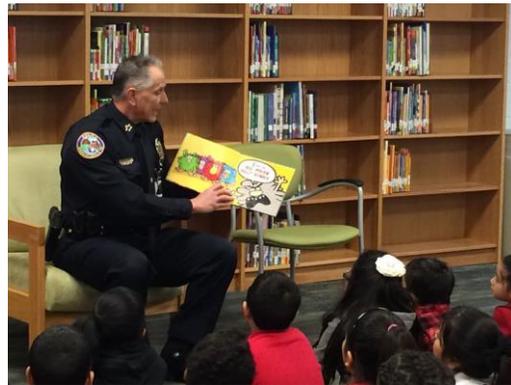
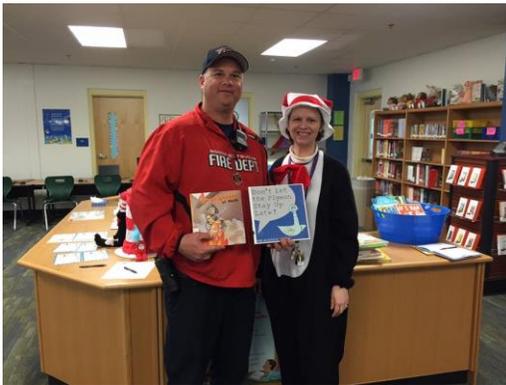




City Manager Report: March 2016

Distributed: April 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:

Firefighter Andrew Robertson, Police Chief Gary Goodwin, Fire Chief Ken Reeves, and Senior Codes Inspector/Deputy Fire Marshal Mike Bauer were invited to read to students in Goodlettsville for National Read Across America Day in March.

Message from the City Manager.....1

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April 18, 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 March, 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

City Hall • 105 S. Main Street • Goodlettsville TN 37072

Email: tellis@cityofgoodlettsville.org • Phone: 615.851.2200 • Fax: 615.851.2212

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

City Manager

Management Report: March, 2016

Legislative Accomplishments

- Board of Commissioners took action following the following ordinances:
 - No Ordinances were adopted on final reading during the month of March

- The Board of Commissioners also took action on the following resolutions:
 - Approved Resolution 16-676, a resolution authorizing an agreement for grant preparation and administration services with Community Development Partners, LLC for assistance with the 2016 Local Parks & Recreation Fund Grant Application and subsequent grant management.
 - Approved Resolution 16-677, a resolution approving an application for the Local Parks and Recreation Fund Grant program for the purpose of certain redevelopment for Peay Park.
 - Approved Resolution 16-678, 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 16-679, a resolution approving a contract for mowing and herbicide application services on public right-of-way and public properties.
 - Approved Resolution 16-680, 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.
- Resolution declaring property surplus.
- Ordinance to amend the official zoning map of the City of Goodlettsville adopted per Ordinance 15-851 by removing the Interchange Overlay District from a certain area of land zoned Commercial Services.

Commissions and Boards

- **Planning Commission**
 - Denied request to amend the lot layout of the Twelve Stones Crossings Master Plan. Civil Site Design Group/Bedrock Developers, LLC.
 - Approved request to rezone the 0.45 acre property at 845 Springfield Highway to remove the INT, Interchange Commercial District Overlay from the CS, Commercial Services property zoning designation. Property is referenced as Sumner County Map 142, Parcel 8.00. Property owner: Jon Runion.
 - Approved request for Conditional Use for a religious facility at 49 Dry Creek Road. Property is referenced as Davidson County Map/Parcel #03300020200.
 - Conditionally Approved final subdivision plat for four lots on 22.23 acres off Truevine Way and Willis Branch Road. Property is referenced as Sumner County Map 143, parcels 52, 52.03 and 48.03, and Map 143-F-A parcels 35 and 38. Conditions include adding a note to the documents that all swales be maintained by property owners and in the absence of a sewer line installation a letter of credit/performance bond will be required in the amount of \$43,750.00. Crawford & Cummings/Providence Land Co, LLC.

- Discussed Zoning Ordinance requirements for site access and flex loan installment loan facilities.
- Discussed State of Tennessee Law regarding 1,000 ft. separation requirements for adult oriented businesses.
- **Board of Zoning Appeals**
 - Board of Zoning Appeals did not meet during the month of March.
- **Beer Board**
 - Beer Board did not meet during the month of March.
- **Industrial Development Board**
 - Industrial Development Board did not meet during the month of March.
- **Parks, Recreation & Tourism Advisory Board**
 - Parks, Recreation & Tourism Board met during the month of March 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.
- CMAQ Projects.

Public Information Office / City Recorder Monthly Report March 2016

News & Announcements

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

- “Second Notices for City of Goodlettsville Property Taxes to go out Next Week”
- “Study Session Discussion Items and Meeting Agenda for March 10, 2016 Meetings”
- “Recreational Needs Assessment”
- “Board of Commissioners Meetings Posted for Online Viewing”
- “City Manager’s Monthly Report for February 2016 is Posted”
- “Free Community Shredding Event Tomorrow, Saturday, March 19th”
- “Study Session Discussion Items and Meeting Agenda for March 10, 2016 Meetings”
- “Community-wide Stream Clean-up Event Saturday, April 16”
- “Adopt-A-River Stream Workshop Saturday, April 23, 2016 at Moss-Wright Park”
- “Heritage Days at Historic Mansker’s Station in Moss-Wright Park set for April 8 and 9, 2016”
- All board meeting agendas for February and approved minutes

Meetings/Events

- Attended Fire Chief Reeves’ interview with News Channel 5’s Meteorologist Bree Smith at Electronic Express in order to promote it on social media. This was regarding weather radio programming during Severe Weather Week.
- Attended “Social Media for Entrepreneurs and Marketing Professionals” class through the Small Business Development Center at Vol State
- Attended the monthly Goodlettsville Chamber of Commerce luncheon

Admin

- Prepared photo slideshow for the city’s website showcasing the tree planting event held on February 27th.
- Looked at options for expanding our current video recording services to include all decision making boards (advisory boards not included)
- Obtained the services of Siteimprove to improve the city’s website presence. Siteimprove will scan our website every five days to catch typos and broken links.
- Prepared for the regularly scheduled March 10th and 24th commission meetings.
- Performed website administrator job functions as needed: developed and reviewed web content.

Finance and Administration Monthly Report

March 2016

FINANCE

- Participated in Leadership Goodlettsville Study Group
- Met with Steve Walker to discuss the Tennessee Municipal Bond Fund and the possible financing for the Main Street Project
- Met with John Crawford of VC3 regarding e-mail archiving
- Attended the TGFOA Spring Conference in Memphis, earned 8 hours CPE
- Met with Andy Lacewell, TML regarding Property coverage
- Attended Sumner County Council of Government Luncheon, Goodlettsville hosted.
- Attended the Chamber of Commerce monthly luncheon
- Worked on Fiscal Year 2016-2017 Budget document and met with City Manager and Department Heads regarding departmental requests.

Human Resources

- 3/2/16 and 3/3/16 held insurance meetings.
- 3/18/16 held Employee of the Month luncheon.
- Worked on open enrollment.
- Hired: 0
- Terms during the month: 1 Records Clerk Retired.
- Worker's Compensation accidents in the month:
- Full-time employees: 130; Part-time employees: 31.
- Job opening: none.

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

UNASSIGNED FUND BALANCE

Operating Fund	Current Month	Budget 06/30/2016	%
General Fund	6,196,813	1,617,218	383%
Sanitation	191,260	9,737	1964%
Tourism	837,313	273,413	306%

CASH IN BANK

General Fund	7,167,215
Sanitation	(10,204)
Tourism	837,351
Sewer	10,896,590
Stormwater	1,541,695
Total Cash	20,432,646

SALES TAX COLLECTIONS

Month Received	Sumner Current Year	Sumner Prior Yr	Davidson Current Yr	Davidson Prior Year	Total Current Year	Total 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	57,310	48,252	475,700	330,284	533,009	378,536
Mar	45,307	44,923	272,459	197,686	317,766	242,609
Apr					0	0
May					0	0
Jun					0	0
Jul					0	0
YTD	398,015	351,604	2,476,395	1,936,613	2,874,410	2,288,218 25.62%

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

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

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	
General Fund	Revenues	709,292	9,966,115	14,098,749	70.69%
General Fund	Expenditures	873,477	9,450,444	16,402,407	57.62%
Net Increase/Decrease		(164,185)	515,671	(2,303,658)	
Sanitation Fund	Revenues	85,579	762,467	958,000	79.59%
Sanitation Fund	Expenditures	66,645	573,297	948,655	60.43%
Net Increase/Decrease		18,934	189,170	9,345	
Tourism	Revenues	44,131	465,225	534,600	87.02%
Tourism	Expenditures	4,288	102,280	659,249	15.51%
Net Increase/Decrease		39,843	362,945	(124,649)	
Sewer	Revenues	540,453	4,451,559	5,155,000	86.35%
Sewer	Expenses	619,035	2,964,764	5,674,161	52.25%
Net Increase/Decrease		(78,582)	1,486,795	(519,161)	
Stormwater Utility	Revenues	58,976	908,217	604,000	150.37%
Stormwater Utility	Expenses	14,501	77,800	662,264	11.75%
Net Increase/Decrease		44,475	830,417	(58,264)	

OPERATIONS EXPENDITURE SUMMARY

<u>General Fund Operating Dept</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Budget</u>
General Government	118,040	1,105,788	1,626,716	68%
Community Development	26,897	466,685	709,492	66%
Police	379,609	3,268,284	4,954,235	66%
Fire	139,102	1,321,652	2,313,092	57%
Hwys & Streets	80,421	850,808	2,452,240	35%
Parks/Recreation	113,455	1,184,938	2,226,318	53%
Miscellaneous	15,952	1,252,289	2,120,311	59%
Total General Fund Expenditures	873,476	9,450,444	16,402,404	58%



NEW BUSINESS LIST
MARCH 2016

1. Weight Loss Plus 3050 Business License Cir, #103
Tufan Senler (502) 244-6597 Lic. Issued 03/01/2016
2. Young Electric Co., Inc. 3907 Dodds Avenue
Robin Young (423) 867-9324 Lic. Issued 03/01/2016
3. Liddle Brothers Contractor 2713 McCampbell Avenue
Leonard Liddle 615-444-7833 Lic. Issued 03/01/2016
4. Steele Services 109 C. East Avenue
Franklin Scott Steele Lic. Issued 03/02/2016
5. Proctors Home Repair 712 South Dickerson Road
Russell M. Proctor Lic. Issued 03/04/2016
6. Competition Driven LLC 321 Buffalo Run
Weston A. Duenkel Lic. Issued 03/11/2016
7. Metro Handyman 919 Conference Drive
Lakeisha M. Bland Lic. Issued 03/09/2016
8. TMF Sales 304 Draper Drive
Travis Leonard Lic. Issued 03/11/2016
9. Volunteer Builders 134 Bella Vista Drive
Charlie Phillips Lic. Issued 03/11/2016
10. Anointed Shears 805 Meadowlark Lane
Shetica Batey Lic. Issued 03/14/2015
11. Creative Hair 1492 Hwy 31W
Karen Fox Lic. Issued 03/10/2016
12. Charles Deweese Const. PO Box 504
Charles Deweese Lic. Issued 03/10/2016
13. Artique 205 South Main Street
Jenna Rummel Lic. Issued 03/17/2016
14. Fix Phones LLC 794 Rivergate Parkway
Walked Takla Lic. Issued 03/18/2016
15. Aqua Perfect, LLC 112 Space park North
Scott E. Simons Lic. Issued 03/23/201/6
16. Signature Cleaning Serv. 1254 Campbell Road
Brian Hampton Lic. Issued 03/24/16
17. JBS Cigar House 140 Ivy Hill Lane
Joseph B. Snodgrass Lic. Issued 03/24/16
18. Proctora Gaves Serv. 2131 Utopia Ave
Martin Gilmore Lic. Issued 03/30/2016

MONTH OF MARCH 2016**MONTHLY MANAGEMENT REPORT****COURT**NUMBER OF CITATIONS ISSUED IN MARCH 2016 - 366NUMBER OF DEFENDANTS APPEARING IN COURT

MARCH 08	9:00	A.M.	159
MARCH 08	1:00	P.M.	19
MARCH 15	9:00	A.M.	64
TOTAL FOR MONTH			153

MARCH 15	1:00	P.M.	23
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CONTESTED COURT SESSIONNUMBER OF NON-TRAFFIC CITATIONS (i.e. codes / misdemeanors violations)

CODES	0
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MISDEMEANORS	0
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NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL	119
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EIGHT HOUR SCHOOL	8
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Administrative Assistant to the City Manager's Office
March 2016

Administrative

- Assembled IT issues city-wide for Roger Lancina
- Filmed Board of Commissioners Meeting on 3/24 and uploaded videos to website and distributed them through Notify Me emails
- Assembled Briefing Packets for Commission Meetings
- Assembled and distributed the City Manager's monthly report for February
- Attended update meeting for the Main Street Project
- Hosted Goodlettsville Ambassador training along with the Chamber for 16 participants
- Attended a Social Media Conference at Vol State
- Hosted the quarterly Sumner County Council of Governments luncheon
- Met with Experience Goodlettsville event committee to schedule upcoming event

Ongoing Grant Projects:

Main Street Streetscape Project

Conference Drive Enhancement Project

Greenway, Bicycle and Pedestrian Plan

TML Grants

LPRF Grant Application

High Mast Lighting at 31/41 Intersection

GHSO Grant

Traffic Signalization Project

AFG Grant for Equipment for Fire Department

NorthCreek Tree Planting Project

Goodlettsville Police Department

Chief Goodwin's Monthly Report

March 2016

On March 2nd Chief Goodwin and Commander Cherry read to 2nd graders at Gateway Elementary. On March 9th Chief Goodwin spoke to Leadership Sumner when they visited Goodlettsville. On March 15th our Citizens Police Academy began and ran each Tuesday in March. On March 16th Chief Goodwin attended the Drug Task Force Meeting. On March 24th Chief Goodwin attended the Chamber of Commerce luncheon.

The Pharmaceutical Bin provided by the State of Tennessee Department of Environment & Conservation was in the lobby during the month of March and 41.2 pounds of unwanted pharmaceuticals were deposited. Since its use 498.8 pounds of unwanted pharmaceuticals have been deposited.

In review of the TIBRS data comparing March 2016 to March 2015 Crime Against Person was decreased from 15 to 13 a 13.34% decrease, and Crime Against Property decreased from 65 to 64 an 1.54% decrease and overall we had a 3.75% decrease. Our UCR total for the month was a 19.30% increase from 46 to 57 incidents. Our total for the year is a 5.97% increase in UCR Crimes.

Our proactive efforts were excellent for the month of March. As a result our officers made 1,074 Traffic Stops and 13 Terry Stops. They made 101 Traffic Arrests and 13 DUI Arrests. From these Traffic Stops resulted 1 Felony charge, 101 Misdemeanor charges, and 19 warrants were served. They had 32 drug confiscations (20 from traffic stops). They issued 34 Misdemeanor Citations, made 55 Physical Arrests with 31 Misdemeanor charges and 9 Felony charges. They made 6 Juvenile Misdemeanor Arrests and issued 2 Juvenile Citations.

The other part of the strategy involves serving outstanding warrants. Persons with outstanding warrants have already proven a proclivity for involvement in criminal activity. By arresting them for their outstanding warrants we prevent their opportunities for committing crime. During the month they made 16 Warrant Service Attempts. They served 15 Felony Warrants and 33 Misdemeanor Warrants.

Our officers continue to check our apartments, neighborhoods, businesses and parks. They conducted 168 apartment checks, 564 checks of neighborhoods, 442 businesses checks and 246 park checks. They had 920 Community Contacts. They issued 397 Park Smarts.



MARCH TIBRS

TIBRS Group A Offenses

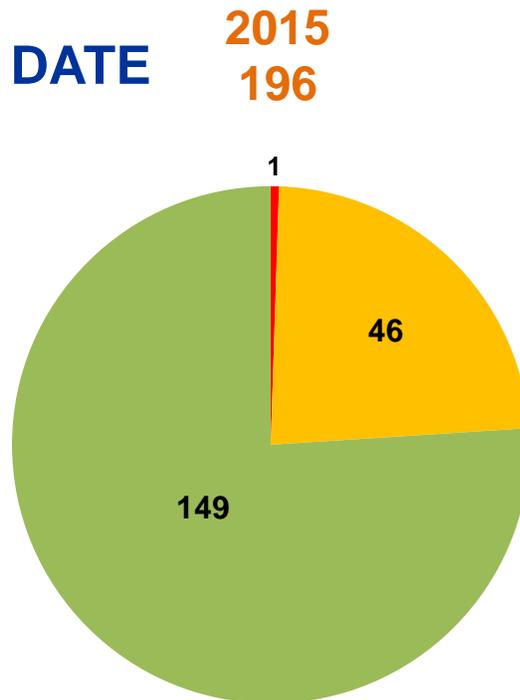
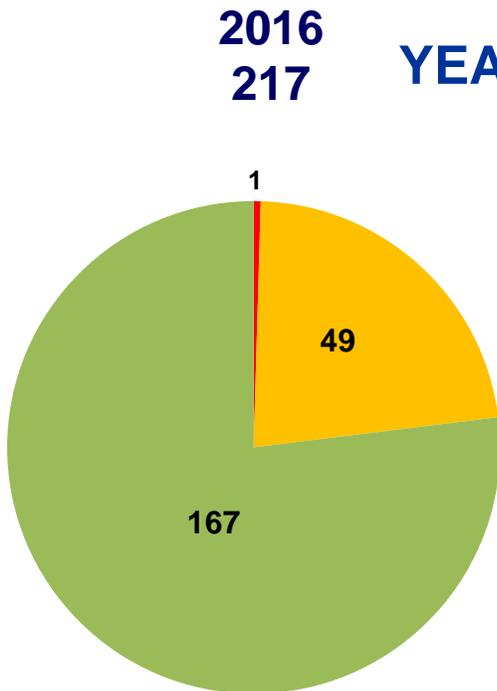
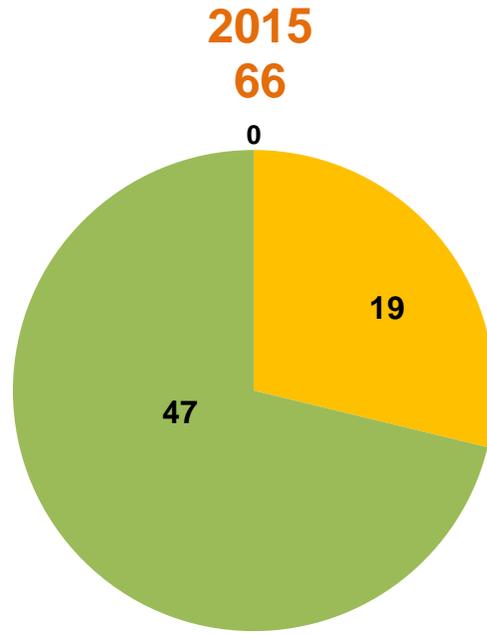
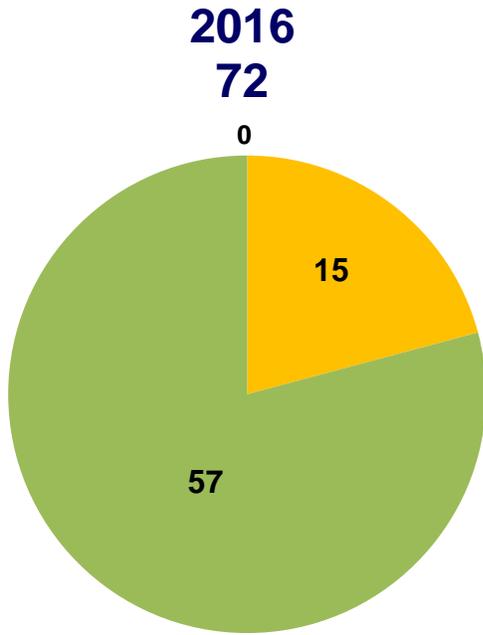
	2016 Offenses Reported	2015 Offenses Reported
Crimes Against Persons	13	15
Murder	0	0
Negligent Manslaughter	0	0
Kidnaping/Abduction	0	0
Forcible Rape	0	0
Forcible Sodomy	0	0
Sexual Assault W/Object	0	0
Forcible Fondling	0	1
Incest	0	0
Statutory Rape	0	0
Aggravated Assault	1	3
Simple Assault	10	9
Intimidation	2	2
Stalking	0	0
Crimes Against Property	64	65
Arson	0	0
Bribery	0	0
Burglary	4	5
Counterfeiting/Forgery	1	3
Destruction/Damage/ Vandalism	6	7
Embezzlement	3	4
Extortion/Blackmail	0	0
Fraud - False Pretenses	4	6
Fraud - Credit Card/ATM	0	0
Fraud - Impersonation	3	6
Fraud - Welfare	0	0
Fraud - Wire	0	0
Motor Vehicle Theft	1	1
Robbery	0	0
Stolen Property Offenses	0	0
Theft - Pocket-picking	0	0
Theft - Purse Snatching	0	0
Theft - Shoplifting	27	17
Theft From Building	7	6
Theft From Coin Machine	0	0
Theft From Motor Vehicle	4	2
Theft of Motor Vehicle Parts	0	4
Theft - All Other Larceny	4	4
Total Group A Offenses	77	80

JANUARY TO JUNE 2016

TIBRS Group A Offenses	2016	JAN 2016	JAN 2015	FEB 2016	FEB 2015	MAR 2016	MAR 2015	APR 2016	APR 2015	MAY 2016	MAY 2015	JUN 2016	JUN 2015	2015 Offenses TOTAL	% CHANGE
Crimes Against Persons	43	16	15	14	14	13	15	0	0	0	0	0	0	44	-2.27%
Murder	0	0	2	0	0	0	0							2	-100.00%
Negligent Manslaughter	0	0	0	0	0	0	0							0	NC
Kidnaping/Abduction	0	0	0	0	0	0	0							0	NC
Forcible Rape	1	0	0	1	0	0	0							0	NC
Forcible Sodomy	1	0	0	1	0	0	0							0	NC
Sexual Assault W/Object	0	0	0	0	0	0	0							0	NC
Forcible Fondling	2	2	0	0	0	0	1							1	100.00%
Incest	0	0	0	0	0	0	0							0	NC
Statutory Rape	0	0	0	0	0	0	0							0	NC
Aggravated Assault	9	2	5	6	4	1	3							12	-25.00%
Simple Assault	26	11	8	5	8	10	9							25	4.00%
Intimidation	4	1	0	1	2	2	2							4	0.00%
Stalking	0	0	0	0	0	0	0							0	NC
Crimes Against Property	183	65	82	54	44	64	65	0	0	0	0	0	0	191	-4.19%
Arson	0	0	0	0	0	0	0							0	NC
Bribery	0	0	0	0	0	0	0							0	NC
Burglary	9	5	6	0	3	4	5							14	-35.71%
Counterfeiting/Forgery	5	3	2	1	0	1	3							5	0.00%
Destruction/Damage/Vandalism	17	5	11	6	7	6	7							25	-32.00%
Embezzlement	6	2	2	1	2	3	4							8	-25.00%
Extortion/Blackmail	0	0	0	0	0	0	0							0	NC
Fraud - False Pretenses	9	3	11	2	3	4	6							20	-55.00%
Fraud - Credit Card/ATM	2	2	1	0	1	0	0							2	0.00%
Fraud - Impersonation	8	2	1	3	4	3	6							11	-27.27%
Fraud - Welfare	0	0	0	0	0	0	0							0	NC
Fraud - Wire	1	0	0	1	1	0	0							1	0.00%
Motor Vehicle Theft	8	4	1	3	1	1	1							3	166.67%
Robbery	1	0	4	1	0	0	0							4	-75.00%
Stolen Property Offenses	0	0	0	0	0	0	0							0	NC
Theft - Pocket-picking	0	0	0	0	1	0	0							1	-100.00%
Theft - Purse Snatching	0	0	0	0	0	0	0							0	NC
Theft - Shoplifting	70	21	30	22	11	27	17							58	20.69%
Theft From Building	27	12	7	8	4	7	6							17	58.82%
Theft From Coin Machine	1	1	0	0	2	0	0							2	-50.00%
Theft From Motor Vehicle	9	2	4	3	4	4	2							10	-10.00%
Theft of Motor Vehicle Parts	3	2	0	1	0	0	4							4	-25.00%
Theft - All Other Larceny	7	1	2	2	0	4	4							6	16.67%
Total Group A Offenses	226	81	97	68	58	77	80	0	0	0	0	0	0	235	-3.83%

MARCH TRAFFIC CRASHES

■ Fatal ■ Injury ■ Property Damage





**MARCH COMPSTAT
WEEKS 09 THRU 13**

	2016 CURRENT	2015 CURRENT	2016 YTD		2015 YTD		% change	2015 TOTAL
Murders	0	0	YTD	0	YTD	2	-100.00%	2
Rape	0	0	YTD	0	YTD	0	NC	5
Robbery (Commercial)	0	0	YTD	0	YTD	1	-100.00%	12
Robbery (Street)	0	0	YTD	5	YTD	3	66.67%	9
Aggravated Assault	1	4	YTD	6	YTD	12	-50.00%	26
Aggravated Assault - Dom Viol	1	0	YTD	1	YTD	4	-75.00%	12
Burglary (Commercial)	1	1	YTD	1	YTD	4	-75.00%	22
Burglary (Residential)	3	4	YTD	9	YTD	11	-18.18%	45
Auto Burglaries	5	4	YTD	8	YTD	9	-11.11%	74
Larceny	11	14	YTD	34	YTD	28	21.43%	139
Shoplifting	32	18	YTD	71	YTD	57	24.56%	233
Motor Vehicle Theft	3	1	YTD	7	YTD	3	133.33%	16
Total Offenses	57	46	TOTAL YTD	142	TOTAL YTD	134	5.97%	595



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

Fire Operations

The Department responded to 242 calls for service for the month of March.

Fire Administration

Chief's Comments:

The month of March had two significant structure fires that occurred in residences. One occurred in the middle of the night from an electric wall mounted heater with combustible material left too close and the second was struck by lightning in the middle of the afternoon. Neither resulted in injuries to firefighters or civilians but significant damage was realized to both homes.

Goodlettsville Fire and Rescue urges all residents to check and maintain working smoke alarms in all sleeping areas and throughout the home. Fire employees provide preventative maintenance, replacement batteries and smoke alarms, and home safety inspections all free of charge by calling 615-851-2246.

Many employees participated in the TCRS information sessions provided by the city and turned in their ballots to vote their opinions toward the initiative.

The department began fire extinguisher training for all city employees as a measure to improve overall safety for city facilities and we are happy to provide the same to civic groups, businesses or individuals that have time to come through the fire station. Please call 615-851-2246 in advance to let us schedule around on-going training.

The Department completed a pilot program to analyze staffing 6 personnel each shift. Costs were found to be manageable and the department will begin staffing to that level for the remainder of this fiscal year. With approval of the City Administration and the City Commission, the 6 member plan will likely be the staffing model for the coming year. Challenges of implementation will be adding additional part-time certified firefighters and the protective equipment for them.

The Department hosted the Middle TN Fire Chiefs Association and participated in a new group being called the North of Nashville Fire Chiefs. The purpose of both regular meetings is to share lessons learned, resources, and to seek innovative solutions using the collective wisdom of the group.

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 ¾, PS004 2 ½, 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 - 465

Public Education Hours - 6

MARCH MAINTENANCE

1 Scheduled Service

17 Repairs

Special Projects

- Budget items**
- Working with Jason at Public Works to find a Fleet Maintenance Program that is user friendly and cost effective for departments**

Outstanding Issues

- Status on Engine 41-7 – still at Ferrara for repairs from accident / repair and status updates being sent to our staff weekly**

Cost Savings

- In house repairs performed on vehicles and building to cut down on the cost.**
- 7 Building Repairs**

Fire Special

Training hours- Target Safety, May Day, Disorientation

Demo with Fire Ice product

Working on Car Seat Installation Renewal

Public Works Report – MARCH 2016

SOLID WASTE:

- Convenience center solid waste collected: 34.77 tons
- Solid waste tonnage collected: 397.46tons
- Recycled materials collected: 31.39 tons
- PIT Construction & Debris: 90 cy
- Bulk Item Pick Ups: 46
- Cart Repairs: 37
- New Cart Deliveries: 20

SEWER:

- MONTHLY EQUIPMENT AND DAILY PUMP STATION INSPECTION, MAINTENANCE AND REPAIRS
- MONTHLY BIOXIDE TANK FILLING
- TVING 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: 5.18”
- WORKED 167 TN ONE CALLS

STREETS:

- Picked up 8 bags of Roadside Litter
- Conducted scheduled preventative maintenance on equipment
- Repaired various traffic signals and replaced road signs
- Repaired Tile and Road on Shevel

- Conducted Brush pick-up throughout City
- Cleaned and re-established roadside drainage on Old Springfield Hwy, and Emily Drive
- Shoulder repair on Loretta Drive and Emily Drive
- Conducted Litter Pick-up throughout the City
- Cleaned Storm Drains throughout the City
- Paved, Shevel, Monticello, Madison Creek, Portion of Patton Branch, Conner and Jones Street

STORM WATER:

Miles of Roadway Swept within City	189
Commercial Inspection Conducted for Construction Projects	42
Residential Inspection Conducted for Construction Site's	60
Active Construction Sites (Commercial)	11
Active New Residential Home Sites	20

PUBLIC WORKS FACILITY, OUTREACH, & PROJECT REVIEW:

- Participated in City-wide weekly staff meetings
- Conducted Daily underground storage tank testing
- Conducted 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
- Worked on calls from developers on policies, procedures, and ordinances related to land development, stormwater, and sewer.
- WKU continues in monitoring project (MS4 permit requirement)
- Conducted Monthly safety meeting

- Proceeding with design on two drainage projects
- Working with Rogers Group to finalize and proceed with Paving Contracts on City Streets
- Community Shredding Event

ATTENDED MEETINGS:

- MTSG Monthly Meeting
- Chamber of Commerce Luncheon
- TNSA Quarterly
- MS4 Meeting
- House of Committee Hearing
- Conference Drive Project Meetings
- Main Street Enhancement Meetings
- AMEC Webinar on Utility Billing



March 2016

Projects - Administration

- Streambank Stabilization in Moss-Wright Park
- 2016 LPRF Grant Application
- Bowen House Repair Plan
- Website Updates

Projects – Parks and Recreation

- Weeded and planted flower beds throughout the system
- De-winterized buildings and fountains
- Prepared fields for spring seasons- laying out soccer fields, adding material and building mounds to baseball/softball fields, hooking up scoreboards, repairing sinks in concession stands.
- 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	606/7	464/8		
Goodlettsville Event Center	2	0		
Senior Adult Program			555	12
Shelters	8	6		
Fields	1	5		
Programs Requiring Registration			959	
Historic Mansker's Station	n/a	n/a	305	
Pleasant Green Pool	n/a	n/a		
Tennis Courts	0	1		

Special Events

Special Event Applications Submitted:

- Rock of Ages Bible Soccer Camp
- Nashville Striders 10 Miler
- Simmons Bank- Run for the Kids 5K

Event Applications Approved

- Rock of Ages Bible Soccer Camp: June 21-23, 2016 at Moss Wright Park
- Nashville Striders 10 Miler: November 5, 2016 at Moss Wright Park
- Simmons bank- Run for the Kids 5K: November 12, 2016 at Moss Wright Park

Events conducted

- Goodlettsville Baseball Little League Pre-Season Tournament: March 17-19, 2016 at Moss Wright Park

Events or programs conducted by P&R

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

Athletics

Current leagues operating in Goodlettsville parks for the month

Goodlettsville Little League	Goodlettsville Girls Fast Pitch Softball
Middle Tennessee Futbol Club	Tennessee United Soccer Club

of games

42 Games- Baseball	8 Games- Youth Softball
97 Games- Soccer	

of practices

348 Practices- Baseball	299 Practices- Youth Softball
130 Practices- Soccer	

COMMUNITY DEVELOPMENT DEPARTMENT

Sub-group: Economic Development

Monthly Management Report: March 2016

Business Recruitment / Retention & Expansion

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.

Worked with owner, design and engineering team interested in constructing an assisted living center in Goodlettsville.

Meetings Attended

Goodlettsville City Commission
Leadership Sumner

Goodlettsville Planning Commission

Planning and Development Services Department

MARCH 2016

Summary of Month Activities:

Staff met with City Attorney regarding a request to install donation bins based on constitutional first amendment court case hearings and a non-conforming zoning issue at 811 Wren Rd

Staff attend organization meetings and presented a session on Planning in Goodlettsville at the Leadership Goodlettsville program

Staff met regarding the following developments:

- 808 Meadowlark Lane existing building expansion
- 909 Meadowlark Lane existing building and site improvement expansions
- Dry Creek Farms discussion with new property owner
- South Cartwright site development proposal on property adjacent to Prevost
- Goodlettsville Church of the Nazarene building and site improvements expansions

Staff completed Kroger site inspections and met with business owner regarding landscape revisions at Kabuto Restaurant on Conference Drive due to overgrown trees adjacent to building.

Staff attended meeting with Extenet regarding cellular antenna service in public right-of-way

Staff presented department budget proposal to City Manager and Assistant City Manager

Meetings Attended:

Goodlettsville Regional Planning Commission

Nashville Area Metropolitan Planning Organization (MPO)

Main Street Project progress meeting

Hampton Inn Conference Drive Project preconstruction

Goodlettsville Codes Department Activity Report March 2016

DEPARTMENT OF 4 EMPLOYEES:

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

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

<u>Activity</u>	<u>Scope of Activity</u>	<u>Total Monthly</u>
Issuing of Permits	Building(Commerc. & Resid.), Burn, Demolition, Blasting, Sign, Fireworks, Pool, Yard Sale	50 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	12 inspections
Fire Investigations	Duties of Fire Marshall involving fires in the city limits	2 investigation
Building Inspections	Building Related	36 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	30 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	40 signs
I.B.C. Training	Training for the departments required certification test/International Building Certif.	10hrs./testing inc.
Storm Water Training	EPSC training and certification	0 hours
Fire Inspection Training	L. DiOrio and M. Bauer required training on Fire Code	4 hours
Property Maint. Liens	Unpaid property maint.issues including grass cutting, demo of unsafe structures, etc.	0 liens
Building and Codes Report	Report issued monthly for permit information-listed on City website	1 Report
Sumner County Impact Fee	Collect and Distribute Tax collected for Sumner County New Residential Homes	0 homes/units
Flood Event/FEMA	M. Bauer assisting flood properties and FEMA requirements. Includes all documentation	6 hours
Issuing of Addresses	Assisting Metro/Davidson County 911 with assigning addresses for the city	8 addresses

Goodlettsville Codes Department Building Report March 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>
New Residential										
20160019	03/03/2016	334,033.00	143DC	27	180	688 Fall Creek Circle	Meritage Homes	58003	New Residential	Summer
20160020	03/03/2016	334,033.00	143DC	11	96	346 Old Stone Road	Meritage Homes	58003	New Residential	Summer
20160028	03/16/2016	334,033.00	143DC	10	97	342 Old Stone Road	Meritage Homes	58003	New Residential	Summer
20160040	03/22/2016	320,966.00	143DC	25	182	680 Fall Creek Circle	Meritage Homes	58003	New Residential	Summer
20160042	03/22/2016	311,179.00	143DC	9	98	338 Old Stone Road	Meritage Homes	58003	New Residential	Summer
20160043	03/25/2016	334,052.60	143DC	8	99	334 Old Stone Road	Meritage Homes	58003	New Residential	Summer
Total		1,968,296.60								
New Commercial										
Total		0								
Additions & Remodeling										
20160017	03/02/2016	50,000.00	143	97	5	1018 Madison Creek Rd.	Bill Morgan	66592	Pool	Summer
20160023	03/09/2016	0.00	0	0	0	662 Fall Creek Circle	Meritage Homes	58003	Construction Trailer	Summer
20160025	03/08/2016	17,000.00	143	97	5	1018 Madison Creek	Bill Morgan	58356	Covered Deck	Summer
20160032	03/18/2016	3,000.00	34.01	52		850 Wren Rd.	David Hall	Owner	Commercial Addition/Restr.	Davidson
20160048	03/30/2016	112,000.00	26.01	104		900 conference Drive	Crossroads Medical	29017	Commercial Remodel	Davidson
20160049	03/31/2016	10,000.00	143 HD	28		508 East Angela	Bobbie Gentry	Owner	Accessory Building	Davidson
Total		192,000.00								
Single Family Dwellings										
Total New Residential		1,968,296.60					Davidson	0		
Total New Commercial		0.00					Sumner	6		
Total Add/Remodels		192,000.00					Sumner	6		
Total All Permits		2,160,296.60					Total	6		