



City Manager Report: December 2013

Distributed: January 23, 2014



Contents:

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

Reporting Schedule:

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

Featured Picture:

The Goodlettsville Board of Commissioners rides in the city's vintage fire truck as they wave on those at the Christmas parade down Main Street.

Table of Contents: Monthly Reports by Division

Message from the City Manager.....1

Management

- City Manager.....2-4
- Public Information Officer.....5
- City Recorder.....6

Finance & Administration Division

- Finance, HR.....7-9
- Municipal Court.....10

Public Safety

- Police.....11-15
- Fire.....16-19

Public Services

- Public Works.....20-23
- Parks, Recreation & Tourism.....24-26

Community Development Services

- Economic Development.....27
- Planning.....28
- Codes.....29-30



January 2, 2014

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

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

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

I am pleased to present to you the December, 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: December, 2013

Legislative Accomplishments

- Board of Commissioners adopted the following ordinances:
 - Ordinance No. 13-806, an ordinance to amend Ordinance 06-0674 as amended, the zoning ordinance of the City of Goodlettsville, by amending language relative to interchange zoning in Goodlettsville, Tennessee.
 - Ordinance No. 13-807, an ordinance to amend Title 21, Chapter 1, Sections 101-115 by deleting it in its entirety and replacing it with a new Title 21, Chapter 1, Sections 101-115 entitled Stormwater Utility.

- The Board of Commissioners also took action on the following resolutions:
 - Resolution 13-580, a resolution of appointments and membership to the Planning & Zoning Board, Board of Zoning Appeals, Beer Board, Industrial Development Board, Hearing Authority, Construction Board of Appeals and Parks, Recreation & Tourism Board.
 - Resolution No. 13-581, a resolution to adopt the 2014 Legislative Policy of the City of Goodlettsville as it relates to the 108th General Assembly of the State of Tennessee.

Legislative Matters Forthcoming

- Ordinance calling for municipal elections.
- Ordinance amending the Fiscal Year 2013 Budget.
- Ordinance adopting the codification of ordinances.
- Resolution declaring Surplus Property.

Other Items Considered by the Board

- Stormwater engineering contract.

Commissions and Boards

- **Beer Board**
 - Approved an off-premises beer permit to Eagle’s Smoke Shop, 111 Northcreek Boulevard, Goodlettsville, TN. The applicant is Mina Ezzat Dawoud of Goodlettsville, TN.
- **Planning Commission**
 - Approved a Site Plan for BusforSale, 813 Louisville Hwy., Goodlettsville, TN 37072 Sumner County Tax Map 142, Parcels 14 & 15 owned by John Spellings, 813 Louisville Hwy., Goodlettsville, TN 37072.
 - Approved the division of land plat for Northgate Park Retail Center, 355 East Cedar St. and Long Hollow Pike, Goodlettsville, TN 37072, Davidson County Tax Map 19, Parcels 15 & 20 owned by Pank Partners, 1113 Indian Point Dr., C/O Prakash Jaju, Brentwood, TN 37027
- **Board of Zoning Appeals**
 - Approved a front yard setback variance for property in the CS (Commercial Services) district. The applicant is John Spellings, owner of BusForSale situated on property located at 813 Louisville Highway, Goodlettsville, TN as shown on Sumner County Tax Map 142, Parcel 14 and 15.
- **Industrial Development Board**
 - There was no meeting during the month of December.
- **Parks, Recreation & Tourism**
 - There was no meeting during the month of December.

External Meetings

- Attended a meeting of the middle Tennessee chapter of the APWA.
- Attended a meeting of Forward Sumner Board of Directors.
- Attended Leadership Nashville program.

Internal Meetings

- Met with representatives of three prospective businesses.
- 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, Board of Zoning Appeals and Beer Board).

Ongoing Work

- Local Parks & Recreation Grant Project.
- Fiscal Year 2015 Budget Process.
- Overall Capital Improvements Program.
- 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.
- Delmas Long Community Center Project.

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

News Releases

- “Update for Holiday Activities Tomorrow” (changes to the Christmas on Main Street event and the cancellation of Yule Fest at Manskers Station due to inclement weather threat)
- “Don’t get trapped! Register your storm shelter.” (public safety announcement from the Fire Marshal about residents registering their storm shelters with Goodlettsville through the city website)
- “Changes in Sanitation Schedule over Christmas Holidays”

Meetings/Events

- Attended the Tennessee Municipal Benchmarking Program data cleansing meeting in Murfreesboro
- Attended the monthly Goodlettsville Chamber luncheon
- Attended the Goodlettsville Chamber Christmas Brunch
- Attended study sessions, and bi-weekly staff meetings
- Participated in the city’s wellness screenings

Admin/Other

- Worked through an issue with re-directs not working properly on the city website
- Prepared for the Tennessee Municipal Benchmarking Program data cleanse meetings
- 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
- Worked with Audra Towers (Police Dept.) on website training and updates
- Facebook, Twitter, and mobile app updates and push notifications

New Business Licenses issued December 2013

1. Alumni Spirit Shop 801 Loretta Dr Cyndi Glenn
485-1291 opened: 12/3/13 issued: 12/3/13
2. Chris White's Extreme Martial Arts 760 Rivergate Pkwy Chris White
612-4328 opened: 12/2/13 issued: 12/3/13

BEER PERMITS FOR December 2013

Eagle's Smoke Shop
111 Northcreek Blvd.
Issued to: Mina Dawoud
Permit #691 12/11/13

Finance and Administration Monthly Report

December 2013

FINANCE

- Most of the month was dedicated to finalizing the FY 2013 audit, and submitting the City's first CAFR for consideration of the GFOA Excellence in Reporting Program. There were approximately 20 additional 10 year statistical schedules which were required. This goal was met on December 31, when I submitted the final report to the GFOA.
- Attended the Benchmarking Data Cleansing Workshop early in the month. As a result of that workshop, there were a few numbers that had to be resubmitted by the end of December.
- Assisted with interviews for a City Engineer.
- Worked with TCRS and Incode on the TCRS Concord conversion project.

Human Resources

- Attended MTAS Data Cleansing on 12/3/13.
- Coordinated Wellness Screenings 12/3/13 – 12/5/13.
- Met with TML on workers comp on 12/4/13.
- 12/12/13 attended Chamber Brunch.
- Coordinated annual reviews – all month.
- Processed BC 65 insurance payments to retirees. 12/17/13
- Hired 0 employees.
- Retirement: Tommy DeLoach retired on 12/16/13.
- Worker's Compensation accidents in the month: 0 accidents.
- Full-time employees: 126; Part-time employees: 22

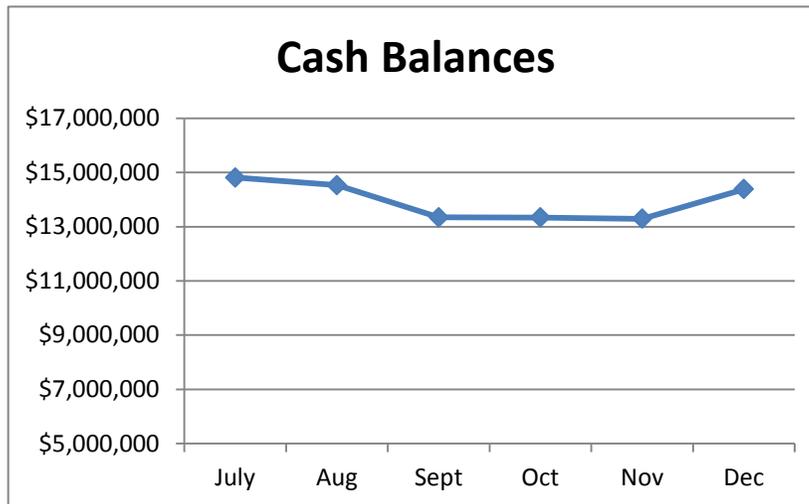
**City of Goodlettsville
Financial Summary
December 2013**

UNASSIGNED FUND BALANCE

Operating Fund	Ending Balance FY 13	Current Month	Budget 06/30/2014	Projected 06/30/2014	%
General Fund	2,758,012	1,938,207	1,719,377	1,719,377	16.15%
Sanitation	124,364	(9,268)	278,873	0	0.00%
Tourism	739,173	721,083	664,005	664,005	179.69%

CASH IN BANK

	July	Aug	Sept	Oct	Nov	Dec
General Fund	2,377,902	2,272,832	1,605,976	2,872,355	2,610,145	3,376,592
Bond Issue 2013	2,974,498	2,974,498	2,974,498	1,519,207	1,519,207	1,519,207
Sanitation	173,317	125,739	116,614	98,822	28,693	69,359
Tourism	698,935	661,026	667,144	594,411	593,836	605,387
Sewer	8,497,003	8,392,946	7,860,119	8,141,086	8,425,945	8,681,380
Stormwater	88,272	103,278	118,379	110,521	115,067	130,281
Total Cash	14,809,927	14,530,319	13,342,730	13,336,403	13,292,893	14,382,206



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
December 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	305,899	1,568,788	3,765,091	3,935,000	(169,909)
	State Shared Tax	167,300	723,049	1,735,318	1,810,000	(74,682)
	Property Tax	1,293,984	1,693,321	4,249,428	4,249,428	0
	Court Fines/Fees	28,885	188,558	377,116	350,000	27,116
Tourism	Hotel/Motel Tax	30,602	233,869	467,738	425,000	42,738
Wastewater	Sewer User Fees	413,512	1,989,226	4,774,142	4,770,000	4,142
Sanitation	Sanitation Fees	55,225	240,538	577,291	738,000	(160,709)
Stormwater Utility	Stormwater Fees	15,429	71,537	171,689	320,000	(148,311)

Revenue Summary			
General Fund Collected YTD	5,039,917	Wastewater Fund Coll YTD	2,063,365
General Fund Target	12,932,528	Wastewater Fund Target	4,960,000
Difference	(7,892,611)	Difference	(2,896,635)
	39%		42%

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	148,057	663,423	1,326,846	1,504,182	(177,336)
Community Development	33,307	205,820	411,640	524,982	(113,342)
Police	301,218	1,935,095	3,870,190	4,503,473	(633,283)
Fire	164,769	700,284	1,400,568	1,631,656	(231,088)
Hwys & Streets	98,959	429,567	859,134	2,057,388	(1,198,254)
Parks/Recreation	72,165	553,799	1,107,598	1,454,048	(346,450)
Police Drug Fund	0	1,901	3,802	20,857	(17,055)
Sanitation	15,451	374,281	748,562	771,648	(23,086)
Tourism	19,258	265,439	530,878	721,869	(190,991)
Wastewater	134,284	1,585,453	3,170,906	4,934,581	(1,763,675)

FUND EXPENDITURE SUMMARY

<u>Fund</u>	<u>Month</u>	<u>YTD</u>	<u>Target</u>	<u>% of Budget</u>
General	981,488	5,859,722	16,707,834	35.07%
Sanitation	15,451	374,281	771,648	48.50%
Wastewater	134,283	1,585,453	4,934,581	32.13%

MONTH OF DECEMBER 2013**MONTHLY MANAGEMENT REPORT****COURT****NUMBER OF CITATIONS ISSUED IN MONTH OF DECEMBER - 704**NUMBER OF DEFENDANTS APPEARING IN COURT

DECEMBER 10, 2013	9:00 A.M.	102
DECEMBER 10, 2013	1:00 P.M.	62
DECEMBER 17, 2013	9:00 A.M.	103
TOTAL FOR MONTH		267
DECEMBER 17, 2013	1:00 P.M.	18
CONTESTED COURT SESSION		

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

CODES	0
MISDEMEANORS	1
<u>NUMBER ASSIGNED TO TRAFFIC SCHOOL</u>	
FOUR HOUR SCHOOL	108
EIGHT HOUR SCHOOL	2

Goodlettsville Police Department

Chief Goodwin's Monthly Report

December 2013

On December 3rd we attended the MTAS Benchmarking meeting in Murfreesboro. We worked the Christmas Parade, Christmas on Main Street and the Christmas Tree Lighting on December 7th. We also attended the Middle Tennessee GHSO meeting in Murfreesboro on December 13th.

In review of the TIBRS data comparing December 2012 to December 2013 Crime Against Person decreased by 4%, and Crime Against Property increased by 45% and overall we had a 26% increase. The property crime increase was in large part due to the subject that rode around for two nights shooting car windows with a pellet gun. Our TBIRS Crime Against Person was reduced 29% for the year, Crime Against Property was reduced 10% and we had an overall reduction of 15%. Our UCR total for the year is a 19.35% reduction in Part One Crimes.

Our proactive efforts of our officers were very good for the month of December. As a result our officers made 883 Traffic Stops and 13 Terry Stops. They made 65 Traffic Arrests and 16 DUI Arrests. They issued 50 Misdemeanor Citations, made 78 Misdemeanor Arrests and 17 Felony Arrests. They made 4 Juvenile Misdemeanor Arrests, 1 Juvenile Felony Arrest and issued 8 Juvenile Citations. We had extra enforcement at the mall that resulted in 450 Traffic Stops and 2 Terry Stops. They had 11 Misdemeanor Arrests, issued 21 Misdemeanor Citations, 2 Juvenile Citations and served 3 Misdemeanor Warrants. For 2013 they made 10,283 Traffic Stops and 86 Terry Stops. They made 492 Traffic Arrests and 112 DUI Arrests. They issued 699 Misdemeanor Citations, made 555 Misdemeanor Arrests, and 159 Felony Arrests. They made 92 Juvenile Misdemeanor Arrests, 13 Juvenile Felony Arrests and issued 58 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 53 Warrant Service Attempts. They served 34 Felony Warrants and 44 Misdemeanor Warrants. For 2013 we had 383 Warrant Service Attempts. They served 146 Felony Warrants and 292 Misdemeanor Warrants.

Our officers continue to check our neighborhoods, businesses and parks. They conducted 421 checks of neighborhoods, 350 businesses checks and 175 park checks. They had 584 Community Contacts. For 2013 they conducted 6,482 checks of neighborhoods, 3085 business checks, and 2082 park checks. They had 6,594 Community Contacts.

The December Officer of the Month was Stephen Hodges. Officer Hodges had several good cases this month. On 12/23/13 he stopped a vehicle for running a stop sign at Wren Rd and Rivergate Pkwy. An odor of marijuana was detected coming from the vehicle. The driver admitted to having a handgun under the front seat. Marijuana packaged for resale and digital scales were located in the vehicle. Subject was charged with Possession for Resale, Drug paraphernalia and Possession of a Weapon in Commission of a Felony. On 12/29/13 he stopped a vehicle for a brake light violation. Officer Hodges was familiar with the driver from a previous drug arrest. Inside the vehicle was a 9mm Ruger with the serial number scratched off, baggies and digital scales. Officer Hodges seized the \$406.00 the subject had and the 1997 Chevy Camaro he was driving. The December Communications Officer of the Month is Charlene Busta. On 12/31/13 a 911 call was received from a 10 year old that was home alone. Someone had thrown a rock through the window and he was terrified. Officer Busta kept the boy on the phone, kept him calm and told him to remain hidden until officers arrived. She determined the location was a duplex and ascertained the correct side of the duplex. She was able to let the boy know to come out when officers arrived. She made a traumatic event for a young boy much easier.

At the December 13th Middle Tennessee GHSO meeting Daniel Knalls was recognized as the Police Officer of the Year. Officer Knalls is patrol officer that excels at all levels of the patrol function but has a passion for traffic enforcement. This passion is evident in his statistical performance. For the period he has conducted 706 traffic stops in which 356 or 50% are for moving violations. He has made 8 DUI arrests and 61 other traffic arrests. Officer Knalls is committed to the concept that crime control and crash reduction is achieved through aggressive traffic enforcement. He is always looking beyond the stop to find further ways to impact crime in our community. He does this without ever faltering in his other duties and responsibilities as a patrol officer.

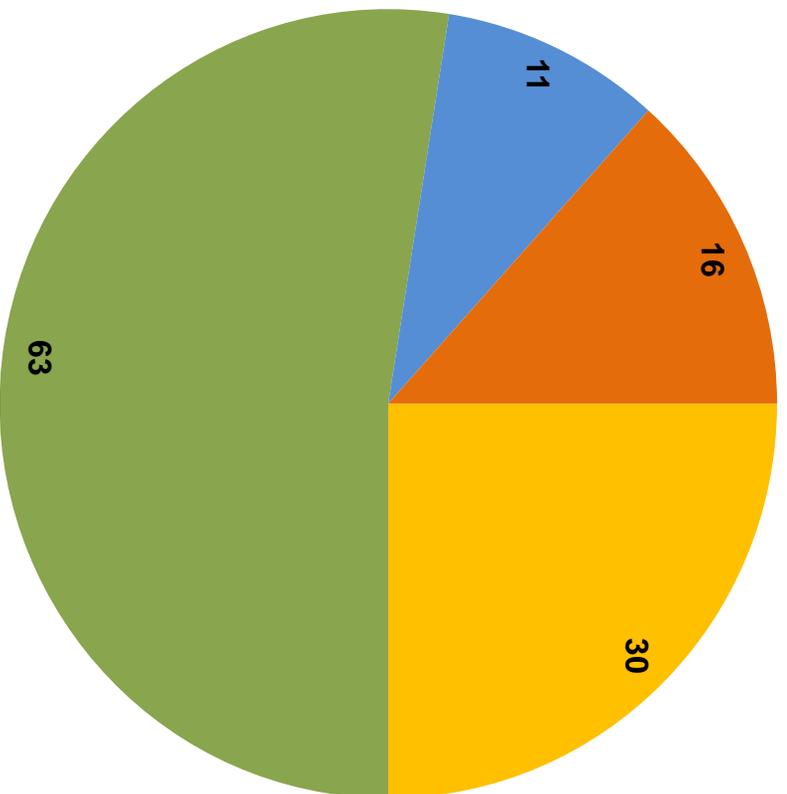
DECEMBER TIBRS		2013	2012
TIBRS Group A Offenses	Offenses Reported	Offenses Reported	Offenses Reported
Crimes Against Persons	26	27	
Murder	0	0	
Negligent Manslaughter	0	0	
Kidnaping/Abduction	1	1	
Forcible Rape	0	0	
Forcible Sodomy	0	1	
Sexual Assault W/Object	0	0	
Forcible Fondling	0	1	
Incest	0	0	
Statutory Rape	1	0	
Aggravated Assault	3	5	
Simple Assault	16	15	
Intimidation	4	4	
Stalking	1	0	
Crimes Against Property	154	106	
Arson	0	0	
Bribery	0	0	
Burglary	11	9	
Counterfeiting/Forgery	2	2	
Destruction/Damage/ Vandalism	52	13	
Embezzlement	4	1	
Extortion/Blackmail	0	0	
Fraud - False Pretenses	7	3	
Fraud - Credit Card/ATM	3	0	
Fraud - Impersonation	5	1	
Fraud - Welfare	0	0	
Fraud - Wire	0	0	
Motor Vehicle Theft	4	0	
Robbery	2	4	
Stolen Property Offenses	0	0	
Theft - Pocket-picking	0	0	
Theft - Purse Snatching	1	0	
Theft - Shoplifting	37	54	
Theft From Building	12	9	
Theft From Coin Machine	0	0	
Theft From Motor Vehicle	7	4	
Theft of Motor Vehicle Parts	4	2	
Theft - All Other Larceny	3	4	
Crimes Against Society	30	24	
Drug/Narcotic Violations	14	12	
Drug/Narcotic Equipment Violations	11	10	
Gambling - Betting/Wagering	0	0	
Gambling - Operating/Promoting	0	0	
Gambling - Equipment Violations	0	0	
Gambling - Sports Tampering	0	0	
Pornography/Obscene Material	0	0	
Prostitution	1	0	
Prostitution Assisting/Promoting	0	0	
Weapon Law Violations	4	2	
Total Group A Offenses			
	210	157	

TRAFFIC CRASHES

14

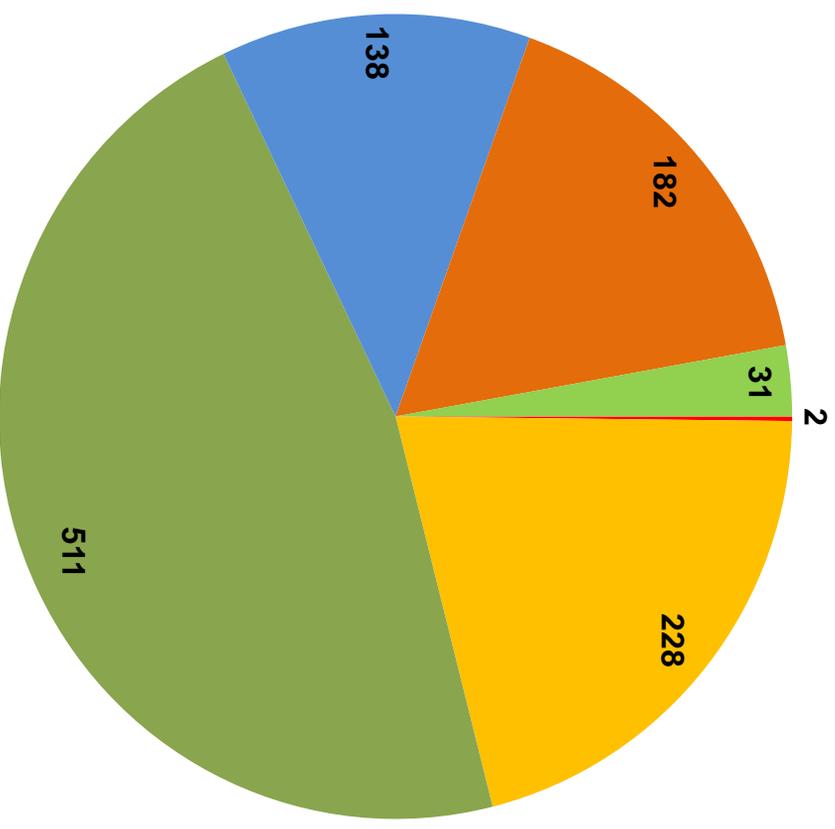
- Fatal
- Injury
- Property Damage
- Minor Damage
- Private Property
- Delayed

DECEMBER 2013



TOTAL REPORTS
93

2013 YEAR



TOTAL REPORTS
1092

**Goodlettsville Police Department
DECEMBER 2013 COMPSTAT**

	CURRENT MONTH	2013 TOTAL		2012 TOTAL		% change
		YTD	0	YTD	3	
Murders	0	YTD	0	YTD	3	-100.00%
Rape	0	YTD	1	YTD	8	-87.50%
Robbery (Commercial)	0	YTD	13	YTD	7	85.71%
Robbery (Street)	2	YTD	17	YTD	19	-10.53%
Aggravated Assault	4	YTD	36	YTD	34	5.88%
Aggravated Assault - Dom Viol	2	YTD	30	YTD	21	42.86%
Burglary (Commercial)	1	YTD	18	YTD	27	-33.33%
Burglary (Residential)	7	YTD	62	YTD	104	-40.38%
Auto Burglaries	7	YTD	86	YTD	144	-40.28%
Larceny	19	YTD	186	YTD	203	-8.37%
Shoplifting	35	YTD	349	YTD	425	-17.88%
Motor Vehicle Theft	3	YTD	23	YTD	23	0.00%
Total Offenses	80	TOTAL YTD	821	2012 YTD	1018	-19.35%

Fire Department December 2013

Summary of Month's Activities

Fire Operations

The Department responded to 205 calls for service for the month of December.

Fire Administration

- Several walk-in's for blood pressure check
- Attended Wellness Program
- Conducted a walk through at Tyson Production Plant
- Participated in the Christmas Parade
- Participated in Millersville Christmas Parade
- Attended City Manager's Open House
- Chamber held their Annual Christmas Brunch in the Fire Hall Lobby
- Annual Kid's Christmas Shopping Spree was held with 19 Children participating
- Participated in Goodlettsville Middle School's Career Day
- Attended Gateway Elementary School's Christmas Program
- Held City Employee's Christmas Breakfast
- 2013 Hose testing
- Began SOP committee
- Daily/Weekly duties Station duty Plan
- SCBA training
- Staff meetings
- Inventory plan
- Established Safety and health committee
- Working on Pre-fire plan schedule
- Establish 2014 Training Plan
- Establish annual Gear cleaning Plan

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

- Fire Training Classes
- Fire Prevention Classes

Fire Inspection

	This Month	YTD
Fire Investigations	0	14

Public Fire Education

	This Month	YTD
Participants	40	444
Education Hours	6	47
Number of Occurrences	2	22

Fire Fighter Training**Implemented new Training Plan for 2014:****2014 Skill and Drills Plan**

Jan- Mayday and Disorientation/ PPE, Turn-out gear

Feb- Tools and Equipment knowledge, SCBA Donning and Doffing

March- 1¾ tactics, Fire Ground tactics

April-Hotel Lay Tactics/ advancing a 2 ½, Hose streams, Hot Weather ops.

May-Hydraulics, Pump Panel Operations, MVA & MVA Safety

June-Ladder Truck Operations, TNT tools, Roof Top Recognition

July- Ground Ladder Operations, Roof top operations, Accountability/Mayday

August- forcible entry, Power tools, Fans, Ventilation, VES Team Ops

September- EMS Safety, fire ground safety, Utilities, Disorientation Drill

October-Haz mat, Master Streams,

November- Cold weather Ops, Safe Driving, TIC training

December- Radio Procedures (emergency and Non emergency) annual Territory/Hydrants Test

Implemented Performance Standards plan

January – PS0001 Personal Protective Equipment

February- PS0002 MAYDAY

Review Near Miss reporting system

Goodlettsville Fire Department
Incident Report
Incident Totals

Jurisdiction 19226

December 1, 2013 thru December 31, 2013

CATEGORY TOTAL CALLS

Total Calls 205 Total Calls for 2013 2777

Structure Fires	0	Hazardous Calls	3
Vehicle Fires	0	Service Calls	19
Brush/Grass Fires	1	Good Intent Calls	13
Refuse/Rubbish Fires	0	Unintentional False	10
Other Fires	5	Other False	1

Total Fires 6

Total False 11

Rescue and EMS	153
----------------	-----

Mutual Aid Received	3	Incidents with Exposures	0
Mutual Aid Given	44		

Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	\$3,000.00
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

2 Scheduled Services

13 Repairs

Special Projects

Engine 41-8 had electrical fire and was sent off to Cumberland International for repairs

Generator at Fire Hall and Radio Tower serviced by Thompson Machinery

Outstanding Issues

Talked with the Police Chief and both the Police and Fire Deputy Chief's about getting rid of the Command Post due to old and age and not being used. Currently waiting on the Commission for approval to Surplus the Command Post.

Waiting on parts to fix the relief valve on Engine 41-7

Cost Savings

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

5 Building Repairs

Public Works Report - December 2013

SOLID WASTE:

- Convenience center solid waste collected: 43 tons
- Wood chips removed from lot: 300 cy
- Solid waste tonnage collected: 345 tons
- Street sweeping debris removed off of streets: 127 cy
- Recycled materials collected: 44.5 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
- Repaired damage to Two Mile pump station (storm damage repair)
- Rainfall for month: 3.89"

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	4	46
Culverts/Storm Drains Cleaned	100	272
Curb – Repair/Install/Remove	0	50
Dead Animal Pick-Up Requests	10	37
Drainage Inspection Requests	40	280

Driveway Permits Issued	0	1
Excavation/Street Cut Permits Issued	2	7
Exemption/Back Door Route Requests	0	17
Graffiti Removal Requests	0	9
Land Disturbance Permits Issued	0	0
Sanitation – Bulk Item/Junk Pick-Up Request	8	99
Sanitation – Cart Repairs	28	399
Sanitation – Second Cart Request	0	5
Signs Repaired/Installed (Street or Name)	50	296
Snow Removal – Number of Storms	2	6
Stormwater Inspections Performed	52	409
Stream and/or Tributary Clean-Up/Clean-Outs	0	4
Streets Paved	0	10
Streets Repaired (e.g., pothole)	3	149
Streets Striped	0	21
Tennessee One Calls	46	953
Traffic Signal Repair	6	142
Tree Trimming Requests	8	50
Vehicle Maintenance – Routine	30	453
Vehicle Maintenance – Unscheduled	55	705
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. Attended special called meeting. Attended second reading of revised ordinance – passed 5-0; effective date April 1, 2014.
- Residential meetings and work to assist with drainage-related projects
- Daily underground storage tank testing
- Monthly fuel pump inspection and cleaning
- TCAPWA, TNSA, and Stormwater Managers meetings. Participated in TDOT’s Long-Range Planning focus group session
- Participated in City/Chamber of Commerce Christmas event

- WKU/APSU/Vol State stream monitoring and assessments; macroinvertebrate survey analyses, outfall inventory
- Weekly departmental meetings and monthly staff safety meetings
- Bent street sign repair, new sign installations,
- Retroreflectivity analysis finalized (Federal Highway Administration requirement)
- Drainage/street repairs continue within Windsor Green development
- Signal inspection, repair, and timing adjustments on LHP
- Pre-bid meetings and bid openings for: 2014 mowing contract, SRTS sidewalk construction
- Finalized SRTS grant application
- TCAPWA Board meeting
- Participated in various weather calls from NOAA
- City Engineer interviews
- Brine acquisition from Metro Nashville; brined and salted streets in advance of weather events
- Completed employee evaluation forms and conducted evaluations
- Attended Solid Waste/Refuse Benchmarking meetings in Murfreesboro facilitated by MTAS
- Participated in City-wide wellness screenings
- Meeting with Geo-Jobe regarding GIS account
- Fleet software implementation workshop
- CMAQ pre-construction meeting; Notice to Proceed issued effective December 4, 2013.
- Employee received TAP (TN Administrative Professional) Certification through the TN Association of Utility Districts (TAUD)
- Work alongside TEEX (Texas A&M University) and FEMA to finalize details for Disaster Management Training to be held in January. Pre-requisites due this month.
- Plans reviews provided from Planning Department
- Received pavement roller and trailer; surplus items sold via GovDeals

CONTINUING PROJECTS:

- 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)
- Upgrades to City's fueling system

Parks, Recreation, and Tourism Monthly Report

December 2013

EVENTS, PROGRAMS, AND ATHLETICS

- Breakfast with Santa
- New Year's Eve Bash
- Futsal League for boys and girls
- Men's Church Basketball

ADMINISTRATION

- Continued work on the LPRF grant including opening bids for furniture, including tables and chairs, pre-bid meeting for the community center upgrades, including air conditioning the gym and creating a group fitness room, and coordinating with grant administrator.
- Attended the MTAS data cleansing meeting for Parks and Recreation and submitted benchmarking data for the project.
- Recruited members of the business community for the selection committee for Mayor's Top Teen.
- Completed evaluations on all members of the department.
- Met with the police department leadership to discuss park operations during spring and summer along with communication and speed control.
- Met with Barry Young, from Sumner CVB, to discuss a group of ABA tour operators that would visit Mansker's Station as part of a Sumner County destination tour.

PARKS DIVISION

Projects

Comfort Station Restrooms – at the center of Moss-Wright Park

- Tore out tile in both men's and women's restrooms
- Took out urinals and installed new ones
- Took out the partitions and ordered new ones
- Replaced flanges for toilets
- Painted ceilings
- Began preparing floors for an epoxy floor treatment
- Installed new split rail fence at front entrance
- Painted hallway at Visitors Center
- Took bleachers to City Hall for the Christmas parade
- Cut trees down by soccer for new light poles
- Put mulch down on paths going to the fort
- Finished cleaning tree line out in upper parking lot
- Painted park sign at second entrance and took Mansker's Station sign down to paint
- Had the 2 backflow preventers rebuilt
- Put mulch down in the dog park
- Removed leaves from Visitors Center and soccer wall area

Serviced Equipment

312 Gator	337 Zero turn	377 Zero turn	301 Ford F-150
335 Gator	330 Gator	351 Gator	318 Skid Steer

RECREATION DIVISION

Report from the Recreation Supervisor – Robbie Brigham

Recreation

- A Community Center staff meeting took place.
- Tot-Time ran throughout the month here at the Community Center on Thursday mornings.
- The Community Center was decorated for the Christmas holiday season.
- Breakfast with Santa was held on December 7th. We had over 150 people registered for the event, we received many compliments.
- Ashley Matte from RockSTAR Music Education met with me and we worked through setting up a spring and summer program with them at the Community Center.
- The futsal leagues got started playing games this month and will continue through January.
- The Caleb Patterson-Sewell Soccer Academy started having indoor soccer training in the gym on Tuesdays and Fridays.
- Men's Adult Church Basketball league had registration. We had 4 teams registered to play this season. Games will start January 2nd.
- A meeting about 2014 programs was attended. We worked on the schedule and discussed ideas.
- Completed evaluations with staff.

Maintenance

- Playground inspections were completed at Peay Park, Pleasant Green Park, and at Moss Wright Park.
- Fire extinguishers were checked at the Community Center and Pleasant Green Pool.
- Normal maintenance was performed throughout the month at the Community Center.
- Bleachers were checked for loose and missing bolts.

Marketing

- The website was updated several times throughout the month with upcoming programs and events.
- The community center information sheet was created for the month of January.
- The Zumba calendar for December was placed on the facebook page advertising for the new Tuesday night class.

Report from the Program Coordinator – Jennifer Spillers

Senior Programs

The Senior Spirits Newsletter is available online, the community center, and at the Goodlettsville Branch Library.

- For the month of December 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 Senior Spirits membership form has been revised and a code of conduct policy is now in place for the program. Every Senior must fill out the form before they participate in the Senior Program.
- We celebrated the monthly Birthday Club with Potluck and a delicious cake sponsored by Kroger in Goodlettsville.
- The seniors enjoyed the movie The Christmas Cottage about Thomas Kinkade and how he began his painting career. The Goodlettsville Branch Library hosted the movie at their location. We will join together for more upcoming dates. The next scheduled date is January 23rd at the Delmas Long Community Center.
- The Senior Center offers a free Art Class to seniors aged 60 and up on Wednesdays 9:00am – 11:30am.

- The craft class created a beautiful night light made with a mason jar and a beautiful gumball machine. They also created an elegant Santa made with wine glasses and acrylic paint. The next scheduled class will be January 6th at 10:30am. The fee is \$10.00 per person.
- Every third Monday a Jewelry Making class will take place at 10:30am, the cost is \$5.00 per person.
- Pinterest projects were made December 3rd at the Community Center, the participants created a gumball machine, a Santa, and a snowman made out of tea lights.
- The van traveled to the Frist Center for Christmas songs and entertainment on Senior Day. They enjoyed lunch at the Copper Kettle.
- The Senior Center will not offer any trips during the winter months.
- The Seniors celebrated Christmas with a special event by Eddie K who tours with Montgomery Gentry. Thank you to all the vendors: Vanco Manor, Avalon Hospice, Wood Financial Group, Vista Points, Brookdale Living, Maybelle Carter, The Hearth, Phillips and Robinson Funeral Home, Care All, First State Bank, Historic Mansker's Station, Emeritus, Windlands South Holiday Retirement, and Chick-fil-A. They enjoyed the stories, took pictures with Santa, and left with door prizes.
- At the Seniors Christmas Party they exchanged gifts, visited with Santa, played games, and enjoyed a Christmas ham together.
- The Book Club sponsored two Senior Spirits for Christmas this year. They celebrated their Christmas lunch at the local Flourgirls Cafe.
- We finished the year with a New Year's Eve party and music by Bill Sleeter. They toasted with sparkling cider and wishes.
- The Senior Center collected scarves, hats, and toiletries for the needy. The center will collect canned items and change for the Goodlettsville Help Center thru January.

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 programs for the Teens and Seniors have been added to the 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.
- The 2014 senior and teen events and programs have been submitted to Amy Mitchell for review.

Teens

- The Teen Advisory volunteered at Breakfast with Santa. They handed out craft supplies, greeted the guest and cleaned after the event. The event was a success. The families took photos with Santa and Snow Bird from Channel 4 News. They enjoyed music by Anna and Leynee Pearson. Storytelling was done by Miss Katie from the Goodlettsville Branch Library. A special thank you to the Goodlettsville Lodge for making the pancakes and McDonald's for donating the butter and syrup.
- The teens hosted their 2nd Annual Christmas Cookie Swap on December 15. The event was filled with lots of cookies and happy kids. The event was a success. Great job GTAC!
- The New Year's Eve Bash was awesome! The teens out did themselves. The kids loved the balloon drop, songs, games, and door prizes. Every child left with something. Thanks to all the vendors: Goodlettsville Youth Football, Goodlettsville Branch Library, First State Bank, Care All, Pinnacle Bank, and Delta Educational Systems.

COMMUNITY DEVELOPMENT DEPARTMENT

Sub-group: Economic Development

Monthly Management Report: December 2013

Business Recruitment / Retention & Expansion

Attended Benchmarking meeting in relation to codes and planning.

Met with a local industry in relation to possible expansion.

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.

Worked with consultant in regards to location and construction of new service oriented business.

Met with local land owner and businessman in regards to location of new facility in the Goodlettsville area.

Worked with various commercial real estate agents and property owners in an effort to get information on available property and buildings to add to data base and city website.

Assisted local property owner in trying to market their property to a possible new business interest.

Worked with a commercial realtor in reference to trying to locate a small manufacturing facility on a site in Goodlettsville.

Met with a commercial realtor, engineer and local property owner in regards to future development plans for a site in Goodlettsville.

Worked with an Engineering company in relation to possible new housing development in the Goodlettsville area.

Worked with consultant in regards to location of a new manufacturing facility in an existing building in Goodlettsville.

Meetings Attended

City Commission

Planning Commission

CRCA Codes meeting

Greater Nashville Area Chamber P 20/20 meeting

National Economic Development Association Board of Directors meeting

Board of Zoning Appeals

COMMUNITY DEVELOPMENT**Planning Department****January 10, 2014****Ongoing Activities**

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

Collection of information and data tied to ongoing developments.

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

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

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

Meetings

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

Goodlettsville Planning Commission

Goodlettsville Board of Zoning Appeals

Participated in a Nashville Next planning session

Attended monthly Technical Coordinating Committee meeting of the Nashville MPO

Met with representatives of Cobblestone condominium development

Special Projects

Participated in MTAS sponsored data cleansing exercise

Attended CADD committee meeting at Tennessee College of Applied Technology, Hartsville

Goodlettsville Codes Department Activity Report December 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	17 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	10 inspections
Fire Investigations	Duties of Fire Marshall involving fires in the city limits	0 investigation
Building Inspections	Building Related	15 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	8 inspections
Signs Removed	Illegal signs removed from city limits	20 signs
I.B.C. Training	Training for the departments required certification test/International Building Certif.	10hrs./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	5homes/units
Flood Event/FEMA	M. Bauer assisting flood properties and FEMA requirements. Includes all documentation	10 hours
Issuing of Addresses	Assisting Metro/Davidson County 911 with assigning addresses for the city	10 addresses
Plan Reviews	In-house plan review by M. Bauer/Assisted also with outsourced plan reviews	4 property
Storm Water Report	Monthly Storm Water Report for Administrative Building/	0 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



City of Goodlettsville
Project Status Update
December 2013

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

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

EQUALIZATION TANK

Project Cost: \$6,997,142.30 **COMPLETED / CLOSED OUT**

Engineer / Architect / Consultant: CDM, Inc.

Contractor: W.L. Hailey, Inc.

Status: 100 % Complete

Completion Date: September 12, 2012

Notable outstanding issues:

1. A/E Firm has requested additional compensation.

PHASE V SEWER REHABILITATION

Project Cost: \$4,427,954.34 **COMPLETED / CLOSED OUT**

Engineer / Architect / Consultant: GRW, Inc.

Contractor: Moore Construction

Status: 100% Complete

Completion Date: September 30, 2012

Notable outstanding issues: None noted

ROADSCAPE PROJECT

Project Cost: \$157,000.00 **COMPLETED / CLOSED OUT**

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: Notice To Proceed for design has been received from TDOT

Completion Date: To Be Determined

Notable outstanding issues: **Completing Construction Plans in order to begin ROW Acquisition**

SIGNALIZATION & SYNCHRONIZATION IMPROVEMENTS

Project Cost: \$495,000.00

Engineer / Architect / Consultant: Gresham Smith and Partners

Status: Bids were opened on September 23, 2013

Completion Date: December 2013

Conference Drive / Vietnam Veterans Lighting Improvements

Projected Project Cost: \$700,000.00
Engineer / Architect / Consultant: Booker Engineering
Status: Awaiting Utility Clearance
Completion Date: Bid Date April 2014
Notable outstanding issues: **Should be bid within the next two months**

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: First Portion of Street Lights have been installed

Highway 41 & 31W Street Lighting

Project Cost: \$100,000.00
Engineer / Architect / Consultant: TBD
Status: Designed
Completion Date: TBD

RiverGate Parkway Improvements

Project Cost: \$1,000,000.00

Engineer / Architect / Consultant: Ragan - Smith

Status: Paving is 100% Complete, Landscaping 100% & Bids for Bridge Lighting will be opened on October 3, 2013

Projected Completion Date: Winter 2014

Notable outstanding issues: None

Delmas Long Community Center Improvements

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

Engineer / Architect / Consultant: Centric Architecture

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

Completion Date: Winter 2013

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:	Design of building within the flood plain has been determined to be cost prohibitive
Completion Date:	TBD
Notable outstanding issues:	Design / Flood Plain Issue

Stormwater Utility Study

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

Sewer Interceptor

(Elimination of the Crencor and Wynridge Pump Stations)

Project Cost:	\$250,000
Engineer / Architect / Consultant:	GRW
Status:	Sewer Easements to be procured
Projected Completion Date:	Spring 2014
Notable outstanding issues:	Negotiation of Sewer Easements

FY 2013/2014 Street Paving & Lighting Program

Project Cost: \$700,000.00

Engineer / Architect / Consultant: None

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

Completion Date: Fiscal Year 2014

Notable outstanding issues: None

Paved Streets:

1. RiverGate Parkway (Main Street to City Limits)
2. Dora Drive
3. NorthCreek Boulevard
4. Wyndom Court
5. Canton Court
6. Loretta Drive
7. Utley Drive
8. Lucien Drive

Windsor Green Drainage Repair and Mitigation

Project Cost: \$178,600.00 (Wiltshire Court) **COMPLETE**
\$ 73,550.00 (Habersham Court) 90% Complete

Engineer / Architect / Consultant: Brown Builders, Inc. Wiltshire Project

Status: Wiltshire is 100% Complete
Habersham 90% Complete

Completion Date: October 1, 2013 for Wiltshire Project
 December 15, 2013 for Habersham Project

Notable Outstanding Issues: None

Moss-Wright Park Lighting Replacement (Football)

Project Cost: \$80,000.00

Engineer / Architect / Consultant: Internal

Status: 20% Complete

Completion Date: March 2014

Notable outstanding issues: None