# City Recorder

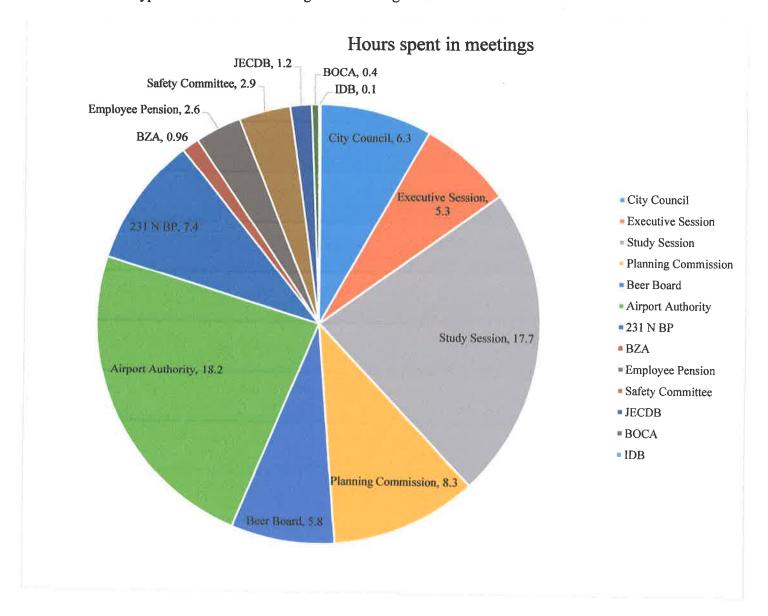
2016 Annual Report

#### City Recorder 2016-Yearly Report \*April 1, 2016-December 31, 2016

The City Recorder's Office is responsible for many things from keeping minutes to housing grant documents to processing open records request. This is just intended to be a snapshot of what I spent my time on during the last nine months.

#### Meetings:

I attended a total of 92 meetings, 55 of those were night meetings and 37 were daytime meetings. All together they comprise a total of 77.16 hours as displayed on the chart below. I have also estimated that it takes me approx. the same amount of time to type the minutes of a meeting as the meeting lasts.



#### Open Records:

I completed a total of 64 open records requests.

#### Certificates of Compliance:

Six certificates of compliance have been processed.

#### Beer Permits:

Seven Beer Permits have been processed

#### Ordinances and Resolutions:

A total of 36 Ordinances and 21 Resolutions were passed.

#### Education:

I have earned 35 hours this year through TAMCAR conferences and 2.5 hours through The Pool's Insurance Symposium. I now have a total of 55 hours to count toward the State requirement of 100 hours to become a Certified City Recorder. I estimate being able to obtain Certification within the next 18 months. I am also now a member of the International Institute of Municipal Clerks which gives me many resources in continuing education as well as access to peers across the US.

#### HUMAN RESOURCES ANNUAL REPORT - 2016



#### Highlights from the Human Resources Department

Welcome to the Human Resources Department! This annual report is a snapshot of the Human Resources' activities from calendar year 2016.

Each area of the Human Resources is represented on the following pages:

- Employment
- Advertisement/Outreach
- Safety
- Policy/Compliance
- Employee Relations
- Community Relations
- Training & Professional Development
- Training Presentations (Regional/State Conferences)
- ADA Transition Plan Compliance

The Human Resources Department invested in two major projects this year. The first was the Personnel Policy & Procedures Manual revisions. The City Council last approved the current personnel policies in 2012. All policies are being addressed and reviewed internally, in conjunction with an MTAS consultant.

The second major project was the ADA Transition Plan. This is a multi-step process and is being built from start to finish through the HR Department. Since the City of Shelbyville is a recipient of TN Department of Transportation (TDOT) grant funds, an ADA Transition Plan is a requirement to receive funds for future projects. Work began in January 2016 with the development of an ADA Advisory Committee. As of November 30, 2016, the City of Shelbyville was in compliance with the directives laid out by TDOT.

As you review the annual report, you will notice that 2016 was filled with a flurry of activity and productivity. The HR Department looks forward to working with the City Departments and employees for a very productive 2017!

#### HR Mission:

It is the mission of the Human Resources (HR) department to provide effective HR management by developing and implementing policies, programs, and services that contribute to the attainment of the City's and employee goals by:

1) Properly balancing the needs of the employees and the needs of the City. 2) Ensuring a diverse workforce in a safe and discrimination/harassment free environment by: maintaining compliance with employment laws and government regulations, providing management and employee training, and developing policies and procedures. 3) Providing training and development in areas of: effective leadership and career development of employees, employment law and government regulation, and litigation avoidance. 4) Hiring the most qualified employees by: pre-planning staffing needs, ensuring an effective internal interview process, increasing company visibility in the employment marketplace, identifying the best and most cost effective recruitment sources, and conducting thorough reference checks. 5) Retaining our valued employees by: assuring effective leadership qualities in our managers; providing competitive wages and benefits; furnishing technical, interpersonal and career development training and coaching; conducting exit interviews and supplying relevant feedback to management; and enhancing two-way communication between employees and management.

In all area of work, the Office of Human Resources firmly upholds the tenets of confidentiality, accountability, and trust.

#### **EMPLOYMENT**

The Human Resources Department assists applicants and employees with all phases of the employment process. This department oversees recruitment, interviewing, pre-employment testing, background checks, and selection (when applicable). The HR Department works with every City Department and Department Director on an individual basis.

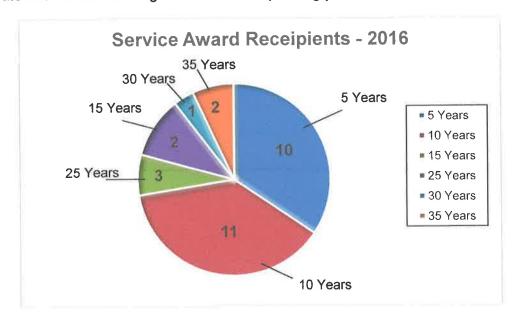
Job Description Updates – Job descriptions (JD) are continuing to be revised. A signature and date line were added to all re-worked job descriptions in 2015. An additional disclaimer has been included regarding "contract of employment" and "meeting the job duties and requirements as outlined" in 2016. New applicants review position responsibilities and sign the JD upon applying for said position. A copy is kept in the personnel file with application and all pertinent preemployment information.

New Hires – The total number of budgeted positions were filled in 2016:

- Full-Time Positions Thirty (30)
- Part-Time Positions Seventeen (17)
- Seasonal Positions Seventeen (17)
- Seasonal Positions (Rehire) Four (4)
- Temporary Positions One (1)
- Volunteer Firefighters Four (4)
- Total Authorized Full-Time Employees is one hundred and seventy-one (171)

Turnover Rate: The annual turnover rate for employees is 15%.

Service Awards – Long-term employees were recognized for commitment and dedication to the City during the Employee Appreciation Luncheon in December. A total of **29** Employees received a certificate and service award gift for their corresponding years of service.



#### ADVERTISEMENT/OUTREACH

Job Opportunities have been posted in the Shelbyville Times-Gazette and the City of Shelbyville website and social media. There was a need to increase advertising outlets for additional outreach with open employment positions.

Other Advertising Opportunities –The following media outlets are being utilized for additional outreach:

- Goodwill Industries (via E-mail All Positions)
- Shelbyville Parks & Rec. (Advertising flyer on bulletin boards & screens All Positions)
- SBC Chamber of Commerce (via Website & Facebook flyer All Positions)
- TN College of Applied Technology (via E-mail On CDL positions only Job Placement)

**Jobs4TN Online** – Jobs4TN.gov is being utilized to advertise openings for upper management positions. This site is sponsored by the TN Department of Labor & Workforce Development and is a FREE online job search service. This allows a broader reach for qualified applicants.

While still a recent procedure, initial evaluation of these additional outreach opportunities is positive.

#### SAFETY

Employee safety is a priority with the Human Resource Department and the City Manager. Necessary proactive safety solutions are being offered, while also managing and/or lowering costs for the City.

Safety Training (City-Wide) — City-wide Safety Training was offered to all employees from January 12-14. The training was mandatory for all new employees hired in 2015. All employees were invited and encouraged to attend an offered session. The following safety topics were covered: 1) Sexual Harassment, 2) Violence in the Workplace, 3) Blood Borne Pathogens, and 4) Hazardous Communications. Chester Darden with TML Pool facilitated the first two topics of the training. Terry Vinson (Fire) led Blood borne Pathogens. Aimee Davis (Police) led Haz. Comm. A total of 99 employees participated throughout the three-day training.

**Safety Training (City Hall)** – The following safety training opportunities were coordinated for employees at City Hall:

- Active Shooter Training Conducted by James Wilkerson with the Shelbyville Police Department (April 2016)
- Fire Extinguisher Training Conducted by John Young with the Shelbyville Fire Department (August 2016)

Worker's Compensation Claims (January – December 2016) – For 2016, we had a strong focus on safety in our individual departments. Unfortunately, our reportable incidents for the second straight year increased. However, our reportable accidents and our amount of "lost time" accidents decreased. Our overall "First Report of Injury" totals increased this year compared to previous years and we had 11 "lost-time" accidents, a decrease from 2015. The lost time accidents in 2015 totaled 467 days; for 2016 we had 11 lost time accidents totaling 272 days.

Please also note that "Notify Only" is being reported this year for the first time. For the 2016 year, eighteen (18) of the thirty-eight (38) claims reported were "Notify Only", which indicates that no medical treatment was needed. These were reported for recordkeeping purposes only.

	REPORTABLE ACCIDENTS	FIRST REPORT OF INJURY	NOTIFY ONLY	LOST TIME (Days)	OTHER COMMENTS
2016	11	38	18	272	
2015	12	35		467	A written appeal of a lost time accident was unsuccessful. Basis of appeal was the injury occurrence was not job related.
2014	7	33	xi', i i i i i	54	ä
2013	3	17		7	One report "denied" after review
2012	6	16		60	
2011	4	13		141	
2010	13	32		397	
2009	10	32		200	
2008	11	38		405	
2007	4	31		90	

Seven (7) of the lost time accidents were serious, and resulted in considerable lost time; one was 91 days, one was 49 days, and five (5) accidents were under 30 days.

I appreciate our employee's safety awareness and the continuing work of the Employee Safety Committee.

As outlined in the goals of the Human Resource Department, we will continue to emphasize and again strive for a safer workplace in 2017.

#### POLICY/COMPLIANCE

**Personnel Policy & Procedures Manual** – Personnel Policies and Procedures are being reviewed by the HR Department. The HR Director started working with an MTAS Consultant in March 2016 to assist with legalities of revisions. Several policies have been addressed and will be presented for revisions. Some policies have been reviewed with legal counsel for changes. Other policies are a work in progress and is a priority to review and revise policies throughout 2017.

**Sick Leave Donation Program** – The Voluntary Sick Leave Donation Program allows for the transfer of unused accrued sick leave from one employee to another employee who needs such leave because of a qualifying health condition affecting the employee. The policy was submitted and Approved by the City Council on December 8, 2016. Even though still very new, we are receiving very positive feedback from several employees and its value to others in need.

**Drug Free Workplace Program** – The HR Department contracted with WorkForce Essentials, Inc. in June 2016 to develop a Tennessee Certified Drug Free Workplace program. Services include:

- a. Training of Supervisors and Employees
- b. Assist with Drug Free Workplace Policy
- c. Maintain company records
- d. Maintain random drug/alcohol draws
- e. Assistance with application to the State

**E-Verify Enrollment** – The City of Shelbyville enrolled in E-Verify in August. E-Verify is an Internet-based system that compares information from a new employee's Form I-9, Employment Eligibility Verification, to Department of Homeland Security (DHS), Social Security Administration (SSA), and Department of State (DOS) records to confirm that an employee is authorized to work in the United States.

**Title VI Compliance Documents on the Shelbyville website** – Title VI documents were added to the City of Shelbyville website in October. The documents were requested by TDOT to be added for citizen accessibility and are in compliance with TDOT requirements.

**Limited English Proficiency (LEP) Plan** – The LEP Procedures were revised in August 2016. An additional process of including bilingual staff as part of the plan was added to the existing procedure. Department Heads were given the updated plan and instructed how to best serve clients of the City of Shelbyville when language barriers exist.

**Employment Application Revisions** – The three-page Application for Employment was revised with changes to the EEO Statement and Open Records Statement. It was also converted to a fillable form and uploaded on the City of Shelbyville website.

**Dept. of Labor Inspection** – The HR Department received an unannounced inspection by the TN Department of Labor in July. The inspection of records and procedures for both Human Resource and Park and Recreation Department were proper, and procedures followed. Official Report of inspection stated "After auditing the files on site we found no violations. Management took immediate action to ensure a safe workplace environment. Management at this location should be commended for their excellent record keeping".

**TML Pool Visit** – The HR Director received a half-day visit from Chester Darden with TML Pool. Topics covered during the visit included safety training and standards, codes of conduct and conflict of interest topics, contracts for Trustee labor, and Pool Share enrollment.

**Title VI Compliance Review** — Pamela Sharp with TDOT completed an on-site Title VI Compliance Review on September 16. The review was for the Lane Parkway Resurfacing STP Project. The City of Shelbyville Public Works Department was found to be in compliance with Title VI regarding its TDOT Title VI Onsite Review and Assurance Statement on September 23, 2016. The determination will be good for three (3) years and is valid through September 2019.

#### **EMPLOYEE RELATIONS**

Employee relations is an important factor in employee retention, maintaining trust, and emphasizing growth for the City of Shelbyville. The HR Department works diligently to develop positive relationships with new employees and grow relationships with current employees.

**Employee Orientation** – The HR Department currently meets with all new employees to review the Policy and Procedure manual and answer any questions that the new employee might have in regards to becoming a successful employee with the City of Shelbyville. In 2016, the HR Dept. expanded orientation to include Title VI compliance and LEP procedures, Drug-Free Workplace Policy review, Hepatitis B Vaccination option, and Membership with Shelbyville Parks & Recreation. An orientation training form was developed. A signed training form is placed in all employee's personnel file.

**Employee Appreciation Luncheon** – The HR Department assisted with organizing the annual employee appreciation luncheon held at the Blue Ribbon Circle on Thursday, December 15. Service award certificates were presented to long-term employees signed by the City Mayor and City Manager. Those employees were also recognized in the Shelbyville Times-Gazette for their service.

**Special Presentations on New Policies** – The HR Director is willing to present new policies to departments on request. The following presentations were made in 2016:

- 1. Workers Compensation Policy 3 Presentations Fire Department
- 2. Sick Leave Donation Policy 3 Presentations Fire Department

**Department Head Training** – The HR Director implemented specific "HR Topics" training in May 2016 at the weekly staff meetings. Following are some of the HR Topics that were reviewed and discussed in 2016:

- a. Job Descriptions
- b. Legal Hiring Practices
- c. Drug-Free Workplace
- d. Strategies for Coaching, Counseling, and Disciplining Employees
- e. Title VI Policies and Customer Service
- f. LEP Procedures on working with clients with Limited English Proficiency
- g. ADA Transition Plan Requirements
- h. Workers Compensation & Post-Accident Checklist
- i. Safety Leadership
- j. OSHA Standards Fire Extinguishers

#### **COMMUNITY RELATIONS**

The HR Department depends on excellent community relations to develop trust and increase networking opportunities. Relationships are being developed throughout the community, as well as, surrounding City governments.

Goodwill Career Solutions Job Fair – The HR Director participated in the Goodwill Career Solutions Job Fair held on May 3 at the Shelbyville Recreation Center. Note the following information:

- a. Spoke to approximately twenty (20) potential applicants
- b. Received eight (8) applications from interested participants
- c. Displayed eight (8) open positions available (at that time) throughout the City:

The information was well received and several contacts were made at the job fair. All participants were directed to the City of Shelbyville website and Facebook page for future inquires on City position openings.

HR Association Luncheon Hosting – The City of Shelbyville and Resource MFG co-hosted the HR Association meeting at the Shelbyville Recreation Center in September 2016. Lunch was catered by Ruby Tuesday. Approximately 25 HR professionals from the Bedford County area attended to network and discuss HR trends. Allen Pitner, CEO of the Shelbyville-Bedford County Chamber of Commerce was the guest speaker and spoke specifically about workforce development and their partnership with the Bedford Co. Dept. of Education.

**HR Association Luncheon Meetings** – The HR Director attended eleven (11) monthly HR Association Luncheon meeting throughout 2016. Some of the topics included Active Shooter, Workers Compensation, Workforce Development, On-Site Clinics, as well as other HR related topics.

#### TRAINING AND PROFESSIONAL DEVELOPMENT

Professional Development is held at the highest standard to enhance my knowledge on current safety standards and policy updates. Following are the training opportunities attended in 2016:

**PRIMA Institute** – TML-The Pool awarded a scholarship to the HR Director/Safety Director to attend the 2016 PRIMA Institute from October 24-28 in Pittsburgh, PA. This was a 40-hour course on Risk Management. The curriculum offered public risk management professional's innovative strategies to manage risk. Some of the topics included; Safety Leadership, Effectively Dealing with Difficult People, Determining Your Entity's Total Cost of Risk, Fleet Risk Management, Cyber Risks, Harassment of the Future, Litigation Management, Sports Concussions Management, and Law Enforcement Technology Tools. Some of the tools and instructions have been presented at the weekly staff meeting to begin implementing some of the lessons learned.

**TNPrima Risk Management Conference** – The TNPrima Risk Management Conference was attended November 2-4 in Franklin, TN. Beneficial information was received on ADA, Communicating with Police and Fire, Leadership, Risk Management, Workers Compensation Reform, Park Safety, and Open Records. Additional networking contacts were also made the week of the conference.

**TML Risk Symposium** — The HR Director together with the City Manager, City Recorder, and City Treasurer, attended a two-day Risk Symposium hosted by the TML Pool in August. Some of the topics included; Safety Standards, Open Records Compliance, Cyber Risk Management, and Incident Investigation.

**IPMA-HR Conference** – The HR Director attended an IMPA-HR Conference from May 15 – 18 in Memphis, TN. The sessions focused primarily on the importance of employee engagement.

HR Management Seminar – The HR Director attend an HR Management Seminar in Nashville on April 28 conducted through CareerTrack. Training topics included HR law, legal hiring practices, protected classes, employee benefits, strategies for coaching employees, confidentiality, and Fair Labor Standards. Much of topics have been used as Supervisor Training at City of Shelbyville Staff meetings.

**ADA Transition Plan Training** –The HR Director attended the ADA Transition Plan Training in Nashville on July 21. The seminar was hosted by TDOT. The training gave a breakdown of the Federal ADA requirements and the appropriate steps to take to be in compliance with TDOT for future federal funding.

**Drug Free Workplace Training** – The HR Director attended a mandatory 2-hour Drug Free Workplace training organized through Workforce Essentials in October. The training is required in order to maintain the City's Drug Free Workplace Certification through the State of Tennessee. Maintaining a Drug-Free Workplace guarantees a 5% discount on the City's insurance premiums.

TN Public Management Association for Human Resources (TPMA) – The HR Director attended two (2) TN Public Management Association for Human Resources (TPMA) meetings in 2016. The agenda items included Active Shooter Issues and Annual Safety Training Topics. There was also additional discussion on ADA Transition Plan requirements.

**Highland Rim SHRM** – The HR Director attended two (2) Highland Rim chapter of SHRM meetings in 2016. The agenda items included DOL's Final Overtime Exemptions Rule Seminar and Working with the Aging Workforce.

**Cyber Security Training** – The HR Director attended the Cyber Security Training on December 7. The training was hosted by MTAS at the Shelbyville Recreation Center.

#### TRAINING PRESENTATIONS (REGIONAL/STATE CONFERENCES)

**TRPA Management School** – The HR Director developed and presented a 3.5 hour class on "HR Issues for Parks & Recreation" at the TRPA Management School at Fall Creek Falls State Park on September 8. Topics included:

- a. General HR Topics and State/Federal Reporting Requirements
- b. Child Labor Laws & How to Comply
- c. Specific Challenges to Hiring and Working with Underage Employees
- d. Interview Questions: What can you ask....legally?
- e. Basic Steps of Discipline, Counseling, and Coaching

**TRPA Conference** – The HR Director developed and presented a 3.0 hour class on "HR Issues for Parks & Recreation" at the TRPA Conference in Memphis on November 15. The presentation was on the same topics listed above. However, there was additional lengthy discussion on "Transgenders in the Workplace" and compliance with law.

#### **ADA TRANSITION PLAN COMPLIANCE**

Since the City of Shelbyville is a recipient of TN Department of Transportation (TDOT) grant funds, an ADA Transition Plan is a requirement to receive funds for future projects.

The City of Shelbyville began its ADA Transition Plan process in January 2016 with a call to a consultant working with TDOT. He advised on the first steps toward compliance and thus began the process. Let it be noted that the consultant stated that only four (4) cities that he had spoken to had Transition Plans, and the only reason they had plans was due to litigation. Essentially, they were required to pull a plan together for the litigation process. Upon discussion with the City Manager, it was imperative that the City of Shelbyville be proactive in their transition plan and begin the steps as advised.

Please note the following steps were taken toward compliance in the 2016 year.

February 2016	Recruit community members for the ADA Advisory Committee
March 2016	Develop ADA Documentation/Procedures
March 10, 2016	Mayor Cartwright appointments five (5) members to the ADA Advisory Committee
March 15, 2016	Upload the following documents to the City of Shelbyville website:  1. Notice of ADA Requirements 2. ADA Grievance Procedure 3. ADA Grievance Form 4. Request for Accommodation or Barrier Removal Form
April 14, 2016	ADA Advisory Committee Study Session
June 9, 2016	Mayor Cartwright appoints one (1) member to the ADA Advisory Committee
July 21, 2016	Attend TDOT ADA Transition Plan Training (Nashville)
August 11, 2016	ADA Advisory Committee Meeting
September 21, 2016	Forward "ADA Checklist" to ALL department for Self-Evaluation
November 2, 2016	ADA Checklists due from City Departments
November 16, 2016	ADA Advisory Committee Study Session
November 29, 2016	Preliminary Draft of ADA Transition Plan for City Council
November 30, 2016	Deliverables to Margaret Mahler with TDOT for compliance with timeframes directed by TDOT

**ADA Committee:** The purpose of the ADA/Title VI Advisory Committee is to provide the City of Shelbyville with recommendations on compliance with the Americans with Disabilities Act (ADA), facilitate a dialogue between the City of Shelbyville and the disability community, and increase the use of the City's services by people with disabilities.

The ADA Transition Plan is a multi-step review and planning process. Upon completion of compiling all sites, a work plan and budget will follow. All proposed modifications will be given a timeframe and a budget. I am proud to say that the City of Shelbyville is well ahead of meeting the directives outlined by TDOT than many other cities our size.

# BUILDING AND CODES DEPARTMENT



# ANNUAL REPORT CALENDAR YEAR 2016

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#### **OVERVIEW**

The **Building Division** has seen an increase in permits, revenue and inspections for calendar year 2016. The increase in permit issuance includes building (+33%), sign (+105%), plumbing (+30%) and mechanical (+19%). New Single Family Residential permits increased by 55% and was the strongest showing on record. Subsequently, the increase in number of permits issued has resulted in a 40% increase in revenue.

The **Codes Division** saw an overall increase of 5.33% in code enforcement cases over calendar year 2015. In contrast, a decrease of 43% was recorded in City remediated work orders. The increase in code enforcement cases, coupled with the 43% reduction in City remediated works orders, can be directly attributed to increased owner/tenant compliance. This dynamic has saved the City both administrative costs and work order costs.

A look ahead at 2017 forecasts increases in both permit issuance and revenue collection for the Building Division. In the Codes Division, we will continue to enforce the *International Property Maintenance Code* in a fair and unbiased manner always striving to achieve owner/tenant remediation of code violations.

Respectfully Submitted

Monty Kapavik, Director

City of Shelbyville

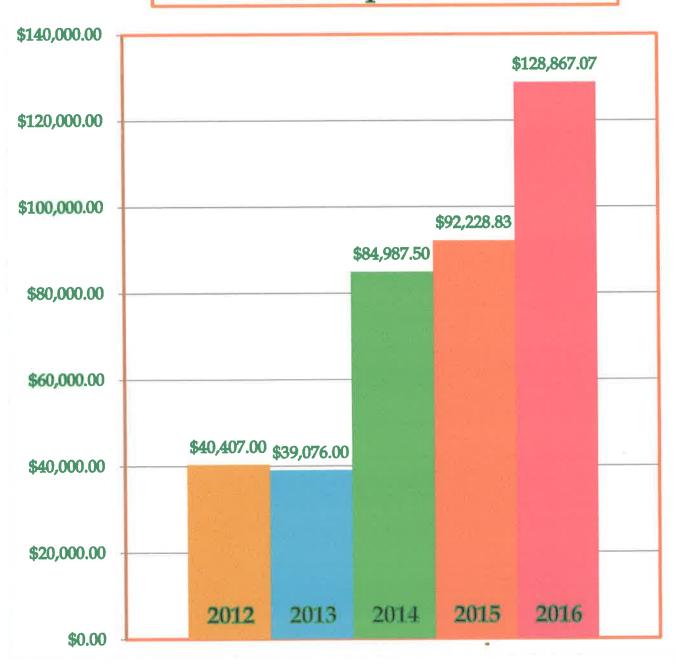
**Building & Codes Department** 

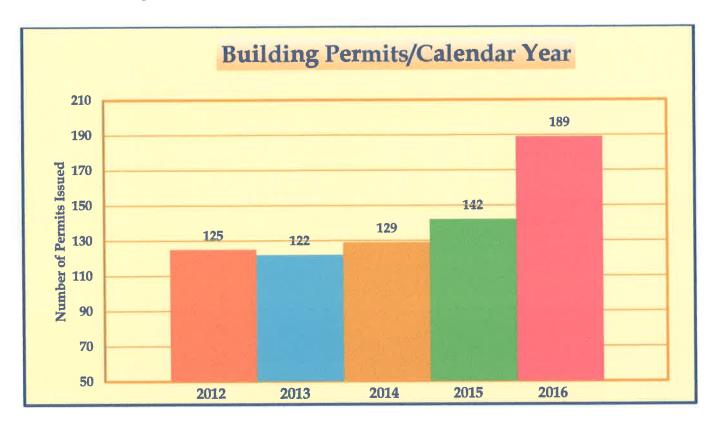
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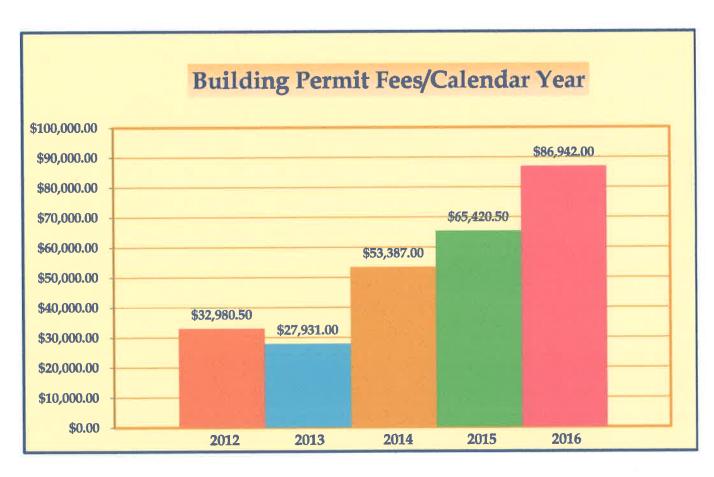
#### **BUILDING and CODES DEPARTMENT ANNUAL REPORT - CALENDAR YEAR 2016**

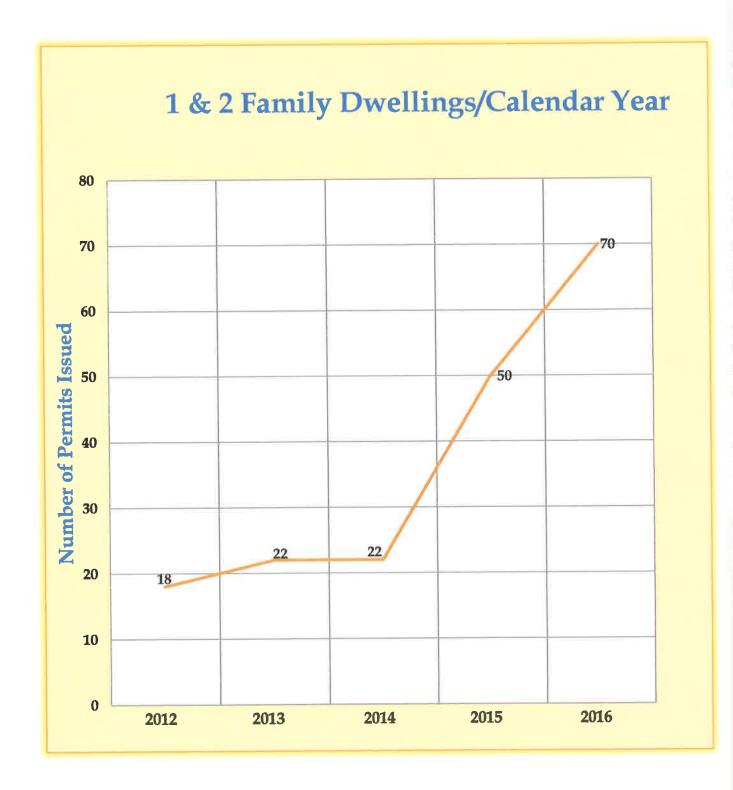
PERMITS .	2012	2013	2014	2015	2016	2016 vs. 2015 COMPARISON of no. permits issued
Total Building Permits	125	122	129	142	189	33%
Sign Permits	59	62	83	42	86	105%
Plumbing Permits	96	103	90	106	138	30%
Mechanical-1 & 2 fam	n/a	13	35	58	75	29%
Mechanical-All other	n/a	14	76	32	32	no change
Total Mechanical Permits	n/a	27	111	90	107	19%
Electrical Permits	347	262	385	443	468	6%
	547			3	9	200%
Demolition-1&2 family				0	0	no change
Demolition-Multifamily				1	0	-100%
Demolition-Commercial				0	0	no change
Demolition-Industrial	49	20	20	44	68	55%
New Single Family	18	2	2	6	2	-67%
New Duplex - # SF units	0	22	22	50	70	40%
Total 1 & 2 family units	18	4	3	5	8	60%
Single Family-Additions	10	57	62	47	54	15%
Single Family-Misc.	56	0	0	0	0	no change
Duplex - Additions	0	0	0	1	0	-100%
Duplex - Misc.	0	-	0	0	0	no change
Double-Wides	1	0	3	4	0	decrease
Multi-family-New	0	0		0	0	no change
Multi-family-Additions	0	0	_0	2	1	-50%
Multi-family-Misc.	2	0	4	3	7	133%
Commercial-New	6	5	3	1	1	no change
Commercial-Additions	2	3	4	25	22	-12%
Commercial-Misc.	24	27	27	1	1	no change
Industrial-New	0	1	0	0	3	increase
Industrial-Additions	2	0	0	•	4	100%
Industrial-Misc.	4	3	2	2	11	-27%
Grading Permits	10	14	7	15	11	-2170
REVENUE (FEES) Building Permits (all)	\$32,980.50	\$27,931.00	\$53,387.00	\$65,420.50	\$86,942.00	33%
Sign Permits	\$2,394.00	\$2,225.50	\$2,402.00	\$1,222.00	\$2,808.00	130%
Plumbing Permits	\$2,397.50	\$3,362.50	\$8,410.00	\$6,970.00 \$4,460.00	\$12,851.00 \$5,145,00	84% 15%
Mechanical Permits Electrical Permits	n/a \$1,735.00	\$1,195.00 \$1,305.00	\$7,360.00 \$1,925.00	\$2,215.00	\$2,340.00	6%
Grading Permits	\$900.00	\$1,200.00	\$600.00	\$1,400.00	\$1,100,00	-21%
Construct. Plans Review	n/a	\$1,857.00	\$10,903.50	\$10,364.38	\$15,921.07	54%
Reinspections	n/a	n/a	n/a	\$75.00 \$404.05	\$150.00	100% 1479%
Misc/Letters of Indemnity	n/a	n/a	n/a	\$101.95	\$1,610.00	
TOTAL REVENUE	\$40,407.00	\$39,076.00	\$84,987.50	\$92,228.83	\$128,867.07	40%
VALUATION	\$ 1,685,510.00	\$ 3,216,031.78	\$ 3,279,503.23	\$7,671,136.15	\$10,735,497.02	40%
SINGLE FAMILY (NEW) ALL OTHER CATEGORIES	\$ 7.084,117.31	\$ 4,116,714.16	\$ 12,039,013.23	\$8,660,063.27	\$9,691,489.24	12%
TOTAL VALUATION	\$ 8,769,627.31	\$ 7,332,745.94	\$ 15,318,516.46	\$16,331,199.42	\$20,426,986.26	25%

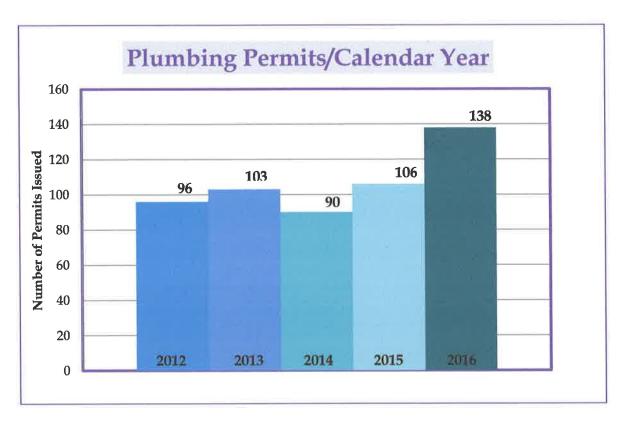
### Total Revenue per Calendar Year

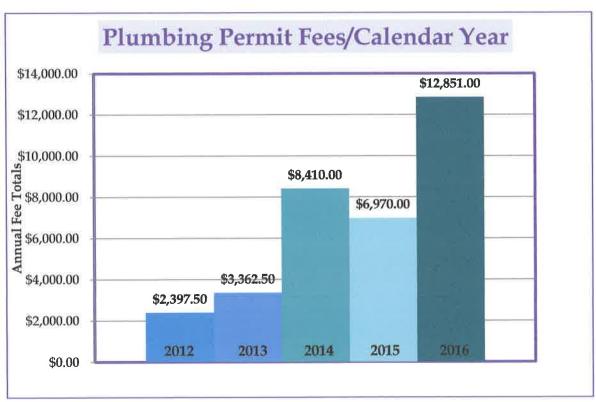




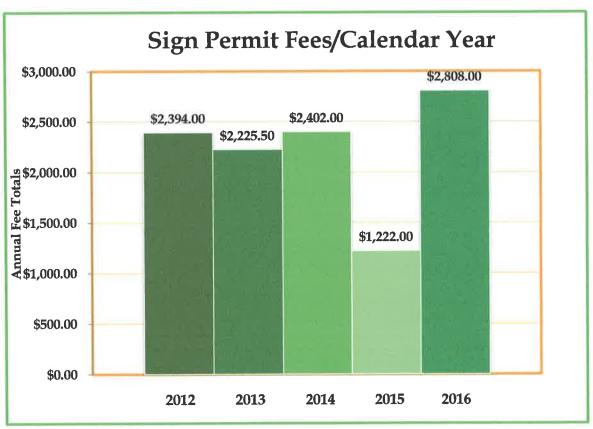


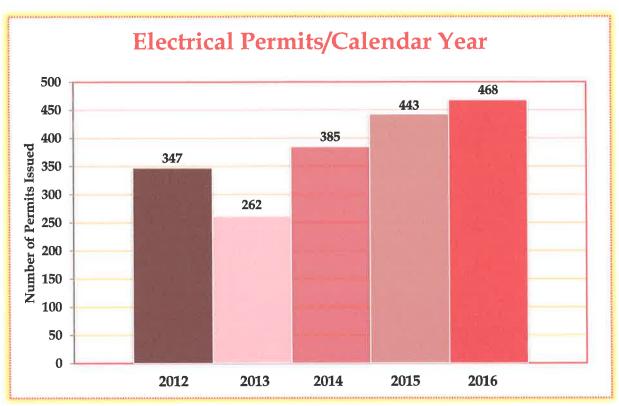


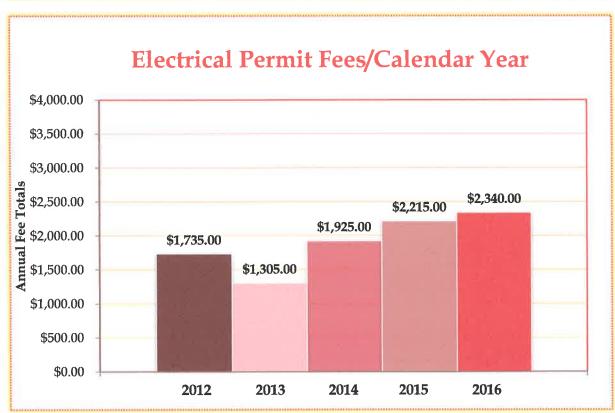




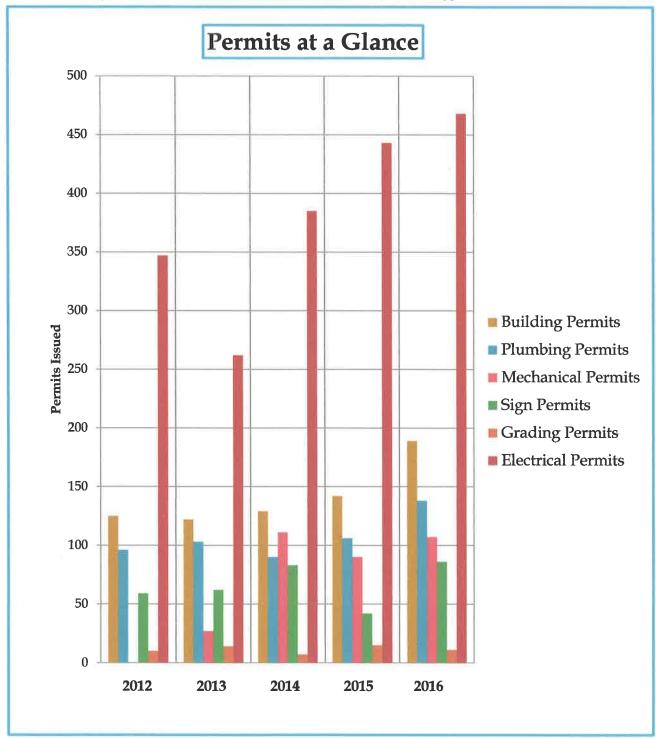




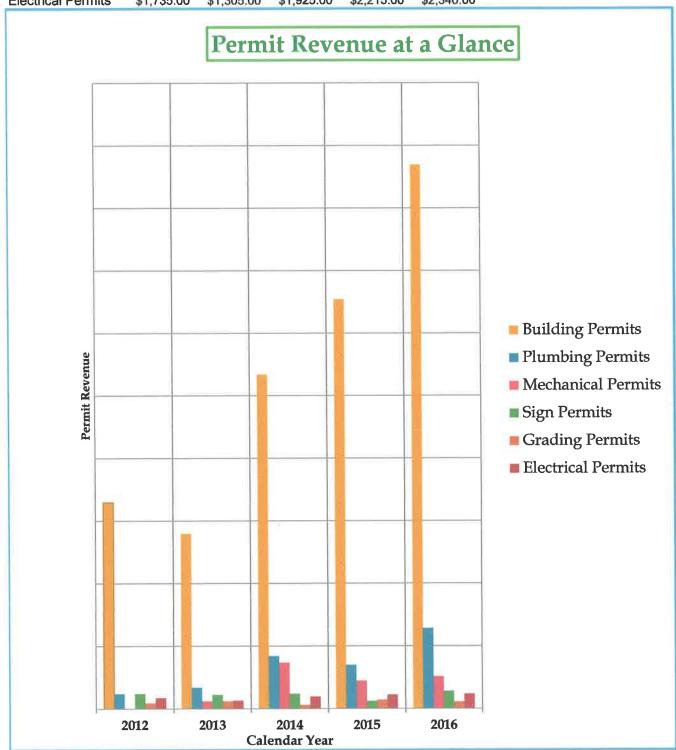




	2012	2013	2014	2015	2016
<b>Building Permits</b>	125	122	129	142	189
Plumbing Permits	96	103	90	106	138
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Sign Permits	59	62	83	42	86
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Electrical Permits	347	262	385	443	468



	2012	2013	2014	2015	2016
<b>Building Permits</b>	\$32,980.50	\$27,931.00	\$53,387.00	\$65,420.50	\$86,942.00
Plumbing Permits	\$2,397.50	\$3,362.50	\$8,410.00	\$6,970.00	\$12,851.00
Mechanical Permits	\$0.00	\$1,195.00	\$7,360.00	\$4,460.00	\$5,145.00
Sign Permits	\$2,394.00	\$2,225.50	\$2,402.00	\$1,222.00	\$2,808.00
Grading Permits	\$900.00	\$1,200.00	\$600.00	\$1,400.00	\$1,100.00
Electrical Permits	\$1,735.00	\$1,305.00	\$1,925.00	\$2,215.00	\$2,340.00



#### **GOALS for 2017**

#### City of Shelbyville

#### **Building & Codes**

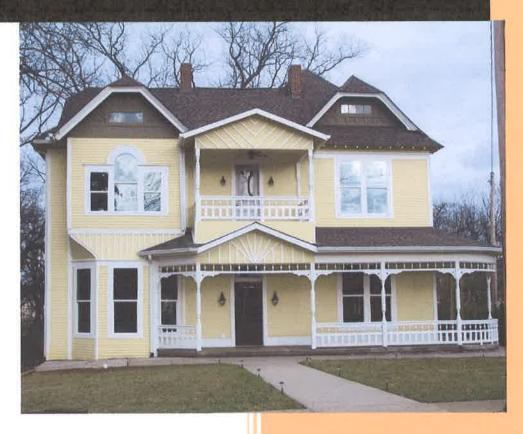
- 1) Fairly and impartially enforce City of Shelbyville and State of Tennessee building code requirements/regulations.
- 2) Enhance customer service through employee training.
- 3) Continue cross-training of staff.
- 4) Conduct inspections always aware of safety for both City staff and others.
- 5) Seek reevaluation of ISO classification based on new adoption of 2012 ICC model codes.
- 6) Increase removal of illegal signs in ROW and on utility poles.
- 7) Streamline the plumbing and mechanical permit issuance process by combining them on the same form with the building permit.
- 8) Continue acquiring International Code Council (ICC) and American Association of Code Enforcement (AACE) certifications.
  - a) Kathy desires to obtain ICC Residential Inspector certification.
  - b) Mike desires to obtain ICC Commercial Mechanical Inspector and ICC Residential Energy Inspector/Plans Examiner.
  - c) Monty desires to obtain AACE Master Code Enforcement Professional certification.

Monty Kapavik, Director
City of Shelbyville
Building & Codes Department
931-684-9001



## 2016 ANNUAL REPORT

## PROPERTY MAINTENANCE



**Building and Codes Department** 

**Property Maintenance Division** 

#### **TABLE OF CONTENTS**

OVERVIEW	2
VIOLATION LETTER, WORK ORDER AND SIGN PERMIT TRENDS	3
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WORK ORDERS BY THE NUMBERS	9
SIGN PERMITS BY THE NUMBERS	13
*SUBSTANDARD PROPERTIES BY THE NUMBERS	16
GOALS FOR BUILDING AND CODES DEPARTMENT FOR 2017	19

\*NEW CATEGORY

#### **OVERVIEW**

The **Building Division** has seen an increase in permits, revenue and inspections for calendar year 2016. The increase in permit issuance includes building (+33%), sign (+105%), plumbing (+30%) and mechanical (+19%). New Single Family Residential permits increased by 55% and was the strongest showing on record. Subsequently, the increase in number of permits issued has resulted in a 40% increase in revenue.

The **Codes Division** saw an overall increase of 5.33% in code enforcement cases over calendar year 2015. In contrast, a decrease of 43% was recorded in City remediated work orders. The increase in code enforcement cases, coupled with the 43% reduction in City remediated works orders, can be directly attributed to increased owner/tenant compliance. This dynamic has saved the City both administrative costs and work order costs.

A look ahead at 2017 forecasts increases in both permit issuance and revenue collection for the Building Division. In the Codes Division, we will continue to enforce the *International Property Maintenance Code* in a fair and unbiased manner always striving to achieve owner/tenant remediation of code violations.

**Respectfully Submitted** 

Monty Kapavik, Director

City of Shelbyville

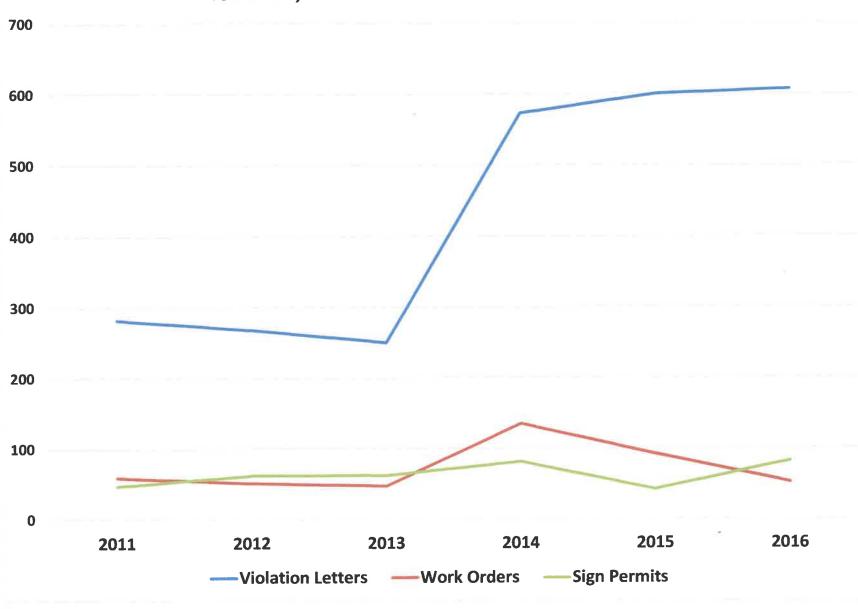
**Building & Codes Department** 

931-684-9001



Violation Letter, Work Order and Sign Permit Trends

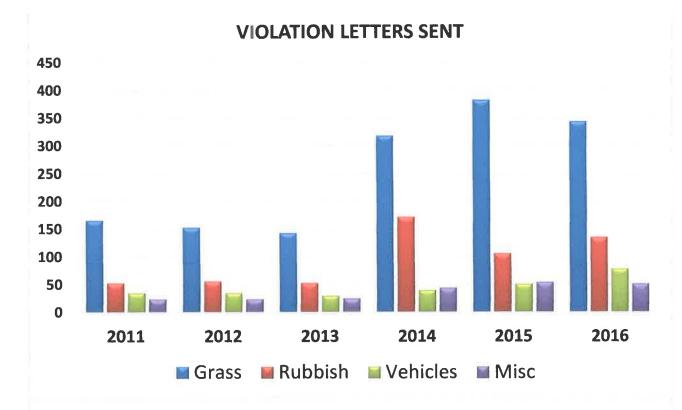


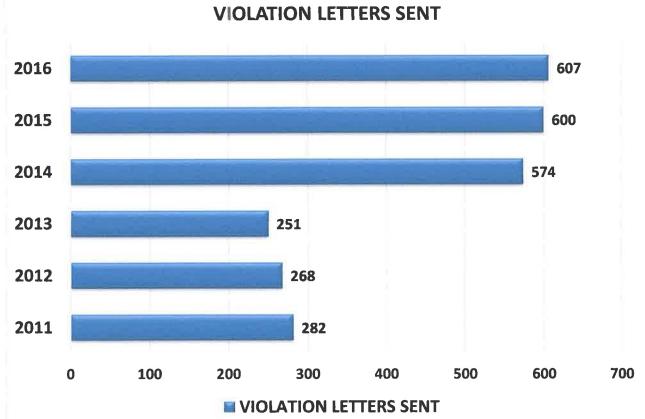






Violation Letters By The Numbers





#### 2016 PROPERTY MAINTENANCE VIOLATION LETTERS SENT

GRASS – 343

ACCUMULATION OF RUBBISH – 135

VEHICLE VIOLATIONS – 78

PORCH FURNITURE – 17

STAGNANT WATER – 3

RUNNING AT LARGE – 2

STRUCTURE MAINTENANCE – See Substandard Properties

VISION BLOCKED – 0

OPERATING BUSINESS IN RESIDENTIAL ZONE – 3

BASKETBALL GOAL IN RIGHT OF WAY – 0

FENCE VIOLATION – 5

SIGN VIOLATION – 9

GARBAGE FACILITIES – 12

SWIMMING POOLS - 5

Substandard Property\* - 38

**TOTAL - 600** 

<sup>\*</sup>New Category Starting 2016

#### **VIOLATION LETTERS**

2011 VIC	LATION	LETTER	TOTAL =	- 282
2012 VIC	LATION	LETTER	TOTAL =	= 268

2013 VIOLATION LETTER TOTAL = 250

2014 VIOLATION LETTER TOTAL = 573

**2015 VIOLATION LETTER TOTAL = 600** 

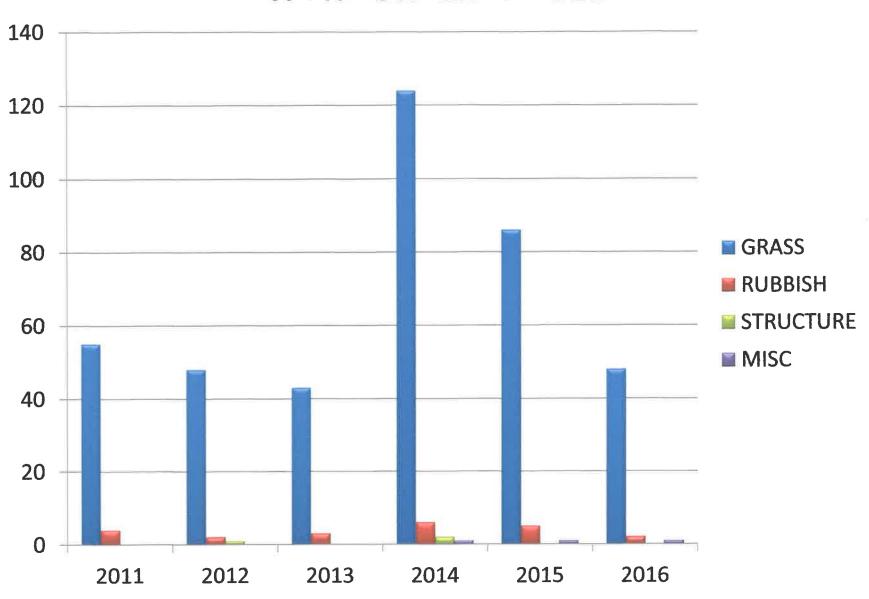
2016 VIOLATION LETTER TOTAL = 607

6 YEAR TOTAL =2,580



Work Orders By The Numbers

#### **WORK ORDERS ISSUED**



### 2016 PROPERTY MAINTENANCE WORK ORDERS ISSUED

GRASS - 48

ACCUMULATION OF RUBBISH - 4

BOARD/SECURE STRUCTURE - 0

OBSTRUCTION OF VISION - 0

**DEMOLITION - 0** 

**FALLEN TREE - 0** 

TOTAL - 52

### **WORK ORDERS**

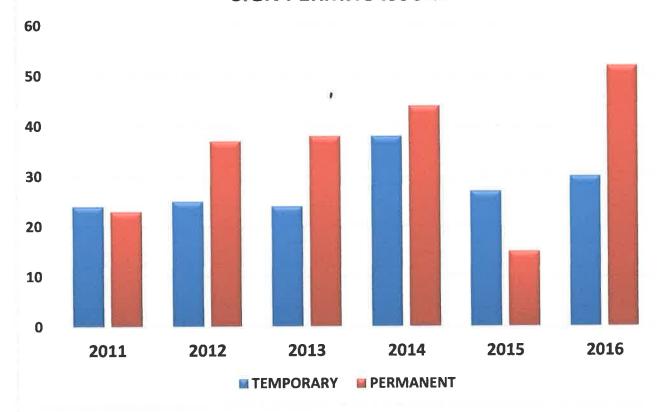
2011 WORK ORDER TOTAL = 59
2012 WORK ORDER TOTAL = 51
2013 WORK ORDER TOTAL = 47
2014 WORK ORDER TOTAL = 135
2015 WORK ORDER TOTAL = 92
2016 WORK ORDER TOTAL = 52

**6 YEAR TOTAL = 436** 

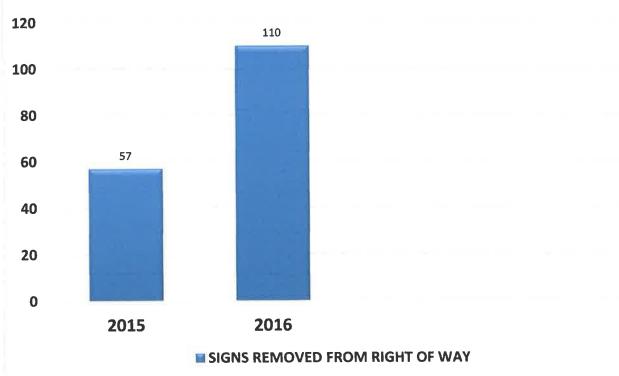


Sign Permits By The Numbers





### SIGNS REMOVED FROM RIGHT OF WAY



### **SIGN PERMITS**

2011 SIGN PERMITS ISSUED		
TEMPORARY – 24	PERMANENT – 23	TOTAL - 47
2012 SIGN PERMITS ISSUED		
TEMPORARY – 25	PERMANENT – 37	TOTAL – 62
2013 SIGN PERMITS ISSUED		
TEMPORARY – 24	PERMANENT – 38	TOTAL – 62
2014 SIGN PERMITS ISSUED		
TEMPORARY – 38	PERMANENT – 44	TOTAL - 81
2015 SIGN PERMITS ISSUED		
TEMPORARY – 27	PERMANENT – 15	TOTAL - 42
2016 SIGN PERMITS ISSUED		
TEMPORARY – 30	PERMANENT 52	TOTAL 82

6 YEAR TOTAL - 376



Substandard Properties By The Numbers







#### **SUBSTANDARD PROPERTIES**

#### **2015 SUBSTANDARD PROPERTY COMPLAINTS**

22 TOTAL 14 ACTIVE 8 CLOSED

#### **2016 SUBSTANDARD PROPERTY COMPLAINTS**

38 TOTAL 25 ACTIVE 13 CLOSED

2015 & 2016 SUBSTANDARD PROPERTY ACTIVE CASES CARRYING OVER TO 2017
39 TOTAL

2016 SUBSTANDARD PROPERTY COMPLAINTS ON WAITING LIST TO BE INVESTIGATED = 51 TOTAL

# GOALS for 2017 City of Shelbyville

## **Building & Codes**

- 1) Fairly and impartially enforce City of Shelbyville and State of Tennessee building code requirements/regulations.
- 2) Enhance customer service through employee training.
- 3) Continue cross-training of staff.
- 4) Conduct inspections always aware of safety for both City staff and others.
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  - c) Monty desires to obtain AACE Master Code Enforcement Professional certification.

Monty Kapavik, Director
City of Shelbyville
Building & Codes Department
931-684-9001

## Shelbyville Fire Department 2016 Annual Report

















#### **Shelbyville Fire Department**

111 Lane Parkway \* Shelbyville, TN 37160 Phone: 931-684-6241~ Fax: 931-684-6559 Chief Ricky L McConnell

The calendar year of 2016 at the Shelbyville Fire Department can best be described as Productive, Efficient and Progressive. While there's still more work to be done, SFD continues to implement technology into our daily operations. Systems such as the Active 911 mobile app, mobile pre-plan/inspection capabilities, online education and training have not only been implemented but have proven successful for SFD's growth and efficiency. By March of 2017, our goal is to have complete mobile capabilities via IPad's in two of our first responding engines, Shift Commanders vehicle and all Administrative vehicles. The capabilities will include mobile access to all inspections, pre-plans, fire hydrant locations, fire operations personnel accountability, hazardous materials information, and other necessary applications.

The call volume for SFD was down slightly for a second consecutive year. SFD anticipates our call volume to average annually between 2,000 - 2,200 per year.

SFD operates out of 2 manned stations 111 Lane Parkway and 103 Hillcrest Drive, with 4 engine companies, one Ladder and one Service/Rescue Company. All apparatus meet NFPA1901 compliant {NFPA Standard for Automotive Fire Apparatus}. The department also has a 1983 Pierce Arrow as a reserve engine at the Airport Station.

The Shelbyville Fire Department has a fire rating from the ISO of class 3. Only 80 Fire Departments in the state of Tennessee have a class 3 or better rating. There are 921 ISO classified Fire Departments in Tennessee. SFD recently went thru an ISO audit on January 9, 2017. Our previous class rating in 2012 was a 3-9 but we anticipate a decrease in our rating to a mid 3 to a possible high 2 ISO class rating.

One major goal of **SFD** in **2017** is to renovate and add the necessary personnel for a third station at the Airport Building Station to respond to calls in that area giving **SFD** the capabilities to have at or near 100% response time in 5 minutes or less to all areas of the city limits. By accomplishing this goal **SFD** will also have the potential to see an even lower ISO rating in the future. (Application has been made to TN Aeronautics Commission and FAA for a non-aeronautical fire station on Airport property. This project cannot move forward at this site until permission is granted).

The following report includes information on Incident Reports, Training, Fire Prevention, and Education.

Attached are 5 computer printouts, one reflects SFD response time in 2016. This report reflects a 89.2% response time to be between 1 to 5 minutes. This percentage narrowly missed the goal of the Shelbyville Fire Department to respond to 90% of all calls within a 5 minute or less. The second report is an incident report by type of incident. Third is a bar Graph of the calls for

service years 2013, 2014, 2015, and 2016. The fourth is an ISO public protection classification for the State of Tennessee. The fifth is an inventory list of all apparatus currently in use at the Shelbyville Fire Department.

#### **Incident Reports**

The following is statistical data retrieved from our incident-reporting program.

There were 2,061 calls with 75 different types of incidents, some of these were, / definition the occurrence of an action or situation that calls for action:

- 1649 Medical Assist / Assist EMS Crew / Emergency Medical Call (EMS) Call / Other
- 18 Structure Fires
- 11 Vehicle Fires
- 48 Motor Vehicle Accidents (MVA) and 29 Non-Injuries MVA

In 2016, SFD responded to 2,061 calls for service. In 2015, SFD responded to 2,229 calls for service, which indicates 7.53% decrease in responses from 2015.

In 2015 the estimated dollars loss in the City of Shelbyville due to fire was \$195,051.

In 2016 the estimated dollars loss was \$416,600, which indicates a 53% in property loss increase due to fire within our jurisdiction. Dollar amount saved in 2016 was an estimated \$1,296,200.

SFD had zero fire deaths in 2016, 2015 and 2014 compared to one death in 2013. SFD had no civilian injuries, two minor firefighter on-duty ankle injuries, one on-duty firefighter injury due to heat exhaustion and one firefighter off-duty arm injury.

#### Training

Shelbyville Fire Department has 37 full time personnel on staff, 33 members are in fire suppression and 4 in administration. The 33 members on the suppression staff are divided into 3 shifts with 11 members on each shift working a 24 hour shift. The 4 administrative staff members work 5 days a week, 8 hours a day, Monday-Friday. Thirty two are state commission certified fire fighter II and one new recruit is scheduled to attend the Tennessee Fire Academy in February 2017 to obtain his Fire Fighter I Certification. Twenty nine are State certified first responders with six being EMT Certified.

Each individual at the **Shelbyville Fire Department** has received a minimum of **20** hours per month which include vehicle extrication, rapid intervention teams, ground ladders, pump operations, ventilations operations, hazardous materials operations, forcible entry, and fire ground safety with a combined total of **8,880** hours of on shift training.

The Shelbyville Fire Department has adopted a new safety program in which all fire fighters have received an extra ten hours of training per month in all safety aspects which includes violence in the work place, sexual harassment, blood borne pathogens, back injury prevention and use of proper PPE during hazardous operations such as the proper handling of sharps during medical calls.

Each individual fire fighter completed 56 hours of Tennessee State Certified Fire Commission training.

Tennessee saw an increase in fire deaths in 2016 at 109 compared to 2015 which had 72. SFD is committed to training and working with the citizens of Shelbyville and Bedford County to help keep the fire deaths as low as possible to include training in family fire safety, fire extinguisher training, with a heavy focus on insuring working smoke detectors and carbon monoxide detectors being present in every residence in the city and county. SFD had 0 fire deaths in 2016 inside the City of Shelbyville.

The Shelbyville Fire Department has done extensive training for the year 2015 with the Tennessee Fire Codes Enforcement Academy completing 1011 hours compared to 673 hours in 2014 and thus having Three State Commission Certified Officers, Three State Commission Certified Instructors, Three State Commission Certified Apparatus Operators and one fire Inspector that has his State and Pro Board Certifications.

**Shelbyville Fire Department** had a group attend **Firehouse Expo** in Nashville, Tennessee. Chief Ricky McConnell and Fire Marshal Jason Richardson attended the Fire Inspectors Conference in Murfreesboro, Tennessee in October **2016**.

#### **Fire Prevention**

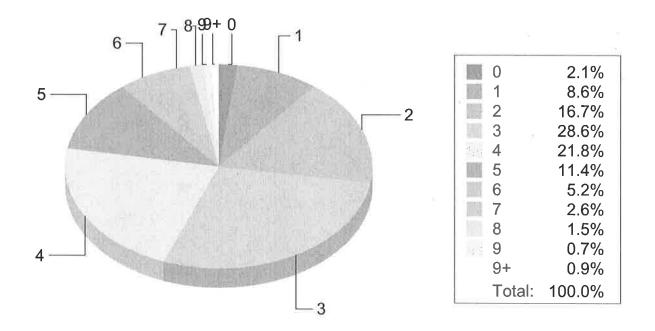
Shelbyville Fire Department continued our Fire Prevention Public Education in 2015. The SFD calendar included the following 319 activities.

- 51 Fire Safety Classes For Schools And Day Cares
- 30 Fire Extinguisher / Fire Safety Classes For Local Industry & Organizations
- 20 Public Safety Events
- 14 Fire Hall Tours
- 6 Color Guard Details
- 13 Fire Safety Classes For Civic Groups
- 3 Career Day Services
- 267 Fire Safety Inspections Completed

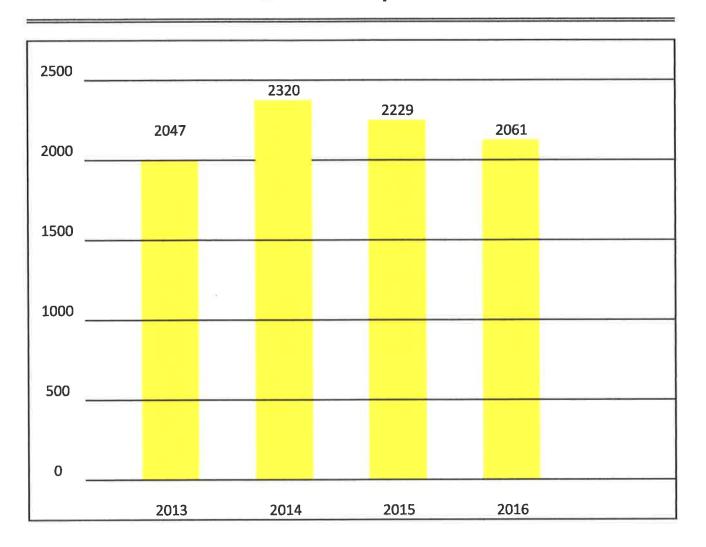
SFD had an estimated 4,500 contacts with children and 1,100 adults for *Fire Safety Education* in 2016. Without the help, hard work and dedication of the staff of the Shelbyville Fire Department this could not have been accomplished.

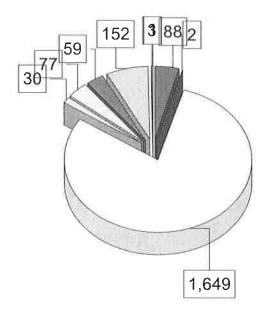
In 2015, SFD began a Smoke Alarm Drive where 254 total smoke detectors were installed in homes by SFD in coordination with the American Red Cross. As of December 2016, SFD has installed 1,471 Smoke Alarms. Since the Shelbyville Fire Department has so much more contact with the citizens of Shelbyville when running medical First Responder Calls, each time SFD enters a home they check to make sure that the home has a working smoke alarm. If they do not and time permits, one is installed at that time. If not, a note is made and a follow up visit is made to that home ASAP. The goal of SFD is to insure no one in the City of Shelbyville sleeps in a home without a working smoke alarm. This has been a very successful campaign and will be continue to be one of our main areas of focus each year. Our goal would not be as successful without the assistance from the American Red Cross and the dedication from our staff at SFD.

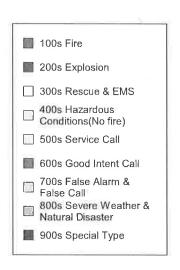
## Response Times (In Minutes)



## Shelbyville Fire Department Call Volume Graph 2013-2016







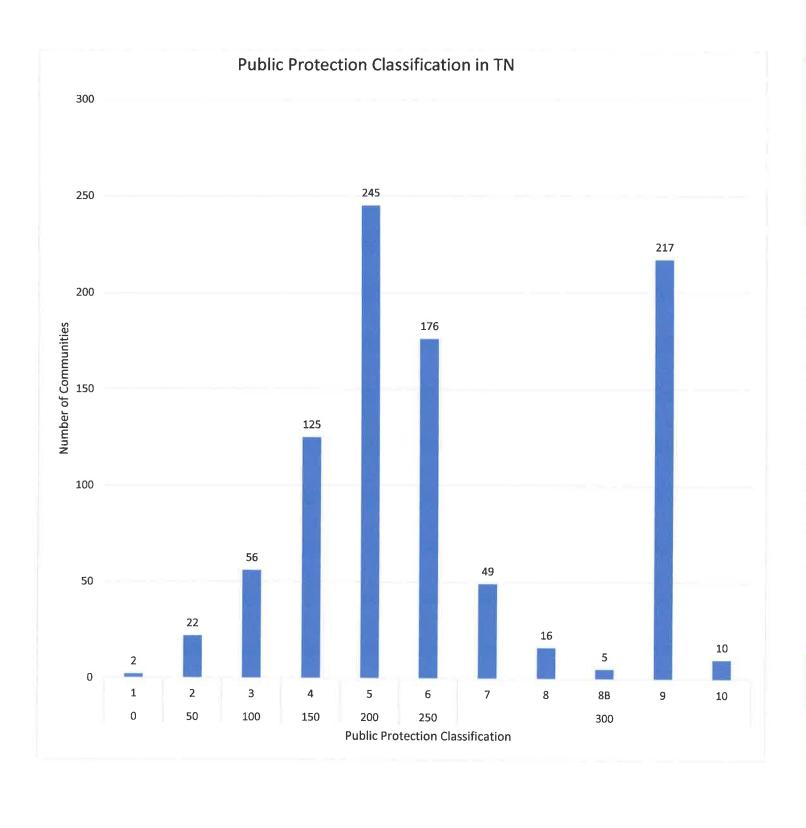
#### Graphed Items are sorted by Incident Type

Type Of Incident:	<b>Total Of Incidents:</b>	Percentage Value:
100 Series-Fire	88	4.27%
200 Series-Explosion	2	0.10%
300 Series-Rescue & EMS	1649	80.01%
400 Series-Hazardous Conditions(No fire)	30	1.46%
500 Series-Service Call	77	3.74%
600 Series-Good Intent Call	59	2.86%
700 Series-False Alarm & False Call	152	7.38%
800 Series-Severe Weather & Natural Disaster	3	0.15%
900 Series-Special Type	1	0.05%

Grand Total: 2061

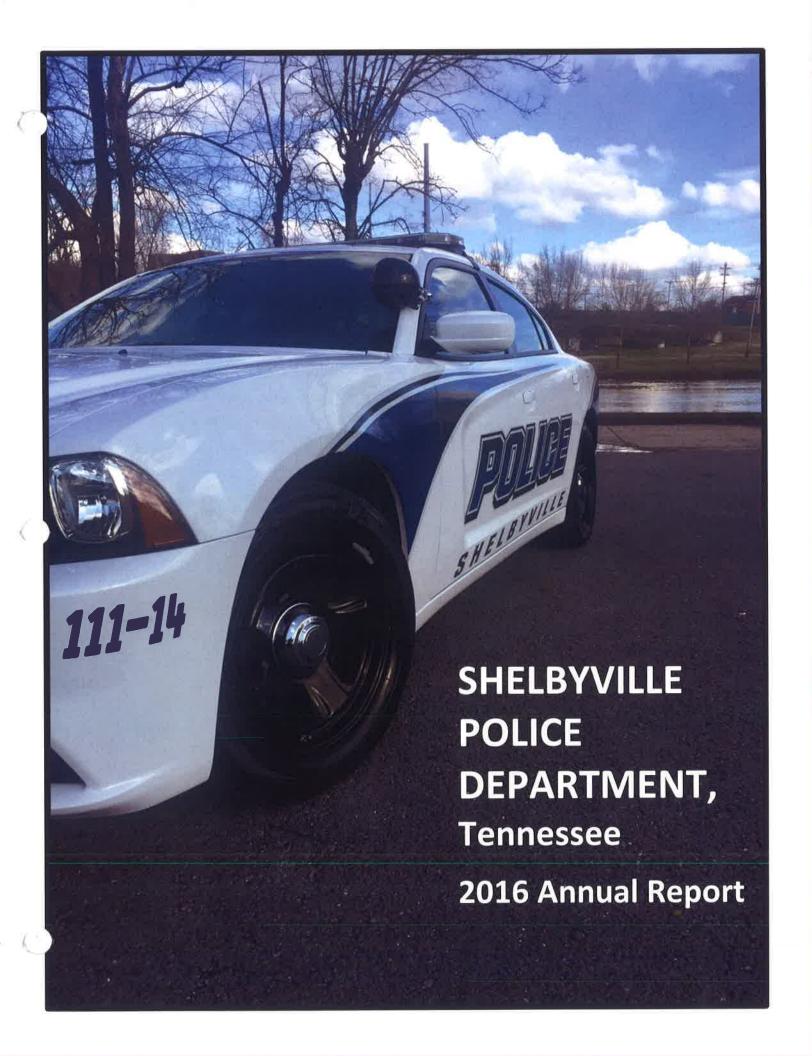
Type Of Incident Most Frequent: 300 Series-Rescue & EMS

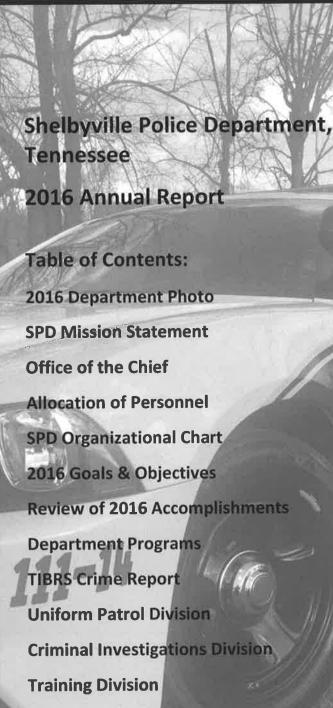
Print Date: 1/25/2017



### Shelbyville Fire Department Apparatus Overview

Station	Unit #	Year	Model	Туре
1	901	2013	Pierce Impel	Pumper
1	902	1996	Pierce Arrow	Pumper
1	903	2008	Pierce Impel	75ft Quint
1	910	2002	Pierce Kenworth	Rescue/Service Co.
2	904	2006	Pierce Contender	Pumper
2	905	2002	Pierce Kenworth	Pumper
3	913	1983	Pierce Arrow	Pumper
3	914	1969	Howe	Pumper
3	915	1986	Ford F-700	Tanker





**Administrative Division** 

**Communications Division** 

**Animal Control Division** 



## Shelbyville Police Department

## **Our Mission**

The members of the Shelbyville Police Department are sworn in an un-biased aspect where all people regardless of their actions, no matter if they are victims or perpetrators, will be treated equally and fairly. The Shelbyville Police Department is available to assist in the prosecution of any and all criminal acts that occur in our jurisdiction. Our members are available twenty-four hours a day, seven days a week to provide assistance, protection, and to preserve the peace and tranquility of our community.

## **Our Goals**

To provide a community where the people can feel secure and safe in their homes and businesses.

To reduce traffic accidents by all means possible, to make our streets a safe place to travel.

To inform the public of criminal activity that strikes in our community.

To deter criminal activity, with the aid of high visibility patrol.

To maintain a close relationship with our community.

## Shelbyville Police Department Office of the Chiefs



Chief Jan Phillips is a native of the City of Shelbyville with forty years of law enforcement experience and approximately thirty-five years of leadership. Chief Phillips began his career in public service more than forty years ago with the Bedford County Ambulance Service before joining the Shelbyville Police Department in January 1977 as a dispatcher. In March of 1977, Chief Phillips was promoted to the Patrol Division of the Shelbyville Police Department, and graduated the Tennessee Law Enforcement Training Academy in October 1977. In May of 1979, Chief Phillips began to climb the ranks

within the Department and was promoted to his first leadership position as Shift Sergeant. In 1991, Chief Phillips was promoted to Shift Captain where he would serve until being promoted to Major of Patrol. In 2000, Chief Phillips was promoted to Major of Patrol where he would serve approximately fourteen years leading and overseeing the day-to-day functions of the Department's Patrol Division. In September 2014, Chief Phillips was promoted to his current position as Chief of Police.

Deputy Chief Mike Rogers, also a native of Shelbyville, has almost forty years of law enforcement experience with twenty-five years of leadership. Deputy Chief Mike Rogers began his career with the Shelbyville Police Department as a dispatcher in March 1977. In August of 1977, he became a Patrolman and graduated from the Tennessee Law Enforcement Training Academy in November 1977. In April 1991, he began to climb the ranks and was promoted to Sergeant. Just two years later in August 1993, Deputy Chief Mike Rogers was promoted to Deputy Chief of the Shelbyville Police Department; a position he has served for twenty-three years.



#### Personnel Assignments 2016

#### **Chief Administration**

Chief Jan Phillips Deputy Chief Mike Rogers

#### **Training Division**

Lt. Trey Clanton

#### **Administrative Division**

Kim Nash, City Clerk of Court Aimee Davis, Accreditation Manager Jonathan Sims, Chaplain Lilia Torres, Records Linda Dickerson, Parking

#### **Uniform Patrol Division**

Major of Patrol Pat Mathis

Lt. James Wilkerson

Lt. Fred Harvey

Lt. Mike Baker

Ptl. Bobby Peacock

Ptl. Bruce Davis

Ptl. Jeff Goodrich

Ptl. Tory Moore

Ptl. Mitchell Warren

Ptl. John Cooke

Ptl. Jody Shelton

Ptl. Jerry Draine

Ptl. Todd Sanders

Ptl. Ronnie Blankenship

Ptl. David Dye

Ptl. Darrell Hardison

Sgt. Mike Davis

Sgt. Justin Smith

Sgt. Cody King

Sgt. Gregg Loyd

Ptl. Rod Stacy

Ptl. Darrell Birdsong

Ptl. Brock Horner

Ptl. Russ Grubbs

Ptl. Michael Taylor

Ptl. Nathaniel Everhart

Ptl. Jerry Lawrence

Ptl. David Curley

Ptl. Chris Vest

Ptl. Letisia Diaz

Ptl. Clint Adams

Sgt. Bill Logue

Det. Cody Swift

Ptl. Mark McKinney

Sgt. Det. Charles Merlo

Agent Shane George (DTF)

Kerry Dunn, CID Assistant

#### **Criminal Investigations Division**

Lt. Det. Brian Crews

Det. Sam Jacobs

Det. Carol Jean

Sheri Rhodes, CID Assistant

Brittany Wilhoite, CID Assistant

**Communications Division** 

Wanda DeSplinter Sandy McCullough

Chris Pihs

Linda Bacon Jennifer Pruitt

**Animal Control** 

Director Randy McCullough

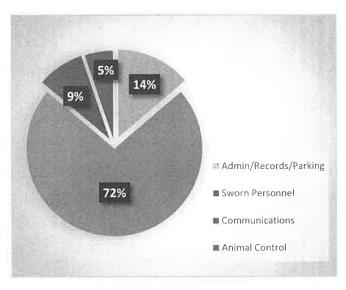
Rhonda Lefler

Caitlin Brady

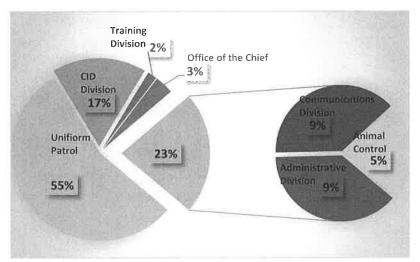
#### **Allocation of Personnel**

In 2016, the Shelbyville Police Department was able to maintain staffing levels and increase the number of members assigned to its Communications Division. It said goodbye to long time Communications Dispatcher Ed Paine and welcomed Communications Dispatchers Jennifer Pruitt and Chris Pihs. The Department also welcomed Rhonda Lefler to the Animal Control Division. During 2016, the Shelbyville Police Department also had three promotions. The Department promoted Ptl. Russ Grubbs to Firearms Instructor, and Ptl. David Dye and Ptl. Chris Vest to Field Training Officer (FTO).

The Department has a total of fifty-eight employees (excluding crossing guards). These positions include forty-two sworn officers, eight administrative support employees, five communications employees, and three animal control employees. Sworn officers account for 72% of all Department personnel, the largest personnel classification in the Department. The Department's allocation of personnel also includes civilian support. This includes an administrative support staff (14%),



communications personnel (9%), and animal control personnel (5%).



The Department consists of multiple divisions: the Uniform Patrol Division, Criminal Investigations Division,
Training Division, Office of the Chiefs,
Communications Division,
Administrative Division, and Animal
Control Divison. The Uniform Patrol
Division is the largest division in the
Department followed by the CID
Division. Together, these Divisons

represent roughly 75% of the Department's functions. The Communications Divison, Administrative Division, and Animal Control make up the other approximate 25% of the Department.

# Shelbyville Police Department Sworn Law Enforcement Years of Service (2016)

#### Over 500 Years of Combined Experience!

Chief Jan Phillips, 39 Years of Service

Major Pat Mathis, 24 Years of Service

Lt. Trey Clanton, 25 Years of Service

Lt. Det. Brian Crews, 16 Years of Service

Lt. James Wilkerson, 25 Years of Service

Lt. Fred Harvey, 24 Years of Service

Lt. Mike Baker, 29 Years of Service

Ptl. David Dye, 5 Years of Service

Ptl. Jeff Goodrich, 11 Years of Service

Ptl. Chris Vest, 8 Years of Service

Ptl. John Cooke, 7 Years of Service

Ptl. Brock Horner, 5 Years of Service

Ptl. Tory Moore, 10 Years of Service

Ptl. Jody Shelton, 11 Years of Service

Ptl. Rod Stacy, 24 Years of Service

Ptl. Mitchell Warren, 8 Years of Service

Ptl. Michael Taylor, 3 Years of Service

Ptl. Bobby Peacock, 24 Years of Service

Ptl. David Curley, 10 Years of Service

Ptl. Mark McKinney, 1 Year of Service

Ptl. Darrell Hardison, 1 Year of Service

Deputy Chief Mike Rogers, 39 Years of Service

Sgt. Det. Charles Merlo, 18 Years of Service

Sgt. Cody King, 17 Years of Service

Sgt. Gregg Loyd, 17 Years of Service

Sgt. Mike Davis, 24 Years of Service

Sgt. Justin Smith, 18 Years of Service

Sgt. Bill Logue, 28 Years of Service

Agent Shane George, 17 Years of Service

Det. Carol Jean, 10 Years of Service

Det. Sam Jacobs, 15 Years of Service

Det. Cody Swift, 6 Years of Service

Ptl. Todd Sanders, 5 Years of Service

Ptl. Darrell Birdsong, 9 Years of Service

Ptl. Letisia Butler, 2 year of Service

Ptl. Ronnie Blankenship, 2 Year of Service

Ptl. Clint Adams, 2 Year of Service

Ptl. Jerry Draine, 10 Years of Service

Ptl. Russ Grubbs, 5 Years of Service

Ptl. Jerry Lawrence, 17 Years of Service

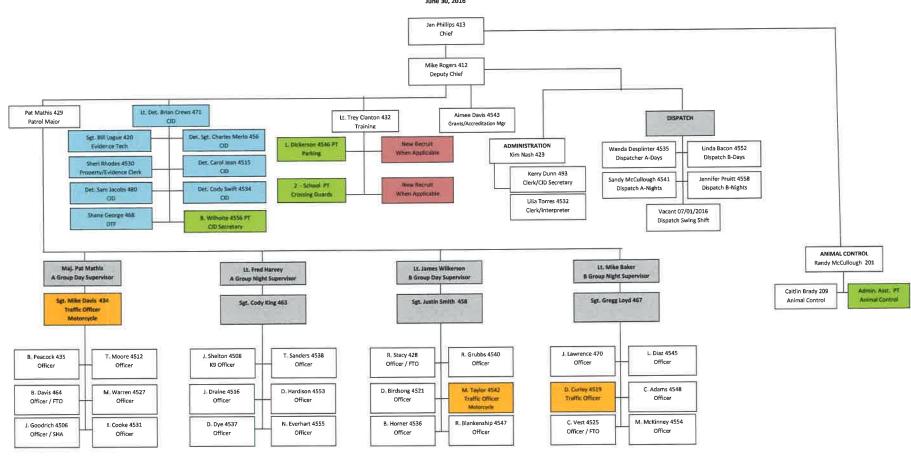
Ptl. Bruce Davis, 17 Years of Service

Ptl. Nathaniel Everhart, 1 Year of Service

#### City of Shelbyville

#### **Police Department**

Functional Organizational Structure June 30, 2016



## Shelbyville Police Department 2016 Goals & Objectives

In the development of the goals and objectives of the Shelbyville Police Department for the upcoming year of 2016, the Department wishes to remain mindful of its mission to provide assistance, protection, and the preservation of peace and tranquility to the citizens of the City of Shelbyville. The Department also wishes to remain mindful of the goals outlined within the Department's mission to provide a community where citizens feel secure and enjoy safe travel, criminal activity is deterred and offenders prosecuted, and there exists a free flow of information and close community relationships. It is with this focus and a commitment to excellence that the Department has developed its goals and objectives for 2016.

The following goals and objectives outlined below are a collection from multiple divisions of the Shelbyville Police Department and reaffirm the Department's commitment to its mission and service excellence. They share a common theme of enhancing the Department's level of professionalism and law enforcement capabilities. They focus on the importance of continued personnel training and development, the advancement of and utilization of technological resources, improving the safety of the community and community relations, the dissemination and free flow of information, and advancements in proactive crime deterrence and the apprehension and prosecution of offenders.

In the calendar year of 2016, the Shelbyville lists the following goals & objectives:

#### **Chief of Police (Administrative Office)**

- Continue to enhance the Department's professionalism and operations though adherence to
  widely accepted law enforcement standards. Seek re-accreditation under the Tennessee Law
  Enforcement Accreditation (TELA) Standards through the Law Enforcement Accreditation
  Coalition of Tennessee (LEACT). Continue efforts to improve and enhance the Department's
  written directives and dissemination of those directives and accreditation compliance through the
  use of PowerDMS. Explore opportunities through the Commission on Accreditation for Law
  Enforcement Agencies (CALEA).
- Continue to support other law enforcement organizations. This includes the Governor's Highway
  Safety Office (GHSO) in its mission to reduce traffic crashes, and injuries and fatalities resulting
  from traffic crashes by continuing to seek grant funding for increased traffic enforcement efforts,
  participation in NHTSA and GHSO campaigns, participation in GHSO organized media events, and
  monthly/quarterly meetings.
- Continue to enhance the dissemination of information through the enhancement of collecting,
   comparing, and sharing crime data, monthly command meetings, quarterly meetings with the

- Bedford County Sherriff's Office, and electronically through the use of flat screen televisions throughout the Department displaying critical law enforcement information (BOLO's, wanted persons) and other interdepartmental and public news and information.
- Enhance the Department's overall technological resources through the continued enhancement of the Department's website and online services, and through the replacement of outdated equipment, computers, and software.
- Continue efforts to remodel the Department. This includes fresh paint, replacement of shoe
  molding, the replacement of carpeting in the Records Department, and the installation of newly
  purchased flat screen televisions to replace some of the interdepartmental and public message
  boards within the Department.
- Seek outside funding to support additional projects that include fulfilling equipment needs and community outreach programs through the pursuit of state, federal, and private grant funding.

#### **Patrol Division**

- Increased training that includes hands-on training in areas of firearms, defensive tactics, and active shooter scenarios (including recognition of a possible active shooter and on-site training at cooperating facilities with a potential increased risk).
- Provide programs that increase officer morale such as team building exercises, recognition programs, and specialized training in areas of officer interest.
- Enhancement of patrol and shift operations. Continue to focus on training and include opportunity for additional firearms training, defensive tactics training, and active shooter training (including recognition of a possible active shooter and on-site training at cooperating facilities with a potential increased risk). Maintain personnel levels and shift operations at full manpower. Replace outdated equipment (computers, vehicles and vehicle equipment, and weapons). Initiate programs that will increase the ability of field officers to be more proactive against crime and traffic control (reporting of minor incidents through phone and/or online reporting and the assignment of at least one officer to traffic control on night shifts).
- Continue to focus on enhancing Community Oriented Policing through programs that focus on at risk groups such as youth and seniors, and improving communication abilities with various nationalities.

#### **Criminal Investigations Division**

- Continue to enhance the Division's leadership, professionalism, and law enforcement capabilities. The enrollment of Lt. Crews and Sgt. Logue in the FBI Trilogy Institute hosted by Murfreesboro Police Department; a very prestigious training course that includes Supervisor Leadership, Command Leadership, and Executive Leadership. Encourage the newly promoted detective to receive advanced training in recognizing and investigating street gangs, and encourage specialized training (i.e. street gang recognition) in the Patrol Division for patrol officers who serve as adjuncts to the Criminal Investigation's Division. Encourage Sgt. Merlo's continuance of advanced training in cell phone and computer forensics. Utilize the part-time CID secretary in a more proactive manner as a victim/witness coordinator/liaison.
- Enhance the Department's collection and preservation of evidence exceeding accepted law enforcement standards of the Law Enforcement Accreditation Coalition of Tennessee and the International Association of Property & Evidence best practices. Improve the security of the Property & Evidence room: build a metal framed, heavy gauge wire half/wall w/door to separate and add an additional level of security to the storage of cash, drugs, jewelry, and other valuables from other evidence. Improved video monitoring of the entrance to the property & evidence room. Improved shelving to securely store handguns and long guns. The installation of a metal framed, heavy gauge wire enclosure in the SPD annex building to secure large items of evidence.
- A continued focus on the utilization and enhancement of technology and technological resources in the prevention and detection of crime. Increase the Division's presence on social media utilizing a crime mapping program that alerts citizens to specific incidents and locales of crime. Subscription to Leads Online. Work with Shelbyville Power to encourage the installation of digital video recorders at all major intersections inside the City of Shelbyville. The creation of a database of local businesses that utilize indoor/outdoor video surveillance.
- Continue to improve and enhance public outreach programs. Hold a Citizens Academy in the Spring. Host classes that include topics such as Women's Self Defense, Personal & Home Protection, Consequences of Sexting and Improper Use of Social Media, and Solving Local Cases with Forensic Science. Revamp the Shelbyville Bedford County Crimestoppers Program and begin quarterly meetings.

#### **Shelbyville Police Department**

#### A Review of Accomplishments (2016)

All divisions of the Shelbyville Police Department were requested to submit annual goals during the development process of the Department's 2016 goals and objectives. Throughout the year, while mindful of the established goals and objectives, the Department continued to focus on its mission. It is with this focus and a commitment to excellence that the Department proceeded toward the accomplishment of those goals. As you review some of the accomplishments noted below, you will notice the Department's efforts to enhance professionalism, enforcement capabilities, and community relations.

#### **Accomplishments of Sworn Personnel**

A major function of the Department is answering calls for service, crime deterrence, and the apprehension of offenders; a direct function of the Department's Uniform Patrol Division and Criminal Investigations Division. The Uniform Patrol Division maintained shift levels at full staff and continued to focus on core services that include answering calls for service, responding to traffic crashes, and traffic enforcement. Members of the Uniform Patrol Division also focused on core training and specialized training that included areas of officer interest and that enhanced the delivery of police services. Training during 2016 included active shooter training, management and leadership training, instructor training, crash investigations, TIBRS training, safety and security for places of worship, and law enforcement policy needs. The Chief also continued his initiative to issue weekly roll call training videos that discuss hot topics and issues affecting law enforcement today.

The Department continued to focus on equipment needs. New equipment included the purchase of new police vehicles to replace units that had exceeded their service life resulting in on-going costly repairs. The Department continues to focus on replacing and updating equipment including weapons, radar, and in-unit cameras. The upgrade to the Department's in-unit cameras included the replacement of back-office equipment used to organize, store, archive, and retrieve recorded data. The Department also replaced the ballistic vest carriers of all sworn officers. The new ballistic carriers are over the uniform carriers that enhance both officer compliance, comfort, and safety. The Department also continued efforts to update other outdated hardware that included computers and upgrades to the building's camera systems.

In 2016, the Department's Criminal Investigations Division focused its attention on evidentiary procedures, enhancing core capabilities, training, and outreach while remaining committed to the primary

function of investigating crimes and apprehending and prosecuting offenders. The Criminal Investigations Division reviewed and updated the Department's policy in regards to the evidentiary procedures for high risk items and conducted multiple evidentiary and property destructions. The Division remained committed to training enrolling the Division's Lieutenant and Sergeant in a prestigious training course that included supervisor leadership, command leadership, and executive leadership.

The Criminal Investigations Division continued its efforts to enhance its investigatory resources. A member of the Division, along with a patrol officer, attended the ROCIC Gang Conference and became a member of the Multi-Jurisdictional Gang Investigators Association. The Division also had a member participate in a course for mobile device examination. This member received specialized equipment as part of the course. The Division continued its initiative to utilize its part-time assistant in a proactive manner through training and expanded responsibilities allowing sworn members of the Department to focus an increased amount of time to the primary functions of Division. The Division has collaborated with Shelbyville Power to install recorders at major intersections inside the City of Shelbyville and is preparing for installation. The Division has also began identifying local businesses that utilize indoor/outdoor video surveillance.

Another primary function of the Shelbyville Police Department is the facilitation of the movement of traffic and the enforcement of laws. Remaining committed to roadway safety, members of multiple divisions of the Department worked diligently to support the mission of the Tennessee Highway Safety Office (THSO) to decrease traffic crashes, injuries, and fatalities, and to improve overall traffic safety. The Department participated in monthly THSO meetings, public awareness media events, seatbelt enforcement, and held several DUI and traffic enforcement saturation patrols in efforts to increase safety and reduce crashes, injuries, and fatalities. The Department also participated in the regional WESTAT Grant Program, a pilot program to increase seatbelt usage in the Tennessee Highway Patrol's 7<sup>th</sup> District.

#### **Administrative Accomplishments**

During 2016, the Department focused on leadership and efforts to secure grant funding, remodel the Department, enhance the Department's Communications Division, attain state re-accreditation, and enhance technological abilities. The Chief continued to provide leadership and direction to all personnel with training and personnel development as a priority. The Department was awarded its second award of state accreditation in December 2016 with adherence to Tennessee Law Enforcement Accreditation standards. The Department also continues efforts to improve and enhance written directives and the

dissemination of those directives through the use of PowerDMS and in accordance with accreditation standards.

The Department was successful in securing several grant awards during the 2016 calendar year including awards through THSO, the State's Three Star Grant Program, and multiple grants through the Office of Criminal Justice Programs. In 2016, the Department secured local funding to increase staff levels in the Communications Division and to begin the process of upgrading this area of the Department. The Department also welcomed continued upgrades to the Department's facilities including new carpet and court room seating.

#### Advancements in Community Relations & the Free Flow of Information

Recognizing the importance of positive community interactions and relationships, and the Department's responsibility to educate the community, the Department supported several community outreach programs. These programs included community presentations by the Department's K-9 officer and K-9, and multiple presentations by members of the Criminal Investigations and Patrol Divisions. Examples include presentations targeting women and children; a grant funded program to target senior citizens presenting topics of personal and home safety, fraud, and safe driving; and presentations targeting teens including online tips and the dangers of social media. The Department also continued to build cooperative relationships with multiple agencies. This included conducting monthly meetings with multi-jurisdictional agencies.

The Department also recognizes the importance of the free flow of information in community relations. This is not only important for community relations, but also interdepartmentally. It builds public trust and supports transparency and establishes a means of communication. Interdepartmentally, it increases efficiency and the Department's ability to improve services and public safety. The Department continued its usual means of public communication, including Chief's monthly radio broadcast and continued to focus on increasing its use of social media. The Department also continued inter-agency monthly command meetings to ensure the free flow of information interdepartmentally.

As the Department reflects on 2016, it looks forward to 2017 and the pursuit of new goals while still focusing on the mission of the Department and a standard of excellence.

#### Shelbyville Police Department Programs (2016)

**Crime Stoppers:** Provides a department sponsored intelligence gathering function for the anonymous submission of information concerning past and future crime.

**Traffic Accident Reconstructionist:** Investigates and reconstructs accidents.

Field Training Program (FTO): Provides field training for incoming Shelbyville Police Officers.

Firearms Instructors: Conducts weapons training for the Shelbyville Police Department.

**Dive Recovery Team:** Specializing in underwater recovery and investigation.

Driving School: The Shelbyville Police Department has four officers certified to instruct the DDC-4 Defensive Driving Class.

**Pressure Point Control Tactics (PPCT) Instruction:** The Shelbyville Police Department has several officers trained in pressure point control tactics and self-defense. These officers provide training to department personnel and offer this instruction to members of the community.

**General Order System:** A revised publication composed of more than eighty written directives to control, direct, and provide guidance for police operations.

Motorcycle Patrol: Two units are assigned to traffic enforcement.

Performance Evaluation System: An annual performance evaluation system for all personnel.

**Police K-9:** One certified patrol canine trained in narcotics detection.

Mobile Audio/Video Recording: Capabilities are included in most uniformed patrol vehicles with auto download from within in the vehicle.

Radar Units: Most patrol vehicles are equipped with radar to encourage speed enforcement, assist in DUI apprehension, and reduce accidents, injuries, and fatalities.

**DUI & Traffic Enforcement Saturation Patrols:** Proactive enforcement program, wherein patrol officers are scheduled overtime assignments to enforce DUI and traffic laws to reduce related traffic crashes, injuries, and fatalities.

Take Home Vehicle Program: Vehicles are provided for police officers who are Bedford County residents, investigators, and upper level command staff. This increases visibility in neighborhoods, reduces downtime during shift change, and improves morale.

**Police Benevolence Association (PBA):** Established in 2016 to instill the spirit of benevolence, good will, integrity, and mutual respect among members of violent crime and/or major catastrophe.

# Shelbyville Police Department Crime Report 2016



Tennessee Incident Based Reporting System (TIBRS)

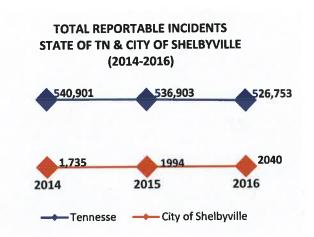
#### **City of Shelbyville**

#### **Tennessee Incident Based Reporting System (TIBRS)**

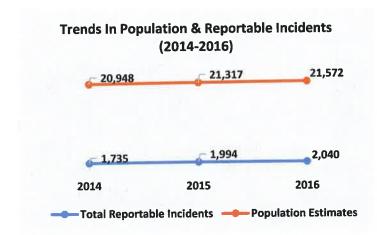
#### **Total Reportable Offenses:**

A review of crime data from the Tennessee Incident Based Reporting System (TIBRS) shows an overall

decrease in crime within the State of Tennessee, but an increase in the City of Shelbyville over the previous three years. According to this data, the total number of reportable incidents in the State of Tennessee has decreased 2.5% over this period. In the City of Shelbyville, total reportable incidents has increased by 17.5% in the same period. While total reportable incidents in the City shows a significant increase



in comparison to incidents state wide, the good news is incidents have increased at a slower rate in the previous twelve months. In 2015, the City saw a 15% year over year increase in total reportable incidents and only a 2% increase in year over year reportable incidents during 2016.



It is also important to consider population increases in regards to crime trends as the City continues to experience population growth. However, a review of these trends shows reportable incidents within the City to be increasing at a faster rate than population. Population estimates over the previous three years show an overall increase in population of approximately

3%. Reportable incidents in the same period increased at a much larger rate of 17.5%.

#### **Reportable Incidents by Group:**



In the City of Shelbyville, Group A Offenses have shown a steady increase over the previous three years (2014-2016). These offenses include Crimes Against Persons, Crimes Against Property, and Crimes Against Society. Crimes Against Property include burglary, fraud, and theft and continue to account for the largest number of all Group A Offenses inside the City; an

average of 55% over the previous three years. This group of offenses coincides with the trends seen in total reportable incidents with the largest year over year increase in 2015 and a lesser increase year over year in 2016. In 2015, these offenses increased 13% and only increased 3% in 2016.

*Crimes Against Persons*, which includes violent crimes such as aggravated assault, simple assault, and rape accounted on average for approximately 40% of all *Group A Offenses* over the previous three years. This group of offenses also coincides with the trends seen in total reportable incidents with the largest increase year over year in 2015 and a lesser increase year over year in 2016. In 2015, these offenses increased approximately 13.5% with only a 2% increase in 2016.

Crimes Against Society, which includes drug offense and prostitution, accounts for the smallest portion of all Group A Offenses; an average of less than 10% of all reportable incidents over the previous three years. While accounting for only a small portion of all offenses, this group has shown a 10% increase year over year in 2016; a much larger increase than other Group A Offenses.

In summary, while the State of Tennessee has had a decrease in overall reportable incidents and the City of Shelbyville continues to experience an increase over the previous three years, there are positive indications. The 2-3% increase in *Crimes Against Property* and *Crimes Against Persons* in the City of Shelbyville in 2016 was much lower in comparison to the previous year of 2015 when the City had a much more significant average increase of 13% in these incidents. This is an indication that efforts of the Shelbyville Police Department to reduce these crimes through deterrence, and the apprehension and prosecution of these crimes has been successful.

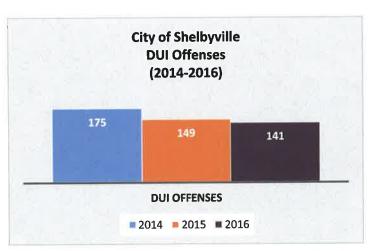


DUI, Offenses include Group Law Violations, Drunkenness, Liquor Family-Non Disorderly Conduct, and Violent offenses. The City experienced a decrease in these offenses during 2015 and an increase in 2016. While there has been a recent increase in these offenses year over year during 2016, it is encouraging that the total number of these offenses in

2016 remains below the number of offenses seen in 2014. While this is encouraging, it important to note that these offenses, like *Crimes Against Society*, has shown a more significant increase of 14% over the past twelve months than other offenses.

While the City has experienced a more significant increase of 14% in Group B Offenses, at least one

a downward trend in the number of incidents over the previous three years; more positive indications supporting that the efforts of the Shelbyville Police Department have been successful. Through local and grant funding through the Tennessee Highway Safety Office (previously Governor's Highway Safety Office) the Shelbyville Police Department began



increasing DUI enforcement in October 2013. Since that time, DUI offenses are showing a steady decrease. Overall, over the previous three years (2014-2016) DUI offenses have decreased a total of approximately 20%.

A review of TIBRS crime data does provide some encouragement for the City of Shelbyville. While the City has had an increase in crime over the previous three years, the City experienced a smaller increase during 2016 in comparison to 2015 in most types of reportable incidents. It is also encouraging to see a continued trend in the reduction of DUI offenses over the previous three years.

#### Shelbyville Police Department - 2014

2014 Population Estimate	20,948
Offense Overview	
Offense Total	1,735
Number Cleared	845
Percent Cleared	48.70 %
Group A Crimes per 100,000 population	8,282.4
Arrest Overview	
Total Arrests	1,080
Adult Arrests	1,000
Juvenile Arrests	80
Unknown Age	0
Arrests per 100,000 population	5,155.6
Average number offenses/incident	1.14

Domestic Violence Victims		
Offense	Reported	Cleared
Murder	0	0
Aggravated Assault	49	42
Simple Assault	281	243
Intimidation	44	19
Stalking	2	2
Forcible Rape	5	3
Forcible Sodomy	0	0
Sexual Assault W/Object	o	0
Forcible Fondling	3	2
Incest	0	0
Statutory Rape	4	4
Kidnapping/Abduction	2	1
Total	390	316

TIBRS Group B Arrests	Ţ	
Offense	Adult	Juvenile
Bad Checks	1	0
Curfew/Vagrancy	0	15
Disorderly Conduct	10	0
DUI	173	2
Drunkenness	204	1
Family-Non Violent	0	1
Liquor Law Violations	16	5
Peeping Tom	0	0
Trespass	1	10
All Other Offenses	51	7
Total Group B	456	41

	Offenses		Arrests	
TIBRS Group A Offenses	Reported	Cleared	Adult	Juvenile
Crimes Against Persons				
Murder	0	0	0	0
Negligent Manslaughter	1	1	1	0
Negligent Vehicular Manslaughter	0	0	0	0
Kidnapping/Abduction	3	1	0	0
Forcible Rape	15	6	2	1
Forcible Sodomy	3	1	0	1
Sexual Assault W/Object	1	0	0	0
Forcible Fondling	10	7	2	1
Incest	0	0	0	0
Statutory Rape	4	4	4	0
Aggravated Assault	107	78	59	2
Simple Assault	395	313	171	10
Intimidation	118		15	1
Stalking	4	3	2	0
Commercial Sex Acts	0	0	0	0
Involuntary Servitude	0	0	0	0
Crimes Against Property	.,			
Arson	1	1	0	1
Bribery	0	0	0	0
Burglary	138	23	20	123
Counterfeiting/Forgery	45	9	10	0
Destruction/Damage/Vandalism	154	34	20	1
Embezzlement	8	3	3	0
Extortion/Blackmail	1	0	0	[E
Fraud - Computer Hacking/Invasion	0	0	0	0
Fraud - Credit Card/ATM	33	1. 15	.5	
Fraud - False Pretenses	56		5	
Fraud - Identity Theft	0		0	11 11
Fraud - Impersonation	13		4	16
Fraud - Welfare	0	1	C	11 85
Fraud - Wire	0	1	0	1
Motor Vehicle Theft	26		2	
Robbery	9		5	
Stolen Property Offenses	0	0	C	
Theft - Pocket-picking	3	0	C	
Theft - Purse Snatching	0		(C	
Theft - Shoplifting	88	77	74	6
Theft From Building	35			
Theft From Coin Machine	2			
Theft From Motor Vehicle	87			
Theft of Motor Vehicle Parts	26	1	9-2	
Theft - All Other Larceny	210	37	19	3
Crimes Against Society				
Animal Cruelty		1	T .	1
Drug/Narcotic Violations	85		***	
Drug/Narcotic Equipment Violations	40		1	
Gambling - Betting/Wagering	(			
Gambling - Operating/Promoting	30		1	
Gambling - Equipment Violations		1	1	
Gambling - Sports Tampering			1	
Pornography/Obscene Material	18	7 3		100
Prostitution	(	3	1 5	
Prostitution Assisting/Promoting				
Purchasing Prostitution				
Weapon Law Violations	- 8	7 7		5 .
Total Group A Offenses	1,73	845	544	39



#### Shelbyville Police Department - 2015

2015 Population Estimate	21,317
Offense Overview	
Offense Total	1,994
Number Cleared	901
Percent Cleared	45.19 %
Group A Crimes per 100,000 population	9,354.0
Arrest Overview	
Total Arrests	1,062
Adult Arrests	948
Juvenile Arrests	114
Unknown Age	0
Arrests per 100,000 population	4,981.9
Average number offenses/incident	1.15

Domestic Violence Victims		
Offense	Reported	Cleared
Murder	0	0
Aggravated Assault	52	45
Simple Assault	300	239
Intimidation	45	24
Stalking	3	3
Forcible Rape	1	1
Forcible Sodomy	0	
Sexual Assault W/Object	1	
Forcible Fondling	3	2
Incest	0	
Statutory Rape	0	(
Kidnapping/Abduction	8	
Total	413	322

Offense	Adult	Juvenile
Bad Checks	1	0
Curfew/Vagrancy	0	2
Disorderly Conduct	9	0
DUI	148	1
Drunkenness	155	2
Family-Non Violent	2	0
Liquor Law Violations	12	6
Peeping Tom	0	0
Trespass	6	1
All Other Offenses	48	10
Total Group B	381	22

	Offen	Offenses		Arrests		
TIBRS Group A Offenses	Reported	Cleared	Adult	Juvenile		
Crimes Against Persons						
Murder	1	1	0	0		
Negligent Manslaughter	0	0	0	0		
Negligent Vehicular Manslaughter	0	0	0	0		
Kidnapping/Abduction	8	8	5	0		
Forcible Rape	6	4	1	2		
Forcible Sodomy	1	1	1	0		
Sexual Assault W/Object	1	0	0	0		
Forcible Fondling	12	3	1	1		
Incest	0	0	0	C		
Statutory Rape	2	2	2	C		
Aggravated Assault	134	99	61	4		
Simple Assault	421	299	192	14		
Intimidation	158	64	15	1		
Stalking	6	5	3	C		
Commercial Sex Acts	0	o	0			
Involuntary Servitude	0	o	0	(		
Crimes Against Property						
	3	0	0			
Arson Bribery	0	0	0			
· ·	145	30	36			
Burglary Counterfeiting/Forgery	50	8	7			
Destruction/Damage/Vandalism	212	40	10			
Embezzlement	2	1	1			
Extortion/Blackmail	0	0	0			
GWARLS-HISTORIAN CONTRACTOR (FIRMS)	0	0	0			
Fraud - Computer Hacking/Invasion Fraud - Credit Card/ATM	36	9	8			
Fraud - False Pretenses	68	13	12			
14-4-17-17-17-17	0	0	0			
Fraud - Identity Theft	10	3	3			
Fraud - Impersonation Fraud - Welfare	0	ő	0			
Fraud - Weilare	0	ő	0			
Motor Vehicle Theft	34	10	4			
	12		, A			
Robbery	0	0	0			
Stolen Property Offenses	2	0	0			
Theft - Pocket-picking	0	0	0			
Theft - Purse Snatching	128	sead A	4775	1		
Theft - Shoplifting	100					
Theft From Building Theft From Coin Machine	0		0	l		
Theft From Motor Vehicle	116					
Theft of Motor Vehicle Parts	29	(2)	2	1		
Theft - All Other Larceny	155	1975	15			
N/C 20/	155	- 55				
Crimes Against Society		0				
Animal Cruelty	0	28				
Drug/Narcotic Violations	88	100	1933			
Drug/Narcotic Equipment Violations	41	77	F 92			
Gambling - Betting/Wagering	0					
Gambling - Operating/Promoting	0		i	I		
Gambling - Equipment Violations	0					
Gambling - Sports Tampering	0	10 73				
Pornography/Obscene Material	3	- S	52			
Prostitution	0					
Prostitution Assisting/Promoting	0			1		
Purchasing Prostitution	0	1	1			
Weapon Law Violations	10					
Total Group A Offenses	1,994	901	567	9		



#### Shelbyville Police Department - 2016

2015 Population Estimate	21,317
Offense Overview	
Offense Total	2,040
Number Cleared	939
Percent Cleared	46.03 %
Group A Crimes per 100,000 population	9,569.8
Arrest Overview	
Total Arrests	1,169
Adult Arrests	1,045
Juvenile Arrests	124
Unknown Age	0
Arrests per 100,000 population	5,483.9
Average number offenses/incident	1.14

Domestic Violence Victims		
Offense	Reported	Cleared
Murder	0	C
Aggravated Assault	67	58
Simple Assault	309	239
Intimidation	35	12
Stalking	2	1
Forcible Rape	8	2
Forcible Sodomy	1	c
Sexual Assault W/Object	0	(
Forcible Fondling	3	3
Incest	0	(
Statutory Rape	0	(
Kidnapping/Abduction	1	:
Total	426	316

TIBRS Group B Arrests		
Offense	Adult	Juvenile
Bad Checks	1	0
Curfew/Vagrancy	0	1
Disorderly Conduct	17	1
DUI	140	1
Drunkenness	181	2
Family-Non Violent	7	4
Liquor Law Violations	7	18
Peeping Tom	0	0
Trespass	12	1
All Other Offenses	58	9
Total Group B	423	37

	Offenses		Arrests	
TIBRS Group A Offenses	Reported	Cleared	Adult	Juvenile
Crimes Against Persons		0	0	0
Murder	0	0	0	0
Negligent Manslaughter	0	0	0	0
Negligent Vehicular Manslaughter Kidnapping/Abduction	1	1	0	0
Forcible Rape	15	3	3	0
Forcible Sodomy	2	0	0	0
Sexual Assault W/Object	0	0	0	0
Forcible Fondling	11	6	2	1
Incest	0	0	0	0
Statutory Rape	4	3	2	0
Aggravated Assault	126	92	64	2
Simple Assault	481	319	195	21
Intimidation	121	39	10	0
Stalking	9	4	2	0
Commercial Sex Acts	o	o	0	0
Involuntary Servitude	0	0	0	0
Crimes Against Property				1
Arson	2	0	0	0
Bribery	0	0	0	0
Burglary	129	26	18	15
Counterfeiting/Forgery	40	17	18	0
Destruction/Damage/Vandalism	225	46	17	7
Embezzlement	6	5	4	0
Extortion/Blackmail	2	0	0	0
Fraud - Computer Hacking/Invasion	0	0	0	0
Fraud - Credit Card/ATM	47	5	2	2
Fraud - False Pretenses	59	14	12	0
Fraud - Identity Theft	0	0	0	0
Fraud - Impersonation	16	10	9	0
Fraud - Welfare	o	0	0	0
Fraud - Wire	1	0	0	0
Motor Vehicle Theft	55	28	16	5
Robbery	14	6	9	
Stolen Property Offenses	0	0	0	0
Theft - Pocket-picking	1	0	0	0
Theft - Purse Snatching	1	0	0	0
Theft - Shoplifting	89	68	64	7
Theft From Building	101	20		1
Theft From Coin Machine	1	0	0	0
Theft From Motor Vehicle	164	46	35	5
Theft of Motor Vehicle Parts	11	1	0	0
Theft - All Other Larceny	151	28	17	2
Crimes Against Society				
Animal Cruelty	0	0	0	0
Drug/Narcotic Violations	90	89	76	11
Drug/Narcotic Equipment Violations	47	47	11	1.00
Gambling - Betting/Wagering	0	0		
Gambling - Operating/Promoting	0	0	o	0
Gambling - Equipment Violations	0	0	0	0
Gambling - Sports Tampering	0	0		
Pornography/Obscene Material	2	0	1 20	1 3
Prostitution	9	9		
Prostitution Assisting/Promoting	1	1	I	
Purchasing Prostitution	0			
Weapon Law Violations	6	6		1
Total Group A Offenses	2,040			87
or o	-,-,-,10	1	NE 1000	1



## **Shelbyville Police Department Uniform Patrol Division**



Annual Report 2016

#### **Shelbyville Police Department**

#### **Uniform Patrol Division**

The Uniform Patrol Division consists of 32 sworn officers and is the largest division within the Shelbyville Police Department. The Uniform Patrol Division is commanded by Major of Patrol Pat Mathis, three Lieutenants, and four Sergeants. There are currently four shifts with permanently assigned officers to each. Each shift is twelve hours and consists of a major/lieutenant, sergeant, and six patrol officers.

The Uniform Patrol Division has a Patrol K-9 unit, and two traffic officers. Several officers maintain certification in special areas of skill that includes Tennessee Information Enforcement System (TIES) certification, crash investigations and reconstruction, dive team recovery, defensive driving instructors, firearms Instructors, and defensive tactics instructors. The Uniform Patrol Division provides around-the-clock police protection to the citizens of the City of Shelbyville and is responsible for patrolling a jurisdiction of approximately nineteen square miles broken down into five geographical zones.

Members of the Uniform Patrol Division respond to initial calls for service as well as self-initiated activity. They conduct preliminary investigations, prepare incident and crash reports, make arrests, issue citations, provide traffic support, and provide numerous other duties. They also participate in the Tennessee Highway Safety Office (THSO) funded saturation patrols and campaigns such as "Click-it-or-Ticket," "Booze It and Lose It," and the Tennessee Highway Patrol's "Move Over" campaign. Members of the Uniform Patrol Division frequently assist the Bedford County Sheriff's Office, Tennessee Highway Patrol, and the 17<sup>th</sup> Judicial District Drug Task Force. The members of the Division also have the opportunity to assist and support other outside agencies.

#### Highlights From 2016

In 2016, the Uniform Patrol Division celebrated the promotions of Patrolman David Dye and Patrolman Chris Vest to the position of Field Training Officer (FTO). The Division also celebrated the graduation of Patrolman Nathaniel Everhart and Patrolman Darrell Hardison from the Tennessee Law Enforcement Training Academy.



In addition to the required forty hours of annual in-service training, several members of the Division received specialized training. This included Instructor Development for Freeze+P, Active Shooter, and

Civilian Response to Active Shooter Events. Other specialized training included special instruction on patrol rifles, Motorcyle Recertification, Basic and Advanced Crash Investigation, People Center Leadership, Legal Update & Policy Needs for Law Enforcement, and attendance at the Tennesse Narcotics Officers Association (TNOA) and Law Enforcement Accrediation Coaliation of Tennessee (LEACT)confrences. Several members also participted in a mass casulity/active shooter drill.

Throughout 2016, members of the Uniform Patrol Division participated in community outreach and demonstrated compassion for the community they serve. K-9 Officer Jody Shelton and K-9 Julie assisted other jurisdictions in school searches and participated in several community related events. These events included Career Day at several local schools and Leadership Bedford. As part of a grant funded education program, Lt. James Wilkerson presented an active shooter presentation to members of the Shelbyville Senior Citizens Center and Patrolman David Curley presented a defensive driving class to members of the 50+ Club at the Shelbyville Recreation Center.



Every day, members of the Division work diligently exhibiting exemplary excellence in the services they provide to the community and citizens of the City of Shelbyville. Throughout the year, members of the Division receive recognition from the citizens they serve, the Chief, and other members of the Division's Command Staff. The Department is excited to recognize the professionalism, dedication, and service provided everyday by the members of the Division. Listed below are just some of the examples of the professionalism, dedication, and service provided everyday by the Division's members.

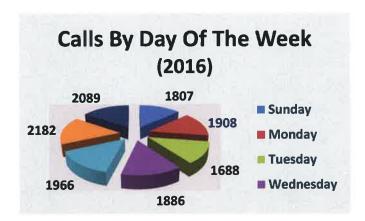
- Several members of the A-Day Shift participated in recovering a stolen vehicle and apprehension
  of the suspect; a professional car thief from another state. Further investigation also led to the
  arrest of another suspect in this case.
- Members of the A-Night Shift (Sgt. King, Patrolman Jody Shelton, Jerry Draine, David Dye, Todd Sanders, Darrell Hardison, Nathaniel Everhart, and Dispatcher Sandy McCullough) received letters of recognition for their bravery and professionalism during a hostage situation in August 2016. Their actions exhibited a great example in the application of their training.

- Patrolman Jerry Draine received recognition for the arrest of a suspect involved in multiple auto burglaries in June 2016. Patrolman David Dye also received recognition for the arrest of a suspect involved in multiple auto burglaries in April 2016.
- Patrolman David Dye received recognition for his professionalism and compassion assisting an individual with suicidal thoughts in March 2016. Patrolman Tory Moore also received recognition for his professionalism and compassion assisting an individual with suicidal thoughts.
- Patrolman David Dye, assisted by Patrolman Todd Sanders and Sgt. Cody King, recovered 214
   grams of marijuana resulting in a charge of possession for resale in November 2016.
- Patrolman Mitchell Warren received recognition for his prompt actions to help a citizen recover over \$4,000 in cash left in a jacket at a local restaurant. Thanks to Patrolman Warren's quick actions, the jacket and money in full were recovered and returned.
- Members of the Division assisted with traffic control during the Murfreesboro Chlorine spill in December 2016. The closure of I-24 rerouted traffic through Hwy 64 to the 437 bypass. With the assistance of multiple members of the Division, the Shelbyville Police Department was able to keep traffic moving and alleviate backup.
- Many members of the Uniform Patrol Division participated in DUI and speed enforcement saturation patrols funded through the Tennessee Highway Safety Office. Participants from this Division sacrificed many hours of time off that included holidays to participate in multi-jurisdictional efforts to reduce crashes, injuries, and fatalities. Participants included Patrolman Chris Vest, Patrolman Jerry Draine, Patrolman Clint Adams, Patrolman David Curley, Patrolman Tory Moore, Patrolman Jody Shelton, Patrolman Michael Taylor, Patrolman David Dye, Patrolman Mark McKinney, Patrolman Letisia Diaz, Patrolman Jeff Goodrich, and Sgt. Justin Smith.

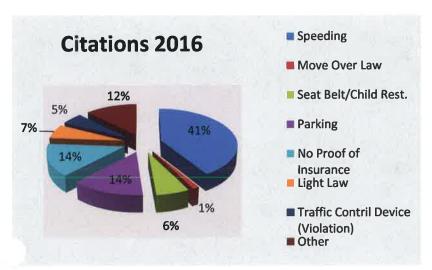
#### Review of Uniform Patrol Division's Statistical Data

In 2016, the Shelbyville Police Department continued to experience an increase in calls. Calls for service increased 2% totaling 13,701 calls for service. Officers of the Uniformed Patrol Division patrolled a total of 489,537 miles and issued a total of 7017 citations.

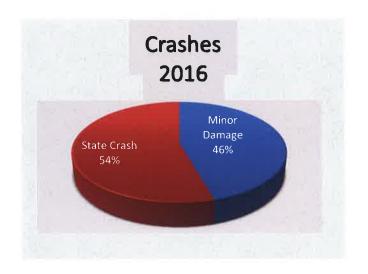
	2015	2016	Yr. Over Yr. Change
Miles	513,418	489,537	-23,881 -5%
Calls for Service	13,459	13,701	242 2%
Traffic Crashes	1108	1152	44 4%





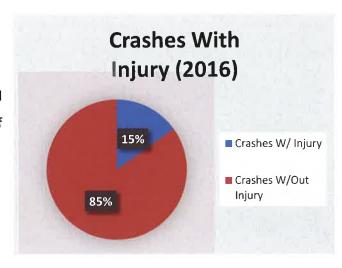


The Uniform Patrol Division issued 7,017 citations in 2016. (2891 speeding citations, 89 violations of the Move Over Law, 436 seat belt/child restraint citations, 992 citations for failure to show proof of insurance, 445 citations for light law violations, 357 citations for violations of traffic control devices and 940 parking citations.)



In 2016, the Shelbyville Police Department responded to 1152 vehicle crashes. Of these crashes, 662 or 52% were state crash reports, and 526 or 46% were minor damage incidents

In 2016, of the 662 state crashes, 112 or 15% of all crashes resulted in injuries. The total number of injuries was 143.





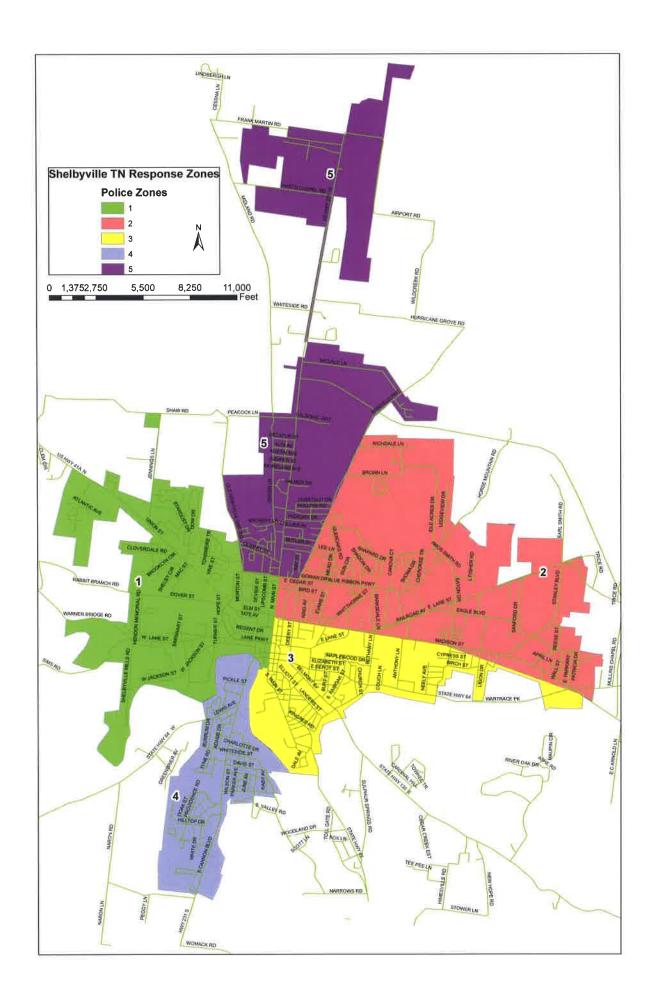












#### SHELBYVILLE POLICE DEPARTMENT



### Criminal Investigations Division

Annual Report 2016

#### **Criminal Investigations Division**

The Criminal Investigations Division is responsible for the investigation of crimes reported to the Shelbyville Police Department. The division is divided into two distinct units: the criminal investigation unit and the forensic services unit. As a division we strive to work with other agencies in an effort to better serve the citizens of our community. We are also committed to representing our department at several speaking engagements throughout the year where participants are instructed on topics such as child safety, crime prevention and protection.

The Shelbyville Police Department year to date statistics as reported to the Tennessee Incident Based Reporting System (TIBRS), indicates 2,040 offenses were reported to the Shelbyville Police Department. 939 offenses were cleared representing a clearance rate of 46.03%. The offense clearance rate according to TIBRS is up from 45.19% from 2015.

The criminal investigation division conducted 1285 investigations into various crimes. Detectives assigned to the criminal investigation division made 334 arrests in 2016 compared to 197 arrests made in 2015.

The Criminal Investigations Division welcomed Detective Cody Swift to the unit in January of 2016. Detective Swift is a graduate of the Tennessee Law Enforcement Training Academy and East Tennessee State University where he majored in Criminal Justice. He has been employed by the Shelbyville Police Department since May of 2010. Cody has brought a level of energy and excitement to the division and has led many of the unit's proactive investigations.

#### Notable Investigations, Arrests and Convictions

- Jerry Raymer and Wayne Finchum pleaded guilty to Theft of Property over \$250,000.00 for their combined involvement in embezzling over \$2 million dollars from a local trucking company. Raymer and Finchum will serve 15 years and pay restitution of 1.8 million dollars.
- Robert Nunley, Chris Land, Kenny Britton and additional members of the "Blue Tote Bandits" were arrested by federal authorities for their involvement in the 2012 burglary of McGee's Pharmacy and approximately 135 additional pharmacies throughout the Southeast. The joint investigation was led by Lt. Brian Crews, Tennessee Bureau of

Investigations, The US Drug Enforcement Administration and the Grundy County, Tennessee Sheriff's Department.

- Sgt. Charles Merlo forensically examined Sixty Six (66) cellular phones in 2016.
- Sgt. Charles Merlo arrested Christopher Starks for his alleged involvement in two armed robbery offenses at the Hopps Express. The CID is seeking federal prosecution against Starks due to his lengthy violent criminal history.
- Rochelle and Maurice Clayton pleaded guilty to aggravated child abuse and will serve twenty years at 85 percent.
- Det. Cody Swift arrested Shawn Watson, Taylor Quick and Cierra Silva for Aggravated Burglary and Aggravated Robbery for their alleged involvement in an armed home invasion.
- Carol Jean arrested Alfonzo Domingo Sebastian for Aggravated Statutory Rape. Sebastian is incarcerated awaiting trial.
- Sgt. Charles Merlo arrested Matthew Murray for Aggravated Child Abuse.
- The Criminal Investigations Division assisted with a joint investigation that led to the arrest of Wendell Buchanan for his alleged involvement in a number of church shootings.
  - Buchanan was arrested for Terrorism and is incarcerated awaiting disposition. The Shelbyville Police Department was joined by the Bedford County Sheriff's Department, The Federal Bureau of Investigations and the US

\$7,400.00 into the drug fund.

- Alcohol Tobacco Firearms agency in this investigation.
- Lt. Brian Crews assisted patrol Sgt. Justin Smith with an investigation that led to the seizure
  of \$11,900.00 in suspected drug proceeds. An agreed order
  between the defendant and Lt. Crews led to the award of
  TRAFFICKING
- The Criminal Investigations Division conducted a number of investigations into human sex trafficking. The investigation led to a number of arrests for Prostitution and Solicitation for Prostitution.

#### **Notable Accomplishments:**

• Lt. Brian Crews and Sgt. Bill Logue attended the FBI Law Enforcement Executive Leadership Academy (LEEDA) and were awarded the Trilogy Award for successful

completion of the Supervisory Leadership Institute, the Command Leadership Institute and the Executive Leadership. The training was held three separate weeks in 2016 and hosted by the Murfreesboro Police Department. Recipients of the Trilogy Award are eligible to attend the National LEEDA Conference held annually. The 2017 annual conference will be held in Jacksonville, Florida.



Sgt. Charles Merlo attended the 10 day Mobile Device Examiner course sponsored by the
United States Secret Service in Hoover, Alabama. Sgt. Merlo received approximately
\$40,000.00 worth of forensic equipment. This training combined with the receipt of the

forensic equipment enable the Criminal Investigations Division to conduct in-house forensic testing of mobile electronic devices. Sgt. Merlo forensically examined sixty six cellular devices in 2016.

in an effort to combat criminal gang activity.



• Detective Cody Swift and Officer Tory Moore attended the ROCIC Gang Conference in Hoover, Alabama. They also attended the annual Tennessee Gang Investigators Conference in Murfreesboro, Tennessee and became a member of the Tennessee Gang Investigators Association (TGIA). This training will help the Criminal Investigations Division in the recognition and classification of local gang members. Joining the TGIA will also provide Det. Swift the ability to network with surrounding agencies

#### **Forensic Services Unit:**

Crime Scene Investigator Sgt. Bill Logue and Property & Evidence Technician Sheri Rhodes make up the Forensic Services Unit of the Shelbyville Police Department's Criminal Investigations Unit.

Together they processed 996 items of evidence in 2016. Of those, 124 were submitted to the Tennessee Bureau of Investigation for forensic analysis.

Sgt. Logue processed 42 crime scenes: (9) Death Scenes, (6) Burglaries, (4) Theft from Vehicles, (4) Search Warrant Services, (4) Church Vandalisms, (2) Prostitution Stings, (2) Aggravated Assaults, and (1) each: Rape, Child Abuse, Robbery, Suicide, Simple Assault, Recovered Stolen Property, Motor Vehicle Theft, and Aggravated Burglary.

The district attorney's office requested and received 44 in-car videos for submission as evidence in prosecution of SPD cases.

66 items of found or recovered stolen property were returned to their owners.

20 submissions of counterfeit U.S. currency totaling a fraudulent value of \$510 were processed and will be handed over to the U.S. Secret Service for destruction.

There were two drug destruction burns in 2016. The first in January destroyed 109 exhibits, and the second in October destroyed 120 exhibits.



January 2017 evidence destruction

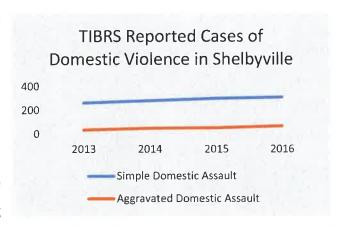


October 2017 evidence destruction

#### **Domestic Violence**

Detective Carol Jean of the Criminal Investigations Division is assigned to all cases involving crimes of domestic violence. Detective Jean makes an attempt to follow-up with all victims in order to inform the victims of their rights. Interested victims are referred to the local agency Haven of Hope. The Haven of Hope assists victims in obtaining Orders of Protection, counseling and various other services.

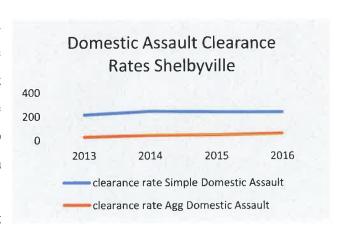
The Shelbyville Police Department has seen a small increase in reported cases of domestic violence. According to the Tennessee Incident Based Reporting System (TIBRS), in calendar year 2013, 263 cases of Simple Domestic Assault were reported to the Shelbyville Police Department. The Shelbyville Police Department is witnessing



slight increases from year to year. In 2016, 309 cases of Simple Domestic Assault were reported.

The Shelbyville Police Department has witnessed a larger increase in reported cases of Aggravated Domestic Assault during the same time period. I attribute the significant increase to a recent change in the domestic violence statutes. If a domestic violence victim sustains injuries consistent with strangulation officers are now instructed to arrest the violator for Aggravated Domestic Assault. This was not always the law in Tennessee. I can think of no other explanation why the numbers have risen from 35 reported cases in 2013 to 67 in 2016.

The Shelbyville Police Department is taking a number of steps to assist victims of domestic abuse. An approach that began within the last few years has not only helped separate offenders from their victims but has also helped our department maintain a high clearance rate for cases of domestic abuse. Patrol officers are now obtaining arrest



warrants when they observe signs of physical abuse even if the offender has fled the scene. In years past, the responsibility of obtaining the arrest warrant would be left on the shoulders of the victim. Victims were oftentimes reluctant to obtain warrants against their abusers and the abuser would return home as soon as police left the scene.

As mentioned earlier, Detective Carol Jean makes every effort to contact all victims of domestic abuse. While speaking with victims she informs the victims of their rights under the law. She also provides them with information regarding the Haven of Hope and the processes in which to obtain Orders of Protection.

Arresting officers encourage victims to obtain No Contact Orders during the pendency of the court proceedings. Partnering with the magistrates and the jail staff to ensure violators are held for 12 hours allows victims of domestic abuse the opportunity to make immediate plans for their future safety.

Partnering with the Haven of Hope has been a great benefit to victims of domestic abuse. A representative of the Haven of Hope is invited to attend and is usually present at docket calls for all General Session Court dates. The General Sessions Judge announces from the bench that a representative from the Haven of Hope is present. The Judge encourages anyone in attendance that needs to speak with a member of the Haven of Hope to do so.

#### **Community Service Projects:**

The Criminal Investigations Division is committed to representing the Shelbyville Police Department at various public relations functions throughout the year. We are also frequently asked to give presentations on topics such as self-defense, senior fraud and home protection, online safety and drug avoidance and awareness.

Det. Jean was invited to give a children's self-defense presentation to Westhills Elementary after-school program in Lewisburg, TN.



 Det. Jean conducted a selfdefense/date rape education class for Northfork Baptist youth. She also conducted Women's Self Defense classes for senior members of the Shelbyville Rec Center and the women of First Methodist Church.



 Lt. Crews and Sgt. Merlo conducted a presentation for the Thomas Magent School "tech team" regarding Stranger Danger. The presentation gave attendees tips for staying safe on-line and the dangers of on-line predators.



 The Criminal Investigations Division hosted a nine week work based learning academy for two Shelbyville Central High School seniors. Kaetlyn Brugliera and Trinity Whitaker (pictured below) worked closely with Sgt. Bill Logue of the Forensic Services Division.



#### **Additional Community Service Projects:**

March 4<sup>th</sup>- Spoke to a sorority club (Burrum Drive) on human trafficking (4515)

April 7<sup>th</sup>- Mother's Day out (1<sup>st</sup> Presbyterian Church) officer friendly talk (4515 & 4506)

April 9<sup>th</sup>- Community Fun Day at 1<sup>st</sup> Baptist Church for head start (4515 & 4542)

May 3<sup>rd</sup>- Eakin Elementary officer friendly at SPD (4515)

May 10<sup>th</sup>- Community Helpers at Liberty School k-2 (420 & 4515)

July 20<sup>th</sup>- Library Fun Day for children (4515 & 4542)

July 22<sup>nd</sup>- Center for Family Development Back Pack Give Away (4515)

August 2<sup>nd</sup>- National Night Out Against Crime H.G. Griffin Park (4515 & 4530)



August 22<sup>nd</sup>- Pedestrian Safety at Head Start for teachers (4515)

August 23<sup>rd</sup>- Parents Educational/Student Awards Night at Learning Way (4515)

September 9<sup>th</sup>-Pedestrian Safety and Drug Education at Head Start for parents (4515)

October 17<sup>th</sup>- Spoke to high school counselors at Motlow on what to report (4515)

October 29<sup>th</sup>- United Way Child Fair at Rec Center (4515 assisted 4542.

# **Shelbyville Police Department**Training Division



Annual Report 2016

#### Synopsis of 2016 Shelbyville Police Department Training

This year the Shelbyville Police Department had another busy year in training. The Department had close to 3600 hours of training in a variety of fields. In 2016, the Department's general in-service topics included Ethics/Leadership, Drug Recognition, Amber/Silver Alert, Child Sex abuse, Emergency/Non-Emergency Vehicle Operations, and Firearms and Mental Health. Along with the in-service training received, the Department's instructors also assisted other agencies with training. Lt Clanton assisted the Law Enforcement Training Academy, Tullahoma Police Department, and Bedford County Sheriff's Office. Sgt Mike Davis assisted with motor officer recertification for the Department, Franklin County, and Winchester PD. Also in addition to the in-service training each officer received, several officers receive specialized training in numerous areas. The areas of specialized training are listed below (see Specialized Training for Officers and number of hours received). If we calculate all of the training hours both received and taught, the hours would probably exceed 4500 training hours for 2016.

#### Areas of Specialized Training

Gang and Narcotic Investigation

Child Sex abuse Investigations

Media in Law Enforcement

**Executive Leadership** 

Leadership and Administration

**TIBRS Training** 

**Drug Recognition** 

**Pharmaceutical Crimes** 

**Computer Forensics** 

K-9 Narcotics Investigation

Instructor Development

**Police Motor Officer** 

Crime Scene Investigations Phase I and II

Ethics/Leadership

Amber/Silver Alert

Mental Health

**OC/CS Instructor** 

#### Lieutenant Trey Clanton

Training Division/Crash Reconstruction
Shelbyville Police Department
109 Lane Parkway
Shelbyville, Tennessee 37160
Phone 931.684.5811 Fax 931.684.3784
trey.clanton@shelbyvilletnpolice.org



Management,/Leaders hip Train the Trainer 2016 Executive Leadership OC/CS Instructor Motorcycle Recertification, Narcotic Officers Conference	Training Hours
hip Train the Trainer  2016 Executive Leadership OC/CS Instructor Motorcycle Recertification, Narcotic Officers	
hip Train the Trainer  2016 Executive Leadership OC/CS Instructor Motorcycle Recertification, Narcotic Officers	
hip Train the Trainer  2016 Executive Leadership OC/CS Instructor Motorcycle Recertification, Narcotic Officers	
2016 Executive Leadership OC/CS Instructor Motorcycle Recertification, Narcotic Officers	
Leadership OC/CS Instructor Motorcycle Recertification, Narcotic Officers	
OC/CS Instructor  Motorcycle Recertification, Narcotic Officers	
Recertification, Narcotic Officers	
Narcotic Officers	
Conference	
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Crime Scene	
Investigations Phase I	
and II Executive	
Leadership	
C H Di Farancia	
_	
Basic Crash	
Investigations	
Motorcycle	
NDEAG	
Safety and Security for	
places of worship	
People Centered	
Leadership, Legal	
for Law Enforcement	
Total Training Hours	
	Investigations Phase I and II Executive Leadership  Cell Phone Forensics Intro to NDCAC  Management, Law Enforcement Recruiting Basic Crash Investigations  Motorcycle Recertification, Advanced Crash Investigation, TIBRS Training, Intro to NDCAC  Safety and Security for places of worship  People Centered

#### **Completed Training Hours by Person**

Shelbyville Police Department

Reported by Acadis CReadiness State 01709/2017

Training Completed In: Calendar Year 2016 to 2016

Employee	PSID	Employment Type	Appointment Type	Total Hours	Category Cate	gory Hours
Adams, Clinton Wade	3333-9660	Law Enforcement Officer	Full Time	43.00	In-Service	27.00
		·			Uncategorized	16.00
Baker, Michael Henry	8514-7688	Law Enforcement Officer	Full Time	43.00	In-Service	27.00
				1	Uncategorized	16.00
Birdsong, Darrell Wayne	5341-7603	Law Enforcement Officer	Full Time	43.00	In-Service	27.00
		47			Uncategorized	16.00
Blankenship, Ronnie Edward	6431-7053	Law Enforcement Officer	Full Time	43.00	In-Service	27,00
					Uncategorized	16.00
Clanton, Marvin (Trey) Luther III	9392-0375	Law Enforcement Officer	Full Time	50.00	In-Service	8.00
					Specialized Training	26.00
					Uncategorized	16.00
Cooke, Johnathan Ray	3226-8421	Law Enforcement Officer	Full Time	43.00	In-Service	27.00
					Uncategorized	16.00
Crews, William Brian	2277-6589	Law Enforcement Officer	Full Time	61.00	In-Service	11.00
					Specialized Training	50.00
Curley, David Reid	1151-8873	Law Enforcement Officer	Full Time	43.00	In-Service	27.00
					Uncategorized	16.00
Davis, Bruce Wayne	5988	Law Enforcement Officer	Full Time	43.00	In-Service	27.00
					Uncategorized	16.00
Davis, Michael Keith	2747-6663	Law Enforcement Officer	Full Time	43.00	In-Service	27.00
					Uncategorized	16.00
Diaz, Letisia Marisol	6070-9127	Law Enforcement Officer	Full Time	43.00	In-Service	27.00
					Uncategorized	16.00
Draine, Jerry Michael	2691-7431	Law Enforcement Officer	Full Time	43.00	In-Service	27.00
					Uncategorized	16.00
Dye, David Andrew	25770	Law Enforcement Officer	Full Time	43.00	In-Service	27.00
					Uncategorized	16.00
Everhart, Nathaniel Lee	8704-8301	Law Enforcement Officer	Full Time	508.50	In-Service	8.00
					Uncategorized	500.50
George, Shane Austin	35305			44,00	In-Service	8.00
					Specialized Training	36.00
Goodrich, Jeffrey Louis	1338-4759	Law Enforcement Officer	Full Time	43.00	In-Service	27.00
				Į	Uncategorized	16.00

Training Completed In: Calendar Year 2016 to 2016

Hardison, Darrell Wayne 2161-6782  Law Enforcement Officer Full Time 524.50  In-Service Uncategorized Uncategorize	Employee	PSID	Employment Type	Appointment Type	Total Hours	Category Cat	tegory Hours
Hardison, Darrell Wayne   2161-6782   Low Enforcement Officer   Full Time   524.50   In-Service   Uncategorized   Uncategori	Grubbs, Russel Lee	3478-5432			43.00	In-Service	27.00
Harvey, Frederick Juan   5854-6137						Uncategorized	16.00
Harvey, Frederick Juan   S854-6137	Hardison, Darrell Wayne	2161-6782	Law Enforcement Officer	Full Time	524.50	In-Service	24.00
Uneategorized   Horner, Brock Daniel   7658-2629   43,00   In-Service   Uneategorized   Unea			·			Uncategorized	500.50
Horner, Brock Daniel   7658-2629   43,00   In-Service   Uncategorized   43.00   In-Service   Uncategorized	Harvey, Frederick Juan	5854-6137	Law Enforcement Officer	Full Time	43.00	In-Service	27.00
Jacobs, Samuel Glenn Sr. 6575-6916  Jean, Carol Blain  5569-6205  Law Enforcement Officer  King, John Cody  7859-4295  King, John Cody  7859-4295  Law Enforcement Officer						Uncategorized	16.00
Jacobs, Samuel Glenn Sr. 6575-6916   43.00   In-Service   Uncategorized   Law Enforcement Officer   Full Time   62.00   In-Service   Specialized   Training   Uncategorized   Law Enforcement Officer   Full Time   62.00   In-Service   Specialized   Specialized   Training   Uncategorized   Uncategorize	Horner, Brock Daniel	7658-2629			43,00	In-Service	27.00
Jean, Carol Blain 5569-6205 Law Enforcement Officer Full Time 62.00 In-Service Specialized Training Uncategorized Training Uncategorized Lawrence, Jerry Lee 9810-6744 43.00 In-Service Uncategorized Lawrence, Jerry Lee 9810-6744 Law Enforcement Officer Full Time 67.00 In-Service Uncategorized Training Loyd, Robert Gregg 5052-3173 43.00 In-Service Uncategorized Training Loyd, Robert Gregg 5052-3173 43.00 In-Service Uncategorized Mathis, Steven Pat 4602-0363 Law Enforcement Officer Full Time 43.00 In-Service Specialized Training McKinney, Mark Andrew 9031-9641 Law Enforcement Officer Full Time 43.00 In-Service Uncategorized Merlo, Charles Andrew II 1553-4002 Law Enforcement Officer Full Time 43.00 In-Service Uncategorized Moore, Tory James 6693-4054 43.00 In-Service Uncategorized Peacock, Bobby Dwaine 0103-1428 Law Enforcement Officer Full Time 43.00 In-Service Uncategorized Peacock, Bobby Dwaine 0103-1428 Law Enforcement Officer Full Time 43.00 In-Service Uncategorized Phillips, Mickey Jan 7918-0314 Law Enforcement Officer Full Time 43.00 In-Service Uncategorized Phillips, Mickey Jan 7918-0314 Law Enforcement Officer Full Time 43.00 In-Service Uncategorized Phillips, Mickey Jan 7918-0314 Law Enforcement Officer Full Time 43.00 In-Service Uncategorized Phillips, Mickey Jan 7918-0314 Law Enforcement Officer Full Time 66.50 In-Service						Uncategorized	16.00
Jean, Carol Blain 5569-6205 Law Enforcement Officer Full Time 62.00 In-Service Specialized Training Uncategorized King, John Cody 7859-4295 43.00 In-Service Uncategorized Lawrence, Jerry Lee 9810-6744 43.00 In-Service Uncategorized Logue, William Harry Jr. 0289-4421 Law Enforcement Officer Full Time 67.00 In-Service Specialized Training Loyd, Robert Gregg 5052-3173 43.00 In-Service Uncategorized Uncategorized Uncategorized Mathis, Steven Pat 4602-0363 Law Enforcement Officer Full Time 43.00 In-Service Specialized Training McKinney, Mark Andrew 9031-9641 Law Enforcement Officer Full Time 43.00 In-Service Uncategorized McFlo, Charles Andrew II 1553-4002 Law Enforcement Officer Full Time 43.00 In-Service Uncategorized Moerlo, Charles Andrew II 1553-4002 Law Enforcement Officer Full Time 43.00 In-Service Uncategorized Moere, Tory James 6693-4054 43.00 In-Service Uncategorized Peacock, Bobby Dwaine 0103-1428 Law Enforcement Officer Full Time 43.00 In-Service Uncategorized Phillips, Mickey Jan 7918-0314 Law Enforcement Officer Full Time 66.50 In-Service Rogers, Michael Paul 0772-5790	Jacobs, Samuel Glenn Sr.	6575-6916			43.00	In-Service	19.00
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Uncategorized	Rogers, Michael Paul	0772-5790			43,00	In-Service	27.00
				-		Uncategorized	16.00

#### **Completed Training Hours by Person**

Shelbyville Police Department

Reported by Tendis & Readiness Suite

Training Completed In: Calendar Year 2016 to 2016

(i) ()9/2()]7

Employee	PSID	Employment Type	Appointment Type	Total Hours	Category Categ	ory Hours
Sanders, Anthony Todd	4021-3601	Law Enforcement Officer	Full Time	43.00	In-Service	27.00
					Uncategorized	16.00
Shelton, Leonard Jody	4264-1100	Law Enforcement Officer	Full Time	43.00	In-Service	27.00
					Uncategorized	16.00
Smith, Justin Tyler	4007-9729			43.00	In-Service	27.00
					Uncategorized	16.00
Stacy, Rodney Lewis	8227-9700	Law Enforcement Officer	Full Time	43.00	In-Service	27.00
		74			Uncategorized	16.00
Swift, Cody James	4270-0022	Law Enforcement Officer	Full Time	67.00	In-Service	11.00
					Specialized Training	24.00
					Uncategorized	32.00
Taylor, Michael Wilson	7839-8161	Law Enforcement Officer	Full Time	43.00	In-Service	27.00
					Uncategorized	16.00
Vest, Christopher Michae	10577-1755	Law Enforcement Officer	Full Time	43.00	In-Service	27.00
					Uncategorized	16.00
Warren, Mitchell Lee	3400-6488			43.00	In-Service	27.00
					Uncategorized	16.00
Wilkerson, James Edward	12191-3148			43.00	In-Service	27.00
					Uncategorized	16.00

# The Shelbyville Police Department Administrative Division



Annual Report 2016

#### **Shelbyville Police Department**

#### **Administrative Division**

The Administrative Division of the Shelbyville Police Department is commanded by Deputy Chief Mike Rogers and includes our City Clerk of Court, Records Department, Parking Enforcement, Grant Management, and Accreditation Management.



#### **Division Personnel**

The City Clerk of Court, Kim Nash, with almost forty years of service dedicated to the Shelbyville Police Department. She is responsible for the daily management of administrative personnel, department payroll, managing the city court docket, and all fees, fines and court costs collected.

Kerry Dunn, who has more than seventeen years of dedicated service to the Department, primarily provides assistance and support to the Criminal Investigations Division and is responsible for registering all sex offenders living within the City of Shelbyville. She also assists the City Clerk of Court, Records Clerk, and often assists in the Communications Division.

The City Clerk of Court is also assisted by a full-time Records Clerk, Lilia Torres, with more than seven years of service to the department. She is responsible for greeting and assisting visitors with records requests, data entry, and the collection of fees, fines, and court costs. She also serves as an interpreter for the Department and often assists in the Communications Division.

Aimee Davis, an employee with the City of Shelbyville since 2012, was transferred to the Department in 2013 to fill the position of Accreditation Manager. Her primary responsibility is to maintain the Department's accredited standing in accordance with Tennessee Law Enforcement Accreditation (TLEA) standards; she is assisted in her accreditation duties by Patrolman David Curley. Through her responsibilities as Accreditation Manager she is also responsible for the drafting and revisions of the Department's written directives, grant management, assisting on special projects, and representing the Department on the City's Safety Committee.

Linda Dickerson, Parking Enforcement Officer (non-sworn), joined the Department in 2014. She is primarily responsible for parking enforcement on the City of Shelbyville's Historical Square. She also provides assistance to the City Court Clerk and Records Clerk by greeting visitors to the Department, assisting with records request, and the collection of fees, fines, and court costs.

#### 2016 Grants

The Shelbyville Police Department often seeks additional sources of funding through the submission of grants to state and federal agencies to assist the Department in providing improved services to the citizens of the City of Shelbyville. Examples of funding requests include funding for additional traffic enforcement and equipment. In 2016, grant awards totaled

#### **Grant Awards**

Grant awards in 2016 totaled \$26,589.47.

➤ The Department was awarded \$15,096.79 in funding through the Governor's Highway Safety Office (GHSO) for the purchase of capital and non-capital small equipment, and overtime funding for DUI and Speed Enforcement; Award # Z16GHS321



- ➤ The Department was awarded \$8,992.68 through the Office of Justice Programs, Bulletproof Vest Partnership for the purchase of bulletproof vests for safety and protection of Department officers.
- ➤ The Department was awarded \$2500 for the purchase of printed educational materials to be used in conjunction with an educational community outreach program targeting senior citizens.

#### Accreditation

In 2013, the Shelbyville Police Department successfully completed a self-assessment process that included a full review and update of all existing policies and procedures in accordance with Tennessee Law Enforcement Accreditation (TLEA) standards. The Department was found to have demonstrated a commitment to professional law enforcement standards and compliance with the TLEA program. At that time, based on the recommendation of the assessment team, the Department was awarded its first Certificate of Meritorious Accreditation in December 2013 by the Tennessee Association of Chiefs of Police (TACP) and its Board of Directors.

To remain this certification of accreditation, the Department must maintain compliance with all applicable standards and undergo a new TLEA assessment every three years. The Shelbyville Police Department's Accreditation Team, Aimee Davis and Patrolman David Curley, continue to work diligently to maintain compliance with all applicable standards and provide assurance to the citizens of Shelbyville that they are served by a professional, effective, and efficient police department. During 2016, the Accreditation Team focused on preparing for the Department's re-accreditation assessment at the end of the year.

During this assessment, assessors assigned by the TACP conducted a file review of the Department's compliance with TLEA standards. At the completion of the review, the Department was found to have only a small number of files in need of further maintenance and/or clarification and was ultimately found to be in compliance. On November 15, the assessors conducted an on-

site visit to verify observational standard compliance and interviewed key personnel concerning high liability standards and were again found to be in compliance with TLEA standards.

the December 1, 2016, at On recommendation of the assessment team, the Shelbyville Police Department was awarded Certificate of Meritorious its 2nd Accreditation by the Tennessee Association of Chiefs of Police and its Board of Directors presented by President of TACP Jeff Hughes.



# Shelbyville Police Department



Communications Division 2016

### Shelbyville Police Department Communications Division 2016

The Communications Division is commanded by the Deputy Chief of Police; consists of five dispatchers and is often assisted by trained personnel of the Administrative Division. The primary function of the Communications Division is to provide a service to the citizens of Shelbyville by answering emergency and non-emergency requests for police service, coordinate response to citizen requests, and assist in the protection of life and property.

All personnel of the Communications Division are Tennessee Information Enforcement System

(TIES) certified and are responsible for ensuring compliance with all Tennessee Bureau of Investigations (TBI) rules and regulations regarding network access to criminal history information, vehicle information, and drivers license information. They are also responsible for entering and checking information in the National Crime Information Center (NCIC). Other responsibilities include logging officers into and out of service, on-duty officer call rotation, logging wrecker rotation, and the completion of complaint cards.



Personnel of the Communications Division

Wanda Desplinter; six years of service

Sandy McCullough; three years of service

Linda Bacon; one year of service

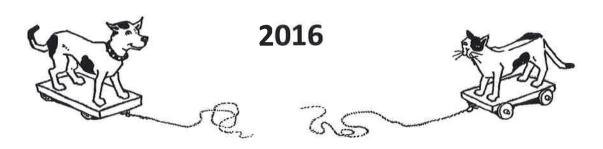
Jennifer Pruitt; new-hire

Chris Pihs; new-hire

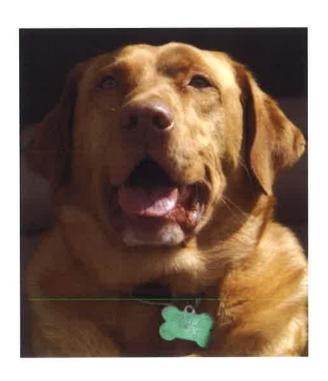
The Communications Division is also assisted by members assigned to other divisions; Sheri Rhodes, Brittany Wilhoite, CID; Kerry Dunn, CID/Records; and Lilia Torres, Records.



# City of Shelbyville Animal Control Department





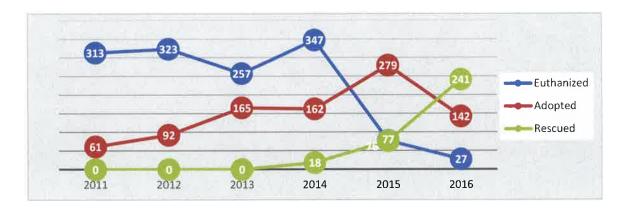


The primary objective of the Shelbyville Police Department's Animal Control Division (SAC) is to protect the public from dangerous animals running at large, the prevention and eradication of rabies by providing education to the public concerning local and state laws, and the promotion of owner responsibility. Additionally, SAC is responsible for providing service to both the public and animals through responding to animal cruelty and abuse cases. The Division is served by Director Randy McCullough, his Officer Caitlin Brady, and Assistant Rhonda Lefler. Randy was selected Director of SAC in 1987 and has provided 39 continuous years of service to the City of Shelbyville. Caitlin has served since 2015 and Rhonda joined the Department in 2016.

In 2016, SAC answered a total of 909 calls for service, a 7% increase from last year's total of 850. The Division picked up a total of 192 live animals and had an additional 150 animals turned in. Of those animals, 68 were adopted, 53 were returned to their owners, and 139 were transferred to rescues. As a result of adoptions, returns, and transfers, SAC was able to reduce its euthanasia rate to 22% in 2016. The Division has also been effective at educating the public regarding the laws and safety of having animals up-to-date on their vaccinations and has tripled the number of rabies certificates on files.



The past two years have been a period of exponential growth for SAC. They have raised their adoption and rescue rates 60.4% since 2014 while simultaneously reducing their euthanasia rates by 82.7%. The Division as a whole has gained national attention over the past two years for their networking abilities and capabilities to move dogs and cats to avoid euthanization. The Division has also worked tirelessly helping the public understand the laws and the reasoning behind the laws rather than simply enforcing them. As a result, more issues are being resolved through public outreach and education without the use of citations and court cases. The Division continues to look forward to this growth in coming years as it strives to become one of the best known shelters in Tennessee. Current efforts suggest SAC is definitely off to a good start!



In 2015, SAC was actively working with 18 rescues, 2 active fosters, and 5 active volunteers. In 2016, SAC progressed tremendously and currently has a total of 116 rescues, 10 active foster homes, and 23 active volunteers working with the Division. As a result, SAC has the resources to save more lives and send animals as far away as Canada and Alaska to rescue groups. Utilizing these resources, SAC has also been able to decrease costs by reducing the number of animals euthanized.

In 2016, SAC also upgraded the shelter to accommodate additional animals doubling its housing capabilities. These upgrades included increasing the number of pens for both dogs and cats from 8 dog pens and 8 cat pens to 16 pens each. Additionally, SAC was also able to place 10 dog pens outside complete with dog houses, feeders, permanent metal roofing and metal sides. The Division was also able include a fully equipped grooming room in its upgrades.







The Shelbyville Police Department's Animal Control Division adopted a new operating system in 2016 called Animal Shelter Manager (.com). The program has been a tremendous asset to SAC improving operations and efficiency. The program tracks the animals' paperwork, calls for service, euthanasia, and SAC shelter needs. The program also tracks weekly, monthly, and even yearly figures allowing them to be accessed with ease.

The Shelbyville Police Department's Animal Control Division has also started the process of improving current operations in accordance with the standard practices of other local shelters regarding the vaccination of housed animals. Once operations are in place, SAC will be able to provide much needed vaccines to puppies, dogs, kittens, and cats. The new program, along with vaccination and isolation pens, will further decrease the number of animals euthanized and assist SAC with meeting its goal of 0 euthanizations for the first time in SAC history.

In 2015, S.A.C. was named an approved shelter through the Adoptapet.com website; a high accomplishment for a small shelter. To be an approved shelter, you must have met at least four of the five standards below:

- 1. Euthanasia rate at lower than 10% of your yearly intake.
- 2. More than 500 animals moved in a year.
- 3. Adoption rate of at least 70% of your annual intake.
- 4. Less than 40% owner surrenders of your annual intake.
- 5. At least 50 active rescues pulling from you.

The Shelbyville Police Department's Animal Control Shelter continues to meet all five of these standards; one of only seven approved shelters of comparable size in the Southeastern United States.

In 2016, SAC held at least one adoption day per month (weather permitting). In 2015, SAC had begun successfully hosting adoption days at the Tractor Supply Company. At least 10 dogs were included in these events and on average 9 were adopted at each event. In 2016, SAC began conducting these events at the SAC shelter. This allowed SAC to present all dogs available from the shelter without being limited to the number of dogs that could be safely transported to these events. These events have also increased community awareness and involvement, and increased the number monthly visitors to the shelter and the number of animals adopted and rescued.



APPROVED

SHELTER
ADOPT A PET CON

During the course of 2016, SAC created a special rapport with Webb School in Bell Buckle with 8 students on file as volunteers. These student volunteers

visit at least once a month to help socialize the animals. This new volunteer program has aided SAC in getting a \$2,300 grant from Webb School to purchase new dog houses, extra dog pens, crates, and cedar shavings for warmth. The assistance of the volunteers and their work socializing the animals has also increased the animal's acceptance of new people, increased adoptions, and decreased the time span in which it takes for the animals to be adopted.









In 2016, SAC also proudly started a new public outreach program visiting the local nursing/assisted living homes including Christian Care of Bedford County (Now The Waters of Shelbyville), Celebration



Way, and Carriage House. The Division takes its two mascot dogs (Bud the Gold Lab, and Ruger the German Shepherd) to visit with the residents and brighten their day. A notable memory includes the lady pictured to the left who had not spoken in over eight months according to staff; until she said "hi" to Bud. In the upcoming year, SAC has plans to expand this program and scheduled a visit to Glen Oaks. The Division also hopes to be able to visit local schools to continue promoting the shelter and building positive community rapport.







In recent years, SAC has put into place harsher punishments and increased restrictions on persons who neglect, abuse, or abandon animals in the City of Shelbyville. The law makes it a felony to abandon an animal.



At SAC, the employees are not just "Animal Control", they are animal lovers. They do not just pick up stray dogs and get them adopted, they take the unwanted, abandoned, abused, and neglected and get them socialized and ready for adoption to loving families. They get to make a difference. In the past five years, SAC has made substantial progress and is still working very hard to improve and to quickly become the best.



### ~ Goals for 2017 ~

- Our first and foremost goal for 2017 is to get a bigger shelter that can properly and safely accommodate the city's needs for Animal Control.
- We are also working on developing and maintaining ASPCA SOPs for the department and plan to have them in place by the end of 2017.
- In 2017 we are working extremely hard to double our adoption rate, and rescue rate while reducing our euthanasia rate by more than half.
- We are looking to expand to visiting schools, preschools, and possibly hospitals instead of limiting ourselves to only nursing homes.
  - In 2017 we are looking to increase our number of altered pets, in turn reducing the number of strays on the street.
  - We would like to host at least one adoption day per month, 2 if possible (as weather permits of course)

We have already gotten off to a great start in 2017 and we are hoping to fulfill each and every goal plus more! We hope that we continue to have the publics' support as we develop into a bigger and better department serving the city in the best way possible.

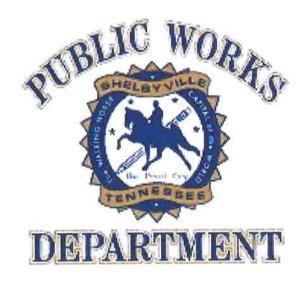








# Shelbyville Public Works 2016 Annual Report





# City of Shelbyville Public Works Department

714 Industrial Parkway Shelbyville, TN 37160 Phone 931.684.2644 Fax 931.684.8993

2016 has been a very productive year for the Public Works Department. We started and completed a wide variety of different projects, including building numerous roads in a subdivision to removing and grading railroad tracts. We also assisted State agencies with road projects and removing tons of tapes from our park property. Our department has been up to the task no matter how big or how small the job was. This year has been a prime example that our department takes pride in every task from picking up a citizen's trash, to cleaning their drainage culverts. We will do it to the absolute best of our ability.

In closing, our department has lost two employees in 2016. James Pope was an active Public Works employee who passed away in April. We also had a newly retired employee Pedro Velasquez pass away this year. In addition, we lost long time Willow Mount Sexton, Jackie Carter.

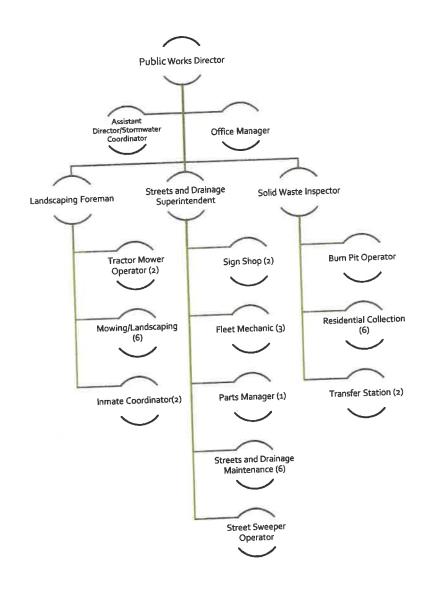
Thanks,

Eric Pierce

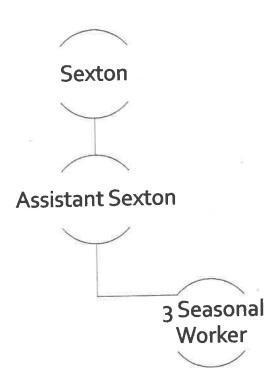
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**Public Works Director** 

# Public Works Department



# Willow Mount Cemetery



### Vehicles/ Equipment purchased on 2016

Unit#	Model Yr	Bar Code	License #	Vehicle/ Equipment	Life	Vehicle ID #	
Unit #	Model 11	Dai Couc	License				
				PUBLIC WORKS			
1	2015		6605-GD	Ford F150XL Crew Cab	10	1FTEW1EF2FKF07955	
9	2016			1 ton Chevy Dump truck	10	1GB3CYCG5GZ192327	
41	2007		6607-GD	Freightliner- Semi	20	1FUJBBCK372X03438	
45	2003		6620-GD	Freightliner Dump Truck	10	1FUBCHAK33HL79020	
48	2016		6622-GD	Pac-man knuckle boom	15	1FACXCY7GHHK9573	
71	2016		0000	Ferris Walk Behind mower	5	sn: 2017469526	
72	2016			Ferris Walk Behind mower	5	sn: 2017469527	
12	2010						
				CEMETERY			
CEM 2	2009		6619-GD	F250 Ford Super Duty truck 4 x 4	10	1FTSW21589EA61237	
CEM 24	2016		0023 02	Ferris Mower	5	sn: 2017435677	
CEIVI 24	2010						
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### Meetings & Classes attended by Public Works Personnel in 2016

- 1. 9- ISWA meetings
- 2. 14-TDOT North Main project meetings
- 3. TDOT ROW training
- 4. TDOT Inspection CEI training
- 5. TDEC Permanent stormwater training
- 6. TDOT RPO (2)
- 7. 4- Railroad Authority meetings
- 8. TDOT sidewalk improvement meetings
- 9. TDEC Level I training
- 10. APWA Fleet management training
- 11. 811 Dig safe training held by ATMOS energy
- 12. Weekly Department head meetings
- 13. Public Works weekly staff meetings
- 14. Numerous CBP meetings
- 15. Monthly pre-planning meetings
- 16. Numerous staff/ developer meetings
- 17. TDEC NOI/ Permit meetings
- 18. Quarterly safety meetings Public Works Department- In house
- 19. Cyber safety meeting at park complex

#### **Street Paving Completed 2016**

- 1. Madison Street- 3800' Mill, stripe, repave one lane
- 2. Garden Dr.
- 3. Alta Ave
- 4. Center Street
- 5. Landers Street (From Cliffside to White St)
- 6. Chestnut
- 7. Midland Rd
- 8. Decatur
- 9. Union Street- 3 streets, binder & curb

#### Streets restriped

- 1. Midland Rd
- 2. East Lane St
- 3. West Jackson
- 4. Hillcrest
- 5. Restriped square & turn arrows and stop bars

#### **Drainage/Construction Crews**

- 1. Removed Railroad tract from 82 Bypass to North Cannon & regraded and seeded and strawed
- 2. Graded and built roads at Union Station subdivision (Per local agreement)
- 3. Installed drainage at Union Station (per agreement)
- 4. Assisted with haul off of tapes & cd's at park property & clean up
- 5. Repaired and replaced pavers on inside of square to fix trip hazard- 4 areas
- 6. Assisted Tullahoma with tornado clean-up effort
- 7. Installed 24 culverts
- 8. Repaired 4 sidewalk areas
- 9. Installed new curbing at 14 locations
- 10. Repaired 6 curb inlets & grates
- 11. Held 3 clean ups-Spring, Summer & Fall
- 12. Had 12 brush week pick ups
- 13. Reworked 14 road side ditches
- 14. Built new salt storage bin 35 x 30 x 20'

#### Stormwater

- 1. Working with City Engineer on Notice of intent for new city MS4 NPDES Permit
- 2. Obtained Level 1 recertification/ Eric Pierce
- 3. Hired Nick Ledbetter- Stormwater Coordinator/ Inspector
- 4. Nick Ledbetter obtained TDEC's Level 1 certification
- 5. Eric Pierce obtained stormwater SCM Maintenance Certification (TDEC)
- 6. We inspected 108 sites for TDEC compliance
- 7. We attended 21 pre-planning and information meetings with owners/ developers for site/plan reviews
- 8. We took part in public safety day at East side school/ stormwater presentation on 10-14-16. Had 200 kids present
- 9. Completed MS4 annual report/ Water score card
- 10. 2016 Dry Weather audit
- 11. 11 Grading permits issued
- 12. 3 visual flume inspections

#### Cemetery

- 1. Hired Mike George full time sexton
- 2. Promoted Richard West to assistant sexton
- 3. There were 80 graves sold for \$32,000
- 4. There were 138 burials at Willow Mount in 2016
- 5. We cleaned out the old cemetery house and shop buildings
- 6. 111 interments entered on Crypt Keeper. Total 6,666
- 7. Number of graves donated by the City of Shelbyville for Pauper- 11

#### **Streets**

Litter-

684 streets

Sweeper-

679 streets

Patch work-

433 streets

Mowing-

640 streets

Bush hog- 634 streets

Leaf pick up- 56 streets

Signs

Total Signs-

1152

County-

68 - \$1330.56

#### Solid Waste

- 1. 103 back door pick-ups weekly
- 2. 27- 2<sup>nd</sup> carts sold \$1485.00
- 3. 24 pre-pays \$775.00
- 4. 579 total notices left for sanitation violations
- 5. Celebration pick up- 139 ½ tons- \$3620.43
- 6. Total tonnage thru December 2016
  - 2016- 6651.70 tons
  - 2015- 7007.41 tons
  - 2014- 7674.83 tons
  - 2013- 5968.62 tons
  - 2012- 5694.90 tons
- 7. Carts issued to new homes- 75
- 8. Burn pit loads- 3921
- 9. Burn pit dumpsters- Dump & Returns 33

### **TAP Projects 2016**

Phase 2 sidewalks
 Phase 3 sidewalks
 Phase 4 sidewalks
 Design

### STP Projects 2016

Palmer Drive Signal Design
 Lane Parkway Design

#### **TDOT Projects**

1. North Main Street Improvements Complete

# CITY OF TULLAHOMA

P.O. Box 807 Tullahoma, TN 37388



Phone 931-455-2648 Fax 931-455-0038 www.tullahomatn.gov

December 15, 2016

Mr. Eric Pierce and Staff Shelbyville Public Works 714 Industrial Parkway Shelbyville, TN 37160

Dear Mr. Pierce,

On behalf of the people of Tullahoma, we want to express our sincere gratitude to your organization for helping the City of Tullahoma recover from the November 29 tornado.

Many residents were affected and your organization volunteered quickly to assist in our response and recovery. Our heart-felt appreciation goes out those who came to the aid of Tullahoma and put in long hours of hard work for those in need. From the many thank you notes I received from residents, I know they are very grateful for your response and camaraderie in assisting with the recovery.

Please know the City of Tullahoma and our staff stand ready to provide mutual aid should the need arise. It is comforting to know we can depend on our neighbors. Again, thank you.

On Tuesday, January 10, 2017 we are hosting a thank you lunch for everyone that helped Tullahoma recover from the tornado. The lunch will be held at D. W. Wilson Community Center from 11:30 am to 1:00 pm. Please let us know if you or a representative can attend. Please RSVP to Robin Morrison, rmorrison@tullahomatn.gov.

Sincerely,

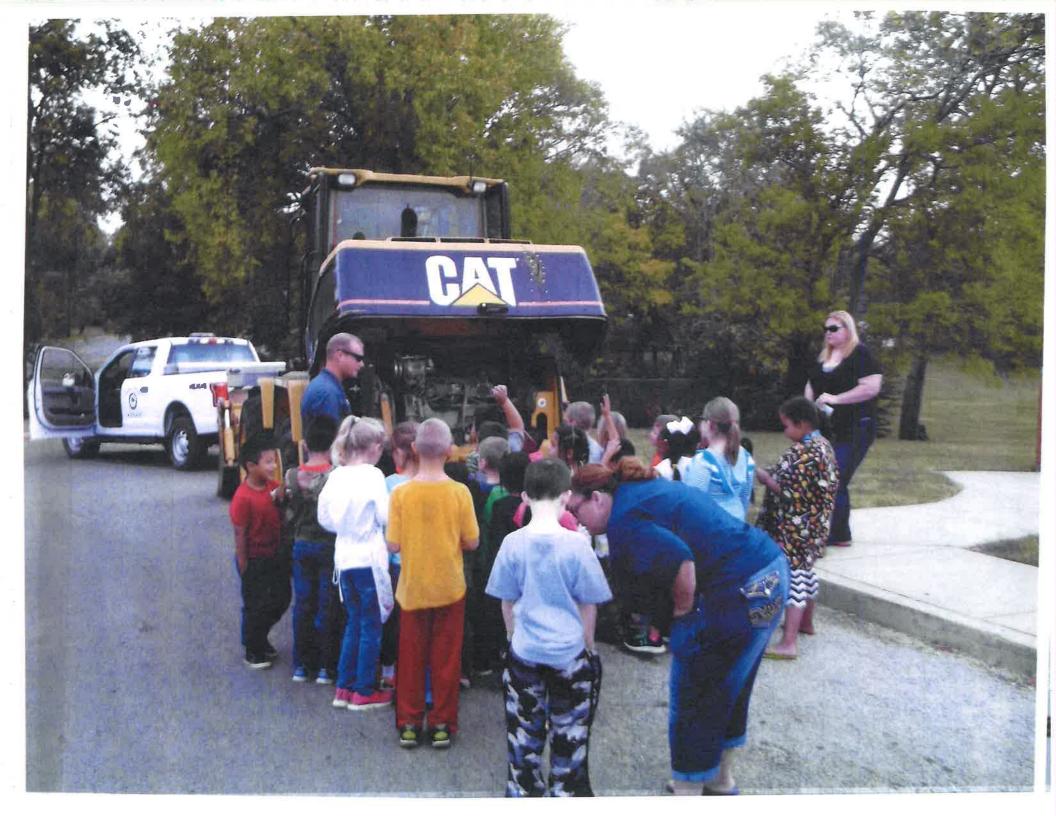
Lane Curlee,

Mayor

cc: Brian Skelton Jody Baltz

Wayne Limbaugh

Aldermen



















# Annual Report 2016



Parks Recreation Athletics

To enhance a quality of life by being a principal provider of programs and services for a healthy community.

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# Message from the Director

At Shelbyville Parks and Recreation, we realize that we have the opportunity every day to affect someone's life in a positive way. For some it is the social interaction with staff, guests, and programs; and for others it is through physical fitness and improving their overall health through improved mobility and range of motion. We touch lives with the goal of improving the quality of life in our community.

The Parks Division worked with Leadership Bedford to make improvements to Celebration Station playground in H.V. Griffin Park. Leadership raised funds and provided the labor to enlarge the playground and add several pieces of wheelchair accessible equipment. The equipment included two swings, a sand table and a backhoe type digging piece. Thanks to Leadership Bedford for this project and their commitment to the community.

The Recreation Center offers exercise classes designed for a variety of needs. I am especially encouraged that several members report improvements in their mobility due to their participation in some of the programs. One participant had to use an electric cart to get groceries, and after a few weeks of classes, the participant was able to walk the entire grocery store with a regular grocery cart. Others have reported improved results, some beyond their doctor's expectations. Well planned recreation facilities and programs contribute to our community's health and wellness and quality of life.

The Athletics Division provides and coordinates sports leagues, camps, and training opportunities. This year the Division worked with W.A.B. Sports to bring a football camp for Bedford County youth to H.V. Griffin Park. The camp was led by retired pro NFL football players including Buffalo Bills running back Joe Cribbs. Thanks to Wayne Buckingham, WAB Sports, for coordinating this event, and bringing a quality camp to Bedford County.

Making a difference, one person at a time, improves the city's sense of quality of place making it desirable to live, work, and play. Recreation services that are planned and maintained well have a positive impact on business retainage and recruitment, economic development, and tourism through the facilities and programs offered. I am excited about the current program we offer and the future opportunities before us that are and will have a positive impact on our citizens both individually and collectively as a community.



Mike Alsup

# Staff

The staff includes one full-time Assistant Director, six full-time maintenance staff, six seasonal staff, one full-time Security Guard and three part-time Security Guards.

### Staff Development

Professional Development & Training continue to be effective in keeping staff efficient & effective. Parks Staff participated in the following opportunities:

### City Wide Training

- Violence in the Workplace Training
- ❖ Sexual Harassment
- Blood Borne Pathogens
- Hazardous Communications
- Response to Active Shooter

#### Departmental Training

- Fire Extinguisher Training
- Emergency Action Plan-Responding to Medical Emergencies
- Electrical Safety (by Shelbyville Power)
- How to Haul a Payload, How to Tow a Trailer, Heat Stress for Public Employees, (TML videos)

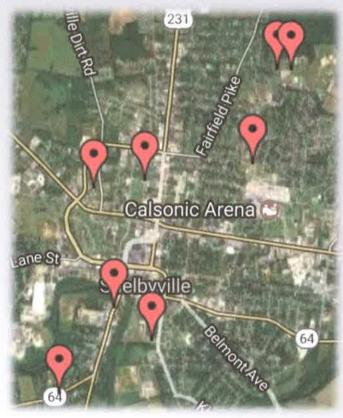
Tennessee Recreation & Parks Association Professional Development

- 2016 Athletics/Maintenance School Dan Jackson
- 2016 Central District Workshop Dan Jackson
- 2016 Annual Conference Dan Jackson



### Facilities

The Parks Division is responsible for the maintenance, safety, and daily operations of nine properties across the City totaling approximately 170 acres. Properties maintained are: H.V. Griffin Park, Never Rest Park, Purdy Court Park, River Bottom & Fisherman's Parks, Our Town Community Park, Evans Street practice field, Old Harris Middle practice field, and Shoma Park



# H.V. Griffin Park - approximately 143 acres

This park includes 8 ball fields, 6 tennis courts, 3 picnic pavilions, 10 mini pavilions, skate park, Celebration Station playground, disc golf, batting cage, 4 outdoor basketball goals, 2 sand volleyball courts, a half mile walking/running trail, and 6 restroom facilities available for public use. This Park also houses the Maintenance Building & equipment. The north east area of the property is the Department's newest acquisition and has not yet been developed. (Shelbyville Recreation Center is located within this park)

2016 Improvements & Significant Work Accomplished:

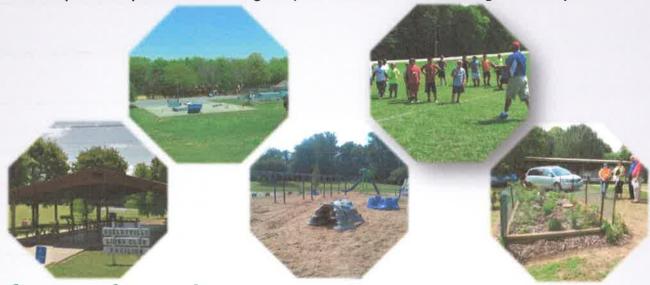
- Annual organization of shop, tools, & equipment
- Replaced aging tables in all family shelters
- Installed fencing around Community Garden
- Redesigned landscape and storm water runoff system around Smith Pavilion
- Annual Christmas Light Display turned on November 23rd

# Never Rest Park - approximately 10.5 acres

Never Rest Park includes I ball field, 2 basketball goals, I tennis court, 2 picnic pavilions, a playground, restroom facilities, and river access.

2016 Improvements & Significant Work Accomplished:

- Installed landscape timbers, topsoil, and fencing to assist the Volunteer Garden Club with the Butterfly Garden
- Updated Pavilion Parking to current ADA standards
- Finalized the New Large Pavilion Grant project (grill, concrete pad, painted tables, downspouts & splash blocks, and gravel) & hosted a Ribbon Cutting Ceremony



### Other Park Facilities

- Purdy Court Park includes a playground, meeting room, restroom facilities, and
   2 basketball goals- I acre
- River Bottom Park includes 2 soccer fields, the River Trail, and river access- 5 acres
- Fisherman's Park includes picnic tables and river access- < I acre (mini park)
- Evans Street ball field includes I ball field- 3 acres
- Old Harris Middle School practice area is used for baseball, softball, and soccer practice- 4 acres
- Shoma Park is a small green space in the Shoma Park neighborhood < I acre (mini park)

### Equipment Maintenance & Repairs

2016 Improvements & Significant Work Accomplished:

- Dodge work trucks had Safety Recall work completed by Dealer
- \* Routine Maintenance & minor repairs to fleet completed by Parks Staff
- Acquired new mower- John Deere Ztrack 997R
- Acquired new auger attachment for existing equipment
- Acquired new small utility trailer

### Athletic Fields

- Baseball and Softball fields were mowed, lined, and infields dragged for over 400 regular season games, 15 tournaments, and over 1,400 practices.
- The Youth Soccer program utilized many areas within the park system. The staff mowed, lined and moved goals to accommodate 152 regular season games, 5 tournaments, and over 1,300 practices.
- Installed new water fountain at Youth Baseball Fields
- Eugene Ray Field- dug new drainage system for storm water, laid infield sod, improved infield dirt, and adjusted irrigation
- Assisted Shelbyville Power with installation of lightbulbs at various fields

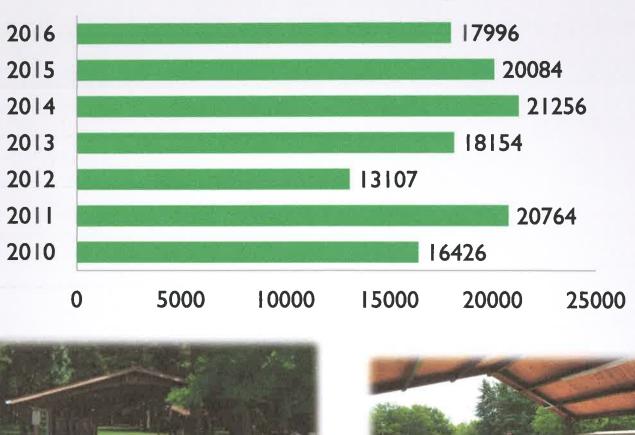
### Special Projects

- Participated in the Bluebird Initiative project with Recreation Department & in partnership with the Tennessee College of Applied Technology and the Bluebird Society
- Assisted Recreation Department with Independence Day Celebration, Tiny Tot Triathlon, Summer Olympics, Kayak Program, Glow in the Park, and Haunted Woods
- Hosted "Pumptrack Demo" in partnership with American Ramp Company
- Accepted the Business Landscape Award by the Chamber of Commerce Beautification Committee for the Never Rest Butterfly Garden
- \* Participated in Duck River cleanup, assisting with collecting and disposal of trash
- Worked with Leadership Bedford on the addition to Celebration Station for the physically challenged

### Pavilion Rentals

- Fee structure remains the same as 2015
- Never Rest Pavilions reopened for rental. The two pavilions are now rented as one and fall within the fee structure adopted in 2014
- Pavilion use decreased 10% from 2015 to 2016

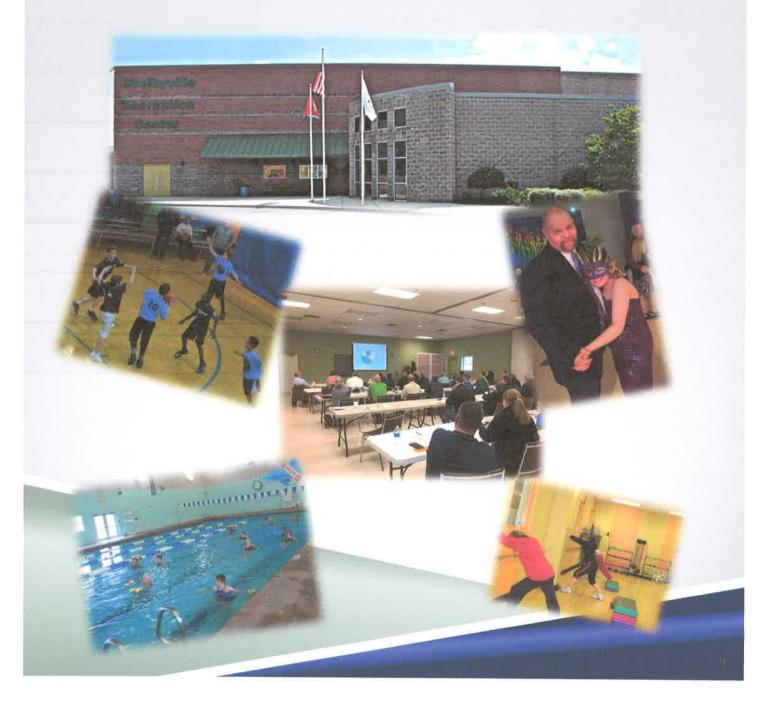
# **Pavilion Use History**





# Facility

The Recreation Center is physically comprised of one gymnasium(divided), an indoor track, meeting spaces, one group fitness room, a wellness room, one racquetball court, & the indoor pool. It also serves as the home office for the entire Department, housing the administrative offices, programming, aquatics, and athletic divisions. The facility is open to the public 88 hours/week, 359 days/year. The only major facility improvement in 2016 was the resurfacing of the east half floor.



## **Operations**

The daily operations are overseen by the Director and Division Supervisors. The Operations Staff include one full-time Building Maintenance Supervisor, three full-time Custodians, two full-time Receptionists, four part-time Receptionists, one part-time Administrative Assistant, and one part-time Recreation Supervisor.

Staff is continually working to improve processes for the benefit of members and guests. New software for managing memberships, rentals, and point of sale was installed December 2016. Staff is currently transitioning to the software and have plans for it to be fully operational by the end of 2017 first quarter.



"Shelbyville is so fortunate to have such a nice facility. Very friendly environment and very clean."

Zena Phillips, Facebook Fan

## Memberships

The Recreation Center had three different types of memberships available in 2016: Recreation Center Memberships, Silver Sneakers®, and Silver & Fit®.

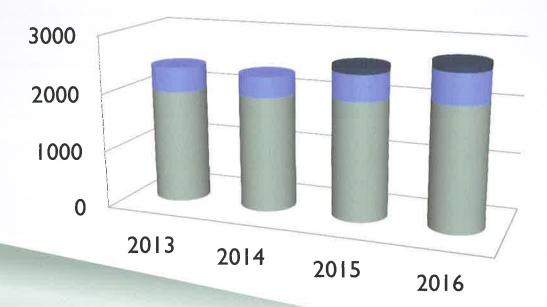
The Recreation Center offers several different Memberships. Citizens can purchase a membership for a specific area (i.e. pool) or a Full Membership that gives them access to the entire facility. Recreation Center membership increased 3.7% over 2015.

We ended 2016 with 523 Silver Sneakers® members, 67 more members than in 2015. Members recorded a total of 9,628 visits during the last 12 months and provided the center with \$20,854.76 in revenue.

We ended 2016 with 123 Silver & Fit® members, 21 more members than in 2015. Members recorded a total of 3,067 visits during the last 12 months and provided the center with \$9,083.00 in revenue. Silver & Fit was new in 2015.

Considering all three types of memberships, total membership increased by 6.2%.

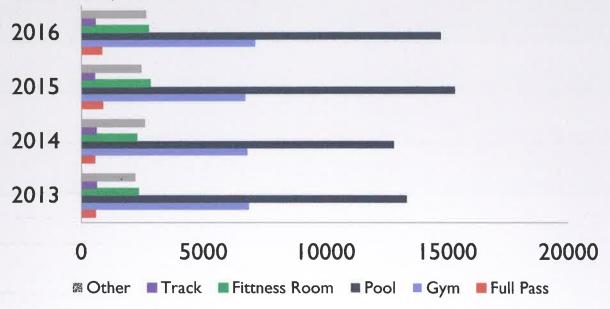
## **Memberships**

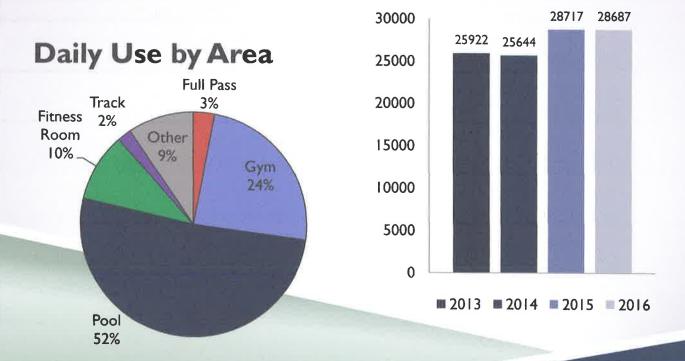


Recreation Memberships Silver Sneakers Silver & Fit

## Daily Fee Use

Daily fee usage is shown below. The total amount in 2016 represents a constant, with <1% variance from 2015. It should be noted that 2014 experienced some facility closure during the Ameresco project.





## Staff

The Programming Division includes two full time employees, one part time employee, four seasonal employees, and several community volunteers. Full time staff did not change in 2016.



Jennifer Swann
Program Coordinator



Cindy Allen Seniors Programmer



Kathy Harwell Fitness Coordinator

# Staff Development & Training

#### Certifications

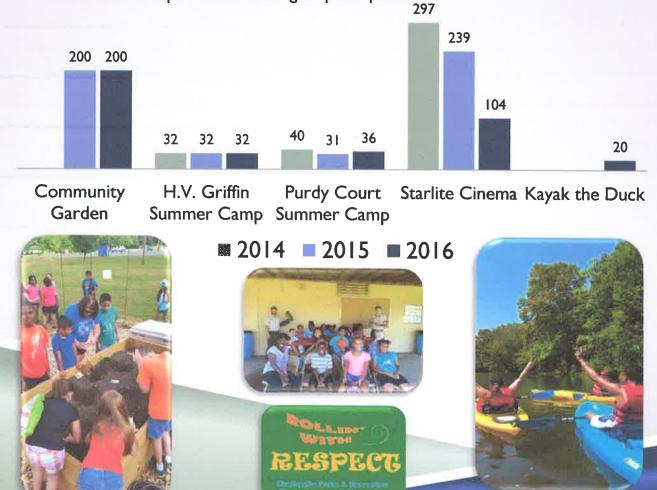
- > Jennifer Swann retained the Certified Parks and Recreation Professional Certification from the National Parks and Recreation Association.
- Cindy Allen retained certifications in ACE Group Fitness, Arthritis Exercise, Aquatics, Walk with Ease, and CPR/AED for Health Professionals, SilverSneakers® Classic, Splash, Yoga, Cardio, Circuit, and Functional Fitness Assessment, Balance and Brain Specialist for SilverSneakers®.
- Kathy Harwell retained certifications in ACE Group Fitness, ACE Personal Trainer, Red Cross CPR & First Aid, and Yoga Fit® Yoga Instructor Level 1.

Training	Organization	Staff Attending
Respect in the Workplace, Blood born Pathogens, Hazardous Communications	TML, City Safety Committee	All Programming Staff
Emergency Action Plan- Responding to Medical Emergencies	Department Safety Committee	All Programming Staff
Active Shooter Survival	Shelbyville Police Department	Jennifer Swann
Central District Workshop	Tennessee Recreation & Parks Association	Cindy Allen
Management Performance Institute	Tennessee Recreation & Parks Association	Jennifer Swann
Annual Conference	Tennessee Recreation & Parks Association	Jennifer Swann, Cindy Allen
Cyber Security Workshop	MTAS, The Pool	Jennifer Swann, Cindy Allen

This Division leads and coordinates programs year round. Some programs are offered continually through Recreation Staff or Contracted Services, while others are offered seasonally through Recreation Staff (i.e. Summer Camp).

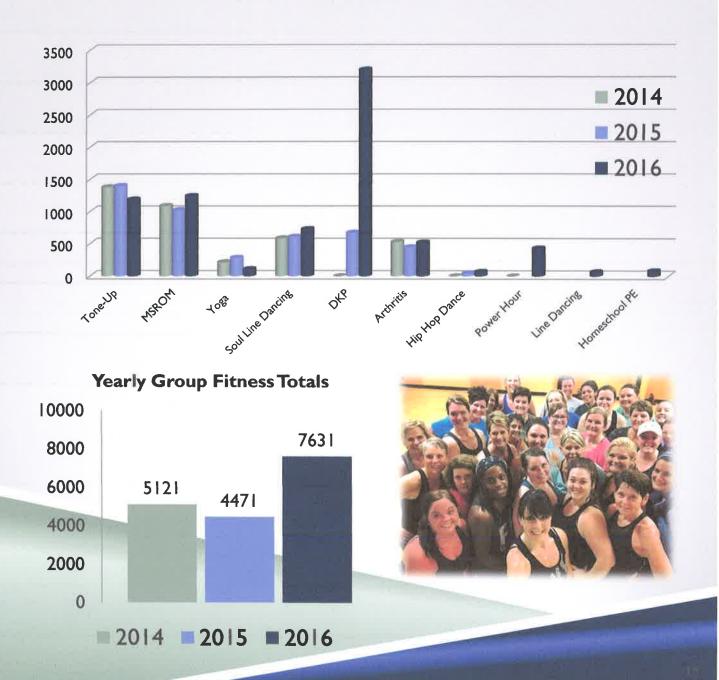
Seasonal Programs

- Participation in \*Starlite Cinema is directly affected by the weather. The last two years experienced more precipitation on movie nights than previous years. This year two movies were canceled due to weather and a credit issued.
- > Participation in the Summer Camp Programs has continued to reach maximum capacity.
- Due to facility and staff limitations, these programs remain consistent year to year.
- The Community Garden was a new program in 2015. In 2016 the garden was harvested by volunteers and used to supplement a local community soup kitchen.
- > Kayak the Duck was a new program beginning 2016. This program allows participants to experience Kayaking with an experienced programmer and lifeguard. There were 5 trips accommodating 20 participants.



# Group Fitness Programs

The classes offered fluctuate year to year according to new and fading trends in the industry. New classes are added as staff or contracted services become available to sustain them. The Department added three new group fitness classes in 2016: Power Hour, Line Dancing, and Homeschool PE. Line Dancing was a short term offering. Power Hour and Homeschool PE have both received positive feedback and participation continues to grow. Total group fitness participation was 70% over 2015



## Contracted Programs

- Martial Arts is offered by Robert Daniel three days per week and averages 30 children per month on roll.
- ➤ Cindy's Cinderellas is a gymnastics and cheerleading class offered by Cindy Lamb during the school calendar year. Each session enrollment averages 15-20 girls.



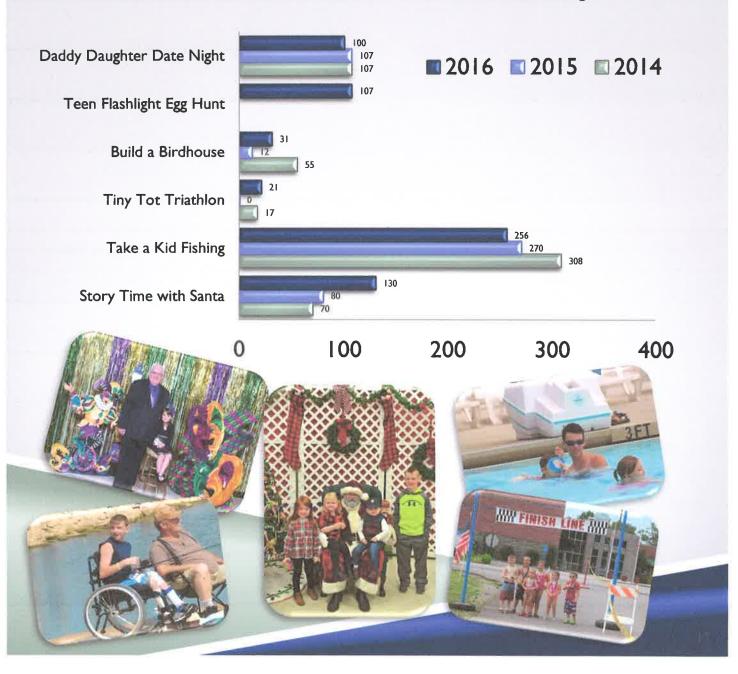


## Community Partners

- > Jennifer Swann holds a seat on the Bedford County Health Council. BCHC continued to support the Department through donations 2016.
- The Recreation Center was a USDA Feed site in 2016. Lunches were offered Monday-Friday in June & July to any child at the Recreation Center. This program continued late in the year, offering sack meals in the evening, after school.
- > TN College of Applied Technologies & Lowes supported the Build a Birdhouse Project through donations of materials & labor.
- > Eakin Elementary School continues to partner with Department on many projects.
- Walmart Distribution Center 6062 provided labor and monetary donation for the Haunted Woods.
- Central High School National Honor Society and HOSA Club provided volunteer support for multiple events and programs.

## Small Scale Special Events

- Daddy Daughter Date Night is an annual event that is held in February. The event includes a catered meal, and party favor for the girls. The theme for 2016 was Mardi Gras.
- Ed Carson Memorial Free Fishing Day is a partnership with TWRA, TWRF, TN Fire and Codes, National Wild Turkey Federation, and Backwoods Hunt Club Ministry. This a great event for families to educate their children on fishing and outdoors.
- > Teen Flashlight Egg Hunt was a new event this year with a pleasant and surprising turnout. We had visitors from Christiana, Murfreesboro and Lewisburg.



## Large Special Events

The July 4th Celebration was sunny and successful. The Parks and Recreation department hosted children's games, passive use recreation and games, pony rides, musical entertainment, and vendors. The Parks and Recreation department partners with the Shelbyville Police department and Bedford County Rescue Squad for traffic control and safety.

Haunted Woods experienced the highest participation in its history in 2016. The increase in participation was 14% over 2015. This event is the most attended event by the teen population. There was a total of 41 volunteers (mostly teen), which is an increase from past years.

The Parks and Recreation Department hosts the Boys and Girls Club, Shelbyville Housing Authority, and the Bedford County School After Care Program each year for Summer Olympics. This Event consistently grows each year.





## Craft Classes

Craft classes are offered multiple times each month. The fees and age requirements vary based on the materials and complexity of the project. The classes in 2016 were often full and many had a waiting list. These programs are in high demand and staff is working diligently to increase resources in order to expand the offerings. The 2016 projects are listed here.

#### Painting for Fun

Ceramic Gingerbread House Picture Frames Ceramic Snowflake Snowman Ornaments Decorate Your Own Canvas Wristlet Ceramic Pumpkin Tea Light Holders

Ceramic Pumpkin Tea Light F
Ceramic Look at Me Planters
Canvas Messenger Bag Totes
Ceramic Tea Pot Planters
Ceramic Backpack Banks
Choose a Bank to Paint
Wooden Recipe Boxes
Ceramic Gnome Banks
Ceramic Boot Planters
Wooden Heart Frames
Ceramic Bird Planters
Ceramic Bunny Banks
Ceramic Bunny Banks
Ceramic Book Banks
Mini Rhythm Boards
Ceramic Penguins



#### Crafts with Cindy

Haunted Clay Pot Front Porch Lights
Clay Pot Lady Bug Wind Chimes
Tea Light Snowman Ornaments
Glowing Halloween Ornaments
Dazzling Beaded Dragonfly Pins
Back to School Crayon Vase
Tea Light Snowman Holder
Coke Bottle Tree Painting
Yarn Sculpture Tea Lights
Christmas Cookie Plates
Flower Pot Bumble Bees
Spring Welcome Signs
Water Bottle Puppies
Flower Pot Bunnies

#### Crafts at Glen Oaks

Canvas Tote Bags

Paper Plate Owls
Beaded Snowflakes
Christmas Standees
Jack-o-lantern Lanterns
Happy Frog Door Hanger
Q-Tip Fall Leaves Painting
Red, White, & Blue Wreath
Multi-Medium Bumble Bees
Color Your Own Cat or Dog Wooden Figure

#### Ladies Night Out

Clay Pot Minion
Wire Angel Pins
Autumn Leaf Bowls
Clay Pot Wind Chimes
Haunted Mason Jar Lights
Winter Forest Wine Glass
Mystical Christmas Lanterns
Paint Your Own Easter Bunny
"Sun Set at the Lake" Paintings
Faux Hummingbird Stained Glass
Hand Painted Beach Wine Glasses
Paint Your Own Tea Cup Planters
Frosty's Clay Pot Snow Cream Stand

## Senior Programming

The Department's approach to Senior Programming is one which considers all aspects of daily living and wellness. We aim to provide programming that allows for participants of all physical abilities to participate.

#### Social Programming

- Designed to enhance quality of life
- Multiple activities offered each month
- Birthday Celebrations
- Bingo
- Potluck Lunches
- Entertainment
- Movies
- Themed Lunches
- Educational Opportunities with Guest Speakers

#### Active Programming

- Focuses on Keeping Seniors moving as they age
- Group Fitness Classes (see also page 15)
- Senior Olympics (discussed on page 21)
- Visits to locations in & around Shelbyville
- Corn Hole
- Disc Golf

#### Holiday Events

- July 4<sup>th</sup> Luncheon & Entertainment- 70 participants
- Thanksgiving Luncheon- Main course donated by community members; Potluck sides, for individuals & small families who would otherwise spend the Holiday alone; 28 people attended
- Christmas Luncheon- Main course donated by Bobo, Hunt, White & Nance; Potluck sides; for individuals & small families who would otherwise spend the Holiday alone;
   25 people attended





Senior Olympics

Cindy Allen, the Department's Seniors Programmer serves as the Bedford County Senior Olympic Coordinator. All county games are based out of the Recreation Center unless the specific sport calls for another location (i.e., Bowling). Athletes are able to utilize the facility to train. The basketball teams conduct 1-2 practices/week year round at the Recreation Center and the softball team utilizes Never Rest Park for practices.

County Games

The 2016 Bedford County Senior Olympics took place April 2nd — 16th. This year's events include: Basketball Free Throw, Hot Shot, & 3 Point Shooting, Bowling - Singles, Doubles, & Mixed Doubles, Badminton, Swimming, Track & Field, Table Tennis, Horseshoe Pitching, Softball & Football Throw, I Mile Fun Walk, Disc Golf, Mini Golf Challenge, and Corn Hole Toss. 54 seniors participated in this year's events.





State Games

The 50+ Women's Softball team, Copperweld, won a silver medal in the Tennessee Senior Olympics women's softball tournament and also qualified for Nationals.

Bedford County also had 5 athletes compete in bowling events, 2 in track & field events, 1 in table tennis, and 2 in men's softball at the Tennessee Senior Olympics.

# Senior Olympics (continued)

Basketball Teams

The Bedford County Eagles (Men 60+) participated in the following national qualifying tournaments for the 2017 National Senior Games that will be held in June 2017 in Birmingham, Alabama: Arkansas Nothin' But Net Tournament in Hot Springs, Arkansas on March 19th. The team placed 2nd in their age group. They also participated in the Alabama Senior Olympics Basketball Tournament in Trussville, Alabama on April 30th, and they placed 1st in their age group. And they won the gold medal in the 2016 Tennessee Senior Olympics in their age group.

The Bedford County Dinos (Women 65+) participated in the Golden Oldies Tournament in Gatlinburg on April 23 – 24 and the Barbara Hill Memorial Basketball Tournament at Union University in September. At the 2017 Tennessee Senior Olympics, they also won the gold medal in their age division and will represent Tennessee at the National Senior Games for the fourth time.

The Bedford County Boomers (Women 55+) won the gold medal in their age division at the 2017 Tennessee Senior Olympics, and they will also be traveling to Birmingham in June 2017.

Our Bedford County Eagles (Men's 50+ Basketball Team) participated in the 2016 Tennessee, Alabama, and Kentucky Senior Olympics. They finished 2nd in Kentucky and qualified for the 2017 National Senior Games in Birmingham.





The 2016 Aquatics Division was comprised of one full time Aquatics Director, one part-time Assistant Aquatics Director, three SR Guards, and twenty-four lifeguards.







The Aquatics Division has worked diligently to enhance the quality of service and programming available to the citizens of Shelbyville. The staff worked towards these goals by focusing on three main components:

- Staff Development & Training
- Facility Maintenance & Improvement
- Programs & Special Events



# Staff Development & Training

**In-service Training** was held throughout the year. During in-services Aquatic Staff were able to practice the Emergency Action Plan and rescue skills. Staff also used this time to become familiar with general information about the Recreation Department and its programs, and team building.

- January- Adult, Child, Infant CPR
- \* March- Water Rescue Skills, C-Collar procedures, Pulse Oximeter Use
- \* April- Summer readiness work day (team building)
- May- All staff orientation/team building; Signs, symptoms & treatment of heat related emergencies
- September- Water Rescue Skills & endurance swimming
- December- CPR/AED Skills

## Staff Development & Training (continued)

The **Leadership Academy** program began in the end of 2015. In 2016, the leadership staff met many times to continue this program. Topics covered in Leadership Academy include team management skills, customer service skills, and facility maintenance information. This program will now be an annual event for the Aquatic Leadership Staff. Topics for the 2016 season are listed below.

- February- Demonstrate Courage, Demonstrate Accountability, Communicate Effectively, Basic Pool Chemistry, Routine Pump Room Maintenance
- March- Managing Shift Work, Prioritizing Tasks, Tennessee Health Codes
- April- Summer Planning (Leadership Team Building)
- \* May- Summer Planning (cont.)
- August- Managing Performance (Leadership completed lifeguard performance reviews for 2016 summer season), Fall programming

## Additional Training

	C		
Training	Organization	Staff Attending	
Respect in the Workplace, Blood born Pathogens, Hazardous Communications	TML, City Safety Committee	All Aquatics Staff	
Emergency Action Plan- Responding to Medical Emergencies	Department Safety Committee	All Aquatics Staff	
Lifeguard Instructor Certification	American Red Cross	Adam Williams, Sabrina Meda	
Active Shooter Survival	Shelbyville Police Department	Pam Henry	
World Aquatic Health Conference	National Swimming Pool Foundation	Pam Henry	
President's Assembly Workshop, Management Performance Institute, Annual Conference	Tennessee Recreation & Parks Association	Pam Henry	
Cyber Security Workshop	MTAS, The Pool	Pam Henry	

## Facility Maintenance & Improvements

#### TN Department of Health monthly scores:

Month	Indoor	Outdoor
January	100%	N/A
February	N/A	N/A
March	100%	N/A
April	100%	N/A
May	N/A	N/A
June	100%	98%
July	100%	98%
August	100%	N/A
September	N/A	N/A
October	100%	N/A
November	100%	N/A
December	100%	N/A



- Replacement Safety cover installed- January
- Outdoor Pool Filter emptied, refilled, and serviced by staff- April
- Slide serviced by Splashtacular- April
- Concrete repair to outdoor pool deck- May
- Slide pump had bearings and impeller replaced-May
- Automatic Vacuum purchased-August
- Outdoor storage areas re-purposed: Installed new roll-up door, brackets for kayaks, and building exterior painted- October
- Indoor Pump Room Doors replaced- October

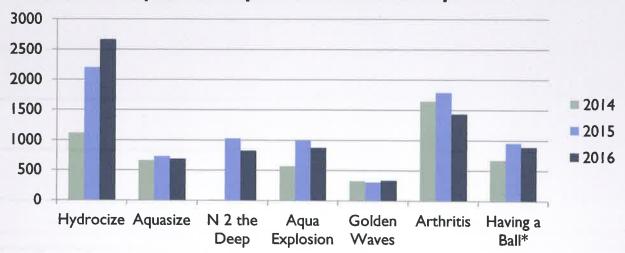


## Aquatic Programming

Group Fitness

Aquatic Group Fitness classes make up the largest percentage of the perpetual programs. The attendance for 2016 remained constant, total participation being within 5% of 2015.. The staff believes that the high level of participation is due to the staff development and no facility closures. Seniors (participants 50 & older) make up the largest demographic participating in Group Fitness Classes.

#### **Aquatic Group Fitness Annual Comparison**



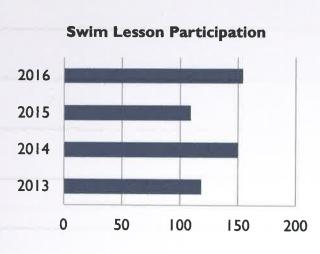


<sup>\*</sup>Having a Ball replaced Silver Splash- Participation Numbers reflect both courses

## Aquatic Programming

#### Swim Lessons

Swim Lessons have continued to be a staple program in the Department. New this year is the partnership with Howard's Hope. Howard's Hope is a non-profit organization providing scholarships for under privileged children to take swim lessons in order to prevent juvenile drownings. Howard's Hope provided scholarships to 16 children in 2016, accounting for 10% of our total participation. There were a total of 151 participants in 2016, a 36% increase over 2015. Six different staff members were trained and assisted in swim lessons.





#### Lifeguarding

The American Red Cross Lifeguard Certification is a program that was offered in two separate sessions in the spring. Participation was up 22% over 2015 with a total of 11 people completing the certification.



# Aquatic Special Events

The Aquatics Division hosts five Department sponsored Special Events:

- Easter Egg Hunt in the Pool
- Opening Luau in the Outdoor Pool
- Water Safety Day
- ❖ July 4<sup>th</sup> Dollar Day!
- Pumpkin Plunge



Total Aquatic Special Event participation was 574, an increase of 53% over 2015. It should be noted that all Aquatic Events are weather dependent and 2015 experienced several special event weather incidents.



### Community Partners

The Aquatics Department works closely with several different agencies to promote programs and services within the community.

❖ Bedford County Tech Team- Utilizes Indoor Pool for training and drills





Riverdale Rapids Swim Team utilize Indoor Pool for training 5 nights week, 6 months/year. The team had 36 participants in 2016.





Shelbyville Sharks utilize Indoor Pool for training & "home" swim meets. In 2016 the Sharks practiced 4 days/week for 7 months. They hosted five home swim meets at the Recreation Center. The team had over 70 swimmers in 2016.



# Staff

The Athletics Division employs one full time Athletics Coordinator, one part time Assistant Athletics Coordinator, and two seasonal Batting Cage attendants. This Division plans, coordinates and executes youth basketball, youth soccer, adult basketball, and several small events annually. Additionally they manage the Batting Cage and coordinate with the independent leagues that operate on City property. The staff also work in other Divisions, assisting in Recreation Center management and special events.

In 2016, Erin McBee was promoted to Athletics Coordinator and Shaq Thompson was promoted to Assistant Athletics Coordinator. Erin has focused on training and staff development for both her and Shaq. Erin attended the Tennessee Recreation and Parks Association's Central District Training, Management Performance Institute, and Annual Conference. Shaq attended the Tennessee Recreation and Association Central District Training.

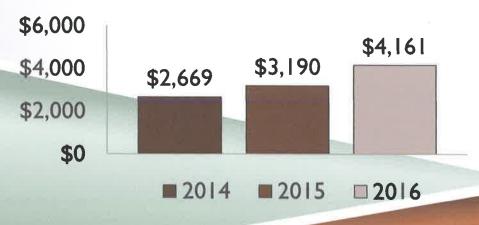
Erin McBee



**Shaq Thompson** 

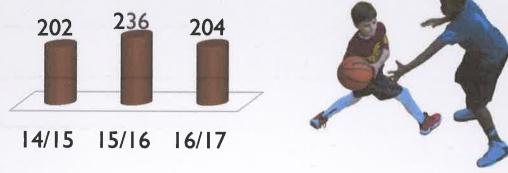
## **Batting** Cage

The Batting Cage was open 5 days/week March-May and weekends in June & July. Total season revenue was \$4,161, an increase of 30% over 2015. Staff believe the continued increase is due to opening earlier in the year and promotions such as \$1 Day.



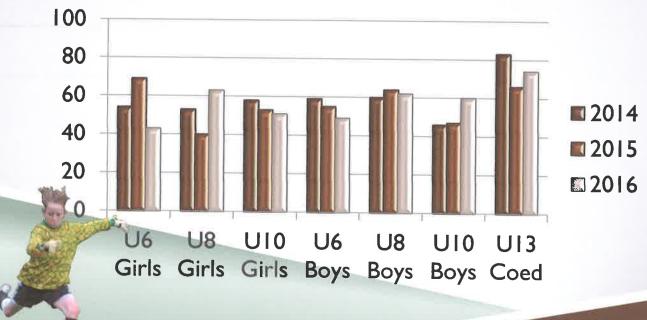
## Youth Basketball

Youth Basketball is offered to children 6-14 years old. The season is November-February. Player fees remained at \$40/child in 2016/2017. Shelbyville Parks and Recreation partners with Aribiter Sports to use certified officials for every game. Participation declined 14% from 2015 to 2016. Staff believes this is due to surrounding communities expanding their programs. The lower number of participants (particularly females) pushed this league to playing all divisions co-ed.



## Youth Soccer

Youth Soccer is offered to children 4-12 years old. It is the Department's largest single program totaling over 400 participants. Participation has remained constant with 2016 seeing 2% increase over 2015. Referees are scheduled by the Department and all are certified through the U.S. Soccer Federation.



## Adult Basketball

The Adult Basketball program is the newest athletic program, having only started in 2014. The 2016 Season ran May- July. Participation has remained constant since the programs inception.

Season	Teams	Players
2014	10	108
2015	10	98
2016	9	96



#### Events

- Corn Hole Tournament
   New Event in 2016
   10 participants
   Sponsored by MLL Designs
- Glow in the Park 5K2016 Participation was 26% over 2015- 113 Total
- Slam Dunk & 3 Point ShootoutNew Event in 20168 participants

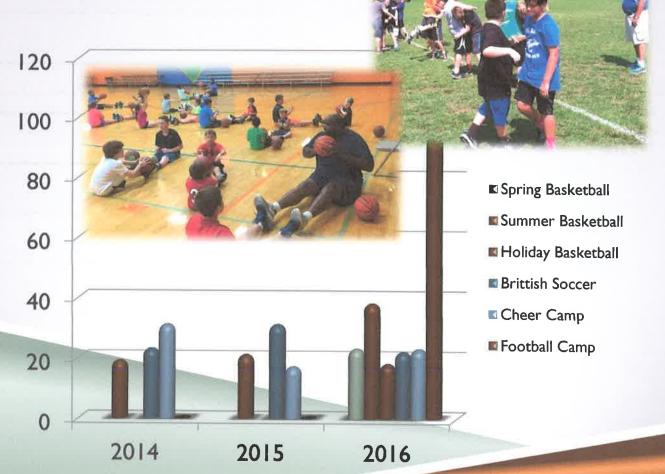




## Camps

- British Soccer Camp- Hosted in partnership with Challenger Sports for children 2-18 years old
- Youth Basketball Camps- Hosted in partnership with WAB Sports three times per year for children K-12<sup>th</sup> grade
- Football Camp- New in 2016, Hosted in Partnership with WAB Sports & Joe Pro56
- Cheer Camp- Hosted in partnership with Lincoln County High School Cheer Squad for children K-6<sup>th</sup> grade

\* Fast Pitch Softball Clinic- Hosted in partnership with Cascade High School for children K-8<sup>th</sup> grade



# Athletics Independent Leagues

## Bedford County Baseball

Bedford County Baseball offers baseball for children 3-17 years old and they operate within the guidelines of the Tennessee Youth Baseball Association. Their season runs March-June. The 2016 season had over 550 participants.



## Adult Softball

The Adult Softball League runs a summer season and a fall season. In 2016, the summer season had 9 teams participate and the fall season had 7. This league utilizes the Adult Softball fields three days each week May-October.



#### Shelbyville Tennis Association

Shelbyville Tennis Association provides league play, camps, and instruction for the residents of Shelbyville. They operate year round and provide these programs for youth and adults.

# Shelbyville Disc Golf Club

The Disc Golf Club operates year round. They coordinate several "Monthly Mini" tournaments each year as well as I-2 large Tournaments in H.V. Griffin Park. This organization has been very helpful in promoting our Park and Community across the State.



# Shelbyville Municipal Airport - Bomar Field





#### INTRODUCTION

The Shelbyville Municipal Airport is a city owned and operated general aviation airport, and one of approximately 74 public airports in the State of Tennessee. The airport was privately operated for the first fifty years, transitioning in 1998 to a contract operation, and in July 2015 became a full department of the City with the hiring of the new Airport Director and an Assistant Airport Manager. Bringing in a Director provided an opportunity to evaluate the airport facilities and assets to ensure that the available resources were meeting the needs of the City. Over the past eighteen months the airport has implemented repairs and purchased required safety equipment for issues related to fueling operations, terminal repairs, aircraft handling operations, insurance coverages, hangar maintenance, lighting, and general airport and equipment upkeep.

The airport staff is charged with running the airport, grounds maintenance and ensuring our customers are met with exceptional service. The airport has 5 full time employees and 6 part time employees.

- Airport Director (FT)
- Asst. Manager (FT)
- Line Supervisor (FT)

- Maintenance Supervisor (FT)
- Maintenance Technician (FT)
- 6 Operations Technicians (PT)

The airport staff is made up of a highly educated and trained group of people. All Operations employees are trained through Eastern Aviation's ACE Fuel program to provide the highest quality fuel service to our customers. The Airport Director is accredited through the American Association of Airport Executives (AAAE) and holds an Aviation Masters Degree. The Asst. Manager holds Aviation Master's Degree and is currently working towards his AAAE Certified Member (C.M.) Certification. Many of the other employees are enrolled in aviation related collegiate level studies, and working towards their respective degrees.

The Shelbyville Municipal Airport is situated on 604 acres of city property with a wide array of buildings and structures that staff maintains:

- Terminal building
- Maintenance Shop
- EAA Hangar (Breakfast Hangar)
- 3 T-Hangars (10 units each)
- A Quonset Hut with Office
- 2 Aircraft Maintenance Hangars

- 2 aircraft Manufacturing Hangars
- Community/Overnight Hangar
- Fire Hall City Owned
- A privately owned Hangar with a Land Lease



Currently the airport has 66 based aircraft, and the airport averages 93.3 aircraft operations per day with over 34,000 operations in 2016. As we are a non-towered airport we have no way to accurately count all of the daily aircraft operations, but beginning in early 2016 the airport implemented a process to improve the accuracy of our estimated aircraft operation numbers for reporting.

Shelbyville's airport allows the business community to participate in national and international markets, and the public and private funds invested in the airport produce economic returns which far exceed the amounts spent to operate and maintain this facility. The use of the airport has provided direct access to Shelbyville by businesses and entities such as Kalsonic, Tyson, Enterprise (Rental Car), Walmart, Coca-Cola, the US Forest Service, the U.S Army, The Tennessee National Guard, two local aircraft manufacturers (Jabiru & Arion), aviation repair services, automotive dealerships, local and national manufacturing, and many other local businesses that buy and sell regionally and nationally. The airport provides jobs to the community with 6 businesses and the City run Fixed-Base Operation (FBO) currently operating office and/or hangar space at the airport. A 2006 Merge Global Study found that "general aviation contributes more than \$2.5 billion to Tennessee's economy," and Shelbyville is a major player in the Tennessee Airspace System. The airport can be looked at as the on ramp, or front door, to the city with direct economic impact flowing into our community.

Realizing the significance that the airport brings to the community, Shelbyville laid the ground work for significant airfield improvements in 2013 with the Terminal Ramp project, and the city has continued to invest in the airport through projects which include the replacement of the aged airfield lighting system with LED lights, apron pavement rehabilitation, upgrading the security camera system, design for the Runway Safety Area (RSA) improvements, and design work for an additional 18 hangar units. These projects are grant eligible projects and were completed at a 95% Federal and State match, with the City contributing the remaining 5%.

An objective for the airport, as enforced by the Federal and State Grant Assurances, is to continue to strive to reach a point of self-sustainability. While Shelbyville Municipal Airport is not yet fully self-sustaining it is narrowing the gap. This year the Airport Authority rewrote the Rules and Regulations, and wrote new hangar leases for the Community Hangars, T-hangars, and other businesses and hangars. The new leases included increases in the rental fees to better reflect market value. This report will focus on the revenue producing areas of the airport: Services and Product Sales, Hangar Rent, and Fuel Sales.

#### **Services and Product Sales**

The Shelbyville Airport received \$4865.47 in service related revenue and \$5064.30 in product related sales in CY2016. Service charges include overnight hangar

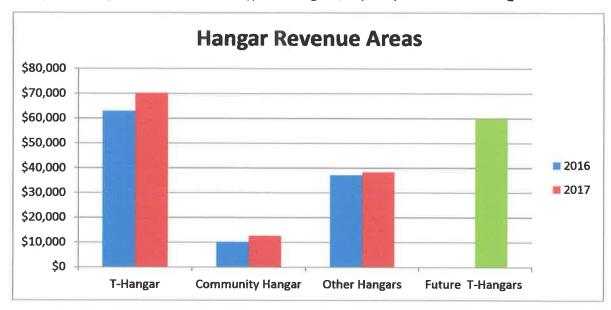
rent, commercial landing fees, after hours call out charges, and forklift charges. Product sales include flight training books, charts, oil, aviation accessories, clothing and other aviation products.

Pilot training dramatically slowed in 2015 due to the retirement of the previous Airport Manager/Flight School Owner. In 2016 the airport welcomed Shelbyville Flight Academy as the new flight school of the airport. Having an active flight school will increase product sales and contribute to the total fuel sales for the airport. Additionally, it is a service to the community that is greatly needed to provide training, flight reviews and growth to our aviation infrastructure.

Additional revenue could be introduced through the acquisition of a Ground Power Unit (GPU), which would have the capability to supply power to large aircraft while on the ground, for a fee. The airport has received regular requests for a GPU from business aircraft for this desirable service.

#### **HANGAR RENT**

With products and services providing a limited amount of revenue, the airport relies on Hangar Rent and Fuel Sales as the primary sources of revenue in the journey to a self-sustaining environment. Hangar rent is generally very stable while fuel sales fluctuate with the economy and the local climate. In 1998, when the airport began operations as a city owned and operated airport, there were 16 based aircraft on the field which were all located in the Community Hangar (building #7) and the Quonset Hut (bldg.#4). Collectively the hangar revenue was \$3,600.00 per month. In 2016 the airport conducted a rate study of surrounding airports and increased the rent for many of the hangars as well as implemented new written leases that begin January 1, 2017. The increases will result in a 9.8% increase to the airport hangar revenue with an additional \$10,800 in airport revenue annually, resulting in \$10,095 per month in hangar rent.

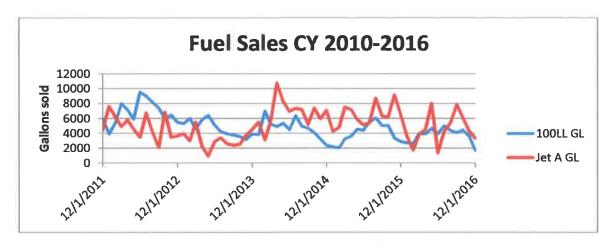


The growth seen over the last 20 years will continue, as the airport is currently in the design process to build 18 additional T-hangar units in the coming years. When Shelbyville completes the additional 18 units (10 units with 42 foot doors, and 8 units with 48 foot doors) the total hangar revenue is projected to see a 49% increase. Once paid for, the new T-hangar units will provide the additional revenue needed to move the airport toward self-sustainability, as well as grow the airport to play an even larger role in the Tennessee Airport System.

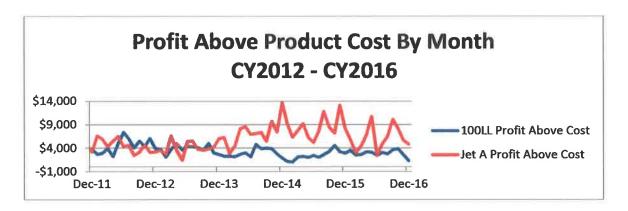
#### **FUEL SALES**

Many factors drive aviation fuel sales to extreme highs and very deep lows. These factors include: airport construction, fuel prices, weather, and most importantly, the economy. When fuel prices are low, the weather is good, and the economy is stable, we see an increase in traffic. Similarly, during unstable economic times, bad weather, heavy construction, the loss of our flight school, and high fuel prices we see our aircraft traffic decrease. Keeping this in mind, we may have "reduced" aircraft numbers during some months, but we continue to have aircraft that are in need of services stopping in or originating with us. Business aircraft will continue to fly in when the recreational pilot may not when experiencing some of the aforementioned factors.

The following graph depicts the trend we have been experiencing over recent years:

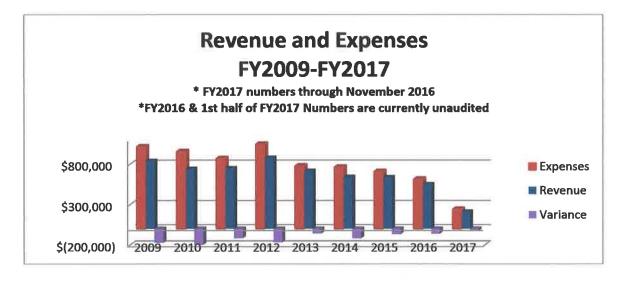


The overall picture can be better clarified when we compare the gallons sold to the revenue after the cost of the fuel is removed. It is clearly visible that the Jet traffic, usually business aircraft, can drastically impact the overall efforts of the airport to become self-sufficient. The piston powered aircraft have remained consistent, but the Jet traffic can substantially affect the bottom line. A single Jet can purchase over 1000 gallons at one time though we regularly see jets take on between 100-500 gallons when stopping through.

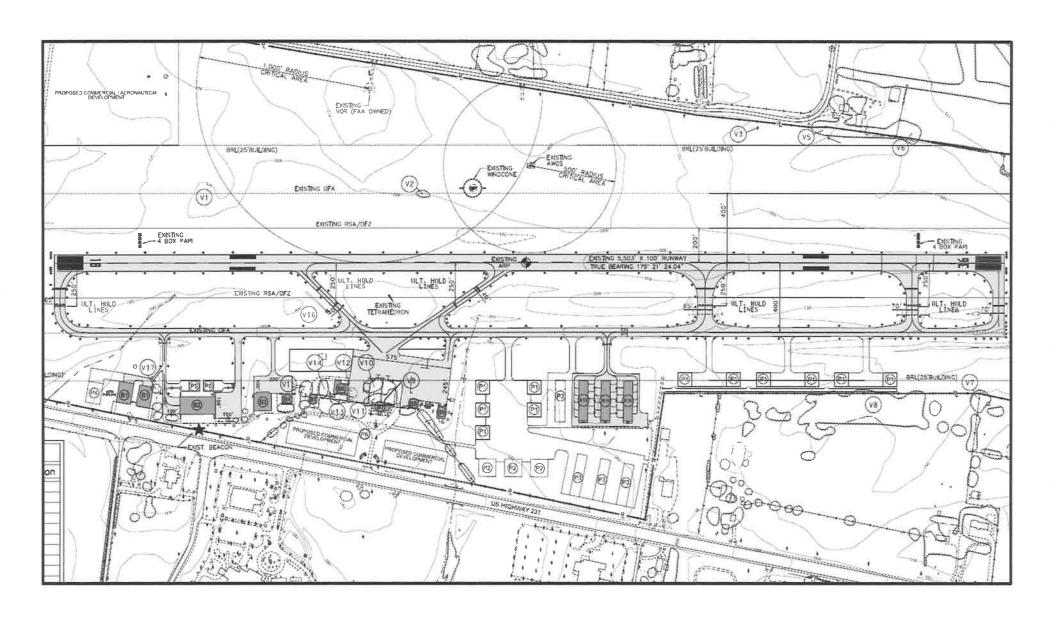


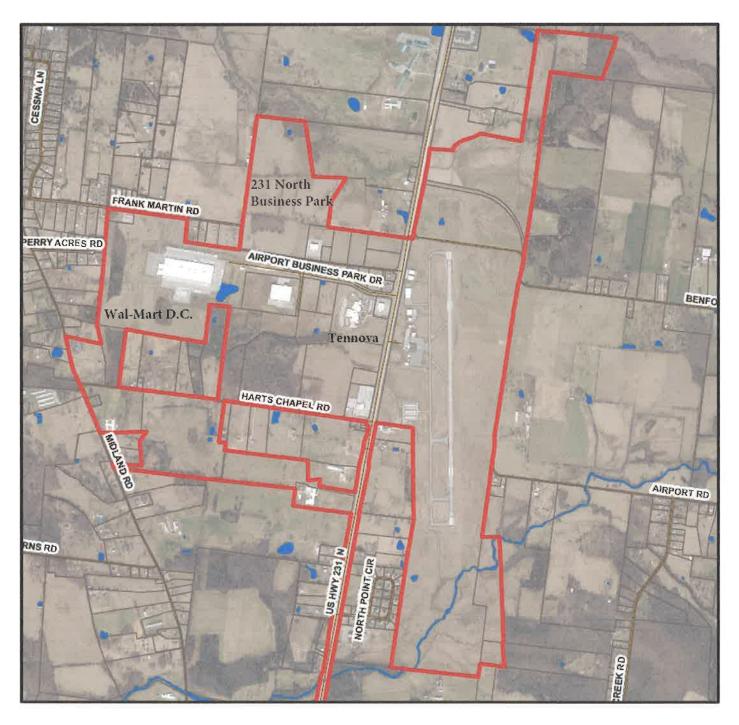
#### **SUMMARY - THE BOTTOM LINE**

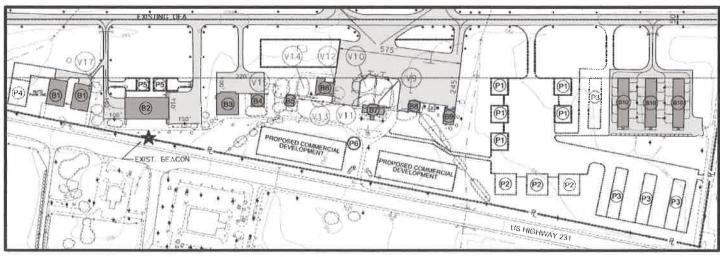
The question that must be asked in our journey to self-sustainability is "what does it cost the City of Shelbyville to operate an airport for its citizens, businesses, and tourists?" Historically we have seen a range as low as \$60,000 with some years breaching the \$200,000 threshold added to the budget from the general fund. This year we are on track for a near breakeven year, but there are many expenses approaching with mowing, maintenance and the high flying season just around the corner.



These figures represent the operating and maintenance costs associated with the airport, which excludes capital expenditures. The airport is in great need of upgrading its equipment, vehicles, and facilities. The current equipment, vehicles, and facilities have served the airport well over the years, but much of it has met its useful life many years ago. In order to remain a viable access point and front door to the community we will need to continue to replenish and revitalize the city's assets at the airport. The ultimate goal for the airport, as stated in previous annual reports, is captured well in this closing statement: "This operation is not about making money, or having a free airport. This operation is about providing an airport to the general public we can all be proud of, at as little expense to the Shelbyville taxpayer as possible."







# PLANNING AND COMMUNITY DEVELOPMENT

Respectfully submitted by Amanda Rhinehart, Director



"Coming together is a beginning. Keeping together is progress. Working together is success." - Henry Ford

2016 Annual Report

#### 2016

# Planning and Community Development Department Report Amanda Rhinehart, Director

2016 was an exceptionally productive year for the Planning and Community Development Department.

One particularly noteworthy accomplishment was the successful completion of the second and final year of the Tennessee Downtowns Grant Program, administered by the State of TN Department of Economic and Community Development. Space in the Tennessee Downtowns program is limited and highly competitive, and the City of Shelbyville was awarded this distinction in Round 4. To participate in Tennessee Downtowns, communities must meet the following important criteria, including but not limited to: be a city located in a county that is an active participant in the



Three Star program; designate a program area (revitalization district) focused on a traditional commercial district, that has a critical mass of buildings, at least 2/3 of which are commercial in nature, and businesses which form the foundation for revitalization efforts; and establish a dedicated five-member volunteer "Downtown Revitalization Steering Committee" of community leaders.

This year, the Program granted \$11,750 dollars to local businesses around the Public Square, which resulted in \$34,874 worth of private investment to the Square's historic buildings.

The Planning Department assisted in a variety of activities in support of other departments and stakeholders this year. Sample activities and programs included:

- ❖ The successful settlement of ongoing land-use related issues in the Union Station, thereby facilitating immediate and future development of the four neighborhoods in that Planned Unit Development and avoiding legal entanglement.
- ❖ Assisted the City Manager, Public Works, and other Departments with GIS mapping information.
- ❖ Actively participated in the 231 North Commerce Business Park Oversight Committee.
- ❖ Actively participated on the South-Central TN Rural Planning Organization Technical Committee.
- ❖ The City's Planning Director was elected to serve a two-year term as the Middle Tennessee Section Director of the Tennessee Chapter of the American Planning Association; she also graduated from the Emerging Leaders Development Program, a two-year professional development program offered by the International City/County Management Association.

#### THE MUNICIPAL PLANNING COMMISSION

MAYOR WALLACE CARTWRIGHT COUNCILMEMBER JEAN PRUITT CHAIRMAN WARREN LANDERS VICE CHAIRMAN JOHN DAVIS MEMBER BO GILL MEMBER ALLEN PITNER
MEMBER STEVE TAYLOR
MEMBER HENRY WILHOITE
MEMBER WANDA WOODLEE

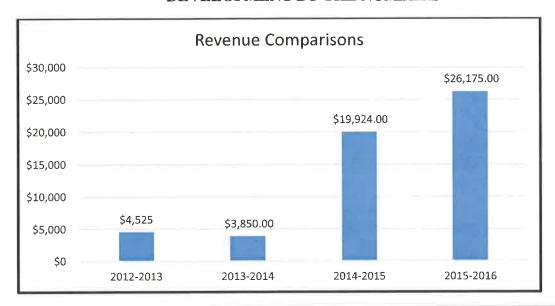


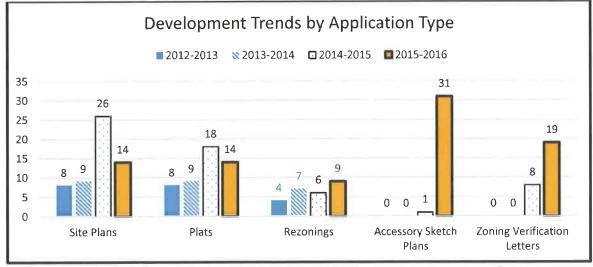
The Planning Commission reviewed several Zoning Ordinance amendments in 2016. The Commission denied only one request, which would have allowed mini-storage facilities to be in commercial districts rather than industrial. In addition to several clarification amendments, the following note-worthy Zoning Ordinance and Zoning Map amendments were approved:

- Recommended an updated Municipal Zoning Map to reflect rezonings from 2009 to present (106 properties in all), which the Council formally adopted on October 13, 2016.
- ❖ The Planning Commission undertook a complete rewrite of the City's Subdivision Regulations, which had not been evaluated since 2008. The updated Subdivision Regulations were adopted on August 25, 2016.
- Recommended the annexation of approximately 12 acres of property in the northern portion of the City. This R-4 Planned Unit Development property is slated to have mid-to-upper price point residential and commercial development within the next two years.
- Complete revision of the Planned Unit Development Regulations.
- Creation of provisions allowing Indoor Sport Shooting Ranges.
- Creation of an approval mechanism for accessory structures that is intended to prevent encroachment into public utility easements.

❖ Evaluated and modified fee resolutions to move the Department toward self-sustainability. The Council approved these fee amendments and established that Resolutions would set future fee schedules.







<u>Site Plan Activity</u>: Compared to FY 2012-2013, site plan submittals are up 75%. However, compared to the previous fiscal year, site plan submittals for FY 2015-2016 were down 46%. Included in these numbers are site plans that are for commercial and industrial development activity.

<u>Subdivision Activity</u>: Compared to FY 2012-2013, submittals overall have increased 75%. Compared to FY 2014-2015, however, subdivision activity was down 22%. These numbers include combination plats, shifting of lots lines, major and minor subdivisions.

<u>Rezonings</u>: Compared to FY 2012-2013, rezoning applications overall increased 125%. Compared to the immediate prior fiscal year, the applications increased 50%. These numbers often indicate preparation for development. Further, these numbers can also help forecast where the shift in development may geographically occur, which is vital data for this City to help understand how the Comprehensive Plan may need to be updated.

Accessory Sketch Plans: The City Council opted to approve a \$35 review fee for accessory structures in FY 2015-2016. 31 applications for accessory structures were reviewed and approved; \$1,890 in new revenue was captured. Accessory structures generally include mini-barns, carports, in ground and above ground pools.

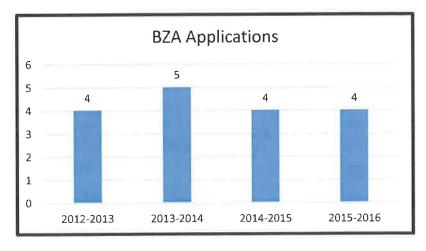
Zoning Verification Letters: In FY 2014-2015, the City Council approved a fee of \$25 for the writing of Zoning Verification Letters; such letters were not tracked in years past for statistical purposes. The number of Use Verification Letters written in FY 2015-2016 increased 135% compared to the previous fiscal year. Zoning Verification Letters are worth tracking because they indicate "movement" on commercial and industrial properties; banks oftentimes request these letters when approving loans (a potential indicator of expansion), or when properties are being purchased or sold.

#### THE BOARD OF ZONING APPEALS

CHAIRMAN JAMES WILLIAMS
VICE CHAIRMAN RONALD TILLMAN
COUNCILMEMBER HENRY FELDHAUS

MEMBER ANDREA MILLER-DAVIS
MEMBER BRYAN NERREN

The Shelbyville Board of Zoning Appeals met three times in 2016, with a series of informal training session interspersed. One application was considered and approved this year, which approved a variance to accommodate a 5,610-square foot building addition to Gold River Feeds. All members of the Board of Zoning Appeals successfully completed their four hours of state required Continuing Education by September 2016. Unlike some boards, the less the Board of Zoning Appeals meets, the better.

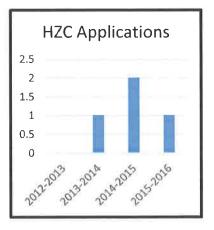


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#### THE HISTORIC ZONING COMMISSION

MAYOR WALLACE CARTWRIGHT COUNCILMEMBER SAM MEEK CHAIRMAN STEPHANIE CROSSLIN VICE CHAIRMAN GARRY SIMPSON SECRETARY DENA LANDERS
MEMBER LYNN HULAN
MEMBER GARY SIMPSON
MEMBER JUNE TAYLOR

The City of Shelbyville continued its status as a Certified Local Government with the State of Tennessee. The Historic Zoning Commission met this year to brainstorm with representatives from the Bedford County Rail Authority possibilities pertaining to transitioning non-active rail lines in the downtown area to pedestrian-friendly corridors. City Staff looks forward to continuing those lines of communication in the upcoming years. Further, the Historic Zoning Commission recommended the addition of property to the Belmont Historic Overlay District and the addition of the Argie Cooper Public Library Building as a local Historic Landmark. Historic Commission members



represented the City of Shelbyville in several training seminars in 2016, specifically the FORUM National Association of Preservation Commissions Conference in Mobile, Alabama (grant-funded trip with local match); Certified Local Government Training in Nashville; and the Commission Assistance and Mentoring Program in Savannah, Tennessee.

# PURCHASING / IT DEPARTMENT 2016 REPORT

#### **PURCHASING**

TOTAL PURCHASE ORDERS PREPARED:

4,352

TOTAL DOLLARS:

\$9,272.536.70

TOTAL DOLLARS THROUGH VISA:

\$83,781.65

**BID COMMITTEE MEETINGS:** 

6

The following were all anticipated purchases over \$7500 – requiring City Council approval:

#### SEALED BIDS OPENED BY BID COMMITTEE:

11

Airport - cameras – January

Airport - North Ramp & Taxiway Rehab - March

Sanitation - used road tractor - April

Public Works - two mowers - April

All Departments - Rocks - April

Recreation Center - Water slide repair - April

Airport – N. Hangar door repair (bird proofing) – May

General Government – Sr. Citizen roof – May (rejected and postponed)

Recreation Center – E. Hallway flooring replaced – May

Athletics - Photography Package Service - June

Recreation Center – replacing software – November

#### REQUEST FOR QUALIFICATIONS OPENED BY BID COMMITTEE:

1

STP - Engineering Consultation Services - September

#### CONTRACTS RENEWED: (OPTION TO RENEW IN PREVIOUS SEALED BID):

9

Parks – July 4<sup>th</sup> Fireworks display – January Various departments – Uniform service – February Public Works - Paving - April Public Works - Culverts - April All departments - Oil and lube service - April Police and other departments - Towing service - April Fire – Uniforms – May Recreation Center – HVAC maintenance agreement – September Public Works – Paving addendum – September

#### PURCHASED THROUGH NATIONAL COOPERATIVES:

Park - Flash cam - GSA contract - May

Park – picnic tables – US Communities - May

Public Works - salt spreader - NJPA (National Joint Purchasing Alliance) - October

Public Works - knuckle boom loader - NJPA - October

#### PURCHASED THROUGH TENNESSEE STATEWIDE CONTRACTS:

6

Police – In-car video systems – February

Police - Police vehicles (Dodge Chargers) - August

Fire - Crew cab truck - September

Park - Mower - September

Public Works - Road salt - September

Airport – Mower – September

#### CAPITAL PURCHASED FROM OTHER GOVERNMENT ENTITIES:

3

Cemetery – Crew cab truck – TN State Surplus – September

Rec Center – car – TN State Surplus – September

Police – CID car – Drug Task Force – October

#### SOLE SOURCE:

1

Rec Center - NexGen Chlorine generator repair parts - September

#### PURCHASED USED EQUIPMENT:

2

Airport - Fuel truck - September

Public Works – Dump truck – October

#### **EMERGENCY PURCHASE:**

2

Fire - Four-stage Breathing Air Compressor - February Public Works - Salt Building - May

#### SURPLUS (DISPOSAL OF CITY PROPERTY):

Surplus items sold on GovDealas.com – 52 items (report attached)

\$55,622.54

Fire truck sold to local museum

\$ 9,000.00

Items scrapped for metal value - 4 items

\$ 707.80

#### **TOTAL SURPLUS RECOVERY**

#### **INFORMATION TECHNOLOGY**

- Maintained over 100 computers city-wide (including desktops, laptops, tablets, iPads)
- o Replaced/purchased 19 computers (5 year life span expectancy)
- o Updated operating systems/virus protection/malware protection/spam filters continuously
- o Maintained individual department software updates (each department is unique)
- o Email management/archive routinely
- Website management
- Social media management Facebook, Twitter
- Managed daily/weekly/annual back-ups of all systems
- Implemented security camera system at City Hall and Cemetery
- o Additional security cameras added at Airport
- o Two flat panels installed (information, announcements) 1 Airport, 1 Recreation Center
- o New software implementation at Shelbyville Parks and Recreation

#### TRAINING

City-wide – Cyber Security Basics Class held at Rec Ctr - conducted jointly by MTAS and TML

43 employees in attendance – December

Purchasing Director – <u>CPPB Certification maintained</u>:

Fall Conference – TN Association of Public Purchasing – October

MTAS classes:

Best Practices Using Social Media in Local Government - November

Best Practices in Leadership – November

Work-Life Balance for Women in Public Service – November

Living Into Your Power – November Lessons in Leadership – November

IT Specialist - Microsoft Certification:

renewed by exam MTAS classes:

Best Practices Using Social Media in Local Government - November

Cyber Security Basics Class - December

#### Sold Asset Report

#### Shelbyville, TN

Date range: 01/01/2016 - 12/31/2016

ID	Description	Sold Amount	Auction Ended	Location Name	Year
Self-	Contained Breathing Apparatus with				
	k and bottle - 23 complete units	\$2,300.00	6/14/2016 19:00	Airport Fire Hall	
138 Air B	ottles - Avon - 2008 - Carleton - Qty. 10	\$500.00	6/14/2016 19:10	Airport Fire Hall	
		4			
	ottles - ISI - 2007 - Carleton - Qty. 15	\$500.00	6/14/2016 19:20	Airport Fire Hall	
	ottles - ISI - 2009 - Luxfer - Qty. 9	\$700.00	6/14/2016 19:30	Airport Fire Hall	
	lers, 14' small space and 14' attic	\$95.00	6/14/2016 19:40	Airport Fire Hall	
	n mower, Murray, 42 inch cut	\$265.00	6/14/2016 19:45	Airport Fire Hall	
	n mower, Murray, 46" cut	\$445.00	6/14/2016 20:00	Airport Fire Hall	
144 Fire	hose, 2 1/2 inch - approx. 1,000'	\$460.00	6/14/2016 20:10	Airport Fire Hall	
145 Truc	k wheels, steel	\$25.00	6/14/2016 18:45	Fire Hall #2	
146 Obso	olete air packs, face pieces, parts	\$40.00	6/14/2016 18:30	Public Works	
147 K-12	circular rescue saw	\$200.00	6/14/2016 20:15	Airport Fire Hall	
148 Floo	r buffer	\$160.00	6/14/2016 18:00	Fire Hall #2	
149 CPR	mannequin with case	\$22.00	6/14/2016 20:20	Fire Hall #2	
150 P-F h	nydraulic rescue kit	\$60.00	6/14/2016 17:45	Fire Hall #2	
151 Black	khawk hydraulic rescue kit	\$135.00	6/14/2016 18:05	Fire Hall #2	
152 Two	-way radios, walkies and parts	\$71.00	6/14/2016 17:50	Fire Hall #2	
153 Mov	ver, Gravely Pro-1748	\$700.00	6/15/2016 19:40	Burn Pit	
154 1999	9 Yamaha XVS1100	\$2,300.00	6/15/2016 19:15	Shelbyville Police	1999
155 Trea	dmill, Key Fitness 8800	\$90.00	6/14/2016 19:15	Fire Hall #2	
157 Doo	r bar w/extension	\$30.00	6/15/2016 19:05	Fire Hall #2	
	extinguishers w/brackets, 20# Qty. 2	\$20.00	6/15/2016 18:45	Fire Hall #2	
2002	2 Dodge Ram 1500 ST Quad Cab Short				
159 Bed		\$1,740.00	6/16/2016 18:20	Burn Pit	2002
1990	OGMC Sierra C/K 1500 Special Reg. Cab 8	-			
160 ft. B	ed 2WD	\$600.00	7/1/2016 17:27	Burn Pit	1990
161 1988	B Mack R690ST	\$3,850.00	6/20/2016 18:30	Burn Pit	1988
1993	3 GMC Sierra C/K 3500 Reg. Cab 8-ft. Bed				
162 2W		\$2,584.00	6/22/2016 19:30	Burn Pit	1993
163 2000	O Chevrolet Impala Base	\$1,128.00	6/22/2016 19:40	Burn Pit	2000
164 2000	O Chevrolet Venture LS	\$400.00	6/22/2016 18:30	Burn Pit	2000
165 200	5 Chevrolet Impala Base	\$450.00	6/22/2016 18:50	Burn Pit	2005
166 200	5 Chevrolet Impala Base	\$1,251.03	6/22/2016 18:20	Burn Pit	2005
167 200	5 Chevrolet Impala Base	\$550.00	6/22/2016 18:40	Burn Pit	2005
168 2006	0 Sterling SC8000	\$5,075.50	6/20/2016 18:00	Burn Pit	2000
Obs	olete computers/monitors and other				
169 com	puter equipment	\$30.00	6/15/2016 19:08	City Hall	
170 J & J	transfer trailer - 2007	\$8,825.00	6/20/2016 18:10	Burn Pit	2007
171 Pak-	Mor transfer trailer 1987	\$4,025.00	6/20/2016 18:20	Burn Pit	1987
172 Air c	compressor	\$200.01	6/20/2016 20:10	Burn Pit	
173 Stee	el platform, two-level trailer	\$385.00	6/16/2016 18:15	Burn Pit	

176 Rotary sweeper, tractor mount	\$260.00	6/20/2016 19:50	Burn Pit	
177 Obsolete computers and computer parts	\$50.00	6/16/2016 19:40	Public Works	
178 1993 Ford Econoline E350	\$1,011.00	6/16/2016 19:45	Burn Pit	1993
179 2001 Jeep Cherokee Sport 4-Door 4WD	\$2,720.00	6/16/2016 19:50	Burn Pit	2001
180 2002 Chevrolet Impala Base	\$975.00	6/22/2016 19:00	Burn Pit	2002
181 2002 Chevrolet Impala Base	\$451.00	6/22/2016 19:50	Burn Pit	2002
1994 GMC Sierra C/K 1500 Special Reg. Cab				
182 6.5-ft. Bed 2WD	\$1,128.00	6/20/2016 19:10	Burn Pit	1994
183 Ford 4000 tractor, 1974	\$3,766.00	6/20/2016 18:40	Burn Pit	1974
185 1999 Ford Crown Victoria Police Interceptor	\$1,020.00	6/20/2016 18:50	Burn Pit	1999
186 2000 Chevrolet Impala Base	\$655.00	6/22/2016 20:00	Burn Pit	2000
187 2003 Ford Crown Victoria Police Interceptor	\$360.00	6/20/2016 18:40	Burn Pit	2003
188 1993 Chevrolet Caprice Classic	\$1,625.00	6/20/2016 19:50	Burn Pit	1993
189 1991 Nissan Maxima GXE (auto)	\$290.00	7/25/2016 19:00	Burn Pit	1991
1993 GMC Sierra C/K 1500 Special Reg. Cab 8-				
190 ft. Bed 2WD	\$300.00	6/20/2016 19:00	Burn Pit	1993
1994 GMC Sierra C/K 1500 Special Reg. Cab				
191 6.5-ft. Bed 2WD	\$700.00	6/20/2016 19:20	Burn Pit	1994
			Shelbyville Recreation	
192 Air compressor, low volume	\$100.00	7/25/2016 19:15	Center	
Total	\$55,622.54			