hired during the month.
- One Communications officer termed and Sergeant Uldrich retired.
- Worker's Compensation accidents in the month: 0 accidents.

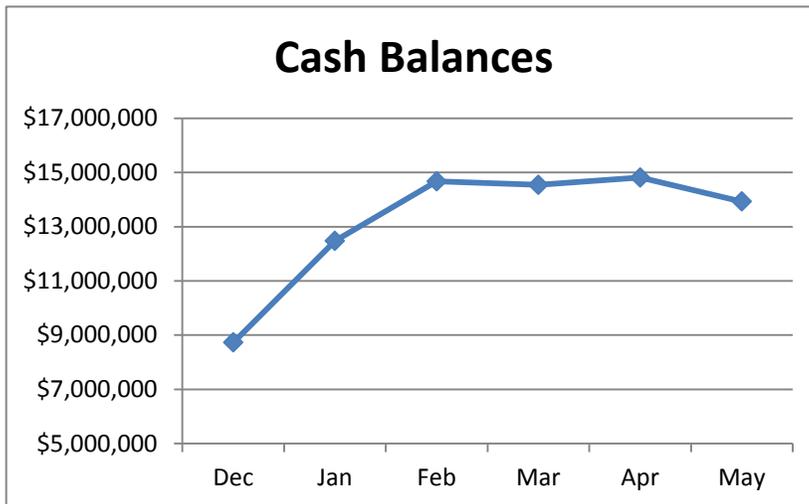
**City of Goodlettsville
Financial Summary
May 2013**

UNASSIGNED FUND BALANCE

Operating Fund	Ending Balance FY 12	Current Month	Budget 06/30/2013	Projected 06/30/2013	%
General Fund	1,995,469	5,896,147	2,134,888	2,134,888	20.05%
Sanitation	121,693	144,436	159,665	159,665	18.01%
Tourism	820,301	1,337,217	272,345	272,345	73.70%

CASH IN BANK

	Dec	Jan	Feb	Mar	Apr	May
General Fund	743,243	1,330,578	3,193,815	3,118,273	3,202,155	2,380,829
Bond Issue 2013	0	2,972,933	2,973,236	2,973,574	2,973,925	2,974,263
Sanitation	191,058	236,804	232,885	193,469	187,328	179,853
Tourism	887,379	900,615	905,662	730,124	757,967	737,573
Sewer	6,869,279	6,981,084	7,290,645	7,447,098	7,604,681	7,580,358
Stormwater	32,417	53,721	70,793	77,442	83,285	72,373
Total Cash	8,723,375	12,475,735	14,667,036	14,539,980	14,809,341	13,925,249



**City of Goodlettsville
Financial Summary
May 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	349,817	3,307,289	3,899,492	3,780,000	119,492
	State Shared Tax	148,637	1,480,068	1,776,082	1,636,000	140,082
	Property Tax	2,218	4,211,115	4,211,115	4,291,117	(80,002)
	Court Fines/Fees	33,543	341,406	372,443	275,000	97,443
Tourism	Hotel/Motel Tax	40,323	400,687	437,113	360,000	77,113
Wastewater	Sewer User Fees	396,903	4,112,115	4,934,538	3,700,424	1,234,114
Sanitation	Sanitation Fees	62,788	622,291	746,749	711,000	35,749
Stormwater Utility	Stormwater Fees	17,133	127,712	153,254	320,000	(166,746)

Revenue Summary						
General Fund Collected YTD	13,912,375	Wastewater Fund Coll YTD	4,722,851			
General Fund Target	15,526,133	Wastewater Fund Target	5,030,000			
Difference	1,613,758	Difference	307,149			
	90%		94%			

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	115,438	1,158,907	1,390,688	1,369,732	20,956
Community Development	38,562	433,817	520,580	530,051	(9,471)
Police	344,781	3,287,368	3,944,842	3,852,728	92,114
Fire	131,886	1,253,912	1,504,694	1,499,709	4,985
Hwys & Streets	97,643	795,660	954,792	978,588	(23,796)
Parks/Recreation	106,588	1,068,864	1,282,637	1,275,974	6,663
Police Drug Fund	498	13,318	15,982	27,899	(11,917)
Sanitation	70,790	755,518	906,622	753,744	152,878
Tourism	66,366	516,916	820,299	872,836	(52,537)
Wastewater	423,244	3,496,169	5,695,403	5,863,024	(167,621)

FUND EXPENDITURE SUMMARY

<u>Fund</u>	<u>Month</u>	<u>YTD</u>	<u>Target</u>	<u>% of Budget</u>
General	1,036,518	10,011,697	16,336,186	61.29%
Sanitation	70,790	755,518	753,744	100.24%
Wastewater	423,244	3,496,169	5,863,024	59.63%

MONTH OF MAY 2013**MONTHLY MANAGEMENT REPORT****COURT**

NUMBER OF TICKETS ISSUED IN MAY 2013 - **1152**

NUMBER OF DEFENDANTS APPEARING IN COURT

MAY 14, 2012 9:00 A.M. **156**

MAY 14, 2012 1:00 P.M. **66**

MAY 21, 2012 9:00 A.M. **116**

TOTAL FOR MONTH **338**

MAY 21, 2012 1:00 P.M. **32**

CONTESTED COURT SESSIONNUMBER OF NON-TRAFFIC CITATIONS (i.e. codes / misdemeanors violations)

CODES **0**

MISDEMEANORS **1**

NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL **155**

EIGHT HOUR SCHOOL **8**

Goodlettsville Police Department

Chief Goodwin's Monthly Report

May 2013

On May 4th we had our Citizens Police Academy cookout celebrating 10 years of CPA. We had two meetings with apartment residents. On May 11th we met with residents of the Greens of Rivergate and on May 23rd we met with residents of Meadow Creek. Our memorial service in remembrance of Detective Lynn Hicks and all those that have paid the ultimate sacrifice was May 22nd.

In review of the TIBRS data comparing May 2012 to May 2013 Crime Against Person was reduced by 37%, and Crime Against Property was reduced 35% for a total 36% reduction. We have seen a reduction every month for the same month previous year except for March. January was 38%, February 29%, March was Even, April 13% and YTD is 21%. Our UCR total YTD is a 28.17% reduction.

Our proactive efforts of our officers were very good for the month of April. As a result our officers made 1347 Traffic Stops and 14 Terry Stops. They made 47 Traffic Arrests and 15 DUI Arrests. They issued 62 Misdemeanor Citations, made 50 Misdemeanor Arrests and 7 Felony Arrests. They made 11 Juvenile Misdemeanor Arrests, and issued 11 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 22 Misdemeanor Warrants.

Our officers continue to check our neighborhoods and our businesses. They conducted 733 checks of neighborhoods and 674 businesses. We found several businesses with unlocked doors and secured them.

The May Officer of the Month was Stephen Hodges. He stopped to check on a broken down motorist. After noticing a distinct odor of marijuana he obtained consent to search and found residue and a pipe. He continued to search and located 11lbs. 6 oz. of illegal mushrooms. Our May Employees of the Month were Adam Branham and Kim Campbell. The FBI/TBI conducted a CJIS audit of our departments reporting of crime. We were well below the state average for errors and the TBI indicated our department will be a model for other departments around the state.

GOODLETTSVILLE POLICE DEPARTMENT

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

Jurisdiction : TN0190400

Monthly Summary Report
For May 2013

<u>Crime Type</u>	<u>May Offenses</u>	<u>May Counts</u>	<u>2013 Offenses</u>	<u>2013 Counts</u>
11D 11D FONDLING	1	1	4	4
120 120 ROBBERY	1	1	10	12
13A 13A AGGRAVATED ASSAULT	3	3	18	19
13B 13B SIMPLE ASSAULT	15	17	62	69
13C 13C INTIMIDATION	2	2	15	15
200 200 ARSON	0	0	1	1
220 220 BURGLARY/BREAKING AND ENT	4	4	34	34
23C 23C SHOPLIFTING	26	27	134	147
23D 23D THEFT FROM BUILDINGS	11	11	41	42
23F 23F THEFT FROM MOTOR VEHICLE	6	6	23	23
23G 23G THEFT OF MOTOR VEHICLE PA	5	6	21	22
23H 23H ALL OTHER LARCENY	3	3	16	16
240 240 MOTOR VEHICLE THEFT	5	5	13	13
250 250 FORGERY/COUNTERFEITING	4	4	17	17
26A 26A FALSE PRETENSE/SWINDLE/CC	1	1	20	24
26B 26B FRAUD CREDIT CARD/AUTOMA	0	0	8	8
26C 26C IMPERSONATION	3	3	24	25
270 270 EMBEZZLEMENT	0	0	6	6
280 280 STOLEN PROPERTY OFFENSES	0	0	2	4
290 290 DESTRUCTIVE/DAMAGE/VANDA	11	11	61	61
35A 35A DRUG/NARCOTIC VIOLATIONS	13	15	66	88
35B 35B DRUG EQUIPMENT VIOLATIONS	10	11	35	38
40A 40A PROSTITUTION	0	0	1	1
520 520 WEAPON LAW VIOLATIONS	0	0	10	12
90B 90B CURFEW/LOITERING/VAGRANC	1	1	2	2
90C 90C DISORDERLY CONDUCT	1	1	5	5
90D 90D DRIVING UNDER THE INFLUENC	14	14	53	53
90E 90E DRUNKENNESS	3	3	19	19
90F 90F FAMILY OFFENSES , NONVIOLE	0	0	3	7

90G 90G LIQUOR LAW VIOLATIONS	1	1	2	2
90J 90J TRESPASS OF REAL PROPERT\	1	1	11	11
90Z 90Z ALL OTHER OFFENSES	15	15	89	92
M99 INFORMATION	10	11	37	47
000 NON REPORTABLE	6	9	44	51
T99 TRAFFIC RELATED (NON REPORTAB	81	82	343	344

Persons Arrested : 194

TYPE	Total For May				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	105	84	60	26	510	398	275	149
2.Juveniles	15	14	14	2	51	65	45	10
TOTALS:	120	98	74	28	561	463	320	159

Traffic Reports :

TYPE	Total For May	2013 To Date
Fatal	0	0
Injury	0	38
Property Dmg Only	0	286
Private Property	0	0

Citations/Warrants :

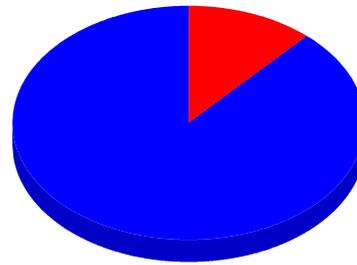
	Total For May	2013 To Date
Citations	0	0
Warrants	0	0

Values :

TYPE	Total For May	2013 To Date
Burglary Stolen	21,110.00	52,395.00
Larceny Stolen	17,833.00	105,654.00
Robbery Stolen	400.00	9,297.00
MVT Stolen	28,820.00	68,999.00
Burglary Recovered	1,500.00	9,800.00
Larceny Recovered	10,617.00	28,245.00
Robbery Recovered		2,878.00
MVT Recovered	4,000.00	35,154.00
Total Stolen	68,163.00	236,345.00
Total Recovered	16,117.00	76,077.00
Criminal Damage	10,451.00	47,711.00

Traffic Accidents for Month

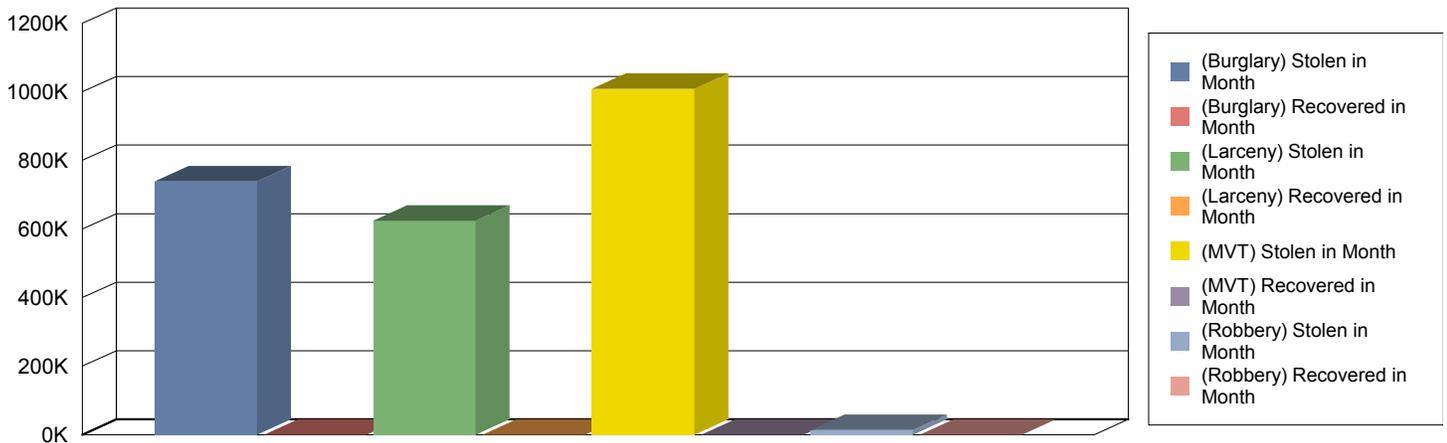
Traffic Accidents Year To Date



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

Traffic Accidents with Fatalities	0.0%
Traffic Accidents with Injuries	11.7%
Traffic Accidents with Property Damage	88.3%
Total:	100.0%

Stolen and Recovered Values for Month



Fire Department May 2013

Summary of Month's Activities

Fire Operations

The Department responded to 237 calls for service for the month of May.

Fire Administration

- Several walk-in's for blood pressure check
- Four employees received State Certification for Intravenous (IV)
- Transported non-perishable food items from the Post Office to the Help Center.
- Attended Open House at Sumner County Emergency Services new facility.
- Two re-certified EMT License

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	3	3
Plat/Plan Review	0	0

Public Fire Education

	This Month	YTD
Participants	28	62
Education Hours	1	12
Number of Occurrences	1	9

Fire Fighter Training**Training Hours for April 2013****Administrative Summary - May****Assignments****Completions (May 1-31)**

Users with completions:	1	4%
Total completions:	3	

Overdue Assignments (as of May 31)

Users with assignment(s) that are overdue:	24	89%
Total overdue assignments:	120	

No Assignments (as of May 31)

Users with no assignments:	2	7%
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Users**Log-ins (May 1-31)**

Users who have logged in:	4	15%
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Credentials

Users with credentials expiring next month (June):	0	0%
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Goodlettsville Fire Department
Incident Report
Incident Totals

Jurisdiction 19226

From: May 1, 2013

To: May 31, 2013

CATEGORY TOTAL CALLS

Total Calls 237

Structure Fires	1	Hazardous Calls	4
Vehicle Fires	1	Service Calls	20
Vegetation Fires	0	Good Intent Calls	13
Refuse/Rubbish Fires	1	Malicious False	0
Other Fires	0	Other False	22

Total Fires 3**Total False 22**

Rescue and EMS	170
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Mutual Aid Received	6	Incidents with Exposures	0
Mutual Aid Given	20		

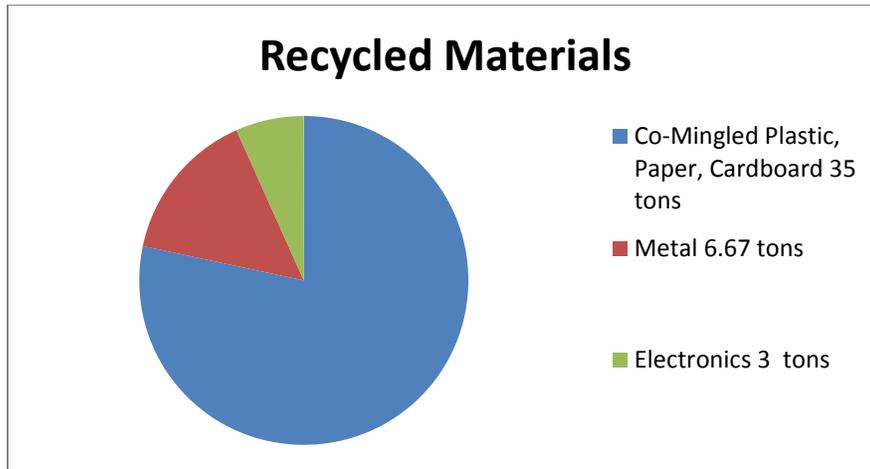
Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	\$65,800.00
Fire Service Death	0	Contents	\$0.00
Non-Fire Service Death	0	Non-Fire Dollar Loss	
Fire Civilian Injuries	0	Property	\$0.00
Non-Fire Civilian Injuries	0	Contents	\$0.00
Fire Civilian Deaths	0		
Non-Fire Civilian Deaths	0		

Fleet Maintenance

Hydraulics replaced on Tower 41.

Public Works Report – May 2013

SOLID WASTE:



- Convenience center solid waste collected: 47 tons
- Wood chips removed from lot: 420 cy
- Solid waste tonnage collected: 362 tons

SEWER:

- 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
- Addressed complaint calls
- TVd sewer lines
- Construction inspection
- AutoCAD training, new employee training
- Rainfall for month: 8.62"

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	5	18
Culverts Cleaned	50	108
Curb – Repair/Install/Remove	2	15
Dead Animal Pick-Up Requests	5	17
Drainage Inspection Requests	10	60
Driveway Permits Issued	0	0
Emissions Testing/License Plates for Vehicles	0	6
Excavation/Street Cut Permits Issued	0	1
Exemption/Back Door Route Requests	2	7
Graffiti Removal Requests	2	5
Land Disturbance Permits Issued	0	0
Sanitation – Bulk Item/Junk Pick-Up Request	16	29
Sanitation – Cart Repairs	45	234
Sanitation – Second Cart Request	0	2
Signs Repaired/Installed (Street or Name)	10	138
Snow Removal – Number of Storms	0	4
Storm Drains Repaired or Replaced	1	3
Stormwater Inspections Performed	37	133
Stream and/or Tributary Clean-Up/Clean-Outs	0	2
Streets Paved	0	0
Streets Repaired (e.g., pothole)	10	39
Streets Striped	0	3
Tennessee One Calls	122	486
Traffic Signal Repair	10	62
Tree Trimming Requests	3	14
Vehicle Maintenance – Routine	36	164
Vehicle Maintenance – Unscheduled	58	359
Water Quality-Related Outreach Events	4	24

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

- ROW maintenance projects throughout City
- Daily underground storage tank testing
- Monthly fuel pump inspection and cleaning
- Assist Parks with clean-up of woody debris
- Classroom outreach stream assessment classes
- TNSA/APWA quarterly meeting
- WKU/APSU stream monitoring scheduling
- TIGER grant review opportunities
- Hosted Public Works Appreciation luncheon
- Staff participated in proclamation presented by the Mayor recognizing Public Works during National Public Works Week
- Streets and highways staff attended Tennessee Public Works Institute training
- Weekly and monthly staff meetings
- Bent street sign repair
- Installation of new street name signs
- Drainage repairs in Indian Hills and Windsor Green developments
- Working with TDOT hydrology at I-65/LHP
- Signal repair and timing adjustments on LHP
- Working with paving contractor to line up streets to be paved this year
- Uncovered buried manhole on Conference Drive (in conjunction with sewer department)

CONTINUING PROJECTS:

- Retroreflectivity survey
- Street paving for 2013
- Fleet system implementation
- Bent sign inventory repair
- CMAQ projects (Long Hollow Pike synchronization, pedestrian crossing at Moss-Wright, and traffic signal installation at Madison Creek Road)
- Stormwater Utility

Parks, Recreation, and Tourism Monthly Report

May 2013

PARKS DIVISION:

Projects

Maintenance Items

- Reset post at front entrance for gate
- Replaced 8 lenses on trail lights where they were busted
- Replaced commode at comfort station
- Replaced ballast and bulbs at quad concession
- Replaced cooking grill in play ground area
- Installed new part for clatter bridge for playground
- New parts for play ground at Pleasant Green were installed
- Installed new door closer at field 1 restroom
- Sprayed round up under pool deck and removed vine that was growing up tree

Athletic Fields

- Built practice mound for field 1
- Brushed edges on the fields
- Trimmed the ball field fences
- Transitioning the rye out on all the fields
- Sprayed the fields with Holganix with ammonium sulfate on 5\9
- Trimmed around soccer fields and got the field ready for the 3 v 3 tournament
- Sprayed the fields with Holganix with 46-0-0 on 5\31
- Put back flows on and turned irrigation on the fields

Landscaping

- Pulled winter flowers up in beds at Moss-Wright and planted summer flowers
- Mulched beds at Moss-Wright
- Mulched trees around the Bowen House yard -worked on beds at City Hall
- Worked on Rivergate Pkwy median and city sign
- Planted around flag pole at the Community Center

Meetings

- Talked to Heath with Genes Electric about changing out the trail lights to make them led.
- Called SkyLogic to order the controllers to update the quad fields and soccer fields lighting. After installed the lights can be set to come on by key pad.
- Met with Tim Ellis and Evans Sanders with Community Development Partners about the TRPF grant.

Maintenance Issues

- The A/C units will have to be replaced at the Visitor Center.

RECREATION DIVISION:

Report from the Special Events and Program Coordinator – Allison Baker

- Jennifer Spillers and I met with Goodlettsville Librarian, Jennifer Hunsicker, about programming partnerships this month. We are looking forward to working with them on some fall activities.
- Attended staff meetings throughout the month.

Special Events and Programs

- The Under the Stars Family Campout was scheduled for Friday, May 10th but due to the weather has been rescheduled to June.
- Vendor applications continued to come in during May for the 4th of July Celebration. So far we have three non-profit vendors and four for-profit vendors participating. These vendors will be joined by the inflatables, rock wall, pony rides, live music, and Fireman's Foam to provide a fun, family-friendly atmosphere. The festivities kick-off at 4:00pm culminating with the fireworks show at 9:00pm.
- Planning for the summer activities continued throughout the month. There are 10 programs and events scheduled for June. Highlights include the Summer Concert Series on June 13th, Touch a Truck on June 14th and the Movie in the Park on June 22nd.

Historic Sites

- Pioneer Pals was held on Friday, May 3rd. We had 19 participants this month. The young pioneers learned all about how flax is spun into fiber. They even dressed up in 18th century clothing. Pioneer Pals will be held at Mansker's Station the first Friday of the month. In June, we are planning a woodworking hands on activity as well as a gun firing demonstration.
- The large blockhouse at the Fort now has a new roof. The project was completed this month. There are now no leaks into the house. This will help preserve the logs and the wood.
- The second American Girl Tea was held on May 4th. There were 21 girls in attendance ranging in ages from 2-12. The third and final American Girl Tea will be held in June. Once it is completed we will have had 61 participants in our first attempt at these teas. Registration will open in June for a new Garden Tea. Plans are also underway for a Literary Tea and an Etiquette Tea. Staff has noticed that these teas are bringing a new group out to the Historic Sites who might not normally seek them.
- On May 7th, Jennifer Kirk and I met with Rose Robertson-Smith. She teaches traditional rug braiding and will be hosting a class here at Mansker's in June and July. The rug braiding classes will be on Tuesdays starting June 18th and will run through July 16th. Class will be held from 5:30-7:30pm and is \$60 for all five instructional classes. Four out of eight spots were reserved at the end of May.
- Mansker's staff met with the Master Gardeners this month. There are two new Gardeners that will be leading the volunteer group at the site. We met to discuss gardening options at the House and the Fort and to communicate what we require as a site and what they will need from us in return. Master Gardeners are out on site every Wednesday to help with different gardening chores.
- Hosted the National Geiger Press Tour on Sunday, May 5th. There were six representatives that toured the site. The Sumner County CVB set this up with our site and said that this group only went to three counties in Tennessee and Sumner County was one of them.
- Jennifer Kirk attended the Fiber Fest in May. She took classes to learn about dyeing. She will use the information learned in these classes to be able to teach dyeing on site and to raise the necessary plants for the process.
- Starting Memorial Day, Mansker's Station is one of over 1,800 museums that offers free admission to active duty military and their families. This annual promotion lasts through Labor Day.

Marketing

- Contacted Nashville Parent Magazine about upcoming programs and events
- Updated Facebook page multiple times a week
- Updated Parks and Historic Sites website

- Contacted Nashville Sounds with June and July radio ads and a June print ad
- Sent out two Emma emails about Blue Star Museums and upcoming activities in June
- Sent three Notify Me's about June programs, the American Girl Tea and Campout
- Submitted an article about Historic Mansker's Station to be printed in the Chamber's Lifestyles annual publication
- Sent a press release to local newspapers about Mansker's Station participating as a Blue Star Museum

Report from the Recreation Supervisor – Robbie Brigham

Recreation

- Summer Recreational T-ball registration was very successful with the league filling up with 72 participants. The teams will begin practicing in June
- Adult Coed Sand Volleyball has a full league this season with 8 teams registered to play.
- The youth volleyball leagues 10 – 12 and 13- 15 wrapped up the season in May with an end of the season tournament. The league was a great success with having 80 participants combined.
- All adult softball leagues played through the month and will be finishing up in June.
- The adult coed indoor volleyball league wrapped up their season with an end of the season single elimination tournament.
- Met with Gail from Pinnacle Bank and Julie High at Pleasant Green Pool to be trained on using the credit card machine at the front gate this season.
- Goodlettsville 10 and Under Tennis Quick Start programs had registration from May 1st to May 23rd. The program was held May 28 – 31st at the Peay Park Tennis Courts with 7 participants.
- Pleasant Green Pool opened up on Saturday May 25th.
- Completed USTA grant requirements for the 10U tennis court lines and am now awaiting reimbursement.

Maintenance

- Had Tennis Court Construction resurface the double tennis courts and had them add permanent Quick Start lines.
- Continually worked to open the pool for the season and passed inspection from the Metro Board of Health.

Marketing

- Ran a bottom front page advertisement for the Pool opening in The Ledger, sent a Notify Me, updated the cover page of the website, and put a banner at the front entrance of Moss-Wright park advertising for the opening of the pool.
- Updated facebook with activity information.
- Emailed past athletic league participants advising them of upcoming registration details.
- Sent out a Notify Me about the Goodlettsville 10 and Under Tennis Program and placed marketing signs.

Report from the Program Coordinator – Jennifer Spillers

Senior Spirits

- Created and distributed the Senior 4 page monthly newsletter and calendar of events.
- Updated the bulletin board with reminders, descriptions and local events coming up in the City of Goodlettsville.

- Met with Sherry Hall from High Point Hospice in regards to a grant funded program, Five Wishes. She will offer a free seminar on June 4 at 10:30am. The participants will leave with information on Living Wills, gift bags, and a booklet on Five Wishes.
- Attended a monthly networking session and gathered a lot of information that will benefit the Senior Spirit program.
- May birthdays were celebrated with potluck, birthday cards, singing and a donated cake from Kroger in Goodlettsville. Birthdays are celebrated the first Tuesday of every month.
- On May 7, the seniors celebrated Mother's day with pictures and items from their past. We shared stories and memories. The mothers from the program were presented with flowers.
- On May 14, our guest Joey Holland shared his stories and music with the Seniors.
- On May 21, Home Depot from Hendersonville brought in 25 rose brushes, vegetables plants, and a variety of flowers and tools. They presented us with information on the care of flowers and gardens. After the program they sponsored the monthly Bingo and gave away their products as prizes.
- On May 28, Grace Manor sponsored the Tuesday Lunch with chicken and desserts.
- The entertainers for the month of May were the Good Old Timers.
- The Grief Session was held on May 14, the group met outside under the trees at the picnic tables in front of the community center to enjoy the nice weather. The Grief Session is held on the second Tuesday of every month at 1:00pm.
- The next scheduled Pizza and a Movie is June 20 at Noon. The movie showing is Parental Guidance. The fee for this program is \$2.00 per person and the sign-up sheet is located on the bulletin board in the Senior room.
- The seniors had two craft classes offered this month. They designed jewelry and some created seasonal decorations. Melinda King provides crafts with encouragement that are enjoyable for beginners to intermediate crafters. The next craft classes are scheduled for June 10 and 24 at 10:30am in the Senior room.
- Art with Annette is every Wednesday from 9:00am-12:00pm. The Senior room is the perfect place for painters of all levels to come and meet and work on their projects. We have a wonderful instructor to guide them through an art project.
- A T-Shirt Stamping Program is offered once a month for the seniors. A sign-up sheet is located on the bulletin board in the Senior Spirit room.
- On May 9, the Senior Spirits and I ate at Liz's for breakfast, took a tour on the Pink Bus of Downtown Nashville, and stopped by the famous Cupcake Collections for an afternoon snack.
- On May 20, the Senior Spirits and I traveled to the Nashville Zoo on Free Senior Day. We packed our lunch and enjoyed a very nice day with the animals.
- Scheduled upcoming trips for June. On June 13 - lunch at the top rated Arnolds and a tour at the Parthenon; June 20 - the Senior Spirits will travel to Grace Manor for their Super Bingo; June 27 - lunch at the Copper Kettle and a tour of the Frist Center. The sign-up sheets are located on the bulletin boards in the Senior room. The van only holds 14 passengers and the seats fill up quickly. The upcoming trips for the summer are located in the Senior Newsletter and on the bulletin board.

- Scheduled a Fish Fry and a Father's Day Celebration on June 11.
- Scheduled George Stanley for the entertainer for month of June. George will entertain on June 25 at 10:30am.

COMMUNITY DEVELOPMENT

Planning Department

June 14, 2013

Ongoing Activities

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

Collection of information and data tied to ongoing developments.

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

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

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

Meetings

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

Goodlettsville Planning Commission

Goodlettsville Industrial Development Board

Metropolitan Planning Organization (MPO)

Power of Ten Summit

Special Projects

Met with representatives from Metro Planning Commission concerning priorities for regional projects and initiatives

Goodlettsville Codes Department Activity Report May 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.), Burrn, Demolition, Blasting, Sign, Fireworks, Pool, Yard Sale	51 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	14 inspections
Fire Investigations	Duties of Fire Marshall involving fires in the city limits (213 Engle Ave.)	1 investigation
Building Inspections	Building Related	28 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	41 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	34 inspections
Signs Removed	Illegal signs removed from city limits	39 signs
I.B.C. Training	Training for the departments required certification test/International Building Certif.	8 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	0 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	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	1 properties
Storm Water Report	Monthly Storm Water Report for Administrative Building/G. Waite	1 Report
Unsafe Structure Abatement	Demolition of unsafe structure (203 Old Brick Church)	1 structure
Citations to Court	Municipal Code Violations (3360 Patton Branch Rd.)	1 citation
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	daily



City of Goodlettsville

Project Status Update

May 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
Windsor Green Drainage	8

- Changes to this report from the previous month is 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

Notable outstanding issues:

1. Approval of settlement involving liquidated damages

PHASE V SEWER REHABILITATION

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

COMMUNITY DEVELOPMENT FACILITY

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

ROADSCAPE PROJECT

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

GREENWAY / BICYCLE / PEDESTRIAN DEVELOPMENT

Project Cost: \$3,000,000.00
Engineer / Architect / Consultant: Lose and Associates
Status: Environmental and Archaeological Clearances from TDOT and FHWA. Awaiting NTP for ROW Acquisition. TDOT Contract has to be amended to the new federal MAP21 Transportation Bill
Completion Date: To Be Determined
Notable outstanding issues: **CMAQ Authorization**

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 **COMPLETED**

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: **Pre-engineering has been completed and is being reviewed**

Completion Date: Bid Date April 2014

Notable outstanding issues: None

Long Hollow Pike Street Lighting

Project Cost: \$70,000.00
Engineer / Architect / Consultant: TBD
Status: Currently in design stage
Completion Date: TBD
Notable outstanding issues: NES Requirement for engineering

Highway 41 & 31W Street Lighting

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

RiverGate Parkway Improvements

Project Cost: \$1,000,000.00
Engineer / Architect / Consultant: Ragan - Smith
Status: Paving is 100% Complete, Landscaping 100% & Bridge Lighting improvements have not begun
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 Approved awaiting TDEC signatures

Completion Date: **Winter 2014**

Moss-Wright Park Lighting Replacement (Football)

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

Engineer / Architect / Consultant: Internal

Status: 100% Complete

Completion Date: March 2013

Notable outstanding issues: None

Moss-Wright Park Restroom /Concession Facility (Football)

Project Cost: \$150,000.00

Engineer / Architect / Consultant: Centric Architecture

Status: **Currently under design**

Completion Date: **Spring 2014**

Notable outstanding issues: Flood Plain Issues

Stormwater Utility Study

Project Cost: \$100,000.00
Engineer / Architect / Consultant: AMEC, INC.
Status: **65% 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: **Design is complete**
Projected Completion Date: **Spring 2014**
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)
4. RiverGate Parkway (Main Street to City Limits)

Windsor Green Drainage Repair and Mitigation

Project Cost: \$178,600.00

Engineer / Architect / Consultant: Brown Builders, Inc.

Status: Currently under construction, 25% Complete

Completion Date: August 1, 2013

Notable Outstanding Issues: None