



City Manager Report: January 2017

Distributed: February 16, 2017



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:

Thank you to Goodlettsville Elementary School for their participation in the Special Census! And a special shout out to Mrs. Resha's first grade class with the most returned Special Census forms in the entire school.

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February 15, 2017

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, 2017 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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Email: tellis@goodlettsville.gov • 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: January, 2017

Legislative Accomplishments

- Board of Commissioners took action on the following ordinances:
 - Approved Ordinance 16-882, an ordinance to amend the fiscal year 2016-2017 budget.
 - Approved Ordinance 17-883, an ordinance to amend Section 14-213 of the Zoning Ordinance regarding amendments to the conditional use permit review procedure for community extensive impact activities.
 - Approved Ordinance 17-884, an ordinance to amend Section 14-208 of the Zoning Ordinance regarding Supplementary District Regulations and Architectural Design Standards.
 - Approved Ordinance 17-885, an ordinance to amend the Design Guidelines to define requirements for industrial projects and non-residential projects in residential zoning districts.
 - Approved Ordinance 17-886, an ordinance to amend Section 14-213 of the Zoning Ordinance to incorporate provisions for tourist oriented limited manufacturing activities.

- The Board of Commissioners also took action on the following resolutions:
 - Approved Resolution 17-720, a resolution authorizing the Mayor to execute a grant contract between the City of Goodlettsville, Tennessee and the State of Tennessee Department of Environment and Conservation for the purpose of creating a used oil collection and recycling program.
 - Approved Resolution 17-721, a resolution proclaiming January 26, 2017 as Mrs. Lorene Ray Day in the City of Goodlettsville.

Legislative Matters Forthcoming

- Resolution declaring property surplus.
- Public Records Policy.
- Allen Road Annexation progress report.
- ROW license with American Home Realty, LLC.

Commissions and Boards

- **Planning Commission**

- Elected Tony Espinosa for Chairman and Jim Galbreath as Vice-Chairman.
- Approved minor subdivision plat to add 0.35 acres to a 1.85 acre property at 3155 Patton Branch Road. Property is zoned R-40, Low Density Residential. Property is referenced as a portion of Sumner County Map 140, Parcel 57.01. Property Owners: Mark and Patricia Writesman.
- Conditionally approved minor final subdivision plat to create two (2) lots on 1.07 acres and 200 Connell Street. Property is zoned IR, Industrial Restricted. Property is referenced as Davidson County Map/Parcel # 01913006200. Property Owners: Miller Property Owners. Conditions listed in minutes.
- Conditionally approved a site plan for 750 sq. ft. automobile sales building at Forks Road and Hwy 41/Springfield Hwy. Property is zoned CS, Commercial Services District and contains 0.25 acres. Property is referenced as Sumner County Map 26, Parcel 6.03. Property Owners: Sam and Glenda Tinnin. Conditions listed in minutes.
- Deferred final master plan approval for forty-two (42) lots on Old Stone Road. Property is zoned MRPUD, Medium Density Residential Planned Unit Development. Property is a portion of the 57.80 acre property referenced as Sumner County Map 143, Parcel 37. Property Owner: Meritage Homes of Tennessee Inc.
- Conditionally approved final master plan for fifty-five (55) lots on Fall Creek Circle. Property is zoned MRPUD, Medium Density Residential Planned Unit Development. Property is a portion of the 26.16 acre property referenced as Sumner County Map 143, Parcel 36.01. Property Owner: Meritage Homes of Tennessee Inc.
- Approved reducing the Subdivision Performance Bond for Meritage Homes of Tennessee from \$250,000 to \$161,000 for one year.
- Conditionally approved extension of the final master plan and final subdivision plat of Copper Creek Section 1-Phase 2 for twenty-one (21) lots on Hillview Drive and Allen Road. Property is zoned LDRPUD, Low Density Residential Planned Unit Development. Property is referenced as Sumner County Map 143, Parcel 22.06.

- Deferred construction master plan for five (5) lots on Conference Drive across from Windsor Green Boulevard. Property contains 9.29 acres and is referenced as Davidson County Map/Parcel #02600010600. Property is zoned GOPUD, General Office Planned Unit Development. Property Owner: Armed Services Mutual Benefits Association.

- Discussed temporary family healthcare structures.

- **Board of Zoning Appeals**

- Conditionally approved a zoning variance from the off-street parking and loading surface requirements for a gravel vehicle storage area in an IR, Industrial Restrictive Zoning District adjacent to 813 Louisville Highway. Property is referenced as Sumner County Tax Map 142 Parcel 15 containing approximately 16.50 acres. BCR Holdings LLC, Property Owner. Conditions listed in minutes.

- Conditionally approved zoning variances from the minimum lot size requirement and building setbacks for existing buildings in an IR, Industrial Restrictive Zoning District. Property referenced as 200 Connell Street and Davidson County Map/Parcel 01913006200 containing 1.07 acres. Johnathan, Thomas, Joseph, and WM Miller, Property Owners. Conditions listed in minutes.

- Denied an administrative appeal of a zoning violation regarding tents being used for residential use in a CSL, Commercial Services Limited commercial zoning district. Property is referenced as 124 Glancy Street and Davidson County Map/Parcel 03401006700 containing 0.25 acres. SAFAW, Property Owner.

- **Beer Board**

- Approved an off-premises beer permit for Mapco Express, Inc. located at 254 Long Hollow Pike.
- Approved an off-premises beer permit for Mapco Express, Inc. located at 301 Long Hollow Pike.
- Reevaluated the on-premises beer permit for Ponobe's (PMarie3, LLC) located at 903 Rivergate Parkway.

- **Industrial Development Board**

- Industrial Development Board met during the month of January but no action items were considered.

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

- The Parks Board met during the month of January but no action items were considered.

Ongoing Work

- Overall Capital Improvements 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.
- Goodlettsville Tomorrow Vision 2025.
- Main Street Stakeholders Organization.
- Streambank stabilization of Manskers and Madison Creeks.
- City-wide Beautification.
- CMAQ Projects.
- Special Census.
- Neighborhood Enhancement Program.

Finance and Administration Monthly Report

January 2017

FINANCE

- Attended Sumner County Council of Government luncheon at the Visitor's Center
- Worked with Logistics Committee for the Leadership Goodlettsville Class of 2017
- Conducted Mid-Year Budget Review with Department Heads
- Completed training on Tyler Content Manager, the document imaging program that will allow us to continue our paper reduction initiative
- Worked with Chamber Staff on Tourism projects
- Took part in an Inter-City visit in Alpharetta, GA with City Officials and Chamber representatives to exchange ideas on Tourism and Economic Development
- Processed and mailed 1099's and completed quarterly payroll reports

HUMAN RESOURCES

- Prepared and distributed W2s and ACA forms.
- 1/20/17 TMPA training on wellness & Open Records.
- Hired: 1 FT Utility Worker at Public Works, 1 Police Officer, 1 PT Firefighter
- Terms during the month: 1 PT Dispatcher.
- Worker's Compensation accidents in the month:
- Full-time employees: 132; Part-time employees: 39.
- Job opening: Heavy Equipment Operator

**City of Goodlettsville
Financial Summary
January 2017 (Unaudited)**

UNASSIGNED FUND BALANCE

Operating Fund	Current Month	Budget 06/30/2017	%
General Fund	3,322,372	2,090,841	159%
Sanitation	131,256	126,941	103%
Tourism	1,150,456	393,588	292%

CASH IN BANK

General Fund	5,199,704
Sanitation	69,091
Tourism	1,149,757
Sewer	12,404,927
Stormwater	1,634,540
Total Cash	20,458,018

SALES TAX COLLECTIONS

Month Received	Sumner Current Year	Sumner Prior Yr	Davidson Current Yr	Davidson Prior Year	Total Current Year	Total Prior Year
Aug	48,333	53,696	324,789	301,770	373,123	355,467
Sep	53,158	53,887	294,694	273,542	347,851	327,429
Oct	44,747	43,086	295,987	276,764	340,734	319,850
Nov	49,987	48,095	309,704	306,882	359,691	354,977
Dec	51,322	50,706	298,879	280,760	350,201	331,466
Jan	53,033	45,928	317,233	288,519	370,266	334,446
Feb					0	0
Mar					0	0
Apr					0	0
May					0	0
Jun					0	0
Jul					0	0
YTD	300,580	295,399	1,841,285	1,728,237	2,141,866	2,023,635
						5.84%

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 2017 (Unaudited)**

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	
General Fund	Revenues	2,445,646	6,963,237	14,268,943	48.80%
General Fund	Expenditures	1,478,564	9,262,110	16,428,844	56.38%
Net Increase/Decrease		967,082	(2,298,874)	(2,159,901)	
Sanitation Fund	Revenues	89,798	536,614	925,450	57.98%
Sanitation Fund	Expenditures	82,881	461,935	896,002	51.56%
Net Increase/Decrease		6,917	74,679	29,448	
Tourism	Revenues	40,180	405,133	624,300	64.89%
Tourism	Expenditures	75,981	286,664	713,543	40.17%
Net Increase/Decrease		(35,801)	118,469	(89,243)	
Sewer	Revenues	467,385	3,025,212	5,945,300	50.88%
Sewer	Expenses	212,998	1,675,615	5,829,573	28.74%
Net Increase/Decrease		254,387	1,349,598	115,727	
Stormwater Utility	Revenues	85,218	480,035	932,000	51.51%
Stormwater Utility	Expenses	22,138	443,199	1,985,555	22.32%
Net Increase/Decrease		63,080	36,836	(1,053,555)	

OPERATIONS EXPENDITURE SUMMARY

<u>General Fund Operating Dept</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Budget</u>
General Government	166,817	944,763	1,675,388	56%
Community Development	43,994	375,184	794,309	47%
Police	579,198	2,986,241	5,154,049	58%
Fire	214,647	1,241,099	2,172,209	57%
Hwys & Streets	97,661	1,137,397	2,109,045	54%
Parks/Recreation	166,758	986,492	1,929,819	51%
Miscellaneous	216,908	1,670,081	2,116,224	79%
Total General Fund Expenditures	1,485,983	9,341,257	15,951,043	59%



JANUARY 2017

NEW BUSINESS LICENSES

License Issue Date	Company Name	Address	Contact Name	Contact Number
01.09.2017	Deborah Winkler DBA: Avalara MyLodge Tax	1121-B Madison Creek Road	Avalara MyLodge Tax	303.220.0183
01.11.2017	SnapDragon, Inc. DBA: SnapDragon Designer Boutique	117 Two Mile Pike	Candice Ralph	615.812.1648
01.11.2017	Jenn's Trucking	849 Wren Road	Calvin Hudson	615.878.2915
01.12.2017	The Construction Partnership, LLC DBA: Design Build Partners, LLC	1121 Glendale Lane	Shelby Jenkins	615.708.9968
01.13.2017	Kings Paint Service	154 Ivy Hill Lane	Gabriel Santos- Rito	615.708.8009
01.26.2017	IASSCO (Innovative Adhesive Solutions)	1229 South Dickerson Road	Philip Stringfellow	615.390.6011
01.28.2017	TownePlace Management, LLC DBA: TownePlace Suites Goodlettsville	830 Conference Drive	Laura Floyd	301.380.2709
01.30.2017	Blush Nail Spa	217 South Main Street	Tri Nguyen	615.293.6888

NEW BEER PERMITS

01.11.2017	Mapco Express, Inc. DBA: Mapco #3066	301 Long Hollow Pike	Kim Martin	615.224.0852
01.11.2017	Mapco Express, Inc. DBA: Mapco #3400	254 Long Hollow Pike	Kim Martin	615.224.0852

MONTH OF JANUARY 2017**MONTHLY MANAGEMENT REPORT****COURT**NUMBER OF CITATIONS ISSUED IN JANUARY 2017 -**180**NUMBER OF DEFENDANTS APPEARING IN COURT

JANUARY 10	9:00	A.M.	69
JANUARY 10	1:00	P.M.	33
JANUARY 17	1:00	P.M.	22

TOTAL FOR MONTH

JANUARY 17	8:30	A.M.	9
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CONTESTED COURT SESSIONNUMBER OF NON-TRAFFIC CITATIONS (i.e. codes / misdemeanors violations)

CODES	1
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MISDEMEANORS	0
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NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL	55
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EIGHT HOUR SCHOOL	3
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Goodlettsville Police Department

Chief Goodwin's Monthly Report

January 2017

January 11th Chief Goodwin attended the Beer Board meeting and presented at the Leadership Sumner Criminal Justice Day in Gallatin. January 12th Chief Goodwin and Commander Cherry attended an organizational meeting of local charities at the Goodlettsville fire hall. Chief Goodwin presented to the Leadership Sumner Youth Program at Rivergate Mall on January 17th. January 18th Chief Goodwin attended the 18th Drug Task Force meeting. January 19th Chief Goodwin attended the ribbon cutting for the Guitar Center in Rivergate Mall. January 21st Chief Goodwin was a judge for the Chili Cook-Off at the Goodlettsville Cumberland Presbyterian Church. On January 23rd Commander Cherry and Sgt. Deloach attended the mall tenant meeting at Rivergate Mall. On January 26th 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 January and 58.2 pounds of unwanted pharmaceuticals were deposited. Since its use 939 pounds of unwanted pharmaceuticals have been deposited.

In review of the TIBRS data comparing January 2017 to January 2016 Crime Against Person increased from 16 to 24 a 50% increase, and Crime Against Property increased from 65 to 79 a 7.69% increase and overall we had an increase 81 to 94 incidents. Our UCR total for the month was a 27.50% increase from 40 to 51 incidents.

Our proactive efforts were very good for the month of January. Our officers made 1175 Traffic Stops and 7 Terry Stops. They made 130 Traffic Arrests and 11 DUI Arrests. From these Traffic Stops resulted 6 Felony charges, 139 Misdemeanor charges, and 20 warrants were served. They had 29 drug confiscations (16 from traffic stops). They issued 4 Misdemeanor Citations, made 42 Physical Arrests with 26 Misdemeanor charges and 8 Felony charges. They made 9 Juvenile Misdemeanor Arrests and 1 Juvenile Felony Arrest.

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 12 Warrant Service Attempts. They served 11 Felony Warrants and 23 Misdemeanor Warrants.

Our officers continue to check our apartments, neighborhoods, businesses and parks. They conducted 232 apartment checks, 407 checks of neighborhoods, 378 businesses checks and 260 park checks. They had 1,185 Community Contacts. They issued 350 Park Smarts and found 2 Open Doors.



JANUARY TIBRS

TIBRS Group A Offenses

	2017 Offenses Reported	2016 Offenses Reported
Crimes Against Persons	24	16
Murder	0	0
Negligent Manslaughter	0	0
Kidnaping/Abduction	0	0
Forcible Rape	2	0
Forcible Sodomy	1	0
Sexual Assault W/Object	0	0
Forcible Fondling	2	2
Incest	0	0
Statutory Rape	0	0
Aggravated Assault	4	2
Simple Assault	13	11
Intimidation	2	1
Stalking	0	0
Crimes Against Property	70	65
Arson	0	0
Bribery	0	0
Burglary	6	5
Counterfeiting/Forgery	0	3
Destruction/Damage/ Vandalism	11	5
Embezzlement	2	2
Extortion/Blackmail	0	0
Fraud - False Pretenses	2	3
Fraud - Credit Card/ATM	0	2
Fraud - Impersonation	0	2
Fraud - Welfare	0	0
Fraud - Wire	0	0
Motor Vehicle Theft	7	4
Robbery	1	0
Stolen Property Offenses	1	0
Theft - Pocket-picking	0	0
Theft - Purse Snatching	0	0
Theft - Shoplifting	20	21
Theft From Building	3	12
Theft From Coin Machine	0	1
Theft From Motor Vehicle	9	2
Theft of Motor Vehicle Parts	5	2
Theft - All Other Larceny	3	1
Total Group A Offenses	94	81

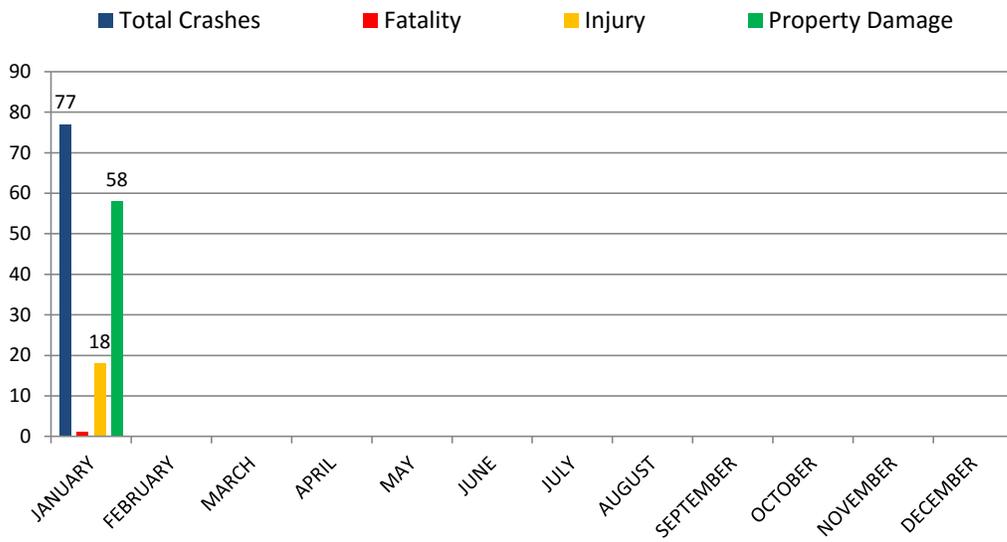


YTD TIBRS - 2017 VS 2016

	2017	JAN 2017	JAN 2016	FEB 2017	FEB 2016	MAR 2017	MAR 2016	APR 2017	APR 2016	MAY 2017	MAY 2016	JUN 2017	JUN 2016	JUL 2017	JUL 2016	AUG 2017	AUG 2016	SEP 2017	SEP 2016	OCT 2017	OCT 2016	NOV 2017	NOV 2016	DEC 2017	DEC 2016	2016 Offenses TOTAL	% CHANGE
TIBRS Group A Offenses																											
Crimes Against Persons	24	24	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16	50.00%
Murder	0	0	0																							0	NC
Negligent Manslaughter	0	0	0																							0	NC
Kidnaping/Abduction	0	0	0																							0	NC
Forcible Rape	2	2	0																							0	NC
Forcible Sodomy	1	1	0																							0	NC
Sexual Assault w/Object	0	0	0																							0	NC
Forcible Fondling	2	2	2																							2	0.00%
Incest	0	0	0																							0	NC
Statutory Rape	0	0	0																							0	NC
Aggravated Assault	4	4	2																							2	100.00%
Simple Assault	13	13	11																							11	18.18%
Intimidation	2	2	1																							1	100.00%
Stalking	0	0	0																							0	NC
Crimes Against Property	70	70	65	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	65	7.69%
Arson	0	0	0																							0	NC
Bribery	0	0	0																							0	NC
Burglary	6	6	5																							5	20.00%
Counterfeiting/Forgery	0	0	3																							3	-100.00%
Destruction/Damage/Vandalism	11	11	5																							5	120.00%
Embezzlement	2	2	2																							2	0.00%
Extortion/Blackmail	0	0	0																							0	NC
Fraud - False Pretenses	2	2	3																							3	-33.33%
Fraud - Credit Card/ATM	0	0	2																							2	-100.00%
Fraud - Impersonation	0	0	2																							2	-100.00%
Fraud - Welfare	0	0	0																							0	NC
Fraud - Wire	0	0	0																							0	NC
Motor Vehicle Theft	7	7	4																							4	75.00%
Robbery	1	1	0																							0	NC
Stolen Property Offenses	1	1	0																							0	NC
Theft - Pocket-picking	0	0	0																							0	NC
Theft - Purse Snatching	0	0	0																							0	NC
Theft - Shoplifting	20	20	21																							21	-4.76%
Theft From Building	3	3	12																							12	-75.00%
Theft From Coin Machine	0	0	1																							1	-100.00%
Theft From Motor Vehicle	9	9	2																							2	350.00%
Theft of Motor Vehicle Parts	5	5	2																							2	150.00%
Theft - All Other Larceny	3	3	1																							1	200.00%
Total Group A Offenses	94	94	81	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	81	16.05%

2017 TITAN CRASH REPORTS

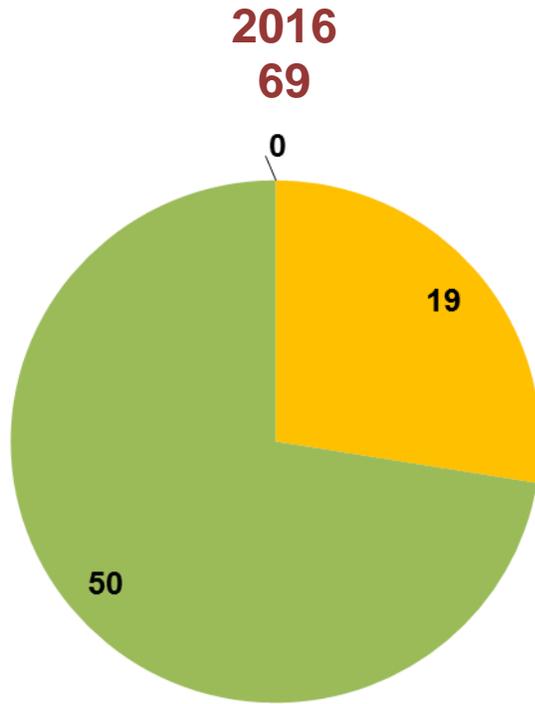
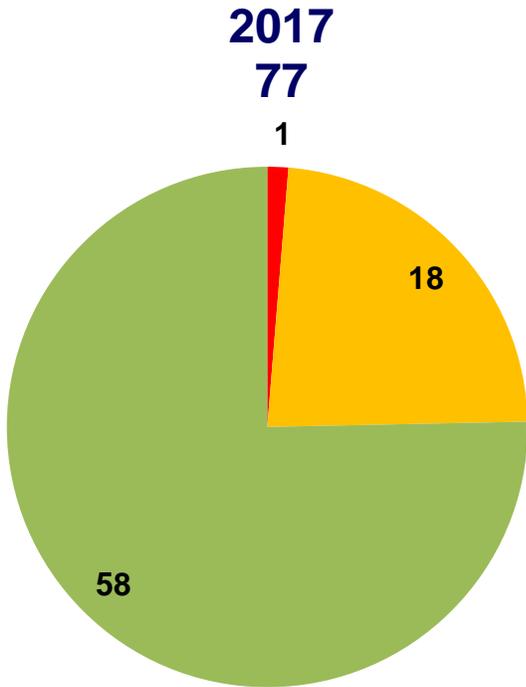
(January 1 to January 31)



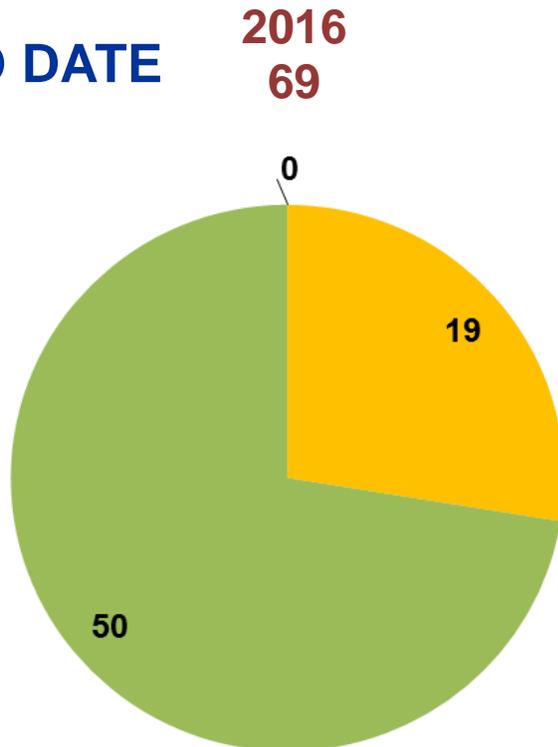
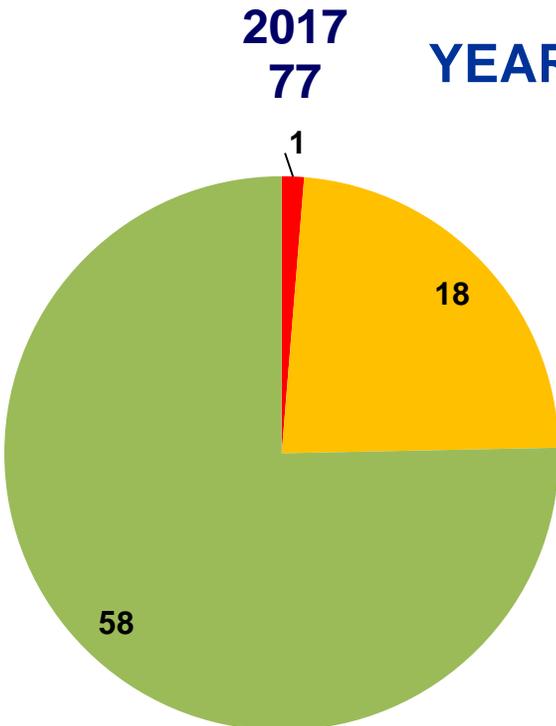


January TRAFFIC CRASHES

■ Fatal ■ Injury ■ Property Damage



YEAR TO DATE



Goodlettsville Police Department
JANAURY 2017 COMPSTAT

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	TOTAL	2017 YTD		2016 YTD		% change	2016 TOTAL	
						YTD	0	YTD	0			
Murders	0	0	0	0	0	YTD	0	YTD	0	NC	1	
Rape	0	0	1	1	2	YTD	2	YTD	0	NC	2	
Robbery (Commercial)	0	0	0	0	0	YTD	0	YTD	0	NC	3	
Robbery (Street)	0	0	1	0	1	YTD	1	YTD	0	NC	9	
Aggravated Assault	0	0	1	1	2	YTD	2	YTD	0	NC	29	
Aggravated Assault - Dom Viol	1	0	1	0	2	YTD	2	YTD	0	NC	15	
Burglary (Commercial)	0	0	0	0	0	YTD	0	YTD	0	NC	23	
Burglary (Residential)	1	0	1	2	4	YTD	5	YTD	6	-16.67%	39	
Auto Burglaries	1	2	5	2	10	YTD	10	YTD	1	900.00%	61	
Larceny	5	1	2	0	8	YTD	7	YTD	13	-46.15%	127	
Shoplifting	1	5	3	7	16	YTD	16	YTD	18	-11.11%	260	
Motor Vehicle Theft	1	2	2	1	6	YTD	6	YTD	2	200.00%	25	
Total Offenses	10	10	17	14	0	51	YTD TOTAL	51	YTD TOTAL	40	27.50%	594



**January COMPSTAT
WEEKS 01 THRU 04**

	2017	2016	2017 YTD		2016 YTD		% change	2016 TOTAL
Murders	0	0	YTD	0	YTD	0	NC	1
Rape	2	0	YTD	2	YTD	0	NC	2
Robbery (Commercial)	0	0	YTD	0	YTD	0	NC	3
Robbery (Street)	1	0	YTD	1	YTD	0	NC	9
Aggravated Assault	2	0	YTD	2	YTD	0	NC	29
Aggravated Assault - Dom Viol	2	0	YTD	2	YTD	0	NC	15
Burglary (Commercial)	0	0	YTD	0	YTD	0	NC	23
Burglary (Residential)	5	6	YTD	5	YTD	6	-16.67%	39
Auto Burglaries	10	1	YTD	10	YTD	1	900.00%	61
Larceny	7	13	YTD	7	YTD	13	-46.15%	127
Shoplifting	16	18	YTD	16	YTD	18	-11.11%	260
Motor Vehicle Theft	6	2	YTD	6	YTD	2	200.00%	25
Total Offenses	51	40	TOTAL YTD	51	TOTAL YTD	40	27.50%	594



Summary of Month's Activities – January 1 – January 31, 2017

Fire Operations

The Department responded to 318 calls for service in the month of January.

Fire Administration

Chief's Comments:

In the month of January the fire department typically is a little slower for runs and training, however this has not been the typical January or the typical year in total. Our runs increased over 600 calls from 2015 and the main reason for that is exciting for our department. These 600 calls were handled in Goodlettsville by Goodlettsville firefighters and we believe the addition of our second response vehicle allowed this to happen. Previously, the majority of these calls were handed off to our Automatic Aid partner, Metro Fire and EMS. Through this agreement, we receive a great service but with our own home town department the response times are obviously quicker and we believe the quality of emergency care is a little bit more focused on showing the concern and giving the attention that is as important to a quality outcome as great training and equipment.

Training continues constantly during the increased run volume. Several from the department traveled in January to attend "Live Fire Instructor" at the State Fire Academy. This important training will allow us to produce our own live fire training here in Goodlettsville at our new training area under development now.

Lieutenant Mac Lassiter, who serves as our Training Officer, makes sure that the State required training hours are accomplished by our members but also to also offer new and challenging training not done before by this department. Deputy Chief Mark Becknal and I travelled back and forth each day for a week to Murfreesboro where we were involved in both teaching and attending "Incident Management Team" training. This is in support of a TN Fire Chiefs initiative to create trained and experienced groups of emergency management professionals to assist TN communities in time of disaster. Later in the month, Captain Ray Hunter and I attended a two-day course on Fire Officer Leadership.

The process of budget decisions for the 2017-2018 fiscal year are being thought out. We are processing choices on how to not only better equip our personnel for their safety but also to provide advanced ways to assure safety of the citizens we are protecting.

Lastly and as always, the Department continues to promote our Free Smoke Alarm Installation Program. We hope that any citizen that needs assistance in any way with home fire safety will call or come by the station anytime. 615-851-2245. We are nearing the benchmark of 100 smoke alarms installed with a little less than a year participating with the free install program thru the State Fire Marshall's Office. To date, this program has saved the lives of Tennesseans 172 times with 46 of those occurring in 2016.

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 - 630

Public Education Hours - 10

JANUARY MAINTENANCE

2 Scheduled Services

9 Repairs

Special Projects

Working with Chief Reeves on pricing items for next Budget year

Outstanding Issues

Ordered Dodge 5500

Cost Savings

In house repairs to vehicles and building to cut down on the cost.

6 Building Repairs

Bath #4 Starting tearing into the water leak and found the shower valve was leaking- replaced valve, did some tile replacement, repainted, and cleaned and resealed the rest of the tile in the bathroom

Medic Bay Door- Cable broke and the door fell - working on quotes to have the repairs done.

Fire Special

Training hours- PEARS class, Target Safety, and Elevator Emergencies

Rode on Engine a few days to fill in

Public Works Report – January 2017

SOLID WASTE:

- Convenience Center solid waste collected: 14.64 tons
- Solid waste tonnage collected: 417.96 tons
- Recycled materials collected: 36.7 tons
- Metal: 8.93 Tons
- PIT Construction & Debris: 150 cy
- Compactor: 6.69
- Bulk Item Pick Ups: 32
- Cart Repairs: 44
- New Cart Deliveries: 36

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**
- **SMOKE TESTED SEWER MAINS**
- **RAINFALL FOR MONTH: 4.02"**
- **WORKED 141 TN ONE CALLS**

STREETS:

- Conducted scheduled preventative maintenance on equipment
- Repaired various traffic signals and replaced road signs
- Conducted Brush pick-up throughout City
- Removed Tree from ditch line
- Repair/Replace storm grate and frame
- Re-establish proper flow of drainage ditch
- Catch Basin Repairs

STORM WATER:

Miles of Roadway Swept within City	172
Litter bags removed	8
Land Disturbance Permits Issued	1
Commercial Inspection Conducted for Construction Projects	40
Residential Inspection Conducted for Construction Site's	84
Active Construction Sites (Commercial)	11
Active New Residential Home Sites	21

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

ATTENDED MEETINGS:

- MTSG Monthly Meeting
- Chamber of Commerce Luncheon
- MTAS NOI Video Conference
- SWPP Training
- Microbial Source Tracking for Creeks
- Mansker Creek Rehab Meeting
- TDEC/TWRA Education
- Senior Citizens Luncheon



January 2017

Projects - Administration

- Attended a planning meeting with Cumberland River Compact for the Mansker Creek Streambank Stabilization Grant Partnership.
- Conducted training on When 2 Work and Slips, Trips, and Falls
- Continued planning for 5 year Capital Improvement Plan
- Continued planning for 2016 LPRF grant for Peay Park Improvements.
- Continued work on Mansker's Station Museum.
- Continued work on updating Parks and Rec webpages for 2017.
- Continued planning the Mother and Son Night of Fun and the Daddy Daughter Dance.

Projects – Parks and Recreation

- Received delivery of picnic tables for Moss-Wright Park. Staff assembled and installed 18 tables for shelters 1, 2, and 3 at Moss-Wright Park.
- Received delivery of bleachers for athletic field and assembled and installed the bleachers for fields 1 and 2.
- Removed walls at the fort and installed new poles for walls in multiple sections.
- Cut the removed fort walls into firewood to be used at Mansker's Station.
- Formed concrete pads and installed several steel benches in Moss-Wright Park.
- Completed repairs to water lines at the soccer complex and near the fort.
- Serviced equipment 329, 350, 4500d, 311, 312, 376, 336, 330, 335, 351, 337, 321, 326, 317, 302, and 341. Repaired the Kubota cylinder on the backhoe.

Facility and Rental Information

	Resident Usage/Rentals	Non-Resident Usage/Rentals	Attendance	Volunteer Hours
Community Center	720/11	596/4		
Goodlettsville Event Center	0	1		
Senior Adult Program			675	46
Shelters	0	0		
Fields	0	0		
Programs Requiring Registration			1341	
Historic Mansker's Station	0	0		
Pleasant Green Pool	0	0		
Tennis Courts	0	0		

COMMUNITY DEVELOPMENT DEPARTMENT

Sub-group: Economic Development

Monthly Management Report: January 2017

Business Recruitment / Retention & Expansion

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 Best Western Plus.

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

Worked with design engineer in regards to new office building.

Worked with design and engineering team in regards to medical office.

Worked with owners in regards to assisted living facility.

Worked with developer in regards to a new commercial development on Long Hollow.

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.

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.

Meetings Attended

Goodlettsville City Commission

Goodlettsville Planning Commission

JANUARY REPORT

This monthly forum will keep you informed of ongoing and upcoming projects and provide updated information on where we are with projects as they progress from the planning phase into design and become reality. Here is a sampling of what we currently are working on to enhance our town's livability.

Peay Park Splash Pad

This 600 thousand dollar project is 50 percent grant and will extend over the next two years. It will add a water feature at the location of the old baseball field in Peay Park. This will be the first phase in the revitalization of the City's oldest park. **Status: The city is awaiting a contract with the state to start the project. Demolition is complete by city park personnel. Design for the splash pad is expected to begin in February. The design team is being assembled and we expect an opening of the project in the summer of 2018.**

Main Street Enhancements

This 12 million dollar project is 80 percent grant and will extend over the next two and one half years. Its purpose is to change the look and feel of the heart of Goodlettsville. The aim of this project is to make the center section of town a more walkable and inviting place to shop and mingle. **Status: TDOT review comments are complete and the project consultant is in the process of making corrections. The city is awaiting authorization to move to the next phase of work. Easements and their appraised values are being prepared. Utility coordination and public input will occur as soon as the ROW plans are revised and approved by TDOT. Construction is expected to be complete in the summer of 2019.**

Sidewalks Additions

In conjunction with the Main Street project the city is preparing a series of projects to enhance walkability throughout Goodlettsville. Budgets are being set to add sidewalks along certain sections of the main thoroughfares in the city such as Loretta Drive, Caldwell Drive, Rivergate Parkway and North Creek Boulevard. These projects will seek to link residential areas with commercial and recreational areas and provide connectivity for some of the disconnected commercial developments within the city. **Status: The TDOT Transportation Alternatives Program (TAP) grant for a sidewalk connecting Moss Wright Park to North Creek Park along Caldwell Road and Long Hollow Pike is in review by the state. Program budgeting and preliminary design are ongoing on the other projects. These and other projects will be a part of the five year Capital Improvements Plan**

Conference Drive Improvements

The Conference Drive corridor is the southern entrance to our city. The need for this road to look and feel inviting is imperative to bringing visitors and businesses into Goodlettsville. The preliminary design documents of this half million dollar, 80 percent grant project are complete and are awaiting the start of phase two of the signalization upgrades to finish. **Status: The National Environmental Protection Act (NEPA) documents for environmental clearance have been submitted. Preliminary design is under way. Awaiting approval from the state to move to the next phase of the project. Construction is expected to begin in summer of 2017 with completion by the spring of 2018.**

Sanitary Sewer Interceptor Improvements

These improvements funded by the city will eliminate the need for two costly pump stations in the Madison Creek drainage basin. These projects will reduce maintenance and energy costs for the City's sewer collection department. **Status: The Wynridge Way sewer bypass is awarded with construction planned to begin in February 2017 and be completed by July 2017. The Madison Creek sewer bypass is being rebid due to budget concerns. Rebid of this project should be in March of 2017 with completion scheduled for December 2017.**

Signalization Upgrades

Phase One of the signal coordination is complete and got things started to help traffic move smoother on Long Hollow Pike and Conference Drive. Phase two will provide upgrades to coordinate and improve traffic flow on Conference Drive, Long Hollow Pike and Main Street. This 2 million dollar, 100 percent grant will provide state of the art signal control for the City. **Status: The National Environmental Protection Act (NEPA) documents are complete. Preliminary design is in review. Awaiting approval from the state to move to the next phase of the project. Construction is expected to begin in the summer of 2017 with completion in summer of 2018.**

Drainage Improvements

With the implementation of the storm water utility in 2013, the city is now able to address some of the drainage system problems that currently exist in Goodlettsville. Area drainage issues are being identified and earmarked for projects as funds become available. These projects such as the Gateway neighborhood and Hollywood Street will improve flow to better distribute runoff in heavy rainfall for the purpose of flood prevention. **Status: The first phase of the Gateway Neighborhood drainage improvements is underway. With completion scheduled for summer of 2017. A feasibility study for storm water detention in the area of Old Two Mile Pike and negotiations for drainage easements are underway. Three culvert replacement projects are also currently in the design phase. Construction for the replacement culverts is scheduled for completion by December 2017.**

Bank Stabilization Moss Wright Park

The bank along Mansker Creek at Moss Wright Park is being eroded by changes in stream flow. A grant study is underway for long term remediation. **Status: Grant Funds through the Cumberland River Compact for future bank erosion repairs near the soccer fields have been released with the project in the design phase. This phase of the work is scheduled for completion by the end of 2017.**

Mansker Creek Greenway

The addition of a 2 million dollar, 50 percent grant funded half mile of trails has been laid out to connect the Windsor Green Neighborhood and Conference Drive with Moss Wright and North Creek Parks. The route will follow the banks of Mansker Creek providing a trail system to enhance Goodlettsville's already extensive outdoor walking experience. **Status: Preliminary design is complete and the project is currently in land acquisition phase.**

In addition to this, there are the daily needs of supporting the city staff with engineering design and planning for the future with our 5 year Capital Improvement Plan (CIP). Please feel free to contact me if you have any comments or concerns. I can be reached at:

Greg Edrington, PE
City Engineer
105 South Main Street
Goodlettsville, TN 37072
Office Phone: 615.851.3461
gedrington@goodlettsville.gov

Planning and Development Services Department

January 2017

Summary of Month Activities:

Staff attended site development meetings for the following projects:

- French Street seventy (70+) acre proposed residential development
- Gateway Elementary School –City’s storm water detention proposal
- Copper Creek Section 2-6 site design meeting regarding roadway design amendments
- Allen Road eighty (80+) acre proposed residential development
- North Cartwright Street proposed commercial/industrial development
- Long Hollow Pike commercial development adjacent to new Taco Bell site development

Staff attended the following inspections:

- Copper Creek Section 2-3 site inspection- bond request
- 720 Rivergate Parkway preliminary business inspection building glass sales and service
- 207 Moncrief Avenue request to covert accessory building to building addition
- 314 Long Hollow Pike- Kentucky Fried Chicken building interior remodel
- 829 Wren Road building renovation project questions
- 213 Shevel Road proposed residential building addition questions
- Goodlettsville Pediatrics- Business Park Circle-site entrance inspection
- Lot 105 Copper Creek Development- floor system repair project

Staff attended the following administration meetings:

- Neighborhood Advisory Committee discussion on formation of program
- City Court regarding 124 Glancy Street zoning violation
- GIS Mapping System Project- Staff preliminary training session
- Leadership Goodlettsville program logistics planning and session attendance
- Greenbrier Planning/Codes staff member discussion on zoning ordinance amendment options
- Planning Commission Chairman to discuss proposed agenda procedures

Meetings Attended:

- Nashville Metropolitan Planning Organization (MPO) monthly meeting
- Goodlettsville Regional Planning Commission
- Goodlettsville Zoning and Sign Appeals Board
- Goodlettsville Beer Board
- Main Street Project monthly project meeting
- Sumner County Planners Association quarterly meeting
- Department Budget mid-year review

Goodlettsville Codes Department Activity Report January 2017

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 to 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	25 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	14 inspections
Fire Investigations	Duties of Fire Marshal involving fires in the city limits	0 investigations
Building Inspections	Building Related	149 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	65 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	49 inspections
Signs Removed	Illegal signs removed from city limits	70 signs
I.B.C. Training	Training for the departments required certification test/International Building Certif.	4 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)	0 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	3
Flood Event/FEMA	M. Bauer assisting flood properties and FEMA requirements. Includes all documentatio	Completed project
Issuing of Addresses	Assisting Metro/Davidson County 911 with assigning addresses for the city	3 addresses
Plan Reviews	In-house plan review by M. Bauer/Assisted also with outsourced plan reviews	3 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	1 citations
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	daily

Goodlettsville Codes Department Building Report January 2017

<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>											
20170019	01/06/2017	229,548.00		N/A	4	506 Elba Drive	Thomas Campbell	Owner	New Residential	Sumner	
20170006	01/10/2017	340,000.00		N/A	81	371 Old Stone Road	Meritage Homes	58003	New Residential	Sumner	
20170017	01/29/2017	490,000.00		N/A	3	2037 Crencor Drive	Mark Writesman	Owner	New Residential	Sumner	
20170001	01/13/2017	1,188,682.00	34.01	units	53-60	Cobblestone Place 53-60	Kevin Hyneman Co.	26156	New Townhomes	Davidson	
20170002	01/13/2017	742,926.00	34.01	units	28-32	Cobblestone Place 28-32	Kevin Hyneman Co.	26156	New Townhomes	Davidson	
20170003	01/03/2017	594,341.00	34.01	units	24-27	Cobblestone Place 24-27	Kevin Hyneman Co.	26156	New Townhomes	Davidson	
Total		2,396,815.00									
<u>New Commercial</u>											
20170009	01/11/2017	7,825,902.00		19	3	251 Northcreek Blvd.	Holiday Inn	21159	New Commercial	Davidson	
20170005	01/05/2017	560,000.00		18.12	60	610 N. Main Street	Carl McWhirter	65051	New Commercial	Davidson	
Total		8,385,902.00									
<u>Additions & Remodeling</u>											
20160333	01/03/2016	2,000,000	33.12	96		202 Friendship Dr.	Woods	Owner	Residential Remodel	Davidson	
20170008	01/09/2017	1,000.00				124 Lampley Ct.	Melvin Boyd	Homeowner	Shed	Sumner	
20170010	01/13/2017	-	25.04	99	A	215 S. Main Street	Drystar	Owner	Fire/Life Safety	Davidson	
20170012	01/18/2017	5,000.00	26	104	Suite 14	900 Conference Dr.	La Plaza Mexican Grill	184760	Sign	Davidson	
20170014	01/24/2017	200,000.00	26.1	30		500 Professional Parkway T1 TN.	Voices For Children	48373	Commercial Remodel	Davidson	
20170015	01/26/2017	24,000.00				730 Long Hollow Pike	Bruce Williams	Owner	Residential Plumbing	Sumner	
20170016	01/27/2017	1,000.00				879 Long Hollow Pike	Bethlehem Miss. Baptist	Owner	Shed for Church	Sumner	
20170018	01/31/2017	8,500.00	18.16	158		111 Payne Street	Salvadore Zaragoza	Owner	Residential Remodel	Davidson	
Total		241,500.00									
Total New Residential											
Total New Commercial											
Total Add/Remodels											
Total All Permits											
										(Cobblestone)	
										17 Resid. Townhomes	
										3 single family dwelling	
										Total	
										20	
										11,024,217.00	