



City Manager Report *November 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:

December 20, 2013

Featured Picture:

Police Chief Gary Goodwin presents Goodlettsville Elementary student with the Chief's Coin. Mackenzie had written that she was thankful for "police" on the school's Thanksgiving table decorations created for the Goodlettsville Chamber's monthly luncheon. Ironically, Chief Goodwin sat directly in front of her decoration. He found her, with the help of the school principal, to thank her.



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Tim Ellis, City Manager

November 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 November, 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,

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: November 2013

Legislative Accomplishments

- Board of Commissioners adopted the following ordinances:
 - Ordinance 12-790, an ordinance to amend Title 14, Chapter 1, Section 104 of the Goodlettsville Municipal Code in regards to use of the public right-of-way for solicitation of donations and storage, sale or exhibition of merchandise.
- The Board of Commissioners also took action on the following resolutions:
 - Resolution No. 13-579, a resolution authorizing the City of Goodlettsville to make application for a State of Tennessee Safe Routes to Schools Program Grant.

Legislative Matters Forthcoming

- Stormwater Utility Ordinance.
- Amendment to the Fiscal Year 2014 Budget.

Other Items Considered by the Board

- Approved the cancellation of the November 28, 2013 Board of Commissioners meeting.
- Acknowledged the 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 meeting during the month of November.
- **Planning Commission**
 - Approved the creation of an Interstate Interchange Zone Classification.
- **Board of Zoning Appeals**
 - There was no meeting during the month of November.

- **Industrial Development Board**
 - Approved their support for the creation of a new Senior Citizen Center.
- **Parks, Recreation & Tourism**
 - There was no meeting during the month of November.

External Meetings

- Met with representatives of Nashville Electric Service.
- Met with Mr. John Hood in regards to Elite Sports Program.
- Met with various representatives in regards to the upcoming state legislative session.
- Attended a meeting of Forward Sumner.
- Attended the monthly Chamber of Commerce luncheon.
- Attended Leadership Nashville program.

Internal Meetings

- Met with staff in regards to the creation of a beautification and horticulture division for the city.
- Met with our insurance brokers in regards to our current medical insurance coverage.
- Met with representatives of our TML Pool in reference to a water damage issue.
- Met with representatives of Motorola in regards to the radio system and our current radio tower.
- Attended all City Meetings (Planning Commission, Board of Commission and Industrial Development Board).

Ongoing Work

- Local Parks & Recreation Grant Project.
- Fiscal Year 2015 Budget.
- Overall Capital Improvements Program.
- Stormwater Study.
- City-wide paving projects.
- City Strategic Plan Development.
- MTAS Benchmarking program.
- Moss-Wright Bathroom / Concessions Design & Construction.
- Main Street Enhancements.
- TownSquare.
- 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 notice to proceed for design.
- Streambank stabilization of Manskers and Madison Creeks.
- Traffic signalization timing and synchronization projects.
- City-wide Beautification.
- Website Re-design.
- Delmas Long Community Center Project.

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

News Releases

- Secured news media to do a story on the grand opening of Treasure Hunters, the Help Center's thrift shop – WSMV and Ms. Cheap
- Sent holiday events to Ms.Cheap per her request
- "Sanitation Route Schedule Changes for Thanksgiving Holiday"
- "Goodlettsville Ranks in the Top 15 Most Business-friendly Cities in Tennessee"
- "Holiday Happenings with the Goodlettsville Senior Center"

Meetings/Events

- I spoke on "Marketing for a Municipal Government" as guest speaker for the 110 Marketing class at Vol State.
- Attended the monthly Goodlettsville Chamber luncheon
- Attended study sessions, and bi-weekly staff meetings

Admin/Other

- Worked through multiple, arduous issues on the City of Goodlettsville website redesign project, which ultimately pushed back our launch date back by one week.
- Then, launched the new, redesigned website! Then worked through more problems.
- Tied up loose ends to get us ready for the MTAS benchmarking project data cleanse meetings in December.
- Helped with Parks Department marketing in Allison Baker's absence – website, social media, press
- Submitted Officers of the Month pictures
- Assembled briefing packets for City Commission meetings
- Assembled the monthly City Manager Report
- Made and approved numerous city website posts
- Facebook updates

New Business Licenses Issued November 2013

- | | | |
|--|---|--|
| 1. Eagle's Smoke Shop
859-4040 | 111 Northcreek Blvd
opened: 11/1/2013 | Mina Dawoud
issued: 11/12/13 |
| 2. Jazzmon Buggs
457-7302 | 715 Lennox Place
opened: 11/10/13 | Jazzmon Buggs
issued: 11/12/13 |
| 3. Stacey Newman
977-2398 | 124 Long Hollow Pike
opened: 11/19/13 | Stacey Newman
issued: 11/19/13 |
| 4. ChoiceWordsss LLC
957-245-2240 | 696 Windsor Green Blvd
opened: 11/25/13 | Lydia Cook
issued: 11/20/13 |
| 5. Paws N Claws Pet Sitting
582-7335 | 795 Windsor Green Blvd
opened: 3/01/13 | Rebecca Wilson
issued: 11/20/13 |
| 6. B & H HVAC
943-7762 | 519 Kathy Ave
opened: 10/01/08 | Billy Hood
issued: 11/20/13 |
| 7. Questline Productions, Inc.
448-1037 | 850 Conference Drive
opened: 11/01/13 | Janel L. Hostetler
issued: 11/21/13 |
| 8. BJ's Painter Ready
851-0455 | 513 Ellen Drive
opened: 1/01/14 | Bobby R. Fentress
issued: 11/26/13 |
| 9. City Gear #50
901-345-8525 | 1000 Rivergate Pkwy #1822
opened: 10/13/10 | Brenda Sims
issued: 11/29/13 |
| 10. Big Sky Shooter Supply
210-4808 | 994 Windsor Green Blvd
opened: 11-26-13 | Jason Cherry
issued: 11/27/13 |

Finance and Administration Monthly Report

November 2013

FINANCE

- Met with Group Benefits (City's Insurance Administrators) to discuss upcoming health care changes; as well as possible impact to the City and its employees and options to consider.
- Computed, prepared and distributed the employee longevity checks.
- Computed and recorded the life insurance fringe benefit for all employees.
- Worked on the many and varied schedules to be included in the City's CAFR (Comprehensive Annual Financial Report) and submitted for the GFOA "Excellence in Financial Reporting" award program for the first time.
- Completed the TML insurance renewals.
- Attended the Sumner County Council of Governments Awards Banquet

Human Resources

- 11/4/13 met with wellness clinic on details of event.
- 11/8/13 met with Group Benefit Systems on medical insurance update YTD and health care reform.
- 11/20-11/22/13 TNPRIMA (Public Risk Managers) conference in Nashville.
- Hired 2 PT Utility Workers at the Sanitation Collection Center; 2 FT Dispatchers; 1 FT Police Officer; and 1 Deputy Fire Chief.
- Termed: No terminations in November.
- Worker's Compensation accidents in the month: 1 minor cut hand.
- Full-time employees: 127; Part-time employees: 16

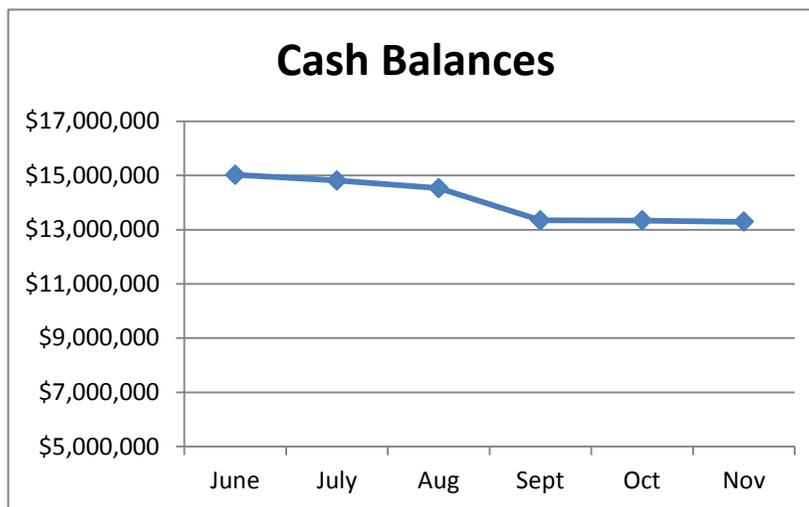
**City of Goodlettsville
Financial Summary
November 2013**

UNASSIGNED FUND BALANCE

Operating Fund	Ending Balance FY 13	Current Month	Budget 06/30/2014	Projected 06/30/2014	%
General Fund	2,758,012	1,013,847	1,719,377	1,719,377	16.15%
Sanitation	124,364	(49,042)	278,873	0	0.00%
Tourism	739,173	709,606	664,005	664,005	179.69%

CASH IN BANK

	June	July	Aug	Sept	Oct	Nov
General Fund	3,514,876	2,377,902	2,272,832	1,605,976	2,872,355	2,610,145
Bond Issue 2013	2,974,498	2,974,498	2,974,498	2,974,498	1,519,207	1,519,207
Sanitation	184,548	173,317	125,739	116,614	98,822	28,693
Tourism	720,525	698,935	661,026	667,144	594,411	593,836
Sewer	7,521,011	8,497,003	8,392,946	7,860,119	8,141,086	8,425,945
Stormwater	108,642	88,272	103,278	118,379	110,521	115,067
Total Cash	15,024,100	14,809,927	14,530,319	13,342,730	13,336,403	13,292,893



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

**City of Goodlettsville
Financial Summary
November 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	320,960	1,262,888	3,788,664	3,935,000	(146,336)
	State Shared Tax	133,365	545,712	1,637,136	1,810,000	(172,864)
	Property Tax	196,657	399,336	4,249,428	4,249,428	0
	Court Fines/Fees	31,396	159,673	383,215	350,000	33,215
Tourism	Hotel/Motel Tax	39,437	203,267	487,841	425,000	62,841
Wastewater	Sewer User Fees	436,481	1,566,317	4,698,951	4,770,000	(71,049)
Sanitation	Sanitation Fees	60,578	185,313	555,939	738,000	(182,061)
Stormwater Utility	Stormwater Fees	16,961	56,108	168,324	320,000	(151,676)

Revenue Summary						
General Fund Collected YTD		2,984,783	Wastewater Fund Coll YTD		1,628,588	
General Fund Target		12,932,528	Wastewater Fund Target		4,960,000	
Difference		(9,947,745)	Difference		(3,331,412)	
		23%			33%	

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	126,308	515,309	1,236,742	1,504,182	(267,440)
Community Development	46,782	172,314	413,554	524,982	(111,428)
Police	357,267	1,493,039	3,583,294	4,503,473	(920,179)
Fire	158,246	525,683	1,261,639	1,631,656	(370,017)
Hwys & Streets	86,191	323,701	776,882	2,057,388	(1,280,506)
Parks/Recreation	119,827	480,333	1,152,799	1,454,048	(301,249)
Police Drug Fund	292	1,901	4,562	20,857	(16,295)
Sanitation	131,758	358,830	861,192	771,648	89,544
Tourism	43,021	245,914	590,194	721,869	(131,675)
Wastewater	171,567	1,449,550	3,478,920	4,934,581	(1,455,661)

FUND EXPENDITURE SUMMARY

<u>Fund</u>	<u>Month</u>	<u>YTD</u>	<u>Target</u>	<u>% of Budget</u>
General	978,462	4,728,948	16,707,834	28.30%
Sanitation	131,758	358,830	771,648	46.50%
Wastewater	17,167	1,449,550	4,934,581	29.38%

MONTH OF NOVEMBER 2013

MONTHLY MANAGEMENT REPORT

COURT

NUMBER OF TICKETS ISSUED IN NOVEMBER 2013 - **685**

NUMBER OF DEFENDANTS APPEARING IN COURT

NOVEMBER 5, 2013	9:00 A.M.	86
NOVEMBER 5, 2013	1:00 P.M.	138
NOVEMBER 12, 2013	9:00 A.M.	176

TOTAL FOR MONTH **400**

NOVEMBER 12, 2013 1:00 P.M. **17**
CONTESTED COURT SESSION

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

CODES	1
MISDEMEANORS	0

NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL	104
EIGHT HOUR SCHOOL	5

Goodlettsville Police Department

Chief Goodwin's Monthly Report

November 2013

On November 21st we attended a Neighborhood Watch start up meeting at the Cottage Grove neighborhood. We also hosted two meetings with local Boy Scout Troops at the Police Department.

In review of the TIBRS data comparing November 2012 to November 2013 Crime Against Person increased by 26%, and Crime Against Property was reduced by 16% and overall we had a 6% reduction. Our UCR total YTD is a 21% reduction in Part One Crimes.

Our proactive efforts of our officers were very good for the month of November. As a result our officers made 1063 Traffic Stops and 5 Terry Stops. They made 65 Traffic Arrests and 8 DUI Arrests. They issued 45 Misdemeanor Citations, made 50 Misdemeanor Arrests and 27 Felony Arrests. They made 16 Juvenile Misdemeanor Arrests and 2 Curfew Arrests.

The other part of the strategy involves serving outstanding warrants. Persons with outstanding warrants have already proven a proclivity for involvement in criminal activity. By arresting them for their outstanding warrants we prevent their opportunities for committing crime. During the month they made 32 Warrant Service Attempts. They served 15 Felony Warrants and 35 Misdemeanor Warrants.

Our officers continue to check our neighborhoods, businesses and parks. They conducted 539 checks of neighborhoods, 446 businesses checks and 197 park checks. They had 737 Community Contacts. We found several businesses with unlocked doors and secured them.

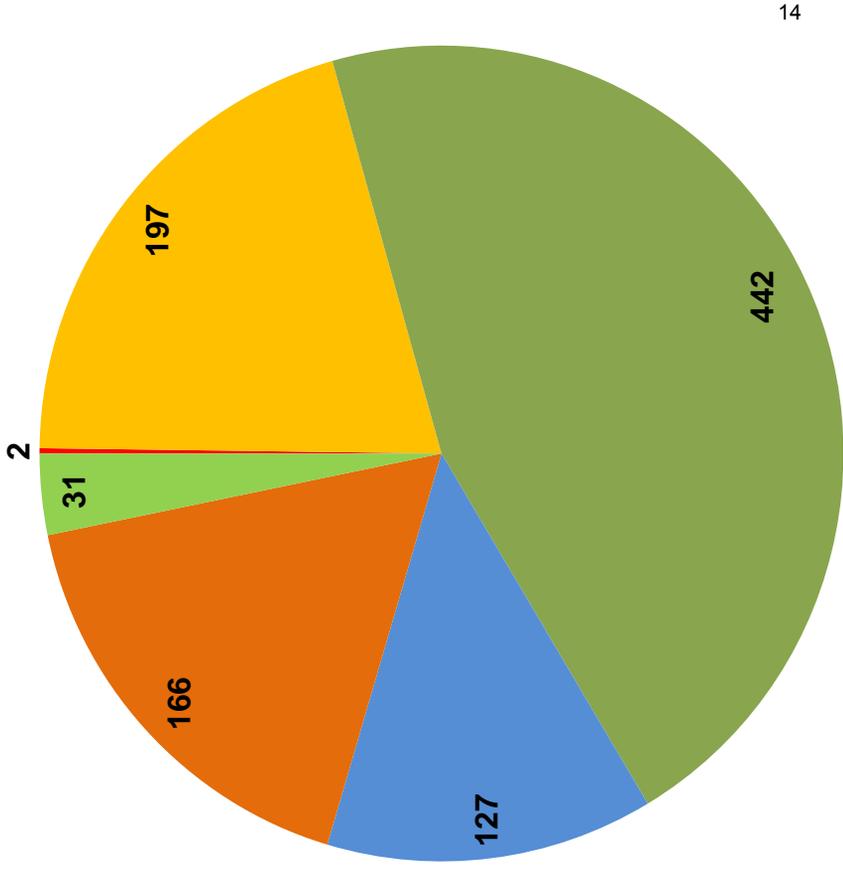
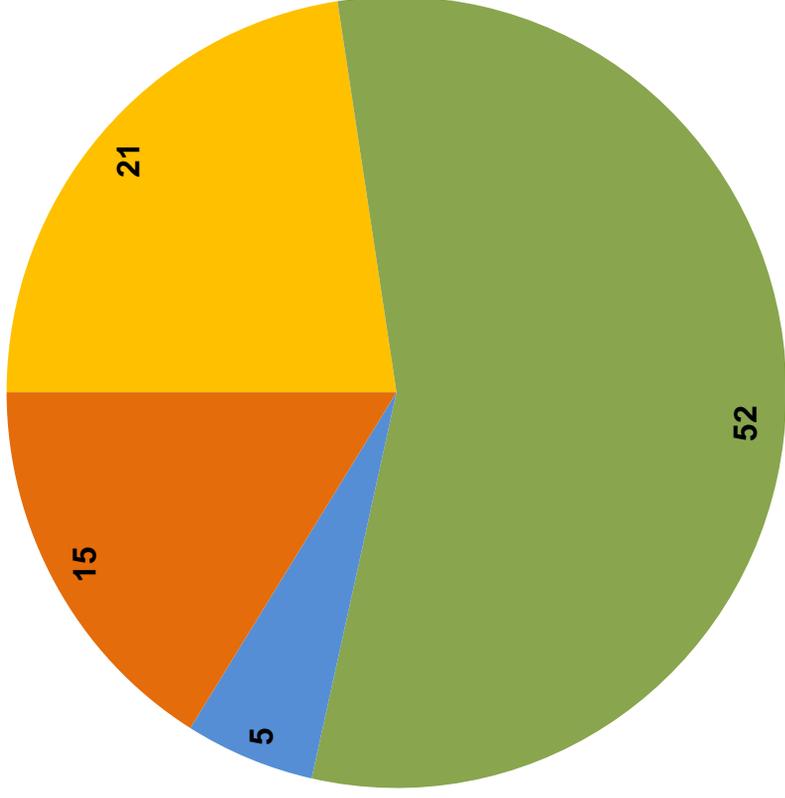
The November Officer of the Month was Jeffrey Hunter. Officer Hunter had several good cases this month. He noticed a suspect acting suspicious and checked him out. The subject has been arrested numerous times for burglary and larceny and had a current outstanding warrant that Officer Hunter served. He located and arrested a subject that pulled a gun on a female at a local market and

the manager of Bailey's. The subject is a convicted felon and gang member. The gun had a scratched off serial number and was stolen out of DeKalb County. This case is being considered by Federal prosecutors as a Project Safe Neighborhood prosecution. Officer Hunter stopped a vehicle for no headlights at Rivergate Mall. The driver did not have a valid driver's license and was taken into custody. The driver was determined to have violation of probation warrants out of Metro and Bedford County. The registration plate on the truck came back not on file and the VIN was checked. The vehicle was stolen out of Tupelo, MS and there was an outstanding warrant on the driver for stealing the truck.

NOVEMBER TIBRS	2013		2012	
	Offenses		Offenses	
	Reported	Cleared	Reported	Cleared
TIBRS Group A Offenses				
Crimes Against Persons	27	9	20	8
Murder	0	0	0	0
Negligent Manslaughter	0	0	0	0
Kidnaping/Abduction	0	0	0	0
Forcible Rape	1	0	0	0
Forcible Sodomy	0	0	0	0
Sexual Assault W/Object	0	0	0	0
Forcible Fondling	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Aggravated Assault	8	6	2	1
Simple Assault	12	3	10	7
Intimidation	6	0	8	0
Stalking	0	0	0	0
Crimes Against Property	75	28	89	35
Arson	0	0	0	0
Bribery	0	0	0	0
Burglary	4	1	9	2
Counterfeiting/Forgery	2	0	1	0
Destruction/Damage/ Vandalism	7	1	15	3
Embezzlement	2	0	2	1
Extortion/Blackmail	0	0	0	0
Fraud - False Pretenses	5	1	4	0
Fraud - Credit Card/ATM	0	0	0	0
Fraud - Impersonation	4	0	3	1
Fraud - Welfare	0	0	0	0
Fraud - Wire	0	0	0	0
Motor Vehicle Theft	0	0	3	0
Robbery	1	0	0	0
Stolen Property Offenses	0	0	0	0
Theft - Pocket-picking	1	0	0	0
Theft - Purse Snatching	0	0	0	0
Theft - Shoplifting	29	23	34	28
Theft From Building	10	2	3	0
Theft From Coin Machine	0	0	1	0
Theft From Motor Vehicle	4	0	7	0
Theft of Motor Vehicle Parts	2	0	3	0
Theft - All Other Larceny	4	0	4	0
Crimes Against Society	26	26	12	11
Drug/Narcotic Violations	14	14	9	8
Drug/Narcotic Equipment Violations	9	9	3	3
Gambling - Betting/Wagering	0	0	0	0
Gambling - Operating/Promoting	0	0	0	0
Gambling - Equipment Violations	0	0	0	0
Gambling - Sports Tampering	0	0	0	0
Pornography/Obscene Material	0	0	0	0
Prostitution	0	0	0	0
Prostitution Assisting/Promoting	0	0	0	0
Weapon Law Violations	3	3	0	0
Total Group A Offenses				
	128	63	121	54

TRAFFIC CRASH REPORTS

- Fatal
- Injury
- Property Damage
- Minor Damage
- Private Property
- Delayed



**Goodlettsville Police Department
NOVEMBER 2013 COMPSTAT**

	Current Month	2013 YTD		2012 YTD		% change	2012 TOTAL
		YTD	0	YTD	3		
Murders	0	YTD	0	YTD	3	-100.00%	3
Rape	1	YTD	1	YTD	8	-87.50%	8
Robbery (Commercial)	1	YTD	13	YTD	5	160.00%	7
Robbery (Street)	0	YTD	15	YTD	17	-11.76%	19
Aggravated Assault	5	YTD	32	YTD	32	0.00%	34
Aggravated Assault - Dom Viol	5	YTD	28	YTD	18	55.56%	21
Burglary (Commercial)	0	YTD	17	YTD	25	-32.00%	27
Burglary (Residential)	4	YTD	55	YTD	95	-42.11%	104
Auto Burglaries	4	YTD	79	YTD	138	-42.75%	144
Larceny	15	YTD	167	YTD	185	-9.73%	203
Shoplifting	31	YTD	314	YTD	376	-16.49%	425
Motor Vehicle Theft	0	YTD	20	YTD	23	-13.04%	23
Total Offenses	66	TOTAL YTD	741	2012 YTD	925	-19.89%	1018

Fire Department November 2013

Summary of Month's Activities

Fire Operations

The Department responded to 238 calls for service for the month of November.

Fire Administration

- Several walk-ins for blood pressure check
- Pre-Construction meeting with the Company that won the bid for the carpet.
- Carpet Installed
- Deputy Chief Mark Becknal began his employment with the Department.
- Contacted schools and sent letters out to Parents/Guardians for children to participate in the Department's Annual Children's Christmas Shopping Spree.
- Met with architect to review the design of the new Goodlettsville Middle School.

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

- Fire In-Service Classes
- Vol State EMT Class

Fire Inspection

	This Month	YTD
Fire Investigations	1	14
Plat/Plan Review	2	3

Public Fire Education

	This Month	YTD
Participants	30	404
Education Hours	4	41
Number of Occurrences	2	20

Fire Fighter Training**Training Hours for November 2013****Administrative Summary - November****Assignments****Completions (November 1-30)**

Users with completions:	18	78%
Total completions:	243	

Overdue Assignments (as of November 30)

Users with assignment(s) that are overdue:	6	26%
Total overdue assignments:	14	

No Assignments (as of November 30)

Users with no assignments:	5	22%
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Users**Log-ins (November 1-30)**

Users who have logged in:	18	78%
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Credentials

Users with credentials expiring next month (December):	25	109%
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Goodlettsville Fire Department
Incident Report
Incident Totals

Jurisdiction 19226

November 1, 2013 thru November 30, 2013

CATEGORY TOTAL CALLS

Total Calls 238

Structure Fires	2	Hazardous Calls	7
Vehicle Fires	0	Service Calls	25
Brush/Grass Fires	2	Good Intent Calls	25
Refuse/Rubbish Fires	0	Unintentional False	11
Other Fires	3	Other False	2

Total Fires 7

Total False 13

Rescue and EMS	161
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Mutual Aid Received	6	Incidents with Exposures	0
Mutual Aid Given	54		

Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	\$35,000.00
Fire Service Death	0	Contents	\$5000.00
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

0 Scheduled Services

17 Repairs

Special Projects

Aided Lt. Lassiter with In-Service training on Jeanette Ave.

Worked (2) 24 hour shifts on the Engine

Nashville- Take Recertification test for ASE

Aided shifts with prep for carpet and reorganization after installed

Prepped Expedition for the Deputy Chief

Outstanding Issues

41-6 Issue with brakes when backing still tracing

Preparing for City Breakfast, Kid's Christmas, and Parade

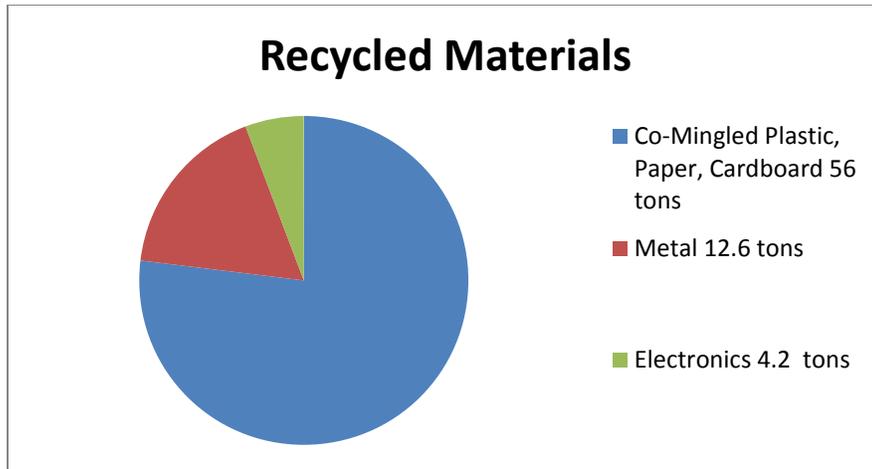
Waiting on parts for the ISI air packs to hook to the Tower

Cost Savings

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

Public Works Report – November 2013

SOLID WASTE:



- Convenience center solid waste collected: 59 tons
- Wood chips removed from lot: 300 cy
- Solid waste tonnage collected: 304 tons

SEWER:

- Monthly equipment and daily pump station inspection, maintenance and repairs
- Monthly bioxide tank filling
- Daily pump station, service connection, and manhole inspections
- Cleaned sewer line segments
- Cleaned wet well walls
- Addressed complaint calls, resident meetings
- Construction and new segment inspections
- Raised manholes throughout Page Heights neighborhood
- Various maintenance and repairs at pump stations throughout City
- Rainfall for month: 3.27"

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	4	42
Culverts Cleaned	15	172
Curb – Repair/Install/Remove	3	50
Dead Animal Pick-Up Requests	10	27
Drainage Inspection Requests	40	240
Driveway Permits Issued	0	1
Emissions Testing/License Plates for Vehicles	0	12
Excavation/Street Cut Permits Issued	2	7
Exemption/Back Door Route Requests	2	17
Graffiti Removal Requests	0	9
Land Disturbance Permits Issued	0	0
Sanitation – Bulk Item/Junk Pick-Up Request	6	91
Sanitation – Cart Repairs	8	381
Sanitation – Second Cart Request	1	5
Signs Repaired/Installed (Street or Name)	43	246
Snow Removal – Number of Storms	0	4
Storm Drains Repaired or Replaced	3	30
Stormwater Inspections Performed	50	357
Stream and/or Tributary Clean-Up/Clean-Outs	1	4
Streets Paved	0	10
Streets Repaired (e.g., pothole)	20	146
Streets Striped	0	21
Tennessee One Calls	65	907
Traffic Signal Repair	15	137
Tree Trimming Requests	6	42
Vehicle Maintenance – Routine	14	423
Vehicle Maintenance – Unscheduled	46	650
Water Quality-Related Outreach Events	2	35

PUBLIC WORKS FACILITY, OUTREACH, & PROJECT REVIEW:

- Working alongside AMEC to finalize development of stormwater utility, ordinance structure, etc.
- 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
- TCAPWA, TNSA, and Stormwater Managers meetings
- WKU/APSU/Vol State stream monitoring and assessments; macroinvertebrate survey analyses, outfall inventory
- Weekly and monthly staff meetings
- Bent street sign repair, new sign installations, retroreflectivity analysis (Davidson County side)
- Drainage/street repairs continue within Windsor Green development
- Signal inspection, repair, and timing adjustments on LHP
- Bid openings for approved equipment and projects
- City Engineer interviews; hired two-part time employees
- Working alongside TTAP on Safe Routes to Schools grant application; WKU on various grant applications
- Work alongside Vol State students with stream monitoring and assessment projects, poster presentations
- Resolution for RFCSP on mowing services for 2014 mowing season
- Issuance of street cut permits
- TNSA annual conference
- Stream clean-up of Slater's Creek

CONTINUING PROJECTS:

- Retroreflectivity survey
- Fleet system software 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 finalization
- Working with TDOT hydrology at I-65/LHP
- Wood waste grinder is on order; expected delivery December 2013
- Upgrades to City's fueling system

Parks, Recreation, and Tourism Monthly Report

November 2013

EVENTS, PROGRAMS, AND ATHLETICS

- Hosted the Goodpasture Cougar Crawl
- Hosted the Nashville Striders 10 Miler

ADMINISTRATION

- Compiled quotes for various amenities for the LPRF Grant and had them approved by the State to move forward for purchasing and/or bid process including playground, gym floor cover, and staging.
- Put the Community Center Improvements and Furniture out for bid as part of the LPRF grant.
- Completed the formation of the Mayor's Top Teen program which will honor the City's Top Teen in the May of each year. Nominations will be taken in January and February for 9th – 11th graders that live within the City limits.

PARKS DIVISION

Maintenance

- Cut down 2 trees that were dead in the soccer area and split for firewood.
- Cut dead trees down before .5 marker and split for firewood.
- Climbed trees at Peay Park by playground and trimmed dead limbs out.
- Vacuumed leaves throughout the park for compost pile.
- Installed new air fresheners dispensers in restrooms in all 3 parks.
- Larry's Plumbing came out and winterized drinking fountains and football.
- Winterized the dog park fountains.
- Added mulch to the dog park.
- Added one block to the walls that create the stalls at the Quad restrooms to create more privacy.
- Painted quad restrooms.
- Put field closed signs up at the soccer fields.
- Replaced ceiling fan at the community center.

Projects

- Installed new gate at North Creek Park.
- Started replacing split rail fence at front entrance at Moss-Wright Park.
- Got pricing on epoxy flooring for the Comfort Station in Moss-Wright Park.
- Rains Electric received Notice to Proceed to start the soccer lighting project.
- Public works came and removed the middle border, the see-saw and the climbing bulldozer at Peay Park's playground, which will have new playground equipment through the LPRF grant.

RECREATION DIVISION

Report from the Recreation Supervisor – Robbie Brigham

Recreation

- Staff meeting with Community Center staff took place.
- Tot-Time ran throughout the month here at the Community Center on Thursday mornings.
- Futsal registration was completed. We will be having 4 out of the 6 leagues that were offered this winter. We had a total of 106 kids sign up. A team manager meeting was held and all information about the league, rules, schedules, and any questions were answered.
- TRPA Annual Conference was attended from November 18th – November 20th in Chattanooga.
- Set up multiple registrations for upcoming programs and events on the Active Network.

- Planned and set up an Adult Men's Church Basketball League. Registration is currently taking place.
- The Letters To Santa decorations and mailbox were put outside for letters to be taken starting on the 29th.

Maintenance

- Playground inspections were done at Peay Park, Pleasant Green Park, and at Moss Wright Park.
- Fire Extinguishers were checked at Community Center and Pleasant Green Pool.
- Sold a few items on the govdeals website that were declared surplus. Coordination with the people that bought those items was done for them to pick up the items.
- Bleachers were checked for loose and missing bolts.
- A commercial ceiling fan was ordered and installed to replace one in the gym that was currently not working.
- Steamatic of Nashville came in and cleaned the gym ceiling and also cleaned rafter, fans, top of the lights, and tops of the basketball goals in the gym.
- An emergency light in the gym that was no longer working was replaced with a new one.
- The feed to the screen at the front desk for the cameras was fixed by ordering new cables and running a new wire.
- Jimmy Ralph came by to look at making one section of the track railing into a gate in case of an emergency would occur on the track that would require them to be taken off the track.

Marketing

- The website was updated several times throughout the month with upcoming programs and events.
- The community center information sheet was created for this month and one for the month of December.
- Adult Church Basketball League information was put on our website, emailed to church contacts, sent out on Notify Me, and sent to past Church Softball contacts.

Report from the Program Coordinator – Jennifer Spillers

Senior Programs

- The Senior Spirits newsletter is available online, community center, and at the Goodlettsville Branch Library.
- For the month of November the *weekly* programs consisted of Yoga, Tuesday lunch, Potluck, Recreation, Chair Exercise, Crafts, Art, Social Activities and Enrichment Sessions. The *monthly* programs consisted of a Grief Session, Book Club, Coffee Club, and Birthday Club.
- The guest speaker for the month of November was Donna Backman from CareAll.
- The Senior Spirits membership form has been revised and a code of conduct policy is now in place for the program.
- We celebrated the monthly Birthday Club with Potluck and a delicious cake sponsored by Kroger in Goodlettsville.
- The members enjoyed Bingo this month with donated prizes.
- The seniors enjoyed the movie The Great for their monthly movie. The Goodlettsville Branch Library hosted the movie at their location. We will join together in the future for more upcoming movie dates. The next schedule date is December 19 at Noon. The movie chosen, It's a Wonderful Life.
- Joe Jackson was the entertainer for the month of November. The seniors really enjoyed the music by dancing and singing.
- The Senior center offers a free Art Class to seniors aged 60 and up on Wednesdays 9:00am – 11:30am. The Senior Spirits Art work will be shown at the Visitor's Center and their Art will rotate each month. The Art class is also working on their exhibit which will be located at Goodlettsville City Hall, November 25 – December 9. This group is very talented and has amazing pieces, come

out and view their work. The Artist will have a meet and greet on Wednesday, December 4, Noon at City Hall.

- The craft class created a Santa made of tulle and a Holiday wreath. The next scheduled class will be December 2 and 30 at 10:30am. The fee is \$10.00 per person. They will create a gumball machine and a Santa glass.
- Every third Monday a Jewelry Making Class will take place at 10:30am for \$5.00 dollars per person.
- The van traveled to Park Place for entertainment and a delicious lunch on November 14. Next month the van will go the Frist Center for Christmas songs and entertainment on Senior Day, December 16.
- The Seniors celebrated Thanksgiving with lunch and entertainment by the Music Marvels. The Seniors brought a huge variety of delicious dishes. We are very thankful for the Senior Spirits!
- The Senior Center is collecting items for the homeless and local shelters. The Giving Tree was set up thru November. It has been a generous outturned from the members. For December the center will collect canned food and Pennies for Ms. Cheap.
- Pinterest Craft Night is back, on December 3 from 6:00pm – 8:00pm in Room 3 at Delmas Long Community Center. The cost is \$20.00 per person.

Meetings

- Jennifer Hunsicker from the Goodlettsville Branch Library and I met in regards to upcoming events for Seniors and Teens. A Trunk Art Show and Class is just one of the upcoming events, more details to come.
- The Senior Christmas Show is December 10 at 10:30am in the Delmas Long Community Center. EddieK will entertain with Santa and the Chick-Fil-a cows! This event is free to all Seniors. Vendors will have giveaways and door prizes. Fourteen vendors have confirmed.
- The Book Club will be a Secret Santa to a well deserved Senior Spirit. Their Christmas Dinner is scheduled for December 12.
- The TRPA Conference was held in Chattanooga TN this year. The classes and speakers were very informative. I left with new contacts and resources.
- The programs for the Teens and Seniors have been added to the new city website. The Senior Center has its own tab for access to an online monthly Newsletter. Flyers and information for upcoming events are available at the community center and library.

Teens

- The Goodlettsville Teen Advisory met on November 7 at the Community Center and discussed upcoming events for the winter months. The teens will have a Cookie Swap and a Noon New Year's Party scheduled for the month of December. Montgomery Gentry bandleader is already on board to play for the teens on December 31. It's going to be Awesome! This event will also have vendors and door prizes for the teens.
- The teens discuss volunteer opportunities at the parks upcoming events. Some are scheduled to volunteer at Breakfast with Santa on December 7.
- On November 7 at 5:00pm is Teen Craft Night, the teens will created Hunger Game pendants and decorate themed cookies. This program was free to the teens and hosted at the community center. This is a joint program with the Goodlettsville Branch Library.
- The Teen Cookie Swap is scheduled for December 15 at 2:00pm.
- The Teen New Year's Party is December 31 at 11:00am with a balloon drop at Noon!
- The Mayor's Top Teen is now work in progress, more details to come.



COMMUNITY DEVELOPMENT DEPARTMENT

Sub-group: Economic Development

Monthly Management Report: November 2013

Business Recruitment / Retention & Expansion

Attended training hosted by TVA in relation to updated website information.

Met with a local business in regards to the possibility of another Goodlettsville location.

Sent out packets of information and communicated with company real estate personnel in an effort to establish interest in the Goodlettsville market area for their companies to locate a business.

Met with Rivergate Mall's new owners to discuss strengths, weaknesses and opportunities in relation to business development in the Mall area.

Met with two local businesses in regards to possible future expansion.

Worked with various real estate agency and property owners in an effort to get information on available developable property information for the city web site.

Communicated with commercial realtors in relation to updates on status of existing buildings available in the area.

Worked with a commercial retailer in reference to trying to locate a small manufacturing facility in an available building in Goodlettsville.

Attended Planning, Codes and Economic development training provided by UT MTAS.

Meetings Attended

Industrial Development Board

City Commission

Planning Commission

Sumner County Joint Economic & Community Development Committee

Chamber of Commerce Monthly Membership Luncheon

Greater Nashville Area Chamber 20/20 Membership meeting

COMMUNITY DEVELOPMENT

Planning Department

December 6, 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 Board of Zoning Appeals

Participated in a Nashville Next planning session

Attended monthly Technical Coordinating Committee meeting of the Nashville MPO

Attended planning/economic development seminar offered by MTAS

Special Projects

Participated in city sponsored website training

Participated with Metro staff at Rivergate Mall in a planning outreach effort as part of the NashvilleNext countywide planning effort

Met with design team preparing documents for the new Goodlettsville Middle School

Goodlettsville Codes Department Building Report November 2013

<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>Contractor's License</u>	<u>Type Str</u>	<u>County</u>
<u>New Residential</u>										
20130252	11/18/2013	321,000.00	143D	31	31	120 Copper Creek	Paran Homes	67043	New Residential	Sumner
Total		321,000.00								
<u>New Commercial</u>		0.00								
<u>Additions & Remodeling</u>										
20130238	11/01/2013	5,000.00	26.05	74	16 & 17	304 Hollywood St.	Lynn Brown	Homeowner	Accessory Building	Davidson
20130239	11/05/2013	14,000.00	143L	3.1	31B	165 Tara Lane	Patsy McClendon	27884	Enclose Patio/Cover	Sumner
20130240	11/06/2013		143	2	183	405 Caldwell Dr.	Santa's Christmas Trees LLC	Owner	Tent	Davidson
20130244	11/11/2013	1,000.00	140	27.02		1352 Madison Creek	Mark Johnson	Homeowner	Residential Remodel	Sumner
20130245	11/11/2013	8,000.00	143N	31		141 West Twelve Stones	Pinal Patel	Homeowner	Residential Remodel	Sumner
20130246	11/13/2013	300.00	25.4	99		213A S. Main St.	Complete Computers	Owner	Sign	Davidson
20130247	11/14/2013	48,000.00	164			832 Loretta Drive	In ground Pool	59035	In ground Pool	Sumner
20130248	11/18/2013	18,000.00				1000 Cartwright Ave.	Crown Castle	46540	Upgrade Cell Tower	Davidson
20130249	11/18/2013	78,000.00	25	72		1120 Hitt Lane	Rhonda Jones	66718	Fire Damage/Rebuild	Davidson
20130250	11/18/2013		143	14		760 Long Hollow Pike	John Pruitt	Homeowner	Demolition	Sumner
Total		172,300.00								

Total New Residential	0
Total New Commercial	1
Total Add/Remodels	1
Total All Permits	1

Single Family Dwellings	0
Davidson	1
Sumner	1
Total	1

Goodlettsville Codes Department Activity Report November 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	26 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	22 inspections
Fire Investigations	Duties of Fire Marshall involving fires in the city limits	5 investigation
Building Inspections	Building Related	30 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	28 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	22 inspections
Signs Removed	Illegal signs removed from city limits	42 signs
I.B.C. Training	Training for the departments required certification test/International Building Certif.	14hrs./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.	2 liens
Building and Codes Report	Report issued monthly for permit information-listed on City website	1 Report
Summer County Impact Fee	Collect and Distribute Tax collected for Summer County New Residential Homes	1homes/units
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	7 addresses
Plan Reviews	In-house plan review by M. Bauer/Assisted also with outsourced plan reviews	2 property
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	1 citation
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	daily