



City Manager Report: March 2015

Distributed: April 16, 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 on the third Thursday of the month

Featured Picture:

Spring has sprung in Goodlettsville! Pictured above is the Welcome to Goodlettsville sign on Conference Drive.

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April 14, 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 March, 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 written in a cursive style and is positioned above the printed name.

Tim Ellis, City Manager

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

Email: tellis@cityofgoodlettsville.org • 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: March, 2015

Legislative Accomplishments

- Board of Commissioners took action following the following ordinances:
 - Tabled Ordinance No. 15-829, an ordinance to amend Ordinance 06-674 as amended, the zoning ordinance of the City of Goodlettsville, by amending the INT Overlay District Map identified as I-65 Highway / 31-W in Goodlettsville, Tennessee.
- The Board of Commissioners also took action on the following resolutions:
 - Approved Resolution 15-621, a resolution to establish policies and procedures for the billing and collections of utility services for the City of Goodlettsville, Tennessee.
 - Approved Resolution 15-622, 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.
 - Approved Resolution 15-623, a resolution to set the amount for the fee-for-service for residential waste, bulk rubbish, yard waste collection, solid waste drop off, conveyance and disposal.
 - Approved Resolution 15-624, 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.
 - Approved Resolution 15-625, a resolution to create an adventure tourism district in Goodlettsville, Tennessee, and to develop an adventure tourism district plan for submission to the Tennessee Department of Economic and Community Development and to the Tennessee Department of Revenue for joint approval as an adventure tourism district pursuant to the Tennessee Adventure Tourism and Rural Development Act of 2011.

- Approved Resolution 15-626, a resolution of support for an application with the State of Tennessee Department of Transportation for federal Congestion Mitigation and Air Quality Improvement program funding as it relates to traffic improvements along Conference Drive and Long Hollow Pike.
- Resolution 15-627, a resolution amending Resolution 15-614, which approved a Memorandum of Understanding between the City of Goodlettsville Fire Department and Metropolitan Nashville Fire Department.

○ **Other Items Considered by the Board**

- None

Legislative Matters Forthcoming

- Ordinance amending certain language as it relates to the minimum number of hotel and motel rooms.
- Ordinance creating a Tree Board.
- Ordinance changing the zoning classification of certain property within the city.
- Ordinance approving the Fiscal Year 2016 Budget.
- Ordinance establishing a property tax rate for fiscal year 2016.

Commissions and Boards

- **Beer Board**
 - There were no action items for the Beer Board to consider during the month of March.
- **Planning Commission**
 - Approved a request of Ragan-Smith Associates, 315 Woodland Street, Nashville, TN for approval of a Final Plat for Copper Creek Addition, Phase 1, Sections 1 and 2, Sydney Drive and Allen Road, Sumner County Tax Map 143, Parcels 22.01, 36, 36.01 and 37.
 - Approved a request of request of Tommy Walker, P.O. Box 495 Ridgetop, TN for approval of a Final Plat for J H Harris Lots, 806 Dickerson Pike, Davidson County Property Map 25-12, parcel 49.00.

- Approved a change in the zoning ordinance in which new hotels shall have a minimum of 90 rooms and new motels shall have a minimum of 150 rooms.
- Deferred action on Alternative Financial Services establishments.
- Deferred action on Private Clubs until May 2015 meeting.
- **Board of Zoning Appeals**
 - The Board of Zoning Appeals did not meet during the month of March.
- **Parks, Recreation & Tourism Advisory Board**
 - The Parks, Recreation and Tourism Advisory Board did not consider any action items during the month of March.
- **Industrial Development Board**
 - The Industrial Development Board did not meet during the month of March.

Ongoing Work

- Overall Capital Improvements Program.
- “My Goodlettsville” Program.
- Traffic congestion mitigation.
- Conference Drive Enhancements.
- Main Street Stakeholders creation.
- Economic Development Projects.
- Conference Drive Enhancements.
- Roadway lighting improvements.
- Senior Citizens Center construction.
- Main Street Streetscape Project.

- CSX/ North Main Street congestion mitigation.
- Peay Park redevelopment conceptual plan.
- Sewer pump station elimination.
- City Ambassador Program.
- Goodlettsville Tomorrow Vision 2025.
- Main Street Stakeholders Organization.
- Main Street Streetscape Project.
- Streambank stabilization of Manskers and Madison Creeks.
- City-wide Beautification.
- Utility Billing Start-up.

Public Information Office / City Recorder Monthly Report March 2015

News & Announcements

Posted on the city's website, facebook, twitter, Notify Me email lists, and mobile app:

- "City of Goodlettsville March 2015 Newsletter"
- "Sanitation Route Update"
- "Goodlettsville Weather Statement for March 5, 2015"
- "Schedule Changes Due to Inclement Weather: Shredding Event, Stream Clean-up and Sanitation Updates"
- "Free Community Shredding and Stream Clean-up Event has been Rescheduled for Saturday, March 28th"
- "Board of Commissioners Meetings Posted for Online Viewing"
- "City Manager's Monthly Report for February 2015 is Posted"
- "Free Community Shredding and Stream Clean-up Event is Tomorrow, Saturday, March 28th"
- "Changes in Sanitation Fees for City of Goodlettsville Residents"
- "Shooting at the Greens" request from the GPD for info for Crime Stoppers
- "City of Goodlettsville April 2015 Newsletter"
- Recognition for the City Employee of the Month - Robert Jones
- Recognition for Officer of the Month - David Read
- March 20th Proclaimed "Don Cox Day" in Goodlettsville
- "Goodlettsville Heritage Days Scheduled for April 10 and 11"

Meetings/Events

- Welcome Package Committee met twice in March
- Attended kick-off meeting with city staff, Ragan Smith, and Kimley Horn for the Conference Drive Enhancement Project
- Attended kick-off meeting for the Main Street Enhancement Project
- Attended the second day session of the Tennessee Municipal Benchmarking Project end-of-year meeting

Admin

- Prepared for the regularly scheduled March 12th and March 26th commission meetings.
- Produced the City of Goodlettsville Newsletter for April
- Performed website administrator job functions as needed: web postings and page reviews

Finance and Administration Monthly Report

March 2015

FINANCE

- Worked with Jason Walker at RYoung regarding the AP streamlining project.
- Worked with Incode programmer on Utility Billing project.
- Participated in our Bi-weekly Utility Billing Project Status Update conference call.
- Attended the Main Street Project kick-off meeting.
- Attended the Conference Drive Project kick-off meeting.
- Attended a TML Risk Management Workshop.
- Met with Andy Lacewell of TML regarding our property and liability insurance.
- Completed the TML Workers' Compensation Audit and met with the auditor.
- Participated in the Vision 2025 interviews conducted by our consultants.
- Met with the "Welcome Package" Committee.
- Attended the TGFOA Spring Institute in Chattanooga.
- Attended the TMBP –Benchmarking-End of Project Meeting for 2015 in Murfreesboro

Human Resources

- 3/10/15 Kickoff conference call with United Healthcare
- 3/11/15 and 3/12/15 employee insurance meetings
- 3/18/15 MDLive kickoff conference call
- 3/24/15 MTAS benchmarking meeting in Murfreesboro
- Hired: 1 FT Athletics & Events Coordinator, 1 FT Administrative Assistant II.
- Terms during the month: no terms.
- Worker's Compensation accidents in the month: no worker's comp
- Full-time employees: 130; Part-time employees: 25.
- Job opening: Engineer, Utility Worker II – Sewer.

**City of Goodlettsville
Financial Summary
March 2015**

UNASSIGNED FUND BALANCE

Operating Fund	Current Month	Budget 06/30/2015	%
General Fund	4,508,616	3,502,058	129%
Sanitation	(213,155)	1,582	-13474%
Tourism	460,026	346,178	133%

CASH IN BANK

General Fund	6,087,713
Sanitation	(256,198)
Tourism	383,494
Sewer	9,449,459
Stormwater	641,817
Total Cash	16,306,285

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 @	48,252	44,358	330,284	439,948	378,536	484,306
Mar @	44,923	45,729	197,686	233,591	242,609	279,320
Apr						
May						
Jun						
YTD	351,136	326,506	1,936,612	2,336,322	2,287,748	2,662,828

* 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. Total adjustment will be received in April-\$645,000.

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
March 2015**

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	
General Fund	Revenues	937,994	10,244,856	13,068,078	78.40%
General Fund	Expenditures	1,202,782	10,261,373	14,569,946	70.43%
Net Increase/Decrease		(264,788)	(16,517)	(1,501,868)	
Sanitation Fund	Revenues	49,721	436,129	758,500	57.50%
Sanitation Fund	Expenditures	128,445	690,013	884,018	78.05%
Net Increase/Decrease		(78,724)	(253,884)	(125,518)	
Tourism	Revenues	48,255	389,046	477,400	81.49%
Tourism	Expenditures	31,237	366,653	659,957	55.56%
Net Increase/Decrease		17,018	22,393	(182,557)	
Sewer	Revenues	420,780	3,098,880	4,961,000	62.46%
Sewer	Expenses	238,124	2,426,409	5,313,065	45.67%
Net Increase/Decrease		182,656	672,471	(352,065)	
Stormwater Utility	Revenues	16,142	625,044	604,250	103.44%
Stormwater Utility	Expenses	3,611	106,492	690,463	15.42%
Net Increase/Decrease		12,531	518,552	(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	150,149	1,096,601	1,551,858	71%
Community Development	38,591	411,667	560,228	73%
Police	291,546	3,358,704	4,604,085	73%
Fire	545,957	1,804,036	2,357,812	77%
Hwys & Streets	77,885	1,136,998	1,909,056	60%
Parks/Recreation	78,783	897,057	1,545,404	58%

NEW BUSINESS LIC ISSUED

MARCH 2015

- | | | |
|-----|--|---|
| 1. | RACKLEY ROOFING CO.
105 HUNTER AVENUE | CURTIS SUTTON
OPENED 05/2015 |
| 2. | NUT-N-FANCY GROWERS
500 WEST ANGELA CR. | REBA HUGGINES
OPENED 01/01/2015 |
| 3. | KARICIA BEAUTY SALON
907 RIVERGATE PKWY, ST DE | SANDRA OVERTON
OPENED 03/16/2015 |
| 4. | HORIZON CONST. COMPANY
415 WINKLER DR.
ALPHARETTA, GA. 30004 | STEPHEN D. MICHAM
OPENED 04/01/2015 |
| 5. | SABRE SHARPENING
305 W. MONTICELLO AVE | MICHAEL B. NICHOLSON
OPENED 09/01/2014 |
| 6. | JESSIE LEE
480 LONG HOLLOW PK. | Z-CICSO
OPENED 03/23/2015 |
| 7. | BEDROCK DEVELOPERS
ROBERT VUCELICH | 1201 TWELVE STONES CR.
OPENED 04/01/2015 |
| 8. | TITLE CASH OF TN
601 SOUTH MAIN ST. | ROY HUTCHESON
OPENED 01/01/2015 |
| 9. | 2 DUDES DONUTS
1005 EMILY DRIVE | JULIA T. PROCTOR
OPENED 03/27/2015 |
| 10. | CORLEY & CO. , LLC
311 MAIN ST., UNIT B | BRIAN CORLEY
OPENED 06/01/2015 |
| 11. | SHARPENING BEYOND
545NCRIEF AVE | RONALD SCOTT
OPENED 03/27/2015 |
| 12. | SOUTHERN HOME FLOORS
805 LORETTA DRIVE | COURTNEY RIPPEY
OPENED 03/31/2015 |

Administrative Assistant to the City Manager's Office
March 2015

Administrative

- Organized weekly staff meetings
- Filmed Board of Commissioners Meeting on 3/12 and on 3/26, uploaded videos to website and distributed them through Notify Me emails
- Organized and attended the Ministerial Stakeholders lunch
- Attended Main Street Project kick-off meeting
- Attended the Relay For Life of RiverGate breakfast
- Scheduled Goodlettsville's Strategic Plan interviews with Ragan-Smith
- Organized and attended Ministerial Stakeholders subcommittee for a community, family event
- Organized and attended Main Street Stakeholders meeting
- Assembled and distributed the City Manager's monthly report for February
- Continued to build the My Goodlettsville portion of the website

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.

Staffing for Adequate Fire and Emergency Response Grant

Grant Description: Federal grant to employ firefighters for two years

Project Description: To hire and employ 3 firefighters for 2 years

Project Cost: \$172,000

Funds Requested: \$172,000

City Match: \$0

Status: **Submitted**

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**

*Must obtain IRS Affirmation letter before applying. In the process of getting letter.

Goodlettsville Police Department

Chief Goodwin's Monthly Report

March 2015

On March 2ND we participated in Read Across America at Gateway Elementary. I attended the Drug Task Force meeting on the 18th and the Chamber Luncheon on the 26th.

In review of the TIBRS data comparing March 2015 to March 2014 Crime Against Person decreased from 23 to 15 a 34% decrease, and Crime Against Property decreased from 83 to 65 a 21% decrease and overall we had a 24% decrease. Our UCR total for the year is a 13.38% decrease in UCR Crimes.

Our proactive efforts were excellent for the month of March. As a result our officers made 1342 Traffic Stops and 14 Terry Stops. They made 117 Traffic Arrests and 25 DUI Arrests. From these Traffic Stops resulted 8 Felony charges, 117 Misdemeanor charges, and 22 warrants were served. They had 22 drug confiscations (11 from traffic stops). They issued 25 Misdemeanor Citations, made 45 Physical Arrests with 49 Misdemeanor charges and 10 Felony charges. They made 10 Juvenile Misdemeanor Arrests and issued 1 Juvenile Citation.

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 33 Warrant Service Attempts. They served 15 Felony Warrants and 20 Misdemeanor Warrants.

Our officers continue to check our apartments, neighborhoods, businesses and parks. They conducted 274 apartment checks, 689 checks of neighborhoods, 611 businesses checks and 245 park checks. They had 840 Community Contacts.

Our Officer of the Month was David Read. Officer Read spotted and apprehended two individuals in the process of stealing a \$2,500.00 commercial grade generator from the bed of a pickup truck while it was parked at a local business.



MARCH TIBRS

TIBRS Group A Offenses

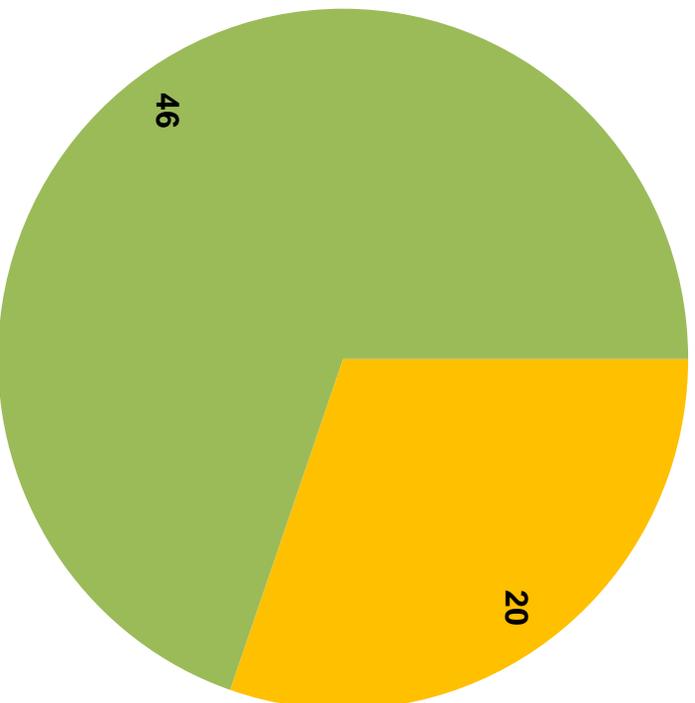
	2015 Offenses Reported	2014 Offenses Reported
Crimes Against Persons	15	23
Murder	0	0
Negligent Manslaughter	0	0
Kidnaping/Abduction	0	1
Forcible Rape	0	0
Forcible Sodomy	0	0
Sexual Assault W/Object	0	0
Forcible Fondling	1	0
Incest	0	0
Statutory Rape	0	0
Aggravated Assault	3	4
Simple Assault	9	14
Intimidation	2	3
Stalking	0	1
Crimes Against Property	65	83
Arson	0	0
Bribery	0	0
Burglary	5	5
Counterfeiting/Forgery	3	3
Destruction/Damage/ Vandalism	7	6
Embezzlement	4	0
Extortion/Blackmail	0	0
Fraud - False Pretenses	6	5
Fraud - Credit Card/ATM	0	3
Fraud - Impersonation	6	6
Fraud - Welfare	0	0
Fraud - Wire	0	0
Motor Vehicle Theft	1	3
Robbery	0	1
Stolen Property Offenses	0	0
Theft - Pocket-picking	0	0
Theft - Purse Snatching	0	0
Theft - Shoplifting	17	31
Theft From Building	6	4
Theft From Coin Machine	0	0
Theft From Motor Vehicle	2	10
Theft of Motor Vehicle Parts	4	4
Theft - All Other Larceny	4	2
Total Group A Offenses	80	106

MARCH CRASH REPORTS

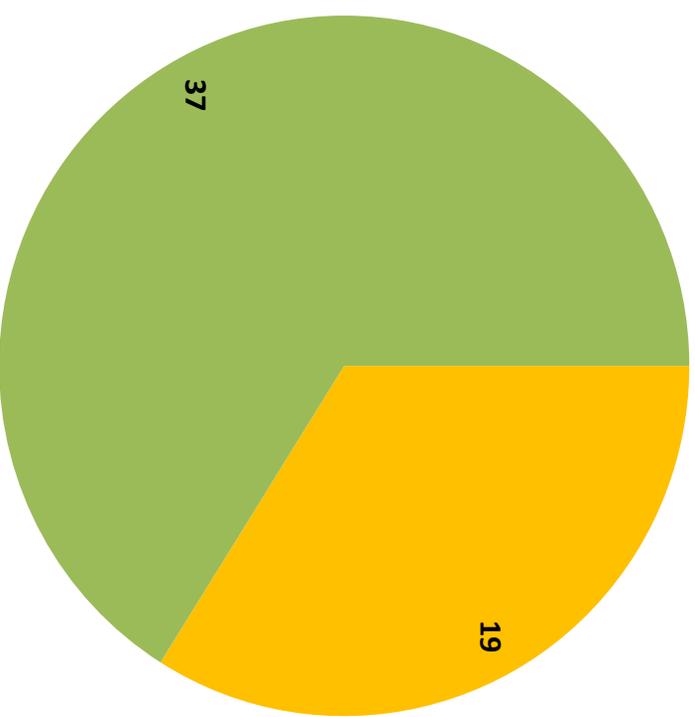
■ Fatal

■ Injury

■ Property Damage



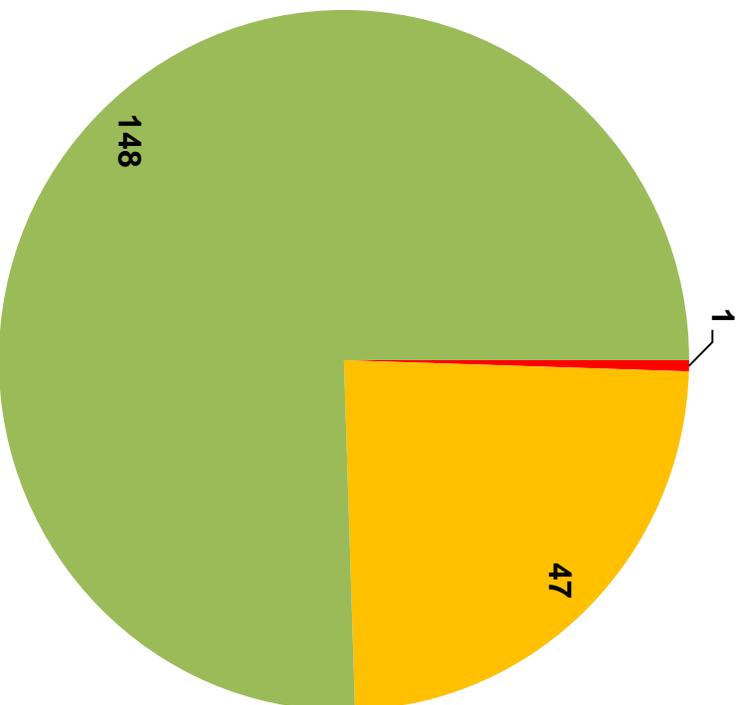
2015 REPORTS
66



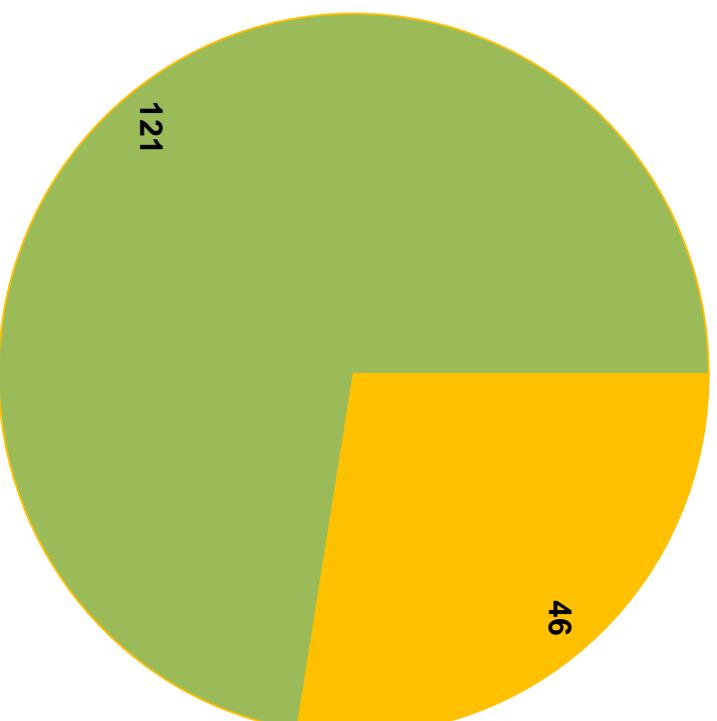
2014 REPORTS
56

YEAR TO DATE MARCH CRASH REPORTS

- Fatal
- Injury
- Property Damage



2015 YTD
196



2014 YTD
167



MARCH COMPSTAT WEEKS 10 THRU 13

	CURRENT	2015 YTD		2014 YTD		% change	2014 TOTAL
		YTD		YTD			
Murders	0	YTD	2	YTD	0	NC	1
Rape	0	YTD	0	YTD	0	NC	1
Robbery (Commercial)	0	YTD	1	YTD	2	-50.00%	8
Robbery (Street)	0	YTD	3	YTD	0	NC	11
Aggravated Assault	6	YTD	14	YTD	7	100.00%	23
Aggravated Assault - Dom Viol	0	YTD	4	YTD	5	-20.00%	17
Burglary (Commercial)	0	YTD	3	YTD	2	50.00%	15
Burglary (Residential)	4	YTD	11	YTD	15	-26.67%	51
Auto Burglaries	2	YTD	9	YTD	16	-43.75%	89
Larceny	12	YTD	29	YTD	28	3.57%	139
Shoplifting	14	YTD	57	YTD	78	-26.92%	385
Motor Vehicle Theft	1	YTD	3	YTD	4	-25.00%	19
Total Offenses	39	TOTAL YTD	136	TOTAL YTD	157	-13.38%	759

Fire Department Monthly Report March 2015

Summary of Month's Activities

Fire Operations

The Department responded to 233 calls for service for the month of March.

Fire Administration

Administration:

In March the department took delivery of a brand new Ferrara MVP 1500 g.p.m. fire engine. The new engine replaced a 1996 pumper. According to NFPA 1901 the projected life span of a fire engine is 15 years front line service and 10 years reserve status. But the actual life span of fire engines varies greatly depending on run volume, road conditions and maintenance plan. The 19 years of front line service received by the 1996 pumper is a testament to the maintenance and care the members of the Goodlettsville Fire Department puts into their equipment. The GFD fire engine averages approximately 8 emergency calls per day.

The new engine arrived with empty compartments and the firefighters spent several days laying out the equipment plan and actually placing equipment in to the compartments. Fire engines carry two types of fire hose: attack and supply. Attack hose is used to advance water onto the fire. Attack hose is often pre-connected to the fire engine for immediate firefighting. Supply hose is used to get water from the source (Hydrant) into the pump. Firefighters loaded new hose on to the fire engine and then practiced deployment. Firefighters studied and practiced pump operations before placing the engine in service.

GFD utilizes the fire engine as the primary response vehicle to all calls. The fire engine responds to: medical calls, alarms, motor vehicle incidents, car fires, structure fires, woodland fires, below grade rescue, entrapments, hazardous material incidents, rail car incidents and disaster response. Due to the unforeseen nature of emergency services an enormous amount of equipment is required. The GFD fire engines have been packed to capacity for several years, to the point that equipment would fall out when compartments were opened. The new engine is larger and has abundant storage that will meet the needs of GFD for many years.

GFD firefighters also spent time checking fire hydrants in the Sumner County portion of the city. Each hydrant was checked for accessibility, operation, flow and pressure.

Finally the department began preparing for the April ISO evaluation on Fire Protections. Every 5 years Insurance Service Offices (ISO) evaluates cities to establish the Public Protection Classification. These evaluations and ratings are used to establish insurance rates for home owners and businesses. The evaluation is a 3 year look back over the fire department, fire communications (911 dispatch systems) and water supply system. The current ISO PPC rating for the City of Goodlettsville is 5.

Firefighter Training

March Training: Staff Completed Total of 535 Hours

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

Fleet Maintenance

0 Scheduled Services

12 Repairs

Special Projects

- New pumper arrived. Brackets and equipment have been installed and engine was put in service April 1st
- New park vehicle arrived. Lettering and equipment have been put in place and it went in service March 13th
- Working with Public Works to get the RTA maintenance software installed on the shop computer
- Updated 2015 fuel records

Outstanding Issues

- Blades for the K12 saw

Cost Savings

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

Building Repairs

- Warranty work done on the HVAC unit in Bedroom #5
- Electrical company advised on repairs of a fire panel

Fire Special

- EVT Training in Ft. Worth Texas – Aerial and Allison Transmissions Courses/ Tested and passed on both
- Training hours- Target Safety, Annual Performance Standard, worked with shifts on ISO paperwork, Apparatus Specifications webinar and Physical Training

Goodlettsville Fire Department
Incident Report
Incident Totals

Jurisdiction 19226

March 1, 2015 thru March 31, 2015

CATEGORY TOTAL CALLS

Total Calls 233

Structure Fires	0	Hazardous Calls	7
Vehicle Fires	2	Service Calls	21
Brush/Grass Fires	0	Good Intent Calls	21
Overpressure Rupture/Explosion - No Fire	0	System Malfunction, Malicious False	2
Refuse/Rubbish Fires	0	Unintentional False	5
Other Fires	3	Other False	3

Total Fires 5

Total False

10

Rescue and EMS	49	<i>(Vehicle Accidents with Injuries 18)</i>	Weather Related	0
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Mutual Aid Received	14	Incidents with Exposures	0
Mutual Aid Given	57		

Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	\$3500.00
Fire Service Death	0	Contents	\$50.00
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

MARCH 2015

SOLID WASTE:

- Convenience center solid waste collected: 69tons
- Solid waste tonnage collected: 354 tons
- Recycled materials collected: 56 tons
- PIT C&D: 380 cy
- Wood Waste: 920

SEWER:

- MONTHLY EQUIPMENT AND DAILY PUMP STATION INSPECTION, MAINTENANCE AND REPAIRS
- MONTHLY BIOCIDES TANK FILLING
- TING 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: 5.31"

Public Works Selected Performance Indicators	Total	YTD
Curb – Repair/Install/Remove	0	0
Driveway Permits Issued	0	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	0	5
Sanitation – Cart Repairs	26	57
Sanitation – Second Cart Request	3	6

Stormwater Inspections Performed	0	30
Stream and/or Tributary Clean-Up/Clean-Outs	0	0
Streets Paved	0	0
Streets Repaired (e.g., pothole)	0	10
Streets Striped	0	0
Tennessee One Calls	121	301
Tree Trimming Requests	0	10
Water Quality-Related Outreach Events	0	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
- New development/redevelopment plans reviews
- Replaced street signs with new HIP signage
- Daily underground storage tank testing
- Monthly fuel pump inspection and cleaning
- Traffic signal inspection and maintenance
- Participated in Planning Commission, Board work sessions and Board of Commission meetings
- Various meetings with residents and business owners
- Various staff participated in various committee meetings
- Participated in MTAS' Benchmarking Program
- Hosted internal meetings on Main Street and Conference Drive TDOT Local Programs projects
- Assisted TNSA with karst workshop
- Held a stream clean-up, tree giveaway, and shredding event
- Met with consultant regarding easements for sewer project
- Attended APWA board meeting
- Staff member attending traffic signal training
- Developed Adopt-A-Street and Adopt-A-Stream materials
- Hosted stormwater manager's meeting

- Held interviews for staff position within sewer department
- Attended utility billing set-up conference calls

OUTSTANDING ISSUES:

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

Parks, Recreation, and Tourism Monthly Report

March 2015

ADMINISTRATION

- Attended a meeting with the Middle Tennessee History Coalition regarding their assistance with Heritage Days
- Met with members of each youth athletic league to introduce them to Dallas Long, the new athletics and events coordinator.
- Visited amphitheatres and splash pads across Middle Tennessee with Kyle Dunn with HFR who is working on a conceptual design of Peay Park.
- Conducted a playground inspection at Moss-Wright Park.
- Took part in the March Parks Advisory Board Meeting
- Met with members of the Parks Advisory Board to determine appropriate locations for benches for the Memorial and Heritage Bench and Tree Program
- Attended a call with a rep from Skylogix to discuss the athletic field lighting at Moss-Wright Park.
- Attended a call and a training with reps from City Reporter to begin a trial of Parks Reporter, which is an app that assists with park inspections.
- Attended a Director's Forum for Parks and Recreation Directors, conducted by the State of Tennessee.

EVENTS

- Preseason Baseball Tournament

PARKS DIVISION

- Snow removal
- Installed thresholds at quad restrooms and installed 2 door closers at soccer.
- Installed new electronic faucets in the women's restroom at 1 and comfort station.
- Installed flush valve brackets at quad restrooms.
- Installed keypad lock and door closer at maintenance shop.
- Repaired gate at Northcreek Park.
- Removed concrete from swingset posts that will be reinstalled.
- Restacked the rock wall along the trail.
- Started cleaning flower beds and mulching.
- Installed ice maker at pool.
- Removed concrete pad down by football for a new pad to be poured.
- Removed playground equipment.
- Moved split rail fencing where creek bank is washing away at soccer.
- Installed new signs on trail and park.
- Replaced boards on dump truck bed.
- Sprayed the athletic fields with roundup and pre-emerge
- Lined off soccer fields
- Changed soccer field 11 50x75 and field 3 to 40x60
- Repacked pitching mounds.
- Spread layer of saf coat on fields.
- Fixed gates on both football fields.
- Replaced scoreboard bulbs and fixed field 1's scoreboard.
- Repaired fences on all fields.
- Moved soccer goals from Northcreek to Moss-Wright.
- Worked on irrigation ditches on soccer fields.

- Prepared the quad for baseballs tournament.

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.
- Sold surplus items on auction website and coordinated pick up of items.
- Hula Hoop Fitness class filled with 5 participants for the second session.
- Practice for Girls Youth Volleyball Leagues ages 10 – 12 and 13 – 15 started this month and games will begin next month.
- Printed IDs for new city employees.
- Worked on pricing and menu for pool concession stand.
- Lifeguards were interviewed for Pleasant Green Pool positions.
- Snapology Mini-Movie Makers took place with 6 participants. Two more Snapology classes were set up one in April and one in May.
- Kevin Denton from Gold Medal Products and I met about equipment and food supply for the Pleasant Green Pool concessions. Gold Medal Products display show was attended.
- Kyla King, Hendersonville’s High School varsity volleyball coach, put on a coach’s clinic for the volunteer coaches in the youth volleyball leagues.
- Adult Coed Volleyball League games started this month.
- Benchmarking conference was attended.
- Evacuation plans were finalized and hung up around the Community Center.

Maintenance

- Fire extinguishers were checked at the Community Center and Pleasant Green Pool.
- Replaced a faucet in room #3 men’s restroom.

Pleasant Green Pool

- Pool cover was removed and chemicals added to prepare for the upcoming season.
- Meeting with Andy Guy from Sundek to discuss concrete work around pool took place.

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.
- A Notify Me was sent out about open positions, special events, programs, and wellness programs.
- Schedules for the Fitness Room and Gym were produced, put online, and copies at the front desk are available.

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 March programs consisted of Crafts, Jewelry Making, Senior Spirits Tasty Tuesday Potluck, Recreation, Art, Social Activities and Enrichment Sessions. The **monthly** programs consisted of a Greif Session, Book Club, Movie, Coffee Club, and Birthday Club.
- The Senior Spirits Tasty Tuesdays were sponsored by Signature Care Center, Christian Care Center of Cheatham County, Elmcroft Senior Living, Windlands East Independent Living, and Grace Manor Assisted Living for the month of March. The sponsors provided the main entrée for everyone.
- The Seniors celebrated St. Patrick’s Day with brats and sauerkraut. Themed Bingo sponsored by First State Bank. And a delicious ice cream bear provided by Elmcroft.

- The senior art class will showcase their artwork at the Goodlettsville Branch Library from March until the end of April. The Art reception is scheduled for Wednesday, April 8 from 12:00pm until 2:00pm.
- The Goodlettsville Fire Department did a presentation on Fire Prevention at the Lunch and Learn. The seniors were educated on fire safety and given great information by the fire department.
- 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 designed a Bunny shirt with the craft lady.
- The seniors enjoyed entertainment by Darren and Dave provided by Music for seniors.
- We celebrated the monthly Birthday club with Potluck and a delicious cake sponsored by Kroger in Goodlettsville.
- The seniors hosted a very special lunch for Don Cox from Kroger on March 31. He will be greatly missed.
- The Book Club is reading The Psychopath Test: A Journey thru the Madness Industry and A Fighting Chance.
- Jenny Kay Caregivers did a presentation on Spring Cleaning for the senior adults.
- 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. Two new members joined for the month of March.
- The Senior Program had 54 hours from volunteers for the month of March.
- Dustin Wright from Avalon Hospice sponsored the Grief Session, the members really appreciate the service.

Meetings

- Attended meetings with upcoming guest speakers and sponsors for March.
- Attended the monthly staff meeting at the community center.
- Attended weekly staff meetings at the Visitor's Center.
- Attended the Welcome Committee meeting twice this month
- Attended a networking breakfast at Windlands East.
- Attended a meeting with local senior agencies in regards to outreach programs.
- Met with Tina McDaniel in regards to upcoming partnerships.
- Met with Josie Scott from Old Hickory Life Center.
- Met with Jessica with the Goodlettsville Branch Library in regards to upcoming partnerships.

Teens

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.

- 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: March 2015

Business Recruitment / Retention & Expansion

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

Worked with landowner, design and engineering team for new TownPlace.

Met with person interested in putting a new business on Main St.

Worked with landowner, 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.

Worked with local landowner on sale of building for future new business.

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.

Worked with staff in regards to future Adventure Tourism District.

Meetings Attended

Goodlettsville City Commission

Goodlettsville BZA & Planning Commission

Middle TN Codes Association

MTAS

COMMUNITY DEVELOPMENT**Planning Department****March 27, 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

Metropolitan Planning Organization Technical Coordinating Committee

Met with Sumner County and Sumner officials to discuss Sumner County Adventure Tourism Application

Attended annual Tennessee Chapter - American Planning Association Winter Retreat

Special Projects

Goodlettsville Codes Department Activity Report March 2015

DEPARTMENT OF 4 EMPLOYEES:

Larry DiOrio-Codes Director/Fire Mai Marshal
 Mike Bauer-Senior Inspector/Fire Ma 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.), Burn, Demolition, Blasting, Sign, Fireworks, Pool, Yard Sale	33permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	8inspections
Fire Investigations	Duties of Fire Marshal involving fires in the city limits	0 investigation
Building Inspections	Building Related	62 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	22 inspections
Signs Removed	Illegal signs removed from city limits	28 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)	6 hours
Property Maint. Liens	Unpaid property maint.issues including grass cutting, demo of unsafe structures, etc.	0
Building and Codes Report	Report issued monthly for permit information-listed on City website	1 Report
Sumner County Impact Fee	Collect and Distribute Tax collected for Sumner County New Residential Homes	1
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	10 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

