



City Recorder

2019 Annual Report

City Recorder

2019 Annual Report

2019 was my first full year as City Recorder and it was a very busy and productive year. As I become more familiar with the way City Government works, I am more of an assistance to the Mayor, City Council, City Manager and the Citizens of Shelbyville.

One of the most important responsibilities of my office is attending meetings, taking and transcribing minutes thereby maintain an accurate record of all business transacted by the City Council and other City Boards. Additionally, my office houses all City Ordinances, Resolutions, Contracts, Agreements and many other documents. Other functions of this office include Processing Open Records Requests, Beer Permit Applications, renewing all the City's insurance policies, filing insurance claims and serving as a supporting role for many other departments.

During the past year the City held many meetings of which I attended 113, 60-night meetings and 53 daytime meetings which totaled 103.2 hours. During these meetings you as a Council passed 23 Ordinances and 41 Resolutions some of which I helped to create. The City of Shelbyville's Beer Board approved four (4) permits and the newly developed Shelbyville-Bedford County Economic Advisory Committee made great strides in developing a new Economic Development Plan for the City. Additionally, as the Open Records Custodian I have processed 148 Open Records Requests. I also filed and negotiated to a settlement 31 Insurance Claims.

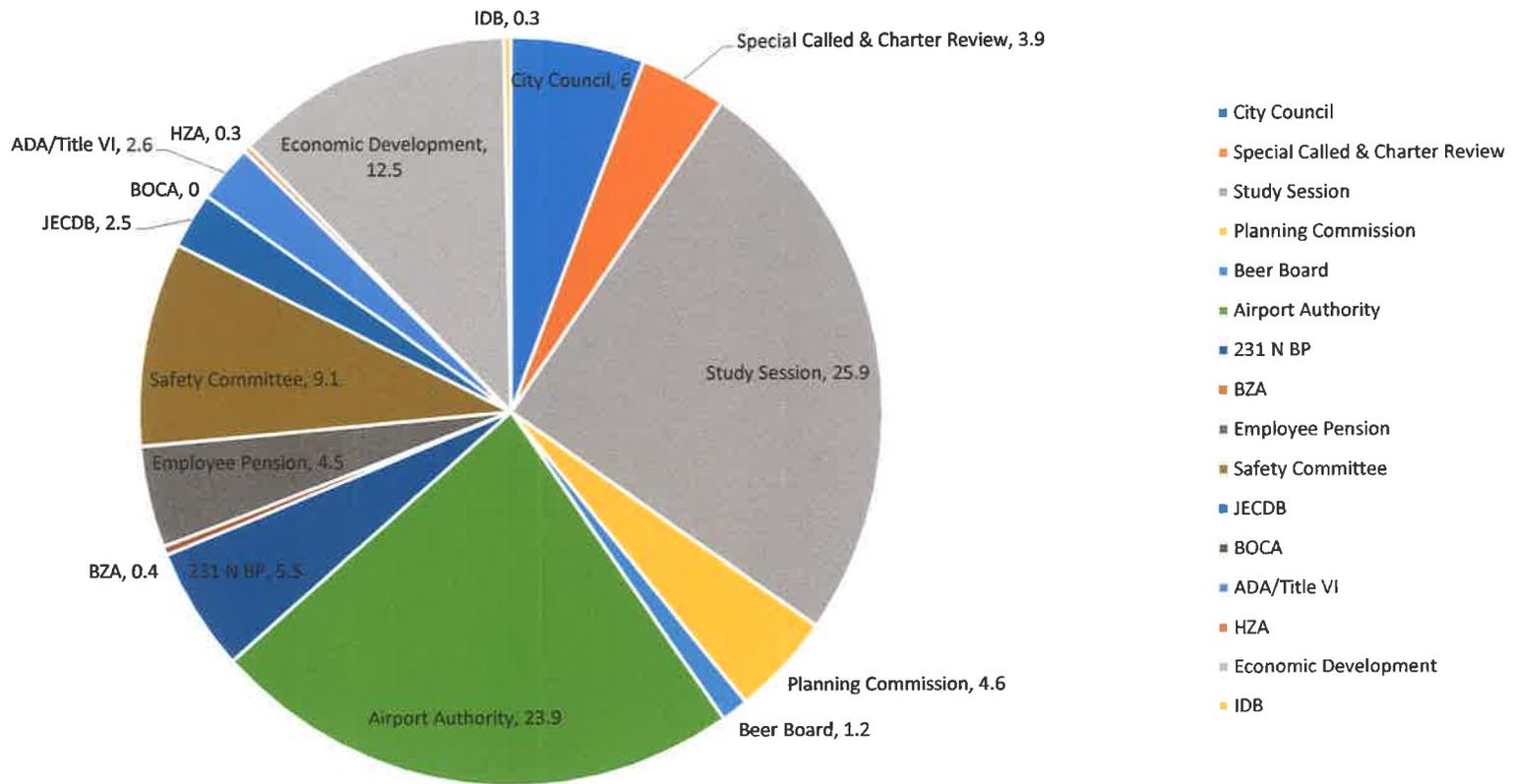
In 2019 I attended the spring and fall TAMCAR conferences in Murfreesboro, which gave me 36.25 hours towards my State Certification. Additionally, I was fortunate to attend the TML Annual Conference in Memphis gaining an additional 5.3 hours, but even more than that the knowledge and contacts I received there were invaluable. With these opportunities as well as attendance at the Tennessee Comptroller's Public Records Seminar, 2019 Municipal Legislative Update and a course on Municipal Codes I was able to earn a total of 62.25 hours of the required 100 needed for State Certification. My goal is to receive my Certification in 2020.

I hope that in 2020 my service as the Recorder will be a strong asset to the City and I can continue to provide assistance and answers to the needs of the Citizens.

MINUTES SPENT IN MEETINGS IN 2019

<u>Meeting</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	
City Council	23	34	35	23	28	34	43	24	34	31	26	25	360
Study Session	74	127	120	102	83	76	153	61	96	111	96	127	1226
Special Called CC		3		8	6								17
Budget Meetings					113	219							332
Charter Review					100				117				217
Planning Commission	17	12	13		12	27	35	10	12	43	62	35	278
Beer Board					17	13	2	14	26	0	0	0	72
Airport Authority	116	158	141	126	119	0	0	136	149	158	164	170	1437
231 N.	0	0	42	57	0	30	49		26	130	0	0	334
BZA								10	3	0	4	11	28
EPC		82		79		30	80		0	0	0	0	271
Safety Committee	170	0	0	99	0	0	132	0	0	146	0	0	547
ADA Subcommittee	0	0	0	18	0	0	12	0	0	32	0	0	62
JECDB	0	57	0	26	0	0	49	0	0	0	21	0	153
HZC	21	0	0	0	0	0	0	0	0	0	0	0	21
Joint Economic Cmt.	0	0	0	87	61	72	112	100	113	48	30	0	623
SBC Economic Advis	0	0	0	0	0	0	0	0	0	0	29	101	130
ADA/Title VI	0	11	0	0	38	0	0	0	33	0	15	0	97
BOCA	0	0	0	0	0	0	0	0	0	0	0	0	0
IDB	0	0	0	0	0	0	0	5	0	0	0	12	17
	421	484	351	625	577	501	667	360	609	699	447	481	6222

Hours spent in meetings



Total Hours 103.2

Shelbyville Public Works 2019 Annual Report



Streets-2019

Litter-	941 streets	2877 bags
Sweeper-	1273 streets swept	
Patch work-	261 streets	656 holes patched
Mowing-	651 streets	
Bush hog-	587 streets	
Leaf Machine-	46 piles	247 curbs cleaned
Abatements-	4	
Limbs trimmed-	120 locations	
Ditches-	204	
Culverts-	143	
Total Signs-	603	
County Signs-	54	\$858.17
Bell Buckle Signs-	18	\$359.10

Solid Waste 2019

1. 111 Back door pick-ups weekly
2. 34- 2nd carts sold \$1870.00
3. 71- Pre- pays \$2553.50
4. 441 total notices left for sanitation violations
5. Celebration Pick – up 81.91 tons \$2088.11
6. Total tonnage thru December 2019

2019- 7863.96 tons

2018- 7463.60 tons

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 - 118
8. Burn pit loads- 5652

Drainage/ Construction Crews 2019

1. Washed brick on square
2. Cleaned flume grates across from Arby's
3. Held 3 clean ups Spring- Summer -Fall
4. Replaced Culvert on Perfection Dr, Charlotte, Highland Court
5. Bricked in handicap space on Square
6. Put up barricades for flooded roads
7. Graded Crab Street
8. Had 12 Brush pick up weeks
9. Put in gravel at Transfer Station
10. Rebuilt porch at office for ADA compliance
11. Cut out sidewalk on square & removed
12. Chipped out old concrete & poured new at police dept.
13. Delivered fuel tank to Cemetery
14. Repaired & concrete catch basin on depot
15. Put down eels on Shadow Drive
16. Worked on Fairground Heights project
17. Grinded out road on Union street & repaired
18. Bricked around City Hall flagpole
19. Removed parking ticket boxes on the public square
20. Tore down gazebo at the Fly building & hauled off
21. Worked on roof at Animal Control
22. Installed new signs at the Cemetery
23. Removed concrete dam from spillway at Duck Pond
24. Installed lights at the Transfer Station
25. Striped parking lot at the Fly Building
26. Stained porches at Public Works Office
27. Striped City Parking Lot
28. Poured concrete pad at Cemetery
29. Dug up road & repaired on Purdy Court

30. Poured concrete sidewalks on Tate St.
31. Repaired bricks on square
32. Painted divider inside Public Works Office
33. Installed new lights at Police Dept. & City Hall
34. Repaired concrete wall at Cemetery
35. Pained ceiling, walls & floor in shower room at the Public Works shop
36. 10 Double days of trash pick-up
37. Put down shoulder stone every month in various places in the city.

Stormwater- 2019

1. Inspected 163 sites for TDEC compliance
2. Attended 11 pre-planning and informational meetings with owners/
Developers/ contractors for site plan reviews
3. Held an outreach event at Purdy court with 7 children and 4 adults for stormwater awareness.
T- shirts were given out.
4. Attended East Side Career Day, approximately 260 children were in attendance. Hard hats,
comic books, pencil cases and literature handed out.
5. Issued 11 grading permits
6. Held 9 pre-construction meetings
7. Completed MS4 Annual Report and Water Score Card
8. Conducted 4 visual flume inspections
9. Attended TPWI workshop in October

Cemetery- 2019

1. There were 102 graves sold for \$40,800.00
2. There were 90 burials at Willow Mount in 2019
3. Number of graves donated by the City of Shelbyville for Pauper- 4

Public Work Purchases 2019

New Holland Boom Mower

SN: NT02213M

Ford F 350

SN: 1FD8W3G62KEE25640

Transfer Truck

SN: 1XP-HDP9X-3-CD154469

89 Case Backhoe

SN: NKC 763207

Cemetery

Mower

SN: 4000303945

Annual Report 2019



Parks Recreation Athletics

*Making a difference in
Someone's Life
Every Day*

Mike's Message

It is my pleasure to present the 2019 Annual Report for the Parks and Recreation Department as it reflects the focus of serving the citizens of Shelbyville through improvements to the facilities the department offers and customer service which provide for increased quality of life.

Make a difference in someone's life every day!

Our goal is to make a difference in someone's life every day, and we do that through relationships with our guests and customer service. The Recreation Center's winter sale was the biggest ever with sales of \$64,512 which exceeded the next highest sale by over \$5,500. The increased membership also provided the biggest annual attendance the Center has experienced with over 144,000 visits in 2019 which was almost 4% over last year's attendance. By making a difference, the department contributes to the overall health of our guests and quality of life.

Facility Improvements

Thanks to the City Council and Administration, many improvements have been made to the outdoor facilities. All of the bleachers throughout the park system have been replaced with new state of the art bleachers that are safer and accessible. The H.V. Griffin Softball Complex received new bleachers and the buildings have been painted and roofed. New LED lighting is going in and new dugouts will be built at the softball fields before the season begins.

The aquatics facilities are being improved with new decking around the outdoor pool and all new equipment in the indoor pump room.

Programming

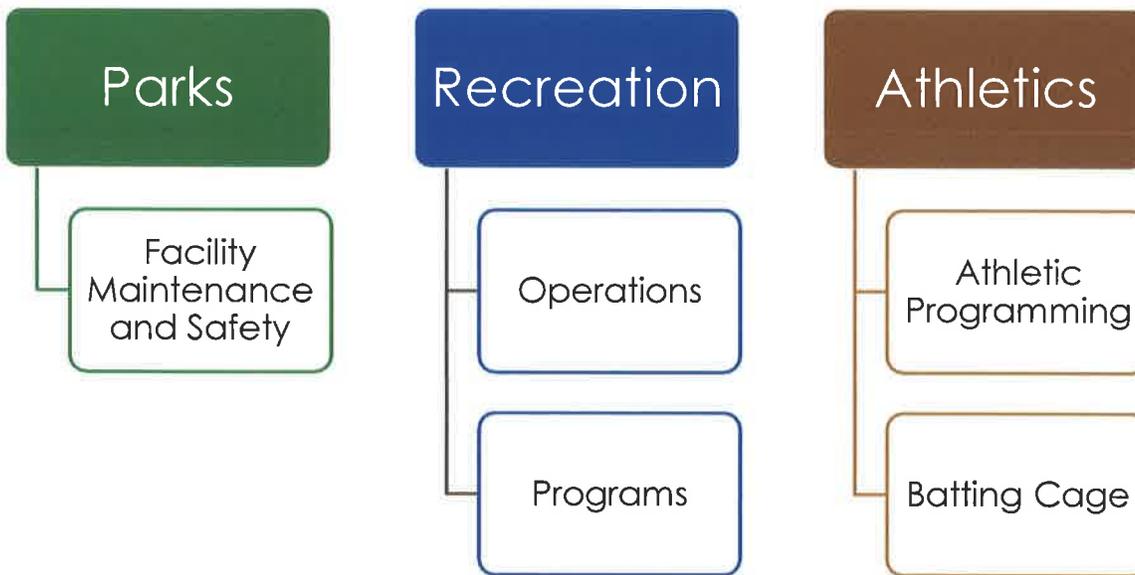
A full range of recreation programming and activities is offered through the department including athletics, aquatics, recreation programming, and senior adult programming. Providing diverse opportunities better serves our citizens whose needs and goals vary. We encourage our guests to be physically and socially active, improving their health and quality of life.

Mike Alsup

Director of Parks and Recreation

Department Overview

The Parks and Recreation Department is comprised of three major divisions: Parks, Recreation, and Athletics. Although the divisions each have different core roles and separate budgets, they all work together to provide services. The core roles and annual budgets are listed below.



Parks	Recreation	Athletics	
\$526,109	\$944,999	\$98,537	Operating
\$1,020,000	\$389,180	\$0	Capital
\$1,546,109	\$1,334,179	\$98,537	Totals

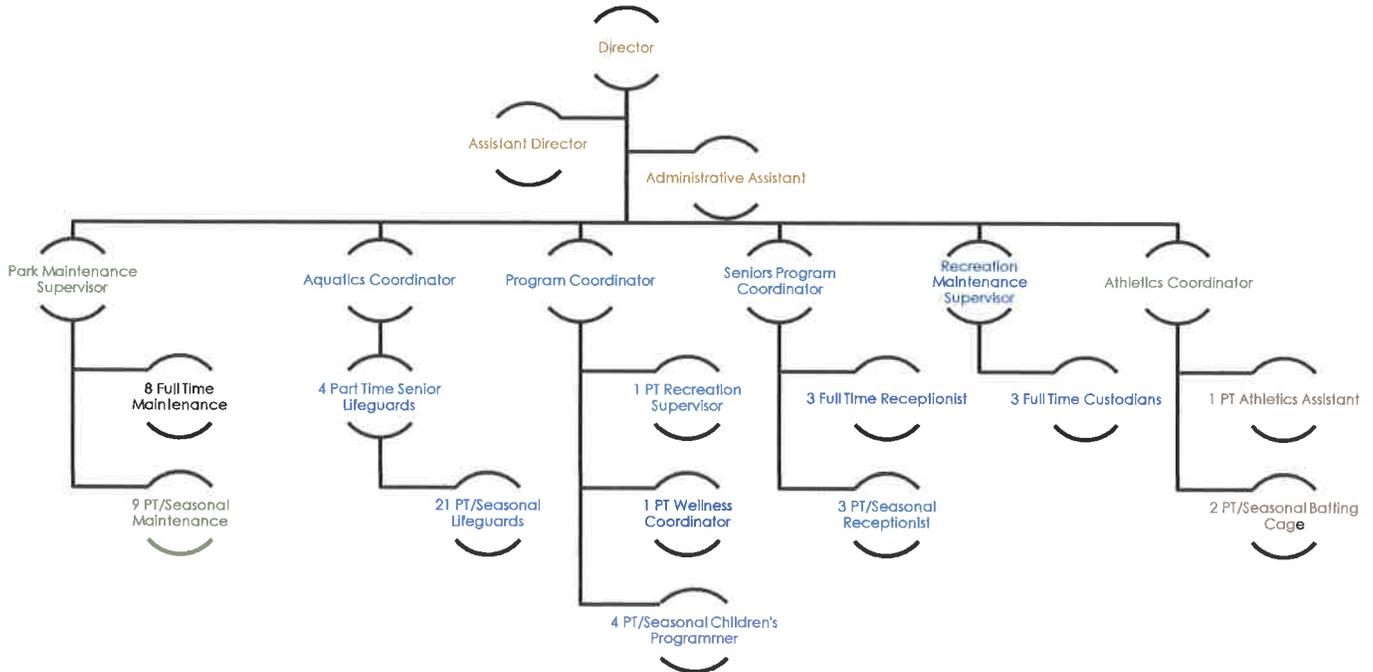
Parks	Recreation	Athletics	
\$13,100	\$288,506	\$50,400	Revenues

Department Overview

Staff

City Administration and Parks & Recreation Leadership recognize that the people working within our Departments are our greatest asset. Including administrative positions, there are 69 total employees

During 2019 staff participated in over 300 hours of training. Various trainings included job specific skills, safety, supervisors' training, customer service, and much more.



Facilities

The Parks Division is responsible for the maintenance, safety, and daily operations of eight 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, 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/matches.

2019 Improvements & Significant Work Accomplished:

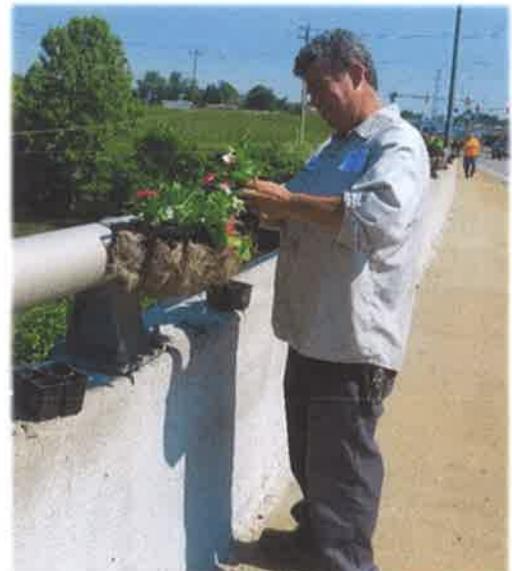
- Re-located existing warm-up batting cages located at the Youth Baseball fields
- Installed new warm-up batting cages at the Youth Baseball Fields
- Smith Pavilion restroom roof replaced
- Repaired bridge behind Lewis Pavilion
- Repaired multiple water leaks throughout park
- Replaced volleyball nets
- Applied water sealer to Celebration Station Playground

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.

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.
- 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- 6.5 acres
- Shoma Park is a small green space in the Shoma Park neighborhood- <1 acre (mini park)



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 fields and moved goals to accommodate the program.
- Completed bleacher replacement at Never Rest ballfield, the softball fields, and tennis courts.
- Softball concession stand and press boxes were painted and roofs replaced. The concession stand cabinets were replaced.
- Assisted Shelbyville Power with replacement of lightbulbs and electrical repairs at various fields.
- Created accessible parking at Harrison & Hulan Fields that meets current ADA standards.
- Work was started to replace lighting, dugouts, and fencing at the softball fields. Work to be completed in early 2020.



Equipment

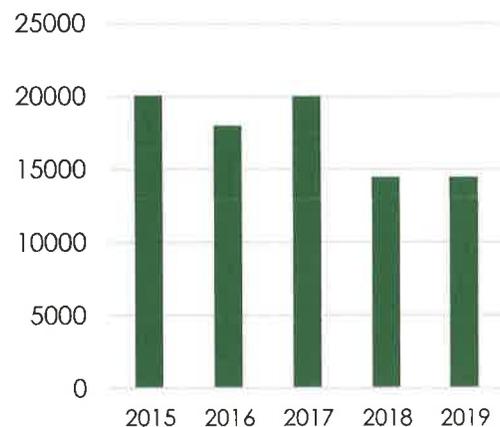
Maintenance & Repair

2019 Improvements & Significant Work Accomplished:

- Routine maintenance & minor repairs to vehicles completed by Parks Staff
- Acquired new Dump Truck- Ford F350
- Replaced hoses and made repairs to tank on the water truck

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 remained constant in 2019, totaling 14,447 people.



Special Projects

- Assisted with Arbor Day tree planting by the Shelbyville Garden Club
- Assisted the Athletics Division with Glow in the Park 5K logistics
- Flag Display maintained Flag Day (June 14th)- July 4th
- Prepared field for Football Camp
- Assisted Programming Division in transportation for Kayak Program and logistics for the Haunted Maze
- Began work to secure funding for playground replacement, held public meeting in August and several meetings with playground professionals to begin design process

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, and the indoor & outdoor pools. 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.



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



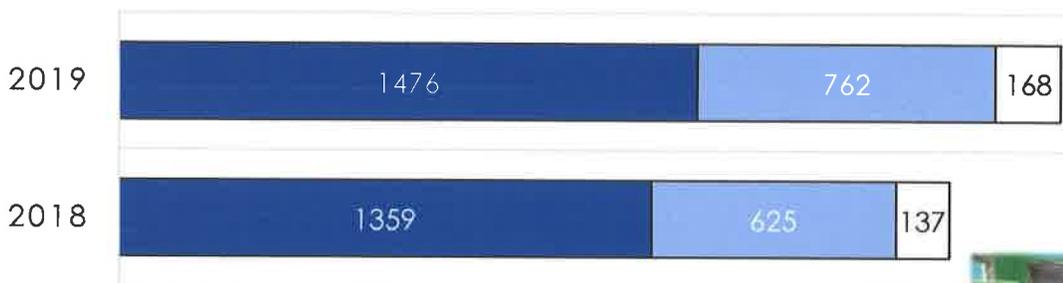
Recreation

Memberships

The Recreation Center had three different types of memberships available in 2019: Recreation Center Memberships, Silver Sneakers®, and Silver & Fit®.

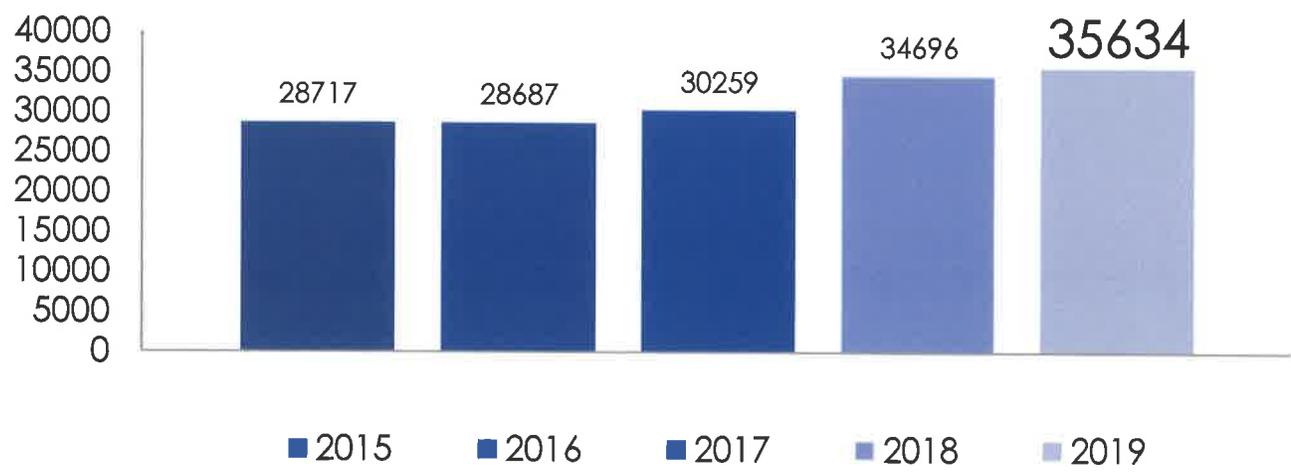
The Recreation Center offers several different Memberships. Citizens can purchase a membership for a specific area (i.e. pool) or a Full Membership that gives them access to the entire facility.

■ SRC ■ Silver Sneakers □ Silver & Fit



Daily Fee Use

Daily fee usage is shown below. The total amount in 2019 shows a 3% increase over 2018. The pool and gymnasium make up 71% of total daily fee users.

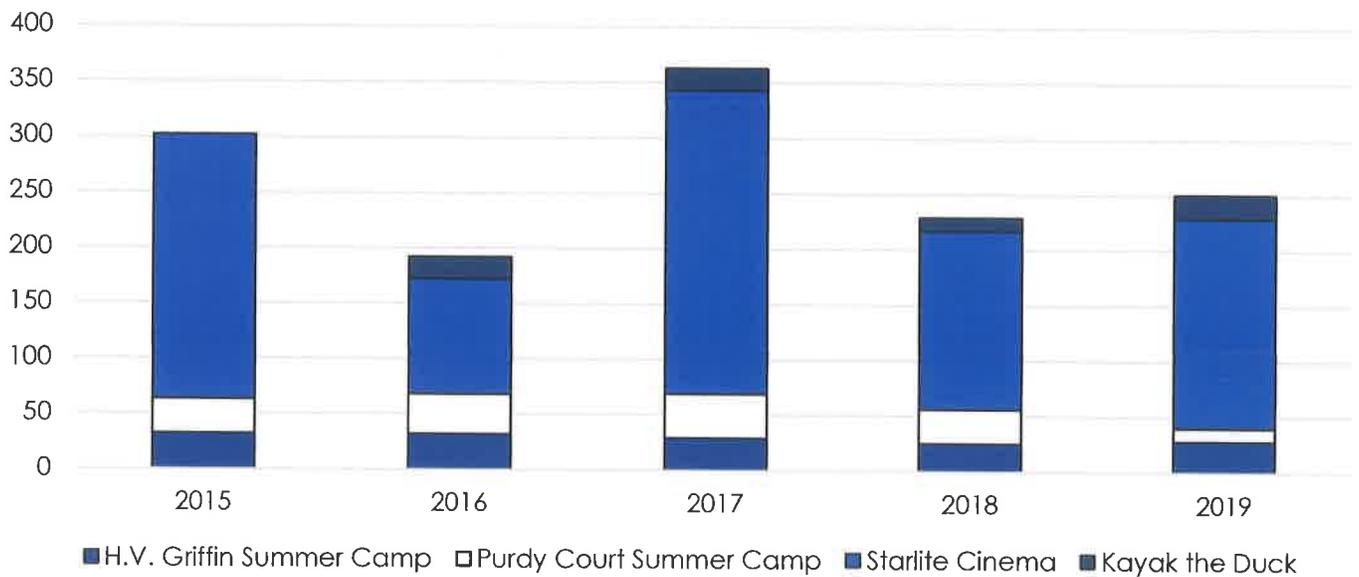


Programming

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

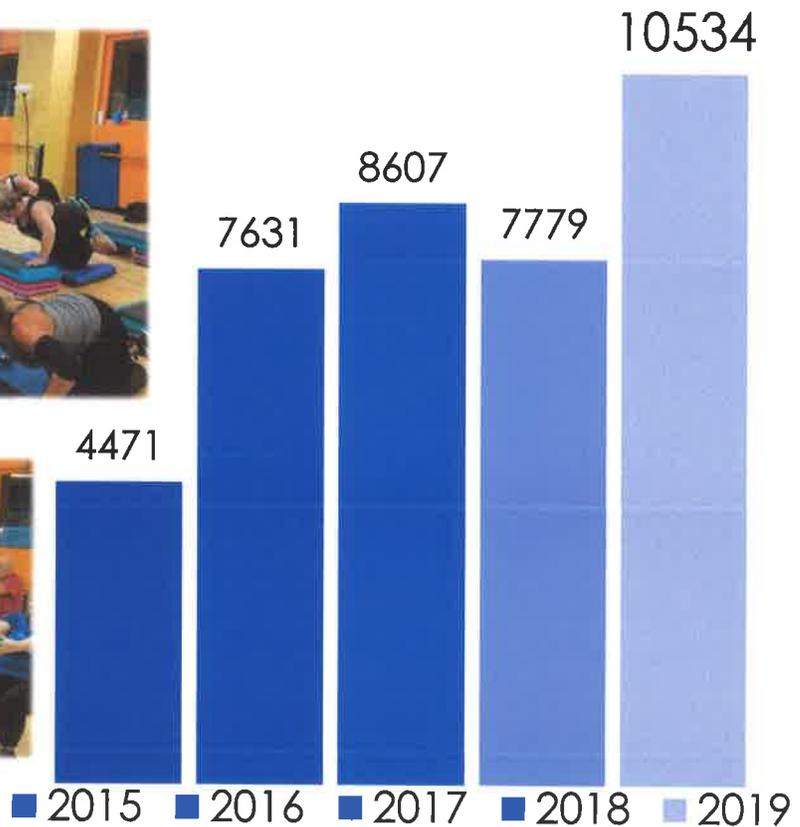
Seasonal Programs include Starlite Cinema, Kayak the Duck, and Summer Camp. Summer Camp registration remains consistent at H.V. Griffin, but continues to decline at Purdy Court. Participation in Starlite Cinema & Kayak the Duck is completely weather dependent and shows the largest variation over the years.



Recreation

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 2019 was 35% over 2018.



Contracted Programs

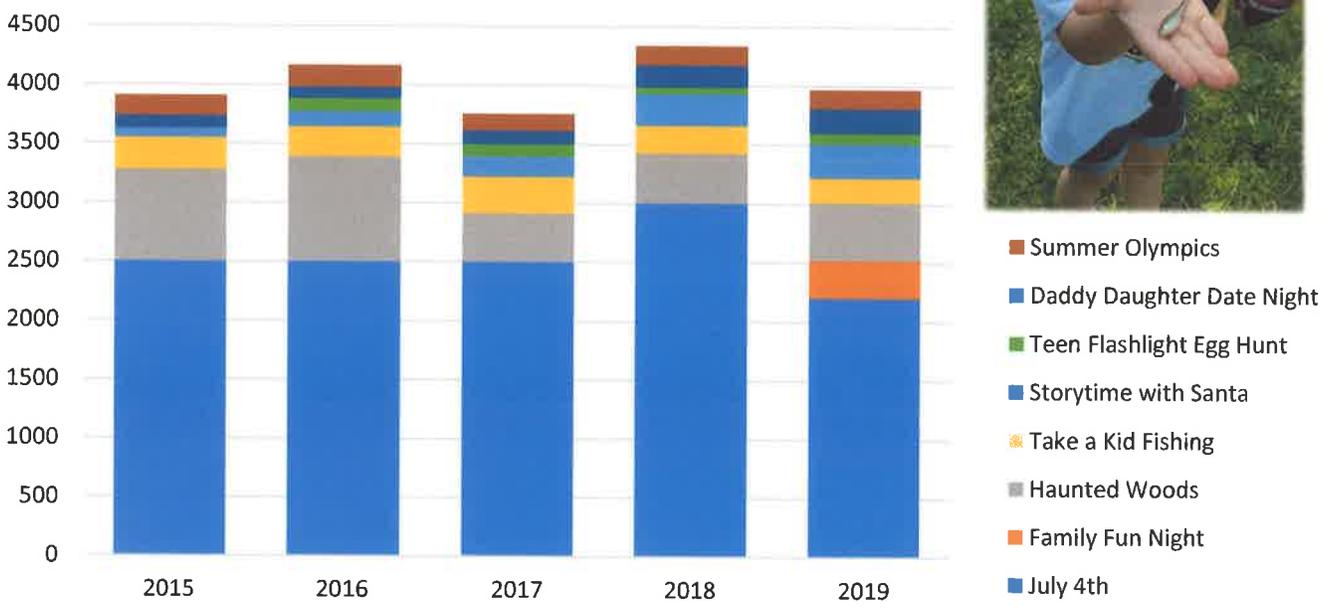
- ❖ Martial Arts is offered by Robert Daniel three days per week and averages 30 participants per month on roll.
- ❖ Shine Gymnastics is a gymnastics and cheerleading class offered by Pamela Taylor during the school calendar year. Each session enrollment averages 10-12 girls.



Recreation

Special Events

The Programming Division executes three large special events and several small special events each year. The 2019 special event total participation decreased 9% from 2018 due to poor weather on the 4th of July. All other special events experienced growth in 2019.



Recreation

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. We offered 7 monthly craft classes during 2019. These classes were Painting for Fun, Painting with Zeal, Painting with Cindy, Scrap-N-Crop, Crafts with Cindy, Ladies Night Out Crafts, and Homeschool Crafts.



Community Engagement Program Opportunities

- The Recreation Center provided a safe place for Halloween Trick or Treating. A total of 248 children participated.
- The Angel Tree went up at the beginning of November with 55 children's names on the tree for adoption. The Angel Tree was a partnership with the Center for Family Development.
- Community Garden was successful with all beds rented out for the year.
- The Department participated in the City's Christmas Parade, "A White Christmas". The Parks and Recreation Department float was designed as a Christmas Tree Farm. Parade was December 7th. Staff walked beside float handing out Recreation Center promotional passes.



Recreation

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
- ❖ Senior Olympics
- ❖ Visits to locations in & around Shelbyville
- ❖ Corn Hole, Disc Golf, & Shuffleboard



Holiday Events

- ❖ July 4th Luncheon & Entertainment- 75 participants
- ❖ Thanksgiving and Christmas Luncheons- Turkey and ham donated by community members, sides and desserts provided by participants who would otherwise spend the holidays alone. Thanksgiving had 38 participants and Christmas 41 participants.



Recreation

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.

- ❖ The 12th Annual Bedford County Olympics for the Young at Heart took place April 1st -13th (rained out events were made up in May). This year games were open to men and women ages 40+ and 71 participants from Bedford County and surrounding counties took part. Events included Basketball Free Throw, Hot Shot, & 3 Point Shooting, Bowling, Badminton, Swimming, Track & Field, Table Tennis, Horseshoe Pitching, Softball & Football Throw, 1 Mile Fun Walk, Disc Golf, Corn Hole Toss, Pickleball, Shuffleboard, and Wii Bowling.
- ❖ The National Senior Games were held June 14th – 26th in Albuquerque, New Mexico. The Bedford County Dinos won the bronze medal in the gold division for women's 65+ 3-on-3 basketball.
- ❖ The Tennessee Senior Olympics were held June 21st – 27th in Franklin, TN. The Bedford County Eagles won a bronze medal in men's 60+ 3-on-3 basketball, and the Bedford County Boomers won the silver medal in women's 50+ 3-on-3 basketball. Fourteen local athletes competed in several different individual events, winning twelve medals.



Aquatics

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.



Facility Improvements

- ❖ New Lifelines, Pool Signage, and Rescue Equipment for the Indoor Pool- December
- ❖ New Basketball Goal for the Indoor Pool- December
- ❖ Pump Room Renovations for the Indoor Pool began in November and will be complete in early 2020
- ❖ New Decking and Fencing for Outdoor Pool began in Fall 2019 and will be complete in early 2020

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	100%	N/A
October	100%	N/A
November	N/A	N/A
December	N/A	N/A

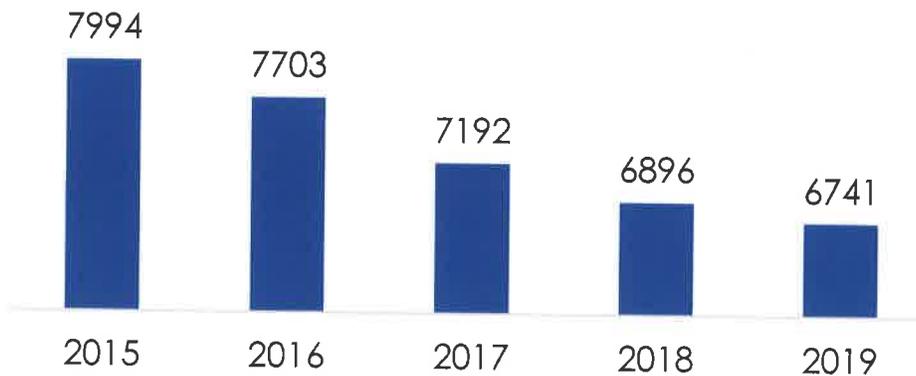


Recreation

Aquatic Programming

Group Fitness

Aquatic Group Fitness classes make up the largest percentage of the perpetual programs. The attendance for 2019 remained constant, total participation being within 3% of 2018. It should be noted that the indoor pool was closed 39 days at the end of the year for the renovations listed above. Seniors (participants 50 & older) make up the largest demographic participating in Group Fitness Classes.



Swim Lessons

Swim Lessons have continued to be a staple program in the Department. There were a total of 164 participants in 2019, a 7% increase over 2018. Twelve different staff members were trained and assisted in swim lessons.

Lifeguarding

The American Red Cross Lifeguard Certification is a program that was offered in two separate sessions in the spring. There were nine participants in 2019.

Recreation

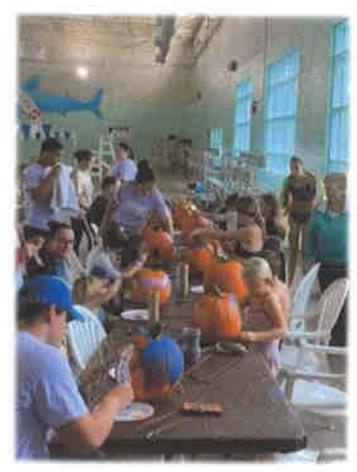
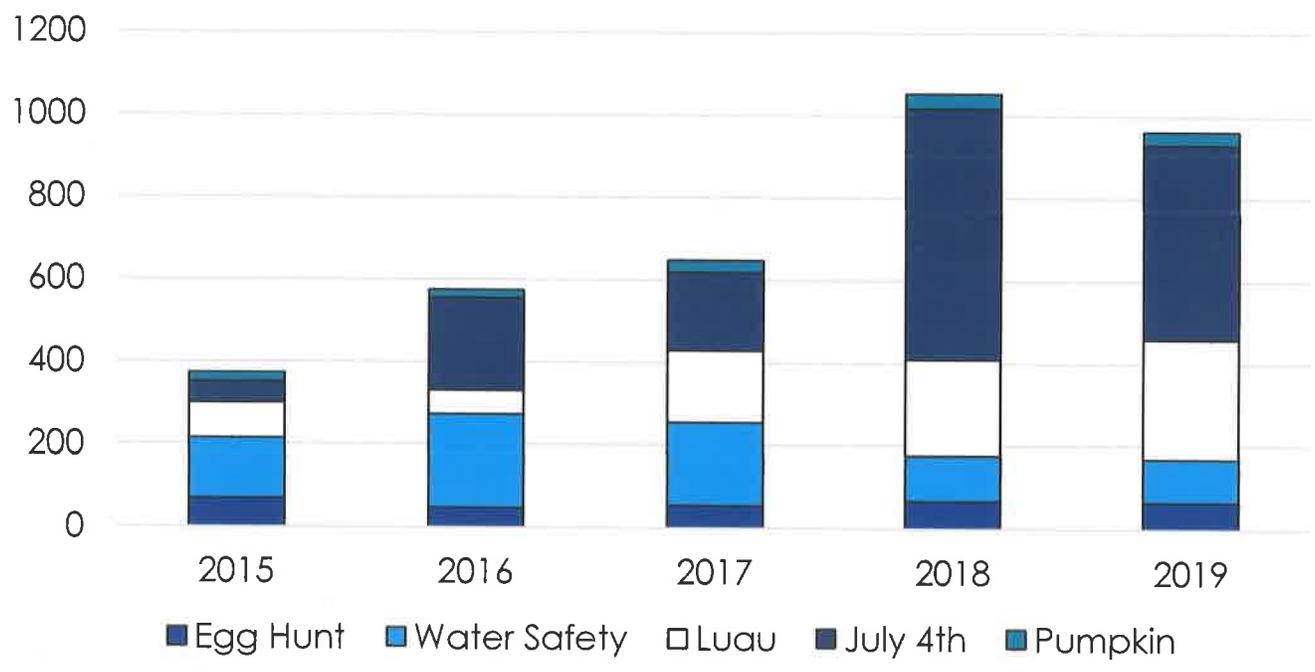
Aquatic Special Events

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 in 2019 was 962.



Athletics

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.

Youth Basketball

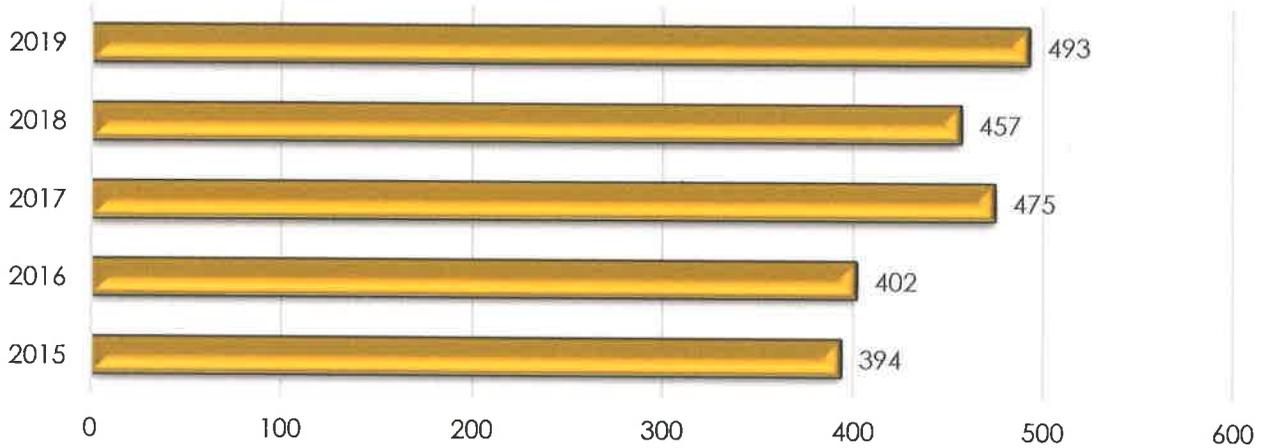
Youth Basketball was offered to children 6-14 years of age. The season was November-February. Player fees remained at \$40/child in 2019/2020. Shelbyville Parks and Recreation partnered with Paul Carter Sports to use certified officials for every game. Participation continued to decline this season. Staff believes this is due to surrounding communities expanding their programs and an increase in travel participation.



Athletics

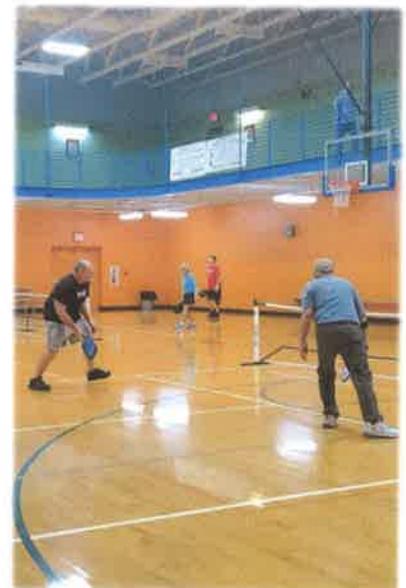
Youth Soccer

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 7.5% over 2018. Referees were scheduled by the Division and were certified through the U.S. Soccer Federation.



Recreational Athletics

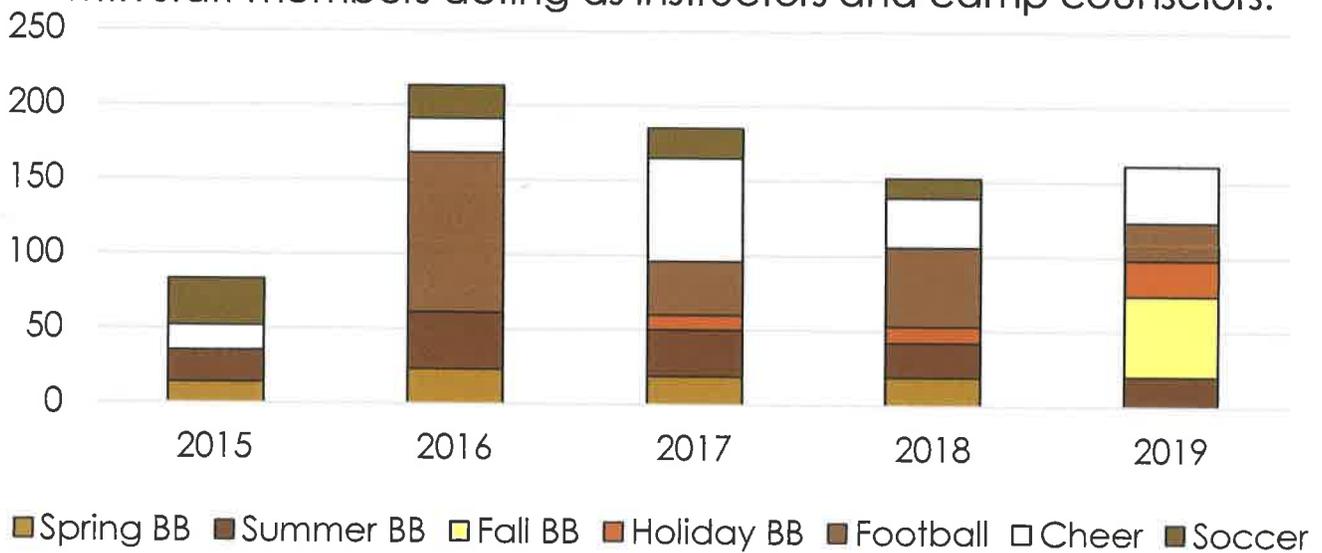
The Adult Basketball and Pickleball programs operate as "drop-in" programs. Neither require participants to organize as a team ahead of time, or commit to an entire season. Participation in both remained strong in 2019 with pickleball experiencing a great increase in participation in late 2019.



Athletics

Camps

- ❖ Spring and Summer Youth Basketball Camps were hosted in partnership with W.A.B. Sports. Total participation in W.A.B. Camps was 20. Fall and Holiday Basketball were hosted in partnership with the Shelbyville Central High School Basketball Teams. Total Participation in SCHS Camps was 78.
- ❖ Football Camp is hosted in partnership with W.A.B. Sports & Joe Pro56. The 2019 participation was down previous years and only totaled 25.
- ❖ In 2019 Cheer Camp was completely run by the Department with staff members acting as instructors and camp counselors.



Athletics

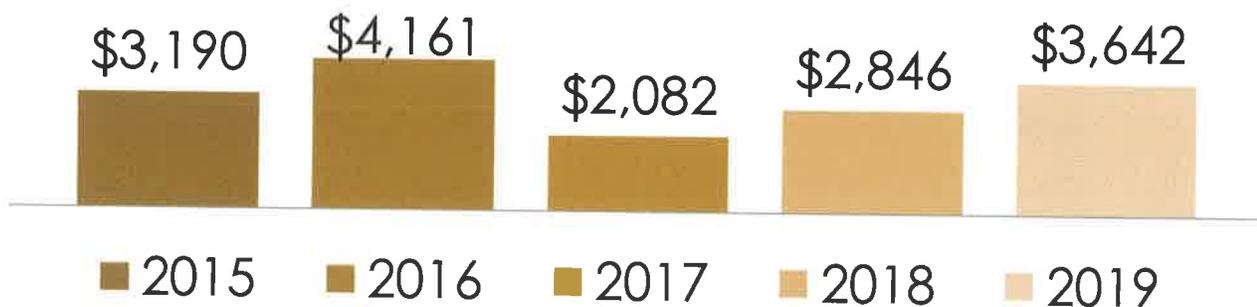
Glow in Park 5K

Glow in the Park 5K event was moved from the Fall to the Spring in 2019. There were 45 registered athletes. This event received many compliments from the participants and ran very smoothly.



Batting Cage

The Batting Cage was scheduled to open 6 days/week March-July 4th. Inclement weather prevented the batting cage from being open many of the scheduled days. Total season revenue was \$3,642, an increase of over 25% over 2018.

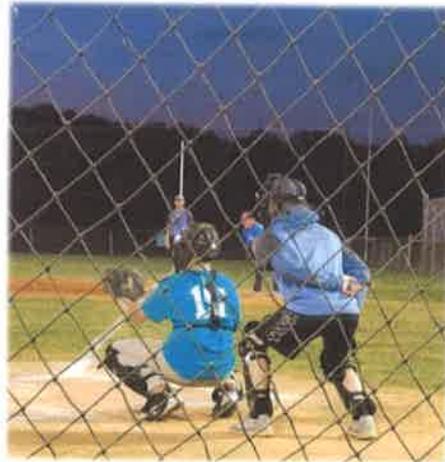


Athletics

Independent Leagues

Bedford County Baseball

Bedford County Baseball offered baseball and fast pitch softball for children 3-12 years old and they operated within the guidelines of the Tennessee Youth Baseball Association. Their season ran March-June. The 2019 season had over 600 participants.



Shelbyville Adult Softball

Adult Softball offers Recreational Softball for men and co-ed teams. The league utilizes the softball fields May-October.

Shelbyville Disc Golf Club

Shelbyville 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.



Department Overview

Community Partners & Outreach

The Parks and Recreation Department works closely with many other City Departments and Community Organizations to deliver services. Often these partnerships involve organizations supporting Recreation Services, but additionally these partnerships allow the Department and its staff to be part of the Community and support other services as well. A listing of our most active partnerships in 2018 is provided below.

Shelbyville Central High School National Honor Society

The Central NHS has supported the programming division for many years by providing event volunteers. Countless hours were served by these students in 2019.

Bedford County EMS

Bedford County EMS utilizes the pool and playground areas for training each year for the Youth First Responder Class. They also partner with the Department to assist in emergency response training with the Aquatics Staff and education days with the summer camp participants.

Howard's Hope

Howard's Hope is a non-profit organization providing scholarships for under privileged children to take swim lessons in order to prevent juvenile drownings. In 2019 Howard's Hope sponsored 63 children that participated in swim lessons at the Recreation Center.

United Way of Bedford County

United Way is the primary sponsor of the Matthew G. Woods Memorial Water Safety Day held each year at the outdoor pool.

Fly Arts Center

The Department supported the Butterfly Festival event with supplies, equipment use, and staff for the children's crafts.



Community Partners & Outreach

Bedford County Schools

The Parks & Athletics Divisions work closely with Bedford County Schools to provide support for the Athletic Programs. Currently H.V. Griffin Park is home for Liberty Middle Softball, Harris Middle Softball, Harris Middle Baseball, Harris Middle Tennis, and Shelbyville Central Tennis teams.

Duck River Clean-Up

The Parks Division works closely with the Chamber of Commerce to support this event each year. The "home base" for the event is located at River Bottom Park.

Bedford County Health Council

Recreation Program Coordinator, Jennifer Swann serves on the Council and the Department works with the council to promote healthy lifestyles in Bedford County.

UT Extension, Institute of Agriculture

The Department provided program support, and facility for the May Marathon, which promoted fitness and increased levels of activity.

Leadership Bedford

Assistant Director, Pam Henry serves on the Leadership Bedford Board, and the Department works with the board to promote Parks and Leisure services to the community.

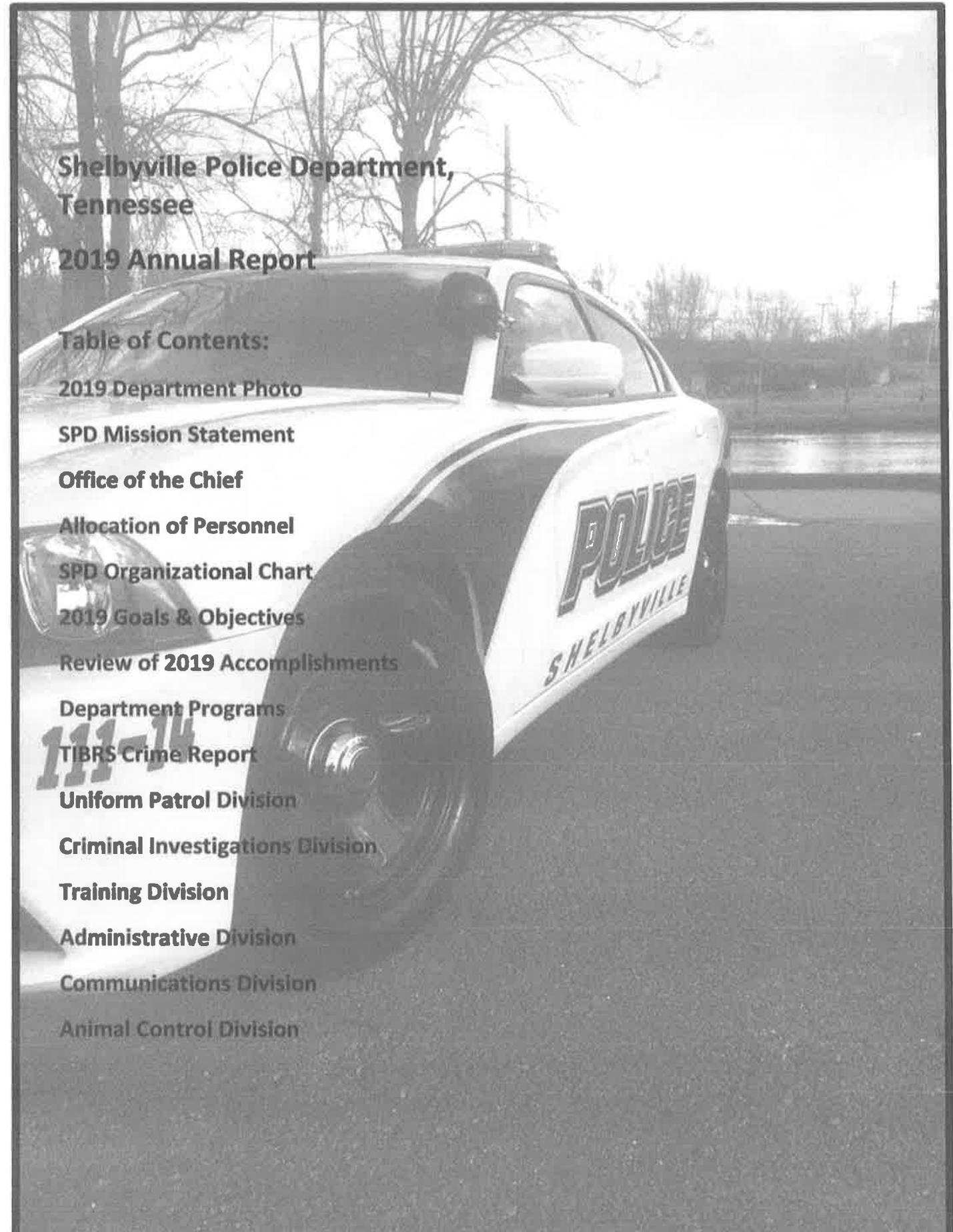
Shelbyville Fire Department

Shelbyville Fire Department provides fire safety education to the summer camp participants and co-sponsor the Water Safety Event.

Area Civic Groups

Director Mike Alsup and members of leadership frequently attend civic group meetings throughout the community.





**Shelbyville Police Department,
Tennessee**

2019 Annual Report

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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-two years of law enforcement experience and approximately thirty-six 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 Brian Crews, also a native of Shelbyville, began his career with the Shelbyville Police Department in January of 2000. He is a graduate of the Tennessee Law Enforcement Training Academy, Middle Tennessee State University, and The Nashville School of Law. He holds a bachelor's degree in Criminal Justice Administration and a Doctorate of Jurisprudence. After a brief stint on patrol, Deputy Chief Crews was assigned to the Criminal Investigations Division. He rose to the rank of Detective Lieutenant in 2014 and was promoted to Deputy Chief of Police in 2018. Deputy Chief Crews is married to Amanda Crews and the couple has two daughters, Suzanna and Sara Emery.



Personnel Assignments 2019

Chief Administration

Chief Jan Phillips
Deputy Chief Brian Crews

Training Division

Lt. Michael Davis

Administrative Division

Kim Nash, City Clerk of Court
Linda Dickerson, Animal Control P/T

Lilia Torres, Records
Jonathan Sims, Police Chaplain
Wanda Desplinter, P/T Assistant

Uniform Patrol Division

Major of Patrol Pat Mathis

Lt. James Wilkerson
Lt. Fred Harvey
Lt. Gregg Loyd
Ptl. Dylan Bliss
Ptl. Darrian Lanier
Ptl. Jeff Goodrich
Sgt. Tory Moore
Ptl. Mitchell Warren
Ptl. Clint Adams
Ptl. James Sharp
Ptl. Jerry Draine
Ptl. Ronnie Blankenship
Ptl. Bryan Lashwood
Ptl. David Dye
Ptl. Samuel Campbell
Ptl. Joshua Graves

Lt. Mike Davis
Sgt. Justin Smith
Sgt. Cody King
Sgt. Jody Shelton
Ptl. Rod Stacy
Ptl. Darrell Birdsong
Ptl. Brock Horner
Ptl. Russ Grubbs
Ptl. Michael Taylor
Ptl. Bradley Evans
Ptl. Jerry Lawrence
Ptl. Ramon Castillo
Ptl. Letisia Diaz
Ptl. Chris Vest
Ptl. Joseph Cleek

Criminal Investigations Division

Lt. Det. Charles Merlo
Sgt. Bill Logue
Det. Carol Jean
Sheri Rhodes, CID Asslstant/Accreditation

Sgt. Det. Sam Jacobs
Det. Cody Swift
Det. Nathan Everhart
Agent Shane George (DTF)
Kerry Dunn, CID Assistant

Communications Division

Lee Ann Small
Amber McKee
Regan Richardson

Jennifer Pruitt
Mariah Mitchell

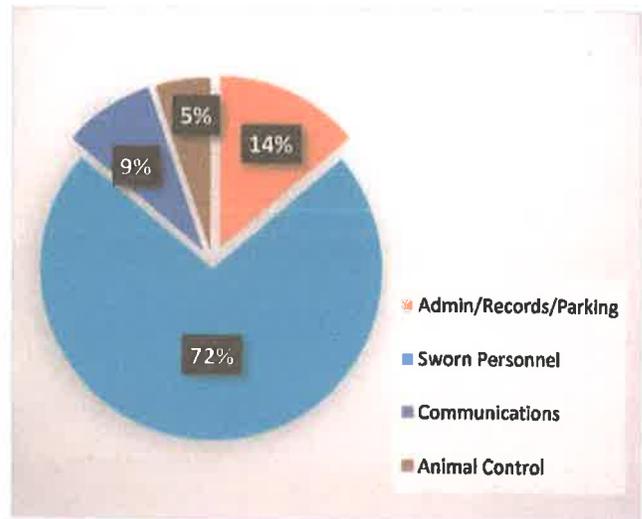
Animal Control

Randy McCullough
Dylan Farrar

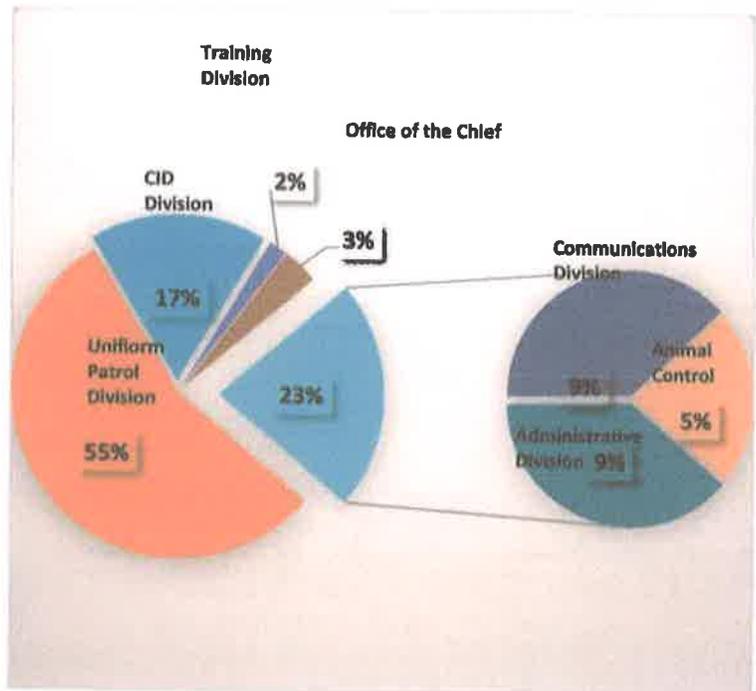
Jon Evans
Linda Dickerson

Allocation of Personnel

The Department has a total of fifty-seven employees (excluding crossing guards). These positions include forty-two sworn officers, eight administrative support employees, six communications employees, and four 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 25% of the Department.



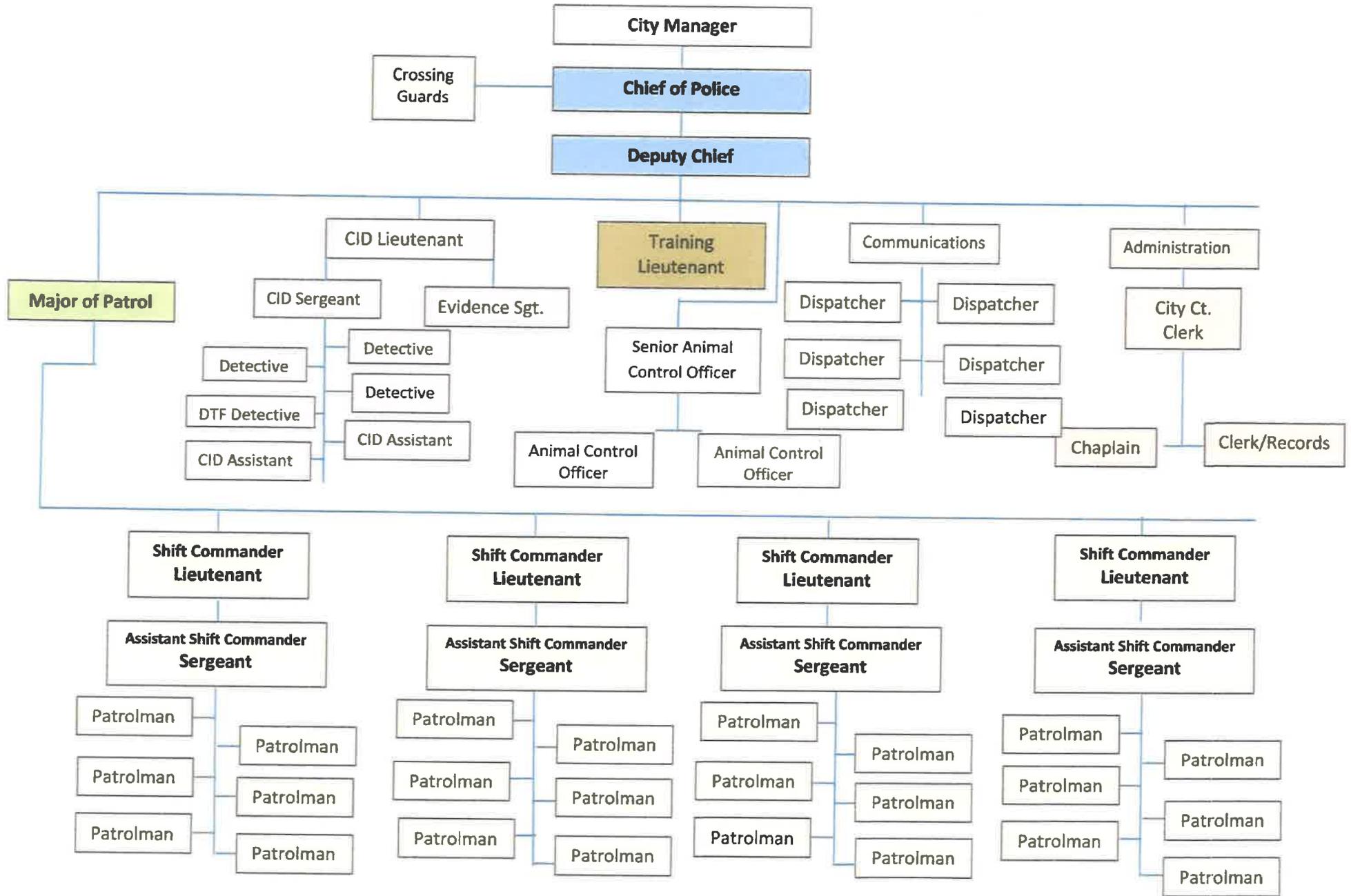
Shelbyville Police Department
Sworn Law Enforcement Years of Service (2019)

Over 533

Years of Combined Experience!

Chief Jan Phillips, 42 Years of Service	Ptl. Mitchell Warren, 11 Years of Service
Deputy Chief Brian Crews, 19 Years of Service	Det. Cody Swift, 9 Years of Service
Major Pat Mathis, 27 Years of Service	Ptl. Brock Horner, 8 Years of Service
Lt. James Wilkerson, 28 Years of Service	Ptl. David Dye, 8 Years of Service
Lt. Fred Harvey, 27 Years of Service	Ptl. Russ Grubbs, 8 Years of Service
Lt. Mike Davis, 27 Years of Service	Ptl. Michael Taylor, 6 Years of Service
Det. Lt. Charles Merlo, 21 Years of Service	Ptl. Letisia Diaz, 5 Years of Service
Lt. Gregg Loyd, 20 Years of Service	Ptl. Clint Adams, 5 Years of Service
Sgt. Bill Logue, 31 Years of Service	Ptl. Ronnie Blankenship, 5 Years of Service
Sgt. Justin Smith, 21 Years of Service	Ptl. Nathaniel Everhart, 4 Years of Service
Sgt. Cody King, 20 Years of Service	Ptl. James Sharp, 11 Months of Service
Det. Sgt. Sam Jacobs, 18 Years of Service	Ptl. Brad Evans, 8 Months of Service
Sgt. Jody Shelton, 14 Years of Service	Ptl. Josh Graves, 8 Months of Service
Sgt. Tory Moore, 13 Years of Service	Ptl. Samuel Campbell, 1 Year of Service
Agent Shane George, 20 Years of Service	Ptl. Joseph Cleek, 1 Year of Service
Ptl. Rod Stacy, 27 Years of Service	Ptl. Darrian Lanier, 1 Year of Service
Ptl. Jerry Lawrence, 20 Years of Service	Ptl. Dylan Bliss, 7 months of Service
Ptl. Jeff Goodrich, 14 Years of Service	Ptl. Ramon Castillo, 4 months of service
Det. Carol Jean, 13 Years of Service	Ptl. Bryan Lashwood, 4 months of service
Ptl. Jerry Draine, 13 Years of Service	
Ptl. Darrell Birdsong, 12 Years of Service	k-9 Trigger, 6 months of service
Ptl. Chris Vest, 11 Years of Service	k-9 Ranger, 4 months of service

SHELBYVILLE POLICE DEPARTMENT



Shelbyville Police Department

2019 Goals & Objectives

In the development of the goals and objectives of the Shelbyville Police Department for the upcoming year of 2019, 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 2019.

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 2019, 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.
- Appropriate funds for ISOMS, a cloud based internet records management system.

- Seek funding options/grant funding for officer worn body cameras and replacement of outdated Tasers.
- Work in conjunction with the Shelbyville Fire Department to seek funding for a joint radio communications upgrade that transmits on a digital vs analog platform.
- 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.
- Update the security/accessibility to the police department. Remodel the front entrance in a manner that restricts public access to the records department. Remodel the side entrance that restricts access to only a hallway that leads to the courtroom.

Criminal Investigations & Patrol Divisions:

- Maintain personnel levels and shift operations at full manpower.
 - Replace outdated equipment and 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 by phone and/or online and assigning at least one officer to traffic control on night shifts).
 - Obtain a TIBRS crime solvability rate of 50% or greater.
- 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.

Criminal Investigations & Patrol Divisions:

- Enroll command staff in leadership courses
- Analyze effectiveness of the new format for Field Training

- Provide programs that increase officer morale including team building exercises, recognition programs (i.e. marksmanship awards), and opportunities for specialized training of officer interest.
- Utilize opportunities that offer free training programs for officers (i.e. THSO available trainings).

3) The Enhancement and Utilization of Technology and Technological Resources

From The Office of Chief & Deputy Chief:

- Enhance online services.
- Replace outdated equipment, computers, and software.
- Expand utilization of current software (i.e. PowerDMS)
- Obtain on-line training for officers using Virtual Academy.

Criminal Investigations & Patrol Divisions:

- Continue subscription to *Leads Online*, and maintain cooperation from local pawn shops in the utilization of *Leads Online* for data entry.
- Continue efforts to collaborate with Shelbyville Power, and continue the installation of digital video recorders at all major intersections inside the City of Shelbyville.
- Continue efforts to collaborate with Shelbyville Public Housing to maintain remote access to their video surveillance system.

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.
- Conduct training sessions to local business and churches regarding security and active shooter situations.

Shelbyville Police Department

A Review of Accomplishments (2019)

All divisions of the Shelbyville Police Department were requested to submit annual goals during the development process of the Department's 2019 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. While the Uniform Patrol Division struggled to maintain shift levels at full staff they 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 2019 included domestic violence investigations, management and leadership training, instructor training, advanced firearms tactics, tactical medical, and meeting or exceeding other general in-service requirements.

The Criminal Investigations Division continued its efforts to enhance its investigatory resources. The Division received continued funding for LeadsOnline and has now installed digital video recorders at the majority of all intersections within the city. The Division had a member graduate from the prestigious TBI State Academy and maintained a strong TIBRS crime solvability rate. The department and Criminal Investigation Division was recognized for this achievement in the local newspaper.

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 2019, the Department focused on leadership and training. The Chief of Police was active in the Tennessee Association of Chiefs of Police and received executive leadership training. The Deputy Chief of Police and Major attended Managing Internal Affairs taught by the FBI Law Enforcement Executive Development Academy and hosted by the Murfreesboro Police Department. The Department maintained adherence to Tennessee Law Enforcement Accreditation standards. The Department also continued its efforts to improve and enhance written directives and the dissemination of those directives through the use of PowerDMS in accordance with accreditation standards. In December of 2019, the department was awarded its third re-accreditation by the Tennessee Law Enforcement Accreditation.

The Department continued to focus on equipment needs and updates to the security/accessibility to the police department. Funding for security/accessibility updates was awarded in the 2019-2020 budget and construction and implementation will likely begin early 2020. 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 also installed L-3 video system equipment in the majority of all patrol cars. The Department received funding for replacement of Tasers and will receive the new equipment in January of 2020. The department will continue to explore the implementation of body-worn cameras; however, at this time implementation will be on hold due to costs and the ever changing technology and legal uncertainties.

The Department was successful in securing grant awards during the 2019 calendar year including awards through THSO.

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 officers and K-9s, and multiple presentations by members of the Criminal Investigations and Patrol Divisions. Examples include presentations targeting women and children; programs that 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 held a Citizens Police Academy led by Lt. Charles Merlo. This was the first Citizens Police Academy the department has hosted in several years. The reviews from participants were very positive and the department hopes to continue these efforts.

The department 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. The minutes from the Command Staff meetings are now transcribed and disseminated to the members of the department through PowerDMS.

As the Department reflects on 2019, it looks forward to 2020 and the pursuit of new goals while still focusing on the mission of the Department and a standard of excellence.

Shelbyville Police Department Programs (2019)

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.

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: Two certified patrol canines trained in narcotics detection. One canine additionally trained in tracking and patrol canine work.

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

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

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

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

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

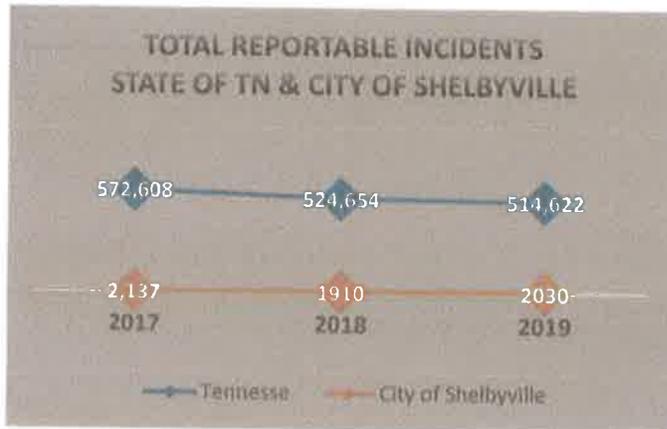
Shelbyville Police Department
Crime Report
2019



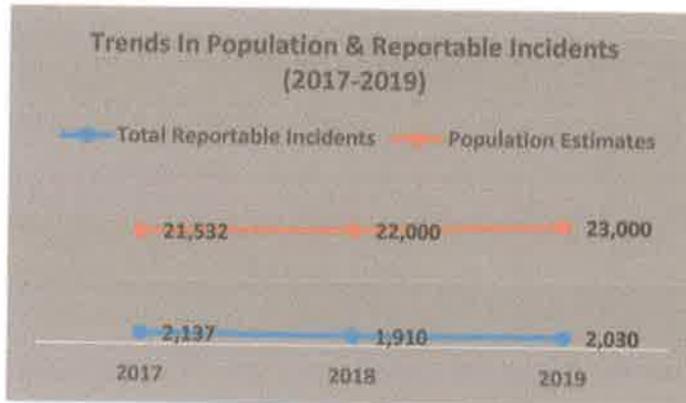
Tennessee Incident Based Reporting System
(TIBRS)

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 and 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 10% over this period. In the City of Shelbyville, total reportable incidents has decreased by 5% in the same period.



It is important to consider population increases in regards to crime trends as the City continues to experience population growth. As of December 2019, TIBRS hasn't updated the estimated population for the City of Shelbyville. The estimated population of 22,000 could be significantly lower than what is actual. The city

continues to see significant residential developments within the City. This fact could lead to a higher number of reportable incidents to TIBRS in the near future. It appears however, the department is doing well in its efforts to control crime through deterrence and apprehension of offenders.

Reportable Incidents by Group:



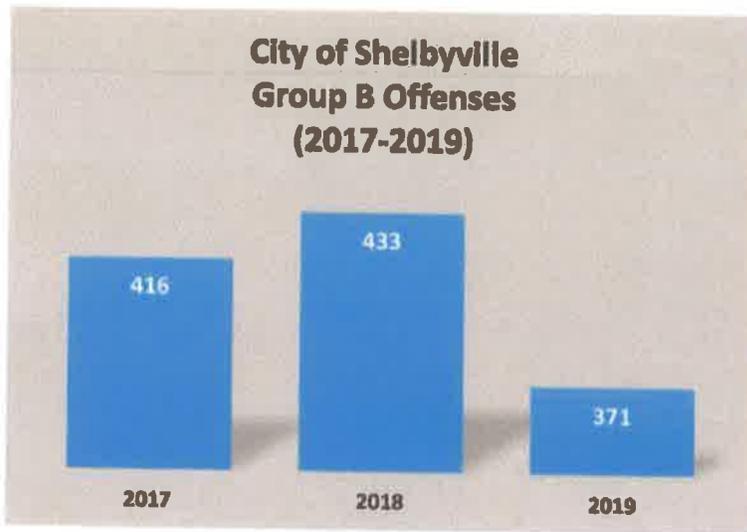
In the City of Shelbyville, *Group A Offenses* show a 5% decrease over the previous three years (2017-2019). These offenses include *Crimes Against Persons*, *Crimes Against Property*, and *Crimes Against Society*. *Crimes Against Property* include burglary, fraud, and theft and continue to account for the largest number of all *Group*

A Offenses inside the City.

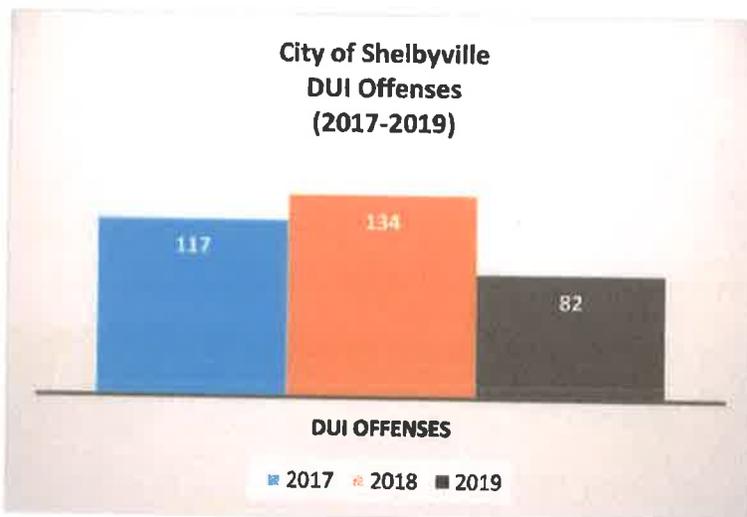
Crimes Against Persons, which includes violent crimes such as aggravated assault, simple assault, and rape accounted on average for approximately 34% of all *Group A Offenses* in 2019. This group of offenses saw a slight increase in 2019; however the total is still less than what it was in 2017.

Crimes Against Society, which includes drug offense and prostitution, accounts for the smallest portion of all *Group A Offenses*; an average of approximately 12% of all reportable incidents over the previous three years. While accounting for only a small portion of all offenses, this group has shown an increase since 2017. The increase is likely in part to some proactive efforts by the Criminal Investigations Division to thwart such offenses.

In summary, the City of Shelbyville saw a slight increase in overall reportable incidents. This is remarkable considering the population growth and significant call for service increase over the same time period. It is an indication that efforts of the Shelbyville Police Department to reduce crimes through deterrence and the apprehension and prosecution of crimes has been successful. The data representing *Crimes Against Society* shows there was a concentrated effort to increase enforcement on criminal drug activity in Shelbyville. This was a specific goal of the criminal investigations division going into the 2019 calendar year. Continued efforts will result in even higher numbers but administration and investigators believe this is a must in order to curtail other crimes from happening.



Group B Offenses include DUI, Drunkenness, Liquor Law Violations, Disorderly Conduct, and Family-Non Violent offenses. The City experienced a decrease in these offenses during 2019 after only a slight increase from 2017 to 2018.



The City experienced a significant decrease in DUI arrests in 2019. Grant funding through the Tennessee Highway Safety Office (previously Governor's Highway Safety Office) is still utilized by the the Shelbyville Police Department in an effort to specifically concentrate on DUI enforcement. The enforcement efforts are hopefully contributing in a

lesser number of drivers driving while impaired; however, it is strongly believed the arrest are significantly lower due to the rise in calls for service resulting in less proactive policing measures. The department will continue to monitor DUI arrests and accidents involving impaired driving in order to get a true cause in the decline of DUI arrests. The department will also focus on specialized training in 2020 to help officers recognize impaired drivers.

For a comprehensive look at all of the data collected by TIBRS for the City of Shelbyville and the State of Tennessee since 2017 included with this section you will find the complete results on the following pages.

Shelbyville Police Department - NIBRS Agency Crime Overview - 2019

Population Estimate	N/A	Offenses (**)		Arrests (***)		
		Reported	Cleared	Adult	Juvenile	
Offense Overview		Group A Offenses				
		Crimes Against Persons				
Offense Total	2,030	Murder	0	0	0	0
Number Cleared	1,093	Negligent Manslaughter	0	0	0	0
Percent Cleared	53.84 %	Negligent Vehicular Manslaughter	0	0	0	0
Group A Crimes per 100,000 population	N/A	Kidnapping/Abduction	9	4	2	0
		Forcible Rape	13	6	4	2
		Forcible Sodomy	1	1	0	1
		Sexual Assault W/Object	0	0	0	0
		Forcible Fondling	14	8	2	2
		Incest	0	0	0	0
		Statutory Rape	2	2	2	0
		Aggravated Assault	153	105	74	2
		Simple Assault	423	264	160	8
		Intimidation	69	23	6	0
		Stalking	4	2	1	0
		Commercial Sex Acts	0	0	0	0
		Involuntary Servitude	0	0	0	0
		Crimes Against Property				
		Arson	2	0	0	0
		Bribery	0	0	0	0
		Burglary	103	23	34	2
		Counterfeiting/Forgery	54	17	17	0
		Destruction/Damage/Vandalism	149	34	14	3
		Embezzlement	15	11	6	5
		Extortion/Blackmail	0	0	0	0
		Fraud - False Pretenses	59	14	12	0
		Fraud - Credit Card/ATM	37	5	5	0
		Fraud - Impersonation	30	20	17	2
		Fraud - Welfare	0	0	0	0
		Fraud - Wire	0	0	0	0
		Fraud - Identity Theft	0	0	0	0
		Fraud - Computer Hacking/Invasion	0	0	0	0
		Robbery	15	8	12	4
		Theft - Pocket-picking	1	1	2	0
		Theft - Purse Snatching	0	0	0	0
		Theft - Shoplifting	197	155	150	23
		Theft From Building	102	28	33	5
		Theft From Coin Machine	0	0	0	0
		Theft From Motor Vehicle	59	18	23	5
		Theft of Motor Vehicle Parts	23	2	2	0
		Theft - All Other Larceny	134	26	17	1
		Motor Vehicle Theft	53	19	16	0
		Stolen Property Offenses	2	2	1	0
		Crimes Against Society				
		Animal Cruelty	1	1	1	0
		Drug/Narcotic Violations	172	166	154	6
		Drug/Narcotic Equipment Violations	106	104	39	2
		Gambling - Betting/Wagering	0	0	0	0
		Gambling - Operating/Promoting	0	0	0	0
		Gambling - Equipment Violations	0	0	0	0
		Gambling - Sports Tampering	0	0	0	0
		Pornography/Obscene Material	3	0	0	0
		Prostitution	5	5	5	0
		Prostitution Assisting/Promoting	0	0	0	0
		Purchasing Prostitution	0	0	0	0
		Weapon Law Violations	20	19	13	1
		Total Group A Offenses	2,030	1,093	824	74
Arrest Overview						
Total Arrests	1,269					
Adult Arrests	1,168					
Juvenile Arrests	101					
Unknown Age	0					
Arrests per 100,000 population	N/A					
Average number offenses/incident	1.19					
Domestic Violence Victims						
Offense	Reported	Cleared				
Murder	0	0				
Aggravated Assault	63	52				
Simple Assault	281	200				
Intimidation	23	12				
Stalking	3	2				
Forcible Rape	6	4				
Forcible Sodomy	1	1				
Sexual Assault W/Object	0	0				
Forcible Fondling	7	6				
Incest	0	0				
Statutory Rape	1	1				
Kidnapping/Abduction	3	1				
Commercial Sex Acts	0	0				
Involuntary Servitude	0	0				
Total	388	279				
Group B Arrests						
Offense	Adult	Juvenile				
Bad Checks	0	0				
Curfew/Vagrancy	0	0				
Disorderly Conduct	25	2				
DUI	82	1				
Drunkenness	123	1				
Family-Non Violent	5	0				
Liquor Law Violations	10	9				
Peeping Tom	0	0				
Runaway	0	0				
Trespass	21	1				
All Other Offenses	78	13				
Total Group B	344	27				

(*) Offenses are counted using the FBI Units of Count for Crime

(**) The 'Arrests' column shows arrests made for incidents during the selected period, regardless of arrest date. Arrest counts for the same period may change over time.

This report is valid as of January 07, 2020 and is subject to change

Shelbyville Police Department - NIBRS Agency Crime Overview - 2018

Population Estimate		N/A	Offenses (*)		Arrests (**)	
Offense Overview			Reported	Cleared	Adult	Juvenile
Offense Total	1,945					
Number Cleared	1,015					
Percent Cleared	52.19 %					
Group A Crimes per 100,000 population	N/A					
Arrest Overview						
Total Arrests	1,210					
Adult Arrests	1,121					
Juvenile Arrests	89					
Unknown Age	0					
Arrests per 100,000 population	N/A					
Average number offenses/incident	1.15					
Domestic Violence Victims						
Offense	Reported	Cleared				
Murder	0	0				
Aggravated Assault	57	46				
Simple Assault	308	232				
Intimidation	32	18				
Stalking	5	5				
Forcible Rape	6	3				
Forcible Sodomy	1	1				
Sexual Assault W/Object	0	0				
Forcible Fondling	4	2				
Incest	0	0				
Statutory Rape	1	0				
Kidnapping/Abduction	2	2				
Commercial Sex Acts	1	1				
Involuntary Servitude	0	0				
Total	417	310				
Group B Arrests						
Offense	Adult	Juvenile				
Bad Checks	1	0				
Curfew/Vagrancy	0	3				
Disorderly Conduct	14	0				
DUI	134	0				
Drunkenness	165	0				
Family-Non Violent	6	3				
Liquor Law Violations	13	3				
Peeping Tom	0	0				
Runaway	0	0				
Trespass	13	0				
All Other Offenses	86	9				
Total Group B	432	18				
Crimes Against Persons						
Murder			1	1	1	0
Negligent Manslaughter			0	0	0	0
Negligent Vehicular Manslaughter			0	0	0	0
Kidnapping/Abduction			2	2	1	0
Forcible Rape			12	4	3	0
Forcible Sodomy			1	1	0	1
Sexual Assault W/Object			1	1	0	0
Forcible Fondling			9	3	1	1
Incest			0	0	0	0
Statutory Rape			4	1	1	0
Aggravated Assault			126	101	70	5
Simple Assault			424	283	186	12
Intimidation			85	36	8	0
Stalking			7	5	1	0
Commercial Sex Acts			1	1	0	0
Involuntary Servitude			0	0	0	0
Crimes Against Property						
Arson			2	1	1	0
Bribery			0	0	0	0
Burglary			103	31	31	2
Counterfeiting/Forgery			27	11	9	0
Destruction/Damage/Vandalism			174	41	13	4
Embezzlement			9	4	3	0
Extortion/Blackmail			1	0	0	0
Fraud - False Pretenses			58	16	13	0
Fraud - Credit Card/ATM			36	5	4	0
Fraud - Impersonation			21	15	11	2
Fraud - Welfare			0	0	0	0
Fraud - Wire			1	0	0	0
Fraud - Identity Theft			1	1	0	0
Fraud - Computer Hacking/Invasion			0	0	0	0
Robbery			14	7	10	1
Theft - Pocket-picking			0	0	0	0
Theft - Purse Snatching			0	0	0	0
Theft - Shoplifting			168	112	109	15
Theft From Building			74	17	5	0
Theft From Coin Machine			1	0	0	0
Theft From Motor Vehicle			85	13	5	16
Theft of Motor Vehicle Parts			32	3	3	0
Theft - All Other Larceny			146	28	13	2
Motor Vehicle Theft			66	26	19	3
Stolen Property Offenses			2	1	0	0
Crimes Against Society						
Animal Cruelty			0	0	0	0
Drug/Narcotic Violations			143	140	128	5
Drug/Narcotic Equipment Violations			84	84	26	0
Gambling - Betting/Wagering			0	0	0	0
Gambling - Operating/Promoting			0	0	0	0
Gambling - Equipment Violations			0	0	0	0
Gambling - Sports Tampering			0	0	0	0
Pornography/Obscene Material			2	0	0	0
Prostitution			1	1	1	0
Prostitution Assisting/Promoting			0	0	0	0
Purchasing Prostitution			0	0	0	0
Weapon Law Violations			21	19	13	2
Total Group A Offenses			1,945	1,015	689	71

(*) Offenses are counted using the FBI Units of Count for Crime

(**) The 'Arrests' column shows arrests made for incidents during the selected period, regardless of arrest date. Arrest counts for the same period may change over time.

Shelbyville Police Department - NIBRS Agency Crime Overview - 2017

Population Estimate		21,532		Offenses (*)		Arrests (**)	
				Reported	Cleared	Adult	Juvenile
Offense Overview				Group A Offenses			
				Crimes Against Persons			
Offense Total	2,144	Murder		0	0	0	0
Number Cleared	1,101	Negligent Manslaughter		0	0	0	0
Percent Cleared	51.35 %	Negligent Vehicular Manslaughter		0	0	0	0
Group A Crimes per 100,000 population	9,957.3	Kidnapping/Abduction		4	2	1	0
		Forcible Rape		12	4	1	2
		Forcible Sodomy		1	0	0	0
		Sexual Assault W/Object		0	0	0	0
		Forcible Fondling		7	4	1	1
		Incest		0	0	0	0
		Statutory Rape		7	3	3	0
		Aggravated Assault		148	122	82	4
		Simple Assault		509	340	224	30
		Intimidation		85	32	11	0
		Stalking		7	6	3	0
		Commercial Sex Acts		0	0	0	0
		Involuntary Servitude		0	0	0	0
		Crimes Against Property					
		Arson		3	0	0	0
		Bribery		0	0	0	0
		Burglary		127	24	23	3
		Counterfeiting/Forgery		70	24	28	1
		Destruction/Damage/Vandalism		254	57	23	4
		Embezzlement		10	6	4	0
		Extortion/Blackmail		0	0	0	0
		Fraud - False Pretenses		57	21	16	0
		Fraud - Credit Card/ATM		39	11	5	0
		Fraud - Impersonation		33	17	13	3
		Fraud - Welfare		0	0	0	0
		Fraud - Wire		0	0	0	0
		Fraud - Identity Theft		0	0	0	0
		Fraud - Computer Hacking/Invasion		0	0	0	0
		Robbery		13	5	3	3
		Theft - Pocket-picking		2	1	1	0
		Theft - Purse Snatching		1	0	0	0
		Theft - Shoplifting		115	89	83	7
		Theft From Building		79	24	16	4
		Theft From Coin Machine		1	0	0	0
		Theft From Motor Vehicle		142	33	48	13
		Theft of Motor Vehicle Parts		25	2	1	0
		Theft - All Other Larceny		139	40	24	3
		Motor Vehicle Theft		49	29	21	2
		Stolen Property Offenses		0	0	0	0
		Crimes Against Society					
		Animal Cruelty		0	0	0	0
		Drug/Narcotic Violations		121	120	97	18
		Drug/Narcotic Equipment Violations		62	61	21	1
		Gambling - Betting/Wagering		1	1	2	0
		Gambling - Operating/Promoting		7	7	7	0
		Gambling - Equipment Violations		0	0	0	0
		Gambling - Sports Tampering		0	0	0	0
		Pornography/Obscene Material		4	1	1	0
		Prostitution		0	0	0	0
		Prostitution Assisting/Promoting		0	0	0	0
		Purchasing Prostitution		0	0	0	0
		Weapon Law Violations		16	15	8	0
		Total Group A Offenses		2,144	1,101	771	99

Domestic Violence Victims			
Offense	Reported	Cleared	
Murder	0	0	
Aggravated Assault	80	76	
Simple Assault	364	272	
Intimidation	27	12	
Stalking	4	3	
Forcible Rape	7	3	
Forcible Sodomy	1	0	
Sexual Assault W/Object	0	0	
Forcible Fondling	2	1	
Incest	0	0	
Statutory Rape	2	2	
Kidnapping/Abduction	2	1	
Commercial Sex Acts	0	0	
Involuntary Servitude	0	0	
Total	489	370	

Group B Arrests			
Offense	Adult	Juvenile	
Bad Checks	0	0	
Curfew/Vagrancy	0	4	
Disorderly Conduct	12	1	
DUI	117	2	
Drunkenness	179	0	
Family-Non Violent	9	1	
Liquor Law Violations	4	3	
Peeping Tom	0	0	
Runaway	0	0	
Trespass	9	12	
All Other Offenses	86	13	
Total Group B	416	36	

(*) Offenses are counted using the FBI Units of Count for Crime

(**) The 'Arrests' column shows arrests made for incidents during the selected period, regardless of arrest date. Arrest counts for the same period may change over time.

This report is valid as of December 30, 2019 and is subject to change

Shelbyville Police Department Selected Crime ALERTS - YTD Dec 2018 - 2019

Major Violent Crimes



Major Property Crimes



Other Significant Crimes



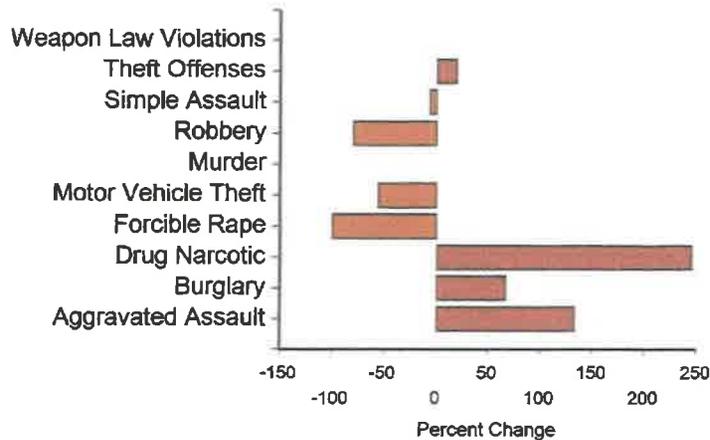
ANOMALOUS



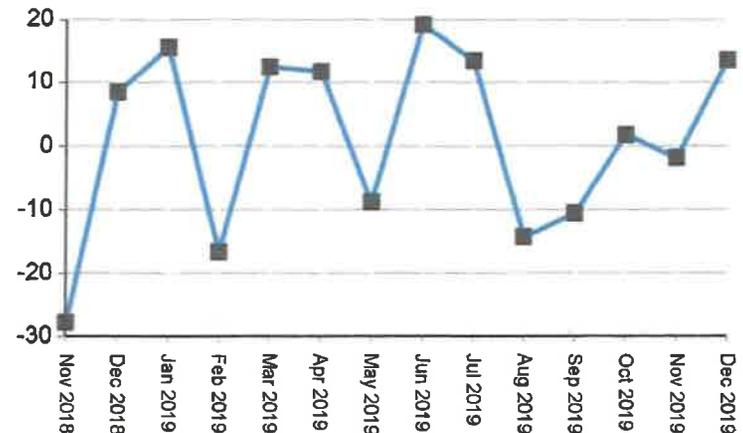
Trend Chart for: Shelbyville Police Department

[Go to 5-Year Trend](#)

Key Component Crimes for All Group A Offenses
Percent Change from December 2018 - 2019



Month to Month Percent Change - All Group A Offenses
Percent Change over Previous 12-Months = 30.50 %



[Show Tabular Data](#)

**Shelbyville Police Department
Uniform Patrol Division**



**Annual Report
2019**

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 two Patrol K-9 units and two motorcycle officers. Several officers maintain certification in special areas of skill that includes Tennessee Information Enforcement System (TIES) certification, crash investigations and reconstruction, defensive driving instructors, firearms instructors, and defensive tactics instructors. The Uniform Patrol Division provides around-the-clock police protection to the citizens 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.

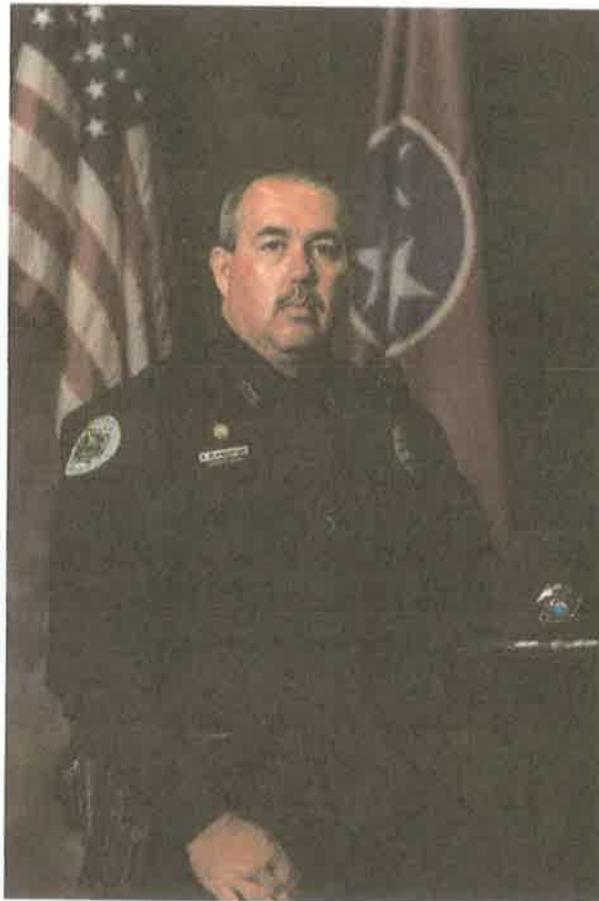
Highlights From 2019

In 2019, the Uniform Patrol Division celebrated the addition of Dylan Bliss, Ramon Castillo, and Bryan Lashwood. The division also added two patrol k-9's. Trigger, a dual purpose Dutch Shepherd is partnered with K-9 Officer Brock Horner. Ranger, a single purpose narcotics detection Yellow Lab, is partnered with K-9 Officer Ramon Castillo.

Throughout 2019, members of the Uniform Patrol Division participated in community outreach and demonstrated compassion for the community they serve. K-9 Officers Horner and Castillo assisted School Resource Officers in school searches and participated in several community related events. These events included demonstrations for the Citizens Police Academy and Leadership Bedford. Several members of

the Uniform Patrol Division were active in this year's Citizens Police Academy instructing topics such as domestic violence, traffic stops, DUI enforcement, defensive tactics and firearms.

Every day, members of the Division work dilligently exhibiting excellence in the servlces 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. In 2019, Officer Ronnie Blankenship initiated a mentor program called the Journey Program. The program affords on-duty officers the opportunity to mentor at-risk students in local elementary schools. The mentoring takes place during the officer's school safety walk-thru. The program received instant success and has been featured on social media and NewsChannel5. Because of his efforts in this program Officer Blankenship received the employee spotlight award at the 2019 Employee Christmas and Recognition luncheon.

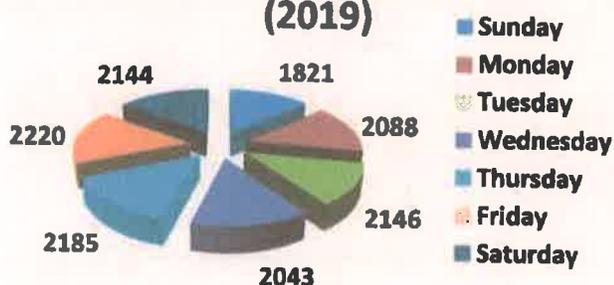


Review of Uniform Patrol Division's Statistical Data

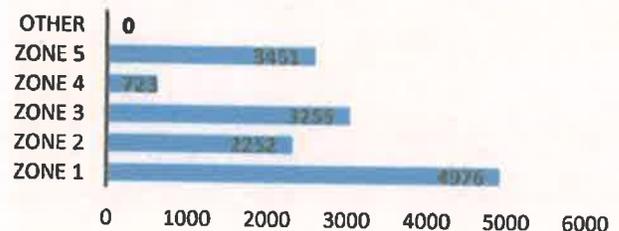
In 2019, the Shelbyville Police Department continued to experience an increase in calls. Calls for service increased .7% totaling 14,647 calls for service. Officers of the Uniformed Patrol Division patrolled a total of 459,577 miles and responded to a total of 1022 crashes.

	2018	2019	Yr. Over Yr. Change
Miles	459,577	475,157	15,580 3.4%
Calls for Service	14,544	14,647	103 .7%
Traffic Crashes	1168	1022	146 -12.5%

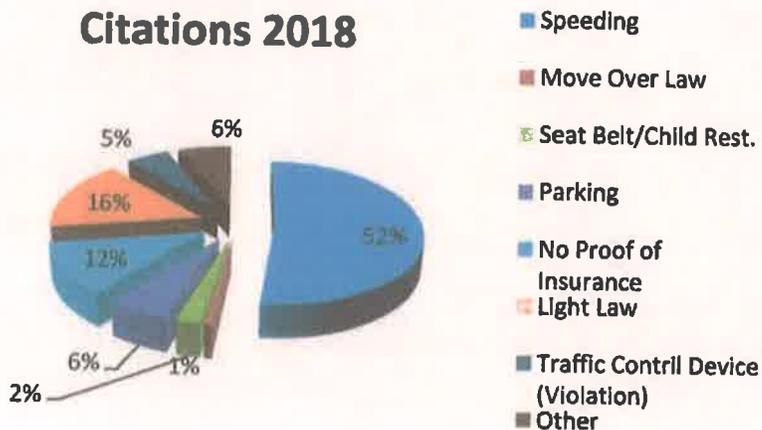
Calls By Day Of The Week (2019)



Calls By Zone 2019

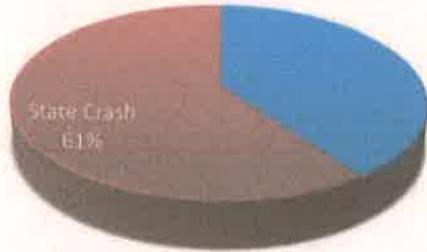


Citations 2018



The Uniform Patrol Division issued 4,883 citations in 2019. (2213 speeding citations, 26 violations of the Move Over Law, 115 seat belt/child restraint citations, 456 citations for failure to show proof of insurance, 519 citations for light law violations, 268 citations for violations of traffic control devices and 49 parking citations.)

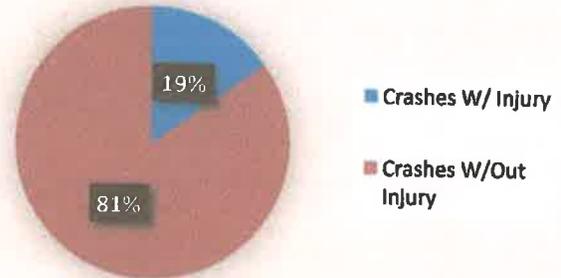
Crashes 2018



In 2019, the Shelbyville Police Department responded to 1022 vehicle crashes. Of these crashes, 623 or 61% were state crash reports, and 399 or 39% were minor damage incidents.

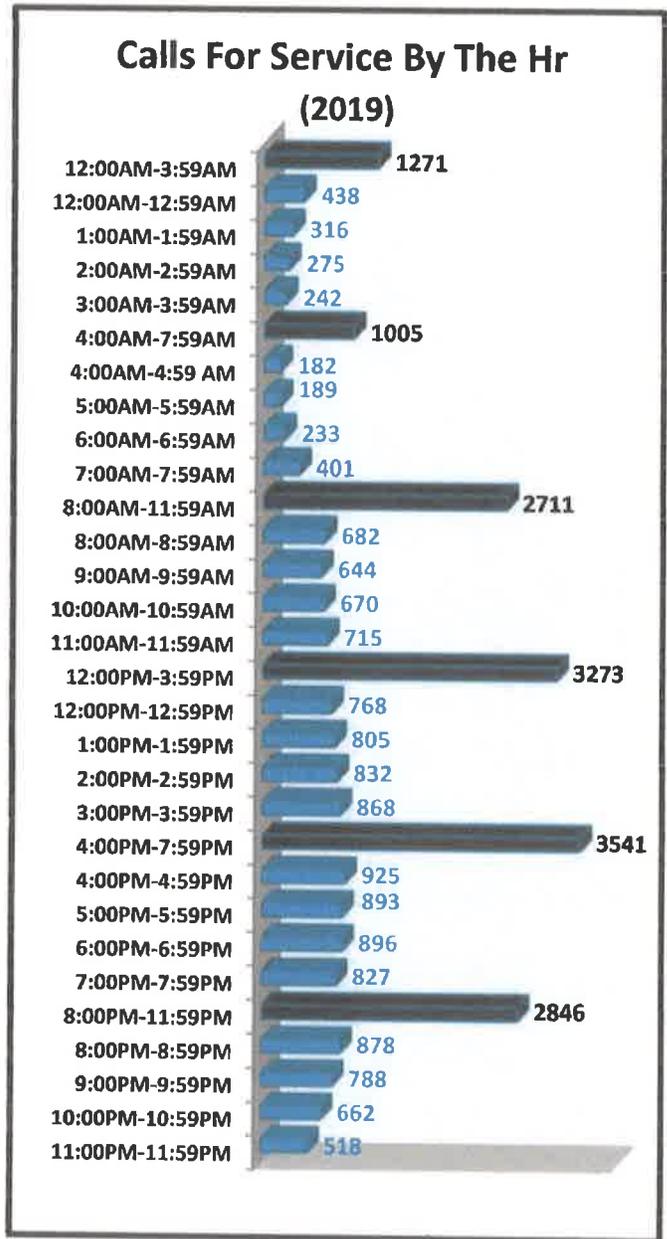
In 2019, of the 623 state crashes, 119 or 19% of all crashes resulted in injuries. The total number of injuries was 173.

Crashes With Injury (2019)

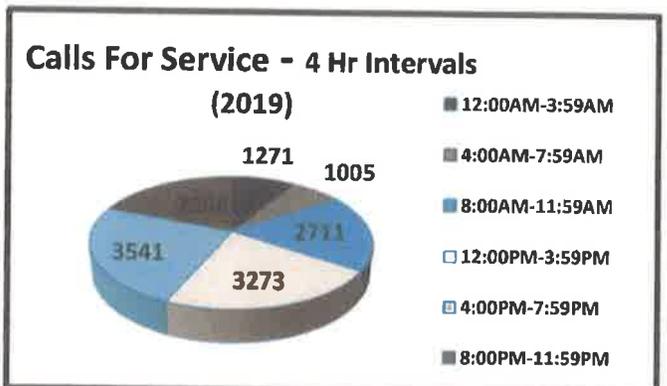


Shelbyville Police Department Calls For Service By The Hr (2019)

Calls For Service By The Hr (2019)	
Time	Number of Calls
12:00AM-3:59AM	1271
12:00AM-12:59AM	438
1:00AM-1:59AM	316
2:00AM-2:59AM	275
3:00AM-3:59AM	242
4:00AM-7:59AM	1005
4:00AM-4:59 AM	182
5:00AM-5:59AM	189
6:00AM-6:59AM	233
7:00AM-7:59AM	401
8:00AM-11:59AM	2711
8:00AM-8:59AM	682
9:00AM-9:59AM	644
10:00AM-10:59AM	670
11:00AM-11:59AM	715
12:00PM-3:59PM	3273
12:00PM-12:59PM	768
1:00PM-1:59PM	805
2:00PM-2:59PM	832
3:00PM-3:59PM	868
4:00PM-7:59PM	3541
4:00PM-4:59PM	925
5:00PM-5:59PM	893
6:00PM-6:59PM	896
7:00PM-7:59PM	827
8:00PM-11:59PM	2846
8:00PM-8:59PM	878
9:00PM-9:59PM	788
10:00PM-10:59PM	662
11:00PM-11:59PM	518
Total Calls For Service	14,647



Calls For Service - 4 Hr Intervals	
Time	Number of Calls
12:00AM-3:59AM	1271
4:00AM-7:59AM	1005
8:00AM-11:59AM	2711
12:00PM-3:59PM	3273
4:00PM-7:59PM	3541
8:00PM-11:59PM	2846
Total Calls For Service	14,647



A-Shift Patrol Division



(A-days)



(A-nights)

B-Shift Patrol Division



(B-days)



(B-nights)

Specialized Divisions



SHELBYVILLE POLICE DEPARTMENT



Criminal Investigations Division

Annual Report
2019

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), indicate 2030 offenses were reported to the Shelbyville Police Department. 1093 offenses were cleared representing a clearance rate of 53.84%. The offense clearance rate according to TIBRS is up from 51.8% from 2018. The Criminal Investigations Division set a goal of obtaining a 50% clearance rate. The 53.84% clearance rate marks a five year high for the Shelbyville Police Department. The statewide average clearance rate is 40.1%.

The criminal investigation division conducted 2113 investigations into various crimes. Detectives assigned to the criminal investigation division made 323 arrests in 2019.

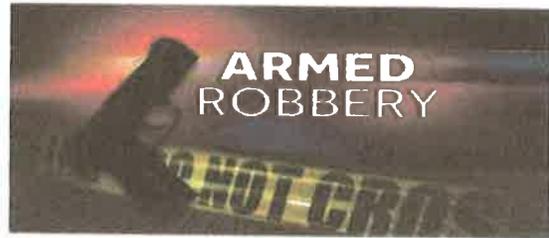


Notable Investigations, Arrests and Convictions

- **Jose Sorcia was found guilty of Rape and was sentenced to 8 years at 100%, has to be registered as a sex offender, and was placed on Community Supervision for life.**



- **Michael Blondin was sentenced to 24 years for the Aggravated Robbery of Check into Cash.**



- **Tony Williams was arrested by Patrol for Possession of a weapon by a convicted felon. CID worked with ATF and Williams was sentenced to 77 months to serve and 36 months supervised federal probation.**
- **Rodney Davis was convicted of Attempted 1st Degree Murder and was sentenced to 22 years. Davis used lighter fluid to set his girlfriend and the house they were living in on fire.**

GUILTY

Notable Investigations, Arrests and Convictions (cont.)

- Det. Everhart created an underage persona of a 15-year-old female using a social media app called Kik. Detective Everhart used this underage persona in an undercover operation in an attempt to identify child predators. During the undercover operation he was contacted by numerous adults. There were two adult males that sent nude pictures of themselves and wanted to meet the “juvenile” for sex during this operation. Ghanshyan Patel and Adan Matla were arrested and charged with Solicitation of a Minor.



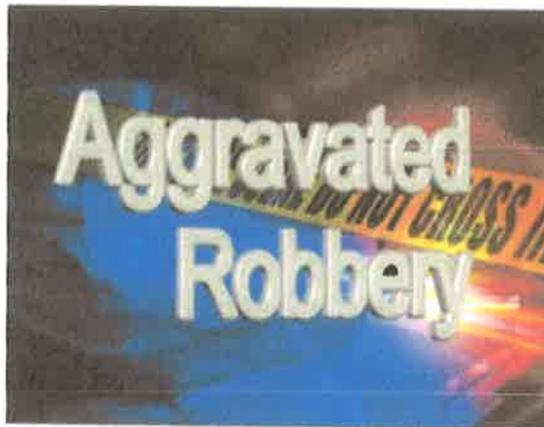
- Dannie Gately was charged with 2 counts of Rape of a Child. He was located in Lincoln County and ran from the Deputy attempting to serve the warrants. The United States Marshals Service was contacted by Detective Everhart and they located Gately in west TN and he was brought back to Shelbyville.

- The Criminal Investigations Division placed some ads on Craigslist during a prostitution sting during the National Horse Show Celebration. There were 4 persons arrested for Patronizing Prostitution and 1 person arrested for Prostitution.



Notable Investigations, Arrests and Convictions (cont.)

- An investigation of an Aggravated Robbery that occurred at the Circle K located at 2098 Madison Street resulted in the arrest of Leslie Coleman and Deontre Farris. Some of the property from the Robbery was located after a search warrant was executed at the home of the defendants. Leslie Coleman was on parole for Especially Aggravated Robbery and First-Degree Murder at the time of the Aggravated Robbery.

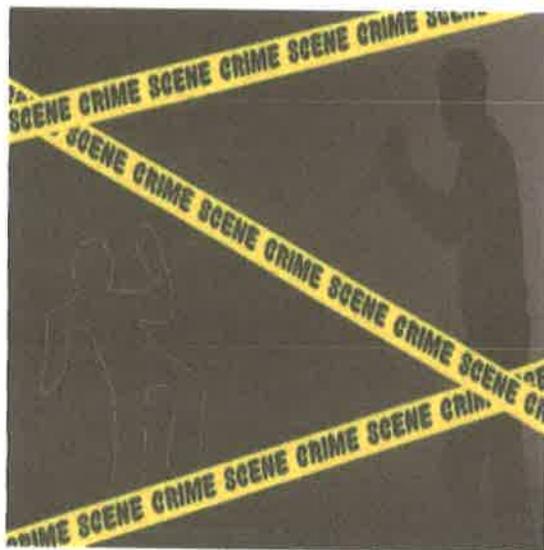


- An investigation of an Aggravated Robbery that occurred at Chally Wally's resulted in the arrest of Dale Clark and Annette Benyon. Criminal Investigations Division was able to utilize the K9 Trigger in the execution of a search warrant on Collier Ave.
- An investigation of an Aggravated Burglary of 16 guns stolen resulted in the arrest of 6 adults and 2 juveniles. 6 of the 16 guns were recovered and returned to the owner.
- Detectives received information about an inmate orchestrating a delivery of narcotics to an individual in exchange for money to be put on his books at jail. This investigation resulted in conspiracy charges against 5 individuals, with 2 of them being inmates at the Bedford County Jail.



Major Events:

Detective Nathan Everhart was lead investigator on an Aggravated Robbery investigation. Two individuals armed with handguns forced their way inside a home located at 1626 Sims Road Lot 4, and robbed 3 people. The two individuals took money, cell phones and one of the victims' car keys. The home owner was tied up and pistol whipped before the individuals left the residence. During the investigation Julius Dominique Guinn aka "Dee" and John Lewis Rippy aka "Detroit" were developed as suspects. Det. Everhart received some information on the whereabouts of Dominique Guinn. Detectives from the Criminal Investigation Division were able to get Julius Dominique Guinn in custody with the help of deputies from the Bedford County Sheriff's Office and agents from the 17th Judicial Drug Task Force. Detective Everhart received information that led investigators to believe John Rippy had possibly fled to Michigan. Detective Everhart contacted the United States Marshals Service and gave them all the information on John Rippy's possible location. The US Marshals were able to locate Rippy in Michigan and he was extradited back to Tennessee. Julius Dominique Guin and John Lewis Rippy are charged with Aggravated Kidnapping, Aggravated Robbery, and Aggravated Burglary.



Notable Accomplishments:

- **Det. Swift Graduated from Session 8 of the TBI State Academy**



- **Det. Lt Charles Merlo received the Leadership Trilogy Award**



- **Criminal investigations received a total of 380 video requests for case files from both detectives and officers.**
- **A total of 69 forensic extractions of cell phones were conducted by Lt. Merlo.**
- **Detective Nathan Everhart registers the sex offenders for the City of Shelbyville and filed charges on 4 individuals that were out of compliance.**
- **The Shelbyville Police Department Criminal Investigations Division participated in the Firearm Exchange Program and was able to exchange 64 court awarded firearms and received over \$8000.00 for the department.**

Spotlight:

**Detective Cody Swift,
Criminal Investigation Division**

Detective Cody Swift has been with the Shelbyville Police Department for 9 years and assigned to The Criminal Investigations Division for 4 years. Detective Cody Swift was assigned over 300 cases to investigate for the year 2019. Detective Swift is a general investigator, but specializes in Violent Crimes and Narcotics investigations. Not only does Det. Swift investigate cases that are assigned to him, he also is very proactive by initiating investigations. Several of his investigations have been initiated from information received from



confidential informants. Detective Swift works very close with the 17th Judicial Drug Task Force and assists them on undercover operations and during the execution of search warrants. Detective Swift attended and graduated Session 8 of the TBI State Academy. This is professional and prestigious training for law enforcement officers in the State of Tennessee that requires commitment for 6 weeks away from your family. The training included leadership courses, constitutional law, communications, intelligence, financial investigations, crime scene, and undercover investigations. Det. Swift is an asset to the Criminal Investigations Division.

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 Division.

Together they processed 903 items of evidence in 2019. Of those, 96 were submitted to the Tennessee Bureau of Investigation for forensic analysis.

Sgt. Logue processed 21 crime scenes.

The district attorney's office requested and received 58 in-car videos for submission as evidence in the prosecution of SPD cases.

105 items of property that was found, recovered stolen, or evidence from adjudicated cases were returned to their rightful owners.

45 submissions of counterfeit U.S. currency totaling a fraudulent value of \$15,319 were processed and will be turned over to the U.S. Secret Service for destruction.

There was one evidence destruction in 2019. The destruction was in November. All combustibile items, mostly confiscated drugs, from adjudicated cases with no remaining appeal opportunities, were incinerated to ash in a 10-foot-deep trench dug at the City of Shelbyville's Burn Pit. The trench was then filled in burying the remaining ashes. The evidence was never unattended and was observed by Logue and Rhodes until its utter destruction.



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 5, 2019	Read to pre_K class at Eakin School as part of Read Across America / Dr. Seuss Week
March 18, 2019	With Officer Diaz, Spoke to Girl Scouts (Daises) at Police Department on Safety
March 21, 2019	First Presbyterian Church Mother's Day out, spoke to preschoolers assisted by Officers Cleek and Vest (attendance approximately 50)
April 9, 2019	Spoke at Boys & girls Club about bullying (Attendance approximately 50)
April 16, 2019	Spoke to Community Elementary students at Police Department. Officer Russ Grubbs showed police car
April 26, 2019	Spoke to 105 Cascade Kindergarten students at Police Department. Officer Vest showed police car
August 15, 2019	Spoke to Head Start/Pre-School teachers and employees at EMA about pedestrian safety. Detective Everhart spoke to them about drugs
August 24, 2019	Set up at park for Health Department Baby Shower handing out car seat information, etc.
September 18, 2019	Spoke to Toddler Time Preschool regarding safety and Officer Friendly with Officer Jeff Goodrich
October 1, 2019	National Night Out Against Crime, HV Griffin Park assisted by Kim Nash, Wanda Desplinter and Linda Dickerson
November 1, 2019	Middle School students career day at Calsonic Arena with Officer Ronnie Blankenship and Wanda Desplinter

Shelbyville Police Department

Training Division



Annual Report

2019

Synopsis of 2019 Shelbyville Police Department Training

In 2019, the Shelbyville Police Department had several thousand hours of training in a variety of fields. The department's general In-service topics included Tactical Medical, Responding to Domestic Violence calls, Leadership for Law Enforcement, Bloodborne Pathogens. Along with POST mandated training; Emergency Vehicle Operations, Mental Illness, Child Abuse/ Child Sex Abuse, and bi-annual Firearms Training and Qualifications.

Several officers attended various specialized courses such as Advanced Handgun Operator Course, which was hosted by our department as well. Other specialized training included the FBI Leadership Courses, TBI Forensic Drawing Course, Crash Scene Investigations, Instructor Development, Radar Lidar Instructor, etc. Several of our officers also took advantage of our online training program, through Virtual Academy.

The Shelbyville Police Department continues in its efforts to assist outside agencies and the Tennessee Law Enforcement Training Academy in specialized training instructors. Officer Ronnie Blankenship has assisted TLETA, by teaching Defensive Tactics at their facilities. Blankenship also taught Basic Self-defense Tactics techniques to corrections personnel of the Bedford County Jail.

This year, we had three officers to successfully complete the twelve weeks training at the Tennessee Law Enforcement Training Academy.

Lt. Michael Davis

General Departmental Instructor

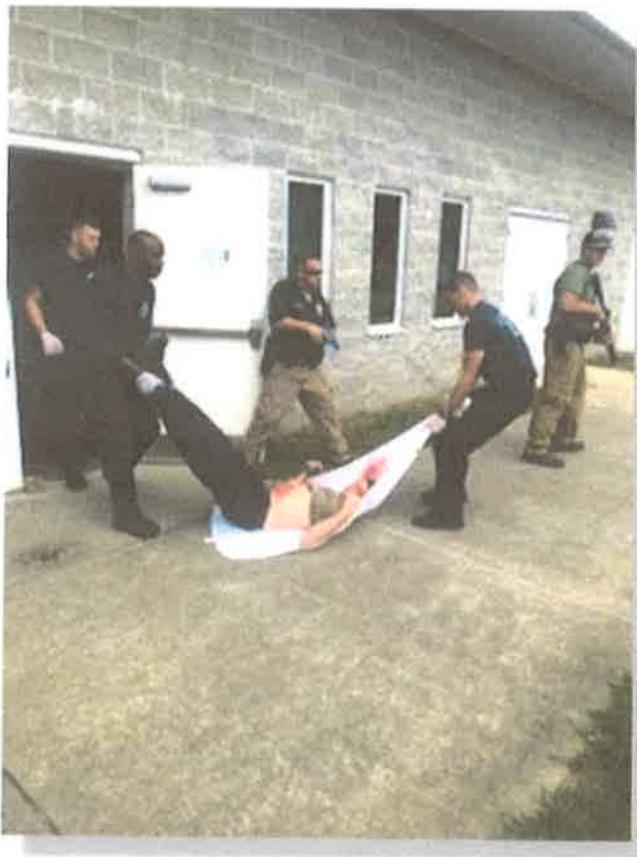
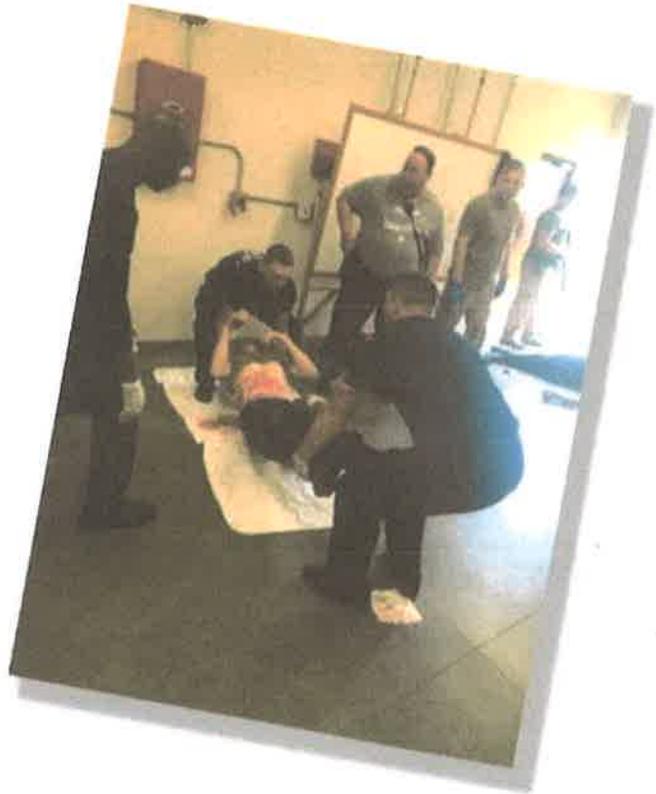
Shelbyville Police Department

Training Division

Training year 2019

Tactical Medical Photos





In 2019, the Shelbyville Police Department Training Division hosted a Tactical Medical Course.

This training was conducted at the Tennessee Fire and Codes Academy where fire fighter cadets, Bedford County EMS and the Sheriffs Office participated.

This training was both intense and informative for all in involved.

The Shelbyville Police Department

Administrative Division



Annual Report

2019

Shelbyville Police Department

Administrative Division

The Administrative Division of the Shelbyville Police Department is commanded by Deputy Chief Brian Crews and includes our City Clerk of Court, Records Department, Grants, and Accreditation Management.

Division Personnel



Kim Nash, the City Clerk of Court has over 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 twenty 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 the Communications Division. In 2019, Dunn took on the role of assistant accreditation manager and was instrumental in the department receiving its third re-accreditation.



The City Clerk of Court is also assisted by a full-time Records Clerk, Lilia Torres, with more than ten 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.

2019 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.

Grant Awards

Grant awards in 2018 totaled over \$15,000.00.

- The Department was awarded \$15,000.00 in funding through the Governor's Highway Safety Office (GHSO) for the purchase of capital and non-capital small equipment, and overtime funding for DUI and Speed Enforcement.

- The Department was is also awarded annual funding through the Office of Justice Programs, Bulletproof Vest Partnership for the purchase of bulletproof vests for safety and protection of Department officers.

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 continues 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. In 2019, the Department's re-accreditation assessment consisted of an on-site review and panel interview. The department was recognized for successfully meeting all of the standards at a meeting of the Tennessee Association of Chiefs of Police on December 04, 2019.



Shelbyville Police Department



**Communications Division
2019**

**Shelbyville Police Department
Communications Division
2019**

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

All personnel of the Communications Division are Tennessee Information Enforcement System (TIES) certified and are responsible for ensuring compliance with all Tennessee Bureau of Investigations (TBI) rules and regulations regarding network access to criminal history information, vehicle information, and 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.

Personnel of the Communications Division

Lee Ann Small, serving since March 2017

Amber McKee, serving since June 2019

Regan Richardson, serving since July 2019

Jennifer Pruitt, serving since March 2016

Mariah Mitchell, serving since August 2017.

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



City of Shelbyville, TN

Animal Control Department

2019 Annual Report

The primary objective of the Shelbyville Police Department's Animal Control Division is to protect the public from dangerous animals running at large, the prevention and eradication of rabies, provide education to the public concerning local and state laws and promoting owner responsibility. Additionally, they are 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, Officer Dylan Farrar, Officer Jon Evans and Administrative Assistant Linda Dickerson.

Randy has provided over 40 continuous years of service to the City of Shelbyville and was selected director of the Animal Control Division in 1987.

Dylan joined Animal Control in August of 2018. Throughout his time with Shelbyville Animal Control, he has continued to serve with the Tennessee Army National Guard and act as interim director for the City of Shelbyville Animal Control as needed.

Jon began service for the City of Shelbyville Animal Control at the end of July 2019. He has proved to be invaluable with his positive attitude and willingness to take appropriate action in the absence of orders.

Linda has served with the City of Shelbyville Animal Control since April 2019. She has strived to gain as much knowledge as possible regarding animal rescue agencies, animal demeanor and laws associated with animal welfare.

Incidents by type

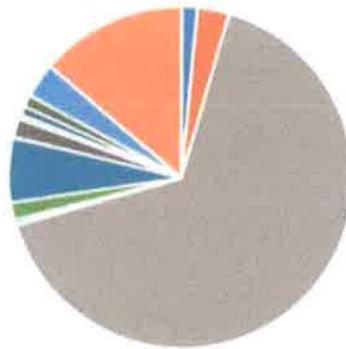
Abandoned Animal(s) (14)
Aggression (29)
Animals at large (642)
Animals Being Sold (1)
Animals left in vehicle (4)
Bite (16)
Dead animal (59)
Neglect (1)
Noise (17)
Number of pets (4)
Ordinance Violation (8)
P.D. (11)
Sick/injured animal (32)
Welfare Check (136)

Criteria:

Enter the from date: 01/01/2019

Enter the to date: 12/31/2019

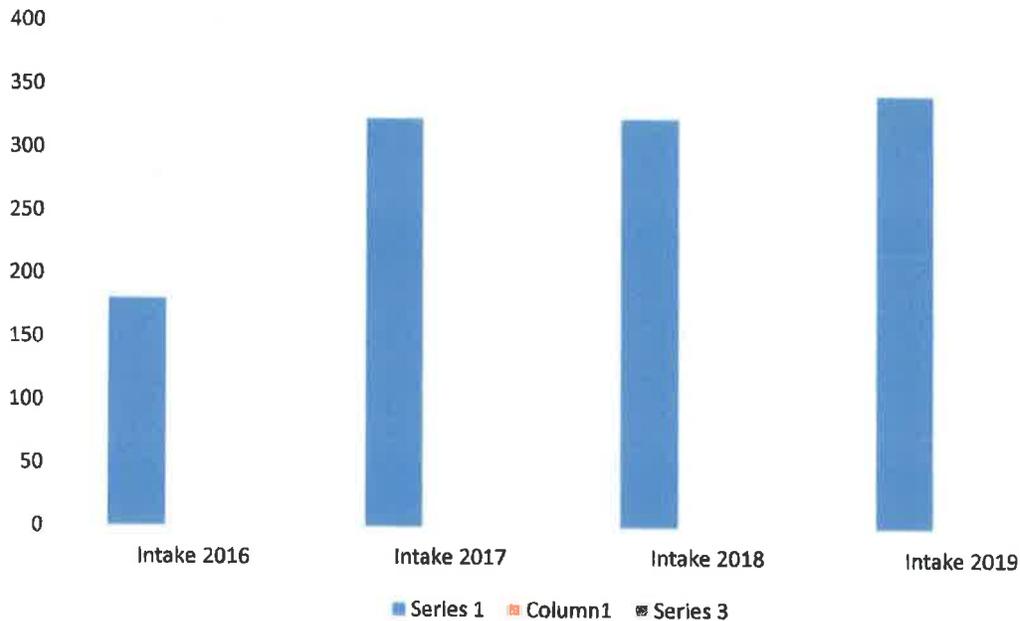
Calls



- | | | | |
|---------------------------|------------------|-----------------------|----------------------|
| ■ Abandoned Animal(s) | ■ Aggression | ■ Animals at large | ■ Animals Being Sold |
| ■ Animals left in vehicle | ■ Bite | ■ Dead animal | ■ Neglect |
| ■ Noise | ■ Number of pets | ■ Ordinance Violation | ■ P.D. |
| ■ Sick/Injured animal | ■ Welfare Check | | |

There were 974 total calls/incidents in which animal control responded. The categories listed are the broad spectrum of varying types. It is important to notice that animals running at large are nearly 66% of the calls that are responded to by animal control officers. Following behind that, 14% of all calls are welfare checks.

Animal Intake



Total number of animal intake 2016-2019...

Over the last 4 years, the total number of animals that are being taken into the shelter is steadily increasing. This figure includes dogs, cats and all unusual animals

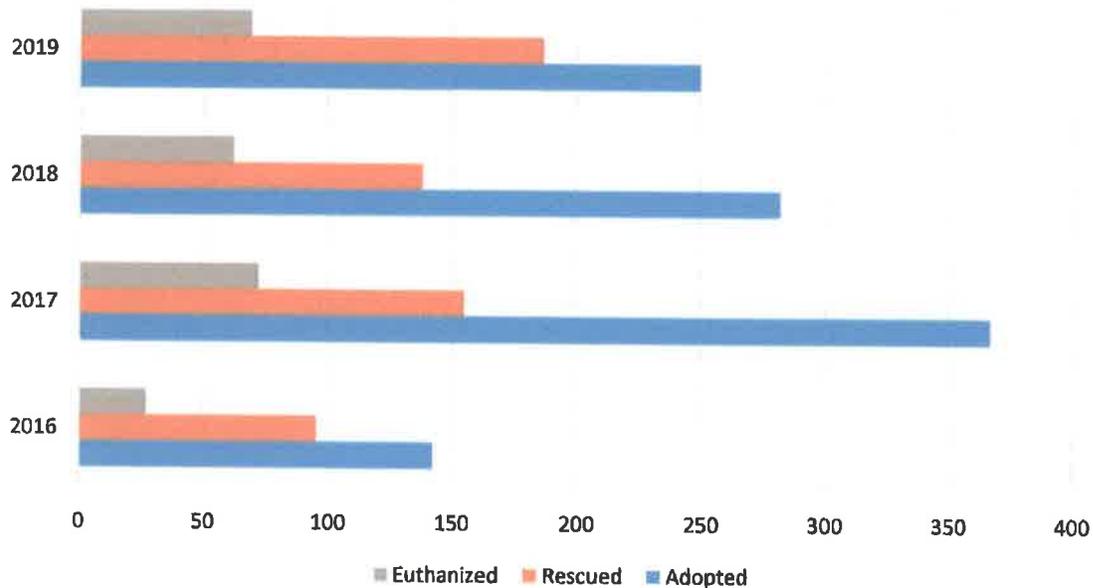
2016: 180 Animal entered the shelter.

2017: 323 Animals entered the shelter.

2018: 323 Animals entered the shelter.

2019: 342 Animals entered the shelter.

Animal Exit Reasoning



- From 2016-2019, numbers show a dramatic difference in how animals are exiting the shelter. The amount of animals leaving for rescue have doubled; alternatively, the number of animals needing to be adopted has greatly decreased. Adoption rates are always in fluctuation, because of the public's demand to adopt and what animals are available. We can assume adoption rates will continue to change as long as the number of animals leaving for nonprofits continues to change. Euthanasia maintains a steady increase and decrease as the number of sick/injured animals arrive in shelter.



We have continued working with Pet Sense in Shelbyville, TN. Our partnership has led to the adoption of cats that have been housed in their store. We have had a total of 37 cats that have been through their facility since the start of 2019.



- Adoption events at Pet Sense have allowed the community to bring their own pets!
- This has aided in adoptions, so potential adopters can judge how their new pets will interact with current members in their home.
- Pet Sense has also donated thousands of dollars' worth of toys, treats and food for our and other shelter animals.



adopters to rehome animals.

- Rebellion Dog Rescue is the most recent organization that has started pulling dogs from Shelbyville's animal control facility.
- Work with Rebellion Dog Rescue has led to adopters being referred to our facility along with us sharing adoption events between agencies. During these events, we look for fosters and potential





With the support of the public, City of Shelbyville officials and the City Counsel, this idea has come into fruition. This is a major step in the direction of where our animal control was to where it needs to be. Above is the concept for our new facility. There will be a medical room, storage, laundry facility, dog washing station and 34 new kennels with half of them allowing indoor and outdoor access. This will take out facility and make us above standard rather than straddling as a satisfactory animal control facility.

This new building comes in time as Leadership Bedford commits to modifying our existing structure. The modifications being kennel door reconstruction, painting kennels and front parking area beautification.

Construction started December 2019 and will continue through 2020.

2019 Conclusion

In the end, 2019 was a year of great change and personal development throughout the City of Shelbyville Animal Control Department. Through working with other agencies, support from the public, care for animals and continued commitment from those that stand behind our department, we have had a great year for those who have been involved or followed animal control's work. Next year, we continue to strive forward.

2020 Goals

- Establish FTO Program for Animal Control Officers.
- Set and utilize a standard uniform for Animal Control Officers. Ensure that employees have a minimum of 3 tops and 3 bottoms.
- Establish minimum firearm qualification proficiency for Animal Control Officers that is in line with the City of Shelbyville Police Department.
- Create and utilize a standard back drop, for the use of photos, which are published to social media and Shelter Manager. (Trade show banner)
- Create sustainable relationships with a variety of 501c3 animal related rescues.
- Expand positive community outreach through adoption events, school related programs and our volunteer program.
- Have a part time kennel tech position for the animal control facility.
- Explore new and more animal control training programs.
- Look for vet to perform monthly medical procedures and vaccinations.

HUMAN RESOURCES ANNUAL REPORT - 2019



Highlights from the Human Resources Department

Welcome to the Human Resources Department! This annual report is a snapshot of the Human Resources' activities from calendar year 2019.

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

- Employment
- Advertisement/Outreach
- Safety
- Policy/Compliance
- Employee Relations
- Community Relations
- Training & Professional Development
- ADA Transition Plan Compliance
- Title VI Compliance

The Human Resources Department looks forward to working with the City Departments and employees to provide support and guidance for a productive 2019.

HR Mission:

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

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

EMPLOYMENT

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

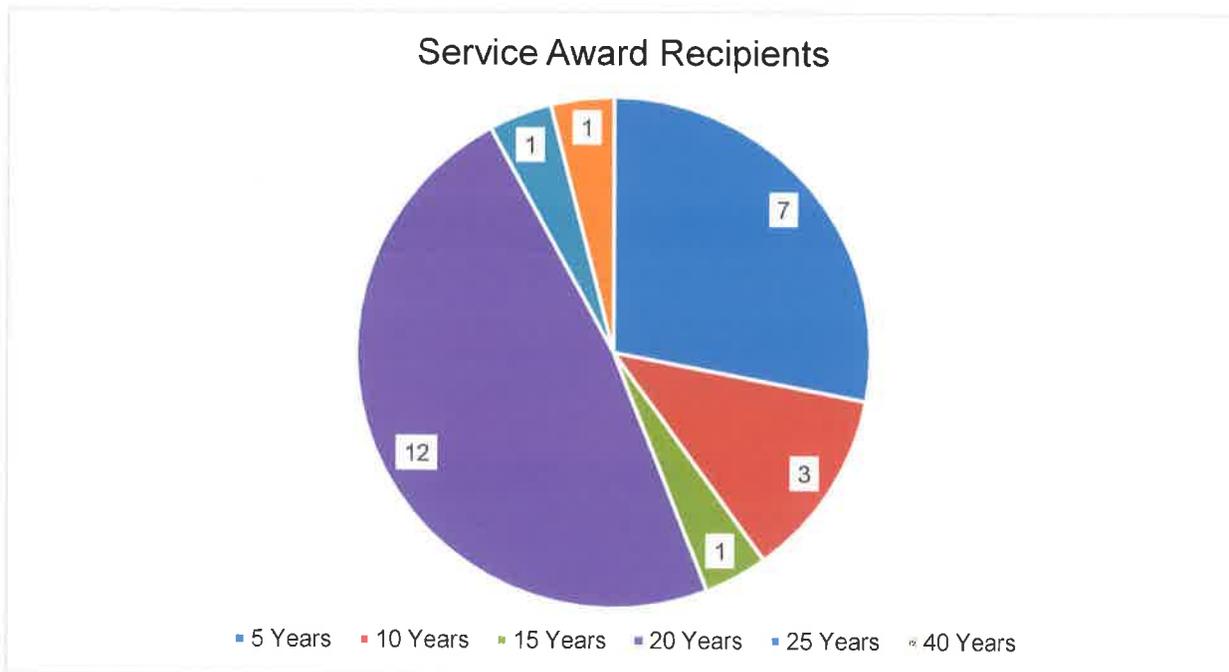
HR Interview Participation – In 2019, Human Resources began to participate in interviews for all City departments.

Job Description Updates – Job descriptions (JD) continue to be revised as needed to suit the requirements of each position. New applicants review position responsibilities and sign the JD upon applying for said position. A copy is kept in the personnel file with application and all pertinent pre-employment information.

New Hires – The total number of budgeted positions filled in 2019:

- Full-Time Positions – Thirty-Six (36)
- Part-Time– Fourteen (14)
- Seasonal- Twelve (12)
- Temporary Positions – One (1)
- Part-Time Firefighters – Seven (7)
- Total Authorized Full-Time Employees is one hundred sixty-eight (168)

Service Awards – Long-term employees were recognized for commitment and dedication to the City during the Employee Appreciation Luncheon in December. A total of **25** Employees received a certificate and service award gift for their corresponding years of service.



ADVERTISEMENT/OUTREACH

Job Opportunities are posted in the Shelbyville Times-Gazette and the City of Shelbyville website and social media.

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

- Shelbyville Parks & Rec. (*Advertising flyer on bulletin boards & screens – All Positions*)
- SBC Chamber of Commerce (*via Website & Facebook flyer – All Positions*)
- Workforce Solutions (*via Website & Facebook flyer – All Positions*)
- Adult Learning Center (*Advertising flyer on bulletin boards – All Positions*)
- TN College of Applied Technology (*via E-mail – On CDL positions only – Job Placement*)
- TN Municipal League (*Advertising job openings on Website & published in issues of TT&C*)
- Motlow Community College (*Advertising Flyer posted on Motlow's Career Planning site*)

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

SAFETY

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

Annual Safety Training (City-Wide) – City-wide Safety Training is offered to all employees on an annual basis. The training is mandatory for all first-year employees, and requested of all increased risk positions. All employees were invited and encouraged to attend an offered session. The following safety topics were covered in 2019: 1) Review of the OSHA 300 logs, 2) Hazard Communications, 3) Basic Vehicle Safety, 4) Title VI, Title VII, ADEA, ADA 5) Slips, Trips and Falls, 6) Ergonomic Safety and 7) Basic Cyber Security, 8) Blood Borne Pathogens. A total of 113 employees participated throughout the three-day training. A huge increase in participation from last year.

Safety Award – In August of 2019 the City of Shelbyville Safety Committee was recognized by being presented the “Excellence in Risk Management Award” by Public Entity Partners at the 4th Annual Risk & Insurance Symposium held in Franklin, TN.

Worker's Compensation Claims (January – December 2019) – For 2019, employee safety continued to be a key focus for City employees as well as the individual departments. The Safety Committee has continued to work closely with each department and employee to make necessary accommodations for light duty situations. Overall, 2019 seen a huge reduction in worker's compensation claims, lost time, and job transfers.

Our overall First Report of Injury totals decreased from fifty-three (53) to forty-three (43) in 2019. We saw a decrease in reportable accidents as well, from twenty-one (21) to thirteen (13) and huge decreases in total lost days from two hundred thirty-six (236) in 2018 to sixty-two (62) days in 2019, and job transfer/ light duty days went from two hundred fourteen (214) to one hundred forty-four (144) days in 2019.

	REPORTABLE ACCIDENTS	FIRST REPORT OF INJURY	NOTIFY ONLY	LOST TIME (Days)	OTHER COMMENTS
2019	13	43	23	62	Two reports "denied" after review
2018	21	53	16	236	One report "denied" after review
2017	15	45	19	245	
2016	11	38	18	272	
2015	12	35		467	A written appeal of a lost time accident was unsuccessful. Basis of appeal was the injury occurrence was not job related.
2014	7	33		54	
2013	3	17		7	One report "denied" after review
2012	6	16		60	
2011	4	13		141	
2010	13	32		397	
2009	10	32		200	

POLICY/COMPLIANCE

Drug Free Workplace Program – The City who contracted with WorkForce Essentials, Inc. in June 2016 remains compliance in order to maintain a Tennessee Certified Drug Free Workplace program. I'm happy to report a huge increase in participation for the Supervisors Training that was held in August 2019. The City of Shelbyville's annual application for participation in the TN Drug Free Workplace Program was approved in August 2019. This approval entitles the City to a five percent (5%) premium credit on our Worker's Compensation Insurance Policy.

Services include:

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

Title VI Compliance Onsite Review – As part of the contractual agreement, any entity receiving assistance from Tennessee Department of Transportation (TDOT) must comply with Title VI of the Civil Rights Act of 1964. The City of Shelbyville Administration Department was found to be in compliance with Title VI per the Title VI Onsite Review conducted in October 2019. Our Title VI determination is good for three (3) years provided there are no changes to the Title VI Program or Title VI Coordinator.

Public Entity Partners Inspection – In October 2019, a Casualty Loss Control Survey was conducted by Chester Darden with Public Entity Partners. During his onsite visit there was one recommendation made that was immediately corrected. The City submitted the required abatement to Public Entity Partners indicating the actions that were taken to correct the findings.

EMPLOYEE RELATIONS

Employee relations is an important factor in employee retention, maintaining trust, and emphasizing growth for the City of Shelbyville. The HR Generalist works diligently to develop positive relationships with new employees and grow relationships with current employees. In 2019, the HR Generalist began participation in all departmental interviews. This allows Human Resources to be a part of the on-boarding process from the beginning, while building/maintaining relationships with current Department Directors, Supervisors and Employees.

Employee Orientation – The HR Generalist meets with all new employees to review the Policy and Procedure manual and answer any questions that the new employee might have in regards to becoming a successful employee with the City of Shelbyville. Some of the topics covered include; Workplace Safety & Reporting, Workplace Harassment, Title VI Compliance, Drug Free Workplace Program, Hepatitis B Vaccination option, Shelbyville Recreation Center Membership and the Verizon Discount for City Employees.

Salary Study – In 2019 the HR Generalist began working closely with Burris, Thompson & Associates in conducting a salary study for the City of Shelbyville. The HR Generalist has been the point of contact in providing the third party with all pertinent employee information and reports as needed. It is the hopes that the results of the salary study, and implementation of pay changes will increase our retention rates as well as recruitment in the future.

Employee Appreciation Luncheon – The HR Generalist assisted with organizing the annual employee appreciation luncheon held at the Blue-Ribbon Circle on Monday, December 9, 2019. Service award certificates were presented to long-term employees signed by the City Mayor and City Manager. Those employees were also recognized in the Shelbyville Times-Gazette for their service. At the recommendation of the Department Director, one employee from each department was chosen to receive an Employee Spotlight Certificate. There was also one City Manager Spotlight Certificate given to an employee chosen city-wide.

COMMUNITY RELATIONS

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

HR Association Luncheon Hosting – The City of Shelbyville co-hosted with Elite Physical Therapy, the HR Association meeting at the Shelbyville Recreation Center in September 2019. Lunch was catered by Rowdy Ranch Catering. Approximately 30 HR professionals from the Bedford County area attended to network and discuss HR trends. Deputy Chief Brian Crews of the Shelbyville Police Department was the guest speaker.

TRAINING AND PROFESSIONAL DEVELOPMENT

Professional Development is held at the highest standard to enhance my knowledge on current safety standards and policy updates. Following are the training opportunities attended in 2019:

OSHA 300 Log Record Keeping – The Human Resources Generalist/ADA Coordinator attended a four-hour course offered in Murfreesboro, TN in February 2019. Topics of the training course included how to electronically report annual injuries on the OSHA 300 and 300A data forms to OSHA. What constitutes a “Reportable Injury” and types and how information is to be recorded.

Worker’s Compensation Workshop – The Human Resources Generalist attended a Worker’s Compensation Workshop in Spring Hill, TN in February 2019. The workshop was very informative from an Employer’s perspective in updated Worker’s Comp laws, properly reporting and documenting a work injury.

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

TNPrima Risk Management Conference – Public Entity Partners awarded a scholarship to the HR Generalist/Safety Coordinator to attend the 2019 TNPrima Risk Management Conference from Nov. 20-22 in Franklin, TN. The curriculum offered public risk management professional’s innovative strategies to manage risk. Some of the topics covered over the three-day conference included; Risk Management, Open Records, ADA updates, CBD Oil (effects in the workplace), and The Barry Brady Act. Additional networking contacts were also made the week of the conference.

ADA TRANSITION PLAN COMPLIANCE

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

The City of Shelbyville originated its ADA Transition Plan process in January 2016. Since then, the City has made great strides in compiling the ADA Transition Plan. All ADA non-compliance findings from each department has been included into the plan. The City of Shelbyville has remained compliant with TDOT by making each deadline set forth. The ADA Sub-Committee has been a tremendous help with updating the Plan as needed and following up with updates as all upgrades are made in order to become ADA compliant.

Please note the ADA Timeline below:

February 2016	Recruit community members for the ADA Advisory Committee
March 2016	Develop ADA Materials (Grievance Procedure/Form)
March 10, 2016	Mayor Cartwright appointments five (5) members to the ADA Advisory Committee; Keith Cook, Rhonda Nerren, Sylvia Pinson, Rose Ponder, Anita Teague
March 15, 2016	Upload the following documents to the City of Shelbyville website: <ol style="list-style-type: none"> 1. Notice of ADA Requirements 2. ADA Grievance Procedure 3. ADA Grievance Form 4. Request for Accommodation or Barrier Removal Form
April 14, 2016	ADA Advisory Committee Study Session – First Committee Meeting
June 9, 2016	Mayor Cartwright appoints one (1) member to the ADA Advisory Committee – Andrea Davis
July 21, 2016	Attend TDOT ADA Transition Plan Training (Nashville)
August 2016	Start talking with the Departments about the self-evaluation checklist
August 11, 2016	ADA Advisory Committee Meeting
September 21, 2016	Forward “ADA Checklist” to ALL department for Self-Evaluation
November 2, 2016	ADA Checklists due from City Departments
November 16, 2016	ADA Advisory Committee Study Session – Evaluate checklists submitted by Departments
November 29, 2016	Preliminary Draft of ADA Transition Plan for City Council
November 30, 2016	Forward compliance documents to Margaret Mahler, TDOT
November 30, 2016	Have a draft of ADA Transition Plan completed
February 15, 2017	ADA Advisory Committee Meeting – Reviewed a draft of ADA Transition Plan
April 2017	Developed a modification budget for 2017/2018
May 10, 2017	ADA Advisory Committee Meeting – Further prioritize modification Priorities (recreation modifications specific)
July 1, 2017	Implementation of 2017/2018 Modification Budget: <ol style="list-style-type: none"> a. \$40,000 – Capital Project – Senior Citizens Center Handicap Accessibility Doors b. \$5,000 – Paint/Signage – High Traffic Department (City Hall/Parks & Recreation/Airport)

August 16, 2017	ADA Advisory Committee Meeting – Approval of ADA/Title VI Advisory Committee By-Laws/Additional Changes of Priority 1 modifications/Addition of new committee members discussion
August 24, 2017	ADA Transition Plan – Panel Session at the TML Risk & Insurance Symposium: Judy Housley (Panel Moderator), Gail Fowler (City of Cookeville), Dawn Hobbs (City of Shelbyville), JamiAnn Hannah (City of Gallatin)
September 14, 2017	Mayor Cartwright appoints one (1) member to the ADA Advisory Committee – Donna Smith
June 6, 2018	Attend MTAS ADA Training (Franklin, TN)
August 15, 2018	Attend ADA Roundtable discussion with Jamey Owens (Nashville) regarding transition plan, guidelines, and outside resources available to conduct evaluations and implementation of the transition plan.
August 22, 2018	ADA Advisory Committee Meeting- Did not meet quorum. Discussed status of ADA Transition Plan, and adding ADA Sub-Committee that will consist of one employee from each department that will serve as an advisory role to the City of Shelbyville ADA Advisory Committee, in an effort to ensure the city's compliance with the American Disabilities Act.
September 2018	Mayor Cartwright appoints five (5) new members to the ADA Advisory Committee for term (2018-2020): Williams Crews, Ron Adams, John Boutwell, Karen Thrasher, Vickie Cornish
September 27, 2018	Forward compliance documents to Margaret Mahler, TDOT to meet December 2018 deadline.
October 17, 2018	Met with Safety Committee regarding taking on the duties as the ADA Sub-Committee as well; to have in place by January 01, 2019. ADA Sub-Committee will allow the City to have eyes at each department in helping with finalizing the ADA Transition Plan, as well as reporting all ADA Compliance upgrades for each department.
November 14, 2018	ADA Advisory Committee Meeting- Met with the new board of committee members. Approval to allow the Safety Committee to act as the ADA Sub-Committee as well.
June 2019	2019 ADA Capital Budget project of replacing sidewalks in front of City Hall were completed and brought in to ADA standards.
February 13, 2019 May 8, 2019 September 4, 2019 November 13, 2019	Quarterly ADA Advisory Committee Meeting- Meetings held with advisory committee giving updates on the status of the ADA Transition Plan and improvements made, and discussing and recommending to the Council, projects for the 2020 budget.
December 12, 2019	ADA Transition Plan presented to Council for approval
December 23, 2019	Submittal of required documents, and approved ADA Transition Plan to TDOT to meet the December 2019 deadline.
December 2019	Posting of ADA Transition Plan to the City of Shelbyville's website as required by TDOT.



SHELBYVILLE MUNICIPAL AIRPORT
BOMAR FIELD

ANNUAL REPORT

2019



Shelbyville Municipal Airport

The Shelbyville Municipal Airport is a city owned and operated general aviation airport, and one of 79 public-use 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 Calsonic Kansei Corporation, Tyson, Enterprise (Rental Car), Walmart, Coca-Cola, the U.S. Forest Service, the U.S. Armed Forces, the Tennessee National Guard, our local aircraft manufacturer (Arion Aircraft), aviation repair services, automotive dealerships, local and national manufacturing, and many other local businesses that buy and sell regionally and nationally. Over one hundred different businesses utilized your airport in 2019. Some made a simple fuel stop while many others stayed for various reasons. The airport provides jobs directly to the community through four businesses and the City run Fixed-Base Operation (FBO) currently offering fuel service to both jet and piston driven aircraft while managing the hangar space at the airport.



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

- Airport Director (FT)
- Operations Coordinator (FT)
- Customer Service Agent (FT)
- Maintenance Technician (FT)
- 6 Operations Technicians (PT)

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 building as they travel 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
- Storage 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
- 2 privately-owned Hangars

2019 was a busy year not only in the air but also on the ground. The year in review can be broken down into three main areas:

COMMUNITY

Your airport is not only focused on the flying community but the entire community. As soon as the weather started cooperating, we started hosting groups of all kinds. Different Girl Scout groups from around the region stopped by to work on their aviation badge.



They received airport and airplane education along with a tour of each. We are happy to say that a few of the troops had to drive past their own local airport to get to SYI. Also, your local elementary schools have added the airport to their community day field trips. Half of the group went across the street to the hospital while we hosted the others. After an activity and tour, they changed

places. Due to a construction project the tour also included a drive down the taxiway. The parents enjoyed seeing the large construction equipment as much as the children. In April the airport hosted our now annual Aviation Day.



Nearly three thousand people from the surrounding area attended the event. Each year we make small changes to the event, so attendees get to see different sides to aviation. We added vendors from around the area, local entertainment, and an expanded view of how aviation influences our community. Plans are already underway for our next annual Aviation Day on April 25, 2020. The airport participated in the local Christmas Parade sponsored

by the Jaycees and Shelbyville Bedford Chamber of Commerce again this year. Our 4th annual Santa Fly-In had much better weather this year. A compressed December calendar made for several events happening on the same day in 2019. We still had over one hundred and ninety children have their picture taken with Santa. We added food vendors in 2019. The Park and Recreation Department helped facilitate Santa's Workshop and letters to Santa while the children waited their turn. We also appreciated the help from Central High School's National Honor Society.



CONSTRUCTION

A previous grant from the State helped us design a project to correct the Runway Safety Area and resurface the entire runway. In the spring of 2019, we received a grant from Tennessee's Aeronautics Division and the Federal Aviation Administration in the amount of \$6.3 million. An ambitious construction schedule was established from the very beginning of the project. We requested to start the project after our Aviation Day and be complete by the Annual Tennessee Walking Horse Celebration. Our contractor said it could not be done but was willing to try. From the beginning of May until the middle of August our runway went through a complete transformation. They removed all the

asphalt from the entire runway and the "bull-horn" taxiways. They removed excess rock and dirt along the edges of Safety Area and placed it on the north end to raise the existing grade. The



scope and timeframe of the project caught the attention of different organizations. Different aspects of the project have been published in articles and referred to as an example to follow. The project has been nominated for a complete write up in a national engineering magazine and other awards.

We still must wait for grass to grow this spring before we can call it complete. But all the users love the improvements.

COMMERCE

Great efforts were made to keep all the business located on the airport functioning during the summer construction project. Enterprise Rental Cars ran at 100% capacity even after losing a few "fly-in" customers. As a matter of fact, their regional office has been forced to increase staff at our airport location to cover demand. We opened our taxiway for the use of our based aircraft businesses. The owners of Mack Air and Arion Aircraft used the taxiway to ferry in aircraft for maintenance. Our based tenants were able to use the

taxiway after proper briefing. In 2016 the airport welcomed Shelbyville Flight Academy as the flight school of the airport. Having an active flight school has 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. Therefore, we worked with the Flight Academy help them to have continued success in 2019. Their instructors were able to use the taxiway and moved the regular training to Lewisburg. Even with the runway closed they kept over 50 active students working on private pilot licenses or are increasing their skills by adding instrument and commercial ratings. They did have to delay the conversion of The Academy to a Part 141 designated flight school. They reopened the process after the runway opened and are awaiting their final certificate. They have also added to their fleet of training aircraft in 2019 to help accommodate the demand. The Academy now has nine aircraft available for everything from tail dragger endorsement to multi-engine instrument.

We hope to be able to report even further growth in next year's annual report not just by the Flight Academy but by all businesses located on the field including yours.



Planning and Community Development 2019 Annual Report.

Due to the size of my tenure at the City of Shelbyville, I cannot confirm or deny this information is a complete record. These records have been retrieved with due diligence and to the best of my ability.

Summary: During the year of 2019 the Planning and Community Development Department worked on 13 Preliminary Plats, 4 Final Plats, 8 Site Plans, 1 Annexation, 1 PUD Amendment, 15 Zoning Letters, I-1 Zoning Amendment and 20 Administrative Reviews. Historic Zoning Commission had 2 new construction projects, 1 Renovation and a Change in the By-laws.

January 2019

Preliminary Plat – Cedar Creek Properties

Preliminary Plat – McDale Lane

Rezoning a property from R-4 to C-2. Located at 200 Anthony Lane (Bedford County Tax Map 089L, Group B, Parcel 017.00).

Annexation Plan of Services for property located on Rabbit Branch Rd (Bedford County Tax Map 079, Parcel 046.00).

February 2019

Preliminary Plat – Hartsford Subdivision

Preliminary Plat – McKeesport Subdivision

Site Plan for a Commercial Building Located at the corner of North Main Street and Moreland Ave.

Amendment to the Fieldstone PUD Pattern Book and Master Plan. Located between US-231 and Midland Road. (Bedford County Tax Map 069, Parcel 040.00).

March 2019

Site Plan – Cooper Steel

Rezoning of Property on Rabbit Branch Road from R-1 to R-3 (Tax Map 79, Parcel 046.00)

Rezoning on a property located on Madison Street, moving the line that divides the R-4 and C-2 portions. (Tax Map 090, Parcel 115.00)

April 2019

Site Plan Beasley's Heating and Cooling on Green Lane

Preliminary Plat – Lexington cove

May 2019

Rezoning – South Cannon Blvd.

Rezoning – Fairfield Pike

June 2019

Global Manor – Phase 2 – Preliminary Plat

Hartford Subdivision, Phase 2 and Hartford Subdivision Lots 8-16 Revised – Preliminary Plat

McKeesport Subdivision, Phase 1, Section 3 – Final Plat

Rezoning Request for Tax Map 79 Parcel 23.05 (East of Trinity Road and North of Shelbyville Mills Baptist Church) – Rezoning Request from R-1 to R-2.

Rezoning Request for Tax Map 79 Parcel 61.00 (North of Idle Drive and South of Browns Lane) – Rezoning Request from R-2 to R-3.

Administrative Reviews –Carrol Estates Minor Plat (Mac Street), Northside Park – Lot 13 Phase 3 and Lot 1 Phase 1 Revision

Plans Reviewed – Creekside

July 2019

Hartford Subdivision Lots 8-16 Revision – Final Plat

Rezoning Request for 610 and 612 North Britain Street (Tax Map 89B Group A Parcel 11.0) - Rezoning Request from R-3 to C-2.

Rezoning Request for Tax Map 90.00 Parcel 1.00, 1.01, 49.00, and 93.00 (North of Eagle Boulevard on Eaton Drive) – Rezoning Request from I-2 to R-2.

August 2019

Wheatfield Subdivision – Preliminary Plat

White & Associates Building Addition – Site Plan

September 2019

Magnolia Farms Subdivision – Phase 2 – Final Plat

Bedford County Head Start – Site Plan

Charlie Irwin Paint Expansion – Site Plan

Racetrac Convenience Market – Site Plan

October 2019

Global Manor – Final Plat

Fieldstone PUD – Preliminary Plat

Fairfield Place – Preliminary Plat

Rezoning Request for Tax Map 79 Parcel 23.05 (East of Trinity Road and North of Shelbyville Mills Baptist Church) – Rezoning Request from R-1 to R-2.

Rezoning Request for Tax Map 69 Parcel 5.06 (Northside of McDale Lane – Approx. 500 feet east of Highway 231) – Rezoning Request from C-2 to R-4.

Rezoning Request for Tax Map 69 Part of Parcel 30.00 (Southwest Corner of Hwy 437 and Fairfield Pike Intersection) – Rezoning Request from R-2 to C-2.

November 2019

McKeesport Phase 3 – Preliminary Plat

Bemis Facility Improvement Plan – Parking Addition – Site Plan

Rezoning Request for Tax Map 78P Group D Parcel 8.00 and Part of Parcel 7.00 (Southwest Hwy 231 and Noblitt Street) – Rezoning Request from C-2 to R-2.

Rezoning Request for Tax Map 69 Parcel 58.06 (East of 220 Calsonic Way) – Rezoning Request from R-2 to I-1.

December 2019

Amendments to the Industrial-1 (I-1) Zone District

Hartford Subdivision – Phase 2 – Preliminary Plat

Ridgewood Phase 1 and McKeesport Phase 4 – Preliminary Plat

The Landing at Townsend – Preliminary Plat

The Landing at Townsend Phase 1 – Site Plan

Rezoning Request for Tax Map 90G Group A Parcel 1.00 (Directly West of 1909 Madison Street) – Rezoning Request from C-2 to R-1.

**Planning and Community Development 2019
Financials**

Fund: **110** General Fund

Account Number : **110-32650**

Plan Review Fee

Date	Trans #	Reference #	Type	Transaction Description	Debits	Credits	Balance
01/01/2019				Beginning Balance	0.00	0.00	(10,819.00)
01/03/2019	45836		CR	102 Tanner & 1603 Sims (Zoning	0.00	50.00	(10,869.00)
01/03/2019	45837		CR	Cedar Creek (Preliminary Plat)	0.00	1,625.00	(12,494.00)
01/03/2019	45838		CR	1006 S. Brittain Acces.Struc.A	0.00	35.00	(12,529.00)
01/17/2019	2750		CR	Miscellaneous Receipts	0.00	1,925.00	(14,454.00)
01/17/2019	2750		CR	Miscellaneous Receipts	0.00	150.00	(14,604.00)
01/24/2019	2760		CR	Miscellaneous Receipts	0.00	35.00	(14,639.00)
01/25/2019	2762		CR	Miscellaneous Receipts	0.00	150.00	(14,789.00)
Monthly Totals: 110-32650					0.00	3,970.00	(14,789.00)
Fund Totals:					0.00	3,970.00	

Fund: **110** General Fund

Account Number : **110-32650**

Plan Review Fee

Date	Trans #	Reference #	Type	Transaction Description	Debits	Credits	Balance
02/01/2019				Beginning Balance	0.00	0.00	(14,789.00)
02/04/2019	2833		CR	Miscellaneous Receipts	0.00	1,825.00	(16,614.00)
02/04/2019	2833		CR	Miscellaneous Receipts	0.00	1,825.00	(18,439.00)
02/05/2019	2812		CR	Miscellaneous Receipts	0.00	250.00	(18,689.00)
02/05/2019	2812		CR	Miscellaneous Receipts	0.00	35.00	(18,724.00)
02/08/2019	2842		CR	Miscellaneous Receipts	0.00	35.00	(18,759.00)
02/08/2019	2842		CR	Miscellaneous Receipts	0.00	35.00	(18,794.00)
02/13/2019	2853		CR	Miscellaneous Receipts	0.00	35.00	(18,829.00)
02/21/2019	2887		CR	Miscellaneous Receipts	0.00	35.00	(18,864.00)
02/26/2019	2908		CR	Miscellaneous Receipts	0.00	17.00	(18,881.00)
02/27/2019	2910		CR	Miscellaneous Receipts	0.00	35.00	(18,916.00)
02/28/2019	2913		CR	Miscellaneous Receipts	0.00	250.00	(19,166.00)
Monthly Totals: 110-32650					0.00	4,377.00	(19,166.00)
Fund Totals:					0.00	4,377.00	

Fund: **110** General Fund

Account Number : **110-32650**

Plan Review Fee

Date	Trans #	Reference #	Type	Transaction Description	Debits	Credits	Balance
03/01/2019				Beginning Balance	0.00	0.00	(19,166.00)
03/01/2019	2915		CR	Miscellaneous Receipts	0.00	35.00	(19,201.00)
03/04/2019	2932		CR	Miscellaneous Receipts	0.00	275.00	(19,476.00)
03/04/2019	2932		CR	Miscellaneous Receipts	0.00	275.00	(19,751.00)
03/06/2019	2936		CR	Miscellaneous Receipts	0.00	35.00	(19,786.00)
03/07/2019	2938		CR	Miscellaneous Receipts	0.00	35.00	(19,821.00)
03/07/2019	2938		CR	Miscellaneous Receipts	0.00	418.50	(20,239.50)
03/07/2019	190777	reclass	JE	reclass revenue	418.50	0.00	(19,821.00)
03/11/2019	2944		CR	Miscellaneous Receipts	0.00	35.00	(19,856.00)
03/11/2019	2944		CR	Miscellaneous Receipts	0.00	35.00	(19,891.00)
03/14/2019	2950		CR	Miscellaneous Receipts	0.00	35.00	(19,926.00)
03/15/2019	2978		CR	Miscellaneous Receipts	0.00	25.00	(19,951.00)
03/26/2019	3014		CR	Miscellaneous Receipts	0.00	25.00	(19,976.00)
03/28/2019	3020		CR	Miscellaneous Receipts	0.00	25.00	(20,001.00)
Monthly Totals: 110-32650					418.50	1,253.50	(20,001.00)
Fund Totals:		110			418.50	1,253.50	

Fund: **110** General Fund

Account Number : **110-32650**

Plan Review Fee

Date	Trans #	Reference #	Type	Transaction Description	Debits	Credits	Balance
04/01/2019				Beginning Balance	0.00	0.00	(20,001.00)
04/01/2019	3024		CR	Miscellaneous Receipts	0.00	250.00	(20,251.00)
04/01/2019	3024		CR	Miscellaneous Receipts	0.00	250.00	(20,501.00)
04/01/2019	3024		CR	Miscellaneous Receipts	0.00	150.00	(20,651.00)
04/03/2019	3052		CR	Miscellaneous Receipts	0.00	35.00	(20,686.00)
04/04/2019	3054		CR	Miscellaneous Receipts	0.00	35.00	(20,721.00)
04/09/2019	3072		CR	Miscellaneous Receipts	0.00	25.00	(20,746.00)
04/15/2019	3096		CR	Miscellaneous Receipts	0.00	275.00	(21,021.00)
04/15/2019	3096		CR	Miscellaneous Receipts	0.00	35.00	(21,056.00)
04/22/2019	3122		CR	Miscellaneous Receipts	0.00	35.00	(21,091.00)
04/25/2019	3127		CR	Miscellaneous Receipts	0.00	35.00	(21,126.00)
04/29/2019	3146		CR	Miscellaneous Receipts	0.00	275.00	(21,401.00)
Monthly Totals: 110-32650					0.00	1,400.00	(21,401.00)
Fund Totals:		110			0.00	1,400.00	

Fund: **110** General Fund

Account Number : **110-32650**

Plan Review Fee

Date	Trans #	Reference #	Type	Transaction Description	Debits	Credits	Balance
05/01/2019				Beginning Balance	0.00	0.00	(21,401.00)
05/06/2019	3157		CR	Miscellaneous Receipts	0.00	660.00	(22,061.00)
05/06/2019	3157		CR	Miscellaneous Receipts	0.00	35.00	(22,096.00)
05/08/2019	3161		CR	Miscellaneous Receipts	0.00	35.00	(22,131.00)
05/09/2019	3163		CR	Miscellaneous Receipts	0.00	25.00	(22,156.00)
05/15/2019	3168		CR	Miscellaneous Receipts	0.00	17.00	(22,173.00)
05/16/2019	3170		CR	Miscellaneous Receipts	0.00	35.00	(22,208.00)
05/16/2019	3170		CR	Miscellaneous Receipts	0.00	25.00	(22,233.00)
05/16/2019	3170		CR	Miscellaneous Receipts	0.00	150.00	(22,383.00)
05/20/2019	3224		CR	Miscellaneous Receipts	0.00	35.00	(22,418.00)
05/24/2019	3246		CR	Miscellaneous Receipts	0.00	25.00	(22,443.00)
05/28/2019	3248		CR	Miscellaneous Receipts	0.00	275.00	(22,718.00)
05/29/2019	3250		CR	Miscellaneous Receipts	0.00	35.00	(22,753.00)
05/31/2019	3253		CR	Miscellaneous Receipts	0.00	35.00	(22,788.00)
05/31/2019	3253		CR	Miscellaneous Receipts	0.00	35.00	(22,823.00)
Monthly Totals: 110-32650					0.00	1,422.00	(22,823.00)
Fund Totals:		110			0.00	1,422.00	

Fund: **110** General Fund

Account Number : **110-32650**

Plan Review Fee

Date	Trans #	Reference #	Type	Transaction Description	Debits	Credits	Balance
06/01/2019				Beginning Balance	0.00	0.00	(22,823.00)
06/03/2019	3255		CR	Miscellaneous Receipts	0.00	1,525.00	(24,348.00)
06/03/2019	3255		CR	Miscellaneous Receipts	0.00	3,450.00	(27,798.00)
06/06/2019	3261		CR	Miscellaneous Receipts	0.00	35.00	(27,833.00)
06/10/2019	3265		CR	Miscellaneous Receipts	0.00	275.00	(28,108.00)
06/19/2019	3323		CR	Miscellaneous Receipts	0.00	35.00	(28,143.00)
06/26/2019	3351		CR	Miscellaneous Receipts	0.00	35.00	(28,178.00)
06/27/2019	3353		CR	Miscellaneous Receipts	0.00	875.00	(29,053.00)
Monthly Totals: 110-32650					0.00	6,230.00	(29,053.00)
Fund Totals:					0.00	6,230.00	

Fund: **110** General Fund

Account Number : **110-32650** Plan Review Fee

Date	Trans #	Reference #	Type	Transaction Description	Debits	Credits	Balance
07/01/2019				Beginning Balance	0.00	0.00	0.00
07/01/2019	1		CR	Miscellaneous Receipts	0.00	35.00	(35.00)
07/03/2019	5		CR	Miscellaneous Receipts	0.00	150.00	(185.00)
07/05/2019	7		CR	Miscellaneous Receipts	0.00	275.00	(460.00)
07/08/2019	8		CR	Miscellaneous Receipts	0.00	35.00	(495.00)
07/08/2019	8		CR	Miscellaneous Receipts	0.00	35.00	(530.00)
07/09/2019	10		CR	Miscellaneous Receipts	0.00	35.00	(565.00)
07/11/2019	15		CR	Miscellaneous Receipts	0.00	150.00	(715.00)
07/25/2019	68		CR	Miscellaneous Receipts	0.00	25.00	(740.00)
07/29/2019	69		CR	Miscellaneous Receipts	0.00	300.00	(1,040.00)
07/30/2019	71		CR	Miscellaneous Receipts	0.00	35.00	(1,075.00)
07/31/2019	73		CR	Miscellaneous Receipts	0.00	35.00	(1,110.00)
Monthly Totals: 110-32650					0.00	1,110.00	(1,110.00)
Fund Totals:		110			0.00	1,110.00	

Fund: **110** General Fund

Account Number : **110-32650**

Plan Review Fee

Date	Trans #	Reference #	Type	Transaction Description	Debits	Credits	Balance
08/01/2019				Beginning Balance	0.00	0.00	(1,110.00)
08/01/2019	80		CR	Miscellaneous Receipts	0.00	1,875.00	(2,985.00)
08/13/2019	120		CR	Miscellaneous Receipts	0.00	25.00	(3,010.00)
08/14/2019	122		CR	Miscellaneous Receipts	0.00	200.00	(3,210.00)
08/20/2019	47892	MAGNOLIA	CR	PLANNING & ZONING	0.00	825.00	(4,035.00)
08/21/2019	47893	1042 UNION	CR	PLANNING & ZONING	0.00	475.00	(4,510.00)
08/27/2019	47930	105 SOUTH	CR	CAFFEY, CINDY K.	0.00	35.00	(4,545.00)
08/29/2019	47958	ZONING	CR	PLANNING & ZONING	0.00	25.00	(4,570.00)
08/30/2019	47962	136 EATON	CR	CIP	0.00	250.00	(4,820.00)
Monthly Totals: 110-32650					0.00	3,710.00	(4,820.00)
Fund Totals:		110			0.00	3,710.00	

Fund: **110** General Fund

Account Number : **110-32650**

Plan Review Fee

Date	Trans #	Reference #	Type	Transaction Description	Debits	Credits	Balance
09/01/2019				Beginning Balance	0.00	0.00	(4,820.00)
09/03/2019	47981	515 ROCK ST.	CR	St. John Engineering, Llc	0.00	250.00	(5,070.00)
09/04/2019	47987	SUBDIVISION	CR	PLANNING & ZONING	0.00	625.00	(5,695.00)
09/04/2019	47988	SITE PLAN	CR	PLANNING & ZONING	0.00	550.00	(6,245.00)
09/05/2019	47996	1047	CR	PLANNING & ZONING	0.00	25.00	(6,270.00)
09/06/2019	48023	111-113 E	CR	PLANNING & ZONING	0.00	20.39	(6,290.39)
09/10/2019	48038	122 RAVEN	CR	LONNING, MICHAEL	0.00	35.00	(6,325.39)
09/26/2019	48201	FINAL PLAT	CR	Global Homes Inc.	0.00	2,325.00	(8,650.39)
09/26/2019	48217	PLANNING &	CR	PLANNING & ZONING	0.00	4,275.00	(12,925.39)
09/30/2019	48229	212 DECATUR	CR	VINCION, BRANDY	0.00	35.00	(12,960.39)
09/30/2019	48230	REZONING	CR	REZONING APPLICATION	0.00	275.00	(13,235.39)
09/30/2019	48232	PLANNING &	CR	PLANNING & ZONING	0.00	35.00	(13,270.39)
09/30/2019	48233	PLANNING &	CR	PLANNING & ZONING	0.00	35.00	(13,305.39)
09/30/2019	48238	TAX MAP ID	CR	BARRETT KENDALL	0.00	275.00	(13,580.39)
Monthly Totals: 110-32650					0.00	8,760.39	(13,580.39)
Fund Totals:					0.00	8,760.39	

Fund: **110** General Fund

Account Number : **110-32650**

Plan Review Fee

Date	Trans #	Reference #	Type	Transaction Description	Debits	Credits	Balance
10/01/2019				Beginning Balance	0.00	0.00	(13,580.39)
10/01/2019	48243	819	CR	JONES, ALVIN	0.00	35.00	(13,615.39)
10/01/2019	48253	LINE SHIFT	CR	Northcutt Surveying, Inc.	0.00	150.00	(13,765.39)
10/01/2019	48255	REZONING	CR	CURL PROPERTIES, LLC	0.00	275.00	(14,040.39)
10/03/2019	48274	125 DOAK	CR	PLAN REVIEW FEE	0.00	35.00	(14,075.39)
10/04/2019	48283	PLANNING &	CR	PLANNING & ZONING	0.00	35.00	(14,110.39)
10/10/2019	48341	230 AMOS	CR	DICKERSON, JEREMIAH	0.00	35.00	(14,145.39)
10/17/2019	48395	PARKER-	CR	Northcutt Surveying, Inc.	0.00	150.00	(14,295.39)
10/18/2019	48402	112 AIRPORT	CR	GENESIS INVESTMENT PROPERTIES, LLC	0.00	25.00	(14,320.39)
10/22/2019	48452	109	CR	Gary Boyce Construction, Llc	0.00	35.00	(14,355.39)
10/23/2019	48471	ACCESSORY	CR	PLAN REVIEW REE	0.00	35.00	(14,390.39)
10/24/2019	48481	MINOR PLAT	CR	WRISPER, ULYSSES	0.00	150.00	(14,540.39)
10/29/2019	48498	PLANNING &	CR	PLANNING & ZONING	0.00	35.00	(14,575.39)
Monthly Totals: 110-32650					0.00	995.00	(14,575.39)
Fund Totals:		110			0.00	995.00	

Fund: **110** General Fund

Account Number : **110-32650**

Plan Review Fee

Date	Trans #	Reference #	Type	Transaction Description	Debits	Credits	Balance
11/01/2019				Beginning Balance	0.00	0.00	(14,575.39)
11/01/2019	48515	PLANNING &	CR	PLANNING & ZONING	0.00	675.00	(15,250.39)
11/01/2019	48518	PLANNING &	CR	PLANNING & ZONING	0.00	35.00	(15,285.39)
11/04/2019	48521	PLANNING &	CR	PLANNING & ZONING	0.00	250.00	(15,535.39)
11/04/2019	48522	PLANNING &	CR	PLANNING & ZONING	0.00	300.00	(15,835.39)
11/04/2019	48545	REZONING	CR	755 NORTH MAIN STREET	0.00	275.00	(16,110.39)
11/05/2019	48553	PLANNING &	CR	PLANNING & ZONING	0.00	1,875.00	(17,985.39)
11/08/2019	48589	PLANNING &	CR	PLANNING & ZONING	0.00	1,077.00	(19,062.39)
11/14/2019	48615	CALSONIC	CR	REZONING FEE	0.00	275.00	(19,337.39)
11/21/2019	48696	PLANNING &	CR	PLANNING & ZONING	0.00	798.25	(20,135.64)
11/22/2019	118981		AP	Sec Inc.	300.00	0.00	(19,835.64)
11/26/2019	118980		AP	Sec Inc.	475.00	0.00	(19,360.64)
11/27/2019	48737	PLANNING	CR	PLANNING REVIEW	0.00	200.00	(19,560.64)
Monthly Totals: 110-32650					775.00	5,760.25	(19,560.64)
Fund Totals:		110			775.00	5,760.25	

Fund: **110** General Fund

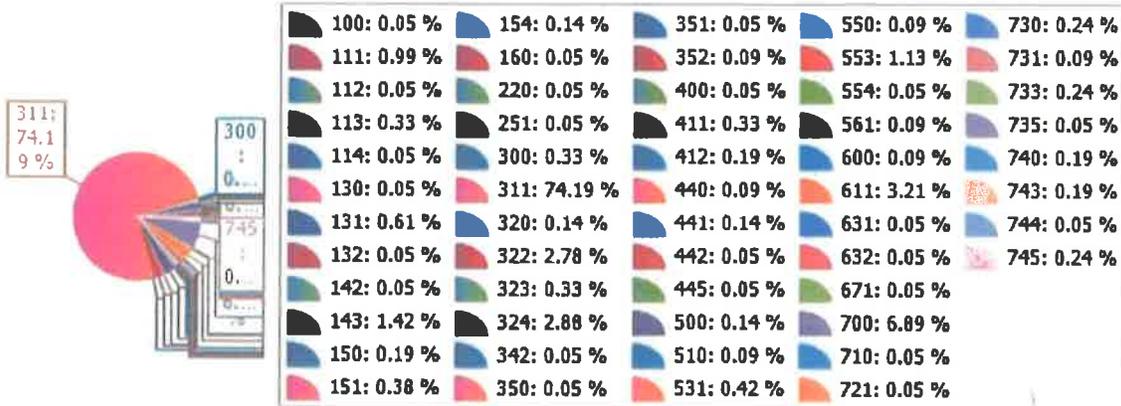
Account Number : **110-32650**

Plan Review Fee

Date	Trans #	Reference #	Type	Transaction Description	Debits	Credits	Balance
12/01/2019				Beginning Balance	0.00	0.00	(19,560.64)
12/02/2019	48750	MADISON	CR	REZONING FEE	0.00	275.00	(19,835.64)
12/02/2019	48751	US HWY	CR	PLAN REVIEW	0.00	700.00	(20,535.64)
12/03/2019	48773	PLANNING &	CR	PLANNING & ZONING	0.00	35.00	(20,570.64)
12/03/2019	48776	PLANNING &	CR	PLANNING & ZONING	0.00	150.00	(20,720.64)
12/03/2019	48777	PLANNING &	CR	PLANNING & ZONING	0.00	1,075.00	(21,795.64)
12/03/2019	48778	PLANNING &	CR	PLANNING & ZONING	0.00	687.50	(22,483.14)
12/03/2019	48779	PLANNING &	CR	PLANNING & ZONING	0.00	687.50	(23,170.64)
12/17/2019	48925	PLANNING &	CR	PLANNING & ZONING	0.00	550.00	(23,720.64)
12/23/2019	48589	PLANNING &	CR	Void Receipt # 48589	1,077.00	0.00	(22,643.64)
12/23/2019	48696	PLANNING &	CR	Void Receipt # 48696	798.25	0.00	(21,845.39)
12/30/2019	49004	116 & 118	CR	ALL Construction of Shelbyville, LLC	0.00	150.00	(21,995.39)
12/30/2019	49006	SITE PLAN-	CR	ALL Construction of Shelbyville, LLC	0.00	250.00	(22,245.39)
Monthly Totals: 110-32650					1,875.25	4,560.00	(22,245.39)
Fund Totals:		110			1,875.25	4,560.00	



Incident Reports By Incident Type, Summary



Incident Type	Total Incidents	Percent
100 - Fire, other	1	0.05%
111 - Building fire	21	0.99%
112 - Fires in structure other than in a building	1	0.05%
113 - Cooking fire, confined to container	7	0.33%
114 - Chimney or flue fire, confined to chimney or flue	1	0.05%
130 - Mobile property (vehicle) fire, other	1	0.05%
131 - Passenger vehicle fire	13	0.61%
132 - Road freight or transport vehicle fire	1	0.05%
142 - Brush or brush-and-grass mixture fire	1	0.05%
143 - Grass fire	30	1.42%
150 - Outside rubbish fire, other	4	0.19%
151 - Outside rubbish, trash or waste fire	8	0.38%
154 - Dumpster or other outside trash receptacle fire	3	0.14%
160 - Special outside fire, other	1	0.05%
220 - Overpressure rupture from air or gas, other	1	0.05%
251 - Excessive heat, scorch burns with no ignition	1	0.05%
300 - Rescue, EMS incident, other	7	0.33%

Incident Type	Total Incidents	Percent
311 - Medical assist, assist EMS crew	1572	74.19%
320 - Emergency medical service incident, other	3	0.14%
322 - Motor vehicle accident with injuries	59	2.78%
323 - Motor vehicle/pedestrian accident (MV Ped)	7	0.33%
324 - Motor vehicle accident with no injuries.	61	2.88%
342 - Search for person in water	1	0.05%
350 - Extrication, rescue, other	1	0.05%
351 - Extrication of victim(s) from building/structure	1	0.05%
352 - Extrication of victim(s) from vehicle	2	0.09%
400 - Hazardous condition, other	1	0.05%
411 - Gasoline or other flammable liquid spill	7	0.33%
412 - Gas leak (natural gas or LPG)	4	0.19%
440 - Electrical wiring/equipment problem, other	2	0.09%
441 - Heat from short circuit (wiring), defective/worn	3	0.14%
442 - Overheated motor	1	0.05%
445 - Arcing, shorted electrical equipment	1	0.05%
500 - Service Call, other	3	0.14%
510 - Person in distress, other	2	0.09%
531 - Smoke or odor removal	9	0.42%
550 - Public service assistance, other	2	0.09%
553 - Public service	24	1.13%
554 - Assist invalid	1	0.05%
561 - Unauthorized burning	2	0.09%
600 - Good intent call, other	2	0.09%
611 - Dispatched & canceled en route	68	3.21%
631 - Authorized controlled burning	1	0.05%
632 - Prescribed fire	1	0.05%
671 - HazMat release investigation w/no HazMat	1	0.05%
700 - False alarm or false call, other	146	6.89%
710 - Malicious, mischievous false call, other	1	0.05%
721 - Bomb scare - no bomb	1	0.05%
730 - System malfunction, other	5	0.24%

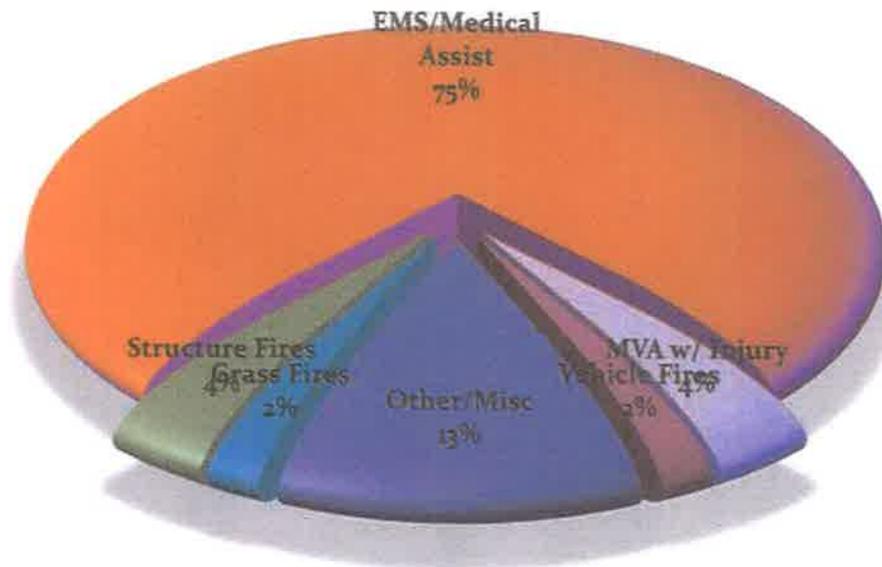
Incident Type	Total Incidents	Percent
731 - Sprinkler activation due to malfunction	2	0.09%
733 - Smoke detector activation due to malfunction	5	0.24%
735 - Alarm system sounded due to malfunction	1	0.05%
740 - Unintentional transmission of alarm, other	4	0.19%
743 - Smoke detector activation, no fire - unintentional	4	0.19%
744 - Detector activation, no fire - unintentional	1	0.05%
745 - Alarm system activation, no fire - unintentional	5	0.24%

Total Number of Incidents: 2119

Total Number of Incident Types: 56

Asset Type	Amount
Structure Fires	4%
EMS/Medical Assist	75%
MVA w/ Injury	4%
Vehicle Fires	2%
Other/Misc	13%
Grass Fires	2%

Incident Type Chart 2019



PURCHASING / IT DEPARTMENT

2019 REPORT

PURCHASING

TOTAL PURCHASE ORDERS PREPARED: 4,473

TOTAL DOLLARS: \$5,833,622.29

TOTAL DOLLARS THROUGH VISA: \$112,431.08

BID COMMITTEE MEETINGS: 12

The following were all anticipated purchases over bid threshold (\$7500 prior to 4/11/19, and \$15,000 after 4/11/19 – requiring City Council approval:

SEALED BIDS OPENED BY BID COMMITTEE: 18

Parks & Rec - Kitchen renovation at Rec Center - January
Streets - Signal at Palmer Drive and 231 North - February
Airport - Runway Rehabilitation & RSA Improvement - March
Parks & Rec - Video security upgrade at Rec Center - March
Parks & Rec - Pool pump room rehab - May
Streets - Sidewalk improvements, Phase 3 - May (rejected)
All departments - various rocks (1-year with two 1-year options for renewal) - June
Gen Govt - Lease of pasture 231N Business Park - June
Parks & Rec - Photography service for city leagues (1-year with two 1-year options for renewal) - July
Streets - Flashing signal upgrade at 231N and Airport Business Park Rd. - July
Parks & Rec - Repair to exterior pool concrete apron - August
Streets - Sidewalk improvements, Phase 3 - September (rejected)
Parks & Rec - Bleachers - October
Animal Control - Building addition - October
Sanitation - used day cab (road tractor) - October (rejected)
Sanitation - used day cab (road tractor) - November
Police - Firearms exchange - November
All departments - towing and storage service (1-year with two 1-year options for renewal) - December

REQUEST FOR QUALIFICATIONS REVIEWED BY SPECIAL COMMITTEE: 3

Planning – 20-year comprehensive plan – February (finalized)
Gen Govt - Consulting Engineer for 231N Business Park Site Development - May
Streets - Consultant engineering - sidewalk improvements, Phase 3 and 4 (TAP projects) - December

CONTRACTS RENEWED: (OPTION TO RENEW IN PREVIOUS SEALED BID): 4

Parks & Rec - Fireworks Display for 2019 - February
Streets - Paving - June
All departments - Oil change and routine vehicle service - June
Parks & Rec - Fireworks Display for 2020 - December

PURCHASED THROUGH NATIONAL COOPERATIVES: 7

Sanitation - Trash carts - Sourcewell (formerly NJPA) - June
Sanitation - Garbage truck - Sourcewell - July
Fire - Pumper truck - Sourcewell - July
Fire - Aerial truck - Sourcewell - July
Streets - Loader/backhoe - Sourcewell - September
Parks & Rec - Lighting two softball fields - Sourcewell - October
Streets - wheeled excavator - Sourcewell - October

PURCHASED THROUGH TENNESSEE STATEWIDE CONTRACTS/OR OTHER GOVERNMENTAL AGENCY CONTRACT: 4

Police - Body armor through Rutherford Co. contract - March
Police - Police pursuit vehicles (5) - TN SWC - July
Streets - Crew cab truck 4 x 4 - TN SWC - August
Streets - F-350 4 x 4 with dump body - TN SWC - October (SSA)

SOLE SOURCE/PROPRIETARY: 3

Police - In-car video systems - February
Police - Dual purpose canine - March
Police - Drug detection canine - August

EMERGENCY PURCHASE: 2

Sanitation - Turbo and DPF filter for garbage truck #10 - March
Gen Govt - HVAC unit for Senior Citizens Bldg. - June

PROFESSIONAL SERVICE AGREEMENTS:

2

Parks & Rec - Griggs & Maloney to oversee pool pump room rehab project - April
Animal Control - Davis Stokes Collaborative, P.C. - design and construction administration services for building addition - October

SURPLUS (DISPOSAL OF CITY PROPERTY):

Sold multiple items on GovDeals.com – see list attached \$35,978.14

TOTAL SURPLUS RECOVERY \$35,978.14

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
- Continue to add/update filter and spam software (Avast security package)
- Continue to add/update network gateway security
- Maintained individual department software updates (each department is unique)
- Email management/archive routinely
- Add/update new backup software
- Website management
- Maintain/host online registration and payment website for Rec Center (RecPro)
- Social media management – Facebook, Twitter
- Managed daily/weekly/annual back-ups of all systems and media
- Upgraded City departments ISP speed / bandwidth from 60 mbps to 300 mbps internet speed
- Upgraded Codes permit system, moved permits to its own server
- Maintain timeclocks
- Addition to security camera system at Recreation Center
- Added TV/information power point to Animal Control office
- Maintain business-based Dropbox for all council, directors and administration
- Wireless devices added upstairs at City Hall
- Added network patch / control panel - Admin
- Replace file server and permissions - Admin
- Public Works - new phone system installation and training, new server
- Airport - new server, added mesh wifi system, added cameras to existing system
- Animal Control - added new user computer
- Cemetery - maintain camera system

- City Hall - add scanner to drive-thru window and front desk PC
- City Hall - added more security cameras to current system
- Fire Hall - added two computers w/mapping capabilities and large screens for display
- Police Dept. court room - added chrome wireless connect

TRAINING

Purchasing/IT Director – CPPB Certification maintained

IT Specialist - Microsoft Certification maintained

Sold Asset Report

Shelbyville, TN

Date range: 01 Jan 2019 - 31 Dec 2019

Description	Type	Sold Amount	Auction End Date	Auction End Time	Make	Year
2006 Chevrolet Tahoe 2WD w/1WT	USD	\$1,950.00	14-Jun-19	07:06 PM ET	Chevrolet	2006
2002 Nissan Maxima SE	USD	\$3,125.00	14-Jun-19	07:15 PM ET	Nissan	2002
2007 Chevrolet Impala Police	USD	\$425.00	14-Jun-19	06:36 PM ET	Chevrolet	2007
2007 Chevrolet Impala Police	USD	\$375.00	14-Jun-19	07:33 PM ET	Chevrolet	2007
2006 Chevrolet Impala Police	USD	(\$525.00)	14-Jun-19	08:00 PM ET	Chevrolet	2006
2006 Chevrolet Impala Police	USD	\$333.00	12-Sep-19	06:06 PM ET	Chevrolet	2006
Optoma projector	USD	\$10.00	8-Jun-19	06:30 PM ET	Optoma	
John Deere 997 Z-trak	USD	\$2,525.00	13-Jun-19	07:00 PM ET	John Deere	2007
1992 Ford 2000 tractor	USD	\$1,975.00	13-Jun-19	06:45 PM ET	Ford	1992
1988 John Deere 2155 tractor	USD	\$4,075.00	13-Jun-19	07:20 PM ET	John Deere	1988
1992 GMC C6H042	USD	\$1,559.00	14-Jun-19	07:51 PM ET	GMC	1992
Taxiway & runway lights, one lot	USD	\$565.00	13-Jun-19	06:43 PM ET		
Metal desks, quantity 4	USD	\$10.00	13-Jun-19	06:50 PM ET		
Lockers, 1 set of 18	USD	\$125.00	13-Jun-19	07:25 PM ET		
Tables, decorative	USD	\$25.00	13-Jun-19	07:35 PM ET		
Sidewinder SW-7 rotary cutter	USD	(\$1,862.15)	13-Jun-19	08:10 PM ET	Sidewinder	
Sidewinder SW-7 rotary cutter	USD	\$520.00	3-Sep-19	06:51 PM ET	Sidewinder	
Sidewinder MG-10 rotary cutter	USD	\$2,155.00	13-Jun-19	08:20 PM ET	Sidewinder	
John Deere MX 6 rotary cutter	USD	\$111.00	13-Jun-19	08:40 PM ET	John Deere	
light bar, red	USD	\$90.00	14-Jun-19	06:30 PM ET	Code 3	
Electric 3-phase heaters, qty. 7	USD	\$10.00	14-Jun-19	06:45 PM ET		
Phoenix combo rescue tool	USD	\$50.00	14-Jun-19	07:00 PM ET	Phoenix	
Nordic Track CX1055	USD	\$35.00	14-Jun-19	08:00 PM ET	Nordic Track	
Biosystems Posi Chek machine	USD	\$1,525.00	14-Jun-19	08:35 PM ET	Biosystems	
2008 Yamaha YZF-R6	USD	\$3,270.00	7-Oct-19	06:30 PM ET	Yamaha	2008
2007 Chevrolet Impala Police	USD	\$691.00	12-Sep-19	06:41 PM ET	Chevrolet	2007
2007 Chevrolet Impala Police	USD	(\$855.00)	12-Sep-19	06:30 PM ET	Chevrolet	2007
2007 Chevrolet Impala Police	USD	\$540.00	30-Oct-19	06:36 PM ET	Chevrolet	2007
2007 Chevrolet Impala Police	USD	\$875.00	12-Sep-19	06:28 PM ET	Chevrolet	2007
2008 Chevrolet Impala Police	USD	\$1,200.03	12-Sep-19	06:11 PM ET	Chevrolet	2008
Steel / aluminum bottles, 2216 lb., qty. 11	USD	\$61.00	12-Sep-19	06:20 PM ET		
SCBA bottles, 2216 lb., qty. 7	USD	\$1,105.00	12-Sep-19	06:39 PM ET		
Pressure washers - qty. 2	USD	\$135.00	12-Sep-19	06:40 PM ET		
McCulloch Mac 10-10 saw	USD	\$70.34	12-Sep-19	06:50 PM ET		
1994 GMC Sierra C/K 3500 Reg. Cab 8-ft. Bed 2WD	USD	\$5,802.77	12-Sep-19	07:00 PM ET	GMC	1994
Steel bottles, 4500 lb. psi, qty. 5	USD	\$655.00	18-Sep-19	06:33 PM ET		
		\$35,978.14				



2019
Property Maintenance
&
Building Permits
Annual Report

BUILDING & CODES DEPARTMENT

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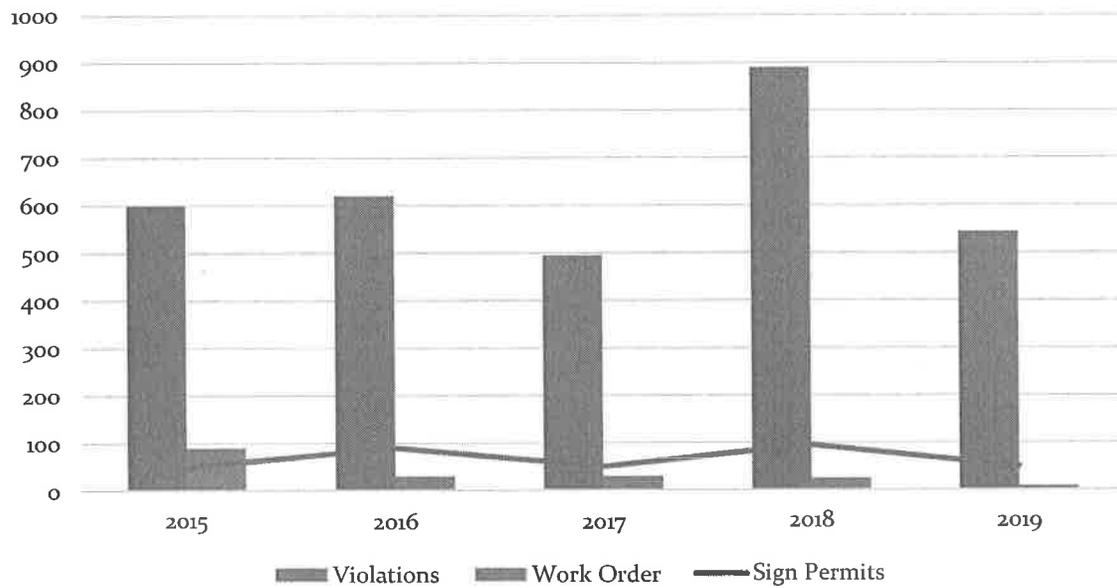
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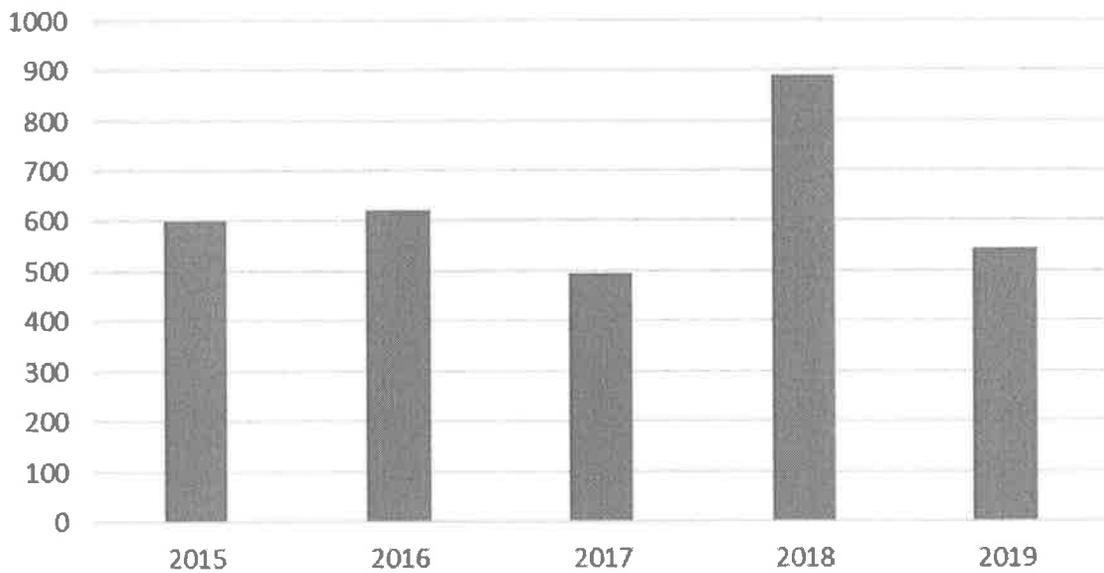
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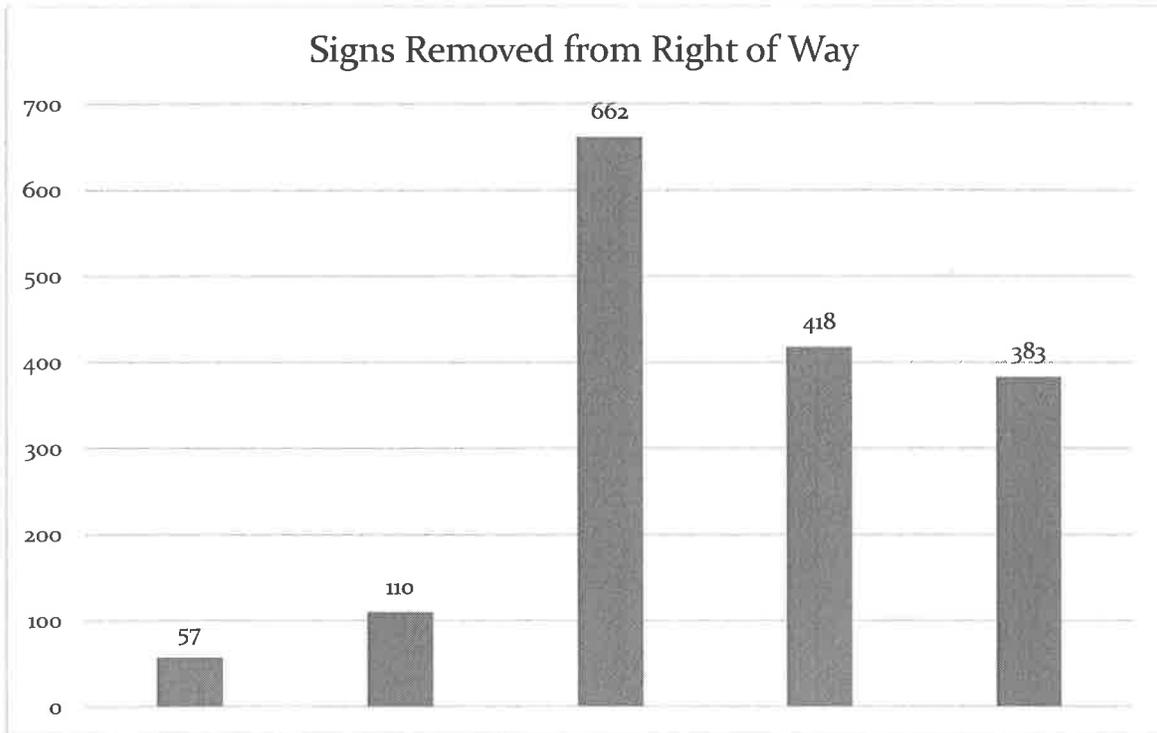
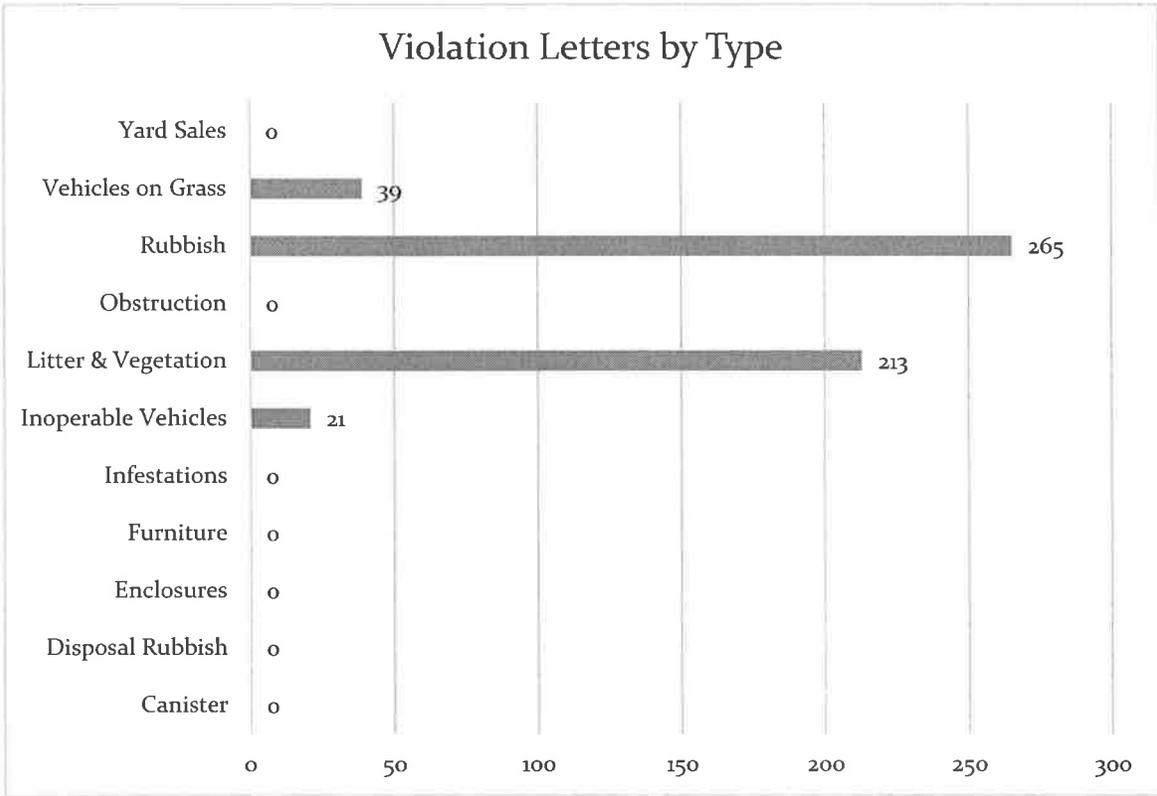
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Violation, Work Order, Sign Permit Trends 2019

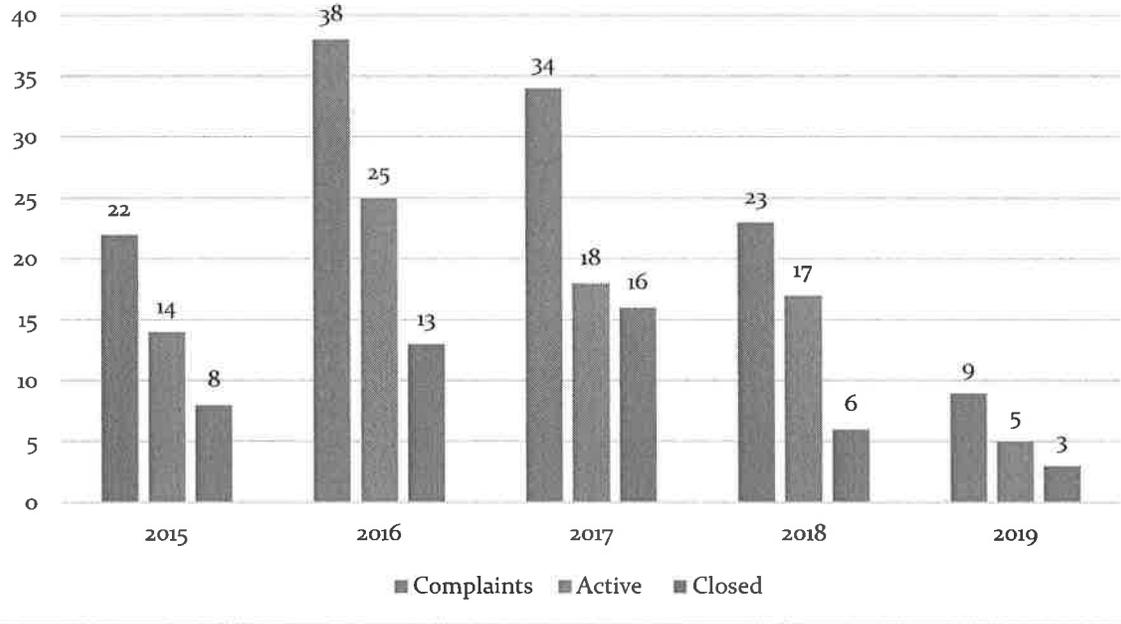


Violation Letters Sent





Substandard Properties



Calendar Year 2019 Annual Report - Building and Codes Department

<u>Permits</u>	2015	2016	2017	2018	2019	2019 vs. 2018 COMPARISON permits issued & revenue
Total Bldg/Demo Permits	142	189	177	208	255	23%
Sign Permits	42	86	38	94	46	-51%
Plumbing Permits	106	138	69	18	30	67%
Mechanical-1 & 2 fam	58	75	32	4	18	350%
Mechanical-All other	32	32	18	1	5	400%
Total Mechanical Permits	90	107	50	5	23	360%
Electrical Permits	443	468	458	453	602	33%
Demolition-1&2 family	3	9	4	9	8	-11%
Demolition-Multifamily	0	0	0	0	0	no change
Demolition-Commercial	1	0	2	10	6	-40%
Demolition-Industrial	0	0	1	0	0	no change
New Single Family	44	68	87	91	139	53%
New Duplex - 1 structure=2 SF units	6	2	0	0	10	increase (10)
Total 1 and 2 family units	50	70	87	91	149	64%
Single Family-Additions	5	8	6	9	6	-33%
Single Family-Misc.	47	54	41	60	59	-2%
Duplex - Additions	0	0	0	0	0	no change
Duplex - Misc.	1	0	0	0	0	no change
Multi-family-New	4	0	4	0	0	no change
Multi-family-Additions	0	0	0	0	0	no change
Multi-family-Misc.	2	1	3	0	1	increase (1)
Commercial-New	3	7	7	5	3	-40%
Commercial-Additions	1	1	4	3	0	decrease (3)
Commercial-Misc.	25	22	13	27	23	-15%
Industrial-New	1	1	0	2	4	100%
Industrial-Additions	0	3	2	0	1	increase (1)
Industrial-Misc.	2	4	3	0	0	no change
Grading Permits	15	11	15	18	11	-39%
<u>REVENUE (FEES)</u>						
Building Permits (all)	65421	86942	151654	164743	225802	0
Sign Permits	1222	2808	1970	2290	4100	1
Plumbing Permits	6970	12851	7665	1665	2920	1
Mechanical Permits	4460	5145	5890	600	2800	4
Electrical Permits	2215	2340	2290	2265	3005	0
Grading Permits	1400	1100	1400	3250	2950	0
Construct. Plans Review	10364	15921	19676	12239	13731	0
Reinspections	75	150	50	0	0	no change
Misc/Ltrs of Indemn/Temp C of O	102	1610	1800	2100	450	-1
<u>TOTAL REVENUE</u>	92229	128867	192394	189152	255758	0
<u>VALUATION</u>						
SINGLE FAMILY (NEW)	7671136	10735497	18784609	21037497	33905780	61%
ALL OTHER CATEGORIES	8660063	9691489	14008162	10382111	11722963	13%
TOTAL VALUATION	16331199	20426986	32792771	31419609	45628743	45%

GOALS FOR 2020

City of Shelbyville

Building & Codes Department

1. Continue to fairly and impartially enforce City of Shelbyville and State of Tennessee building and code requirements / regulations
2. Evaluate and update, as needed, the disaster preparedness plan
3. Continue to cross train staff in daily operations, data entry, and permitting processes
4. Create and maintain a continuously updated shared database of contractor licensing and insurance information. This will be maintained indefinitely to meet current regulations for record retention
5. Evaluate and evolve to expedite current permitting practices from start to finish
6. Maintain current inspection strategies to locate no less than 24 substandard structures throughout the City; notify owners of required corrections; issue City Court summons to violators that do not comply or refuse to remediate
7. Schedule annual meeting with contractors to discuss issues pertaining to their interaction with department and staff; code compliance, permitting, inspections, and discussions about updating to 2015, 2018, or 2021 ICC Codes
8. Continue to conduct inspections and always be vigilant of safety for City Staff and others
9. Continue membership and interaction with MTCOA, TBOA, and ICC to assure proper training of staff
10. Continue to acquire International Code Council (ICC) and American Association of Code Enforcement (AACE) certifications
 - a. Debbie Phillips to obtain ICC certification as Commercial Building Inspector
 - b. Jovan Cruz to obtain ICC certification as Residential Building Inspector