



## ***City Manager Report: July 2015***

***Distributed: August 20, 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:***

Goodlettsville hosted the annual July 4<sup>th</sup> Celebration at Moss-Wright Park. Event-goers enjoyed an array of activities, music and food, wrapping up with fireworks.

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August 10, 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 July, 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

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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: July, 2015

### Legislative Accomplishments

- Board of Commissioners took action following the following ordinances:
  - Passed Ordinance 15-842, an ordinance authorizing the execution for delivery of a master lease agreement, equipment schedule number 1, and escrow agreement, and related instruments and determining other matters in connection therewith.
  
- The Board of Commissioners also took action on the following resolutions:
  - Approved Resolution 15-642, a resolution approving a contract with Fox Collection Services.
  - Approved Resolution 15-643, a resolution approving an equipment lease contract with Panasonic Business Finance.
  - Approved Resolution 15-644, a resolution approving an access agreement for live video and information sharing with the State of Tennessee Department of Transportation.
  - Approved c.Resolution 15-645, a resolution to approve a Memorandum of Understanding with the Tennessee Department of Transportation as it relates to the Open Roads Policy.

### Other Items Considered by the Board

- None

### **Legislative Matters Forthcoming**

- Ordinance changing the zoning classification of certain property within the city.
- Resolution approving a contract for debt collection services.
- Resolutions approving agreements with the Cities of Millersville and Ridgetop for the transmission of wastewater.
- Ordinance amending the zoning ordinance as it relates to accessory and residential additions.
- Resolution approving a contract with TDOT in reference to CMAQ grant.
- Ordinance adopting new wastewater connection and capacity fees.
- Ordinance permitting the consumption of alcohol at the Goodlettsville Event Center during permitted events.
- Resolution approving rules and regulations as it relates to the consumption of alcohol at the Goodlettsville Event Center.

### **Commissions and Boards**

- **Planning Commission**
  - Approved a request by Civil Site Design Group, PLLC, 630 Southgate Avenue, Suite A, Nashville, TN for approval of a revised Preliminary Master Plan for The Vineyards at Twelve Stones Crossing, Truevine Way, Sumner County Tax Map 143, parcels 8, part of 48.01, 51,51.02, 102, 103,104, 105, 106 107 and 108 on behalf of Villa Property, LLC, 509 Indian Hills Mound, Goodlettsville,
  - Approved a request by Civil Site Design Group on behalf of Villa Property, LLC, 509 Indian Hills Mound, Goodlettsville, TN rezoning parts of parcels 48.03 and 52 as shown on Sumner County Tax Map 143 from LDRPUD (Low Density Residential Planned Unit Development) to R40 (Low Density Residential district) consisting of approximately 6.38 acres as shown on the final plat of Truevine & Vineyard At 12 Stones PUD.

- Deferred a request of Crawford & Cummings, P.C., 1929 21st Ave. S., Nashville, TN for approval of a Final Plat, Truevine & Vineyard At 12 Stones PUD, Sumner County Property Map 143, parcels 52, 52.03 and 48.03, and Map 143-F-A parcels 35 and 38.\
  - Approved certain zoning ordinance changes as it relates to accessory buildings and residential additions.
  - Approved a one month extension of Letter of Credit No. 669 in the amount of \$87,000.00 for installation of infrastructure at The Vineyards @ Twelve Stones Crossing, Phase III due to expire 7/21/15. Villa Property, LLC.
- **Board of Zoning Appeals**
  - ❖ Board did not meet during the month of July
- **Beer Board**
  - ❖ Beer Board did not meet during the month of July
- **Industrial Development Board**
  - Industrial Development Board did meet but did not consider any action items.
- **Parks, Recreation & Tourism Advisory Board**
  - Approved a conceptual Peay Park Re-Development Master Plan.

### 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.
- Streambank stabilization of Mankers and Madison Creeks.
- City-wide Beautification.
- Utility Billing Start-up.

## Public Information Office / City Recorder Monthly Report July 2015

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### **News & Announcements**

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

- "City of Goodlettsville July Newsletter"
- "Music On Main Returns Thursday, July 16<sup>th</sup> with Reckless"
- "Board of Commissioners Meetings Posted for Online Viewing" (2)
- "City Manager's Monthly Report for June 2015 is Posted"
- "Addam McCormick Chosen as Director of Planning and Development Services"
- "There are a few spots left in the 2015 Citizens Leadership Academy"
- "City of Goodlettsville August Newsletter"
- "Goodlettsville Give Back - Back to School Bash at RiverGate Mall"
- Employee of the Month for June was Alicia Prince.
- Communications Officers of the Month for June were Grant Wakefield, Kristy Griner, and Shane Farrell.
- Police Officers of the Month for June were Jeff Petty and Donald Brinton.

### **Meetings/Events**

- Met with the Arts and Antiques Festival Committee
- Met with the Welcome Package Committee - currently working on a mailer for new and existing residents
- Attended the Goodlettsville Chamber of Commerce Luncheon

### **Admin**

- Coordinated new software training for Tennessee Municipal Benchmarking Project for FY 15-16 with city staff
- Worked on Citizens Leadership Academy 2015 session
- Continued work on the city's mobile app redevelopment project - target launch timeframe is late August 2015
- Prepared for the regularly scheduled July 9<sup>th</sup> and July 23<sup>rd</sup> commission meetings.
- Produced the City of Goodlettsville Newsletter for August
- Worked to update Board of Commissioners meetings activity book for vault records
- Fulfilled request for public records: complete file for Hooter's of RiverGate for Bart Durham Injury Law
- Performed website administrator job functions as needed: developed and reviewed web content

# Finance and Administration Monthly Report

July 2015

## FINANCE

- Worked with Incode Utility Billing Trainers, Utility Billing Clerk and Public Works Staff on the utility billing implementation. This work continues into August.
- Met with John Crawford, VC3 to discuss managed IT services, along with Roger Lancina and the City Manager.
- Submitted the Budget Document and additional worksheets to the State for Fiscal Year 2016.
- Participated in our Bi-weekly Utility Billing Project Status Update conference call.
- Attended the Conference Drive update meeting.
- Assisted with the interview process for the Planning and Codes Director.
- Met with EGov regarding Property Tax Software.
- Attended the Employee Picnic Committee meeting.

## Human Resources

- July 1, ran fiscal year end reports and accrued time.
- July 7, met with Auditor on retirement reports.
- July 9, attended Affordable Care Act seminar.
- July 14, accompanied TOSHA on bi-annual visit.
- July 15, coordinated and attended Keeping the Beat Alive – wellness class.
- July 20, attended Affordable Care Act webinar with INCODE.
- July 23, attended MTAS webinar on benchmarking.
- July 30, met with picnic committee.
- Hired: 1 Utility Worker for Public Works.
- Terms during the month: Rick Gregory retired.
- Worker's Compensation accidents in the month: 0 injuries.
- Full-time employees: 130; Part-time employees: 38.
- Job opening: Recreation Assistant; Director of Planning & Development Services (starting Aug 17).

**City of Goodlettsville  
Financial Summary  
July 2015 (Unaudited)**

**UNASSIGNED FUND BALANCE**

Operating Fund	Current Month	Budget 06/30/2016	%
General Fund	2,934,334	1,617,218	181%
Sanitation	0	9,737	0%
Tourism	355,985	273,413	130%

**CASH IN BANK**

General Fund	5,003,885
Sanitation	0
Tourism	439,370
Sewer	10,116,073
Stormwater	975,644
<b>Total Cash</b>	<b>16,534,972</b>

**SALES TAX COLLECTIONS**

Month Received	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	49,197	42,663	265,025	261,346	314,221	304,009
Jul	47,541	41,026	296,073	283,514	343,615	324,539
YTD	491,613	449,218	3,086,963	3,192,887	3,578,576	3,642,104

-1.74%

\* 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  
July 2015 (Unaudited)**

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	
General Fund	Revenues	110,017	110,017	14,098,749	0.78%
General Fund	Expenditures	719,021	719,021	16,402,407	4.38%
<b>Net Increase/Decrease</b>		<b>(609,004)</b>	<b>(609,004)</b>	<b>(2,303,658)</b>	
Sanitation Fund	Revenues	0	0	958,000	0.00%
Sanitation Fund	Expenditures	68,724	68,724	948,655	7.24%
<b>Net Increase/Decrease</b>		<b>(68,724)</b>	<b>(68,724)</b>	<b>9,345</b>	
Tourism	Revenues	62,262	62,262	534,600	11.65%
Tourism	Expenditures	20,307	20,307	659,249	3.08%
<b>Net Increase/Decrease</b>		<b>41,955</b>	<b>41,955</b>	<b>(124,649)</b>	
Sewer	Revenues	0	0	5,155,000	0.00%
Sewer	Expenses	56,814	56,814	5,674,161	1.00%
<b>Net Increase/Decrease</b>		<b>(56,814)</b>	<b>(56,814)</b>	<b>(519,161)</b>	
Stormwater Utility	Revenues	195,663	195,663	604,000	32.39%
Stormwater Utility	Expenses	13,066	13,066	662,264	1.97%
<b>Net Increase/Decrease</b>		<b>182,597</b>	<b>182,597</b>	<b>(58,264)</b>	

**OPERATIONS EXPENDITURE SUMMARY**

<u>General Fund Operating Dept</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Budget</u>
General Government	72,989	72,989	1,626,716	4%
Community Development	76,637	76,637	709,492	11%
Police	230,105	230,105	4,954,235	5%
Fire	79,095	79,095	2,313,092	3%
Hwys & Streets	46,509	46,509	2,452,240	2%
Parks/Recreation	100,405	100,405	2,226,318	5%





Administrative Assistant to the City Manager's Office  
July 2015

Administrative

- Organized weekly staff meetings
- Assembled IT issues city-wide for Roger Lancina
- Filmed Board of Commissioners Meeting on 7/9 and on 7/23, uploaded videos to website and distributed them through Notify Me emails
- Assembled and distributed the City Manager's monthly report for June
- Met with the Ministerial Event Committee to discuss upcoming community family friendly event
- Met with the Picnic Committee to plan the upcoming Employee Picnic for September
- Attended the Ribbon Cutting for Kingsley Photography and the Vault Gallery

**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**

**Governor's Highway Safety Office Grant**

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

Project Description: Four handheld lasers

Project Cost: \$5,000

Funds Requested: \$5,000

City Match: \$0

Status: **Submitted 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**

**TAEP Grant**

Grant Description: Tennessee Agricultural Enhancement Program matching grant

Project Description: To fund tree planting project along NorthCreek Boulevard

Project Cost: \$8,604

Funds Requested: \$4,302

City Match: \$4,302

Status: **Submitted**

**Walmart Community Grant****\*Applied at two Walmarts**

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: **Submitted**

## Goodlettsville Police Department

### Chief Goodwin's Monthly Report

July 2015

On July 4th our department assisted with the Independence Celebration and fireworks at Moss-Wright Park. On July 9<sup>th</sup> Sgt. Cherry attended The Retreat at Dry Creek Neighborhood Watch meeting. July 21<sup>st</sup> Chief Goodwin attended Chief Steven Anderson's quarterly breakfast meeting with area law enforcement. On July 21<sup>st</sup> Chief Goodwin and Sgt. Cherry attended the Indian Hills Neighborhood Watch meeting. On July 23<sup>rd</sup> Sgt. Cherry attended the initial meeting of the Rolling Meadows Neighborhood Watch. July 29<sup>th</sup> - 31<sup>st</sup> Chief Goodwin attended the TACP Conference in Knoxville. Chief Goodwin and Sgt. Driver were at Music on Main on July 16<sup>th</sup>. Chief Goodwin attended the 18<sup>th</sup> Drug Task Force Meeting on July 22<sup>nd</sup> and the Chamber of Commerce luncheon on July 23<sup>rd</sup>.

The Pharmaceutical Bin provided by the State of Tennessee Department of Environment & Conservation was in the lobby during the month of July and 45 pounds of unwanted pharmaceuticals were deposited.

In review of the TIBRS data comparing July 2015 to July 2014 Crime Against Person decreased from 17 to 15 a 12% decrease, and Crime Against Property decreased from 85 to 69 a 19% decrease and overall we had a 18% decrease. YTD TIBRS Crime Against Person decreased from 152 to 112 a 26.32% reduction. TIBRS Crime Against Property decreased from 557 to 430 a 22.80% reduction. Overall there has been a 23.55% decrease YTD. Our UCR total for the year is a 25.90% decrease in UCR Crimes.

Our proactive efforts were excellent for the month of July. As a result our officers made 1066 Traffic Stops and 7 Terry Stops. They made 90 Traffic Arrests and 23 DUI Arrests. From these Traffic Stops resulted 9 Felony charges, 105 Misdemeanor charges, and 16 warrants were served. They had 12 drug confiscations (8 from traffic stops). They issued 25 Misdemeanor Citations, made 47 Physical Arrests with 41 Misdemeanor charges and 19 Felony charges. They made 5 Juvenile Misdemeanor Arrests, issued 1 Juvenile Citations for Curfew and obtained 1 Juvenile petition.

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 24 Warrant Service Attempts. They served 2 Felony Warrants and 27 Misdemeanor Warrants.

Our officers continue to check our apartments, neighborhoods, businesses and parks. They conducted 291 apartment checks, 813 checks of neighborhoods, 517 businesses checks and 281 park checks. They had 824 Community Contacts. They found 2 Open Doors on closed businesses and issued 165 Park Smarts.



## JULY TIBRS

### TIBRS Group A Offenses

	2015 Offenses Reported	2014 Offenses Reported
<b>Crimes Against Persons</b>	<b>15</b>	<b>17</b>
Murder	0	0
Negligent Manslaughter	0	0
Kidnaping/Abduction	0	1
Forcible Rape	0	0
Forcible Sodomy	0	1
Sexual Assault W/Object	0	0
Forcible Fondling	0	1
Incest	0	0
Statutory Rape	0	0
Aggravated Assault	1	2
Simple Assault	12	11
Intimidation	2	1
Stalking	0	0
<b>Crimes Against Property</b>	<b>69</b>	<b>85</b>
Arson	0	0
Bribery	0	0
Burglary	3	6
Counterfeiting/Forgery	3	3
Destruction/Damage/ Vandalism	16	7
Embezzlement	2	2
Extortion/Blackmail	0	0
Fraud - False Pretenses	5	8
Fraud - Credit Card/ATM	0	1
Fraud - Impersonation	1	2
Fraud - Welfare	0	0
Fraud - Wire	0	0
Motor Vehicle Theft	0	1
Robbery	1	2
Stolen Property Offenses	0	0
Theft - Pocket-picking	0	0
Theft - Purse Snatching	0	0
Theft - Shoplifting	13	31
Theft From Building	3	8
Theft From Coin Machine	0	1
Theft From Motor Vehicle	15	8
Theft of Motor Vehicle Parts	3	1
Theft - All Other Larceny	4	4
<b>Total Group A Offenses</b>	<b>84</b>	<b>102</b>



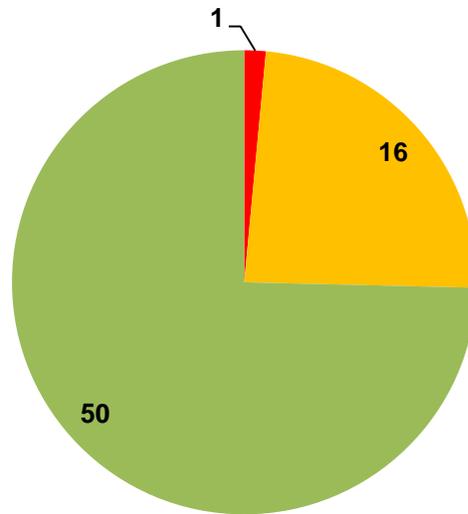
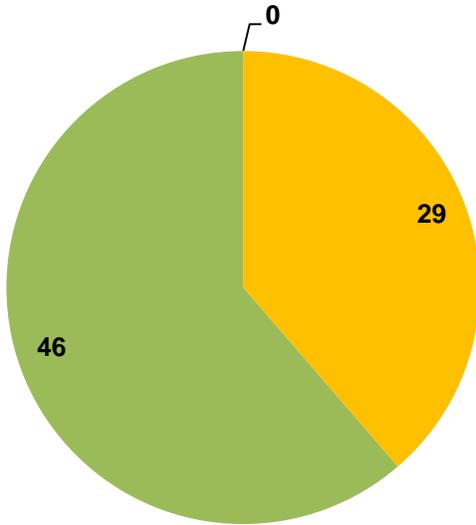
# TITAN CRASH REPORTS

■ Fatal      ■ Injury      ■ Property Damage

**2015**  
**75**

**JULY**

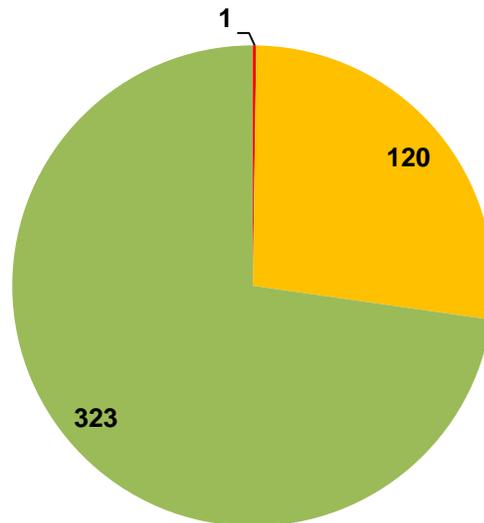
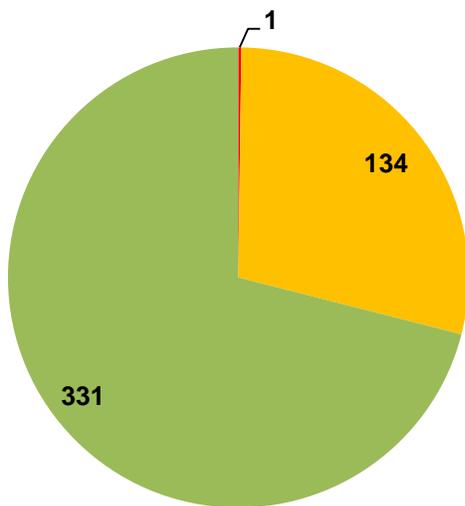
**2014**  
**67**



**2015**  
**466**

**YTD**

**2014**  
**444**





## JULY COMPSTAT WEEKS 27 THRU 31

	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	7	YTD	2	250.00%	8
Robbery (Street)	0	YTD	6	YTD	5	20.00%	11
Aggravated Assault	3	YTD	18	YTD	20	-10.00%	23
Aggravated Assault - Dom Viol	1	YTD	7	YTD	10	-30.00%	17
Burglary (Commercial)	3	YTD	16	YTD	8	100.00%	15
Burglary (Residential)	1	YTD	23	YTD	30	-23.33%	51
Auto Burglaries	19	YTD	39	YTD	58	-32.76%	89
Larceny	9	YTD	74	YTD	80	-7.50%	140
Shoplifting	16	YTD	128	YTD	219	-41.55%	385
Motor Vehicle Theft	0	YTD	8	YTD	10	-20.00%	19
<b>Total Offenses</b>	<b>53</b>	<b>TOTAL YTD</b>	<b>329</b>	<b>TOTAL YTD</b>	<b>444</b>	<b>-25.90%</b>	<b>760</b>



## Summary of Month's Activities – July 1 thru July 31, 2015

### **Fire Operations**

The Department responded to 250 calls for service for the month of July.

### **Fire Administration**

Administration:

The department purchased a new Thermal Imaging Camera (TIC) for the firefighters in June. Thermal Imaging is used to locate victims during search and rescue operations, locating fire and heat in and behind walls during fire investigations. These cameras are especially useful in determining overheated equipment such as ballast and HVAC units. Firefighters started training with the new Tic in July. 100% of firefighters will be certified by the manufacturer to operate the new camera before being put in service. The TIC is scheduled to be in service the first week in August.

Lieutenant Toll and Firefighter Stone attended the Five Alarm Leadership Conference for Company Officers. The conference was led by Retired Chief Rick Laskey (Lewisville, TX) and Retired Chief John Salka (FDNY). The instructors are both authors and very well known throughout the firefighting industry. The conference was designed to study leadership traits, core values and effective relationships in the fire department. Firehouse conflicts, operational difficulties and daily routines were studied to develop professional leadership skills and abilities. The course goal is to build better officers and better working environments.

Lieutenants Toll and Lassiter attended a course on electrical fire investigation held by the Public Agency Training Council (PATC). This course included live fire evaluations and investigation. A special emphasis was placed on the effects of small appliance fires. This will help the department during future fire investigations.

**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

**Public Education Hours**

July 4 – Fireman’s Foam at Moss Wright Park for July 4<sup>th</sup> celebration

July 8 - ½ hr. tour throughout fire hall given – one child

July 10 – 1 hr. at Goodlettsville Elementary

July 13 – 1 ½ hrs. Church group of 7<sup>th</sup> & 8<sup>th</sup> graders here to visit and tour

July 20 – 2 hrs. at Chick Fil A / Rivergate Family Night

## July Maintenance Report

1 Scheduled Service

17 Repairs

### Special Projects

### Outstanding Issues

Engine 41-7 repair from damage to the front bumper while parked on a call

Ladder Testing preparation

### Cost Savings

Any *in house* repairs performed on vehicles and building to cut down on the cost.

7 Building Repairs

Work in progress to finalize the Fire Alarm Panel repairs

Obtaining quotes to make repairs to shower in Bathroom #4

### Fire Special

Training hours- Target Safety, Nozzle, Pump, and Hazmat

Replaced firefighter staff when needed as they attended outside training schools

July 4<sup>th</sup> Celebration- Fireman's Foam and Fireworks

Fire Hall Tours

Goodlettsville Fire Department  
Incident Report / Incident Totals

Jurisdiction 19226                      July 1, 2015 thru July 31, 2015  
(NFIRS Report)

**Total Calls                                      250**

CATEGORY	TOTALS	CATEGORY	TOTALS
Structure Fires	0	Hazardous Calls	3
Vehicle Fires	0	Service Calls	22
Brush/Grass Fires	2	Good Intent Calls	34
		Cover Assignment, Standby, Move up	1
Overpressure Rupture /Explosion	0		
Refuse/Rubbish Fires	0	System Malfunction, Malicious False	4
Other Fires	4	Unintentional False	5
		Other False	4
<b>Total Fires</b>	<b>6</b>	<b>Total False</b>	<b>13</b>

Rescue and EMS	171	Weather Related	0
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(Vehicle Accidents with Injuries 21 )

Mutual Aid Received	10	Incidents with Exposures	0
Mutual Aid Given	48		

Fire Service Injuries	0	<b>Fire Dollar Loss</b>	
Non-Fire Service Injury	0	Property	0.00
Fire Service Death	0	Contents	0.00
Non-Fire Service Death	0		0.00
Fire Civilian Injuries	0	<b>Non-Fire Dollar Loss</b>	0.00
Non-Fire Civilian Injuries	0	Property	0.00
Fire Civilian Deaths	0	Contents	0.00
Non-Fire Civilian Deaths	0		0.00

## Public Works Report – July 2015

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### SOLID WASTE:

- Convenience center solid waste collected: 400.96 tons
- Solid waste tonnage collected: 32.29 tons
- Recycled materials collected: 18.76tons
- PIT C&D: 120 cy
- Chips: 43 cy

### SEWER:

- MONTHLY EQUIPMENT AND DAILY PUMP STATION INSPECTION, MAINTENANCE AND REPAIRS
- MONTHLY BIOXIDE TANK FILLING
- TIVING 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
- TRAINING: CHECKING PUMPS , CUES TV
- RAINFALL FOR MONTH: 5.61"

Public Works Selected Performance Indicators	Total	YTD
Sanitation – Bulk Item/Junk Pick-Up Request	31	90
Sanitation – Cart Repairs	21	136
Stormwater Inspections Performed	48	155
Street Sweeping	57	86
Tennessee One Calls	209	765
Vehicle Maintenance- Scheduled	6	33
Vehicle Maintenance- Unscheduled	15	122

## **PUBLIC WORKS FACILITY, OUTREACH, & PROJECT REVIEW:**

- Utility billing go-live
- 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 internal/external committee meetings
- Hosted internal meetings on Main Street and Conference Drive TDOT Local Programs projects
- Received calls from developers on policies, procedures, and ordinances related to land development, stormwater, and sewer.
- Utility billing conference calls
- Met with WKU to establish long-term data collection program
- Monthly safety meeting
- TOSHA audit
- Wellness meeting participation
- Benchmarking software training
- Hosted Chamber of Commerce luncheon

## **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.

#### 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
- Working with TDOT on high mast lighting for 31/41 interchange and exit 98
- FHWA/TDOT Local Programs Projects (Main Street, Conference Drive)
- Bent sign/retro-reflectivity sign replacement program (on-going)



## Projects - Administration

- Peay Park Master Plan Design
- Creating Branding and Marketing Plan
- Creating Policies and Procedures for rental of the Goodlettsville Event Center and for the Senior Adult Program
- Building an Inspection Database within Park Reporter App for Playground and Park Inspections
- Designing a Memorial and Heritage Bench and Tree Donation Program
- Creating a Policy for Outdoor Instructors

## Projects – Parks and Recreation

- Completed event preparation for the Independence Day Celebration
- Pressure washing tennis courts and sidewalks
- Preparing for the fall athletic season including turf repair of the soccer fields and football field preparation
- Completed routine and regular parks and facilities maintenance and preparation

## Facility and Rental Information

	Resident Usage/Rentals	Non-Resident Usage/Rentals	Attendance	Volunteer Hours
Community Center	626/5	376/2		
Goodlettsville Event Center				
Senior Adult Program			405	9
Shelters	26	16		
Fields		3		
Historic Mansker's Station			252	126.25
Pleasant Green Pool	5	5	5382	
Tennis Courts		12		

## Special Events

### Special Event Applications Submitted

- Country LAX Boys Lacrosse Tournament: June 4-5 2016

### Event Applications Approved

- Country LAX Boys Lacrosse Tournament: June 4-5 2016 at Moss Wright Park Soccer Complex

### Events conducted in July

- Little League District Tournament: June 27-July 5
- Goodlettsville Youth Football & Cheer Camp: July 6-8
- Walgreen's Softball Tournament: July 11, 2015
- Little League State Tournament: July 18-23
- Goodlettsville 4 Mile Classic: July 25, 2015
- TUSC Soccer Team Camp: July 27-31

### Events and programs conducted by P&R in July

- Independence Day Celebration
- Fun Friday “Music & Magic” July 10, 2015
- Master Gardeners Lecture Series: July 11
- Music on Main: July 16, 2015
- Fun Friday- “ Science of a Superhero” July 24, 2015
- Tot-Time - Ongoing

### Programs contracted with P&R in July

- |              |                 |                |
|--------------|-----------------|----------------|
| - Zumba      | Zumba Toning    | Yoga Basics    |
| - Tai Chi    | Martial Arts    | Chair Aerobics |
| - Chair Yoga | Snapology Camps | Soccer Shots   |

## Athletics

### Current leagues operating in Goodlettsville Parks for July

- |  |   |
|--|---|
| - Goodlettsville Little League Baseball        | Goodlettsville Girls Fast Pitch Softball  |
| - Goodlettsville T-Ball                        | Goodlettsville Adult Coed Sand Volleyball |
| - Goodlettsville Adult Women’s Sand Volleyball | Goodlettsville Youth Football             |

### # of games that took place in July

- 52 Games- Baseball
- 9 Games- Softball
- 33 Games- Sand Volleyball

### # of practices

- 63 Practices- Baseball
- 22 Practices- Softball
- 20 Practices- Football

# **COMMUNITY DEVELOPMENT DEPARTMENT**

## **Sub-group: Economic Development**

**Monthly Management Report: July 2015**

### **Business Recruitment / Retention & Expansion**

Worked with Dr. Loden's team on various construction issues in regards to new building.

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

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

Worked with design and engineering team in regards to a new Holiday Inn Express.

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.

### **Meetings Attended**

Goodlettsville City Commission

Goodlettsville BZA, Planning Commission

MTIDA Annual Meeting

Forward Sumner Committee meeting

Conference drive project update meeting

Main Street revitalization meeting

## Goodlettsville Codes Department Activity Report July 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	55 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	0 investigation
Building Inspections	Building Related	66 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	65 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	48 inspections
Signs Removed	Illegal signs removed from city limits	62 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	2 hours
Fire Inspection Training	L. DiOrio and M. Bauer required training on Fire Code (Arson Training)	2 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
Summer County Impact Fee	Collect and Distribute Tax collected for Summer 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	5 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	1 citations
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	daily

