



## ***City Manager Report: January 2016***

***Distributed: February 18, 2016***



### ***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.

### ***Featured Picture:***

The Bowen House in Moss-Wright Park covered from the January snowfall.

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February 7, 2016

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 January, 2016 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

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*A government committed to operating with efficiency and integrity in all we do as we strive to enhance the quality of life for the community we serve.*

# City Manager

## Management Report: January, 2016

### Legislative Accomplishments

- Board of Commissioners took action following the following ordinances:
  - Approved Ordinance 15-852, an ordinance to amend Title 14, the official zoning map of the Goodlettsville Municipal Code Ordinance Number 06-674 as amended by rezoning a certain area of land to low density residential district (R40).
  - Approved Ordinance 15-853, an ordinance of the City of Goodlettsville, Tennessee amending the fiscal year 2015-2016 budget passed by ordinance #15-838.
  - Approved Ordinance 15-854, an ordinance to amend the City of Goodlettsville Municipal Code Title 15, Chapter 6, Section 601, Subsection 4, Title 15, Chapter 6, Section 602, 2 Subsection 3 and to create a new Title 15, Chapter 6, Section 602, Subsection 13 as it relates to street side parking.
  
- The Board of Commissioners also took action on the following resolutions:
  - Approved Resolution 15-650, a resolution approving a contract with the Tennessee Department of Transportation for traffic flow improvements and traffic signal upgrades (Phase II) as a part of the Congestion Mitigation and Air Quality Improvement program.
  - Approved Resolution 16-668, a resolution to rename Dry Creek Lane between Dickerson Pike and Alta Loma Drive to Dry Creek Road.
  - Approved Resolution 16-669, a resolution declaring property surplus to the needs of the City of Goodlettsville and calling for its disposal by online auction or any other reasonable manner.

- Approved Resolution 16-670, a resolution approving a contract with the Tennessee Department of Transportation for the installation of high mast lighting for the intersections of highway 31-W at Interstate 65 and Highway 31-W at Highway 41.
- Approved Resolution 16-672, a resolution declaring property surplus to the needs of the City of Goodlettsville and calling for its disposal by online auction or any other reasonable manner.

### **Other Items Considered by the Board**

None

### **Legislative Matters Forthcoming**

- Ordinance approving general obligation bonds for certain public work improvements.
- Ordinance approving a budget amendment.
- Ordinance to amend supplementary district regulations relative to accessory buildings.
- Ordinance to amend certain zoning changes.
- Ordinance to amend the Commercial Planned Unit Development zoning district of the zoning ordinance.
- Resolution declaring property surplus.
- Resolution approving a contract for city wide vending services.

### **Commissions and Boards**

- **Planning Commission**
  - Approved the rezoning of a .53 acre property at 449 Moss Trail from R-25, Low Density Residential to CSL, Commercial Services Limited. Property is

referenced as Davidson County Map/Parcel #02609009800. Property Owner: Moh Hayati.

- Approved amending the Zoning Ordinance Section 14-210 Planned Unit Development District Regulations, Item (5) Commercial Planned Unit Development and Appendix X, Table I Land Use Activity Matrix to include religious facilities as a conditional use in a CPUD zoning district. Valerie Stewart representing Woodmen of the World.
  - Granted a variance for a building layout site plan for a 75 unit Assisted Living Facility and Memory Care Facility on 2.87 acres on NorthCreek Boulevard. Site plan includes reduced minimum building setbacks. Property is referenced as Davidson County Map/Parcel #02600017200 and is zoned CPUD. Property Owner: A.P. Development Properties, Inc.
  - Approved the Accessory Building Zoning Ordinance to amend Zoning Ordinance Section 14-208 Supplementary District Regulations regarding accessory structures.
  - Discussed commercial districts minimum building setback requirements and adult-oriented establishments.
- **Board of Zoning Appeals**
    - Approved request for conditional use approval for a crop and animal raising agricultural activity use in an R-40, Low Density Residential Zoning District on True Vine Way. Property is referenced as Sumner County Tax Map 143 F, Group A, Parts of Parcels 35 and 38 and containing approximately 9.82 acres. Property Owner: Brock A. Rust.
- **Beer Board**
    - Beer Board did not meet during the month of January.
- **Industrial Development Board**
    - Industrial Development Board met during the month of January but no action items were considered.

- **Parks, Recreation & Tourism Advisory Board**

- Parks, Recreation & Tourism Board met during the month of January but no action items were considered.

### Ongoing Work

- Overall Capital Improvements Program.
- “My Goodlettsville” Program.
- Traffic congestion mitigation.
- Economic Development Projects.
- Conference Drive Enhancements.
- Roadway lighting improvements.
- Main Street Streetscape Project.
- CSX/ North Main Street congestion mitigation.
- Peay Park redevelopment conceptual plan.
- Sewer pump station elimination.
- City Ambassador Program.
- Goodlettsville Tomorrow Vision 2025.
- Main Street Stakeholders Organization.
- Streambank stabilization of Mankers and Madison Creeks.
- City-wide Beautification.
- Utility Billing Start-up.
- CMAQ Projects.

## Public Information Office / City Recorder Monthly Report January 2016

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### ***News & Announcements***

*Posted on the city's website, facebook, twitter, Notify Me email lists, and mobile app:*

- We posted seven (7) "Weather Updates" during the January snow events.
- "City of Goodlettsville Healthy Initiatives"
- "Community-wide Stream Clean-up"
- "Free Community Shredding Event"
- "Tree Planting Along Madison Creek"
- "Board of Commissioners Meetings Posted for Online Viewing"
- All board meeting agendas for January and approved minutes

### ***Meetings/Events***

- Attended the Grand Opening for Kroger grocery store
- Met with Liz Mallane of CGI Communications to plan for the renewal of the City's online community videos
- Attended the monthly Goodlettsville Chamber of Commerce luncheon

### ***Admin***

- Updated calendars on the city's website for 2016 board meetings and events coming up
- Processed Seasonal Retailer Fireworks Permits for the new year
- Prepared for the regularly scheduled January 14<sup>th</sup> and 28<sup>th</sup> commission meetings.
- Performed website administrator job functions as needed: developed and reviewed web content.

# **Finance and Administration Monthly Report**

**January 2016**

## **FINANCE**

- Attended a ribbon cutting event showcasing the remodeled Kroger
- Participated in a Relay for Life Conference call and a Committee meeting
- Provided assistance and support to the Utility Billing process
- Attended Leadership Goodlettsville.
- Worked with Julie Smith, Administrative Services Coordinator for Public Works
- Met with VC3 regarding IT services
- Met with Group Benefits Services, Insurance Broker, regarding the upcoming April 1 health insurance renewal
- Worked with staff on processing Property Tax Relief applications
- Processed 1099's

## **Human Resources**

- Collected and assisted with Employee Annual Reviews
- 1/7/16 Met with Retiree turning 65
- Printed W-2s and ACA form 1095 for all employees and distributed.
- 1/18/16 Trained on time entry and time approval.
- 1/26/16 met with insurance broker on insurance renewal process
- 1/25/16 trained on payroll taxes and processed.
- 1/19/16 prepared OSHA 300 log for 2015
- Hired: 1 police officer, 1 Admin Services Coordinator at Public Works, and 1 Mechanic. 1 PT admin.
- Terms during the month: Guy Patterson retired.
- Worker's Compensation accidents in the month: One knee, shoulder, and knee sprain injury from fall on ice.
- Full-time employees: 132; Part-time employees: 30.
- Job opening: none.

**City of Goodlettsville  
Financial Summary  
January 2016 (Unaudited)**

**UNASSIGNED FUND BALANCE**

| Operating Fund | Current<br>Month | Budget<br>06/30/2016 | %    |
|----------------|------------------|----------------------|------|
| General Fund   | 4,817,214        | 1,617,218            | 298% |
| Sanitation     | 77,557           | 9,737                | 797% |
| Tourism        | 777,205          | 273,413              | 284% |

**CASH IN BANK**

|                   |                   |
|-------------------|-------------------|
| General Fund      | 5,806,742         |
| Sanitation        | (10,628)          |
| Tourism           | 695,317           |
| Sewer             | 10,710,665        |
| Stormwater        | 1,396,918         |
| <b>Total Cash</b> | <b>18,599,014</b> |

**SALES TAX COLLECTIONS**

| Month Received | Sumner<br>Current Year | Sumner<br>Prior Yr | Davidson<br>Current Yr | Davidson<br>Prior Year | Total<br>Current Year | Total<br>Prior Year |
|----------------|------------------------|--------------------|------------------------|------------------------|-----------------------|---------------------|
| Aug            | 53,696                 | 40,852             | 301,770                | 301,966                | 355,467               | 342,818             |
| Sep            | 53,887                 | 44,928             | 273,542                | 231,297                | 327,429               | 276,225             |
| Oct            | 43,086                 | 38,647             | 276,764                | 224,144                | 319,850               | 262,791             |
| Nov            | 48,095                 | 44,181             | 306,882                | 225,317                | 354,977               | 269,499             |
| Dec            | 50,706                 | 46,808             | 280,760                | 198,245                | 331,466               | 245,054             |
| Jan            | 45,928                 | 43,013             | 288,519                | 227,673                | 334,446               | 270,686             |
| Feb            |                        |                    |                        |                        | 0                     | 0                   |
| Mar            |                        |                    |                        |                        | 0                     | 0                   |
| Apr            |                        |                    |                        |                        | 0                     | 0                   |
| May            |                        |                    |                        |                        | 0                     | 0                   |
| Jun            |                        |                    |                        |                        | 0                     | 0                   |
| Jul            |                        |                    |                        |                        | 0                     | 0                   |
| YTD            | 295,399                | 258,429            | 1,728,237              | 1,408,643              | 2,023,635             | 1,667,073<br>21.39% |

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

**City of Goodlettsville  
Financial Summary  
January 2016 (Unaudited)**

| <u>Operating Fund</u>        | <u>Indicator</u> | <u>Month</u>   | <u>YTD</u>       | <u>Budget</u>      |         |
|------------------------------|------------------|----------------|------------------|--------------------|---------|
| General Fund                 | Revenues         | 1,239,817      | 6,320,041        | 14,098,749         | 44.83%  |
| General Fund                 | Expenditures     | 713,299        | 7,183,970        | 16,402,407         | 43.80%  |
| <b>Net Increase/Decrease</b> |                  | <b>526,518</b> | <b>(863,929)</b> | <b>(2,303,658)</b> |         |
| Sanitation Fund              | Revenues         | 78,164         | 516,193          | 958,000            | 53.88%  |
| Sanitation Fund              | Expenditures     | 66,631         | 440,724          | 948,655            | 46.46%  |
| <b>Net Increase/Decrease</b> |                  | <b>11,533</b>  | <b>75,469</b>    | <b>9,345</b>       |         |
| Tourism                      | Revenues         | 36,275         | 388,334          | 534,600            | 72.64%  |
| Tourism                      | Expenditures     | 6,592          | 90,498           | 659,249            | 13.73%  |
| <b>Net Increase/Decrease</b> |                  | <b>29,683</b>  | <b>297,836</b>   | <b>(124,649)</b>   |         |
| Sewer                        | Revenues         | 431,829        | 2,817,712        | 5,155,000          | 54.66%  |
| Sewer                        | Expenses         | 326,159        | 1,951,001        | 5,674,161          | 34.38%  |
| <b>Net Increase/Decrease</b> |                  | <b>105,670</b> | <b>866,711</b>   | <b>(519,161)</b>   |         |
| Stormwater Utility           | Revenues         | 77,500         | 689,603          | 604,000            | 114.17% |
| Stormwater Utility           | Expenses         | 6,818          | 46,074           | 662,264            | 6.96%   |
| <b>Net Increase/Decrease</b> |                  | <b>70,682</b>  | <b>643,529</b>   | <b>(58,264)</b>    |         |

**OPERATIONS EXPENDITURE SUMMARY**

| <u>General Fund Operating Dept</u> | <u>Month</u> | <u>YTD</u> | <u>Budget</u> | <u>% of Budget</u> |
|------------------------------------|--------------|------------|---------------|--------------------|
| General Government                 | 100,785      | 891,434    | 1,626,716     | 55%                |
| Community Development              | 41,622       | 396,227    | 709,492       | 56%                |
| Police                             | 256,483      | 2,508,649  | 4,954,235     | 51%                |
| Fire                               | 128,167      | 1,014,999  | 2,313,092     | 44%                |
| Hwys & Streets                     | 84,765       | 560,041    | 2,452,240     | 23%                |
| Parks/Recreation                   | 101,770      | 911,231    | 2,226,318     | 41%                |



MONTH OF JANUARY 2016**MONTHLY MANAGEMENT REPORT****COURT**NUMBER OF CITATIONS ISSUED IN JANUARY 2016 - 252NUMBER OF DEFENDANTS APPEARING IN COURT

|                 |      |      |           |
|-----------------|------|------|-----------|
| JANUARY 12      | 9:00 | A.M. | 90        |
| JANUARY 12      | 1:00 | P.M. | 12        |
| JANUARY 19      | 9:00 | A.M. | 51        |
| <hr/>           |      |      |           |
| TOTAL FOR MONTH |      |      | 153       |
| JANUARY 19      | 1:00 | P.M. | <b>18</b> |

CONTESTED COURT SESSIONNUMBER OF NON-TRAFFIC CITATIONS (i.e. codes / misdemeanors violations)

|              |   |
|--------------|---|
| CODES        | 0 |
| MISDEMEANORS | 2 |

NUMBER ASSIGNED TO TRAFFIC SCHOOL

|                   |           |
|-------------------|-----------|
| FOUR HOUR SCHOOL  | <b>81</b> |
| EIGHT HOUR SCHOOL | 3         |

Administrative Assistant to the City Manager's Office  
January 2016

Administrative

- Assembled IT issues city-wide for Roger Lancina
- Filmed Board of Commissioners Meetings on 1/14 & 1/28 and uploaded videos to website and distributed them through Notify Me emails
- Assembled and distributed the City Manager's monthly report for December
- Attended update meetings for the Main Street Project & Conference Drive Enhancement Project
- Attended FHWA Grant Guidelines class on January 14

**Assistance to Firefighters Grant**

Grant Description: Federal grant to fund 95% of project with 5% match

Project Description: To purchase 31 4500 psi Self Contained Breathing Apparatus' and an air compressor/cascade system and 2 cylinder fill station with CO monitor

Project Cost: \$243,295

Funds Requested: \$231,710

City Match: \$11,585

Status: **Awarded** – In the process of ordering the air tanks and cascade system. Anticipated completion date: February 2016.

**TAEP Grant**

Grant Description: Tennessee Agricultural Enhancement Program matching grant

Project Description: To fund tree planting project along NorthCreek Boulevard

Project Cost: \$8,604

Funds Requested: \$4,302

City Match: \$4,302

Status: **Awarded** – Anticipated completion date: April 2016.

**TDOT Congestion Mitigation and Air Quality Improvement Grant**

Grant Description: Federal grant to cover 100% of project

Project Description: Construct phase II of the Long Hollow Pike signalization project and to further enhance a previously awarded grant for traffic enhancements along the Conference Drive corridor

Project Cost: \$1,885,000

Funds Requested: \$1,885,000

City Match: \$0

Status: **Awarded** – Contract issued

## Goodlettsville Police Department

### Chief Goodwin's Monthly Report

January 2016

On January 6th Chief Goodwin, Commander Driver and Commander Okert attended the ribbon cutting at Kroger. On January 13th Chief Goodwin attended Leadership Sumner Law Enforcement Day in Gallatin. On January 27<sup>th</sup> Chief Goodwin attended the Drug Task Force Meeting. On January 28<sup>th</sup> Chief Goodwin attended the Chamber of Commerce luncheon. On January 31<sup>st</sup> Chief Goodwin served as a judge of the Chili cook-off at the Goodlettsville Cumberland Presbyterian Church.

The Pharmaceutical Bin provided by the State of Tennessee Department of Environment & Conservation was in the lobby during the month of January and 36 pounds of unwanted pharmaceuticals were deposited. Since its use 415.8 pounds of unwanted pharmaceuticals have been deposited.

In review of the TIBRS data comparing January 2016 to January 2015 Crime Against Person increased from 15 to 16 a 6.25% increase, and Crime Against Property decreased from 82 to 66 a 20.74% decrease and overall we had a 16.5% decrease. Our UCR total for the month is a 33.9% decrease in UCR Crimes.

Our proactive efforts were excellent for the month of January. As a result our officers made 1,015 Traffic Stops and 9 Terry Stops. They made 107 Traffic Arrests and 8 DUI Arrests. From these Traffic Stops resulted 6 Felony charges, 111 Misdemeanor charges, and 8 warrants were served. They had 24 drug confiscations (18 from traffic stops). They issued 22 Misdemeanor Citations, made 50 Physical Arrests with 38 Misdemeanor charges and 11 Felony charges. They made 3 Juvenile Misdemeanor Arrests.

The other part of the strategy involves serving outstanding warrants. Persons with outstanding warrants have already proven a proclivity for involvement in criminal activity. By arresting them for their outstanding warrants we prevent their opportunities for committing crime. During the month they made 20 Warrant Service Attempts. They served 5 Felony Warrants and 43 Misdemeanor Warrants.

Our officers continue to check our apartments, neighborhoods, businesses and parks. They conducted 190 apartment checks, 584 checks of neighborhoods, 485 businesses checks and 190 park checks. They had 925 Community Contacts. They issued 192 Park Smarts.



## JANUARY TIBRS

### TIBRS Group A Offenses

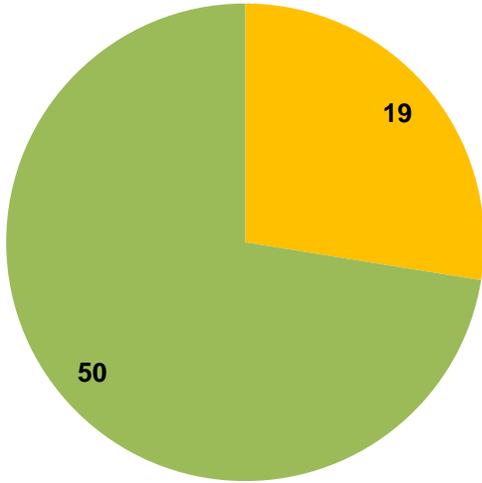
|                                | 2016<br>Offenses<br>Reported | 2015<br>Offenses<br>Reported |
|--------------------------------|------------------------------|------------------------------|
| <b>Crimes Against Persons</b>  | <b>16</b>                    | <b>15</b>                    |
| Murder                         | 0                            | 2                            |
| Negligent Manslaughter         | 0                            | 0                            |
| Kidnaping/Abduction            | 0                            | 0                            |
| Forcible Rape                  | 0                            | 0                            |
| Forcible Sodomy                | 0                            | 0                            |
| Sexual Assault W/Object        | 0                            | 0                            |
| Forcible Fondling              | 2                            | 0                            |
| Incest                         | 0                            | 0                            |
| Statutory Rape                 | 0                            | 0                            |
| Aggravated Assault             | 2                            | 5                            |
| Simple Assault                 | 11                           | 8                            |
| Intimidation                   | 1                            | 0                            |
| Stalking                       | 0                            | 0                            |
| <b>Crimes Against Property</b> | <b>65</b>                    | <b>82</b>                    |
| Arson                          | 0                            | 0                            |
| Bribery                        | 0                            | 0                            |
| Burglary                       | 5                            | 6                            |
| Counterfeiting/Forgery         | 3                            | 2                            |
| Destruction/Damage/ Vandalism  | 5                            | 11                           |
| Embezzlement                   | 2                            | 2                            |
| Extortion/Blackmail            | 0                            | 0                            |
| Fraud - False Pretenses        | 3                            | 11                           |
| Fraud - Credit Card/ATM        | 2                            | 1                            |
| Fraud - Impersonation          | 2                            | 1                            |
| Fraud - Welfare                | 0                            | 0                            |
| Fraud - Wire                   | 0                            | 0                            |
| Motor Vehicle Theft            | 4                            | 1                            |
| Robbery                        | 0                            | 4                            |
| Stolen Property Offenses       | 0                            | 0                            |
| Theft - Pocket-picking         | 0                            | 0                            |
| Theft - Purse Snatching        | 0                            | 0                            |
| Theft - Shoplifting            | 21                           | 30                           |
| Theft From Building            | 12                           | 7                            |
| Theft From Coin Machine        | 1                            | 0                            |
| Theft From Motor Vehicle       | 2                            | 4                            |
| Theft of Motor Vehicle Parts   | 2                            | 0                            |
| Theft - All Other Larceny      | 1                            | 2                            |
| <b>Total Group A Offenses</b>  | <b>81</b>                    | <b>97</b>                    |



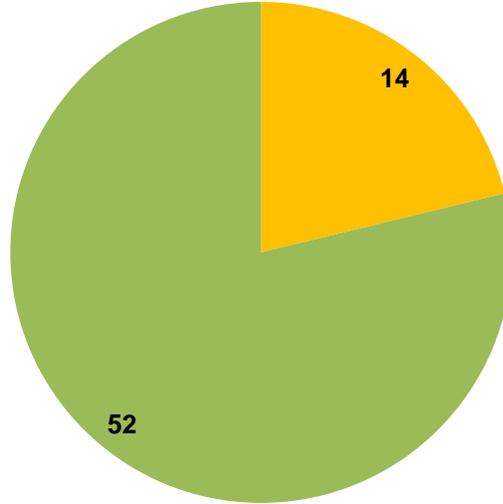
# JANUARY TRAFFIC CRASHES

■ Fatal      ■ Injury      ■ Property Damage

**2016**  
**69**



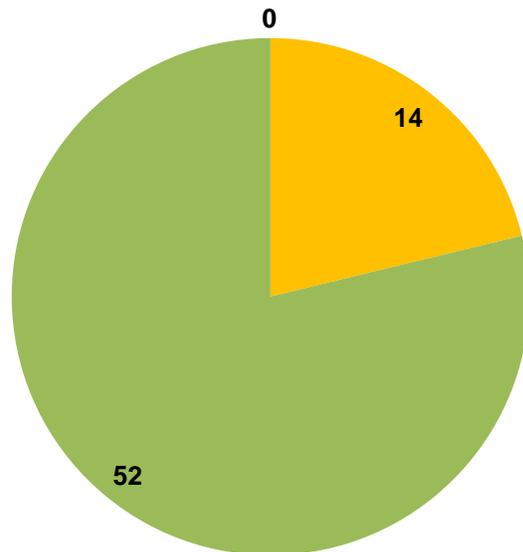
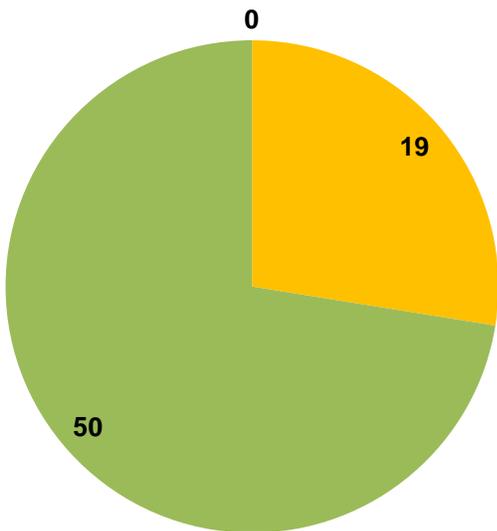
**2015**  
**66**



**2016**  
**69**

**YEAR TO DATE**

**2015**  
**66**





**JANUARY COMPSTAT**  
**WEEKS 01 THRU 04**

|                               | 2016 CURRENT | 2015 CURRENT | 2016 YTD         |           | 2015 YTD         |           | % change       | 2015 TOTAL |
|-------------------------------|--------------|--------------|------------------|-----------|------------------|-----------|----------------|------------|
| Murders                       | 0            | 2            | YTD              | 0         | YTD              | 2         | -100.00%       | 2          |
| Rape                          | 0            | 0            | YTD              | 0         | YTD              | 0         | NC             | 4          |
| Robbery (Commercial)          | 0            | 1            | YTD              | 0         | YTD              | 1         | -100.00%       | 12         |
| Robbery (Street)              | 0            | 3            | YTD              | 0         | YTD              | 3         | -100.00%       | 9          |
| Aggravated Assault            | 0            | 4            | YTD              | 0         | YTD              | 4         | -100.00%       | 26         |
| Aggravated Assault - Dom Viol | 0            | 1            | YTD              | 0         | YTD              | 1         | -100.00%       | 12         |
| Burglary (Commercial)         | 0            | 2            | YTD              | 0         | YTD              | 2         | -100.00%       | 22         |
| Burglary (Residential)        | 5            | 4            | YTD              | 5         | YTD              | 4         | 25.00%         | 45         |
| Auto Burglaries               | 1            | 2            | YTD              | 1         | YTD              | 2         | -50.00%        | 74         |
| Larceny                       | 13           | 7            | YTD              | 13        | YTD              | 7         | 85.71%         | 139        |
| Shoplifting                   | 18           | 31           | YTD              | 18        | YTD              | 31        | -41.94%        | 233        |
| Motor Vehicle Theft           | 2            | 2            | YTD              | 2         | YTD              | 2         | 0.00%          | 17         |
| <b>Total Offenses</b>         | <b>39</b>    | <b>59</b>    | <b>TOTAL YTD</b> | <b>39</b> | <b>TOTAL YTD</b> | <b>59</b> | <b>-33.90%</b> | <b>595</b> |



## Summary of Month's Activities – January 1 thru January 31, 2016

### **Fire Operations**

The Department responded to 271 calls for service for the month of January.

### **Fire Administration**

Chief's Comments:

The month of January was a busy one for Goodlettsville Fire and Rescue. Three structure fires occurred in a three week period in two residential occupancies and a church. All three received significant damage from fire, smoke, and water damage but through luck and grace, nobody was injured in either case. The two residential fires were caused by a faulty freezer unit and a lamp that fell over and ignited clothing nearby. The church fire was found, after careful examination to have originated in heating and air equipment in the attic.

The department completed OSHA required FIT testing of all members. This annual test proves that the respiratory protection issued to each member is still providing the highest level of protection that is required for entry into dangerous environments.

GFD initiated a revised smoke alarm policy that is attempting to review status of this life saving equipment in every private residence we enter for medical or fire calls through the year. Firefighters will install smoke alarms on the spot when shortfalls are identified. This program is funded by the State Fire Marshall's Office and provides detectors with high quality 10 year lithium batteries.

The firefighters and Brian Shores completed painting the walls of the equipment bay. This project took two months to complete between training, calls, and other duties and improves the professional appearance of this major feature tremendously.

The staff also completed installation of the new air compressor system, refurbishment of an old closet into a professional room for service of respiratory equipment, painted walls and waxed floors in the training room

Projects currently underway include research and development for software to facilitate pre-planning for commercial structures, augmentation of the up-coming year's training schedule, analysis of the department's response structure, and budget planning for FY16/17.

**2016 Skills and Drill Plan**

Jan- PPE, Turn-out gear PS001

Feb- Mayday PS002, Firefighter Disorientation, SCBA Confidence

March- PS005 SCBA, VES Training, Forcible Entry

April-PS003 1  $\frac{3}{4}$ , PS004 2  $\frac{1}{2}$ , Modern Residential Fire Attack, Hot Weather ops.

May- PS006 Ground ladders, Fire Ground Command Simulation

June-PS007 Master Streams (new) Search and Rescue Training

July-Building Construction-Residential, Residential Fire Behavior

August- Building Construction- Commercial, Commercial Building Fire Behavior

September- PS008 Pump Ops (new), Saw Training

October-Truck Ops, Ventilation

November- Cold weather Ops, Extrication Training, MVA, Firefighter Survival

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

**Total Hours Training This Month – 252.5**

**Public Education Hours**

Rivergate Mall – Parent Magazine – 1 hr.

## JANUARY MAINTENANCE

2 Scheduled Services

18 Repairs

### Special Projects

Handled recall on Park Kawasaki Mule

Took the Squad and Rescue trucks to TAFE for Alignments

### Outstanding Issues

Engine 41-7 has been sent back to Ferrara for repairs expecting to take a few months to complete

### Cost Savings

Repairs done to vehicles and building to cut down on the cost.

### **10 Building Repairs**

- Outside contractor did install of new utility pole to re-connect our communication lines from City Hall
- Worked with Nashville IT Department- to connect to Utility Pole to run Fiber Optics
- Fenced area in the bay for Turn Out Gear Storage
- Paint completed in the bay area/ Brian from City Hall assisted

### Fire Special

Took Tower 41 to Grand Opening at Kroger

Attended NAFECO Expo

Training hours- Target Safety



# Public Works Report – JANUARY 2016

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## SOLID WASTE:

- Convenience center solid waste collected: 13.81 tons
- Solid waste tonnage collected: 295 tons
- Recycled materials collected: 44.66 tons
- PIT C&D: 90 cy
- Chips: 540 cy

## STAFF:

- Julie Smith has joined the department as Administrative Services Coordinator

## SEWER:

- MONTHLY EQUIPMENT AND DAILY PUMP STATION INSPECTION, MAINTENANCE AND REPAIRS
- MONTHLY BIOXIDE TANK FILLING
- TIVING OF LINE SEGMENTS
- DAILY PUMP STATION, SERVICE CONNECTION, AND MANHOLE INSPECTIONS
- CLEANED SEWER LINE SEGMENTS
- CLEANED WET WELL WALLS
- CONSTRUCTION AND NEW SEGMENT INSPECTIONS, MAINTENANCE AND REPAIRS
- RAINFALL FOR MONTH: 2.14"

| Public Works<br>Selected Performance Indicators | Total | YTD  |
|---|-------|------|
| Bulk Item Pickup                                | 21    | 256  |
| Cart Repairs                                    | 19    | 253  |
| New Residents                                   | 11    | 62   |
| Tennessee One Calls                             | 81    | 1472 |

### **PUBLIC WORKS FACILITY, OUTREACH, & PROJECT REVIEW:**

- Participated in City-wide weekly staff meetings
- Daily underground storage tank testing
- Monthly fuel pump inspection and cleaning
- Traffic signal inspection and maintenance
- Participated in Planning Commission, Board work sessions and Board of Commission meetings
- Various meetings with residents and business owners
- Received calls from developers on policies, procedures, and ordinances related to land development, stormwater, and sewer.
- Utility billing conference calls
- WKU continues in monitoring project (MS4 permit requirement)
- Monthly safety meeting
- Main Street Utility relocation
- Wood waste pick-up running in each county, monthly
- Proceeding with design on two drainage projects
- Working with Rogers Group to finalize and proceed with Paving Contract on streets we have submitted
- Main Street Project Enhancement meeting
- Conference Drive Project meeting
- High Mass lighting TDOT contracts signed for Exit 98
- Sprayed 2,000 gallons of brine
- Spread approximately 200 tons of salt and/or salt sand mix
- Picked up 83 bags of roadside litter

# MONTHLY STORMWATER UPDATE

## (January 31, 2016)

### **1. Public Outreach and Education**

- a. January 6, 2016 MTSG meeting (Portland)
- b. January 15, 2016 Streambank Restoration Training (Lebanon)
- c. January 20, 2016 TNSA (Cancelled)
- d. January 21, 2016 Impervious Surface Delineation (webinar)
- e. January 28, 2016 Chamber of Commerce Luncheon
- f. January 29, 2016 Stream Watch Quarterly (Public Works)

### **2. Public Participation/Involvement**

- a. February 27, 2016 50K Tree Day

### **3. Illicit Discharge Detection and Elimination**

#### **4. Construction Site Runoff Control**

- a. Cobblestone Townhomes

#### **5. Post Construction Runoff Control**

- a. Long Term Maintenance Agreements

#### **6. Pollution Prevention/Good Housekeeping**

- a. Open Work Orders;

- ☒ 203 West Cedar

- ☒ 300 West Monticello Ave.

- ☒ Shevel Dr. / 42" culvert failure

- ☒ Cross culvert on W. Monticello 42"x40' HDPE

- ☒ Re-establish drainage ditch on Rivergate Pkwy from on-ramp to Wade Circle.

- ☒ Roscoe Dr. storm drain repair

- b. Closed Work Orders;

#### **7. 2016 MTSG meetings. Schedule listed below;**

- a. February 3, 2016 White House Tn.
- b. March 2, 2016 Gallatin Tn.
- c. April 6, 2016 Hendersonville Tn.
- d. May 4, 2016 Goodlettsville Tn.
- e. June 8, 2016 Portland Tn.
- f. July 6, 2016 White House Tn.
- g. August 3, 2016 Gallatin Tn.
- h. September 7, 2016 Hendersonville Tn.
- i. October 5, 2016 Goodlettsville Tn.

j. November 2, 2016 Portland Tn.

k. December 7, 2016 White House Tn.

| <b>MONTHLY STORMWATER INSPECTIONS</b>              |    |
|--|----|
| <b>Active Construction Sites</b>                   | 9  |
| Inspections  | 36 |
| Corrective actions taken to improve bmp's on sites | 19 |
| <b>Active New Residential Home Sites</b>           | 15 |
| Inspections  | 60 |
| Corrective actions required                        | 0  |



## January 2016

### Projects - Administration

- Streambank Stabilization in Moss-Wright Park
- 2016 LPRF Grant Application
- City Wide Beverage Services Contract
- Attended Municipal Management Academy

### Projects – Parks and Recreation

- Replaced siding and soffit on storage building in Peay Park
- Began renovation of plumbing and fixtures in the restrooms at the trailhead in Moss-Wright park
- Poured concrete bench in molds
- Snow Removal at all parks and facilities
- Completed maintenance on greenspace including trimming trees, weeding, litter pickup
- Conducted repairs on several pieces of equipment

### Facility and Rental Information

|                                 | Resident Usage/Rentals | Non-Resident Usage/Rentals | Attendance | Volunteer Hours |
|---------------------------------|------------------------|----------------------------|------------|-----------------|
| Community Center                | 611/12                 | 530/3                      |            |                 |
| Goodlettsville Event Center     | 3                      | 1                          |            |                 |
| Senior Adult Program            |                        |                            | 462        | 18              |
| Shelters                        | 0                      | 0                          |            |                 |
| Fields                          | 0                      | 0                          |            |                 |
| Programs Requiring Registration |                        |                            | 1050       |                 |
| Historic Mansker's Station      | n/a                    | n/a                        |            |                 |
| Pleasant Green Pool             | n/a                    | n/a                        |            |                 |
| Tennis Courts                   | n/a                    | n/a                        |            |                 |

### Special Events

#### Special Event Applications Submitted:

Bowen Campbell Car Show

Goodlettsville Youth Football Camp

#### Event Applications Approved:

Bowen Campbell Car Show – September 3, 2016 at Moss-Wright Park

Goodlettsville Youth Football Camp – May 23-25, 2016 at Moss-Wright Park

#### Events Conducted by third parties:

None

#### Events or programs conducted by P&R:

Get Fit Goodlettsville Community Challenge (January 4- March 6, 2016)

Fitness Classes at Community Center

### Athletics

#### Current leagues operating in Goodlettsville Parks

Boys' Futsal League

Mens's Basketball League

# **COMMUNITY DEVELOPMENT DEPARTMENT**

## **Sub-group: Economic Development**

### **Monthly Management Report: January 2016**

#### **Business Recruitment / Retention & Expansion**

Worked with Dr. Loden's team on various construction issues in regards to new building.

Worked with landowner, design and engineering team for new TownPlace.

Worked with landowner, design and engineering team for new Candlewood Suites.

Worked with design and engineering team in regards to a new Holiday Inn Express.

Worked with design and engineering team in regards to a new Hampton Inn & Suites.

Worked with design and engineering team in regards to new Taco Bell.

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

Met with a local developer in regards to the redevelopment of a property in Goodlettsville.

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

Worked with design and engineering team in regards to Main Street enhancements.

Worked with Design and Engineering team in regards to Conference Drive enhancements.

Worked with two businesses interested in building facilities in Goodlettsville.

#### **Meetings Attended**

Goodlettsville City Commission

Chamber GIST meeting

Goodlettsville Planning Commission

TDOT / FHWA training

Goodlettsville BZA

Leadership Sumner

## Planning and Development Services Department

January 2016

### Summary of Month Activities:

Staff attended the Kroger grand opening ceremony

Staff assisted the Public Works Department with a property maintenance issue at the Rivergate Plaza Shopping Center regarding trash and debris behind the center.

Staff met with a Connell Street property representative about rezoning six (6) properties to expand the Restricted Industrial zoning district.

Staff met with the architect for the proposed Hampton Inn facility on Conference Drive regarding alternative exterior brick materials.

Staff met with a property owner and reviewed property maintenance issues on Forks Road.

Staff met with the proposed church representatives at 101 Dry Creek Lane to discuss site and code improvements required to change the building from a limited office facility with an assembly meeting room to a church assembly use.

Staff participated in the Leadership Goodlettsville program

### Meetings Attended:

Goodlettsville Regional Planning Commission

Goodlettsville Board of Zoning and Sign Appeals

Main Street Project Status Meeting

Sumner County Planners quarterly meeting in Hendersonville

## Goodlettsville Codes Department Activity Report January 2016

### DEPARTMENT OF 4 EMPLOYEES:

Larry DiOrio-Codes Director/Fire Marshal  
 Mike Bauer-Senior Inspector/Fire Marshal  
 Kerry Jackson/Property Standards  
 Rhonda Carson-Administrative Assistant/Permit Technician

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

| <u>Activity</u>            | <u>Scope of Activity</u>  | <u>Total Monthly</u> |
|----------------------------|---|----------------------|
| Issuing of Permits         | Building(Commerc. & Resid.), Burn, Demolition, Blasting, Sign, Fireworks, Pool, Yard Sale | 16 permits           |
| Fire Code Inspections      | Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.         | 3 inspections        |
| Fire Investigations        | Duties of Fire Marshal involving fires in the city limits                                 | 3 investigations     |
| Building Inspections       | Building Related  | 30 inspections       |
| Property Standards         | Ensuring property standards compliance-sending letters and/or notification                | 12 notifications     |
| Follow-up Inspections      | Following up on letters sent to ensure property concerns are now in compliance            | 8 inspections        |
| Signs Removed              | Illegal signs removed from city limits  | 25 signs             |
| I.B.C. Training            | Training for the departments required certification test/International Building Certif.   | 12 hrs./testing inc. |
| Storm Water Training       | EPSC training and certification   | 0 hours              |
| Fire Inspection Training   | L. DiOrio and M. Bauer required training on Fire Code (Arson Training)                    | 4 hours              |
| Property Maint. Liens      | Unpaid property maint.issues including grass cutting, demo of unsafe structures, etc.     | 0                    |
| 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              | 1                    |
| Flood Event/FEMA           | M. Bauer assisting flood properties and FEMA requirements. Includes all documentation     | Completed project    |
| Issuing of Addresses       | Assisting Metro/Davidson County 911 with assigning addresses for the city                 | 6 addresses          |
| Plan Reviews               | In-house plan review by M. Bauer/Assisted also with outsourced plan reviews               | 4 properties         |
| Storm Water Report         | Monthly Storm Water Report for Administrative Building/                                   | 1 Report             |
| Unsafe Structure Abatement | Demolition of unsafe structure  | 0 structure          |
| Citations to Court         | Municipal Code Violations   | 0 citations          |
| Customer Service Calls     | Facilitate calls and inquiries citizens and contractors may have                          | daily                |

**Goodlettsville Codes Department Building Report January 2016**

| <u>Permit</u>                     | <u>Date</u> | <u>Cost</u>       | <u>Map</u> | <u>Parcel</u> | <u>Lot</u> | <u>Address</u>                 | <u>Owner</u>  | <u>Contractor's License</u> | <u>Type Str</u>      | <u>County</u> |
|-----------------------------------|-------------|-------------------|------------|---------------|------------|--------------------------------|---------------|-----------------------------|----------------------|---------------|
| <u>New Residential</u>            |             |                   |            |               |            |                                |               |                             |                      |               |
| 20150348                          | 01/15/2016  | 281,000.00        | 26.05      | 99            | 3          | 203 Hollywood St.              | Casey Sloan   | 28281                       | New Residential      | Davidson      |
| <b>Total</b>                      |             | <b>281,000.00</b> |            |               |            |                                |               |                             |                      |               |
| <u>New Commercial</u>             |             |                   |            |               |            |                                |               |                             |                      |               |
| <b>Total</b>                      |             | <b>0</b>          |            |               |            |                                |               |                             |                      |               |
| <u>Additions &amp; Remodeling</u> |             |                   |            |               |            |                                |               |                             |                      |               |
| 20150344                          | 01/13/2016  | 40,000.00         | 143B       | A2            | 98         | 1015 E. Cynthia Trail          | Daryl Dillard | 66592                       | Pool                 | Sumner        |
| 20150347                          | 01/14/2016  | 0.00              | 25.4       | 113           |            | 134 S. Main St.                | Metro PCS     | Owner                       | Fire Life Safety     | Davidson      |
| 20150349                          | 01/28/2016  | 0.00              | 1431B      | 22            |            | 509 Geneva Dr.                 | M. Kizer      | 68647                       | Mechanical Changeout | Sumner        |
| <b>Total</b>                      |             | <b>40,000.00</b>  |            |               |            |                                |               |                             |                      |               |
| <b>Total New Residential</b>      |             | <b>281,000.00</b> |            |               |            | <b>Single Family Dwellings</b> |               |                             |                      | <b>0</b>      |
| <b>Total New Commercial</b>       |             | <b>0.00</b>       |            |               |            | <b>Davidson</b>                |               |                             |                      | <b>0</b>      |
| <b>Total Add/Remodels</b>         |             | <b>40,000.00</b>  |            |               |            | <b>Sumner</b>                  |               |                             |                      | <b>1</b>      |
| <b>Total All Permits</b>          |             | <b>321,000.00</b> |            |               |            | <b>Total</b>                   |               |                             |                      | <b>1</b>      |