



City Manager Report: January 2015

Distributed: February 26, 2015



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 and distributed at the fourth Thursday Study Session prior to the City Commission meeting

Featured Picture:

The Bowen Plantation House located in Moss-Wright Park was constructed around 1787. Costumed interpreters host tours, school groups, and special events at the Bowen House and Mansker's Fort March-December.

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Tim Ellis, City Manager

February 20, 2015

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, 2015 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 fluid and cursive, with the first name "Tim" and last name "Ellis" clearly distinguishable.

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, 2015

Legislative Accomplishments

- Board of Commissioners adopted the following ordinances:
 - Approved Ordinance No. 14-827, an ordinance to amend ordinance 06-674 as amended, the zoning ordinance of the City of Goodlettsville, by amending language relative to maximum height of structures in Goodlettsville, Tennessee.
 - Approved Ordinance No. 14-828, an ordinance to amend ordinance 06-674 as amended, the zoning ordinance of the City of Goodlettsville, by changing the zoning classification of certain property from General Industrial (GI) to Commercial Services (CS).
- The Board of Commissioners also took action on the following resolutions:
 - Approved Resolution 15-614, a resolution approving a Memorandum of Understanding between the City of Goodlettsville Fire Department and Metropolitan Nashville Fire Department.
 - Approved Resolution 15-615, a resolution declaring property surplus to the needs of the City of Goodlettsville and calling for its disposal by online auction or any other reasonable manner.

○ Other Items Considered by the Board

- Approved an agreement with the White House Utility District for meter reading and other services.
- Approved an engineering agreement with Gresham Smith & Partners for providing design and other services for the Main Street Streetscape Project.

- Approved an engineering agreement with Griggs and Maloney for providing construction engineering inspection services for the Main Street Streetscape Project.
- Approved an engineering agreement with Ragan Smith Partners for providing master planning, design and engineering inspection services for conference drive enhancements.

Legislative Matters Forthcoming

- Ordinance designating the Board of Zoning Appeals to also serve as the Board of Construction Appeals.
- Ordinance creating a Tree Board.
- Ordinance amending the Stormwater Management plan.
- Ordinance changing the zoning classification of certain property within the city.
- Ordinance to remove certain parcels of property from the Interchange Overlay zone.

Commissions and Boards

- **Beer Board**
 - Approved an on-premises beer permit to Crave Designs, located at 1201 Twelve Stones Crossing Goodlettsville, TN. The applicant is Matthew Wilbanks, 100 Braxton Park Ct., Goodlettsville, TN.
 - Approved an off-premises beer permit to Walgreens Boots Alliance Inc., located at 101 North Main St., Goodlettsville, TN 37072. The applicant is Bryan K, Jenkins, 108 Mason Circle, Goodlettsville, TN at Walgreens #07302.
 - Approved an off-premises beer permit to Walgreens Boots Alliance Inc., located at 455 Long Hollow Pike, Goodlettsville, TN 37072. The applicant is William Ray Buckberry, 131 Shorecrest Circle, Hendersonville, TN 37075 at Walgreens # 10348.

- **Planning Commission**

- Approved a request by Darryl Graham, 1411 South Dickerson Rd., Goodlettsville, TN 37072 to rezone property located at 956 Louisville Highway, parcel 50 as shown on Sumner County Tax Map 141, by removing the Interchange Overlay (INT)
- Approved a request by Steven E. Artz & Assoc., P.O. Box 923, Springfield, TN 37172 for approval of Hilliard and Lyons Trust Subdivision, Davidson County property map 25-04 parcels 28 & 29, owned by Hilliard Lyons Trust Co., 40 Burton Hills Blvd., Suite 300, Nashville, TN 37215
- Elected Jim Galbreath, Chairman and Jim Driver, Vice-Chairman for 2015

- **Board of Zoning Appeals**

- Rejected a request by Kianah Anderson and Ralpheel Richardson for a conditional use permit for a Group Home use in the CSL – Commercial Services Limited district. The applicant is Kianah Anderson and Ralpheel Richardson on behalf of New Bright Care Homes, 704 Reeves Rd., Antioch, TN 37013, as shown on Davidson County Tax Map 26-13, Parcel 39 owned by Felix Adetunji, 6004 Port Anadarko Trail, Hermitage, TN 37076.

- **Parks, Recreation & Tourism Advisory Board**

- The Parks, Recreation and Tourism Advisory Board did not meet during the month of January.

- **Industrial Development Board**

- The Industrial Development Board met but did not consider any action items during the month of January.

Ongoing Work

- Overall Capital Improvements Program.
- “My Goodlettsville” Program.
- Traffic congestion mitigation.
- Conference Drive Enhancements.

- Main Street Stakeholders creation.
- Economic Development Projects.
- Selection of A/E firm for the Main Street Streetscape and Conference Drive Project.
- Senior Citizens Center construction.
- Main Street Streetscape Project.
- CSX/ North Main Street congestion mitigation.
- TownSquare.
- Peay Park redevelopment conceptual plan.
- Sewer pump station elimination.
- City Ambassador Program.
- Vision / Strategic Plan.
- Main Street Streetscape Project.
- Streambank stabilization of Manskers and Madison Creeks.
- Further implementation of Lean Government principles.
- City-wide Beautification.
- Utility Billing Start-up.

Public Information Office / City Recorder Monthly Report January 2015

News & Announcements

- “Study Session Discussion Items and Meeting Agenda for 01/08/15 Meetings”
- “Board of Commissioners Meetings Posted for Online Viewing”
- “Study Session Discussion Items and Meeting Agenda for January 22, 2015 Meetings”
- Crime Reduction is Evident in the City of Goodlettsville; a Two-Year Comparison”
- “City Manager’s Monthly Report for December 2014 is Posted”
- Employee of the Month recognition: Talisa Cowden was EOM for January.
- Police Department recognitions:
 - Kim Campbell, Police Department Employee of the Month
 - Donald Brinton, Officer of the Month
 - Charlene Busta, Communications Officer of the Year
 - Charlie Hauskin, Police Officer of the Year
 - Hannah Welch, Oath of Office
 - RiverGate Meadows Apartment Staff: Kimberly Seapaul, Amanda Comer, and Odel Grant for their help in on a case

Meetings/Events

- Participated in a webinar for creating and accessing reports in the benchmarking software called Covalent
- Attended a ribbon cutting at JumpStreet
- Attended ribbon cutting at Happy Asian Bistro
- Attended the January Chamber of Commerce Monthly Luncheon

Admin

- Fulfilled public information request for SmartProcure.
- Updated commissioner and staff listings with MTAS
- Assembled briefing packets for the regularly scheduled January 8th and January 22nd commission meetings.
- Drafted Board of Commissioners meeting minutes for January meetings.
- Produced the City of Goodlettsville Newsletter for February
- Compiled the City Manager’s Monthly Report for December
- Performed website administrator job functions as needed: web postings and page reviews

Finance and Administration Monthly Report

January 2015

FINANCE

- Met with RJYoung in regards to our A/P streamlining project. Next step will be a demo of our workflow.
- Had a conference call with Melissa McGee with Allen, McGee and Associates to finalize plans for our Hotel/Motel Tax Audit.
- Attended TGFOA Board meeting in Franklin.
- Participated in our Bi-weekly Utility Billing Project Status Update conference call.
- Participated in Benchmarking Software training via webinar.
- Attended the Corps of Engineers meeting with residents on Janette Ave.
- Was interviewed by the State Dept. of the Military regarding our FEMA claim from April 2011.
- Attended a meeting with representatives of First State Bank regarding services and products they can offer.
- Attended ribbon cutting at Jump Street in Rivergate Mall.
- Completed and submitted quarterly 941 and unemployment reports for the 4th Quarter 2014.
- Prepared and mailed 1099's to eligible contractors.
- Attended Government Stakeholder's Meeting.
- Met with Windrow Phillips Group regarding the upcoming legislative session.
-

Human Resources

- 1/6/15 processed W2s and keyed new rates for 2015.
- 1/19/15 Insurance Broker meeting with committee.
- 1/20/15 Wellness meeting
- 1/19/15 & 1/20/15 Athletic & Events Coordinator Interviews
- Hired: no new hires.
- Terms during the month: Linda Moss, Brenda Bell & Phillip Gibson retired. A wastewater tech termed.
- Worker's Compensation accidents in the month: no accidents.
- Full-time employees: 127; Part-time employees: 25.
- Job opening: Engineer, Athletics & Events Coordinator, Dispatcher, PT Utility Worker in Recycling Center

**City of Goodlettsville
Financial Summary
January 2015**

UNASSIGNED FUND BALANCE

Operating Fund	Current Month	Budget 06/30/2015	%
General Fund	2,758,316	3,502,058	79%
Sanitation	(39,360)	1,582	-2488%
Tourism	746,781	346,178	216%

CASH IN BANK

General Fund	2,898,140
Sanitation	(141,067)
Tourism	402,089
Sewer	9,604,032
Stormwater	667,862
Total Cash	13,431,056

SALES TAX COLLECTIONS

	Sumner Current Year	Sumner Prior Yr	Davidson Current Yr	Davidson Prior Year	Total Current Year	Total Prior Year
Aug	40,852	38,028	301,966	300,541	342,818	338,569
Sep *	44,928	41,819	231,297	252,323	276,225	294,142
Oct *	38,647	38,605	224,144	274,700	262,791	313,305
Nov * @	44,181	41,316	225,317	282,741	269,498	324,057
Dec * @	46,340	40,903	198,245	264,997	244,585	305,900
Jan @	43,013	35,748	227,673	287,481	270,686	323,229
Feb						
Mar						
Apr						
May						
Jun						
YTD	257,961	236,419	1,408,642	1,662,783	1,666,603	1,899,202

* Metro Situs Audit resulted in a 4 month payback of prior collections in error (\$58, 047.01 per month)

@ Dept of Revenue incorrectly credited numerous and significant businesses' sales tax to Metro. Status pending.

Governmental Revenues are typically received in arrears, i.e., July revenues are received in August. The revenues collected in July, were for the month of June, and were recorded in prior year financials.

**City of Goodlettsville
Financial Summary
January 2014**

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	
General Fund	Revenues	1,280,527	5,996,667	13,068,078	45.89%
General Fund	Expenditures	1,480,443	7,763,484	14,569,946	53.28%
Net Increase/Decrease		(199,916)	(1,766,817)	(1,501,868)	
Sanitation Fund	Revenues	56,594	385,363	758,500	50.81%
Sanitation Fund	Expenditures	76,813	465,451	884,018	52.65%
Net Increase/Decrease		(20,219)	(80,088)	(125,518)	
Tourism	Revenues	34,777	309,149	477,400	64.76%
Tourism	Expenditures	31,837	266,317	659,957	40.35%
Net Increase/Decrease		2,940	42,832	(182,557)	
Sewer	Revenues	422,540	2,657,346	4,961,000	53.56%
Sewer	Expenses	299,091	1,881,447	5,313,065	35.41%
Net Increase/Decrease		123,449	775,899	(352,065)	
Stormwater Utility	Revenues	477,831	587,059	604,250	97.15%
Stormwater Utility	Expenses	16,172	41,978	690,463	6.08%
Net Increase/Decrease		461,659	545,081	(86,213)	

OPERATIONS EXPENDITURE SUMMARY

<u>General Fund Operating Dept</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Budget</u>
General Government	138,082	809,391	1,551,858	52%
Community Development	52,333	328,803	560,228	59%
Police	496,837	2,472,997	4,604,085	54%
Fire	240,437	1,100,451	2,357,812	47%
Hwys & Streets	160,371	1,064,579	1,909,056	56%
Parks/Recreation	124,578	706,208	1,545,404	46%

NEW BUSINESS LIC ISSUED**JANUARY 2015**

- | | |
|---|--|
| 1. Pro Massage & Chiropractic, Inc.
907 R'gate Parkway Suite E-5 | Celisa Ellis
opened 01/01/2015 |
| 2. Luke Audio, LLC
602 South Main Street | Allen Luke
opened 01/09/2015 |
| 3. Ron Stanley Electric
1004 Louisville Hwy | Ronald Stanley
opened 01/30/2015 |
| 4. Faces etc. Permanent Cosmetics
1003 Emily Drive | Tammy O'Fallon
opened 01/30/2015 |
| 5. PRAHI Inc./dba Indian Market
707 R'gate Pkwy #E | Ramesh A. Desai
opened 01/30/2015 |

MONTH OF JANUARY 2015**MONTHLY MANAGEMENT REPORT****COURT**NUMBER OF TICKETS ISSUED IN JANUARY 2015 - **400**NUMBER OF DEFENDANTS APPEARING IN COURT

JANUARY 13	9:00	A.M.	48
JANUARY 13	1:00	P.M.	31
JANUARY 20	9:00	A.M.	55
TOTAL FOR MONTH			134
JANUARY 20	1:00	P.M.	10

CONTESTED COURT SESSIONNUMBER OF NON-TRAFFIC CITATIONS (i.e. codes / misdemeanors violations)

CODES 0

MISDEMEANORS 1

NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL 73

EIGHT HOUR SCHOOL 0

Administrative Assistant to the City Manager's Office
January 2015

Administrative

- Organized weekly staff meetings
- Attended Ribbon Cutting at Jumpstreet and Happy Asian Bistro
- Filmed Board of Commissioners Meeting on 1/8 and on 1/22, uploaded videos to website and distributed them through Notify Me emails
- Administered the first meeting of the My Goodlettsville committee on 1/29
- Organized and attended Government Stakeholders Meeting on 1/29
- Organized and attended the Main Street Stakeholders lunch on 1/30

Assistance to Firefighters Grant

Grant Description: Federal grant to fund 95% of project with 5% match

Project Description: To purchase 31 4500 psi Self Contained Breathing Apparatus' and an air compressor/cascade system and 2 cylinder fill station with CO monitor

Project Cost: \$243,295

Funds Requested: \$231,710

City Match: \$11,585

Status: **Submitted**

Bulletproof Vest Partnership Awards

Grant Description: Federal grant to fund half of the purchase of compliant armored vests

Project Description: To purchase compliant armored vests

Project Cost: \$1,575

Funds Requested: \$787.50

City Match: \$787.50

Status: **Awarded \$1,005.21** – Funds are to be used within two years

Governor's Highway Safety Office Grant

Grant Description: Federal grant not exceeding \$5,000

Project Description: High visibility law enforcement campaign – speed trailer

Project Cost: \$5,499

Funds Requested: \$5,000

City Match: \$0

Status: **Awarded full \$5,000** – Speed trailer has arrived. Must submit invoice and check to vendor to the GHSO to receive funding.

TML Safety Grant

Grant Description: TML Risk Management Pool matching safety grant

Project Description: To purchase reflective clothing and safety boots

Project Cost: \$4,000

Funds Requested: \$2,000

City Match: \$2,000

Status: **Approved** – Departments are to submit receipts from purchases of safety boots and equipment to be submitted for reimbursement

Walmart Community Grant

***Will apply to two Walmarts**

Grant Description: A Walmart grant not exceeding \$2,500 to support local communities

Project Description: To purchase as many tasers for the Police Department as grant money allows

Project Cost: \$16,800 – 21 tasers at \$800/each

Funds Requested: \$5,000

City Match: \$0

Status: **Not Selected During this Cycle. Will apply again in February**

Goodlettsville Police Department Chief Goodwin's Monthly Report January 2015

On January 14th I presented for our department at the Law Enforcement Day for Leadership Sumner. On January 24th I was a judge for the chili cook-off at the GCPC. I attended ribbon cuttings at Jump Street on January 23rd and Happy Asian Bistro on the 26th. We spoke to the Seniors at the Community Center on January 27th. I attended the Drug Task Force meeting on the 18th and the Chamber Luncheon on the 22nd.

In review of the TIBRS data comparing January 2015 to January 2014 Crime Against Person decreased from 24 to 15 a 37% decrease, and Crime Against Property increased from 64 to 82 a 22% decrease and overall we had a 9% increase. Our UCR total for the month is an 8.06% increase in UCR Crimes.

Our proactive efforts of our officers were very good for the month of January. As a result our officers made 1227 Traffic Stops and 9 Terry Stops. They made 87 Traffic Arrests and 15 DUI Arrests. From these Traffic Stops resulted 2 Felony charges, 87 Misdemeanor charges, and 15 warrants were served. They had 27 drug confiscations (19 from traffic stops). They issued 53 Misdemeanor Citations, made 80 Physical Arrests with 88 Misdemeanor charges and 31 Felony charges. They issued 1 Juvenile Citation and 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 42 Warrant Service Attempts. They served 20 Felony Warrants and 40 Misdemeanor Warrants.

Our officers continue to check our neighborhoods, businesses and parks. They conducted 631 checks of neighborhoods, 367 checks of apartment complexes, 592 businesses checks and 250 park checks. They had 891 Community Contacts.

The Communications Officers of the Month are Jodi Stepp and Pat Wynn. Jodi and Pat were dispatching during a homicide. They dispatched police, fire and EMS all while obtaining to gain further information from the caller. The patrol supervisor was very impressed with the amount of information they obtained and documented in the CAD. Our Officers of the Month are Carey Birdine, Charles Hauskin and Brandon Wright. Officers Brinton responded to a suspicious person call at an area motel. They located two subjects and after a thorough investigation recovered numerous pills that had been offered in a prostitution deal. In all there were 6 felony & 3 misdemeanor charges obtained on all those involved.



JANUARY TIBRS

TIBRS Group A Offenses

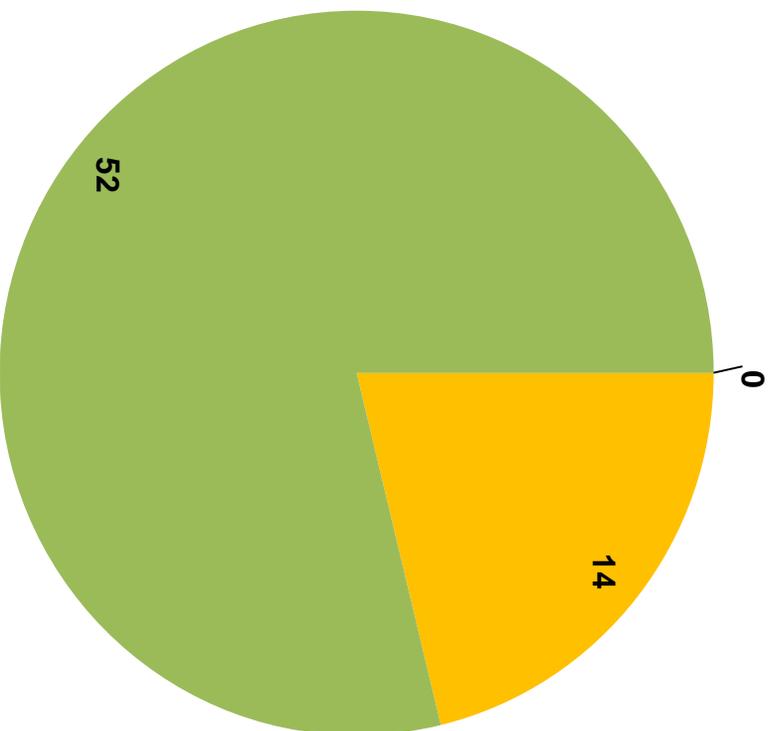
	2015 Offenses Reported	2014 Offenses Reported
Crimes Against Persons	15	24
Murder	2	0
Negligent Manslaughter	0	0
Kidnaping/Abduction	0	1
Forcible Rape	0	0
Forcible Sodomy	0	0
Sexual Assault W/Object	0	0
Forcible Fondling	0	0
Incest	0	0
Statutory Rape	0	0
Aggravated Assault	5	6
Simple Assault	8	14
Intimidation	0	3
Stalking	0	0
Crimes Against Property	82	64
Arson	0	0
Bribery	0	0
Burglary	6	5
Counterfeiting/Forgery	2	2
Destruction/Damage/ Vandalism	11	5
Embezzlement	2	0
Extortion/Blackmail	0	0
Fraud - False Pretenses	11	5
Fraud - Credit Card/ATM	1	0
Fraud - Impersonation	1	2
Fraud - Welfare	0	0
Fraud - Wire	0	0
Motor Vehicle Theft	1	2
Robbery	4	1
Stolen Property Offenses	0	0
Theft - Pocket-picking	0	0
Theft - Purse Snatching	0	0
Theft - Shoplifting	30	25
Theft From Building	7	6
Theft From Coin Machine	0	0
Theft From Motor Vehicle	4	8
Theft of Motor Vehicle Parts	0	2
Theft - All Other Larceny	2	1
Total Group A Offenses	97	88

JANUARY CRASH REPORTS

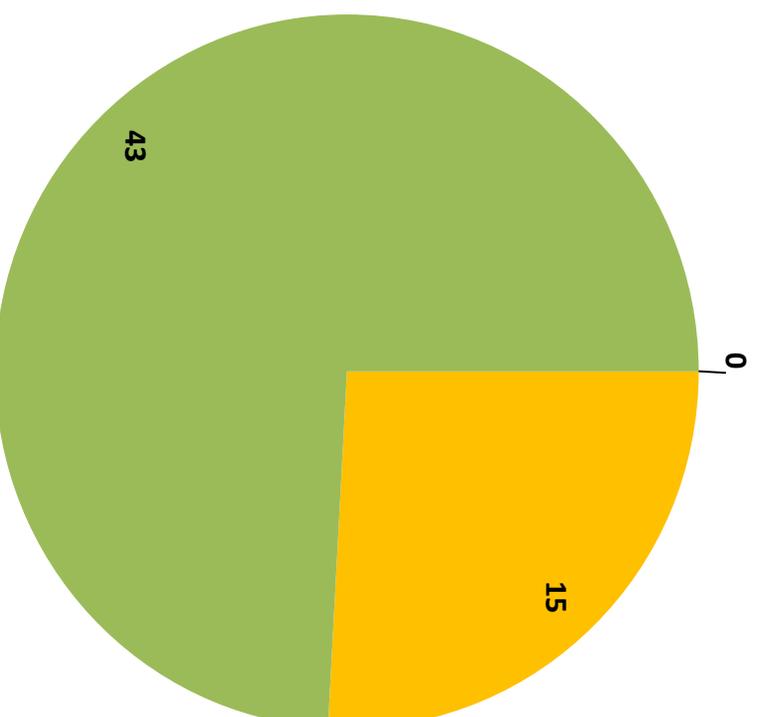
■ Fatal

■ Injury

■ Property Damage



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2014 REPORTS
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JANUARY COMPSTAT WEEKS 1 THRU 5

	CURRENT	2015 YTD		2014 YTD		% change	2014 TOTAL
Murders	2	YTD	2	YTD	0	NC	1
Rape	0	YTD	0	YTD	0	NC	1
Robbery (Commercial)	1	YTD	1	YTD	1	0.00%	8
Robbery (Street)	3	YTD	3	YTD	0	NC	11
Aggravated Assault	4	YTD	4	YTD	1	300.00%	23
Aggravated Assault - Dom Viol	3	YTD	3	YTD	3	0.00%	17
Burglary (Commercial)	2	YTD	2	YTD	2	0.00%	15
Burglary (Residential)	5	YTD	5	YTD	5	0.00%	51
Auto Burglaries	3	YTD	3	YTD	7	-57.14%	89
Larceny	10	YTD	10	YTD	11	-9.09%	139
Shoplifting	32	YTD	32	YTD	30	6.67%	385
Motor Vehicle Theft	2	YTD	2	YTD	2	0.00%	19
Total Offenses	67	TOTAL YTD	67	2013 YTD	62	8.06%	759

Fire Department January 2015

Summary of Month's Activities

Fire Operations

The Department responded to 231 calls for service for the month of January.

Fire Administration

Administration

The Fire Department started the year with an aggressive Training Plan for the Goodlettsville Firefighters with the 2015 Skills and Drills plan. Eight specific drills, named *Performance Standards*, have been designed to maintain and further develop basic skill sets that improve firefighter efficiency. Two new skills were added this year; Master Streams and Pump Operations. Master stream is a term that describes a large water line used to extinguish large fires. Fire engines have pumps to supply water with pressure for fire suppression, this is pump operations.

In addition to the *Performance Standards*, the Fire Department has several other education and training courses planned for the firefighters. Modern construction practices have changed dramatically over the last 20 years. Newer built homes do not withstand structural damage caused by fire and are subject to dramatic collapse. Most modern furniture and household decorations are made using lightweight synthetic materials that burn readily when exposed to fire. Goodlettsville Firefighters have trained extensively on fire behavior in modern construction. This focus will continue throughout 2015.

The year's Fire Prevention emphasis will be on Smoke/CO Detectors and Family Fire Escape Plan awareness. Each family should have a fire escape plan and designated meeting spot for their home in case of fire. The Fire Department recommends that each household discuss fire safety and practice a fire escape plan and a designated meeting place.

2015 Skills and Drill Plan

Jan- PPE, Turn-out gear PS001

Feb- Mayday PS002, Firefighter Disorientation, SCBA Confidence

March- PS005 SCBA, VES Training, Forcible Entry

April-PS003 1 ¾, PS004 2 ½, Modern Residential Fire Attack, Hot Weather ops.

May- PS006 Ground ladders, Fire Ground Command Simulation

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

Firefighter Training**January Training:**

Pre-fire planning Rivergate Mall

Annual Territory

Target hazard Training

2015 Skills and Drill Plan

Training Plan for 2015:

2015 Skills and Drill Plan

Jan- PPE, Turn-out gear PS001

Feb- Mayday PS002, Firefighter Disorientation, SCBA Confidence

March- PS005 SCBA, VES Training, Forcible Entry

April-PS003 1 ¾, PS004 2 ½, Modern Residential Fire Attack, Hot Weather ops.

May- PS006 Ground ladders, Fire Ground Command Simulation

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

Implemented Performance Standards plan

January – PS0001 Personal Protective Equipment

February- PS0002 MAYDAY

March- PS0003 1 ¾ hand line deployment/burst length,

PS0004 2 ½ hand line deployment/Hotel Pack

PS0005 SCBA

April- PS0006 Ladder Carry/ Saw operations

May- continue with PS006 Ladder Carry

June- PS006 Ladder Carry

Fleet Maintenance

1 Scheduled Service

13 Repairs

Special Projects

Figuring what brackets and possible new equipment will be needed for the New Engine
Went to the NAFECO Expo

Outstanding Issues

Waiting on Blades for the K12 Saw

Working on SOP for Vehicle Maintenance and Repair

Working on Daily Checklist for Vehicles

Cost Savings

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

15 Building Repairs

Roger Denton installed a new HVAC Unit in the Training Room and a programmable thermostat in front office area

Overhead Door- repairs to Front, Back and Medic Bay doors

Working on the PO for the Front Sign repairs needed

Working with Bryan on the Energy Conservation Project to include the roof, caulking and other projects

Meeting with City Hall about First Aid Kit at Fire Hall

Fire Special

Training hours- Target Safety, Annual Performance Standard, Suicide Prevention, Apparatus Safety webinar and Physical Training

Researching and Pricing Thermal Imaging Camera's with help

Exxon on Fuel spill

Goodlettsville Fire Department
Incident Report
Incident Totals

Jurisdiction 19226

January 1, 2015 thru January 31, 2015

CATEGORY TOTAL CALLS

Total Calls 231

Structure Fires	0	Hazardous Calls	4
Vehicle Fires	0	Service Calls	14
Brush/Grass Fires	1	Good Intent Calls	28
Overpressure Rupture/Explosion - No Fire	0	System Malfunction, Malicious False	2
Refuse/Rubbish Fires	0	Unintentional False	6
Other Fires	4	Other False	9

Total Fires 5**Total False 17**

Rescue and EMS	49	<i>(Vehicle Accidents with Injuries 8)</i>	Weather Related	0
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Mutual Aid Received	14	Incidents with Exposures	0
Mutual Aid Given	71		

Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	\$00.00
Fire Service Death	0	Contents	\$00.00
Non-Fire Service Death	0	Non-Fire Dollar Loss	
Fire Civilian Injuries	0	Property	\$0.00
Non-Fire Civilian Injuries	0	Contents	\$0.00
Fire Civilian Deaths	0		
Non-Fire Civilian Deaths	0		

Public Works Report – JANUARY 2015

SOLID WASTE:

- Convenience center solid waste collected: 43.24 tons
- Solid waste tonnage collected: 351.81 tons
- Street sweeping debris removed off of streets: 38 cy
- Recycled materials collected: 61.16 tons
- Wood waste removal: 80 cy
- PIT C&D: 120 cy

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: 2.36"

Public Works Selected Performance Indicators	Total	YTD
Curb – Repair/Install/Remove	0	0
Driveway Permits Issued	1	1
Excavation/Street Cut Permits Issued	0	0
Exemption/Back Door Route Requests	0	0
Land Disturbance Permits Issued	0	0
Sanitation – Bulk Item/Junk Pick-Up Request	5	5
Sanitation – Cart Repairs	19	19
Sanitation – Second Cart Request	3	3

Signs Repaired/Installed (Street or Name)	50	50
Stormwater Inspections Performed	30	30
Stream and/or Tributary Clean-Up/Clean-Outs	0	0
Streets Paved	0	0
Streets Repaired (e.g., pothole)	10	10
Streets Striped	0	0
Tennessee One Calls	81	81
Traffic Signal Repair	30	30
Tree Trimming Requests	10	10
Vehicle Maintenance – Routine	15	15
Vehicle Maintenance – Unscheduled	25	25
Water Quality-Related Outreach Events	2	2

PUBLIC WORKS FACILITY, OUTREACH, & PROJECT REVIEW:

- Weather briefing, utility set-up, and APWA conference calls
- Drainage repairs throughout City
- Participated in City-wide weekly staff meetings
- Met with consultant to review Sewer corrective Action Plan, Phase 1
- New development/redevelopment plans reviews
- Replaced street signs with new HIP signage
- Working with consultant and contractors to tweak signalization programming along Long Hollow Pike corridor
- Daily underground storage tank testing
- Monthly fuel pump inspection and cleaning
- Weekly departmental meetings and monthly staff safety meetings
- Traffic signal inspection and maintenance
- Participated in Planning Commission, Board work sessions and Board of Commission meetings
- Various meetings with residents and business owners
- Interviews for wastewater technician
- Met with ServPro to develop ERP

- Met with Vol State and WKU to develop on-going research project to submit to TDEC regarding delisting of 303(d) listed streams
- Attended First Aid Committee meeting

Coordinated and facilitated two stormwater manager meetings

Met with consultants regarding signal coordination troubleshooting and repair

Met with CEMC regarding street light installation on 31W from I-65 to City limits

Various staff participated in various committee meetings

Participated in US ACE Dry Creek presentation

Attended Benchmarking training facilitated by MTAS

Attended APWA-facilitated webinar

Updated Public Works phone tree

Attended utility billing set-up conference calls

Participated in annual Legislative meeting

OUTSTANDING ISSUES:

- Working with TDOT to finalize CMAQ project
- FHWA/TDOT Local Programs Projects
- Bent sign/retro-reflectivity sign replacement program (on-going)

Parks, Recreation, and Tourism Monthly Report

January 2015

ADMINISTRATION

- Attended multiple activenet trainings
- Interviewed candidates for the Athletics and Events Coordinator position
- Attended a meeting with representatives of Tennessee United Soccer Club
- Conducted a meeting with HFR to discuss Peay Park Planning
- Met with members of HCA interested in using Parks facilities for baseball
- Conducted a meeting with parks staff to determine best layout for soccer fields for the 2015 season
- Coordinated floor cleaning for Visitor's Center
- Attended Parks Board Meeting
- Attended Legislative Review at City Hall

PARKS DIVISION

Equipment Serviced:

Kubota tractor, Ford Tractors 321, 326, and 331, Toro Mowers 333, 329, 350, and 376, John Deere Mowers 377 and 337, Hustler mower 336, Trucks 301,304, and 346, Skid steer 318, Progressive mower, Field drags Toro 310 and John Deere 311 and 312.

Projects:

- Finished Quad Bathroom renovations by having the quad restroom floors stained, Installed new toilets in both men and women, Installed 1 mirror in each restroom, installed baby changing table in the men's, Installed partitions in the men.
- Removed 2 Hackberries, 3 Locust, and trimmed limbs that were a safety concern.
- Replaced heaters in the 2 backflows.
- The 8" backflow was dripping, called the plumber had that problem fixed. Trash was the cause of it leaking.
- Cleaned out drainage pipes along soccer fields with the use of Public Works equipment.
- Replaced all 2x4's under the bleachers at Moss-Wright.
- Removed backstop net, foul poles, scoreboard, removed gates, and filled in holes over field at Peay Park.
- Filled in holes behind gym where new HVAC unit is.
- Repaired rock wall by trail.
- Painted entrance area at the Visitor Center.

Training and Meetings:

- Watched safety training videos from TML on Chainsaw use, Landscape tools, and Landscaping.
- Geoffrey attended a class at Davey's for pesticide points.
- The Parks dept. hosted a round table discussion with other area Parks dept.
- Meet with Greg Johns with Advance Turf about the fertilization plan for the athletic fields.
- Talked to Reynolds Electric and Rick with Sky Logic about splitting soccer lights on different zones.

RECREATION DIVISION

Report from the Recreation Supervisor – Robbie Brigham
Recreation

- Weekly staff meetings were attended at the Visitor's Center.
- Staff schedule was created and distributed.

- Winter Competitive Futsal League games finished this month and it was a very successful season.
- Employee ID's were made for new hires throughout the city.
- Filled out surplus item paper work to be submitted to the director.
- Attended a shelter training course for the Community Center to be a registered Red Cross Shelter.
- Attended a 2015 projects meeting at the Visitors Center.
- Attended staff meeting at City Hall.
- Hula Hoop Fitness is a new fitness class being offered at the Community Center this month and had 6 percipients.
- Tennis Pro Dell Pride and I met about the opportunity to get a structured tennis program going with the City starting this spring.
- Daddy Daughter Dance registration opened this month and sold out with 250 people registered.
- A Magical Night for Mothers and Sons registration opened this month and has had over 100 people registered.
- Attended Insurance Broker Committee meeting and conducted interviews with committee members and selected the broker to work on behalf of the city.
- Attended conceptual drawing meeting for Peay Park.
- Participated in the interview process for the Athletics and Events Coordinator position.
- Attended the Chamber of Commerce January luncheon.
- Put surplus items on auction site for sale.

Maintenance

- Fire extinguishers were checked at the Community Center and Pleasant Green Pool.
- Normal maintenance was performed throughout the month at the Community Center.

Marketing

- Parks website was updated.
- Fliers were put at the Community Center for new activities and were also put on the TV in the lobby that streams fliers for activities.
- Schedules for the Fitness Room and Gym were produced, put online, and copies at the front desk are available.
- A Notify Me was sent out about upcoming activities.

Report from the Program Coordinator – Jennifer Spillers

Senior Adult Program

The Senior Adult monthly Newsletter is available online, Delmas Long Community Center, and Goodlettsville Branch Library.

For the month of January programs consisted of Crafts, Jewelry Making, Senior Spirits Tasty Tuesday Potluck, Recreation, Art, Social Activities and Enrichment Sessions. The **monthly** programs consisted of a Grief Session, Book Club, Movie, Coffee Club, and Birthday Club.

- The Senior Spirits Tasty Tuesdays were sponsored by Quality Mobile Xray, CareAll Home Care Services, Wood Financial, Wyndlands East and Elmcroft for the month of January. The sponsors provided the main entrée for everyone.
- Terry Kornman from Fifty Forward Victory Over Crime did a presentation about How to Protect Yourself. She provided great information and contacts.
- Bryan Jenkins the store manager from Walgreens provided the seniors with a 2015 coupon book and resources for the New Year.
- JennyKay Caregivers did a session on fall prevention and winterizing your home.
- Sgt. Cherry from the Goodlettsville Police Department provided the seniors with information on the 2015 Citizens Police Academy.
- Wood Financial provided the seniors with information on tax refunds.
- Bingo for this month was sponsored by HighPoint Hospice, Kroger and First State Bank.
- The Senior Adult Program is collecting Kleenex boxes and hand sanitizer for local nursing homes.

- The seniors are submitting their favorite potluck recipe. The recipes will be collected and made into a recipe book for the Senior Spirits.
- The Seniors enjoyed entertainment by John England, provided by Music for Seniors.
- We celebrated the monthly Birthday club with Potluck and a delicious cake sponsored by Kroger in Goodlettsville.
- The Book Club is reading Harry Truman's Excellent Adventure.
- Tickets are now available for the Senior Spirits Spring Social at the Delmas Long Community Center.
- Every senior must fill out a form before they participate in the Senior Program. Four new members joined for the month of January.
- The Senior Program had 98 hours from volunteers for the month of January.
- Dustin Wright from Avalon Hospice sponsored the Grief Session, the members really appreciate the service. Dustin is planning some great spring outings for the upcoming sessions.

Meetings

- Attended meetings with upcoming guest speakers and sponsors for February.
- Attended the monthly staff meeting at the community center.
- Attended weekly staff meetings at the Visitor's Center.
- Attended a networking breakfast at Wyndlands East.
- Attended a meeting with local senior agencies in regards to outreach programs.
- Attended a leadership session at city hall.
- Met with Sgt. Cherry in regards to Teen Distracted Driving Awareness Classes.
- Met with Rubye Stone in regards to crocheting classes.
- Met with Communications Director for Fifty Forward Susan Sizemore in regards to resources and contacts for the senior program.
- Met with Sarah McConnell with Music for Seniors.
- Met with Tina McDaniel in regards to upcoming partnerships.
- Met with Jessica with the Goodlettsville Branch Library in regards to upcoming partnerships.

Teens

- The G-TAC meets once a month and plans and organizes their upcoming events.
- The teens are working on their May event. Their last event will take place at the Goodlettsville Branch Library. The date has not been confirmed.
- Library and Delmas Long Community Center. The deadline for the application is March 16. The winner will be announced in May.
- Working on spring and summer programs for the teens, which consist of driving awareness, preparing for your first job, and volunteering.

COMMUNITY DEVELOPMENT DEPARTMENT

Sub-group: Economic Development

Monthly Management Report: January 2015

Business Recruitment / Retention & Expansion

Worked with Dr. Loden's team including architect and engineer on future building plans.

Worked with landowner and design and engineering team for new Hotel.

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

Met with local business interested in possible future expansion and/or relocation.

Visited sister site of a business interested in opening in Goodlettsville.

Visited site of a business interested in relocating to Goodlettsville.

Met with a local developer in regards to the redevelopment of a property in Goodlettsville.

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

Worked with finance on Hotel/Motel tax audit.

Met with Allied Modular management in regards to their new construction.

Meetings Attended

Goodlettsville City Commission

Goodlettsville BZA & Planning Commission

Industrial Development Board meeting

Nashville Chamber ECD Committee

Middle TN Industrial Development Association

COMMUNITY DEVELOPMENT**Planning Department****February 2, 2015****Ongoing Activities**

Numerous requests for information related to refinancing of properties in Goodlettsville.

Collection of information and data tied to ongoing developments.

Production of information and data needed for assembly of the monthly Planning Commission agenda.

Production of monthly staff report for the regularly scheduled Planning Commission meeting.

Responded to various requests for information pertaining to completion/implementation of approved plans.

Meetings

Attended various meetings concerning Goodlettsville's continuing participation in regional efforts:

Goodlettsville Planning Commission

Goodlettsville Board of Zoning Appeals

Special Projects

Goodlettsville Codes Department Activity Report January 2015

DEPARTMENT OF 4 EMPLOYEES:

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

The purpose of the Codes Department is 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.), Burrn, Demolition, Blasting, Sign, Fireworks, Pool, Yard Sale	24 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	5 inspections
Fire Investigations	Duties of Fire Marshal involving fires in the city limits	1 investigation
Building Inspections	Building Related	40 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	25 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	10 inspections
Signs Removed	Illegal signs removed from city limits	30 signs
I.B.C. Training	Training for the departments required certification test/International Building Certif.	8 hrs./testing inc.
Storm Water Training	EPSC training and certification	0 hours
Fire Inspection Training	L. DiOrio and M. Bauer required training on Fire Code (Arson Training)	10 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
Flood Event/FEMA	M. Bauer assisting flood properties and FEMA requirements. Includes all documentation	Completed project
Issuing of Addresses	Assisting Metro/Davidson County 911 with assigning addresses for the city	3 addresses
Plan Reviews	In-house plan review by M. Bauer/Assisted also with outsourced plan reviews	3 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

Goodlettsville Codes Department Building Report January 2015

	<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>										
	20150014	01/23/2015	316,722.00	143D	1	1	101 Copper Creek Dr.	Meritage Homes	58003	New Residential	Sumner
	Total		316,722.00								
	<u>New Commercial</u>										
	Total		0.0000								
	Additions & Remodeling										
	20140248	01/05/2015	19,000.00	25.04	99		213 S. Main Street	Tri Nguyen	Owner	Commercial Remodel	Davidson
	20150001	01/06/2015	7,500.00	26.05	104		200 Rivergate Parkway	Griffin Family Dental	Dynamark Signs	Sign	Davidson
	20150002	01/07/2015	20,000.00	26.05	100	C	405 Two Mile Pike	Matt Burnett	Owner	Commercial Remodel	Davidson
	20150003	01/08/2015	0.00	26.05	38		404 S. Main St.	Cunningham Motors	Owner	Temporary Sign	Davidson
	20150004	01/09/2015	2,833,964.00	19.13	94		322 East Cedar	Metro Baptist Church	17132	Commercial Addition	Davidson
	20150005	01/09/2015	25,000.00	33	123		204 Safe Harbor Drive		63796	Fire Rebuild	Davidson
	20150006	01/14/2015	15,000.00	25.4	99		215 S. Main Street	Tri Nguyen	Owner	Commercial Remodel	Davidson
	20150007	01/15/2015	4,000.00	141	48.01		937 Louisville Hwy.	Hollingsworth Sudden Service	Owner	Sign	Sumner
	20150008	01/14/2015	90,000.00	143	3	20	116 Lamplsey Court	Brewer	Owner	Garage	Davidson
	20150010	01/19/2015	25.08	25.08	17		411 S. Main Street	Goodlettsville Church of Christ	Donald Lanus	Demolition of Out Building	Davidson
	20150011	01/19/2015	18.16	18.16	68		411 Bell Street	C. Lassiter	Owner	Shed/Fire Rebuild	Davidson
	20150015	01/23/2015	15,000.00	26.05	53		205 Roscoe Street	Brent Vandivier	Owner	Residential Remodel	Davidson
	Total		2,982,964.00								
	Total New Residential		316,722.00								
	Total New Commercial		0.00								
	Total Add/Remodels		2,982,964.00								
	Total All Permits		3,299,686.00								
							Single Family Dwellings				
							Davidson		0		
							Sumner		1		
							Total		1		