



City Manager Report: March 2014

Distributed: April 24, 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 front entrance of Moss-Wright Park welcomes park-goers with cheerful flowers each spring.

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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.



April 7, 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 March, 2014 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

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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: March, 2014

Legislative Accomplishments

- Board of Commissioners adopted the following ordinances:
 - Passed Ordinance No. 14-811, an ordinance to amend the City of Goodlettsville Municipal Code Title 8, Chapter 2, Section 2, by creating a new subsection 20 concerning the hours of sale of beer.
 - Passed Ordinance No. 14-812, an ordinance to amend the City of Goodlettsville Municipal Code Title 15, Chapter 4, Section 4 by deleting it in its entirety and replacing it with a new section 4, as it relates to the prohibition of U-turns.
- The Board of Commissioners also took action on the following resolutions:
 - No Resolutions were considered during the month of March

Legislative Matters Forthcoming

- Ordinance amending the Fiscal Year 2014 Budget.
- Ordinance adopting Fiscal Year 2015 Budget and the 2014 Tax Rate.
- Resolution declaring Surplus Property.
- Ordinance annexing certain property at the request of the property owner.
- Resolution adopting a plan of service for annexed property.
- Ordinance making certain amendments to the zoning ordinance as it relates to hotels.
- Resolution that will provide for certain economic development incentives.

Other Items Considered by the Board

- Ratified and approved the issuance of an Emergency Purchase Order for the repairs to sanitary sewer system located at Ellen Drive.

Commissions and Boards

- **Beer Board**
 - There was no Beer Board meeting in the month of March

- **Planning Commission**

- Approved a Re-subdivision of Lots 10, 11, 12, 24 and 25, Block 'H', Roscoe Place, located on property north of Rivergate Parkway, Davidson County property map 26, parcels 85, 86, 96 and 97, owned by J. C. Garrett Jr. Estate, 115 Hollywood St., Goodlettsville, TN 37072
- Deferred request for phasing plan for Cobblestone Townhomes, Alta Loma Road and I-65, Davidson County Tax Map 34-01E, Parcels 1 thru 122 & 900.00CO

- **Board of Zoning Appeals**

- Approved a request for a front setback variance in the CPUD (Commercial Planned Unit Development) district for property on the northwest corner of Dickerson Pike and Old Dickerson Pike, Davidson County property map 25, parcel 167. The applicant is Goodlettsville Pentecostal Church, 733 Old Dickerson Rd., Goodlettsville, TN.

- **Industrial Development Board**

- The Industrial Development Board met but did not consider any action items.

External Meetings

- Attended the Chamber of Commerce monthly luncheon.
- Attended Leadership Nashville.
- Attended certain Legislative Committee meetings.
- Met with representatives of Windrow & Phillips.
- Met with various economic development prospects.
- Attended the Sumner County Council of Governments meeting.

Internal Meetings

- Met with all department heads in reference to the fiscal year 2015 budget requests.
- Met with representatives of Tyler Industries in reference to utility billing software.
- Met with Representatives of the Fessenden Group.
- Conducted interviews for the position of Accountant / Purchasing Coordinator.
- Met with representatives of MTAS in regards to certain reports.
- Met with Mr. Bill Griggs
- Met with Mr. Chuck Woosley
- Met with Mrs. Lana Tracy.

- Met with Mr. Rick Delaney, Fiscal Agent.
- Met with various representatives of local business and industry in Goodlettsville.
- Met with representatives of HFR, Inc.
- Hosted the 2014 Leadership Summer Class.
- Met with representatives of Goodwyn, Mills & Cawood Engineers.

Ongoing Work

- Local Parks & Recreation Grant Project.
- Fiscal Year 2015 Budget Process.
- Overall Capital Improvements 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 – March 2014 Highlights

News Releases / Notify Me Email Blasts / Push Notifications / Facebook & Twitter Updates

- “Solid Waste Collection Schedule Pushed Back Due To Inclement Weather”
- “Planning Commission Meeting Rescheduled Due to Inclement Weather”
- “Moss-Wright Park Selected by Macy’s for Partnership”
- “City of Goodlettsville Welcomes Hogebuilt to Business Community ”
- “Board of Commissioners Meetings Posted for Online Viewing”
- “The Barefoot Farmer is Coming to Mansker’s Station”
- “Shred Your Confidential Records at Moss-Wright Park on Saturday, April 5”
- “The City of Goodlettsville Welcomes Tenex, Incorporated to its Industrial Business Community”
- “City of Goodlettsville Monthly Newsletter for April is Posted”
- “Goodlettsville Planning Office Has Moved”
- RSS feeds for the city calendar, board meeting agendas, and news & announcements are set to shoot to facebook, twitter and the city’s mobile app news section
- Josh Napier was awarded City-wide Employee of the Month
- The March Officer of the Month was Carey Birdine & Austin Herendeen and the Communications Officer of the Month is Angi Bain

Meetings/Events

- Met with Dave Frayser with Mind Mixer about online citizen engagement tools
- Attended the Tennessee Municipal Benchmarking Program end of year project meeting with Julie High
- Filmed study sessions and commission meetings to post on the city website for public viewing

Admin/Other

- Assembled briefing packets for City Commission meetings
- Assembled the monthly City Manager Report
- Created the monthly newsletter for April
- Created online submittal form for Police Dept. – “Traffic Enforcement Request Form”
- Made numerous city website posts

New Business Licenses issued March 2014

1. Elite Building Solutions LLC 311 Gates Road Robert L. Grundy
594-9006 opened: 3/04/14 issued: 3/5/14
2. Benefit Brokers LLC 204 Rivergate Pkwy David Moore
724-1701 opened: 2/1/14 issued: 3/12/14
3. Mr. Speed Coastings, LLC 618 N. Main James D. Terry
812-7317 opened: 2/1/14 issued: 3/20/14
4. All Occasions 217 S. Main Nam S. Choi
859-8080 open: 4/1/2014 issued: 3/13/14
5. 88 Kitchen, 909 Rivergate Pkway Zhen Ni
859-7890 opened: 4/01/14 issued: 03/21/14
6. Madeline Lewis Photography 1320 Madison Creek Rd Madeline Lewis
335-3941 opened: 3/25/14 issued: 3/26/14 MINIMAL ACTIVITY LICENSE
7. LacyYork 9204 Preston Run Circle Lacy York
501-413-8211 open: 4/1/14 issued: 3/21/14
8. Carsmith Customs 3401 Patton Branch Rd Jeff Smith
859-4502 open: 8/1/13 issued: 3/25/14

Finance and Administration Monthly Report

March 2014

FINANCE

- Merged all Department Budget Requests into Budget Document. Met with City Manager and Department heads to review their requests. Finalized document for first reading and delivered to Commission.
- Met with Buddy Petty and Public Works/Sewer staff to discuss the Sewer Rate analysis. Gathered outstanding information/documentation to assist the Consultant preparing the analysis.
- Met with RJYoung to discuss scanning projects and workflow projects.
- Conference call with MuniCode to discuss services related to outsourcing mailing of utility statements.
- Received 50+ applications for the Accountant/Purchasing Coordinator position. After thorough review narrowed the pool to 6. Conducted interviews with HR Director and City Manager of those 6.

Human Resources

- 3-12-14 TCRS training on new Concord program
- 3-13-14 until 3-21-14 interviews for Accountant/Purchasing Coordinator
- 3-22-14 CPR Trainer Recertification
- All month – open enrollment questions and changes.
- Hired 2 part-time Utility Workers in the park, 1 part-time Historic Interpreter and 1 full-time Dispatcher in the month.
- 1 full-time Dispatcher terminated during the month.
- Worker's Compensation accidents in the month: 1 sprained knee, 1 leg cut, and one broken foot.
- Full-time employees: 126; Part-time employees: 25

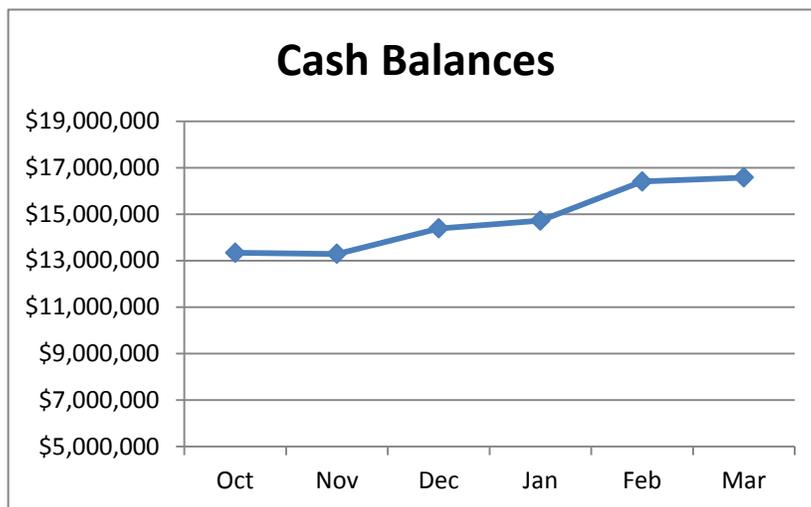
**City of Goodlettsville
Financial Summary
March 2014**

UNASSIGNED FUND BALANCE

Operating Fund	Ending Balance FY 13	Current Month	Budget 06/30/2014	Projected 06/30/2014	%
General Fund	4,625,329	5,283,190	1,719,377	1,719,377	16.15%
Sanitation	194,833	32,130	278,873	0	0.00%
Tourism	605,766	557,768	664,005	664,005	179.69%

CASH IN BANK

	Oct	Nov	Dec	Jan	Feb	Mar
General Fund	2,872,355	2,610,145	3,376,592	3,563,310	5,203,068	5,225,944
Bond Issue 2013	1,519,207	1,519,207	1,519,207	1,519,207	1,519,207	1,519,207
Sanitation	98,822	28,693	69,359	68,030	53,666	46,763
Tourism	594,411	593,836	605,387	601,151	603,622	594,694
Sewer	8,141,086	8,425,945	8,681,380	8,834,942	8,883,024	9,029,194
Stormwater	110,521	115,067	130,281	130,818	144,700	160,183
Total Cash	13,336,403	13,292,893	14,382,206	14,717,458	16,407,287	16,575,985



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
March 2014**

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	278,862	2,654,741	3,982,112	3,935,000	47,112
	State Shared Tax	166,444	1,228,506	1,842,759	1,810,000	32,759
	Property Tax	341,671	4,241,426	4,241,426	4,249,428	(8,002)
	Court Fines/Fees	38,776	307,009	409,345	350,000	59,345
Tourism	Hotel/Motel Tax	32,035	322,160	429,547	425,000	4,547
Wastewater	Sewer User Fees	414,688	3,250,635	4,875,953	4,770,000	105,953
Sanitation	Sanitation Fees	58,820	420,511	630,767	738,000	(107,234)
Stormwater Utility	Stormwater Fees	16,234	121,129	181,694	320,000	(138,307)

Revenue Summary						
General Fund Collected YTD		9,598,610	Wastewater Fund Coll YTD		3,333,587	
General Fund Target		12,932,528	Wastewater Fund Target		4,960,000	
Difference		(3,333,918)	Difference		(1,626,413)	
		74%			67%	

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	62,605	953,700	1,430,550	1,504,182	(73,632)
Community Development	34,655	324,699	487,049	524,982	(37,934)
Police	261,021	2,874,374	4,430,561	4,503,473	(72,912)
Fire	90,478	1,053,415	1,580,123	1,631,656	(51,534)
Hwys & Streets	55,274	651,997	1,877,996	2,057,388	(179,393)
Parks/Recreation	73,328	837,715	1,436,083	1,454,048	(17,965)
Police Drug Fund	259	3,089	5,295	20,857	(15,562)
Sanitation	65,966	590,615	787,487	771,648	15,839
Tourism	40,024	386,148	661,968	721,869	(59,901)
Wastewater	255,352	2,468,001	4,230,859	4,934,581	(703,722)

FUND EXPENDITURE SUMMARY

<u>Fund</u>	<u>Month</u>	<u>YTD</u>	<u>Target</u>	<u>% of Budget</u>
General	695,047	8,540,714	16,707,834	51.12%
Sanitation	65,966	590,615	771,648	76.54%
Wastewater	255,352	2,468,001	4,934,581	50.01%

MONTH OF MARCH 2014

MONTHLY MANAGEMENT REPORT

COURTS

NUMBER OF TICKETS ISSUED IN MARCH 2014 - **528**

NUMBER OF DEFENDANTS APPEARING IN COURT

MARCH 11, 2014	9:00 A.M.	53
MARCH 11, 2014	1:00 P.M.	63
MARCH 18, 2014	9:00 A.M.	91

TOTAL FOR MONTH

CONTESTED COURT SESSION

MARCH 18, 2014	1:00 P.M.	18
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NUMBER OF NON-TRAFFIC CITATIONS (i.e. codes / misdemeanors violations)

CODES	0
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MISDEMEANORS	0
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NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL	129
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EIGHT HOUR SCHOOL	4
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Goodlettsville Police Department
Chief Goodwin's Monthly Report
March 2014

On March 6th we attend the Chamber of Commerce Banquet and recognized Carey Birdine as the Officer of the Year. On the 12th we attended the Vineyards Neighborhood Watch Meeting at the Rivergate Mall Sub-station and on March 22nd we attend the Gateway Neighborhood Watch meeting at the Sub-station. We also attended the Middle Tennessee GHSO meeting in Hendersonville on March 25th. Our 11th year of Citizen's Police Academy began on March 18th with a class of 19.

In review of the TIBRS data comparing March 2014 to March 2013 Crime Against Person decreased by 20%, and Crime Against Property decreased by 18% and overall we had a 18% decrease. Our UCR total for the year is a 19.90% reduction in UCR Crimes.

Our proactive efforts of our officers were very good for the month of February. As a result our officers made 1098 Traffic Stops and 13 Terry Stops. They made 133 Traffic Arrests and 17 DUI Arrests. From these Traffic Stops resulted 11 Felony charges, 150 Misdemeanor charges, and 25 warrants were served. They seized 2 weapons and had 31 drug confiscations (17 from traffic stops). They issued 61 Misdemeanor Citations, made 77 Physical Arrests with 96 Misdemeanor charges and 28 Felony charges. They made 15 Juvenile Misdemeanor Arrests, 3 Juvenile Felony Arrest and had 5 Curfew charges.

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 42 Warrant Service Attempts. They served 15 Felony Warrants and 36 Misdemeanor Warrants.

Our officers continue to check our neighborhoods, businesses and parks. They conducted 543 checks of neighborhoods, 490 businesses checks and 224 park checks. They had 715 Community Contacts.

The March Officer of the Month was Carey Birdine & Austin Herendeen and the Communications Officer of the Month is Angi Bain. Angi handled a Kidnapping call that required a cell phone ping. She directed responsibilities to those in Communications, logged the call information in CAD all while faxing the required information to the cell phone provider to have the phone pinged. Corporal Birdine and Officer Herendeen responded to a stolen vehicle at a local market. The victim left the vehicle unlocked and running. The officers located the stolen vehicle at a local motel. They set up and watched as a subject matching the suspect exited a room. They conducted a stop on the suspect and two females that accompanied him. During interviews one of the females told how the events unfolded in the suspect taking the vehicle and where the keys were located. The suspect was taken into custody and the vehicle returned to the owner.



MARCH TIBRS

TIBRS Group A Offenses

	2014 Offenses		2013 Offenses	
	Reported	Cleared	Reported	Cleared
Crimes Against Persons	23	4	29	16
Murder	0	0	0	0
Negligent Manslaughter	0	0	0	0
Kidnaping/Abduction	1	1	0	0
Forcible Rape	0	0	0	0
Forcible Sodomy	0	0	0	0
Sexual Assault W/Object	0	0	0	0
Forcible Fondling	0	0	1	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Aggravated Assault	4	1	3	2
Simple Assault	14	2	16	12
Intimidation	3	0	9	2
Stalking	1	0	0	0
Crimes Against Property	83	30	101	58
Arson	0	0	0	0
Bribery	0	0	0	0
Burglary	5	1	10	4
Counterfeiting/Forgery	3	0	3	2
Destruction/Damage/ Vandalism	6	1	16	8
Embezzlement	0	0	0	0
Extortion/Blackmail	0	0	0	0
Fraud - False Pretenses	5	0	9	4
Fraud - Credit Card/ATM	3	0	1	0
Fraud - Impersonation	6	3	6	4
Fraud - Welfare	0	0	0	0
Fraud - Wire	0	0	0	0
Motor Vehicle Theft	3	1	1	1
Robbery	1	0	3	0
Stolen Property Offenses	0	0	0	0
Theft - Pocket-picking	0	0	0	0
Theft - Purse Snatching	0	0	0	0
Theft - Shoplifting	31	24	33	30
Theft From Building	4	0	8	3
Theft From Coin Machine	0	0	0	0
Theft From Motor Vehicle	10	0	3	1
Theft of Motor Vehicle Parts	4	0	5	1
Theft - All Other Larceny	2	0	3	0
Crimes Against Society	30	30	17	17
Drug/Narcotic Violations	19	19	11	11
Drug/Narcotic Equipment Violations	10	10	5	5
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	1	1	1	1
Total Group A Offenses	136	64	147	91



MARCH CRASH REPORTS

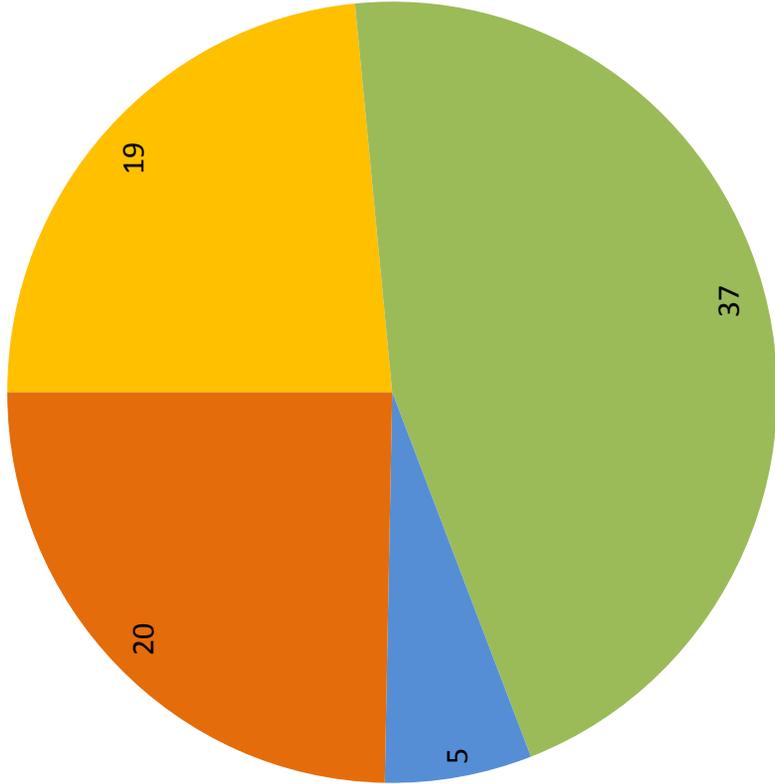
■ Fatal

■ Injury

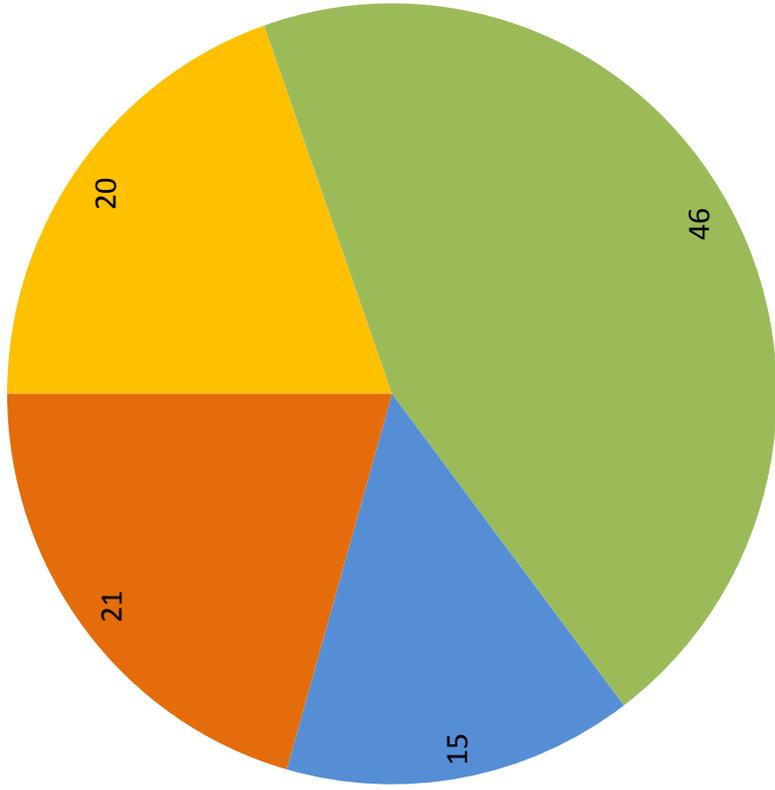
■ Property Damage

■ Minor Damage

■ Private Property



2014 REPORTS
81



2013 REPORTS
102



YEAR TO DATE CRASH REPORTS

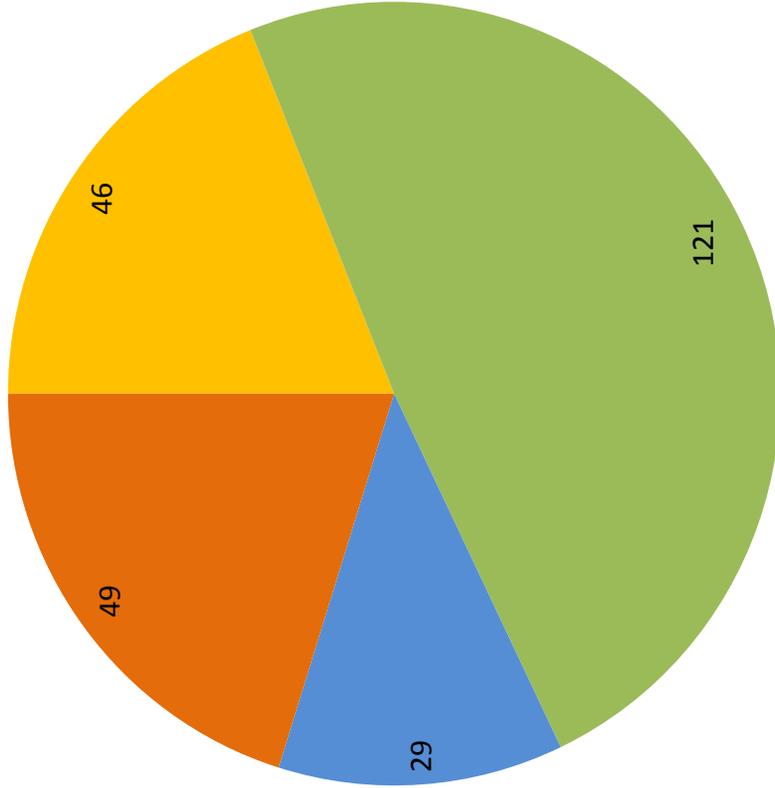
■ Fatal

■ Injury

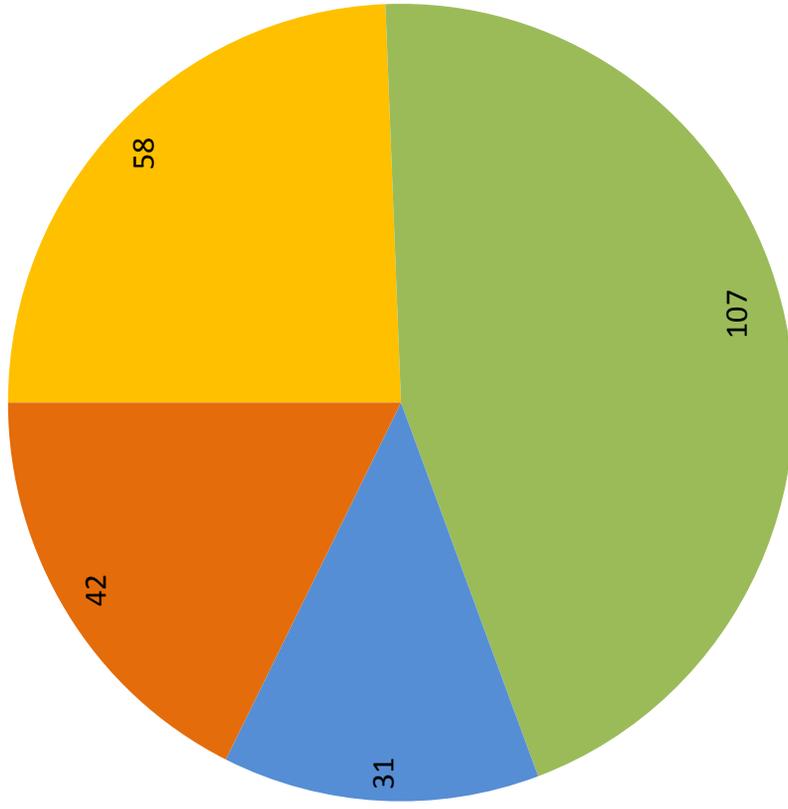
■ Property Damage

■ Minor Damage

■ Private Property



2014 YTD
245



2013 YTD
238



MARCH COMPSTAT WEEKS 10 THRU 13

	CURRENT	2014 YTD		2013 YTD		% change	2013 TOTAL
Murders	0	YTD	0	YTD	0	NC	0
Rape	0	YTD	0	YTD	0	NC	1
Robbery (Commercial)	1	YTD	2	YTD	5	-60.00%	13
Robbery (Street)	0	YTD	0	YTD	5	-100.00%	17
Aggravated Assault	2	YTD	7	YTD	13	-46.15%	36
Aggravated Assault - Dom Viol	1	YTD	5	YTD	3	66.67%	30
Burglary (Commercial)	0	YTD	2	YTD	6	-66.67%	18
Burglary (Residential)	5	YTD	15	YTD	18	-16.67%	62
Auto Burglaries	6	YTD	17	YTD	21	-19.05%	86
Larceny	9	YTD	27	YTD	38	-28.95%	187
Shoplifting	28	YTD	78	YTD	81	-3.70%	349
Motor Vehicle Theft	2	YTD	4	YTD	6	-33.33%	23
Total Offenses	54	TOTAL YTD	157	2013 YTD	196	-19.90%	822

Fire Department March 2014

Summary of Month's Activities

Fire Operations

The Department responded to 203 calls for service for the Month of March.

Fire Administration

- Several walk-in's for blood pressure check
- 2014/15 Budget Review with City Manager and Finance Director
- Deputy Chief Becknal completed Paramedic Refresher Course held by Vanderbilt Lifeflight.
- Attended Community Outreach event in Gateway Subdivision
- Attended Chamber Banquet
- Mac Lassiter was voted Employee of the Year
- Shane Toll was voted Employee of the Month
- March is budget time for the Fire Department Administration. Each of the department's expenditures are closely examined for spending patterns and potential cost savings. Department needs are prioritized along with recurring cost to determine financial requirements. After careful analysis, a draft budget request is formatted for review. Department leadership spent time with city administration to determine final budget recommendations.
- The department spent significant time preparing for April Live Training Exercises. Table top training and study sessions were put into place to simulate Vent Enter Search (VES) techniques. VES is a fire ground tactic that firefighters can employ under certain extreme circumstances to rescue potential victims from a structure heavily involved with fire. The tactic is a seldom used high-risk technique that has been proven effective to rescue individuals that otherwise might not have survived. Hopefully this will never be necessary in our city, but our firefighters are now trained and have practiced this skill set.
- Each firefighter completed rigorous self- contained breathing apparatus (SCBA) training/skills testing modules. Firefighters were tested in real time on their abilities to utilize their SCBA in stressful situations. The evolutions tested firefighters through equipment failure and rescue breathing. Each firefighter was tested in 'Hot Bottle Change Out' that tested breathing endurance during stressful activity. The firefighters trained and practiced for each phase of the drill.
- In addition to the SCBA Performance Standard, firefighters participated in the Hose evolution Performance Standard which test ability to advance hose lines quickly and efficiently. These skills sets are standard for firefighters and Goodlettsville firefighters displayed great proficiency. NFPA 1500 requires firefighters to prove proficiency in basic skills annually.

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

- Fire Training Classes
- Fire Prevention Classes
- Vol State EMT Class
- CPR Recertification for Public Works and Train the Trainer Recertification

Fire Inspection

	This Month	YTD
Fire Investigations	0	1

Public Fire Education

	This Month	YTD
Participants	30	46
Education Hours	1	4
Number of Occurrences	1	4

Fire Fighter Training

March Training:

VES- Vent Enter Search

Go or No Go

Building Construction

SCBA performance Standard 5

1 ¾ Hose line deployment performance Standard 3

2 1/2 Hose line deployment Performance Standard 4

Training Plan for 2014:

2014 Skill and Drills Plan

Jan- PPE, Turn-out gear

Feb- Mayday and FF disorientation Training, Tools and Equipment knowledge

March- 1¾ tactics, Fire Ground tactics, SCBA Donning and Doffing

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-Hazmat, 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

March- PS0003 1 ¾ hand line deployment/burst length,

PS0004 2 ½ hand line deployment/Hotel Pack

PS0005 SCBA

April- PS0006 Ladder Carry/ Saw operations

Fleet Maintenance

No Report Given

Goodlettsville Fire Department
Incident Report
Incident Totals

Jurisdiction 19226

March 1, 2014 to March 31, 2014

CATEGORY TOTAL CALLS

Total Calls 203

Structure Fires	0	Hazardous Calls	4
Vehicle Fires	3	Service Calls	18
Brush/Grass Fires	0	Good Intent Calls	15
Overpressure Rupture/Explosion - No Fire	0	System Malfunction, Malicious False	6
Refuse/Rubbish Fires	0	Unintentional False	9
Other Fires	2	Other False	9

Total Fires 5**Total False 24**

Rescue and EMS	137	<i>(Vehicle Accidents with Injuries 11)</i>
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Mutual Aid Received	6	Incidents with Exposures	0
Mutual Aid Given	47		

Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	\$9,200.00
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		

Public Works Report – March 2014

SOLID WASTE:

- Convenience center solid waste collected: 38 tons
- Solid waste tonnage collected: 327 tons
- Street sweeping debris removed off of streets: 21 cy
- Recycled materials collected: 39 tons
- Wood waste removal: 320 cy

SEWER:

- Monthly equipment and daily pump station inspection, maintenance and repairs
- Monthly bioxide tank filling
- Bi-annual sampling
- Daily pump station, service connection, and manhole inspections
- Cleaned sewer line segments
- Cleaned wet well walls
- Construction and new segment inspections
- Sewer rate study meetings
- Rainfall for month: 3.42"

Public Works Selected Performance Indicators	Total	YTD
Culverts/Storm Drains Cleaned/Swept	100	300
Curb – Repair/Install/Remove	0	0
Dead Animal Pick-Up Requests	5	9
Driveway Permits Issued	0	0
Excavation/Street Cut Permits Issued	0	0
Exemption/Back Door Route Requests	0	0
Graffiti Removal Requests	1	1
Land Disturbance Permits Issued	0	0
Sanitation – Bulk Item/Junk Pick-Up Request	12	33
Sanitation – Cart Repairs	21	58
Sanitation – Second Cart Request	0	0
Signs Repaired/Installed (Street or Name)	30	180
Stormwater Inspections Performed	15	45
Stream and/or Tributary Clean-Up/Clean-Outs	0	1
Streets Paved	1	1
Streets Repaired (e.g., pothole)	10	30
Streets Striped	0	0
Tennessee One Calls	122	264
Traffic Signal Repair	5	15
Tree Trimming Requests	5	25
Vehicle Maintenance – Routine	30	90
Vehicle Maintenance – Unscheduled	59	169
Water Quality-Related Outreach Events	2	7

PUBLIC WORKS FACILITY, OUTREACH, & PROJECT REVIEW:

- Residential meetings and work to assist with drainage-related projects
- Daily underground storage tank testing
- Monthly fuel pump inspection and cleaning
- Stormwater manager’s meeting
- APWA/TNSA quarterly meeting
- WKU/APSU/Vol State stream monitoring and assessments; macroinvertebrate survey analyses, outfall inventory

- Taught graduate watershed classes at WKU
- TNSA conference planning committee
- APWA conference board meeting
- Weekly departmental meetings and monthly staff safety meetings
- Bent street sign repair, new sign installations
- Signal inspection, repair, and timing adjustments on LHP
- Participated in various weather calls from NOAA
- Brine acquisition from Metro Nashville; brined and salted streets in advance of weather events
- Plans reviews provided from Planning Department
- Budget meetings
- MPO meetings
- City Newsletter meeting
- Stormwater utility billing
- CPR training
- Presenter/speaker at annual TDEC environmental conference
- Metro Water Rate Study
- Street paving and road repair quotes

CONTINUING PROJECTS:

- Fleet system software implementation
- Bent sign inventory repair/new street sign installation
- 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
- Rivergate Parkway underpass lighting

Parks, Recreation, and Tourism Monthly Report

March 2014

ADMINISTRATION

- Continued work on the LPRF grant for community center improvements and new playground at Peay Park.
- Conducted Pre-Construction meeting with K&J Associates for Community Center project.
- Met with a community member interested in park partnerships.
- Attended Chamber of Commerce Banquet.
- Conducted interviews for seasonal staff.
- Met with several groups interested in conducting special events at Moss-Wright Park.

PARKS DIVISION

Projects

At Peay Park

- Tore down walls and light fixtures in old meeting rooming.
- Removed bridge from parking lot to tennis courts and added culverts and concrete walk
- Hauled off dirt and fill from playground

At Bowen House

- Hauled in dirt to fill near new sidewalk and leveled.
- Laid 6 pallets of sod, seeded, fertilized, and put straw down along new sidewalk.
- Tore out brick pavers around the bake oven. We made the area bigger around it and put the brick pavers back down.
- Jimmy Ralph's Welding installed handrail for the handicap ramp.

At Moss-Wright

- Trimmed low limbs in mowing areas.
- Added playground mulch
- Repaired the self-closer on dog park gate.
- Added 44 tons of infield clay to field 1
- Replaced sewer line from building to septic tank at restrooms by shop

Routine Maintenance

- Dragging, lining, and spraying lines on athletic fields.
- Cleaning of restrooms, picking up litter, and emptying of trash cans.

RECREATION DIVISION

Report from the Special Events and Program Coordinator – Allison Baker

- Met with Leslie Davis and other Joe Vickers Benevolence Fund board members about their group taking over the 4 Mile Classic in July. They will now oversee the race and all monies raised will go to help members of the Goodlettsville community.
- Completed CPR/AED and 1st Aid Instructor Renewal to continue teaching fellow City employees

Special Events and Programs

- The first annual Magical Night for Mothers and Sons was held on Friday, March 7. The event was sold out with 150 moms and sons in attendance.

- Registration for the Easter Bunny Brunch opened this month and all 60 spots were reserved within three days! The Bunny Brunch will be held on Good Friday from 10:30am-12:00pm and will include lunch with the Easter Bunny along with an egg hunt.

Historic Sites

- The site director and education director from Sam Davis visited Mansker's Station this month to discuss special events and programming. They will be out for Heritage Days showing 19th century toys. Bill Maddox will demonstrate log hewing and represent Mansker's during their special event in May.
- The Sumner County CVB held a Historic Sites meeting this month. CVB Director Barry Young discussed marketing opportunities for the sites, as well as upcoming events promoting Sumner County.
- Susan Allen was hired March 6 as the new Historic Interpreter.
- The American Girl Tea: Doll Care was held March 22 and 41 girls ages 7-12 attended. They learned about how to take care of their American Girl and also made headbands for their doll. The next tea is in April and participants will decorate a cake.

Marketing

- Created press releases for the Master Gardeners Education Series and Heritage Days. Worked with Mary Laine Hucks on sending information out to local print and TV media.

Report from the Recreation Supervisor – Robbie Brigham

Recreation

- Adult Men's Open and Men's Church League softball registration took place and both filled with 8 teams in each league.
- The Chamber of Commerce annual banquet was held at the Community Center. The gym was set up with tables, chairs, stage, and lights.
- A Magical Night for Mothers and Sons took place at the Community Center. Staff helped decorate and work the event.
- The Adult Coed Softball League started playing games this month.
- A pre construction meeting was held at the Community Center that was attended to discuss the schedule of the work that will be completed.
- The floor cover to protect the floor during events in the gym was delivered. The stand was put together and all the covers were rolled onto the stand.
- Youth volleyball practices started at First Baptist Church in Goodlettsville.
- A coaches meeting was held at the Community Center for the Adult Men's Softball leagues.
- Communication with K&J Associates took place on the schedule of construction starting and when parts of the facility will need to be closed.

Marketing

- A Notify Me was sent out about registration for the Goodlettsville 10 and Under Tennis Program, yard signs were placed at the park, and fliers were posted at the Peay Park Tennis Courts.
- A Facebook message was posted about open lifeguard positions.
- An email through our Activenet software was sent to all futsal participants in the last two years about the upcoming CPSSA Summer Soccer Camp registration beginning April 1st.

Report from the Program Coordinator – Jennifer Spillers

Senior Adult Program

The Senior Adult monthly newsletter is available online, community center, and at the Goodlettsville Branch Library.

For the month of March the *weekly* programs consisted of Yoga, Tuesday 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 Seniors had a lot of fun at the Spring Sock Hop over 75 seniors attended. The Goodlettsville Senior Center partnered with Elm Croft Assisted Living. The Seniors danced to music from the fifties and enjoyed a delicious lunch together.
- Every senior must fill out the form before they participate in the Senior Program. Four new seniors joined the program in the month of March.
- We celebrated the monthly Birthday Club with Potluck and a delicious cake sponsored by Kroger in Goodlettsville.
- Wood Financial was the guest speaker for the month of March. They did a very detailed PowerPoint on finances. Wood Financial also sponsored lunch from Cracker Barrel.
- The Seniors traveled to the Heart of Hendersonville for Gift Card Bingo.
- The seniors enjoyed the movie Casablanca. The Goodlettsville Branch Library hosted the movie at their location. The library provided pizza and snacks for all the seniors who registered in advanced. We have joined together for more upcoming movie dates. The next scheduled date is April 17 at 12:30; the movie showing will be Singin' in the Rain.
- The Senior Center offers a free Art class to seniors aged 60 and up on Wednesdays 9:00am – 11:30am.
- The craft class designed spring items this month. The craft class meets once a month. The next scheduled class is March 3 at 10:30am; the fee is \$10.00 per craft.
- Every third Monday at 10:30am the Senior Center will offer a Jewelry Class for a fee of \$5.00 per person.
- The seniors had fun with Bingo and Super Bingo this month. We had a great attendance for Bingo. The prizes were donated by Kroger in Goodlettsville. Thank you to our sponsor Julie Russell from First State Bank. The bank donated very nice prizes for the seniors. Every senior received a prize and information on upcoming events in the community to give back. Thank You First State Bank.
- I attended an appreciation lunch hosted by Windlands South.
- The seniors participated in a grief session for the month March sponsored by Avalon Hospice.
- The senior adult Book Club meets the third Thursday of every month, the club has expanded to 20 members.
- I attended an appreciation lunch hosted by Windlands South.

Teens and Programs

The board met in regards to the applicants for the Mayor's Top Teen. The winner will be announced at the commissioners meeting on May 8. A ceremony is scheduled after the meeting hosted at the Delmas Long Community Center.

Sgt. Towers from the Goodlettsville Police Department and I met in regards to a Defensive Driving Class for teens. This class will be available on April 18 at the Delmas Long Community Center.

The Mother and Son Magical Night on March 7th was a Big Success. The mothers and sons had dinner, danced, and enjoyed a magic show. The boys left with their very own magic wands and great memories with their moms.

COMMUNITY DEVELOPMENT DEPARTMENT

Sub-group: Economic Development

Monthly Management Report: March 2014

Business Recruitment / Retention & Expansion

Worked with two local industries 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.

Met with two interested parties in regards to locating two separate service oriented businesses in Goodlettsville.

Met with a consultant in regards to redevelopment of a property in Goodlettsville.

Met with a person interested in establishing a food services business in Goodlettsville.

Worked with a developer interested establishing a new commercial development in Goodlettsville.

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.

Worked with a residential developer in regards to future development plans for a site in Goodlettsville.

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

Meetings Attended

Goodlettsville City Commission
Goodlettsville Planning Commission
TVA Economic Development
Goodlettsville Chamber of Commerce Banquet

COMMUNITY DEVELOPMENT**Planning Department****April 1, 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

Attended Regional Transportation Authority session to develop a regional transit plan

Special Projects

Goodlettsville Codes Department Activity Report March 2014

DEPARTMENT OF 4 EMPLOYEES:

Larry DiOrio-Codes Director/Fire M Marshal
 Mike Bauer-Senior Inspector/Fire M Marshal
 Kerry Jackson/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 Marshal 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	56 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	4 inspections
Fire Investigations	Duties of Fire Marshal involving fires in the city limits	2 investigations
Building Inspections	Building Related	42 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	42 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	18 inspections
Signs Removed	Illegal signs removed from city limits	64 signs
I.B.C. Training	Training for the departments required certification test/International Building Certif.	20 hrs./testing inc.
Storm Water Training	EPSC training and certification	0 hours
Fire Inspection Training	L. DiOrio and M. Bauer required training on Fire Code (Arson Training)	4 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
Summer County Impact Fee	Collect and Distribute Tax collected for Summer County New Residential Homes	0 home
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	6 addresses
Plan Reviews	In-house plan review by M. Bauer/Assisted also with outsourced plan reviews	4 properties
Storm Water Report	Monthly Storm Water Report for Administrative Building/	1 Report
Unsafe Structure Abatement	Demolition of unsafe structure	0 structure
Citations to Court	Municipal Code Violations	0 citations
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	daily

Goodlettsville Codes Department Building Report March 2014

<u>Permit</u>	<u>Date</u>	<u>Cost</u>	<u>Map</u>	<u>Parcel</u>	<u>Lot</u>	<u>Address</u>	<u>Owner</u>	<u>License</u>	<u>Type Str</u>	<u>County</u>
<u>New Residential</u>										
20140062	03/28/2014	246,300.00	33.04	17		128 Draper Dr.	Ray Pegram	57403	New Residential	Davidson
Total		246,300.00								
<u>New Commercial</u>										
Total		0.00								
<u>Additions & Remodeling</u>										
20140039	03/03/2014	1,000.00	143N	7	153	432 Chickasaw Trail	Julie Gurel	Owner	Deck	Sumner
20140040	03/04/2014	7,000.00	143A	16		103 Park Dr.	Crown Castle	Owner	Deck	Sumner
20140041	03/06/2014	18,000.00	34.1	4		590 Alta Loma Rd.	Miller Williams /Ponce Law	108811	Cell Tower Upgrade	Davidson
20140043	03/07/2014	29,500.00	143J	F3	2nd floor	1000 Jackson Rd.	LaQuinta Inn	54752	Commercial Remodel	Sumner
20140044	03/11/2014	3,000.00	26-01	134		120 Cartwright	Chona Lobusta	Adams Signs	Sign	Davidson
20140046	03/11/2014	5,000.00	34-09	146		409 Melissa Court	Benefit Brokers	Owner	Shed	Davidson
20140048	03/12/2014	1,000.00	26-05	107		204 Rivergate Pkwy	Bill Carney	73	Sign	Davidson
20140049	03/12/2014	5,000.00	18-07	45		202 Lucien Dr.	Goodlettsville Pentc. Church	Owner	Carpport	Davidson
20140050	03/13/2014	18,000.00	25	67		733 Old Dickerson Rd.	Cumberland Presb. Church	26703	Sign	Davidson
20140055	03/21/2014	153,000.00	26-01	15		226 S. Main St.	Estanishao Cruz	Homeowner	Comm. Remodel for HCA	Davidson
20140056	03/21/2014	1,000.00	18-16	12		218 Café St.	St. Thomas Heart Center	Joslin	Shed	Davidson
20140058	03/25/2014	5,250.00	26	104	Suite 8	900 Conference Dr. Suite 8	David Martin	39092	Sign	Davidson
20140059	03/26/2014	15,000.00	161C	17	115	804 Caldwell Dr.	LVK NU Auto Express	Joslin	Deck	Sumner
20140060	03/26/2014	10,000.00	26-14	51		720 Rivergate Parkway	Daily's	Joslin	Sign	Davidson
20140061	03/26/2014	6,000.00	19-13	109		211 E. Cedar St.	City of Goodlettsville	65051	Sign	Davidson
20140063	03/28/2014	160,000.00				200 Memorial Dr.	John Spellings/Bus for Sale	17642	Remodel /Community Cente	Davidson
20140064	03/31/2014	75,000.00				813 Louisville Hwy.			Commercial Addition	Sumner
Total		512,750.00								
Total New Residential		246,300.00								
Total New Commercial		0.00								
Total Add/Remodels		512,750.00								
Total All Permits		759,050.00								

Single Family Dwellings	
Davidson	1
Sumner	0
Total	1



City of Goodlettsville
Project Status Update
March 2014

<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: **Currently under construction 15% Complete**

Completion Date: Spring 2014

Notable outstanding issues: None

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: Accepting bids on April 4, 2014

Long Hollow Pike Street Lighting

Project Cost: \$70,000.00
Engineer / Architect / Consultant: NES
Status: Installation of 8 lights at a time has begun
Completion Date: TBD
Notable outstanding issues: None

Highway 41 & 31W Street Lighting

Project Cost: \$100,000.00
Engineer / Architect / Consultant: NES
Status: Awaiting installation of 8 lights.
Completion Date: Portion will be Spring 2014
Notable outstanding issues: Will be a Pilot LED program.

RiverGate Parkway Improvements

Project Cost:	\$1,000,000.00
Engineer / Architect / Consultant:	Ragan - Smith
Status:	Paving is 100% Complete, Landscaping 100% Installation of Bridge Lighting is about to begin
Projected Completion Date:	Spring 2014 (Bridge Lighting)
Notable outstanding issues:	TDOT authorization to attach lights to the bridge.

Delmas Long Community Center Improvements

Project Cost:	\$500,000.00 <i>Dependent on Grant Funding</i>
Engineer / Architect / Consultant:	Centric Architecture
Status:	Construction Plans 100% complete / Bids have be awarded.
Completion Date:	HVAC Project - 50% Playground Project – 85%

Moss-Wright Park Lighting Replacement (Football)

Project Cost:	\$225,000.00 <u>COMPLETED / CLOSED OUT</u>
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. Purchase of Mobile units has been deemed the only method possible.
Completion Date: April 2014
Notable outstanding issues: Awaiting delivery of Mobile Units.

Stormwater Utility Study

Project Cost: \$100,000.00 Phase 1 COMPLETED
 \$ 37,180.00 Phase 2
Engineer / Architect / Consultant: AMEC, INC.
Status: Phase 1 100% Complete
 Phase 2 85% 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: Currently procuring Sewer Easements
Projected Completion Date: Spring / Summer 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

COMPLETED / CLOSED OUT

Project Cost: \$178,600.00 (Wiltshire Court) COMPLETE
 \$ 73,550.00 (Habersham Court) 100% Complete

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

Status: Wiltshire is 100% Complete
 Habersham 100% 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: **90% Complete**

Completion Date: March 2014

Notable outstanding issues: