



City Manager Report: February 2016

Distributed: March 17, 2016



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.

Featured Picture:

Goodlettsville's Parks, Recreation and Tourism Department hosted their annual Daddy Daughter Dance and a Magical Night for Mothers and Sons in February.

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March 14, 2016

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 February, 2016 City Manager's Monthly Report. I hope that you continue to stay informed on City issues and progress.

Please feel free to contact me with any questions, comments and/or suggestions regarding this report.

Sincerely,

A handwritten signature in blue ink that reads "Tim Ellis".

Tim Ellis, City Manager

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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:February, 2016

Legislative Accomplishments

- Board of Commissioners took action following the following ordinances:
 - Approved Ordinance 16-855, an ordinance to amend the official zoning map of the City of Goodlettsville adopted per ordinance 15-851 by rezoning a certain area of land to Commercial Services limited (CSL).
 - Approved Ordinance 16-856, an ordinance to amend the Commercial Planned Unit Development zoning district section of the City of Goodlettsville zoning ordinance to include religious facilities activity as conditional approved use.
 - Approved Ordinance 16-857, an ordinance to amend the supplementary district regulation section of the zoning ordinance relative to accessory buildings and principal building limitation to include limited exemptions for large acreage properties.
 - Approved Ordinance 16-858, an ordinance to amend the official zoning map of the City of Goodlettsville adopted per ordinance 15-851 by rezoning certain parcels from Commercial Services Limited (CSL) to Industrial Restrictive (IR).
 - Approved Ordinance 16-859, an ordinance to amend Title 14, of the City of Goodlettsville Municipal Code by amending the zoning ordinance to expand the I65 at US Highway 31W interstate sign district map to include a certain parcel on Highway 31W.
 - Approved Ordinance 16-860, an ordinance to direct the Davidson County Election Commission to call for an election to fill the terms of three (3) Commissioners of the City of Goodlettsville, Tennessee, Pursuant to T.C.A. Section 6-20-105 and the similar requirement of the city's charter.

- Approved Ordinance 16-861, an ordinance of the City of Goodlettsville, Tennessee amending the fiscal year 2015-2016 budget passed by Ordinance #15-838 as it relates to insurance proceeds.
- The Board of Commissioners also took action on the following resolutions:
 - Approved Resolution 16-671, a resolution approving a contract for beverage vending services at all city facilities.
 - Approved Resolution 16-673, a resolution approving a professional services agreement with Trestles, LLC, for consulting and flow monitoring services.
 - Approved Resolution 16-674, a resolution authorizing the City of Goodlettsville to participate in the TML Risk Management Pool Property Conservation Marching Grant Program.
 - Approved Resolution 16-675, a resolution declaring property surplus to the needs of the City of Goodlettsville and calling for its disposal by online auction or any other reasonable manner.

Other Items Considered by the Board

None

Legislative Matters Forthcoming

- Ordinance approving general obligation bonds for certain public work improvements.
- Ordinance approving a budget amendment.
- Resolution declaring property surplus.
- Resolution approving application for Local Parks and Recreation Fund Grant Program.

Commissions and Boards

- **Planning Commission**

- Approved the rezoning of 1.37 acres at 112, 114, 116, 118, 120, and 124 Connell Street from CSL (Commercial Services Limited) to IR (Restricted Industrial). Property Owner: William C. Brummett Jr.
- Approved amending the Zoning Map to extend the interstate sign district north between I-65 and Louisville Hwy (31W) to include the property referenced as Sumner County Tax Map 141 Parcel 50.00.
- Discussed preliminary site design of sports training and recreation center on Jackson Street.
- Reviewed and discussed 845 Springfield Highway and INT, Interchange Overlay Zoning District.
- Discussed Zoning Ordinance and Subdivision Regulations sections including parking lot requirements and street sign standards for new developments.
- Discussed contextual overlays as it relates to preserving residential character.

- **Board of Zoning Appeals**

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

- **Beer Board**

- Beer Board did not meet during the month of February.

- **Industrial Development Board**

- Industrial Development Board did not meet during the month of February.

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

- Parks, Recreation & Tourism Board did not meet during the month of February.

Ongoing Work

- Overall Capital Improvements Program.
- “My Goodlettsville” Program.
- Traffic congestion mitigation.
- Economic Development Projects.
- Conference Drive Enhancements.
- Roadway lighting improvements.
- 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.
- CMAQ Projects.

Public Information Office / City Recorder Monthly Report February 2016

News & Announcements

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

- “Spring Adult Softball Registration: Men’s Open League and Church League”
- Crime Reduction is Evident in the City of Goodlettsville; a multi-year Comparison”
- “Arbor Day Foundation Names Goodlettsville Tree City USA”
- “Goodlettsville to Launch Ambassador Program”
- “Mansker Station Names Volunteer of the Year”
- “Goodlettsville Fire and Rescue Department Installs Free Smoke Alarms for Residents”
- “Board of Commissioners Meetings Posted for Online Viewing”
- All board meeting agendas for February and approved minutes

Meetings/Events

- Attended GIST committee meeting at the Chamber of Commerce offices
- Attended the monthly Goodlettsville Chamber of Commerce luncheon

Admin

- Prepared for the regularly scheduled February 11th and 25th commission meetings.
- Performed website administrator job functions as needed: developed and reviewed web content.

Finance and Administration Monthly Report

February 2016

FINANCE

- Attended a demo on Tyler Content Manager, a document imaging module of Tyler
- Attended the GIST meeting
- Attended several meetings with Group Benefits Services regarding the upcoming employee insurance renewal
- Met with representatives of TML regarding City's property, liability and workers' compensation insurance.
- Participated in Budget kickoff workshop
- Attended Leadership Goodlettsville class
- Attended the Chamber of Commerce monthly luncheon
- Worked with staff on processing Property Tax Relief applications
- Processed the Utility Billing Automatic drafts and credit card drafts and return ACH's
- Addressed utility billing complaints and appeals
- Met with property appraiser regarding City's property evaluation for TML
- Worked on Citizen Centric information for City's Welcome Packet
- Attended the Employee of the Month luncheon

Human Resources

- 2/4/16 met with Group Benefits on Employee Navigator for online open enrollment.
- 2/5/16 met with Group Benefits on open enrollment
- 2/10/16 met with TML on Worker's Comp claims.
- 2/17/16 met with TML on reports and a walk-through.
- 2/19/16 Tyler Tech demo on content manager – paperless.
- 2/26/16 coordinated and help EOM luncheon.
- Hired: 1 PT dispatcher.
- Terms during the month: 1 PT utility worker quit.
- Worker's Compensation accidents in the month:
- Full-time employees: 130; Part-time employees: 31.
- Job opening: none.

**City of Goodlettsville
Financial Summary
February 2016 (Unaudited)**

UNASSIGNED FUND BALANCE

Operating Fund	Current Month	Budget 06/30/2016	%
General Fund	6,268,109	1,617,218	388%
Sanitation	172,745	9,737	1774%
Tourism	798,493	273,413	292%

CASH IN BANK

General Fund	7,116,885
Sanitation	(28,976)
Tourism	798,440
Sewer	10,932,332
Stormwater	1,475,506
Total Cash	20,294,187

SALES TAX COLLECTIONS

Month Received	Sumner Current Year	Sumner Prior Yr	Davidson Current Yr	Davidson Prior Year	Total Current Year	Total Prior Year
Aug	53,696	40,852	301,770	301,966	355,467	342,818
Sep	53,887	44,928	273,542	231,297	327,429	276,225
Oct	43,086	38,647	276,764	224,144	319,850	262,791
Nov	48,095	44,181	306,882	225,317	354,977	269,499
Dec	50,706	46,808	280,760	198,245	331,466	245,054
Jan	45,928	43,013	288,519	227,673	334,446	270,686
Feb	57,310	48,252	475,700	330,284	533,009	378,536
Mar					0	0
Apr					0	0
May					0	0
Jun					0	0
Jul					0	0
YTD	352,708	306,681	2,203,936	1,738,928	2,556,644	2,045,609 24.98%

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
February 2016 (Unaudited)**

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	
General Fund	Revenues	2,559,080	9,162,854	14,098,749	64.99%
General Fund	Expenditures	1,352,479	8,575,887	16,402,407	52.28%
Net Increase/Decrease		1,206,601	586,967	(2,303,658)	
Sanitation Fund	Revenues	160,937	676,980	958,000	70.67%
Sanitation Fund	Expenditures	65,598	506,324	948,655	53.37%
Net Increase/Decrease		95,339	170,656	9,345	
Tourism	Revenues	32,197	420,806	534,600	78.71%
Tourism	Expenditures	8,991	101,681	659,249	15.42%
Net Increase/Decrease		23,206	319,125	(124,649)	
Sewer	Revenues	1,083,070	3,906,170	5,155,000	75.77%
Sewer	Expenses	383,680	2,339,366	5,674,161	41.23%
Net Increase/Decrease		699,390	1,566,804	(519,161)	
Stormwater Utility	Revenues	158,469	848,654	604,000	140.51%
Stormwater Utility	Expenses	16,897	62,971	662,264	9.51%
Net Increase/Decrease		141,572	785,683	(58,264)	

OPERATIONS EXPENDITURE SUMMARY

<u>General Fund Operating Dept</u>	<u>Month</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Budget</u>
General Government	117,079	1,014,748	1,626,716	62%
Community Development	42,472	438,903	709,492	62%
Police	366,307	2,874,956	4,954,235	58%
Fire	161,620	1,177,617	2,313,092	51%
Hwys & Streets	204,856	767,050	2,452,240	31%
Parks/Recreation	125,695	1,066,275	2,226,318	48%

MONTH OF FEBRUARY 2016

MONTHLY MANAGEMENT REPORT

COURT

NUMBER OF CITATIONS ISSUED IN FEBRUARY 2016 - **434**

NUMBER OF DEFENDANTS APPEARING IN COURT

FEBRUARY 9	9:00	A.M.	175
FEBRUARY 9	1:00	P.M.	12
FEBRUARY 16	9:00	A.M.	100
<hr/>			
TOTAL FOR MONTH	303		
FEBRUARY 16	1:00	P.M.	16

CONTESTED COURT SESSION

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

CODES	0
MISDEMEANORS	1

NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL	114
EIGHT HOUR SCHOOL	14

Administrative Assistant to the City Manager's Office
February 2016

Administrative

- Assembled IT issues city-wide for Roger Lancina
- Filmed Board of Commissioners Meetings on 2/11 & 2/25 and uploaded videos to website and distributed them through Notify Me emails
- Assembled Briefing Packets for Commission Meetings
- Assembled and distributed the City Manager's monthly report for January
- Attended update meeting for the Main Street Project
- Attended annual budget retreat
- Met with the Chamber of Commerce to plan for upcoming Goodlettsville Ambassador Program

Ongoing Grant Projects:

Main Street Streetscape Project

Conference Drive Enhancement Project

Greenway, Bicycle and Pedestrian Plan

TML Grants

LPRF Grant Application

High Mast Lighting at 31/41 Intersection

GHSO Grant

Traffic Signalization Project

AFG Grant for Equipment for Fire Department

NorthCreek Tree Planting Project

Goodlettsville Police Department

Chief Goodwin's Monthly Report

February 2016

On February 4th and 5th Chief Goodwin attended the TACP meetings in Nashville. On February 12th Chief Goodwin and Commander Cherry attended the Rivergate Mall tenant meeting. On February 17th Chief Goodwin attended the Drug Task Force Meeting. On February 18th Chief Goodwin and Chaplain Darden attended Chief Anderson's quarterly meeting of Law Enforcement Leaders & Clergy. Also on February 18th Officer Matt Shoemsmith & K-9 Ruger met with Boy Scouts and their parents. On February 22nd Chief Goodwin attended the ribbon cutting at the Fleming Law Firm and with Commander Cherry attended the Burton Heights Neighborhood Watch meeting. On February 23rd & 24th Chief Goodwin served as an assessor for MTAS for the Portland Chief's position. On February 25th Chief Goodwin attended the Chamber of Commerce luncheon.

The Pharmaceutical Bin provided by the State of Tennessee Department of Environment & Conservation was in the lobby during the month of February and 41.8 pounds of unwanted pharmaceuticals were deposited. Since its use 457.6 pounds of unwanted pharmaceuticals have been deposited.

In review of the TIBRS data comparing February 2016 to February 2015 Crime Against Person was even at 14, and Crime Against Property increased from 44 to 54 an 18.52% increase and overall we had a 14.71% increase. Our UCR total for the month was a 36.96% increase from 29 to 46 incidents. Our total for the year is a 2.27% decrease in UCR Crimes.

Our proactive efforts were excellent for the month of February. As a result our officers made 1,036 Traffic Stops and 4 Terry Stops. They made 97 Traffic Arrests and 16 DUI Arrests. From these Traffic Stops resulted 7 Felony charges, 98 Misdemeanor charges, and 7 warrants were served. They had 19 drug confiscations (8 from traffic stops). They issued 19 Misdemeanor Citations, made 67 Physical Arrests with 33 Misdemeanor charges and 9 Felony charges. They made 7 Juvenile Misdemeanor Arrests 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 13 Warrant Service Attempts. They served 21 Felony Warrants and 32 Misdemeanor Warrants.

Our officers continue to check our apartments, neighborhoods, businesses and parks. They conducted 164 apartment checks, 464 checks of neighborhoods, 480 businesses checks and 213 park checks. They had 845 Community Contacts. They issued 299 Park Smarts.



FEBRUARY TIBRS

TIBRS Group A Offenses

	2016 Offenses Reported	2015 Offenses Reported
Crimes Against Persons	14	14
Murder	0	0
Negligent Manslaughter	0	0
Kidnaping/Abduction	0	0
Forcible Rape	1	0
Forcible Sodomy	1	0
Sexual Assault W/Object	0	0
Forcible Fondling	0	0
Incest	0	0
Statutory Rape	0	0
Aggravated Assault	6	4
Simple Assault	5	8
Intimidation	1	2
Stalking	0	0
Crimes Against Property	54	44
Arson	0	0
Bribery	0	0
Burglary	0	3
Counterfeiting/Forgery	1	0
Destruction/Damage/ Vandalism	6	7
Embezzlement	1	2
Extortion/Blackmail	0	0
Fraud - False Pretenses	2	3
Fraud - Credit Card/ATM	0	1
Fraud - Impersonation	3	4
Fraud - Welfare	0	0
Fraud - Wire	1	1
Motor Vehicle Theft	3	1
Robbery	1	0
Stolen Property Offenses	0	0
Theft - Pocket-picking	0	1
Theft - Purse Snatching	0	0
Theft - Shoplifting	22	11
Theft From Building	8	4
Theft From Coin Machine	0	2
Theft From Motor Vehicle	3	4
Theft of Motor Vehicle Parts	1	0
Theft - All Other Larceny	2	0
Total Group A Offenses	68	58



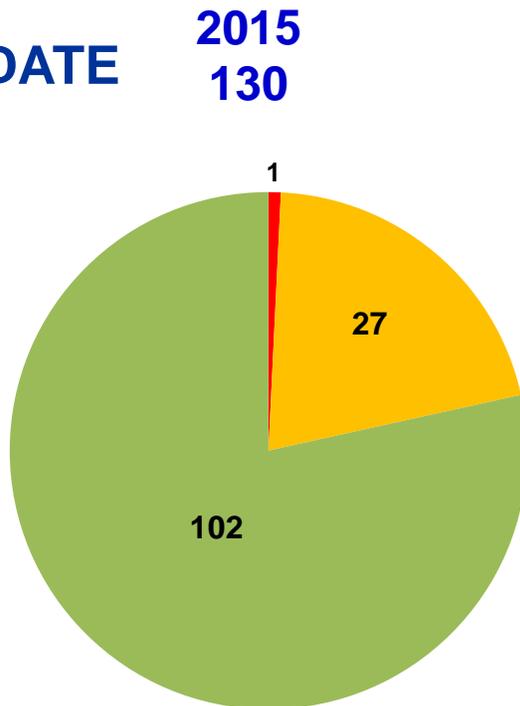
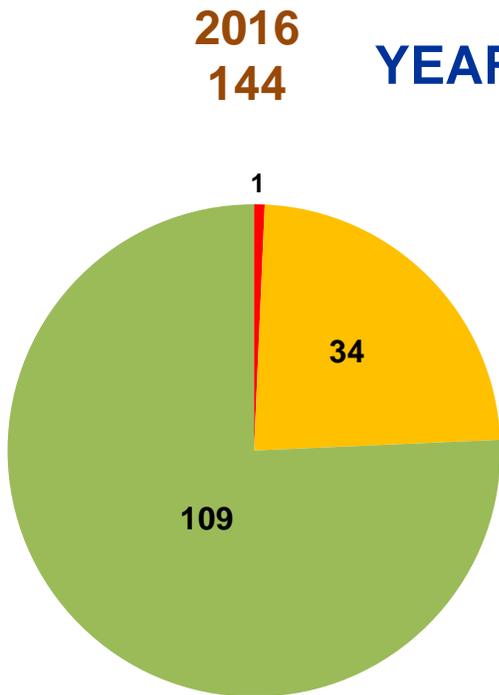
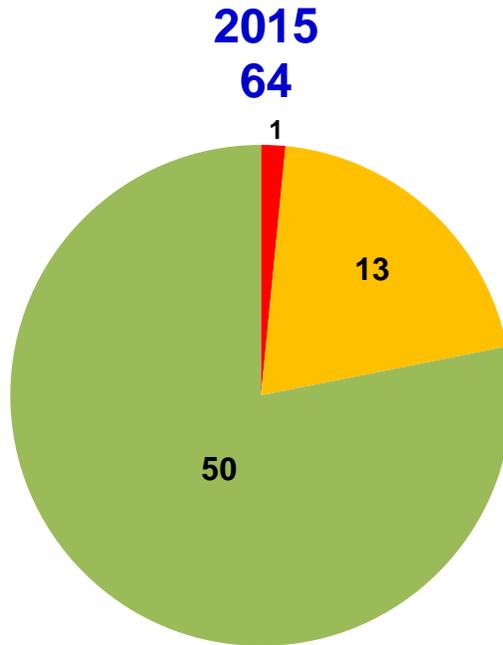
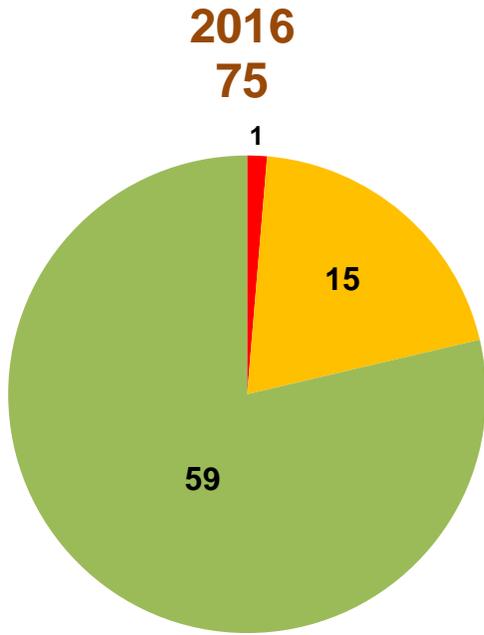
YTD TIBRS - 2016 VS 2015 ¹⁶

	2016	JAN 2016	JAN 2015	FEB 2016	FEB 2015	2015 Offenses TOTAL	% CHANGE
TIBRS Group A Offenses							
Crimes Against Persons	30	16	15	14	14	29	3.45%
Murder	0	0	2	0	0	2	-100.00%
Negligent Manslaughter	0	0	0	0	0	0	NC
Kidnaping/Abduction	0	0	0	0	0	0	NC
Forcible Rape	1	0	0	1	0	0	NC
Forcible Sodomy	1	0	0	1	0	0	NC
Sexual Assault W/Object	0	0	0	0	0	0	NC
Forcible Fondling	2	2	0	0	0	0	NC
Incest	0	0	0	0	0	0	NC
Statutory Rape	0	0	0	0	0	0	NC
Aggravated Assault	8	2	5	6	4	9	-11.11%
Simple Assault	16	11	8	5	8	16	0.00%
Intimidation	2	1	0	1	2	2	0.00%
Stalking	0	0	0	0	0	0	NC
Crimes Against Property	119	65	82	54	44	126	-5.56%
Arson	0	0	0	0	0	0	NC
Bribery	0	0	0	0	0	0	NC
Burglary	5	5	6	0	3	9	-44.44%
Counterfeiting/Forgery	4	3	2	1	0	2	100.00%
Destruction/Damage/ Vandalism	11	5	11	6	7	18	-38.89%
Embezzlement	3	2	2	1	2	4	-25.00%
Extortion/Blackmail	0	0	0	0	0	0	NC
Fraud - False Pretenses	5	3	11	2	3	14	-64.29%
Fraud - Credit Card/ATM	2	2	1	0	1	2	0.00%
Fraud - Impersonation	5	2	1	3	4	5	0.00%
Fraud - Welfare	0	0	0	0	0	0	NC
Fraud - Wire	1	0	0	1	1	1	0.00%
Motor Vehicle Theft	7	4	1	3	1	2	250.00%
Robbery	1	0	4	1	0	4	-75.00%
Stolen Property Offenses	0	0	0	0	0	0	NC
Theft - Pocket-picking	0	0	0	0	1	1	-100.00%
Theft - Purse Snatching	0	0	0	0	0	0	NC
Theft - Shoplifting	43	21	30	22	11	41	4.88%
Theft From Building	20	12	7	8	4	11	81.82%
Theft From Coin Machine	1	1	0	0	2	2	-50.00%
Theft From Motor Vehicle	5	2	4	3	4	8	-37.50%
Theft of Motor Vehicle Parts	3	2	0	1	0	0	NC
Theft - All Other Larceny	3	1	2	2	0	2	50.00%
Total Group A Offenses							
	149	81	97	68	58	155	-3.87%



FEBRUARY TRAFFIC CRASHES

■ Fatal ■ Injury ■ Property Damage





**FEBRUARY COMPSTAT
WEEKS 05 THRU 08**

	2016 CURRENT	2015 CURRENT	2016 YTD		2015 YTD		% change	2015 TOTAL
Murders	0	0	YTD	0	YTD	2	-100.00%	2
Rape	0	0	YTD	0	YTD	0	NC	5
Robbery (Commercial)	0	0	YTD	0	YTD	1	-100.00%	12
Robbery (Street)	5	0	YTD	5	YTD	3	66.67%	9
Aggravated Assault	6	4	YTD	6	YTD	8	-25.00%	26
Aggravated Assault - Dom Viol	0	3	YTD	0	YTD	4	-100.00%	12
Burglary (Commercial)	0	1	YTD	0	YTD	3	-100.00%	22
Burglary (Residential)	0	3	YTD	6	YTD	7	-14.29%	45
Auto Burglaries	2	3	YTD	3	YTD	5	-40.00%	74
Larceny	10	7	YTD	23	YTD	14	64.29%	139
Shoplifting	21	8	YTD	39	YTD	39	0.00%	233
Motor Vehicle Theft	2	0	YTD	4	YTD	2	100.00%	16
Total Offenses	46	29	TOTAL YTD	86	TOTAL YTD	88	-2.27%	595



Summary of Month's Activities – February 1 thru February 29, 2016

Fire Operations

The Department responded to 259 calls for service for the month of February.

Fire Administration

Chief's Comments:

February was a month of research for the Department. We researched equipment, both large and small, TCRS Bridge, and the organizational structure under which we will provide the services to our citizens.

The mid-size apparatus were examined to determine expected service life and to repair wearable front end components to sustain service life under an increased load for EMS runs.

A selection was made for the software to conduct Pre-planning and the Fire Marshall's office decided favorably to seek the same company's Fire Inspection software. This will streamline record keeping and awareness for the firefighters as hazardous conditions are realized during inspection.

Several conversations with the shifts over the TCRS Bridge Plan gives the impression that a vote would be strongly in favor of the option.

A need was recognized with the Sewer Department that calls for an increased level of training and familiarization for the firefighters to adequately prepare for their role as rescuer in the confined space belonging to Public Works. Joint training was held in the fire hall to achieve OSHA Confined Space Awareness for the firefighters and to serve as annual refresher for the public works team. Further hands on scenarios will build the familiarization needed to be successful should a need for rescue occur in the future.

The Department is currently 30 days into a 60 day pilot program to analyze staffing 6 personnel each shift. Focus during the study is to capture real world costs of staffing with part time and overtime personnel, capture the policy needs for the new deployment model, and finally, to achieve apparatus qualifications needed to properly utilize the Tower truck on a regular basis.

The Department's push for smoke alarm awareness has resulted in approximately 30 smoke alarms being installed in private residences. Many more have been checked and found operational and all the visits result in good conversations about safety in the home.

2016 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

Total Hours Training This Month – 356.5

Public Education Hours

Separate Citizen Tours (2) – 2 hrs.

FEBRUARY MAINTENANCE

No Scheduled Services

21 Repairs

Special Projects

Budget items

Work done with Jason / Public Works to find a Fleet Maintenance Program that is user friendly and cost effective

Outstanding Issues

Engine 41-7 repairs from accident / in progress at Ferrara Facility in LA

Cost Savings

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

16 Building Repairs

- Appliance Service came in to repair oven door
- Talked with HVAC companies in search of an HVAC unit for the SCBA repair room
- Electrical contractor replaced ballast and battery backups for the lights

Fire Special

Tower 41 taken to Funeral in Springfield for Retired Fire Chief

Working with Radio shop, Sumner and Robertson Counties to improve capabilities with the radio system

With Chief Reeves to Sewer Pump station to observe operations used while they are in confined spaces

Training hours- Target Safety, Basement Fire, Disorientation Drill, Fertilizer Plant explosion, Confined Spaces, and Air Monitoring classes

Public Works Report – FEBRUARY 2016

SOLID WASTE:

- Convenience center solid waste collected: 19.38 tons
- Solid waste tonnage collected: 302.51 tons
- Recycled materials collected: 48.48 tons
- PIT Construction & Debris: 150 cy
- Bulk Item Pick Ups: 43
- Cart Repairs: 29
- New Cart Deliveries: 15

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
- RAINFALL FOR MONTH: 5.77"
- REPAIRED PUMPS AT MANSKER CREEK PUMP STATION
- WORKED 120 TN ONE CALLS

STREETS:

- Sprayed 500 gallons of Brine
- Spread approximately 40 tons of Salt
- Replaced culvert on Old Springfield Hwy.
- Picked up 6 bags of Roadside Litter

- Conducted scheduled preventative maintenance on equipment
- Repaired various traffic signals and replaced road signs
- Conducted Brush pick-up throughout City
- Cleaned and re-established roadside drainage on Old Springfield Hwy.
- Conducted Litter Pick-up throughout the City
- Cleaned Storm Drains throughout the City

STORM WATER:

Miles of Roadway Swept within City	206
Commercial Inspection Conducted for Construction Projects	36
Residential Inspection Conducted for Construction Site's	60
Active Construction Sites (Commercial)	9
Active New Residential Home Sites	17

PUBLIC WORKS FACILITY, OUTREACH, & PROJECT REVIEW:

- Participated in City-wide weekly staff meetings
- Conducted Daily underground storage tank testing
- Conducted Monthly fuel pump inspection and cleaning
- Traffic signal inspection and maintenance
- Participated in Planning Commission, Board work sessions and Board of Commission meetings
- Various meetings with residents and business owners
- Worked on calls from developers on policies, procedures, and ordinances related to land development, stormwater, and sewer.
- WKU continues in monitoring project (MS4 permit requirement)
- Conducted Monthly safety meeting
- Proceeding with design on two drainage projects

- Working with Rogers Group to finalize and proceed with Paving Contracts on City Streets
- High Mass lighting TDOT contracts signed for Exit 98

ATTENDED MEETINGS:

- MMA08
- MTSG Monthly Meeting
- WET Program
- Cementitious Pipe Lining Seminar
- Chamber of Commerce Luncheon
- TNSA Quarterly
- Conference Drive Project Meetings
- Main Street Enhancement Meetings
- TPWA/APWA



February 2016

Projects - Administration

- Streambank Stabilization in Moss-Wright Park
- 2016 LPRF Grant Application
- City Wide Beverage Services Contract
- Preparation for 2016 Programs and Events
- Bowen House Repair Plan
- Website Updates

Projects – Parks and Recreation

- Updated the restrooms at the trail head/field 1 area of Moss-Wright Park
- Built concrete benches and installed them in Moss-Wright Park
- Prepared fields for opening for the spring season
- Various repairs, tree cutting/debris clearing in all parks
- Completed maintenance on greenspace including trimming trees, weeding, litter pickup
- Conducted repairs on several pieces of equipment

Facility and Rental Information

	Resident Usage/Rentals	Non-Resident Usage/Rentals	Attendance	Volunteer Hours
Community Center	618/20	671/6		
Goodlettsville Event Center	6	0		
Senior Adult Program			385	28
Shelters	0	0		
Fields	0	0		
Programs Requiring Registration			919	
Historic Mansker's Station	n/a	n/a		
Pleasant Green Pool	n/a	n/a		
Tennis Courts	n/a	n/a		

Special Events

Special Event Applications Submitted:

Tennessee United Soccer Tournament – Spring
 Goodlettsville Baseball Pre-Season Tournaments

Event Applications Approved:

Tennessee United Soccer Tournament at Moss-Wright Park – April 22-24
 Goodlettsville Youth Baseball Tournaments – March 17-19 and 24-26, 2016 at Moss-Wright Park

Events Conducted by third parties:

None

Events or programs conducted by P&R:

Get Fit Goodlettsville Community Challenge (January 4- March 6, 2016)
 Fitness Classes at Community Center
 Mother Son Magical Night
 Daddy Daughter Dance

COMMUNITY DEVELOPMENT DEPARTMENT

Sub-group: Economic Development

Monthly Management Report: February 2016

Business Recruitment / Retention & Expansion

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.

Worked with design and engineering team in regards to a new Hampton Inn & Suites.

Worked with design and engineering team in regards to new Taco Bell.

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

Met with 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 design and engineering team in regards to Main Street enhancements.

Worked with Design and Engineering team in regards to Conference Drive enhancements.

Worked with two businesses interested in building facilities in Goodlettsville.

Spoke for Leadership Goodlettsville.

Meetings Attended

Goodlettsville City Commission

Goodlettsville Planning Commission

Goodlettsville BZA

Leadership Sumner

Planning and Development Services Department

FEBRUARY 2016

Summary of Month Activities:

Staff met with Kroger management representatives regarding exterior landscape sales

Staff met with a company requesting small cellular antenna installation on utility and street light poles in city right-of-way

Staff met with a company proposing geographic information system (GIS) software and services

Staff met with a property owner regarding flood plain and property fill issues on Hwy 31/41

Staff attended management staff budget retreat

Staff met regarding a bakery and restaurant proposal at Springfield Highway (41) and Forks Road

Staff met with City Attorney regarding a request to install donation bins based on first amendment court case hearings

Staff participated in the Leadership Goodlettsville program

Meetings Attended:

Goodlettsville Regional Planning Commission

Nashville Area Metropolitan Planning Organization (MPO)

MPO 2040 Long Range Plan Sumner County Public Hearing Meeting in Gallatin

Tennessee American Planning Association Winter Retreat at Montgomery Bell State Park
Topics includes adult oriented business, sign ordinance content regulation issues with recent Supreme Court ruling, ethics, tiny homes trends, and Metro Code's temporary rentals (AirBnB) regulations and enforcement issues.

Goodlettsville Codes Department Activity Report February

DEPARTMENT OF 4 EMPLOYEES:

Larry DiOrio-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	22 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	5 inspections
Fire Investigations	Duties of Fire Marshal involving fires in the city limits	0 investigations
Building Inspections	Building Related	34 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	16 notifications
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	5 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.	16 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)	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	2
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	2 addresses
Plan Reviews	In-house plan review by M. Bauer/Assisted also with outsourced plan reviews	6 properties
Storm Water Report	Monthly Storm Water Report for Administrative Building/	1 Report
Unsafe Structure Abatement	Demolition of unsafe structure	0 structure
Citations to Court	Municipal Code Violations	0 citations
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	daily

Goodlettsville Codes Department Building Report February

<u>Permit</u>	<u>Date</u>	<u>Cost</u>	<u>Mag</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										
2016006	02/02/2016	179,000.00	26.5	100	4	205 Hollywood St.	Stephen Builders	28281	New Residential	Davidson
2016008	02/05/2016	324,622.00	143 D B	5	5	246 Sydney Dr.	Meritage	58003	New Residential	Sumner
2016009	02/05/2016	313,000.00	143 D C	12	95	350 Old Stone Rd.	Meritage	58003	New Residential	Sumner
Total		816,622.00								
New Commercial										
Total		0								
Additions & Remodeling										
20160010	02/08/2016	42,679.00	19.13	106		323 Cartwright St.	Motel 6	68892	Commercial Remodel	Davidson
20160011	02/11/2016	24,394.64	33.12	11		308 Martha Ave	Nicholas Martin	65282	Fire Rebuild	Davidson
20160012	02/17/2016	24,500.00	18.16	179		327 N Main St.	Auto Zone	66585	Commercial Roof	Davidson
20160013	02/23/2016	8,000.00	33	236	5A-1	30 Dry Creek Lane	Cypress Creek Townhomes	A-1 Signs	Sign	Davidson
Total		99,573.64								
Single Family Dwellings										
Total New Residential		816,622.00					Davidson			1
Total New Commercial		0.00					Sumner			2
Total Add/Remodels		99,579.64					Sumner			2
Total All Permits		916,201.64					Total			3