



City Manager Report: May 2015

Distributed: June 18, 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:

American flags are placed throughout Goodlettsville in honor of Memorial Day

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Tim Ellis, City Manager

June 12, 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 May, 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,

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: May, 2015

Legislative Accomplishments

- Board of Commissioners took action on the following ordinances:
 - Passed Ordinance 15-835, an ordinance creating a Tree Board and establishing policies for the planting and care of trees within the City of Goodlettsville, Tennessee.
- The Board of Commissioners also took action on the following resolutions:
 - Approved Resolution 15-630, a resolution to name and dedicate real property owned by the City of Goodlettsville located at 318 North Main Street, “The Goodlettsville Event Center”.
 - Approved Resolution 15-631, a resolution authorizing the execution of an Inter-local agreement with the 18th Judicial District Drug and Violent Crime Task Force.
 - Approved Resolution 15-632, a resolution authorizing the Assistant City Manager of Finance & Administration to transfer moneys from one appropriation to another within the same fund.
 - Approved Resolution 15-633, a resolution to adopt the Metropolitan Nashville-Davidson County Multi-Hazard Mitigation Plan.

Other Items Considered by the Board

- None

Legislative Matters Forthcoming

- 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.
- Ordinance establishing certain restrictions as it relates to alternative financial services.
- Resolutions approving agreements with the Cities of Millersville and Ridgetop for the transmission of wastewater.

Commissions and Boards

- **Beer Board**
 - Beer Board did not meeting during the month of May.
- **Planning Commission**
 - Approved a request of Civil Site Design Group, PLLC, 630 Southgate Avenue, Suite A, Nashville, TN for Re-Approval of a Final Master Plan for Cobblestone Townhomes, Alta Loma Road @ I-65, Davidson County Tax Map 03400E900000CO on behalf of Music City Investment LLC, 177 Crescent Dr., Collierville, TN
 - Approved a request by Ragan-Smith Associates, 315 Woodland Street, Nashville, TN for approval of revised architecture for Town Place Suites hotel, Davidson County property map 26 parcel 102, owned by Dr. Anil Patel, 280 Warfield Boulevard, Clarksville, TN 37043
 - Approved an amendment in CSL Commercial Services Limited district to allow 5 story maximum building height

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

- **Parks, Recreation & Tourism Advisory Board**
 - The Parks, Recreation and Tourism Advisory Board met during the month of May but did not consider any action items.

- **Industrial Development Board**
 - The Industrial Development Board did not meet during the month of May.

Ongoing Work

- Overall Capital Improvements Program.
- “My Goodlettsville” Program.
- Traffic congestion mitigation.
- Conference Drive Enhancements.
- 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.
- Streambank stabilization of Manskers and Madison Creeks.

- City-wide Beautification.
- Utility Billing Start-up.
- FY 2016 Budget.

Public Information Office / City Recorder Monthly Report May 2015

News & Announcements

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

- "City of Goodlettsville May Newsletter"
- "Board of Commissioners Meetings Posted for Online Viewing" (2)
- "Goodlettsville Police Department to Host Police Memorial"
- "City Managers Monthly Report for April 2015 Posted"
- "My Goodlettsville - Give Back"
- "City of Goodlettsville Proclaims May 17-23, 2015 National Public Works Week"
- "Free Program for Children at Historic Mansker's Station in June and July"
- "Registration Now Open for Free Teen Driver Awareness Class on June 19th"
- Employee of the Month for April was Fire Captain Dean Birdwell.
- Communications Officer of the Month for April was Cheryl Hinson.
- Police Officer of the Month for April was Charles Hauskins.

Meetings/Events

- Attended the Goodlettsville Police Memorial for Lynn Hicks
- Kick-off meeting for the city's new mobile app

Admin

- Resized and uploaded new staff directory photos on the city website
- Distributed the Tennessee Municipal Benchmarking Program Report to staff when received from MTAS.
- Finalized content and design for the city's new mobile app.
- Prepared for the regularly scheduled May 14th and May 28th commission meetings.
- Produced the City of Goodlettsville Newsletter for June
- Performed website administrator job functions as needed: web postings and page reviews

Finance and Administration Monthly Report

May 2015

FINANCE

- Attended the Tyler Connect Conference (Incode Financial Software that the City uses) in Atlanta with Amy Murray and Angi Bain.
- Worked with Incode programmer, Amy Murray, Alicia Prince and Roger Lancina on Utility Billing project. Also worked extensively with the Lockbox processor and the Third Party Printer.
- Participated in our Bi-weekly Utility Billing Project Status Update conference call.
- Attended the TMBP (Benchmarking) Steering Committee Meeting in Brentwood.
- Hosted and participated in a pre-event Relay for Life meeting at City Hall with Ann Crawford and Allison Baker.
- Attended the TCMA quarterly luncheon in Franklin with the City Manager.
- Participated in the Rivergate Mall Relay for Life event with “Team Goodlettsville”. Team Goodlettsville consisted of City Employees and officials. The **unofficial** total raised by Team Goodlettsville is \$4,250.

Human Resources

- 5/12/15 met with Chester Darden from TML on worker’s comp.
- 5/20/15 attended Police memorial and met with Tri-Star on wellness.
- Hired: 1 PT Utility Worker at the Park, 1PT Firefighter, and 8 Lifeguards hired.
- Terms during the month: 1 FT Utility Worker at the Park.
- Worker’s Compensation accidents in the month: 1 eye scratch while mowing.
- Full-time employees: 130; Part-time employees: 35.
- Job opening: Utility worker – Parks and Public Works; Director of Planning & Development Services

**City of Goodlettsville
Financial Summary
May 2015**

UNASSIGNED FUND BALANCE

Operating Fund	Current Month	Budget 06/30/2015	%
General Fund	4,422,584	3,502,058	126%
Sanitation	(29,281)	1,582	-1851%
Tourism	503,721	346,178	146%

CASH IN BANK

General Fund	6,021,052
Sanitation	(129,357)
Tourism	426,983
Sewer	9,841,206
Stormwater	820,494
Total Cash	16,980,378

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	41,197	37,782	565,193	276,132	606,390	313,914
May	50,083	42,267	320,134	319,087	370,217	361,354
Jun						
YTD	442,417	406,555	2,821,938	2,931,541	3,264,355	3,338,095

* 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 made in April

*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
May 2015**

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	
General Fund	Revenues	880,005	12,220,271	13,068,078	93.51%
General Fund	Expenditures	1,061,698	12,322,820	14,569,946	84.58%
Net Increase/Decrease		(181,693)	(102,549)	(1,501,868)	
Sanitation Fund	Revenues	57,420	661,121	758,500	87.16%
Sanitation Fund	Expenditures	17,117	731,131	884,018	82.71%
Net Increase/Decrease		40,303	(70,010)	(125,518)	
Tourism	Revenues	63,471	511,265	477,400	107.09%
Tourism	Expenditures	37,059	445,177	659,957	67.46%
Net Increase/Decrease		26,412	66,088	(182,557)	
Sewer	Revenues	437,117	4,338,114	4,961,000	87.44%
Sewer	Expenses	413,001	3,208,061	5,313,065	60.38%
Net Increase/Decrease		24,116	1,130,053	(352,065)	
Stormwater Utility	Revenues	25,503	819,771	604,250	135.67%
Stormwater Utility	Expenses	6,724	122,730	690,463	17.78%
Net Increase/Decrease		18,779	697,041	(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	138,049	1,379,251	1,551,858	89%
Community Development	45,067	514,646	560,228	92%
Police	412,188	4,193,225	4,604,085	91%
Fire	137,460	2,112,487	2,357,812	90%
Hwys & Streets	141,369	1,396,881	1,909,056	73%
Parks/Recreation	130,372	1,193,348	1,545,404	77%

NEW BUSINESS LICENSE

MAY 2015

- | | |
|--|--|
| 1. The Vapor Vendor
Tamara Yount | 602 South Main Street
opened 05/01/2015 |
| 2. Tennessee Wholesale Grocers
Pkwy. #D.
Nitinkumar B. Patel | 707 Rivergate
opened 06/01/2015 |
| 3. Erection Specialists, Inc.
Plains Pike
Edward E. Sharp | 8519 Strawberry
opened 05/18/2015 |
| 4. Results Physiotherapy
Dr., Ste 3-B
David Caniff | 900 Conference
opened 04/27/2015 |
| 5. TGP, LLC Cunningham Motors
Main Street
Kenee Berry | 404 South
opened 05/08/2015 |

MONTH OF MAY 2015**MONTHLY MANAGEMENT REPORT****COURT**NUMBER OF TICKETS ISSUED IN MAY 2015 - 431NUMBER OF DEFENDANTS APPEARING IN COURT

MAY 12	9:00	A.M.	119
MAY 12	1:00	P.M.	45
MAY 19	9:00	A.M.	82
TOTAL FOR MONTH			246
MAY 19	1:00	P.M.	11

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

CODES 2

MISDEMEANORS 0

NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL 108

EIGHT HOUR SCHOOL 5

Administrative Assistant to the City Manager's Office
May 2015

Administrative

- Organized weekly staff meetings
- Assembled IT issues city-wide for Roger Lancina
- Worked with local church in hosting National Day of Prayer at City Hall
- Main Street Voices met and discussed issues listed on 'Get Acquainted' survey and prepared for large group meeting in June
- Filmed Board of Commissioners Meeting on 5/14 and on 5/28, uploaded videos to website and distributed them through Notify Me emails
- Employee of the Month, Dean Birdwell, was acknowledged on website, social media, and information sent to the Ledger
- Hosted and attended the Relay For Life of RiverGate meeting with Julie High and Ann Crawford
- Assembled and distributed the City Manager's monthly report for April
- Attended Public Works Week employee lunch
- Attended TDOT Greenway meeting with Tim Ellis and Guy Patterson
- Hosted Leadership Nashville annual breakfast at Gazebo Park on 5/29

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.

*Have applied for funding for FY16

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** – Complete for FY15

Walmart Community Grant

***Applied at two Walmarks**

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

Project Description: To purchase public safety oriented materials for upcoming community events

Project Cost: Project cost is dependent on award

Funds Requested: \$5,000

City Match: \$0

Status: **Denied** – Will apply again in June

Goodlettsville Police Department

Chief Goodwin's Monthly Report

May 2015

In May our 11th Citizens Police Academy continued and concluded on Tuesday May 19th. On May 7th Sgt. Cherry and Talisa Cowden attended a program at Gateway Elementary. On May 11th Chief Goodwin attended the FOP Memorial Service at Nashville First Baptist and the Hendersonville Police Department memorial service at Hendersonville Church of Christ. On May 13th Commander Okert, Det. Bardill and Det. Carlisle attended the Sumner County memorial service. On May 20th the department had the Lynn Hicks memorial service. Chief Goodwin and Commander Okert were at Music on Main on May 21st. Chief Goodwin attended the Tennessee Association of Police Chiefs meeting at the Maxwell House on May 27th & 28th. Numerous members of the department participated in the Relay for Life on May 30th.

The Pharmaceutical Bin provided by the State of Tennessee Department of Environment & Conservation was in the lobby during the month of May and 34 pounds of unwanted pharmaceuticals were deposited.

In review of the TIBRS data comparing May 2015 to May 2014 Crime Against Person decreased from 27 to 17 a 37% decrease, and Crime Against Property decreased from 87 to 55 a 36% decrease and overall we had a 36% decrease. Our UCR total for the year is a 24.08% decrease in UCR Crimes.

Our proactive efforts were excellent for the month of May. As a result our officers made 1059 Traffic Stops and 7 Terry Stops. They made 86 Traffic Arrests and 19 DUI Arrests. From these Traffic Stops resulted 6 Felony charge, 100 Misdemeanor charges, and 6 warrants were served. They had 23 drug confiscations (12 from traffic stops). They issued 25 Misdemeanor Citations, made 62 Physical Arrests with 55 Misdemeanor charges and 25 Felony charges. They made 2 Juvenile Felony Arrest, 5 Juvenile Misdemeanor Arrests, issued 2 Juvenile Citations and obtained 3 Juvenile petitions.

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 21 Felony Warrants and 22 Misdemeanor Warrants.

Our officers continue to check our apartments, neighborhoods, businesses and parks. They conducted 299 apartment checks, 684 checks of neighborhoods, 517 businesses checks and 236 park checks. They had 745 Community Contacts. They found 2 Open Doors on closed businesses and issued 114 Park Smarts.



MAY TIBRS

TIBRS Group A Offenses

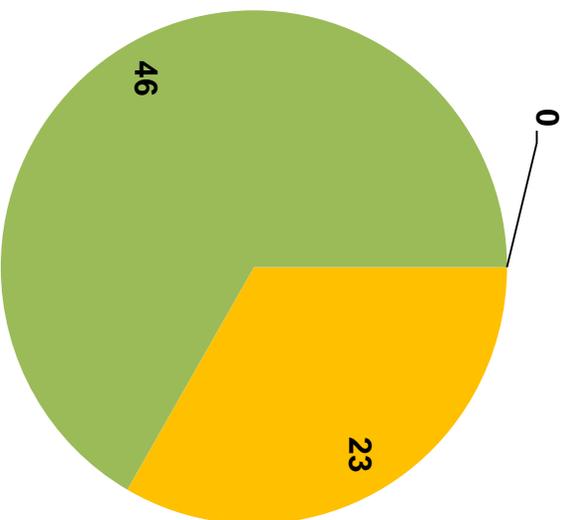
	2015 Offenses Reported	2014 Offenses Reported
Crimes Against Persons	17	27
Murder	0	0
Negligent Manslaughter	0	0
Kidnaping/Abduction	0	0
Forcible Rape	0	0
Forcible Sodomy	0	0
Sexual Assault W/Object	1	0
Forcible Fondling	0	1
Incest	0	0
Statutory Rape	0	0
Aggravated Assault	1	6
Simple Assault	12	18
Intimidation	2	2
Stalking	1	0
Crimes Against Property	55	87
Arson	0	0
Bribery	0	0
Burglary	5	8
Counterfeiting/Forgery	2	0
Destruction/Damage/ Vandalism	4	19
Embezzlement	1	2
Extortion/Blackmail	0	0
Fraud - False Pretenses	4	1
Fraud - Credit Card/ATM	0	0
Fraud - Impersonation	2	1
Fraud - Welfare	0	0
Fraud - Wire	0	0
Motor Vehicle Theft	2	1
Robbery	3	1
Stolen Property Offenses	0	0
Theft - Pocket-picking	0	0
Theft - Purse Snatching	0	0
Theft - Shoplifting	20	27
Theft From Building	4	7
Theft From Coin Machine	1	0
Theft From Motor Vehicle	4	14
Theft of Motor Vehicle Parts	2	5
Theft - All Other Larceny	1	1
Total Group A Offenses	72	114



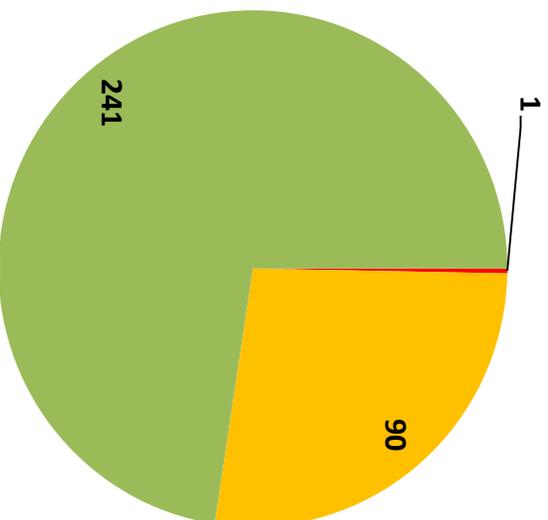
TITAN CRASH REPORTS

■ Fatal ■ Injury ■ Property Damage

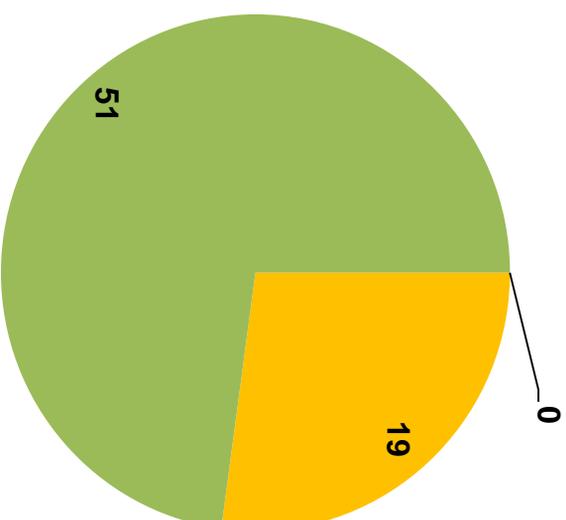
MAY 2015
69



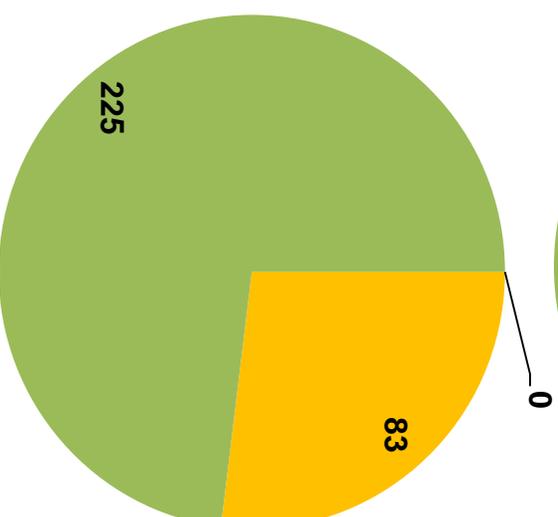
2015 YTD
332



MAY 2014
70



2014 YTD
308





MAY COMPSTAT WEEKS 19 THRU 22

	CURRENT	2015 YTD		2014 YTD		% change	2014 TOTAL
Murders	0	YTD	2	YTD	1	100.00%	1
Rape	0	YTD	1	YTD	1	0.00%	1
Robbery (Commercial)	1	YTD	3	YTD	2	50.00%	8
Robbery (Street)	3	YTD	6	YTD	2	200.00%	11
Aggravated Assault	0	YTD	13	YTD	15	-13.33%	23
Aggravated Assault - Dom Viol	1	YTD	6	YTD	7	-14.29%	17
Burglary (Commercial)	2	YTD	7	YTD	3	133.33%	15
Burglary (Residential)	3	YTD	21	YTD	24	-12.50%	51
Auto Burglaries	4	YTD	18	YTD	39	-53.85%	89
Larceny	7	YTD	51	YTD	52	-1.92%	140
Shoplifting	17	YTD	92	YTD	146	-36.99%	385
Motor Vehicle Theft	2	YTD	7	YTD	7	0.00%	19
Total Offenses	40	TOTAL YTD	227	TOTAL YTD	299	-24.08%	760

Fire Department

May 2015

Summary of Month's Activities

Fire Operations:

The Fire Department responded to 261 calls for service in the month of May. This is a 16% increase in calls for service over the same month last year. With the exception of January, fire department calls have increased each month when compared to 2014. The run total, for the department through the month of May is approximately 8% higher in 2015 than in 2014.

Administration:

The Goodlettsville Fire Department values training. Our goal is to help each firefighter develop skills and abilities that will help them become the best firefighter possible. We strive to improve knowledge from quality sources with practical hands on experience when possible. One of the resources we utilize is the Tennessee Fire Service and Codes Academy (TFACA) located in Bell Buckle, TN. The academy offers many courses to help firefighters gain knowledge and skill.

Lieutenant Lassiter and Lieutenant Toll began the Fire Officer I & II Program with the Tennessee Fire Service and Codes Academy. The Fire Officer Program is a nationally recognized state certification program that trains firefighters in leadership competencies. Key areas of the course include the four-step management process, preparing for promotion, fire officer communication, safety and risk management, and understanding people. This is a four-week program that is held in Bell Buckle, TN.

Firefighter Robertson attended the Rope Rescue class. This 32-hour class teaches personnel to conduct safely basic rope rescue operations. This course focuses on the various knots, rescue hardware, auxiliary equipment, personal protection equipment, rope care maintenance and standards governing basic rope rescue operations. This course meets and exceeds the general requirements for NFPA 1670 Standard on Operations and Training for Technical Rescue Incidents, Awareness and Operations Level for Rope Rescue. This course serves as a prerequisite for Rope Rescue Technician Level.

Firefighter Davidson began the Driver Operator program at the state fire academy. The Driver Operator Program is also a state certified course that has been traditionally called 'Pump School' by firefighters. Driver Operator certification is required by the Fire Department before a firefighter is allowed to drive or operate heavy fire apparatus in emergency conditions. Key areas of the course include skill and practical exercises involving, type of apparatus and fire pumps, apparatus inspection and maintenance, fire hose nozzles and flow rates, and pressure calculations.

Additional in-house training is always part of the training program for the fire department as well as other resources in addition to TFACA. Such as, the ISO Rating Schedule training course that was offered by The Insurance Services Organization (ISO) attended by acting Fire Chief Becknal and Lieutenant Lassiter. The Department consistently seeks to improve in order to provide the best emergency response to the citizens and guests of Goodlettsville.

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

2015 Skills and Drill Plan

Training Plan for 2015:

2015 Skills and Drill Plan

Jan- PPE, Turn-out gear PS001

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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

Fire Department - Fleet Maintenance

0 Scheduled Services

17 Repairs

❖ **Special Projects**

Warranty Work on the New Engine

Updated web site for the Fire Department

❖ **Outstanding Issues**

Inquiries made to compare Thermal Imaging Cameras

Working with Public Works to get the Fleet Software installed on shop computer

Obtained pricing for the new engine to get the top panels covered to keep from scratching paint

❖ **Cost Savings**

In house repairs done to vehicles and building as measures to save on cost.

8 Building Repairs

HVAC work done on front lobby unit

Masonry Company finished sign out front (replaced old and crumbling mortar to prevent further deterioration)

❖ **Fire Special**

Training hours- Target Safety, CPR Class

❖ **Citizen Education**

Fire Truck to Madison Creek for a school event day on May 19th

Goodlettsville Fire Department
Incident Report
Incident Totals

Jurisdiction 19226

May 1, 2015 thru May 31, 2015

CATEGORY **TOTAL CALLS**

Total Calls **261**

Structure Fires	2	Hazardous Calls	7
Vehicle Fires	1	Service Calls	16
Brush/Grass Fires	0	Good Intent Calls	26
Overpressure Rupture/Explosion - No Fire	0	System Malfunction, Malicious False	7
Refuse/Rubbish Fires	0	Unintentional False	12
Other Fires	10	Other False	7
Total Fires	13	Total False	26

Rescue and EMS	81	<i>(Vehicle Accidents with Injuries 18)</i>	Weather Related	0
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Mutual Aid Received	9	Incidents with Exposures	0
Mutual Aid Given	55		

Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	\$127,000
Fire Service Death	0	Contents	\$51,500
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 – May 2015

SOLID WASTE:

- Convenience center solid waste collected: 37 tons
- Solid waste tonnage collected: 352 tons
- Recycled materials collected: 47 tons
- PIT C&D: 120 cy
- Chips: 240 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
- LODEN VISION CENTER @ TWO MILE PIKE INSPECTION
- CONSTRUCTION AND NEW SEGMENT INSPECTIONS, MAINTENANCE AND REPAIRS
- TRAINING: CHECKING PUMPS AND SEWER EQUIPMENT, CONFINED SPACE ENTRY, CUES TV, VAC TRUCK, AND SAFETY VIDEOS
- RAINFALL FOR MONTH: 2.44"

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	2
Land Disturbance Permits Issued	1	1
Sanitation – Bulk Item/Junk Pick-Up Request	28	59

Sanitation – Cart Repairs	17	97
Sanitation – Second Cart Request	0	6
Stormwater Inspections Performed	42	107
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
Street Sweeping	6	6
Tennessee One Calls	116	556
Tree Trimming Requests	0	11
Water Quality-Related Outreach Events	0	2

PUBLIC WORKS FACILITY, OUTREACH, & PROJECT REVIEW:

- Weather briefing, utility set-up, and APWA conference calls
- Participated in City-wide weekly staff meetings
- 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
- Hosted internal meetings on Main Street and Conference Drive TDOT Local Programs projects
- Met with Parks Department and engineering firm regarding Mansker Creek Bank stabilization
- Facilitated sewer presentation meeting with LDA engineering
- Budget review meetings
- Participated in various internal committee meetings
- Met with engineering firm on street specifications
- Received calls from developers on policies, procedures, and ordinances related to land development, stormwater, and sewer.

- Incode software training
- Departmental budget meetings
- Utility billing conference calls
- Assisted White House with stormwater manager interviews
- Met with WKU to establish long-term data collection program
- TDOT meeting regarding Vietnam Vets/Conference Drive exit
- Celebrated National Public Works week
- Pre-con meeting regarding Towne Place Suites
- Bid opening for paving contract.
- Monthly safety meeting
- Interviews for Utility Worker 2 position

STORMWATER:

Educational Outreach Opportunities

- Facilitated monthly stormwater manager's meeting.
- On-going training and sampling continues with both Vol State and Western Kentucky University students. Several students have been able to create posters for presentations at various academic events across the country. A new, two-year sampling program kicks off this year with Western Kentucky. This monitoring program will involve students specifically assigned to Goodlettsville and data collected will be submitted to TDEC to coincide with TDEC's data they've collected. The ultimate goal is to improve the quality of the stream and water to remove it from the EPA's 303(d) list of streams.
- May 2 – Paddlefest on the Cumberland River. We hosted a booth that this extremely popular family-based event on Sanders Ferry Road in Hendersonville from 8:00 a.m. – 3:00 p.m. Fun was had for all ages. Demonstrations, vendors, educational sessions, music, food, and fun! We distributed water quality and stormwater educational information.

- May 13 – Sumner/Wilson County stormwater managers meeting, Gallatin, 11:30 a.m. at Logan’s. CEC presented on NPDES stream assessment requirements.
- May 30 – Public education and involvement workshop on stream assessments, macroinvertebrate assessments and identification, stream adoption, My Goodlettsville information and more presented.
- Held pre-construction meeting with Towne Place Suites.

Drainage Repair and Construction Inspection

- The following active/in-active construction sites have been inspected this month: Cobblestone Condo development, Copper Creek subdivision, Goodlettsville Middle School, Metro Baptist Church, Tyson, Loden, individual homesites.
- Drainage repair/clean-out: Cerro Vista, Cima, Donald, Moss Trail, Shevel, Garrett, Dickerson Road, Moncrief, Draper Drive, Melissa Court, Isaac, French, Utley, McCoin, Lucien, Swift, Fannin, Monticello, Madison Creek, Old Springfield Highway, Hitt Lane, Dry Creek Road, Old Dickerson, Robert Cartwright, Mathes Court, Roanoke, Happy Hollow, Miller Creek, Moss-Wright Park, Alta Loma, Janette Av., Old Springfield Highway
- Under road and/or drainage repair, upcoming projects: Northgate Circle, Wren, Bluebird, Meadowlark, Caldwell, Rivergate Parkway, Old Springfield Highway

Weekly Stormwater Inspections:

Site:	NOV's	
	Issued	Reason for NOV
Copper Creek	1	silt fence repairs
Copper Creek Sewer Extension	0	

Copper Creek Phase II Section 1	0
Goodlettsville Middle School	0
Kroger Expansion	0
Loden Vision Center	0
Metro Baptist Church Addition	0
Northcreek Stockpile/Northcreek Commons	0
Towne Place Suites	0
Tyson Expansion	0

New Residential:

2041 Crencor Drive	0
421 Buffalo Run	0
141 Two Mile Pike	0
103 Roanoke Drive	0
505 Mathes Court	0

Monthly Stormwater Inspections:

Cobblestone Condos	0	inactive site/work stoppage
Public Works Good Housekeeping Inspection	0	

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

May 2015

ADMINISTRATION

- Amy Mitchell and Dallas Long met with the Goodlettsville Chamber of Commerce to discuss the partnership for the Music on Main music series.
- Conducted interviews for Lifeguards and Utility Workers.
- Prepared and participated in the Parks Advisory Board meeting.

EVENTS

- Music on Main
- Vintage Baseball Game
- TSSA State Tournament
- 3v3 Soccer Tournament

PARKS DIVISION

Report from the Superintendent of Parks – Jack Presley

Pleasant Green Park

- Built gate for pool deck.
- Repaired water fountain at restrooms.
- Repaired cracks in pool concrete apron.
- Filled in holes with dirt in pool area.
- Cleaned sign at the entrance to Pleasant Green.
- Weeded the flower beds.
- Leo's tree serviced trimmed dead limbs out of Elm tree on pool deck.
- Cleaned skylight at the concessions.

Peay Park

- Removed and disposed of wooden benches due to bee infestation.
- Filled in cracks along new sidewalks.
- Planted flowers at the flag poles.
- Tennis courts lights were repaired and timer set.
- Cracks on tennis courts were repaired.
- Repaired faucet at restroom/concession stand.

Moss-Wright Park

- Repaired broken water supply at Fort.
- Placed mats under new swings.
- Replaced and replaced faucets at quad restrooms.
- Repaired light switch and replaced plug in boy's concessions.
- Redid the plumbing for football concessions.
- Dumped the restroom trailer and moved the concessions down to football.
- Finished planting flowers in the park.
- Watered flowers and fertilized them.
- Replaced fittings on watering trailer.
- Repaired seat switch on 376.
- Had the PTO replaced on the 4630 tractor.
- Moved 25 conference chairs for Dollar General to the Chamber.
- Repaired the blend switch and A/C on 346.

- Weeded the flower beds.
- Trimmed low limbs to make it easier to mow under.
- Repaired leaks on soccer, fixed the wiring problem, and replaced two heads.
- Repaired multiple heads on fields at the quad.
- Applied rounds 4 and 5 on the chemical program to the athletic fields.
- Brushed the grass edges, redressed the pitch mounds, and spot sprayed for broadleaf weeds.
- Applied more SAF coat to low spots at the quad.
- Sprayed practice fields with roundup.
- Swapped out volleyball nets and put the boundaries down.
- Prepared the soccer complex for two soccer tournaments. (TSSA and 3v3 tournament)
- Replaced soccer anchors on goals.
- Pulled cores and use the Arevator on the soccer fields.
- Trimmed hanging limb in the playground with bucket truck.
- Playground check.
- Cleaned brush and debris from the parking lot at the Goodlettsville Event Center.
- Installed handicap signs at the GEC.
- Hauled off unwanted items from the GEC.
- Set up table and chairs at City Hall and tore down after the event.

RECREATION DIVISION

Report from the Recreation Supervisor – Robbie Brigham

Recreation

- Girls Youth Volleyball and adult coed leagues finished with a single elimination tournament.
- Adult Men’s Church softball games continued this month.
- Adult Sand Volleyball registration took place with 6 teams registered.
- Summer Recreational T-Ball registration took place with the league filling with 96 participants.
- Season swim passes, swim lessons, and swim team registrations took place.
- Pool inspection was passed with a score of 100.
- Lifeguard orientation and training was held.
- Stage and barriers were set up for Music on Main.
- Flags were put out around the City for the Memorial Day holiday.
- The concession stand for Pleasant Green Pool was stocked and made ready to open.

Marketing

- Parks website was updated.
- A Notify Me was sent out about upcoming activities for all ages. Pleasant Green Pool opening information and activities were sent out.
- Goodlettsville Middle School Summer Activities Fair was attended.

COMMUNITY DEVELOPMENT DEPARTMENT

Sub-group: Economic Development

Monthly Management Report: May 2015

Business Recruitment / Retention & Expansion

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

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

Met with Conference Drive Stakeholders.

Worked with landowner, design and engineering team for new Candlewood Suites.

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 design and engineering for a new Hotel.

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 developer on possibility of a new assisted living facility in Goodlettsville.

Attended ICSC ReCon (Retail Development Convention) and met with developers in the retail and commercial industries with expansion plans.

Meetings Attended

Goodlettsville City Commission
Goodlettsville BZA, Planning Commission
Nashville Area Chamber of Commerce
Sumner County JECDB
MTAS

COMMUNITY DEVELOPMENT**Planning Department****June 1, 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

Metropolitan Planning Organization TCC discussion concerning status of submitted projects

Special Projects

Goodlettsville Codes Department Building Report May 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>
New Residential										
Total		0.00								
New Commercial										
Total		0.0000								
Additions & Remodeling										
20150101	05/07/2015	20,000.00	140	97		3058 Patton Branch Rd.	Bryan Jones	Owner	Residential Addition	Sumner
20150102	05/08/2015	0.00	143	6-03		618 Carol Ann Dr.	Kroll	112	Mechanical	Sumner
20150104	05/08/2015	20,000.00	19.14	14		123 Northcreek Blvd.	Kroger	Hiton Signs	Sign	Davidson
20150105	05/08/2015	1,000.00	19.14	14		123 Northcreek Blvd.	Starbucks at Kroger	Hiton Signs	Sign	Davidson
20150110	05/15/2015	550,000.00				343 Old Stone Rd.	Meritage Builders	38925	Copper Creek Clubhouse	Sumner
20150113	05/20/2015	6,000.00	26.14	34		240 Long Hollow Pk.	Boot Barn	Owner	Temp. Sign	Davidson
20150115	05/20/2015	6,000.00	26.14	34		758 Rivergate Pkwy	Miracle Ear	Bozman Sign	Sign	Davidson
20150117	05/21/2015	0.00	25.04	108	D	127 N. Main	Cole and Garrett	Owner	Temp. Sign	Davidson
20150118	05/22/2015	0.00	25.04	108	D	301 S. Main St.	Middle TN Chiropractic	Owner	Fire/Life Safety	Davidson
20150119	05/22/2015	0.00	25.04	108	D	301 S. Main St.	Middle TN Chiropractic	Owner	Sign	Davidson
20150123	05/29/2015	150,000.00	140	105		1213 Madison Creek	Mathew Baskin	55092	Residential Addition	Sumner
Total		747,000.00								
Total New Residential										
Total New Commercial		0.00				Single Family Dwellings				
Total Add./Remodels		747,000.00				Davidson	0			
Total All Permits		747,000.00				Sumner	0			
						Total	0			

Goodlettsville Codes Department Activity Report May 2015

DEPARTMENT OF 4 EMPLOYEES:

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

The purpose of the Codes Department is 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	40 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	2 inspections
Fire Investigations	Duties of Fire Marshal involving fires in the city limits	1 investigation
Building Inspections	Building Related	65 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	55 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	46 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.	0 hrs./testing inc.
Storm Water Training	EPSC training and certification	0 hours
Fire Inspection Training	L. DiOrto and M. Bauer required training on Fire Code (Arson Training)	4 hours

Property Maint. Liens	Unpaid property maint. issues including grass cutting, demo of unsafe structures, etc.	0
Building and Codes Report	Report issued monthly for permit information-listed on City website	1 Report
Sumner County Impact Fee	Collect and Distribute Tax collected for Sumner County New Residential Homes	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	5 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	0 citations
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	daily