



City Manager Report: February 2015

Distributed: March 19, 2015



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 and distributed on the third Thursday of the month

Featured Picture:

The Daddy Daughter Dance is held annually the weekend before Valentine's Day. This sellout event takes place at the Delmas Long Community Center.

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March 16, 2015

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 February, 2015 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,

A handwritten signature in blue ink that reads "Tim Ellis". The signature is written in a cursive style and is positioned above the printed name.

Tim Ellis, City Manager

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

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

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

City Manager

Management Report: February, 2015

Legislative Accomplishments

- Board of Commissioners adopted the following ordinances:
 - Approved Ordinance 15-830, an ordinance to amend Title 18, Chapter 3 (Stormwater Management) of the City of Goodlettsville Municipal Code, by deleting chapter 3 in its entirety and replacing it with a new chapter 3.
 - Approved Ordinance 15-831, an ordinance to amend Title 8, Chapter 2, Section 206, Subsection 2(a) of the City of Goodlettsville Municipal Code, by deleting subsection 2(a) in its entirety and replacing it with a new subsection 2(a).
 - Approved Ordinance 15-832, an ordinance to amend Title 2, Chapter 1, Section 104, Subsection 4(a) of the City of Goodlettsville Municipal Code, by deleting subsection 4(a) in its entirety and replacing it with a new subsection 4(a).
 - Approved Ordinance 15-833, an ordinance to amend Title 5, Chapter 5, Section 503 of the City of Goodlettsville Municipal Code, by deleting Section 503 in its entirety and replacing it with a new section 503.

- Board of Commissioners deferred the following ordinances:
 - Deferred Ordinance 15-829, an ordinance to amend Ordinance 06-674 as amended, the zoning ordinance of the City of Goodlettsville, by amending the INT Overlay District Map identified as I-65 Highway / 31-W in Goodlettsville, Tennessee.

- The Board of Commissioners also took action on the following resolutions:
 - Approved Resolution 15-616, a resolution to amend a Memorandum of Understanding with Metropolitan Nashville and Davidson County, Tennessee as it relates to the donation of property.
 - Approved Resolution 15-617, a resolution declaring property surplus to the needs of the City of Goodlettsville and calling for its disposal by online auction or any other reasonable manner.
 - Approved Resolution 15-618, a resolution of support for an application with the Federal Emergency Management Agency’s “Staffing for Adequate Fire & Emergency Response” Grant Program.
 - Approved Resolution 15-619, a resolution establishing rules and regulations for the serving and consumption of alcohol within parks & recreation facilities as approved by Ordinance 15-832.

Legislative Matters Forthcoming

- Ordinance creating a Tree Board.
- Ordinance changing the zoning classification of certain property within the city.
- Ordinance to remove certain parcels of property from the Interchange Overlay zone.
- Ordinance amending the minimum number of hotel and motel rooms required.
- Resolution to change sanitation rates.
- Resolution adopting policies and procedures for the billing and collection of utility services.
- Resolution declaring certain property surplus to the needs of the city.

Commissions and Boards

- **Beer Board**

Beer Board did not meet during the month of February.

- **Planning Commission**

- Approved a request by Ragan-Smith Associates, 315 Woodland Street, Nashville, TN for approval of a Final Master Plan for Loden Vision Center, Phase II, 511 Two Mile Pike, Davidson County property map 26-05 parcel 132, owned by Loden Vision Centers, 907 Rivergate Parkway, Goodlettsville, TN 37072 (9.1 #03-15)
- Approved a request by Ragan-Smith Associates, 315 Woodland Street, Nashville, TN for approval of a site plan for Loden Vision Center, Phase 2, 511 Two Mile Pike, Davidson County property map 26-05 parcel 132, owned by Loden Vision Centers, 907 Rivergate Parkway, Goodlettsville, TN 37072 (9.1 #04-15)
- Declined a request by Klober Engineering, 3556 Tom Austin Highway, Suite F, Springfield, TN for approval of a site plan for a driveway addition to 5 Star Market, 102 Fannin Drive, Davidson County property map 18-12 parcel 76, owned by Jack Issa, 1812 Merritt St., Old Hickory, TN 37138 (9.1 #18-14)

- **Board of Zoning Appeals**

Board of Zoning Appeals did not meet during the month of February.

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

- The Parks, Recreation and Tourism Advisory Board met but did not consider any action items the month of February

- **Industrial Development Board**

The Industrial Development Board did not meet during the month of February.

Ongoing Work

- Overall Capital Improvements Program.
- “My Goodlettsville” Program.
- Traffic congestion mitigation.
- Conference Drive Enhancements.
- Main Street Stakeholders creation.
- Economic Development Projects.
- Selection of A/E firm for the Main Street Streetscape and Conference Drive Project.
- Senior Citizens Center construction.
- Main Street Streetscape Project.
- CSX/ North Main Street congestion mitigation.
- TownSquare.
- Peay Park redevelopment conceptual plan.
- Sewer pump station elimination.
- City Ambassador Program.
- Vision / Strategic Plan.
- Main Street Streetscape Project.
- Streambank stabilization of Manskers and Madison Creeks.
- Further implementation of Lean Government principles.
- City-wide Beautification.
- Utility Billing Start-up.
- Fiscal Year 2016 Budget.

Public Information Office / City Recorder Monthly Report February 2015

News & Announcements

- Study Session Discussion Items and Meeting Agenda for February 12, 2015 Meetings
- “Free Community Shredding Event for Confidential Records on Saturday, March 7”
- “Board of Commissioners Meetings Posted for Online Viewing” (for 2 meetings in February)
- “Goodlettsville Weather Statement”
- “City Park Facilities are Closed; Municipal Court has been Rescheduled”
- “Goodlettsville Weather Statement for the Evening of 2-16-2015”
- “Goodlettsville Weather Statement for 10:00 A.M. on 2/17/2015”
- “Goodlettsville Weather Statement for 2/18/2015”
- “Thursday Trash Pick-up Will Run Today”
- “Goodlettsville Weather Statement at 3:30 P.M. on 2/19/2015”
- “Recycling Will Run Today at Driver’s Discretion”
- “Goodlettsville Weather Statement for 2/20/2015”
- “Study Session Discussion Items and Meeting Agenda for February 26, 2015 Meetings”
- “City Manager’s Monthly Report for January 2015 is Posted”
- “City of Goodlettsville March 2015 Newsletter”
- Recognition for the City Employee of the Month - Jack Presley
- Recognition for Officers of the Month - Corporal Carey Birdine, Charles Hauskin, Brandon Wright
- Recognition for Communications Officers of the Month - Patricia Wynn, Jodi Stepp

Meetings/Events

- Participated in the TriStar Health Kick-off and wellness screening
- Participated in phone meeting with the MTAS Benchmarking Steering Committee
- Attended a meeting for the TN Adventure District Program in Sumner County for ECD

Admin

- Completed final data cleanse for three years of benchmarking data, along with staff.
- Worked through problems with the city’s mobile app push notifications not working correctly.
- Assembled briefing packets for the regularly scheduled February 12th and February 26th commission meetings.
- Drafted Board of Commissioners meeting minutes for February meetings.
- Produced the City of Goodlettsville Newsletter for March
- Performed website administrator job functions as needed: web postings and page reviews

Finance and Administration Monthly Report

February 2015

FINANCE

- Met with Public Services management to discuss the Sanitation budget.
- Met with John Werner, a Financial Advisor with Cumberland Securities.
- Worked with Incode programmer on Utility Billing project.
- Participated in our Bi-weekly Utility Billing Project Status Update conference call.
- Met with City Manager, HR Director, and Amanda Skaggs about services offered by TCRS.
- Met with City Staff and representatives from Trane regarding the Energy Efficiency Project.
- Participated in a TMBP Steering Committee conference call.
- Attended the Satellite Cities meeting with the Mayor in Berry Hill.
- Attended the Middle Tennessee TCMA luncheon with the City Manager. The luncheon was held at Mansker's Station.
- Interviewed 9 candidates for the vacant Administrative Assistant position at City Hall. The City Manager, HR Director, and Accountant/Purchasing Coordinator assisted. An offer was made and accepted by one of the applicants, and she will start March 9.
- Met with Group Benefits Systems, insurance brokers, regarding the upcoming insurance renewal.

Human Resources

- 2/2/15 helped interview for Athletics and Events Coordinator
- 2/10/15 & 2/11/15 wellness screenings
- Several meetings with Insurance Broker on Annual Renewal
- 2/23/15 – 2/25/15 interviews for Administrative Assistant II at City Hall
- Hired: 1 FT Dispatcher.
- Terms during the month: Charlie Morrow Retired.
- Worker's Compensation accidents in the month: no worker's comp
- Full-time employees: 127; Part-time employees: 25.
- Job opening: Engineer, Athletics & Events Coordinator, Dispatcher, Administrative Assistant II.

**City of Goodlettsville
Financial Summary
February 2015**

UNASSIGNED FUND BALANCE

Operating Fund	Current Month	Budget 06/30/2015	%
General Fund	4,203,151	3,502,058	120%
Sanitation	(133,868)	1,582	-8462%
Tourism	445,385	346,178	129%

CASH IN BANK

General Fund	5,950,088
Sanitation	(235,047)
Tourism	367,592
Sewer	9,271,003
Stormwater	623,998
Total Cash	15,977,635

SALES TAX COLLECTIONS

	Sumner Current Year	Sumner Prior Yr	Davidson Current Yr	Davidson Prior Year	Total Current Year	Total Prior Year
Aug	40,852	38,028	301,966	300,541	342,818	338,569
Sep *	44,928	41,819	231,297	252,323	276,225	294,142
Oct *	38,647	38,605	224,144	274,700	262,791	313,305
Nov * @	44,181	41,316	225,317	282,741	269,498	324,057
Dec * @	46,340	40,903	198,245	264,997	244,585	305,900
Jan @	43,013	35,748	227,673	287,481	270,686	323,229
Feb @	48,252	44,358	330,284	439,948	378,536	484,306
Mar						
Apr						
May						
Jun						
YTD	306,213	280,777	1,738,926	2,102,731	2,045,140	2,383,509

* Metro Situs Audit resulted in a 4 month payback of prior collections in error (\$58,047.01 per month)

@ Dept of Revenue incorrectly credited numerous and significant businesses' sales tax to Metro. Status pending.

*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
February 2015**

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	
General Fund	Revenues	2,465,155	8,461,941	13,068,078	64.75%
General Fund	Expenditures	805,290	9,746,876	14,569,946	66.90%
Net Increase/Decrease		1,659,865	(1,284,935)	(1,501,868)	
Sanitation Fund	Revenues	47,686	412,765	758,500	54.42%
Sanitation Fund	Expenditures	70,646	561,004	884,018	63.46%
Net Increase/Decrease		(22,960)	(148,239)	(125,518)	
Tourism	Revenues	31,399	340,548	477,400	71.33%
Tourism	Expenditures	42,482	332,796	659,957	50.43%
Net Increase/Decrease		(11,083)	7,752	(182,557)	
Sewer	Revenues	415,023	3,072,370	4,961,000	61.93%
Sewer	Expenses	290,535	2,171,983	5,313,065	40.88%
Net Increase/Decrease		124,488	900,387	(352,065)	
Stormwater Utility	Revenues	29,683	616,522	604,250	102.03%
Stormwater Utility	Expenses	12,622	102,316	690,463	14.82%
Net Increase/Decrease		17,061	514,206	(86,213)	

OPERATIONS EXPENDITURE SUMMARY

<u>General Fund Operating Dept</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Budget</u>
General Government	111,510	920,901	1,551,858	59%
Community Development	40,799	369,600	560,228	66%
Police	343,436	2,829,521	4,604,085	61%
Fire	125,250	1,225,891	2,357,812	52%
Hwys & Streets	63,693	1,031,653	1,909,056	54%
Parks/Recreation	76,157	782,910	1,545,404	51%

**NEW BUSINESS LIC ISSUED
FEBRUARY 2015**

- 1. D & M MASONARY JOSE A. ILLANANEST
5616 STACY SPRING ROAD OPENED 03/01/2015**

MONTH OF FEBRUARY 2015

MONTHLY MANAGEMENT REPORT

COURT

NUMBER OF TICKETS ISSUED IN FEBRUARY 2015 - **419**

NUMBER OF DEFENDANTS APPEARING IN COURT

FEBRUARY 10	9:00	A.M.	67
FEBRUARY 10	1:00	P.M.	43
FEBRUARY 24	1:00	P.M.	42
TOTAL FOR MONTH			152
FEBRUARY 24	1:00	P.M.	06

CONTESTED COURT SESSION

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

CODES 0

MISDEMEANORS 1

NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL 85

EIGHT HOUR SCHOOL 3

Administrative Assistant to the City Manager's Office
February 2015

Administrative

- Organized weekly staff meetings
- Attended and recorded Wellness Kickoff meeting on 2/4
- Assisted in organizing Leadership Sumner's visit to Goodlettsville on 2/11
- Filmed Board of Commissioners Meeting on 2/12 and on 2/26, uploaded videos to website and distributed them through Notify Me emails
- Organized and attended the Ministerial Stakeholders lunch on 2/12
- Administered the meeting of the My Goodlettsville committee on 2/18
 - Have started to build the My Goodlettsville portion of the website and plan to launch in March
 - Introduced My Goodlettsville to the Chamber Board members at their board meeting on 2/25

Assistance to Firefighters Grant

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

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

Project Cost: \$243,295

Funds Requested: \$231,710

City Match: \$11,585

Status: **Submitted**

Bulletproof Vest Partnership Awards

Grant Description: Federal grant to fund half of the purchase of compliant armored vests

Project Description: To purchase compliant armored vests

Project Cost: \$1,575

Funds Requested: \$787.50

City Match: \$787.50

Status: **Awarded \$1,005.21** – Funds are to be used within two years

Governor's Highway Safety Office Grant

Grant Description: Federal grant not exceeding \$5,000

Project Description: High visibility law enforcement campaign – speed trailer

Project Cost: \$5,499

Funds Requested: \$5,000

City Match: \$0

Status: **Awarded full \$5,000** – Speed trailer has arrived. Must submit invoice and check to vendor to the GHSO to receive funding.

Staffing for Adequate Fire and Emergency Response Grant

Grant Description: Federal grant to employ firefighters for two years

Project Description: To hire and employ 3 firefighters for 2 years

Project Cost: \$172,000

Funds Requested: \$172,000

City Match: \$0

Status: **Submitted**

TML Safety Grant

Grant Description: TML Risk Management Pool matching safety grant

Project Description: To purchase reflective clothing and safety boots

Project Cost: \$4,000

Funds Requested: \$2,000

City Match: \$2,000

Status: **Approved** – Departments are to submit receipts from purchases of safety boots and equipment to be submitted for reimbursement

Walmart Community Grant

***Will apply to two Walmarts**

*Must obtain IRS Affirmation letter before applying. In the process of getting letter.

Goodlettsville Police Department

Chief Goodwin's Monthly Report

February 2015

On February 11th we held our quarterly hotel/motel management meeting at the Rivergate Mall sub-station. I attended the Drug Task Force meeting and the Chamber Luncheon on the 26th.

In review of the TIBRS data comparing February 2015 to February 2014 Crime Against Person decreased from 20 to 14 a 30% decrease, and Crime Against Property increased from 65 to 44 a 31% decrease and overall we had a 31% decrease. Our UCR total for the year is an 2.91% decrease in UCR Crimes.

Our proactive efforts of our officers were a little low for the month of February due to the weather. As a result our officers made 1143 Traffic Stops and 5 Terry Stops. They made 104 Traffic Arrests and 12 DUI Arrests. From these Traffic Stops resulted 1 Felony charges, 112 Misdemeanor charges, and 14 warrants were served. They had 22 drug confiscations (6 from traffic stops). They issued 28 Misdemeanor Citations, made 52 Physical Arrests with 39 Misdemeanor charges and 9 Felony charges. They made 2 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 33 Warrant Service Attempts. They served 10 Felony Warrants and 26 Misdemeanor Warrants.

Our officers continue to check our neighborhoods, businesses and parks. They conducted 684 checks of neighborhoods, 304 checks of apartment complexes, 572 businesses checks and 198 park checks. They had 830 Community Contacts.

The Communications Officers of the Month are Jodi Stepp and Pat Wynn. Jodi and Pat were dispatching during a homicide. They dispatched police, fire and EMS all while obtaining to gain further information from the caller. The patrol supervisor was very impressed with the amount of information they obtained and

documented in the CAD. Our Officers of the Month are Carey Birdine, Charles Hauskin and Brandon Wright. Officers Brinton responded to a suspicious person call at an area motel. They located two subjects and after a thorough investigation recovered numerous pills that had been offered in a prostitution deal. In all there were 6 felony & 3 misdemeanor charges obtained on all those involved.



FEBRUARY TIBRS

TIBRS Group A Offenses

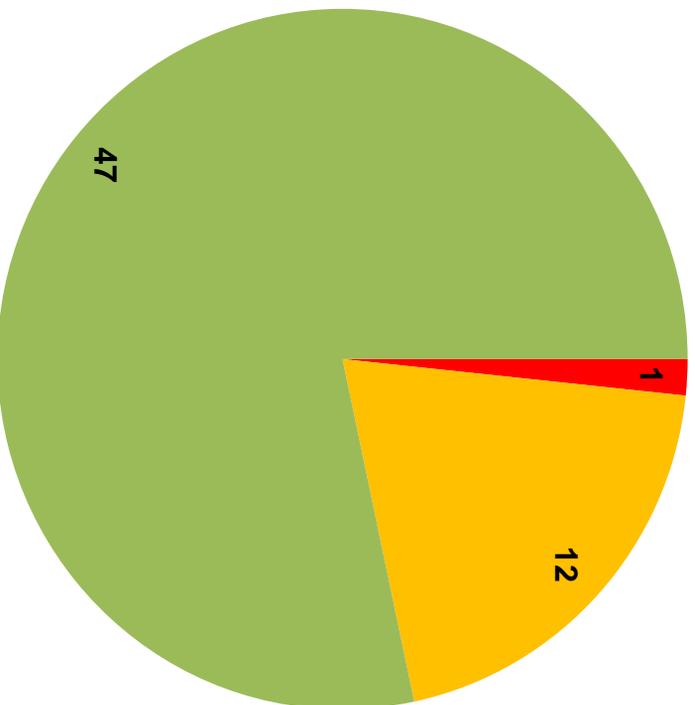
	2015 Offenses Reported	2014 Offenses Reported
Crimes Against Persons	14	20
Murder	0	0
Negligent Manslaughter	0	0
Kidnaping/Abduction	0	1
Forcible Rape	0	1
Forcible Sodomy	0	0
Sexual Assault W/Object	0	0
Forcible Fondling	0	0
Incest	0	0
Statutory Rape	0	1
Aggravated Assault	4	5
Simple Assault	8	10
Intimidation	2	2
Stalking	0	0
Crimes Against Property	44	65
Arson	0	0
Bribery	0	0
Burglary	3	5
Counterfeiting/Forgery	0	1
Destruction/Damage/ Vandalism	7	7
Embezzlement	2	3
Extortion/Blackmail	0	0
Fraud - False Pretenses	3	7
Fraud - Credit Card/ATM	1	2
Fraud - Impersonation	4	7
Fraud - Welfare	0	0
Fraud - Wire	1	0
Motor Vehicle Theft	1	0
Robbery	0	0
Stolen Property Offenses	0	0
Theft - Pocket-picking	1	0
Theft - Purse Snatching	0	0
Theft - Shoplifting	11	21
Theft From Building	4	7
Theft From Coin Machine	2	0
Theft From Motor Vehicle	4	4
Theft of Motor Vehicle Parts	0	0
Theft - All Other Larceny	0	1
Total Group A Offenses	58	85

FEBRUARY CRASH REPORTS

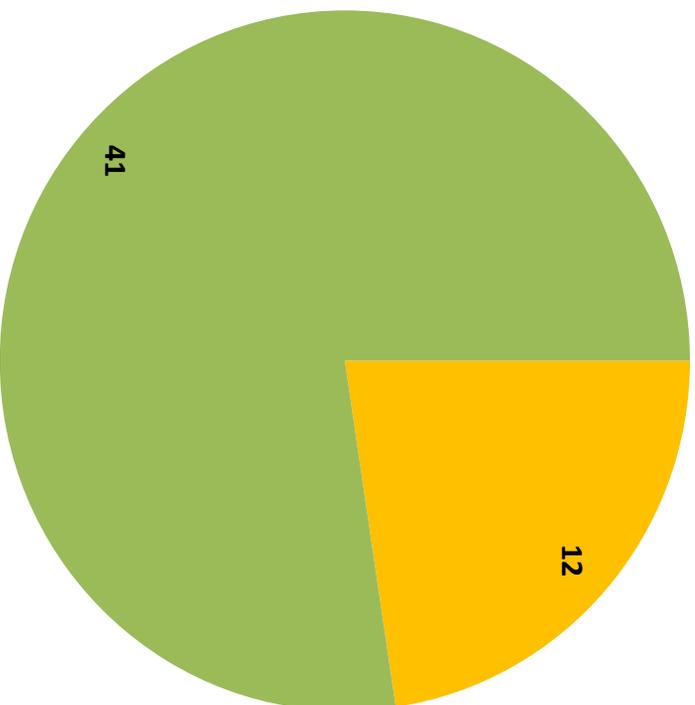
■ Fatal

■ Injury

■ Property Damage



2015 REPORTS
60



2014 REPORTS
53



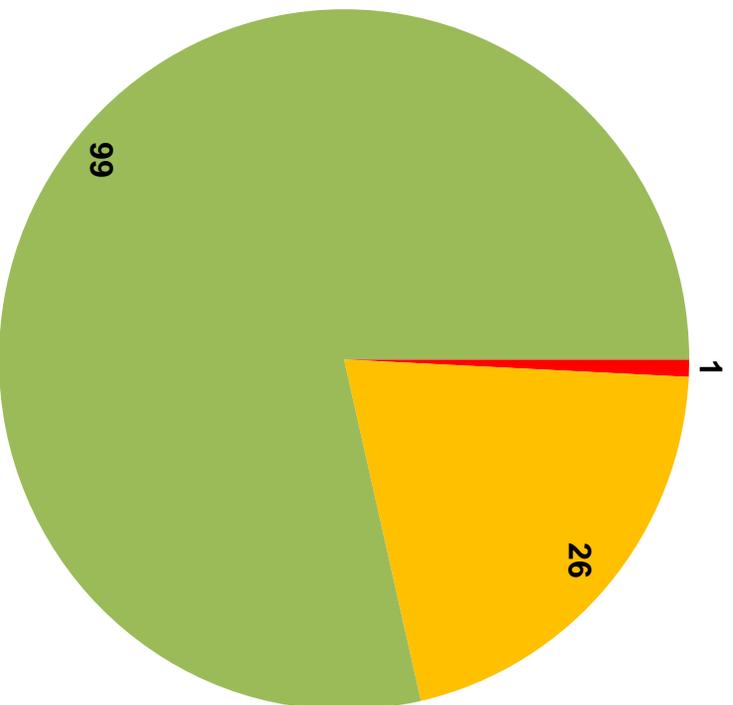
GOODETTSVILLE
TENNESSEE
POLICE DEPARTMENT

YEAR TO DATE FEBRUARY CRASH REPORTS

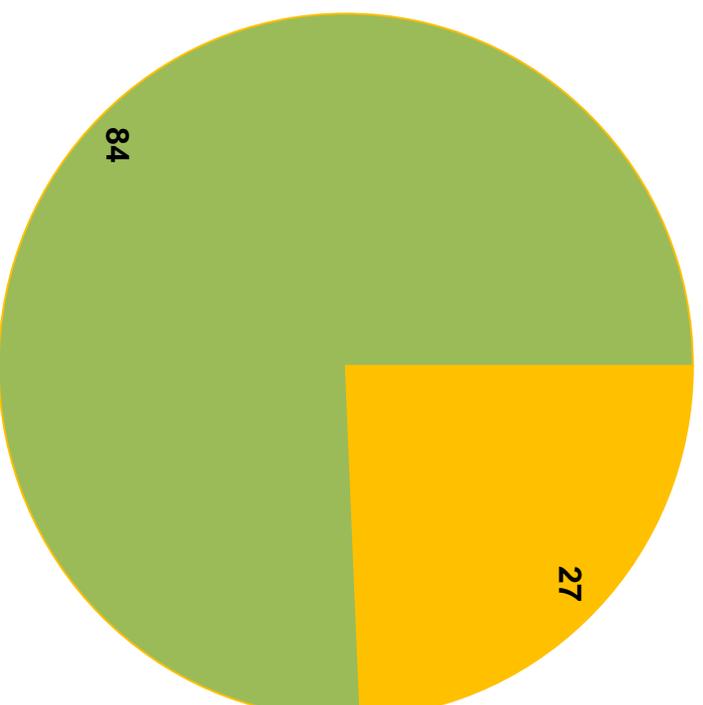
■ Fatal

■ Injury

■ Property Damage



2015 YTD
126



2014 YTD
111



FEBRUARY COMPSTAT WEEKS 6 THRU 9

	CURRENT	2015 YTD		2014 YTD		% change	2014 TOTAL
		YTD		YTD			
Murders	0	YTD	2	YTD	0	NC	1
Rape	0	YTD	0	YTD	0	NC	1
Robbery (Commercial)	0	YTD	1	YTD	1	0.00%	8
Robbery (Street)	0	YTD	3	YTD	0	NC	11
Aggravated Assault	7	YTD	11	YTD	5	120.00%	23
Aggravated Assault - Dom Viol	1	YTD	4	YTD	4	0.00%	17
Burglary (Commercial)	1	YTD	3	YTD	2	50.00%	15
Burglary (Residential)	2	YTD	7	YTD	10	-30.00%	51
Auto Burglaries	4	YTD	7	YTD	11	-36.36%	89
Larceny	7	YTD	17	YTD	18	-5.56%	139
Shoplifting	11	YTD	43	YTD	50	-14.00%	385
Motor Vehicle Theft	0	YTD	2	YTD	2	0.00%	19
Total Offenses	33	TOTAL YTD	100	TOTAL YTD	103	-2.91%	759

Fire Department February 2015

Summary of Month's Activities

Fire Operations

The Department responded to 247 calls for service for the month of January.

Fire Administration

Administration:

The Goodlettsville Fire Department responded to 247 calls in the month of February. This is an average of just under nine runs per day. The Department responded to 40 different calls for service during the snow and ice episodes that the city experienced in the month of February. During the icy conditions, firefighters worked overtime to staff an extra all-wheel drive vehicle to provide access and mobility for emergency services. The firefighters faced extreme cold along with ice, snow and rain providing for the citizens and guests of Goodlettsville. Fire administration is very proud of the efforts put forth by firefighters.

Two committees were formed to address long range planning for the department. The newly formed Apparatus Committee met in February to study apparatus usage and future department needs. In addition, they studied current deployment strategies. Several residential locations provide unique access challenges for fire department and EMS equipment. Therefore, Fire and EMS plans were adjusted to address the challenging dwellings.

The second committee formed is the Building and Grounds Committee, which met in February, as well. The committee formally examined the fire hall and maintenance building for needed repairs and maintenance and was tasked with studying the fire hall to look for cost saving efficiencies that could be implemented.

The Department began evaluating new Thermal Image Cameras. The current Thermal Imager is approximately ten years old, does not meet NFPA standards and needs replacing. Thermal imagers are used by firefighters to search for fire victims in buildings with low visibility due to smoke. Thermal imagers also provide firefighters with a valuable tool to detect fire and heat signatures when investigating buildings for potential fire.

2015 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

Firefighter Training**February Training:**

Several individuals challenged State certification testing during the past month

Personnel completed MAYDAY Performance Standards

348 hours of training were completed by the department

2015 Skills and Drill Plan

Training Plan for 2015:

2015 Skills and Drill Plan

Jan- PPE, Turn-out gear PS001

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Implemented Performance Standards plan

January – PS0001 Personal Protective Equipment

February- PS0002 MAYDAY

March- PS0003 1 ¾ hand line deployment/burst length,

PS0004 2 ½ hand line deployment/Hotel Pack

PS0005 SCBA

April- PS0006 Ladder Carry/ Saw operations

May- continue with PS006 Ladder Carry

June- PS006 Ladder Carry

Goodlettsville Fire Department
Incident Report
Incident Totals

Jurisdiction 19226

Feb. 1, 2015 thru Feb. 28, 2015

CATEGORY TOTAL CALLS

Total Calls 247

Structure Fires	1	Hazardous Calls	5
Vehicle Fires	0	Service Calls	16
Brush/Grass Fires	1	Good Intent Calls	26
Overpressure Rupture/Explosion - No Fire	0	System Malfunction, Malicious False	3
Refuse/Rubbish Fires	0	Unintentional False	8
Other Fires	3	Other False	8

Total Fires 5**Total False 19**

Rescue and EMS	49	<i>(Vehicle Accidents with Injuries 8)</i>	Weather Related	0
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Mutual Aid Received	11	Incidents with Exposures	0
Mutual Aid Given	55		

Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	\$00.00
Fire Service Death	0	Contents	\$00.00
Non-Fire Service Death	0	Non-Fire Dollar Loss	
Fire Civilian Injuries	0	Property	\$0.00
Non-Fire Civilian Injuries	0	Contents	\$0.00
Fire Civilian Deaths	0		
Non-Fire Civilian Deaths	0		

Fleet Maintenance

0 Scheduled Services

Performed 16 Repairs

Special Projects

Researching brackets and possible new equipment will be needed for the new engine

Researching brackets, lights, and lettering for the new park mule

Work done on Vehicle Maintenance / Repair SOP

Recertified in two ASE test

Work done on budget for Vehicle Maintenance

Outstanding Issues

Ordered blades for the K12 Saw

Cost Savings

Completed in-house repairs to vehicles and building to cut down cost.

15 Building Repairs

Sign at front repairs will be completed when weather gets warmer

Researching options on the current alarm panel

Used oil container for secondary containment - moved inside the shop

Projecting budget cost for building maintenance for next budget year

Fire Special

Performed training hours - Target Safety Multiple Webinars

Worked with personnel to research and price Thermal Imaging Camera's

Public Works Report – FEBRUARY 2015

SOLID WASTE:

- Convenience center solid waste collected: 40 tons
- Solid waste tonnage collected: 279.93 tons
- Recycled materials collected: 29.96 tons
- PIT C&D: 120 cy

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: 5.68"

Public Works Selected Performance Indicators	Total	YTD
Curb – Repair/Install/Remove	0	0
Driveway Permits Issued	0	1
Excavation/Street Cut Permits Issued	0	0
Exemption/Back Door Route Requests	0	0
Land Disturbance Permits Issued	0	0
Sanitation – Bulk Item/Junk Pick-Up Request	0	5
Sanitation – Cart Repairs	12	31
Sanitation – Second Cart Request	1	3
Signs Repaired/Installed (Street or Name)	0	50
Stormwater Inspections Performed	0	30

Stream and/or Tributary Clean-Up/Clean-Outs	0	0
Streets Paved	0	0
Streets Repaired (e.g., pothole)	1	10
Streets Striped	0	0
Tennessee One Calls	99	180
Traffic Signal Repair	0	30
Tree Trimming Requests	0	10
Vehicle Maintenance – Routine	12	27
Vehicle Maintenance – Unscheduled	82	107
Water Quality-Related Outreach Events	0	2

PUBLIC WORKS FACILITY, OUTREACH, & PROJECT REVIEW:

- Weather briefing, utility set-up, and APWA conference calls
- Drainage repairs throughout City
- Participated in City-wide weekly staff meetings
- Met with consultant to review Sewer Corrective Action Plan, Phase 1
- New development/redevelopment plans reviews
- Replaced street signs with new HIP signage
- Working with consultant and contractors to tweak signalization programming along Long Hollow Pike corridor
- Daily underground storage tank testing
- Monthly fuel pump inspection and cleaning
- Weekly departmental meetings and monthly staff safety meetings
- Traffic signal inspection and maintenance
- Participated in Planning Commission, Board work sessions and Board of Commission meetings
- Various meetings with residents and business owners
- Met with ServPro to develop ERP
- Met with Vol State and WKU to develop on-going research project to submit to TDEC regarding delisting of 303(d) listed streams
- CEMC installed street lights on 31W from I-65 to City limits
- Various staff participated in various committee meetings

- Crews attended APWA-facilitated webinar and TTAP workzone training
- Attended utility billing set-up conference calls

OUTSTANDING ISSUES:

- Working with TDOT to finalize CMAQ project
- FHWA/TDOT Local Programs Projects
- Bent sign/retro-reflectivity sign replacement program (on-going)

Parks, Recreation, and Tourism Monthly Report

February 2015

ADMINISTRATION

- Attended multiple activenet trainings
- Interviewed candidates for the Athletics and Events Coordinator position
- Conducted a Wayfinding Committee meeting
- Assisted in the coordination of family recreation opportunities
- Met with representatives of all youth leagues; coordinated schedules
- Attended a playground preconstruction meeting
- Coordinated the redevelopment of the museum at the Visitor's Center focusing on Mansker's Station including tools of frontier men, the processing of flax, the restoration of the Bowen House, the history of beads recovered from an archaeological dig at the Bowen House, children's clothing from the 18th century, women's clothing from the 18th century, and the history of pockets

PARKS DIVISION

- Installed partition doors at quad restrooms.
- Serviced the 4500 D mower
- Repaired fences and nets at quad.
- Filled in holes at the quad.
- Removed old grills and set new ones.
- Welded belt guards on progressive mower.
- Replaced front and back brake pads on 301. Put two new tires on the back.
- Repaired floor drain in men's restroom at the C.C.
- Removed old light fixtures in break room and replaced with more efficient lighting.
- Removed equipment in playground and mulch.
- Installed 5 new irrigation heads on the soccer field.
- Did a thorough cleaning on the track, gym, and common area at the C.C.
- Winter storm cleanup of limbs in shelter area.

Meetings

- Met with 3 concrete companies for quotes for projects
- Met with Phil Haley with C&S on the hoods at the quad.

RECREATION DIVISION

Report from the Recreation Supervisor – Robbie Brigham

Recreation

- Sold surplus items on auction website and coordinated pick up of items.
- Hula Hoop Fitness class filled with 5 participants for the second session.
- Daddy Daughter Dance took place with 258 total registered participants.
- A Magical Night for Mothers and Sons took place with 121 total registered participants.
- Participated in the interview process for the Athletics and Events Coordinator position.
- Registration for Girls Youth Volleyball Leagues ages 10 – 12 and 13 – 15 took place with both leagues filling to the maximum number of participants.
- Received price quotes on equipment for pool concession stand and worked on pricing and menu for pool concession stand.
- Separated participants into teams for both volleyball leagues. Coaches were recruited and a coaches meeting was set for early next month. Roster, practice schedule, games schedule, and league rules were emailed to all coaches.

- An evacuation plan was created for the Community Center.

Maintenance

- Received quotes on concrete sidewalks that need repair.

Marketing

- Parks website was updated.
- Fliers were updated on the digital info screen at the Community Center.
- Schedules for the Fitness Room and Gym were produced, put online, and copies at the front desk are available.
- A Notify Me was sent out about Moss-Wright Park Playground renovations.

Report from the Program Coordinator – Jennifer Spillers

Senior Adult Program

The Senior Adult monthly Newsletter is available online, Delmas Long Community Center, and Goodlettsville Branch Library.

- For the month of February programs consisted of Crafts, Jewelry Making, Senior Spirits Tasty Tuesday Potluck, Recreation, Art, Social Activities and Enrichment Sessions. The **monthly** programs consisted of a Grief Session, Book Club, Movie, Coffee Club, and Birthday Club.
- The Senior Spirits Tasty Tuesdays were sponsored by Vantage Pointe Village at Ashland City, Elder Veterans Legal Aid Group and Heartland Senior Living Community for the month of February. The sponsors provided the main entrée for everyone.
- The Seniors celebrated Valentines with music by Deba Gammons and a tea party.
- The senior art class will showcase their artwork at the Goodlettsville Branch Library from March until the end of April.
- JennyKay Caregivers did a session on Heart Prevention at the Lunch and Learn.
- The seniors are submitting their favorite recipe. The recipes will be collected and made into a recipe book for the Senior Spirits.
- The Seniors enjoyed entertainment by Mark Barnett, provided by Music for Seniors.
- We celebrated the monthly Birthday club with Potluck and a delicious cake sponsored by Kroger in Goodlettsville.
- The Book Club is reading nonfiction books this month.
- Tickets are now available for the Senior Spirits Spring Social at the Delmas Long Community Center.
- Every senior must fill out a form before they participate in the Senior Program. Two new members joined for the month of February.
- The Senior Program had 48 hours from volunteers for the month of February
- Dustin Wright from Avalon Hospice sponsored the Grief Session, the members really appreciate the service. Dustin is planning some great spring outings for the upcoming sessions.

Meetings

- Attended meetings with upcoming guest speakers and sponsors for March.
- Attended the monthly staff meeting at the community center.
- Attended weekly staff meetings at the Visitor's Center.
- Attended a networking breakfast at Windlands East.
- Attended a meeting with local senior agencies in regards to outreach programs.
- Met with Sarah McConnell with Music for Seniors.
- Met with Tina McDaniel in regards to upcoming partnerships.
- Met with Jessica with the Goodlettsville Branch Library in regards to upcoming partnerships.

Teens

- The teens are working on their May event. Their last event will take place at the Goodlettsville Branch Library. The date has not been confirmed.
- Working on spring and summer programs for the teens, which consist of driving awareness, preparing for your first job, and volunteering.

COMMUNITY DEVELOPMENT DEPARTMENT

Sub-group: Economic Development

Monthly Management Report: February 2015

Business Recruitment / Retention & Expansion

Worked with Dr. Loden's team including architect and engineer on future building plans.

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

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

Met with local business interested in possible future expansion and/or relocation.

Worked with local landowner on sale of building for future new business.

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

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

Worked with finance on Hotel/Motel tax audit.

Meetings Attended

Goodlettsville City Commission
Goodlettsville BZA & Planning Commission
TVA Economic Development Forum
Nashville Chamber ECD Committee
Middle TN Industrial Development Association
Leadership Sumner
Energy Audit

COMMUNITY DEVELOPMENT**Planning Department****February 26, 2015****Ongoing Activities**

Numerous requests for information related to refinancing of properties in Goodlettsville.

Collection of information and data tied to ongoing developments.

Production of information and data needed for assembly of the monthly Planning Commission agenda.

Production of monthly staff report for the regularly scheduled Planning Commission meeting.

Responded to various requests for information pertaining to completion/implementation of approved plans.

Meetings

Attended various meetings concerning Goodlettsville's continuing participation in regional efforts:

Goodlettsville Planning Commission

Goodlettsville Board of Zoning Appeals

Metropolitan Planning Organization Technical Coordinating Committee

Special Projects

Goodlettsville Codes Department Activity Report February 2015

DEPARTMENT OF 4 EMPLOYEES:

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

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

<u>Activity</u>	<u>Scope of Activity</u>	<u>Total Monthly</u>
Issuing of Permits	Building(Commerc. & Resid.), Burn, Demolition, Blasting, Sign, Fireworks, Pool, Yard Sale	27 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	6 inspections
Fire Investigations	Duties of Fire Marshal involving fires in the city limits	0 investigation
Building Inspections	Building Related	52 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	18 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	11 inspections
Signs Removed	Illegal signs removed from city limits	33 signs
I.B.C. Training	Training for the departments required certification test/International Building Certif.	8 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)	12 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
Summer County Impact Fee	Collect and Distribute Tax collected for Summer County New Residential Homes	0
Flood Event/FEMA	M. Bauer assisting flood properties and FEMA requirements. Includes all documentation	Completed project
Issuing of Addresses	Assisting Metro/Davidson County 911 with assigning addresses for the city	5 addresses
Plan Reviews	In-house plan review by M. Bauer/Assisted also with outsourced plan reviews	7 properties
Storm Water Report	Monthly Storm Water Report for Administrative Building/	1 Report
Unsafe Structure Abatement	Demolition of unsafe structure	0 structure
Citations to Court	Municipal Code Violations	0 citations
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	daily

Goodlettsville Codes Department Building Report February 2015**Contractor's**

<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>License</u>	<u>Type Str</u>	<u>County</u>
New Residential										
20150020	02/09/2015	149,667.00	26.01	69	8	141 Two Mile Pike	James Disney	65976	New Residential	Davidson
Total		149,667.00								
New Commercial										
20150027	02/13/2015	9,600,000.00	26.05	132		520 Rivergate Parkway	Loden Vision Center	13390	New Commercial	Davidson
Total		9,600,000.00								
Additions & Remodeling										
20150017	02/02/2015	12,000.00	18.12	5		240 Swift Dr.	Matt Spurlock	Owner	Shed	Davidson
20150019	02/06/2015	3,500.00	26.14	51		720 Rivergate Parkway	Lvk Nlu Collision Center	Joslin Sign	Sign	Davidson
20150021	02/09/2015	0.00				Cooper Creek Phase II area	Meritage	16126	Blasting	Sumner
20150022	02/09/2015	30,000.00	25.12	72	2	103 Roanoke Dr.	Dawn Milanovich	14259	Inground Pool	Davidson
20150024	02/09/2015	116,000.00	26	104		900 Conference Drive	Results Physiotherapy	44699	Commercial Remodel	Davidson
20150025	02/10/2015	200.00				602 North Main St.	Don Yount/The Vapor- Vendor	Owner	Sign	Davidson
20150026	02/12/2015	1,000.00	143	8.03		714 Long Hollow Pike	James Whited	Owner	Residential Remodel	Sumner
20150028	02/24/2015	45,000.00	141	46		934 Louisville Hwy	Hollingsworth/Sudden Service	Owner	Commercial Remodel	Sumner
20150029	02/18/2015	0.00				919 Conference Drive	Great Clips	Owner	Temporary sign	Davidson
20150030	02/18/2015	0.00	19.14	14	3	105 Northcreek Blvd.	Great Clips	Owner	Temporary sign	Davidson
20150032	02/25/2015	0.00				745 Caldwell Drive	City of Goodlettsville/Parks	Owner	Mechanical/Replace Hoods	Sumner
Total		207,700.00								

Total New Residential 149,667.00
 Total New Commercial 9,600,000.00
 Total Add/Remodels 207,700.00
 Total All Permits 9,957,367.00

Single Family Dwellings
 Davidson 1
 Sumner 0
 Total 1