



## ***City Manager Report: December 2017***

***Distributed: January 17, 2018***



### ***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 Tree Lighting at Goodlettsville City Hall kicked off the holiday season the first weekend in December.

# Monthly Reports by Division

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January 17, 2018

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 December, 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

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

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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: December, 2017

### Legislative Accomplishments

- Board of Commissioners took action on the following ordinances:
  - Approved Ordinance 17-909, an ordinance to amend the number of High Density Residential units per acre in High Density Residential Planned Unit Development in defined mixed use commercial centers with pedestrian connections.
  
- The Board of Commissioners also took action on the following resolutions:
  - Approved Resolution 17-773, a resolution authorizing an amendment to a professional engineering agreement between the City of Goodlettsville and Gresham, Smith and Partners as previously approved as it relates to the Main Street Project.
  - Approved Resolution 17-774, a resolution ratifying membership and appointments to the Goodlettsville Planning & Zoning Board, Board of Zoning and Sign Appeals, Beer Board, Industrial Development Board, Parks and Recreation Board, and Visitors and Tourism Board.
  - Approved Resolution 17-775, a resolution to adopt the City of Goodlettsville's Legislative Agenda for the second session of the 110<sup>th</sup> General Assembly of the State of Tennessee.
  - Approved Resolution 17-776, a resolution to declare certain property surplus to the needs of the City of Goodlettsville and calling for its disposal by online auction or any other reasonable manner.
  - Tabled Resolution 17-777, a resolution to amend an agreement with the Cumberland River Compact as it relates to Streambank Stabilization.

### Legislative Matters Forthcoming

- Rezoning Ordinances.
- Board Member Appointments.
- Special Events Permitting

## **Commissions and Boards**

- **Planning Commission**

- Approved with stipulation a final subdivision plat for five (5) lots on Conference Drive across from Windsor Green Boulevard. Property contains 10.10 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. Stipulation listed in minutes.
- Approved with stipulation a site plan for a replacement 2,318 sq. ft. office building at 400 Two Mile Parkway. Property contains 0.29 acres and is referenced as Davidson County Map/Parcel #02605013600 and is zoned OP, Office Professional. Property Owner: Living Word Church. Stipulation listed in minutes.
- Approved the 2018 Planning Commission Meeting and Plan Submittal Schedule.
- Discussed Copper Creek's master plan and landscape buffer.

- **Board of Zoning Appeals**

- The Board of Zoning & Sign Appeals did not meet during the month of December.

- **Beer Board**

- Conditionally approved an Off Premises Retail Sales Beer Permit for – Walgreens Co. purchasing Rite Aid #11872, located at 116 S. Main Street, Goodlettsville, TN 37072.

- **Industrial Development Board**

- Industrial Development Board did not meet during the month of December.

- **Parks and Recreation Advisory Board**

- The Parks Board did not meet during the month of December.

- **Visitors and Tourism Board**

- The Visitors Board was introduced to Susan Gifford, Tourism Marketing Coordinator. The Board discussed the transition of the Visitors Center from Parks Department to Tourism, occupancy data for November, Yulefest, and the Board will create a budget for the upcoming fiscal year.

**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 Mankers and Madison Creeks.
- City-wide Beautification.
- CMAQ Projects.
- Neighborhood Enhancement Program.

## Economic Development & Marketing Report: December 2017

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### **Economic Development: Making Contacts, Business Recruitment & Expansion**

- Met with Buxton Analytics with the city manager to discuss services they offer
- Attended the P2020 Regional Partners meeting
- Attended the Goodlettsville Chamber of Commerce Country Ham Brunch
- Attended the Goodlettsville Chamber of Commerce Monthly Luncheon
- Met with local property owner to discuss potential development plans
- Attended the Grand Opening of the Towneplace Inn & Suites

### **Marketing & PR, Admin**

- Rolled out the 2<sup>nd</sup> installment of the “Our people. Serving our people.” PR Campaign. December’s video featured Mike Bauer.
- Created the city newsletter for January for distribution in utility bill mailings
- Met with GEOJOB GIS Mapping, along with the Planning Director, Addam McCormick, to work on mapping improvements

### **City Board Meetings Attended**

- Planning and Zoning Board – December 4

*Vacation December 22<sup>nd</sup> – January 2<sup>nd</sup>.*



### Director of Tourism December 2017

- Tourism Marketing Coordinator started employment
- Assisted with Christmas Parade and Yulefest
- Attended Chamber Membership Appreciation Brunch
- Attended Creating Applause Training at NCVC
- Attended ribbon cutting at TownePlace Suites
- Toured Belle Meade Plantation
- Created and distributed Visit Goodlettsville e-newsletter
- Attended Chamber luncheon
- Finalized staff transition at Visitor's Center
- Assisted with organizing and sprucing up of Visitor's Center
- Met with TN Department of Tourist Development re: Tennessee Music Pathways and creating partner pages on TNVacation.com
- Distributed Visitor Attractions locator maps
- Provided Mandatory Update for TN Dept of Tourist Developmental Co-op Grant
- Started analysis of ABA appointments for January conference
- Occupancy Tax at end of November is up 6.77% from same time frame 2016
- Marketing Activities:
  - Finalized Advance Travel and Tourism digital marketing proposal
  - Finalized Visit Goodlettsville rack card
  - Finalized Visit Goodlettsville profile sheet
  - Prepared draft of 2" round label for Visit Goodlettsville for other Willa's products and more
  - Created Historic Mansker's Station social media pages
  - Began process of creating new partner pages on TNVacation.com
  - Ramping up social media pages for Visit Goodlettsville and Historic Mansker's Station

Goodlettsville currently has 1,300 hotel rooms with an additional 290 under construction.

Name	Address	Size	Projected Opening
Hampton Inn & Suites	860 Conference Drive	92 Rooms	February 2018
Candlewood Suites	Conference Drive	100 Rooms	May 2018
Holiday Inn Express	Northcreek Blvd	97 Rooms	March 2019

SOURCE: NCVC

# **Finance and Administration Monthly Report**

**December 2017**

## **FINANCE**

- Met with Leadership Goodlettsville representatives planning for the 2018 class
- Met with City Manager and Parks and Rec leadership to discuss departmental organization and goals
- Worked most of the month with auditors at Blankenship on finalizing the City's financial audit
- Upon completion of the audit, completed the CAFR and submitted to the GFOA for the award consideration.
- Hotel/ Motel Occupancy Tax audit was completed for this year
- Worked with the State and our Property Tax Vendor to submit information on the Tax Freeze Program
- Began working on the Mid- Year Budget meetings scheduled with Department Heads in January
- Attended the Ribbon Cutting and Open House at the TownePlace Suites

## **HUMAN RESOURCES**

- December 7 – attended Chamber Brunch
- December 14 – Met with Steve Thompson
- December 21 – coordinated Christmas Breakfast and Employee of the Quarter Recognition
- Hired: Public Works Utility Worker II, Parks Utility Worker II and Tourism Marketing Coordinator
- Terms during the month: 3 part-time Recreation Services Assistants
- Worker's Compensation accidents in the month: 0
- Full-time employees: 132; Part-time employees: 38.

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

**UNASSIGNED FUND BALANCE**

Operating Fund	Current Month	Budget 06/30/2017	%
General Fund	3,099,719	2,090,841	148%
Sanitation	249,060	126,941	196%
Tourism	972,642	393,588	247%

**CASH IN BANK**

General Fund	5,098,656
Sanitation	149,724
Tourism	978,196
Sewer	11,741,480
Stormwater	1,077,704
<b>Total Cash</b>	<b>19,045,760</b>

**SALES TAX COLLECTIONS**

<b>FY2017-2018</b> Month Received	Sumner Current Year	Sumner Prior Yr	Davidson Current Yr	Davidson Prior Year	Total Current Year	Total Prior Year
Aug	78,686	47,850	265,237	324,789	343,923	372,639
Sep	25,380	52,626	289,569	294,694	314,949	347,320
Oct	49,232	44,747	262,076	295,987	311,308	340,734
Nov	45,953	49,487	303,983	309,704	349,936	359,191
Dec	50,053	50,809	385,051	298,879	435,104	349,688
Jan						
Feb						
Mar						
Apr						
May						
Jun						
Jul						
<b>YTD</b>	<b>153,298</b>	<b>145,223</b>	<b>816,882</b>	<b>915,470</b>	<b>970,180</b>	<b>1,060,693</b>

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

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	
General Fund	Revenues	1,785,622	5,148,775	13,375,000	38.50%
General Fund	Expenditures	1,098,714	7,804,399	16,213,026	48.14%
<b>Net Increase/Decrease</b>		<b>686,908</b>	<b>(2,655,624)</b>	<b>(2,838,026)</b>	
Sanitation Fund	Revenues	91,814	467,244	1,029,000	45.41%
Sanitation Fund	Expenditures	61,390	338,245	1,004,232	33.68%
<b>Net Increase/Decrease</b>		<b>30,424</b>	<b>128,999</b>	<b>24,768</b>	
Tourism	Revenues	58,555	384,013	671,000	57.23%
Tourism	Expenditures	54,556	306,065	710,689	43.07%
<b>Net Increase/Decrease</b>		<b>3,999</b>	<b>77,948</b>	<b>(39,689)</b>	
Sewer	Revenues	447,773	2,527,834	5,691,000	44.42%
Sewer	Expenses	225,623	2,170,694	7,197,678	30.16%
<b>Net Increase/Decrease</b>		<b>222,150</b>	<b>357,140</b>	<b>(1,506,678)</b>	
Stormwater Utility	Revenues	80,070	410,035	931,500	44.02%
Stormwater Utility	Expenses	173,001	315,364	1,866,562	16.90%
<b>Net Increase/Decrease</b>		<b>(92,931)</b>	<b>94,671</b>	<b>(935,062)</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	321,593	1,072,171	2,031,363	53%
Planning and Codes	26,434	231,065	558,678	41%
Police	373,671	2,538,489	5,312,190	48%
Fire	142,567	1,082,551	2,233,277	48%
Hwys & Streets	58,785	1,117,237	2,840,441	39%
Parks/Recreation	88,545	996,338	1,971,332	51%
Miscellaneous	87,117	766,545	1,465,745	52%
<b>Total General Fund Expenditures</b>	<b>1,098,712</b>	<b>7,804,396</b>	<b>16,413,026</b>	<b>48%</b>



**DECEMBER 2017  
NEW BUSINESS LICENSES**

<b>License Issue Date</b>	<b>Company Name</b>	<b>Description</b>	<b>Address</b>	<b>Contact Name</b>	<b>Contact Number</b>
12.11.2017	TACO BELL #34369	FAST FOOD RESTAURANT	320 LONG HOLLOW PIKE GOODLETTSVILLE, TN 37072	KEGAN OVERTON	615.859.4300
12.11.2017	WALGREEN CO. / DBA RITE AID #11872	RETAIL PHARMACY WITH SUNDRIES	116 SOUTH MAIN STREET GOODLETTSVILLE, TN 37072	TODD PICKETT	615.822.4903
12.18.2017	BMS CAT OF TENNESSEE LLC	CLEANING, RESTORATION, AND RECONSTRUCTION	5144 HICKORY HOLLOW PKWY ANTIOCH, TN 37013	CHRISTI HIGH	877.730.1948
12.18.2017	IMPULSE, INC.	ELECTRICAL & MECHANICAL CONTRACTOR	618 N. MAIN STREET GOODLETTSVILLE, TN 37072	MICHELLE MOBBS	615.355.6133
12.20.2017	PF GOODLETTSVILLE FITNESS LLC	PLANET FITNESS WORK OUT CLUB	900 CONFERENCE DRIVE GOODLETTSVILLE, TN 37072	TIM ARMSTRONG	603.314.1020

**DECEMBER 2017  
NEW BEER PERMITS**

<b>License Issue Date</b>	<b>Company Name</b>	<b>Description</b>	<b>Address</b>	<b>Contact Name</b>	<b>Contact Number</b>
12.20.2017	WALGREEN CO. DBA: RITE AID	PACKAGE RETAIL	116 SOUTH MAIN STREET GOODLETTSVILLE, TN 37072	LANCE FRANK	615.315.2698

**MONTH OF DECEMBER 2017**

**MONTHLY MANAGEMENT REPORT**

**COURT**

NUMBER OF CITATIONS ISSUED IN DECEMBER 2017 - 169

NUMBER OF DEFENDANTS APPEARING IN COURT -

DECEMBER 12TH	56	9:00	A.M.
DECEMBER 12TH	20	1:00	P.M.
DECEMBER 19TH	23	1:00	P.M.

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TOTAL FOR MONTH 99

DECEMBER 19TH 9 8:30 A.M.

CONTESTED COURT SESSION

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

CODES	2
MISDEMEANORS	0

NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL	51
EIGHT HOUR SCHOOL	7

## Goodlettsville Police Department

### Chief Goodwin's Monthly Report

December 2017

December 1<sup>st</sup> Chief Goodwin and Commander Cherry attended a meeting concerning Code Red. December 2<sup>nd</sup> Chief Goodwin and Commander Cherry attended the Fire Department's Kids Christmas Event at Kmart. The department provided for the safety & security of participants and attendees to the City Christmas Parade. December 7<sup>th</sup> & 8<sup>th</sup> Chief Goodwin attended the TACP meetings. December 11<sup>th</sup> Chief Goodwin and Commander Okert attended the THSO Regional meeting where Officer Rico Jones was recognized as a Middle Tennessee Police Officer of the Year. Chief Goodwin, Commander Cherry and Sgt. Deloach attended the Burton Heights Neighborhood Watch Christmas Party. December 12<sup>th</sup> the department hosted a Project Blue Light event held by the Middle & East Tennessee Chapter of Concerns of Police Survivors. December 13<sup>th</sup> Chief Goodwin was present for the Beer Board meeting and at the ribbon cutting for the Town Place Suites. December 14<sup>th</sup> Chief Goodwin, Commander Cherry, Corporal Knalls, Officers Hajdu and Jones attended the Gateway Elementary School program. Also on the 14<sup>th</sup> Sgt. Jeff Petty and Officer Andre Sanders attended the MADD Night of Remembrance in which Officer Sanders received the MADD Silver Award for his DUI enforcement efforts in 2016. Chief Goodwin, Commander Cherry and Driver attended the design review meeting with Motorola on the Microwave Radio Connectivity. December 21<sup>st</sup> was the City Employees Christmas Breakfast, Commander Driver attended the MRAM meeting and Chief Goodwin attended the Chamber luncheon.

The Pharmaceutical Bin provided by the State of Tennessee Department of Environment & Conservation was in the lobby during the month of December and 22.4 pounds of unwanted pharmaceuticals were deposited. Since its use 1358.0 pounds of unwanted pharmaceuticals have been deposited.

In review of the TIBRS data comparing December 2017 to December 2016 Crime Against Person decreased from 24 to 20 a 16.76% decrease, and Crime Against Property decreased from 79 to 68 a 13.93% decrease and overall we had decrease from 103 to 88 incidents. Our UCR total for the month was an 34.33% decrease from 103 to 88 incidents.

Our proactive efforts were good for the month of December. Our officers made 696 Traffic Stops and 9 Terry Stops. They made 93 Traffic Arrests and 14 DUI Arrests. From these Traffic Stops resulted 8 Felony charges, 125 Misdemeanor charges, and 9 warrants were served. They had 18 drug confiscations (8 from traffic stops). They issued 15 Misdemeanor Citations, made 37 Physical Arrests with 33 Misdemeanor charges and 3 Felony charges. They made 8 Juvenile Misdemeanor and 2 Juvenile Felony 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 1 Warrant Service Attempt. They served 4 Felony Warrants and 27 Misdemeanor Warrants.

Our officers continue to check our apartments, neighborhoods, businesses and parks. They conducted 235 apartment checks, 389 checks of neighborhoods, 272 business checks and 295 park checks. They had 1119 Community Contacts. They issued 375 Park Smarts.



## DECEMBER TIBRS

### TIBRS Group A Offenses

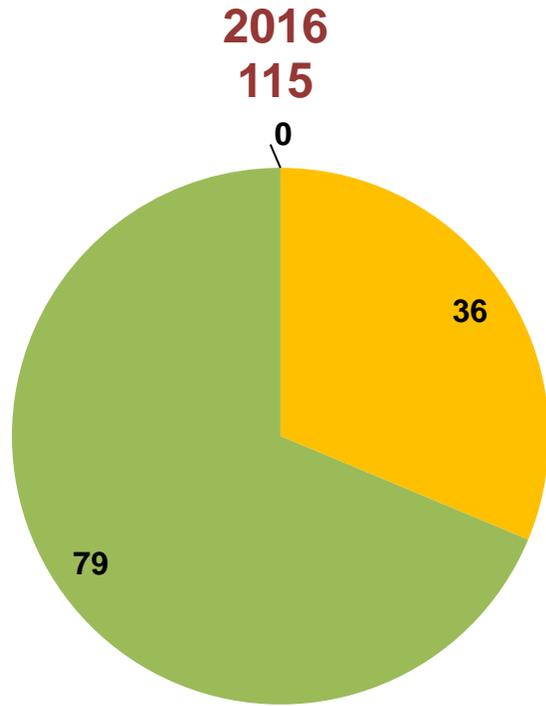
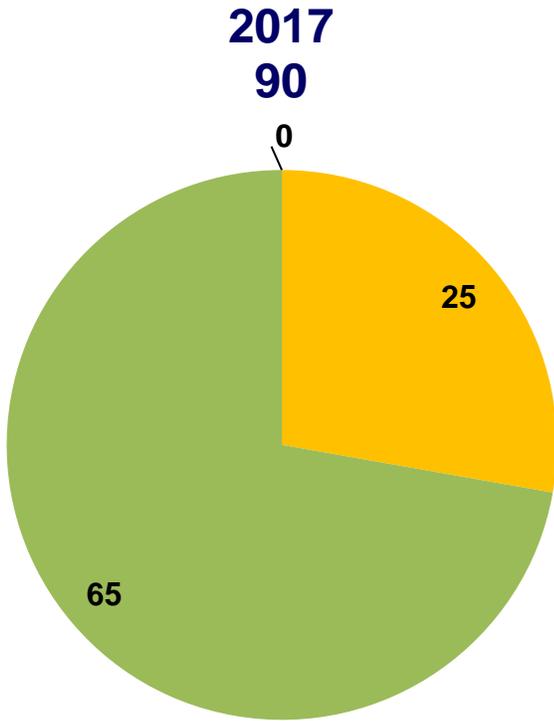
	2017 Offenses Reported	2016 Offenses Reported
<b>Crimes Against Persons</b>	<b>20</b>	<b>24</b>
Murder	0	1
Negligent Manslaughter	0	0
Kidnaping/Abduction	0	0
Forcible Rape	1	0
Forcible Sodomy	0	0
Sexual Assault W/Object	0	0
Forcible Fondling	0	0
Incest	0	0
Statutory Rape	0	0
Aggravated Assault	2	12
Simple Assault	14	10
Intimidation	2	1
Stalking	1	0
<b>Crimes Against Property</b>	<b>68</b>	<b>79</b>
Arson	0	0
Bribery	0	0
Burglary	10	8
Counterfeiting/Forgery	2	1
Destruction/Damage/ Vandalism	4	6
Embezzlement	5	1
Extortion/Blackmail	0	0
Fraud - False Pretenses	5	6
Fraud - Credit Card/ATM	2	0
Fraud - Impersonation	3	2
Fraud - Welfare	0	0
Fraud - Wire	0	0
Motor Vehicle Theft	1	4
Robbery	2	1
Stolen Property Offenses	0	2
Theft - Pocket-picking	0	0
Theft - Purse Snatching	0	0
Theft - Shoplifting	19	32
Theft From Building	8	10
Theft From Coin Machine	0	0
Theft From Motor Vehicle	4	2
Theft of Motor Vehicle Parts	1	3
Theft - All Other Larceny	2	1
<b>Total Group A Offenses</b>	<b>88</b>	<b>103</b>

TIBRS Group A Offenses	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		
<b>Crimes Against Persons</b>	<b>249</b>	<b>24</b>	<b>16</b>	<b>19</b>	<b>14</b>	<b>17</b>	<b>13</b>	<b>21</b>	<b>17</b>	<b>27</b>	<b>15</b>	<b>25</b>	<b>14</b>	<b>13</b>	<b>21</b>	<b>23</b>	<b>22</b>	<b>20</b>	<b>11</b>	<b>17</b>	<b>17</b>	<b>23</b>	<b>13</b>	<b>20</b>	<b>24</b>	<b>197</b>	<b>26.40%</b>		
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	-100.00%		
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NC	
Kidnaping/Abduction	5	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	2	0	0	0	0	0	NC	
Forcible Rape	8	2	0	2	1	0	0	0	0	0	1	1	0	0	0	2	1	0	0	0	0	0	0	1	0	0	3	166.67%	
Forcible Sodomy	2	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	100.00%	
Sexual Assault W/Object	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NC	
Forcible Fondling	8	2	2	0	0	1	0	1	0	1	0	1	0	1	1	1	0	0	0	0	0	0	0	0	0	0	3	166.67%	
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NC	
Statutory Rape	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NC	
Aggravated Assault	41	4	2	5	6	3	1	4	0	0	0	0	0	2	4	0	0	0	0	0	0	0	0	2	12	39	5.13%		
Simple Assault	158	13	11	12	5	11	10	14	15	21	9	10	8	9	13	17	16	13	6	10	2	14	9	14	10	114	38.60%		
Intimidation	24	2	1	0	1	1	2	1	2	2	3	4	1	0	3	0	3	3	2	2	5	13	1	2	1	1	33	-27.27%	
Stalking	1	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	3	-66.67%	
<b>Crimes Against Property</b>	<b>893</b>	<b>70</b>	<b>65</b>	<b>63</b>	<b>54</b>	<b>77</b>	<b>64</b>	<b>77</b>	<b>69</b>	<b>69</b>	<b>68</b>	<b>81</b>	<b>63</b>	<b>70</b>	<b>63</b>	<b>88</b>	<b>58</b>	<b>75</b>	<b>51</b>	<b>92</b>	<b>63</b>	<b>63</b>	<b>62</b>	<b>68</b>	<b>79</b>	<b>759</b>	<b>17.65%</b>		
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NC
Bribery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NC
Burglary	83	6	5	3	0	5	4	5	4	5	3	11	5	5	3	14	7	5	6	7	7	7	8	10	8	8	61	36.07%	
Counterfeiting/Forgery	46	0	3	4	1	0	1	9	0	4	6	3	6	3	0	2	0	6	1	7	0	6	1	2	1	20	130.00%		
Destruction/Damage/Vandalism	101	11	5	9	6	10	6	8	10	9	10	14	3	9	10	5	4	10	5	6	10	6	3	4	6	78	29.49%		
Embezzlement	28	2	2	2	1	3	3	2	1	3	1	1	0	2	2	5	3	2	2	0	0	1	1	5	1	18	55.56%		
Extortion/Blackmail	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NC	
Fraud - False Pretenses	55	2	3	5	2	4	4	6	1	2	5	1	7	6	2	5	5	7	1	8	2	4	5	5	6	43	27.91%		
Fraud - Credit Card/ATM	5	0	2	0	0	0	0	0	0	0	1	0	1	0	0	0	1	1	0	2	0	0	1	2	0	6	-16.67%		
Fraud - Impersonation	26	0	2	3	3	5	3	1	1	1	0	3	3	0	1	3	3	0	1	3	4	1	3	3	2	26	0.00%		
Fraud - Welfare	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	-100.00%		
Fraud - Wire	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	-100.00%		
Motor Vehicle Theft	32	7	4	1	3	4	1	4	2	1	5	2	2	2	1	2	2	3	3	3	3	2	0	1	4	28	14.29%		
Robbery	20	1	0	3	1	0	0	1	1	4	0	0	1	1	1	2	1	2	1	3	0	1	1	2	1	8	150.00%		
Stolen Property Offenses	13	1	0	0	0	0	0	1	0	1	0	2	0	2	1	3	0	0	1	1	3	2	0	3	2	13	0.00%		
Theft - Pocket-picking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NC	
Theft - Purse Snatching	3	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	NC	
Theft - Shoplifting	242	20	21	19	22	20	27	23	31	22	19	23	14	15	26	24	14	17	15	22	18	18	22	19	32	261	-7.28%		
Theft From Building	68	3	12	5	8	10	7	7	5	5	3	8	8	5	7	4	1	4	2	4	5	2	2	8	10	73	-6.85%		
Theft From Coin Machine	5	0	1	0	0	1	0	0	1	0	0	3	0	0	1	1	0	0	0	0	0	0	0	0	0	3	3	66.67%	
Theft From Motor Vehicle	97	9	2	5	3	7	4	6	7	8	8	8	6	8	2	9	8	13	10	12	5	8	4	4	2	61	59.02%		
Theft of Motor Vehicle Parts	29	5	2	1	1	3	0	0	4	2	1	2	0	2	1	3	0	1	1	6	1	3	3	1	3	17	70.59%		
Theft - All Other Larceny	39	3	1	3	2	4	4	4	1	0	6	0	3	7	5	6	9	4	2	5	5	1	2	2	1	41	-4.88%		
<b>Total Group A Offenses</b>	<b>1142</b>	<b>94</b>	<b>81</b>	<b>82</b>	<b>68</b>	<b>94</b>	<b>77</b>	<b>98</b>	<b>86</b>	<b>96</b>	<b>83</b>	<b>106</b>	<b>77</b>	<b>83</b>	<b>84</b>	<b>111</b>	<b>80</b>	<b>95</b>	<b>62</b>	<b>109</b>	<b>80</b>	<b>86</b>	<b>75</b>	<b>88</b>	<b>103</b>	<b>956</b>	<b>19.46%</b>		

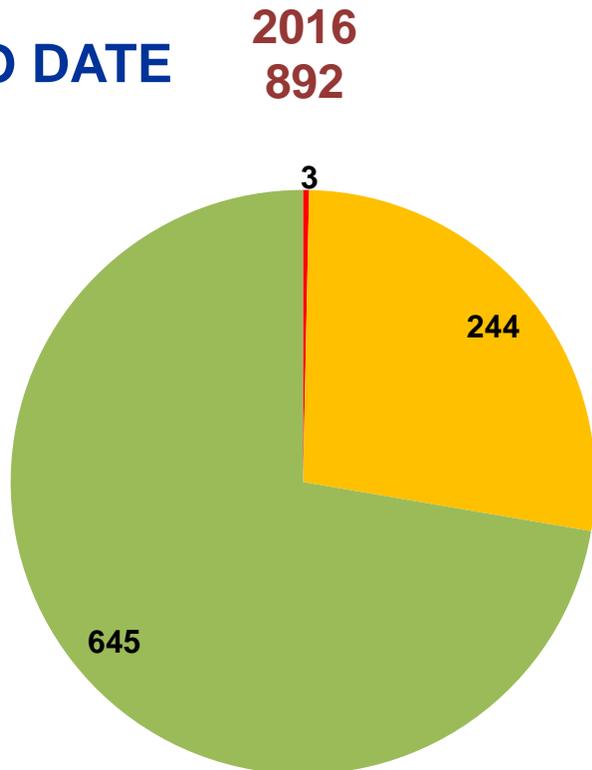
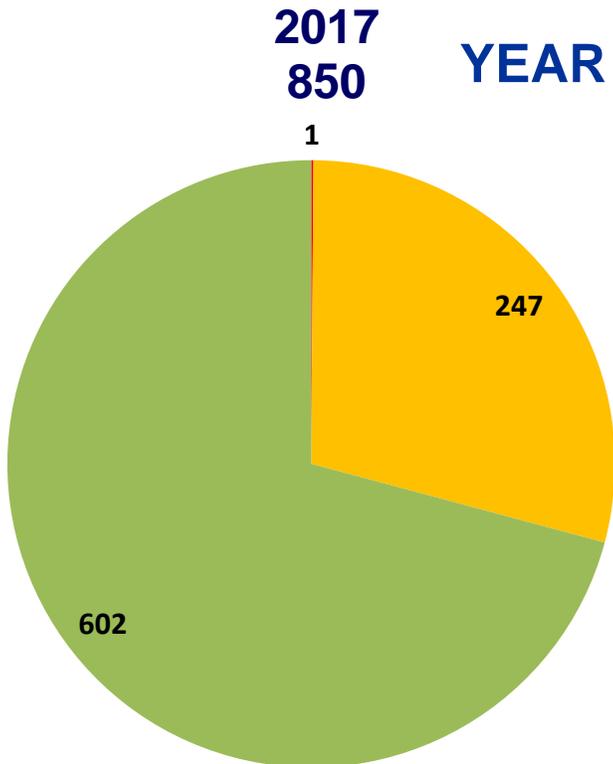


# DECEMBER TRAFFIC CRASHES

■ Fatal      ■ Injury      ■ Property Damage



## YEAR TO DATE





## DECEMBER COMPSTAT WEEKS 49 THRU 52

	2017	2016	2017 YTD		2016 YTD		% change	2016 TOTAL
Murders	0	1	YTD	0	YTD	1	-100.00%	1
Rape	1	0	YTD	10	YTD	1	900.00%	1
Robbery (Commercial)	0	1	YTD	7	YTD	3	133.33%	3
Robbery (Street)	1	0	YTD	18	YTD	9	100.00%	9
Aggravated Assault	1	6	YTD	25	YTD	29	-13.79%	29
Aggravated Assault - Dom Viol	1	3	YTD	15	YTD	14	7.14%	14
Burglary (Commercial)	4	3	YTD	33	YTD	23	43.48%	23
Burglary (Residential)	4	3	YTD	47	YTD	39	20.51%	39
Auto Burglaries	4	4	YTD	98	YTD	61	60.66%	61
Larceny	9	12	YTD	132	YTD	129	2.33%	129
Shoplifting	17	31	YTD	244	YTD	259	-5.79%	259
Motor Vehicle Theft	2	3	YTD	32	YTD	24	33.33%	24
<b>Total Offenses</b>	<b>44</b>	<b>67</b>	<b>TOTAL YTD</b>	<b>661</b>	<b>TOTAL YTD</b>	<b>592</b>	<b>11.66%</b>	<b>592</b>



## Summary of Month's Activities – December 1 – December 31, 2017

### **Fire Operations**

The Department responded 317 calls for service in the month of December.

### **Fire Administration**

#### **Chief's Month:**

The month of December began with the 31<sup>st</sup> Annual Kid's Christmas Party. After months of planning, this event was successful in seeing more than 50 local children being helped for Christmas. The annual Christmas Parade followed on that same day.

Planning got underway for several 2018 training programs within the fire department. Plans for the yearly In-Service Training were completed and additional work was done on the Training Tower. Two out of the department took a three-day course in high rise training. Members of the department attended the Traffic Incident Management System meeting, while others trained in a specialty tool extrication training expanding our training on rescues. We experienced many requests for smoke alarms and all of the shifts worked to facilitate those requests.

Chief's Reeves attended meetings with Leadership Goodlettsville, the Legislative Coalition of Fire Services and a TEMA update. Chief Reeves also spoke at the Goodlettsville Chamber of Commerce Luncheon concerning how we can give back and help our communities. He also unveiled the plan for Rachel's Garden, a new park facility within Peay Park, that will be built with special needs provisions for children to play.

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.

**16 Skills and Drill Plan**

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 Cumulative Hours Training This Month - 384***

***Public Education Hours - 32***

## DECEMBER MAINTENANCE

1 Scheduled Services

17 Repairs

### Special Projects

### Outstanding Issues

Research for costs for next budget items

### Cost Savings

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

5 Building Repairs

Back Bay Door- Ordered

Met with and did walkthrough with ADA Compliance Company

### Fire Special

Training hours- Target Safety /TIMS class

Rode on Engine a few days to fill in

Aided Chief at the Training Tower a few days

Prep for the Kids Christmas and the Christmas Parade

Work with Public Works to mark and better see fire hydrants



**Goodlettsville Fire Department  
2017 Incident Report / Incident Totals**

Jurisdiction 19226		<b>December 1 thru December 31 2017</b>			
		(NFIRS Report)			
<b>Total Calls</b>	<b>317</b>	<b>( same month last year 318 )</b>			
<b>CATEGORY</b>		<b>TOTALS</b>	<b>CATEGORY</b>		<b>TOTALS</b>
Structure Fires		0	Hazardous Calls		4
Vehicle Fires		2	Service Calls		18
Brush/Grass Fires		0	Good Intent Calls		38
Overpressure Rupture /Explosion	No fire	2	Cover Assignment, Standby, Moveup		0
Refuse/Rubbish Fires		0	System Malfunction, Malicious False		1
Other Fires		3	Unintentional False		7
			Other False		8
<b>Total Fires</b>		<b>7</b>	<b>Total False</b>		<b>16</b>
Rescue and EMS	234		Weather Related		0
(Vehicle Accidents with Injuries 19 )		<b>(Rescue and EMS same month last year 236)</b>			
					<b>(last year)</b>
Mutual Aid Received	12	<b>3</b>	Incidents with Exposures		0
Mutual Aid Given	82	<b>92</b>			
					<b>(same month last yr. - loss was \$7000.00)</b>
Fire Service Injuries	0		<b>Fire Dollar Loss</b>		
Non-Fire Service Injury	0		Property		0.00
Fire Service Death	0		Contents		0.00
Non-Fire Service Death	0		Other		1,500.00
Fire Civilian Injuries	0		<b>Non-Fire Dollar Loss</b>		0.00
Non-Fire Civilian Injuries	0		Property		0.00
Fire Civilian Deaths	0		Contents		0.00
Non-Fire Civilian Deaths	0		Other		0.00
			Vehicle Property Loss		0.00
			Vehicle Content Loss		0.00
			Total Loss		1,500.00

# Public Works Report – December, 2017

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## SOLID WASTE:

- Convenience Center solid waste collected: 11.927 tons
- Solid waste tonnage collected: 311.88 tons
- Recycled materials collected: 22.85 tons
- PIT Construction & Debris: 90 cy
- Compactor: 13.08
- Metals: 4.37 tons
- Bulk Item Pick Ups: 24
- Cart Repairs/Replace: 75
- New Residents: 48

## 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 196 TN ONE CALLS
- SMOKE TESTED LINES IN AREAS OF THE CITY

## TRAINING:

- SELECTING COLLECTION SYSTEM FLOW METERING SITES AND EVALUATING DATA

**STREETS:**

- Conducted scheduled preventative maintenance on equipment
- Repaired various traffic signals and replaced road signs
- Conducted Brush pick-up throughout City
- Conducted R.O.W. mowing
- Culvert Replacement on Meadowlark Dr. @ Wren Rd.
- Re-established proper water flow of drainage ditch on Rosehill Drive, Cheshire Court, and Windsor Trace
- Installed a Catch Basin and Grate on Rosehill Dr.
- Installed Rip Rap at Windsor Trace @ Dover Ct.

**STORM WATER:**

Commercial Inspection Conducted for Construction Projects	48
Residential Inspection Conducted for Construction Site's	50
Active Construction Sites (Commercial)	12
Active New Residential Home Sites	25
Land Disturbance Permits issued	0
Sweeping Miles	190
Used Oil Gallons	7
Bags of Litter Picked Up	10

- WKU continues in monitoring project (MS4 permit requirement)
- Conducted Goodlettsville Stormwater Community Advisory meeting

**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
- Various meetings with residents and business owners
- Worked on calls from developers on policies, procedures, and ordinances related to land development, stormwater, and sewer.
- Conducted Monthly Safety meeting
- Participated in Planning Commission, Board work sessions and Board of Commission meetings

#### **ATTENDED MEETINGS:**

- MTSG Monthly Meeting
- Planning Commission
- Board of commission work sessions and meeting
- APWA Meeting



## December 2017

### Administration

- Interviewed candidates for the Recreation Division – Recreation Services Assistant position
- Continued work on LPRF Grant – Splash Pad
- Streambank Stabilization project communication with KCI and Cumberland River Compact
- Finalized details and ordered fitness equipment for Moss-Wright Park

### Projects – Parks and Recreation

- Installed fence at Moss-Wright Park at the site of the Streambank Stabilization
- Continued improvements to the Community Center including painting, changing door knobs, retrofitting lights, and laying carpet
- Trimmed trees in Moss-Wright Park
- Serviced equipment
- Made improvements to the Visitor's Center including tearing out walls, painting, removing certain fixtures, replacing lights, and dryall repair

### Facility and Rental Information

	Resident Rentals	Non-Resident Rentals	Attendance	Volunteer Hours
Community Center	4	2		1610
Goodlettsville Event Center	2	2		
Shelters				
Fields				
Senior Adult Program			660	14

### Athletics

Current leagues operating in Goodlettsville parks: U14 Futsal

# of games:

9 Games- U14 Futsal

### Special Events

Goodlettsville Tree Lighting – December 1

Goodlettsville Christmas Parade – December 2

Yulefest – December 2

# DECEMBER 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 six 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 has purchased the equipment and the installation design is proceeding. Construction is expected to begin in March of 2018 with the expected 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: Clearance letter from local programs has been received to begin the right of way phase of work. In this phase easements and their appraised values will be prepared for acquisition. Utility relocation coordination has begun. A public meeting on the project is being scheduled for January. Construction is expected to be complete in the spring of 2020.**

## 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, North Creek Circle and Windsor Green 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 has been resubmitted for funding. A new grant application for a sidewalk on Loretta Drive has been submitted. Budgeting and preliminary design are ongoing on other projects as well. The 2017-18 budget has \$750,000 for sidewalk construction that 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: Final design of the project is complete and has been submitted to TDOT for approval. Construction is expected to begin in spring of 2018 with completion by the spring of 2019.**

### 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 Madison Creek sewer bypass is being prepared for bid. Rebid of this project should be in January 2018 with completion scheduled for July of 2018.**

### 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: Final design is complete and has been submitted to TDOT for approval. Equipment procurement is awaiting TDOT approval. Construction is expected to begin in the spring of 2018 with completion by the beginning of 2019.**

### 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: Construction on the first phase of the Gateway Neighborhood drainage improvements is complete. A feasibility study for storm water detention in the area of Old Two Mile Pike and negotiations for drainage easements are in process. Two other culvert replacement projects on Bluebird Drive and Wren Road are also currently in the design phase. Construction for the replacement culverts is scheduled for completion in the 2017-18 fiscal year.**

### 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: Bank stabilization is underway by the soccer fields in Moss Wright Park additional emergency bank stabilization is scheduled for January.**

### 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 the land acquisition phase. Construction is scheduled to begin in 2018 with construction completion by the summer of 2019.**

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](mailto:gedrington@goodlettsville.gov)

## **Planning and Development Services Department**

**December 2017**

### **Summary of Month Activities:**

#### **Site Development Meetings Attended:**

- Copper Creek 1-2 preconstruction meeting site grading and utilities
- Copper Creek 2-1 site development completion meeting landscaping and paving
- 207 East Cedar Street- building and site redevelopment meeting
- 805 Meadowlark Drive- building and site redevelopment meeting

#### **Building and Site Inspections Completed:**

- Candlewood Hotel- Conference Drive- sidewalk and ramps review
- Towne Place- Conference Drive- sidewalk alteration for accessibility compliance
- New business inspection for State Farm Insurance at 942 Louisville Highway/ 31W
- GoodNaz Church- Loretta Drive- parking lot alteration for accessibility compliance

#### **Administration Meetings Attended:**

- City's Main Street Project Utility Progress meeting
- City Economic Development Update meeting with city staff
- City court for short term rental zoning violation
- Leadership Goodlettsville program discussion meeting
- Census 2020 Program- Training for address list review
- City GIS consultant (Geo-Jobe) meeting regarding map designs
- City Attorney meeting to discuss proposal for property sales under the State's Horizontal Property Regime law provision
- City ADA consultant (The W-T Accessibility Group, LLC ) program meeting and multiple on-site audit inspections of city facilities and public right-of-way improvements

#### **Organizational Meetings Attended:**

- Goodlettsville Regional Planning Commission
- MPO Technical Coordinating Committee

**Goodlettsville Codes Department Building Report December 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>
<b>New Residential</b>										
20170363	12/17/2017	341,596.00	143 DC		156	601 Fall Creek Circle	Meritage	58003	New Residential	Sumner
20170364	12/17/2017	341,596.00	143 DC		160	617 Fall Creek Circle	Meritage	58003	New Residential	Sumner
20170365	12/17/2017	333,689.00	143DC		197	616 Fall Creek Circle	Meritage	58003	New Residential	Sumner
20170366	12/17/2017	341,596.00	143 DC		147	561 Fall Creek Circle	Meritage	58003	New Residential	Sumner
20170359	12/14/2017	368,462.00	143DC		196	620 Fall Creek Circle	Meritage	58003	New Residential	Sumner
20170376	12/29/2017	167,928.00	140	131.03		1034 Williamson Road	Richard Sheppard	Homeowner	New Residential	Sumner
<b>Total</b>		<b>1,894,867.00</b>								

**New Commercial**

N/A  
Total 0.00

**Additions & Remodeling**

20170342	12/13/2017	200,000.00	143	6.01		621 Carol Ann Drive	Mark Kroil	41287	Pool House	Sumner
20170344	12/13/2017	3,000.00	26.14	54		798 Rivergate Parkway	NTB	Jarvis Signs	Sign Changeout	Davidson
20170345	12/4/2017	1,000.00	143J	6		605 Long Hollow Pike	M. Naqvi	Homeowner	Residential Remodel	Sumner
20170347	12/5/2017	53,000.00	140	110		1176 Madison Creek Rd.	Devin Bailey	38451	Inground Pool	Sumner
20170348	12/6/2017	8,800.00	26.10	134		120 S. Cartwright St.	LaQuinta	Premier Signs	Sign	Davidson
20170350	12/7/2017	40,000.00	34.05	60		307 Alta Loma	Scott Leist	Homeowner	Residential Remodel	Davidson
20170352	12/8/2017	1,000.00	18.12	70		611 N. Main St.	Debra Gorsline	Homeowner	Carport	Davidson
20170354	12/12/2017	500.00	143	76		410 Jackson Road	Lawson Myers	Homeowner	Carport	Sumner
20170356	12/13/2017	5,000.00	26.01	127		150 Long Hollow Pike	Tri-star Energy/Shell	Repair/Damage	Tri-Star	Davidson
20170358	12/13/2017	950.00	143	6.01		621 Carol Ann Drive	Mark Kroil	41287	Playhouse	Sumner
20170361	12/4/2017	0.00	141	47		942 Louisville Hwy	State Farm Office	Owner	Fire/Life Safety	Sumner
20170362	12/15/2017	21,000.00	25.04	80		105 S. Main St.	City of Goodlettsville	Signs Inc.	Sign	Davidson
20170367	12/18/2017	12,000.00	140 P C	12		110 Valerie Ct.	Darrel Tedrow	Homeowner	Shed	Sumner
20170369	12/18/2017	0.00	140	131.03		1205 Emily Drive	Nola Nichols	21520	Mechanical	Davidson
20170370	12/19/2017	1,000.00	33.04	30		221 Nathan Drive	Timothy Boyd	Homeowner	Shed	Davidson
20170371	12/19/2017	0.00	26.7	94	84	124 Corbridge Court	Donna Simmons	21520	Mechanical	Davidson
<b>Total</b>		<b>347,250.00</b>								

Total New Residential 1,894,867.00  
Total New Commercial 0.00  
Total Add/Remodels 347,250.00

Total All Permits 2,242,117.00

**Single Family Dwellings**

Davidson 0  
Sumner 6

TOTAL 6

## Goodlettsville Codes/Building Department Activity Report December 2017

### DEPARTMENT OF 5 EMPLOYEES:

Addam McCormick-Director of Planning and Development Services  
 Larry DiOrio- Building Official/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 Sa	42 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	6 inspection
Fire Investigations	Duties of Fire Marshal involving fires in the city limits	0 investigation
Building Inspections	Building Related	70 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	38 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	25 inspections
Signs Removed	Illegal signs removed from city limits	50 signs
I.B.C. Training	Training for the departments required certification test/International Building Certif.	8 hours
Storm Water Training	EPSC training and certification	0 hours
Fire Inspection Training	L. DiOrio and M. Bauer required training on Fire Code (Arson Training)	8 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	6
Issuing of Addresses	Assisting Metro/Davidson County 911 with assigning addresses for the city	2 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	1 citation
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	daily calls