



City Manager Report: November 2017

Distributed: December 20, 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:

In November the City of Goodlettsville rolled out the "Our people. Serving our people." video project.

Through a series of short video clips, City of Goodlettsville employees will give insight into their departments and talk about what they do each day to serve the community and residents of Goodlettsville. In total there are 14 videos. A new video will be featured each month from November 2017 through December 2018. The goal of the project is to give the Goodlettsville community the inside scoop of its municipal government. We are people here to serve 'our people'.

In November we highlighted the Police Department with Officer Rico Jones. Videos are available on our website.

Monthly Reports by Division

Message from the City Manager.....1

Management

- City Manager.....2-4
- Economic Development & Marketing.....5
- Tourism.....6

Finance & Administration Division

- Finance, HR.....7-9
- City Clerk.....10
- Municipal Court.....11

Public Safety

- Police.....12-19
- Fire.....20-23

Public Services

- Public Works.....24-26
- Parks & Recreation.....27

Community Development Services

- City Engineer.....28-30
- Planning & Development Services.....31
- Codes.....32-33



December 19, 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 November, 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". The signature is written in a cursive style with a horizontal line underneath the name.

Tim Ellis, City Manager

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

Email: tellis@goodlettsville.gov • Phone: 615.851.2200 • Fax: 615.851.2212

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

City Manager

Management Report: November, 2017

Legislative Accomplishments

- Board of Commissioners took action on the following ordinances:

- The Board of Commissioners also took action on the following resolutions:
 - Approved Resolution 17-769, a resolution authorizing the execution of an agreement between the City of Goodlettsville and the Long Hollow Woods Home Owners Association for the construction of a monument sign at the intersection of Barnett Drive and Emily Drive within city owned right-of-way.

 - Approved Resolution 17-770, a resolution authorizing an agreement between the City of Goodlettsville and Motorola Mobility, LLC for the procurement and installation of a microwave communication system as it relates to the city's two-way radio system.

 - Approved Resolution 17-771, a resolution authorizing the execution and delivery of a master lease agreement for equipment known as microwave communication system, an escrow agreement, and related instruments, and determining other matters in connection therewith.

 - Approved Resolution 17-772, a resolution authorizing the purchase of certain real property located at the intersection of RiverGate Parkway and Main Street, identified as map and parcel numbers 025-08-0-0820-0; 026-05-0-0870-0 and 026-05-0-0880-0 in accordance with Resolution 17-763.

Legislative Matters Forthcoming

- Rezoning Ordinances.
- Legislative Agenda.
- Board Member Appointments.
- Budget Amendment.
- Special Events Permitting

Commissions and Boards

• Planning Commission

- Conditionally approved a final master plan amendment for 21,000 sq. ft. commercial center on 2.1 acres at 102 Long Hollow Pike and Jackson Road regarding revised retaining wall and landscaping design and front building setback variance. Property is zoned CPUDL, Commercial Planned Unit Development Limited and is referenced as Sumner County Tax Map/Parcels # 143067.00 and 067.04. Property Owner: Willowbrook Hendersonville, LLC. Conditions listed in minutes.
- Conditionally approved a revised final subdivision plat for six (6) lots on Allen Road. The Planning Commission previously approved a subdivision plat containing twenty-one (21) lots. The proposed six (6) lots were part of the previously approved subdivision plat. Property is zoned LDRPUD, Low Density Residential Planned Unit Development. Property is referenced as Sumner County Map 143, Parcels 22 and 22.09. Property contains 12.52 acres. Property Owner: Copper Creek, LLC GHERTNER & CO. Conditions listed in minutes.
- Approved recommendation to the City Commission to amend the Zoning Ordinance Section 14-210(4)(f)(iii)(D) High Density Residential Planned Unit Development to increase the maximum number of residential units for properties within defined mixed use commercial centers.
- Discussed Bed and Breakfast and short-term rentals and Planning Commission Training-Traffic Calming/Complete Street Designs.

• Board of Zoning Appeals

- Denied an administrative appeal of a zoning notice regarding a residential rental use at 510 Mason Lane. Property is zoned R-25, Low Density Residential Zoning District. Property is referenced as Sumner County Property Tax Map/Parcel #143I, Group A, Parcel 019.000. and contains 0.88 acres.

• Beer Board

- Approved an Off Premises Retail Sales Beer Permit for 7-Eleven, Inc.. Tigermarket located at 243 Long Hollow Pike is being purchased by 7-Eleven, Inc.

• Industrial Development Board

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

• Parks and Recreation Advisory Board

- The Parks Board met but no action items were considered.

- **Visitors and Tourism Board**

- The Visitors Board discussed destination/retail and restaurant/caterers meetings, management of historic sites, occupancy tax data, Mayor Megan Barry's Transit Plan, and hosting the TCMA in 2019.

Ongoing Work

- Overall Capital Improvements Program.
- Traffic congestion mitigation.
- Economic Development Projects.
- Conference Drive Enhancements.
- Roadway lighting improvements.
- Main Street Streetscape Project.
- CSX/ North Main Street congestion mitigation.
- Peay Park redevelopment conceptual plan.
- Sewer pump station elimination.
- Goodlettsville Tomorrow Vision 2025.
- Main Street Stakeholders Organization.
- Streambank stabilization of Mankers and Madison Creeks.
- City-wide Beautification.
- CMAQ Projects.
- Neighborhood Enhancement Program.

Economic Development & Marketing Report: November 2017

Economic Development: Making Contacts, Business Recruitment & Expansion

- Attended the quarterly Joint Economic & Community Development Board meeting
- Attended the monthly Goodlettsville Chamber of Commerce luncheon
- Attended the P2020 Regional Partners meeting
- Attended the Sumner County Joint Economic Development Board quarterly meeting
- Met with a representative from the U.S. Department of Commerce/International Trade Administration to make acquaintance and discuss recruitment of foreign direct investment
- Attended the Leadership Goodlettsville Mix & Mingle kick off program with alumni and the 2018 class members

Marketing & PR, Admin

- Rolled out the “Our people. Serving our people.” PR Campaign. Through a series of short video clips, City of Goodlettsville employees will give insight into their departments and talk about what they do each day to serve the community and residents of Goodlettsville. In total there are 14 videos. A new video will be featured each month from November 2017 through December 2018. The goal of the project is to give the Goodlettsville community the inside scoop of its municipal government. We are people here to serve ‘our people’.
- Finalized the LED sign design. Completed flight check phone call regarding the sign production and timeline. The sign should be fully operational before the spring of 2018.
- Met with electrician to discuss plans for the power to be run for the LED sign
- Created the city newsletter for December for distribution in utility bill mailings

City Board Meetings Attended

- Planning and Zoning Board – November 6



Director of Tourism November 2017 Report

- Attended Nashville Backstage: Downtown Training at NCVC
- Toured Rutherford County CVB and met with Director of Tourism
- Created and distributed Visit Goodlettsville e-newsletter
- Attended Chamber luncheon
- Attended Sumner County Tourism Board meeting
- Toured Carter House, Lotz Museum, Carnton Plantation in Franklin
- Hired Tourism Marketing Coordinator
- Assisted with Christmas Parade planning
- Researched and scheduled City Hall Carillon on a regular basis
- Attended Sports Tourism Webinar
- Started transition with Visitor's Center at Mansker's Station
- Marketing Activities:
 - Worked with Advance Travel and Tourism on digital marketing proposal
 - Finalized Visitor Attractions locator map
 - Finalized Visit Goodlettsville retractable banner
 - Created designs for Goodlettsville apparel for Visitor Center Gift Shop
 - Created draft of Visit Goodlettsville rack card
 - Created draft of Visit Goodlettsville profile sheet

November 2017 Hotel Data for Goodlettsville

Demand (rooms sold)	-2.2% from November 2016
Occupancy	-10% from November 2016
Average Daily Rate (ADR)	+6% from November 2016
Revenue Per Available Room (RevPAR)	-2.8% from November 2016
Hotel Room Revenue	+4.7% from November 2016
Supply (rooms available)	+8.4% from November 2016

SOURCE: STR www.str.com

Goodlettsville currently has 1,300 hotel rooms with an additional 289 under construction.

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

SOURCE: NCVC

Finance and Administration Monthly Report

November 2017

FINANCE

- Visited the Rutherford County Visitors' Center with the City Manager and Tourism Director
- Attended the TCMA Middle Tennessee luncheon in Murfreesboro
- Attended the MTAS Advisory Board Meeting in Nashville
- Met with Callie Westerfield, TML, regarding our TML Insurance Renewal
- Met with representatives of VC3 and our IT Director regarding our technology needs.
- Continued working with auditors and independently on the City's CAFR

HUMAN RESOURCES

- November 1 – TNPRIMA safety conference.
- November 14 – met with Workforce Essentials.
- November 28 – Met with TML on worker's comp renewal.
- Hired: Superintendent of Recreation
- Terms during the month: 1 police officer
- Worker's Compensation accidents in the month: 0
- Full-time employees: 130; Part-time employees: 39.
- Job opening: RSA at Community Center; Tourism Marketing Coordinator; Utility Worker
- Job opening: RSA at Community Center; Tourism Marketing Coordinator; Utility Worker; Superintendent of Recreation

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

UNASSIGNED FUND BALANCE

Operating Fund	Current Month	Budget 06/30/2017	%
General Fund	2,634,433	2,090,841	126%
Sanitation	157,155	126,941	124%
Tourism	820,281	393,588	208%

CASH IN BANK

General Fund	4,775,146
Sanitation	128,092
Tourism	974,425
Sewer	11,538,235
Stormwater	1,179,421
Total Cash	18,595,319

SALES TAX COLLECTIONS

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

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

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	
General Fund	Revenues	1,122,158	3,372,233	13,375,000	25.21%
General Fund	Expenditures	1,066,951	6,645,710	16,213,026	40.99%
Net Increase/Decrease		55,207	(3,273,477)	(2,838,026)	
Sanitation Fund	Revenues	91,663	375,505	1,029,000	36.49%
Sanitation Fund	Expenditures	69,783	275,939	1,004,232	27.48%
Net Increase/Decrease		21,880	99,566	24,768	
Tourism	Revenues	70,768	324,700	671,000	48.39%
Tourism	Expenditures	43,541	249,041	710,689	35.04%
Net Increase/Decrease		27,227	75,659	(39,689)	
Sewer	Revenues	445,853	2,065,178	5,691,000	36.29%
Sewer	Expenses	406,434	1,939,255	7,197,678	26.94%
Net Increase/Decrease		39,419	125,923	(1,506,678)	
Stormwater Utility	Revenues	80,416	328,342	931,500	35.25%
Stormwater Utility	Expenses	38,616	141,746	1,866,562	7.59%
Net Increase/Decrease		41,800	186,596	(935,062)	

OPERATIONS EXPENDITURE SUMMARY

<u>General Fund Operating Dept</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Budget</u>
General Government	147,184	741,228	1,831,363	40%
Planning and Codes	39,437	202,965	558,678	36%
Police	385,178	2,138,982	5,312,190	40%
Fire	169,147	931,601	2,233,277	42%
Hwys & Streets	88,803	1,053,407	2,840,441	37%
Parks/Recreation	213,368	898,099	1,971,332	46%
Miscellaneous	23,835	679,429	1,465,745	46%
Total General Fund Expenditures	1,066,952	6,645,711	16,213,026	41%



**NOVEMBER 2017
NEW BUSINESS LICENSES**

License Issue Date	Company Name	Description	Address	Contact Name	Contact Number
11.09.2017	LINDSAY MAE'S CLOSET	ONLINE CHILDREN'S BOUTIQUE	1007 EMILY DRIVE GOODLETTSVILLE, TN 37072	LINDSAY PROCTOR	615.218.4987
11.10.2017	THOMAS-GRACE CONSTRUCTION, INC.	COMMERCIAL CONSTRUCTION GENERAL CONTRACTOR	500 SOUTH CARTWRIGHT STREET GOODLETTSVILLE, TN 37072	DONNA CAYWOOD	651.342.1298
11.17.2017	HARRISON GUNITE CONSTRUCTION CO., INC.	SWIMMING POOL CONSTRUCTION	1611 MOCKINGBIRD COURT FLORENCE, AL 35630	J. PRICE HARRISON	256.766.2189
11.27.2017	LIGHTWAVE SOLAR, LLC	DESIGN AND INSTALL PV SOLAR SYSTEMS	3026 OWEN DRIVE, STE 104 ANTIOCH, TN 37013	CARL HUNTER	615.641.4050
11.27.2017	FLYNN CONSTRUCTION MANAGEMENT	GENERAL CONTRACTOR	600 PENN AVENUE PITTSBURGH, PA 15221	CHRISTINE TIMKO	800.434.7759
11.28.2017	NUVO DONUTS	DONUT & COFFEE	215 SOUTH MAIN STREET, STE B GOODLETTSVILLE, TN 37072	TRI NGUYEN	615.293.6888
11.29.2017	BEEKLEEN, LLC	CAR WAS	671 NORTH MAIN STREET GOODLETTSVILLE, TN 37072	DONNA & SHANE SCOTT	615.830.6250

**NOVEMBER 2017
NEW BEER PERMITS**

NONE

MONTH OF NOVEMBER 2017

MONTHLY MANAGEMENT REPORT

COURT

NUMBER OF CITATIONS ISSUED IN NOVEMBER 2017 - **245**

NUMBER OF DEFENDANTS APPEARING IN COURT -

NOVEMBER 14TH	73	9:00	A.M.
NOVEMBER 14TH	65	1:00	P.M.
NOVEMBER 21ST	20	1:00	P.M.

TOTAL FOR MONTH

NOVEMBER 21 ST	9	8:30	A.M.
---------------------------	---	------	------

CONTESTED COURT SESSION

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

CODES	2
MISDEMEANORS	0

NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL	70
EIGHT HOUR SCHOOL	11

Goodlettsville Police Department

Chief Goodwin's Monthly Report

November 2017

November 6th Sgt. Deloach presented Active Killer Training to employees at Head to Toe and on November 10th the same training hosted by the Goodlettsville Chamber of Commerce. November 8th Commander Okert and Sgt. Deloach attended a town hall meeting hosted by Bridges for the Deaf and Hard of Hearing. November 8th Chief Goodwin was present for the Beer Board meeting. November 9th Chief Goodwin attended the Goodlettsville Elementary School Veteran's Day program. Chief Goodwin attended the Chamber luncheon on November 16th. Commander Okert attended the Drug Task Force meeting on November 22nd.

The Pharmaceutical Bin provided by the State of Tennessee Department of Environment & Conservation was in the lobby during the month of November and 39.2 pounds of unwanted pharmaceuticals were deposited. Since its use 1335.6 pounds of unwanted pharmaceuticals have been deposited.

In review of the TIBRS data comparing November 2017 to November 2016 Crime Against Person was increased from 13 to 23 a 77% increase, and Crime Against Property increased from 62 to 63 a 2% increase and overall we had an increase 75 to 86 incidents. Our UCR total for the month was an 11% increase from 55 to 61 incidents.

Our proactive efforts were good for the month of November. Our officers made 694 Traffic Stops and 10 Terry Stops. They made 96 Traffic Arrests and 9 DUI Arrests. From these Traffic Stops resulted 10 Felony charges, 140 Misdemeanor charges, and 24 warrants were served. They had 26 drug confiscations (19 from traffic stops). They issued 8 Misdemeanor Citations, made 43 Physical Arrests with 34 Misdemeanor charges and 12 Felony charges. They made 11 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 6 Warrant Service Attempts. They served 16 Felony Warrants and 21 Misdemeanor Warrants.

Our officers continue to check our apartments, neighborhoods, businesses and parks. They conducted 246 apartment checks, 367 checks of neighborhoods, 293 business checks and 264 park checks. They had 1012 Community Contacts. They issued 592 Park Smarts.



NOVEMBER TIBRS

TIBRS Group A Offenses

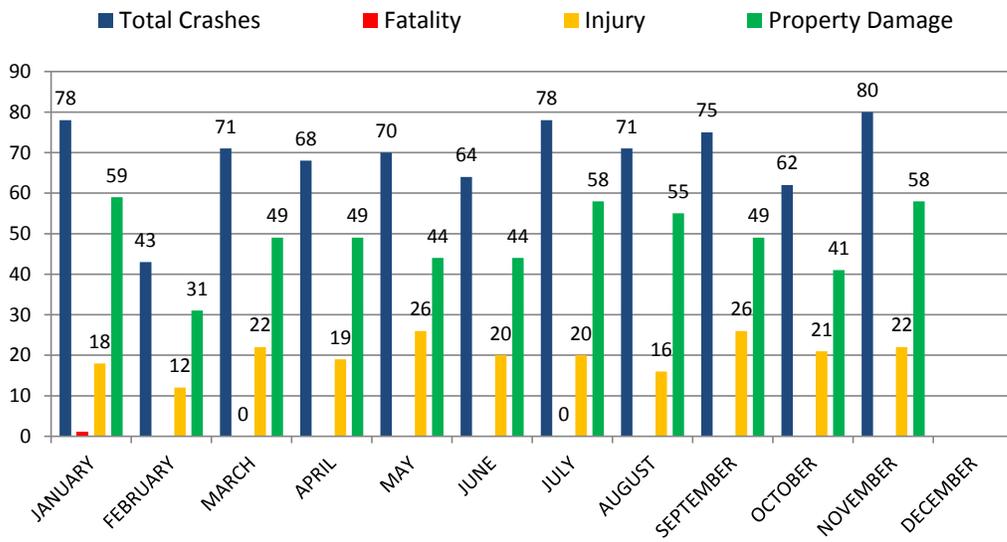
	2017 Offenses Reported	2016 Offenses Reported
Crimes Against Persons	23	13
Murder	0	0
Negligent Manslaughter	0	0
Kidnaping/Abduction	2	0
Forcible Rape	0	0
Forcible Sodomy	0	0
Sexual Assault W/Object	0	0
Forcible Fondling	0	0
Incest	0	0
Statutory Rape	0	0
Aggravated Assault	3	3
Simple Assault	14	9
Intimidation	4	1
Stalking	0	0
Crimes Against Property	63	62
Arson	0	0
Bribery	0	0
Burglary	7	8
Counterfeiting/Forgery	6	1
Destruction/Damage/ Vandalism	6	3
Embezzlement	1	1
Extortion/Blackmail	0	0
Fraud - False Pretenses	4	5
Fraud - Credit Card/ATM	0	1
Fraud - Impersonation	1	3
Fraud - Welfare	0	0
Fraud - Wire	0	0
Motor Vehicle Theft	2	0
Robbery	1	1
Stolen Property Offenses	2	3
Theft - Pocket-picking	0	0
Theft - Purse Snatching	1	0
Theft - Shoplifting	18	22
Theft From Building	2	5
Theft From Coin Machine	0	0
Theft From Motor Vehicle	8	4
Theft of Motor Vehicle Parts	3	3
Theft - All Other Larceny	1	2
Total Group A Offenses	86	75

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	229	24	16	19	14	17	13	21	17	27	15	25	14	13	21	23	22	20	11	17	17	23	13	0	0	173	32.37%		
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NC	
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NC
Kidnaping/Abduction	5	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	2	0	0	0	0	0	0	NC
Forcible Rape	7	2	0	2	1	0	0	0	0	0	1	1	0	0	0	2	1	0	0	0	0	0	0	0	0	3	133.33%		
Forcible Sodomy	2	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	100.00%		
Sexual Assault W/Object	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NC	
Forcible Fondling	8	2	2	0	0	1	0	1	0	1	0	1	0	1	1	1	0	0	0	0	0	0	0	0	0	3	166.67%		
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NC	
Statutory Rape	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NC	
Aggravated Assault	39	4	2	5	6	3	1	4	0	3	2	9	4	0	4	3	2	3	3	2	0	0	3	3	0	27	44.44%		
Simple Assault	144	13	11	12	5	11	10	14	15	21	9	10	8	9	13	17	16	13	6	10	2	14	9	1	0	104	38.46%		
Intimidation	22	2	1	0	1	1	2	1	2	2	3	4	1	0	3	0	3	3	3	2	5	13	4	1	0	32	-31.25%		
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	3	-100.00%		
Crimes Against Property	825	70	65	63	54	77	64	77	69	69	68	81	63	70	63	88	58	75	51	92	63	63	62	0	0	680	21.32%		
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NC
Bribery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NC
Burglary	73	6	5	3	0	5	4	5	4	5	3	11	5	5	3	14	7	5	6	7	8	7	8	8	0	53	37.74%		
Counterfeiting/Forgery	44	0	3	4	1	0	1	9	0	4	6	3	6	3	0	2	0	6	1	7	0	6	1	0	0	19	131.58%		
Destruction/Damage/Vandalism	97	11	5	9	6	10	6	8	10	9	10	14	3	9	10	5	4	10	5	6	10	6	3	6	0	72	34.72%		
Embezzlement	23	2	2	2	1	3	3	2	1	3	1	1	0	2	2	5	3	2	2	0	1	1	1	0	0	17	35.29%		
Extortion/Blackmail	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NC
Fraud - False Pretenses	50	2	3	5	2	4	4	6	1	2	5	1	7	6	2	5	5	7	1	8	2	4	5	1	0	37	35.14%		
Fraud - Credit Card/ATM	3	0	2	0	0	0	0	0	0	0	1	0	1	0	0	0	1	1	0	2	0	0	1	0	0	6	-50.00%		
Fraud - Impersonation	23	0	2	3	3	5	3	1	1	1	0	3	3	0	1	3	3	0	1	3	4	1	3	0	0	24	-4.17%		
Fraud - Welfare	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	-100.00%		
Fraud - Wire	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	-100.00%		
Motor Vehicle Theft	31	7	4	1	3	4	1	4	2	1	5	2	2	2	1	2	2	3	3	3	3	2	0	0	0	24	29.17%		
Robbery	18	1	0	3	1	0	0	1	1	4	0	0	1	1	1	2	1	2	1	1	3	1	1	1	0	7	157.14%		
Stolen Property Offenses	13	1	0	0	0	0	0	1	0	1	0	2	0	2	1	3	0	0	1	1	1	2	2	3	0	11	18.18%		
Theft - Pocket-picking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NC
Theft - Purse Snatching	3	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	NC
Theft - Shoplifting	223	20	21	19	22	20	27	23	31	22	19	23	14	15	26	24	14	17	15	22	18	18	22	18	0	229	-2.62%		
Theft From Building	60	3	12	5	8	10	7	7	5	5	3	8	8	5	7	4	1	4	2	7	5	2	5	0	0	63	-4.76%		
Theft From Coin Machine	5	0	1	0	0	1	0	0	1	0	0	3	0	0	1	1	0	0	0	0	0	0	0	0	0	3	66.67%		
Theft From Motor Vehicle	93	9	2	5	3	7	4	6	7	8	8	8	6	8	2	9	8	13	10	12	5	8	4	0	0	59	57.63%		
Theft of Motor Vehicle Parts	28	5	2	1	1	3	0	0	4	2	1	2	0	2	1	3	0	1	1	6	1	3	3	0	0	14	100.00%		
Theft - All Other Larceny	37	3	1	3	2	4	4	4	1	0	6	0	3	7	5	6	9	4	2	5	5	1	2	0	0	40	-7.50%		
Total Group A Offenses	1054	94	81	82	68	94	77	98	86	96	83	106	77	83	84	111	80	95	62	109	80	86	75	0	0	853	23.56%		

2017 TITAN CRASH REPORTS

(January 1 to November 30, 2017)





NOVEMBER COMPSTAT WEEKS 44 THRU 48

	2017	2016	2017 YTD		2016 YTD		% change	2016 TOTAL
Murders	0	0	YTD	0	YTD	0	NC	1
Rape	0	0	YTD	9	YTD	2	350.00%	2
Robbery (Commercial)	0	2	YTD	7	YTD	2	250.00%	3
Robbery (Street)	4	0	YTD	17	YTD	9	88.89%	9
Aggravated Assault	1	2	YTD	24	YTD	23	4.35%	29
Aggravated Assault - Dom Viol	1	1	YTD	15	YTD	11	36.36%	15
Burglary (Commercial)	3	4	YTD	29	YTD	20	45.00%	23
Burglary (Residential)	5	4	YTD	44	YTD	36	22.22%	39
Auto Burglaries	9	5	YTD	94	YTD	57	64.91%	61
Larceny	10	12	YTD	122	YTD	115	6.09%	127
Shoplifting	25	25	YTD	226	YTD	228	-0.88%	260
Motor Vehicle Theft	3	0	YTD	30	YTD	21	42.86%	25
Total Offenses	61	55	TOTAL YTD	617	TOTAL YTD	524	17.75%	594

Goodlettsville Police Department
 NOVEMBER 2017 COMPSTAT

	WEEK 44	WEEK 45	WEEK 46	WEEK 47	WEEK 48	TOTAL	2017 YTD		2016 YTD		% change	2015 TOTAL
							YTD	0	YTD	0	NC	2
Murders	0	0	0	0	0	0	YTD	0	YTD	0		2
Rape	0	0	0	0	0	0	YTD	9	YTD	2	350.00%	6
Robbery (Commercial)	0	0	0	0	0	0	YTD	7	YTD	2	250.00%	12
Robbery (Street)	0	0	0	2	2	4	YTD	17	YTD	9	88.89%	9
Aggravated Assault	0	0	1	0	0	1	YTD	24	YTD	23	4.35%	26
Aggravated Assault - Dom Viol	0	1	0	0	0	1	YTD	15	YTD	11	36.36%	12
Burglary (Commercial)	0	1	0	1	1	3	YTD	29	YTD	20	45.00%	22
Burglary (Residential)	1	1	2	0	1	5	YTD	44	YTD	36	22.22%	45
Auto Burglaries	2	4	1	0	2	9	YTD	94	YTD	57	64.91%	74
Larceny	3	0	1	4	2	10	YTD	122	YTD	115	6.09%	139
Shoplifting	4	3	9	3	6	25	YTD	226	YTD	228	-0.88%	233
Motor Vehicle Theft	1	1	1	0	0	3	YTD	30	YTD	21	42.86%	16
Total Offenses	11	11	15	10	14	61	YTD TOTAL	617	YTD TOTAL	524	17.75%	596



Summary of Month's Activities – November 1 – November 30, 2017

Fire Operations

The Department responded 279 calls for service in the month of November.

Fire Administration

Chief's Comments:

November 2017 marks one year from the terrible wild fires that struck the Gatlinburg / Pigeon Forge area. Our members that took part in fighting those fires remember fondly the opportunity to help our neighbors and serve the state in a meaningful way. We are all encouraged that the area is revitalizing.

Work continues on the development of our city Code Red Communication System. Several training sessions have been held with the city staff Code Red group on this project and a test message was sent via the system to alert citizens and announce the details of the Christmas Parade.

Hendersonville Fire Chief Scotty Bush and Chief Reeves travelled to Bartlett Tennessee to serve as members of an assessment team to help choose a new Fire Chief there.

Chief Reeves attended meetings for the upcoming 2018 Leadership Goodlettsville. New members for this class have been chosen and that new class will kick-off after the beginning of the new year.

Chief Reeves and Emergency Vehicle Technician James Hicks worked several days at the department's Training Tower getting ready for next year's in-service training to be held there. Plans and construction continue on this new addition to our fire department facilities.

In support of the Goodlettsville area holiday festivities we delivered Santa Claus to Rivergate Mall for the Christmas season.

Lastly and as always, the Department continues to promote our Free Smoke Alarm Installation Program. We hope that any citizen that needs assistance in any way with home fire safety will call or come by the station anytime. 615-851-2245.

16 Skills and Drill Plan

June-PS007 Master Streams (new) Search and Rescue Training

July-Building Construction-Residential, Residential Fire Behavior

August- Building Construction- Commercial, Commercial Building Fire Behavior

September- PS008 Pump Ops (new), Saw Training

October-Truck Ops, Ventilation

November- Cold weather Ops, Extrication Training, MVA, Firefighter Survival

December- Radio Procedures (emergency and Non-emergency) annual Territory/Hydrants Test

Total Cumulative Hours Training This Month - 188.50

Public Education Hours - 27

Fire Safety visit with Connell Methodist Church – 30 senior participants

Fire Safety visit Community Center Senior group – Christmas lunch – 135 participants

NOVEMBER MAINTENANCE

1 Scheduled Services

18 Repairs

Special Projects

Looking at figures for Budget items

Outstanding Issues

Cost Savings

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

5 Building Repairs

Back Bay Door- working on bids to repair

Fire Special

Training hours- Target Safety,

Rode on Engine a few days to fill in

Working on the Fire Dept. Respiratory program also helping PD with theirs

Aided Chief at the Training Tower a few days

Made preps for the Kids Christmas and the Christmas Parade



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

Jurisdiction 19226	November 1 thru November 30, 2017		
	(NFIRS Report)		
Total Calls	279	(same month last year 300)	
CATEGORY	TOTALS	CATEGORY	TOTALS
Structure Fires	1	Hazardous Calls	5
Vehicle Fires	1	Service Calls	17
Brush/Grass Fires	1	Good Intent Calls	35
		Cover Assignment, Standby, Moveup	0
Overpressure Rupture /Explosion	No fire 2		
Refuse/Rubbish Fires	0	System Malfunction, Malicious False	2
Other Fires	3	Unintentional False	6
		Other False	4
Total Fires	8	Total False	12
Rescue and EMS	202	Weather Related	0
(Vehicle Accidents with Injuries 15)	(Rescue and EMS same month last year 203)		
		(last year)	
Mutual Aid Received	8	4	Incidents with Exposures
Mutual Aid Given	78	99	0
		(same month last yr. - loss was \$5000.00)	
Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	0.00
Fire Service Death	0	Contents	0.00
Non-Fire Service Death	0	Other	1,200.00
Fire Civilian Injuries	0	Non-Fire Dollar Loss	
Non-Fire Civilian Injuries	0	Property	0.00
Fire Civilian Deaths	0	Contents	0.00
Non-Fire Civilian Deaths	0	Other	0.00
		Vehicle Property Loss	8,000.00
		Vehicle Content Loss	0.00
		Total Loss	9,200.00

Public Works Report – November, 2017

SOLID WASTE:

- Convenience Center solid waste collected: 18.97 tons
- Solid waste tonnage collected: 385.61 tons
- Recycled materials collected: 26.76 tons
- PIT Construction & Debris: 120 cy
- Compactor: 4.25
- Metals: 5.88 tons
- Bulk Item Pick Ups: 50
- Cart Repairs/Replace: 42
- New Residents: 49

SEWER:

- MONTHLY EQUIPMENT AND DAILY PUMP STATION INSPECTION, MAINTENANCE AND REPAIRS
- MONTHLY BIOXIDE TANK FILLING
- TVING OF LINE SEGMENTS
- DAILY PUMP STATION, SERVICE CONNECTION, AND MANHOLE INSPECTIONS
- CLEANED SEWER LINE SEGMENTS
- CLEANED WET WELL WALLS
- CONSTRUCTION AND NEW SEGMENT INSPECTIONS, MAINTENANCE AND REPAIRS
- RAINFALL FOR MONTH: 2.65"
- WORKED 291 TN ONE CALLS

TRAINING:

- DEFENSIVE DRIVING TRAINING

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
- Conducted Catch Basin Repair on Twelve Stones Crossing Court
- Removed Debris from Channel on East Cedar @ Metro Baptist

STORM WATER:

Commercial Inspection Conducted for Construction Projects	48
Residential Inspection Conducted for Construction Site's	50
Active Construction Sites (Commercial)	12
Active New Residential Home Sites	25
Land Disturbance Permits issued	0
Sweeping Miles	114
Used Oil Gallons	0
Bags of Litter Picked Up	17

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

PUBLIC WORKS FACILITY, OUTREACH, & PROJECT REVIEW:

- Participated in City-wide weekly staff meetings
- Conducted Daily underground storage tank testing
- Conducted Monthly fuel pump inspection and cleaning

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

ATTENDED MEETINGS:

- MTSG Monthly Meeting
- Planning Commission
- Board of commission work sessions and meeting
- Participated in Construction Site Education WKU
- TNSA Monthly Meeting
- WKU Speech on Environment



November 2017

Administration

- Interviewed candidates for the Parks Division – Utility Worker
- Held Parks Advisory Board meeting
- Attended a Sports Tourism webinar
- Discussed Private Outdoor Fee-based Activity with an interested trainer
- Met with consultants for the Comprehensive Parks Master Plan for Kick-off Meeting
- Collected data for ADA Transition Plan
- Continued work on LPRF Grant – Splash Pad
- Streambank Stabilization project communication with KCI and Cumberland River Compact
- Superintendent of Recreation – Sarah Jennings, began work with the department

Projects – Parks and Recreation

- Completed retrofitting LED lights on one wing of Community Center
- Completed winterization of Pleasant Green Pool and Building, water fountains, concessions stand and restroom trailers, and dog park fountains
- Had multiple issues with plumbing in November and found that women are flushing baby wipes at the trail head stopping up the lines, that someone flushed an ink pen at the Community Center blocking a toilet, and that a tree had been planted too close to a line in the soccer field area. All issues are currently resolved, including re-planting the tree.
- Trimmed tree limbs
- Added clay to bottoms fields from storm wash out and baseball field 8 and removed soccer goals from soccer fields
- Installed shade structure at Moss-Wright Park playground
- Planted daffodils along the trail
- Repaired rock wall along the trail

Facility and Rental Information

	Resident Rentals	Non-Resident Rentals	Attendance	Volunteer Hours
Community Center	5	2	1207	
Goodlettsville Event Center	2	1		
Shelters	5	13		
Fields				
Senior Adult Program			847	14

Athletics

Current leagues operating in Goodlettsville parks:

Goodlettsville Youth Football MTFC / Quest Soccer
 TN United Soccer Adult Coed Indoor Volleyball
 National Flag Football League

of games:

3 Games- Adult Indoor Volleyball, 38 Games- MTFC/Quest Soccer, 6 Games- TUSC, 24 Games- Flag Football

of practices:

13 Practices- Football, 30 Practices- MTFC/Quest Soccer, 98 Practices- TUSC, 24 Practices – Flag Football

NOVEMBER 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 has purchased the equipment and the installation design is proceeding. Construction is expected to begin in March of 2018 with the expected opening of the project in the summer of 2018.**

Main Street Enhancements

This 12 million dollar project is 80 percent grant and will extend over the next two and one half years. Its purpose is to change the look and feel of the heart of Goodlettsville. The aim of this project is to make the center section of town a more walkable and inviting place to shop and mingle. **Status: Clearance letter from local programs has been received to begin the right of way phase of work. In this phase easements and their appraised values will be prepared for acquisition. Utility relocation coordination has begun. A public meeting on the project is being scheduled for January. Construction is expected to be complete in the spring of 2020.**

Sidewalks Additions

In conjunction with the Main Street project the city is preparing a series of projects to enhance walkability throughout Goodlettsville. Budgets are being set to add sidewalks along certain sections of the main thoroughfares in the city such as Loretta Drive, Caldwell Drive, Rivergate Parkway, North Creek Circle and Windsor Green Boulevard. These projects will seek to link residential areas with commercial and recreational areas and provide connectivity for some of the disconnected commercial developments within the city. **Status: The TDOT Transportation Alternatives Program (TAP) grant for a sidewalk connecting Moss Wright Park to North Creek Park along Caldwell Road and Long Hollow Pike has been resubmitted for funding. A new grant application for a sidewalk on Loretta Drive has been submitted. Budgeting and preliminary design are ongoing on other projects as well. The 2017-18 budget has \$750,000 for sidewalk construction that will be a part of the five year Capital Improvements Plan.**

Conference Drive Improvements

The Conference Drive corridor is the southern entrance to our city. The need for this road to look and feel inviting is imperative to bringing visitors and businesses into Goodlettsville. The preliminary design documents of this half million dollar, 80 percent grant project are complete and are awaiting the start of phase two of the signalization upgrades to finish. **Status: Final design of the project is complete and has been submitted to TDOT for approval. Construction is expected to begin in spring of 2018 with completion by the spring of 2019.**

Sanitary Sewer Interceptor Improvements

These improvements funded by the city will eliminate the need for two costly pump stations in the Madison Creek drainage basin. These projects will reduce maintenance and energy costs for the City's sewer collection department. **Status: The Madison Creek sewer bypass is being prepared for bid. Rebid of this project should be in January 2018 with completion scheduled for the July of 2018.**

Signalization Upgrades

Phase One of the signal coordination is complete and got things started to help traffic move smoother on Long Hollow Pike and Conference Drive. Phase two will provide upgrades to coordinate and improve traffic flow on Conference Drive, Long Hollow Pike and Main Street. This 2 million dollar, 100 percent grant will provide state of the art signal control for the City. **Status: Final design is complete and has been submitted to TDOT for approval. Equipment procurement is awaiting TDOT approval. Construction is expected to begin in the spring of 2018 with completion by the beginning of 2019.**

Drainage Improvements

With the implementation of the storm water utility in 2013, the city is now able to address some of the drainage system problems that currently exist in Goodlettsville. Area drainage issues are being identified and earmarked for projects as funds become available. These projects such as the Gateway neighborhood and Hollywood Street will improve flow to better distribute runoff in heavy rainfall for the purpose of flood prevention. **Status: Construction on the first phase of the Gateway Neighborhood drainage improvements is complete. A feasibility study for storm water detention in the area of Old Two Mile Pike and negotiations for drainage easements are in process. Two other culvert replacement projects on Bluebird Drive and Wren Road are also currently in the design phase. Construction for the replacement culverts is scheduled for completion in the 2017-18 fiscal year.**

Bank Stabilization Moss Wright Park

The bank along Mansker Creek at Moss Wright Park is being eroded by changes in stream flow. A grant study is underway for long term remediation. **Status: Bank stabilization is underway by the soccer fields in Moss Wright Park. The work will be complete in December.**

Mansker Creek Greenway

The addition of a 2 million dollar, 50 percent grant funded half mile of trails has been laid out to connect the Windsor Green Neighborhood and Conference Drive with Moss Wright and North Creek Parks. The route will follow the banks of Mansker Creek providing a trail system to enhance Goodlettsville's already extensive outdoor walking experience. **Status: Preliminary design is complete and the project is currently in the land acquisition phase. Construction is scheduled to begin in 2018 with construction completion by the summer of 2019.**

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

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

Planning and Development Services Department

November 2017

Summary of Month Activities:

Site Development Meetings Attended:

- Northcreek Apartment Complex-Northcreek Boulevard- preliminary site development
- Northcreek Commerical Subdivision Lot 23- office/professional site plan review
- Jackson Street floodplain violation undeveloped large acreage property
- Copper Creek 1-2 preconstruction meeting site grading and utilities
- 458 Moss Trail- preliminary site development and building addition proposal
- 707 Rivergate Parkway- preliminary sign alteration proposal

Building and Site Inspections Completed:

- 839 Wren Road preliminary building alteration for new office/professional business
- 1100 Campbell Road preliminary building alternation for new repair/vehicle service business
- Space Park North Unit 516- preliminary building alteration for accessory office expansion
- 812 Wren Road- site accessibility ramp construction discussion

Administration Meetings Attended:

- Middle Tennessee Codes Association Seminar /Training Seminar Blighted Properties
- Parks Department Master Plan- kickoff meeting
- City Employee vehicle driving test
- City's Main Street digital sign installation review

Organizational Meetings Attended:

- Goodlettsville Regional Planning Commission
- Sumner County Planners Association Annual Training Session for Planning Commissioners and Board of Zoning Appeals members – Gallatin: Horizontal Property Regimes, Site Development Process, and Constitutional Regulatory Takings and Exactions
- MPO Technical Coordinating Committee

Goodlettsville Codes Department Building Report November 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>	N/A									

Total 0.00

New Commercial N/A

Total 0.00

Additions & Remodeling

20170312	11/2/2017	95,000.00	25	67		733 Old Dickerson Pike	Goodlettsville Pentecoste	52084	Pavilion	Davidson
20170313	11/3/2017	17,900.00	143F	10.2		3103 Business Park Circle	Goodlettsville Pediatrics	54208	Sign	Sumner
20170314	11/6/2017	55,000.00	26	3	516	516 Space Park North	Reladyne	47499	Commercial Remode	Davidson
20170315	11/7/2017	0.00				937.939.943 Springfield Hwy.	Hollingsworth	Owner	Demolition	Sumner
20170316	11/7/2017	30,000.00	18.07	12		205 Isaac Drive	Thomas Stevenson	Owner	Residential Addition	Davidson
20170317	11/8/2017	90,000.00	26	105	1	842 Conference Drive	Monq, LLC	62531	Commercial Remode	Davidson
20170318	11/8/2017	20,000.00	25.12	1		104 Connor Drive	Addam Wright	Owner	Storage Building	Davidson
20170319	11/9/2017	0.00	143F	6	6	127 Tara Lane	Wesley Horton	13140	Mechanical	Sumner
20170320	11/9/2017	8,000.00	19.14	20	3	251 Northcreek Blvd.	Holiday Inn Express	Boom Signs	Sign	Davidson
20170323	11/10/2017	2,200.00	18.07	55		307 Utley Dr.	Jason Slaton	Homeowner	Residential Remodel	Davidson
20170327	11/15/2017	9,000.00	143	9	98	338 Old Stone Road	Karl Caravelo	Homeowner	Deck	Sumner
20170328	11/15/2017	1,000.00	33.08	94	362	121 Hardaway Drive	Mike Payne	Homeowner	Deck	Davidson
20170330	11/29/2017	13,000.00	143	7	150	406 Caldwell Dr	Rosa Paredes	Homeowner	Residential Additio	Sumner
20170331	11/20/2017	750,000.00				Suite 113 900 Conference Dr.	Planet Fitness/Taymax	69804	Commercial Remode	Davidson
20170334	11/21/2017	1,800.00	26.5	78		306 Two Mile Pike	Jamie Brown	41317	Deck	Davidson
20170336	11/22/2017	15,000.00	33.08	140	282	331 Janette Ave.	Jose Perez	Owner	Residential Additio	Davidson
20170339	11/27/2017	5,000.00	143A	G-6	164	100 Paige Park Lane	Vaibhav Patel	70491	Deck	Sumner
20170340	11/28/2017	5,000.00	143J	2	H	440 Long Hollow Pike	The TN Lamb	Fast Signs	Sign	Sumner
20170341	11/29/2017	0.00	143G	14	61	606 Carol Ann Drive	R. Braden	13140	Mechanical	Sumner
Total		1,117,900.00								

Total New Residential 0.00
Total New Commercial 0.00
Total Add/Remodels 1,117,900.00

Total All Permits 1,117,900.00

Single Family Dwellings

Davidson 0
 Sumner 0
TOTAL 0

Goodlettsville Codes Department Activity Report November 2017

DEPARTMENT OF 5 EMPLOYEES:

Addam McCormick-Director of Planning and Development Services
 Larry DiOrio- Building Official/Fire Marshal
 Mike Bauer-Senior Inspector/Fire Marshal
 Kerry Jackson/Property Standards
 Rhonda Carson-Administrative Assistant/Permit Technician

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

<u>Activity</u>	<u>Scope of Activity</u>	<u>Total Monthly</u>
Issuing of Permits	Building(Commerc. & Resid.), Burn, Demolition, Blasting, Sign, Fireworks, Pool, Yard Sa	32 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	4 inspection
Fire Investigations	Duties of Fire Marshal involving fires in the city limits	1 investigation
Building Inspections	Building Related	98 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	30 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	25 inspections
Signs Removed	Illegal signs removed from city limits	62 signs
I.B.C. Training	Training for the departments required certification test/International Building Certif.	4 hours
Storm Water Training	EPSC training and certification	0 hours
Fire Inspection Training	L. DiOrio and M. Bauer required training on Fire Code (Arson Training)	6 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	4 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 citation
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	daily