

CITY MANAGER'S REPORT

An update of activities of City Manager and all departments for the Board of Commissioners and Community



Jennifer Lester

Communications Officer of the Year for 2019

Wesley Kinnaird

Officer of the Year for 2019



JANUARY 2020

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February 18, 2020

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

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

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

I am pleased to present to you the January, 2020 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

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

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

City Manager

Management Report: January, 2020

Legislative Accomplishments

- **Board of Commissioners took action on the following ordinances:**
 - Approved Ordinance 19-959, an ordinance to close two (2) sections of non-improved ten (10') feet alleyway right-of-ways per the W.B. Myers Home Place Subdivision Plat and designate the right-of-way area to the adjacent property owners.
 - Approved on second reading Ordinance 19-961, an ordinance of the City of Goodlettsville, Tennessee amending the fiscal year budget 2019-2020, passed by ordinance 19-938.
 - Approved on second reading Ordinance 19-962, an ordinance amending the City of Goodlettsville Municipal Code Title 14, Chapter 2, Section 208 by creating a new sub-section (5)(f) entitled Tree Bank.
 - Approved on second reading Ordinance 19-963, an ordinance amending the City of Goodlettsville Municipal Code Title 14, Chapter 1, Section 101 by deleting Section 101 in its entirety and replacing it with a new Section 101 entitled Creation and membership.
 - Approved on second reading Ordinance 20-964, an ordinance amending Ordinance 19-960 by adding a new subsection (f) to Section 2 of the ordinance as it relates to mandatory right-of-way for sidewalks.
 - Approved on second reading Ordinance 20-965, an ordinance to amend the City of Goodlettsville Municipal Code Title 2, Chapter 1, Section 102, by creating a new subsection (11) entitled "Committees", as it relates to the Parks and Recreation Advisory Board.
 - Tabled on first reading Ordinance 20-966, an ordinance establishing fees for the processing of credit card payments in accordance to Tennessee Code Annotated 9-1-108.
 - Approved on first reading Ordinance 20-967, an ordinance to direct the Davidson County Election Commission to call an election to fill the terms of three (3) Commissioners of the City of Goodlettsville, Tennessee, pursuant to T.C.A. Section 6-20-105 and the similar requirements of the city's charter.

- **The Board of Commissioners also took action on the following resolutions:**
 - Approved Resolution 20-897, a resolution ratifying membership and appointments to the Goodlettsville Board of Zoning and Sign Appeals.

- Approved Resolution 20-898, 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 20-899, a resolution designating all funds generated from the enactment of Ordinance 19-962 to be committed solely for the purpose of planting trees within the City of Goodlettsville on public properties and right-of-way.
- Approved Resolution 20-900, a resolution acknowledging a grant application with the American Academy of Dermatology for the purpose of additional shade structures at the Peay Park Splash Pad.
- Approved Resolution 20-901, a resolution approving an agreement between the City of Goodlettsville and James, Andrew & Allan Sowell and Evelyn Bonds as it relates to publication rights of the “Journey and SoJourn of the William Bowen Family of Mankers Creek” Book.
- Approved Resolution 20-902, a resolution approving a master standardized Facility Use Agreement as it relates to third party use of city owned park facilities for the purpose of providing athletic and other programs.
- Approved Resolution 20-903, a resolution requesting the City of Goodlettsville’s State of Tennessee legislative delegation to introduce and support legislation that would permit the City of Goodlettsville to increase its Hotel / Motel Tax to a maximum of five percent (5%) if it so chooses.
- Approved Resolution 20-904, 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.

Legislative Matters Forthcoming

- Municipal Code amendments.
- Position of City Judge.
- Inter-local agreement for fire service with Hendersonville.
- TDOT Contract extension.

Commissions and Boards

- **Planning Commission**
 - Approved an amendment to the City’s Comprehensive Land Use Plan to change an area designation from residential conservation low density to commercial use along both sides of Long Hollow Pike from the Long Hollow Pike/Loretta Drive and Long Hollow Pike/Ellen Drive intersections to the area of the Long Hollow Pike/Grace Drive Intersection including the area of Geneva Drive.

- Approved site plan for a 2,475 sq. ft. building on 0.90 acres at 867 Springfield Highway/Hwy 41. Property referenced as Sumner County Tax Map/Parcel # 141/29.00 and is zoned CG, Commercial General. Property Owner: Able Builders, INC. HOSS Auto Sales and Mechanical Shop/Klober Engineering Services.
 - Deferred site plan approval for two (2) buildings with 10,710 sq. ft. and twelve (12) fuel pumps on 2.0 acres at the intersection of Dickerson Road/Hwy 41 and Robert Cartwright Drive. Property is referenced as Davidson County Tax Map/Parcel #03300030000 and is zoned CPUD, Commercial Planned Unit Development. Property Owner: Atlanta Investment Team, LLC. Avalon Gas Station and Retail Space/Klober Engineering Services.
 - Deferred request for alternative setback approval for a 70 sq. ft. ATM installation at 123 North Creek Boulevard (front of gas canopy) on a portion of 13.86 acres. Property is referenced as Davidson County Tax Map/Parcel #01914001400 and is zoned CPUD, Commercial Planned Unit Development. Property Owner: TOPVALCO, INC.
 - Approved a home day care center at 323 Whitham Court. Property referenced as Davidson County Tax Map/Parcel 02603001000 and is zoned HDRPUD, High Density Residential Planned Unit Development. Dominique's First Steps/Priscilla Rutledge, Property Owner.
 - Approved extension of the final subdivision plat of Copper Creek Section 1-Phase 2B approval for fifteen (15) lots on Hillview Drive. Property is zoned LDRPUD, Low Density Residential Planned Unit Development. Property is referenced as Sumner County Map 143, Parcel 22. Property contains 10.41 acres. (9.1#31-05/9.1#41-07). Section 1-2A final subdivision plat recorded 11-20-2018. Debar Land Company, LLC/H & H Land Surveying.
 - Approved the 2019 Planning Commission Annual Report.
- **Board of Zoning Appeals**
 - The Board of Zoning and Sign Appeals did not meet in January.
 - **Beer Board**
 - The Beer Board did not meet in January.
 - **Industrial Development Board**
 - Discussed existing projects within the City and elected a Vice Chairman, Emmett Wynn.

- **Parks and Recreation Advisory Board**
 - Discussed the success of the splash pad opening, shade structures to be added before the summer, open registrations, successful January events, master plan approval, ADA transition plan, benchmarking, CAPRA Accreditation, Tree Board Committee, and new Facility Use Agreement.

Ongoing Work

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



Tourism Department Report for January 2020

- Dismantled Candy Cane Village from the lawn of City Hall
- Attended ABA pre-conference meeting at Nashville Convention and Visitors Corp (NCVC)
- Toured Days Inn to view the renovated rooms
- Attended American Bus Association (ABA) Annual Conference
- Hosted Goodlettsville Ministerial Alliance Luncheon at the Visitor's Center
- Assisted with opening activities of Leadership Goodlettsville at Hampton Inn
- Hosted Leadership Goodlettsville for a tour at Historic Mansker's Station
- Attended Educate a Woman Committee with VSCC Foundation
- Worked with Christmas Lights on Display regarding lights for 2020
- Hosted review meeting with Advance Tour and Travel re: digital marketing
- Started new digital marketing campaign for SEC March Men's Basketball Tournament
- Lunch meeting with reps from TN Department of Tourist Development and Art Henry's Receptive Tour Services
- Hosted introductory meeting with new Middle Tennessee Division Manager for TN Department of Tourist Development
- Hosted Tourism Advisory Council Meeting at the Visitor's Center
- Attended Robbie Brigham farewell reception
- Prep work for TN Songwriter Night 2020 with TN Tourism office and Sand Trap at Twelve Stones
- Entered 28 upcoming events on Eventbrite and Facebook
- Continued work on housing for TN United Soccer Club for April tourney
- Working with TCCAA on hotel rooms for April-May tournament
- Prep work for the Visitor's Guide
- Prep work on the new RoundHere Map
- Prep work for 2020 Farmer's Market
- Attended Board of Commissioner Meeting and Study Session
- Guests from 9 states and 2 other countries took tours at Historic Mansker's Station
- Delivered maps and Visit Goodlettsville flyers to hotels and area businesses
- Prep work for 2020 programs and events
- Prep work to expand the Gateway to Music City Exhibit
- Advertised in Jan/Feb Southern Travel & Lifestyles
- Advertised in Escape to the Southeast Travel Guide
- Assisted with 2020 itinerary planning for several group tour operators
- Billboard advertisement on I-65 South, one-mile S of Exit 108
- Prep work for Travel South Conference
- Restaged the Bowen House to create a classroom space for homeschool classes and programs
- Hosted Leadership Sumner Youth at the Visitor's Center and for a tour of Historic Mansker's Station
- Distributed communications to schools within a 90-minute drive regarding Heritage Day and tours
- Prep work for P16 Council Career Exploration Fair at Vol State Community College

City of Goodlettsville Department of Tourism
705 Caldwell Drive
Goodlettsville, TN 37072
615-859-3678

As of month end December 2019 comparing year over year same time period

- Year to Date Occupancy is up 4.1%
- Year to Date Revenue Per Available Room (RevPar) is up 4.3%
- Supply of rooms is up 10.9%
- Demand for rooms is up 15.5%
- Revenue generated is up 15.5%

SOURCE: STR Destination Trend Report for Goodlettsville, TN for the month of December 2019

As of month end December 2019 comparing YTD over prior YTD, occupancy tax is up 9.56%.

Finance and Administration Monthly Report

January 2020

FINANCE

- Worked with Utility Billing Department and Incode regarding City utilities
- Attended Goodlettsville Ministerial Association luncheon
- Attended Chamber of Commerce Ribbon Cutting ceremony at Casa Country
- Met with Enterprise Fleet regarding their Fleet Management program
- Attended the Sumner County Council of Governments quarterly meeting
- Attended the Leadership Goodlettsville Board meeting
- Filed W2's with the SSA
- Completed and filed the quarterly payroll 941 and state unemployment reports
- Mailed 1099's to applicable vendors

HUMAN RESOURCES

- January 7, keyed all new deduction codes for state plan.
- January 13, started W2 process and ACA forms.
- January 17, TPMA training in Hendersonville.
- Hired: Police Officer
- Terms during the month: PT utility worker at Park.
- Worker's Compensation accidents in the month: One back strain.
- Full-time employees: 139; Part-time employees: 33
- Job opening: Judge.

**City of Goodlettsville
Financial Summary
December 2019 (Unaudited)**

UNRESTRICTEDED FUND BALANCE

Operating Fund	Current Month	Budget 6/30/2020	%
General Fund	4,943,729	3,720,884	133%
Sanitation	505,344	311,378	162%
Tourism	1,146,619	657,119	174%

CASH IN BANK

General Fund	5,706,959
Sanitation	208,817
Tourism	1,157,796
Sewer	9,838,430
Stormwater	1,343,039
Total Cash	18,255,041

SALES TAX COLLECTIONS

FY2019-2020 Month Received	Sumner Current Year	Sumner Prior Yr	Davidson Current Yr	Davidson Prior Year	Total Current Year	Total Prior Year
Aug	52,831	51,931	321,978	362,184	374,809	414,115
Sep	64,720	59,489	342,341	302,784	407,061	362,273
Oct	50,491	52,750	323,072	326,403	373,563	379,153
Nov	53,754	50,411	335,715	362,316	389,469	412,727
Dec	61,882	51,879	338,361	347,600	400,243	399,479
Jan	53,794	53,368	363,739	347,095	417,533	400,463
Feb						0
Mar						0
Apr						0
May						0
Jun						0
Jul						0
YTD	337,472	319,828	2,025,206	2,048,382	2,362,678	2,368,210 -0.23%

**City of Goodlettsville
Financial Summary
December 2019 (Unaudited)**

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	
General Fund	Revenues	1,544,293	8,145,085	14,325,538	56.86%
General Fund	Expenditures	1,459,352	8,412,806	16,067,180	52.36%
Net Increase/Decrease		84,941	(267,721)	(1,741,642)	
Sanitation Fund	Revenues	109,871	555,913	1,104,000	50.35%
Sanitation Fund	Expenditures	88,107	622,622	1,262,547	49.31%
Net Increase/Decrease		21,764	(66,709)	(158,547)	
Tourism	Revenues	55,207	590,333	881,480	66.97%
Tourism	Expenditures	64,173	453,997	1,013,059	44.81%
Net Increase/Decrease		(8,966)	136,336	(131,579)	
Sewer	Revenues	393,565	2,390,519	5,708,000	41.88%
Sewer	Expenses	840,868	3,063,888	7,303,763	41.95%
Net Increase/Decrease		(447,303)	(673,369)	(1,595,763)	
Stormwater Utility	Revenues	73,711	499,603	967,500	51.64%
Stormwater Utility	Expenses	83,675	595,215	2,265,290	26.28%
Net Increase/Decrease		(9,964)	(95,612)	(1,297,790)	

OPERATIONS EXPENDITURE SUMMARY

<u>General Fund Operating Dept</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Budget</u>
General Government	186,821	1,122,560	1,855,994	60%
Planning and Codes	47,466	288,184	564,285	51%
Police	556,084	3,153,710	5,883,853	54%
Fire	261,529	1,434,763	2,585,621	55%
Hwys & Streets	242,176	924,187	1,959,843	47%
Parks/Recreation	167,094	1,001,747	1,844,385	54%
Miscellaneous	(1,818)	487,665	1,373,199	36%
Total General Fund Expenditures	1,459,352	8,412,816	16,067,180	52%

MONTH OF JANUARY 2020

MONTHLY MANAGEMENT REPORT

COURT

NUMBER OF CITATIONS ISSUED IN JANUARY 2020 - 214

NUMBER OF DEFENDANTS APPEARING IN COURT - 108

JANUARY 14	42	9:00	A.M.
JANUARY 14	28	1:00	P.M.
JANUARY 21	31	1:00	P.M.

TOTAL FOR MONTH	101		
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JANUARY 21	7	8:30	A.M.
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CONTESTED COURT SESSION

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

CODES	1
MISDEMEANORS	0

NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL	56
EIGHT HOUR SCHOOL	2

JANUARY 2020
NEW BUSINESS LICENSES

License Issue Date	Company Name	Description	Address	Contact Name	Contact Number
01.07.2020	MARIA VILCHIS SANCHEZ DBA TASTY TACOS	FOOD TRUCK	667 N MAIN STREET GOODLETTSVILLE, TN 37072	MARIA VILCHIS SANCHEZ	615.415.9455
01.13.2020	TEAM MARLIN ENTERPRISES, LLC	SELLS SNAP ON TOOLS - 423120	834 LORETTA DRIVE GOODLETTSVILLE, TN 37072	JERRY MARLIN	615.533.4605
01.15.2020	RON SMITH DBA: R&K SOLUTIONS	SUBCONTRACTOR	604 WALLACE DRIVE GOODLETTSVILLE, TN 37072	RON SMITH	615.300.5439
01.21.2020	CUTE'CLE NAILS	NAIL SALON	324 LONG HOLLOW PIKE, SUITE 204 GOODLETTSVILLE, TN 37072	HIEU HUYNH	615.299.6663
01.23.2020	S FOR SERVICES, LLC DBA: JACK AND JILL	ONLINE SALES - 451120	452 MOSS TRAIL GOODLETTSVILLE, TN 37072	VIKRAM NAYAR	615.992.1750
01.23.2020	CBD AMERICAN SHAMAN DBA: NASHVILLE A.S. PROPERTIES	HEALTH AND WELLNESS - 446199	123 NORTH CREEK BLVD GOODLETTSVILLE, TN 37072	GARRETT CARNES	941.929.4370
01.24.2020	ONE SPUNKY SPUD, LLC	RESTAURANT SELLING FOOD AND NON-ALCOHOLIC BEVERAGES - 722513	1000 RIVERGATE PARKWAY, STE 3003 GOODLETTSVILLE, TN 37072	MICHAEL HARVEY	615.574.0610
01.24.2020	COTA MANY COLORS	HANDYMAN	105 ROSE GARDEN LANE GOODLETTSVILLE, TN 37072	NICHOLAS COTA	615.913.6262
01.28.2020	VON EVANS CONTRACTING, LLC FARM2TABLE PIZZA LLC DBA: PITCHFORK PIZZA	CONSTRUCTION AND TREE SERVICES - 236118, 561730	524 DONALD STREET GOODLETTSVILLE, TN 37072	VONEY E CARSTEDT	615.445.9216
01.30.2020		FULLSERVICE RESTAURANT WITH ALCOHOL	401 LONG HOLLOW PIKE SUITE 100 GOODLETTSVILLE, TN 37072	CHRIS FUNK	615.448.6559

**BEER PERMITS
NONE**
**PEDDLER PERMITS
NONE**

Goodlettsville Police Department

Chief Goodwin's Monthly Report

January 2020

Commanders Cherry & DeLoach provided de-escalation training to Parks employees on January 8th. January 14th Chief Goodwin attended the Goodlettsville Ministerial Association meeting. Chief Goodwin attended the DTF meeting on January 15th. Commander DeLoach attended the MRAM meeting on January 16th. Chief Goodwin attended the Chamber luncheon on January 23rd.

The Pharmaceutical Bin provided by the State of Tennessee Department of Environment & Conservation was in the lobby during the month of January and 48.2 pounds of unwanted pharmaceuticals were deposited. Since its use 2826.56 pounds of unwanted pharmaceuticals have been deposited.

In review of the TIBRS data comparing January 2020 to January 2019 Crime Against Person decreased from 21 to 19 incidents a 9.53% decrease, and Crime Against Property decreased from 64 to 62 incidents a 3.13% decrease and overall we had a decrease of 85 to 81 incidents. Our UCR total for the month was an 3.85% increase from 52 to 54 incidents.

Our proactive efforts were good for the month of January. Our officers made 850 Traffic Stops and 3 Terry Stops. They made 86 Traffic Arrests and 9 DUI Arrests. From these Traffic Stops resulted 31 Felony charges, 131 Misdemeanor charges, and 34 warrants were served. They had 34 drug confiscations (16 from traffic stops). They issued 33 Misdemeanor Citations, made 62 Physical Arrests with 51 Misdemeanor charges and 9 Felony charges. They made 10 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 17 Warrant Service Attempts. They served 22 Felony Warrants and 25 Misdemeanor Warrants.

Our officers continue to check our apartments, neighborhoods, businesses and parks. They conducted 253 apartment checks, 343 checks of neighborhoods, 1004 business checks and 237 park checks. They had 135 Community Contacts. They issued 386 Park Smarts and found 1 Open Door.



**JANUARY COMPSTAT
WEEKS 01 THRU 05**

	2020		2019		2020 YTD		2019 YTD		% change	2019 TOTAL
	2020	2019	YTD	2019	YTD	2019	YTD			
Murders	0	0	0	0	0	0	0	0	NC	0
Rape	0	1	0	1	0	0	1	1	-100.00%	2
Robbery (Commercial)	1	0	1	0	1	1	0	0	NC	4
Robbery (Street)	2	2	2	2	2	2	2	2	0.00%	15
Aggravated Assault	1	2	1	2	1	1	2	2	-50.00%	17
Aggravated Assault - Dom Viol	0	1	0	1	0	0	1	1	-100.00%	17
Burglary (Commercial)	6	3	6	3	6	6	3	3	100.00%	9
Burglary (Residential)	3	1	3	1	3	3	1	1	200.00%	23
Auto Burglaries	6	12	6	12	6	6	12	12	-50.00%	88
Larceny	6	11	6	11	6	6	11	11	-45.45%	108
Shoplifting	24	12	24	12	24	24	12	12	100.00%	229
Motor Vehicle Theft	5	7	5	7	5	5	7	7	-28.57%	52
Total Offenses	54	52	54	52	54	54	52	52	3.85%	564

Goodlettsville Police Department
JANUARY 2020 COMPSTAT

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	TOTAL	2020 YTD		2019 YTD		% change	2019 TOTAL
Murders	0	0	0	0	0	0	YTD	0	YTD	0	NC	0
Rape	0	0	0	0	0	0	YTD	0	YTD	1	-100.00%	2
Robbery (Commercial)	0	1	0	0	0	1	YTD	1	YTD	0	NC	4
Robbery (Street)	2	0	0	0	0	2	YTD	2	YTD	2	0.00%	15
Aggravated Assault	0	1	0	0	0	1	YTD	1	YTD	2	-50.00%	17
Aggravated Assault - Dom Viol	0	0	0	0	0	0	YTD	0	YTD	1	-100.00%	17
Burglary (Commercial)	4	0	1	1	0	6	YTD	6	YTD	3	100.00%	9
Burglary (Residential)	0	0	1	2	0	3	YTD	3	YTD	1	200.00%	23
Auto Burglaries	0	1	2	2	1	6	YTD	6	YTD	12	-50.00%	88
Larceny	0	2	1	3	0	6	YTD	6	YTD	11	-45.45%	108
Shoplifting	6	2	9	3	4	24	YTD	24	YTD	12	100.00%	229
Motor Vehicle Theft	1	0	1	3	0	5	YTD	5	YTD	7	-28.57%	52
Total Offenses	13	7	15	14	5	54	YTD TOTAL	54	YTD TOTAL	52	3.85%	564



JANUARY TIBRS

TIBRS Group A Offenses

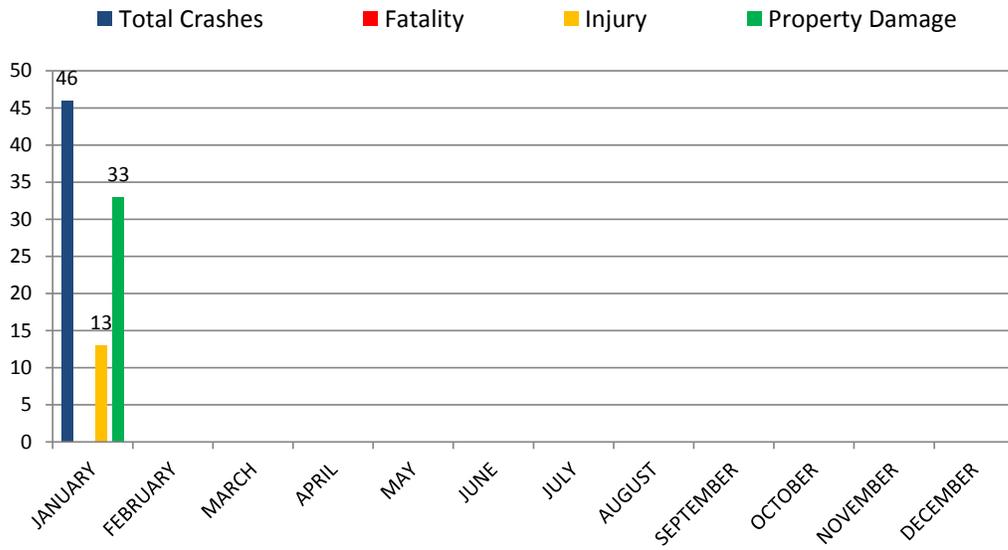
	2020 Offenses Reported	2019 Offenses Reported
Crimes Against Persons	19	21
Murder	0	0
Negligent Manslaughter	0	0
Kidnaping/Abduction	0	0
Forcible Rape	0	1
Forcible Sodomy	0	0
Sexual Assault W/Object	0	0
Forcible Fondling	1	0
Incest	0	0
Statutory Rape	0	0
Aggravated Assault	2	2
Simple Assault	14	17
Intimidation	2	1
Stalking	0	0
Crimes Against Property	62	64
Arson	1	0
Bribery	0	0
Burglary	5	4
Counterfeiting/Forgery	2	0
Destruction/Damage/ Vandalism	7	11
Embezzlement	2	2
Extortion/Blackmail	0	0
Fraud - False Pretenses	4	2
Fraud - Credit Card/ATM	0	0
Fraud - Impersonation	4	2
Fraud - Welfare	0	0
Fraud - Wire	0	0
Motor Vehicle Theft	4	7
Robbery	2	2
Stolen Property Offenses	0	0
Theft - Pocket-picking	0	0
Theft - Purse Snatching	0	0
Theft - Shoplifting	19	11
Theft From Building	3	6
Theft From Coin Machine	0	0
Theft From Motor Vehicle	7	12
Theft of Motor Vehicle Parts	1	3
Theft - All Other Larceny	1	2
Total Group A Offenses	81	85



YTD TIBRS - 2020 VS 2019

	2020	Jan-20	Jan-19	Feb-20	Feb-19	Mar-20	Mar-19	Apr-20	Apr-19	May-20	May-19	Jun-20	Jun-19	2019 Offenses TOTAL	% CHANGE
TIBRS Group A Offenses															
Crimes Against Persons	19	19	21	0	17	0	15	0	9	0	10	0	16	88	-78.41%
Murder	0	0	0		0		0		0		0		0	0	NC
Negligent Manslaughter	0	0	0		0		0		0		0		0	0	NC
Kidnaping/Abduction	0	0	0		1		1		0		0		0	2	-100.00%
Forcible Rape	0	0	1		0		0		0		0		0	1	-100.00%
Forcible Sodomy	0	0	0		0		0		0		0		0	0	NC
Sexual Assault W/Object	0	0	0		0		0		0		0		0	0	NC
Forcible Fondling	1	1	0		0		2		0		0		1	3	-66.67%
Incest	0	0	0		0		0		0		0		0	0	NC
Statutory Rape	0	0	0		0		0		0		0		0	0	NC
Aggravated Assault	2	2	2		4		2		0		7		1	16	-87.50%
Simple Assault	14	14	17		11		9		5		2		12	56	-75.00%
Intimidation	2	2	1		1		1		4		1		2	10	-80.00%
Stalking	0	0	0		0		0		0		0		0	0	NC
Crimes Against Property	62	62	64	0	51	0	49	0	60	0	55	0	79	358	-82.68%
Arson	1	1	0		0		0		0		0		0	0	NC
Bribery	0	0	0		0		0		0		0		0	0	NC
Burglary	5	5	4		1		0		2		2		3	12	-58.33%
Counterfeiting/Forgery	2	2	0		1		1		2		1		1	6	-66.67%
Destruction/Damage/ Vandalism	7	7	11		8		4		8		7		7	45	-84.44%
Embezzlement	2	2	2		2		1		2		1		2	10	-80.00%
Extortion/Blackmail	0	0	0		0		0		0		0		0	0	NC
Fraud - False Pretenses	4	4	2		4		6		1		2		6	21	-80.95%
Fraud - Credit Card/ATM	0	0	0		0		0		1		0		0	1	-100.00%
Fraud - Impersonation	4	4	2		1		1		3		4		5	16	-75.00%
Fraud - Welfare	0	0	0		0		0		0		0		0	0	NC
Fraud - Wire	0	0	0		0		0		0		0		0	0	NC
Motor Vehicle Theft	4	4	7		3		5		1		5		11	32	-87.50%
Robbery	2	2	2		2		1		1		1		1	8	-75.00%
Stolen Property Offenses	0	0	0		0		0		0		0		0	0	NC
Theft - Pocket-picking	0	0	0		0		0		0		0		0	0	NC
Theft - Purse Snatching	0	0	0		0		0		0		0		0	0	NC
Theft - Shoplifting	19	19	11		13		23		19		13		18	97	-80.41%
Theft From Building	3	3	6		4		1		6		5		3	25	-88.00%
Theft From Coin Machine	0	0	0		0		0		0		0		0	0	NC
Theft From Motor Vehicle	7	7	12		5		3		11		6		8	45	-84.44%
Theft of Motor Vehicle Parts	1	1	3		3		2		0		2		1	11	-90.91%
Theft - All Other Larceny	1	1	2		4		1		3		6		13	29	-96.55%
Total Group A Offenses	81	81	85	0	68	0	64	0	69	0	65	0	95	446	-81.84%

2020 YTD TITAN CRASH REPORTS

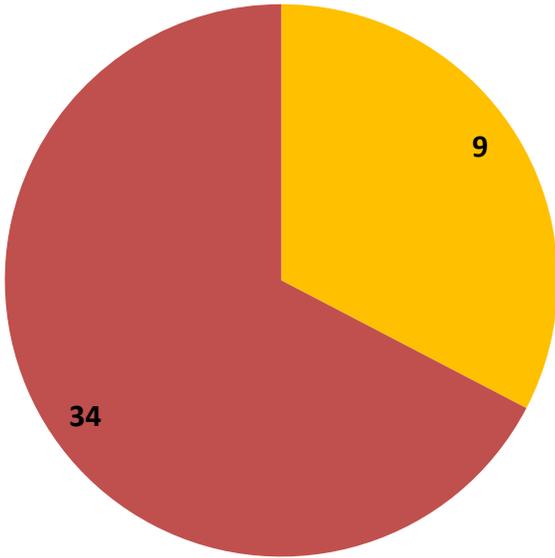




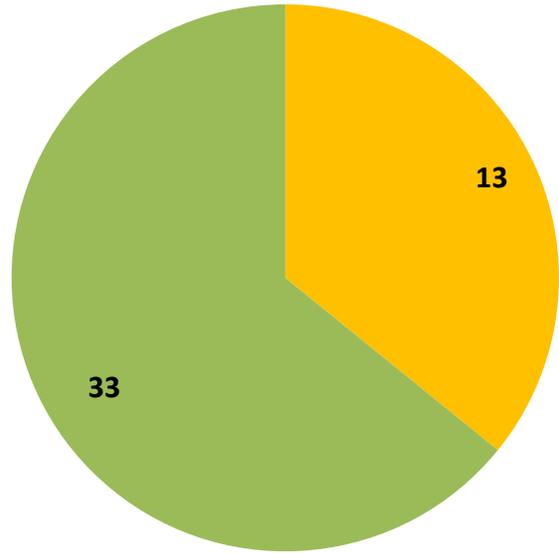
January TRAFFIC CRASHES

■ Fatal ■ Injury ■ Property Damage

2019
43



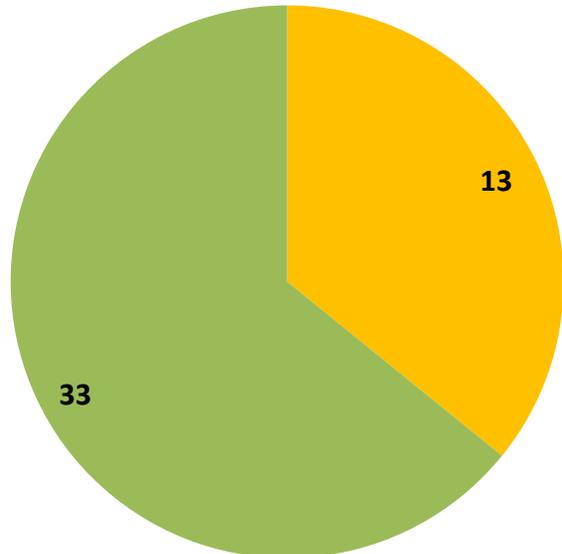
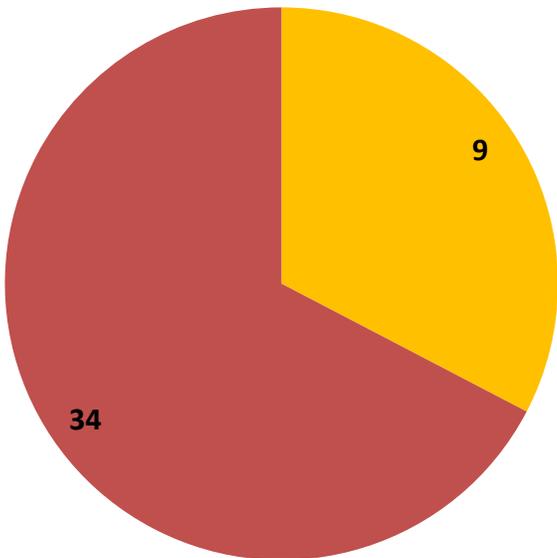
2020
46



2019
43

YEAR TO DATE

2020
46





STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT AND CONSERVATION
Office of Sustainable Practices
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue; 2nd Floor

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

Police Department: **Goodlettsville Police Department**

Contact Name: **Officer Stan Hilgadiack**

Bin Location: **Goodlettsville City Hall lobby**

Reporting Period Month: **January 2020**

Pounds Received: **48.2 lbs.**

Comments or questions:

Change in Contact: **Officer Stan Hilgadiack**

Website: **www.goodlettsville.gov**

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



**Summary of Month's Activities
Jan. 1 – Jan. 31, 2020**

Fire Operations

The Department responded to 337 calls for service in the month of January.

Fire Administration

Chief's Month:

- Reeves attended the Neighborhood enhancement meeting @ City Hall
- Reeves and Hicks attended a work day for the Middle TN Incident Management Team
- Department members conducted a Live Fire training session at Public Works
- Hicks attended recertification for Child safety seat installer
- All shifts completed the classroom portion of Forcible Entry training
- Prep work completed for February Auto extrication training and facilities training at AWG
- Firefighter Durham attended the first of 4 classes at the National Fire Academy in Emmetsburg Maryland
- Training hours completed this month by department - 476
- Public Education Hours - 15

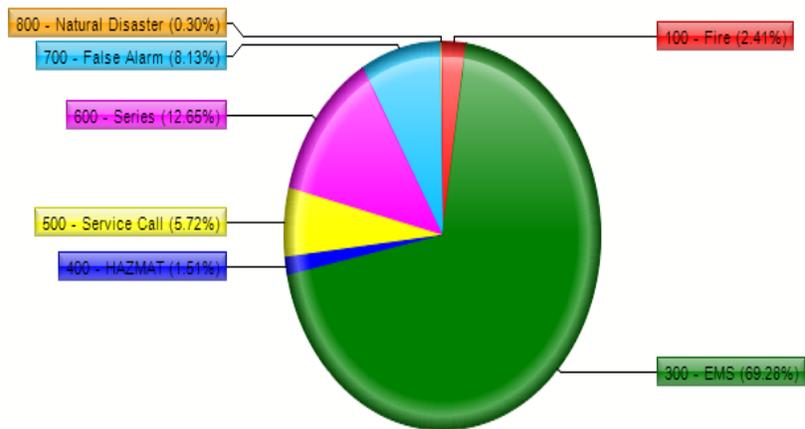
Note: The Department continues to promote our Free Smoke Alarm Installation Program. We hope that any citizen that needs assistance in any way with home fire safety will call or come by the station anytime. Call 615-851-2245

GFD Fire - Incident Types JANUARY 2020

Fire Incident Type Breakdown

Incident Type Group	
100 - Fire	8
300 - EMS	230
400 - HAZMAT	5
500 - Service Call	19
600 - Good Intent Calls	42
700 - False Alarm	27
800 - Natural Disaster	1

332



Public Works Report – JANUARY 2020

SOLID WASTE:

- Solid waste tonnage collected: 409.28 tons
- Recycled materials collected: 32.63 tons
- Convenience Center solid waste collected (Pit): 29.58
- PIT Construction & Debris: 0.00 tons (WM delayed pick up)
- Compactor: 21.36 tons
- Metals: 6.69 tons
- Bulk Item Pick Ups: 12
- Cart Repairs/Replace: 126
- New Residents: 37
- Cardboard: 3.49 tons
- Used Oil Gallons 26.5

SEWER:

- Monthly equipment and daily pump station inspection, maintenance and repairs
- Monthly Bioxide tank filling
- TV-ing of line segments
- Daily pump station, service connection, and manhole inspections
- Cleaned sewer line segments
- Cleaned wet well walls
- Sewer rehab work in various areas of the City
- Construction and new segment inspections, maintenance and repairs
- Rainfall for month: 6.55"
- Worked 184 TN One Calls and 9 Emergency calls

STREETS:

- Conducted scheduled preventative maintenance on equipment
- Repaired various traffic signals and replaced road signs
- Conducted Brush pick-up throughout City
- Sweeping Miles: 100
- Cans of Litter Picked Up: 12
- Traffic Signals Repaired: 2
- Street Signs Repaired/Replaced: 4
- Re-established proper flow of drainage ditch at 601,603,605,607,607 and 609 Clifton Dr. as well as 788 Old Dickerson Pike, 1033 Millers Creek Rd., and 205 Swift Dr.
- Replaced Purchased Driveway Culvert at 408 A & B Mason Ln.
- Flush Culvert at 836 Caldwell Dr.
- Stream Bank Stabilization Brick Church Pike @ 150's Hitt Ln.
- Remove Debris from Inlet at Old Stone Bridge Rd. @ the bridge

INSPECTIONS:

Stormwater Inspections Commercial Construction Projects	20
Best Management Practices	2
Stormwater Inspections Residential Construction Projects	19
Utility Cut Inspections	2
Driveway Inspections	0
Streets/Sidewalk Inspections	4
Good Housekeeping Reports	2

STORMWATER:

Active Construction Sites (Commercial)	8
Active New Residential Home Sites	8
Land Disturbance Permits issued	1

- WKU continues in monitoring project (MS4 permit requirement)
- MTSG, Middle Tennessee Stormwater Group Monthly Meeting
- CAP Meeting
- HOSA Judge
- Pre-Con Vintage Northcreek
- Dry Creek Cottages Meeting
- Echo Hills Meeting
- Woodwyn Hills Meeting
- Millersville/OHM Meeting
- Software Demo with KCI 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

ATTENDED MEETINGS:

- Planning Commission
- Board of commission work sessions and meeting
- Codes and Planning meeting

PARKS DIVISION UPDATE

Brooks Park, 302 Mason Lane

- Filled low places with EWF around playground

Delmas Long Community Center, 200 Memorial Drive

- Roof repairs
- Drop ceiling tiles replaced
- Removed old bleachers

Gateway Park, 425 Janette Avenue

- Filled low places with EWF around playground

Moss-Wright Park, 745 Caldwell Drive

- Trimmed limbs around soccer
- Repaired security light at football
- Converted 8 lights to LED at concessions
- Installed (anchored) bleachers from Community Center on field 1, 5, 6, and 8
- Pour concrete wall at field 7
- Created a gravel road at soccer
- Restacked rock all on trail
- Repaired walking trail with asphalt millings on soccer side

Peay Park, 200 Memorial Drive

- General maintenance as needed

Pleasant Green Park, 360 Pleasant Green Drive

- Painted restrooms by shelters
- Weeded flower beds

Splash Pad @ Peay Park, 111 Memorial Drive

- Operated with minimal problems

Equipment Problems and Repairs

- Serviced all equipment

Athletic Field Maintenance

- Sprayed roundup and pre-emergent on soccer fields
- Vacuumed the press boxes at the quad

RECREATION DIVISION UPDATE

Athletics

- Pickleball league concluded for the season with 8 participating teams
- Registration is currently open for Youth Girls Spring Volleyball (indoor)
- Registration is open for the Soccer and Baseball leagues that operate in Moss-Wright Park

Marketing

- Instagram Account launched (gvilleparks)

Partnerships and Sponsorships

- 4 sponsorships equaling \$700
- 9 partnerships with local businesses for MLK Event, Volunteer Event, and Senior Program

Volunteer Hours

- 7 volunteers for the month of January equaling 54 hours of volunteer time

Events and Activities in January			
Date	Time	Event	Location
January 20, 2019	10:30am	MLK Celebration	Community Center
January 20, 2019	6:30pm	VIP Appreciation Dinner	Community Center
January 31-February 1, 2019	5:30pm and 9:00am	Valentine's Volley Tournament	Community Center
Upcoming Events and Activities			
Date	Time	Event	Location
February 7, 2020	6:00pm	Mother and Son Night of Fun	Community Center
February 8, 2020	3:30 and 6:30pm	Daddy Daughter Dance	Community Center
February 13, 2020	6:00pm	Family Bingo Night	Community Center
February 18, 2020	10:30am	EddieK Winter Concert	Community Center

Visit www.goodlettsvilleparks.com for a full list of programs, activities, and events.



**PARKS & RECREATION MONTHLY UPDATE –
JANUARY**

CURRENT INITIATIVES AND PROJECTS

BENCHMARKING

The department is working towards becoming benchmarked with a Tier 2 status with the Parks and Recreation Benchmarking Program through the Tennessee Department of Environment and Conservation.

CAPRA ACCREDITATION

Parks and Recreation will be working to attain accreditation through National Recreation and Parks Association’s Commission for Accreditation of Park and Recreation Agencies (CAPRA). This provides quality assurance and quality improvement of agencies across the United States by providing agencies with a management system of best practices.

RACHEL’S GARDEN PLAYGROUND

Rachel’s Garden will be an inclusive playground built in Peay Park. More information can be found at rachelsgardenplayground.com. Sponsors and donors are needed to make this project happen.

PARK OF THE MONTH

This initiative highlights a park or a park amenity each month on the [Goodlettsville Parks and Recreation Facebook page](#).

MOSS-WRIGHT PARK ARBORETUM

The Tree Board Committee began work in August to identify more than 60 species of trees and apply for Moss-Wright Park to be a Level 2 Arboretum. Application was made in December.

CARMAX CARES FOUNDATION

The Carmax Cares Foundation awarded the City of Goodlettsville, through the Goodlettsville Help Center, a \$10,000 grant to add a 2-5 playground area at Pleasant Green Park.

Rental Information January 2020	Resident Rentals	Non- Resident Rentals
Community Center	7	1
Shelters	0	0
Fields/Courts	0	1



(3.0 Pickleball League Champions, The Bulldogs)



(VIP Appreciation Banquet, Org. of the Year, Jubilee Hills)



(Valentine’s Volley Tournament Champions, San Luis)

Planning and Development Services Department

January 2020

Summary of Month Activities:

Site Development Meetings Attended:

- 829 Dickerson Road- Ace Auto Hwy 41- Sidewalk Installation Design
- 835 Dickerson Road- Preliminary Business- Commercial Laundry Facility
- North Creek Boulevard- Vintage Northcreek Apartment- Pre-Construction Meeting
- Echo Hills Subdivision Phase Five (5) and Six (6) Staff Construction Plan Review
- Echo Hills Subdivision Phase Five (5) and Six (6) Proposed Revised Development Design
- 555 Rivergate Parkway- Preliminary Commercial Site Development Design
- Woodwyn Hills- Preliminary Residential Development Options- Undeveloped Project Phase
- Parkview Preserve –Harris Street- Intersection Drainage Construction

Building and Site Inspections Completed:

- 130 Long Hollow Pike- Graves Project Sidewalk Inspection
- 404 S. Main Street- Pole Sign Violation Inspection
- Copper Creek Phase Two (2) Section Four (4) Subdivision Improvement Inspection
- Parkview Preserve Phase One Subdivision Improvement Inspection
- 708 Park Drive-Accessory Building Construction Complaint

Administration Meetings Attended:

- City Court- Cobblestone Project Landscaping-Site Improvements
- Weekly City Department Staff Meetings

Organizational Meetings Attended:

- Goodlettsville Regional Planning Commission
- Goodlettsville City Commission
- Goodlettsville Tree Board Advisory Committee
- Nashville Greater Regional Council (GNRC) Transportation Coordinating Committee
- Certified Public Manager Training Session- UT Institute for Public Service



Economic Development Report: January 2020

- Preliminary site plan review for a hotel – with Community Development Services
- Met with the project manager for the proposed QuikTrip fueling center and market to discuss next steps – with Planning Director, Addam McCormick
- Moved out of Goodlettsville City Hall into Community Development Services located at 318 North Main Street. Community Development Services includes Economic Development, Planning & Zoning, Codes & Building Safety, Fire Marshal, Engineering and Stormwater.
- Met with the Sumner County ECD professionals' group to review and update the Sumner County section of the Nashville Chamber's talent recruitment marketing piece, "Livelt"
- Added in new businesses to update the online business directory on our website. These are businesses that were licensed in January.
- Attended the Forward Sumner Economic Partnership Annual Meeting to learn about transportation improvements coming up and workforce development initiatives
- Attended the ribbon cutting for new chamber member, Casa Country
- Met with sales rep updating the Nashville Economic Profile to discuss advertising opportunities – with City Recorder, Allison Baker
- Gave the commercial projects update for the Goodlettsville Industrial Development Board's January meeting – With City Manager, Tim Ellis
- Attended the Goodlettsville Planning and Zoning Board Meeting
- Attended the Goodlettsville Study Session and City Commission Meeting

Confidentiality Disclaimer

We respect the confidentiality that new projects require.

This report will not contain specifics surrounding site selection / new development until the appropriate parties agree that it is time to share project information.

JANUARY REPORT

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

Main Street Enhancements

This 12 million dollar project is 80 percent grant and will extend over the next two and one half years. Its purpose is to change the look and feel of the heart of Goodlettsville and to meet the ADA requirements of TDOT. The aim of this project is to allow the center section of town a more walkable and inviting place to shop and mingle for all. **Status: Negotiations for easements are progressing. Utility relocation design coordination is underway. Construction is expected to begin in the summer of 2022 with completion by the end of 2024.**

Sidewalks Additions

In conjunction with the Main Street project the city is preparing a series of projects to enhance walkability throughout Goodlettsville. Budgets are being set to add sidewalks along certain sections of the main thoroughfares in the city such as Loretta Drive, Caldwell Drive, Rivergate Parkway, North Creek Circle and Windsor Green Boulevard. These projects will seek to link residential areas with commercial and recreational areas and provide connectivity for some of the disconnected commercial developments within the city. **Status: The TDOT Transportation Alternatives Program (TAP) grant for a sidewalk connecting Moss Wright Park to North Creek Park along Caldwell Road and Long Hollow Pike has been funded. Application for environmental clearance is underway. Design will begin in the first quarter of 2020 with construction scheduled to begin in 2021. Budgeting and preliminary design are ongoing on other projects as well. ADA accessibility deficiencies have been identified and a corrective action plan has been prepared for execution.**

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. The city is awaiting funding for construction from TDOT. Construction is expected to begin in the summer of 2020 with completion by the end of 2021.**

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. The City is in the process of applying for a third phase of 100 percent grant money to provide centralized monitoring of the signals for specialized control during unusual traffic flow. **Status: Final design of the project is complete. The city received funding for construction by TDOT in September. Construction inspection services are being solicited. Construction is expected to begin in the summer of 2020 with completion by the end of 2021.**

Drainage Improvements

With the implementation of the storm water utility in 2013, the city is now able to address some of the drainage system problems that currently exist in Goodlettsville. Area drainage issues are being identified and earmarked for projects as funds become available. These projects such as the Gateway neighborhood and Hollywood Street will improve flow to better distribute runoff in heavy rainfall for the purpose of flood prevention. **Status: Design on the second phase of the Gateway Neighborhood drainage improvements is complete bids have been received. A feasibility study for storm water control in the area of city hall is scheduled to begin in the spring of 2020. Two other culvert replacement projects on Bluebird Drive and Wren Road are designed and bids have been received. Construction for the replacement culverts is scheduled for completion in the summer of 2020.**

Bank Stabilization Moss Wright Park

The bank along Mansker Creek at Moss Wright Park is being eroded by changes in stream flow. A grant study is underway for long term remediation. **Status: A new phase of bank stabilization has been funded and is awaiting construction in the by the end of 2020.**

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

Goodlettsville Codes Department Building Report January 2020

<u>Permit</u>	<u>Date</u>	<u>Cost</u>	<u>Map</u>	<u>Parcel</u>	<u>Lot</u>	<u>Address</u>	<u>Owner</u>	<u>License</u>	<u>Type Str</u>	<u>County</u>
<u>New Residential</u>										
20190460	1/3/2020	518,334.00	143		51	813 Dunbar Court	Meritage	Meritage/58003	New Residential	Sumner
20190461	1/3/2020	253,842.00	143		52	809 Dunbar Court	Meritage	Meritage/58003	New Residential	Sumner
20200003	1/3/2020	932,733.00	25.08	49-52	49-52	222,226,230,234 S. Downs Court	Ryan Homes	Ryan/65321	4 unit-New Residential	Davidson
20200008	1/9/2020	1,121,384.00	25.08	194-198	194-198	275,279,283,287,291 Dartmoor Pl.	Ryan Homes	Ryan/65321	5 unit-New Residential	Davidson
20200011	1/13/2020	410,000.00	18	176		5536 New Brick Church Pike	Billy Butler	Homeowner	New Residential	Davidson
20200016	1/23/2020	324,000.00	25.08	9	9	70 French Street	Ryan Homes	Ryan/65321	New Residential	Davidson
20200022	1/30/2020	315,258.00	25.08	40	40	101 Wicklow Dr.	Ryan Homes	Ryan/65321	New Residential	Davidson
20200026	1/30/2020	465,523.00	143D	11	11	121 Copper Creek Dr.	Dalamar Homes	Dalamar/58679	New Residential	Sumner

Total 4,341,074.00

New Commercial

Total 0.00

Additions & Remodeling

20200004	1/3/2020	8,000.00	34.02	93	B-C	811 Rivergate Pkwy.	Nashville Finance	Fast Signs	Sign	Davidson
20200005	1/6/2020	0.00	25.04	24		114 N. Main Street	Gratitude Tattoo	Owner	Fire/Life Safety	Davidson
20200006	1/7/2020	5,000.00	140P	22	57	103 Elizabeth Court	Brandon Constant	Homeowner	Residential Remodel	Sumner
20200009	1/9/2020	0.00	25.08	17		401 S. Main Street	G'ville Church of Christ	Shane Hollis	Demolition/Structure	Davidson
20200010	1/10/2020	10,000.00	26.09	34		219 Cima Dr.	Barbara Stephens	Homeowner	Residential Remodel	Davidson
20200013	1/14/2020	5,000.00	26.13	29		721 Rivergate Pkwy.	D & K Menswear	Premier Signs	Sign	Davidson
20200014	1/20/2020	85,000.00	19	20	Suite 205	324 Long Hollow Pk.	The Joint Chiropractic	Imperial/61328	Commercial Build-out	Davidson
20200015	1/21/2020	0.00	19.14	14	Suite 3	123 Northcreek Blvd.	CBD American	Owner	Fire/Life Safety	Davidson
20200017	1/21/2020	6,000.00			Suite 100	401 Long Hollow Pike	Pitchfork Pizza	Jarvis /61701	Sign	Sumner
20200018	1/22/2020	8,700.00				670 N. Main Street	Buzz In Car Wash Express	Joslin	Sign	Davidson
20200019	1/24/2020	44,000.00	143N	PH-25	107	129 W. Twelve Stones	James Bellenfant	Rayo Const. Roofing	Deck	Sumner
20200020	1/28/2020	11,000.00	19	20	Suite 103	324 Long Hollow Pk.	Amy Aromatherapy Spa	Brickyard Const./60699	Commercial Build-out	Sumner
20200021	1/28/2020	0.00	141	48.02		933 Louisville Hwy.	Surefire Fireworks	Owner	Firework Tent/4th July 20'	Sumner
20200023	1/30/2020	0.00			Suite 100	401 Long Hollow Pike	Pitchfork Pizza	TN-KY Sprinkler Co. Inc	Sprinkler System	Sumner
20200025	1/30/2020	102,000.00	19	20	Suite 104	322 Long Hollow Pike	Northgate Invest. Trust	5th /Assoc.-47000	Commercial Build-out	Davidson

Total 284,700.00

Total New Residential 4,341,074.00

Total New Commercial 0.00

Total Add/Remodels 284,700.00

Total All Permits 4,625,774.00

Single Family Dwellings

Davidson 12

Sumner 3

TOTAL 15

Goodlettsville Codes/Building Activity Report January 2020

DEPARTMENT OF 4 EMPLOYEES:

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

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

<u>Activity</u>	<u>Scope of Activity</u>	<u>Total Monthly</u>
Issuing of Permits	Building(Commerc. & Resid.), Burn, Demolition, Blasting, Sign, Fireworks, Pool, Yard Sale	68 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	6 inspections
Fire Investigations	Duties of Fire Marshal involving fires/inspections in the city limits	2 investigation
Building Inspections	Building Related	80 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	32 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	24 inspections
Signs Removed	Illegal signs removed from city limits	45 signs
I.B.C. Training	Training for the departments required certification test/International Building Certif.	8 hours
Storm Water Training	EPSC training and certification	2 hours
Fire Inspection Training	L. DiOrio and M. Bauer required training on Fire Code (Arson Training)	4 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	3
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	7 properties
Storm Water Report	Monthly Storm Water Report for Administrative Building/	1 Report
Unsafe Structure Abatement	Demolition of unsafe structure	0 structure
Citations to Court	Municipal Code Violations	0 citations
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	daily