



## ***City Manager Report: January 2019***

***Distributed: February 15, 2019***



### ***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 Pictures:***

Guest speaker at Martin Luther King Brunch held at the Delmas Long Community Center.

Kindness Rocks.

# Monthly Reports by Division

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February 15, 2019

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, 2019 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 stylized and written in a cursive-like font.

Tim Ellis, City Manager

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

# City Manager

## Management Report: January, 2019

### Legislative Accomplishments

- **Board of Commissioners took action on the following ordinances:**
  - Denied Approval of Ordinance 18-926, an Ordinance to amend the official zoning map of the City of Goodlettsville, Tennessee adopted per Ordinance 15-851 by rezoning property located at 600 South Cartwright Street from Industrial General (IG) to Commercial Services Limited (CSL), containing approximately 2.84 acres.
  - Approved Ordinance 18-927, an ordinance creating the permitting requirements, permit fees and design standards of all small cellular structures within the City of Goodlettsville.
  - Approved Ordinance 18-928, an ordinance amending the City of Goodlettsville Municipal Code Title 14, Chapter 2, Section 201 by adding a new subsection 3 (jjjj) and by amending Title 14 Chapter 2 Section 206 by creating a new Subsection 6 (e)(iv) as it relates to short term rentals.
  - Approved Ordinance 19-929, an ordinance amending the City of Goodlettsville Municipal Code Title 16, Chapter 1, Section 112 by deleting Section 112 in its entirety and and replacing it with a new Section 112 as it relates to Street Specifications.
  - Approved Ordinance 19-930, an ordinance of the City of Goodlettsville, Tennessee amending the fiscal year 2018-2019 budget, passed by Ordinance 18-918, regarding a Tourism Marketing Grant.
  
- **The Board of Commissioners also took action on the following resolutions:**
  - Approved Resolution 19-833, a resolution amending a contract between the City of Goodlettsville and the State of Tennessee Department of Transportation as it relates Project Number 123278.00 – High Mast Lighting at Interstate 65 & Highway 31-W and Highway 41 & Highway 31-W.
  - Approved Resolution 19-834, a resolution authorizing the City Attorney to file all court documents needed, in order to protect and preserve certain public road way and public right-of-way.
  - Approved Resolution 19-835, a resolution ratifying membership and appointments to the Board of Zoning and Sign Appeals.

### **Legislative Matters Forthcoming**

- Rezoning.
- Municipal Code Amendments.
- Hotel and Vendor Standards.
- Door to door solicitation restrictions.
- Vending Contracts.
- Sanitation Bulk Item Pick-up Regulations.
- Surplus property.
- Historic Preservation Board appointments.

### **Commissions and Boards**

- **Planning Commission**
  - Denied a request for an amendment to the City of Goodlettsville Zoning Map, as requested by owners Kuldeepinder Singh Mann and Sumandip Kaur Mann, and applicants Paul and Samantha Curd, to the Official Zoning Map adopted by Ordinance 15-851 to designate approximately 0.80 acres (34,832-SF) as R-15 Residential Zoning District from R-25 Residential Zoning District. Property identified as Map 143N, Group A, Parcel 001.00 (Ellen Drive at Dorothy Drive), Lot 1 of Plat Book 12, Page 327. (9.1 #01-19).
  - Deferred a request by Bugg Happy Hollow, LLC, for Sketch Plat Approval of 12 single-family estate lots, located on 117.24-acres, along Happy Hollow Road, east of Hogan Branch Road, as submitted by Brett Design/Build, PLC. Property is zoned R-40. (9.1 #02-19).
  - Deferred a request by Vastland/McClung/Eatherly/Development, LLC and Wamble and Associates, PLLC, for Final Master Plan Approval of Phase 1 of Dry Creek Commons for 40 Townhome units located along the south side of Dry Creek Road, east of 200 Dry Creek Road (Greens of Rivergate), west of I-65, containing approximately 5.73-acres, with a base zoning of HDR-PUD (High Density Residential – Planned Unit Development). Property is identified as Tax ID No. 03300023500. (9.1 #27-03).
  - Approved of the 2019 Planning Commission Calendar.
- **Board of Zoning Appeals**
  - Approved a request of Mrs. Dania McVicker Vernali, (applicant & owner), for a Conditional Use Permit from the City of Goodlettsville Zoning Ordinance **Section 14-213 Administration and Enforcement; (9) Conditional Use Permits;(h)(ii)**; to operate a Bed and Breakfast Homestay. This parcel is located at 466 Moncrief Avenue, and is within an A (Agricultural) Zoning District. Property is referenced as Davidson County Parcel ID No. 02500005500, containing approx. 38.92-acres.
  - Approved of the 2019 Board of Zoning and Sign Appeals Calendar.

- **Beer Board**
  - Approved shared parking requests for Ms. Poncita Jobe, owner of Ponobe's Party Bar & Grill, 903 Rivergate Parkway, Goodlettsville, TN.
  - Approved an Off-Premises Beer Permit for Mr. Jimmy Cantrell, owner of Cantrell's Market, 600 Rivergate Parkway, Goodlettsville, TN.
  
- **Industrial Development Board**
  - The Industrial Development Board met in January in order to discuss various ongoing Economic Development Projects.
  
- **Parks and Recreation Advisory Board**
  - LPRF Grant Update – Splash Pad and Restroom Renovation
  - Parks and Recreation Master Plan Update
  - Rachel's Garden
  - Volunteers In Parks (VIP's)
  - Lightning Prediction System
  
- **Visitors and Tourism Board**
  - The Visitors Board did not meet for the month of January.

### **Ongoing Work**

- Overall Capital Improvements Program.
- Traffic congestion mitigation (Long Hollow and Conference).
- Economic Development Projects.
- Conference Drive Enhancements.
- Roadway lighting improvements.
- Main Street Streetscape Project.
- CSX/ North Main Street congestion mitigation.
- Peay Park redevelopment conceptual plan.
- Main Street Stakeholders Organization.
- Streambank stabilization of Manskers and Madison Creeks Phase II.
- City-wide Beautification.
- CMAQ Projects.
- Neighborhood Enhancement Program.
- Transportation Alternative Program grant.



## Economic Development & Marketing Report: January 2019

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### Economic Development

- Participated in session two of the TVA Rural Leadership Institute
- Worked on design and content for the ECD portion of the city's new website - launched in January.
- Met with the Goodlettsville Chamber of Commerce ECD Committee and the Goodlettsville City Clerk to discuss how we can partner better together
- Participated in the Main Street Project update meeting with Gresham Smith
- Discussed feasibility for various development opportunities with interested parties
- Answered requests regarding availability of commercial property

### Marketing & PR, Admin

- Attended ribbon cutting for Fresenius Kidney Care
- Participated in the Goodlettsville dinner with legislators
- City of Goodlettsville January newsletter was distributed in utility bills.
- Attended the monthly Goodlettsville Chamber of Commerce luncheon

### City Board Meetings Attended

- Planning and Zoning Board Meeting
- Industrial Development Board Meeting
- Study Sessions and City Commission Meetings



### Tourism Department Report for January 2019

- Released Main Tourism Video
- Released Goodlettsville History Video
- Released new website, [www.visitgoodlettsville.com](http://www.visitgoodlettsville.com)
- Hosted brainstorming session with Wilson County Tourism and Wilson County Expo
- Attended planning meeting with Splashbox Marketing re: Gateway to Music City Exhibit
- Met with Holiday Inn Express Sales Director re: marketing strategies
- Hosted Leadership Goodlettsville January kick-off event and lunch
- Hosted staff of Douglass-Clark House for a tour
- Historic Interpreters toured Douglass-Clark House
- Historic Interpreters took a Traveling Trunk to Kenwood Elementary
- Hosted Historic Sites volunteer orientation session
- Hosted Junior Master Gardener planning meeting
- Attended Legislative Dinner
- Attended Goodlettsville Chamber Foundation Board meeting
- Attended Nashville CVC pre-conference ABA meeting
- Hosted spotlight on business table at Goodlettsville Chamber luncheon
- Attended American Bus Association (ABA) annual conference
- Hosted Historic Mansker's Station volunteer luncheon
- Met with Nashville Sounds representative regarding marketing opportunities
- Met with Rare Bird Antique Mall regarding marketing strategies
- Lights installed by NES for Visitor's Center parking lot
- Research and prep for February TravelSouth Domestic Showcase
- Joined Tennessee Motor Coach Association
- Director graduated with ABA's Certified Travel Industry Specialist (CTIS) designation
- Delivered maps and Visit Goodlettsville flyers to hotels and area businesses
- Historic Interpreters completed several winter projects on the property
- Parks Staff completed several projects in the Visitor's Center and others are in progress

# Finance and Administration Monthly Report

January 2019

## FINANCE

- FY 2018 Audited Financials presented to BOC
- Attended Ministerial Alliance luncheon
- Met with Court Clerk regarding various administrative procedures
- Filed the City's quarterly 941 with the IRS
- Filed the City's quarterly state unemployment report
- Prepared and mailed 1099 forms and submitted to the IRS
- Filed the employee W2's with the Social Security Dept.
- Conducted Mid-Year Budget Review with City Manager and Dept. Heads
- Distributed FY Budget 2020 templates to Dept. Heads

## HUMAN RESOURCES

- January 7 – Processed W2s and ACA tax forms
- January 18 – TPMA training and meeting.
- Hired: 0.
- Terms during the month: 1 part-time firefighter, 1 FT utility worker at the park.
- Worker's Compensation accidents in the month: 2 hand injuries and one knee injury.
- Full-time employees: 138; Part-time employees: 39.
- Job opening: Paramedic, Parks Utility Worker.

**City of Goodlettsville  
Financial Summary  
December 2018 (Unaudited)**

**UNASSIGNED FUND BALANCE**

Operating Fund	Current Month	Budget 6/30/2019	%
General Fund	1,748,172	3,880,240	45%
Sanitation	437,959	251,371	174%
Tourism	989,690	759,987	130%

**CASH IN BANK**

General Fund	3,948,008
Sanitation	258,622
Tourism	991,825
Sewer	10,946,429
Stormwater	1,292,714
<b>Total Cash</b>	<b>17,437,598</b>

**SALES TAX COLLECTIONS**

<b>FY2018-2019</b> Month Received	Sumner Current Year	Sumner Prior Yr	Davidson Current Yr	Davidson Prior Year	Total Current Year	Total Prior Year
Aug	51,931	78,686	362,184	265,237	414,115	343,923
Sep	59,489	25,380	302,784	289,569	362,273	314,949
Oct	52,750	49,232	326,403	262,076	379,153	311,308
Nov	50,411	45,953	362,316	303,983	412,727	349,936
Dec	51,879	50,053	347,600	385,051	399,479	435,104
Jan	53,368	50,203	347,095	388,920	400,463	439,123
Feb	0	51,258	0	535,208	0	586,465
Mar	0	46,902	0	268,832	0	315,733
Apr	0	39,467	0	293,346	0	332,813
May	0	50,760	0	392,923	0	443,683
Jun	0	55,005	0	293,483	0	348,488
Jul	0	55,737	0	324,270	0	380,007
YTD	319,828	598,635	2,048,382	4,002,899	2,368,210	4,601,533

**City of Goodlettsville  
Financial Summary  
December 2018 (Unaudited)**

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	
General Fund	Revenues	1,874,821	7,122,427	14,232,040	50.05%
General Fund	Expenditures	1,720,722	10,152,564	17,896,745	56.73%
<b>Net Increase/Decrease</b>		<b>154,099</b>	<b>(3,030,137)</b>	<b>(3,664,705)</b>	
Sanitation Fund	Revenues	92,000	574,813	996,800	57.67%
Sanitation Fund	Expenditures	87,308	444,770	1,110,445	40.05%
<b>Net Increase/Decrease</b>		<b>4,692</b>	<b>130,043</b>	<b>(113,645)</b>	
Tourism	Revenues	46,108	518,003	823,200	62.93%
Tourism	Expenditures	50,944	439,836	979,367	44.91%
<b>Net Increase/Decrease</b>		<b>(4,836)</b>	<b>78,167</b>	<b>(156,167)</b>	
Sewer	Revenues	415,848	2,829,355	5,708,000	49.57%
Sewer	Expenses	400,861	2,388,066	7,303,763	32.70%
<b>Net Increase/Decrease</b>		<b>14,987</b>	<b>441,289</b>	<b>(1,595,763)</b>	
Stormwater Utility	Revenues	88,889	520,737	921,500	56.51%
Stormwater Utility	Expenses	106,347	317,355	1,982,356	16.01%
<b>Net Increase/Decrease</b>		<b>(17,458)</b>	<b>203,382</b>	<b>(1,060,856)</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	224,329	1,130,950	1,949,151	58%
Planning and Codes	38,261	318,901	569,042	56%
Police	633,291	3,524,071	5,995,181	59%
Fire	298,313	1,470,261	2,604,393	56%
Hwys & Streets	159,546	1,489,213	3,125,894	48%
Parks/Recreation	178,529	1,268,022	2,049,292	62%
Miscellaneous	188,452	950,682	1,603,791	59%
<b>Total General Fund Expenditures</b>	<b>1,720,721</b>	<b>10,152,100</b>	<b>17,896,744</b>	<b>57%</b>

## JANUARY 2019

### NEW BUSINESS LICENSES

License Issue Date	Company Name	Description	Address	Contact Name	Contact Number
01.08.2019	JOHNSON FINANCIAL SERVICES, INC.	ACCOUNTING, FULL SERVICE PAYROLL, TAX PREPARATION, AUDIT DEFENSE	210 N MAIN STREET STE 103 GOODLETTSVILLE, TN 37072	ALLISON JOHNSON	615.369.8714
01.09.2019	COMMERCIAL PAINTING, INC.	VARIOUS PROJECTS	350 HERRON DRIVE NASHVILLE, TN 37210	MARY BETH TAYLOR	615.242.8212
01.11.2019	TREASURE HUNTERS FURNITURE STORE	FURNITURE STORE	140 NORTH MAIN STREET GOODLETTSVILLE, TN 37072	JEFF CORDELL	615.305.8077
01.18.2019	Y&A CLEANING SERVICES	CLEANING SERVICES (GENERAL)	104 FANNIN DRIVE, LOT 23 GOODLETTSVILLE, TN 37072	EFRAIN ROJANO	615.913.2605
01.18.2019	VALUE CHAIN EXCELLENCE, LLC	CONSULTING	443 FALL CREEK CIRCLE GOODLETTSVILLE, TN 37072	THEODORE BROWN	302.545.8011
01.18.2019	J GARRETT DEISGN & BUILD	RESIDENTIAL CONSTRUCTION	104 MAVELLA COURT GOODLETTSVILLE, TN 37072	JEREMY A. GARRETT	615.517.6971
01.18.2019	4 MY BROTHERS CLEANING SERVICE LLC	CLEANING SERVICES	413 ROBERT CARTWRIGHT DRIVE GOODLETTSVILLE, TN 37072	ANTWON SIMMONS	TWAINDADA@GMAIL.COM
01.18.2019	TENNESSEE GENTLEMAN CIGARS, LLC	RETAIL CIGARS	4207 PRESTON RUN GOODLETTSVILLE, TN 37072	STEWART SHUNK	615.545.5214
01.18.2019	TENNESSEE GENTLEMAN DISTRIBUTING, LLC	RETAIL CIGARS	4207 PRESTON RUN GOODLETTSVILLE, TN 37072	STEWART SHUNK	615.545.5214
01.23.2019	DISTRIBUIDORA LA ESPERANZA	WHOLESALE DISTRIBUTING HEALTH, BEAUTY AND VITAMIN. OVER THE COUNTER PRODUCTS	155 GLEAVES STREET MADISON, TN 37115	PATRICIA VENTURA	615.260.4648
01.23.2019	CARNCROSS ENTERPRISES	ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES	110 HARRIS STREET, APT. R6 GOODLETTSVILLE, TN 37072	RENEE K. WOHLFARTH	615.682.8763
01.23.2019	LOVE YOUR WIFE	INTERNET BASED MARRIAGE ENRICHMENT	1070 MILLERS CREEK ROAD GOODLETTSVILLE, TN 37072	CURT CAMPBELL	615.268.9696

### NEW BUSINESS LICENSES CONTINUED

License Issue Date	Company Name	Description	Address	Contact Name	Contact Number
01.25.2019	KUDDLES FOR KIDS	CHILD CARE	908 MEADOWLARK LANE GOODLETTSVILLE, TN 37072	FELICIA H. STAGGS	615.419.7187
01.28.2019	DIXIE FENCE AND DECK	INSTALL FENCES AND DECKS	1033 EMILY DIRVE GOODLETTSVILLE, TN 37072	SHERWIN MCNEESE	615.300.7660
01.28.2019	DOUBLE S. ENTERPRISES	JANITORIAL CLEANING	452 MOSS TRAIL, APT. J4 GOODLETTSVILLE, TN 37072	KARISSA THORPE	615.673.5065
01.31.2019	MUSIC CITY TRANSPORTATION	LIMO SERVICE	112 CHESHIRE COURT GOODLETTSVILLE, TN 37072	DAVID TUCKER	606.782.0363

### NEW BEER PERMITS

License Issue Date	Company Name	Description	Address	Contact Name	Contact Number
01.09.2019	CANTRELL'S MARKET	PACKAGE RETAIL SALES	600 RIVERGATE PARKWAY GOODLETTSVILLE, TN 37072	JIMMY CANTRELL	615.969.4710

### NEW MOBILE FOOD VENDOR PERMITS

License Issue Date	Company Name	Description	Address	Contact Name	Contact Number
01.25.2019	PANINIS AND MORE	FOOD TRUCK	375 W. MCMURRY BLVD HARSTVILLE, TN 37075	MARY HELM	615.374.2759

### NO NEW TRANSIENT VENDOR PERMITS

## MONTH OF JANUARY 2019

## MONTHLY MANAGEMENT REPORT

<b>COURT</b>
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NUMBER OF CITATIONS ISSUED IN JANUARY 2019 - 232

NUMBER OF DEFENDANTS APPEARING IN COURT -

JANUARY 8	31	9:00	A.M.
JANUARY 8	28	1:00	P.M.
JANUARY 15	15	1:00	P.M.
<hr/>			
TOTAL FOR MONTH	<b>74</b>		
JANUARY 15	6	8:30	A.M.

CONTESTED COURT SESSION

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

CODES	1
MISDEMEANORS	0

NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL	<b>52</b>
EIGHT HOUR SCHOOL	14

## Goodlettsville Police Department

### Chief Goodwin's Monthly Report

January 2019

January 9<sup>th</sup> Chief Goodwin attended the Beer Board meeting and spoke to Leadership Sumner during their Law Enforcement Day. January 16<sup>th</sup> Chief Goodwin attended the Drug Task Force meeting. January 17<sup>th</sup> Chief Goodwin attended the ribbon cutting at Fresenius Kidney Care and the City's Government Stakeholders dinner. January 24<sup>th</sup> Commander Cherry attended the Sumner County Homelessness coalition meeting and Chief Goodwin attended the Chamber luncheon. January 27<sup>th</sup> Chief Goodwin served as a judge for the Chili Cook-Off at the Goodlettsville Cumberland Presbyterian Church.

The Pharmaceutical Bin provided by the State of Tennessee Department of Environment & Conservation was in the lobby during the month of January and 73.4 pounds of unwanted pharmaceuticals were deposited. Since its use 2069.64 pounds of unwanted pharmaceuticals have been deposited.

In review of the TIBRS data comparing January 2019 to January 2018 Crime Against Person increased from 20 to 21 incidents a 5.00% increase, and Crime Against Property decreased from 64 to 63 incidents a 1.57% decrease and overall we had an even number of 85 incidents. Our UCR total for the month was a 6.00% increase from 50 to 53 incidents.

Our proactive efforts were good for the month of January. Our officers made 794 Traffic Stops and 21 Terry Stops. They made 113 Traffic Arrests and 10 DUI Arrests. From these Traffic Stops resulted 7 Felony charges, 135 Misdemeanor charges, and 14 warrants were served. They had 25 drug confiscations (5 from traffic stops). They issued 7 Misdemeanor Citations, made 71 Physical Arrests with 39 Misdemeanor charges and 4 Felony charges. They made 1 Juvenile Felony Arrest, 13 Juvenile Misdemeanor Arrests and 4 Curfew charges.

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 9 Warrant Service Attempts. They served 27 Felony Warrants and 54 Misdemeanor Warrants.

Our officers continue to check our apartments, neighborhoods, businesses and parks. They conducted 383 apartment checks, 319 checks of neighborhoods, 1024 business checks and 234 park checks. They had 144 Community Contacts. They issued 571 Park Smarts.



# YTD TIBRS - 2019 VS 2018

	2019	JAN 2019	JAN 2018	FEB 2019	FEB 2018	MAR 2019	MAR 2018	APR 2019	APR 2018	MAY 2019	MAY 2018	JUN 2019	JUN 2018	2018 Offenses TOTAL	% CHANGE
<b>TIBRS Group A Offenses</b>															
<b>Crimes Against Persons</b>	21	21	20	0	14	0	17	0	8	0	20	0	16	95	-77.89%
Murder	0	0	0		0		0		0		0		0	0	NC
Negligent Manslaughter	0	0	0		0		0		0		0		0	0	NC
Kidnaping/Abduction	0	0	0		0		1		0		0		0	1	-100.00%
Forcible Rape	1	1	3		0		0		0		0		0	3	-66.67%
Forcible Sodomy	0	0	0		0		0		0		0		0	0	NC
Sexual Assault W/Object	0	0	0		0		0		0		0		0	0	NC
Forcible Fondling	0	0	0		0		0		0		0		0	0	NC
Incest	0	0	0		0		0		0		0		0	0	NC
Statutory Rape	0	0	0		0		0		1		0		0	1	-100.00%
Aggravated Assault	2	2	2		4		4		1		3		2	16	-87.50%
Simple Assault	17	17	13		10		10		6		13		13	65	-73.85%
Intimidation	1	1	2		0		2		0		2		1	7	-85.71%
Stalking	0	0	0		0		0		0		2		0	2	-100.00%
<b>Crimes Against Property</b>	64	64	65	0	64	0	61	0	58	0	68	0	63	379	-83.11%
Arson	0	0	0		0		0		0		0		0	0	NC
Bribery	0	0	0		0		0		0		0		0	0	NC
Burglary	4	4	5		1		6		2		2		1	17	-76.47%
Counterfeiting/Forgery	0	0	4		0		4		4		4		2	18	-100.00%
Destruction/Damage/ Vandalism	11	11	12		11		8		2		8		8	49	-77.55%
Embezzlement	2	2	1		2		1		2		2		1	9	-77.78%
Extortion/Blackmail	0	0	0		0		0		0		0		0	0	NC
Fraud - False Pretenses	2	2	2		0		5		6		5		5	23	-91.30%
Fraud - Credit Card/ATM	0	0	1		1		0		0		0		0	2	-100.00%
Fraud - Impersonation	2	2	2		1		1		3		1		1	9	-77.78%
Fraud - Welfare	0	0	0		0		0		1		0		0	1	-100.00%
Fraud - Wire	0	0	1		0		0		0		0		0	1	-100.00%
Motor Vehicle Theft	7	7	2		8		4		5		4		5	28	-75.00%
Robbery	2	2	3		3		1		3		0		0	10	-80.00%
Stolen Property Offenses	0	0	0		0		0		0		1		0	1	-100.00%
Theft - Pocket-picking	0	0	0		1		0		0		0		0	1	-100.00%
Theft - Purse Snatching	0	0	0		1		0		0		0		0	1	-100.00%
Theft - Shoplifting	11	11	13		17		13		15		19		20	97	-88.66%
Theft From Building	6	6	7		2		4		4		6		5	28	-78.57%
Theft From Coin Machine	0	0	0		1		0		0		0		1	2	-100.00%
Theft From Motor Vehicle	12	12	8		9		11		6		10		8	52	-76.92%
Theft of Motor Vehicle Parts	3	3	2		4		1		2		2		1	12	-75.00%
Theft - All Other Larceny	2	2	2		2		2		3		4		5	18	-88.89%
<b>Total Group A Offenses</b>															
	85	85	85	0	78	0	78	0	66	0	88	0	79	474	-82.07%



## JANUARY TIBRS

### TIBRS Group A Offenses

	2019 Offenses Reported	2018 Offenses Reported
<b>Crimes Against Persons</b>	<b>21</b>	<b>20</b>
Murder	0	0
Negligent Manslaughter	0	0
Kidnaping/Abduction	0	0
Forcible Rape	1	3
Forcible Sodomy	0	0
Sexual Assault W/Object	0	0
Forcible Fondling	0	0
Incest	0	0
Statutory Rape	0	0
Aggravated Assault	2	2
Simple Assault	17	13
Intimidation	1	2
Stalking	0	0
<b>Crimes Against Property</b>	<b>64</b>	<b>65</b>
Arson	0	0
Bribery	0	0
Burglary	4	5
Counterfeiting/Forgery	0	4
Destruction/Damage/ Vandalism	11	12
Embezzlement	2	1
Extortion/Blackmail	0	0
Fraud - False Pretenses	2	2
Fraud - Credit Card/ATM	0	1
Fraud - Impersonation	2	2
Fraud - Welfare	0	0
Fraud - Wire	0	1
Motor Vehicle Theft	7	2
Robbery	2	3
Stolen Property Offenses	0	0
Theft - Pocket-picking	0	0
Theft - Purse Snatching	0	0
Theft - Shoplifting	11	13
Theft From Building	6	7
Theft From Coin Machine	0	0
Theft From Motor Vehicle	12	8
Theft of Motor Vehicle Parts	3	2
Theft - All Other Larceny	2	2
<b>Total Group A Offenses</b>	<b>85</b>	<b>85</b>

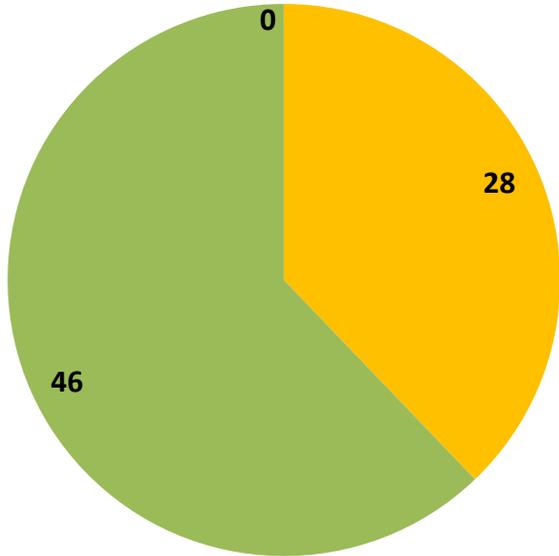
# JANUARY TRAFFIC CRASHES

■ Fatal

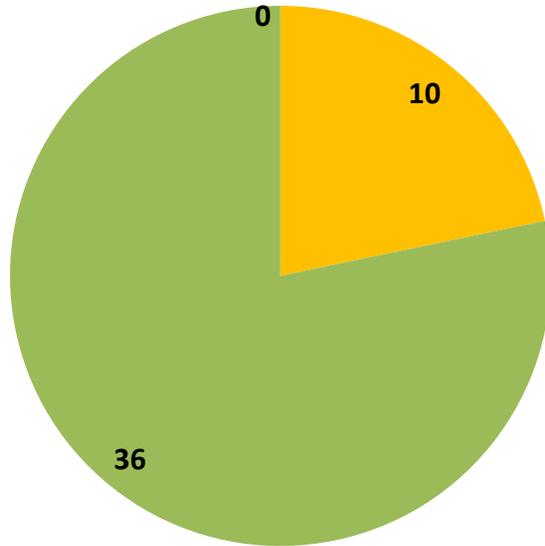
■ Injury

■ Property Damage

**2018**  
**74**



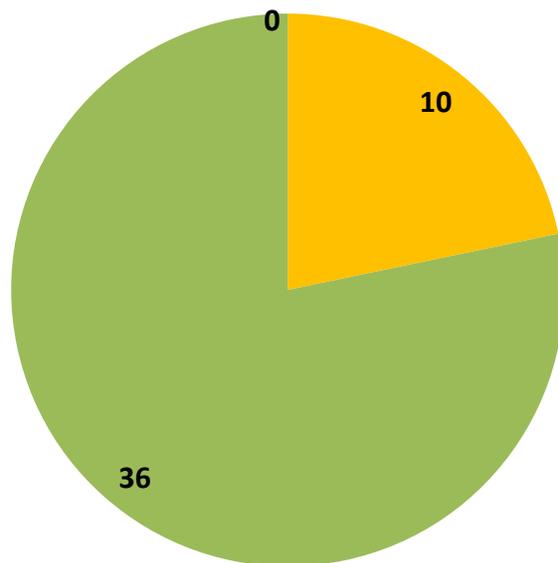
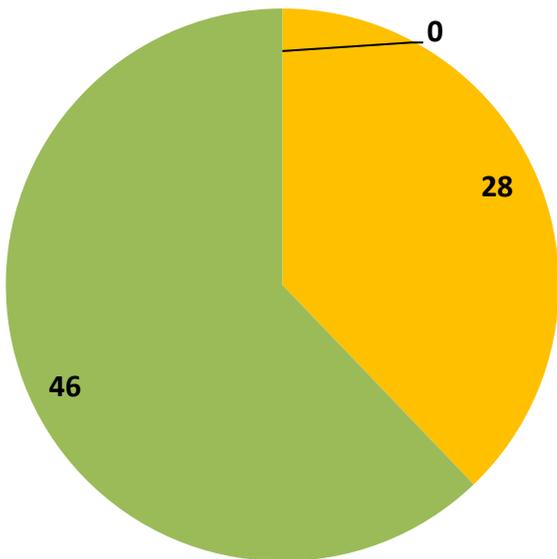
**2019**  
**46**



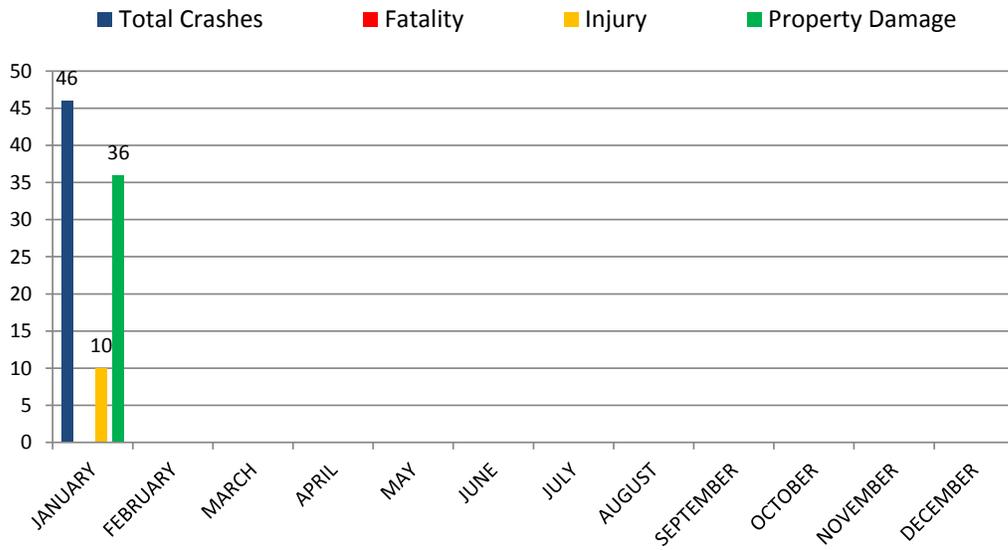
**2018**  
**74**

**YEAR TO DATE**

**2019**  
**46**



### 2019 YTD TITAN CRASH REPORTS





**JANUARY COMPSTAT**  
**WEEKS 01 THRU 05**

	2019	2018	2019 YTD		2018 YTD		% change	2018 TOTAL
Murders	0	0	YTD	0	YTD	0	NC	0
Rape	1	3	YTD	1	YTD	3	-66.67%	5
Robbery (Commercial)	0	0	YTD	0	YTD	0	NC	7
Robbery (Street)	2	3	YTD	2	YTD	3	-33.33%	22
Aggravated Assault	2	2	YTD	2	YTD	2	0.00%	35
Aggravated Assault - Dom Viol	1	0	YTD	1	YTD	0	NC	11
Burglary (Commercial)	3	4	YTD	3	YTD	4	-25.00%	15
Burglary (Residential)	1	2	YTD	1	YTD	2	-50.00%	21
Auto Burglaries	12	8	YTD	12	YTD	8	50.00%	111
Larceny	11	9	YTD	11	YTD	9	22.22%	141
Shoplifting	12	14	YTD	12	YTD	14	-14.29%	205
Motor Vehicle Theft	8	5	YTD	8	YTD	5	60.00%	51
<b>Total Offenses</b>	<b>53</b>	<b>50</b>	<b>TOTAL YTD</b>	<b>53</b>	<b>TOTAL YTD</b>	<b>50</b>	<b>6.00%</b>	<b>624</b>

The improper disposal of waste pharmaceuticals has a significant impact on the environment. Our department truly appreciates your participation as local law enforcement and solid waste officials across Tennessee. We look forward to your continued support.

Police Department: **Goodlettsville Police Department**

Contact Name: **Officer Stan Hilgadiack**

Bin Location: **Goodlettsville City Hall lobby**

Reporting Period Month: January **2019**

Pounds Received: **73.4 lbs.**

Comments or questions:

Change in Contact: **Officer Stan Hilgadiack**

Website: **[www.goodlettsville.gov](http://www.goodlettsville.gov)**

Officer Stan Hilgadiack  
Goodlettsville Police Department  
105 South Main Street  
Goodlettsville, TN 37072  
Email: [shilgadiack@goodlettsville.gov](mailto:shilgadiack@goodlettsville.gov)  
Office: 615-851-2210  
Cell: 615-714-9126



## Summary of Month's Activities Jan. 1 – Jan. 31, 2019

### Fire Operations

The Department responded to 285 calls for service in the month of January. Year end run totals for 2018 were over 3,700 calls for emergency response and a new department record.

### Fire Administration

Chief's Month:

- January was the start of the Legislative season in Tennessee and Chief Reeves worked with others in the Fire Service to promote new Public Safety initiatives that are needed at the State level. They attended a reception for Speaker of the House Elect Glen Casada and attended more meetings with Tennessee Fire Service Legislative Coalition, primarily in support of a much needed Firefighters Cancer Bill.
- There were two meetings for the Rachel's Garden playground project
- We continued work on new city-wide alert system
- Met with City Manager and Assistant City Manager for mid-year budget review
- Several tours of visitors and home school groups to the Fire Hall were conducted throughout the month
- Deputy Chief Becknal attended Sumner County ECC meeting
- Chief Reeves and Becknal attended the 2019 Music City Star Mock Disaster Planning Meeting at Metro Nashville PD Hermitage Precinct with OEM
- Training hours completed this month by department - 293
- Public Education Hours - 10

Note: 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. Call 615-851-2245

## JANUARY MAINTENANCE

0 Scheduled Services

21 Repairs

### Special Projects

Looking at figures for Budget items

Working on preps to get an EVT Association started in Tennessee

### Outstanding Issues

41-7 Having issues with the mobile repeater- working with the Radio Shop

Tower- Lift Cylinder and Aerial Test after the wreck

41-6 Awaiting approval from Insurance company to get repairs made to the front bumper

### Cost Savings

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

9 Building Repairs

Still waiting on the Front Bay door to arrive

### Fire Special

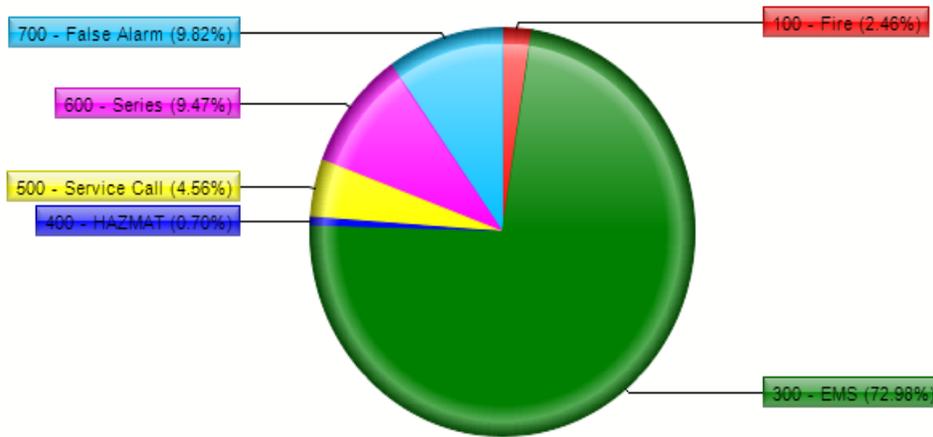
Training hours- Target Safety, ESO

Rode on Engine a few days to fill in

Incident Date between January 1 - 31 2019

### Fire Incident Type Breakdown

Incident Type Group	
100 - Fire	7
300 - EMS	208
400 - HAZMAT	2
500 - Service Call	13
600 - Good Intent Calls	27
700 - False Alarm	28
<hr/>	
Total Calls	<b>285</b>



# Public Works Report – January 2019

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## SOLID WASTE:

- Solid waste tonnage collected: 439.7 tons
- Recycled materials collected: 18.12 tons
- Convenience Center solid waste collected (Pit): 3.01 tons
- PIT Construction & Debris: 0 cy
- Compactor: 13.8
- Metals: .1825 tons
- Bulk Item Pick Ups: 24
- Cart Repairs/Replace: 48
- New Residents: 11
- Cardboard: 2.38 tons
- Used Oil Gallons 59.00

## SEWER:

- MONTHLY EQUIPMENT AND DAILY PUMP STATION INSPECTION, MAINTENANCE AND REPAIRS
- MONTHLY BIOXIDE TANK FILLING
- TIVING OF LINE SEGMENTS
- DAILY PUMP STATION, SERVICE CONNECTION, AND MANHOLE INSPECTIONS
- CLEANED SEWER LINE SEGMENTS
- CLEANED WET WELL WALLS
- CONSTRUCTION AND NEW SEGMENT INSPECTIONS, MAINTENANCE AND REPAIRS
- RAINFALL FOR MONTH: 4.93"
- WORKED 164 TN ONE CALLS –14 EMERGENCY CALLS

**TRAINING:**

- WINTER SAFETY

**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
- Re-establish proper flow of drainage ditch 613 S. Main St.
- Sweeping Miles 69
- Bags of Litter Picked Up 17.5
- Traffic Signals Repaired 6
- Salt Use 4 tons

**STORM WATER:**

Commercial Inspection Conducted for Construction Projects	28
Residential Inspection Conducted for Construction Site's	40
Active Construction Sites (Commercial)	7
Active New Residential Home Sites	20
Land Disturbance Permits issued	1

- WKU continues in monitoring project (MS4 permit requirement)
- MTSG, Middle Tennessee Stormwater Group Monthly Meeting

- CAP Meeting
- HG & CGP Inspection (TDEC)
- Building Blocks Demo (Codes)
- Brian Tisch Meeting
- HOSA Judge

### **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:**

- Planning Commission
- Board of commission work sessions and meeting
- Codes and Planning meeting
- Greater Nashville Regional Council Solid Waste Advisory Board Meeting
- Tennessee Chapter American Public Works Association
- TDEC Grant Training

**PARKS DIVISION UPDATE**
**Brooks Park, 302 Mason Lane**

- Playground Inspection

**Delmas Long Community Center, 200 Memorial Drive**

- Removed a urinal and toilet from an unused restroom

**Gateway Park, 425 Janette Avenue**

- Replaced plexiglass on Little Free Library
- Tightened loose parts on see-saw

**Goodlettsville Event Center, 318 North Main Street**

- Weekly cleaning & maintenance

**Moss-Wright Park, 745 Caldwell Drive**

- Began work to level 2-5 year playground area
- Installed Engineered Wood Fiber to 2-5 year playground area
- Seeded and straw field for parking near soccer fields
- Worked with contractor to get a concrete pad poured and shade structure set for soccer area.
- Replaced lights at shelter 2 with LED
- Dog Park Maintenance
  - Adjusted gate for smaller dog area
  - Fenced lower section of larger dog area for turf maintenance
  - Added grass seed to smaller dog area
- Cleaned mud from trail
- Dirt, seed, and straw added next to roadway of newly paved areas because of elevation change
- Ground stumps

**Peay Park, 200 Memorial Drive**

- Playground Inspection

**Pleasant Green Park, 360 Pleasant Green Drive**

- Installed two benches by playground
- Moved gaga pit inside pool fence

**Splash Pad @ Peay Park, 111 Memorial Drive**

- Construction began on splash pad
- Renovation continued on restrooms


**RECREATION DIVISION UPDATE**

Events in January			
Date	Attendance	Event	Location
January 11, 2019	43	Family Movie Night	DLCC
January 21, 2019	150	MLK Celebration	DLCC
January 8-29 (Tuesdays)	12	Volleyball Basics Clinic	DLCC
January 10-31 (Thursdays)	10	Basketball Basics Clinic	DLCC
Upcoming Events			
Date	Time	Event	Location
February 1, 2019	6:00pm	Mother & Son Night of Fun	DLCC
February 2, 2019	3:30 & 6:30pm	Daddy Daughter Dance	DLCC
February 7, 2019	6:00pm	Family Bingo Night	DLCC
February 9, 2019	8:30am	Valentine's Volleyball Tournament	DLCC
February 12, 2019	10:30am	Winter Concert for Senior Adults	DLCC

**PARKS & RECREATION MONTHLY REPORT – JANUARY**

**CURRENT INITIATIVES AND PROJECTS**

**2016 LPRF GRANT – SPLASH PAD AND RESTROOMS**

Construction is underway. Rain is prohibiting much progress.

**COMPREHENSIVE PARKS & RECREATION MASTER PLAN**

Draft document has been received and reviewed. Changes are currently being made and content updated.

**RACHEL’S GARDEN PLAYGROUND**

Website is live – [rachelsgardenplayground.com](http://rachelsgardenplayground.com)  
Brick Fundraising Campaign is being initiated.  
Sponsorship package in draft form pending final playground design.

**PRODUCTIVE PARKS MAINTENANCE SOFTWARE**

Implementation call with Productive Parks completed.  
Gathering data for set-up and implementation.

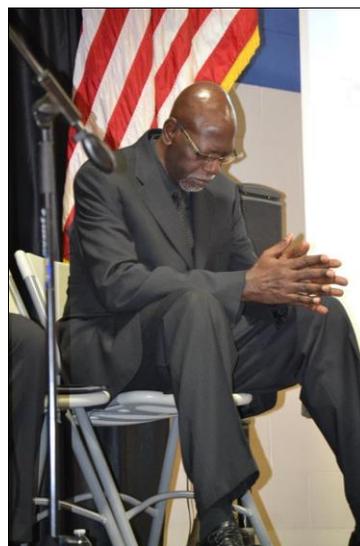
**ADA ACCESS AUDIT**

Continuing to review audit and implement changes to physical barriers.  
Developing public facing policies and procedures as recommended by the audit.

Rental Information January 2019	Resident Rentals	Non-Resident Rentals
Community Center	2	3
Goodlettsville Event Center	7	2
Shelters	0	0
Fields/Courts	0	0

**January Event Highlight  
MLK Celebration**

On Monday, January 21st, the department hosted its first Dr. Martin Luther King, Jr. Celebration. Around 150 people attended this brunch and listened to a message of love and unity provided by Toby Swager (GoodWorks), Irvin Parrish (Greater St. John Missionary Baptist Church), Dominique McCord-Cotton, Ja’Niyah McCord, and Cheryl Strichik (Monthaven Arts and Cultural Center).



# 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 six hundred 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 site preparation building renovations are being self-performed by the city. Delivery of the equipment was completed in July. Construction is underway with the expected opening of the project in the summer of 2019.**

## 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 and to meet the ADA requirements of TDOT. The aim of this project is to allow the center section of town a more walkable and inviting place to shop and mingle for all. **Status: Title searches are complete and negotiations for easements have begun. Utility relocation design coordination is underway. Construction is expected to be begin in the summer of 2019 with completion by the end 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 funded. The City is procuring professional services to begin the design process. A new grant application for a sidewalk on Loretta Drive has been submitted with no results. Budgeting and preliminary design are ongoing on other projects as well. ADA accessibility deficiencies have been identified and a corrective action plan is being prepared.**

### 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. Right of way approval has been granted. Utility coordination is approved. Construction is expected to begin in spring of 2019 with completion by the end of 2019.**

### 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: Right of Way has been approved and we are awaiting TDOT approval for bid. Equipment procurement proposals have been received and await TDOT approval. Construction is expected to begin in the spring of 2019 with completion by the summer of 2020.**

### 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: Design on the second phase of the Gateway Neighborhood drainage improvements is underway. A feasibility study for storm water detention in the area of Rivergate parkway 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 summer of 2019.**

### 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: A new phase of bank stabilization has been funded and is awaiting construction in the fall of 2019.**

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

## Planning and Community Development

### Planning Commission

January 7, 2019 @ 5:00pm

The Planning Commission re-elected Chairman Tony Espinoza and Vice-Chairman Jim Galbreath for the 2019 term. In addition, the new 2019 Planning Commission Calendar was approved by the Planning Commission.

A public hearing was held for a Zoning Map Amendment, by owners Kuldeepinder Singh Mann and Sumandip Kaur Mann, and applicants Paul and Samantha Curd, to the Official Zoning Map to designate approximately 0.80 acres (34,832-SF) as R-15 Residential Zoning District from R-25 Residential Zoning District. Property is identified as Map 143N, Group A, Parcel 001.00 (Ellen Drive at Dorothy Drive), Lot 1 of Plat Book 12, Page 327. The request was denied by the Planning Commission.

The Planning Commission deferred a request by Bugg Happy Hollow, LLC, for Sketch Plat Approval of 12 single-family estate lots, zoned R-40, located on 117.24-acres, along Happy Hollow Road, east of Hogan Branch Road, as submitted by Brett Design/Build, PLC, until the February 5, 2019 Planning Commission meeting.

A request for deferral until the February 4, 2019 Planning Commission meeting was made by the applicant, Vastland/McClung/Eatherly/Development, LLC and Wamble and Associates, PLLC, for Final Master Plan Approval of Phase 1 of Dry Creek Commons for 40 Townhome units located along the south side of Dry Creek Road, east of 200 Dry Creek Road (Greens of Rivergate), west of I-65, containing approximately 5.73-acres, with a base zoning of HDR-PUD (High Density Residential – Planned Unit Development). Property is identified as Tax ID No. 03300023500.

### Board of Zoning and Sign Appeals

January 8, 2019 @ 5:00pm

The Board of Zoning and Sign Appeals elected Mike Broadwell as Chairman and Mark Writesman as Vice-Chairman for the 2019 term. In addition, the new 2019 Board of Zoning and Sign Appeals Calendar was approved by the Board of Zoning and Sign Appeals.

During a public hearing, Dania McVicker Vernali, applicant and owner, was approved for a Conditional Use Permit from the City of Goodlettsville Zoning Ordinance Section 14-213 Administration and Enforcement; (9) Conditional Use Permits;(h)(ii); to operate a Bed and Breakfast Homestay. This parcel is located at 466 Moncrief Avenue, and is within an A (Agricultural) Zoning District. Property is referenced as Davidson County Parcel ID No. 02500005500, containing approx. 38.92-acres.

**Goodlettsville Codes Department Building Report January 2019**

<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><u>New Residential</u></b>										
20190007	1/18/2019	662,445.00	143K	N/A	3	126 Bella Vista Rd.	Joni Hardwick	Pettis-55863	New Residential	Sumner
20190015	1/31/2019	356,440.00	143D	N/A	53	805 Dunbar Ct.	Meritage Homes	58003	New Residential	Sumner
20190016	1/31/2019	329,278.00	143D	N/A	230	432 Fall Creek Circle	Meritage Homes	58003	New Residential	Sumner
20190017	1/31/2019	377,094.00	143D	N/A	54	420 Old Stone Road	Meritage Homes	58003	New Residential	Sumner
20190018	1/31/2019	248,258.00	143D	N/A	73	413 Old Stone Road	Meritage Homes	58003	New Residential	Sumner
<b>Total</b>		<b>1,973,515.00</b>								

**New Commercial**

**Total** 0.00

**Additions & Remodeling**

20190001	1/7/2019	2,000.00	26.01	134		120 S. Cartwright St.	La Quinta	Camco /66076	Repair fire damage /room	Davidson
20190002	1/16/2019	800.00				0 Dry Creek Pointe	Dry Creek Cottages	Sign Central	Sign	Davidson
20190004	1/14/2019	13,000.00	18.16	14		209 Moncrief Ave.	Jason Buell	Epoch Const/9067	Residential Remodel	Davidson
20190005	1/14/2019	11,000.00	26.14	51	Suite B	720 Rivergate Pkwy.	Big Shakes Hot Chicken	Design Team Signs	Sign	Davidson
20190006	1/17/2019	2,400.00	18.16	174		140 North Main St.	Treasure Hunters Furniture	Allison Signs	Sign Changeout	Davidson
20190008	1/18/2019	4,500.00	19.00	20	Suite 101	322 Long Hollow Pike	Dominos Pizza	Scott Services	Sign	Davidson
20190009	1/23/2019	0.00	26.14	51	Suite C	720 Rivergate Pkwy.	El Mana Bakery	Owner	Fire/Life Safety	Sumner
20190010	1/23/2019	19,900.00	143D	36	1	101 Copper Creek Drive	Jeff Cameron	Archadeck/68816	Deck	Sumner
20190011	1/25/2019	3,500.00	19.14	13		202 Northgate Cr.	Wingate Inn	Boom Sign	Sign	Davidson
20190012	1/25/2019	100.00	18.16	166		210 N. Main Street	Johnson Financial	Owner	Sign	Davidson
20190013	1/25/2019	0.00	18.16	166		210 N. Main Street	Daniel Reeder	Owner	Sign Changeout	Davidson
20190014	1/30/2019	15,000.00	18.16	166		210 N. Main Street	Daniel Reeder	Owner	Access. Building	Davidson
<b>Total</b>		<b>72,200.00</b>								

<b>Total New Residential</b>	1,973,515.00
<b>Total New Commercial</b>	0.00
<b>Total Add/Remodels</b>	72,200.00
<b>Total All Permits</b>	<b>2,045,715.00</b>

<b>Single Family Dwellings</b>	
<b>Davidson</b>	0
<b>Sumner</b>	5
<b>Total</b>	<b>5</b>

## Goodlettsville Codes/Building Activity Report January 2019

### DEPARTMENT OF 4 EMPLOYEES:

Larry DiOrio- Director- 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 Sale	28 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	5 inspections
Fire Investigations	Duties of Fire Marshal involving fires/inspections in the city limits	1 investigation
Building Inspections	Building Related	92 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	33 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	18 inspections
Signs Removed	Illegal signs removed from city limits	54 signs
I.B.C. Training	Training for the departments required certification test/International Building Certif.	10 hours
Storm Water Training	EPSC training and certification	8 hours

Fire Inspection Training	L. DiOrio and M. Bauer required training on Fire Code (Arson Training)	2 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	5
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	0 citations
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	daily