

# CITY MANAGER'S REPORT

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



## SEPTEMBER 2020

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Employees of the City of Goodlettsville cleaned a portion of Rivergate Parkway adopted through the City's Adopt a Street program in September.

# Monthly Reports by Division

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October 13, 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 September, 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

Email: [tellis@goodlettsville.gov](mailto: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: September, 2020

### Legislative Accomplishments

- **Board of Commissioners took action on the following ordinances:**
  - Approved on second reading Ordinance 20-975, an ordinance to amend Ordinance 06-674 as amended, the zoning ordinance of the City of Goodlettsville, to remove the Auto Servicing and Vehicular Craft and Related Equipment Sales Uses from the permitted uses of the Commercial Services Limited and Commercial Planned Unit Development Zoning Districts.
  - Approved on second reading Ordinance 20-977, an ordinance of the City of Goodlettsville, Tennessee amending the fiscal year 2020-2021 budget, passed by Ordinance 20-970.
  - Approved on first reading Ordinance 20-978, an ordinance amending the City of Goodlettsville, Tennessee Municipal Code Title 8, Chapter 2, Section 214, Subsection 3; Section 216, Subsection 1 and Section 224, Subsection 1 by adding certain language at the end of each subsection, as it relates to beer permit holder.
  - Approved on first reading Ordinance 20-979, an ordinance to amend the official zoning map of the City of Goodlettsville adopted per Ordinance 15-851 to change property on Hasty Drive and Tabor Drive from R25 Low Density Residential to R40 Low Density Residential.
  
- **The Board of Commissioners also took action on the following resolutions:**
  - Approved Resolution 20-942, a resolution authorizing the acceptance of proposals for the sale and relocation of a home owned by the city, located at 506 South Main Street.
  - Approved Resolution 20-943, 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 20-944, a resolution approving an agreement between the City of Goodlettsville and Davis H. Elliot Construction Company, LLC., for the construction of Phase II of the Long Hollow/Conference Drive Traffic Synchronization Project.
  - Approved Resolution 20-945, a resolution to ratify and approve an emergency purchase order for repairs at the Mansker Creek Pump Station.
  - Approved Resolution 20-946, a resolution approving a contract between the City of Goodlettsville, Tennessee and the Nashville Electric Service as it relates to LED street light conversion.

### **Legislative Matters Forthcoming**

- Zoning Ordinance amendments.
- Municipal Code amendments.

### **Commissions and Boards**

- **Planning Commission**

- Approved final subdivision plat plan to combine four (4) properties into one 9.17-acre property on Hwy 31W/Louisville Highway. Properties referenced as Sumner County Tax Map 141, Parcels 047.00, 047.01, 048.00, and 050.00 and are zoned CG, Commercial General, Interchange Overlay. Property Owners: Michael and Patsy Donahoe. QuikTrip#7144/Jacobs Engineering Group, INC.
- Approved Copper Creek 2-5, Meritage Homes, Performance Bond Extension.
- Approved Parkview Preserve 2-Insight Properties LLC: Performance Bond Reduction and Extension.
- Approved recommendation to City Commission to change the zoning classification from R-25, Low Density Residential to R-40 Low Density Residential for the 24.19-acre property at Hasty Drive and Tabor Drive. Property is referenced as Davidson County Tax Map/Parcel #02500001700. Property Owners: Kathleen Welch and Laura Pyatt.
- Approved request for the City of Goodlettsville to submit a request to the State of Tennessee Excessive Land Committee for approval on an additional shared access driveway for an interstate fuel station and convenience market at 843 Hwy 31W/SR 41 and Hwy 41/SR 11 interchange access control fence area. Properties referenced as Sumner County Tax Map/Parcels 142-012.00 and 142-013.00 include 3.18 acres. Property Owner: Richard Feldman. 7-Eleven/Development Management Group.
- Discussed N. Main Street Mobile Home Park Building Replacement Proposal.

- **Board of Zoning Appeals**

- The Board of Zoning Appeals did not meet during the month of September.

- **Beer Board**

- Approved off-premises permit for BeemPizza, LLC DBA: Long Hollow Pizza and Pub.
- Approved off-premises permit for Farm2Table DBA PitchFork Pizza.
- Revoked on-premise license for Ponobe's Party Bar and Grill.

- **Industrial Development Board**
  - The Industrial Development Board did not meet during the month of September.
- **Parks and Recreation Advisory Board**
  - The Parks and Recreation Advisory Board did not meet during the month of September.

### **Ongoing Work**

- Overall Capital Improvements Program.
- Traffic congestion mitigation (Long Hollow and Conference) Phase II & III
- Economic Development Projects.
- Conference Drive Enhancements.
- Roadway lighting improvements.
- Main Street Streetscape Project.
- CSX/ North Main Street congestion mitigation.
- Streambank stabilization of Manskers and Madison Creeks Phase II.
- City-wide Beautification.
- CMAQ Projects.
- Neighborhood Enhancement Program.
- Transportation Alternative Program grant.
- LPRF Grant – Rachel’s Garden Playground.
- CARES Act funds: Hazard Pay, Tourism Marketing Grant.



## Tourism Department Report for September 2020

- Finalized agreement with Tennessee Home & Farm Magazine for Winter issue
- Hosted Farmer's Market each of the four Thursdays
- Hosted 9 Field Trip Day programs for school age students
- Hosted 10 Homeschool programs for school age students
- Guests from 17 states and 1 other country took tours at Historic Mansker's Station
- Hosted virtual meeting with Advance Tour & Travel to review prior year digital marketing campaign
- Attended 6 virtual meetings re: Tourism CARES Marketing Program
- Attended 2 virtual meetings with Crowdriff Marketing
- Attended 3 virtual workshops sponsored by Tennessee Association of Farmer's Markets
- Worked with other city staff members in picking up trash on Rivergate Parkway
- Site visit to Thistletop Inn to view two guest houses
- Started creating a draft of the Goodlettsville Wayfinding Master Plan
- Attended multiple meetings with Parks & Rec and Public Works regarding signage
- Prep work for potential GOODFest and Fall Market event
- Attended virtual meeting re: 2021 Tennessee Songwriters Week
- Distributed e-newsletter to Goodlettsville hospitality businesses and Tour Operators across the country
- Prepared request for bid for tourism digital marketing campaign
- Sumner County Master Gardeners worked on the grounds each Wednesday
- Current advertisement in Southern Travel & Lifestyles Magazine
- Current advertisement in Visit Music City Visitor's Guide
- Current advertisement in Sumner County Visitor's Guide
- Current billboard advertisement on I-65 South, one-mile S of Exit 108

As of month end August 2020 comparing year over year same time period

- Year to Date Occupancy is down 31.4%
- Year to Date Average Daily Rate (ADR) is down 16.4%
- Demand for rooms is down 31.4%
- Revenue generated is down 42.7%

*SOURCE: STR Destination Trend Report for Goodlettsville, TN for the month of August 2020*

As of month end August 2020 comparing YTD over prior YTD, occupancy tax is down 48.96%.

# Finance and Administration Monthly Report

September 2020

## FINANCE

- Attended various meetings (via Zoom) regarding the Tennessee Cares Act
- Continued to gather information and organize information related to Tennessee Cares Act and the FEMA Covid claim
- Worked with Moody's and Raymond James on our credit rating for the Bond Refunding
- Participated in the City Street Clean-up project
- Completed the Bond issue with greater than expected savings to the City
- Received the Property Tax Rolls from each county during the month. Worked with staff, State Tax Relief, and our software provider getting the data imported.
- Auditors were on-site at City Hall 2 weeks in September.

## HUMAN RESOURCES

- Sept 2 – prepared & sent letters & enrollment forms to retirees about open enrollment
- Sept 15 – helped with adopt a street clean up
- Sept 23 – coordinated onsite flu shots
- Sept 28 – TPMA training on succession planning – online.
- Hired: 2 FT police officers.
- Terms during the month: 1 officer retired.
- Worker's Compensation accidents in the month: none
- Full-time employees: 134; Part-time employees: 23
- Job opening: Utility Worker II at Public Works

**City of Goodlettsville  
Financial Summary  
August 2020 (Unaudited)**

**UNRESTRICTED FUND BALANCE**

Operating Fund	Current Month	Budget 6/30/2021	%
General Fund	5,213,831	4,391,973	119%
Sanitation	345,050	147,642	234%
Tourism	1,013,233	656,360	154%

**CASH IN BANK**

General Fund	6,843,611
Sanitation	412,897
Tourism	1,015,610
Sewer	10,366,129
Stormwater	1,297,639
<b>Total Cash</b>	<b>19,935,886</b>

**SALES TAX COLLECTIONS**

<b>FY2020-2021</b> Month Received	Sumner Current Year	Sumner Prior Yr	Davidson Current Yr	Davidson Prior Year	Total Current Year	Total Prior Year
Aug	67,364	52,831	402,673	321,978	470,037	374,809
Sep	70,272	64,720	348,557	342,341	418,830	407,061
Oct					0	0
Nov					0	0
Dec					0	0
Jan					0	0
Feb					0	0
Mar					0	0
Apr					0	0
May					0	0
Jun					0	0
Jul					0	0
<b>YTD</b>	<b>137,636</b>	<b>117,551</b>	<b>751,230</b>	<b>664,319</b>	<b>888,867</b>	<b>781,870</b> 13.68%

**City of Goodlettsville  
Financial Summary  
August 2020 (Unaudited)**

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	
General Fund	Revenues	700,499	2,138,604	13,960,833	15.32%
General Fund	Expenditures	984,509	2,612,162	13,927,517	18.76%
<b>Net Increase/Decrease</b>		<b>(284,010)</b>	<b>(473,558)</b>	<b>33,316</b>	
Sanitation Fund	Revenues	101,494	127,931	985,500	12.98%
Sanitation Fund	Expenditures	81,953	185,159	1,131,617	16.36%
<b>Net Increase/Decrease</b>		<b>19,541</b>	<b>(57,228)</b>	<b>(146,117)</b>	
Tourism	Revenues	40,277	131,920	529,900	24.90%
Tourism	Expenditures	46,585	159,006	757,823	20.98%
<b>Net Increase/Decrease</b>		<b>(6,308)</b>	<b>(27,086)</b>	<b>(227,923)</b>	
Sewer	Revenues	450,716	514,507	5,048,650	10.19%
Sewer	Expenses	210,675	479,129	6,672,173	7.18%
<b>Net Increase/Decrease</b>		<b>240,041</b>	<b>35,378</b>	<b>(1,623,523)</b>	
Stormwater Utility	Revenues	86,858	94,007	967,500	9.72%
Stormwater Utility	Expenses	42,753	275,226	2,246,705	12.25%
<b>Net Increase/Decrease</b>		<b>44,105</b>	<b>(181,219)</b>	<b>(1,279,205)</b>	

**OPERATIONS EXPENDITURE SUMMARY**

<u>General Fund Operating Dept</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Budget</u>
General Government	98,244	311,743	1,647,519	19%
Planning and Codes	45,004	119,926	530,334	23%
Police	449,153	1,157,159	5,360,138	22%
Fire	232,913	586,411	2,493,323	24%
Hwys & Streets	59,099	148,104	1,412,552	10%
Parks/Recreation	93,822	232,109	1,537,641	15%
COVID Exp	411	18,269	0	0%
Miscellaneous	5,863	38,442	946,010	4%
<b>Total General Fund Expenditures</b>	<b>984,509</b>	<b>2,612,163</b>	<b>13,927,517</b>	<b>19%</b>

## MONTH OF SEPTEMBER 2020

## MONTHLY MANAGEMENT REPORT

<b>COURT</b>
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NUMBER OF CITATIONS ISSUED IN SEPTEMBER 2020 - LIMITED COURT/IN-PERSON AND VIRTUAL

**COVID-19**

NUMBER OF DEFENDANTS APPEARING IN COURT      14

SEPTEMBER 08	2	9:00	A.M.
SEPTEMBER 08	7	1:00	P.M.
SEPTEMBER 15	5	1:00	P.M.
<hr/>			
TOTAL FOR MONTH	14		
SEPTEMBER 15	0	8:30	A.M.

CONTESTED COURT SESSION

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

CODES	0
MISDEMEANORS	0

NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL	2
EIGHT HOUR SCHOOL	0



**SEMPTEMBER 2020**

**NEW BUSINESS LICENSES**

License Issue Date	Company Name	Description	Address	Contact Name	Contact Number
09.02.2020	THE KNOWLEDGE TREEHOUSE	DAYCARE	449 MOSS TRAIL GOODLETTSVILLE, TN 37072	MARKITA MEADARIES	615-900-9566
09.02.2020	DREAM DENTAL	DENTIST OFFICE	900 CONFERENCE DRIVE SUITE 6-A GOODLETTSVILLE, TN 37072	JOHN FRIEDMANN	615-859-7117
09.02.2020	KEHRER BROTHERS CONSTRUCTION, INC	CONSTRUCTION	2206 BASE ROAD NEW BADEN, IL 62265	JOSEPH KEHRER	618-971-8922
09.09.2020	LAZYMAN DEER STANDS OF TENNESSEE	DEER STANDS	1020 LOUISVILLE HIGHWAYGOODLETTSVILLE, TN 37072	JOHN BRENTLINGER	419-804-0368
09.14.2020	JOURNEY FITNESS, LLC	ONLINE FITNESS	719 PARK DRIVE GOODLETTSVILLE, TN 37072	DEMETRIS CHANEY	615-589-8230
09.14.2020	ANDY MASONRY CORP.	CONSTRUCTION	420 MOSS TRAIL GOODLETTSVILLE, TN 37072	ANDRES NUNO ARAMBULA	615-977-5688
09.15.2020	DERSEWEH CONSTRUCTION, LLC	CONSTRUCTION (238310)	855 SPRINGFIELD HIGHWAY GOODLETTSVILLE, TN 37072	ANGELA SHELTON	615-420-6792
09.19.2020	EWW ADVENTURES LLC	MEAL REPLACEMENT SHAKES AND TEAS	429 NORTH MAIN STREET GOODLETTSVILLE, TN 37072	WILL WEISENBERGER, JR.	601-506-3546
09.19.2020	GS STEEL LLC	CONSTRUCTION	1323 BAPTIST WORLD CENTER DRIVE NASHVILLE, TN 37207	ANDREW MARKHAM	615-605-0313
09.19.2020	AG, LLC	CBD VAPE	907 RIVERGATE PARKWAY GOODLETTSVILLE, TN 37072	SOFHI GURMEET	615-775-0074
09.30.2020	CREATIONS BY TIARRA	CUSTOM TSHIRTS	452 MOSS TRAIL J29 GOODLETTSVILLE, TN 37072	TIARRA PATTON	615-878-6968
9.30.2020	JAPAN HOUSE	RESTAURANT	324 LONG HOLLOW PIKE STE. 201 GOODLETTSVILLE, TN 37072	RAI CHEN	347-399-0771

**BEER PERMITS**

License Issue Date	Company Name	Description	Address	Contact Name	Contact Number

**PEDDLER PERMITS**

License Issue Date	Company Name	Description	Address	Contact Name	Contact Number
09.08.2020	POWER HOME REMODELING	FREE ESTIMATES ON HOME REMODELING	2501 SEAPORT DRIVE CHESTER, PA 19013		629-777-8871

**RENEWED BUSINESS LICENSE**

License Issue Date	Company Name	Description	Address	Contact Name	Contact Number
09.02.2020	DUKE'S WRECKER SERVICE	WRECKER	1032 LOUISVILLE HWY GOODLETTSVILLE, TN 37072	CHARLES DUKE	615-394-5050
09.03.2020	A&R ROOFING	ROOFING COMPANY	107 NEW BRICK CHURCH PIKE STE B GOODLETTSVILLE, TN - 37072	DAVID BROWN CPA's	615-822-0231
09.08.2020	GOODLETTSVILLE BARBER SHOP	BARBER SHOP	108 EAST SHADY TRAIL OLD HICKORY TRAIL TN 37138	KENT BLANTON	
09.16.2020	LEE COMPANY	AC	4057 RURAL PLAINS CIRCLE FRANKLIN, TN 37064	SCOTT	615-961-2338
09.16.2020	FORKS AUTO	AUTO SALES	840 FORKS ROAD GOODLETTSVILLE, TN 37072	ALLIE	615-448-6388
09.17.2020	AFFILIATED NEUROLOGISTS, PLLC	NEUROLOGISTS	314 BLUEBIRD DRIVE GOODLETTSVILLE, TN 37072		
09.23.2020	M & L ELECTRICAL	ELECTRICAL COMPANY	964 CONTRACT ST. SUITE 135 LEXINGTON KY 40505		859-231-0123
09.30.2020	SALON ALINE	SALON	107 NEW BRICK CHURCH PIKE GOODLETTSVILLE, TN 37072	DAVID GILBERT	615-943-7219

## Goodlettsville Police Department

### Chief Goodwin's Monthly Report

September 2020

Chief Goodwin attended the Beer Board meetings September 9<sup>th</sup> and September 16<sup>th</sup>. Commander Driver attended Drug Task Force meeting September 16<sup>th</sup>. Chief Goodwin attended the HIDTA meeting at the TBI on September 22<sup>nd</sup>. During the pandemic we will continue to have officers respond to all emergency calls that require an officer to be present. We try to maintain the 6 feet distancing unless circumstances dictate otherwise. For all non-emergency calls that do not require an officers' presence we will answer those calls by telephone if possible. If we must respond we are asking the complainant to meet us outside for both their and our protection. We will then observe the 6 feet distancing for everyone's protection. If anyone comes to the Police Department and requires assistance they should call dispatch at the non-emergency number 615 851-5111 or utilize the red phone inside the exterior door to the Police department's side of City Hall. An officer will either respond or call as the situation dictates. As always the appropriate numbers to utilize are 911 for all life threatening emergencies. Direct emergency line to GPD dispatch is 615 859-3405. All non-emergency situations please call 615 851-5111.

The Pharmaceutical Bin provided by the State of Tennessee Department of Environment & Conservation was in the lobby during the month of September and 68.2 pounds of unwanted pharmaceuticals were deposited that were turned in to officers. Since its use 3196.58 pounds of unwanted pharmaceuticals have been deposited.

In review of the TIBRS data comparing September 2020 to September 2019 Crime Against Person increased from 14 to 20 incidents a 42.85% increase, and Crime Against Property increased from 47 to 57 incidents a 21.27% increase and overall we had an increase of 61 to 77 incidents. Our UCR total for the month was an increase from 35 to 40 incidents.

Our proactive efforts were down for the month of September due to pandemic. Our officers made 226 Traffic Stops. They made 47 Traffic Arrests and 8 DUI Arrests. From these Traffic Stops resulted 10 Felony charge, 71 Misdemeanor charges, and 17 warrants were served. They had 14 drug confiscations (4 from traffic stops). They issued 15 Misdemeanor Citations, made 40 Physical Arrests with 38 Misdemeanor charges and 16 Felony charges. They made 9 Juvenile Felony Arrest and 6 Juvenile Misdemeanor Arrest.

The other part of the strategy involves serving outstanding warrants. Persons with outstanding warrants have already proven a proclivity for involvement in criminal activity. By arresting them for their outstanding warrants we prevent their opportunities for committing crime. During the month they made 4 Warrant Service Attempts. They served 12 Felony Warrants and 17 Misdemeanor Warrants.

Our officers are heavily focusing on continuing to check our apartments, neighborhoods, businesses and parks during the pandemic. They conducted 163 apartment checks, 234 checks of neighborhoods, 1009 business checks and 244 park checks. They had 66 Community Contacts.



**SEPTEMBER COMPSTAT**  
**WEEKS 36 THRU 39**

	2020		2019		2020 YTD		2019 YTD		% change	2019 TOTAL
					YTD		YTD			
Murders	0	0	0	0	0	0	0	0	NC	0
Rape	0	0	0	0	1	1	1	1	0.00%	2
Robbery (Commercial)	0	0	1	1	2	2	3	3	-33.33%	4
Robbery (Street)	1	1	2	2	13	13	13	13	0.00%	15
Aggravated Assault	3	3	0	0	15	15	13	13	15.38%	17
Aggravated Assault - Dom Viol	1	1	2	2	5	5	11	11	-54.55%	17
Burglary (Commercial)	0	0	0	0	23	23	5	5	360.00%	9
Burglary (Residential)	2	2	3	3	18	18	14	14	28.57%	23
Auto Burglaries	7	7	7	7	54	54	60	60	-10.00%	88
Larceny	8	8	4	4	94	94	80	80	17.50%	108
Shoplifting	13	13	12	12	125	125	157	157	-20.38%	229
Motor Vehicle Theft	5	5	4	4	35	35	45	45	-22.22%	52
<b>Total Offenses</b>	<b>40</b>	<b>35</b>	<b>385</b>	<b>385</b>	<b>TOTAL YTD</b>	<b>402</b>	<b>TOTAL YTD</b>	<b>402</b>	<b>-4.23%</b>	<b>564</b>

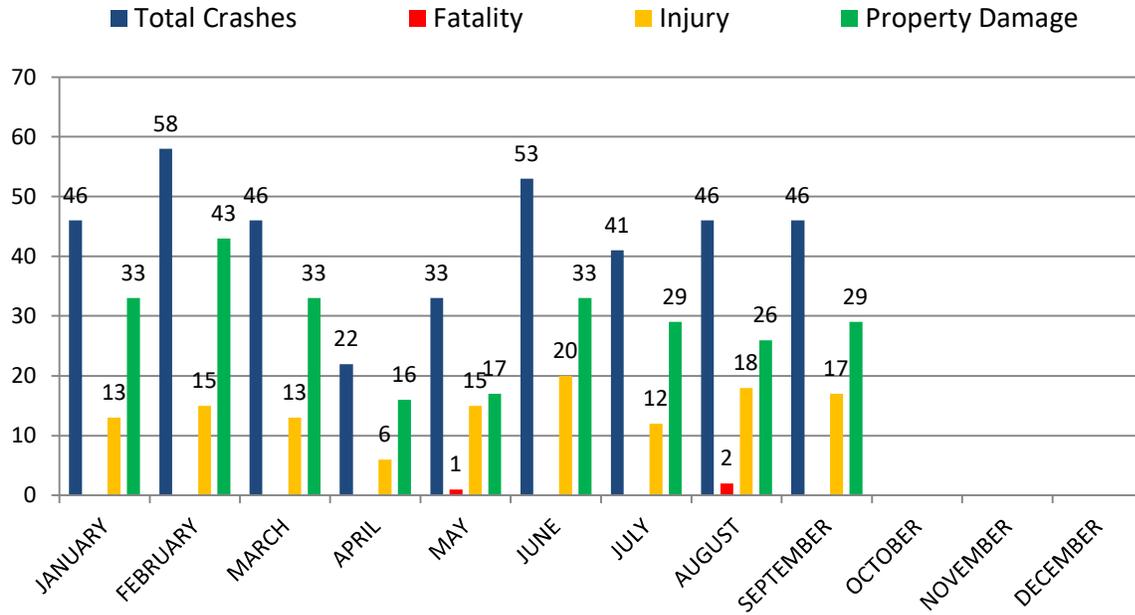


## SEPTEMBER TIBRS

### TIBRS Group A Offenses

	2020 Offenses Reported	2019 Offenses Reported
<b>Crimes Against Persons</b>	<b>20</b>	<b>14</b>
Murder	0	0
Negligent Manslaughter	0	0
Kidnaping/Abduction	0	0
Forcible Rape	0	0
Forcible Sodomy	0	1
Sexual Assault W/Object	0	0
Forcible Fondling	1	0
Incest	0	0
Statutory Rape	0	1
Aggravated Assault	4	2
Simple Assault	15	9
Intimidation	0	1
Stalking	0	0
<b>Crimes Against Property</b>	<b>57</b>	<b>47</b>
Arson	0	0
Bribery	0	0
Burglary	2	2
Counterfeiting/Forgery	2	1
Destruction/Damage/ Vandalism	11	11
Embezzlement	1	1
Extortion/Blackmail	0	0
Fraud - False Pretenses	2	2
Fraud - Credit Card/ATM	1	1
Fraud - Impersonation	4	1
Fraud - Welfare	0	0
Fraud - Wire	0	0
Motor Vehicle Theft	5	4
Robbery	1	3
Stolen Property Offenses	3	0
Theft - Pocket-picking	0	0
Theft - Purse Snatching	0	0
Theft - Shoplifting	11	10
Theft From Building	0	3
Theft From Coin Machine	0	0
Theft From Motor Vehicle	8	7
Theft of Motor Vehicle Parts	4	1
Theft - All Other Larceny	2	0
<b>Total Group A Offenses</b>	<b>77</b>	<b>61</b>

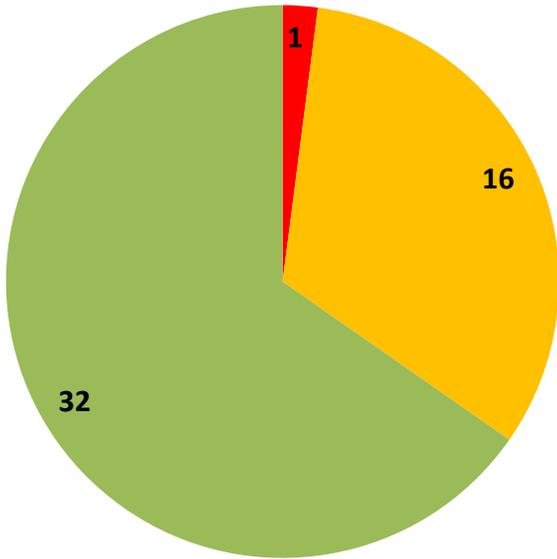
### 2020 YTD TITAN CRASH REPORTS



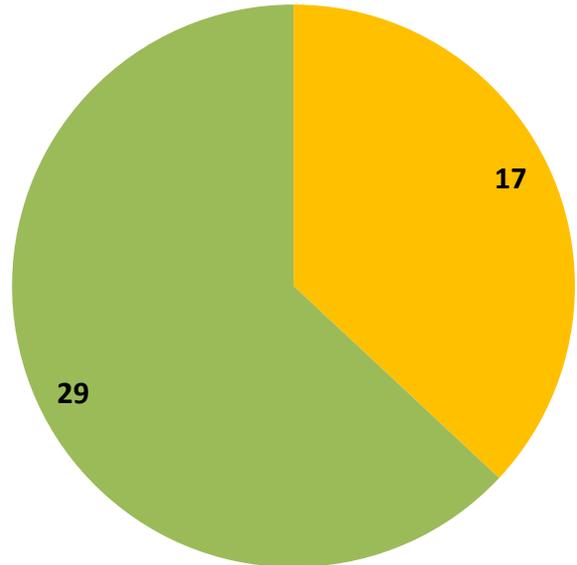
# September TRAFFIC CRASHES

■ Fatal      ■ Injury      ■ Property Damage

**2019**  
**49**



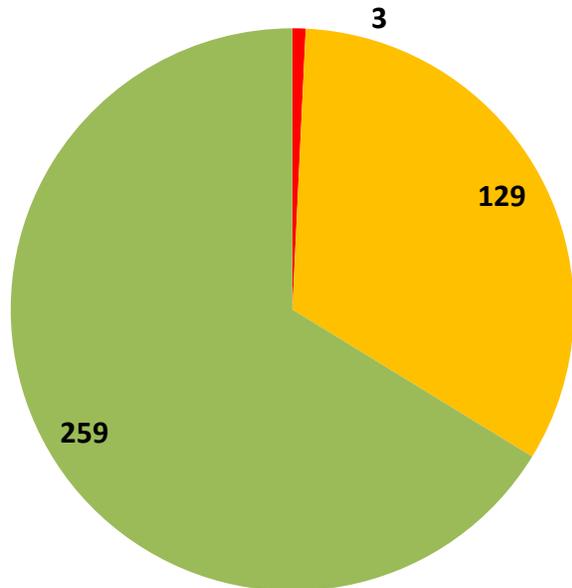
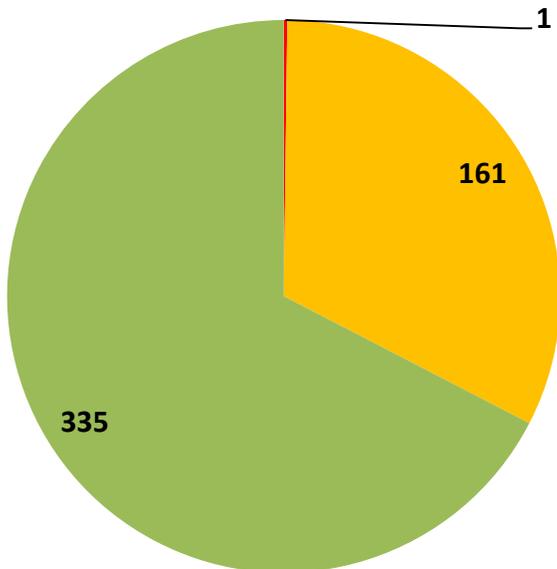
**2020**  
**46**



**2019**  
**497**

## YEAR TO DATE

**2020**  
**391**





STATE OF TENNESSEE  
**DEPARTMENT OF ENVIRONMENT AND CONSERVATION**  
**Office of Sustainable Practices**

William R. Snodgrass Tennessee Tower  
312 Rosa L. Parks Avenue; 2<sup>nd</sup> 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 Les Carlisle**

Bin Location: **Goodlettsville City Hall lobby**

Reporting Period Month: **September 2020**

Pounds Received: **68.2 lbs.**

Comments or questions:

Change in Contact: **Officer Les Carlisle**

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

Officer Les Carlisle  
Goodlettsville Police Department  
105 South Main Street  
Goodlettsville, TN 37072  
Email: [lcarlisle@goodlettsville.gov](mailto:lcarlisle@goodlettsville.gov)  
Office: 615-851-3753  
Cell: 615-202-0934



## **Summary of Month's Activities September 1 – September 30, 2020**

### **Fire Operations**

The Department responded to 302 calls for service in the month of September.

### **Fire Administration**

Chief's Month:

Members completed preliminary work to prepare a residential structure for live fire training in October.

We worked with Public Works to cut tree limbs that had encroached on the City's radio tower.

We completed annual emissions testing for the department's small vehicles.

We worked on a grant application for Rachel's Garden

Worked with other Department Heads to clean up Rivergate Parkway

Worked on appeal of the 2020 ISO Insurance Services Office rating.

Completed the 2021 In-service training plan and submitted to the TN Fire Commission for approval.

Fire Chief Kenneth Reeves asks that you all take stock of your personal preparedness to all hazards inside your home. Fire, tornado, and flood are realistic hazards we all face and a little planning and preparation can make recovery much smoother than no planning at all. Visit <https://www.ready.gov/> for incremental steps we can take to be more prepared.

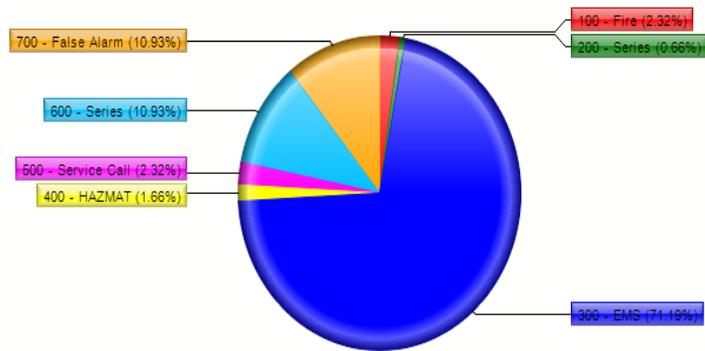
Note: The Department continues to promote our Free Smoke Alarm Installation Program. We hope that any citizen that needs assistance in any way with home fire safety will call 615-851-2245.

**Fire - Incident Types** **10/2/2020**  
**Time: 9:37:03 AM**

Incident Date between 2020-09-01 and 2020-09-30

**Fire Incident Type Breakdown**

Incident Type Group	
100 - Fire	7
200 - Overpressure Rupture, Explosion, Overheat (No Fire)	2
300 - EMS	215
400 - HAZMAT	5
500 - Service Call	7
600 - Good Intent Call	33
700 - False Alarm	33
	<b>302</b>



# Public Works Report – September 2020

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## **SOLID WASTE:**

- Solid waste tonnage collected: 404.49 tons
- Recycled materials collected: 19.02 tons
- Convenience Center solid waste collected (Pit): 30.25
- PIT Construction & Debris: 0.00 tons (WM delayed pick up-COVID)
- Compactor: 6.8 tons
- Metals: 4.65 tons
- Bulk Item Pick Ups: 18
- Cart Repairs/Replace: 53
- New Residents: 34
- Cardboard: 2.85 tons
- Used Oil Gallons: 40.5

## **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: 4.79"
- Worked 192 TN One Calls and 11 Emergency calls

**STREETS:**

- Conducted scheduled preventative maintenance on equipment.
- Repaired various traffic signals and replaced road signs.
- Loads of brush collected throughout City: 23.25
- Sweeping Miles: 18.25
- Cans of Litter Collected: 15.50
- Traffic Signals Repaired: 9
- Street Signs Repaired/Replaced: 3
- Cubic yards of ground wood waste disposed (mulch hauled): 88
- Culvert Maintenance at Francis St. & Two Mile Pk

**INSPECTIONS:**

Stormwater Inspections Commercial Construction Projects	19
Best Management Practices	0
Stormwater Inspections Residential Construction Projects	10
Utility Cut Inspections	0
Driveway Inspections	1
Driveway Permits	1
Street/Sidewalk Inspections	4
Development Sewer Inspections	0
Good Housekeeping Reports	2

**STORMWATER:**

Active Construction Sites (Commercial)	11
Active New Residential Home Sites	5

**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.

**ATTENDED MEETINGS:**

**PARKS DIVISION UPDATE**

**Brooks Park, 302 Mason Lane**

- ◆ Routine maintenance
- ◆ Playground inspection complete

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

- ◆ Installed water filters for water fountains
- ◆ Maintenance on heating and air unit
- ◆ Trimmed shrubs

**Gateway Park, 425 Janette Avenue**

- ◆ Routine maintenance
- ◆ Playground inspection complete

**North Creek Park, Jackson Road**

- ◆ Routine maintenance

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

- ◆ Received quotes for paving three sections of trail
- ◆ Shelter post replaced at Shelter 1
- ◆ Painted handrails on bridges
- ◆ Added EWF to playground

**Peay Park, 200 Memorial Drive**

- ◆ Playground inspection and removal of poison ivy complete
- ◆ Replaced air filters

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

- ◆ Playground inspection complete
- ◆ Prepared pool for winterization

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

- ◆ Extended Splash Pad season through September
- ◆ Closed Splash Pad at end of September

**Athletic Field Maintenance**

- ◆ Replaced bulbs at soccer and quad
- ◆ Prepared for and assisted with two soccer tournaments
- ◆ Adjusted light timers in all parks
- ◆ Basketball goals re-installed in all parks



(Girl's Fastpitch 10U Softball Team)

**RECREATION DIVISION UPDATE**

**Programming**

- ◆ Community Center remained open for use of the Walking Track and fitness classes
- ◆ Continued Senior Adult Call Check program
- ◆ Developed program plans for October events
- ◆ Staff participated in EddieK Virtual Concert representing the senior adult program and recognized Jubilee Hills for National Assisted Living Week

**Athletics**

- ◆ Hosted two soccer tournaments at Moss-Wright Park
- ◆ Continued regular season games in T-ball, Adult Volleyball, Youth Baseball, Youth Softball, Recreation Soccer, and Travel Soccer

**Marketing**

- ◆ Updates to content on City Website & Parks and Recreation Social Media
- ◆ Surveyed past participants for Halloween activities to gauge participation

**Volunteer Hours**

- ◆ 24 volunteer hours



**ADMINISTRATIVE DIVISION UPDATE**

**Staff Updates, Development, & Education**

- ◆ Attended virtual grant workshop through TDEC
- ◆ Participated in the virtual Sumner County Parks Master Plan planning meeting
- ◆ Staff volunteered to participate in the Adopt-a-Street cleanup on Rivergate Parkway
- ◆ Attended CAPRA Accreditation training through NRPA
- ◆ Attended monthly Chamber of Commerce meeting

**Projects**

- ◆ City Commission approved application for the LPRF (Local Recreation and Park Fund) Grant which will be used for the development of Rachel's Garden Playground. Staff worked on preparing pre-application materials
- ◆ Collaborated with the Tourism Department for the purchase of CivicRec, a software conversion to provide enhanced customer service for registration, reservations, etc.
- ◆ Collaborated with the Tourism Department to develop wayfinding signage for the City of Goodlettsville

Sept. Rentals	Resident	Non-Resident
Community Center	2	0
Shelters	13	24
Fields/Courts	0	2

## **Planning and Development Services Department**

**September 2020**

### **Summary of Month Activities:**

#### **Site Development Meetings Attended:**

- Preliminary Commercial Development – 977 Louisville Highway
- Pre-Construction Meeting Auto Sales and Service Development- 867 Springfield Hwy
- Preliminary Tree Nursery and Landscape Business- Long Drive

#### **Administration Meetings Attended:**

- Department Staff Meetings- Online
- Tennessee Department of Environment and Conservation (TDEC) Water Quality – Local Storm Water Audit
- Thistle Top Cabin Review- Hitt Lane with Tourism Director
- Sumner County Parks Master Plan Work Session with Parks Director-Online
- State of Tennessee Flood Plain Training Session- Online

#### **Organizational Meetings Attended:**

- Goodlettsville Regional Planning Commission
- Goodlettsville City Commission
- Certified Public Manager Training Session- UT Institute for Public Service- Online
- Nashville Greater Regional Council (GNRC) – Technical Coordinating Committee

### Stormwater Good Housekeeping

Sweeping September 2020 Files				
Date	Lane Miles	Total CY	Hours	Area/County
9/23/2020	2	1.25	2	Davidson
9/24/2020	5	1.00	2	Davidson
9/29/2020	3	0.50	1	Davidson
9/30/2020	8	6.00	4	Davidson
<b>TOTALS</b>	<b>18</b>	<b>8.75</b>	<b>9</b>	

Litter Removal 9/1/2019			
No. in Party	Location	Cans	Participants
2	Allen Rd./Madison Cr.	1.00	PW Crews
2	Patton Branch/Madison Cr.	1.00	PW Crews
2	Old Dickerson/Hitt Ln.	1.00	PW Crews
2	Rivergate Pkrcway	1.50	PW Crews
2	Loretta/Dorothy	2.50	PW Crews
3	Cartwright	1.50	PW Crews
2	Cartwright/E. Cedar	1.00	PW Crews
22	Rivergate Parkway	12.50	Goodlettsville AAS
1	Cartwright St./Old Stone Bridge	0.50	PW Crews
7	Main St.	2.00	Church of Christ AAS
2	E. Cedar/Williamson Rd./Hitt/Old Springfield	2.00	PW Crews
2	Robert Cartwright/Old Brick church	2.50	PW Crews
3	Moncrief/LHP Hardees Ditch	1.00	PW Crews
8	Cnference Dr.	5.00	SDA AAS
	<b>Total</b>	<b>35.00</b>	<b>350 lbs.</b>

### Stormwater Meetings

September 2020 Schedule		
9/1/2020	TDEC AUDIT	City Hall
9/2/2020	TDEC AUDIT	City Hall
9/3/2020	TNSA Regional Quarterly Meeting	ZOOM
9/8/2020	Parkview Preserve Meeting	Onsite 2:30 pm
9/14/2020	WK Dickson Meeting	11:30-2pm
9/15/2020	Clean Water Act (CEC)	ZOOM 8-9:30am
9/17/2020	CAP Meeting	ZOOM 9-10am
9/29/2020	Environmental Meeting W/Clarke Willey	Brickyard Café 4pm

### Stormwater Drainage Projects Completed

Stormwater Projects 9/1/2020				
CREATION DATE	STREET	WORK	HRS.	Comp. Date
7/14/2020	Two Mile Pike Project	Capital Maintenance Project	744	9/30/2020
		<b>TOTAL</b>	<b>744</b>	

### Land Disturbance Permit Activities

- Total active sites – (10)
- Land Disturbance Permits Issued – (1) Hoss Auto



## Economic Development Monthly Report for September 2020

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- Met with the City Clerk and the City Recorder to discuss business licensing and also to determine ways in which ECD can utilize information that is already being captured by the Administrative Division.
- Attended webinar through Retail Strategies titled “How Changing Consumer Habits Impact Real Estate and Community Budgets”
- Joined other city staff in trash pickup on Rivergate Parkway. We will do this quarterly as part of the Adopt-a-Street Program.
- Working with a retail and service provider to find space for a satellite location in Goodlettsville
- Gave final presentation for certification in Economic and Community Development in the State of Tennessee through the University of Tennessee’s Center for Industrial Services. My final capstone paper is titled, “Overcoming Identity Crisis through Placemaking: Perks and Pitfalls of being Nashville’s Neighbor”.
- Attended the Goodlettsville Chamber of Commerce’s virtual monthly luncheon
- Updated the Goodlettsville online business directory located on the City of Goodlettsville website ECD section. We take current business license information to overlay business listings onto a zoning use map of the city.
- Posted the new and renewed business licenses and beer permits issued, to the Goodlettsville Business Facebook page
- Participated in the Goodlettsville Planning and Zoning Board Meeting – gave update of the purchase of the former Macy’s building.

### **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.

# Goodlettsville Codes/Building Activity Report September 2020

## DEPARTMENT OF 4 EMPLOYEES:

Larry DiOrio- Director- Building Official/Fire Marshal  
 Mike Bauer-Senior Inspector/Fire Marshal  
 Kerry Jackson-Property Standards/Residential Building Inspector  
 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	51 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	3 inspections
Fire Investigations	Duties of Fire Marshal involving fires/inspections in the city limits	1 investigation
Building Inspections	Building Related	125 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	63 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	41 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.	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)	4 hours
Property Maint. Liens	Unpaid property maint.issues including grass cutting, demo of unsafe structures, etc.	2
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	1
Issuing of Addresses	Assisting Metro/Davidson County 911 with assigning addresses for the city	2 addresses
Plan Reviews	In-house plan review by M. Bauer/Assisted also with outsourced plan reviews	4 properties
Storm Water Report	Monthly Storm Water Report for Administrative Building/	1 Report
Unsafe Structure Abatement	Demolition of unsafe structure	0 structure
Citations to Court	Municipal Code Violations	2 citations
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	daily

**Goodlettsville Codes Department Building Report September 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>
<b>New Residential</b>										
20200262	9/14/2020	230,000.00	25.08	14	14	50 French Street	Ryan Homes	Ryan/65321	New Residential	Davidson
20200272	9/23/2020	323,502.00	25.08	16	16	42 French Street	Ryan Homes	Ryan/65321	New Residential	Davidson
20200273	9/23/2020	279,987.00	25.08	15	15	46 French Street	Ryan Homes	Ryan/65321	New Residential	Davidson
20200274	9/23/2020	350,299.00	25.08	21	21	49 French Street	Ryan Homes	Ryan/65321	New Residential	Davidson
20200275	9/23/2020	1,174,477.00	25.08	80-84	80-84	385,389,393,397,401 S. Downs Cr.	Ryan Homes	Ryan/65321	5 unit -New Residential	Davidson
20200276	9/29/2020	768,987.00	121	131		1388 Madison Creek Rd.	Chirs Davis	Drees/46955	New Residential	Sumner
<b>Total</b>		<b>3,127,252.00</b>								
<b>New Commercial</b>										
<b>Total</b>		<b>0.00</b>								
<b>Additions &amp; Remodeling</b>										
20200245	9/1/2020	1,000.00	18.16	101		439 N. Main St.	Quantum Neuroscience	Owner	Sign	Davidson
20200247	9/1/2020	268,000.00	25	137		813 S. Dickerson Rd.	Vanco Manor	Holland Roofing/42418	Commercial Roof	Davidson
20200249	9/1/2020	1,500.00	18.16	182		309 N. Main St.	American Freight	AAA Sign me up/64796	Sign	Davidson
20200250	9/2/2020	5,000.00	34.09	39		302 Marita Ave.	Ronald Davis	Homeowner	Deck	Davidson
20200251	9/3/2020	12,000.00	18.07	121	71	204 Charleston Dr.	Curtis Stokes	Joe Staub/55938	Deck	Davidson
20200252	9/13/2020	4,500.00	26.00	104	Suite 8	900 Conference Drive	Ascension St. Thomas	Adams Signs	Sign	Davidson
20200253	9/4/2020	1,000.00	143	28	114	401 Ellen Drive	Hugo Sanchez	Homeowner	Deck	Sumner
20200254	9/11/2020	127,000.00	143B	1	143	1013 Emily Drive	Kristie Guthrie	AR Stoneworks/72646	Pool	Sumner
20200257	9/14/2020	0.00	143F	6	6	127 Tara Lane	Wesley Horton	Maynard Select	Mechanical	Sumner
20200258	9/14/2020	1,000	25.03	7		512 Moncrief Ave.	Mark Harvey	Homeowner	Extend Shed	Davidson
20200263	9/15/2020	181,027.00	19.14	18		155 Northcreek Blvd.	Vintage Northcreek	Pools by Bill/35651	Pool	Davidson
20200264	9/16/2020	85,000.00	140	108.03		1173 Madison Creek Rd.	Brandon Vance	Homeowner	Pool	Sumner
20200265	9/17/2020	0.00	16.16	98		429 N. Main Street	Mansker Creek Nutrition	Homeowner	Fire-Life Safety	Davidson
20200267	9/22/2020	18,000.00	25.08	83.01		600 S. Main Street	Cooke Properties	Legacy Signs	Sign	Davidson
20200268	9/22/2020	0.00	26	104		900 Confernce Dr.	Goodlettsville Nutrition	Owner	Fire-Life Safety	Davidson
20200270	9/22/2020	161,000.00	26.1	2	Suite 15C	400 Professional Park	Matthews Co.	64220	Commercial Buildout	Davidson
20200271	9/22/2020	0.00				Ste 101/102 324 Long Hollow Pike	Japan House	DC Fire	Fire Inspection/Safety	Davidson
20200278	9/29/2020	6,000.00	143D	96		346 Old Stone Rd.	Bobby Pulley	Homeowner	Deck /Roof	Sumner
<b>Total</b>		<b>872,027.00</b>								
<b>Single Family Dwellings</b>										
<b>Total New Residential</b>		<b>3,127,252.00</b>								
<b>Total New Commercial</b>		<b>0.00</b>								
<b>Total Add/Remodels</b>		<b>872,027.00</b>								
<b>Total All Permits</b>		<b>3,999,279.00</b>								

<b>Total New Residential</b>		<b>3,127,252.00</b>
<b>Total New Commercial</b>		<b>0.00</b>
<b>Total Add/Remodels</b>		<b>872,027.00</b>
<b>Total All Permits</b>		<b>3,999,279.00</b>

<b>Single Family Dwellings</b>		
Davidson	9	
Sumner	1	
<b>TOTAL</b>	<b>10</b>	