

Shelbyville Municipal Airport - Bomar Field

Annual Report CY2017



The Shelbyville Municipal Airport is a city owned and operated general aviation airport, and one of approximately 79 public airports in the State of Tennessee. Your 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 directly to the community through five businesses and the City run Fixed-Base Operation (FBO) currently operating office and/or hangar space at the airport

Your 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. During the summer of 2017 both positions were vacated and the city hired a brought on a new Director in November. Therefore, the following highlights are limited to his short time in that position:

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

- Airport Director (FT)
- Vacant Customer Service Agent (FT)
- Operations Coordinator (FT)
- 2 Maintenance Technician (FT)
- 5 Operations Technicians (PT)

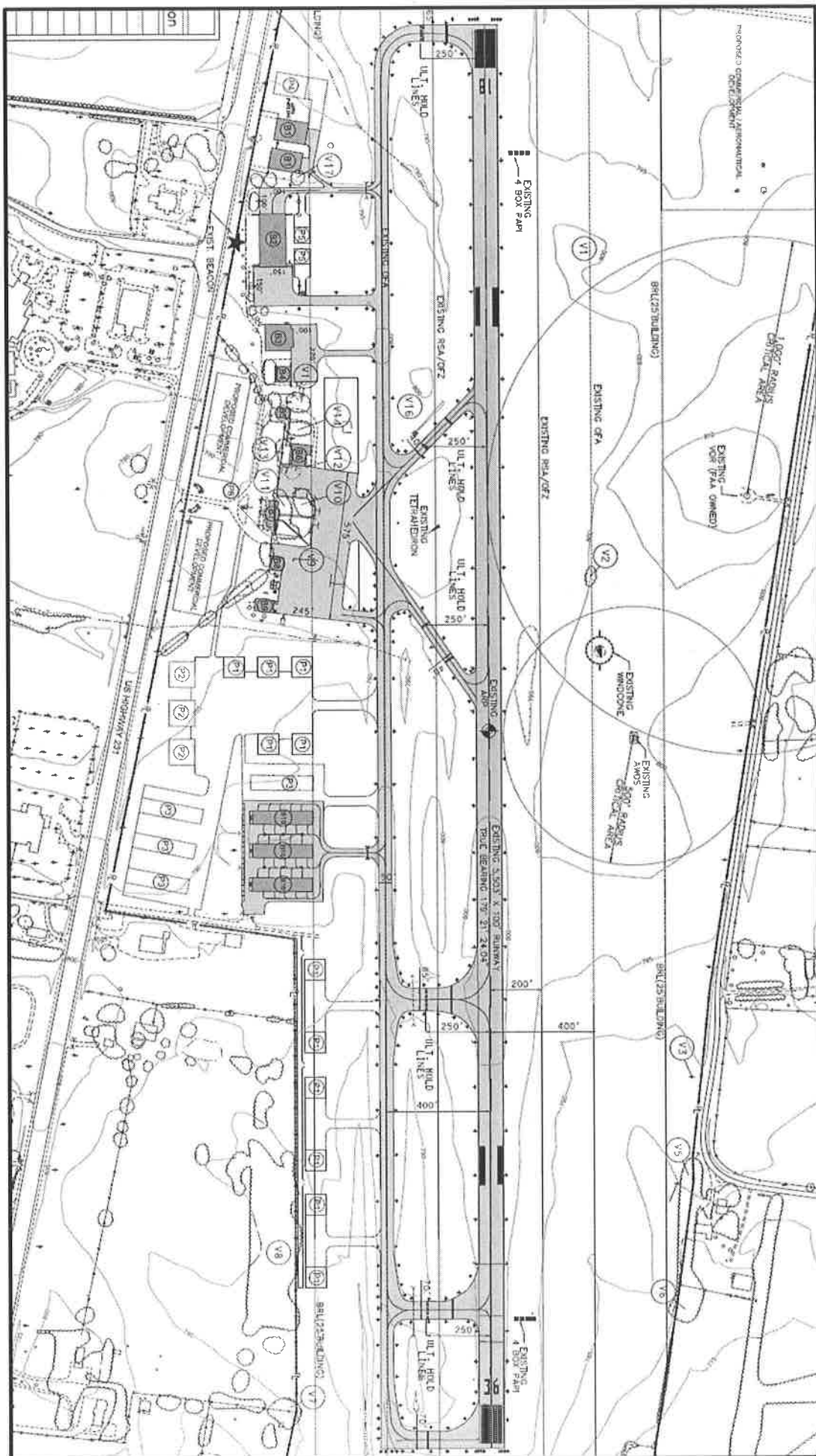
The position of Assistant Manager has been converted to a Customer Service Agent adding even more to the customer experience at the airport. We the airport is the “Front Door” to the city of Shelbyville and surrounding areas in more ways than one. Many business and transitional travelers using the airport receive a first impression of the area by walking from their aircraft to the terminal. But due to the airport’s location many others see the airport as the first Municipal buildings as they travel in from the interstate. With that in mind we are diligently working on improving the outside and inside appearance of the facilities. Your facilities are 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

We are not only focused on flying community but the community as a whole. The airport participated in the local Christmas Parade sponsored by the Jaycees. We offered the

crowd glimpse of Snoopy flying his red Bi-plane along the parade route. He came in for a landing on the front of the terminal helping show Santa "how it's done." Our annual Santa Fly-In was a great success in 2017. A record number of children [217] had their picture taken with Santa. Plans are already underway for our next community outreach in April of 2018 that will invite an even larger crowd from around the area.

In 2016 the airport welcomed Shelbyville Flight Academy as the flight school of the airport. Having an active flight school has increased product sales and contributed 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. The Flight Academy as had continued success in 2017. They currently have over 50 active students working on private pilot licenses or are increasing their skills by adding instrument or commercial ratings. The Academy has also added to their fleet of aircraft to help accommodate the demand and are currently planning to increase their footprint even more in the near future. We hope to be able to report even further growth in next year's annual report.



BUILDING and CODES DEPARTMENT



**ANNUAL REPORT
CALENDAR YEAR
2017**

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Building and Codes Department Annual Report Calendar Year 2017

OVERVIEW

The **Building Division** has seen increases in both revenue collection and building permit issuance for calendar year 2017. Here's a quick breakdown:

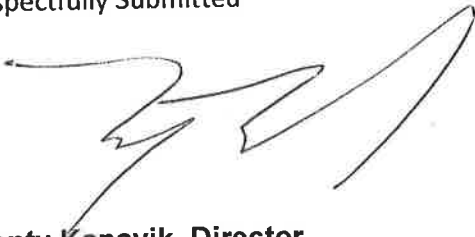
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2. New Single-Family Residential permits have increased by 28%. (This increase represents the department's strongest year on record.) Total new single-family permits for 2016 was 68. Total new single-family permits for 2017 was 87.

As a result of these increases, our department has become self-sustaining in terms of salaries (full and part time), vacation expenses, sick pay, holiday pay, employee education, training, postage, subscriptions, dues, vehicle maintenance and repairs. We anticipate continuing this upward trend into calendar year 2018.

The **Codes Division** has seen a 500% increase in sign removal from the City's rights-of-way. This stepped-up enforcement both beautifies our city and provides for a safer commute. Recognizing that our letters mailed out for code violations has decreased by approximately 19%, our course of action for 2018 will be to increase those numbers by additional canvassing efforts.

A look ahead at 2018 forecasts increases in both permit issuance and revenue collection for the Building Division. The Codes Division 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

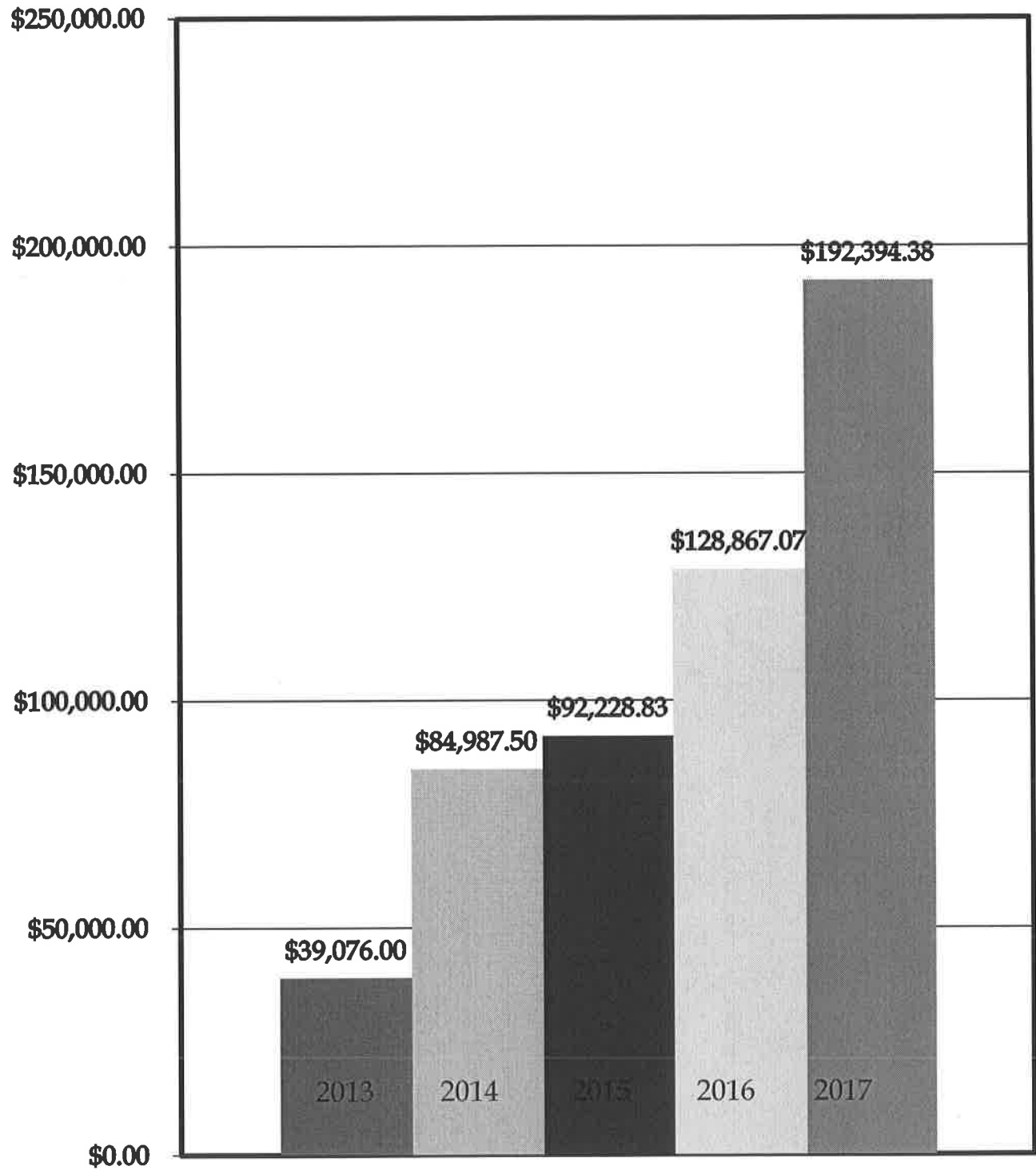
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ANNUAL REPORT - CALENDAR YEAR 2017

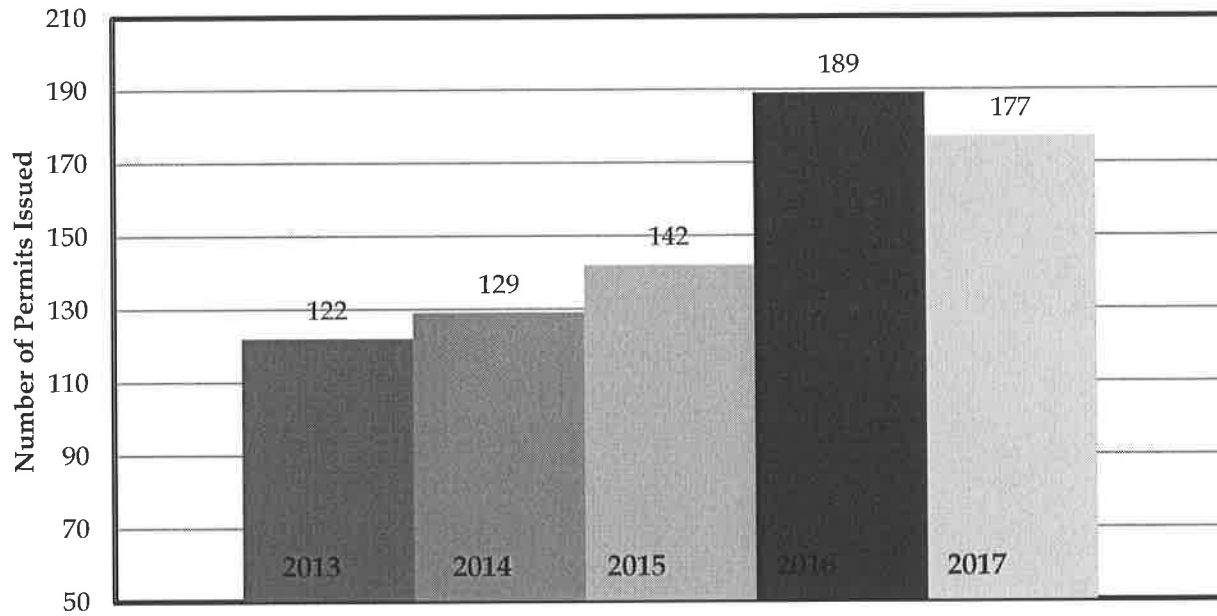
2017 vs. 2016
COMPARISON of
no. permits issued

PERMITS	2013	2014	2015	2016	2017	
Total Building Permits	122	129	142	189	177	-6%
Sign Permits	62	83	42	86	38	-56%
Plumbing Permits	103	90	106	138	69	-50%
Mechanical-1 & 2 fam	13	35	58	75	32	-57%
Mechanical-All other	14	76	32	32	18	-44%
Total Mechanical Permits	27	111	90	107	50	-53%
Electrical Permits	262	385	443	468	458	-2%
Demolition-1&2 family			3	9	4	-56%
Demolition-Multifamily			0	0	0	no change
Demolition-Commercial			1	0	2	increase (2)
Demolition-Industrial			0	0	1	increase (1)
New Single Family	20	20	44	68	87	28%
New Duplex - # SF units	2	2	6	2	0	-100%
Total 1 & 2 family units	22	22	50	70	87	24%
Single Family-Additions	4	3	5	8	6	-25%
Single Family-Misc.	57	62	47	54	41	-24%
Duplex - Additions	0	0	0	0	0	no change
Duplex - Misc.	0	0	1	0	0	no change
Multi-family-New	0	3	4	0	4	increase (4)
Multi-family-Additions	0	0	0	0	0	no change
Multi-family-Misc.	0	4	2	1	3	200%
Commercial-New	5	3	3	7	7	0%
Commercial-Additions	3	4	1	1	4	300%
Commercial-Misc.	27	27	25	22	13	-41%
Industrial-New	1	0	1	1	0	-100%
Industrial-Additions	0	0	0	3	2	-33%
Industrial-Misc.	3	2	2	4	3	-25%
Grading Permits	14	7	15	11	15	36%
REVENUE (FEES)						
Building Permits (all)	\$27,931.00	\$53,387.00	\$65,420.50	\$86,942.00	\$151,653.75	74%
Sign Permits	\$2,225.50	\$2,402.00	\$1,222.00	\$2,808.00	\$1,970.00	-30%
Plumbing Permits	\$3,362.50	\$8,410.00	\$6,970.00	\$12,851.00	\$7,665.00	-40%
Mechanical Permits	\$1,195.00	\$7,360.00	\$4,460.00	\$5,145.00	\$5,890.00	14%
Electrical Permits	\$1,305.00	\$1,925.00	\$2,215.00	\$2,340.00	\$2,290.00	-2%
Grading Permits	\$1,200.00	\$600.00	\$1,400.00	\$1,100.00	\$1,400.00	27%
Construct. Plans Review	\$1,857.00	\$10,903.50	\$10,364.38	\$15,921.07	\$19,675.63	24%
Reinspections	n/a	n/a	\$75.00	\$150.00	\$50.00	-67%
Misc/Letters of Indemnity	n/a	n/a	\$101.95	\$1,610.00	\$1,800.00	12%
TOTAL REVENUE	\$39,076.00	\$84,987.50	\$92,228.83	\$128,867.07	\$192,394.38	49%
VALUATION						
SINGLE FAMILY (NEW)	\$ 3,216,031.78	\$ 3,279,503.23	\$7,671,136.15	\$10,735,497.02	\$18,784,608.80	75%
ALL OTHER CATEGORIES	\$ 4,116,714.16	\$ 12,039,013.23	\$8,660,063.27	\$9,691,489.24	\$14,008,161.79	45%
TOTAL VALUATION	\$ 7,332,745.94	\$ 15,318,516.46	\$16,331,199.42	\$20,426,986.26	\$32,792,770.59	61%

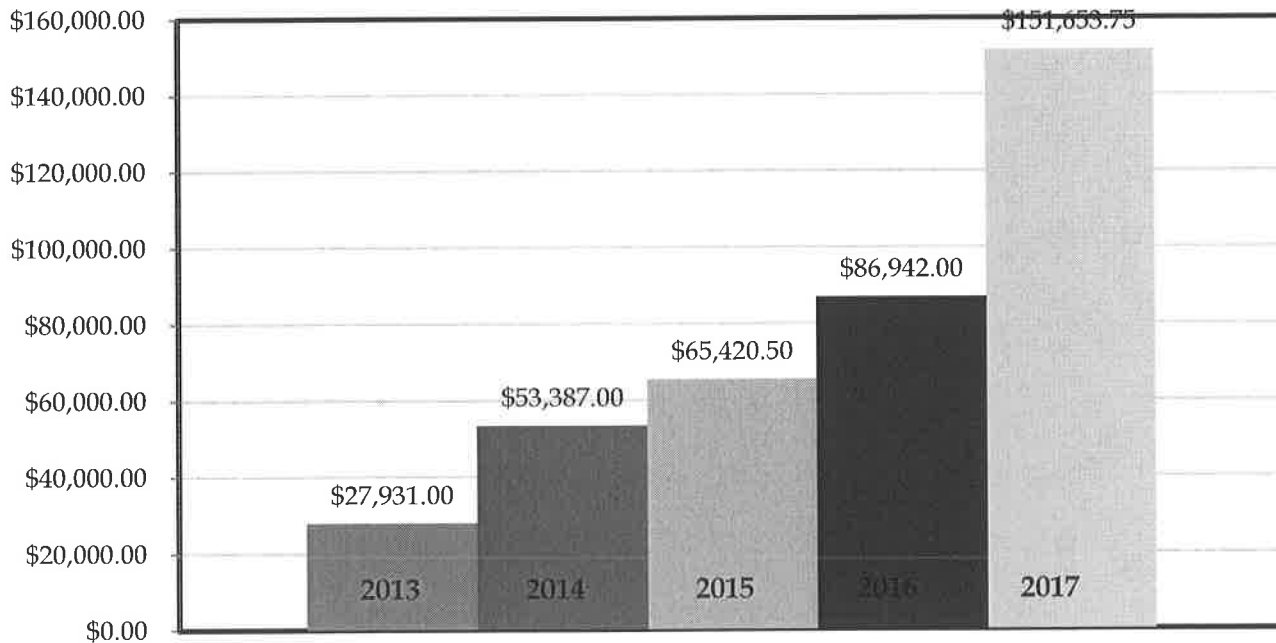
Total Revenue per Calendar Year



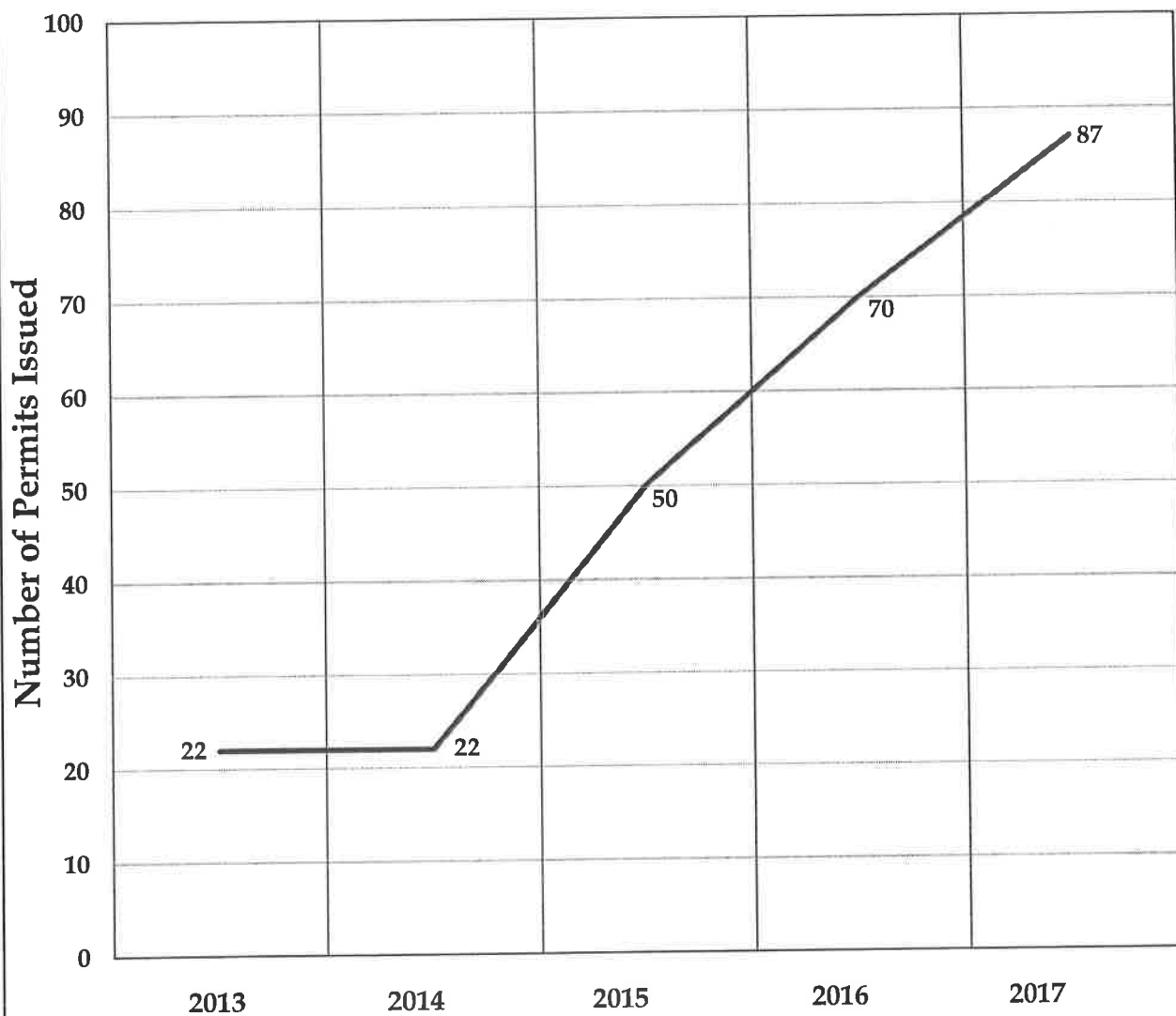
Total Building & Demo Permits



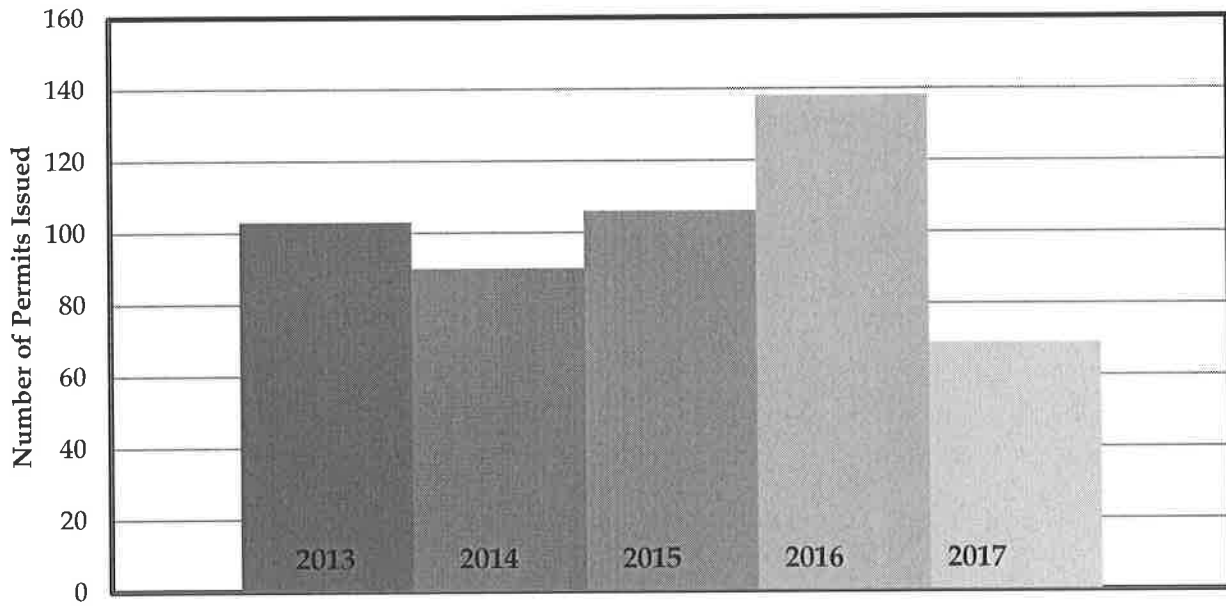
Total Building & Demo Permit Fees



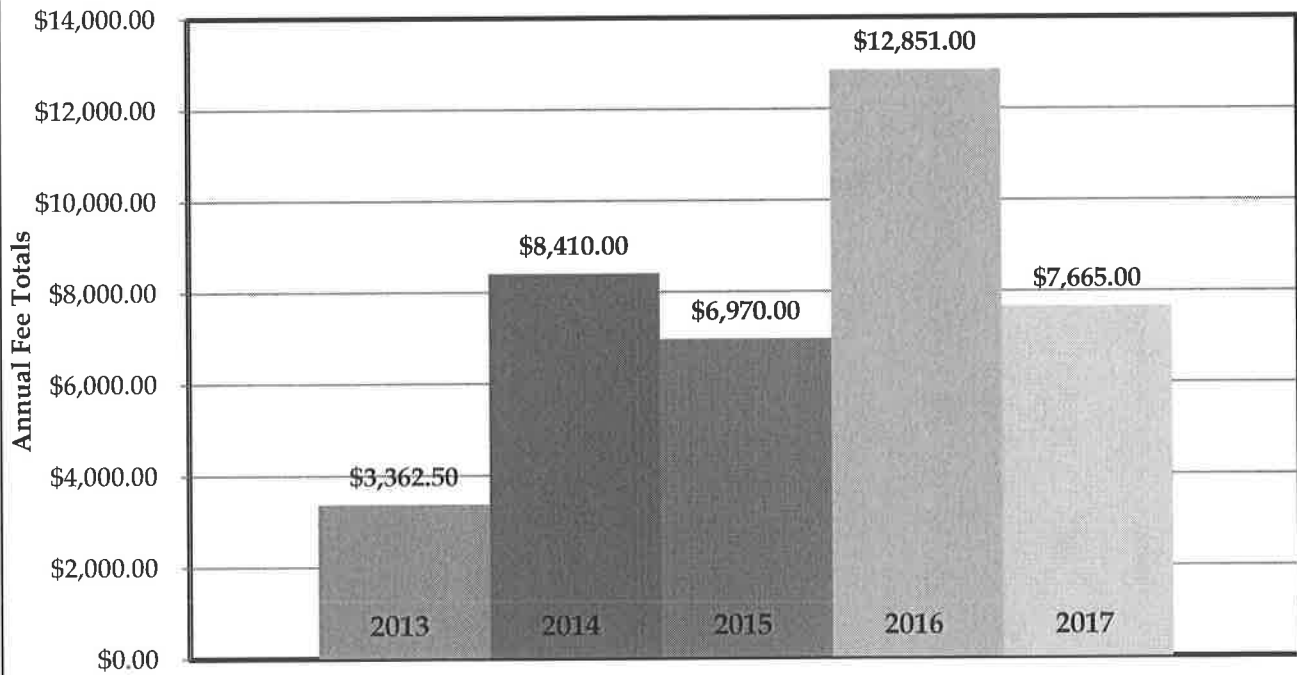
1 & 2 Family Dwellings/Calendar Year



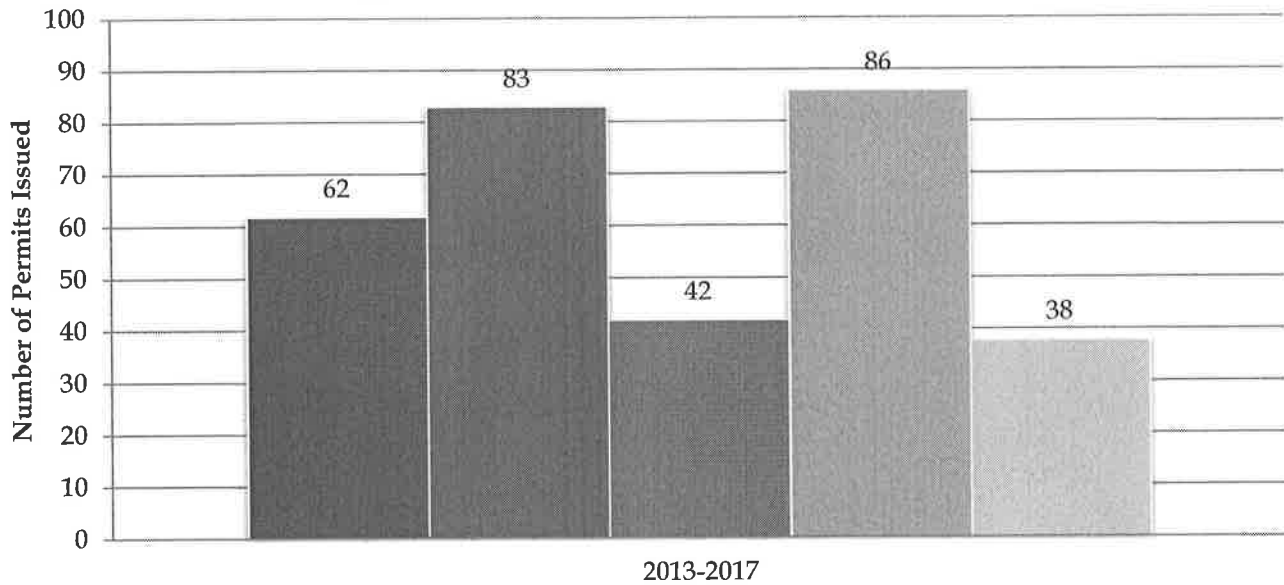
Plumbing Permits/Calendar Year



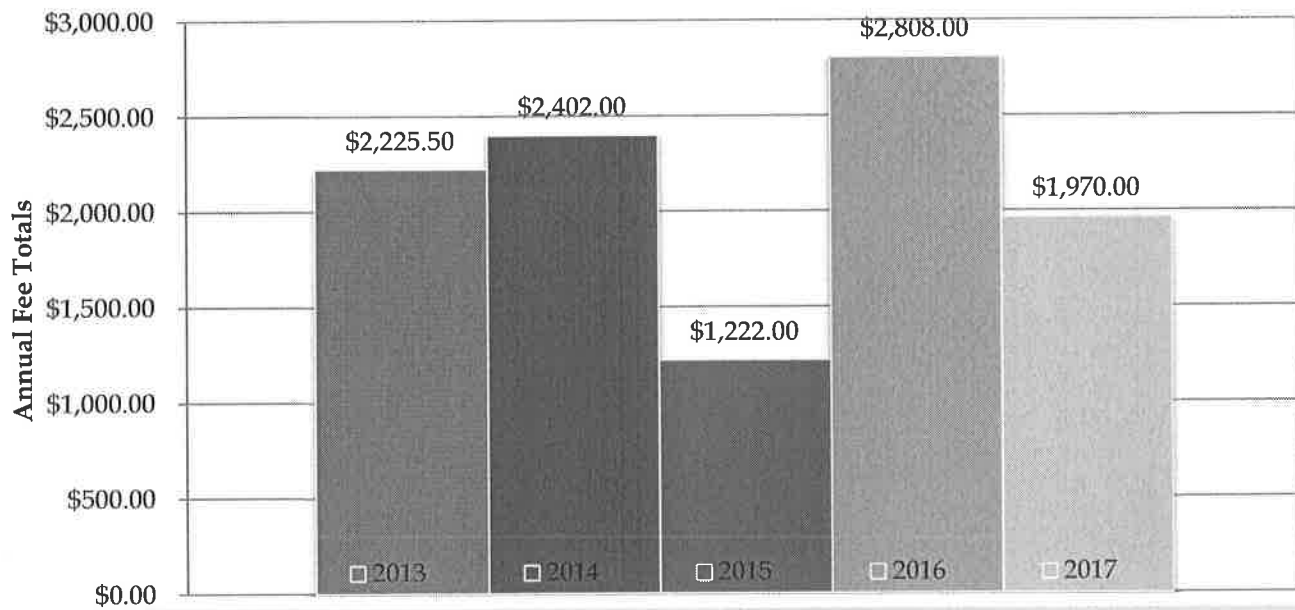
Plumbing Permit Fees/Calendar Year

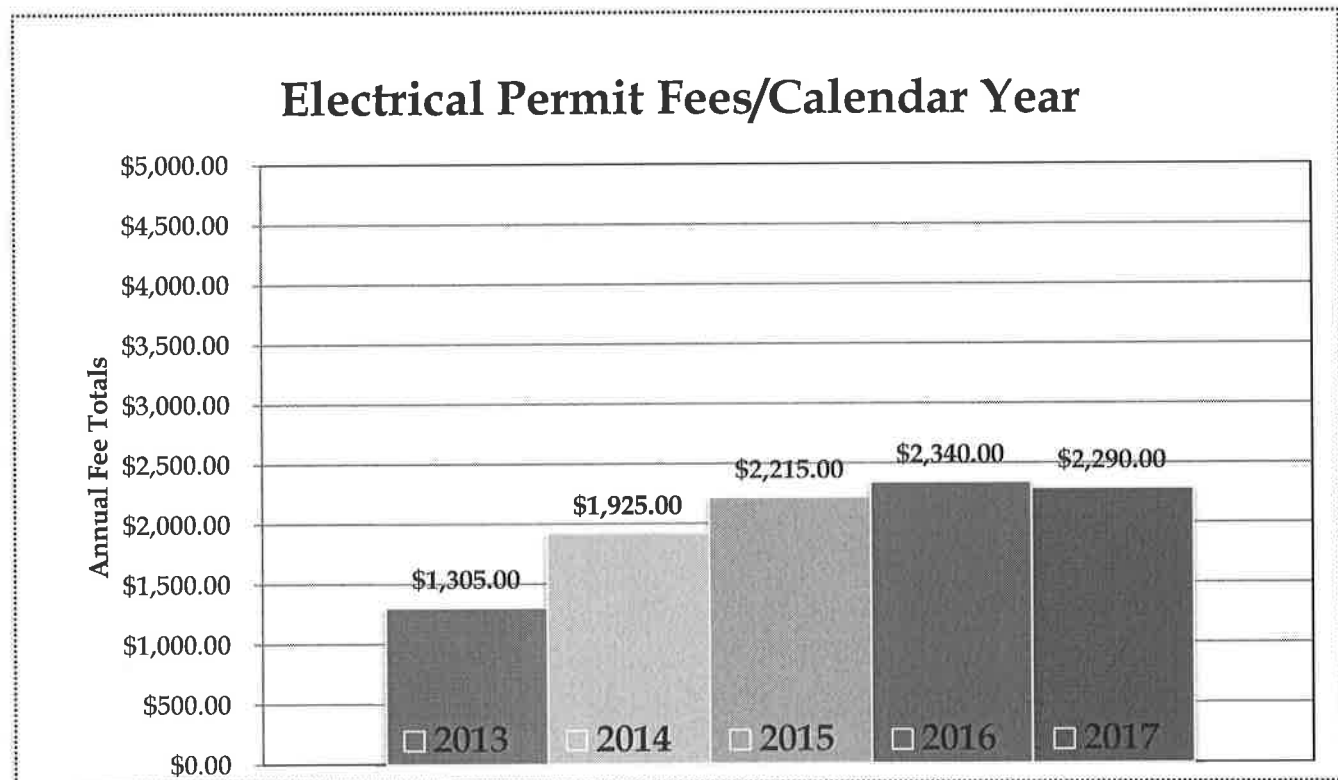
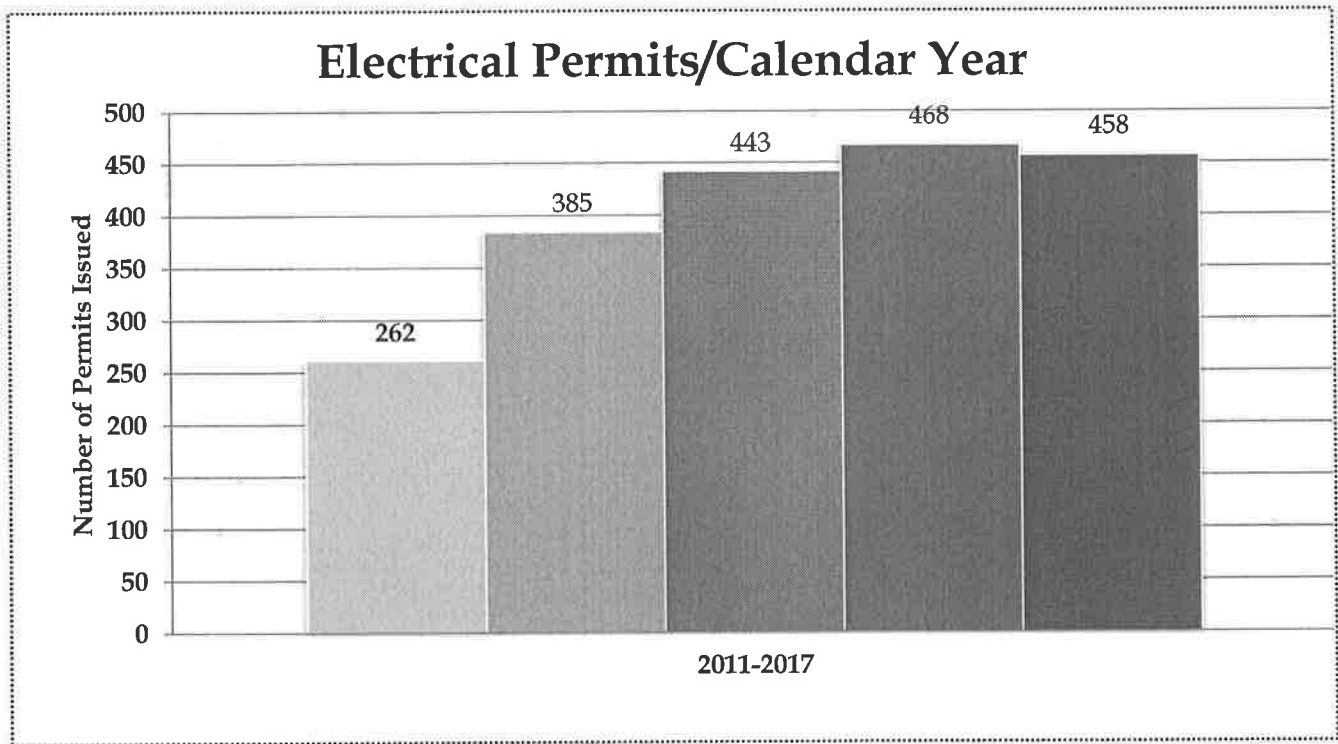


Sign Permits/Calendar Year

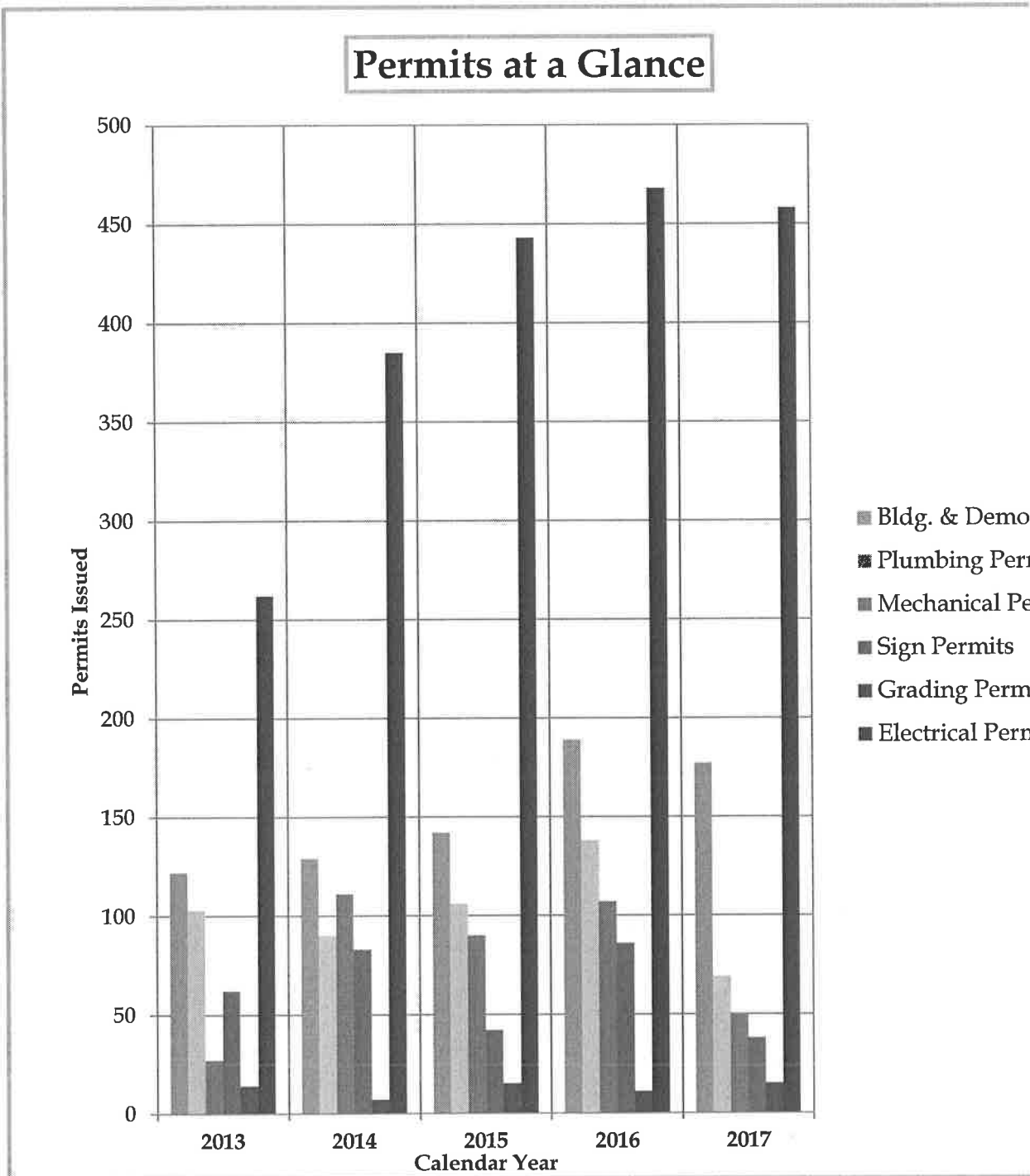


Sign Permit Fees/Calendar Year

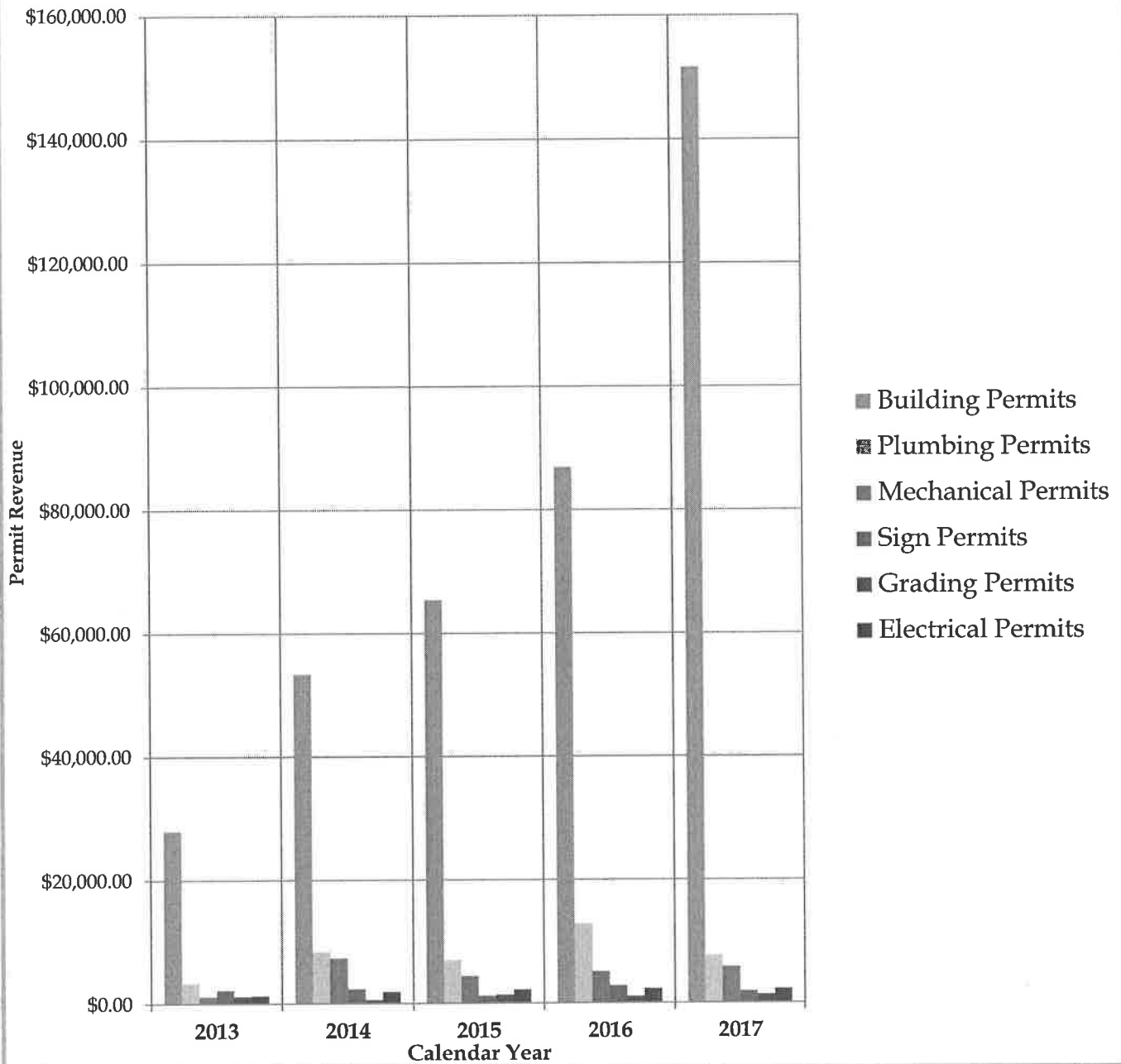




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Permit Revenue at a Glance

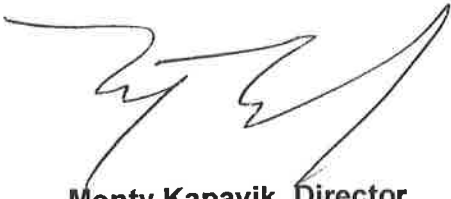


GOALS for 2018

City of Shelbyville

Building & Codes

- 1) Enforce City of Shelbyville and State of Tennessee building code requirements/regulations fairly and impartially
- 2) Adopt and implement new sign code
- 3) Schedule an annual meeting with our contractors to discuss issues pertaining to their interaction with our department; permitting, inspections, and code compliance will be key topics
- 4) Conduct inspections always being vigilant of safety for City staff and others
- 5) Evaluate our disaster preparedness plan and update as needed
- 6) Increase removal of illegal signs in ROW and on utility poles
- 7) Continue inspection strategies to locate substandard structures throughout the City of Shelbyville; inspect at least 15 of the substandard structures in 2018; notify owners of the corrections and follow-up with them to achieve compliance; cite to City Court those who refuse to comply/remediate
- 8) Continue membership and interaction with MTCOA, TBOA and ICC to assure proper training of staff
- 9) Continue acquiring International Code Council (ICC) and American Association of Code Enforcement (AACE) certifications.
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City of Shelbyville

Building & Codes Department

931-684-9001



2017 PROPERTY MAINTENANCE ANNUAL REPORT

BUILDING AND CODES DEPARTMENT

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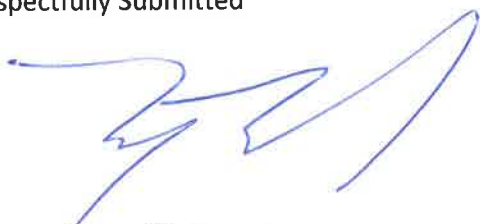
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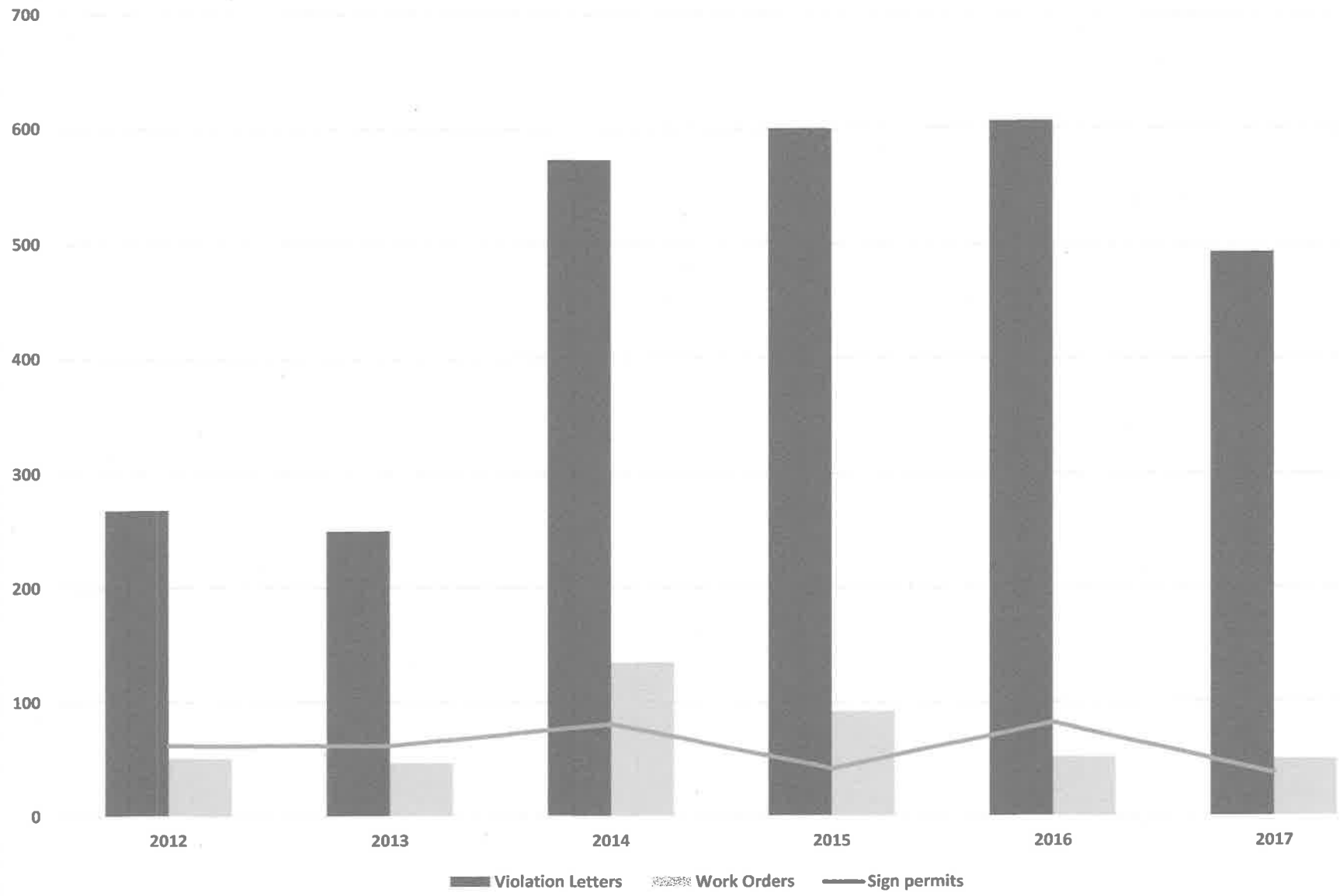
Building & Codes Department

931-684-9001



Violation Letter, Work Order and Sign Permit Trends

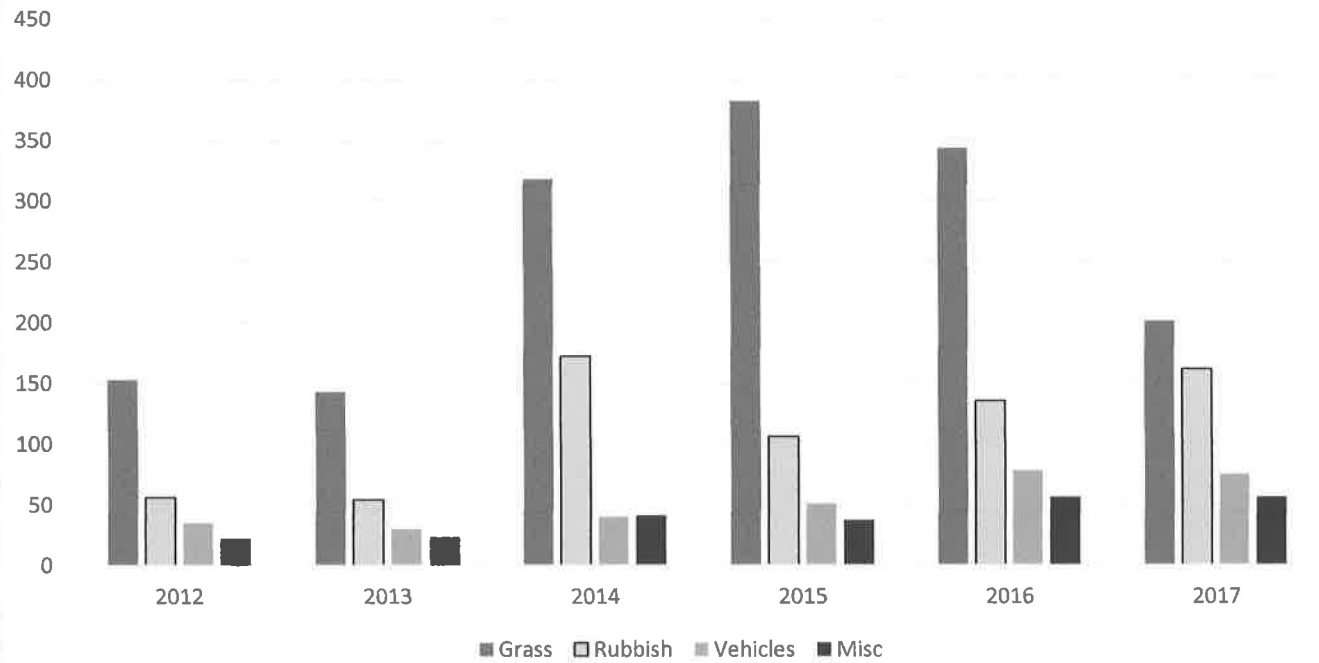
Violation, Work Order and Sign Permit Trends



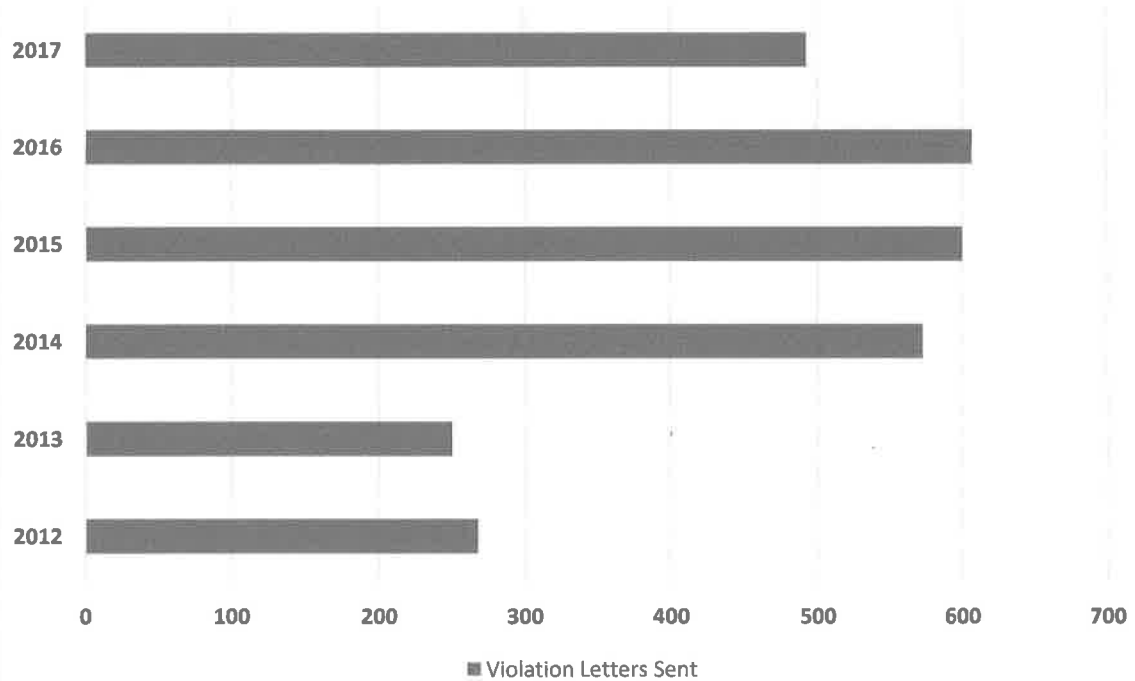


Violation Letters By The Numbers

Violation Letters Sent



Violation Letters Sent



2017 PROPERTY MAINTENANCE VIOLATION LETTERS SENT

GRASS – 201

ACCUMULATION OF RUBBISH – 161

VEHICLE VIOLATIONS – 75

PORCH FURNITURE – 29

STAGNANT WATER – 1

RUNNING AT LARGE – 0

VISION BLOCKED – 1

OPERATING BUSINESS IN RESIDENTIAL ZONE – 1

BASKETBALL GOAL IN RIGHT OF WAY – 1

FENCE VIOLATION – 0

SIGN VIOLATION – 1

GARBAGE FACILITIES – 22

SWIMMING POOLS - 0

TOTAL – 493

VIOLATION LETTERS

2012 VIOLATION LETTER TOTAL = 268

2013 VIOLATION LETTER TOTAL = 250

2014 VIOLATION LETTER TOTAL = 573

2015 VIOLATION LETTER TOTAL = 600

2016 VIOLATION LETTER TOTAL = 607

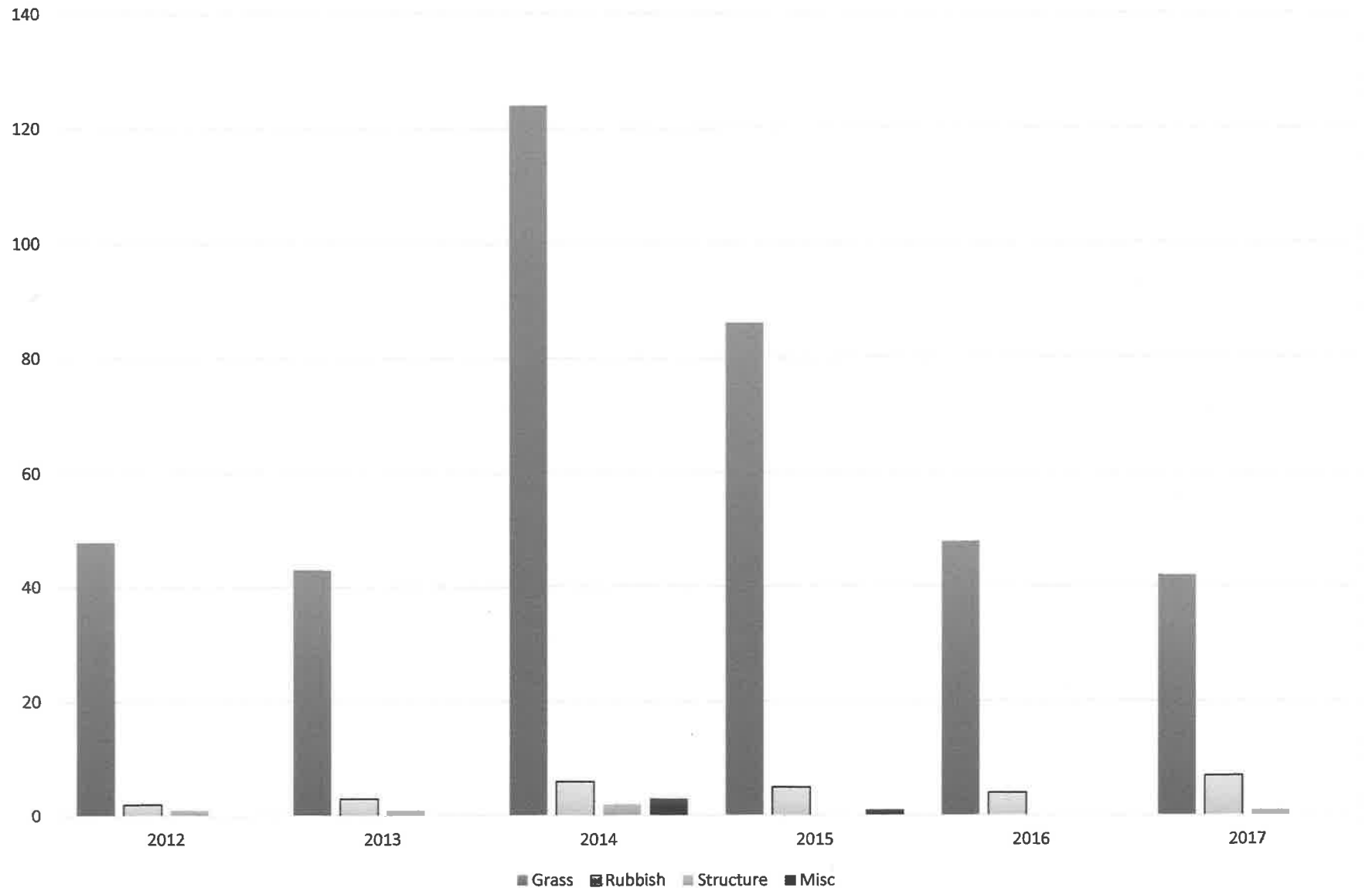
2017 VIOLATION LETTER TOTAL = 493

6 YEAR TOTAL = 2,791



Work Orders By The Numbers

Work Orders Issued



2017 PROPERTY MAINTENANCE WORK ORDERS ISSUED

GRASS – 42

ACCUMULATION OF RUBBISH – 7

BOARD/SECURE STRUCTURE – 1

OBSTRUCTION OF VISION – 0

DEMOLITION - 0

FALLEN TREE - 0

TOTAL – 50

WORK ORDERS

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

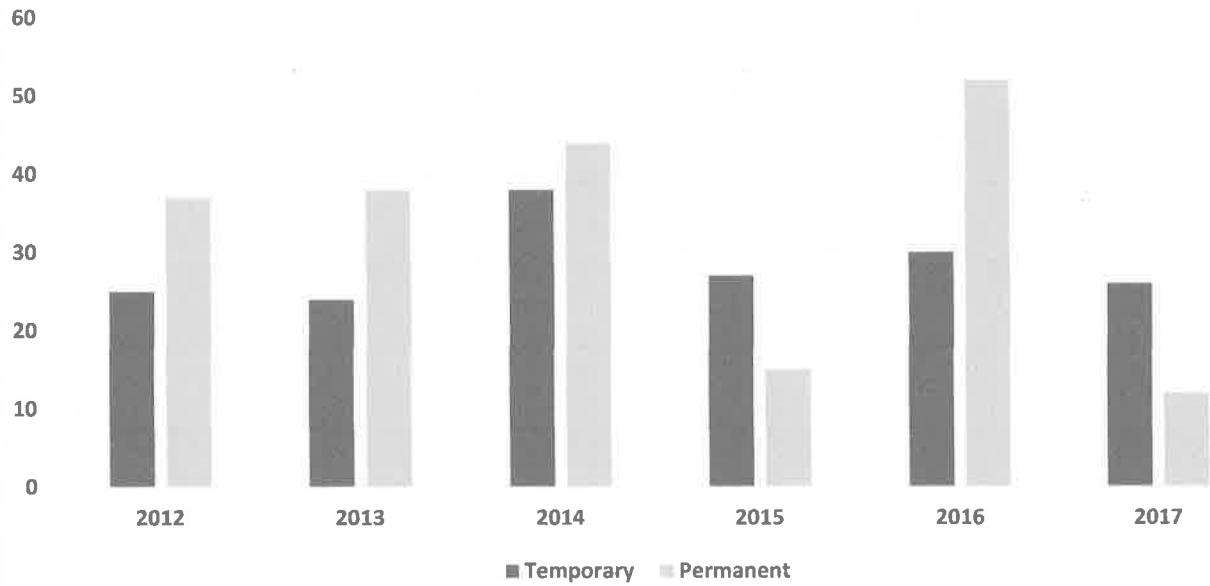
2017 WORK ORDER TOTAL = 50

6 YEAR TOTAL = 427

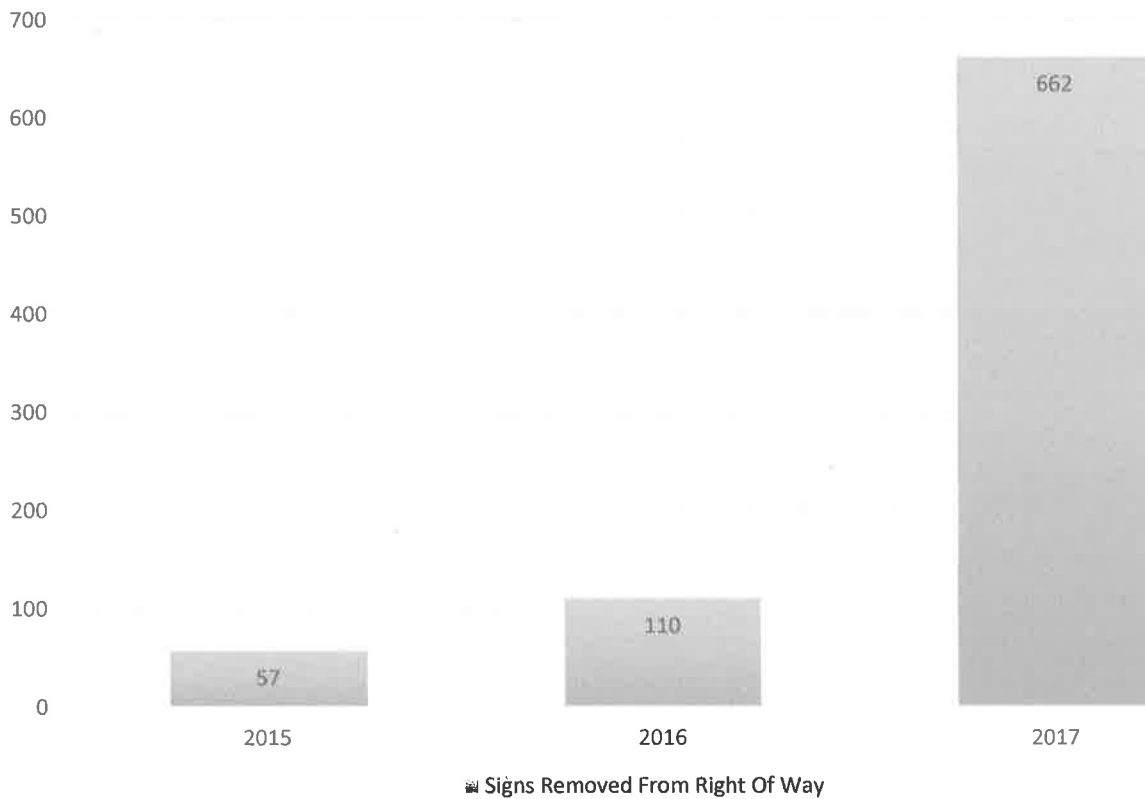


Sign Permits By The Numbers

Sign Permits Issued



Signs Removed From Right Of Way



SIGN PERMITS

2012 SIGN PERMITS ISSUED

TEMPORARY – 25	PERMANENT – 37	TOTAL – 62
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2013 SIGN PERMITS ISSUED

TEMPORARY – 24	PERMANENT – 38	TOTAL – 62
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2014 SIGN PERMITS ISSUED

TEMPORARY – 38	PERMANENT – 44	TOTAL – 82
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2015 SIGN PERMITS ISSUED

TEMPORARY – 27	PERMANENT – 15	TOTAL – 42
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2016 SIGN PERMITS ISSUED

TEMPORARY – 30	PERMANENT – 52	TOTAL - 82
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2017 SIGN PERMITS ISSUED

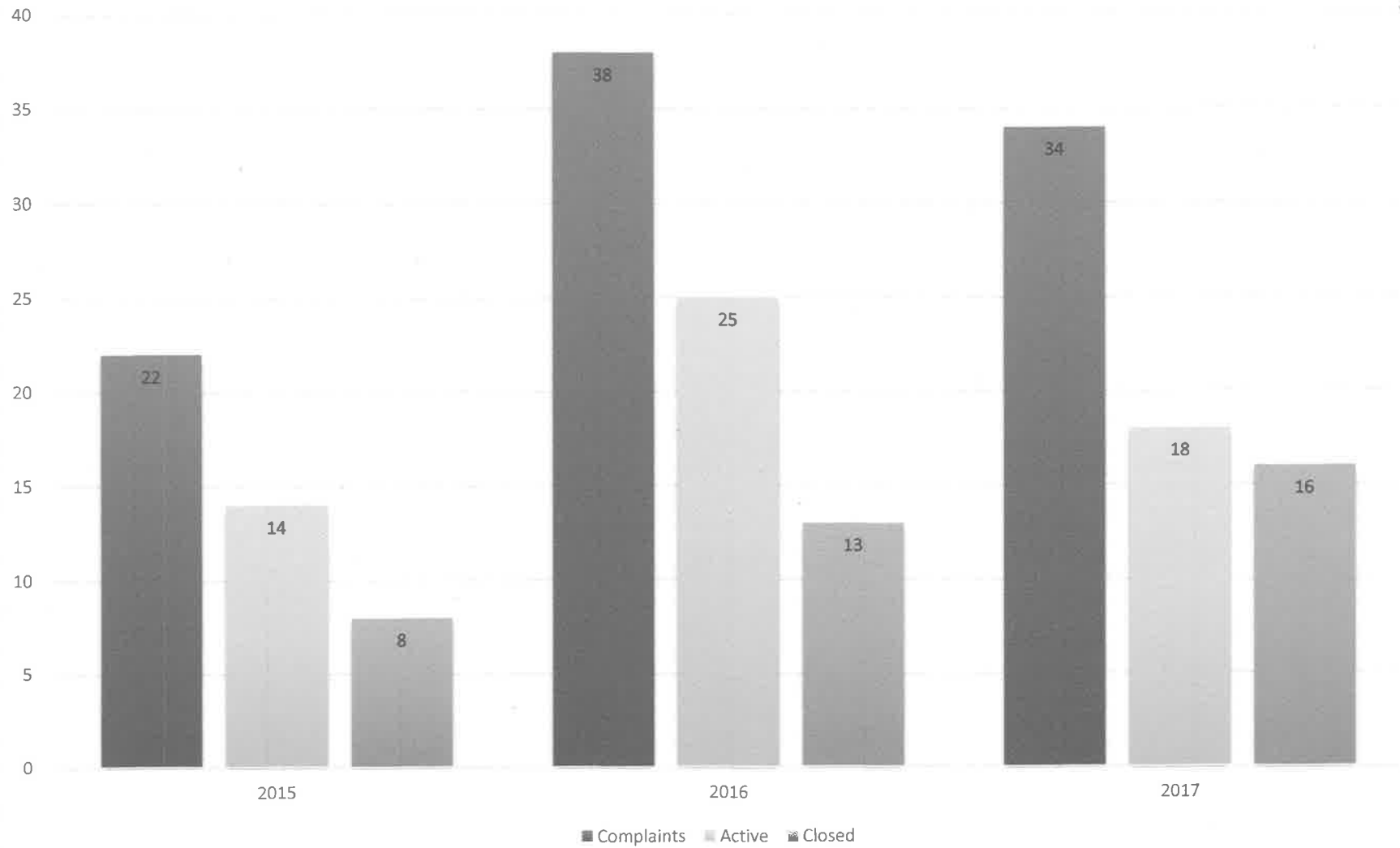
TEMPORARY – 26	PERMANENT – 12	TOTAL – 38
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6 YEAR TOTAL – 368



Substandard Properties By The Numbers

Substandard Properties



SUBSTANDARD PROPERTIES

2015 SUBSTANDARD PROPERTY COMPLAINTS

22 TOTAL 14 ACTIVE 8 CLOSED

2016 SUBSTANDARD PROPERTY COMPLAINTS

38 TOTAL 25 ACTIVE 13 CLOSED

2017 SUBSTANDARD PROPERTY COMPLAINTS

34 TOTAL 18 ACTIVE 16 CLOSED

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Monty Kapavik, Director

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Building & Codes Department

931-684-9001



Shelbyville Fire Department

111 Lane Parkway Shelbyville, TN 37160

Phone: (931)684-6241 Fax: (931)684-6559

Matt Doak Interim Chief

The calendar year of 2017 at the **Shelbyville Fire Department** can best be described as one of significant progression. Great strides have been taken to increase our efficiency while sustaining our ever-increasing work load. Mission accomplishment with the highest level of professionalism, integrity, and work ethics continues to be reinforced.

SFD has 52 positions. Of these 40 are full time personnel, 36 members are in fire suppression, 12 are volunteers and 4 in administration. The 36 members on the suppression division are divided into 3 shifts, 12 members on each shift, and working in 24-hour rotations. The 4 administrative staffers work 8-hour shifts Monday-Friday but are subject to recall at any time.

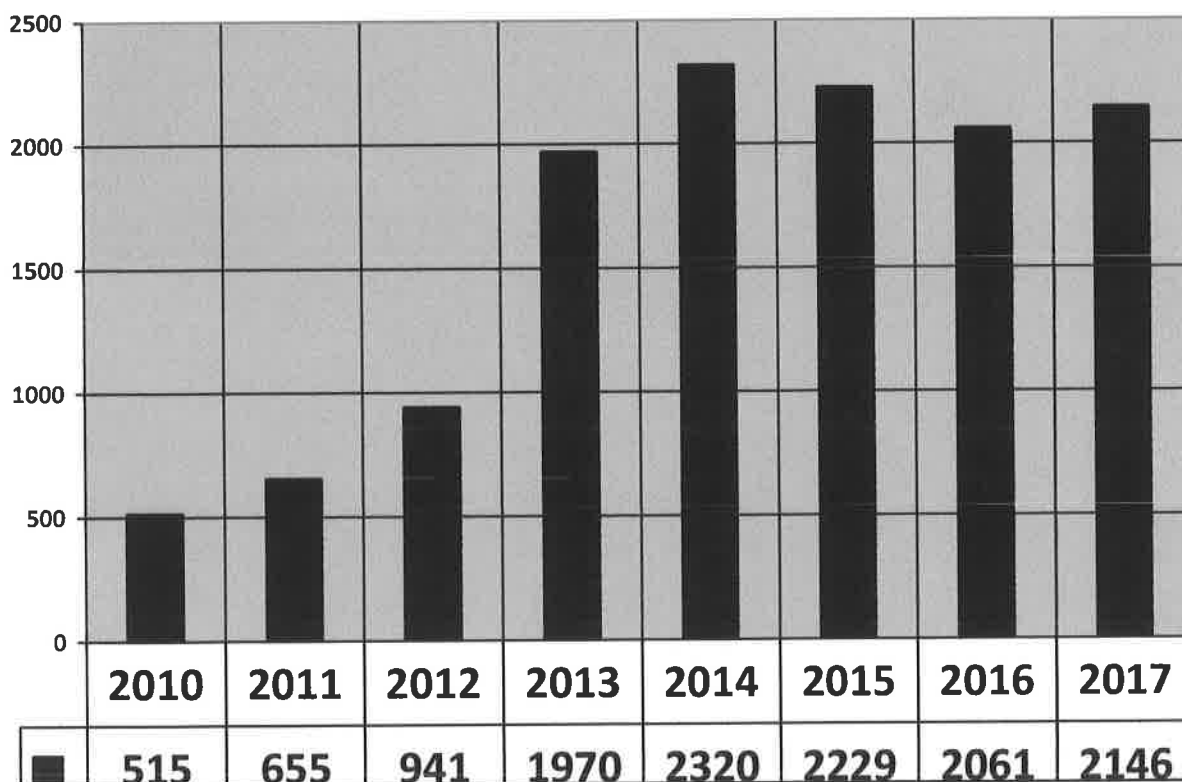
SFD operates out of 2 manned stations. Station 1 is located at 111 Lane Parkway, Station 2 is located at 301 Hillcrest Drive. Station 3 is currently unmanned and located at the airport. We currently operate 4 engines, one ladder, and 1 Service/Rescue Company. Every **non-reserve apparatus** complies with NFPA 1901 {NFPA Standard for Automotive Fire Apparatus}. The department also has a 1983 Pierce Arrow as a reserve engine that is NFPA 1901 **non-compliant**.

SFD has a current fire protection rating from the Insurance Service Office class **3** for the city proper. Only 17 other Fire Departments in the state of Tennessee have a class 3 rating. There are 921 ISO classified Fire Departments in Tennessee, so we are in an elite category. However, we have a **3X** rating for the airport area. **SFD** went thru an ISO audit in January 2017. Our previous class rating in 2012 was a 3/9 (3 for city and 9 for the airport area). Currently we still carry the 3X which

equates to our old 9 rating however this rating is for the area around airport only. **SFD** is currently working to decrease in our rating to a **minimum** of a ISO 3 for our entire response area. This will be accomplished through reinforcing our training, staffing, and the readying of our Station 3 at the airport.

CALL VOLUME

- **SFD** responded to 2,146 calls with 82 different types of incidents in 2017
- In 2016 **SFD** responded to 2,061 calls for service. Which indicates **.04%** increase in responses from 2016.
- In 2017 the estimated dollar loss to property owners from structure fires was \$879,200, dollar amount saved in 2017 was estimated at \$1,028,100
- In 2016 the estimated dollars loss to property owners was \$416,600, dollar amount saved in 2016 was an estimated \$1,296,200.



Fire Training/Certifications

The **SFD** 36 full time members that are TN Fire Fighter Commission certified, 3 more scheduled to be certified by this 05/18, and 1 non-certified. All personnel at receive a minimum of 20 hours of professional enhancement/ maintenance training per month. Additionally, **SFD** completed extensive training for the year 2017 with **2,086** hours at the Tennessee Fire Codes Enforcement Academy. Coupled with the shift training, and 40-hour annual in-service to retain certification this brought our total to **9,907** hours of professional/enhancement in fire training.

EMS Training/Certifications

Of the 40 full time Fire Fighters 34 are medically certified to Emergency Medical Responder or **higher**. Additionally, 4 are scheduled to be certified by 10/18, and only 2 remain non-certified. All medically certified Fire Fighters undergo a minimum of 20 hours of medical in-service to keep certifications.

HAZMAT/Dive Rescue Training/Certifications

SFD has 10 Fire Fighters that participates in a Special Response Team as a joint task force with the city and county. These specialized team members take part on average 40 additional in-service hours to keep current with their training and certifications annually.

Public Fire Prevention, Education, and Outreach

SFD had **0** fire deaths in 2017, this a testament not only to our fire response but also to our continued Fire Safety Education programs. **SFD** completed 200 commercial fire safety, and multi company inspections. We had an approximate 6,000 contacts with adults & children combined through our Fire Safety Education. Our most tangible life safety success in this area lies in our Free Smoke Detector program. Since beginning the program in 2015, **SFD** has installed over 2,800 smoke detectors throughout our community. **SFD** has witnessed on several occasions where our smoke detector program has directly contributed to saving lives. Finally, **SFD** just finished its 18th year of supporting the national Toys 4 Tots program. **SFD** was instrumental in the collection, sorting, storage, and distribution of over 6,500 hundred toys to children throughout our City and County.

Annual Report 2017



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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Mike's Message

In 2017, the men and women of the Parks and Recreation Department served the citizens of Shelbyville, Bedford County, and visitors by providing exceptional customer service. Customer service begins at the gate of each park with the maintenance of the grounds, is established in quality facilities and programs, and ends as our guests leave having participated in recreational activities. We are committed to providing these services in a friendly wholesome atmosphere that encourages every citizen to participate and thrive.

In providing the facilities and programs, we strive to make a difference in someone's life every day. It is my pleasure to report that many have shared their stories of enriched quality of life as their health improved and friendships developed. Through participating at the Recreation Center some have experienced increased mobility and flexibility, some have met their goal of losing weight, and others have developed friendships and are encouraged with a brighter outlook. Attendance in the Recreation Center increased 4% as compared to 2016; the increase was affected by the customer service offered to every guest.

In the parks we appreciate the support of the athletic programs by the Bedford County Kiwanis Club who donated three (3) scoreboards and Calsonic Kansei for their donation of two (2) scoreboards. We appreciate the support of our civic organizations and industry leaders to provide improved facilities for our youth and adult sports leagues. A fast pitch softball league was initiated and operated through a citizen led effort providing a new opportunity for the youth. It is important that youth are provided a variety of opportunities in order to develop their motor skills and muscles, and along the way friendships and social skills are developed. We are committed to providing the best quality ball fields and sports facilities possible which is the backbone of providing exceptional customer service.

A major accomplishment in 2017 for our Department was the renewal of the Tier II Benchmark Classification from the Tennessee Department of Environment and Conservation. To attain and renew the Benchmark Classification from the State, our City was required to demonstrate excellence in Parks and Recreation operations and services. The Tier II Classification should serve as evidence to the quality of programs and services offered by our Department to the community.

I am pleased to present the 2017 Annual Report for the Parks and Recreation Department and each of its divisions. The volunteers, instructors, and staff are committed to providing the best possible services and facilities to our citizens. Providing exceptional customer service is a responsibility we take seriously and strive for every day with the anticipated outcome of improved quality of life for the citizens of Shelbyville.

Mike Alsup

Director of Parks and Recreation

Parks

Staff

The staff includes one full-time Assistant Director, six full-time Maintenance Staff, eight 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 & productive. Parks Staff participated in the following opportunities:

Training	Organization	Staff Attending
Athletics/Maintenance School	Tennessee Recreation & Parks Association	All full time Maintenance Staff
Blood Borne Pathogens, Hazardous Communications Standard, Drug Free Workplace, Title VI, Sexual Harassment, Ethics for Local Government	City Safety Committee	All Maintenance & Security Staff
Inmate Supervision	Bedford County Sheriff's Office	All Maintenance Staff
The Dangers of Heat Stress	TML Safety Video	All Maintenance Staff
Splash Pad Design and Maintenance	Vortex Aquatics & Griggs and Maloney Engineering	Daniel Jackson
Risk and Insurance Symposium	Tennessee Municipal League	Daniel Jackson
Management Performance Institute	Tennessee Recreation & Parks Association	Daniel Jackson
Skid Loader Equipment Training	Department Management	All Maintenance Staff
Annual Conference and Maintenance Training Day	Tennessee Recreation & Parks Association	Daniel Jackson, Bubba Yoes, Brent Corwin



Parks

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 School 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, though there is a Master Plan for future development. (Shelbyville Recreation Center is located within this park) Through the facility use agreement with Bedford County Schools, Harris Middle Baseball, Harris Middle Softball, Liberty Middle Softball, Harris Middle Tennis, and Central High School Tennis teams all utilize facilities within this Park for both practices and home games.

2017 Improvements & Significant Work Accomplished:

- ❖ Performed annual organization of shop, tools, and equipment.
- ❖ Completed minor renovations to Maintenance Building including changes in plumbing work, new roll-up door, and new storage solutions.
- ❖ Coordinated the Installation of four new Scoreboards donated by Bedford County Kiwanis Club (2) and Calsonic Kansei(2).
- ❖ Added Pickleball lines to existing Tennis Courts.
- ❖ Coordinated with the Public Works Department to add shoulder stone to Coach Massengale Parkway and back entrance area of the park.
- ❖ Honored the memory of an influential member of the community by renaming the road to the pavilions and playground *Coach Massengale Parkway*.
- ❖ Coordinated with the Public Works Department to add rock to drainage ditches throughout the park. Both Departments provided labor on this project.
- ❖ Annual Christmas Light Display was turned on November 22nd.



*Coach
Massengale
Parkway*



Pickleball



*H.V. Griffin
Master Plan*

Parks

Never Rest Park – approximately 10.5 acres

Never Rest Park includes 1 ball field, 2 basketball goals, 1 tennis court, 2 picnic pavilions, a playground, restroom facilities, and river access. In 2017 the Bedford County Kiwanis donated a new scoreboard for the ball field at Never Rest Park.



Other Park Facilities

- ❖ Purdy Court Park includes a playground, meeting room, restroom facilities, and 2 basketball goals- 1 acre
- ❖ River Bottom Park includes 2 soccer fields, the River Trail, and river access- 15 acres. Wright paving repaired the greenway in 2017.
- ❖ Fisherman's Park includes picnic tables and river access- <1 acre (mini park)
- ❖ Evans Street ball field includes 1 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 - <1 acre (mini park)

Equipment Maintenance & Repairs

2017 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 two new hand held blowers

Pavilion Rentals

Pavilions are available for rental in H.V. Griffin Park and Never Rest Park. In addition to the traditional pavilion rentals, the Buchanan Building at Purdy Court is also available for rentals. The fee structure has remained the same since 2015. Pavilion use increased 11.2% from 2016 to 2017.

2017	20012
2016	17996
2015	20084
2014	21256
2013	18154

Parks

Athletic Fields

- ❖ Baseball and Softball fields were mowed, lined, and infields dragged for all regular season games, practices, and tournaments.
- ❖ The Youth Soccer program utilized many areas within the park system. The staff mowed, lined and moved goals to accommodate the program.
- ❖ Removed section of side and outfield fencing on Jerry Naron Field to allow more access and use.
- ❖ Partnered with Edwards Exteriors for continuing improvement to all ballfield turf conditions.
- ❖ Installed two new nets at sand volleyball courts.
- ❖ Installed new nets and relocated the backboard at the Tennis Courts. The nets were purchased with donations from Shelbyville Central High School, Harris Middle School, and the Shelbyville Tennis Association.
- ❖ Assisted Shelbyville Power with replacement of lightbulbs and electrical repair at various fields.
- ❖ Coordinated renovation of the windows in the Eugene Ray Field Press Box with Preferred Glass Company and Harris Middle School Baseball.

Special Projects

- ❖ Assisted Recreation and Athletic Divisions with many events, programs, and maintenance tasks:

Event/Program	Tasks/Projects Completed
Independence Day Celebration	Flag display, stage setup, tables & trash cans relocated, inflatable setup, and more
Summer Olympics	Lined fields, equipment setup
Glow in the Park 5K	Made signs, cleared path, equipment set up
Kayaking Program	Transportation
Youth Football Camp	Lined fields, equipment setup
Haunted Woods	Various scene and prop setup
Recreation Center Maintenance/Improvement	Pickleball lines and goal maintenance in gymnasium
Craft Program	Preparing raw materials as needed

- ❖ Prepared for assisting with the Duck River cleanup, unfortunately the event was cancelled due to weather and river conditions.

Recreation Center

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 improvements in 2017 were the redesign and pavement of the parking lot and the addition of a new sidewalk to the meeting rooms. Both projects were a collaborative effort between the Parks and Recreation Divisions as well as the Public Works Department. The parking lot light project included installation of new lighting coordinated with Shelbyville Power.



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, five part-time Receptionists, one part-time Administrative Assistant, and two part-time Recreation Supervisors.

A major goal for the staff in 2017 was improving customer service and the guest experience. Leadership worked to provide all staff with additional training and tools to meet this goal. All receptionists and members of leadership completed customer service training with Director Mike Alsup. 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 and in 2017 the Recreation Center was able to begin offering on-line registration for memberships and select other services.

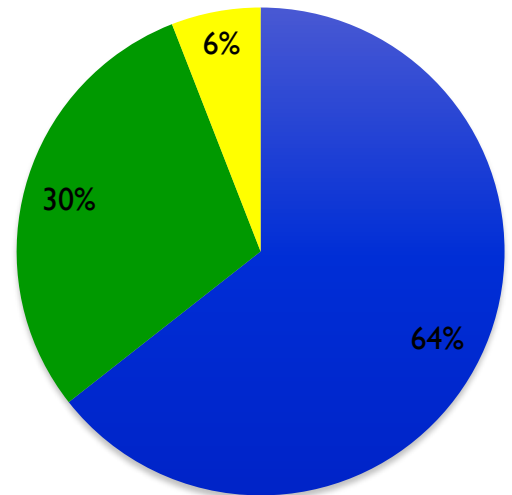


Recreation Center

Memberships

The Recreation Center had three different types of memberships available in 2017: 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.

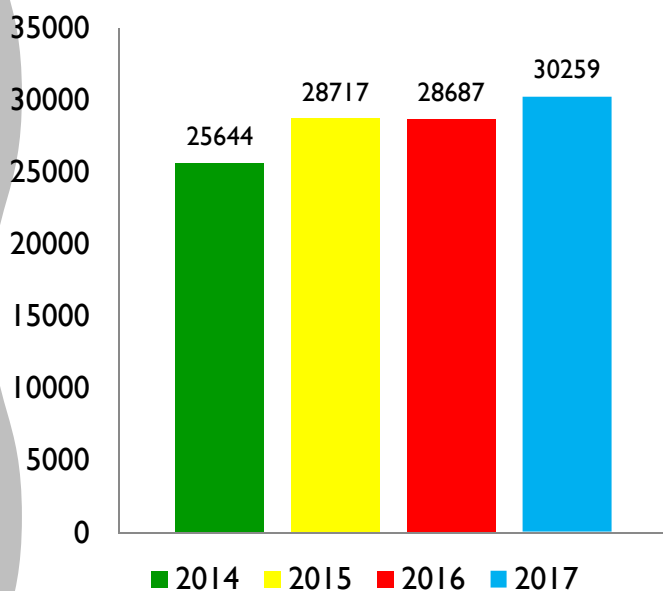


■ Recreation ■ Silver Sneakers ■ Silver & Fit

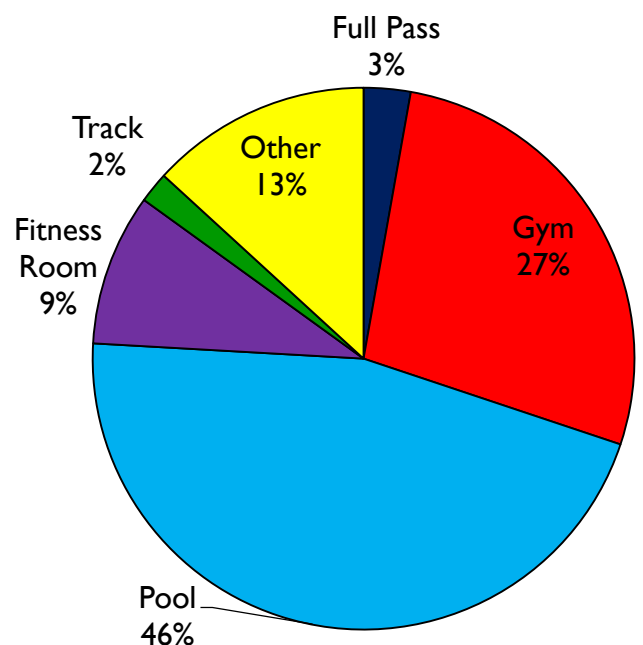
Daily Fee Use

Daily fee usage is shown below. The total amount in 2017 shows a 5% increase over 2016. The gymnasium and “other” areas showed the greatest growth in 2017.

Total Daily Fee Users per Year



2017 Daily Use by Area



Programming

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 2017.



Jennifer Swann
Program Coordinator



Cindy Allen
Seniors Programmer



Kathy Harwell
Fitness Coordinator

Staff Development & Training

Certifications

- Jennifer Swann renewed the *Certified Parks and Recreation Professional* Certification from the National Recreation and Parks 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®. Additionally in 2017, she attained Strength and Conditioning for Seniors Specialty from Exercise Etc.
- Kathy Harwell retained certifications in ACE Group Fitness, ACE Personal Trainer, Red Cross CPR & First Aid, and YogaFit® Yoga Instructor Level I.

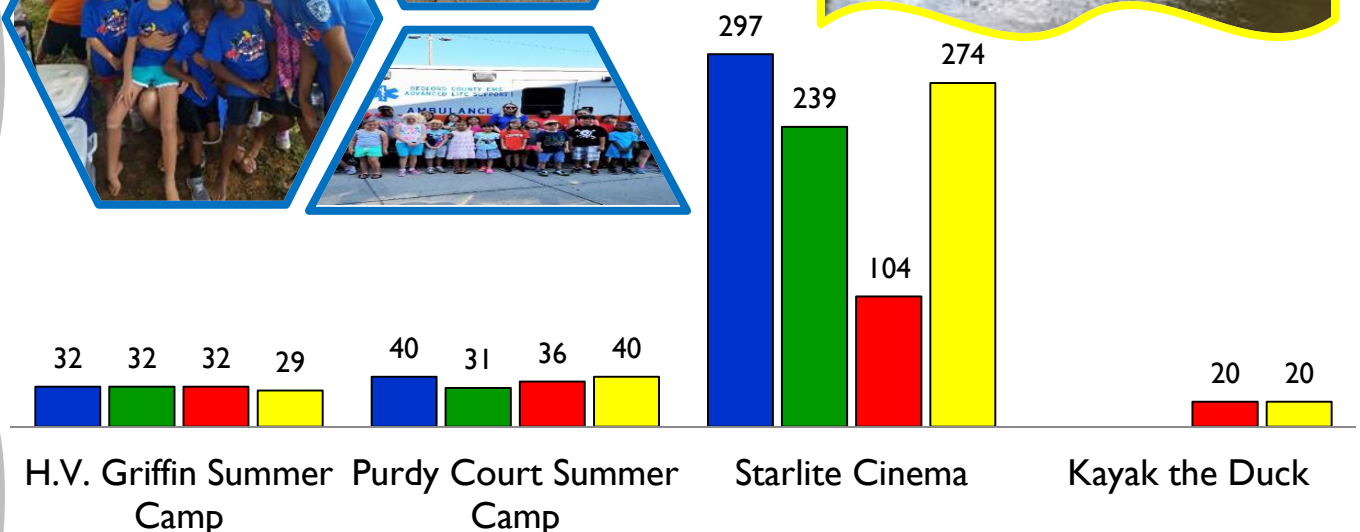
Training	Organization	Staff Attending
Emergency Action Plan- Individual responsibilities, Evacuation procedures, Situation specific procedures, etc.	Department Safety Committee	All Programming Staff
Blood Borne Pathogens, Hazardous Communications Standard, Drug Free Workplace, Title VI, Sexual Harassment, Ethics for Local Government	City Safety Committee	All Programming Staff
Responding to fire alarm emergencies: PIV shut off, replacing alarm pins, etc.	Department Safety Committee	Jennifer Swann & Cindy Allen
Central District Workshop	Tennessee Recreation & Parks Association	Jennifer Swann & Cindy Allen
Management Performance Institute	Tennessee Recreation & Parks Association	Jennifer Swann
Programmers School	Tennessee Recreation & Parks Association	Jennifer Swann
Annual Conference	Tennessee Recreation & Parks Association	Cindy Allen

Programming

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 previous two years experienced above average precipitation.
- 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.
- Kayak the Duck was a new program in 2016. Participation remained consistent in 2017. The staff had planned additional trips to grow the program, however weather and river conditions prevented the additional trips.

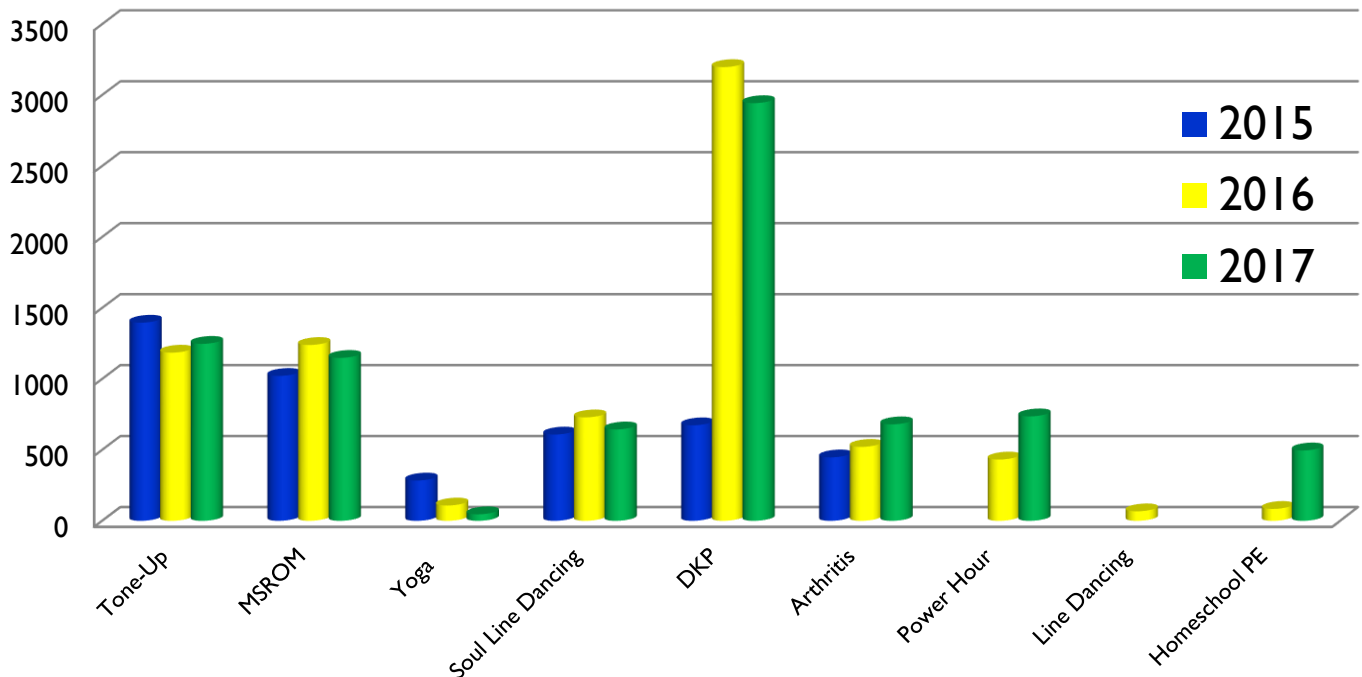


■ 2014 ■ 2015 ■ 2016 ■ 2017

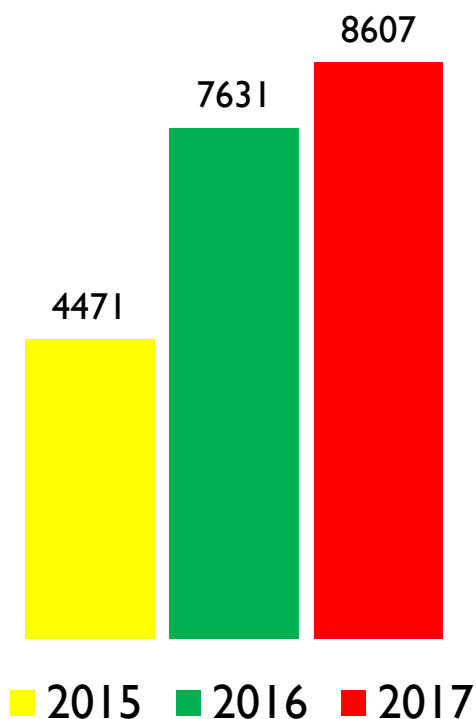
Programming

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. Total group fitness participation in 2017 was 13% over 2016.



Yearly Group Fitness Totals



Programming

Contracted Programs

- Martial Arts is offered by Robert Daniel three days per week and averages 30 participants 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

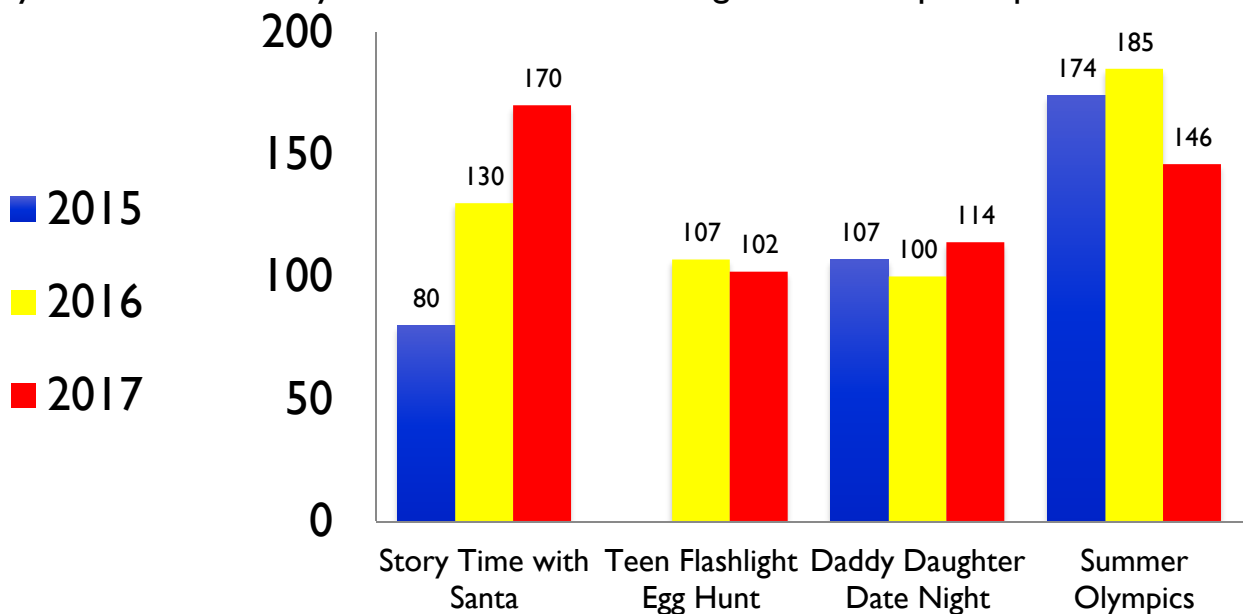
- Jennifer Swann holds a seat on the Bedford County Health Council. BCHC continued to support the Department through donations in 2017.
- The Recreation Center was a USDA Feed site in 2017. Lunches were offered Monday-Friday in June & July to any child at the Recreation Center. This program continued late in the year, offering sack meals in the evening, after school.
- Eakin Elementary School continues to partner with Department on many projects.
- Central High School National Honor Society and HOSA Club provided volunteer support for multiple events and programs.



Programming

Small Scale Special Events

- Daddy Daughter Date Night was at maximum capacity for the third year in a row and had a wait list with 32 names. In order to meet the demand, staff plans to double the offering and have the event for two nights in 2018.
- Teen Flashlight Egg Hunt was held March 24th. Total participation was 102. It included the hunt itself, refreshments, and a campfire in the Park. All prizes were donated by local businesses.
- Summer Olympics was June 21st. Total attendance of 146 included SACP, Shelbyville Housing Authority, and HV Summer Camp. Participation was down from previous years due to the Boys and Girls Club not being available to participate in 2017.



Programming

Large Special Events

- July 4th Celebration was successful with approximately 2500 people in attendance. The band Entice received many compliments on their performance. Gary Haile performed the National Anthem. We had 14 vendor booths registered. Children's games were held at the Lewis Pavilion. Inflatables, volleyball, and cornhole were also offered in the open field by the skatepark. City police and the Bedford County Rescue Unit controlled traffic in and out of the park and directed parking.
- Haunted Woods was held October 27th & 28th. We had 32 volunteers from Motlow College, SCHS National Honor Society, and general public and several staff members for a total participation of 413 people. The participation numbers are 79% below last year due to the White Lives Matter Rally in town, which many people stayed home to avoid.
- 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.



Programming

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. For that reason staff worked hard to increase the course offerings in 2017. There were 73 total craft classes in 2017, a 33% increase over 2016.

- ❖ **Painting for Fun** was for all ages. Each class offers a small home décor object for the participant to paint. There were 18 classes in 2017.
- ❖ **Crafts with Cindy** was for participants 5 yrs. old & up and participants completed a variety of crafts. Difficulty level is low, making this class ideal for children & beginners. There were 10 classes in 2017.
- ❖ **Ladies Night Out** was marketed to adult women, but anyone 13 yrs. old & up were welcome. Projects were a little more challenging than Crafts with Cindy, and were geared for the creative adult. There were 12 course offerings in 2017.
- ❖ **Crafts at Glen Oaks** was a collaborative effort with Glen Oaks Heath & Rehabilitation Center. Recreation staff & volunteers assisted residents in simple projects that were easy for patients with physical and mental challenges. Although this partnership has ended, there were 7 projects in 2017.
- ❖ **Painting with Zeal** was a beginning painting class for participants 13 yrs. old & up. Participants were guided through each painting and left with a completed 9" x 12" masterpiece. NEW in 2017, this class was offered 11 times, each class having a unique painting.
- ❖ **A Work of Art** had the same format as Painting with Zeal. The primary difference was that the canvas was only 8" x 10", allowing the fees to be more affordable. Also NEW in 2017, this course had 4 offerings.
- ❖ **Busy Bees** course was a preschool/young crafter class that follows a "mommy & me" format. Children 2-7 yrs. old complete a project per class with the assistance of an accompanying adult. NEW in 2017, there were 11 course offerings in 2017.



Programming

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
- ❖ Educational Opportunities with Guest Speakers
- ❖ Birthday Celebrations
- ❖ Bingo
- ❖ Potluck Lunches
- ❖ Entertainment
- ❖ Movies
- ❖ Themed Lunches



Active Programming

- ❖ Focuses on keeping seniors moving as they age
- ❖ Group Fitness Classes (see also pages 12 & 22)
- ❖ Senior Olympics (discussed on pages 18-19)
- ❖ Visits to locations in & around Shelbyville
- ❖ Corn Hole and Disc Golf



Holiday Events

- ❖ July 4th Luncheon & Entertainment- 82 participants
- ❖ Thanksgiving and Christmas Luncheons- Turkey and ham donated by community members and sides and deserts provided by individuals & small families who would otherwise spend the Holidays alone; Thanksgiving 37 participants; Christmas 34 participants

NEW in 2017

The Arthritis Foundation Walk with Ease Class was a NEW class offering in 2017. Each session was 6 weeks / 3 day per week consisting of education, motivation, and walking. The class was made possible by a grant from the NRPA and Center for Disease Control. There were six sessions scheduled with over 60 registered participants.



Programming

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 10th Annual Bedford County Senior Olympics took place April 2 - 15, 2017. There were 69 seniors to take part in this year's events which included the Football Toss, Basketball Free Throw, Hot Shot, & 3 Point Shooting, Bowling – Singles, Doubles, & Mixed Doubles, Swimming Events, Badminton, Table Tennis, 1 Mile Fitness Walk, Track & Field Events, Softball Throw, Horseshoe Pitching, Mini Golf Challenge, Disc Golf, Corn Hole and Pickleball – Singles.



South Central District

The 2017 District games took place August 21 – 25 in Lawrenceburg, Columbia, and Shelbyville. Shelbyville Recreation Center hosted the swimming events on August 24. Five swimmers from Bedford County and the surrounding counties competed. Sixteen Bedford County residents competed in bowling (singles, doubles, & mixed doubles), shuffleboard, track & field (50M, 100M & 200M Dashes, shot put, javelin, and discus) and swimming. Together they won 30 gold medals, 15 silver, 3 bronze, and 3 4th-place ribbons. Susie Henderson was named the South Central District Senior Olympics Female Athlete of the Year.

Greater Nashville Area District

Four Bedford County residents travelled to Nashville to compete in the Greater Nashville Area District Senior Games. They competed in bowling singles and doubles and pickleball doubles. Paula Peissig won a bronze medal in women's bowling singles 60+ and Paula and Susie Henderson won a bronze in women's pickleball doubles 60+.

State Games

The Tennessee Senior Olympics were held June 23 – 29 in Franklin, TN. Shelbyville/Bedford County was represented in basketball, bowling, softball, and track and field events. Bedford County sent over 20 athletes to the State Games and collectively they won 6 Gold, 9 Silver, and 2 Bronze medals in their competitions.

Programming

Senior Olympics (continued)

National Games

The National Senior Games were held June 2-15 in Birmingham, Alabama. Shelbyville/Bedford County was represented by 20 athletes in basketball, bowling, and triathlon events. Our Basketball Teams fared well earning a Silver, a Bronze, and a seventh place finish. Our other competing athletes placed eleventh or higher in their respective events, and Becky Murphy brought home Gold in the Women's Triathlon.



Athlete Spotlight

On June 28th, 2017, the Bedford County Senior Basketball Program lost its founding member, Emily Campbell, after a short battle with cancer. It was Emily's desire to play basketball again that led to the formation of our women's basketball team, The Sharpies, in 2008. Emily recruited three players for the first practice and then the four of them recruited 6 more players that first year. The next year 11 more players were recruited and the Sharpies became 3 teams. The following year our men's senior basketball program began, and the year after that, we added our senior women's softball team. Over the last ten years, our senior athletic programs have brought home numerous awards from tournaments throughout Tennessee, neighboring states, and nationally. Our program can be attributed to Emily's determination, enthusiasm, and positive support for her basketball "sisters and brothers." Emily's glowing smile will forever be remembered on the courts of the Shelbyville Recreation Center, and as a tribute to Emily, her basketball number "22" has been retired and will forever hold a place of honor within the Shelbyville Recreation Center.



Emily Campbell

Aquatics

The 2017 Aquatics Division was comprised of one full time Aquatics Director, one part-time Assistant Aquatics Director, three SR Guards, and twenty-four lifeguards.

Staff Development & Training

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

- ❖ **January-** Leadership Training for SR Guards
- ❖ **February-** Water Rescue Skills
- ❖ **March-** Several staff practiced skills while assisting with the lifeguard training courses
- ❖ **May-** All staff orientation/team building; Summer programming & Events
- ❖ **June-** Water Rescue Skills & endurance swimming
- ❖ **July-** Endurance swimming
- ❖ **August-** Endurance swimming
- ❖ **September-** Endurance swimming
- ❖ **October-** Swim Lesson Instruction & endurance swimming
- ❖ **November-** Endurance Swimming



Training	Organization	Staff Attending
Emergency Action Plan- Individual responsibilities, Evacuation procedures, Situation specific procedures, etc.	Department Safety Committee	All Aquatics Staff
Blood Borne Pathogens, Hazardous Communications Standard, Drug Free Workplace, Title VI, Sexual Harassment, Ethics for Local Government	City Safety Committee	All Aquatics Staff
Responding to fire alarm emergencies: PIV shut off, replacing alarm pins, etc.	Department Safety Committee	Pam Henry
Central District Workshop	Tennessee Recreation & Parks Association	Pam Henry & Adam Williams
Programmers' School	Tennessee Recreation & Parks Association	Pam Henry & Adam Williams
Management Performance Institute	Tennessee Recreation & Parks Association	Pam Henry
Lifeguard Instructor in person renewal	Aquatic Safety Inc; American Red Cross	Pam Henry & Adam Williams

Aquatics

Facility Maintenance & Improvements

The Aquatics Division in partnership with the Maintenance Supervisor is responsible for the daily maintenance of both pools and their surrounding areas. Together, the pools total over 425,000 gallons and nearly 12,600 ft² in surface area. Both pools have automated controllers, sand filters, and utilize a variable frequency drive.

TN Department of Health monthly scores:

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

Facility Improvements

- ❖ New Basketball Goal for the Indoor Pool- February
- ❖ New Variable Frequency Drive added to the Outdoor Pool- March
- ❖ Replaced Outdoor Lifeguard Chairs- April



Aquatics

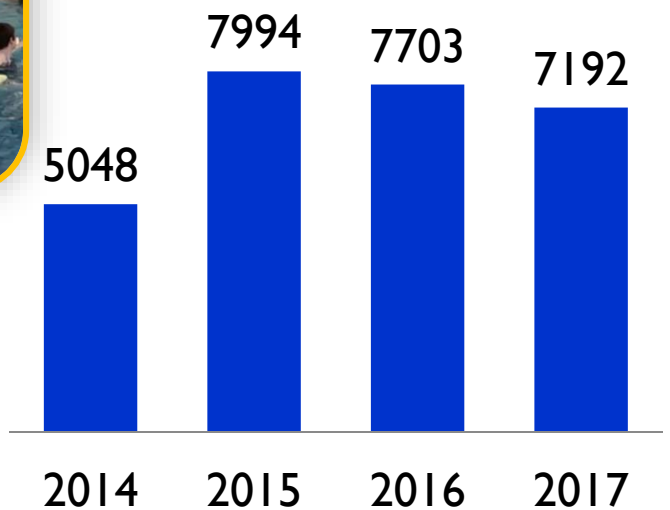
Aquatic Programming

Group Fitness

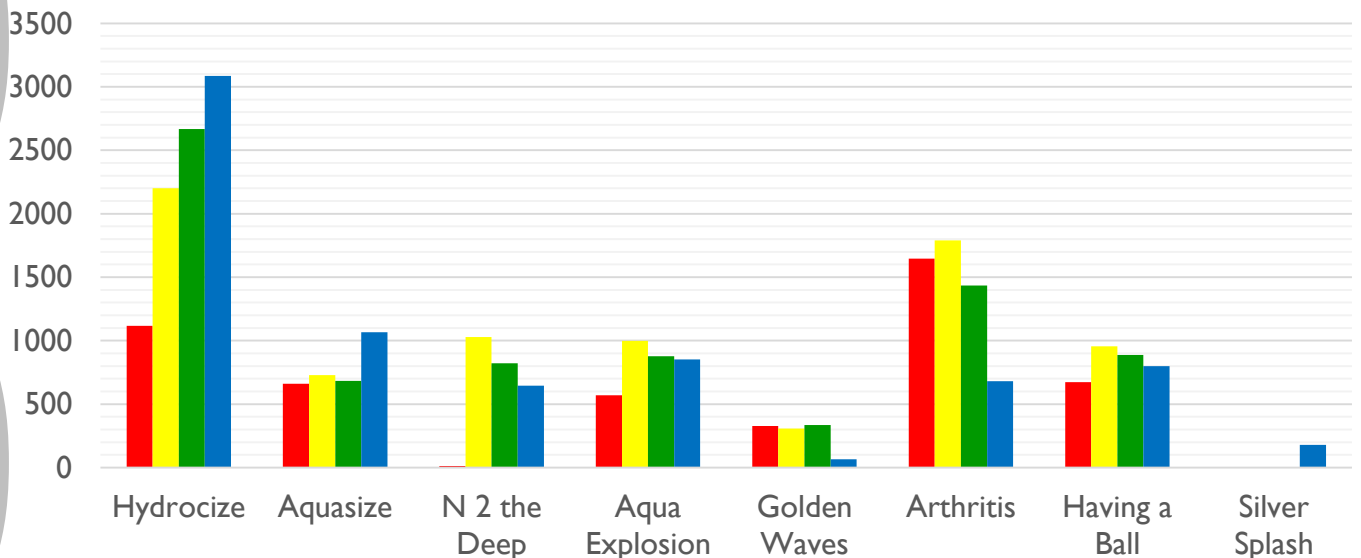
Aquatic Group Fitness classes make up the largest percentage of the perpetual programs. The attendance for 2017 remained constant, total participation being within 7% of 2016. Seniors (participants 50 & older) make up the largest demographic participating in Group Fitness Classes.



Total Participation



■ 2014 ■ 2015 ■ 2016 ■ 2017



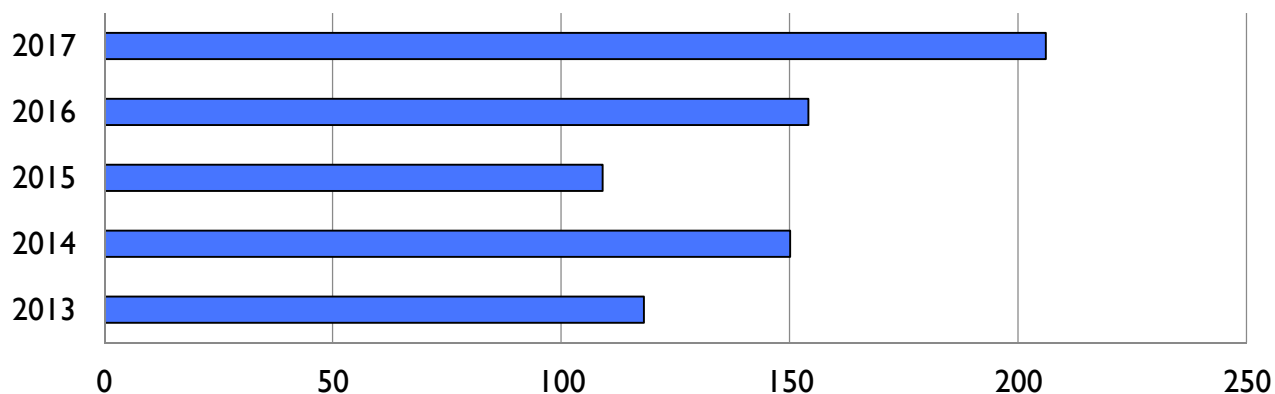
Aquatics

Aquatic Programming

Swim Lessons

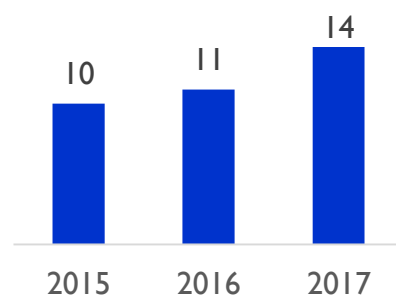
Swim Lessons have continued to be a staple program in the Department. There were a total of 206 participants in 2017, a 38% increase over 2016. Twelve different staff members were trained and assisted in swim lessons.

Swim Lesson Participation



Lifeguarding

The American Red Cross Lifeguard Certification is a program that was offered in two separate sessions in the spring. Participation was up 27% over 2016 with a total of 14 people completing the certification.



Aquatics

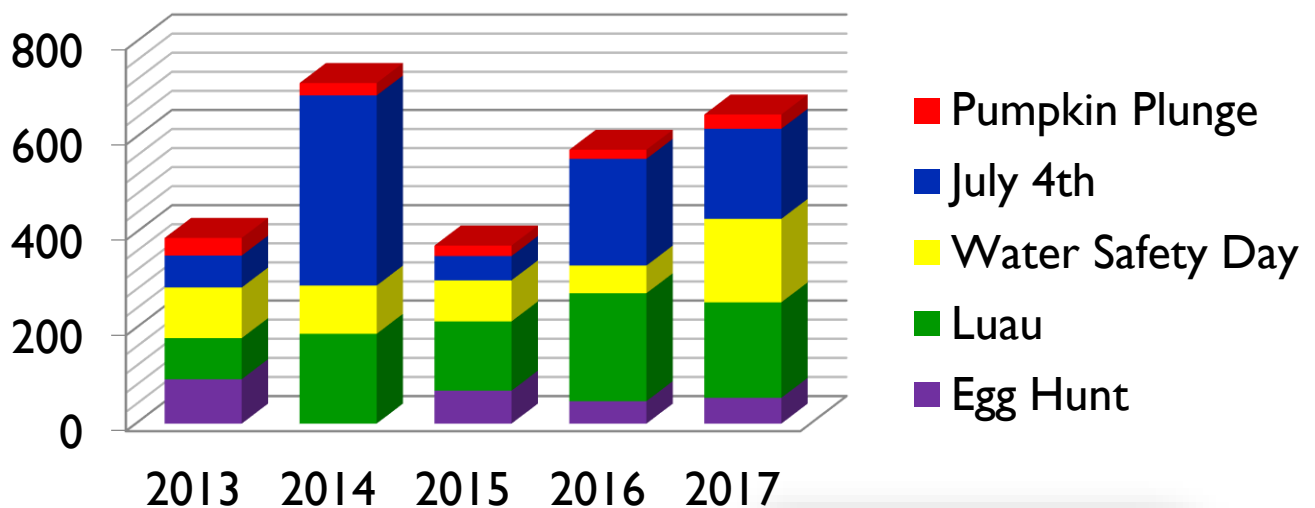
Aquatic Special Events

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 4th Dollar Day!
- ❖ Pumpkin Plunge



Total Aquatic Special Event participation was 648, an increase of 13% over 2016.



Aquatics

Community Partners

- ❖ 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 39 children in 2017, accounting for 19% of our total participation.



- ❖ Riverdale Rapids Swim Team utilized the Indoor Pool for training 5 nights/week, 6 months/year. The team had 18 participants in 2017.



- ❖ Shelbyville Sharks utilized the Indoor Pool for training & "home" swim meets. In 2017 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.



Athletics

Staff

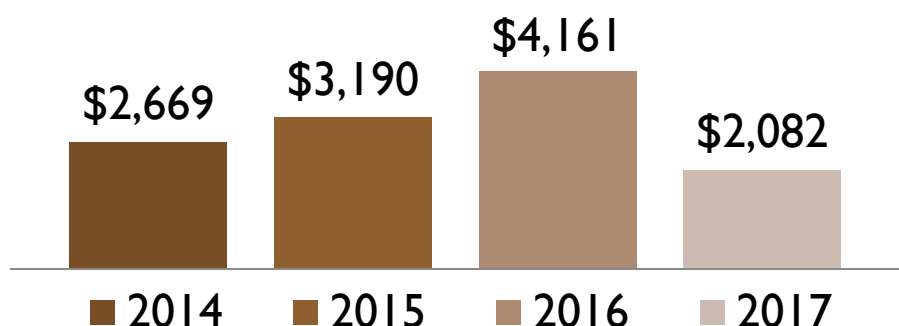
The Athletics Division employs one full time Athletics Coordinator, one part time Assistant Athletics Coordinator, and two seasonal Batting Cage attendants. This Division plans, coordinates, and executes youth basketball, youth soccer, adult basketball, pickleball, and several small events annually.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

In 2017, the Athletics Division experienced many staffing challenges. The Assistant Athletics Coordinator was vacant the majority of the year. Athletics Coordinator Erin McBee attended the following training as part of her professional development.

Training	Organization
Emergency Action Plan- Individual responsibilities, Evacuation procedures, Situation specific procedures, etc.	Department Safety Committee
Blood Borne Pathogens, Hazardous Communications Standard, Drug Free Workplace, Title VI, Sexual Harassment, Ethics for Local Government	City Safety Committee
Responding to fire alarm emergencies: PIV shut off, replacing alarm pins, etc.	Department Safety Committee
Central District Workshop	Tennessee Recreation & Parks Association
Programmers' School	Tennessee Recreation & Parks Association
Management Performance Institute	Tennessee Recreation & Parks Association
Athletics/Maintenance School	Tennessee Recreation & Parks Association
Annual Conference	Tennessee Recreation & Parks Association

Batting Cage

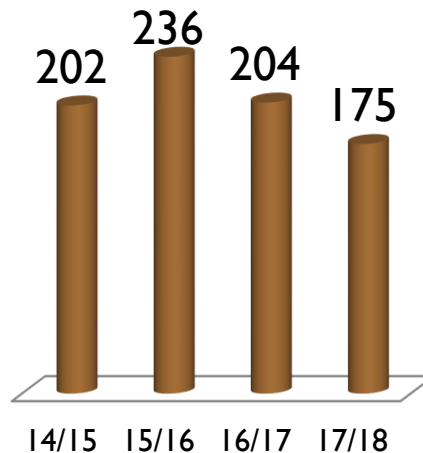
The Batting Cage was scheduled to open 6 days/week March-July 4th. Inclement weather and staffing challenges prevented the batting cage from being open many of the scheduled days. Total season revenue was \$2,082.



Athletics

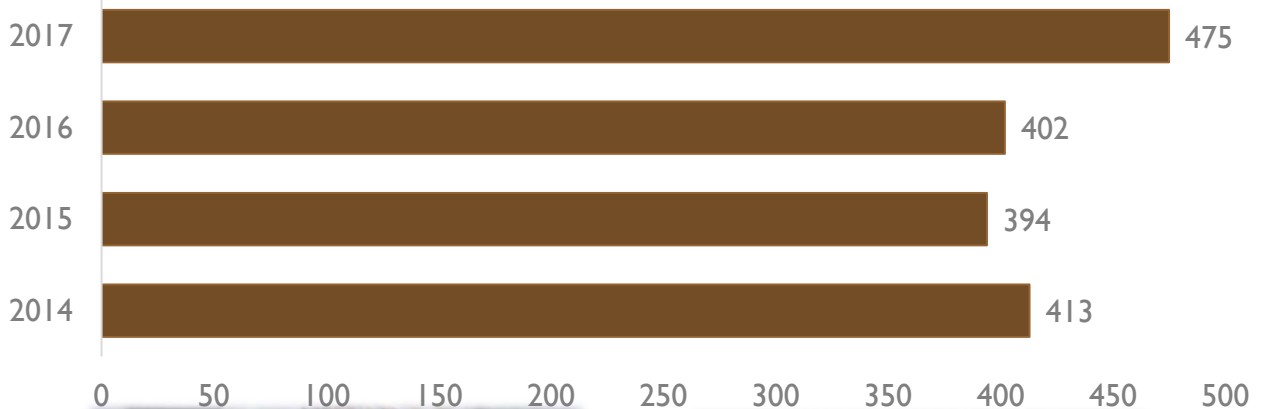
Youth Basketball

Youth Basketball was offered to children 6-14 years of age. The season was November-February. Player fees remained at \$40/child in 2017/2018. Shelbyville Parks and Recreation partnered with Aribiter Sports to use certified officials for every game. Participation continued to decline this season. Staff believes this is due to surrounding communities expanding their programs.



Youth Soccer

Youth Soccer is offered to children 4-12 years of age. It is the Division's largest single program totaling over 450 participants. Participation increased 18% over 2016. Divisions were adjusted in 2017 to allow smooth transition into new US Soccer guidelines and to accommodate an increase in U13 participation. Referees were scheduled by the Division and all were certified through the U.S. Soccer Federation.



Athletics

Adult Basketball

The 2017 season posed many administrative challenges including securing referees, among other things. Despite the challenges, participation remained constant and participants expressed interest in continuing the program.



Season	Teams	Players
2014	10	108
2015	10	98
2016	9	96
2017	9	100

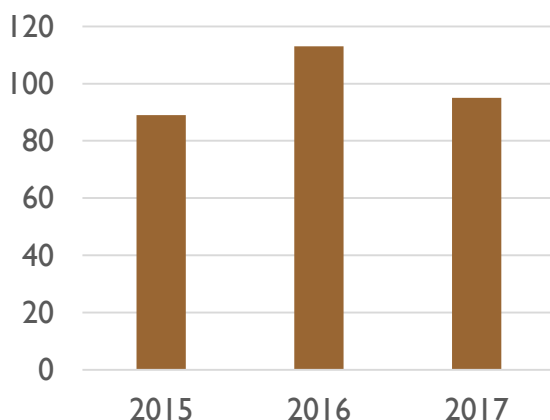
Pickleball

Pickleball is a paddle sport that combines elements of badminton, tennis, and table tennis created for all ages and skill levels. This was a new program to our Department in 2017. What is unique to pickleball in this department is that it is one of the few programs we currently offer that has participants of all ages playing together. Staff and participants are working together to grow interest and participation in the sport. Courts have been marked both in the Recreation Center gymnasium and on the outdoor tennis courts. In 2017 this activity was organized as a “drop-in” program. There were multiple days each week available for indoor play. Outdoor play was available two nights per week when weather allowed. 2017 participation was over 1,000.



Events

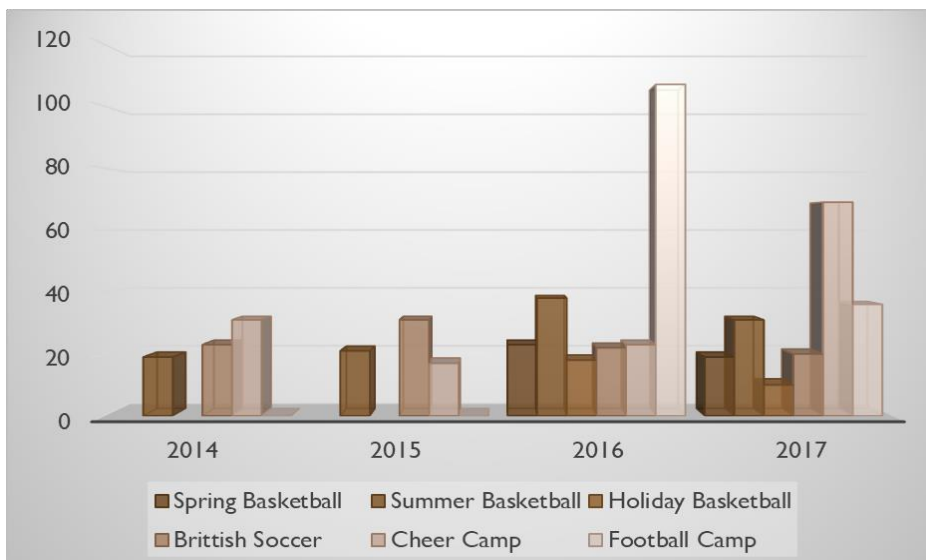
- ❖ Slam Dunk & 3 Point Shootout had 12 participants, a 50% increase over 2016.
- ❖ Glow in the Park 5K continues to have high participation. There were 95 registered athletes in 2017. This event received many compliments from the participants and ran very smoothly.



Athletics

Camps

- ❖ British Soccer Camp was held in the summer in partnership with Challenger Sports. Participation remained constant in 2017.
- ❖ Youth Basketball Camps were hosted in partnership with WAB Sports three times last year for children K-12th grade. The camps focused on fundamentals of the game.
- ❖ Football Camp was new in 2016, hosted in partnership with WAB Sports & Joe Pro56. The 2017 participation was down from 2016. It should be noted that there was poor weather that week and all of the instruction had to be moved into the gymnasium.
- ❖ In 2017 Cheer Camp was completely run by the Parks and Recreation Department with staff members acting as instructors and camp counselors. Participation increased by 165% and resulted in hosting two camps instead of one.



Athletics

Independent Leagues

Bedford County Baseball

Bedford County Baseball offered baseball for children 3-12 years old and they operated within the guidelines of the Tennessee Youth Baseball Association. Their season ran March-June. The 2017 season had over 550 participants.



Adult Softball

The Adult Softball League ran a summer and a fall season. In 2017, the summer season had 11 teams participate and the fall season had 11. This league utilized the Adult Softball fields three days each week May-October.

Shelbyville Disc Golf Club

The Disc Golf Club operated year round. They coordinated several “Monthly Mini” tournaments as well as one large tournament in H.V. Griffin Park. This organization has been very helpful in promoting our Park and Community across the State.

Bedford County Fast Pitch

Bedford County Fast Pitch was a new League in our community in 2017. This program was led by citizens and BCFP is a part of United States Fastpitch Association. The spring (inaugural) season had 86 participants and the fall season had 60. Organizers are working hard to develop and grow this new league.

Shelbyville Tennis Association

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





**SHELBYVILLE
POLICE
DEPARTMENT,
Tennessee
2017 Annual Report**



Shelbyville Police Department, Tennessee

2017 Annual Report

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Shelbyville Police Department 2017



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 forty years of law enforcement experience with twenty-six 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-four years.



Personnel Assignments 2017

Chief Administration

Chief Jan Phillips
Deputy Chief Mike Rogers

Training Division

Lt. Michael Davis

Administrative Division

Kim Nash, City Clerk of Court
David Curley, Officer/Accreditation Manager
Jonathan Sims, Chaplain

Lilia Torres, Records
Linda Dickerson, Parking

Uniform Patrol Division

Major of Patrol Pat Mathis

Lt. Mike Baker
Lt. James Wilkerson
Lt. Fred Harvey
Lt. Mike Davis
Ptl. Bobby Peacock
Ptl. Bruce Davis
Ptl. Jeff Goodrich
Ptl. Mitchell Warren
Ptl. John Cooke
Ptl. Jody Shelton
Ptl. Jerry Draine
Ptl. Ronnie Blankenship
Ptl. David Dye
Ptl. Darrell Hardison
Ptl. Nicholas Jordan
Ptl. Jeremy Mireles

Sgt. Gregg Loyd
Sgt. Justin Smith
Sgt. Tory Moore
Sgt. Cody King
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

Criminal Investigations Division

Lt. Det. Brian Crews
Det. Sam Jacobs
Det. Carol Jean
Sheri Rhodes, CID Assistant
Brittany Wilhoite, CID Assistant

Sgt. Det. Charles Merlo
Sgt. Bill Logue
Det. Cody Swift
Agent Shane George (DTF)
Kerry Dunn, CID Assistant

Communications Division

Wanda DeSplinter
Lee Ann Small
Mollie Tally

Linda Bacon
Jennifer Pruitt
Mariah Mitchell

Animal Control

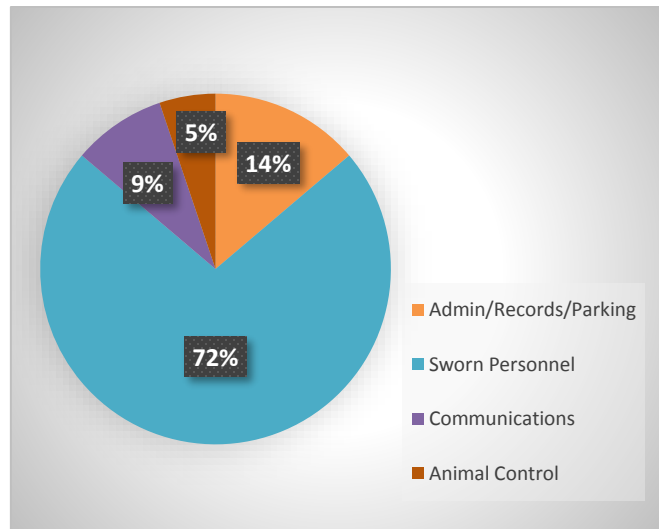
Director Randy McCullough

Rhonda Lefler

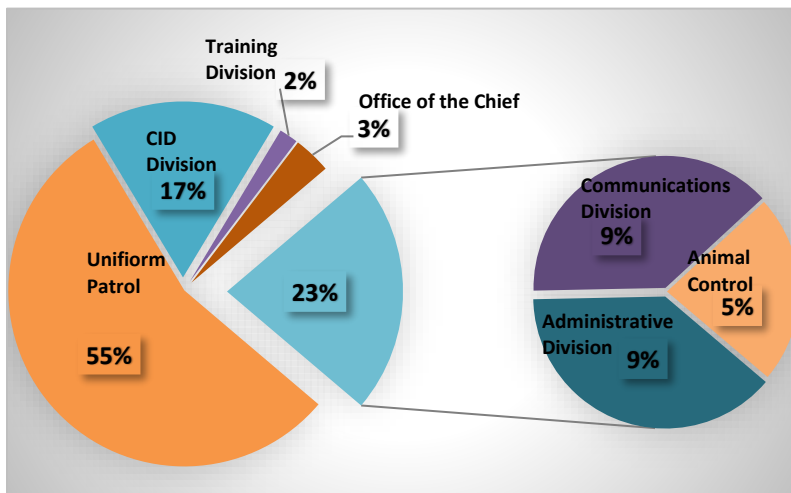
Caitlin Brady

Allocation of Personnel

In 2017, 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 Training Lieutenant Trey Clanton, Communications Dispatcher Sandy McCullough, Patrolman Todd Sanders, and Patrolman Mark McKinney. The Communications Division welcomed Le Ann Small, Mollie Talley and Mariah Mitchell. Patrol Division welcomed Nicholas Jordan, and Jeremy Mireles. During 2017, the Shelbyville Police Department also had three promotions. The Department promoted Sergeant Michael Davis to Training Lieutenant who also remained in a dual role as A Days shift supervisor. Night Shift Sergeant Cody King transferred to A Day Shift. There were six patrolman that applied for the night shift sergeant position. During the interview process, 11 year veteran officer Tory Moore, was promoted to night shift Sergeant, effective January 01, 2018. With the promotion of a Lieutenant for A Day Shift, this provided the opportunity for Major Mathis to move from a 12 hour rotating shift, to an 8 hour shift working weekdays. This will enable the Major to be available supervise the day to day operations, and be available to both groups of the department.



The Department has a total of fifty-eight employees (excluding crossing guards). These positions include forty-two sworn officers, eight administrative support employees, six 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 Division. The Uniform

Patrol Division is the largest division in the Department followed by the CID Division. Together, these Divisions represent roughly 75% of the Department's functions. The Communications Division, Administrative Division, and Animal Control make up the other approximate

Shelbyville Police Department
Sworn Law Enforcement Years of Service (2017)
Over 598 Years of Combined Experience!

Chief Jan Phillips, 40 Years of Service
Lt Mike Baker, 30 years of Service
Lt. James Wilkerson, 26 Years of Service
Major Pat Mathis, 25 Years of Service
Lt. Mike Davis, 25 Years of Service
Sgt. Det. Charles Merlo, 19 Years of Service
Ptl. Bruce Davis, 18 Years of Service
Sgt. Gregg Loyd, 18 Years of Service
Ptl. Jerry Lawrence, 18 Years of Service
Det. Sam Jacobs, 16 Years of Service
Ptl. Jody Shelton, 12 Years of Service
Det. Carol Jean, 11 Years of Service
Ptl. David Curley, 11 Years of Service
Ptl. Chris Vest, 8 Years of Service
Ptl. John Cooke, 7 Years of Service
Ptl. Brock Horner, 7 Years of Service
Ptl. Russ Grubbs, 6 Years of Service
Ptl. Letisia Diaz, 3 year of Service
Ptl. Clint Adams, 3 Year of Service
Ptl. Nathaniel Everhart, 2 Year of Service
Ptl. Jeremy Mireles, New Hire

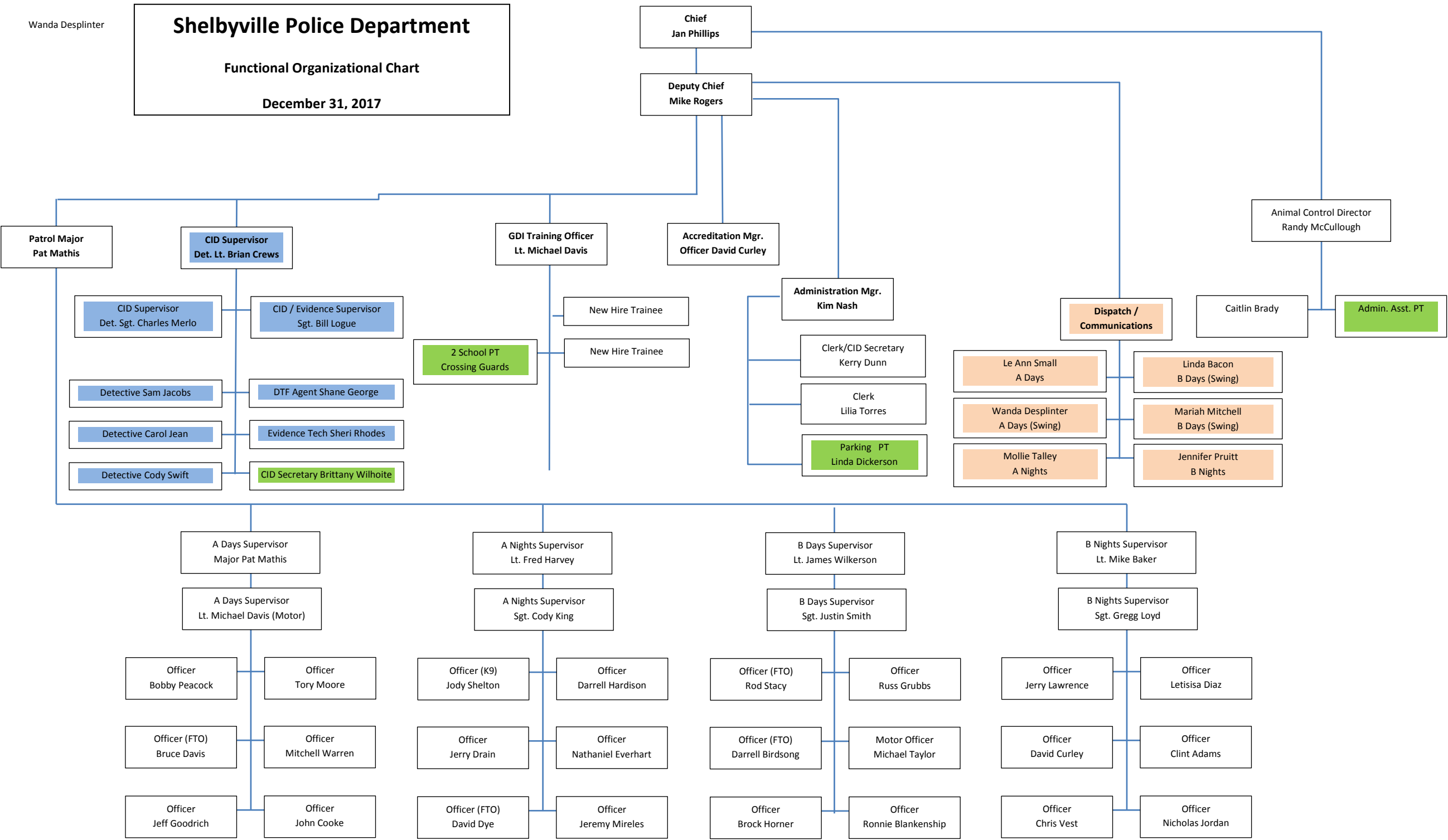
Deputy Chief Mike Rogers, 40 Years of Service
Sgt. Bill Logue, 29 Years of Service
Ptl. Rod Stacy, 25 Years of Service
Lt. Fred Harvey, 25 Years of Service
Ptl. Bobby Peacock, 25 Years of Service
Sgt. Justin Smith, 19 Years of Service
Sgt. Cody King, 18 Years of Service
Agent Shane George, 18 Years of Service
Lt. Det. Brian Crews, 17 Years of Service
Ptl. Jeff Goodrich, 12 Years of Service
Ptl. Tory Moore, 11 Years of Service
Ptl. Jerry Draine, 11 Years of Service
Ptl. Darrell Birdsong, 10 Years of Service
Ptl. Mitchell Warren, 8 Years of Service
Det. Cody Swift, 7 Years of Service
Ptl. David Dye, 6 Years of Service
Ptl. Michael Taylor, 4 Years of Service
Ptl. Ronnie Blankenship, 3 Year of Service
Ptl. Darrell Hardison, 2 Year of Service
Ptl. Nicholas Jordan, New Hire

Wanda Desplinter

Shelbyville Police Department

Functional Organizational Chart

December 31, 2017



Shelbyville Police Department

2017 Goals & Objectives

In the development of the goals and objectives of the Shelbyville Police Department for the upcoming year of 2017, 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, in which criminal activity is deterred and offenders are 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 2017.

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 2017, the Shelbyville Police Department lists the following goals & objectives:

1. The continued enhancement of departmental operations and services.

From The Office of Chief & Deputy Chief:

- Adherence to widely accepted law enforcement standards of the Tennessee Law Enforcement Accreditation (TELA).
- A continued effort to improve and enhance the Department's written directives and dissemination of those directives in accordance with accreditation standards.

- With the award of re-accreditation in 2016, the Department wishes to continue to explore opportunities through the Commission on Accreditation for Law Enforcement Agencies (CALEA).
- 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.
- Seek the designation of a 5K route to be used in the City and the discontinuance of 5K runs prior to parades.
- Continue efforts to update and modernize the current facility. This includes updating building security and access, and improving signage that directs visitors to entrance locations.
- Develop a plan that will allow the City/Department to seek guidance from a consultant/firm in assessing the Department's needs for a new facility, i.e. space, security, accessibility to the public, and needed technological advancements.
- Continue efforts to update, modernize, and increase staffing in the Department's dispatch enhancing and increasing the efficiency and abilities of the Communications Division.
- Institute a document retention/destruction plan for records maintained at the Department following the recommended guidelines provided by MTAS.

Criminal Investigations & Patrol Divisions:

- Maintain personnel levels and shift operations at full manpower.
- The replacement of outdated equipment and the purchase of new equipment.
- Initiate programs that will increase the ability of field officers to be more proactive against crime and traffic control (i.e. reporting of minor incidents through phone and/or online reporting and the assignment of at least one officer to traffic control on night shifts).
- Add a flex unit with four (4) additional officers, to include motor patrol officers.

2. The continued enhancement of professionalism, personnel development, and leadership within the Department.

From The Office of Chief & Deputy Chief:

- Continue to provide leadership and direction to all Department personnel.
- Ensure training and personnel development remain a priority of the Department.
- Increase training that focuses on current law enforcement issues, i.e. de-escalation training, anti-bias based policing.
- Increase the number of in-house certified instructors, i.e. firearms instructors, emergency vehicle operation instructors, defense tactics instructors, and first response to active shooter instructors.
- Obtain new training for the four (4) current Field Training Officers.

Criminal Investigations & Patrol Divisions:

- Provide programs that increase officer morale including team building exercises, recognition programs (i.e. marksmanship awards), and opportunities for specialized training of officer interest.
- Utilization of opportunities that offer free training programs for officers (i.e. THSO available trainings).
- Host a minimum of 24 hours specialized in-service training for CID and invite interested officers from surrounding agencies.

3) The Enhancement and Utilization of Technology and Technological Resources

From The Office of Chief & Deputy Chief:

- The enhancement of online services.
- The replacement of outdated equipment, computers, and software.
- Expanding the utilization of current software (i.e. PowerDMS).

Criminal Investigations & Patrol Divisions:

- Subscription to *Leads Online*, and seek cooperation of local pawn shops in the utilization of *Leads Online* for data entry.
- Continue efforts to collaborate with Shelbyville Power, and encourage the installation of digital video recorders at all major intersections inside the City of Shelbyville.
- Gain remote access to Shelbyville Public Housing's video surveillance system.
- Implement a Computer Technology Information Team made up of existing personnel.
- Transition to E-Citations utilizing Quicket Solutions Platform.

4) Continued improvement in areas of community relations and the dissemination of information.

From the Office of Chief & Deputy Chief:

- Continue to build and foster relationships with other law enforcement agencies. (i.e. quarterly meetings with the Bedford County Sheriff's Office, cooperation with Department of Children Services and other agencies.)
- Continue to support the Tennessee's Highway Safety Office (THSO) in its mission to reduce traffic crashes, and injuries and fatalities resulting from crashes. (i.e. continue to seek grant funding to support their mission, participate in NHTSA and THSO campaigns, media events, and meetings.)
- Continue monthly command meetings to discuss the operations of the Department and to share interdepartmental information.

Criminal Investigations & Patrol Divisions:

- The enhancement of current out-reach programs and Community Policing programs, and the development of new programs. (i.e. Citizen's Academy and classes including topics on Women's Defense, Personal & Home Protection, Consequences of Sexting and Improper Use of Social Media, and Solving Local Cases with Forensic Evidence)

- Revamp the Shelbyville Bedford County Crime Stoppers Program and begin quarterly meetings.
- Improve the ability to communicate with various nationalities.

Shelbyville Police Department

A Review of Accomplishments (2017)

All divisions of the Shelbyville Police Department were requested to submit annual goals during the development process of the Department's 2017 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 2017 included active shooter training, crowd control, 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 Department also replaced the expired ballistic vest of all sworn officers. The Department also continued efforts to update other outdated hardware that included computers and upgrades to the building's camera and security systems.

In 2017, 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 Division remained committed to training.

The Criminal Investigations Division continued its efforts to enhance its investigatory resources. A member of the Division, along with a patrol officer, continues to be active in 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 continued to collaborate with Shelbyville Power to install recorders at major intersections inside the City of Shelbyville and is preparing for installation. The Division has also continued in an effort for 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.

Administrative Accomplishments

During 2017, 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 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 a grant award during the 2017 calendar year through THSO. This grant provides in-car video systems and overtime for traffic and DUI Saturation Patrols. In 2017, 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.

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 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 2017, it looks forward to 2018 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 Benevolence Association Activities:

- The SPBA collected \$10,531.00 from the employees of the Shelbyville Police Department. They had other donations and sponsorships totaling, \$13,121.76.
- The SPBA sponsored 3 high school seniors that applied to the SPBA Scholarship Fund by submitting an essay on why they are interested in criminal justice field. Winners of the \$2,000 scholarships were Chelsey Blackwell from Cascade High School, Jay Wilkerson and Emily Dedmen from Central High School.



- The SPBA was a larger sponsor in the formation of a Honor Guard on behalf of the Shelbyville Police Department. The SPBA purchased dress uniforms for the unit. On December 29th of this year, Major Pat Mathis and Lieutenant James Wilkerson were able to represent the Shelbyville Police Department at the funeral of Retired Tennessee State Trooper Roland Finchum. Trooper Finchum spent most of his career in Bedford County.



- The SPBA sponsored the first picnic for the Shelbyville Police Department employees and their families.



There was great turn out and everyone enjoyed the great food and good fellowship.



- The SPBA sponsored a 5/10K Run Walk that produced a great amount of publicity and funding for the organization.



We had participants from the surrounding areas and runners / walkers of all ages. Several members of the Shelbyville Police Department along with their family members participated.



- The SPBA was instrumental in assisting employees of the department during special times.
 - We had one officer that was exposed to a blood borne infectious disease that required a prescription filled immediately that was very expensive. The officer was unable to purchase it, so the SPBA came to the rescue, purchased the medication at the time needed, and was later reimbursed by the City of Shelbyville's Insurance carrier. This situation also enlightened the department that an process for this type of situation needed to be developed. It was and now we have a plan in place.
 - We have had some other officers that have had long term medical issues where th SPBA was able to provide them some assistance.
 - They also helped citizens that that were down on their luck, stranded in our city or other unforeseen situations, to get the assistance they needed to continue.
- The SPBA for the past two years have provide Christmas for some under priviledged children and a time for the employees to share the Christmas spirit. This year was no exception. We would like to that our Police Chaplain Jonathan Sims and Shelbyville Mills Baptist Church for helping with this event. Everyone seemed to have a Jolly Time.



Shelbyville Police Department

Crime Report

2017



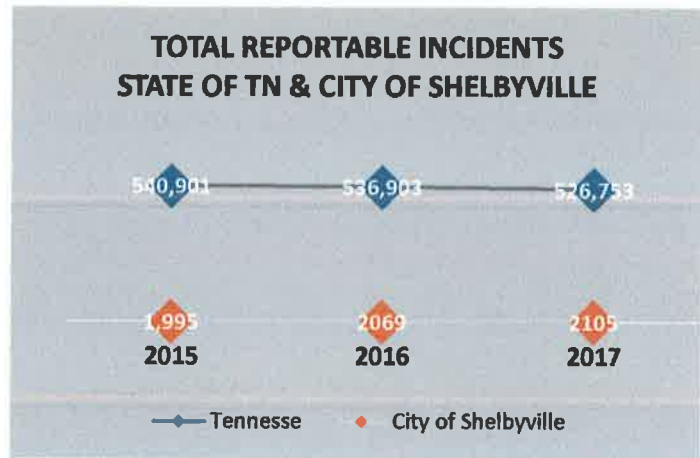
**Tennessee Incident Based Reporting System
(TIBRS)**

City of Shelbyville

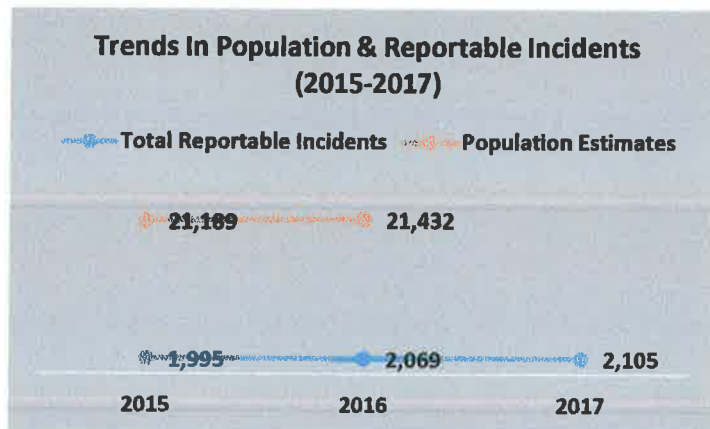
Tennessee Incident Based Reporting System (TIBRS)

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 5.5% in the same period. While total reportable incidents in the City shows an increase in comparison to incidents state wide, the good news is incidents have increased at a slower rate in the previous twelve months.



It is also important to consider population increases in regards to crime trends as the City continues to experience population growth. At the time of this report population totals for the City of Shelbyville have not been submitted for 2017; however, we expect population numbers have once again increased as the city continues to witness new construction.

Reportable Incidents by Group:



In the City of Shelbyville, *Group A Offenses* have shown a steady increase over the previous three years (2015-2017). 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.

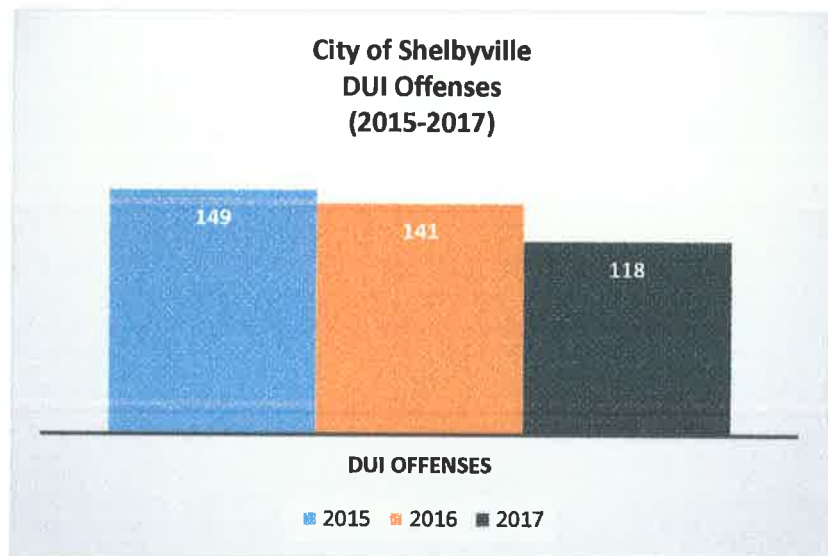
Crimes Against Persons, which includes violent crimes such as aggravated assault, simple assault, and rape accounted on average for approximately 37% of all *Group A Offenses* over the previous three years. This group of offenses showed a slight decrease in 2017.

Crimes Against Society, which includes drug offenses, weapons violations, 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 showed a 35% increase in 2017. Drug and weapons violations are the two areas within this category that saw the most significant increase.



Group B Offenses include DUI, Drunkenness, Liquor Law Violations, Disorderly Conduct, and Family-Non Violent offenses. The City experienced a significant increase in these offenses during 2016 but a slight decrease in 2017.

Driving Under the Influence offenses continues to show 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

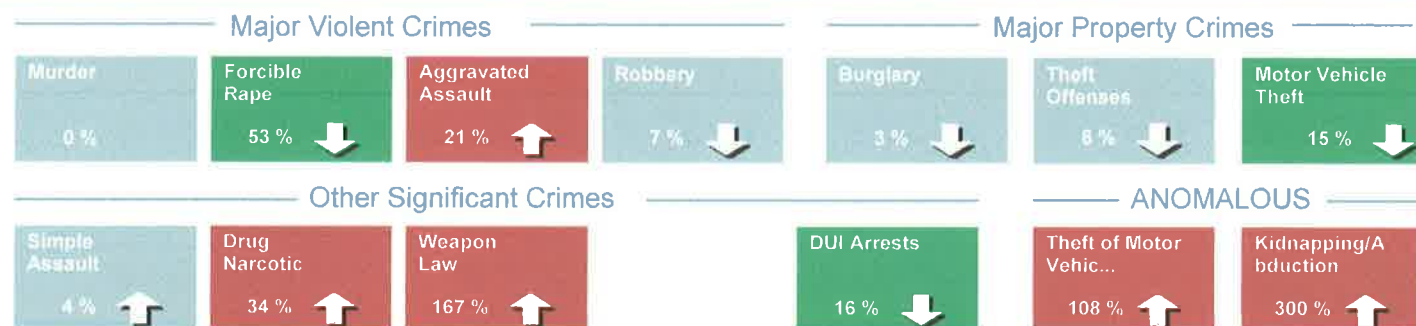


Highway Safety Office) the Shelbyville Police Department began increasing DUI enforcement in October 2013. Since that time, DUI offenses are showing a steady decrease. Overall, over the previous three years (2015-2017) DUI offenses have decreased a total of approximately 23%.

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 higher percentage of

cases cleared and a greater number of people arrested for committing those crimes. The clearance rate was up more than 3% in 2017. The 50.40% clearance rate is significantly higher than the statewide clearance rate and marks a five year high for the Shelbyville Police Department. For a look a detailed look at selected crime ALERTS and trend charts for the department see the charts below provided by TIBRS.

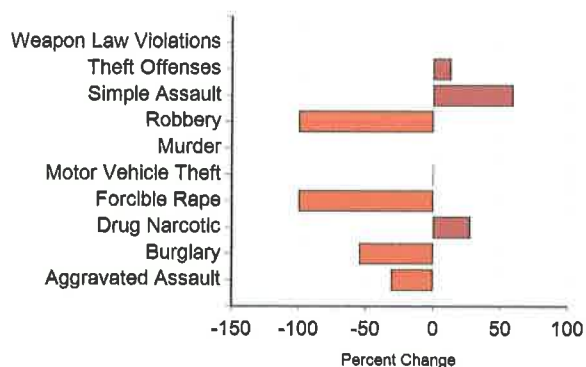
Shelbyville Police Department Selected Crime ALERTS - YTD Dec 2016 - 2017



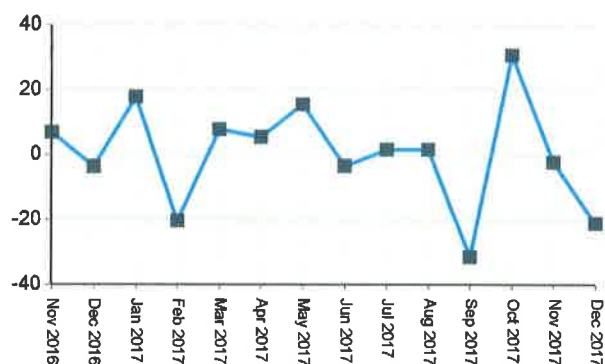
Trend Chart for: Shelbyville Police Department

[Go to 6-Year Trend](#)

Key Component Crimes for All Group A Offenses
Percent Change from December 2016 - 2017



Month to Month Percent Change - All Group A Offenses
Percent Change over Previous 12-Months = -15.34 %



[Show Tabular Data](#)

Shelbyville Police Department Uniform Patrol Division



Annual Report 2017

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, four lieutenants, and four sergeants. There are currently four shifts with permanently assigned officers to each. Each shift is twelve hours and consists of a lieutenant, sergeant, and six patrol officers.

The Uniform Patrol Division has a 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 17th Judicial District Drug Task Force. The members of the Division also have the opportunity to assist and support other outside agencies.

Highlights From 2017

In 2017, the Uniform Patrol Division celebrated the promotions of Sergeant Michael Davis to Lieutenant and General Department Training Officer. We also announced the promotion of Officer Tory Moore to rank of Sergeant. The Division celebrated the graduation of Patrolman Nicholas Jordan from the Tennessee Law Enforcement Training Academy. Patrolman Jordan was recognized with a \$5,000 scholarship to Bethel University for his academics in legal studies. We also welcome Patrolman



Jeremy Mireles, a seven year veteran of the Texas Highway Patrol, who successfully completed a 3 week



transition course at the Tennessee Law Enforcement Academy in October.

During 2017 Lt. Trey Clanton experienced a career change by leaving the department by going to the Tennessee Law Enforcement Training Academy as an instructor. We also lost Aimee Davis, Patrolman Todd Sanders, and Patrolman Mark McKinney to other opportunities.

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, Motorcycle Recertification, Basic and Advanced Crash Investigation, People Center Leadership, Legal Update & Policy Needs for Law Enforcement, and attendance at the Tennessee Narcotics Officers Association (TNOA) and Law Enforcement Accreditation Coalition of Tennessee (LEACT) conferences.

Throughout 2017, 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. The K-9 unit was called out on several occasions to assist our officers as well as other departments and is commonly used to search employee areas of local manufacturing facilities.

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.

- Lt. Harvey and Lt. Wilkerson participated in approximately five classes to educate the public in a civilian response to active shooter situations. They also assisted these organizations on how to develop an emergency action plan
- With the up-rise in church shootings in 2017, the day shifts made an extra effort to patrol the church parking areas during and before church events.
- Lt. Fred Harvey and Patrolman David Dye were recognized by the Bedford County Sheriff's Department for the apprehension of a home invasion suspect. Without their assistance there was a good chance they would have escaped.
- All patrol shifts have experienced an increase in fugitives being located in Shelbyville from other jurisdictions to avoid arrest.
- CID Secretary and Records Clerk Kerry Dunn received the 2017 Secretary of the Year award presented at the WLIJ Jax Radio Professional Women's Day Luncheon
- The department had 13 applications to participate in their "Ride Along" program. These participants ranged from Leadership Bedford members, students as part of the HOPE Grants, and other citizens that are just interested in law enforcement.
- Major Mathis was recognized by the Bedford County Sheriff's Department for assisting them in their Tennessee Incident Based Reporting procedures. They had shown a deficiency in their clearance rate and Major Mathis was instrumental in revealing the problem and a resolution to correct it.
- Patrolman Nathaniel Everhart was recognized for conducting a field interview that resulted in the arrest of an offender in several car burglaries on multiple dates during 2017. He was also recognized for many drug cases that he made, and the recovery of a stolen vehicle back in January.
- Patrolmen David Dye and Jerry Draine made five arrests for counterfeiting.



- K9 Julie, K9 Officer Jody Shelton, Patrolmen Hardison, Sanders and Dye made a felony arrest on a subject for being in possession of 12 grams of Meth.
- Lt. Wilkerson, Patrolmen Stacy and Jordan gave a presentation to the children at the Little Eagles Nest in regards to Stranger Danger, 911 use and safety belt use.
- 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 Clint Adams, Patrolman David Curley, Patrolman Nathaniel Everhart, Patrolman Jody Shelton, Patrolman Michael Taylor, Patrolman David Dye, Patrolman Mark McKinney, Patrolman Jeremy Mireles, Lt. Brian Crews, and Sgt. Charles Merlo.
- Lt. Fred Harvey was recognized in Washington, D.C. by the National Association of Police Organizations by receiving their “Top Cop” award for his actions in August of 2016. Lt. Harvey also received a letter from Governor Haslem congratulating him for the NAPO Award.



- Patrolmen Michael Taylor, Ronnie Blankenship and Detective Carol Jean participated in the Summer Reading Program at the Shelbyville-Bedford County Public Library.
- The largest event of the year that patrol had to overcome was the White Lives Matter Rally on October 28th. With much planning between the departments, city hall, fire department and many other local agencies, the event was a success. The City of Shelbyville and the Shelbyville Police Department have been praised and respected for the way

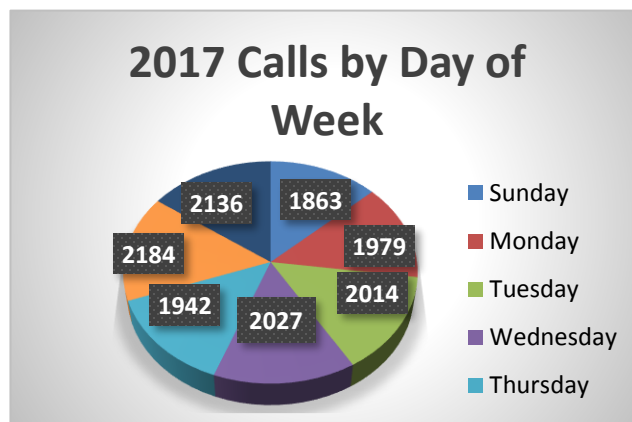


the rally was conducted. The event was an unforeseen expense to the city, but with the help financially, manpower, and the support of the city leaders, everyone stepped up to make it a safe event for our city. We also praise the support that we had from all of our neighboring and state agencies. We could not have done it without them.

Review of Uniform Patrol Division's Statistical Data

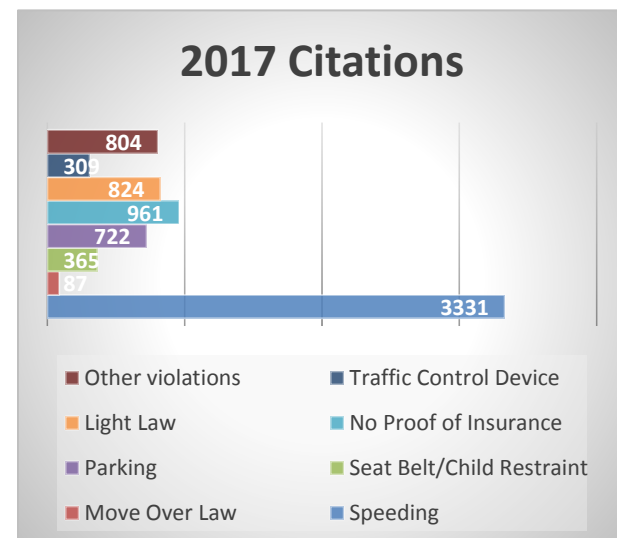
In 2017, the Shelbyville Police Department continued to experience an increase in calls. Calls for service increased 3.2% totaling 14,145 calls for service. Officers of the Uniformed Patrol Division patrolled a total of 480,461 miles and issued a total of 6,158 citations.

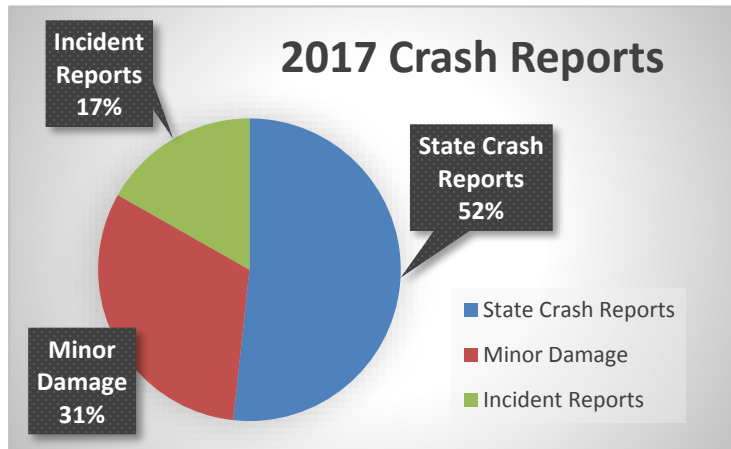
	2016	2017	Yr. Over Yr. Change
Miles	489,537	480,461	-9,076 -1.8%
Calls for Service	13,701	14,145	444 3.2%
Traffic Crashes	1,152	1,114	-38 -3.3%



The Uniform Patrol Division issued 7,403

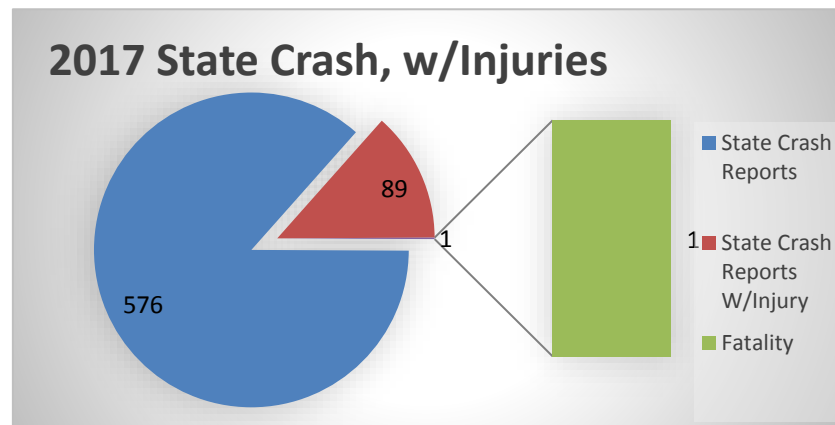
citations in 2017. (3331 speeding citations, 87 violations of the Move Over Law, 365 seat belt/child restraint citations, 961 citations for failure to show proof of insurance, 824 citations for light law violations, 309 citations for violations of traffic control devices, 722 parking citations, and 804 for other violations.)





In 2017, the Shelbyville Police Department responded to 1114 vehicle crashes. Of these crashes, 576 or 52% were state crash reports, and 351 or 46% were minor damage incidents, and 187 or 17% were reported on incident reports.

In 2017, of the 576 state crashes, 89 or 15% of all crashes resulted in injuries. The total number of injuries was 133 and 1 fatality.





SHELBYVILLE POLICE DEPARTMENT



Criminal Investigations Division

Annual Report 2017

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 2,104 offenses were reported to the Shelbyville Police Department. 1060 offenses were cleared representing a clearance rate of 50.38%. The offense clearance rate according to TIBRS is up from 46.93% from 2016. The Criminal Investigations Division set a goal of obtaining a 50% clearance rate. The 50.38% clearance rate marks a five year high for the Shelbyville Police Department. The statewide average clearance rate is only 40%.

The criminal investigation division conducted 1289 investigations into various crimes. Detectives assigned to the criminal investigation division made 238 arrests in 2017.



Notable Investigations, Arrests and Convictions

- Kavaris Kelso was found guilty in the premeditated first degree murder of Angela Kibble and sentenced to life in prison.



- Aaron Little, James Evans, William Bates, Mika Oneal and Ashley Brown were arrested on a multiple count State and Federal indictment for the unlawful manufacture and passing of counterfeit currency.



- Assisted multiple federal agents in the arrest of Brandon D. Hardison. Hardison, a member of the Gangster Disciple Street gang, was indicted for multiple counts of felony murder and RICO violations. Hardison was living on Depot Street in Shelbyville at the time of his arrest.
- Assisted the US Marshal task force in the arrest of a suspect wanted for First Degree Murder out of Metro Nashville. The suspect who allegedly killed his roommate in Nashville, was living on East Lane Street in Shelbyville.

CAPTURED

- Foiled an attempted jail escape from the Bedford County Workhouse. Inmate Todd Smith was arrested in the parking lot of Barb's Country Diner after escaping from the detention facility.



Notable Investigations, Arrests and Convictions (cont.)

- Foiled multiple attempts to introduce contraband into the Bedford County Jail. Arrested multiple persons for conspiracy to introduce contraband into penal facility.
- Initiated the investigation into a subject arrested for Attempted Aggravated Statutory Rape. Det. Swift, monitoring Craigslist, discovered a subject attempting to have sex with an underage female. The arrested subject drove from Manchester to Shelbyville where he was ultimately arrested when he met with police posing as an underage female.



- Det. Jean and Jacobs arrested Philip Stephens, age 32, for Rape of a Child. Stevens confessed to having sex with his step-daughter who was 9 years of age at the time of the offense.
- The Criminal Investigations Division continues to work with the Bureau of Alcohol Tobacco and Firearms in the arrest and federal prosecution of persons prohibited in the possession of firearms. Sgt. Merlo arrested Cory Carlos Garrett and Marcus Burnley Fitts for Felon in Possession of a Weapon in 2017. Christopher Starks was convicted in Federal Court for Felon in Possession of a Weapon during the commission of a violent armed robbery at Hopps Express.
- The Criminal Investigations Division conducted an undercover investigation into suspected illegal gambling machines at several establishments within the city. Persons possessing the illegal machines were arrested and thousands of dollars was seized and awarded to the police department equipment fund.



Major Events:

Lt. Brian Crews and Sgt. Charles Merlo joined other command level officers with the Shelbyville Police Department in the planning and coordination of personnel for the law enforcement response to the White Lives Matter Rally held on October 28, 2017. The law enforcement response was overwhelming. Nearly 300 police officers from at least seventeen municipal and county law enforcement agencies across Tennessee were utilized. Local law enforcement was also assisted by a handful of State and Federal law enforcement agencies. The event ended with no reported injuries, no reports of property damage, and only one arrest. The law enforcement response as well as the success from the planning and coordination of the event has been recognized nationally as a model for law enforcement response to demonstrations.



Notable Accomplishments:

- Det. Sgt. Charles Merlo graduated with honors from the Information Technology and Infrastructure Management program at the Tennessee College of Applied Technology in Shelbyville.



- Det. Lt. Brian Crews passed the July 2017 Tennessee Bar Exam and is one step away from becoming a licensed attorney in the State of Tennessee.



- Shane George, assigned to the 17th Judicial District Drug Task Force, was promoted to Assistant Director. George has been with the Shelbyville Police Department since 1999 and assigned to the Task Force since 2000.



- Detective Cody Swift attended a prestigious two week basic narcotics investigations school hosted by the DEA in Murfreesboro.

Spotlight:

Shane George, Assistant Director of 17th Judicial District Drug Task Force



During the calendar year of 2017, the 17th Judicial District Drug Task Force was very active in conducting investigations in to the possession and distribution of illegal drugs, according to Director Timothy Lane. Over 290 investigations were initiated by their agency last year and Director Lane credits his Assistant Director (AD) Shane George with being an integral part of the overall investigative process. AD George is actually assigned to the 17th Drug Task Force from the Shelbyville Police Department and has been working with their specialized unit for nearly 18 years. During those 18 years while assigned to the 17th Drug Task Force, AD George has personally initiated over 1,400 reports of investigation involving illegal drug offenses. He has been recognized by the Tennessee Narcotic Officers Association (TNOA) with the statewide “Meth Man” Award, for his excellent work in conducting methamphetamine investigations back when the “Shake and Bake” labs were plentiful in the 17th Judicial District. Now, AD George spends a lot of his investigative efforts in locating those involved in possessing and distributing crystal methamphetamine, commonly referred to as “ice.” During 2017, AD George was personally responsible for conducting about 100 investigative actions involving 70 defendants, 24 of which possessed or distributed ice. In 2 of those investigative actions, 8,000 grams of marijuana was seized; 13 weapons, which included 2 assault rifles and a very elaborate Butane Hash Oil (BHO) lab from a residence in Shelbyville, Tennessee. This was the first BHO lab seized within the judicial district and when the Tennessee Dangerous Drug Task Force response truck arrived at the scene, the driver told AD George it was a very sophisticated set up, larger than any other that he had responded to in the State of Tennessee. AD George has presented over 70 defendants to the Bedford County Grand Jury during 2017 and true bills were returned on those defendants for felony drug related offenses investigated by the 17th Drug Task Force.

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 Investigation Unit.

Together they processed 912 items of evidence in 2017. Of those, 107 were submitted to the Tennessee Bureau of Investigation for forensic analysis.

Sgt. Logue processed 36 crime scenes.

The district attorney's office requested and received 62 in-car videos for submission as evidence in the prosecution of SPD cases.

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

59 submissions of counterfeit U.S. currency totaling a fraudulent value of \$3,925 were processed and will be turned over to the U.S. Secret Service for destruction.

There were two evidence destructions in 2017. The first destruction was in June. Evidence not fit for incineration was transported to PSC Metals in Nashville. The process involves placing the evidence in an automobile scheduled for destruction. That automobile is then lifted by crane and placed on a conveyor belt. The conveyor belt takes the automobile with the evidence to the shredder. The evidence is never unattended and is observed by Logue and Rhodes throughout the shredding process.

The second destruction was in August. Drugs, both prescription and illicit, were transported to the Tennessee Bureau of Investigation in Nashville and destroyed in their incinerator. The TBI incinerator has a filtration system approved by the Environmental Protection Agency for this purpose.



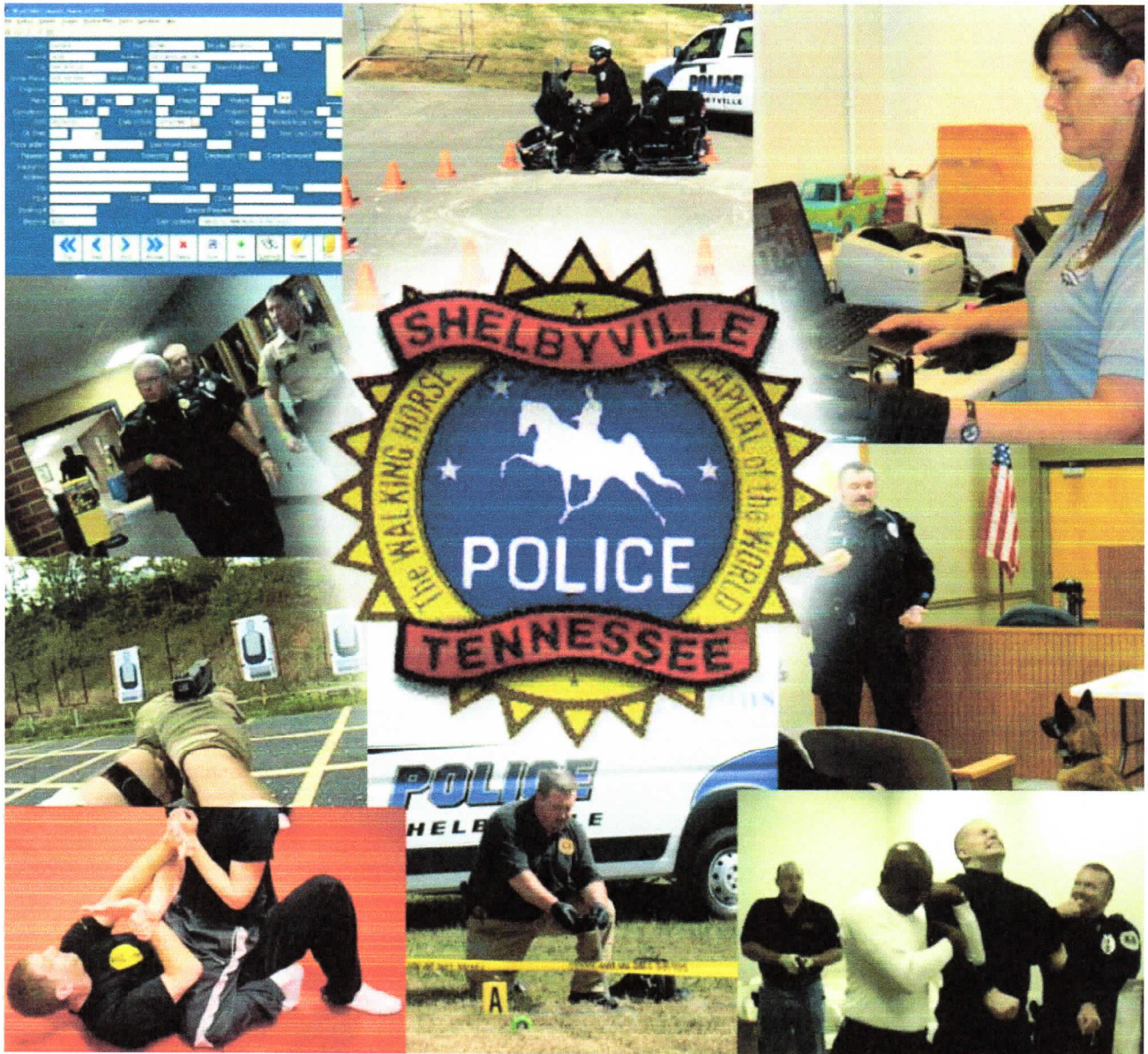
June 6th 2017 shred destruction at PSC Metals. August 15th 2017 incineration at TBI in Nashville.

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. The following is a snapshot of some of the functions we represented the department in this year.

March 23, 2017	Mother's Day Out--First Presbyterian Church, 42 Children Assisted by Officer Jeff Goodrich
April 11, 2017	120 Community Elementary 2 nd Graders at Police Department
April 28, 2017	80 Cascade Kindergarten children at Police Department
May 1, 2017	Liberty School Career Day Assisted by Sgt. Bill Logue
May 10, 2017	60 Thomas Magnet School 1 st Graders
June 16, 2017	Father's Day at Housing Authority
July 19, 2017	Library Carnival Summer Finale Assisted by Officer Mike Taylor
July 21, 2017	Safety/Self Defense Class for Child Development Center Employees
August 1, 2017	"Night Out"—H.V. Griffin Park
August 5, 2017	Scott United Methodist Church Women's Group—Human Trafficking
August 11, 2017	All Head Start teachers at Police Department—Pedestrian Safety, Substance Abuse, etc. Assisted by Officer Ronnie Blankenship
September 6, 2017	Head Start Parent Training—Pedestrian Safety Assisted by Officer John Cooke
September 22, 2017	Visited & spoke to children at Boys & Girls Club
September 28, 2017	Bedford Senior Care Workshop-First Assembly of God church Assisted by Officer Ronnie Blankenship

Shelbyville Police Department Training Division



2017
Annual Report

Synopsis of 2017 Shelbyville Police Department Training

The Shelbyville Police Department had a total of 4,419 hours of training, including In-service and specialized training in a wide variety of fields.

2017 In-service training for the department included mandatory training in Child Sexual Abuse, Mental Illness, Emergency/ non-emergency Vehicle Operations, and Firearms Training. Mental Illness was instructed by Lt. Brian Crews. Child Sexual Abuse was instructed by Sgt. Charles Merlo. Emergency Vehicle Operations was instructed by Major Pat Mathis and Officer Bruce Davis. Firearms Training was instructed by Lt. Michael Davis, Lt. Fred Harvey, Officer Russ Grubbs, and Officer Bruce Davis.

The remainder of this year's in-service subject matter was; Introduction of vehicle ID, NICB services and assistance, VIN system history and format, staged accidents, heavy equipment ID, laws, electronic theft methods, ATV, and road tractor ID, instructed by Jimmy and Pat Hester with Lo Jack Corporation. Cell phone forensics was instructed by Sgt. Charles Merlo. Taser recertification was instructed by Chief Jason Williams and Lt. Kevin Roddy, with Bedford County SO. OC recertification was instructed by Sgt. Bill Logue and Officer David Dye.

Other required training for the department was Human Trafficking 101, Amber/ Silver Alert, (on line) and Defensive Tactics, instructed by Lt. James Wilkerson and Officer Ronnie Blankenship.

Also contained in this report is a 2017 In-service Training Schedule, Specialized Training with officer and hours trained, and POST approved training hours by person.

Lieutenant Michael Davis

General Departmental Instructor

Shelbyville Police Department

**TENNESSEE
PEACE OFFICER STANDARDS AND TRAINING COMMISSION**

Training Schedule

MONTH January- December

YEAR 2017

Day _____

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0800 0900	Welcome Intro to Vehicle Id Jimmy Hester	Staged accidents Jimmy Hester	Law Enforcement response to dealing with mentally ill Det. Brian Crews	EVOC Maj. Pat Mathis	Safety briefing Deadly force Department policy SPD Instructors
0910 1000	Intro to Vehicle Identification Jimmy Hester	Heavy equipment ID Jimmy Hester	Law Enforcement response to dealing with mentally ill Det. Brian Crews	EVO Classroom test Maj. Pat Mathis	Firearms practice
1010 1100	Intro to Vehicle Identification Jimmy Hester	Heavy equipment continued Jimmy Hester	Law Enforcement response to dealing with mentally ill Det. Brian Crews	Taser recertification Lt. Kevin Roddy	Qualification
1110 1200	Intro to Vehicle Identification Jimmy Hester	Laws Jimmy Hester	CSA Sgt. Charles Merlo	Taser recertification Lt. Kevin Roddy	Qualification
LUNCH					
1300 1400	NICB Services and assistance Jimmy Hester	Electronic theft methods Jimmy Hester	CSA Sgt. Charles Merlo	Taser recertification Lt. Kevin Roddy	
1410 1500	17 digit Vin system- History and format Jimmy Hester	ATV identiflcation Jimmy Hester	CSA Sgt. Charles Merlo	OC recertification Sgt. Bill Logue/ David Dye	
1510 1600		Road tractor and trailer identification Jimmy Hester	Cell phone forensics for patrol Sgt. Charles Merlo	Taser test and shooting practical Lt Kevin Roddy	
1610 1700		Wrap up and test	Cell phone forensics for patrol Sgt. Charles Merlo		Low light tactics Review flashlight techniques SPD Instructors
NIGHT CLASSES					
1710 2100					Live fire tactical drills Low light firing drills

2017 Shelbyville Police Department Specialized Training

School	Name	Hours
Active Shooter Threat Instructor Course	Michael Davis	40
	Bruce Davis	40
Basic Gang Specialist	David Dye	8
	Cody Swift	8
	Michael Taylor	8
Basic Narcotics School	Cody Swift	80
Connecting for Childrens Justice	Carol Jean	13
Crime Scene Operations	Bill Logue	40
Crisis Intervention Training	Brian Crews	40
	Sam Jacobs	40
	Carol Jean	40
	Charles Merlo	40
Defensive Tactics	Department (41/8 hours)	328
Emergency Vehicle Operations Instructor	Bruce Davis	40
Federal Firearms Law	Department (41/4 hours)	164
Field Training Officer School	David Dye	40
General Departmental Instructor Class	Michael Davis	8
Gracie Survival Tactics	Ronnie Blankenship	40
	Clint Adams	40
	David Dye	40
	James Wilkerson	40
Hazordous Materials Awareness	Tory Moore	4
Human Trafficking 101	Department (41/2 hours)	82
Instructor Development	Ronnie Blankenship	40
	Jody Shelton	40
	Rod Stacy	40
Interview and Interrogation	Department (41/4 hours)	164
Just and Fair Policing	Michael Davis	4
Low Light Firearms Tactics Instructor	Bruce Davis	24
	Tory Moore	24
Leadership Class	Michael Davis	8
Narcotics Investigation	Shane George	32
National Narcotics Detector Dog Team Training	Jody Shelton	40
	K9 Julie	40
Parol Rifle Instructor	Michael Davis	40
Police Combatives Instructor	Ronnie Blankenship	24
Police Motorcycle Officer Recertification	Michael Davis	8
	Micheal Taylor	8
Silver and Amber Alert Training	Department (41/1 hours)	41
Surviving Verbal Conflict	David Curley	8
Tactical Medical for First Responders	Tory Moore	8

Taser CEW Instructor Course	Russ Grubbs	40
	Charles Merlo	40
TIBRS Training	Pat Mathis	8
TN Gang Investigators	David Dye	24
	Tory Moore	24
	Cody Swift	24
	Michael Taylor	24
TN Dept. of Health Intranasal/Intramuscular Naloxone	Department (41/1 hours)	41
Van Guard Level I&II Defensive Tactics Instructor	James Wilkerson	80
2017 Shelbyville Police Department Specialized Training	Total Hours	2117
2017 Shelbyville Police Department In-Service	Total Hours	2302
	Combined Total Hours	4419

Completed Training Hours by Person
Shelbyville Police Department

Employee	PSID	Organization	Employment Type	Appointment Type	Total Hours	Category	Category Hours
Adams, Clinton Wade	3333-9660	Shelbyville Police Department	Law Enforcement Officer	Full Time	40.00	In-Service	40.00
Baker, Michael Henry	8514-7688	Shelbyville Police Department	Law Enforcement Officer	Full Time	0.00	Uncategorized	0.00
Birdsong, Darrell Wayne	5341-7603	Shelbyville Police Department	Law Enforcement Officer	Full Time	40.00	In-Service	40.00
Blankenship, Ronnie Edward	6431-7053	Shelbyville Police Department	Law Enforcement Officer	Full Time	40.00	In-Service	40.00
Cooke, Johnathan Ray	3226-8421	Shelbyville Police Department	Law Enforcement Officer	Full Time	40.00	In-Service	40.00
Crews, William Brian	2277-6589	Shelbyville Police Department	Law Enforcement Officer	Full Time	48.00	In-Service	8.00
						Specialized Training	40.00
Curley, David Reid	1151-8873	Shelbyville Police Department	Law Enforcement Officer	Full Time	40.00	In-Service	40.00
Davis, Bruce Wayne	5988	Shelbyville Police Department	Law Enforcement Officer	Full Time	80.00	In-Service	40.00
						Specialized Training	40.00
Davis, Michael Keith	2747-6663	Shelbyville Police Department	Law Enforcement Officer	Full Time	40.00	In-Service	40.00
Diaz, Letisia Marisol	6070-9127	Shelbyville Police Department	Law Enforcement Officer	Full Time	40.00	In-Service	40.00
Draine, Jerry Michael	2691-7431	Shelbyville Police Department	Law Enforcement Officer	Full Time	40.00	In-Service	40.00
Dye, David Andrew	25770	Shelbyville Police Department	Law Enforcement Officer	Full Time	56.00	In-Service	16.00
						Specialized Training	40.00
Everhart, Nathaniel Lee	8704-8301	Shelbyville Police Department	Law Enforcement Officer	Full Time	40.00	In-Service	40.00
George, Shane Austin	35305	Shelbyville Police Department			44.00	In-Service	8.00
						Specialized Training	36.00
Goodrich, Jeffrey Louis	1338-4759	Shelbyville Police Department	Law Enforcement Officer	Full Time	40.00	In-Service	40.00
Grubbs, Russell Lee	3478-5432	Shelbyville Police Department	Law Enforcement Officer	Full Time	40.00	In-Service	40.00
Hardison, Darrell Wayne	2161-6782	Shelbyville Police Department	Law Enforcement Officer	Full Time	40.00	In-Service	40.00
Harvey, Frederick Juan	5854-6137	Shelbyville Police Department	Law Enforcement Officer	Full Time	40.00	In-Service	40.00

Completed Training Hours by Person
Shelbyville Police Department

Employee	PSID	Organization	Employment Type	Appointment Type	Total Hours	Category	Category Hours
Horner, Brock Daniel	7658-2629	Shelbyville Police Department			40.00	In-Service	40.00
Jacobs, Samuel Glenn Sr.	6575-6916	Shelbyville Police Department			48.00	In-Service	8.00
						Specialized Training	40.00
Jean, Carol Blain	5569-6205	Shelbyville Police Department	Law Enforcement Officer	Full Time	48.00	In-Service	8.00
						Specialized Training	40.00
Jordan, Nicholas Ryan	3444-3063	Shelbyville Police Department	Law Enforcement Officer	Full Time	500.50	Basic Training	500.50
King, John Cody	7859-4295	Shelbyville Police Department			40.00	In-Service	40.00
Lawrence, Jerry Lee	9810-6744	Shelbyville Police Department	Law Enforcement Officer	Full Time	40.00	In-Service	40.00
Logue, William Harry Jr.	0289-4421	Shelbyville Police Department	Law Enforcement Officer	Full Time	48.00	In-Service	8.00
						Specialized Training	40.00
Loyd, Robert Gregg	5052-3173	Shelbyville Police Department			40.00	In-Service	40.00
Mathis, Steven Pat	4602-0363	Shelbyville Police Department	Law Enforcement Officer	Full Time	40.00	In-Service	40.00
Merlo, Charles Andrew II	1553-4002	Shelbyville Police Department	Law Enforcement Officer	Full Time	48.00	In-Service	8.00
						Specialized Training	40.00
Mireles, Jeremy Wayne	0634-1850	Shelbyville Police Department	Law Enforcement Officer	Full Time	120.00	Specialized Training	120.00
Moore, Tory James	6693-4054	Shelbyville Police Department			61.00	In-Service	37.00
						Specialized Training	24.00
Peacock, Bobby Dwaine	0103-1428	Shelbyville Police Department	Law Enforcement Officer	Full Time	40.00	In-Service	40.00
Phillips, Mickey Jan	7918-0314	Shelbyville Police Department	Law Enforcement Officer	Full Time	72.50	In-Service	72.50
Rogers, Michael Paul	0772-5790	Shelbyville Police Department			40.00	In-Service	40.00
Shelton, Leonard Jody	4264-1100	Shelbyville Police Department	Law Enforcement Officer	Full Time	40.00	In-Service	40.00
Smith, Justin Tyler	4007-9729	Shelbyville Police Department			40.00	In-Service	40.00

Completed Training Hours by Person

Shelbyville Police Department

Employee	PSID	Organization	Employment Type	Appointment Type	Total Hours	Category	Category Hours
Stacy, Rodney Lewis	8227-9700	Shelbyville Police Department	Law Enforcement Officer	Full Time	40.00	In-Service	40.00
Swift, Cody James	4270-0022	Shelbyville Police Department	Law Enforcement Officer	Full Time	44.00	In-Service	16.00
						Specialized Training	28.00
Taylor, Michael Wilson	7839-8161	Shelbyville Police Department	Law Enforcement Officer	Full Time	40.00	In-Service	40.00
Vest, Christopher Michael	0577-1755	Shelbyville Police Department	Law Enforcement Officer	Full Time	40.00	In-Service	40.00
Warren, Mitchell Lee	3400-6488	Shelbyville Police Department			40.00	In-Service	40.00
Wilkerson, James Edward	2191-3148	Shelbyville Police Department			40.00	In-Service	40.00

The Shelbyville Police Department

Administrative Division



Annual Report

2017

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 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 nineteen 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 nine 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.

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.

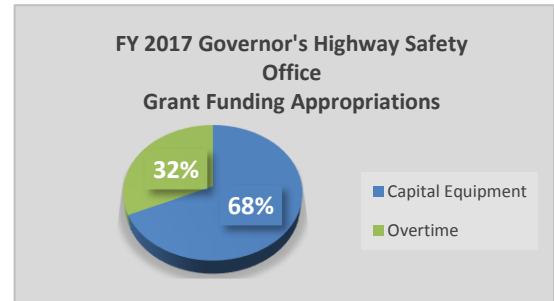
2017 Grants

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 2017, grant awards totaled \$XXXX

Grant Awards

Grant awards in 2017 totaled \$36,432.15.

- The Department was awarded \$15,007.15 in funding through the Tennessee Highway Safety Office (THSO) for the purchase of capital and non-capital small equipment, and overtime funding for DUI and Speed Enforcement; Award # Z17THS067
- The Department was awarded \$8,452.50 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 a Safety Grant of \$3000.00 to purchase ballistic shields for the department.
- The City of Shelbyville was awarded a grant from purchase Bluetooth phone devices for several of the city vehicles. The department received 38 units for a total of \$1,520.00.



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, Deputy Chief Mike Rogers 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 2017, the Accreditation Team focused on preparing for the Department's re-accreditation assessment at the end of the year.

Shelbyville Police Department



**Communications Division
2017**

Shelbyville Police Department
Communications Division
2017

The Communications Division is commanded by the Deputy Chief of Police; and our dispatcher staff grew from five to six, 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 driver's 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. This division lost Sandy McCullough this year who decided to retire to spend time with her family. The scheduling for dispatch is as follows: one dispatcher is assigned with each shift on a 12 hours rotation. We have a swing person that reports for duty at noon and works until midnight. The swing person also helps filling the void during vacation or sick time by regular shift dispatcher. This has proved to be very beneficial to the department having two dispatcher on during the peak call volume periods.



Personnel of the Communications Division

Wanda Desplinter; seven years of service
Linda Bacon; two years of service
Jennifer Pruitt; one year of service

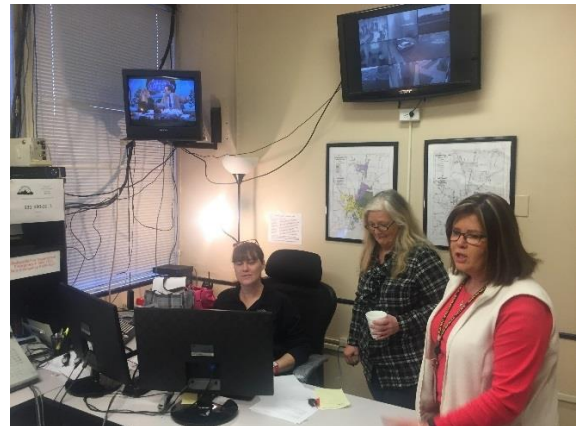
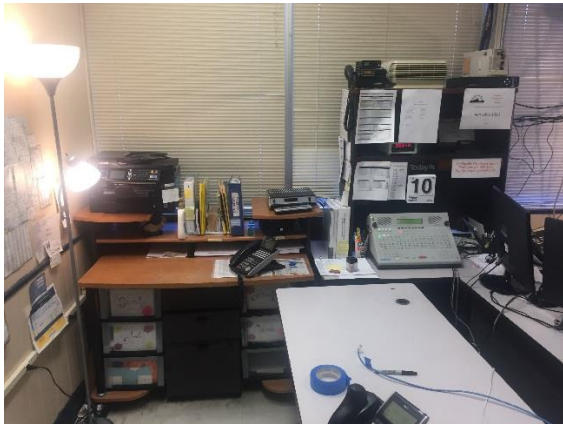
Lee Ann Small, new hire
Mollie Tally, new hire
Mariah Mitchell, new hire

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.

The Shelbyville Police Department's Communications Center underwent some major upgrades this year.

- The Communications Center was expanded to give the dispatchers more room. The demolition and remodel was completed with Shelbyville Public Works employees that saved a tremendous amount of funding.
- New paint, window shades and new carpet to enhance the acoustics of the center.
- Purchased and installed new radio consoles that would enable two dispatchers to work simultaneously. This upgrade allowed our dispatchers to access equipment that would make it feasible to dispatch other city departments.
- Purchased and installed custom dispatch furniture that gives the dispatchers the option to stand, sit, or adjust their work space to their specific needs.

Previous Communications Division



Demolition Stages



Completion





City of Shelbyville, TN

Animal Control Department

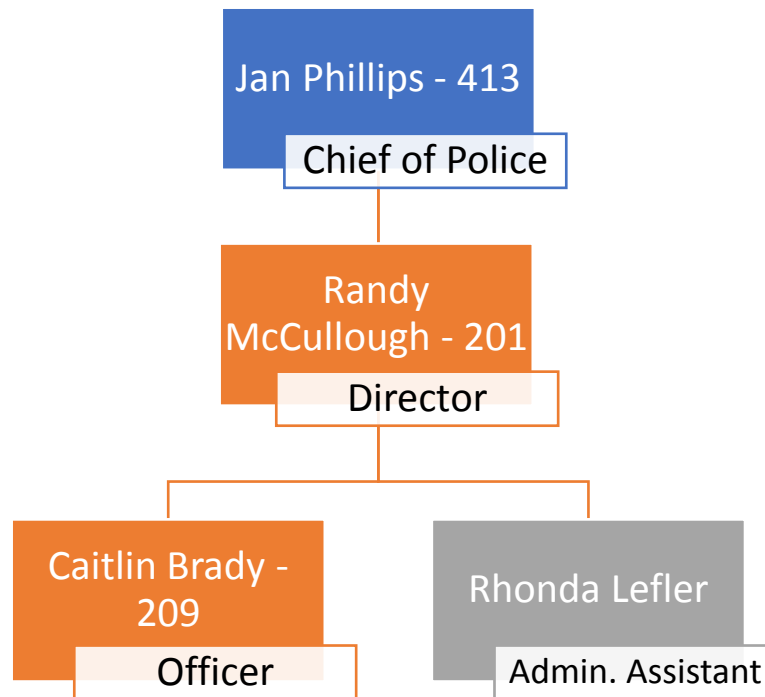
2017 Annual Report



The primary objective of the Shelbyville Police Department's Animal Control Division is to protect the public from possibly dangerous animals running at large, the prevention and eradication of rabies by providing education to the public concerning local and state laws and promoting owner responsibility. Additionally, they

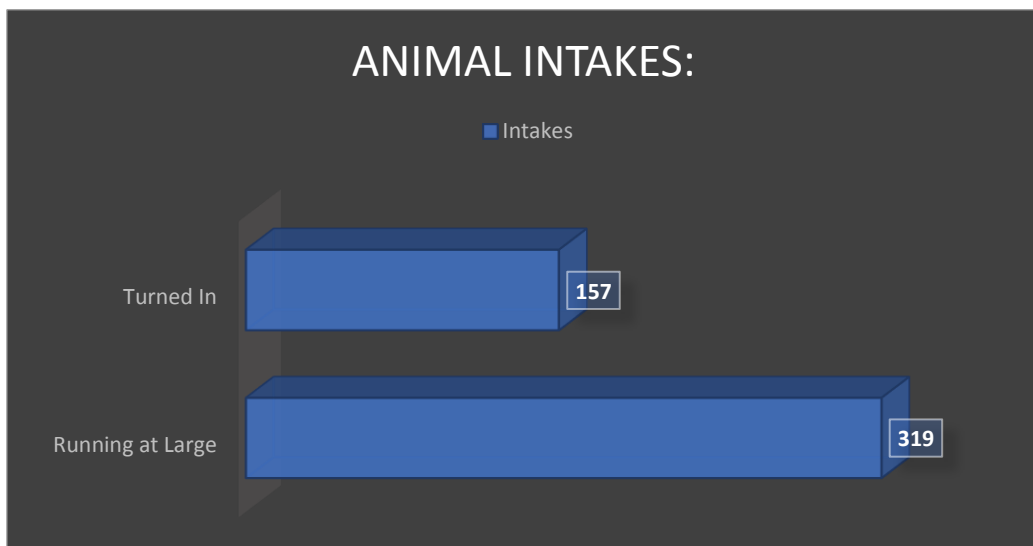
are also responsible for providing service to both the public and the animals through responding to animal cruelty and abuse cases. The Animal Control Division is served by Director Randy McCullough, his Officer Caitlin Brady, and his Assistant Rhonda Lefler. Randy has provided 40 continuous years of service to the City of Shelbyville and was selected director of the Animal Control Division in 1987. Caitlin has served since 2014 and Rhonda joined the Department in 2016 as Administrative Assistant.

Chain of Command:

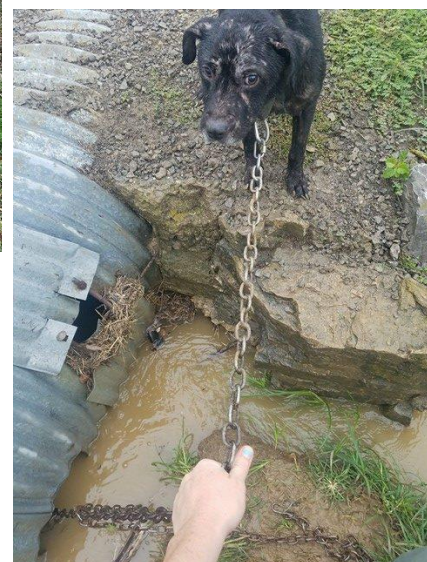


In a quick over view of the year 2017, the Animal Control Division answered a total of 935 calls for service. They picked up a total of 192 live animals, along with an additional 150 animals turned in; 142 were adopted out, 53 were returned to their owners, and 241 were transferred to rescues. Their euthanasia rate was at a staggering 7.8 % as they only euthanized a total of 27 animals for the entire year. They ended the year with 23 active volunteers, 2 active fosters, and 116 rescue organizations actively pulling animals from the shelter. During the course of 2017, they adopted a new operating system known as “Shelter Manager” which is a website that keeps up with all the digital filing for the department. This has continued to be an asset throughout the year and still is presently.

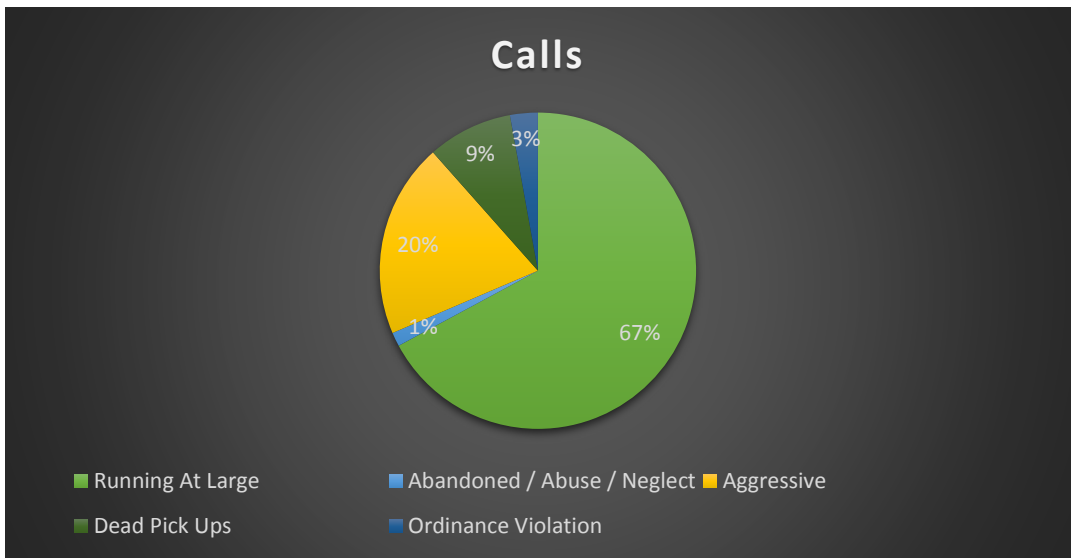
In 2017, the animal control department took in a total of 476 animals, out of those, 319 were picked up as strays and/or running at large, and 157 were turned in by civilians. Most of the animals stay the duration of their stay in the shelter, however some of them get chosen to stay at foster homes. There are on average 10 animals in foster care at any given time. SAC also worked with three active cases involving animal abandonment and animal neglect.



With active court cases, the Animal Control Officers obtain sufficient evidence that laws are being broken and go and get a warrant from the commissioner and confiscate the animals on the property and get them properly cared for, including vet care if needed. At the time the officers remove the animals from the property the owner is served with the warrant and given a court date to appear at General Sessions court to answer to the charges. From the time the Animal Control Officers pick up the animals all of the costs of any care that is needed will be added to the court cost and reimbursed to the city by the owner upon the judges' ruling. In 2017 the Animal Control Department handled a total of 3 active cases, 1 resulting in a guilty plea from the defendant. Ordered to pay over \$500 in fines and not allowed to own pets for 11 months and 29 days. The defendant in that case had moved off and left three dogs on chains tethered to trees, no food or water for almost two weeks.



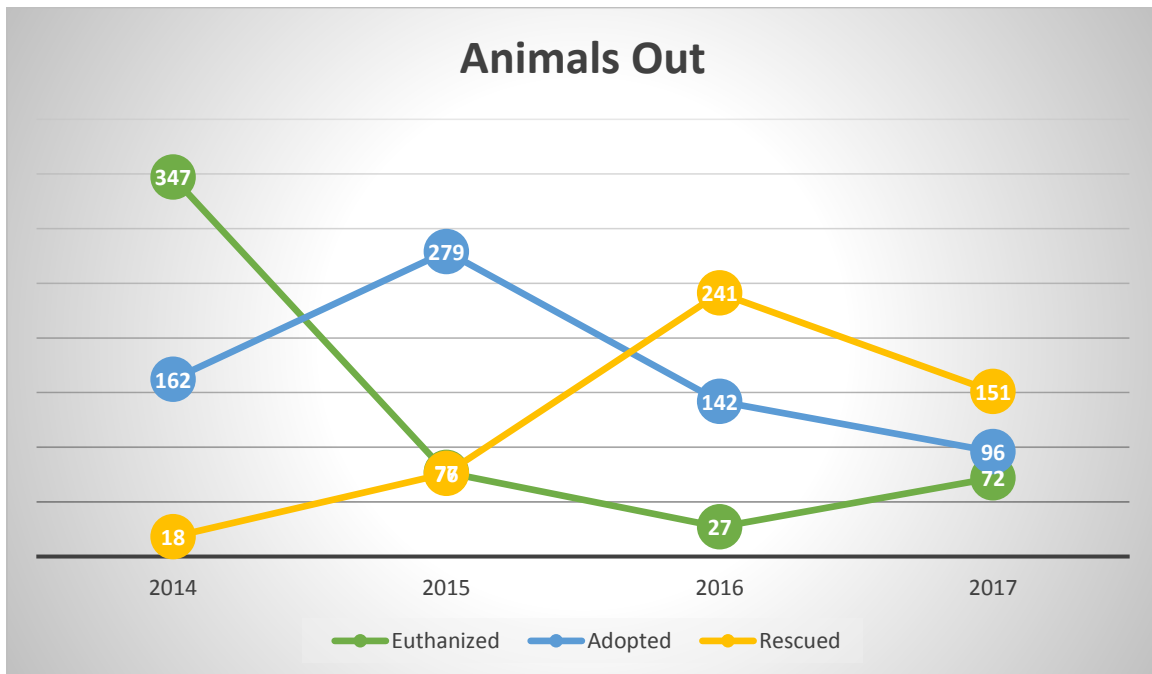
During the course of 2017, our Animal Control Department has run a total of 691 calls for service. A total of 378 were for animals running at large, 8 for cases of Abandonment / Abuse / or Neglect, and a total of 112 Aggressive calls were run. That is a decrease of 24% from last year. Calls can be reported for many reasons, such as Animals simply running at large in the city, Aggressive dogs attacking people, Active Cases, Ordinance Violations, and Dead animals that need to be picked up. The most common call is for animals running at large.



In 2015, S.A.C. was named an approved shelter through the Adoptapet.com website. That is a high accomplishment for a small shelter and our animal control division has upheld their stipulations since May of 2015 and has not let them go since. They are one of only 7 approved shelters in the Southeastern United States that are comparable in size of the shelter, and population. Some of the adoptions resulting from Adoptapet.com are pictured below, and this is only a select few.



Shelbyville Animal Control has worked tirelessly to move animals out safely and not have to euthanize, especially for space. They are currently working mainly with Nashville Humane Association (NHA) pulling up to 40 animals in a month. They also have multiple other organizations working with them, however currently NHA is the most active. At their current numbers, SAC has increased the percentage of rescue pulls up to 46%, 34% are adopted and only 13% are euthanized. They have diligently worked the past four years to drop euthanasia rates and increase the adoption and rescue pulls, and they have proven what they are doing is working.



One of their new rescues, called Nashville Humane Association, became their most active resource for moving animals in 2017 making up 70% of total rescue pulls for 2017. They have currently pulled over 100 animals from SAC and have only been working with them since March. They also bring loads of donations every trip bringing the shelter much needed items such as towels, blankets, cleaner, food, bowls, leashes, collars, and much, much more! From the time that NHA began pulling, they pull an average of ten animals a month and here lately have doubled that average to approx. twenty animals in the past six months. NHA sends a volunteer down almost every two weeks to asses animals, pull the committed pets, and to drop off donations making them the most active rescue for this year.





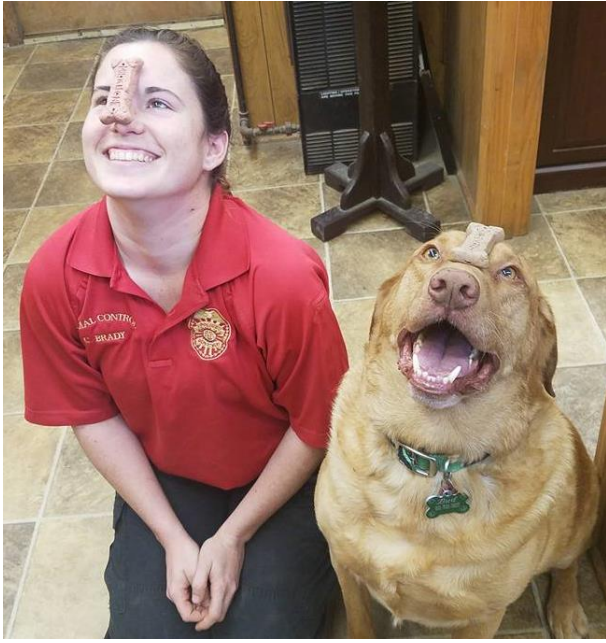
A common misconception is that Shelbyville Animal Control only handles dogs and cats, while that is mostly true, when an unusual animal is injured, or poses a danger to the public, SAC has been known to come to help! In 2018 that meant an owl, a pony, a few pigs, rabbits, roosters, chickens and others such as ground hogs, possums, and raccoons. The life of an animal control officer is never dull. When an unusual animal is picked up, there are multiple things that happen, if it is deemed wildlife, it is checked for injuries, if there are some, it is taken to Dr. Stimpson DVM the local wildlife vet and sent to a rehab center; If there are no injuries it is safely relocated. If it is a domesticated animal, every effort is made to locate the owner including but not limited to posting it on Facebook, running an ad in the paper, posting flyers, and going around knocking door to door in the area the animal was found. If no owner can be found, the animal will be adopted out or released to a breed-experienced rescue that is sufficient to handle the animal.



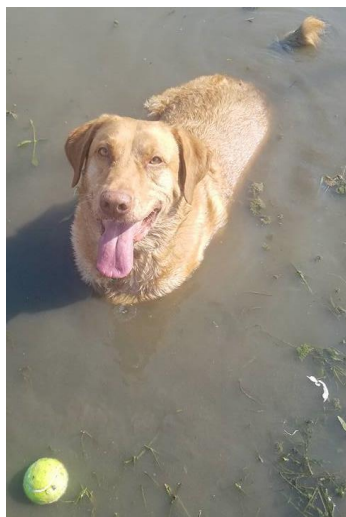
SAC has many organizations helping the shelter, just in this year they have started a program with Webb School in Bell Buckle and have approximately 15 volunteers that come out one Saturday a month to help clean the shelter, socialize the animals and to help exercise the animals and get them used to new people. There are also 5 of their volunteers that are a part of the "Adoption Team" meaning that they help organize, setup, and clean up adoption days as well as working during them. During the summer of 2017, First Community Bank did a donation drive for two months and dropped off quite a bit of products, and also sent one of their own employees to volunteer for half a day! Between the donation drive and volunteer, it was a huge success not only getting the things that the shelter needed, but also getting their name out in the community more and working hand in hand with local businesses making the community a better place.



SAC has developed a new relationship with a local trainer (Kindred Spirits Lifestyle Dog Training i.e.: Jennie Jones) who comes down to help socialize animals, give her professional advice on aggressive or temperamental animals and even gives a discount on her fees to anyone that adopts from the shelter. She comes down about once every other month to help out and asses the animals which has proven helpful especially for aggressive animals that usually wouldn't have a chance in a shelter setting, she is able to work with them and rehab them until they can be released to a reputable rescue. She has become an indispensable asset to the shelter by giving advice, time, and even adopting and donating herself!



In conclusion, 2017 has been a very successful year that provided progress, training and experience for all staff and volunteers involved. We have received a new security camera system, some new resources, and rescue contacts and quite a few new assets to the shelter. We are also working on getting concrete for our outdoor pens to improve the quality of life in the pens and ease the cleaning and sanitation routine. We are hoping to display exponential growth in the coming year and hope to make 2018 the very best year so far. We are currently trying to work with our local animal resources to help everyone reach the goal of no more homeless pets. The goal is a large one, but we truly believe if everyone works together it is attainable.



Shelbyville Animal Control 2018 Goals:

- Develop and maintain Standard Operation Procedures to use and improve our way of running the shelter efficiently.
- Our adoption rate is currently around 9 adoptions per month, our goal for 2018 is to at least double that.
- In 2017 we received a grant to help with adoption fees by covering the spay/neuter fee, in 2018 we would like to get another grant to help with altering pets in the shelter.
- To host a minimum of one adoption event per month (when weather permits) If possible, 2 per month between May- August.
- We have expanded our volunteer program to having 60 volunteers, our goal for 2018 is to at least double that and have our volunteers more involved in adoption events.
- To renovate our current shelter to properly provide for animal needs within the city. We are currently taking in approx. 40-50 pets a month, with only 15 dog pens, and 14 cat pens.
- Continue to diligently work with various rescue organizations for placement of animals.
- Continue working with various local vets to provide excellent medical care and spay/neuter services.
- Utilize the multiple federal and state grants available to assist in funding for animal care and shelter improvements.

We have already started on these goals and hope to have them all achieved by 2018. We are not where we should be but we are working hard to get there.

Shelbyville Public Works 2017 Annual Report





City of Shelbyville

Public Works Department

714 Industrial Parkway Shelbyville, TN 37160
Phone 931.684.2644 Fax 931.684.8993

In 2017, The Public Works Department had a very productive and diverse year. We participated in the highly successful October 28th Rally. We received a lot of support and appreciation from our citizens and businesses in the community. Our department has been involved in numerous projects from building equipment sheds to cleaning drainage culverts. We do it to the best of our ability.

In closing, our department lost Eddie Swing, an active Public Works Employee who passed away in April of 2017.

County of Bedford



Proclamation by the Mayor

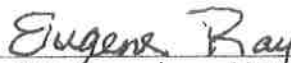
WHEREAS, our county, city, and town public safety agencies and departments are committed to protecting our community, day or night, in all types of weather; when duty calls, they respond to save lives and protect property with unparalleled dedication and professionalism for our almost 50,000 residents; and

WHEREAS, several organized and unorganized groups of mostly persons not from this community, some with histories of violence at their events, decided to invade our community on October 28th of this year to hold a protest, attempt to garner national media attention for their causes, and place our residents in potential harm's way; and

WHEREAS, the tireless and outstanding preparation and subsequent response by these public safety agencies and departments in partnership with many other local, state, and federal departments and agencies successfully kept the peace and our residents, protestors, and property safe from harm and destruction and subsequently garnered tremendous respect for our community and its public safety personnel from around this great nation; and

NOW, THEREFORE, I, Eugene Ray, Bedford County Mayor, do hereby proclaim to honor the following local public safety departments and agencies as well as the others listed that collectively all played key roles to achieve a successful outcome in protecting our community and representing it in an outstanding manner in the national spotlight;

Shelbyville Police Department
Shelbyville Fire Department
Shelbyville Public Works Department
Shelbyville City Manager's Office and City Attorney
Shelbyville Power, Water, and Sewerage Systems
Bedford County Sheriff's Office
Bedford County Fire Department and Volunteer Stations
Bedford County Emergency Management Agency
Bedford County Emergency Medical Services
Bedford County Communications Center
Bedford County Information Technology Department
Bedford County Schools
Watrace Police Department
17th Judicial District Drug Task Force


Eugene Ray, County Mayor



Meetings & Classes attended by Public Works Personnel in 2017

1. 13- ISWA Meetings
2. TDOT inspection CEI Training
3. TDOT RPO 3
4. 2 – Railroad Authority Meetings
5. TDOT sidewalk improvement meetings
6. TDEC Level 1 training
7. APWA Inspector
8. 811 dig safe training held by ATMOS Energy
9. Public Works Weekly staff meetings
10. Numerous CBP meetings
11. Monthly pre-planning meetings
12. Numerous staff / developer meetings
13. TDEC NOI/ Permit meetings
14. Quarterly safety meetings Public Works Department- In house
15. TDOT Asphalt training class
16. TDOT Concrete Class

Vehicles/ Equipment Purchased in 2017

[illegible]

Streets

Litter- 1220 streets

Sweeper- 530 streets

Patch Work- 292 streets

Mowing- 835 streets

Bush hog- 667 streets

Leaf Machine- 224 piles

Abatements- 32

Limbs trimmed- 207

Guardrails- 35

Ditches- 248

Culverts- 25

Total Signs- 1246

County Signs- 265 - \$3412.59

Solid Waste

1. 104 back door pick- ups weekly
2. 35- 2nd carts sold - \$1980.00
3. 47 pre-pays - \$1425.00
4. 665 total notices left for sanitation violations
5. Celebration pick up – 120 ¼ tons - \$2947.48
6. Total tonnage thru December 2017
 - 2017- 7020.14 tons
 - 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- 87
8. Burn pit loads- 4936
9. Burn pit dumpsters- Dump & Returns- 44

Drainage/ Construction Crews

1. Worked Rally October 28th- Barricades & signage
2. Repaired and replaced pavers on inside of square to fix trip hazard
3. Installed 24 culverts
4. Repaired 14 sidewalk areas
5. Installed new curbing at 14 locations
6. Repaired 8 curb inlets & grates
7. Held 3 clean ups- Spring, Summer & Fall
8. Had 12 brush week pick ups
9. Reworked 24 road side ditches
10. Built new 4 bay storage equipment shed at burn pit
11. Completed 73 one calls
12. Used approximately 80 tons of salt for de-icing roads
13. Completed Union Station job
14. Installed drainage structures at Goodwill location
15. Fixed drainage on East Highland at New Covenant Bookstore
16. Worked on Police station- New wall & Electrical
17. Worked on City Hall codes department concrete
18. Shoulder stone 43 roads
19. Washed, sealed, stamped concrete Phase 1 Sidewalks
20. Worked on Recreation center parking lot

Street Paving Completed 2017

1. Madison Street- 3800' mill, stripe, repave one lane
2. Eagle Blvd
3. Ledbetter Rd
4. South Main St
5. Spring Street
6. South Brittan

TAP Projects 2017

- | | |
|----------------------|--------------------|
| 1. Phase 2 sidewalks | Completed in 2017 |
| 2. Phase 3 sidewalks | Design |
| 3. Phase 4 sidewalks | Design |
| 4. Phase 5 sidewalks | Submit application |

STP Projects 2017

- | | |
|------------------------|--------|
| 1. Palmer Drive Signal | Design |
| 2. Lane Parkway | Design |

City/ County 2017

1. 231 North Business park phase 1-A Completed

Stormwater

1. Working with the City Engineer on a stream sampling program for the city's MS4 NPDES Permit
2. We inspected 101 sites for TDEC compliance
3. We attended 12 pre-planning and information meetings with owners/ developers for site plan reviews
4. We held two classes for Stormwater awareness at the Recreation Center's summer camp on 7-18-17 and 7-7-17 with 17 kids attending
5. We attended East Side Elementary's Recycling Day Program and handed out literature to 131 kids on 9-20-17
6. Attended SARP workshop for the Duck River
7. Attended 2 TNSA meetings
8. Attended 4 TDOT courses
9. Attended Public Works Inspector Class
10. Issued 14 grading permits
11. Held 14 pre-construction meetings
12. Completed MS4 annual report/ Water score card
13. 2017 Dry Weather Audit
14. 2 visual flume inspections

Cemetery

1. Started surveying to open up approximately 500 new graves
2. There were 101 graves sold for \$41,650
3. There were 110 burials at Willow Mount in 2017
4. Number of graves donated by the City of Shelbyville for Pauper-2
5. Demolished Sexton's home and graded lot

PURCHASING / IT DEPARTMENT

2017 REPORT

PURCHASING

TOTAL PURCHASE ORDERS PREPARED: 4,433

TOTAL DOLLARS: \$13,890,277.22

TOTAL DOLLARS THROUGH VISA: \$76,474.25

BID COMMITTEE MEETINGS: 6

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

SEALED BIDS OPENED BY BID COMMITTEE: 8

General Government – Re-roof Senior Citizen Center – January
State Road Projects – Phase 2 Sidewalk Improvements, North Side Square - January
231N Business Park – Phase 1A Roadway and Utilities - February
Public Works – Tractor for Willow Mt. Cemetery - February
Police – Dispatch Furniture - June
231N Business Park - Illuminated Sign - October
Police (and other depts.) – Towing Service w/1 year option to renew - October
General Government – Senior Citizen Center Front Entrance Upgrade - October

REQUEST FOR QUALIFICATIONS REVIEWED BY SPECIAL COMMITTEE: 1

Airport – Engineering Consultation Services – August – December 2017 – Opened, evaluated, interviews,
State approval, Council approval – 5-month process

CONTRACTS RENEWED: (OPTION TO RENEW IN PREVIOUS SEALED BID): 8

Parks – July 4th Fireworks display – January

Various departments – Uniform service – February
Public Works – Paving – April
Public Works – Culverts – April (extended one month)
All departments – Oil and lube service – April
All departments – Rocks - April
Fire – Uniforms – June
Parks and Rec – Photography Service - June

PURCHASED THROUGH NATIONAL COOPERATIVES:

4

Park – 3 Scoreboards – NJPA (National Joint Powers Alliance) - April
Public Works – Side loader garbage truck – NJPA - August
Park – Skate Park equipment – NJPA - October
Park – Skate Park lighting – NJPA - November

PURCHASED THROUGH TENNESSEE STATEWIDE CONTRACTS:

8

Police – In-car video systems – February
Police – Dispatch radio console - April
Police – 6 police vehicles - August
Park – Mower – September
Public Works – Road salt – September
Public Works – Flat Bed Dump truck – September
Police – In-car video systems – December
Police – Radar systems - December

CAPITAL PURCHASED THROUGH OTHER GOVERNMENT CONTRACTS:

1

Police – Body Armor – through Rutherford County contract award - May

SOLE SOURCE:

1

Fire – Deltair SCBA (self-contained breathing apparatus) air packs - May

PURCHASED USED EQUIPMENT:

1

Public Works – Dump truck – September

EMERGENCY PURCHASE:

4

Airport/Fire – Storm repairs – Insurance settlement – September
Storm Water – Discharge pipe repair at flood pumps – November
General Government – Metal barricades for 10/28/17 rally – December
General Government – Riot gear for 42 officers for 10/28/17 rally – December

REJECTED ITEMS:**3**

Parks and Rec – Outdoor waterslide tower repair – February
Parks and Rec – Outdoor pool deck concrete repair - March
General Government – 231 N and Business Park Rd. Signal upgrade

PROFESSIONAL SERVICE AGREEMENTS:**1**

Parks and Rec – Davis Stokes to oversee Rec Center Re-roof - October

PURCHASE FROM NON-PROFIT CORPORATIONS APPROVED BY TCA:**1**

General Government – Financial Server for City Hall - October

SURPLUS (DISPOSAL OF CITY PROPERTY):

Fire truck sold to local museum

\$ 4,625.00

TOTAL SURPLUS RECOVERY**\$4,625.00****INFORMATION TECHNOLOGY**

- Maintained over 100 computers city-wide (including desktops, laptops, tablets, iPads)
- Replaced/purchased approximately 20 computers (5-year life span expectancy)
- Updated operating systems/virus protection/malware protection/spam filters continuously
- New additional filter and spam software (AVG upgrade security package)
- Maintained individual department software updates (each department is unique)
- Email management/archive routinely
- New updated email filtering software added (Spam Expert)
- Website management
- Online registration and payment website activated for Rec Center (RecPro)
- Social media management – Facebook, Twitter
- Managed daily/weekly/annual back-ups of all systems – added Social Media backup
- Added department shared calendars
- Implemented security camera system at Public Works and Animal Control
- Additional security cameras added at City Hall
- One flat panel installed (information, announcements) – City Hall
- Replaced Accounting Server – City Hall
- Additional file server – City Hall
- New software implementation at Shelbyville Parks and Recreation

TRAINING

Purchasing Director – CPPB Certification maintained
Application submitted and approved for additional 5 years of
certification - March

MTAS classes:

Tools for Intentional Excellence in Work Life Balance - April

IT Specialist - Microsoft Certification maintained

MTAS classes:

Critical Conversations – How to Have Those Without Fear - May

City Recorder
2017-Yearly Report

The City Recorder's Office is responsible for many things from keeping minutes to housing contracts to processing open records request, maintaining insurance files and policies as well as serving as a supporting role for many other departments and citizens. More recently with a vacancy in the City's HR Director position I have also been maintaining the Title VI Certification and handling public notices for job vacancies. This is just intended to be a snapshot of what I spent my time on during the last year.

Over the past year I was in attendance at a total of 100 meetings, 63-night meetings and 37 daytime meetings. Totaling 87.22 hours. I completed a total of 104 open records requests. As a Council you passed 26 Ordinances and 31 Resolutions many of those I helped to create, you also granted one Certificate of Compliance. In mid-February I started handling the City's insurance policies. Since the time I took it over we have filed 10 claims and 13 notification only claims. I've processed and posted 11 job openings (October-December). Through the Beer Board a total of ten (10) permits were issued in 2017. Over the course of 2017 I attended two TAMCAR conferences, the annual TML conference and many other one day or ½ day events which allowed me to obtain the required 100 hours for State Certification. I obtained my official State Certification as Clerk and Recorder on December 6, 2017.