



City Manager Report: February 2017

Distributed: March 16, 2017



Contents:

Monthly activities of City Manager and all departments, presented to the Goodlettsville Board of Commissioners and the citizens of Goodlettsville

Reporting Schedule:

Published monthly on the City of Goodlettsville website

Featured Picture:

Police Officer Rico Jones and Commander Audra Cherry discuss a traffic citation between court sessions. Officer Jones is wearing a newly issued body camera, which will aid officers in investigation. Officers began wearing the body cameras in February.

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March 15, 2017

To: Board of Commissioners, City Staff and Residents of Goodlettsville

The City of Goodlettsville began the practice of producing the City Manager's Monthly Report in December 2011 to provide general and performance information to the Board of Commissioners and the public on City services and programs. The City utilizes performance data to identify efficiencies and potential inefficiencies for the purpose of improving services, responsible budgeting and enhancing transparency in local government. The information in this report is compiled internally by each department/division that comprises City Services. The information is then analyzed and organized for presentation by myself and the Public Information Officer.

I am proud of the City's efforts toward becoming more transparent, performance driven and the direction in which our community is headed. City staff and I will continue to work diligently to increase efficiencies in City services and achieve the goals of our Board of Commissioners as we proudly serve the citizens of Goodlettsville.

I am pleased to present to you the February, 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,

A handwritten signature in blue ink that reads "Tim Ellis".

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: February, 2017

Legislative Accomplishments

- Board of Commissioners took action on the following ordinances:
 - Approved Ordinance 17-887, an ordinance amending Ordinance 13-804 further establishing procedures for public inspection, access to and duplication of public records under the Tennessee Public Records Act (T.C.A. 10-7-504).

- The Board of Commissioners also took action on the following resolutions:
 - Approved Resolution 17-722, a resolution declaring certain 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 17-723, a resolution to support the adoption of legislation during the 110th Session of the Tennessee General Assembly that would allow for the long term adequate funding for construction, maintenance of all state highways and would further financially assist all municipalities in the maintenance of streets and highways.
 - Approved Resolution 17-724, a resolution authorizing the procurement method of Competitive Sealed Proposals in procuring sanitation and recycling services.
 - Approved Resolution 17-725, a resolution authorizing the execution of a Right-of-Way Encroachment License between the City of Goodlettsville and American Home Realty, LLC.
 - Approved Resolution 17-726, a resolution declaring certain 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 17-727, a resolution to support the adoption of Senate Bill 515 and House Bill 1085 during the 110th Session of the Tennessee General Assembly which would provide twenty five percent of one percent of the State of Tennessee sales tax to cities.
 - Approved Resolution 17-728, a resolution to approve the execution of a Memorandum of Understanding between the City of Goodlettsville and the Cumberland River Compact as it relates to the Moss-Wright Park Streambank Stabilization.

Legislative Matters Forthcoming

- Resolution declaring property surplus.
- Animal Control Ordinance.
- Visitors and Tourism Commission.
- Zoning Ordinances.

Commissions and Boards

- **Planning Commission**

- Conditionally approved final master plan for forty-two (42) lots on Old Stone Road. Property is zoned MRPUD, Medium Density Residential Planned Unit Development. Property is a portion of the 57.80 acre property referenced as Sumner County Map 143, Parcel 37. Property Owner: Meritage Home of Tennessee Inc. Conditions listed in minutes.
- Conditionally approved s construction master plan for five (5) lots on Conference Drive across from Windsor Green Boulevard. Property contains 9.29 acres and is referenced as Davidson County Mao/Parcel #02600010600. Property is zoned GOPUD, General Office Planned Unit Development. Property Owner: Armed Services Mutual Benefits Association. Conditions listed in minutes.
- Deferred site plan approval for a 57,549 square feet/eighty-eight (88) unit hotel project on Conference Drive adjacent to the Lenox Place Apartments. Property is zoned GOPUD, General Office Planned Unit Development.
- Presented the Allen Road Annexation Progress Report.
- Discussed Zoning Ordinance amendments regarding defining the scale of site development plans for staff approval and defining the review procedures for successive site development plan applications.
- Deferred an amendment to include provisions for consent agendas.
- Discussed drainage pads in Copper Creek, the detention pond on Conference Drive, building permits for the Towne Place Hotel, subdivision regulations, and Davidson and Sumner Counties.

- **Board of Zoning Appeals**
 - Approved zoning variance regarding the minimum width of an access easement to provide access for a proposed additional residential lot at 709 Dickerson Pike/Hwy 41/SR 11. Property is referenced as Davidson County Tax Map/Parcel #02512000400 and is zoned R-25, Low Density Residential and contains two (2) acres.

- **Beer Board**
 - The Beer Board did not meet during the month of February.

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

- **Parks, Recreation & Tourism Advisory Board**
 - The Parks Board did not meet during the month of February.

Ongoing Work

- Overall Capital Improvements Program.
- Traffic congestion mitigation.
- Economic Development Projects.
- Conference Drive Enhancements.
- Roadway lighting improvements.

- Main Street Streetscape Project.
- CSX/ North Main Street congestion mitigation.
- Peay Park redevelopment conceptual plan.
- Sewer pump station elimination.
- Goodlettsville Tomorrow Vision 2025.
- Main Street Stakeholders Organization.
- Streambank stabilization of Manskers and Madison Creeks.
- City-wide Beautification.
- CMAQ Projects.
- Special Census.

- Neighborhood Enhancement Program.

Marketing & Public Relations Manager Report: February 2017

City News, Events & Community Relations

Posted on one or more of the following PR outlets: www.goodlettsville.gov, mobile app, Notify Me email lists, facebook, twitter, Instagram, media contacts distribution list:

- “Goodlettsville Police Department Now Using Body-worn Cameras”
- “Goodlettsville Fire Department is using new technology for response data”
- “Arbor Day Foundation Names Goodlettsville a Tree City USA”
- “Open Registration for the Spring 2017 Men’s Church Softball League”
- “Goodlettsville Community Clean-up Day, Saturday, March 25th”
- “It’s not too late to apply for Tax Relief / Tax Freeze Programs”
- Study Session Discussion Items and Meeting Agenda for February 9th and February 23rd meetings
- Planning and Zoning Board Meetings Posted for Online Viewing
- City Manager’s Monthly Report for January 2017 is Posted

Meetings/Events/Admin

- Met with city staff and Kimberly Lynn of the Goodlettsville Area Chamber of Commerce to plan for the “Get Eclipsed in Goodlettsville” total solar eclipse event set for August 20 and 21.
- Coordinated media interview requests regarding the GPD and body-worn cameras press release
- Created utility bill inserts for Goodlettsville Community Clean-up Day and Tax Relief / Tax Freeze Program
- Performed website administrator job functions as needed: developed and reviewed web content.

Returned from maternity leave on Monday, February 20th

Finance and Administration Monthly Report

February 2017

FINANCE

- Met with Employee Medical Insurance Brokers in preparation for the upcoming insurance renewal
- Worked with Logistics Committee for the Leadership Goodlettsville Class of 2017
- Worked with Department heads on upcoming FY2018 Budget
- Attended planning meeting regarding the Eclipse Event in August 2017
- Sent 1099's and 1096 to IRS
- Reconciled property tax sub-ledger to general ledger. Thru February, the City had collected approximately 90% of the total levy and over \$100,000 in past due property taxes.

HUMAN RESOURCES

- February 2 - Met with TML worker's comp auditor
- February 8 – Met with Chester from TML and VC3 consulting
- February 15 – Met with Group Benefits on Open enrollment
- February 28 – Met with Group Benefits on Open enrollment
- Hired: 1 PT Firefighter
- Terms during the month: 2 Utility Workers II at Public Works
- Worker's Compensation accidents in the month: 1 laceration to left pinkie.
- Full-time employees: 130; Part-time employees: 38.
- Job opening: Heavy Equipment Operator, Utility Worker II at Public Works

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

UNASSIGNED FUND BALANCE

Operating Fund	Current Month	Budget 06/30/2017	%
General Fund	4,963,026	2,090,841	237%
Sanitation	143,354	126,941	113%
Tourism	1,191,386	393,588	303%

CASH IN BANK

General Fund	6,929,024
Sanitation	75,343
Tourism	1,190,686
Sewer	12,541,196
Stormwater	1,618,013
Total Cash	22,354,263

SALES TAX COLLECTIONS

Month Received	Sumner Current Year	Sumner Prior Yr	Davidson Current Yr	Davidson Prior Year	Total Current Year	Total Prior Year
Aug	48,333	53,696	324,789	301,770	373,123	355,467
Sep	53,158	53,887	294,694	273,542	347,851	327,429
Oct	44,747	43,086	295,987	276,764	340,734	319,850
Nov	49,987	48,095	309,704	306,882	359,691	354,977
Dec	51,322	50,706	298,879	280,760	350,201	331,466
Jan	53,033	45,928	317,233	288,519	370,266	334,446
Feb	65,823	57,310	513,341	475,700	579,164	533,009
Mar	0	0	0	0	0	0
Apr	0	0	0	0	0	0
May	0	0	0	0	0	0
Jun	0	0	0	0	0	0
Jul	0	0	0	0	0	0
YTD	366,404	352,708	2,354,626	2,203,936	2,721,030	2,556,644 6.43%

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 2017 (Unaudited)**

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	
General Fund	Revenues	2,534,151	9,517,126	14,268,943	66.70%
General Fund	Expenditures	617,045	10,133,358	16,428,844	61.68%
Net Increase/Decrease		1,917,106	(616,232)	(2,159,901)	
Sanitation Fund	Revenues	80,477	617,091	925,450	66.68%
Sanitation Fund	Expenditures	66,748	530,314	896,002	59.19%
Net Increase/Decrease		13,729	86,777	29,448	
Tourism	Revenues	39,179	446,063	624,300	71.45%
Tourism	Expenditures	32,904	328,652	713,543	46.06%
Net Increase/Decrease		6,275	117,411	(89,243)	
Sewer	Revenues	514,356	3,573,902	5,945,300	60.11%
Sewer	Expenses	344,707	2,047,659	5,829,573	35.13%
Net Increase/Decrease		169,649	1,526,243	115,727	
Stormwater Utility	Revenues	74,594	558,368	932,000	59.91%
Stormwater Utility	Expenses	95,531	540,360	1,985,555	27.21%
Net Increase/Decrease		(20,937)	18,008	(1,053,555)	

OPERATIONS EXPENDITURE SUMMARY

<u>General Fund Operating Dept</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Budget</u>
General Government	90,362	1,077,261	1,675,388	64%
Community Development	24,987	325,429	794,309	41%
Police	269,291	3,349,162	5,154,049	65%
Fire	109,704	1,378,100	2,172,209	63%
Hwys & Streets	42,899	1,209,411	2,109,045	57%
Parks/Recreation	80,096	1,124,207	1,929,819	58%
Miscellaneous	(293)	1,669,787	2,116,224	79%
Total General Fund Expenditures	617,046	10,133,357	15,951,043	64%



FEBRUARY 2017

NEW BUSINESS LICENSES

License Issue Date	Company Name	Address	Contact Name	Contact Number
02.04.2017	Lashville, LLC	440 Long Hollow Pike, Ste. H	Ashley Comko	386.562.3591
02.07.2017	Precision Walls Inc.	1230 NE Maynard Road	Kathy Page	919.832.0380
02.17.2017	Kenneth Simpson Construction	211 Robey Street	Tina Thacker	270.586.7181
02.17.2017	Mick White Renovations LLC	7365 W. 162 nd Street	Pam White	967.170.6813
02.27.2017	A Carpentry Source	309 Goldie Street	Woodrow W. Atwood III	615.403.3289

**NEW BEER PERMITS
NONE**

MONTH OF FEBRUARY 2017

MONTHLY MANAGEMENT REPORT

COURT

NUMBER OF CITATIONS ISSUED IN FEBRUARY 2017 -

340

NUMBER OF DEFENDANTS APPEARING IN COURT

FEBRUARY 14	9:00	A.M.	132	
FEBRUARY 14		1:00	P.M.	98
FEBRUARY 21	1:00	P.M.	10	

TOTAL FOR MONTH

FEBRUARY 21	8:30	A.M.	11
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CONTESTED COURT SESSION

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

CODES	2
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MISDEMEANORS	0
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NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL	102
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EIGHT HOUR SCHOOL	5
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Goodlettsville Police Department

Chief Goodwin's Monthly Report

February 2017

February 9th and 14th Sgt. Deloach in conjunction with the Goodlettsville Chamber of Commerce provided Active Killer Training at the Police Department. February 15th Chief Goodwin attended the Drug Task Force meeting. Chief Goodwin and Sgt. Deloach attended the Burton Heights Neighborhood Watch meeting on February 20th. February 22nd Chief Goodwin and Commander Cherry attended the Apartment Manager's meeting at Centennial Crossing Apartments. February 23rd Chief Goodwin attended the Chamber Luncheon and Commander Cherry hosted a department tour for the Girl Scouts. On February 24th Commander Cherry provided a department tour for a group of toddlers.

The Pharmaceutical Bin provided by the State of Tennessee Department of Environment & Conservation was in the lobby during the month of January and 18 pounds of unwanted pharmaceuticals were deposited. Since its use 957 pounds of unwanted pharmaceuticals have been deposited.

In review of the TIBRS data comparing February 2017 to February 2016 Crime Against Person increased from 14 to 19 a 26.32% increase, and Crime Against Property increased from 54 to 63 a 14.29% increase and overall we had an increase 68 to 82 incidents. Our UCR total for the month was a 8.17% increase from 45 to 49 incidents.

Our proactive efforts were very good for the month of February. Our officers made 793 Traffic Stops and 10 Terry Stops. They made 100 Traffic Arrests and 9 DUI Arrests. From these Traffic Stops resulted 6 Felony charges, 106 Misdemeanor charges, and 8 warrants were served. They had 29 drug confiscations (11 from traffic stops). They issued 15 Misdemeanor Citations, made 60 Physical Arrests with 71 Misdemeanor charges and 10 Felony charges. They made 2 Juvenile Misdemeanor 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 12 Warrant Service Attempts. They served 9 Felony Warrants and 33 Misdemeanor Warrants.

Our officers continue to check our apartments, neighborhoods, businesses and parks. They conducted 217 apartment checks, 322 checks of neighborhoods, 317 businesses checks and 228 park checks. They had 1,054 Community Contacts. They issued 330 Park Smarts.



FEBRUARY TIBRS

TIBRS Group A Offenses

	2017 Offenses Reported	2016 Offenses Reported
Crimes Against Persons	19	14
Murder	0	0
Negligent Manslaughter	0	0
Kidnaping/Abduction	0	0
Forcible Rape	2	1
Forcible Sodomy	0	1
Sexual Assault W/Object	0	0
Forcible Fondling	0	0
Incest	0	0
Statutory Rape	0	0
Aggravated Assault	5	6
Simple Assault	12	5
Intimidation	0	1
Stalking	0	0
Crimes Against Property	63	54
Arson	0	0
Bribery	0	0
Burglary	3	0
Counterfeiting/Forgery	4	1
Destruction/Damage/ Vandalism	9	6
Embezzlement	2	1
Extortion/Blackmail	0	0
Fraud - False Pretenses	5	2
Fraud - Credit Card/ATM	0	0
Fraud - Impersonation	3	3
Fraud - Welfare	0	0
Fraud - Wire	0	1
Motor Vehicle Theft	1	3
Robbery	3	1
Stolen Property Offenses	0	0
Theft - Pocket-picking	0	0
Theft - Purse Snatching	0	0
Theft - Shoplifting	19	22
Theft From Building	5	8
Theft From Coin Machine	0	0
Theft From Motor Vehicle	5	3
Theft of Motor Vehicle Parts	1	1
Theft - All Other Larceny	3	2
Total Group A Offenses	82	68

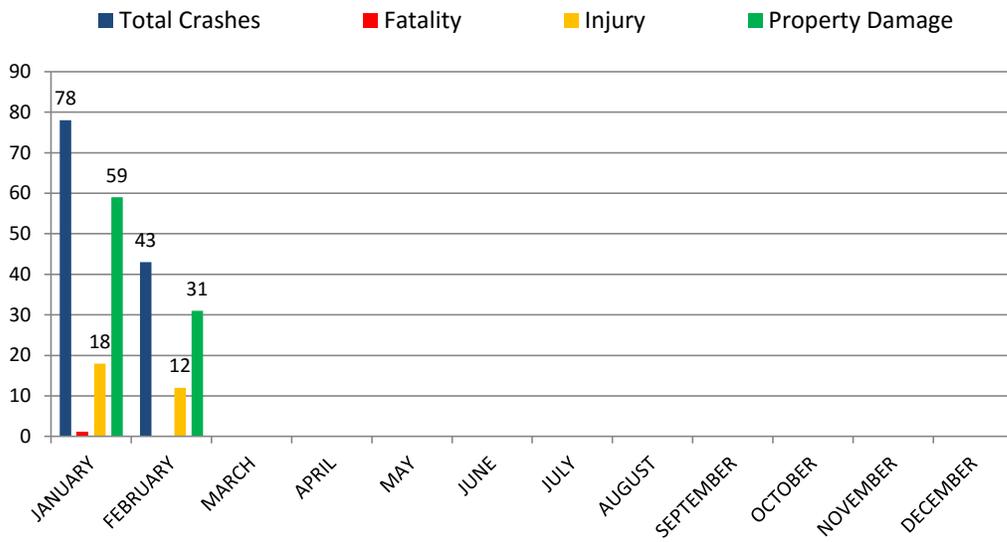
YTD TIBRS - 2017 VS 2016



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
Crimes Against Persons	43	24	16	19	14	0	30	43.33%																			
Murder	0	0	0	0	0																					0	NC
Negligent Manslaughter	0	0	0	0	0																					0	NC
Kidnaping/Abduction	0	0	0	0	0																					0	NC
Forcible Rape	4	2	0	2	1																					1	300.00%
Forcible Sodomy	1	1	0	0	1																					1	0.00%
Sexual Assault W/Object	0	0	0	0	0																					0	NC
Forcible Fondling	2	2	2	0	0																					2	0.00%
Incest	0	0	0	0	0																					0	NC
Statutory Rape	0	0	0	0	0																					0	NC
Aggravated Assault	9	4	2	5	6																					8	12.50%
Simple Assault	25	13	11	12	5																					16	56.25%
Intimidation	2	2	1	0	1																					2	0.00%
Stalking	0	0	0	0	0																					0	NC
Crimes Against Property	133	70	65	63	54	0	119	11.76%																			
Arson	0	0	0	0	0																					0	NC
Bribery	0	0	0	0	0																					0	NC
Burglary	9	6	5	3	0																					5	80.00%
Counterfeiting/Forgery	4	0	3	4	1																					4	0.00%
Destruction/Damage/Vandalism	20	11	5	9	6																					11	81.82%
Embezzlement	4	2	2	2	1																					3	33.33%
Extortion/Blackmail	0	0	0	0	0																					0	NC
Fraud - False Pretenses	7	2	3	5	2																					5	40.00%
Fraud - Credit Card/ATM	0	0	2	0	0																					2	-100.00%
Fraud - Impersonation	3	0	2	3	3																					5	-40.00%
Fraud - Welfare	0	0	0	0	0																					0	NC
Fraud - Wire	0	0	0	0	0																					1	-100.00%
Motor Vehicle Theft	8	7	4	1	3																					7	14.29%
Robbery	4	1	0	3	1																					1	300.00%
Stolen Property Offenses	1	1	0	0	0																					0	NC
Theft - Pocket-picking	0	0	0	0	0																					0	NC
Theft - Purse Snatching	0	0	0	0	0																					0	NC
Theft - Shoplifting	39	20	21	19	22																					43	-9.30%
Theft From Building	8	3	12	5	8																					20	-60.00%
Theft From Coin Machine	0	0	1	0	0																					1	-100.00%
Theft From Motor Vehicle	14	9	2	5	3																					5	180.00%
Theft of Motor Vehicle Parts	6	5	2	1	1																					3	100.00%
Theft - All Other Larceny	6	3	1	3	2																					3	100.00%
Total Group A Offenses	176	94	81	82	68	0	149	18.12%																			

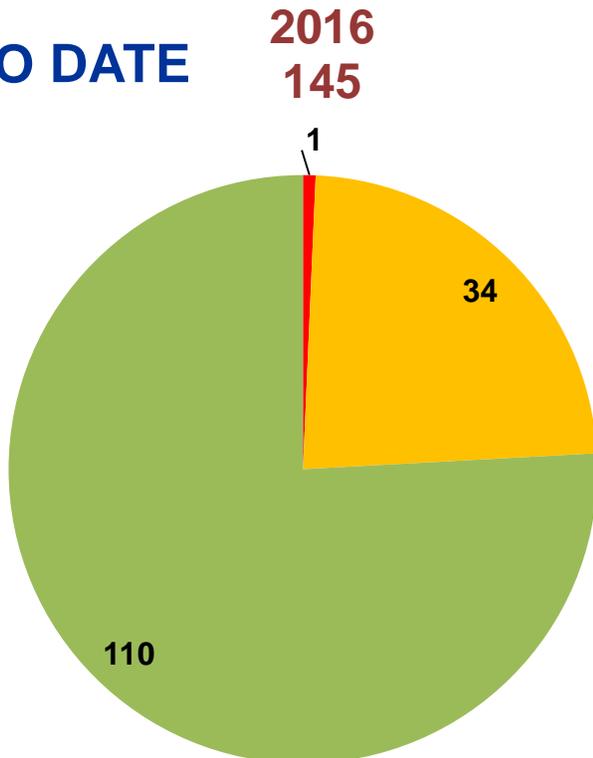
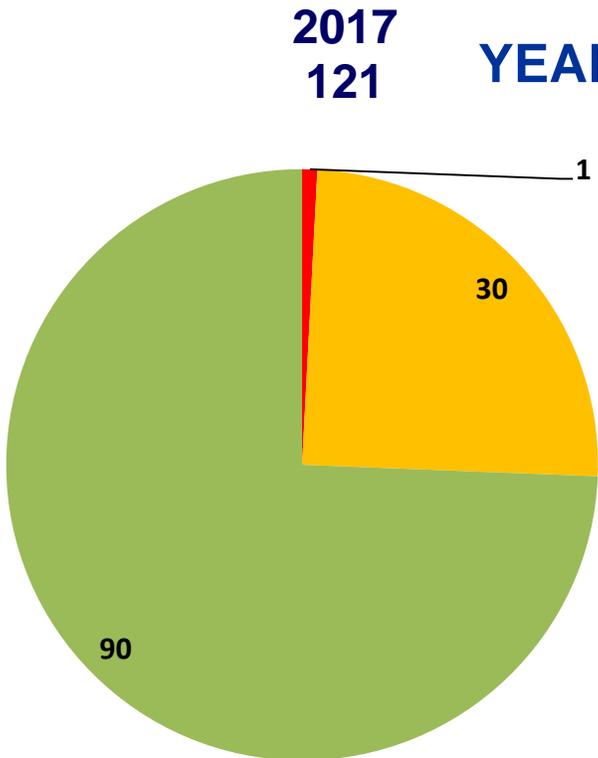
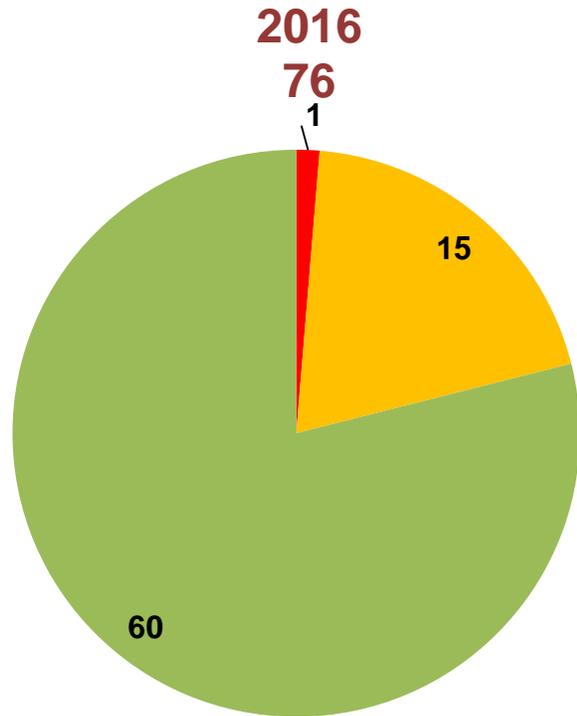
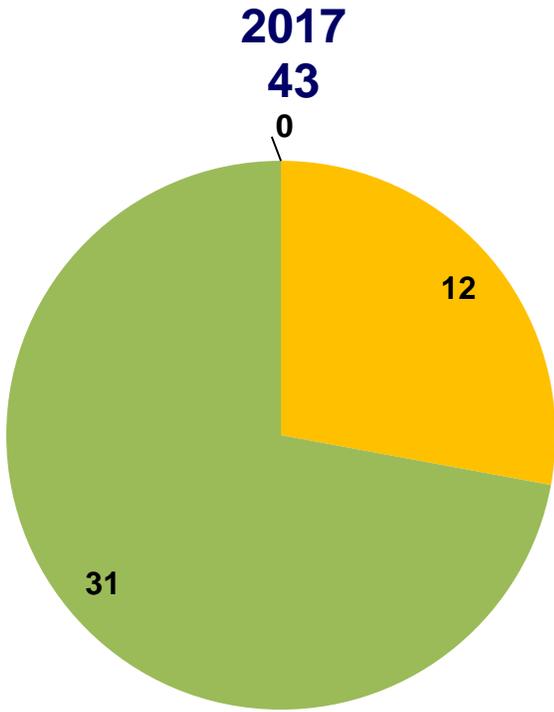
2017 TITAN CRASH REPORTS

(January 1 to December 31)



February TRAFFIC CRASHES

■ Fatal ■ Injury ■ Property Damage



Goodlettsville Police Department
FEBRUARY 2017 COMPSTAT

	WEEK 5	WEEK 6	WEEK 7	WEEK 8		TOTAL	2017 YTD		2016 YTD		% change	2015 TOTAL
Murders	0	0	0	0		0	YTD	0	YTD	0	NC	2
Rape	1	0	0	1		2	YTD	4	YTD	0	NC	5
Robbery (Commercial)	0	0	0	1		1	YTD	1	YTD	0	NC	12
Robbery (Street)	0	1	0	1		2	YTD	3	YTD	5	-40.00%	9
Aggravated Assault	0	1	2	0		3	YTD	5	YTD	5	0.00%	26
Aggravated Assault - Dom Viol	2	0	1	0		3	YTD	5	YTD	0	NC	12
Burglary (Commercial)	1	0	0	1		2	YTD	2	YTD	0	NC	22
Burglary (Residential)	1	0	0	2		3	YTD	8	YTD	6	33.33%	45
Auto Burglaries	0	4	0	0		4	YTD	14	YTD	3	366.67%	74
Larceny	1	2	2	4		9	YTD	16	YTD	23	-30.43%	139
Shoplifting	4	3	5	5		17	YTD	33	YTD	39	-15.38%	233
Motor Vehicle Theft	2	1	0	0		3	YTD	9	YTD	4	125.00%	16
Total Offenses	12	12	10	15	0	49	YTD TOTAL	100	YTD TOTAL	85	17.65%	595



February COMPSTAT
WEEKS 05 THRU 08

	2017	2016	2017 YTD		2016 YTD		% change	2016 TOTAL
Murders	0	0	YTD	0	YTD	0	NC	1
Rape	2	0	YTD	4	YTD	0	NC	2
Robbery (Commercial)	1	0	YTD	1	YTD	0	NC	3
Robbery (Street)	2	5	YTD	3	YTD	5	-40.00%	9
Aggravated Assault	3	5	YTD	5	YTD	5	0.00%	29
Aggravated Assault - Dom Viol	3	0	YTD	5	YTD	0	NC	15
Burglary (Commercial)	2	0	YTD	2	YTD	0	NC	23
Burglary (Residential)	3	0	YTD	8	YTD	6	33.33%	39
Auto Burglaries	4	2	YTD	14	YTD	3	366.67%	61
Larceny	9	10	YTD	16	YTD	23	-30.43%	127
Shoplifting	17	21	YTD	33	YTD	39	-15.38%	260
Motor Vehicle Theft	3	2	YTD	9	YTD	4	125.00%	25
Total Offenses	49	45	TOTAL YTD	100	TOTAL YTD	85	17.65%	594



Summary of Month's Activities – February 1, 2017 – February 28, 2017

Fire Operations

The Department responded to **304** calls for service for the month of February.

Fire Administration

Administration:

February was a month of quality and first time training and a great deal of time was invested in the effort. The Fire Chiefs Association coordinates a mutual Aid network that allows us to quickly mobilize fire apparatus from across the state as we did for the Gatlinburg Fires. Training was held to formalize volunteer positions that make the system run as well as familiarize new people with the system. Chief Becknal was appointed Sumner County Mutual Aid Coordinator and Chief Reeves moved up to Middle Tennessee Coordinator.

We also participated in a Williamson County Emergency Operations Center exercise where we gleaned best practices of Emergency Management from an experienced and well run crew.

Training was done with all three shifts of our Dispatch office to stream line operations with the Firefighters and construction work was formally begun on the first Goodlettsville Fire Department training facility off Gallatin Rd.

A new Labor Charity in town held its first ever training for volunteers at the fire hall this month. GoodWorks is designed to offer manpower and skilled labor to assist those less fortunate with work that will improve their quality of life around the home.

We met with White House Utility District to coordinate repairs and maintenance on our hydrant system and hopes are high that improvements can be made to the system incrementally.

We met with the Fire Service Legislative Coalition to learn about and strategize ways to further the legislative efforts in support of fire safety at the state level. One visit to Capitol Hill resulted in a very disappointing move towards reducing fire safety efforts in public schools in Tennessee but we are hopeful that more reasoned decision making can prevail in the end.

A great deal of time was spent assisting with the Special Census that was conducted and last but not least we had a residential home fire that contains many lessons worth discussion.

A local family experienced a grease fire on the stove top last Friday night. Everything turned out well and the home as well as all the occupants were spared but I am compelled to discuss all the opportunities that occurred for injury and death during this incident.

- A fire extinguisher was present in the home but stored in a location that nobody remembered.
- The homeowner carried the flaming pot across the kitchen and placed it in the sink.
 - This maneuver often causes a dropped flaming bomb to explode at the homeowner's feet and causes significant injury and death annually.
- They remembered to NOT put water on a grease fire but mistakenly thought salt was a viable firefighting agent and time was spent trying to extinguish with this method.
- The flaming kitchen cabinets were extinguished with the kitchen sink sprayer.
- Nobody called the fire department until several minutes into a significant firefight.

PLEASE! – Have a quality fire extinguisher mounted where it is near an exit and convenient to the kitchen.

PLEASE! – Call 911 as soon as a fire is identified. Every moment of delay increases the likelihood of a total loss of property and injury or death to the homeowner.

PLEASE! – Never pick up flaming items to carry them anywhere. Particularly pots of grease.

PLEASE! – allow us to install smoke alarms throughout your home.

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.

TOTAL HOURS TRAINING THIS MONTH – 358

PUBLIC EDUCATION HOURS - 45

February Maintenance

0 Scheduled Services

13 Repairs

Special Projects

Looking at figures for Budget items

Outstanding Issues

Ordered Dodge 5500

Cost Savings

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

4 Building Repairs

Finished up with Bathroom #4 Shower Repairs- Fixed Tile, Painted, Replaced Shower Valve

Obtained quotes and finally ordered the Medic Bay Door- It will be about 4-6 weeks before repairs are finished

Met with TOSHA to tour building for inspection

Fire Special

Training hours- EVOC, Respiratory Protection

Rode on Engine a few days to fill in

Walk through at Dollar General Corporation Headquarters



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

Jurisdiction 19226 February 1 to February 28, 2017
(NFIRS Report)

Total Calls **304** (same month 2016 - 259)



CATEGORY	TOTALS	CATEGORY	TOTALS
Structure Fires	0	Hazardous Calls	3
Vehicle Fires	0	Service Calls	22
Brush/Grass Fires	5	Good Intent Calls	35
		Cover Assignment, Standby, Moveup	0
Overpressure Rupture /Explosion No fire	1		
Refuse/Rubbish Fires	0	System Malfunction, Malicious False	2
Other Fires	4	Unintentional False	13
Special Incident Type	0	Other False	18
Total Fires	10	Total False	33

Rescue and EMS	201	Weather Related	0
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same time period in 2016 - 189

(Vehicle Accidents with Injuries 25)

	2017	2016		
Mutual Aid Received	8	9	Incidents with Exposures	0
Mutual Aid Given	77	72		

Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	0.00
Fire Service Death	0	Contents	2,000.00
Non-Fire Service Death	0		2,000.00
Fire Civilian Injuries	0	Non-Fire Dollar Loss	0.00
Non-Fire Civilian Injuries	0	Property	0.00
Fire Civilian Deaths	0	Contents	0.00
Non-Fire Civilian Deaths	0		0.00

Public Works Report – February 2017

SOLID WASTE:

- Convenience Center solid waste collected: 14.64 tons
- Solid waste tonnage collected: 314.26 tons
- Recycled materials collected: 38.68 tons
- PIT Construction & Debris: 120 cy
- Compactor: 12.34
- Bulk Item Pick Ups: 5
- Cart Repairs: 52
- New Cart Deliveries: 17

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: 1.45"**
- **WORKED 155 TN ONE CALLS**

STREETS:

- Conducted scheduled preventative maintenance on equipment
- Repaired various traffic signals and replaced road signs
- Conducted Brush pick-up throughout City
- Re-establish proper flow of drainage ditch

STORM WATER:

Litter bags removed	38
Land Disturbance Permits Issued	1
Commercial Inspection Conducted for Construction Projects	40
Residential Inspection Conducted for Construction Site's	84
Active Construction Sites (Commercial)	10
Active New Residential Home Sites	21

PUBLIC WORKS FACILITY, OUTREACH, & PROJECT REVIEW:

- Participated in City-wide weekly staff meetings
- Conducted Daily underground storage tank testing
- Conducted Monthly fuel pump inspection and cleaning
- Traffic signal inspection and maintenance
- Participated in Planning Commission, Board work sessions and Board of Commission meetings
- Various meetings with residents and business owners

- Worked on calls from developers on policies, procedures, and ordinances related to land development, stormwater, and sewer.
- WKU continues in monitoring project (MS4 permit requirement)
- Conducted Monthly Safety meeting
- Proceeding with design on two drainage projects

ATTENDED MEETINGS:

- MTSG Monthly Meeting
- Chamber of Commerce Luncheon
- WKU Water Quality Meeting
- TNSA Quarterly Meeting
- Used Oil Recycling Meeting
- CAP Meeting
- TEC 100K Tree Giveaway



February 2017

Projects - Administration

- Attended a planning meeting with Cumberland River Compact for the Mansker Creek Streambank Stabilization Grant Partnership.
- Conducted training on When 2 Work and Slips, Trips, and Falls
- Completed and submitted 5 year Capital Improvement Plan
- Continued planning for 2016 LPRF grant for Peay Park Improvements
- Completed work on the Mansker's Station Museum that highlights the home's second owner – Dr. George Keeling
- Continued work on updating Parks and Rec webpages for 2017
- Worked with Cumberland River Compact on event planning for 2017 Waterfest at Moss-Wright Park
- Met with youth athletic leagues to discuss the upcoming seasons
- Eclipse event planning
- Worked with Goodlettsville Middle School students in the IB program that want to do projects within the Goodlettsville Park System
- Conducted Volunteer Appreciation Lunch for Mansker's Station volunteers.

Projects – Parks and Recreation

- Made some repairs and completed maintenance on surfacing, benches, and turf at the Dog Park.
- Completed painting on the underside of the walking track at the Community Center
- Repaired water lines at the soccer field area
- Disassembled bleachers and assembled new bleachers for Moss-Wright Park and the Community Center
- Add infield mix to ballfields
- Re-roofed three cabins at Mansker's Station
- Installed new gate at Mansker's Station
- Serviced equipment

Facility and Rental Information

	Resident Usage/Rentals	Non-Resident Usage/Rentals	Attendance	Volunteer Hours
Community Center	654/8	555/9	1009	
Goodlettsville Event Center	4	0		
Senior Adult Program			638	36
Shelters	1	0		
Fields				
Programs Requiring Registration				
Historic Mansker's Station				
Pleasant Green Pool				
Tennis Courts	0	1		

Special Events and Athletics

Special Event Applications Submitted:

- Goodlettsville Four Mile Classic
- TSSA Spring Soccer Tournament

Special Events Conducted:

- Mother and Son Night of Fun
- Daddy Daughter Dance

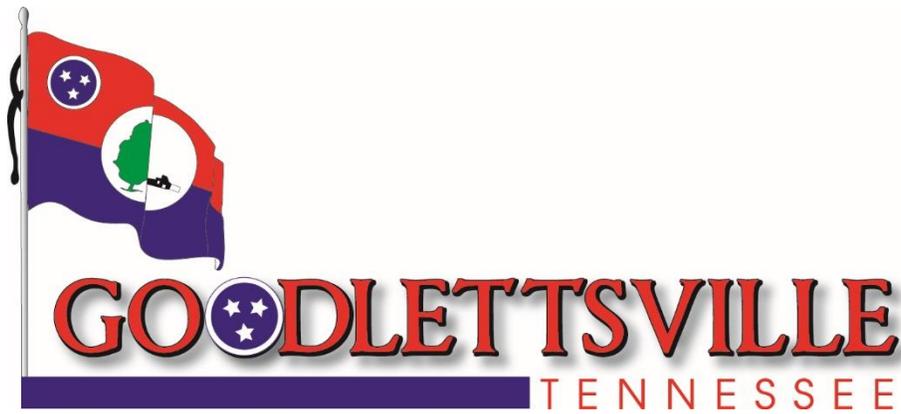
Athletics

Current leagues operating in Goodlettsville Parks

Goodlettsville Little League Middle Tennessee Futbol Club
Tennessee United Soccer Club

of practices

27 Practices- Baseball 70 Practices- Soccer



COMMUNITY DEVELOPMENT DEPARTMENT

Sub-group: Economic Development

Monthly Management Report: February 2017

Business Recruitment / Retention & Expansion

Worked with landowner, design and engineering team for new Candlewood Suites.

Worked with design and engineering team in regards to a new Holiday Inn Express.

Worked with design and engineering team in regards to a new Hampton Inn & Suites.

Worked with design and engineering team in regards to Best Western Plus.

Worked with design engineer in regards to new office building.

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

Worked with owners in regards to assisted living facility.

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

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

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

Worked with design and engineering team in regards to Main Street enhancements.

Worked with Design and Engineering team in regards to Conference Drive enhancements.

Meetings Attended

Goodlettsville City Commission

Goodlettsville Planning Commission

FEBRUARY REPORT

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

Peay Park Splash Pad

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

Main Street Enhancements

This 12 million dollar project is 80 percent grant and will extend over the next two and one half years. Its purpose is to change the look and feel of the heart of Goodlettsville. The aim of this project is to make the center section of town a more walkable and inviting place to shop and mingle. **Status: TDOT review comments and we are awaiting a clearance letter from local programs to begin the right of way phase of work. In this phase easements and their appraised values are being prepared for acquisition. Utility coordination and public input will occur as soon as the approved letter is received. Construction is expected to be complete in the summer of 2019.**

Sidewalks Additions

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

Conference Drive Improvements

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

Sanitary Sewer Interceptor Improvements

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

Signalization Upgrades

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

Drainage Improvements

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

Bank Stabilization Moss Wright Park

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

Mansker Creek Greenway

The addition of a 2 million dollar, 50 percent grant funded half mile of trails has been laid out to connect the Windsor Green Neighborhood and Conference Drive with Moss Wright and North Creek Parks. The route will follow the banks of Mansker Creek providing a trail system to enhance Goodlettsville's already extensive outdoor walking experience. **Status: Preliminary design is complete and the project is currently in land acquisition phase. Construction is scheduled to begin in 2018 with construction completion by the spring 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

Planning and Development Services Department

February 2017

Summary of Month Activities:

Staff attended site development meetings for the following projects:

- French Street seventy (70+) acre proposed residential development meeting with project developer to discuss roadway connection expectations and development design
- Allen Road eighty (80+) acre proposed residential development meeting with developer to discuss the annexation and rezoning process and additional meeting to discuss grading and clearing of properties
- BusforSale -813 Louisville Hwy meeting to discuss expansion of vehicle storage system
- North Creek Subdivision- Conference Drive/Windsor Green meeting with project engineer to discuss traffic signal and turn lane striping coordination required with the project.
- Brummett Property owners to discuss the properties at Connell, Church, and Depot Streets and a preliminary industrial office complex development

Staff attended the following inspections:

- 907 Rivergate Parkway to review new pole and ground sign proposal
- Tara Lane resident requesting flood plain information and measurements
- 102 Fannin Drive to review new wall sign proposal
- Mr. Fix It All- Graves Street to review proposed building addition

Staff attended the following administration meetings:

- Multiple meetings regarding the special census program and completed census collection through door knocking at homes and apartment complexes
- Leadership Goodlettsville program logistics planning and session attendance
- Chamber of Commerce Office to review a draft of the Chamber's new city map
- Engineer consultant to discuss preliminary ADA Transitional Plan process
- Engineer consultant to discuss preliminary transportation and drainage projects
- Meeting and city tour with upcoming Leadership Goodlettsville session presenter

Meetings Attended:

- Nashville Metropolitan Planning Organization (MPO) monthly meeting
- Goodlettsville Regional Planning Commission
- Goodlettsville Zoning and Sign Appeals Board

Goodlettsville Codes Department Activity Report February 2017

DEPARTMENT OF 4 EMPLOYEES:

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

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

<u>Activity</u>	<u>Scope of Activity</u>	<u>Total Monthly</u>
Issuing of Permits	Building(Commerc. & Resid.), Burn, Demolition, Blasting, Sign, Fireworks, Pool, Yard Sa	30 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	4 inspections
Fire Investigations	Duties of Fire Marshal involving fires in the city limits	0 investigations
Building Inspections	Building Related	83 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	78 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	58 inspections
Signs Removed	Illegal signs removed from city limits	63 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)	0 hours
Property Maint. Liens	Unpaid property maint.issues including grass cutting, demo of unsafe structures, etc.	0
Building and Codes Report	Report issued monthly for permit information-listed on City website	1 Report
Sumner County Impact Fee	Collect and Distribute Tax collected for Sumner County New Residential Homes	0
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	2 properties
Storm Water Report	Monthly Storm Water Report for Administrative Building/	1 Report
Unsafe Structure Abatement	Demolition of unsafe structure	0 structure
Citations to Court	Municipal Code Violations	1 citations

Customer Service Calls

Facilitate calls and inquiries citizens and contractors may have

daily

Goodlettsville Codes Department Building Report February 2017

<u>Permit</u>	<u>Date</u>	<u>Cost</u>	<u>Map</u>	<u>Parcel</u>	<u>Lot</u>	<u>Address</u>	<u>Owner</u>	<u>Contractor's License</u>	<u>Type Str</u>	<u>County</u>
<u>New Residential</u>										
20170031	2/20/2017	1,288,265.00			33-40	604 Alta Loma/Cobblestone	Mid-Town Capital	26156	8 unit townhomes	Davidson
Total		1,288,265.00								
<u>New Commercial</u>										
Total		0.00								
<u>Additions & Remodeling</u>										
20170022	2/6/2017	13,000,000	34.02			907 Rivergate Parkway	Duensing Chiropractic	Owner	Sign	Davidson
20170024	2/9/2017	0.00	25.04		A	215 S. Main Street	Drystar Cleaners	Owner	Temp. sign	Davidson
20170026	2/6/2017	1,500.00	25	106		1264 Hitt Lane	Thiistestop Inn	Allison Signs	Sign	Davidson
20170028	2/16/2017	1,000.00	25.12	26		708 S. Main(Dickerson)	Tom Anderson	Owner	Commercial Remodel	Davidson
20170029	2/16/2017	50,400.00	26	152		865 Conference Drive	Marrriott	65194	Commercial Remodel	Davidson
20170033	2/24/2017	0.00	26.1	8		136 S. Main St.	Sweet Tea and Shopping	Owner	Temp. Sign	Davidson
20170035	2/6/2017	3,000.00	25.4	113		132 S. Main St.	Chic Artique	Owner	Commercial Remodel	Davidson
20170039	2/24/2017	6,500.00	19.13	106		323 Cartwright St.	Motel 6	Columbia Neon Sigr	Commercial Remodel	Davidson
20170041	2/15/2017	0.00	Copper	Creek	Area	0 Fall Creek Circle	Meritage Homes	Owner	Blasting	Sumner
20170049	2/24/2017	75,000.00	25.08	2	86	215 Rosehill Dr.	Jeff Brown	63389	Fire Damage /Resid	Davidson
20170052	2/27/2017	43,000.00	143NB	12	180	403 Page Drive	Randy Meeks	67226	Inground Pool	Sumner
Total		193,400.00								
Total New Residential		1,288,265.00				Single Family Dwellings				
Total New Commercial		0.00				Davidson	8 Resid. Townhomes	(Cobblestone)		
Total Add/Remodels		193,400.00				Sumner	0			
Total All Permits		1,481,665.00				Total	8			