



City Manager Report March 2013

Contents:

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

Reporting Schedule:

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

Distributed:

April 25, 2013



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- Project Status Update: This document directly follows the Codes monthly report.



Tim Ellis, City Manager

April 1, 2013

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

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

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

I am pleased to present to you the March 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: March 2013

Legislative Accomplishments

- Board of Commissioners adopted the following ordinances:
 - Passed on final reading Ordinance No. 13-795, an ordinance to amend the Goodlettsville Municipal Code Title 20, Chapter 1, Burglary and Robbery Alarm Regulations by deleting Chapter 1 in its entirety.
 - Passed on final reading Ordinance No. 13-796, an ordinance to amend the Goodlettsville Municipal Code Title 20, Chapter 2, Disposal of Personal Property by deleting Chapter 2 in its entirety.

- The Board of Commissioners also took action on the following resolutions:
 - Passed Resolution No. 13-561, a resolution adopting guidelines for citizen comments during study sessions, public hearings and regular meetings.
 - Passed Resolution 13-562 a resolution declaring certain property surplus to the needs of the City of Goodlettsville and calling for its disposal by online auction.

Legislative Matters Forthcoming

- An Ordinance adopting the FY14 Budget and Tax Rate
- An Ordinance to create regulations in regards to piloted helicopter landings
- Resolution approving a Memorandum of Understanding with Metro Nashville

Other Items Considered by the Board

- Approved a settlement agreement as it relates to an extended warranty for the Mankers Creek Pump Station Equalization Basin.
- Approved the purchase of seventeen (17) rifles for the police department.
- Approved the purchase of twenty seven (27) weapon racks for the police department.
- Approved a contract for annual mowing services.
- Approved a Development / Production Option Agreement for the development of a TV Series.

Commissions and Boards

- **Beer Board**
 - Deferred action on a special events permit request of Silverado's until the April 10th meeting.
- **Planning Commission**
 - Planning Commission approved a Final Plat for various Church Property Lots owned by the Goodlettsville Cumberland Presbyterian Church.
 - Planning Commission approved a Final Plat of the Rivergate Executive Park Subdivision, owned by Rivergate Executive Park, LLC.
- **Board of Zoning Appeals**
 - Conducted a training session in regards to the board's duties and responsibilities.

External Meetings

- Met with State Representative Mike Carter again in regards to Annexation and Urban Growth Boundary legislation that he has introduced.
- Attended the TML Legislative Conference.
- Attended the Annual Chamber of Commerce Awards Banquet.
- Met with the Sumner County Council of Governments.
- Met with Mayor Dean, Deputy Mayor Greg Hinote, Legal Director Saul Solomon and Finance Director Rich Riebeling of Metro Nashville.
- Met with Representatives of Dollar General Corporation.
- Attended a meeting of the Metro Nashville MRAM (Radio) Committee
- Met with Mr. Tom Atchley of the Hendersonville Utility District.
- Attended the Chamber of Commerce monthly luncheon.
- Attended the Chamber of Commerce Board of Directors Meeting.

Internal Meetings

- Met with representatives of Imagine Goodlettsville.
- Conducted Budget meetings with each Department Head.
- Hosted and spoke to the 2013 class of Leadership Sumner.
- Took part in a conference call of all Davidson County Satellite Cities.
- Met with Mr. David Donoho in reference to certain city projects.
- Met with Mr. Mike Donahoe in regards to certain economic development opportunities.
- Met with Mr. Thom Robinson in regards to economic development.
- Met with Mr. Dave Lavell in reference to certain security improvements at city hall.
- Met with Mr. George Naylor in regards to the wastewater equalization tank.
- Spoke to the first class of the 2013 Citizens Police Academy.
- Met with the city's health insurance brokerage firm.

Ongoing Work

- Local Parks & Recreation Grant Project.
- Director of Economic & Community Development Director Search & Interviews.
- Overall Capital Improvements Program.
- Stormwater Study.
- City Strategic Plan Development.
- Tennessee Agricultural Enhancement Grant Program. (completed)
- MTAS Benchmarking program.
- State Contract purchase of 2 way radio communications within all departments of the city but most importantly public safety.
- The greenway / bike / pedestrian project has received environmental clearance and now awaiting Notice to Proceed on procurement of Right-of-way. Having to amend the TDOT contract because of the new MAP21 federal transportation bill.
- Administrative Hearing Officer Program.
- Streambank stabilization of Manskers and Madison Creeks.
- Departmental Transition Plans (Community & Economic Development).
- Traffic Signalization timing and synchronization projects.
- Fiscal Year 2014 Budget Process.
- City wide Beautification.

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

Press, Notify Me, Website & Facebook Updates

- Date change for stream clean-up
- Jason Stambaugh awarded Officer of the Year & Jake Hille awarded Firefighter of the Year at the Chamber Banquet
- Spring SpEGGtacular promotion and then cancellation
- Tim Williams and Kendra Johnson recognized as Officer of the Month and Dispatcher of the Month, consecutively, and Tom Tucker presented with a plaque for his service with the City
- Reviewed and assisted with webpage submittals; made numerous posts and updates to website

Meetings/Events

- Met with representatives from AMEC, along with Guy Patterson and Amy Murray, to discuss the distribution of public information regarding potential new stormwater fees, mostly affecting larger businesses and only a small portion of residents.
- Attended the annual Chamber Banquet
- Attended the End-of-Project Year Tennessee Benchmarking meeting
- Participated in a webinar for the “Aurora Project” which is a transition to a newer version of the existing City website software
- Attended the monthly Goodlettsville Chamber luncheon, at which Chief Goodwin was the guest speaker.
- Attended City Commission meetings, study sessions, and weekly staff meetings

Admin/Other

- Set the 2013 schedule for Citizens Academy
- Added a new page to the City mobile apps so that previously sent push notifications can be retrieved more easily by the user
- Began initial work on developing a Speakers Bureau Program for the City
- Addressed technical and service problems with a Customer Care Representative from our website provider, CivicPlus
- Assembled the City Manager Report for February 2013

New Business Licenses issued March 2013

1. Motel 6 (new owners) 323 Cartwright St. Gail Schmidt
859-9674 purchased: 10/01/2012 issued: 3/05/13

2. Elite Marketing, Inc 515 Rivergate Pkwy #203 Kelley Mitchell
543-6103 opened: 12/01/2012 issued: 3/06/12

3. MoesMarketPlace 444 Gates Road Katie Davis
649-1082 opened: 5/1/12 issued: 3/12/12

4. YaYa's Fashion Boutique 104 Sampson Park Circle Monica L. Samuel
364-4276 opened: 4/1/13 issued: 3/12/13

5. Shree Matangi Inc DBA Subway (new owner) 907 Rivergate Pkwy #E3 Dan Patel
851-6305 purchased: 7/01/12 issued: 3/13/13

6. Eagle Limousine 418 Moss Trail Susan King
456-8581 opened: 3/21/13 issued: 3/21/13

7. Joshua Robertson Produce 458 Moss Trail Joshua Robertson
473-1128 opened: 4/1/13 issued: 3/21/13

8. Victor Tezoquipa 104 Fannin Dr Lot 20 Victor Tezoquipa
568-1708 opened: 3/25/13 issued: 3/25/13

9. Joshua's at 12 Stones Golf Club 1201 Twelve Stones Crossing Roger
881-5790 opened: 01/01/13 issued: 3/26/13

There were no beer permits issued in March 2013.

Finance and Administration Monthly Report

March 2013

FINANCE

- March was mostly a month dedicated to budget preparation, including meeting with each department to review their requests, prior to submitting the final document to the Board of Commissioners.
- Met with the E-ticket vendor Brazos, to go over final set up of the program and a brief high level training session with the Court Clerk, Police Chief, Patrol Commander and two officers.
- Set up training dates in April for Brazos to come on-site and train our officers on E-ticket system.

Human Resources

- Several meetings with Insurance Broker on April renewal.
- Colonial meetings with employees 3/20 – 3/22/13.
- Met with several employees concerning insurance.
- One FT Police Officer was hired in the month.
- Tom Tucker retired. One utility worker quit at the park.
- Worker's Compensation accidents in the month: 1 firefighter surface burn on shoulders and back.

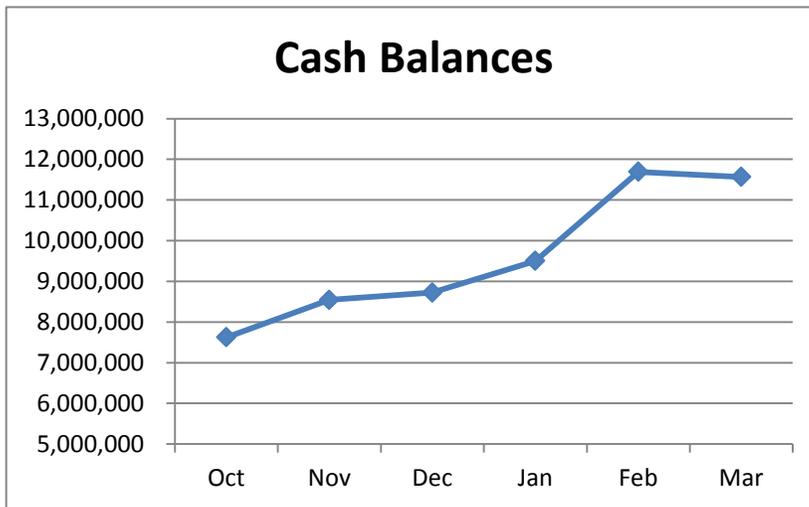
**City of Goodlettsville
Financial Summary
March 2013**

UNASSIGNED FUND BALANCE

Operating Fund	Ending Balance FY 12	Current Month	Budget 06/30/2013	Projected 06/30/2013	%
General Fund	1,995,469	3,438,310	2,134,888	2,134,888	20.05%
Sanitation	121,693	158,458	159,665	159,665	18.01%
Tourism	820,301	719,565	272,345	272,345	73.70%

CASH IN BANK

	Oct	Nov	Dec	Jan	Feb	Mar
General Fund	302,554	257,488	743,243	1,330,578	3,193,815	3,118,273
Sanitation	267,503	253,797	191,058	236,804	232,885	193,469
Tourism	923,700	881,063	887,379	900,615	905,662	730,124
Sewer	6,110,915	7,118,422	6,869,279	6,981,084	7,290,645	7,447,098
Stormwater	21,363	32,417	32,417	53,721	70,793	77,442
Total Cash	7,626,035	8,543,187	8,723,375	9,502,802	11,693,800	11,566,406



**City of Goodlettsville
Financial Summary
March 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	292,599	2,650,331	3,884,000	3,780,000	104,000
	State Shared Tax	128,171	1,171,387	1,757,081	1,636,000	121,081
	Property Tax	209,276	4,132,091	4,132,091	4,291,117	(159,026)
	Court Fines/Fees	36,474	258,951	345,268	275,000	70,268
Tourism	Hotel/Motel Tax	26,247	310,966	414,621	360,000	54,621
Wastewater	Sewer User Fees	415,017	3,310,842	4,414,456	3,700,424	714,032
Sanitation	Sanitation Fees	57,523	489,840	734,760	711,000	23,760
Stormwater Utility	Stormwater Fees	16,054	93,959	140,939	320,000	(179,062)

Revenue Summary			
General Fund Collected YTD	9,573,463	Wastewater Fund Coll YTD	3,895,127
General Fund Target	15,726,133	Wastewater Fund Target	5,030,000
Difference	6,152,670	Difference	1,134,873
	61%		77%

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	92,868	1,004,719	1,339,625	1,369,732	(30,107)
Community Development	43,401	358,349	477,799	530,051	(52,252)
Police	283,873	2,699,285	3,749,047	3,852,728	(103,681)
Fire	101,241	1,035,611	1,455,815	1,499,709	(43,894)
Hwys & Streets	88,643	653,369	946,159	978,588	(32,429)
Parks/Recreation	70,719	908,467	1,271,289	1,275,974	(4,685)
Police Drug Fund	1,413	87,268	176,357	223,804	(47,447)
Sanitation	67,459	619,436	825,915	753,744	72,171
Tourism	204,333	428,434	796,245	872,836	(76,591)
Wastewater	206,746	2,826,900	5,769,200	5,863,024	(93,824)

FUND EXPENDITURE SUMMARY

<u>Fund</u>	<u>Month</u>	<u>YTD</u>	<u>Target</u>	<u>% of Budget</u>
General	749,973	8,130,623	16,286,179	49.92%
Sanitation	67,459	619,436	753,744	82.18%
Wastewater	206,746	2,826,900	5,863,024	48.22%

MONTHLY MANAGEMENT REPORT

COURT

NUMBER OF TICKETS ISSUED IN MARCH 2013 - **928**

NUMBER OF DEFENDANTS APPEARING IN COURT

MARCH 12, 2013	9:00 A.M.	106
MARCH 12, 2013	1:00 P.M.	65
MARCH 19, 2013	9:00 A.M.	99

TOTAL FOR MONTH **270**

MARCH 19, 2013 1:00 P.M. **12**
CONTESTED COURT SESSION

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

CODES	2
MISDEMEANORS	0

NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL	142
EIGHT HOUR SCHOOL	5

Goodlettsville Police Department

Chief Goodwin's Monthly Report

March 2013

On March 20th we had our first Apartment Management meeting. All but four of the properties in the city were represented and we have contacted those that did not attend. From that meeting we have meetings scheduled with residents at The Retreat April 27th at 5:00pm and The Greens May 11th at 10:00am. Our next meeting is scheduled for June 19th and they have requested a representative of Codes be present.

In review of the TIBRS data comparing March 2012 to March 2013 Crime Against Person was reduced by 2, and Crime Against Property was even. The main crime increase for 2013 over 2012 in Crime Against Person was Intimidation with an increase of 5. We have reviewed all the Intimidation reports to look for any possible trends or issues that we can address. Our driving number in Crimes Against Property continues to be shoplifting even though we were down 10 from the previous year. What prevented a reduction was an increase in Fraud related crime by 9. Fraud is a difficult crime to develop enforcement strategies to prevent or impact.

Our proactive efforts of our officers were very good for the month of March. As a result our officers made 988 Traffic Stops. They made 48 Traffic Arrests and 8 DUI Arrests. They issued 56 Misdemeanor Citations, made 47 Misdemeanor Arrests and 15 Felony Arrests. They made 4 Juvenile Misdemeanor Arrests, 2 Juvenile Felony Arrests and issued 6 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 10 Warrant Service Attempts. They served 7 Felony Warrants and 9 Misdemeanor Warrants.

Our officers continue to check our neighborhoods and our businesses. They conducted 750 checks of neighborhoods and 927 businesses. We found several businesses with unlocked doors and secured the businesses.

Our March Officer of the Month is Matt Shoesmith. He responded to a burglary on Green Circle and not only took the report but began the investigation. He located a witness which led to the arrest of the suspect and recovery of the victim's property. The very next shift he responded to a burglary in progress on Canton Court and captured the suspect in the house. Our Communications Officers of the Month for March are Angi Bain and Bryan Woodard. They prepared a Training Manual for new employees in dispatch and the forms used to evaluate and monitor their development.

GOODLETTSVILLE POLICE DEPARTMENT

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

Jurisdiction : TN0190400

Monthly Summary Report
For March 2013

<u>Crime Type</u>	<u>March Offenses</u>	<u>March Counts</u>	<u>2013 Offenses</u>	<u>2013 Counts</u>
11D 11D FONDLING	2	2	2	2
120 120 ROBBERY	3	3	8	10
13A 13A AGGRAVATED ASSAULT	4	4	12	13
13B 13B SIMPLE ASSAULT	14	15	38	43
13C 13C INTIMIDATION	6	6	10	10
220 220 BURGLARY/BREAKING AND ENT	10	10	26	26
23C 23C SHOPLIFTING	34	36	90	99
23D 23D THEFT FROM BUILDINGS	8	8	27	28
23F 23F THEFT FROM MOTOR VEHICLE	3	3	14	14
23G 23G THEFT OF MOTOR VEHICLE PA	5	5	11	11
23H 23H ALL OTHER LARCENY	3	3	9	9
240 240 MOTOR VEHICLE THEFT	1	1	7	7
250 250 FORGERY/COUNTERFEITING	3	3	11	11
26A 26A FALSE PRETENSE/SWINDLE/CC	8	8	14	14
26B 26B FRAUD CREDIT CARD/AUTOMA	0	0	6	6
26C 26C IMPERSONATION	5	5	17	17
270 270 EMBEZZLEMENT	0	0	5	5
280 280 STOLEN PROPERTY OFFENSES	0	0	1	3
290 290 DESTRUCTIVE/DAMAGE/VANDA	14	14	38	38
35A 35A DRUG/NARCOTIC VIOLATIONS	11	11	45	61
35B 35B DRUG EQUIPMENT VIOLATIONS	5	5	22	24
40A 40A PROSTITUTION	0	0	1	1
520 520 WEAPON LAW VIOLATIONS	1	1	9	11
90B 90B CURFEW/LOITERING/VAGRANC	0	0	1	1
90C 90C DISORDERLY CONDUCT	1	1	4	4
90D 90D DRIVING UNDER THE INFLUENC	9	9	30	30
90E 90E DRUNKENNESS	1	1	9	9
90F 90F FAMILY OFFENSES , NONVIOLE	1	5	2	6
90G 90G LIQUOR LAW VIOLATIONS	0	0	1	1

90J 90J TRESPASS OF REAL PROPERTY	2	2	9	9
90Z 90Z ALL OTHER OFFENSES	23	23	57	59
M99 INFORMATION	3	6	17	23
000 NON REPORTABLE	8	8	32	36
T99 TRAFFIC RELATED (NON REPORTAB	79	79	204	204

Persons Arrested : 174

TYPE	Total For March				2013 To Date			
	Males Arrested		Females Arrested		Males Arrested		Females Arrested	
	All Arrests	Narcotic	All Arrests	Narcotic	All Arrests	Narcotic	All Arrests	Narcotic
1.Adults	99	74	60	22	317	239	179	99
2.Juveniles	8	7	7	1	20	36	17	5
TOTALS:	107	81	67	23	337	275	196	104

Traffic Reports :

TYPE	Total For March	2013 To Date
Fatal	0	0
Injury	3	23
Property Dmg Only	25	159
Private Property	0	0

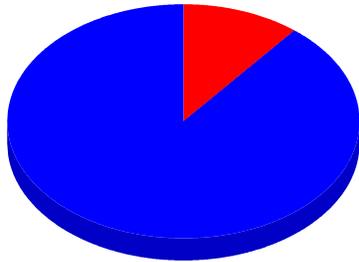
Citations/Warrants :

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

Values :

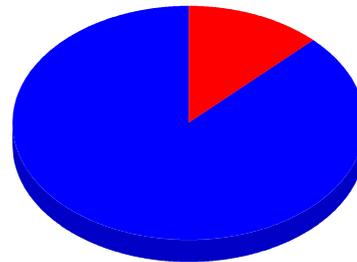
TYPE	Total For March	2013 To Date
Burglary Stolen	3,760.00	24,335.00
Larceny Stolen	19,533.00	56,927.00
Robbery Stolen	1,455.00	8,390.00
MVT Stolen	4,000.00	24,600.00
Burglary Recovered	400.00	8,300.00
Larceny Recovered	5,907.00	15,357.00
Robbery Recovered		2,828.00
MVT Recovered		11,575.00
Total Stolen	28,748.00	114,252.00
Total Recovered	6,307.00	38,060.00
Criminal Damage	8,425.00	31,435.00

Traffic Accidents for Month



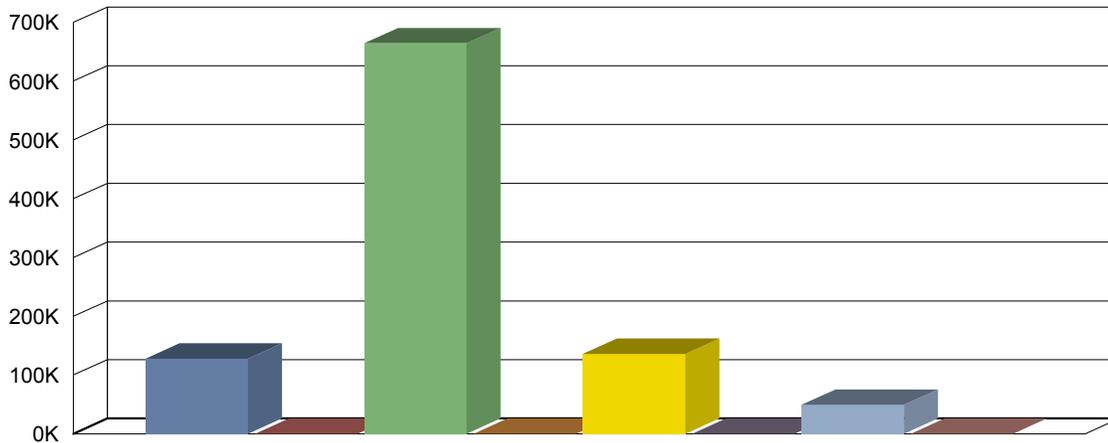
Traffic Accidents with Injuries	10.7%
Sum of R_Monthly_Summary;1.Prop_Dmg_Month	89.3%
Traffic Accidents with Fatalities	0.0%
Total:	100.0%

Traffic Accidents Year To Date



Traffic Accidents with Fatalities	0.0%
Traffic Accidents with Injuries	12.6%
Traffic Accidents with Property Damage	87.4%
Total:	100.0%

Stolen and Recovered Values for Month



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

Fire Department March 2013

Summary of Month's Activities

Fire Operations

The Department responded to 231 calls for service for the month of March.

Fire Administration

- Several walk-in's for blood pressure check
- Josh Napier and James Hicks are attending Nashville Fire Academy
- Working with ETI on new Software Program
- Jamie Cohea and Jake Hille attended the first week of Pump School at the State Academy.
- Ben McCoy, Ryan Stone attended their second week of Pump School at the State Academy.
- Budget meeting with City Manager and Finance Director

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

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

Fire Inspection

	This Month	YTD
Fire Investigations	3	3
Plat/Plan Review	0	0

Public Fire Education

	This Month	YTD
Participants	16	34
Education Hours	2	7
Number of Occurrences	2	5

Fire Fighter Training

Training Hours for March 2013

Administrative Summary - March

Assignments

Completions (March 1-31)

Users with completions:	6	21%
Total completions:	7	

Overdue Assignments (as of March 31)

Users with assignment(s) that are overdue:	22	79%
Total overdue assignments:	94	

No Assignments (as of March 31)

Users with no assignments:	1	4%
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Users

Log-ins (March 1-31)

Users who have logged in:	7	25%
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Credentials

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

Jurisdiction 19226

From: March1, 2013 **To:** March 31, 2013

CATEGORY **TOTAL CALLS**

Total Calls **231**

Structure Fires	3	Hazardous Calls	6
Vehicle Fires	3	Service Calls	13
Vegetation Fires	0	Good Intent Calls	18
Refuse/Rubbish Fires	3	Malicious False	1
Other Fires	1	Other False	16

Total Fires **10**

Total False **17**

Rescue and EMS	164
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Mutual Aid Received	11	Incidents with Exposures	1
Mutual Aid Given	24		

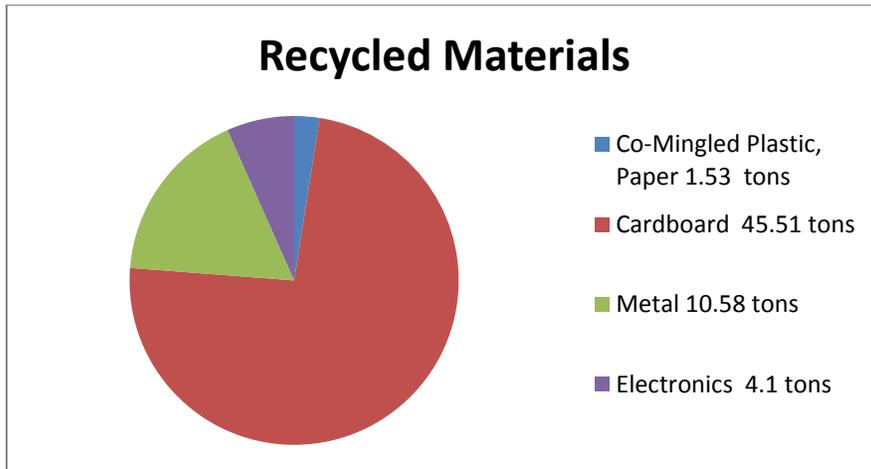
Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	\$75,100.00
Fire Service Death	0	Contents	\$35,000.00
Non-Fire Service Death	0	Non-Fire Dollar Loss	
Fire Civilian Injuries	0	Property	\$0.00
Non-Fire Civilian Injuries	0	Contents	\$0.00
Fire Civilian Deaths	1		
Non-Fire Civilian Deaths	0		

Fleet Maintenance

No Report given.

Public Works Report – March 2013

SOLID WASTE:



- Convenience center solid waste collected: 37.83 tons
- Wood chips removed from lot: 64 cy
- Solid waste tonnage collected: 332.61 tons

SEWER:

- Monthly equipment and daily pump station maintenance
- Monthly bioxide tank filling
- Daily pump station, service connection, and manhole inspections
- Cleaned sewer line segments
- Cleaned wet well walls
- Assist with Metro Water sample
- Addressed complaint calls
- TVd sewer lines
- Construction inspection
- AutoCAD training, new employee training
- Rainfall for month: 3.08"

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	3	9
Culverts Cleaned	5	8
Curb – Repair/Install/Remove	2	8
Dead Animal Pick-Up Requests	10	12
Drainage Inspection Requests	5	20
Driveway Permits Issued	0	0
Emissions Testing/License Plates for Vehicles	1	4
Excavation/Street Cut Permits Issued	0	1
Exemption/Back Door Route Requests	2	4
Graffiti Removal Requests	0	1
Land Disturbance Permits Issued	0	0
Sanitation – Bulk Item/Junk Pick-Up Request	2	13
Sanitation – Cart Repairs	33	121
Sanitation – Second Cart Request	0	0
Signs Repaired/Installed (Street or Name)	25	90
Snow Removal – Number of Storms	0	4
Storm Drains Repaired or Replaced	0	2
Stormwater Inspections Performed	32	96
Stream and/or Tributary Clean-Up/Clean-Outs	2	2
Streets Paved	0	0
Streets Repaired (e.g., pothole)	5	25
Streets Striped	0	2
Tennessee One Calls	76	222
Traffic Signal Repair	10	45
Tree Trimming Requests	2	6
Vehicle Maintenance – Routine	28	105
Vehicle Maintenance – Unscheduled	100	233
Water Quality-Related Outreach Events	3	12

PUBLIC WORKS FACILITY, OUTREACH, & PROJECT REVIEW:

- Long Hollow Pike signalization, Signal @ Madison Creek Road, Pedestrian crossing at Caldwell/Moss-Wright Park staff meetings
- Residential meetings and work to assist with drainage-related projects
- ROW maintenance projects throughout City
- Daily underground storage tank testing
- Monthly fuel pump inspection and cleaning
- Monthly staff/safety meeting
- Public Works section of website page updates
- Budget meetings and preparation/planning
- Asphalt equipment demonstration
- Assist Police with clean-up of Impound Lot
- Assist Parks with clean-up of woody debris
- Stormwater Utility meetings with AMEC
- Monthly stormwater manager and stream watch meetings
- Weekly and monthly staff meetings
- Street light outage survey
- Governor's Environmental Stewardship Award Nomination
- Street specifications document review

CONTINUING PROJECTS:

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

Parks, Recreation, and Tourism Monthly Report

March 2013

ADMINISTRATION:

Report from the Parks Director – Amy Mitchell

- Youth leagues began practicing March 1.
- Implemented the use of police patrol to assist in deterring speeding in Moss-Wright Park
- Met with Bettafish Entertainment regarding the potential of a reality show that would be shot at Moss-Wright Park

PARKS DIVISION:

Projects

- Continued maintenance to athletic fields including putting per emerge, soil conditioner, can clay on fields
- Finished rock columns at entrance to Pleasant Green Park
- Hosted 2 preseason baseball tournaments
- Lined fields for the soccer league
- Completed repair work to the pto shaft on 4630
- Buffed the floors at the Community Center
- Completed the field lighting project for the football fields
- Took pool cover off

RECREATION DIVISION:

Report from the Special Events and Program Coordinator – Allison Baker

- Attended TRPA's Programmers School in Manchester with Robbie Brigham and Jennifer Spillers. Classes ranged from Social Media Tips to Outdoor Fitness ideas.

Special Events and Programs

- At the beginning of March I met with Amy Murray and Sherry Montgomery to discuss Earth Day. The event will be held at Moss-Wright Park on Saturday, April 20th from 2:00pm-4:00pm.
- Amy Mitchell, Jack Presley, Chief Goodwin, Commander Morrow, and I met to discuss the upcoming 4th of July Celebration. Vendor applications will be sent out in April. Inflatables, games and fireworks have already been secured for the evening.
- The third Pinterest Projects class was held at the Community Center on Tuesday, March 19th. Seven women came out to make a rag wreath for spring. The next class will be scheduled for May.
- The annual Spring SpEGGtacular was cancelled due to weather this year. Next year I will look into scheduling it two weeks before Easter so a rain date will be built in.
- On March 29th the Easter Bunny visited the Community Center for the annual Easter Bunny Brunch. There were 57 registered visitors and they were able to eat and have their pictures made with the Bunny. Afterwards, the children enjoyed an egg hunt.

Historic Sites

- Mansker's Station opened for 2013 on Monday, March 4th. This month also marked the re-opening of the Gift Shop.
- Jennifer Kirk and I met with Kathleen Tirpak again this month in regards to the American Girl Tea. Kathleen and her granddaughter will be teaching the visitors how to make a handkerchief doll. Girls are invited to dress up and bring their favorite doll to the Bowen Plantation House in April for the tea party. There will be two age groups and time slots. After seeing the registration numbers come in, a second tea was offered for the following week. There are currently only spots available for the 2-6 age groups for both dates.
- On March 8th a new program was launched called Pioneer Pals. This free program is for children ages 3-5 to come and explore life on the frontier. For our first adventure we had 28 visitors! They were able to see the fort and see the blacksmith work in his shop. Pioneer Pals will be held at Mansker's Station the first Friday of the month from March – November.
- In March I met with Joan Campbell and Ellen Campbell Marsh with the Bowen Campbell House Association. We discussed upcoming site and program plans as well as advertising opportunities for Mansker's.
- On the 21st I attended the bid opening for the Fort roofing project. The lowest bidder has been contacted and hopefully within the next month there will be a new roof on the large blockhouse at the Fort.
- Historic Mansker's Station was awarded the grant from Middle Tennessee Tourism Council that I applied for last year. It is a \$500 grant and will cover our advertisement in the Sumner County CVB's Visitor Guide.
- 4th Saturday classes were held on the 23rd. There were 7 participants among the Volunteer Orientation, Cooking Class and Basket Making Class. The next class date is scheduled for August.
- The Colonial Wagon Campaign continued through March.

Marketing

- Contacted Nashville Parent Magazine about upcoming programs and events
- Updated Facebook pages multiple times a week
- Updated Parks and Historic Sites website
- Created a half page program ad and radio ads for the Nashville Sounds to run in May
- Sent out two Emma emails about Heritage Days and upcoming Mansker's programs
- Sent three Notify Me's to the 1,800+ people that are signed up to receive them – content included Spring Programs, Heritage Days, and the Spring SpEGGtacular
- Updated a customer list on our registration website, activenet, for emails to be sent out to everyone who has registered on our site and opted in to receive promotional emails. Messages giving information about Heritage Days and the Spring SpEGGtacular went out to over 5,000 people.
- Posted flyers for Tennis and the SpEGGtacular on the information boards throughout the park
- Submitted activities for May-December for our upcoming Activity Guide
- Submitted Heritage Days information to local newspapers and Ms. Cheap
- Sent Spring SpEGGtacular details to local news stations

Report from the Recreation Supervisor – Robbie Brigham

Recreation

- Adult softball sign ups started on March 4th and ended on March 15th. The Coed Open league filled the first day with 5 teams returning from last year. The Men's Open league filled up on the second day of sign ups with 8 teams. The Men's Church league ended up having 7 teams, 2 more than we had last year.
- Adult Coed Volleyball started on March 11th.
- Youth volleyball started practices on March 19th and March 21st.
- Sent in required information to the USTA about reimbursement of 10 and under lines being permanently placed on the Peay Park Tennis courts.
- Held interviews for open Pool Manager and Lifeguard positions.
- Held a mandatory coaches meeting for Adult Softball teams on March 26th and went over rules, schedules, practices, and answered any questions.
- Met with Melissa Holt and Amy VanAuken about doing an M.U.S.I.K. (Mommies Using Song to Interact With Their Kids) program. This would be a contracted program that would be ran here at the community center teach different ways for Moms to interact with their kids through music. We plan to meet again soon to discuss more details.
- Hosted the Easter Bunny Brunch here at the Community Center.

Maintenance

- Playground inspections for Peay and Pleasant Green Parks were completed.
- Contacted Tennis Court Construction to have the courts at Peay Park resurfaced.
- Had Pleasant Green Pool de-winterized and funbrella installed.

Marketing

- I had yard signs for the 10 and under tennis program made and placed them at the Community Center, Peay Park tennis courts, and Moss-Wright Park, sent out a notify me, and also emailed past tennis camp participants. I also sent out a last chance to register notify me for the Tennis and got about 4 or 5 more participants to register.
- Job information about lifeguards and pool manager position were listed on Craigslist and Facebook.
- The April Information sheet for the community center was posted on the website and sent it to some apartment complexes.

Report from the Program Coordinator – Jennifer Spillers

Senior Spirits

Mrs. Linda Forehand was employed by the City of Goodlettsville as the Senior Coordinator for eleven years. She resigned from her position in December 2012. Linda passed away on March 17, 2013. She made such an impact on all of us and will be greatly missed. On March 19 I hosted a dinner in Linda's memory for the Senior Spirits. We read poems and spoke about our favorite memory in regards to Linda. After lunch we went to Linda's viewing. When Linda announced that she was going to resign I collected pictures from the Senior Spirits. The pictures were from past trips, programs, activities and dances with Linda from the past eleven years. I made a heart collage out of the pictures and had it framed. It was given to Linda as a gift. On an easel next to Linda at the funeral home sat the framed collage. It meant so much to her fellow Senior Spirits. Her husband Wayne has continued coming to the Senior Spirits programs.

- Attended the 2013 TRPA Programmers School with Robbie and Allison. I met new people and gained information that I will use in the future for the seniors.
- March birthdays were celebrated with games, birthday cards and a donated cake from Kroger in Goodlettsville. Birthdays are celebrated the first Tuesday of every month.
- Created and distributed the Senior Spirits four page monthly newsletter and calendar of events.
- Updated the bulletin board with reminders, descriptions and local events coming up in the City of Goodlettsville.
- Hosted and prepared four Tuesday meals for the month.
- Hosted and prepared the 2013 Chili Cook Off. A special thank you to our guest Tim Ellis, Amy Mitchell and guest judges Vice Mayor Jane Birdwell, Fire Chief Phillip Gibson and PIO Mary Laine Crawford. The event was a success. The Battle of the Departments is coming soon; the judging will be done by the Senior Spirits.
- Hosted an Easter dinner and presented the seniors with Easter baskets donated by Kroger in Goodlettsville.
- Tina McDaniel from Elmcroft of Twin Hills sponsored the Bingo for the month. Grace Manor Assisted Living will sponsor the upcoming Bingo on April 23 at 10:30am.
- A social worker will assist individuals in understanding their emotions of grief the second Tuesday of the month at 1:00pm.
- Hosted The Pizza and a Movie with a great attendance from the Senior Spirits. The next Pizza and a Movie is scheduled for April 18 at 1:00pm.
- The Goodlettsville Fire Department stopped by and hosted the monthly Blood Pressure Screening. The date has changed to the first Thursday of each month. I provided the participants with a personalized card to record their blood pressure.
- The Senior Spirits were entertained by The Good Old Timers on March 26. There is a scheduled entertainer for the last Tuesday of every month. Robertson County Senior Center attended the lunch and enjoyed the company of our seniors and entertainment.
- There are three crafts classes scheduled for April 1, 15 and 29. The craft class will personalize a pot with flowers, a vase with assorted decorations and an umbrella with decorations that will hang from a front door for decoration.
- Liz Roper, a certified Bob Ross instructor, will instruct an Art Workshop on April 15 from 1:00pm – 3:00pm.
- There are two scheduled trips offered to the Senior Spirits monthly. The month of March we went on a bingo trip to Grace Manor. We also toured downtown Nashville, enjoyed lunch at Monell's in Germantown, and finished up at The Cupcake Collection. Some of the seniors told me that they have not visited downtown Nashville for over 20 years. They were amazed with all the changes.
- The Prom is scheduled for Friday, May 3 from 11:30am until 1:30pm. The fee is \$10.00 per person which covers the meal, pictures and entertainer. The theme is Dancing under the Stars and dress is formal.
- Scheduled David Torr DPH, a pharmacist from Walgreens to speak about Diabetes and Managing your Medications for April 2 at 10:30am.

- Scheduled the Goodlettsville Fire Department to speak in regards to information on smoke and carbon monoxide detectors, plus other info that you should have in case of an emergency for April 9 at 10:30am.
- Met with the Teen Advisory Committee in regards to assisting with the Senior Spirits Prom and upcoming events.
- Working on new fitness and enrichment programs to offer to the seniors.

COMMUNITY DEVELOPMENT

Planning Department

April 11, 2013

Ongoing Activities

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

Collection of information and data tied to ongoing developments.

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

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

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

Meetings

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

Goodlettsville Planning Commission

Goodlettsville Board of Zoning and Sign Appeals

Metropolitan Planning Organization (MPO)

Departmental Budget meeting

Tennessee Chapter American Planning Association Winter Retreat

Goodlettsville Codes Department Activity Report March 2013

DEPARTMENT OF 4 EMPLOYEES:

Larry DiOrio-Codes Director/Fire Marshall
 Mike Bauer-Senior Inspector/Fire Marshall
 Greg Waite-Inspector/Property Standards
 Rhonda Carson-Administrative Assistant/Permit Technician

The purpose of the Codes Department is ensure that all citizens and contractors are assisted concerning the issues of: Building Codes and Safety, Fire Marshall Duties, and Property Maintenance Codes. The duty of this department is to inspect and enforce these regulations in a certified and professional manner.

<u>Activity</u>	<u>Scope of Activity</u>	<u>Total Monthly</u>
Issuing of Permits	Building(Commerc. & Resid.), Burn, Demolition, Blasting, Sign, Fireworks, Pool, Yard Sale	35 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	1 investigation
Building Inspections	Building Related	17 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	40 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	22 inspections
Signs Removed	Illegal signs removed from city limits	52 signs
I.B.C. Training	Training for the departments required certification test/International Building Certif.	40 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	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
Sumner County Impact Fee	Collect and Distribute Tax collected for Sumner County New Residential Homes	6 homes
Flood Event/FEMA	M. Bauer assisting flood properties and FEMA requirements. Includes all documentation	6 hours
Issuing of Addresses	Assisting Metro/Davidson County 911 with assigning addresses for the city	12 addresses
Plan Reviews	In-house plan review by M. Bauer/Assisted also with outsourced plan reviews	8 properties
Storm Water Report	Monthly Storm Water Report for Administrative Building/G. Waite	1 Report
Unsafe Structure Abatement	Demolition of unsafe structure (203 Old Brick Church)	1 structure
Citations to Court	Municipal Code Violations	1 citations
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	daily

GOODLETTSVILLE CODES DEPARTMENT BUILDING REPORT MARCH 2013

<u>Permit</u>	<u>Date</u>	<u>Cost</u>	<u>Map</u>	<u>Parcel</u>	<u>Lot</u>	<u>Address</u>	<u>Owner</u>	<u>Contractor's License</u>	<u>Type Str</u>	<u>County</u>
New Residential										
20130031	03/04/2013	993,913.00	143D	51.0-51.02	84-89	100 Placid Grove Lane Units 84-89	Goodall Builders Inc.	23320	New Residential/Townhomes	Sumner
Total		993,913.00								
New Commercial										
Total		0.00								
Additions & Remodeling										
20130030	03/04/2013	3,000.00	143I	13	34	506 Geneva Dr.	Kenneth Scott-Trew	Homeowner	Shed	Davidson
20130033	03/07/2013	18,000.00	25.16	59	10	419 Alta Loma Dr.	Shannon Miller	22522	Residential Remodel	Davidson
20130038	03/12/2013	1,000.00	34.01	50		854 Wren Rd.	Lakeside Title and Escrow	Award Industries Inc.	Sign	Davidson
20130040	03/14/2013	200.00	26.5	19	21	212 East Ave.	Deborah Head	Homeowner	Deck	Davidson
20130041	03/14/2013	5,000.00	33.12	62	212	503 Kathy Ave.	Yodalke Rodriguez	Homeowner	Residential Addition	Davidson
20130044	03/19/2013	1000.00	143I	2		440 Long Hollow Pike Suite D	Mitzi's Hair and Nail Design	Henderson Sign	Sign	Sumner
20130047	03/20/2013	2,000.00	143F	1	32	163 Tara Lane	Donna Wafford	27884	Enclose Deck	Sumner
20130048	03/21/2013	0.00	26.09	38		458 Moss Trail	Joshua Robertson	Owner	Fire/Life Safety	Davidson
20130049	03/22/2013	100,000.00	33.04	17		128 Draper Dr.	Estate of Richard M. Hilton	45676	Fire Rebuild/Residential	Davidson
20130050	03/22/2013	200.00	34.01	25		853 Wren Road	ABC/123 Learning Academy	Owner	Sign	Davidson
20130051	03/25/2013	0.00	18.16	91	203	203 Old Brick Church	Regina Willhite	17992	Demolition	Davidson
20130052	03/26/2013	3,000.00	19.13	11		240 Long Hollow Pike	Boot Barn	A-1 Signs	Sign	Davidson
20130053	03/28/2013	800.00	143I	2		440 Long Hollow Pike Suite C	Mitzi's Hair and Nail Design	Henderson Sign	Sign	Sumner
20130054	03/28/2013	12,400.00	26	104		900 Conference Dr. Suite 6A	Dream Dental	Sign	Sign	Davidson
20130057	03/29/2013	10,000.00	26.01	15		846 Conference Drive Suite 1	Nourish Christian Marketplace	Signs Now	Sign	Davidson
Total		155,600.00								
Total New Residential		993,913.00					Single Family Dwellings			
Total New Commercial		0.00					Davidson			0
Total Add/Remodels		155,600.00					Sumner			6
Total All Permits		1,149,513.00					Total			6



City of Goodlettsville

Project Status Update March 2013

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

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

EQUALIZATION TANK

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

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

Notable outstanding issues: Liquidated Damages

PHASE V SEWER REHABILITATION

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

COMMUNITY DEVELOPMENT FACILITY

Project Cost: \$225,000.00

Engineer / Architect / Consultant: Cassetty Architecture

Status: Project will be conducted In-House

Completion Date: September, 2013

Notable outstanding issues: Project Cost

ROADSCAPE PROJECT

Project Cost: \$157,000.00

Engineer / Architect / Consultant: Kimley-Horn and Associates

Status: 100 % Complete

Completion Date: October 30, 2012

Notable outstanding issues: \$24,500.00 in Liquidated Damages applied to project.

GREENWAY / BICYCLE / PEDESTRIAN DEVELOPMENT

Project Cost: \$3,000,000.00

Engineer / Architect / Consultant: Lose and Associates

Status: Environmental and Archaeological Clearances from TDOT and FHWA. Awaiting NTP for ROW Acquisition. **TDOT Contract has to be amended to the new federal MAP21 Transportation Bill**

Completion Date: To Be Determined

Notable outstanding issues: None

SIGNALIZATION & SYNCHRONIZATION IMPROVEMENTS

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

Moss-Wright Park Trail Paving

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

Conference Drive / Vietnam Veterans Lighting Improvements

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

Long Hollow Pike Street Lighting

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

Highway 41 & 31W Street Lighting

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

RiverGate Parkway Improvements

Project Cost: \$1,000,000.00
Engineer / Architect / Consultant: Ragan - Smith
Status: Engineering 90% Complete, Landscaping 100% Complete
Projected Completion Date: Spring 2013
Notable outstanding issues: None

Delmas Long Community Center Improvements

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

Engineer / Architect / Consultant: None

Status: **TDEC Contract has been Approved awaiting TDEC signatures**

Completion Date: **August 2013**

Moss-Wright Park Lighting Replacement (Football)

Project Cost: \$225,000.00

Engineer / Architect / Consultant: Internal

Status: 100% Complete

Completion Date: March 2013

Notable outstanding issues: None

Moss-Wright Park Restroom /Concession Facility (Football)

Project Cost: \$150,000.00

Engineer / Architect / Consultant: Centric Architecture

Status: N/A

Completion Date: June / July 2013

Notable outstanding issues: Flood Plain Issues

Stormwater Utility Study

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

Strategic Planning Consultancy

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

Sewer Interceptor

(Elimination of the Crencor and Wynridge Pump Stations)

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

FY 2012/2013 Street Paving Program

Project Cost: \$700,000.00

Engineer / Architect / Consultant: None

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

Completion Date: Fiscal Year 12/13

Notable outstanding issues: None

Paved Streets:

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