



City of
Lebanon
Tennessee

**HISTORIC
PROGRESSIVE
GROWING**

DEPARTMENTAL REPORTS

FOR

APRIL, MAY, JUNE 2016

Economic Development Summary

April – May – June | 2016

Group Meetings:

- Wilson County Place to Be | Topic – Digital Marketing for this tagline
- Wilson County Resource Coalition | Topic – setting up a storage unit at a local climate controlled storage facility for the “needs” of the county from mattresses, clothes to sheets and shoes.
- The Square Merchants | Topics – community event planning for the year. Offering them communication and marketing support for their events.
- Kiwanis | Introduction as the new Economic Development Director
- Economic Development Committee Meeting Committee – Guest Speaker | Chamber of Commerce –
- JECDB – 2nd Quarter Board Meeting | Introduction as new Economic Development Director
- Historic Lebanon Monthly Board Meeting
- Special Events Committee Luncheon | Chamber of Commerce, April, May & June
- BISNOW – The State of the Market - Nashville
- JR. High National Finals Rodeo | Attending meetings for updates for the City’s involvement
- Dog Park Committee Meetings and planning for site work, work sessions, and helping with the marketing collateral for Volunteers and Donations
- Industrial Board Meeting | Regarding New Industrial Park – Discussion, partnership with City and County and JECDB
- Kiwanis Luncheon Meeting, weekly
- Vision Committee Meeting – Assisted with survey development
- Attend Chamber Hosted Ribbon Cuttings
- Participating in Development Board Task Force

Current Local Business | Individual Meetings:

- Melanie Minter | Chamber of Commerce
- Kim Parks | Historic Lebanon
- Heather Bay | Lebanon Airport
- Fred Burton | Ward 2
- Paul Corder | Planning Director
- Jeff Baines | Public Works Commissioner
- Robert Springer | Finance Commissioner
- Terri Merryman | Tourism Development
- Mike Manous | Manous Designs | Arcade Development
- Charity Toombs | Expo Center Development
- Wilson County Motors
- Rocky Williams Dodge

- Rob Cesternino | Ward 3
- Melissa Hassle | TVA
- Rick Bell | Ward 6
- Middle Tennessee Electric
- Wolfgang | Tennessee Department of Economic Development
- Rep. Mark Pody
- Shawn Smith | The Jewelers
- Curtis Gibbs & Diane Parness | The Mill
- Jack Bell | Builder
- WSM Live | Local Advertising Package discussion for local businesses
- WP Bone | Wilson County Motors | Hartmann Corridor
- South East Impressions
- Cedar Stone Bank | Bob McDonald
- Gardens on Main
- Trendz Salon
- Urban Mills Promo
- Bob Black | Capitol Theatre
- Hal Bone | Horizon Homes
- Kyle Johnson | Field Director | Senator Bob Corker
- First Freedom Bank
- TN Cheesecake

Following up Contacts:

Actively following up with Retail Real Estate Developers that represent restaurant groups and retail stores and grocery.

Participated in RECON – Las Vegas Retail Development Convention

New Recruitment | Economic Development Meetings:

- Avison Young | Commercial Real Estate Developer
- SouthStar | Glenn Wilson
- Brian Peterson | Commercial Real Estate Developer
- DR. Horton – America’s Home Builder
- Panera Bread Company
- Large Pizza Restaurant
- Large Grocery Expansion
- Old Acre – McDonald | David Baily
- Tim McClure – New Home Developer
- Francesca’s
- LandMark Homes of Tennessee
- Classic Party Rentals –
- The Shopping Center Group

- Lose & Associates
- Jack Bell Builders
- Pathyway Lending | Nashville
- Platinum Companies
- New Paradigm Development Partners
- Ernst & Young
- SouthEastern Building Corporation
- Legendary Design Group
- New Industrial Park, Industrial Board
- Chas Hawkins | Commercial Real Estate Broker | Joe McKnight
- Vastland Realities | Larry Frankenbach
- Restaurant Developer

On-going Projects:

- Completed all the text for Economic Development page for the City website
 - Traffic Counts
 - Income Levels
 - Digital Brochure
 - Sales Tax Revenue
 - Intro
 - Contact Information
 - Education
 - Housing
- Reviewing & updating New Business Recruitment Folder | Created a high-end informational brochure to send out to perspective businesses and utilize as a recruitment tool for Las Vegas Convention (ICSC). This will be a digital brochure as well as a printed brochure.
 - Branded 2 pocket Folder
 - Retail Snapshot Flyer
 - Traffic Counts
 - Population
 - Income Levels from around the city
 - Lebanon Brochure | Printed and Digital
 - Social Media Advertising Card
 - Intro Letter to prospective new business
 - What's Happening | a working document of what's coming through planning & permitting – local information to pass onto interested prospects that I come in contact with.
 - Maps with new housing developments displayed to plot the new growth for the city
- Visionary Committee | worked on developing the survey and drafted the plan to present planning and growth data for the visionary committee and worked on compiling the survey to be sent out. Developed the plan to execute the survey with Paul Corder, Planning Commissioner

Created a City Twitter Account –

- Updates for the city
- Build upon momentum for events and increase awareness of what is going on around the City.
- This will increase our search engine optimization (SEO) and online presence for those who are looking for what we have to offer, even if they are not looking necessarily for “Lebanon.”
- Quick fast information spot for the younger leaders who are used to getting their information/current events news from Twitter.
- Help with future growth by listening to the needs of the citizens of the City of Lebanon by providing another digital option for two-way communication.

Developing an overall Economic Development strategy which will include objectives and tactics for the following:

- Identifying Branding
- Branding & Marketing Standards
- Communications Strategy
- Department to Department Alignment with Economic Development Department
- Recruitment strategies – Retail Incentives
- Local Business – Sustainability Plan, Small Business Incubator, Education, & event/expo to support the idea of #ThinkLebanonFirst
- Community Development
- City Marketing Video
- Marketing Booth Strategy

- Managing and maintaining consistent social media communications, including updating images to be proper size for optimal viewing
 - Facebook
 - Twitter
 - Added Instagram
- Preparing for Las Vegas (ICSC).
- Dog Park Planning
 - Bark in the park booth
 - Committee Organization
 - Marketing collateral – presenting what we need to raise money for with a brochure.
- Airport Branding
 - New Logo
 - Tying in the identity and gateway of the Lebanon Airport into our overall city marketing plan.
- TML – Annual Conference -
 - Developed a booth strategy | Objectives | Tactics | Messaging
 - Key messaging
 - Display
 - Collateral

- Talking points

Training & Development: Completed & Registered to Attend -

- May 2-5 | Tennessee Basic Economic Development Course | Nashville, TN
- June 8-9 | Tennessee Strategic Planning for Economic Development | Jackson, TN

Small Business Saturday

- Digital Marketing Plan – hosted with the Chamber and Historic Lebanon
- 2 day seminar with power point presentation
- Providing local businesses with sample ad templates, content calendar, social media presentation and advertising promoting the event.
- Think Lebanon First – grassroots full community involvement, continuing effort all year round that will evolve and grow.
 - Volunteer Here
 - Work Here
 - Live Here
 - Shop Here
 - Play Here
 - Donate Here
 - Mission Work Here
 - Grow Here
 - Give Here
 - Mentor Here
 - Lead Here
 - Educate Here
 - Love Here
 - Intern Here
 - Public Service

Social Media campaign will be the driving force and touch on all aspects of community growth for the city. #LoveLebanon #ThinkLebanonFirst – plan to pull some cool and creative hashtags out of this project.

1. Health Fair – why leave the country to do mission work? There are people here in our own city that have needs. We can provide the resources for children and seniors with workshops and annual health fairs.
 - a. This will be promoted through volunteerism in our own city.
2. Work Force – internships here in the city. Help the young leaders by providing the education and training they need to get sustainable and long term careers.
3. Mentoring – coaching, providing guidance to those who are seeking resources for growth and development.
4. Business Community Wide Expo / Event

Retail Incentives

- Interviewed developers to find out what they need and what would help them.
- Working with TVA and TNED to see how we can add local incentives to be more affective towards growth.
- Researching surrounding counties and other state incentive plans to help come up with a plan for retail growth.

Created a City Instagram Account-

- Visually display the beauty of Lebanon – especially with the season and weather changes.
 - I have created the URL – and saved the name, but I haven’t began utilizing it to promote the city yet.
- Again build upon momentum for events and increase awareness of what is going on around the City.
- This will increase our search engine optimization (SEO) and online presence for those who are looking for what we have to offer, even if they are not looking necessarily for “Lebanon.”
- Continue to grow our online community.
- Help with our future growth by seeing the City of Lebanon thru the eyes of the citizens.

Social Media Content Calendar –

- Map out the content that should be shared on a monthly planning level so that we are creating a unity amongst our social channels and promoting two-way communication.
- Further develop our online community by opening up multi-channel dialogue.
- Organizing content in a strategic way so that we gain momentum with SEO through our audience and proper interaction.

Social Media | Facebook Insights | City of Lebanon

Growth Effort

Total Number of Page Likes

April 15, 2016	751
May 16, 2016	913
June- 2016	1064

Twitter Followers | 254

Reconn16 | ICSC | Global Retail Convention

May 22-25, 2016, Las Vegas Convention Center

Pre-Marketing Efforts

- 5/18/16 Press Release on Legends Drive Extension pushed out by Shopping Center Magazine to all Reconn Audience.
- 5/18/16 Posted link to press release on LinkedIn.
- 5/18/16 Joined 5 Retailer Organizations Group Chats.
- 5/18/16 Posted link to press release on twitter
- 5/19/16 Emailed press release out to email contacts that are retailers and developers that we have been networking with, including Nashville Business Journal and Nashville Post.
- 5/19/16 Emailed out reminder with our booth number, logo and picture (general brief marketing piece) to help with our booth traffic.
- 5/19/16 Posted the marketing piece on LinkedIn & Twitter – it was picked up by the convention and reposted to their 16.5K followers.
- 5/20/16 Repeated the posts on LinkedIn & Twitter – all efforts were picked up by ICSC Reconn Marketing and reposted to their audience.
- 5/22-26/16 Maintained a digital presence through-out the show and all efforts were picked up by ICSC Recon marketing and reposted to their audience.

Developer Meeting List with current projects in Lebanon

1. Avison Young | Lebanon Market Place
2. SouthStar | 109 & Lebanon Market Place
3. Hopkins. Sampson & Brown. | 109/Callis Rd.
4. Pebb Enterprises | West Main St
5. Horne Properties, Inc. | Cumberland Center
6. F.L.I. Properties | Single Family Housing

Retail Property Meetings

7. Deli/Sandwich shop | reviewed site selection – vacant building in front of Publix
8. Chicken establishment | reviewed site selection – lot on Hartmann Dr.
9. Chicken establishment | reviewed multiple site selection options – 231S & 109/40

10. Grocery establishment | reviewed local data to affirm site selection

11. Pizza establishment | reviewed site selection – West Main St

Vendor Meetings

12. Retail Lease Track | a subscription to provide a list of who is actively seeking to expand in TN; provides contact information and email tool.

13. Retail Strategies | provides market analysis of gaps and leakages, markets your city, an extra sales force by the experts and they use their contacts.

14. Shopping Center Magazine | preparing advertising campaign digital and print.

Approximately 40 contacts established where we traded contact information.

Marketing Collateral

- Branded Poker Chip | **this site today has over 150 hits!**
 - City of Lebanon Logo on one side
 - QR Code on the other side
 - QR Code takes you to a website that is linked to our maps so I can virtually show the new housing development that is coming into the city.
 - Map shows specific locations
 - Commercial Property listings featured on the site that has been given to me by commercial real estate brokers.
- Branded City of Lebanon 2 pocket folder that included the following:
- New Brochure | Brief Description of our City
- Quick Access to Demographics
 - Income Levels
 - Drive Times
 - Income variations within the city
 - Population
 - Education
 - Traffic Counts
- Social Media Handle Card
- Historical Lebanon Map
- Chamber of Commerce Map
- Sarah Haston Business Card

Follow Up for this week! Continue with digital marketing push...

1. Thank you cards sent to all of the people I have had meetings with.
2. Follow up emails on the property selection site meetings.
3. Lebanon New Recruitment Marketing Packets being sent to all of the new contacts and leads, this includes the poker chips.

Finance Department Quarterly Report April – June 2016

Finance

- Signed up over 200 new utility customers for bank drafts after 2 months of advertising that option for payment
- Began working on new water/sewer rates for 2017
- Began work on trial employee buyout program
- Worked on end of year financial analysis and impact on coming fiscal year
- Worked on closing out the City's accounts for end of FY
- Completed work TML loan for Airport Terminal
- Completed work on TML loan for Legends Project

Accounting

- Process all journal entries for the City including any income, disbursements, general, and payroll transactions and maintain documentation of these activities. For the period processed approximately 1,300 entries.
- Facilitate audit records to ensure fiscal integrity.
- Issued 1,209 check disbursements totaling approximately \$6,893,000.
- Processed approximately 64 daily cash receipts for the third quarter of the fiscal year 15-16 totaling approximately \$10.93 million in cash receipts.

Purchasing

- The Purchasing Department processed 1,360 purchase orders this quarter.
- Purchased a Used Dump Truck for the Wastewater Plant
- Purchased a New John Deere Tractor for the Street Department off of the NJPA Contract.
- Bid & Awarded the Purchase of New Fencing for the Water/Sewer Building for the Water and Sewer Department.
- Purchased a Flail Mower for the Street Department off of the NJPA Contract.
- Emergency Purchased a New Pickup Truck for the Fire Department.
- Purchased (2) Used Vehicles for the Police Department.
- Bid & Awarded the New Fitness Court for the Recreation Department that will be installed in the Don Fox Park.
- Bid & Awarded the Purchase of a ¾ Ton 2WD Truck with Service body for the Street Department.
- Bid & Awarded the Resurfacing of the Two Parking Lots and One-Mile Loop at the Don Fox Park for the Recreation Department.
- Bid & Awarded the Service Agreement for the Repair of Pumps and Electrical work for the Water, Sewer, Wastewater and Water Plant Departments. This is a Five Year Service Agreement.
- Closed out all Purchases for the 2015-2016 Fiscal Year Budget.

Customer Service

- Utility Bills- April water customers billed 11,047, Sewer 9,513, Metered Sewer 1,657 and Gas 7,997
- May water customers billed 11,027, Sewer 9,496, Metered Sewer 1,679 and Gas 7,9651
- June water customers billed 11,066, Sewer 9,5131, Metered Sewer 1704, and Gas 7,933.
- Credit Card Payments – processed 1,787 in January, 2,009 in May 2,035 in June 1,924
- Billing focus has been on increasing the number of families on bank drafts.

MIS

- Assisted moving employees from PW to Water/Sewer building
- Assisted with new additions and changes at ESU building
- Worked with several departments on software upgrades and new deploys starting July 1
- Continued work on new website
- Continued work on Tyler accounting system and VOIP phone system



CITY OF LEBANON FIRE DEPARTMENT

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Departmental Activity Report

	2015		2016	
	2nd Quarter		2nd Quarter	
	Staff Count	Staff Hours	Staff Count	Staff Hours
Departmental Events	71	110	46	150
Emergency Situations	2,901	1,383	3,181	1,395
Hydrant Activities	318	53	1,647	719
Non-Incident Activities	937	1,888	690	987
Training Activities	1,539	2,372	1,247	2,448
Total	5,766	5,806	6,811	5,699

	2015		2016	
	Year-to-Date		Year-to-Date	
	Staff Count	Staff Hours	Staff Count	Staff Hours
Departmental Events	99	153	74	231
Emergency Situations	5,656	2,789	6,421	2,734
Hydrant Activities	318	53	1,647	719
Non-Incident Activities	1,886	3,213	1,495	1,637
Training Activities	3,296	13,321	2,775	4,652
Total	11,255	19,529	12,412	9,973

Human Resources, Employee Safety and Payroll Department Quarterly Report April – June 2016

Human Resources

- In April, May and June, Human Resources posted 31 job postings and filled a total of 58 vacancies.
 - Hired eleven (11) Part Time employees
 - Hired thirty (30) Seasonal employees
 - Hired eight (8) Full Time employees
 - Nine (9) Internal promotions
- HR processed nine (9) new FMLA requests during this time period.
- Conducted ongoing departmental training and research to ensure compliance with IRS guidelines on Affordable Care Act (ACA) reporting requirements.
- Implemented new and revised policies for Social Media, Background Investigations, Probationary Period and Performance Evaluations
- Started Implementation for Civic HR Applicant Tracking Software and Sun Life Absence Management/Compsych leave administration and FMLA case management.
- OPEB changes implemented
- Finalized HR/Payroll Department Budget
- Changed eligibility waiting period for new hires and for PT or Seasonal employees hired on FT to ensure compliance with ACA
- New DOL guidelines for salary test/exempt employees released. Researched which positions are not currently in compliance and made recommendations to department heads and Mayor on required adjustments. The City has until the end of November to comply, before the new regs go in to effect.
- Developed employee training program for Title VI compliance and distributed training materials to all departments.

Employee Safety & Risk Management

- Completed Annual workers compensation premium audit.
 - Updated workers comp classification codes within the Munis payroll software.
- New Experience Modification (Emod) rating .84. A rating less than 1.00 is very good.
- Ten (10) workers compensation claims were filed during this period.
 - 2 claims withdrawn
 - 0 claims rejected

Payroll & Benefits

- Completed initial Sun Life billing reconciliation and set up of new benefit
- Processed wellness rewards for employee participation in annual Biometric Wellness Event
- Started process for annual filing of 1095Cs
- Completed monthly data exports to Integrity Data reports for monthly ACA compliance reporting
- Finalized Open Enrollment and completed benefits changes within the Munis payroll software

Payroll & Benefits, continued

- Processed 145 Personnel/Payroll Action Forms
- Processed 28 benefits enrollments and/or benefits changes (outside of open enrollment changes)
- Processed over 2,760 paper timesheets during this period.
- Issued bi-weekly deposits to an average of 460 full and part-time employees.
- Includes a total of six (6) regular payrolls and nine (9) supplemental or correction payrolls during this quarter.
- Paid:
 - Salaries in the amount of \$5,207,418.00
 - Social Security & Medicare \$ 335,347.00
 - Health Insurance premiums \$ 862,594.00
 - Health Savings Account contributions \$ 113,453.00
 - Retirement \$ 574,921.00

JIMMY FLOYD FAMILY CENTER

August 9th 2016

To: All Council Members; Mayor Craighead; Robert Springer
Lanny Jewell; Fred Burton; Rob Cesternino; Bernie Ashe; Tick Bryan; Rick Bell

Quarterly Report from April-June 2016

Current Memberships as of 7/1/2016		Total # members
Track Resident	227	227
Track Non resident	285	285
Single Resident	68	68
Single Non resident	49	49
Family Resident	297	1197
Family Non resident	180	715
Senior Resident	77	77
Senior Non resident	42	42
Sr Couple Resident	85	170
Sr Couple Non resident	34	68
Corporate (resident)	235	1779 (res & non res)
Corporate (non-resident)	293	
City employees	326	775
City Retirees	67	136
City Part time employees	39	91
Total	2304	5679

CU students (per semester) @	1800	fall sememster 2016	
Silver Sneaker members @	1100	enrolled	
Silver and Fit (members) @7	430		
		Total Members	9009

Comparison from last year	Actual Revenues	Actual Operating Expenses
April thru June (2015) 3 months	\$ 344,678.00	\$ 254,076.00
April thru June (2016) 3 months	\$ 342,248.00	\$ 375,878.00

**Increase in salaries/benefits plus an extra pay period in June for the 2016 year (+\$83000)
Maintenance (+\$7500) and Capital expenses (+\$25000)**

Note: Expenses do not include any General Fund transfers for shortages/building bond acct



PHILIP CRAIGHEAD, Mayor

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PUBLIC WORKS

2nd Quarter Report

April 1 – June 30

2016

MEMORANDUM

TO: Jeff Baines, P.E.
Commissioner of Public Works

FROM: Paul Corder, Planning Director

DATE: July 08, 2016

SUBJECT: Quarterly Report April to June 2016

Below is a summary of Planning Department activities for the 2nd quarter of 2016 (April to June)

Planning Division

The Planning Staff has reviewed development projects in the city and regional planning portion of the county and performed other planning duties, including:

1. Twelve (12) plat reviews
2. Ten (10) site plan reviews
3. Thirteen (13) zoning letters
4. Nine (9) rezoning requests
5. Six (6) Board of Zoning Appeals requests
6. Held two (2) Visioning Committee Meetings
7. Two (2) Certificate of Appropriateness requests
8. Attended the Walter J Baird Education Event held at Don Fox Park
9. Completed the Safe Routes to School Final Report for the non-infrastructure program
10. Represented Lebanon on the MPO Technical Coordinating Committee
11. Continued Education Course with Congress for New Urbanism
12. Continued meetings with regional Planners for Transit Oriented Development
13. Attended the Historic Preservation Commission Meetings
14. Worked on the Cumberland Area Historic Preservation District Study
15. Held three (3) monthly Developer Task Force Team Meetings
16. Held a meeting with the Residential Housing Subcommittee
17. Created and printed the Community Survey
18. Three (3) Annexation and Plan of Services requests

BUILDING INSPECTION/CODES QUARTERLY REPORT

APRIL 2016

MAY 2016

JUNE 2016

Monthly Analysis
Department of Building Inspection

Apr-16

Permits Issued

	This Month	Last Month	Same Month Last Year	This Fiscal Year To Date	Last Fiscal Year To Date	Calendar Year To Date
Building						
Number	162	186	83	1,279	1,053	553
Value	35,813,686	9,804,373	19,905,946	123,113,190	88,310,354	63,886,806
Permit Fees	137,162	63,780	40,705	1,264,535	620,952	309,296
Plumbing						
Number	53	28	37	377	293	170
Permit Fees	5,940	3,065	3,655	54,315	32,255	24,955
Sewer						
Number						
Permit Fees						
Total All Fees						

Nature of Building Permits

Types	Number of Permits	Dwelling Units	Total Fees	Valuation
Single Family	35		59,741	7,021,720
2-Family				
Multi-Family	20	240	61,364	20,000,000
Commercial Buildings	2		9,776	6,980,000
Relocation & Demolition	1		50	
Swimming Pools	4		200	42,900
Signs	2		100	6,200
Other, Storage, Roofs, Etc.	24		1,150	192,381
Driveways	28		700	
Reinspection Fees	42		2,090	
Total				

Alterations & Additions

To Dwellings	1		360	18,000
To Commercial Buildings	3		1,631	1,552,485
Total	162		137,162	35,813,686

Building Valuation

This Fiscal Year To Date	123,113,190	This Calendar Year To Date	63,886,806
Last Fiscal Year To Date	88,310,354	Last Calendar Year To Date	37,622,316

Permits Issued

	This Month	Last Month	Same Month Last Year	This Fiscal Year To Date	Last Fiscal Year To Date	Calendar Year To Date
Building						
Number	100	162	123	1,379	1,176	653
Value	19,978,377	35,813,686	8,008,025	137,091,567	96,318,379	77,865,183
Permit Fees	73,530	137,162	72,464	1,335,065	693,416	382,826
Plumbing						
Number	48	53	32	425	325	218
Permit Fees	27,415	5,940	2,760	81,730	35,015	52,370
Sewer						
Number						
Permit Fees						
Total All Fees						

Nature of Building Permits

Types	Number of Permits	Dwelling Units	Total Fees	Valuation
Single Family	22		40,491	4,800,083
2-Family				
Multi-Family	17	68	26,172	7,861,100
Commercial Buildings	3		3,926	1,025,000
Relocation & Demolition	1		50	
Swimming Pools	3		150	52,475
Signs	5		232	67,709
Other, Storage, Roofs, Etc.	26		1,500	147,010
Driveways	22		550	
Reinspection Fees				
Total				

Alterations & Additions

To Dwellings	1		459	25,000
To Commercial Buildings				
Total	100		73,530	13,978,377

Building Valuation

This Fiscal Year To Date	137,091,567	This Calendar Year To Date	77,865,183
Last Fiscal Year To Date	96,318,379	Last Calendar Year To Date	45,630,341

Permits Issued

	This Month	Last Month	Same Month Last Year	This Fiscal Year To Date	Last Fiscal Year To Date	Calendar Year To Date
Building						
Number	159	100	119	1,538	1,295	812
Value	62,245,369	13,978,377	32,935,755	199,336,936	129,254,134	140,110,552
Permit Fees	110,448	73,530	91,735	1,445,513	785,151	493,274
Plumbing						
Number	40	48	36	465	361	258
Permit Fees	4,580	27,415	3,985	86,310	39,000	59,950
Sewer						
Number						
Permit Fees						
Total All Fees						

Nature of Building Permits

Types	Number of Permits	Dwelling Units	Total Fees	Valuation
Single Family	31		53,992	6,698,965
2-Family				
Multi-Family				
Commercial Buildings	3		48,683	51,210,000
Relocation & Demolition				
Swimming Pools	8		425	120,749
Signs	12		681	48,024
Other, Storage, Roofs, Etc.	26		1,275	147,631
Driveways	31		775	
Reinspection Fees	46		2,300	
Total				

Alterations & Additions

To Dwellings			
To Commercial Buildings	2		2,317
Total	159		110,448

Building Valuation

This Fiscal Year To Date	199,336,936	This Calendar Year To Date	140,110,552
Last Fiscal Year To Date	129,254,134	Last Calendar Year To Date	78,566,096

General Ledger Proof Report Summary Of Accounts By Fee Type

4/1/2016 to 6/30/2016

Building Plan Review

7/7/2016

Session ID: 06032016

Debit(s)

GLAccount	Account Description	Amount
110-11226	INVESTMENT ACCOUNT - WBT	41906.46
Grand Total:		41906.46

Session ID: 06032016

Credit(s)

GLAccount	Account Description	Amount
236	BUILDING PLAN REVIEW	41906.46
Grand Total:		41906.46

General Ledger Proof Report Summary Of Accounts By Fee Type

4/1/2016 to 6/30/2016

Garbage Cart Fee

7/7/2016

Session ID: 06032016

Debit(s)

GLAccount	Account Description	Amount
110-11224	GENERAL FUND - CASH ACCOUNT	8325.00
Grand Total:		8325.00

Session ID: 06032016

Credit(s)

GLAccount	Account Description	Amount
123	GARBAGE CART FEE	8325.00
Grand Total:		8325.00

CODES (PROPERTY MANAGEMENT)

Quarterly Report

April/May/June 2016

Public Nuisances/	
Junk, Litter, Debris	109
Litter	1
Junk Vehicle(s)	116
Underbrush/wood	2
Grass	610
Obstruction	17
Trash Carts	10
Zoning Violation	8
Health & Sanitation	11
Basketball Goal/ROW	4
BOZA Violation	1
Pool/Permit/fence, etc	18
Stagnant Water	1
Illegal Signs (misc)	6
Abandoned Refrig	3
Property not #	2
Site Plan	2
Business License	1
Board/Secure Bldgs	2
Graffiti	3
Parking	16
Permits/Access Struct.	5

TOTAL 948

Rob Anderson
7-5-16

**Engineering Report for
April 1, 2016 – June 30, 2016**

Stormwater:

1. 81 Site Inspections
2. 84 Driveway Inspections
3. 4 Hot Spot Investigations
4. 1 Final Inspection
5. Issued 6 Land Disturbance Permits (grading permits)
6. Conducted 25 Plan Reviews
7. Attended Tennessee Erosion Prevention & Sediment Control Program Level 2 Course May 11-12
8. Completed Tennessee Erosion Prevention & Sediment Control Program Level 2 exam May 26. Passed exam and earned certification (expiration Dec 31, 2019)
9. Completed preparations for and presented to the public & Wilson County Schools (Apr 9, 2016) annual “Think Green Think Clean” event. Eleven local schools participated for a total of 875 participants. Number of garbage bags collected = 1172. Winning school was Walter J Baird (with 31% of their student body participating the day of the event); Lakeview Elementary (2nd place), Coles Ferry (3rd place).
10. Presented checks (May 2016) to winning schools (1st, 2nd, 3rd place) in response to Think Green Think Clean community clean-up event
11. Tree giveaway held at “Think Green Think Clean” event (with Tennessee Environmental Council) – 150 trees were given away
12. Coordinated City of Lebanon employee training with Wilson County Stormwater and City of Mt. Juliet Stormwater for Wed, Apr 27 - topic: “Pollution Prevention/Good Housekeeping for Municipal Operations” - Building C of Ward Ag Center (9am, 10:30am, 1pm). In attendance: field personnel, garage/mechanics, street crews, drainage crews, gas/water/sewer. Fulfills (2016) annual training requirements for City of Lebanon’s Stormwater Management Program. Training provided by UT's Municipal Technical Advisory Service.
13. Maintained all site inspection records
14. Managed miscellaneous drainage complaints
15. Monthly and random stormwater calls with TDEC
16. Attended Public Works and preconstruction meetings
17. Miscellaneous inspections of roadways and drainage
18. Continuing development of lesson plans for stormwater outreach lessons in LSSD classrooms
19. Continuing to develop policies, procedures, and Standard Operating Procedures for the Stormwater Management Program

Water/Sewer:

1. Attend monthly Inflow and Infiltration meetings to resolve problems and safely maintain the City of Lebanon sewer system.
2. Calculate water and sewer tap, capacity and surcharge fees for commercial, residential and subdivision development.

SIA/FIDP Projects:

1. Project Pellet (a.k.a. So.F.Ter) –One year warranty expired May 1, 2016. Project complete.

City Paving Projects:

1. 2015/2016 Annual Street Paving – Bid Opening held May 6, 2016. Precon held June 27, 2016. Project currently underway.
2. 2015/2016 Annual Street Striping – Bid Opening held May 6, 2016. Precon held June 27, 2016. Project currently underway.
3. L-STP (Roadway Improvements to S. Hartmann – 2 segments) Phase 3 – Project closeout is underway. TDOT transferred \$22,000 from Phase 2 into Phase 3. Final reimbursement requests were sent in April. Currently awaiting TDOT reimbursement.
4. L-STP – (Roadway Improvements on S. Hartmann from West Main to just south of Hickory Ridge) Phase 4 – Accelerated Delivery. Attended TDOT kickoff meeting in Nashville on April 8, 2016. Notice to Proceed (NTP) with Environmental Phase (NEPA) received May 4, 2016. NTP for All Phases received 7/14/16. Onsite meeting held with Gresham Smith on July 15, 2016.

Roadway Inspections:

Subdivisions:

1. Colonial Village Phase 9 – Started Construction
2. Hillview Farms Phase 6
3. Revere at Barton's Run
4. Hartmann Crossing – Pavement
5. Farmington Woods Phases 7, 8 & 9 – Started Construction
6. Five Oaks Phase 5, Section 2A & 2B – under construction
7. Legends Drive
8. Stonebridge Phase 27
9. Leeville Pike Turn Lane and Box Culvert
10. Forest of Lebanon Phase 3A
11. Spence Creek Phase 25A & C
12. Spence Creek phase 26
13. Kensington punch list for topping, curbs, for paving – construction in progress
14. Oaks Pointe punch list – construction in progress – waiting on paving
15. Waters Hill punch list – Construction in progress – waiting on paving
16. Colonial Village Phase 8 – Paved
17. Bonnie Oaks – Phase 2 & 3 – Paved
18. Hearthstone Phase 2 – under construction
19. Hearthstone Phase 3 – under construction
20. Stonebridge Phase 25 & 26 – under construction

Building Site Inspections:

The Engineering Department staff is responsible for all site inspections related to commercial and industrial building projects. Prior to a final Certificate of Occupancy being issued, staff has completed a final site inspection as well as periodic inspections as needed during construction.

1. Conducted site inspections @
 - o Maplehurst – Final Pending
 - o Wonder Porcelain – under construction
 - o Revere at Barton's Run – under construction
 - o Phoenix Place Phase 2 – under construction
 - o Ground Up – under construction
 - o Completed 10 final inspections of various site

Plan & Plat Reviews and Approvals:

The Engineering Department coordinates the final review and approval of all plats, site plans, construction drawings, etc. Coordination includes the routing of each to other applicable departments, compiling all review comments received, and forwarding out to the surveyor or design engineer.

1. Reviewed and commented on 25 site plans including 12 critical lot plans and 4 minor/revised site plans that did not require a trip through the Planning Commission. 20 of these site plans have been approved to date.
2. Reviewed and commented on 16 plats including 7 minor plats. 13 of these plats have been signed for recording.
3. Reviewed and approved 2 fire hydrant plans that were not a part of a larger subdivision plan.
4. Reviewed and commented on 6 subdivision plan sets. 2 of these subdivision plans have been approved. Approved sets include Farmington Woods Phases 7, 8 & 9 and Spence Creek Phase 27. Plans for Five Oaks Phase 3A & 3B, Hickory Ridge Subdivision, Wilson Farms Phase 1, and Gaston Park Dr. (Hamilton Springs) are awaiting plan corrections and resubmittal.

Planning Commission:

The Engineering Department reviews and comments on all submittals to the Planning Commission. Also, daily coordination with the Planning Department.

1. 9 Site Plan Reviews
2. 8 Final or Preliminary Plat Reviews
3. 6 Rezoning
4. 3 Annexations

Preconstruction Meetings:

1. Scheduled and conducted 8 preconstruction meetings related to privately funded public improvements (water, sewer and/or roads) as well as City of Lebanon projects. These include Stonebridge Phase 28, Leeville Pike Road Widening, Colonial Village Phase 9, Jerry Young Sewer Extension, Revere at Barton's Run, Phoenix Place Ph. 2, City Paving, and City Striping.

Miscellaneous:

1. Inspected road cuts
2. Handled miscellaneous complaint calls
3. Easement acquisition
4. Fill in for other departments as needed
5. Coordinated 12 stormwater maintenance agreements.
6. Scheduled and met with 23 developers, engineers, etc. about various projects.
7. Released warranty for Stonebridge Phases 8B, 10A, 10B, 12A, and 13 (Accepted Roads & Drainage).
8. Attended the Tn APWA (American Public Works Association) quarterly meeting in Nashville
9. Attended monthly Public Works and Transportation Committee meetings.
10. Attended 12 monthly planning meetings including: Project Review Team, Preliminary Planning, and Planning Commission.
11. Attended 28 staff meetings.
12. Conducted inspections at the airport.
13. Inspected sidewalk improvements.
14. Answered numerous blasting complaints

15. Attended a one-day workshop on Chapter 8 (precon and construction procedures) of local government guidelines for management of federal and state funded transportation projects at TDOT region 3.
16. Attended a one-day workshop for ADA compliance training.
17. Attended Biometric Screening.
18. Coordinated with Water's Hill HOA for possible PUD amendments and project completion.

ENGINEERING REPORT
APRIL 2016 THRU JUNE 2016

Water and Sewer Projects

- Sewer Manhole Rehab and Point Repairs – All assignments complete to date. This is an annual contract and remains open if needed.
- Water Plant Clearwell Improvements and Water Plant Granular Activated Carbon Facilities – Smith Contractors, Inc. from Lawrenceburg, KY continue to work on the project. Project is 98% complete overall with punch list items set to be addressed starting week of 8/1/16. Project completion is expected by 8/31/16.
- Water Distribution Pocket Plan Improvements 2015 – Re-bid for project was in September with increased scope and Low Bidder was Conrad Construction at \$764,140.00. Work continues with the following being the project list:
 - N. Greenwood Ext. from Coles Ferry Pk. To West Forrest Ave. **(complete)**
 - Vincent Cason Ave. from Castle Heights Ave. to Taryton Drive **(95% complete)**
 - W. Spring St. from Dawson Lane to Clearview Drive **(removed from contract)**
 - Hunter's Point Pike from Lone Pine Dr. to Cedar Grove Rd. **(complete)**
 - Cedar Grove Road from Hwy. 231 North east to dead end **(complete)**
 - Bellvue Dr. and Bellvue Rd. west of Old Murfreesboro Rd. **(25% complete)**
 - Sectors of Ward St. and Virginia Ave. between Sycamore St. and Market St. **(complete)**
 - Section of Camilla Lane east of Dahlia Dr. **(complete)**
 - Sparta Pike from Peyton Road to Fairground Entrance **(complete)**
 - Utility Extensions at Lebanon Municipal Airport **(complete)**
- North Cumberland Sewer Replacement Project – This project replaces the sewer line from Market Street along North Cumberland to the By-Pass. Bids were opened 5/10/16 with the low bidder being Boatman Construction Co. from Lavergne, Tn @ \$1,107,517.50. Contracts have been executed and pre construction meeting was held on 6/28/16. Project is currently underway.
- Force Main Upsizing from Summerplace Subdivision to Horn Springs Subdivision. This is the line from the pump station at Hwy. 109. This project was originally to be an upsizing of the existing force main from 12" to 16". The current plan is to install a second 12" force main parallel to the existing 12" line. The proposed sewer line runs through the area where the proposed train station is to be built at Hamilton Springs. The station work will need to coincide with the installation of the sewer line work as grades in that area are changing significantly. Train station project is scheduled to bid in early September. We are continuing to acquire easements for the project.
- State Revolving Loan Project for Water Line Improvements from South Hartmann Drive to Sparta Pike. This project would create a high pressure zone on the north side of Interstate 40 along the Legends Drive, Brisikin Lane, Holloway Drive and Franklin Road corridors. We have accepted a \$2.3 million dollar loan with approx. \$300,000 in principal forgiveness by the State. Conrad Construction was the low bid for the project at

\$1,558,624.00. Council approved on 2nd reading on 6/9/16. Awaiting state approval of contracts to hold preconstruction meeting.

- **Roadway Projects**

- Beckwith Road Connector design is underway with Gresham Smith and Partners. We are currently designing the project from Sullivan's Bend Road to Hwy. 109 at Callis Road. A public meeting for the project was held October 5th. One property owner has issues with access to his property. We are currently focusing on access from the Hwy. 109 end of the project. The first phase of this project would be from Hwy. 109 to Leeville Road. We expect right-of-way plans to complete for this section in late summer 2016.
- Legends Drive – Right-of-way for the project has been acquired. Bids were received March 17th and the apparent low bidder for the project was Brown Builders with a bid of approximately 4.6 million dollars. Council approved bid on 2nd reading on 5/3/16. Preconstruction meeting was held on 6/7/16. Groundbreaking ceremony set for mid July.
- TDOT is continuing design work on the box culvert extension at Briskin Lane and Sparta Pike. This is being done under a TDOT Maintenance Contract to help get the guardrail out of the way of turning trucks. If you are familiar with the area the trucks turning from the north onto Briskin Lane have damaged this guardrail numerous times over the past several years. TDOT Construction Field Review was held in 4th quarter with expected bid date for the project being delayed until April 2016 due to permitting. Expected construction timeline from TDOT has project finishing late 2016.
- Our SIA Roadway Improvement Project on Briskin Lane for L and W Engineering has been accepted by TDOT. TDOT has committed over \$550,000 to the project. Ragan Smith, Inc. was selected to design this section by the City. Design work is currently in progress. Alignment has been finalized with widening occurring along the south side of the existing roadway. The roadway alignment will be shifted to the north at the Sparta Pike Intersection to align with the northern entrance to the Raceway gas station. The environmental document for the project has been completed and accepted by TDOT. Right-of-Way plans are complete at this time and we are ready to begin the property acquisition phase. This project cannot start until the box culvert project previously mentioned is complete. Therefore, expect project bid date for this project to be early 2017.

Other Projects

- Council approved Studio Oakley Architects to pursue obtaining bids based on their design for Fire Hall 4. Project bids were opened on August 18 with Steed Brothers Construction being the low bidder at approximately 2.4 million dollars. Due to project being over budget, we have formally rejected the bids and have developed a significant plan to reduce cost for the project. Recent work session by council approved proceeding with redesign of project with changes as discussed. Once redesign is complete we will have work session with council to review changes. Project was re bid on 4/28/16 with Steed Brothers being the low bidder at \$1,776,853.00. After bids were received a second site alternative at the intersection of East Division St. and Hwy. 109 became available. Council approved accepting Steed Bros. bid with condition of successful change order

negotiation to move to new site. Approval occurred on 2nd reading on 6/9/16. We are currently evaluating the geotechnical conditions of the new site. We expect geotech report in early July.

- Solar Energy Project at the Wastewater Treatment Plant – TVA Environmental issues have been resolved. Construction to commence this Summer. Work expected to begin on project in 3rd Quarter 2016.
- Annual Sidewalk Repair Contract - Project was bid in September with Sessions Paving LLC being the only bidder for the project. Bid was \$287,937.60 and has been approved by council. Unit cost for this enlarged scope of work did decrease slightly from the previous low bid units. Pre-construction meeting was held in mid-December and contractor is currently mobilizing to do work. The project areas include:
 - East Spring Street from College Street to just east of Cherry St
 - The south side of University Ave. in its entirety and portions of the north side.
 - The east side of South Tarver from West Main St. to W. Spring Street
 - A bus stop pad at Classic View Drive and Maple Hill Road

Project has been completed at this time. Currently developing plans for next sidewalk project to begin in 3rd Quarter of 2016. Sites for this project include:

- Fairview Ave. from the By-Pass to Coles Ferry Pike
 - Maple Hill Road from Publix to Treasury Lane.
 - N. Castle Heights Ave. from Main Street to City Hall.
 - Hickory Ridge Road on Byars Dowdy School from Dawson Lane to Barton's Creek
- Lebanon Youth Baseball Batting Facility- City Staff is assisting in the design and construction of a 7,200 s.f. batting facility to be located on Park Drive near the Babe Ruth Baseball Field. Staff has completed the site plan for the project and will assist in grading the pad for construction. Building pad for the site was completed by City Staff during the 2nd Quarter. Building plans have been reviewed and approved and construction is expected to begin in the 3rd Quarter of this year.
 - Wilson County Special Olympics Bocce Courts- City Staff is assisting in the design and construction of 8 Bocce Courts to be located on City property behind Family Eye Med on Castle Heights Avenue North. Wilson County Special Olympics is heading the fundraising for the project as an activity for their organization.

Surveying:

1. Stake location of proposed parking for senior center.
2. Boundary survey for Partlow Funeral Home adjacent to cemetery for fence location.
3. Holloway Drive right-of-way location.
4. Fence staking for dog park.
5. Survey location for Empower Me walking trail.
6. Survey sewer elevations for Dairy Queen sewer service.
7. Survey for Spring & Greenwood for storm sewer project.
8. Stake location of proposed parking and building for batting cage facility.
9. Topo Lea Court for storm sewer project.
10. Topo TN Blvd for storm sewer project.
11. Old Leeville Pike right-of-way abandonment deed & right-of-way research.
12. Deed & right-of-way research for new fire station location.
13. Deed research for colonial village.
14. Prepare legal description for Eastgate property – proposed fire station.
15. Prepare legal description for Lowman property – Cedar City Trail.
16. Right-of-way location for Pershing Hill.
17. Revise grading plan for proposed roads at cemetery.
18. Stake centerline of proposed road at cemetery.
19. Deed & right-of-way research for Hartman Dr. near treatment plant.
20. 12 plat reviews

GIS:

1. Modify work order forms for water & sewer for Ipad.
2. Upgrade GIS & Civil 3d software licensing.
3. Finish miscellaneous items for TDOT litter grant.
4. Attend Wilson County GIS Committee meetings
5. Assist with various stormwater issues such as plan review & issuance of NOV's.
6. Numerous map requests by mayor, engineering, planning, utility departments, recreation, citizens, and contractors.
7. Data collection with water, sewer, and gas departments, Mike Roberts, and Wally Chambers.
8. Extensive database edits to maintain and correct utility data
9. Field verify/ locate missing utilities based on plans or citizen, contractor, or department requests.
10. Technology assistance for water, sewer, engineering, and meter reading departments.
11. Updating Zoning, Annexation, and Subdivision information per various ordinances
12. Updating various GIS layers with appropriate information
13. Creation of Construction Online Map
14. Upkeep on GIS Page on City's website
15. Updating and Maintenance of all Online Maps (12 maps)
16. Information to Urban3 for their Analysis
17. Updating of Cemetery Mapbook and Wall map
18. CRASH Data Analysis
19. Numerous Data Request
20. Numerous mapping request by citizens
21. Numerous mapping request by City employee's



JEFF BAINES, P.E.
Commissioner of Public Works
200 North Castle Heights Avenue
Suite 300
Lebanon, Tennessee 37087
Phone: (615) 443-2824
Fax: (615) 444-1515

200 North Castle Heights Ave.
Lebanon, Tennessee 37087

MEMORANDUM

TO: Mayor Philip Craighead

FROM: Jeff Baines, P.E. 
Commissioner of Public Works

DATE: July 27, 2016

RE: **Airport Engineering Quarterly Report**
April – June 2016

PAPI Lights Update

Coordinating final fly-in and check with FAA. One remaining tree to be removed.

Airport Layout Plan

City Council approved April 5, 2016. Submitted to TDOT Aeronautics staff for review, comments and/or approval.

Underground Fuel Tanks

Complete. No soil contamination issues requiring remediation. Closed out.

Terminal Building

Construction of site work and utilities underway. Steel superstructure complete. Beginning interior buildout. Hope to be dried in by August 15, 2016.

Maintenance Hangar

Design build proposals received July 15, 2016. Currently evaluating.

Westside Screening

Airport Commission recommending installation of 4' to 5' berm with landscaping to abate noise, etc. from tree removal. Plan to survey near future.



CITY OF LEBANON

Philip Craighead, Mayor

Lee Clark; General Service Administrator
410 Park Drive, Lebanon, Tennessee 37087
Phone: (615) 444-0825 Fax: 443-2821

MEMORANDUM

TO: Jeff Baines
Commissioner of Public Works

FROM: Lee Clark
General Service Administrator

DATE: July 10, 2016

SUBJECT: Sanitation Quarterly Report for April, May and June 2016

Below is work completed by the Sanitation department for the second quarter of 2016.

<u>Month</u>	<u>Loads</u>	<u>Tonnage</u>	<u>Landfill Fee</u>
April	69	774	\$21,891.67
May	68	822	\$21,799.25
June	75	860	\$22,693.73



CITY OF LEBANON

Philip Craighead, Mayor

**Lee Clark; General Service Administrator
410 Park Drive, Lebanon, Tennessee 37087
Phone: (615) 444-0825 Fax: 443-2821**

MEMORANDUM

TO: Jeff Baines
Commissioner of Public Works

FROM: Lee Clark
General Service Administrator

DATE: July 10, 2016

SUBJECT: Street Department Quarterly Report for April, May and June 2016

For the second quarter of 2016 the Street department completed 36 work requests received from the Water, Gas, Codes, Sewer and Engineering departments. Work requests examples include asphalt patching, street sign maintenance, drainage remediation and road repair/maintenance.

The Street department also assisted County forces at the Fairgrounds preparing for the Junior High National Rodeo finals during this quarter as well as maintained other services such as the monthly chipper service, pot hole patching, operated street sweeper, curbside maintenance and litter/debris removal from state right-of-ways.



CITY OF LEBANON

Phillip Craighead, Mayor

Lee Clark; General Service Administrator
410 Park Drive, Lebanon, Tennessee 37087
Phone: (615) 444-0825 Fax: 443-2821

MEMORANDUM

TO: Jeff Baines
Commissioner of Public Works

FROM: Lee Clark
General Service Administrator

DATE: July 10, 2016

SUBJECT: Garage Quarterly Report for April, May and June 2016

The Garage is currently responsible for the maintenance and repair of some 400 plus vehicles and pieces of equipment.

Below is work completed by the Garage for the second quarter of 2016.

Work Order Tickets Completed:

April

Oil Change 95
Shop 261

May

Oil Change 72
Shop 272

June

Oil Change 91
Shop 286

Examples of shop tickets include engine and transmission replacement, welding, A/C repair, electrical diagnostics and repairs as well as routine fluid and filter changes, inspection of brakes, lights, tires and decals.



CITY OF LEBANON

Philip Craighead, Mayor

**Lee Clark; General Service Administrator
410 Park Drive, Lebanon, Tennessee 37087
Phone: (615) 444-0825 Fax: 443-2821**

MEMORANDUM

**TO: Jeff Baines
Commissioner of Public Works**

**FROM: Lee Clark
General Service Administrator**

DATE: July 10, 2016

SUBJECT: Maintenance Department Quarterly Report for April, May and June 2016

For the second quarter of 2016 Building Maintenance employees completed 84 work requests from various city departments. These work requests included painting, electrical work, plumbing, hanging pictures, assembling and moving furniture, installing doors, replacing tile, installing shelves and concrete work. Additionally Mowing crews continued to remove litter throughout the City as well as maintaining and repairing equipment as needed.



JEFF BAINES, P.E.
Commissioner of Public Works

CLAYTON ANDERSON
Water/Sewer Manager
200 Carver Lane
Lebanon, Tennessee 37087
Phone: (615) 444-0825
Fax: (615) 443-6319

200 North Castle Heights Ave.
Lebanon, Tennessee 37087

MEMORANDUM

TO: Jeff Baines
Commissioner of Public Works

FROM: Clayton Anderson *CA*
Water & Sewer Manager

DATE: July 6, 2016

SUBJECT: Quarterly Report for April, May & June 2016

Below is work completed by the Water Distribution Dept. for the second quarter of 2016.

Work Order Tickets Completed:	403
Water Main Break Repairs:	7
Service Line Repairs / Installations:	31
3/4" & 1" Water Taps Made:	14
2" Water Taps Made:	3
6" Fire Line Taps Made:	4
8" Water Taps Made:	0
Leak Detection:	11
Line Maintenance:	1
Fire Hydrant / Valve Maintenance:	30
Fire Hydrant Repairs / Replacements:	9
Flushing:	198
Hydrants Flushed Due to Customer Complaints	70
Customer Complaints (i.e. water quality):	111
Flow Tests:	4
Tennessee One Calls:	1501

See attachment for additional information.

April 2016 Report:

Total Work Order Tickets Worked:	92
Water Main Break Repairs:	1
Service Line Repairs:	9
¾" & 1" Water Taps Made:	5
2" Water Taps Made:	1
6" Fire Line Taps Made:	0
8" Water Taps Made:	0
Leak Detection	0
Line Maintenance	0
Fire Hydrant / Valve Maintenance:	22
Fire Hydrant Repairs/Replacements:	2
Flushing:	76
Customer Complaints (i.e.: water quality):	2
Flow Tests:	1

Tennessee One Call Tickets:

May 2016 Report:

Total Work Order Tickets Worked:	95
Water Main Break Repairs:	3
Service Line Repairs:	12
¾" & 1" Water Taps Made:	3
2" Water Taps Made:	1
6" Fire Line Taps Made:	1
8" Water Taps Made:	0
Leak Detection:	0
Line Maintenance:	1
Fire Hydrant / Valve Maintenance:	6
Fire Hydrant Repairs/Replacements:	5
Flushing:	67
Customer Complaints: (i.e.: water quality):	1
Flow Tests:	2

Tennessee One Call Tickets:

June 2016 Report:

Total Work Order Tickets Worked:	216
Water Main Break Repairs:	3
Service Line Repairs & Installations:	10
¾" & 1" Water Taps Made:	6
2" Water Taps Made:	1
6" Fire Line Taps Made:	3
8" Water Taps Made:	0
Leak Detection:	11
Line Maintenance:	0
Fire Hydrant/Valve Maintenance:	2
Fire Hydrant Repairs/Replacements:	2
Flushing:	55
Customer Complaints: (i.e.: water quality):	108
* Hydrants Flushed Due to Cust. Complaints:	70
Flow Tests:	1

Tennessee One Call Tickets:

TENNESSEE ONE CALLS – TOTAL 1st QTR.: 1501

- Water Treatment Plant made repairs while main was shut off on June 1st & again on June 16th. When main was returned to service some rust was loosened in the pipe causing dirty looking water in some parts of the city. Water quality was not affected. Flushed hydrants on various streets to clear up water on June 1st, June 2nd, June 3rd, June 16th & June 17th.

SEE ATTACHED SHEET FOR FURTHER INFORMATION

04/26/16: 510 Castlevue Dr. – Replaced ¾" service line across road due to numerous holes. Used 50 ft. of ¾" copper tubing. 5 men: 7 regular hrs. & 1 hr. overtime

05/09/16 – 523 Briarhill Rd. – Service line leaking under the road. Replaced 45 ft. of ¾" copper service line across road. 5 men – 5 regular hrs. & 2 men – 1 hr. overtime

05/12/16 – 409 W. Spring St. – No volume of water reported. Replaced 30 ft. of ¾" copper service line across road & tied into existing ¾" copper at the meter. Existing line was ¾" galvanized. 8 men – 7 regular hrs.; 7 men – 2 hrs. overtime & 1 man – 1.5 hrs. overtime

05/22/16 – 1919 Appomattox Dr. – Water Main break. Replaced 30" of 6" PVC water main. Maintained positive pressure on main until excavation was below pipe. Kept water below main while repairs were made. Disinfected all tools & parts. Flushed at 1911 Appomattox for 30 minutes & at 1925 Appomattox for 1 hour. Took Bac T & chlorine sample. 1 man – 11.5 hrs. overtime; 4 men – 10.5 hrs. overtime; 1 man – 2 hrs. overtime

05/24/16 – Town Creek beside Office Max split. Replaced 5 ½ ft. of the water main. Maintained positive pressure on main until excavation was below the pipe. Kept water below main while repairs were made. Disinfected all tools & parts. Flushed hydrant for 30 minutes at 500 Jennings Ave. to remove air. Took Bac T & chlorine sample. 8 men – 5 regular hrs.; 1 man – 3.5 hrs. overtime; 1 man – 2 hrs. overtime; 6 men – 1 hr. overtime

05/25/16 thru 05/27/16 – Dog Park – 408 Jim Draper Blvd. – Made 1" water tap & set meter using 10 ft. 1" copper tubing. Installed 600 ft. of 1" pex pipe & four Frost Free hydrants. 3 men – Total of 16 regular hrs.

06/01/16 – Treasury Ln., Smith Dr., W. Main St., Palani Circle, Rocky Rd., Washington Dr. & Westland Dr. – Due to water main being returned to service after the Water Treatment Plant shut down for repairs, rust was loosened in the main causing dirty looking water. Servicemen flushed hydrants all over to clear water up. Water quality was not affected. 1 man – 4 hrs. overtime on 06/01/16 & 1 man - 7 hrs. overtime on 06/02/16

06/03/16 – 203 Lei Lani Dr. – Possible leak reported. Upon investigation found that a tree was on top of a 6" PVC water main & the roots caused a small crack in the bell. Kept positive pressure of the main until the tree/roots were removed & excavation was below the pipe. Replaced 3 ft. of pipe & kept water below main while repairs were made. Disinfected all tools & parts. Flushed hydrant for 1 hour & 20 minutes at 207 Lei Lani Dr. to remove air. Took Bac T & Chlorine sample. 4 men – 3.5 regular hrs.

06/06/16 – 911 Tennessee Blvd. - Serviceman from Street Dept. reported water everywhere. We found an 8" PVC water main cracked about 3" due to a rock. Made repairs under pressure with a 15" wrap sleeve. Disinfected all tools & parts. Flushed hydrant at 1025 Tennessee Blvd. for 5 minutes. Chlorine 1.0 - 4 men – 3 regular hrs.

06/15/16 – 1409 Medical Center Dr. – Made 6" fire line tap & 2" water tap using 30 ft. 2" copper tubing. 5 men – 2 regular hrs.

06/17/16 – Water Dept. found 6" main break in front of 105 Beard Ave. doing Leak Detection. Dug below the main. Repaired break with a 12" wrap sleeve. Disinfected all tools & parts. Repaired main under pressure. Flushed hydrant at 4-way at C.L. Manier St. & Beard Ave. for 10 minutes. 5 men – 3 regular hrs. & 6 men – 1 hr. overtime

06/21/16 – 714 Capitol Dr. – Serviceman in Water Dept. reported possible service line leaking & called repair crew to check. Found two black plastic ¾" service lines leaking. Abandoned the black plastic lines & made a new 1" water tap & ran 20 ft. of 1" copper tubing across road & y'ed off to two ¾" copper lines using 30 ft. copper tubing going to 714 Capitol Dr. & 716 Capitol Dr. 6 men – 7 regular hrs.; 6 men – 1 hr. overtime

06/23/16 – 800 Stumpy Ln. – Leak Detection found leak in service line. Replaced 20 ft. of ¾" copper tubing under the road. 4 men – 1 ½ regular hrs.

06/27/16 & 06/29/16 – 1704 Cherokee Dr. – Fire Hydrant not working. On 06/27/16 two servicemen tore hydrant apart & attempted to pull out the main valve rubber. The shaft would not come loose, Hydrant will need to be replaced. 2 men – 1.5 regular hrs. /// On 06/27/16 5 servicemen replaced old hydrant with a new one & replaced the valve box top & valve box bottom. Also, installed a dead man's kicker before the valve & added a kicker at the hydrant. 5 men – 4 regular hrs.

LEBANON

Tickets Received Report

All One Call Centers
Region: DEFAULT
All Districts
Mobile: WATER
From 04/01/2016
Through 06/30/2016

Region:

Mobile:

City:	Received:	Unique:
DEFAULT		
WATER		
GLADEVILLE	5	5
LEBANON	1501	1501
MOUNT JULIET	31	31
Total:	1537	1537
Total:	1537	1537
Total:	1537	1537



JEFF BAINES, P.E.
Commissioner of Public Works

CLAYTON ANDERSON
Water/Sewer Manager
200 Carver Lane
Lebanon, Tennessee 37087
Phone: (615) 444-0825
Fax: (615) 443-6319

200 North Castle Heights Ave.
Lebanon, Tennessee 37087

MEMORANDUM

TO: Jeff Baines, P.E.
Commissioner of Public Works

FROM: Clayton Anderson *CA*
Water & Sewer Manager

DATE: July 6, 2016

SUBJECT: Quarterly Report for April, May & June

Below is work completed by the Sewer Collection Department

Work Order Tickets Completed:	253
Pump Stations Daily Checked:	67
Point Repairs:	10 -128ft.
Manhole Raised/Repaired:	11
Sewer Easements Bushogged	63,820ft.
Sewer Lines Cleaned:	21,562ft.
Sewer Lines TV'd:	15,703ft.
Customer Complaint Tickets:	50
Flow Meters Read	5
Smoke Tested	51,851ft.
Tennessee One Calls:	1,501

Water Treatment Plant
Update through July 11, 2016

Raw Water Treated *x1000gal

April: 207264

May: 210158

June: 211507

Finished Water Pumped *x1000gal

April: 180301

May: 185820

June: 181018

Plant Overview

The Water Plant is still ongoing construction, but some grounds cleanup has begun and the project is starting to wind down. The new GAC filters are online and running. There are still a few quirks, especially with the computer controls to work out, but it has been online now for two weeks. The first salt delivery should be onsite this week and startup for the bleach generator is scheduled for the end of the week. New filter media is onsite for the replacement of seven existing filters. The new Toshiba high service mag meters are in place and online. They are currently registering slightly higher than the existing flow tubes which may increase our calculated water loss. However, I believe this new number to be more accurate because the disparity between our raw water treated and finished water pump numbers has been too large in the past.

Significant Maintenance/Repair

A stem broke on a large basin drain valve. John Bouchard Company was called in to repair. Also, a backwash valve has been acting up and the quote from John Bouchard Company for repair is approximately \$8000. We are still waiting on this repair as the valve had to be manufactured. A raw water pump has cavitated and vibrated the shaft loose. This will be a financially significant repair and will be done ASAP by Bouchard. I will update on the price when I have better figures. Estimated cost is \$20k. A new high service pump has broken the mechanical pump seal. A new one has been ordered and will be replaced under warranty. A new GAC pump has experienced bearing failure. A new bearing and shaft has been ordered and will be replaced under warranty.

JC York
City of Lebanon
Water Plant Manager

Gas Department Quarterly Activity Report

April - June 2016

64 new customers were added during the second quarter of 2016 as gas tap sales have remained strong during this quarter, residential and commercial construction has kept us very busy throughout our service area. We have been busy replacing old steel gas mains and services with new plastic lines. We are in the middle of replacing one of our oldest steel gas lines on South Greenwood Street. This line was a primary feed for the city since the 1960's. Our rehabilitation work has been going very smoothly, the citizens have been very patient with us during these rehab projects. I have heard nothing but positive comments from residents living in the areas of sidewalk replacement, installation and street paving project areas. Below you will find a list of the various jobs and work assignments completed by the department:

- 6626 ft. of service line installed
- 4537 ft. of main line installations
- 7 line relocations and repairs
- 4 retired services
- 20 leaks repaired
- 37 odor calls responded to
- 10 - 3rd party damages repaired
- 1537 Tennessee One Call locate tickets worked
- 327 customer appointments- (cut-off/cut-on, service changes)
- 387 Trouble tickets, meter changes and new meter sets

Thank You

Jerry Snodgrass, Manager



CEDAR GROVE CEMETERY

SAMUEL CRUTCHER
Cemetery Administrator
609 South Maple Street
Lebanon, Tennessee 37087
615/449-3475
615/443-2885
Fax 615/257-2020

PHILIP CRAIGHEAD, Mayor
200 North Castle Heights Avenue
Suite 100
Lebanon, Tennessee 37087

7-20-2016

QUARTERLY REPORT, Apr.-Jun. 2016

April, 2016

Payments	\$ 2,675.00
Perpetual Maint.	<u>\$ 400.00</u>
Total Income	\$ 3,075.00

April had eight (8) burials, one cremation, two (2) new graves purchased and one grave paid in full.

May, 2016

Payments	\$ 4,790.00
Perpetual Maint.	<u>\$ 1,200.00</u>
Total Income	\$ 5,990.00

May had two (2) burials, five (5) new graves purchased, and two (2) graves paid in full.

June, 2016

Payments	\$ 3,965.00
Perpetual Maint.	<u>\$ 800.00</u>
Total Income	\$ 4,765.00

June had five (5) burials, four (4) new graves purchased, and one grave paid in full.



CITY OF LEBANON

Philip Craighead, Mayor

Lee Clark; General Service Administrator
410 Park Drive, Lebanon, Tennessee 37087
Phone: (615) 444-0825 Fax: 443-2821

MEMORANDUM

TO: Jeff Baines
Commissioner of Public Works

FROM: Lee Clark
General Service Administrator

DATE: July 10, 2016

SUBJECT: Drainage Mitigation Quarterly Report for April, May and June 2016

Below is work completed by the Drainage crew for the second quarter of 2016.

PROJECT LOCATION	DESCRIPTION OF WORK
207 Clearview	Clean and clear driveway culvert
Quarles drive	Clean and clear pipe in front of Perma –Pipe
Peyton Road	Install culvert & gravel
Bypass-across from Don Fox Park	Rip-rap drainage ditch
Nina circle & Hickory Ridge	Redefine ditch, add headwall & geotextile fabric
1923 Shenandoah Trail	Place rip – rap at headwalls
1923 Shenandoah	Place rip-rap
808 Windmere	Repair hole in shoulder @ culvert

City of Lebanon Recreation Department
Quarterly Report for April, May, and June 2016

April starts the extra busy season for the Recreation Department. We have the Lebanon Youth Baseball going strong. They had 800 kids in their program this season. The 11- and 12-year old's All-Star team won the State Tournament and went to the Dixie Youth World Series in Laurel, Mississippi. They represented Lebanon and the state of Tennessee by going 2 and 2 in the tournament. The LGSA softball also starts games in April. This league had about 350 girls participating in this program. The Wilson United Soccer League is still going on with about 500 kids participating in youth soccer.

In May, the Babe Ruth league starts with about 120 kids ages 13-16 playing baseball. We also start Tee-ball games in May. This is a program that the Lebanon Recreation Department runs. We had about 130 4- and 5-year-olds playing this season. We had some tournaments in May and June with the Lebanon Youth Baseball sponsored PBA 40 team tournament and the LGSA sponsored NSA tournament with 32 teams being the highlights of these tournaments. We added 13 sets of new aluminum bleachers to our complex, and they were much needed. This makes the park look better, but this also makes it safer. Empower Me Day Camp started using the Harold Dean Greer Center as its main hub, starting in June and running through July and August. This was a big success for them and us. We worked well together for a great group of kids.

In June, we also had the Wilson County Civic League basketball camp run out of the Harold Dean Greer Center. We had about 50 kids enjoy this camp experience during the month of June. Many thanks go to Reggie Hatcher and his leadership on this event.